



**WEEKLY ACTIVITIES REPORT**  
**February 2, 2024**

*Good afternoon,*

*It has been a very busy week at City Hall. Our Utility Billing Department is undergoing an update, and our Grovetown Park and Ride is moving closer towards completion.*

*The Community Center at Liberty Park remains closed for renovations and upgrades. We will periodically post more information to provide updates to the public, with work expected to last between 90-120 days. This will not affect the two elections coming up, on February 13<sup>th</sup>, 2024, and on March 12<sup>th</sup>, 2024, respectively. Both elections will take place at their normal polling places, including Liberty Park. The construction company is making sure voters will have access to the area used for voting. All other areas of the building will remain closed.*

*We are looking forward to the Valentine's Senior Social on February 10<sup>th</sup>, 2024. We will be planning more activities for senior citizens when Liberty Park reopens.*

*Please be aware of traffic notices posted by Columbia County pertaining to work at I-20 and Lewiston Road for February 8<sup>th</sup>-12<sup>th</sup>.*

*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](http://www.cityofgrovetown.com/jobs).*

## **Human Resources**

### **Personnel Count**

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

### **Vacancies (27)**

- 1 Human Resources Technician
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Sewer Supervisor
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Heavy Equipment Operator (Streets and Sanitation Dept.)
- 1 Light Equipment Operator (Water Dept.)
- 1 Light Equipment Operator (Stormwater Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 7 \*\*\*positions to be advertised at a later date\*\*\*
- 3 Part-Time Firefighter/EMT

### **Hiring Actions**

- Interviewed 2 applicants for Light Equipment Operator – Streets and Sanitation Dept. on 1/31/2024
- Interviewed 2 applicants for Communications Officer – Police Dept. on 2/1/2024

### **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
- Prepared a job description to be presented to City Council for approval

## **Police Department**

- Police Dept. arrested 12 subjects:
  - 1 for Fleeing and Attempting to Elude and Reckless Driving
  - 1 for Jenkins County Sheriff's Office Warrant
  - 1 for Probation Warrant (Traffic Offenses)
  - 4 for DUI (Open Container, Possession of Marijuana, Too Fast for Conditions, and Seatbelt Violation)
  - 1 for Aggravated Assault
  - 1 for Battery (Family Violence)
  - 1 for Warrant (Speeding, Expired Tag, No Insurance, and Removing Tag)
  - 1 for Theft by Taking, Financial Transaction Card Fraud, and Exploitation of a Disabled Adult
  - 1 for Aggravated Stalking
- Criminal Investigation Division:
  - 4 cases assigned and closed 1 case
  - Completed investigation into mail theft/destruction case; suspect identified and turned over to the Office of Inspector General and Postmaster
- K9 Unit:
  - Initiated 31 traffic stops, issued 9 citations and 26 warnings, made 2 arrests, confiscated 1 firearm, and seized a misdemeanor amount of marijuana
- Sgt. William Loomer successfully completed the Undercover Chat Operations recertification course at the GBI Headquarters
- Conducted annual in-service training on 2/1 for all sworn officers.
- Dispatcher Dakota Watts successfully completed the Basic Communications Officer training course

## **Fire Rescue**

- Fire Rescue responded to 25 calls:
  - 16 medical
  - 9 fire
- Conducted weekly duties around stations
- Completed 4-week Firefighter Cancer Awareness training for January
- Shift 2 conducted Forcible Entry training using door training prop at Fire Station #2
- Shift 3 performed Medical Assessment and Scenario training with Medical Officer Jason McAvoy
- Firefighter-EMT Phil Donohue attended the Insurance Services Office (ISO) Fire Suppression Rating Schedule overview on 1/23

## General Services

### Leisure and Recreation

- General Services: Cleaned and organized shop and offices and cleaned City vehicles
- Liberty Park: Cleaned and organized all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, maintained multipurpose fields, and added mulch to Liberty Park entrance sign
- Grovetown Trails at Euchee Creek: Blew off trails, removed and added mulch to front entrance and bathroom area, cleaned up entrance sign, and trimmed crape myrtle trees
- Goodale Park: Added mulch to playground area and around trees throughout park, sprayed for ants at playground area, and cut grass at dog park
- Courthouse: Removed weeds from flower bed and added mulch, cut grass,
- Wildflower Garden: Cut grass, added mulch, and sprayed weeds on walking path
- Historical Park: Sprayed weeds in flower bed and added pine straw
- Welcome Signs: Added mulch to all signs
- Made weekly park rounds and watered flowers throughout City

### Fleet Maintenance

- **General Services**
  - D2E Dump-Trailer: Repaired taillight
  - Chevrolet 2500: Repaired light harness
  - Hustler Mower: Replaced deck spindle and blades
  - Chevy Silverado: Routine maintenance (V268)
  - Elgin Street Sweeper: Replaced water filter housing (E189)
- **Fire Rescue**
  - Ford F-250: Replaced wiper blades
- **Utilities Services**
  - Ford F-250: Routine service
  - Ford F-150: Replaced battery
  - Chevrolet 1500: Repaired tire

### Facility Maintenance

- Completed 20 work orders:
  - 1 at Fleet Maintenance, 5 at City Hall, 5 at Courthouse, 1 at Streets and Sanitation Dept., 3 at Fire Station, and 1 at Police Dept.

### Streets Department

- Picked up 14 bags of litter on main thoroughfare
- Collected 26.97 tons of bulk and yard waste
- Completed 8 work orders
- Distributed 8 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Northrop Pl. and W Robinson Ave., collecting 1.67 tons of waste/debris
- Reported 2 streetlight issues to GA Power for repair
- Cut limbs on rights-of-way throughout City
- Cleaned sidewalk gutters throughout City

### Leisure and Recreation Rental and Member Updates

- 11 new rental contracts and 8 returned with payment
- Facilities and fields were utilized a total of 28 hours

### **Upcoming Programs/Events**

- Valentine's Senior Social: 2/10 from 6PM-PM at Municipal Court
- Spring Fest: 3/23 from 11AM-2PM at Liberty Park
- Mayor's Community Clean-Up Day: 4/27 from 9AM-12PM at City Hall

### **Utility Services**

#### **Water Dept.**

- Ran daily water route
- 97 locates
- 91 service orders
- 1 history
- 5-TCB samples completed
- Changed out 2 meters and replaced broken curb stop
- Performed cutoffs/cut-on's due to non-payment per City Hall
- Flushed service line due to customer complaints in Bryan Cove/Summerfield subdivisions
- Cleaned and organized all trucks

#### **Stormwater Dept.**

- Completed ditch erosion project on Railroad Ave.
- Cleaned out ditch area on Katherine St.
- Cleaned debris from around outfall at Brookstone subdivision's retention pond

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

- Conducted daily labs and operations
- Filled 3 dumpsters of waste and sent to Waste Management
- Filed all paperwork for January
- Unclogged polymer and lime systems
- Discharged 8.1 million gallons of treated wastewater to Butler Creek
- Oversaw contractor's work on WWTP
- Worked on Pamir Pl. lift station; checked valve replacement and installed new float
- Put lime at headworks from sewer overflow
- Assisted Water Dept. with cutoffs
- Cleaned around headworks
- Sealed manhole with concrete
- Checked lift stations daily
- Returned suction hose to United Rental

#### **Infrastructure Inspections**

- 3 residential issues addressed

### **Information Technology**

- Attended meeting to expand IT capabilities at Fleet Maintenance
- Changed 25 users' capabilities in Tyler ERP Pro 10 for Accounts Payable access
  - Ensures users can either view or submit requisition using new web version
- Continued to help Utility Billing with IT asset redistribution during renovations
  - Moved workstations into designated temporary office spaces

- Helped move Leisure and Recreation personnel into General Services building
  - Due to renovations at Liberty Park Community Center
- 41 calls for service:
  - IT support for renovations across City led the way for ticketed action items

### Planning and Community Development

- Planning and Community Development will hold an informational meeting in the Council Chambers at City Hall, 103 Old Wrightsboro Road, on Monday, 2/5, at 6PM to discuss the City’s drafting of a Unified Development Ordinance. Representatives from staff and Kimley-Horn, the City’s selected contractor for assistance on the project, will be present to receive feedback. All members of the public are encouraged to attend. See below for the information page on the City’s website:
  - <https://cityofgrovetown.com/313/Unified-Development-Ordinance>
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West’s monthly board meeting on 1/30.
- Our Director virtually attended the Georgia Planning Association Government Affairs Committee’s weekly meeting on 2/2.
- 15 total building inspections

#### Meeting Update

- Planning Commission
  - 2/15 Meeting:
    - Request for approval of preliminary plat for Hidden Crossing II (212 and 214 Hardy Dr.)
- BZA
  - 2/1 Meeting:
    - Approved request for Conditional Use Permit for 401 E Robinson Ave. for a private utility shed.
  - 3/7 Meeting: No Agenda.

#### Code Enforcement

- 11 cases deemed in compliance
- 2 responses to civil concerns
- 2 signs removed from ROW
- Inoperative/Abandoned Vehicles
  - 1 NOV
  - 4 warnings
- Parking Violations
  - 5 warnings
- Property Maintenance
  - 1 warning
- Obstruction of ROW
  - 1 warning

<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>Dunkin' Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>Building permit issued</u>
<b><u>Residential</u></b>				
<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</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>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>108</u>	<u>81</u>	<b>66%</b>	<u>2 C/Os</u>
<u>Caroleton Phase 3 (103 townhomes)</u>	<u>54</u>	<u>45</u>	<u>44%</u>	<u>No change</u>
<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>6</u>	<u>13%</u>	<u>No change</u>
<u>Ferguson Farms (100 Single Family Homes)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>LDP issued; site work underway</u>
<u>Hidden Crossing I (9 Townhomes)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>LDP issued; site work to begin soon</u>
<b><u>Renovation Permits Issued</u></b>	<b><u>4</u></b>			
<b><u>New Construction Permits Issued</u></b>	<b><u>0</u></b>			
<b><u>Total Permits Issued</u></b>	<b><u>4</u></b>			
<b><u>New Business Licenses Issued: 1</u></b>				
<b><u>Renewal Business Licenses Issued: 10</u></b>				

### **Public Information Officer**

- Hung plaque in lobby of City Hall
- Updated bulletin board at City Hall
- Attended briefing on Liberty Park renovation project
- Participated in interview with WRDW regarding Liberty Park renovation project
- Provided administration materials for upcoming presentation
- Facilitated automated call regarding roadwork on Reynolds Way
- Alerted public to playground closure at Goodale Park
- Participated in interview with WJBF regarding Liberty Park renovation project
- Observed Black History Month via social media
- Edited educational materials for public distribution and posted to City website, social media, and bulletin board at City Hall
- Updated City website
- Scheduled interview with WFXG regarding Liberty Park renovation project
- Observed Groundhog Day via social media
- Shared traffic updates from Columbia County via social media
- Photographed ongoing construction projects

- Promoted events in/around Grovetown via social media

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

- ***Unified Development Ordinance Meeting: 2/5/2024 at 6PM in the Council Chambers at City Hall***
- ***Valentine's Senior Social: 2/10/2024 from 6PM-PM at Municipal Court***
- ***City Council: 2/12/2024 at 6PM in the Council Chambers at City Hall***
- ***Special Election for GA House of Representatives District 125: 2/13/2024 from 7AM-7PM (see polling location)***
- ***City of Grovetown Special Election: 3/12/2024 from 7AM-7PM (see polling location)***
- ***Spring Fest: 3/23/2024 from 11AM-2PM at Liberty Park***
- ***Mayor's Community Clean-Up Day: 4/27/2024 from 9AM-12PM at City Hall***

### **Closing Comments**

*I hope everyone has a great weekend. To our City team members, keep up the good work!*

*Gary E. Jones, Mayor*

