



THE CITY OF
GROVETOWN
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
March 31, 2023

Good afternoon,

We are sorry to inform you that the Spring Fest event for this Saturday has been cancelled. Today, City officials will go to various local schools to deliver eggs and visit with our students.

During the week, our department heads have been in budget meetings to provide their input on the 2023-2024 fiscal year budget. A budget off-site meeting will be held on April 21st, 2023, at 9AM at the Municipal Court, and it is open to the public.

Next week, we will welcome Masters visitors to our area. Thank you for helping us keep our roadways and rights-of-ways clean.

Please be reminded curb-side pickup is for rough garbage and yard waste, not for household trash. Be sure yard waste is placed at the curb on Sunday night in the appropriate week for pickup in your neighborhood. Also be reminded that we do not pick up tree debris when a company cuts it. It is the responsibility of the company to move it.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.*

Please be aware that there is an ordinance against illegal parking and this ordinance is being enforced. Also be aware that our City has a tree ordinance. Before cutting a tree, please contact Planning and Community Development for guidance on this matter.

If your trash can isn't emptied during pickup, please contact Grovetown City Hall at 706-863-4576, ext. 450.

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com/jobs.

Human Resources

Personnel Count

- 152 full-time number authorized
- 126 full-time number employed
- 1 part-time (Museum)
- 6 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (27)

- 1 Human Resources Technician
- 1 Road Patrol Sergeant
- 1 Road Patrol Officer
- 2 Traffic Officer
- 3 Public Safety Dispatcher
- 1 City Planner
- 1 Utility Services Director
- 1 Sewer Plant Operator Class III License
- 1 Sewer Plant Operator Trainee
- 3 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Heavy Equipment Operator 1 (Streets and Sanitation Dept.)
- 1 Administrative Assistant- Municipal Court
- 1 Administrative Assistant – Utility Services
- 1 Administrative Assistant – Administration
- 1 Meter Maintenance Technician Coordinator
- 1 Facilities Maintenance Worker
- 4 ***positions to be advertised at a later date***
- 2 Part-Time Firefighter/EMT

Hiring Actions

- 1 conditional job offer extended to applicant for Firefighter/EMT – Fire Rescue on 3/30/2023
- 1 Part-Time Firefighter/EMT – Fire Rescue started on 3/31/2023

Worker's Comp Claims

- Nothing to report

Additional Information

- Processed additional applications and preparing for interviews
- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
- Processing pre-employment paperwork and backgrounds on several potential employees
- Preparing conditional job offers for several applicants

Finance

- Hosted annual budget meetings with all department heads as we prepare to present proposed budget to City Council at second off-site on 4/21
- Staff Accountant continues projects inside our ERP software to streamline purchasing and electronic approvals; this continues making the Finance Dept. more efficient and effective

Police Department

- Police Dept. arrested 12 subjects during this period:
 - 2 for DUI (Failure to Maintain Lane, Headlight Requirement, and Driving While Unlicensed)
 - 1 for Driving While License Suspended (Unlawful Use of Wireless Device)
 - 1 for Bench Warrant (Failure to Stop, Driving While Unlicensed)
 - 1 for a Columbia County Sheriff's Office Warrant (Burglary)
 - 1 for Possession of a Weapon by a Convicted Felon, Possession of a Weapon During the Commission of a Crime, and Possession of Marijuana with Intent to Distribute.
 - 1 for Possession of a Weapon During the Commission of a Crime and Possession of Marijuana with Intent to Distribute
 - 1 for Probation Warrant (Driving While License Suspended, Taillight Requirement, and Safety Belt Violation)
 - 1 for Attempted Aggravated Assault, Possession of a Knife During the Commission of a Crime, Possession of Marijuana, and Possession of Methamphetamine
 - 1 for Probation Warrant (No Insurance, Expired Registration, and Expired Tag)
 - 1 for Court Ordered Sentence – 1 Month to Serve
 - 1 for Failure to Appear Warrant (Speeding, Driving Without a Tag, and No Insurance)
- Criminal Investigation Division had 4 cases assigned and closed 6 cases
- Hosted Proactive Night Mission along with the Department of Supervision: Initiated 45 traffic stops, arrested 4 subjects (2 DUI and 2 Suspended License), wrote 19 citations, 27 warnings, confiscated 1 gram of methamphetamine, 5 grams of marijuana, searched 22 vehicles, and seized 1 vehicle for asset forfeiture
- Conducted second phase of in-service training on 3/30; topics included search and seizures and stop stick training
- Wishing K9 Officer William Jenkins a speedy recovery

Fire Rescue

- Fire Rescue responded to 32 calls:
 - 21 medical
 - 11 fire
- Cardiotronix was onsite to perform annual Automated External Defibrillator testing for all AEDs in the City
- Shift 3 conducted Automatic Aid Training with Columbia County Engine 7 and Aerial Truck 7
- Several employees are attending Fire Instructor I class through Columbia County Fire Rescue

General Services

- Leisure and Recreation Shop: Cut grass, cleaned shop and washed/cleaned interior of all Leisure and Recreation vehicles
- Annex, Kidde Park, Historical Park, Grovetown Trails at Euchee Creek, and Courthouse: Cut grass
- Liberty Park: Cut grass, cleaned restrooms, dragged all baseball fields
- City Hall: Cut grass and blew off parking lot
- General Services: Removed trees, cleaned and cleared front area of fence line at Parham Rd. facility, and collaborated with Columbia County to update and replace signs along Harlem Grovetown Rd. school zone

Facility Maintenance

- Facility Maintenance completed 8 work orders:
 - 2 at City Hall, 2 at Goodale Park, 1 at Public Safety, 1 at Fleet Maintenance, 1 at Water Dept., and 2 at the Fire Rescue

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - Caterpillar Backhoe: Replaced hydraulic hoses (E118)
 - Ford F-250 Utility Truck: Routine maintenance (V188)
- **Streets and Sanitation Dept.**
 - Case 521G Front Loader: Replaced hydraulic hoses (E178)
 - D2E U-Dump Trailer: Repaired flat tire (E176)
 - Ford F-150 Pickup Truck: Routine maintenance (V104)
- **City Hall**
 - Chevy Traxx LS: Routine maintenance and replaced cabin filter (V148)
- **Public Safety**
 - Ford Transit 350 Police Van: Install battery isolation switch (V140)
 - Chevy Tahoe: Routine maintenance, replaced spare tire (V138)

Streets and Sanitation Dept.

- Picked up 22 bags of litter on main thoroughfare and collected total of 26.83 tons of bulk and yard waste
- Removed low hanging limbs on 3rd Ave., Williams St., and Hayne St.
- Repaired potholes along Harlem Grovetown Rd.
- Utilized Street Sweeper to clean Newmantown Rd.
- Completed 8 work orders

Liberty Park Rental and Member Updates

- 3 new rental contracts
- Facilities and fields were utilized a total of 45 hours

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Summer Jam: 6/17/2023 from 12PM-6PM

Utility Services

Water Dept.

- Ran daily water route
- 68 locates
- 135 service orders
- 5 histories
- Changed out 1 meter and replaced curb stop on Hayne Dr.
- Cleaned and organized trucks
- Performed monthly cut offs and restorations
- Performed weekly safety meeting

Stormwater Dept.

- Assisted Fire Rescue with loading fire hydrants
- Assisted Water Dept. with cut off/restorations
- Assisted Sewer Dept. with sewer issue
- Loaded and hauled debris/branches/trees/trash from Parham Rd. facility

Sewer Dept.

- Conducted daily checks on lift stations.

WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Discharged 13.44 million gallons of treated water, flow increased massively due to 4.4 inches of rain in 3 days
- Cleaned disk filters
- Greased belt press
- Cleaned bar screen
- Unclogged dewatering auger at headworks that was clogged with 2 mopheads
- Replaced check valve on lime feed system
- Turned in monthly samples to CSRA
- Cut grass at treatment plant.
- Received new permit from EPD that goes into effect 4/1

Infrastructure Inspections

- Conducted 13 developmental infrastructure inspections
- Conducted daily inspections at:
 - Deer Hollow Section 3A and 3B – Contractors on site building homes; Superintendent onsite
 - Rivercrest Townhomes – Garnto Southern Contractors on site

- Dollar General-Pepperhill – Contractors on-site installing steel beams and side walls
- Euchee Creek – Advanced Technology contractors onsite boring fiber optics for WiFi/Internet

Information Technology

- Received ordered monitors
 - Bench stock has now been replenished
- Ordered bench stock computers
- Achieved PCI compliance for Municipal Court
- Columbia County Community Broadband Utility (C3BU) begun fiber expansion in parks
 - Grovetown Trails at Euchee Creek and Historical Park will be first to have outdoor WiFi access
 - Scheduling C3BU rep to assist us for best equipment installation practices
- 16 calls for service

Planning and Community Development

- The Planning Commission held a public hearing on 3/16 to discuss the City’s zoning code revision. Video from the event is archived on the City’s Facebook page.
 - City Council will consider the amendment on **4/10** at 6PM in the Council Chambers at City Hall
 - A draft copy of the code revision is now live. Citizens are encouraged to submit comment throughout the process to rkurtz@cityofgrovetown.com, and visit this link for the information page on the City’s website:
 - <http://cityofgrovetown.com/304/Zoning-Code-Revision>
- Our team welcomed Ms. Adela Kelley, Senior Project Manager for District 12 with the Georgia Department of Economic Development, to discuss future economic development endeavors in the City of Grovetown on 3/28.
- Our Director virtually attended the Georgia Planning Association’s weekly Policy and Advocacy meeting on 3/31.
- Our team conducted a pre-construction meeting with the development team for Palmetto Industries in the Brighton development on 3/31; we expect site work to begin mid-February.
- 21 total building inspections

Meeting Update

- Planning Commission
 - 4/20 Meeting:
 - Request to approve Final Plat for 111 Howell St.
 - Request to approve Final Plat for 329 and 337 Whiskey Rd.
- BZA
 - 4/6 Meeting: No Agenda

Code Enforcement Update

- 21 cases deemed in compliance
- 16 signs removed from public ROW

- Inoperative/Abandoned Vehicles
 - 1 warning
- Parking Violations
 - 1 warning
- Trash Containers
 - 14 warnings
- Property Maintenance
 - 4 warnings
- Solid Waste/Trash
 - 1 warning
- 3 responses to civil concerns

DEVELOPMENT PROGRESS CHART

March 31, 2023

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
Commercial					
1	Dunkin' Site (4 Unit Building)	3	2	50%	No change
2	Dollar General (Pepperhill)	1	-	-	Site work in progress
3	Palmetto Industries (Brighton)	-	-	-	Expect site work to begin
Residential					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	59	92%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change
3	McCoy's Creek Section 6 (52 Single Family Homes)	50	49	94%	No change
4	Deer Hollow Section 2 (110 Single Family Homes)	105	92	84%	No change
5	Deer Hollow Section 3A (54 Single Family Homes)	22	5	9%	1 C/O
6	Caroleton Phase 3 (103 townhomes)	42	33	32%	3 C/Os
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress
	Renovation Permits Issued	5			
	New Construction Permits Issued	0			
	Total Permits Issued	5			

New Business Licenses Issued: 1				
Renewal Business Licenses Issued: 4				

Public Information Officer

- Shared weather alert from NWS via social media
- Informed public of broken traffic light and repair at Robinson Ave. and Katherine St. via social media
- Updated City website
- Updated bulletin board at City Hall
- Appeared on FOX54 Mornings on 3/28 to promote Spring Fest
- Dropped off Georgia Cities Week materials at Grovetown Elementary
- Alerted public to 3/29 phone service interruption and restoration via social media
- Alerted public to enforcement of City codes pertaining to yard maintenance via social media
- Alerted public and press to Spring Fest cancellation via City website, social media, and press release
- Highlighted City leaders via social media
- Alerted public to 4/7 early closure via City website and social media
- Updated digital sign City Hall
- Photographed egg donation and Easter Bunny visit at Grovetown Elementary School
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Early Closure: 4/7/2023 at 12PM*
- *City Council Meeting: 4/10/2023 at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: 4/20/2023 at 6PM in the Council Chambers at City Hall*
- *Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park*

Closing Comments

Next week our local schools will be closed for spring break. Hope you all have a safe and enjoyable week!

Gary E. Jones, Mayor

