



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
October 6, 2023

Good afternoon,

Please be advised that City offices will close today at noon and will remain closed until the normal business hour on October 10th, 2023, in observance of a federal holiday.

On Thursday, October 5th, 2023, the Columbia County Chamber of Commerce sponsored a Candidates Forum at Grovetown Elementary School. Candidates for elected positions in the City of Grovetown were on hand to present information regarding their campaigns.

City officials met with the City Engineer on Tuesday to receive updated information on a new water tank facility. This project will include updated water lines on Newmantown Road, and a large storage facility located on Parham Road.

The Leisure and Recreation Department has beautified areas around our welcome signs, and they certainly look good!

A City Council meeting was held on Monday, September 11th, 2023, where our Mayor and Council approved ordinances to expand the City via annexation. If you live outside the City and would like to come into the City by this process, please contact our Director of Planning and Community Development at 706-863-4576, ext. 315.

A representative from Concerned Women, Inc. located in Grovetown, made an announcement at Monday's Council meeting that they are in need of food donations. They are located at 104 Johns Street and will happily accept donations from the public.

Please do not place your waste in the street. Bulk and yard waste pickup from the City occurs every other week in your area. If you do not have a bulk and yard waste pickup schedule, please contact Utility Billing at 706-863-4576, ext. 450, and you will be advised on how to receive one. Do not place rough trash out for pickup if it is not your scheduled week. The City will not pick up excessive piles of trash (see guidelines on your bulk and yard waste schedule). Trash must be placed at your address. Do not haul trash across town to dump it on someone else's property. Please help us keep our City clean. 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 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.

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
- 127 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (28)

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

Hiring Actions

- Scheduling pre-employment meetings for several prospective employees

Worker's Comp Claims

- 1 minor shoulder 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

Police Department

- Police Dept. arrested 10 subjects during this period:
 - 2 for Richmond County Sheriff's Office Warrants for Possession of Methamphetamine
 - 1 for Grovetown Police Dept. Warrant (Family Violence)
 - 1 for Cruelty to Children in the 3rd Degree (Family Violence)
 - 1 for Driving While License Suspended
 - 1 for Battery (Family Violence)
 - 1 for Criminal Trespass
 - 1 for Simple Battery (Family Violence) and Interference with a 911 Call
 - 1 for Possession of Marijuana with Intent to Distribute
 - 1 for Cruelty to Children in the 1st Degree and 3rd Degree (x2)
- Criminal Investigation Division had 4 cases assigned and closed 4:
 - On 10/4, the CID executed a search warrant in cooperation with the FBI and confiscated 2.4 pounds of marijuana, seized \$14,625, and arrested 1 subject
- K9 Unit:
 - Initiated 18 traffic stops, issued 10 citations, and 16 warnings
- Conducted firearms training on 10/1
- All police officers and nonsworn personnel who drive a City-owned vehicle completed an online course titled "Essentials of Law Enforcement Driving"
- Lt. Cross, Inv. Rodman, and Officer Fleming attended the 2023 Regional Family Violence training session facilitated by the Georgia Commission on Family Violence
- Thank you to TAC Officer Gordon, Officer Perkins, and Records Clerk Samantha Coker for working in Dispatch during a manpower shortage

Fire Rescue

- Fire Rescue responded to 24 calls:
 - 16 medical
 - 8 fire
- Conducted weekly duties around the stations
- Completed annual fire hydrant testing.
- Lt. Rote, Firefighter Donohue, Firefighter Neville, and Firefighter Taylor participated in the Ft. Gordon DUI Awareness Day by providing a vehicle extrication demonstration
- Completed transition to Vector Solutions software for EMS and Fire training
- Station #2 apparatus bay repainting has begun and will take approximately 2 weeks

General Services

Leisure and Recreation

- General Services: Cut grass and cleaned shop, offices, and City vehicles
- Made weekly park rounds and watered flowers throughout City
- Liberty Park: Cut grass, cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, maintained multipurpose fields, and set up/broke down for General Services/Utility Services employee meeting

- City Hall, Planning and Community Development, Wildflower Garden, and Courthouse: Cut grass
- Completed welcome sign on Wrightsboro Rd.
- Began planning for Christmas light decorating

Fleet Maintenance

- **General Services**
 - GMC Sierra 3500 HD Flatbed: Repaired flat tire (V190)
 - Chevy Tahoe: Routine maintenance (V249)
- **Public safety**
 - Ford Police Interceptor SUV: Routine maintenance (V201)
 - Chevy Tahoe: Routine maintenance and replaced rear tires (V137)
- **Utility Services**
 - Gravely Zero Turn 60” Mower: Replaced blades (V121)
 - Ford F-750 Dump Truck: Routine maintenance (V95)
 - GMC Sierra 2500 Crew Pickup: Routine maintenance (V209)
 - International MV 607 Dump Truck: Routine maintenance (V143)

Facility Maintenance

- Completed 26 work orders:
 - 8 at City Hall, 5 at General Services, 4 at Planning and Community Development, 3 at Fleet Maintenance, 2 at Facility Maintenance, 2 at Courthouse, 1 at the Police Dept., and 1 at Fire Dept.

Streets and Sanitation Dept.

- Picked up 44 bags of litter on main thoroughfare
- Collected 31.23 tons of bulk and yard waste
- Completed 12 work orders
- Distributed 4 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Liberty Hills subdivision, Walton Dr., Williams St., and Dorn St., collecting 3.1 tons of waste/debris
- Filled in potholes on Harlem Grovetown Rd.
- Cut grass at easements and rights-of-way on Newmantown Rd., Lakeview Dr., Old Wrightsboro Rd., Harlem Grovetown Rd., Horizon S Pkwy., VFW Rd. and Hardy Dr.
- Reported 6 streetlight issues to GA Power for repair

Leisure and Recreation Rental and Member Updates

- 14 new rental contracts and 13 returned with payment
- Facilities and fields were utilized a total of 98 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
- Trunk or Treat: 10/27 from 6PM-9PM
- Veterans Day Ceremony: 11/9 from 10AM-11AM at Veterans Park

Utility Services

Water Dept.

- Ran daily water route
- 27 locates
- 131 service orders
- 3 histories
- Repaired 1 leak in Grove Landing subdivision
- Installed 4 new meters in Deer Hollow's new phase
- Completed fluoride samples
- Cut grass around office and barn area
- Cleaned and organized around barn/trash cans
- Cleaned all trucks

Stormwater Dept.

- Fixed sink hole issue behind storm drain box at Battle Ct.
- Replaced 13-foot section of storm drainpipe at Cavan Pl.
- Cut grass in 2 retention ponds (Grove Landing Cir. and Goodale Park)
- Cleaned ditch area and jetted pipe on George St.
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Cleaned all trucks
- Conducted daily labs and operations
- Ran additional labs
- Filled 3 dumpsters full of sludge and sent to Waste Management
- Trojan replaced 1 UV bulb and performed maintenance on UV system
- Cleaned disk filters and headworks
- Blew out lime lines

Infrastructure Inspections

- Addressed 2 residential issues
- Maintained stop-work order for Woodward Pl. utility installations

Information Technology

- A new computer is domain-joined and ready to be deployed for Utility Billing
- Ticketed items were varied this week with 16 total
 - ERP Pro 10 issues were more prevalent than others

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.

- An interview featuring Director Ronnie Kurtz was featured in this month's Columbia County Magazine, highlighting growth and new businesses in our City from the past year!
- Our Director attended the Columbia County West Rotary Club's weekly luncheon on 10/3.
- 58 total building inspections

Meeting Update

- Planning Commission
 - 10/19 Meeting: No Agenda
- BZA
 - 10/5 Meeting: Approved request for Conditional Use Permit at 5237 Wrightsboro Rd. for an Automobile Service Station.
 - 11/2 Meeting: No Agenda

Code Enforcement Update

- 11 cases deemed in compliance
- 12 signs removed from ROW
- 2 responses to civil concerns
- Overgrown Vegetation
 - 2 NOVs
 - 14 warnings
- Inoperative/Abandoned Vehicles
 - 2 warnings
- Parking Violations
 - 1 warning
- Property Maintenance
 - 2 warnings
- Trash
 - 1 warning
- Obstruction
 - 1 warning

DEVELOPMENT PROGRESS CHART

October 6, 2023

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<u>Commercial</u>					
<u>1</u>	<u>Dunkin' Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>2</u>	<u>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>Building permit issued</u>
<u>Residential</u>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
<u>2</u>	<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
<u>3</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>91</u>	<u>46</u>	<u>38%</u>	<u>2 C/Os</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>50</u>	<u>37</u>	<u>36%</u>	<u>No change</u>
<u>6</u>	<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>-</u>	<u>-</u>	<u>No change</u>
<u>7</u>	<u>Ferguson Farms (100 Single Family Homes)</u>	<u>=</u>	<u>-</u>	<u>-</u>	<u>LDP issued; site work to begin soon</u>
	<u>Renovation Permits Issued</u>	<u>9</u>			
	<u>New Construction Permits Issued</u>	<u>0</u>			
	<u>Total Permits Issued</u>	<u>9</u>			

Public Information Officer

- Alerted public to 9/29 downed Police Dept. phonelines/service restoration via social media
- Announced Spooktacular Halloween Home Contest via social media and bulletin board at City Hall
- Alerted public to hydrant testing via social media
- Alerted public to 10/6 and 10/9 holiday hours via City website, social media, and digital sign at City Hall
- Updated City website
- Updated bulletin board at City Hall
- Updated digital sign at City Hall
- Edited educational materials for public distribution and posted to social media and lobby at City Hall

- Sent marketing materials to local media for upcoming television appearances
- Ordered November ad in Columbia County Magazine
- Created marketing materials for upcoming event
- Shared traffic updates from Columbia County via social media
- Highlighted City employees via social media
- Alerted public to livestream issues for 10/5 BZA meeting via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council Meeting: 10/10 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*
- *Veterans Day Ceremony: 11/9 from 10AM-11AM at Veterans Park*

Closing Comments

Please be advised that the October City Council meeting will be held on October 10th at 6PM in the Council Chambers at City Hall. The public is invited to attend. Have a great fall weekend!

Gary E. Jones, Mayor

