



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
August 18, 2023

Good afternoon,

On Monday, the Mayor, Council, and other City leaders were honored by Grove First Baptist Church with an appreciation meal, which was enjoyed by all. We thank them for this kind gesture.

On Wednesday, several City officials attended a Chamber of Commerce luncheon that focused on the Columbia County School District. We learned that there are over 29,300 students in Columbia County schools (more than Richmond County), with over 4,000 employees. They shared information regarding building plans for school renovations and new construction from the SPLOST funds.

On Thursday, City Administrator Elaine Matthews attended the Board of Directors' monthly meeting at the Columbia County Chamber of Commerce office in Evans.

High temperatures prevailed most of the week and we are constantly monitoring the heat index in order to keep our employees safe.

We are having issues with illegal dumping in our City and our Streets and Sanitation Dept. has been busy putting up "No Dumping" signs. They have issued over 105 warnings regarding rough trash violations, and are still reporting that they have not had any repeat offenders. Asst. Supervisor Quantice Samuels is heading up this effort and we thank him for his hard work.

Employees are still on the lookout for trash being brought into the City and dumped on the sides of City streets. If you notice anyone dumping, 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

- 155 full-time number authorized
- 130 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (25)

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

Hiring Actions

- Preparing job offers for several applicants

Worker's Comp Claims

- 1 minor hand injury

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
- Participated in Selfie Day
- Attended 8/16 Columbia County Chamber of Commerce Executive Luncheon Series event
- Attended 8/17 dept. head meeting

Police Department

- Police Dept. arrested 11 subjects during this period:
 - 3 for Suspended License (Following Too Closely, Expired Registration, Speeding, Passing in a No Passing Zone, and No Insurance)
 - 1 for DUI, Suspended License, Open Container, and Possession of Marijuana
 - 1 for Stalking (Picked Up by Cherokee County Jail)
 - 1 for Possession of Cocaine, Possession of Marijuana, and Possession of a Firearm During the Commission of a Crime
 - 1 for Reckless Conduct and Possession of a Firearm by a Convicted Felon
 - 1 for Contributing to the Delinquency of a Minor
 - 1 for Aggravated Assault and False Imprisonment
 - 1 for Robbery (Richmond County Charge)
 - 1 for Theft by Deception
- Criminal Investigation Division had 4 cases assigned and closed 3 cases:
 - Obtained and executed 4 arrest warrants, obtained and executed 2 search warrants, and seized 1 motor vehicle
- K9 Unit initiated 16 traffic stops:
 - Issued 3 citations and made 1 arrest
- K9 Unit participated in 6 hours of POST specialized training with Columbia County Sheriff's Office
- Conducted annual in-service training on tactical rifle qualification and shotgun qualification on 8/15 and 8/17

Fire Rescue

- Fire Dept. responded to 22 calls:
 - 14 medical
 - 8 fire
- Performed weekly duties around station
- Continued fire hydrant testing
- Conducting training regarding gas fed lightning strike fire resulting in 2 firefighter fatalities; this is provided through ATF and Lexipol

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned shop, offices, and City vehicles
- Liberty Park: Cut grass, cleaned all storage areas, dragged and chalked baseball fields, and cleaned and sanitized bathroom and concession area.
- City Hall, Planning and Community Development, Courthouse, Kiddie Park, Historical Park, Goodale Park: Cut grass
- Grovetown Trails at Euchee Creek: Cut low hanging limbs, cut grass, and cleaned off trails
- Made weekly park rounds and watered flowers throughout City
- Completed message board training

Fleet Maintenance

- **General Services**
 - Chevy 5500 Dump Truck: Repaired tarp roller support arms (V194)
 - John Deere Mower: Routine maintenance and replaced blades (E252)
 - John Deere Mower 60": Replaced starter and blades (E112)
 - John Deere Mower 60": Replaced blades (E205)
 - John Deere Mower 60": Repaired flat tire (E222)
 - Hustler Mower 60": Replaced control stabilizers (E156)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance (V136)
 - Chevy Tahoe: Routine maintenance (V135)
- **Utility Services**
 - Case CX55B Mini Excavator: Replaced tracks (E108)
 - Chevy Silverado Pickup: Replaced battery and repaired flat tire (V174)

Facility Maintenance

- Completed 18 work orders:
 - 6 for Leisure and Recreation, 5 for Streets and Sanitation, 2 for Fleet Maintenance, 1 for Police Dept., 1 for City Hall, 1 for Fire Dept., 1 for Utility Services, and 1 for General Services

Streets and Sanitation Dept.

- Collected 23 bags of litter on main thoroughfare
- Collected total of 20.46 tons of bulk and yard waste
- Completed 7 work orders
- Distributed 3 bulk and yard waste violation tags
- Utilized Street Sweeper on Newmantown Rd., Whiskey Rd., and Old Wrightsboro Rd. picking up 2.78 tons of waste
- Performed weekly easement and right-of-way grass cutting throughout City streets
- Fixed Potholes on Hardy Dr. and VFW Rd.

Leisure and Recreation Rental and Member Updates

- 1 new rental contract and 6 returned with payment
- Facilities and fields were utilized a total of 44 hours
- 4 new gym memberships

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Trunk or Treat: 10/27 from 6PM-9PM

Utility Services

Water Dept.

- 141 service orders
- 158 locates
- 4 histories
- Radio read and manual read meters were read
- Repaired 5 leaks
- Installed new service line

- Flushed hydrants due to dirty water complaints
- Cleaned out and patched road on Fornum Dr.
- Cleaned storm drain on Elbrus Way
- Cleaned office space
- Cleaned all trucks

Stormwater Dept.

- Assisted Water Dept. with radio read and manual read meters
- Assisted Water Dept. in repairing 5 leaks
- Assisted Water Dept. in installing new service line
- Assisted Water Dept. in flushing hydrants due to dirty water complaints
- Assisted Water Dept. in cleaning out and patching road on Fornum Dr.
- Assisted Water Dept. with cleaning storm drain on Elbrus Way
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Cleaned disk filters
- Cleaned bar screen
- Cleaned dewatering auger
- Cut grass at WWTP
- Concreted manhole on Dorn St.
- Unclogged pump at Grovetown Crossing
- Sent 3 dumpsters of sludge to Waste Management
- Discharged 6.90 million gallons to Butler Creek

Infrastructure Inspections

- Addressed 3 residential issues
- 2 utility permit applications submitted and approved

Information Technology

- Prepared presentation for City Hall server replacement
- Received all requested quotes for computer lifecycle replacements and began working on presentation for best quotes for purchase decision
- Researched file management applications for new server
- Calls for service volume was low at 14

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.
- Our Director attended the Rotary Club of Columbia County West's weekly luncheon on 8/15.

- Our Director attended the Columbia County Chamber of Commerce Executive Luncheon Series event on 8/16. The speaker was Dr. Steven Flynt, Superintendent of Columbia County Schools.
- 79 total building inspections

Meeting Update

- Planning Commission
 - 8/17 Meeting:
 - Approved the preliminary plat for Hidden Crossing I (206 and 208 Hardy Dr.—Parcel #s G11 014D and G11 014C).
 - Recommended approval of the text amendments to Appendix A—Comprehensive Zoning Ordinance of the City of Grovetown code of ordinances.
 - 9/21 Meeting: No Agenda
- BZA
 - 9/7 Meeting: No Agenda

Code Enforcement Update

- 9 cases deemed in compliance
- 4 signs removed from ROW
- 4 responses to civil concerns
- Overgrown Vegetation
 - 3 NOVs
 - 9 warnings
- Inoperative/Abandoned Vehicles
 - 3 NOVs
- Parking Violations
 - 1 NOV
 - 6 warnings
- Property Maintenance
 - 1 warning
- Solid Waste/Trash
 - 1 warning
- Obstruction of ROW
 - 1 warning

DEVELOPMENT PROGRESS CHART

August 18, 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	Palmetto Industries (Brighton)	1	-	-	Building permit issued
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	Deer Hollow Section 2 (110 Single Family Homes)	106	102	93%	No change
4	Deer Hollow Section 3 (122 Single Family Homes)	87	32	26%	1 C/O
5	Caroleton Phase 3 (103 townhomes)	46	37	36%	4 C/Os
6	Rivercrest Townhomes (45 Townhomes)	10	-	-	No change
7	Ferguson Farms (100 Single Family Homes)	-	-	-	LDP issued; site work to begin soon
	Renovation Permits Issued	10			
	New Construction Permits Issued	0			
	Total Permits Issued	10			
	New Business Licenses Issued: 3				
	Renewal Business Licenses Issued: 3				

Public Information Officer

- Shared weather alerts from NWS via social media
- Alerted public to hydrant testing via social media
- Participated in 8/14 event planning meeting
- Updated City website
- Promoted #CityHallSelfieDay via social media and press correspondence
- Photographed 8/14 Grove First Baptist Church dinner for City leadership
- Photographed 8/14 City Council meeting
- Shared traffic alerts from Columbia County
- Booked advertisement with Columbia County Magazine for October issue
- Organized and participated in #CityHallSelfieDay

- Coordinated with leadership on upcoming magazine interview
- Attended 8/16 Columbia County Chamber of Commerce Executive Luncheon Series event
- Updated City bulletin board
- Ordered ad with McDuffie Progress
- Approved ad with Columbia County Magazine
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Planning Commission Meeting: 8/17 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 9/11 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*

Closing Comments

Work continues on our Municipal Court parking lot. You can see progress taking shape. Hope you all have a great weekend.

Gary E. Jones, Mayor

