



**THE CITY OF  
GROVETOWN**  
**RISING TOWARD ITS FUTURE**  
**WEEKLY ACTIVITIES REPORT**  
*September 15, 2023*

*Good afternoon,*

*A City Council meeting was held on Monday, September 11<sup>th</sup>, 2023, where our Mayor and Council approved ordinances to expand the City via annexation. If you live outside the City and would like to come into the City by this process, please contact our Director of Planning and Community Development at 706-863-4576, ext. 315.*

*A representative from Concerned Women, Inc. located in Grovetown, made an announcement at Monday's Council meeting that they are in need of food donations. They are located at 104 Johns Street and will happily accept donations from the public.*

*Our Streets and Sanitation Dept. does an outstanding job cleaning litter from our streets and rights-of-way. Please help them by following the policies of the City. 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 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 a company cuts it. 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.*

*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
- 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
- 3 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 City Planner
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Leisure and Recreation Dept.)
- 1 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 8 \*\*\*positions to be advertised at a later date\*\*\*
- 3 Part-Time Firefighter/EMT

### **Hiring Actions**

- 1 conditional job offer extended to 1 applicant for Police Cadet – Police Dept. on 9/8/2023

### **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 6 subjects during this period:
  - 1 for Suspended License and Too Fast for Conditions
  - 1 for Driving While Unlicensed, Tag Light Requirement, and Seat Belt Violation
  - 2 for DUI (1 Under 21), Open Container, Failure to Maintain Lane, and Failure to Dim Headlights
  - 1 for Battery (Family Violence)

- 1 for City of Grovetown Probation Warrant (Driving While Unlicensed and Light Affixed to Windshield)
- 3 for City of Grovetown Bench Warrant (Driving with No Insurance, Failure to Appear [x2], and Driving with Suspended License)
- Criminal Investigation Division had 6 cases assigned and closed 2:
  - Obtained and executed 1 search warrant
- K9 Unit:
  - Initiated 14 traffic stops, issued 7 citations and 14 warnings, and confiscated 14.2 grams of marijuana
- Congratulations to Cpt. Christopher Powell for being honored as Employee of the Month
- Happy birthday to Reserve Officer Wayne Kent and Communication Officer Rjunitie McElheney
- Congratulations to the Municipal Court office (Laura and Summer) for receiving the Judicial Council of Georgia's Clearance Rate of Excellence award
- Conducted firearms training on 9/15
- Deployed mobile ballistic barriers at 3 local schools and will conduct training on 10/10

### **Fire Rescue**

- Fire Rescue responded to 21 calls:
  - 14 medical
  - 7 fire
- Conducted weekly duties around stations
- Continued conducting fire hydrant testing
- Ladder 1 participated in Augusta University's Tunnel to Towers 9/11 Ceremony at the Summerville Campus on 9/9
- Personnel and equipment will participate in the Meet a Machine event at Augusta Regional Airport on 9/16 from 9AM-1PM to benefit the Children's Hospital of Georgia's Children's Miracle Network

### **General Services**

#### **Leisure and Recreation**

- General Services: Cut grass, cleaned shop and offices, and cleaned City vehicles
- Made weekly park rounds and watered flowers throughout City
- Liberty Park: Cut grass, cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathrooms and concession area, and prepared for 9/14 art unveiling ceremony
- Planning and Community Development, Wildflower Garden, City Hall, Courthouse, Kiddie Park, Dog Park, Goodale Park and Historical Park: Cut grass and weeded and cut wildflower garden down; working on ideas/obtaining quotes to transform Wildflower Garden into a beautiful space for citizens to enjoy
- Grovetown Trails at Euclhee Creek: Cut low hanging limbs, cut grass, and cleaned off trails
- Completed light pole project at Fire Station #2

## **Fleet Maintenance**

### **General Services**

- Ford F-750 Dump Truck: Repaired tarp support (V124)
- Chevy Silverado 5500 Dump Truck: Replaced circuit breaker for dump/lift pump (V122)
- John Deere Gator-Routine maintenance (E183)
- **Public Safety**
  - Chevy Tahoe: Reprogrammed key fob/security issues (V110)
- **Utility Services**
  - Ford F-150 Pickup: Replaced 4 tires and performed alignment (V122)
  - John Deere Mower 60: Routine maintenance, installed hour meter (E125)
  - Yanmar Mini Excavator: Replaced anti scalping wheel and air filter rain cap (E155)

### **Facility Maintenance**

- Facility Maintenance completed 35 work orders:
  - 11 at Liberty Park, 5 at City Hall, 4 at Utility Services, 4 at Police Dept., 4 at Fire Dept., 3 at Streets and Sanitation Dept., 2 at Fleet Maintenance, and 2 at Facility Maintenance

### **Streets and Sanitation Dept.**

- Picked up 38 bags of litter on main thoroughfare
- Collected 19.31 tons of bulk and yard waste
- Completed 7 work orders
- Distributed 8 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Hayne Dr. and Dodge Ln., collecting 2.86 tons of waste
- Cut limbs on Leven St., Green St., and Dodge Ln.
- Cut grass at easements and rights-of-way on Wrightsboro Rd., Harlem Grovetown Rd., VFW Rd., Hardy Dr., and the greenspace in Ashland Commons

### **Leisure and Recreation Rental and Member Updates**

- 10 new rental contracts and 8 returned with payment
- Facilities and fields were utilized a total of 76 hours
- Liberty Park had 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
- Trunk or Treat: 10/27 from 6PM-9PM

## **Utility Services**

### **Water Dept.**

- Ran daily water route
- 100 locates
- 122 service orders
- 2 leaks repaired
- 10 histories
- Radio and manually read meters completed
- Flushed customer service line due to dirty water complaint on Taylor Cir.

- Assisted Waste Management in loading old trash cans to be hauled off
- Installed 4 new meters in the new Caroleton Townhomes section
- Cleaned all trucks

### **Stormwater Dept.**

- Partially cut grass in 4 retention ponds (Northlake subdivision, Old Berzelia Rd., and Main St.)
- Cut grass on right-of-way and around storm drain on Charlotte Ave.
- Vacuumed storm drains in multiple locations
- Cleaned all trucks

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

- Completed daily checks and operations
- Completed weekly labs and ran additional labs
- Filled 2 dumpsters of sludge for Waste Management pickup
- Discharged 8.77 million gallons of treated wastewater to Butler Creek
- Basin 3 mix fill valve and actuator removed to be repaired
- Capped off basin 3 pipe until actuator and valve are replaced
- Sampled water from wastewater pond
- Submitted month of August's DMR to EPD
- Cut grass at WWTP

### **Infrastructure Inspections**

- 7 residential issues resolved
- Work for permit number 23-018 was completed on 9/12 and permit number 23-025 was completed on 9/6
- Work for permit number 23-015 began on 9/13

## **Information Technology**

- New server is live with old server still powered on and standing by
- Finalized and ordered 2023-2024 computer lifecycle replacements
- Attended meeting with Tyler and Finance Dept. personnel for invoice workflow approval using web browser
- Calls for service volume moderate at 16
  - Ticketed action item issue led by Tyler ERP Pro

## **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](mailto:rkurtz@cityofgrovetown.com).
- Director Ronnie Kurtz attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's board meeting on 9/12.
- Our Director attended the Columbia County West Rotary Club's weekly breakfast on 9/12.

- Our Director attended the Columbia County Chamber’s Government Affairs Committee Meeting on 9/14.
- 37 total building inspections.

**Meeting Updates:**

- Planning Commission
  - 9/21 Meeting: No Agenda
- BZA
  - 10/5 Meeting: Request for Conditional Use Permit at 5237 Wrightsboro Rd. for an Automobile Service Station.

**Code Enforcement**

- 6 cases deemed in compliance
- 22 signs removed from ROW
- Overgrown Vegetation
  - 10 warnings
- Inoperative/Abandoned Vehicles
  - 1 NOV
  - 2 warnings
- Parking Violations
  - 1 warning
- Property Maintenance
  - 1 warning

**DEVELOPMENT PROGRESS CHART**

**September 15, 2023**

<b><u>Sr. No.</u></b>	<b><u>PROJECT NAME And Project Details</u></b>	<b><u>Building Permits Issued</u></b>	<b><u>CO Issued</u></b>	<b><u>% of Project Completed</u></b>	<b><u>Comments</u></b>
<b><u>Commercial</u></b>					
<u>1</u>	<u>Dunkin’ Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>2</u>	<u>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>=</u>	<u>=</u>	<u>Building permit issued</u>
<b><u>Residential</u></b>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
<u>2</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>3</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>4</u>	<u>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>87</u>	<u>42</u>	<u>34%</u>	<u>No change</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>50</u>	<u>37</u>	<u>36%</u>	<u>No change</u>
<u>6</u>	<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>=</u>	<u>=</u>	<u>No change</u>
<u>7</u>	<u>Ferguson Farms</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>LDP issued</u>



	(100 Single Family Homes)				<u>Site work to begin soon</u>
	<b><u>Renovation Permits Issued</u></b>	<b><u>6</u></b>			
	<b><u>New Construction Permits Issued</u></b>	<b><u>0</u></b>			
	<b><u>Total Permits Issued</u></b>	<b><u>6</u></b>			
	<b><u>New Business Licenses Issued: 1</u></b>				
	<b><u>Renewal Business Licenses Issued: 0</u></b>				

### **Public Information Officer**

- Observed Patriot Day via social media
- Updated City website
- Shared updated voting information from Columbia County Board of Elections via social media
- Assisted in setup of headshots for dept. heads
- Updated bulletin board at City Hall
- Photographed 9/11 City Council meeting
- Shared public notice regarding rescheduling of 10/9 City Council meeting via City website and social media
- Observed National Police Woman Day via social media
- Shared traffic alerts from Columbia County via social media
- Attended 9/14 art unveiling ceremony
- Promoted events in/around Grovetown via social media

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

- *Board of Zoning Appeals Meeting: 10/5 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 10/10 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*

### **Closing Comments**

*On Monday, September 11<sup>th</sup>, many of us stopped to reflect upon the tragic events that occurred 22 years ago. We still grieve for those who were lost and pray for peace for those who lost loved ones. Have a safe weekend.*

*Gary E. Jones, Mayor*

