



WEEKLY ACTIVITIES REPORT

February 9, 2024

Good afternoon,

The Valentine's Senior Social will be held on Saturday evening. The response to this event has been exceptional and we look forward to sponsoring additional events for our senior citizens as soon as Liberty Park renovations are complete.

Renovations to Utility Billing at City Hall are nearing completion. Thanks for your patience as we finish much-needed updates to their department.

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 13th, 2024, and on March 12th, 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.

Please be aware of traffic notices posted by Columbia County pertaining to work at I-20 and Lewiston Road for February 22nd-26th.

*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
- 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
- 2 Public Safety Dispatcher
- 3 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Sewer Supervisor
- 2 Light 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

- 1 internal promotion (Thomas Axll McCarty) to Heavy Equipment Operator I – Streets and Sanitation Dept. on 2/3/2024
- 1 conditional job offer extended to 1 applicant for Communications Officer – Police Dept. on 2/8/2024

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 Council for approval
- Attended Columbia County Chamber of Commerce annual banquet on 2/8

Police Department

- Police Dept. arrested 10 subjects during this period:
 - 1 for Aggravated Stalking
 - 1 for False Statements and Concealment of Facts
 - 1 for Indecent Exposure
 - 1 for Driving Without a License and Failure to Obey a Traffic Control Device
 - 1 for DUI and Headlight Requirement
 - 3 for Reckless Conduct (1 for Possession of a Firearm by a Convicted Felon and 1 Hold for Burke County Sheriff's Office)
 - 1 for Theft by Taking, Terroristic Threats, False Imprisonment, and Criminal Trespass (Family Violence, Financial Transaction Card Theft, and Criminal Damage to Property)
 - 1 for Criminal Trespass
- Criminal Investigation Division:
 - 6 cases assigned and closed 4 cases
 - Issued 15 arrest warrants and arrested 5 subjects
- K9 Unit:
 - 28 traffic stops, issued 7 citations and 32 warnings
- Lt. Cross and Inv. Ashmore attended Sovereign Citizen training in Morrow, GA, administered by the Prosecuting Attorney's Council.

Fire Rescue

- Fire Rescue responded to 33 calls:
 - 24 medical
 - 9 fire
- Conducted weekly duties around stations
- Completed 3 days of training on Personal Protective/Response Drill and Apparatus Familiarization
- Shifts 2 and 3 conducted hose training drills

General Services

Leisure and Recreation

- General Services: Cleaned and organized shop and offices, re-mulched garden areas, and cleaned City vehicles
- Liberty Park: Cleaned and organized all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- City Hall: Cleaned fountains, re-mulched garden areas, cut and edged parking lot, and trimmed crepe myrtles
- Courthouse: Trimmed crepe myrtles, cut grass, and prepared for Valentine's Senior Social
- Museum and Planning and Community Development: Re-mulched garden areas
- Goodale Park, Historical Park, and Kiddie Park: Cut grass
- Made weekly park rounds and watered flowers throughout City

- Cycled through golfcart fleet for battery life and cleaned all golfcarts

Fleet Maintenance

- **General Services**
 - Ford F-750 Dump Truck: Repaired turbo charger (V124)
 - Big Tex U Dump Trailer: Replaced 4 tires (E195)
 - John Deere 4066R Loader: Routine maintenance (E126)
- **Public Safety**
 - Chevy Tahoe: Repaired rear hatch leak and replaced wiper blades (V135)
 - Ford Police Interceptor SUV: Replaced tire (V203)
- **Utility Services**
 - Chevy Silverado Pickup: Replaced cam sensor (V174)
 - International MV 607 Dump Truck: Repaired tarp roller motor, brackets, and roller bar (V143)
 - John Deere XUV Gator: Replaced coolant temp sensor and interior door latch cable (E171)

Facility Maintenance

- Completed 12 work orders:
 - 5 at Liberty Park, 3 at City Hall, 2 at Fleet Maintenance, 1 at Courthouse, and 1 at Sewer Dept.

Streets and Sanitation Dept.

- Picked up 12 bags of litter on main thoroughfare
- Collected total of 24.12 tons of bulk and yard waste
- Completed 2 work orders
- Distributed 7 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Hayne Dr., Railroad Ave., and School St., collecting 1.41 tons of waste/debris
- Reported 4 streetlight issues to GA Power for repair

Leisure and Recreation Rental and Member Updates

- 5 new rental contracts and 6 returned with payment
- Facilities and fields were utilized a total of 32 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
- 89 locates
- 76 service orders
- 4 histories
- 5-TTHM samples and Fluoride samples completed
- State report completed
- Assisted Sewer Dept. with sewer issue
- Repaired 3 water leaks at Rosedale Ct., Reynolds Farm Rd., and Willowick subdivision

- Completed flow and pressure test on 2nd Ave.
- Assisted in locating buried manhole and raised to ground level
- Flushed service line and fire hydrant due to customers complaints on Whispering Willow Ct.
- Cleaned and organized all trucks

Stormwater Dept.

- Inspected all retention ponds
- Inspected washout area in ditch line
- Assisted Water Dept. and Sewer Dept. with various projects

Sewer Dept./WWTP

- Ran daily sewer route
- Conducted daily labs and operations
- Unclogged lime system
- Cleaned headworks
- Replaced chain on pump in Pamir Pl. lift station
- Observed and assisted contractors working on influent pumps
- Assisted in pulling pumps at headworks
- Conducted monthly safety checks
- Discharged 5.5 million gallons of treated wastewater to Butler Creek
- Went to all lift stations and worked on Mission units to ensure they are working properly and to determine what work is needed
- Worked on Mission manhole monitors
- Jetted line to clear sewer blockage on Old Berzelia Rd.
- Raised a manhole on Old Berzelia Rd.
- Met with Turnipseed Engineers with GIS system mapping

Infrastructure Inspections

- 9 residential issues resolved
- 1 utility permit application approved

Information Technology

- Replaced 2 computers for Computer Lifecycle project
 - At 12 of 19 with 1 computer ready for replacement
- Supplied monitors and IT equipment for office expansion at Fleet Maintenance
- Upgraded 3 monitors in Utility Billing
- Provided IT support for moving/rearranging of office space at City Hall
- Scheduled service tech for digital sign at City Hall for official diagnosis of technical difficulties
- Calls for Service high at 29
 - IT support for City renovations led 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 AUSA Ft. Eisenhower Chapter's monthly executive meeting on 2/6.
- Our Director attended the CSRA Regional Commission's stakeholder meeting for their Regional Plan on 2/6.
- Our Director attended the Rotary Club of Columbia County West's weekly luncheon on 2/6.
- Our Director attended the Columbia County Chamber of Commerce annual banquet on 2/8.
- Our Director virtually attended the Georgia Municipal Association's Governmental Relations briefing on 2/9.
- Our Director virtually attended the Georgia Planning Association Government Affairs Committee's weekly meeting on 2/9.
- 22 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
 - 3/7 Meeting: No Agenda.

Code Enforcement Update

- 13 cases deemed in compliance
- 3 responses to civil concerns
- 7 signs removed from ROW
- Inoperative/Abandoned Vehicles
 - 2 NOVs
 - 2 warnings
- Parking Violations
 - 2 warnings
- Solid Waste/Trash
 - 3 NOVs
 - 6 warnings

<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>
<u>Residential</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>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>82</u>	<u>67%</u>	<u>1 C/O</u>
<u>Caroleton Phase 3 (103 townhomes)</u>	<u>54</u>	<u>49</u>	<u>48%</u>	<u>4 C/Os</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>
<u>Renovation Permits Issued</u>	<u>10</u>			
<u>New Construction Permits Issued</u>	<u>0</u>			
<u>Total Permits Issued</u>	<u>10</u>			
<u>New Business Licenses Issued: 2</u>				
<u>Renewal Business Licenses Issued: 8</u>				

Public Information Officer

- Observed World Cancer Day via social media
- Alerted public to Goodale Park playground reopening via social media
- Registered City leaders/guests for upcoming events
- Alerted public to 2/5 closure of drive-thru at City Hall via social media
- Updated bulletin board at City Hall
- Oversaw scarf, coat, and blanket drive
- Updated City website
- Shared traffic updates from Columbia County via social media
- Shared voting information from Columbia County Board of Elections via social media
- Observed Safer Internet Day via social media

- Prepared promotional items for upcoming event
- Shared controlled burn notice from Ft. Eisenhower via social media
- Corresponded with GMA regarding City participation in upcoming events
- Attended Columbia County Chamber of Commerce Annual Banquet
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *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

Please remember that the month of February is Black History Month. Take some time to honor and research some of the many historical African Americans from our area who have made a lasting impact on our lives. Also, on February 23rd, we will have our first off-site budget meeting at the Municipal Court. The public is invited to attend. Have a great weekend.

Gary E. Jones, Mayor

