



**THE CITY OF  
GROVETOWN**  
**RISING TOWARD ITS FUTURE**  
**WEEKLY ACTIVITIES REPORT**  
*April 21, 2023*

*Good afternoon,*

*The second budget off-site meeting was held at 9AM today in the Municipal Court. The budget document will be published next week so citizens can give input at the public hearing on May 2<sup>nd</sup>, 2023, at 6PM in the Council Chambers. The first reading of the 2023-2024 budget ordinance will be read at the City Council meeting on May 8<sup>th</sup>, 2023.*

*Thursday morning, several City officials attended the District 7 GMA meeting, which was held in Thomson GA. GMA officials provided information regarding laws that are on the Governor's desk for approval.*

*On Thursday afternoon, City officials met with an architect to discuss pre-plans for improvements to Liberty Park, a project that will be partially funded with SPOLST (Special Local Option Sales Tax).*

*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](http://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 Road Patrol Sergeant
- 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 full-time Firefighter/EMT – Fire Rescue started on 4/15/2023

### **Safety/Training/Wellness**

- The Golden Rule of Driving

### **Worker's Comp Claims**

- 1 minor rib injury (bruised)

### **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
- Attended budget off-site meeting #2

## Finance

- Hosted budget off-site meeting #2 for 2023-2024 budget
- Completed draft budget for 2023-2024
- We will host a budget hearing for the 2023-2024 budget on 5/2/2023, at 6PM in the Council Chambers at City Hall

## Police Department

- Police Dept. arrested 11 subjects during this period:
  - 4 for Driving with Suspended License, Seat Belt Violation, No Insurance, Brake Light Requirement, and Interference with a Law Enforcement Officer
  - 3 for Driving while Unlicensed, Failure to Use Signal, Failure to Maintain Lane, and Open Container
  - 1 for DUI (Failure to Dim Headlights, Failure to Maintain Lane, and Expired License)
  - 1 for Simple Battery (Family Violence) and Criminal Damage to Property 2<sup>nd</sup> Degree
  - 1 for Battery (Family Violence).
  - 1 for Aggravated Assault by Strangulation (Family Violence), Attempted Rape, Theft by Taking, and Sexual Battery
- Criminal Investigation Division had 5 cases assigned and closed 10 cases:
  - Seized 2 firearms and 30 grams of marijuana
  - Identified 1 child victim of online sexual exploitation; turned over to the Georgia Bureau of Investigation
  - Conducted 2 proactive patrols and arrested 2 individuals
  - The K9 unit conducted multiple traffic stops and 8 K9 sniffs; K9 unit also seized a handgun and marijuana
  - Processed 2 crime scenes (Burglary and Sexual Assault)
- Conducted in-service training on a Firearms Stress Course and a Physical Fitness Agility test on all sworn officers on 4/18 and 4/20

## Fire Rescue

- Fire Rescue responded to 28 calls:
  - 24 medical
  - 4 fire
- Shifts are attending training daily with Columbia County Fire Rescue on Standpipe Operations; this will occur through next Friday
- Conducted hydrant testing in new construction area of Deer Hollow subdivision
- Attended meeting with ESO to start implementation of scheduling software; this will assist in keeping track of personnel shift swaps, vacations, and covering shifts for various events
- Lt. McFatridge and Chief Kent attended monthly City staff meeting
- Chief Kent attended the budget off-site meeting #2

## General Services

### Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, cleaned vehicles, and organized shop
- Welcome Signs, Courthouse, and Grovetown Trails at Euchee Creek: Cut grass
- Goodale Park: Added topsoil to barren areas to begin grass planting process
- Liberty Park: Cut grass, cleaned and organized all storage areas, dragged and chalked baseball fields, and cleaned gym and bathrooms.
- Made daily rounds at all parks and watered flowers throughout City
- Assisted Utility Services as needed

### Fleet Maintenance

- **Water/Sewer Dept.**
  - Hustler Mower: PTO issue (E65)
- **General Services**
  - Chevy 5500 Dump Truck: Repaired tarp control operations (V180)
  - Ford F-550 Dump Truck: Replaced tire (V121)
  - Water Pump/Tank Trailer: Installed water tank, replaced fuel hose (E223)
  - Ford F-750 Dump Truck: Replaced water pump, accessory drive belt; rebuilt tarp supports (V93)
  - John Deere Backhoe: Repaired bucket (E126)
  - Hustler Mower: Repaired deck pulley guards (E156)
- **Fire Rescue**
  - Ford F-150 Pickup: Routine maintenance (V206)
- **Police Dept.**
  - Ford Police Explorer: Routine maintenance (V199)
  - Chevy Tahoe: Routine maintenance, replace front tires (V112)
  - Chevy Tahoe: Routine maintenance (V136)

### Facility Maintenance

- Completed 13 work orders.
  - 3 at Police Dept., 2 at Fire Dept., 2 at Goodale Park, 1 at Courthouse, 1 at Liberty Park, 1 at Kiddie Park, 1 at Planning and Community Development, and 1 for Streets and Sanitation Dept.
  - 1 issue contracted to Eben Gray's Tree Service at Goodale Ct.

### Streets and Sanitation Dept.

- Picked up 24 bags of litter on main thoroughfare
- Collected total of 26.43 tons of bulk and yard waste
- Distributed total of 14 bulk and yard waste compliance violation tags
- Utilized Street Sweeper to clean Newmantown Rd., Ford Ave., and Spring St.
- Cut back limbs and cleaned up debris along Newmantown Rd.

### Liberty Park Rental & Member Updates

- 1 new rental contract and 5 contracts returned with payment
- Facilities and fields were utilized a total of 117 hours

### 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
- 194 locates
- 69 service orders
- 3 histories
- 3 water leaks repaired
- 5 state samples completed
- Conducted flow and pressure test at Reynolds Cir.
- Replaced 2 curb stops in Creekside Estates
- Cleaned and organized trucks
- Conducted flagging certification course
- Cut grass at GIW and Trudeau Tr. booster station
- Cut grass at Dodge Ln. water tank, Parham Rd. location, and around existing office

### Stormwater Dept.

- Replaced 20 feet of damaged storm drainpipe near GIW
- Replaced 8 feet of damaged storm drainpipe at Pelican's SnoBalls
- Assisted Sewer Dept. on 2 occasions
- Continued clean up at Parham Rd. site
- Conducted flagging certification course

### Sewer Department

- Conducted daily checks on lift stations

#### WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Submitted Monthly DMR to EPD
- Cleaned disc filters
- Cleared grass clippings from floor drains of pits
- Conducted microscope studies
- Assisted vac. truck with cleaning main manhole to plant due to grease and rag buildup
- Discharged 11.32 million gallons of treated wastewater

## Information Technology

- Coordinated and attended numerous calls and meetings
- Conducted livestream for 4/20 Planning Commission meeting
- Addressed 2 outages at Planning and Community Development and General Services
  - A Citywide power equipment change will occur in the future to mitigate this issue
- Collected and disposed of 15 old laptops
  - All hard drives removed and awaiting pickup for destruction
- Scheduled new phone installation for the Police Dept.
- Calls for service volume was high at 23 ticketed action items

## 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](mailto: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 attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly Breakfast and Briefing on 4/18. The speaker was CSM Michael Starrett, Command SGM for the Cyber Center of Excellence, who spoke about the challenges of recruiting at the needed level.
- Our Director also attended the Columbia County West Rotary Club's weekly luncheon on 4/18.
- Our Director attended Leadership Columbia County's Healthcare Day on 4/19.
- 35 total building inspections

### Meeting Update:

- Planning Commission
  - 4/20 Meeting:
    - Approved Final Plat for 111 Howell St.
    - Approved Final Plat for 329 and 337 Whiskey Rd.
  - 5/18 Meeting: No Agenda
- BZA
  - 5/4 Meeting: No Agenda

### Code Enforcement Update:

- 43 cases deemed in compliance
- 17 signs removed from public ROW
- Overgrown Vegetation
  - 5 NOVs
  - 19 warnings
- Parking Violations
  - 3 warnings
- Trash Containers
  - 1 NOVs
  - 11 warnings
- Property Maintenance
  - 1 NOV
  - 2 warnings
- Solid Waste/Trash
  - 1 warning
- 4 responses to civil concerns

**DEVELOPMENT PROGRESS CHART**

**April 21, 2023**

<b>Sr. No.</b>	<b>PROJECT NAME And Project Details</b>	<b>Building Permits Issued</b>	<b>CO Issued</b>	<b>% of Project Completed</b>	<b>Comments</b>
<b>Commercial</b>					
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
<b>Residential</b>					
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)	35	7	13%	No change
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)	-	-	-	Site work in progress
	<b>Renovation Permits Issued</b>	<b>5</b>			
	<b>New Construction Permits Issued</b>	<b>0</b>			
	<b>Total Permits Issued</b>	<b>5</b>			
	<b>New Business Licenses Issued: 1</b>				
	<b>Renewal Business Licenses Issued: 2</b>				

**Public Information Officer**

- Alerted public to Goodale Park basketball courts reopening via social media
- Updated City website
- Registered City leaders for 5/4 Columbia County Chamber of Commerce Legislative Breakfast
- Created "Permit Requirements" webpage on City website
- Photographed Goodale Park basketball courts

- Participated in 4/18 committee meeting on City marketing and branding
- Updated organizational flow chart for City departments
- Updated dept. heads on social media analytics at 4/19 staff meeting
- Created final schedule for Georgia Cities Week
- Collected materials for Georgia Cities Week
- Alerted public to 4/21 hydrant testing in Deer Hollow subdivision via City website and social media
- Attended 4/21 budget off-site meeting #2
- Posted public notice regarding 4/27 City Council work session cancellation
- Prepared materials for Georgia Cities Week activities
- 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

*Next week is Georgia Cities Week in Grovetown. Information has been posted on the website and will be posted on social media soon regarding activities that will take place during the week. We encourage all citizens to participate in this weeklong event. Have a safe weekend!*

*Gary E. Jones, Mayor*

