



WEEKLY ACTIVITIES REPORT

November 17, 2023

Good afternoon,

On Wednesday, several staff members attended the Executive Luncheon Series for the Columbia County Chamber of Commerce. The guest speaker was Chris Clark, President and CEO of the Georgia Chamber of Commerce. He brought forth valuable information regarding workforce issues facing all businesses in Georgia and what to expect moving forward.

City of Grovetown offices will close early at noon on Wednesday, November 22nd, and will reopen at the normal business hour on Monday, November 27th for the Thanksgiving holiday.

A Special Called Meeting of the Grovetown City Council will take place on Tuesday, November 28th, at 6PM in the Council Chambers at City Hall. The purpose of the meeting is to adopt a resolution pertaining to a special election that will be held to fill the unexpired term of a councilmember who resigned to run for another office.

If you are a veteran in Columbia County and would like your name placed on the Veterans Wall, please bring a copy of your DD214 with a current address and phone number to Grovetown City Hall during business hours, 9AM-5PM, Monday-Friday.

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 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
- 130 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (25)

- 1 Human Resources Technician
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Leisure and Recreation Dept.)
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 8 ***positions to be advertised at a later date***
- 4 Part-Time Firefighter/EMT

Hiring Actions

- 1 Communications Officer – Police Dept. started on 11/13/2023

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
- Presented a new job description to City Council for approval

Police Department

- Police Dept. arrested 7 subjects during this period:
 - 2 for Suspended License and Expired Registration
 - 1 for Trafficking Fentanyl, Possession of Marijuana with Intent to Distribute, and Possession of Schedule II Drugs

- 1 for Possession of a Firearm by a Convicted Felon, Driving While Unlicensed, Altered Plates, and Tag Light Requirement
- 1 for Financial Transaction Card Fraud
- 1 for Simple Battery (Family Violence)
- 1 for DUI (3rd Offense), Driving While License Suspended, and Headlight Requirement
- Criminal Investigation Division had 8 cases assigned and closed 1 case
 - CID officers were in jury trial this week and the suspect was found guilty
- K9 Unit
 - Initiated 21 traffic stops, issued 19 citations and 16 warnings, and arrested 1 subject on a warrant for Edgefield, SC
- We welcome Communication Officer Dakota Watts from Greer, SC to the Grovetown Police Dept.
- Congratulations to Inv. Robin Ashmore on being named October 2023's Employee of the Month
- Thanks to Concerned Women, Inc. for providing the Police and Fire Dept. with turkeys
- Chief Kitchens and Cpt. Powell attended the Georgia Governor's Office of Highway Safety conference
- Police Dept. is hosting our Cruisin' for Christmas car show at Liberty Park on 11/18 from 9AM-2PM

Fire Rescue

- Fire Dept. responded to 21 calls:
 - 14 medical
 - 7 fire
- Conducted weekly duties around stations
- All shifts assigned to Engine 2 attended Firefighter Rescue classes at Columbia County Training Center from 11/13-11/15

General Services

Leisure and Recreation

- General Services: Cleaned shop, offices, and City vehicles
- Liberty Park: Cleaned all storage areas, dragged and chalked baseball fields, sanitized bathrooms and concession area, and maintained multipurpose fields
- Historical Park: Cut grass
- Performed set up/breakdown at for Veterans Day Ceremony; cut grass and planted flowers
- Made weekly park rounds and watered flowers throughout City
- Continued Christmas decorating

Fleet Maintenance

- **General Services**
 - Chevy Silverado 5500 Dump Truck: Routine maintenance (V194)
 - Ford F-750 Dump Truck: Serviced DEF system (V1214)
 - OBD Leaf Vacuum: Repaired fuel leak (E97)
 - John Deere Mower 72": Replaced center deck spindle and 3 blades (E250)
 - John Deere Pressure Washer: Repaired pull start recoil (E220)

- **Utility Services**
 - John Deere Gator XUV 835R: Routine maintenance (E171)
- **Public Safety**
 - Ford Police Interceptor: Routine maintenance (V203)
 - White Chevy Tahoe: Replaced batteries, alternator and battery relay (V114)

Facility Maintenance

- Completed 19 work orders:
 - 10 at General Services, 3 at Public Safety, 3 at City Hall, 2 at Courthouse, and 1 at Fleet Maintenance

Streets and Sanitation Dept.

- Picked up 34 bags of litter on main thoroughfare
- Collected total of 21.45 tons of bulk and yard waste
- Completed 2 work orders
- Distributed 5 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Newmantown Rd., collecting 1.4 tons of waste/debris
- Reported 2 streetlight issues to GA Power for repair
- Hung Christmas lights throughout City
- Used Leaf Vacuum Truck to collect leaves throughout City

Leisure and Recreation Rental and Member Updates

- 1 new rental contract and 6 returned with payment.
- Facilities and fields utilized for a total of 50 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
- Cruisin' for Christmas Car Show: 11/18 from 9AM-2PM
- Rock 'n' Roll Christmas Parade: 12/2 at 10AM from Augusta Technical College to Grovetown Middle School
- Christmas Festival: 12/2 from 5PM-9PM

Utility Services

Water Dept.

- Ran daily water route
- 59 locates
- 112 service orders
- 4 histories
- Repaired 2 leaks on Pamir Pl. and Dorn St.
- Changed out 1 meter on Dorn St.
- Completed 5 TCB samples
- Completed radio and manually read meters
- Completed flow and pressure test on Pamir Pl.
- Conducted safety meeting for employees
- Cleaned all trucks

Stormwater Dept.

- Cleaned ditch area for better drainage on E Robinson Ave.

- Cut 2 retention ponds in Caroleton subdivision
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Cleaned and organized all trucks
- Conducted daily labs and operations
- Cleaned and greased headworks equipment
- Filled 3 dumpsters of sludge and sent to Waste Management
- Submitted October DMR to EPD
- Discharged 8.288 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- No new permit applications or residential issues

Information Technology

- At 5/19 for Computer Lifecycle Replacements
- Scheduled new server to be rack mounted after 4-week waiting period for any issues
- Attended meeting with Facility Maintenance on proposed Utility Billing office renovation
- Calls for service volume moderate at 16
 - Tyler ERP Pro passwords and email issues led the way for issues

Planning and Community Development

- City Council voted to adopt a new zoning code and map on **May 8** at 6:00 PM in the 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.
- Director Ronnie Kurtz attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Eisenhower Chapter's monthly board meeting on 11/14.
- Our Director attended the Columbia County West Rotary Club's District Governor's Reception at the Columbia County Performing Arts Center on 11/14.
- Our Director attended the Columbia County Chamber of Commerce Executive Luncheon Series event on 11/15. The speaker was Chris Clark, Georgia Chamber of Commerce President and CEO, who gave a presentation on the economic outlook for GA in 2024.
- Our Director virtually attended the Augusta Regional Transportation Study Metropolitan Planning Organization's (ARTS-MPO) policy committee meeting on 11/16.
- 33 total building inspections

Meeting Update

- Planning Commission
 - 11/16 Meeting: No Agenda
 - 12/21 Meeting: No Agenda
- BZA
 - 12/7 Meeting: No Agenda

Code Enforcement Update

- 8 cases deemed in compliance
- 2 signs removed from ROW
- 3 responses to civil concerns
- Overgrown Vegetation
 - 1 warning
- Inoperative/Abandoned Vehicles
- Parking Violations
 - 1 warning
- Property Maintenance
 - 3 warnings

DEVELOPMENT PROGRESS CHART
November 17, 2023

<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>Building permit issued</u>
<u>Residential</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>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>102</u>	<u>58</u>	48%	<u>2 C/O</u>
<u>Caroleton Phase 3 (103 townhomes)</u>	<u>50</u>	<u>38</u>	37%	<u>1 C/O</u>
<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	=	=	<u>No change</u>
<u>Ferguson Farms (100 Single Family Homes)</u>	=	=	=	<u>LDP issued; site work underway</u>
<u>Renovation Permits Issued</u>	<u>9</u>			
<u>New Construction Permits Issued</u>	<u>0</u>			
<u>Total Permits Issued</u>	<u>9</u>			
<u>New Business Licenses Issued: 2</u>				
<u>Renewal Business Licenses Issued: 0</u>				

Public Information Officer

- Observed Veterans Day via social media
- Updated digital sign at City Hall
- Updated bulletin board at City Hall
- Provided onboarding information to newly-elected City Councilman
- Scheduled appearance on WFXG *Fox54 Mornings* to promote upcoming events
- Provided materials to local media for use in upcoming promotion of events
- Updated City website
- Attended and photographed 11/13 City Council meeting
- Alerted public to Thanksgiving holiday hours via City website, social media, and digital sign at City Hall
- Attended 11/15 Columbia County Chamber of Commerce Executive Luncheon Series event
- Attended 11/15 directors meeting
- Alerted public to new online establishment/cancellation of utilities via City website and social media
- Alerted public to 11/28 Special Called Meeting via City website and social media
- Scheduled appearance on WJBF NewsChannel 6 *News at Noon* to promote upcoming events
- Updated MyGrovetown app
- Scheduled appearances on WRDW News 12 *Morning Mix* and *Mix at 3* to promote upcoming events
- Shared traffic updates from Columbia County via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***Cruisin' for Christmas Car Show: 11/18 from 9AM-2PM at Liberty Park***
- ***Special Called Meeting: 11/28 at 6PM in the Council Chambers at City Hall***
- ***Rock 'n' Roll Christmas Parade: 12/2 at 10AM along Wrightsboro Rd.***
- ***Christmas Festival: 12/2 from 5PM-9PM at Liberty Park***
- ***City Council Meeting: 12/11 at 6PM in the Council Chambers at City Hall***

Closing Comments

Thursday, November 23rd is Thanksgiving. Please take time to reflect on all the things you have to be thankful for and remember those who may be serving their country that are not able to be home during the holidays. City offices will close at noon on Wednesday, November 22nd, and will reopen at the normal business hour on Monday, November 27th. Thank you to all citizens who take pride in this community, and to our General Services Dept. for their hard work installing Christmas lights and decorations.

Gary E. Jones, Mayor

