



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
September 22, 2023

Good afternoon,

On Tuesday, September 19th, Jennifer Hayes from Congressman Rick Allen's office made a stop at Grovetown City Hall to meet with several citizens who came in for assistance. We appreciate Congressman Allen sending his representative here to talk with local citizens.

On Wednesday, we held our monthly department head meeting and discussed several City activities scheduled over the next 3 months. Stay tuned for more information.

Please check out our Facebook page for a few very interesting photos of the Grovetown Museum. Mr. Willie Hill, a local resident, photographed several interesting items and we thank him for sharing his work with us.

A City Council meeting was held on Monday, September 11th, 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 Department has issued **134** notices for trash violations; Code Enforcement has issued **24** notices for the same infraction. 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 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
- 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
- 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.)
- 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

- Interviewed 4 applicants for Light Equipment Operator – Streets and Sanitation Dept. on 9/18/2023
- Interviewed 4 applicants for Light Equipment Operator – Leisure and Recreation Dept. on 9/18/2023
- 1 conditional job offer extended to 1 applicant for Light Equipment Operator – Streets and Sanitation Dept. on 9/22/2023
- 1 conditional job offer extended to 1 applicant for Light Equipment Operator – Leisure and Recreation Dept. on 9/22/2023

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:
 - 3 for DUI (Suspended License, Following Too Closely, Speeding, Brake Lights in Good Repair, Failure to Obey Traffic Control Device, and Open Container)
 - 1 for Simple Battery (Family Violence)
 - 1 for Possession of a Firearm by a Convicted Felon
 - 1 for Probation Warrant (Driving While Unlicensed)
- Criminal Investigation Division had 4 cases assigned and closed 1 case:
 - Conducted 5 interviews
- K9 Unit:
 - Made 24 traffic stops, issued 10 citations and 21 warnings, and confiscated 6.8 grams of marijuana
- Conducted firearms training on 9/20 and 9/22
- Kudos to Lt. Cross for stepping up and working over the weekend due to personnel shortage

Fire Rescue

- Fire Rescue responded to 35 calls:
 - 21 medical
 - 14 fire
- Conducted weekly duties around stations
- Personnel made visits to update Fire Preplans for September
- Participated in Municipal Equipment Services demonstration of Vetter air bag systems on 9/18
- New Turnout Gear Washer Extractor installed at Fire Station #2; allows dept. to wash more turnout gear quicker to reduce exposure to carcinogens
- Chief Kent attended quarterly East Central Fire Investigators meeting with training conducted by Pat Morgan with the GBI on 9/19

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned and organized shop and offices, cleaned City vehicles
- Made weekly park rounds and watered flowers throughout City
- Liberty Park: Cut grass, cleaned and organized all storage areas, dragged and chalked baseball fields, and cleaned and sanitized bathroom and concession area
- Planning and Community Development, City Hall, Courthouse, Kiddie Park, Goodale Park and Historical Park: Cut grass
- Prepared plans for new Welcome Sign on Robinson Ave.
- Installed sprinkler system at Historical Park

- Cleaned up branches, trunk, and pampas grass on Sycamore Dr. and contacted utility company in reference to branch/utility line overgrowth

Fleet Maintenance

- **General Services**
 - Grappler: Replaced hydraulic hose and AC cabin filter (E107)
 - John Deere Mower 60": Repaired flat tire (E222)
- **Public Safety**
 - Ford Police Interceptor SUV: Routine maintenance (V256)
 - Chevy Tahoe: At dealer for warranty repair (engine issue) (V138)
- **Utility Services**
 - Bobcat T250 Loader: Rebuilt left lift cylinder (E94)
 - Chevy Silverado Pickup Truck: Routine maintenance, replaced 4 tires and performed 4-wheel alignment (V174)
 - GMC 3500 Utility Truck: At Dealer for warranty repair (DEF system) (V238)
 - Ford F-250 Utility Truck: Replaced AC Cabin Filter (V147)

Facility Maintenance

- Completed 28 work orders:
 - 10 at City Hall, 7 at Liberty Park, 3 at Streets and Sanitation Dept., 2 at Utility Services, 2 at Police Dept., 1 at Fire Dept., 1 at Planning and Community Development, 1 at Fleet Maintenance, and 1 at Courthouse

Streets and Sanitation Dept.

- Collected 25 bags of litter on main thoroughfare
- Collected 25.3 tons of bulk and yard waste
- Completed 6 work orders
- Distributed 7 bulk and yard waste violation tags
- Utilized Street Sweeper on Spring St., Robinson Ave., Woodward Dr., Katherine St., and in Liberty Hills subdivision, collecting 2.35 tons of waste and debris
- Performed major clean up on Leven St. and cut back/clean up on Green St.
- Filled in potholes on Creekside Dr.
- Cut grass at easements and rights-of-way on Newmantown Rd., Lakeview Dr., Old Wrightsboro Rd., Whiskey Rd., 2nd-6th Ave., Barbara St., and Williams St.

Leisure and Recreation Rental and Member Updates

- 8 new rental contracts and 7 returned with payment
- Facilities and fields were utilized for 98 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
- 44 locates
- 83 service orders

- 9 histories
- 4 leaks repaired at the WWTP, Durban St., and Salford Pl.
- Cleaned out 3 road cuts and repatched with asphalt on Summerfield Cir., Booker St., and Brandimere Townhomes
- Flushed out customer service line due to dirty water complaint on Selkirk Way
- Completed flow and pressure tests in Reynolds Pond subdivision
- Cut grass at 2 booster stations, 2 water tanks, Parham Rd., and the WWTP
- Issued high usage door hangers
- Changed out 8 water meters
- Installed extension kit on fire hydrant at Newman St. and Stephens Ln.
- Conducted site visit for warranty issue meeting on 2nd Ave.
- Conducted safety meeting for employees
- Cleaned all trucks

Stormwater Dept.

- Hauled off 3 loads of debris to trash facility from Reynolds Pond retention pond
- Continued to cut grass and clean fence line at Arbor Springs retention pond
- Vacuumed out lift stations in multiple locations
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Unclogged polymer and lime line
- Cut grass at WWTP
- Filled 3 dumpsters of sludge and sent to Waste Management
- Submitted monthly samples to CSRA labs
- Discharged 7.8 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- Addressed 8 residential issues
- Received 1 permit application
- Work for Woodward Place subdivision regarding utility installations began on 9/12
- Issued stop work order for utility installation in Woodward Place subdivision

Information Technology

- Ordered computer lifecycle replacements
- Conducted last meeting for automated payables with Tyler Tech and Finance Dept.
- Conducted in-office IT equipment restructure for City Administrator
- Completed City Hall server replacement
- Calls for service volume moderate at 17
 - Ticketed action items led by Tyler ERP Pro 10 and email issues

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.
- Code Enforcement Officials Mr. Mark Haynes and Mrs. Leigh Lackey attended the Georgia Association of Code Enforcement's (GACE) fall conference in Augusta from 9/19-9/22
- Director Ronnie Kurtz participated in the Columbia County West Rotary Club's annual Poker Ride on 9/16; nearly \$8,000 was raised for scholarships!
- Our Director attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly Breakfast and Briefing on 9/19. The speaker was Steven N. Camp, the Wildlife Biologist for Ft. Gordon who spoke about his responsibilities in managing the behavior and habitats of animal population on military installations.
- Our Director attended the Columbia County West Rotary Club's weekly breakfast on 9/19.
- Our Director virtually attended the Augusta Regional Transportation Study (ARTS) Policy Committee meeting on 9/21.
- 57 total building inspections

Meeting Update

- Planning Commission
 - 9/21 Meeting: No Agenda
 - 10/19 Meeting: No Agenda
- BZA
 - 10/5 Meeting: Request for Conditional Use Permit at 5237 Wrightsboro Rd. for an Automobile Service Station.

Code Enforcement Update

- 23 cases deemed in compliance
- 5 signs removed from ROW
- Overgrown Vegetation
 - 4 NOVs
 - 5 warnings
- Inoperative/Abandoned Vehicles
 - 3 warnings
- Parking Violations
 - 7 warnings
- Property Maintenance
 - 1 warning
- Obstruction of ROW
 - 3 warnings

DEVELOPMENT PROGRESS CHART

September 22, 2023

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
Commercial					
<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>
Residential					
<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>43</u>	<u>35%</u>	<u>1 C/O</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 (100 Single Family Homes)</u>	<u>=</u>	<u>-</u>	<u>-</u>	<u>LDP issued; site work to begin soon</u>
	<u>Renovation Permits Issued</u>	<u>11</u>			
	<u>New Construction Permits Issued</u>	<u>0</u>			
	<u>Total Permits Issued</u>	<u>11</u>			
	<u>New Business Licenses Issued: 2</u>				
	<u>Renewal Business Licenses Issued: 2</u>				

Public Information Officer

- Observed National Working Parents Day via social media
- Observed Constitution Day via social media
- Updated bulletin board at City Hall
- Shared traffic alerts from Columbia County via social media
- Updated City website
- Alerted public to 9/18 damaged water main/repair, water shutoff/restoration, and boil water advisory via social media
- Observed National IT Professionals Day via social media
- Highlighted City employees via social media
- Alerted public to lifting of 9/18 boil water advisory via social media

- Alerted public to 9/21 deployment of Street Sweeper on Katherine St. via social media
- 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

Please be advised that City offices will close at noon on October 6th and will remain closed until the normal business hour on October 10th, in observance of a federal holiday. Thank you and have a great weekend.

Gary E. Jones, Mayor

