



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
June 2, 2023

Good afternoon,

We hope all of you had a safe Memorial Day. Thanks to the Leisure and Recreation Dept. for placing the US flags in Veterans Park and along Robinson Avenue.

There will be a second reading of the fiscal year 2023-2024 City budget ordinance on June 12th, 2023, at the next City Council meeting. This meeting will be held in the Council Chambers at City Hall at 6:30PM.

On June 17th, the City will be sponsoring the Summer Jam event at Liberty Park. This event will be held from noon-6PM, with lots of music and fun for the whole family.

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
- 128 full-time number employed
- 1 part-time (Museum)
- 8 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (24)

- 1 Human Resources Technician
- 1 Police Officer – Road Patrol
- 2 Traffic Officer
- 1 Criminal Investigator
- 3 Public Safety Dispatcher
- 1 City Planner
- 1 Wastewater Lab Analyst
- 1 Sewer Plant Operator Trainee
- 3 Light Equipment Operator (Water Dept.)
- 1 Light Equipment Operator (Leisure and Recreation Dept.)
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Heavy Equipment Operator I (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 6 ***positions to be advertised at a later date***
- 1 Part-Time Firefighter/EMT

Hiring Actions

- 1 Administrative Asst. – Municipal Court started on 5/30/2023
- 1 Communications Officer – Police Dept. started on 5/30/2023
- 1 Police Officer-Road Patrol – Police Dept. started on 5/30/2023

Safety/Training/Wellness

- Safety Talk: Learn to Look – Observation is the Key

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

Police Department

- Police Dept. arrested 13 subjects during this period:
 - 3 for Simple Battery (Family Violence)
 - 2 for DUI (Failure to Maintain Lane, Seat Belt Violation, Possession of Marijuana, Taillight Violation)
 - 1 for Jenkins County Sheriff's Office Warrant and Traffic Violations

- 2 for Battery (Family Violence)
- 1 for Grovetown Police Dept. Warrant (Traffic Violations)
- 1 for Cruelty to Children in the 2nd Degree and Possession of a Machine Gun
- 1 for Reckless Conduct
- 2 for Suspended License (Hands Free, Failed to Dim Lights, 60 Days to Change Name and Address, and Headlight Requirement)
- Criminal Investigation Division had 15 cases assigned and closed 8 cases
- All supervisors completed online course titled “Conducting Effective Performance Appraisals”
- Sgt. Powers and Sgt. Nieves successfully completed the Supervision level III course
- Welcome to the City of Grovetown to our 2 newest officers, Officer Brittany Nelson and Communication Officer Ladesia Jenkins

Fire Rescue

- Fire Dept. responded to 19 calls:
 - 13 medical
 - 6 fire
- Conducted pump operations training at Grovetown Middle School
- Painted hydrants in Brighton subdivision
- Shift 2 conducted Fire Safety presentation at Next Generation Learning Center on 6/1 for approx. 40 children
- Waxed floors at Station #1 and Station #2

General Services

Leisure and Recreation

- General Services: Cleaned and organized shop and offices, cleaned City vehicles, placed flags throughout City for Memorial Day, and took flags back up
- City Hall: Hung ferns
- Liberty Park: Cleaned and organized all storage areas, dragged and chalked baseball fields, and cleaned concession area bathrooms
- Wildflower Garden, Dog Park, and Courthouse: Cut grass
- Grovetown Trails at Euche Creek: Cut low hanging limbs and cleaned debris from park and walking trail
- Made weekly rounds at all parks and watered flowers throughout City
- Performed on-site inspections in Pamir Place and Liberty Hills subdivisions and on Harlem Grovetown Rd. and Newmantown Rd.

Fleet Maintenance

- General Services
 - Hustler Mower: Replaced blades, bolts, bolt guards, and anti-scalp wheels (E155)
 - Ford F-750 Dump Truck: Serviced DEF system (V124)

Facility Maintenance

- Completed total of 16 work orders:
 - 8 for General Services, 5 at City Hall, 2 at Courthouse, and 1 at Police Dept.

Streets and Sanitation Dept.

- Picked up 16 bags of litter on main thoroughfare

- Collected total of 18.75 tons of bulk and yard waste
- Completed 9 work orders
- Distributed 6 bulk yard waste violation tags
- Repaired potholes on Newmantown Rd.
- Cut limbs and cleaned debris on Katherine St.
- Utilized Street Sweeper to clean Railroad Ave. and Johns St.
- Cut grass on easements and right of ways throughout the City.

Liberty Park Rental and Member Updates

- 5 new rental contracts and 3 contracts returned with payment
- Facilities and fields were utilized a total of 50 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
- 4th of July Drive-Thru BBQ: 7/17/2023 from 11AM while supplies last

Utility Services

Water Dept.

- Ran daily water route
- 28 locates
- 91 service orders
- 3 water leaks were repaired
- Performed cut-ons and cut-offs for non-payment (per City Hall)
- 5 TCB samples completed
- Cut grass at WWTP and around office
- Changed out 2 curb stops at Creekside Estates and Grove Landing
- Extended existing 2-inch water main from Lakeview Dr. onto White Oak Cir. (water tap completed)
- Added topsoil to previous job worksite at Lakewood Dr.
- Conducted safety meeting for employees
- Cleaned and organized trucks

Stormwater Dept.

- Assisted with cut-ons and cut-offs for non-payment (per City Hall)
- Started cleaning ditch area and storm drainpipe replacement at Lottie Ln.
- Assisted Water Dept. with water leaks and White Oak Cir. project
- Conducted safety meeting for employees
- Cleaned and organized trucks

Sewer Department

WWTP Employees

- Conducted permit required lab testing.
- Conducted daily checks and operations
- Filled 3 dumpsters of sludge for Waste Management to pick up
- Contractors installed new flume meter

- Cut grass at WWTP
- Discharged 8.034 million gallons of treated wastewater to Butler Creek
- Filled out all bench sheets for month of May
- Discharged 41.471 million gallons of treated wastewater to Butler Creek for month of May

Infrastructure Inspections

- 2 exposed WOW! service wires inspected and fixed
- Conducted 6 infrastructure inspections:
 - Grove Landing Way
 - Pamir Pl.
 - Brickyard Creek Dr.
 - Newmantown Rd.

Information Technology

- Caught up on network and email credential update
 - Expecting stragglers but calls have diminished
- Ordered necessary network cords and battery backups
- Caught most employees up on 2-factor authentication implemented by Microsoft
- Call for service volume very high at 40

Planning and Community Development

- City Council voted to adopt a new zoning code and map on **5/8** at 6PM in the Council Chambers. Video from the event is archived on the City's Facebook page. Follow this link to access the new documents on the City's website:
 - <https://cityofgrovetown.com/159/Zoning>
 - Citizens are encouraged to reach out with any questions to rkurtz@cityofgrovetown.com.
- Intern Ethan Dent attended the CSRA Regional Commission's Board Meeting on 5/25 in Thomson, GA
- 34 total building inspections

Meeting Update

- Planning Commission
 - 6/15 Meeting:
 - Consider the Preliminary Plat Revision for Brighton Industrial at Horizon W Pkwy. (parcel # 062 3140)
 - Consider the Final Plat for 1135 Newmantown Rd. (parcel # 063 149—Rivercrest Townhomes)
 - Consider the revision to the City of Grovetown Comprehensive Plan
- BZA
 - 6/1 Meeting: No Agenda
 - 7/6 Meeting: No Agenda

Code Enforcement Update

- 2 cases deemed in compliance
- 3 signs removed from public ROW

- Overgrown Vegetation
 - 20 warnings
- Parking Violations
 - 1 warning
- Obstruction of ROW
 - 1 NOV
 - 6 warnings

DEVELOPMENT PROGRESS CHART

June 2, 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 (Pepper Hill)	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)	44	16	30%	No change
6	Caroleton Phase 3 (103 townhomes)	42	33	32%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	41	87%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Final plat under review
	Renovation Permits Issued	6			
	New Construction Permits Issued	0			
	Total Permits Issued	6			
New Business Licenses Issued: 2					
Renewal Business Licenses Issued: 1					

Public Information Officer

- Observed Memorial Day via social media
- Updated digital sign at City Hall
- Alerted public to 6/12 and 6/13 Hot Rod Power Tour traffic via social media
- Updated City website
- Shared traffic updates from Columbia County via social media
- Corresponded with Columbia County Magazine regarding potential marketing opportunities
- Alerted public to delayed bulk and yard waste pickup via social media
- Highlighted City employees via social media
- Shared weather update from NWS via social media
- Secured contract for advertising with Columbia County Magazine
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council Meeting: 6/12/2023 at 6PM in the Council Chambers at City Hall*
- *Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park*
- *4th of July Drive-Thru BBQ: 7/1/2023 from 11AM while supplies last at Liberty Park*

Closing Comments

Thanks to our General Services Department for keeping our streets clean and thanks to our Police and Fire Departments for all they do to keep our City safe.

Gary E. Jones, Mayor

