



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
May 5, 2023

Good afternoon,

This week, our new Utility Services Director began work with the City. We're happy to welcome Mr. Keith Lyons to the City of Grovetown, and we are glad to have him on board.

On Tuesday, May 2nd, we held our first public hearing on the City budget for the 2023-2024 fiscal year. The second public hearing will be held on May 8th, 2023, at 6:30PM during the City Council meeting. The public is invited to attend.

On Wednesday, Sgt. Jarett Nieves of the Grovetown Police Dept. was awarded a statewide Mothers Against Drunk Driving award. Thank you, Sgt. Nieves, for keeping our City safe.

On Thursday, Councilmembers Ceretta Smith and Dr. Deborah Fisher, along with other City officials, attended the Columbia County Chamber of Commerce Legislative Breakfast at Savannah Rapids Pavilion. Local lawmakers were on hand to give updates from the recent legislative session at the State Capitol.

City officials met with the architects designing the new Depot project. We look forward to breaking ground on this project in the fall.

Employees are on the lookout for trash being brought into the City and dumped on the sides of our streets. If you notice anyone dumping trash, please notify the General Services Dept. at 706-863-4576, ext. 319.

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.

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 is not 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
- 127 full-time number employed
- 1 part-time (Museum)
- 8 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (25)

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

Hiring Actions

- 1 Utility Services Director started on 5/1/2023
- 1 Part-Time Firefighter/EMT – Fire Rescue started on 5/1/2023
- 1 Part-Time Firefighter/EMT – Fire Rescue started on 5/3/2023
- Interviewed 1 applicant for Part-Time Firefighter/EMT – Fire Rescue on 5/5/2023

Safety/Training/Wellness

- Nothing to report

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
- Preparing revised job description for council approval
- Attended public hearing for City budget
- Attended Columbia County Chamber of Commerce Legislative Breakfast

Police Department

- Police Dept. arrested 6 subjects during this period:
 - 1 for Suspended License, Driving Without a Tag, No Insurance, and Removing or Affixing Tag to Conceal Identity
 - 1 for Simple Assault (Family Violence) and Criminal Trespass
 - 1 for Grovetown Police Department Probation Warrant
 - 1 for Aggravated Battery (Family Violence)
 - 1 for Driving While Unlicensed and Failure to Stop at Stop Sign
 - 1 for Cruelty to Children in the 1st Degree and Cruelty to Children in the 3rd Degree (x3)
- Criminal Investigation Division had 3 cases assigned and closed 9 cases
- K9 unit performed 12 traffic stops, issued 9 citations, 1 arrest traffic violations, seized 14 grams of marijuana, assisted in a school search, and completed K9 training
- Happy birthday to Reserve Officers Matthew Whaley and Rodney Williams
- Chief Kitchens, Asst. Chief Eastman, Cpt. Powell, Lt. Cross, and Sgt. Nieves attended the 19th Annual Golden Shield Honors award ceremony at the Georgia International Convention Center in College Park, GA on 5/3/2023
 - Congratulations to Sgt. Jarrett Nieves for being recognized at the Golden Shield Honors award sponsored by MADD as a silver recipient for accumulating 70 DUI arrests in 2022 and for finishing 2nd in the category by size for Grovetown Police Dept.

Fire Rescue

- Fire Dept. responded to 19 calls:
 - 11 medical
 - 8 fire
- Lt. McFatrige and Chief Kent attended Basic Life Support Instructor Recertification training on 5/3
- Received 15 sets of turnout gear and placed them into service
- Firefighter-EMT Whaley and Firefighter-EMT Kniphfer completed Apparatus Operator training and tested in both written and skills portions; test results pending
- Attended Ft. Gordon Safety Day on 5/5 and demonstrated Ladder Truck, Brush Truck, and Fire Safety House

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, organized shop; assisted Facility Maintenance, and cut dead/falling tree in citizen's yard
- Welcome Signs, Courthouse, and Wildflower Garden: Cut grass
- Goodale Park: Cut grass and assisted Facility Maintenance with water leak
- Liberty Park: Cleaned and organized gym offices and facilities, dragged baseball fields, and cleaned baseball field bathrooms
- Kiddie Park: Cut grass and removed graffiti from slide
- Grovetown Trails at Euchee Creek: Cut grass, updated park signs, and completed volleyball court by adding weather barriers for sand wash out.
- Made daily rounds at all parks and watered all flowers throughout City

Fleet Maintenance

- **Utility Services**
 - Gravely Zero Turn Mower: Routine maintenance; replaced blades, deck belt, and deck pulley covers (E230)
 - Hustler Mower: Replaced deck spindle (E65)
 - Chevy Silverado Pickup: Routine maintenance (V174)
 - GMC 3500 Utility Truck 4X4: Routine maintenance (V238)
 - Ford Transit 150: Routine maintenance, repaired mirror bracket (V103)
- **General Services**
 - Water Pump/Tank Trailer: Repaired water leak (E223)
 - Chevy Pickup 2500 4x4: Replaced battery (V144)
- **Fleet Maintenance**
 - Chevy Silverado Pickup Truck: Replaced tire (V196)
- **Public Safety**
 - Chevy Tahoe: Replaced front and rear brake pads and rotors; replaced front tires (V138)

Facility Maintenance

- Facility Maintenance completed 15 work orders:
 - 4 at Grovetown Trails at Euchee Creek Trails, 4 at City Hall, 3 at General Services, 3 at Goodale Park, and 1 at Fire Dept.

Streets Department

- Picked up 28 bags of litter on main thoroughfare
- Collected total of 36.67 tons of bulk and yard waste
- Distributed total of 7 bulk and yard waste compliance violation tags
- Filled potholes along Horizon S Pkwy., Newman Ln., and Newmantown Rd.
- Utilized Street Sweeper to clean Guy Dr. and Newmantown Rd. and cut back limbs/cleaned debris
- Completed 5 service orders

Liberty Park Rental & Member Updates

- 5 new rental contracts and 5 contracts returned with payment
- Facilities and fields were utilized a total of 91 hours
- 1 new gym membership

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
- Held weekly safety meeting
- 48 locates
- 146 service orders
- 3 histories
- 4 water leaks repaired
- 5 TCB samples taken/fluoride samples completed
- 7 water samples taken in new phase of Deer Hollow
- Installed 7 new meters in Deer Hollow and on Hardy Dr.
- Completed installation of new water line and tap on Hardy Dr.
- Cut grass at barn, office, 3 water tanks, and 2 booster stations
- Assisted with EPA inspections for Water Distribution System
- Initiated installation of altitude valve at 3rd Ave. water tank
- Asphalted road cut repair in Allstate parking lot
- Cleaned and organized offices and vehicles

Stormwater Dept.

- Held weekly safety meeting
- Repaired stormwater ditch on Charlotte Ave.
- Leveled gravel road to plant and fill in ruts
- Cut grass at WWTP and around pond
- Assisted Water Dept. with the Hardy Dr. project
- Cleaned and organized vehicles

Sewer Dept.

- Conducted daily checks/operations on lift stations.

WWTP Employees

- Conducted permit required laboratory testing
- Cleaned disk filters.
- Cleaned Parshall Flume
- Cleaned UV system
- Conducted monthly safety inspections
- Cut grass at plant
- Received DR3900 Spectrophotometer back from yearly calibration
- Stored all data for April
- Ran additional test on upstream and downstream of discharge point at Butler Creek
- Discharged 7.45 million gallons of treated wastewater to Butler Creek

Infrastructure Department

- Conducted 14 developmental infrastructure inspections.
- On site for taps installation at Pepperhill Dollar General

Information Technology

- Setup new laptop and iPhone for new Utility Services Director
- Began conducting rounds at all buildings to check for issues
 - This will occur twice a month
- 24 calls for service

Planning and Community Development

- City Council held a first reading of the proposed zoning code amendment on **4/10** at in the Council Chambers and voted to approve. Video from the event is archived on the City's Facebook page.
 - City Council will hold the second reading and vote on adoption on **5/8** at 6PM in the Council Chambers.
 - 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>
- Director Ronnie Kurtz attended the Columbia County West Rotary Club's weekly luncheon on 5/2.
- Our Director attended the Columbia County Chamber of Commerce Legislative Breakfast at Savannah Rapids Pavilion on 5/4. Speakers included State Representatives Barry Fleming, Jodi Lott, and Mark Newton, and State Senators Lee Anderson and Max Burns.
- 19 total building inspections

Meeting Update

- Planning Commission
 - 5/18 Meeting: No Agenda
- BZA
 - 5/4 Meeting: No Agenda
 - 6/1 Meeting: No Agenda

Code Enforcement Update

- 39 cases deemed in compliance
- 5 signs removed from public ROW
- Overgrown Vegetation
 - 5 NOVs
 - 50 warnings
- Inoperative/Abandoned Vehicles
 - 1 warning
- Parking Violations
 - 1 warning

- Trash Containers
 - 9 warnings
- 2 responses to civil concerns

DEVELOPMENT PROGRESS CHART

May 5, 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 soon
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)	40	9	17%	1 Permit 1 C/O
6	Caroleton Phase 3 (103 townhomes)	42	33	32%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Final Plat under review
	Renovation Permits Issued	10			
	New Construction Permits Issued	1			
	Total Permits Issued	11			
	New Business Licenses Issued: 3				
	Renewal Business Licenses Issued: 1				

Public Information Officer

- Updated digital sign at City Hall
- Updated City website
- Registered members of City leadership for 5/4 Columbia County Chamber of Commerce Legislative Breakfast
- Updated bulletin board at City Hall
- Posted educational materials for public distribution via City website, social media, and bulletin board
- Created marketing materials for Summer Jam event
- Attended 5/2 budget hearing
- Shared traffic updates from Columbia County via social media
- Highlighted City employees via social media
- Observed International Firefighters Day via social media
- Provided materials to Stormwater Dept. for EPA report
- Observed Cinco de Mayo via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***City Council Meeting: 5/8/2023 at 6PM in the Council Chambers at City Hall***
- ***Public Hearing No 2 for the 2023-24 Budget – at Council Meeting***
- ***Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park***

Closing Comments

On Monday, May 8th, the City Council will adopt the largest budget in the history of Grovetown. Thanks to everyone for their hard work and support on this most important document. Our City remains in good financial condition and will continue to provide important services for our all its residents. Also, thank you to our local churches for organizing the event for the National Day of Prayer in Veterans Park on Thursday.

Gary E. Jones, Mayor

