



WEEKLY ACTIVITIES REPORT

December 22, 2023

Good afternoon,

City offices and services will close at noon today, and will remain closed until Wednesday, December 27th, at the normal business hour.

We would like to take this opportunity to wish all residents of the City of Grovetown a very merry Christmas and a happy New Year. This has been a very productive year for our community, and we would like to express our sincere appreciation to all City employees who have done an amazing job this year.

On January 4th, 2024, all newly elected officials will be sworn in by Judge Grady Blanchard. This will take place at 6PM in the Council Chambers at City Hall. The public is invited to attend, and the event will be livestreamed on the City's Facebook.

New information will soon be posted to our website regarding bulk and yard waste pickup dates for next year. Please check the website or contact Utility Billing at 706-863-4576, ext. 450.

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 General Services 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
- 132 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (23)

- 1 Human Resources Technician
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 1 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***
- 3 Part-Time Firefighter/EMT

Hiring Actions

- Processing interview paperwork

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 7 subjects during this period:
 - 2 for DUI and Brake Light Requirement
 - 1 for Violation of a Temporary Protective Order
 - 1 for Probation Violation (Disorderly Conduct)
 - 1 for Aggravated Assault and Possession of a Firearm During the Commission of a Crime
 - 1 for Forgery in the 4th Degree
 - 1 for Influencing a Witness, Stalking (Family Violence), Harassing Communication, and Unlawful Conduct During a 911 Call
- Criminal Investigation Division had 6 cases assigned and closed 7 cases

- Hosted child seat technician course 12/20-12/21
- Delivered clothes and toys to vetted local children for the holidays

Fire Rescue

- Fire Rescue responded to 28 calls:
 - 19 medical
 - 9 fire
- Conducted weekly duties around stations
- Submitted all personnel's 2023 certification hours to Georgia Firefighters Standards and Training Council
- Continued conducting end of year training drills

General Services

Leisure and Recreation

- General Services: Cleaned shop, offices, and City vehicles
- Liberty Park: Cleaned all storage areas, dragged and chalked baseball field, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- City Hall, Grovetown Trails at Euchee Creek, Planning and Community Development, and City Hall: Mulched leaves
- Goodale Park: Repaired dog waste station
- Wildflower Garden: Mulched leaves and added rock
- Repaired/replaced damaged Christmas lights throughout City
- Collected and disposed of Utility Services scrap metal
- Removed dead plants and weeds from flowerbeds throughout City, including Welcome Signs
- Made weekly park rounds and watered flowers throughout City

Fleet Maintenance

- **General Services**
 - Ford F-550 Dump Truck: Repaired fuel tank (V121)
 - Chevy Silverado 1500: Routine maintenance, rotated tires (V247)
 - Chevy Silverado 4x4 Crew: Repaired flat tire (V269)
 - Ford F-250 Pickup 4x4: Routine maintenance (M104)
- **Utility Services**
 - Ford F-250 Utility Truck: Repaired EVAP system leak-(V130)
 - Freightliner Vactor Truck: Repaired airbrake issue (V105)
- **Public Safety**
 - Ford Police Interceptor SUV: Routine maintenance (V259)

Facility Maintenance

- Completed 28 work orders:
 - 8 at Liberty Park, 5 at Courthouse, 3 at City Hall, 3 at Fire Station, 3 at Museum, 2 at Planning and Community Development, 2 at Police Dept., 1 at Utility Services, and 1 at Fleet Maintenance

Streets and Sanitation Dept.

- Picked up 10 bags of litter on main thoroughfare
- Collected total of 17.86 tons of bulk and yard waste
- Completed 2 work orders
- Distributed 5 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Northlake and Euchee Creek subdivisions
- Used leaf vacuum truck to collect 34 leaf piles throughout City
- Reported 3 streetlights to GA Power for repair
- Planning to install signage in Peppe Hill subdivision
- Filled 7 potholes throughout City
- Concentrated cleanup efforts on E Robinson Ave.

Leisure and Recreation Rental and Member Updates

- 1 new rental contract and 1 returned with payment
- 1 new gym membership
- Facilities and fields were utilized a total of 38 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

Utility Services

Water Dept.

- Ran daily water route
- 25 locates
- 77 service orders
- Cleaned and asphalted 5 road patches
- Repaired 2 leaks on Pamir Pl. and Whiskey Rd.
- Installed fire hydrant extension kit at McCoy's Creek subdivision
- Completed 5 TCB samples
- Conducted safety meeting for employees
- Cleaned all trucks

Stormwater Dept.

- Assisted Water Dept. with 2 water leaks
- Assisted Water Dept. with installation of fire hydrant extension kit

Sewer Dept./WWTP Employees

- Cleaned all trucks
- Conducted daily labs and operations
- Filled 4 dumpsters of sludge and sent to Waste Management
- Discharged 1.05 million gallons of treated wastewater to Butler Creek
- Discharged 5.317 million gallons treated wastewater to pond
- Cleaned disk filter and headworks equipment
- Unclogged the polymer pump

Information Technology

- Resolved issue with digital sign at City Hall
- Old server was picked up for destruction
 - A certificate of destruction is now on file
- Computer lifecycle replacement is now at 8/19
- Completed ACFR Builder for Finance Dept.
- Calls for service volume was moderate at 17

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.
- Dr. Estacy Porter resigned from her position on the Board of Zoning Appeals. Thank you, Dr. Porter, for your service to the City over the years! We wish you the best in your future endeavors.
- 15 total building inspections

Meeting Update

- Planning Commission
 - 12/21 Meeting: No Agenda
 - 1/18 Meeting:
 - Request to rezone 210 E Robinson Ave. to R-C2 for townhome development.
- BZA
 - 1/4 Meeting: No Agenda

Code Enforcement

- 10 cases deemed in compliance
- 1 response to civil concerns
- Inoperative/Abandoned Vehicles
 - 1 NOV
 - 8 warnings
- Parking Violations
 - 2 warnings
- Property Maintenance
 - NOV
- Solid Waste/Trash
 - 1 warning
- Obstruction of ROW
 - 1 warning

DEVELOPMENT PROGRESS CHART

December 22, 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>
<u>Commercial</u>				
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>
<u>Residential</u>				
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>66</u>	<u>54%</u>	<u>1 C/O</u>
Caroleton Phase 3 (103 townhomes)	<u>54</u>	<u>45</u>	<u>44%</u>	<u>No change</u>
Rivercrest Townhomes (45 Townhomes)	<u>22</u>	<u>6</u>	<u>13%</u>	<u>No change</u>
Ferguson Farms (100 Single Family Homes)	-	-	-	<u>LDP issued; site work underway</u>
<u>Renovation Permits Issued</u>	<u>5</u>			
<u>New Construction Permits Issued</u>	<u>0</u>			
<u>Total Permits Issued</u>	<u>5</u>			
<u>New Business Licenses Issued: 2</u>				
<u>Renewal Business Licenses Issued: 18</u>				

Public Information Officer

- Alerted public to malfunctioning Christmas lights via social media
- Alerted public to delayed bulk and yard waste pickup during week of Christmas via City website and social media
- Updated City website
- Participated in 12/18 orientation for newly elected City Councilman
- Shared winter weather message from Columbia County Public Safety & Emergency Response via social media
- Alerted public to 12/28 City Council work session cancellation via City website and social media
- Updated MyGrovetown app

- Highlighted City employee via social media
- Updated digital sign at City Hall
- Updated bulletin board at City Hall
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***Swearing-In Ceremony: 1/4/2024 at 6PM in the Council Chambers at City Hall***
- ***City Council Meeting: 1/8/2024 at 6PM in the Council Chambers at City Hall***
- ***Planning Commission Meeting: 1/18/2024 at 6PM in the Council Chambers at City Hall***

Closing Comments

As we look forward to 2024, I ask that you count your blessings, share quality family time, be good to your neighbors, thank all those who are in public service, and honor the birth of our Lord, Jesus Christ.

Gary E. Jones, Mayor

