



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
April 28, 2023

Good afternoon,

Please be advised that there is a public hearing on the 2023-2024 fiscal year City of Grovetown budget. This meeting will be held on Tuesday, May 2nd, 2023, at 6PM in the Council Chambers at City Hall. The public is invited to attend. The final public hearing will be held on May 8th, 2023, prior to the City Council meeting at 6PM.

This week is Georgia Cities Week in the City of Grovetown and throughout the State of Georgia. Many activities occurred this week and pictures are posted on our various social media pages. Many students from Grovetown Elementary School and Columbia County Community Connections have participated, and trivia questions about Grovetown posted online have been answered by the public. On Friday, the Grovetown Museum will be conducting tours from 12PM-4PM, and the public is urged to visit this hidden gem.

Employees are on the lookout for trash being brought into the City and dumped on the sides of our streets. If you notice anyone dumping trash, please notify the General Services Dept. at 706-863-4576, ext. 319.

Please be reminded curb-side pickup is for rough garbage and yard waste, not for household trash. Be sure yard waste is placed at the curb on Sunday night in the appropriate week for pickup in your neighborhood. Also be reminded that we do not pick up tree debris when it is cut by a company. It is the responsibility of the company to move it.

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.

If your trash can is not emptied during pickup, please contact Grovetown City Hall at 706-863-4576, ext. 450.

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

- 152 full-time number authorized
- 126 full-time number employed
- 1 part-time (Museum)
- 6 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (26)

- 1 Human Resources Technician
- 1 Police Officer – Road Patrol
- 2 Traffic Officer
- 3 Public Safety Dispatcher
- 1 City Planner
- 1 Utility Services Director
- 1 Sewer Plant Operator Class III License
- 1 Sewer Plant Operator Trainee
- 3 Light Equipment Operator (Water Dept.)
- 1 Heavy Equipment Operator 1 (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Municipal Court
- 1 Administrative Assistant – Utility Services
- 1 Administrative Assistant – Administration
- 1 Meter Maintenance Technician Coordinator
- 1 Facilities Maintenance Worker
- 5 ***positions to be advertised at a later date***
- 3 Part-Time Firefighter/EMT

Hiring Actions

- 1 internal promotion (Michael Felicies) to Sergeant – Road Patrol – Police Dept. on 4/15/2023
- 1 conditional job offer extended to 1 applicant for Administrative Assistant – Municipal Court on 4/26/2023
- 1 conditional job offer extended to 1 applicant for Communication Officer – Police Dept. on 4/26/2023
- Interviewed 1 internal applicant for Facility Maintenance Worker – General Services Dept. on 4/27/2023
- Interviewed 1 internal applicant for Heavy Equipment Operator I – Streets and Sanitation Dept. on 4/27/2023
- 1 conditional job offer extended to 1 applicant for Police Officer – Road Patrol – Police Dept. on 4/27/2023

Safety/Training/Wellness

- Which Driver are You?

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
- Preparing revised job descriptions for City Council approval

Police Department

- Police Dept. arrested 16 subjects during this period:
 - 3 for Suspended License, Brake Light Requirement, Failure to Maintain Lane, and No Tag
 - 2 for DUI, Failure to Maintain, Open Container, Window Tint Violation, and Possession of Marijuana
 - Warrant for Taliaferro County Sheriff's Office
 - Warrant for Grovetown Police Dept.
 - 2 for Driving without a Valid License and Speeding
 - 1 for Financial Card Fraud (x5)
 - 1 for Theft by Taking, Possession of Methamphetamine with Intent, Obstruction, and Criminal Trespass
 - 1 for Sexual Exploitation of a Child (x2)
 - 1 for Probation Violation, Failure to Maintain Lane, Failure to Maintain Exercise Due Care
 - 1 for Revoked License (Habitual Violator), Possession of Methamphetamine, Use of Tag to Conceal Identity, and Expired Registration
 - 1 for Speeding, Possession of Controlled Substance Fentanyl, and Bald Tires
 - 1 for Simple Assault (Family Violence)
- Criminal Investigation Division had 5 cases assigned and closed 9 cases
- Sgt. Loomer and Inv. Rodman attended the Child Advocacy Conference on child abuse
- K9 team conducted 9 traffic stops, wrote 10 citations, made 2 felony arrests, seized 2.5 grams of methamphetamine, 2.2 grams of fentanyl, and 9.3 grams of marijuana
- Attended 1 GOHS Road Check with multiple K9 deployments and narcotics being recovered
- Officer Timothy Hughes successfully completed RADAR Operator course
- Collected 81.8 pounds of expired prescription medication on 4/22
- Happy birthday to Ms. Samantha Coker, Sgt. Michael Felicies, and Inv. Patrick Brown
- Chief Kitchens, Cpt. Powell, and Inv. Rodman participated in Hephzibah High School's Ghost-Out event that taught students about the life penalties of drunk driving and consequences of DUI

Fire Rescue

- Fire Rescue responded to 18 calls:
 - 7 medical

- 11 fire
- All shifts attended daily training with Columbia County Fire Rescue on standpipe operations
- Conducted hydrant testing on E Robinson Ave. for Depot Project
- Hosted tours for Georgia Cities Week at Fire Station #1 on 4/27 from 10AM-12PM
- Congratulations to Firefighter Brandon Hesterman for passing his Firefighter II written and skills testing

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, cleaned vehicles, and organized shop
- Welcome Signs, Kiddie Park, Historical Park, and Planning and Community Development: Cut grass
- Goodale Park: Added grass seed and hay to barren areas
- Liberty Park: Cleaned and organized gym offices and facilities, dragged and chalked baseball fields, and cleaned baseball field bathrooms
- Grovetown Trails at Euchee Creek: Painted over graffiti, installed volleyball court, and installed pet waste stations
- Made daily rounds at all parks
- Watered all flowers throughout City

Fleet Maintenance

- **Water Dept./Sewer Dept.**
 - Hustler Mower: Deck blade, spindle issue (E65)
 - Gravely Zero Turn Mower: Replaced blades (E224)
 - Gravely Zero Turn Mower: Routine maintenance, replaced blades, and replaced pulley covers (E230)
- **General Services**
 - Ford F-750 Dump Truck: Rebuilt tarp supports (V124)
 - Quality Utility Trailer: Replaced 2 tires (E74)
 - Chevy 5500 Dump Truck: Replaced rear marker LED and grommet
- **Police Dept.**
 - Chevy Silverado Pickup: Replaced rear tire (V115)

Facility Maintenance

- Completed 10 work orders:
 - 4 at Grovetown Trails at Euchee Creek, 1 at City Hall, 3 at Courthouse, 1 at Fire Dept., and 1 at Goodale Park

Streets and Sanitation Dept.

- Picked up 20 bags of litter on main thoroughfare
- Collected total of 25.7 tons of bulk and yard waste
- Distributed total of 14 bulk and yard waste compliance violation tags
- Utilized Street Sweeper to clean Wrightsboro Rd. and The Avenues
- Cut back limbs and cleaned up debris along Wrightsboro Rd. and The Avenues
- Repaired potholes along Newmantown Rd.

Liberty Park Rental & Member Updates

- 8 new rental contracts and 6 contracts returned with payment
- Facilities and fields were utilized a total of 88 hours
- 2 new gym memberships

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Summer Jam: 6/17/2023 from 12PM-6PM

Utility Services

Water Dept.

- Ran daily water route
- 203 locates
- 98 service orders
- 8 histories
- 4 water leaks repaired
- 5 state samples completed
- Changed out curb stop in Creekside Estates
- Picked up material for Hardy Dr. project.
- Completed flow and pressure test at Calumet Ct.
- Performed shutoffs/cut ons per City Hall
- Cut grass around barn area and office
- Performed safety meeting
- Cleaned and organized trucks

Stormwater Dept.

- Cut grass in 8 retention ponds (Martha's Vineyard, Bryans Cove, Summerfield subdivision, Sierra Ln., Liberty Hills subdivision, Northlake subdivision, Reynolds Cir., and Main St.)
- Performed safety meeting
- Cleaned and organized trucks

Sewer Department

- Conducted daily checks on lift stations

WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Drained 5 feet off of basin 2 to prepare for contractor to inspect decanter
- Cleaned Chemical Room
- Cleaned digester
- Replaced Emergency Life Rings
- Submitted monthly samples to CSRA
- Opened for tours of Wastewater Treatment Plant on 4/27 from 1PM-3PM
- Discharged 7.86 million gallons of treated wastewater

Information Technology

- Continued to meet with Pollock Company and Columbia County Broadband Utility (C3BU)
 - Project to bring services to Facility Maintenance building nearing fruition
 - Approved all quotes for Pollock Company equipment and wiring installation
 - C3BU will install fiber as early as next week barring any major outages
- Replaced monitor with updated model in the Finance Dept.
- Planters changed out equipment at Planning and Community Development
- Installed new phone at Police Dept.
- Replaced recording module in Interrogation Room at Police Dept.
- Calls for Service volume was moderate at 13

Planning and Community Development

- City Council held a first reading of the proposed zoning code amendment on **4/10** at in the Council Chambers and voted to approve. Video from the event is archived on the City's Facebook page.
 - City Council will hold the second reading and vote on adoption on **5/8** at 6PM in the Council Chambers.
 - A draft copy of the code revision is now live. Citizens are encouraged to submit comment throughout the process to rkurtz@cityofgrovetown.com, and visit this link for the information page on the City's website:
 - <http://cityofgrovetown.com/304/Zoning-Code-Revision>
- Director Ronnie Kurtz met with Col. Reggie Evans, Garrison Commander at Ft. Gordon, on 4/28 to discuss ways the City can continue to support and coordinate with the installation's mission.
- 25 total building inspections

Meeting Update:

- Planning Commission
 - 5/18 Meeting: No Agenda
- BZA
 - 5/4 Meeting: No Agenda

Code Enforcement

- 80 cases deemed in compliance
- 14 signs removed from public ROW
- Overgrown Vegetation
 - 2 NOVs
 - 35 warnings
- Inoperative/Abandoned Vehicles
 - 2 warnings
- Parking Violations
 - 2 warnings
- Trash Containers
 - 49 warnings

- 6 responses to civil concerns

DEVELOPMENT PROGRESS CHART

April 28, 2023

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
Commercial					
1	Dunkin' Site (4 Unit Building)	3	2	50%	No change
2	Dollar General (Pepperhill)	1	-	-	Site work in progress
3	Palmetto Industries (Brighton)	-	-	-	Expect site work to begin soon
Residential					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	59	92%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change
3	McCoy's Creek Section 6 (52 Single Family Homes)	50	49	94%	No change
4	Deer Hollow Section 2 (110 Single Family Homes)	105	92	84%	No change
5	Deer Hollow Section 3A (54 Single Family Homes)	39	8	15%	4 Permits 1 C/O
6	Caroleton Phase 3 (103 townhomes)	42	33	32%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Final Plat under review
	Renovation Permits Issued	5			
	New Construction Permits Issued	4			
	Total Permits Issued	9			
New Business Licenses Issued: 0					
Renewal Business Licenses Issued: 0					

Public Information Officer

- Alerted public to Georgia Cities Week schedule via City website and social media
- Updated bulletin board at City Hall
- Updated digital sign at City Hall
- Dropped off Georgia Cities Week materials at Grovetown Library
- Updated City website
- Alerted public to 4/25 fire hydrant testing via social media
- Distributed Georgia Cities Week prizes to public
- Gave tours of City Hall
- Observed National Administrative Professionals Day via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***Budget Hearing: 5/2/2023 at 6PM in the Council Chambers at City Hall***
- ***City Council Meeting: 5/8/2023 at 6PM in the Council Chambers at City Hall***
- ***Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park***

Closing Comments

On Wednesday, the City of Grovetown honored employees in celebration of National Administrative Professionals Day. We genuinely appreciate all the hard work and dedication shown by our employees and thank them for a job well done. Have a safe weekend.

Gary E. Jones, Mayor

