



## **WEEKLY ACTIVITIES REPORT**

***December 8, 2023***

*Good afternoon,*

*Please join us this evening from 5PM-9PM at Liberty Park for our annual Christmas Festival! There will be food and craft vendors, free snacks and photos with Santa, and live entertainment!*

*Congratulations to Mrs. Bea at Concerned Women, Inc. for being selected by WJBF for their Giving Your Best award. Great things continue to happen in Grovetown, and we thank her for all her hard work in our community.*

*Christmas lights and decorations are up and glowing at Veterans Park, Liberty Park, Historical Park, and the intersection of Robinson Avenue and Wrightsboro Road. They are bigger and better every year!*

*You may notice that our Wildflower Garden is receiving a facelift, with a new fountain, benches, and shrubbery. It will be open to the public in a few days, as soon the project has been completed, and we encourage you to stop by and enjoy the new sights! The Municipal Court parking lot is also nearing completion. This is a much-needed addition to downtown Grovetown. Many thanks to the local churches who have allowed us to use their parking lots when court is in session.*

*Our sister city, Harlem, Georgia, will be having their Christmas parade on Saturday at 6PM. We encourage you to go out and support them.*

*Our Streets and Sanitation Department and Code Enforcement are issuing notices for rough trash violations. 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](http://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
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 3 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 8 \*\*\*positions to be advertised at a later date\*\*\*
- 4 Part-Time Firefighter/EMT

### **Hiring Actions**

- 1 Part-Time Firefighter/EMT – Fire Rescue started on 12/6/2023

### **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

## **Police Department**

- Police Dept. arrested 4 subjects during this period:
  - 1 for Jefferson County Sheriff's Office Warrant.
  - 1 for Possession of Schedule II and Schedule I Drugs
  - 1 for Battery (Family Violence)
  - 1 for Aggravated Stalking
- Criminal Investigation Division had 2 cases assigned and closed 3 cases
- K9 Unit:
  - 7 calls for service, initiated 14 traffic stops, issued 7 citations and 14 warnings
- Sgt. Loomer attended the Internet Crimes Against Children quarterly training session in Young Harris, GA

## **Fire Rescue**

- Fire Rescue responded to 19 calls:
  - 13 medical
  - 6 fire
- On-duty Firefighters have been finishing out this year of training on shift
- Chief Kent and Firefighter P. Donohue attended 8-hour class at GPSTC on risk-based response to battery emergencies
- Firefighter McAvoy trained all shifts on new Lucas III Compression Assistance Device that is now placed in service on Squad 1
- On-duty crews will participate in the Christmas Festival on 12/8

## **General Services**

### **Leisure and Recreation**

- General Services: Cleaned shop, offices, and City vehicles
- Liberty Park: Cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- Made weekly park rounds, mulched leaves at parks, watered flowers throughout City, cleaned trails and trimmed trees at Grovetown Trails at Euchee Creek, and removed weeds from flower beds and Welcome Signs
- Replaced picnic table at Kiddie Park
- Completed preparations and decorating for Christmas Festival

### **Fleet Maintenance**

- **General Services**
  - Chevy Silverado Pickup: Routine maintenance (V235)
  - Ford F-750 Dump Truck: Routine maintenance (V124)
  - Bandit Chipper: Replaced battery and alternator (E77)
  - Chevy Silverado Pickup: Routine maintenance (V134)
- **Utility Services**
  - Ford F-250 Utility Truck: Routine maintenance (V188)
  - Chevy Silverado Pickup: Routine maintenance (V239)
- **Public Safety**
  - Chevy Silverado Pickup: Replaced wiper blades (V117)

- **Fire Rescue**
  - 1943 Ford Firetruck: Mounted 6 tires (F1)

#### **Facility Maintenance**

- Completed 23 work orders:
  - 9 at Liberty Park, 4 at Fleet Maintenance, 3 at City Hall, 3 at Courthouse, 2 at Police Dept., 1 at Goodale Park, and 1 at Fire Station

#### **Streets and Sanitation Dept.**

- Picked up 19 bags of litter on main thoroughfare
- Collected total of 33.53 tons of bulk and yard waste
- Completed 6 work orders
- Distributed 7 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Liberty Park, Robinson Ave., Railroad Ave., John St., Ford Ave., Hayne Dr., Woodard Dr., Hollingsworth Dr., Magnolia Dr., Buck Ave., Williams St., Dorn St., 2<sup>nd</sup> Ave., and Barbara St., collecting 3.96 tons of waste/debris
- Used leaf vacuum truck to collect leaves throughout City
- Performed extensive cleaning along Old Berzelia Rd. and cleaned along Wrightsboro Rd. at Creekside Estates for better visibility

#### **Leisure and Recreation Rental and Member Updates**

- 10 new rental contracts and 4 returned with payment
- Facilities and fields were utilized a total of 27 hours

#### **Upcoming Programs/Events**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Christmas Festival: 12/8 from 5PM-9PM

## **Utility Services**

#### **Water Dept.**

- Ran daily water route
- 56 locates
- 115 service orders
- 5 histories
- Repaired 2 leaks in Ashland Commons/Pepper Hill subdivisions
- Completed state report
- Replaced curb stop in Jarrow Pl.
- Completed 5 TCB samples
- Conducted safety meeting for employees
- Cleaned all trucks

#### **Stormwater Dept.**

- Cleaned out 15 storm drain catch basins with Ring-o-Matic
- Inspected all storm drains around City
- Checked storm drain on Cavan Pl.

#### **Sewer Dept./WWTP Employees**

- Conducted daily labs and operations
- Filled 3 dumpsters of sludge and sent to Waste Management

- Vacuumed out 3 lift stations
- Discharged 6.676 million gallons of treated wastewater to Butler Creek

### **Infrastructure Inspections**

- No new utility permit applications or residential complaints

### **Information Technology**

- At 6/19 for Life Cycle Replacements
  - 3 available for installation awaiting scheduling
- Replaced cords and wall mount for digital sign at City Hall to no avail
  - Ordered new parts and awaiting scheduling for installation
- Submitted paperwork to declare old City Hall server as excess equipment
  - This will be heard and voted on at the December City Council meeting
- Added 2 Adobe Acrobat licenses for City account
- Calls for service volume was very high at 26:
  - The main issue was enabling multifactor authentication for Public Safety

### **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](mailto:rkurtz@cityofgrovetown.com).
- 30 total building inspections

### **Meeting Update**

- Planning Commission
  - 12/21 Meeting: No Agenda
- BZA
  - 12/7 Meeting: No Agenda
  - 1/4 Meeting: No Agenda

### **Code Enforcement**

- 14 cases deemed in compliance
- 1 sign removed from ROW
- 2 responses to civil concerns
- Inoperative/Abandoned Vehicles
  - 2 warnings
- Parking Violations
  - 4 warnings
- Property Maintenance
  - 1 NOV
- Obstruction of ROW
  - 1 NOV
  - 6 warnings

## DEVELOPMENT PROGRESS CHART

December 8, 2023

<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<b><u>Commercial</u></b>				
Dunkin Site (4 Unit Building)	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
Palmetto Industries (Brighton)	<u>1</u>	-	-	<u>Building permit issued</u>
<b><u>Residential</u></b>				
Grove Landing, Section 5 (64 Single Family Homes)	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
Brighton Landing, Section 2 (67 Single Family Homes)	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
Deer Hollow Section 2 (110 Single Family Homes)	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
Deer Hollow Section 3 (122 Single Family Homes)	<u>103</u>	<u>64</u>	<u>52%</u>	<u>4 C/Os</u>
Caroleton Phase 3 (103 townhomes)	<u>54</u>	<u>45</u>	<u>44%</u>	<u>4 C/Os</u>
Rivercrest Townhomes (45 Townhomes)	<u>22</u>	<u>6</u>	<u>13%</u>	<u>3 C/Os</u>
Ferguson Farms (100 Single Family Homes)	-	-	-	<u>LDP issued; site work underway</u>
<b><u>Renovation Permits Issued</u></b>	<u>7</u>			
<b><u>New Construction Permits Issued</u></b>	<u>0</u>			
<b><u>Total Permits Issued</u></b>	<u>7</u>			
<b><u>New Business Licenses Issued: 0</u></b>				
<b><u>Renewal Business Licenses Issued: 32</u></b>				

### Public Information Officer

- Shared traffic updates from Columbia County via social media
- Provided updates on digital sign at City Hall via social media
- Created first draft for January's Mayor's Corner newsletter
- Updated City website
- Alerted public to 12/8 early closure for employee holiday luncheon
- Released vendor list and event info for Christmas Festival via social media
- Photographed volunteers at Liberty Park
- Attended and photographed 12/8 employee holiday luncheon
- Promoted events in/around Grovetown via social media



## Upcoming Events/Programs/Meetings

- *City Council Meeting: 12/11 at 6PM in the Council Chambers at City Hall*
- *Qualifying for Special Election: 12/11-12/13 from 9AM-4:30PM at City Hall*

## Closing Comments

*Today, our offices closed at 11:30AM to allow our employees time to enjoy a Christmas luncheon. This annual event is held to give recognition to our employees for their hard work and dedication to the City of Grovetown. Thank you all and have a great weekend.*

*Gary E. Jones, Mayor*

