



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
February 24, 2023

Good afternoon,

On Friday, February 24th, 2023, the City began the budget process for the new fiscal year, beginning July 1st, 2023. All department heads have submitted requests for funding their respective departments. Councilmembers Dr. Deborah Fisher, Ceretta Smith, and Dr. Sylvia Martin were in attendance. Thanks to everyone who attended to provide critical input for this most important meeting.

Today we say goodbye to Jonathan Bush, our City Planner. He has done an outstanding job for our City and we will miss him.

Our final report for accomplishments in 2022 is now complete. You may view it at the link below:

- <https://cityofgrovetown.com/DocumentCenter/View/2241/Accomplishments-in-2022-v3>

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.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may*

negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.

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 missed during pickup, please contact Grovetown City Hall at 706-863-4576, Ext. 450.

The City of Grovetown Dept. of Planning and Community Development will hold a public meeting in the Council Chambers at City Hall, 103 Old Wrightsboro Rd., on 2/28 6PM to discuss the City's zoning code revision. A draft copy of the code revision is available online. Citizens are encouraged to submit comment throughout the process to jbush@cityofgrovetown.com. Follow this link for the information page on the City's website:

- <http://cityofgrovetown.com/304/Zoning-Code-Revision>

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com.

Human Resources

Personnel Count

- **152** full-time number authorized
- **130** full-time number employed
- 1 part-time (Museum)
- 7 part-time/as needed (Firefighters)
- 1 temp. agency employee in Streets and Sanitation Dept. (used to augment staffing)

Vacancies (22)

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

Hiring Actions

- Nothing to report

Safety/Training/Wellness

- Lifting Awkward Loads

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

Finance

- Finance Director/Asst. City Administrator Bradley Smith hosted the first budget off-site meeting for the 2023-2024 fiscal year

Police Department

- Police Dept. arrested 7 subjects during this period:
 - 1 for Aggravated Assault and Possession of a Firearm During the Commission of a Crime
 - 1 for Contributing to the Delinquency of a Minor and Possession of a Firearm during the Commission of a Crime
 - 1 for a Richmond County Sheriff's Office Warrant.
 - 1 for Criminal Attempt (Home Invasion) and Possession of a Firearm During the Commission of a Crime
 - 2 for DUI
 - 1 for Suspended License, Headlight Requirement, and Giving False Name
- Criminal Investigation Division had 5 cases assigned and closed 4 cases
- Completed in-service training on a CPR (adult) and PED W/AED certification course on 2/21 and 2/23
- Happy birthday to Officer Donald Carroll, Inv. Connor Rodman, and Communication Officer Christian Rhaney

Fire Rescue

- Fire Department responded to 27 calls:
 - 21 medical
 - 6 fire
- Conducted fire hydrant painting in areas of Willowick subdivision, Caroleton Townhomes, Railroad Ave., and Harlem Grovetown Rd.
- Hosted and assisted with teaching CPR/AED classes for Police Dept. on 2/21 and 2/23
- Chief Kent was a guest speaker at the East Central Georgia Fire Investigators Association meeting on 2/21
- Interviewed 3 candidates for part-time Firefighter/EMT positions this week

General Services

- Leisure and Recreation Shop: Cleaned shop and washed/cleaned interior of all vehicles
- Public Safety: Cut grass and cut Wildflower Garden
- Kiddie Park: Added picnic table
- Grovetown Trails at Euchee Creek: Cut low hanging limbs on walking path, blew off trails, cleaned area around bathrooms, and trimmed Crepe Myrtles
- Liberty Park: Cut grass at baseball fields, drug baseball fields, cleaned and reset pitcher's mound and bases, and cleaned bathrooms.
- City Hall: Blew off parking lot and trimmed Crepe Myrtles

Fleet Maintenance

- **Streets and Sanitation Dept.**
 - Hawke U-Dump Trailer: Replaced trailer lights/brakes plug (E240)
 - D2E Utility Trailer: Replaced tires (E100)
 - Hustler Mowers: Routine maintenance (E154, E156, E155)
 - John Deere Gator: Repaired warning light (E183)
- **General Services**
 - Ford F-150 Pickup: Replace wiper blades (V119)
 - Chevy Silverado Pickup: Routine maintenance

Facility Maintenance

- A total of 3 work orders for this week:
 - 1 at City Hall, 1 at Kiddie Park, and 1 at Goodale Park.
- 10 pieces of park equipment painted at Kiddie Park and 5 pieces were painted at Goodale Park

Streets and Sanitation Dept.

- Picked up 19 bags of litter on main thoroughfare
- Collected a total of 26.42 tons of bulk and yard waste
- Filled potholes on Creekside Dr.
- Cleaned ditches on Phinizy Rd.
- Utilized Street Sweeper to clean Harlem Grovetown Rd., Ford Ave., and Lake Forest Dr.
- Installed new signage within school zone on Harlem Grovetown Rd.
- Installed stop sign at Pepperhill Dr. and Butler Springs Cir. in Pepperhill subdivision
- Initiated speed hump traffic study in Liberty Hills
- Completed 5 work orders
- 5 employees took and passed CDL driver's test

Rental & Member Updates

- 6 new rental contracts with 5 contracts returned with payment
- Facilities and fields were utilized a total of 89 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
- Spring Fest: 4/1/2023 from 11AM-2PM

Information Technology

- Thanks to IT Tech John Klosinski for the great job he did while IT Manager was away
- Prepared another computer for lifecycle replacement
 - This brings our numbers to 20 of 24
- Performed site survey for installation of business class printer at Police Dept.
- Calls for service were very high at 32 ticket actions

Utility Services

Water Dept.

- 38 locates
- 81 service orders
- 10 histories
- 4 water leaks repaired
- 5 TCB samples completed
- Hauled off 30 old/broken trashcans to Waste Management
- Changed out 4 old water meters
- Installed 8 new water meters in Deer Hollow subdivision
- Performed safety meeting

Stormwater Dept.

- Started clean-up in Ashland Commons retention pond
- Replaced hose on Jetter machine
- Assisted Water Dept. with water leaks.
- Continued picking up trash in retention ponds in Bryan Cove and Liberty Hills subdivisions
- Performed safety meeting

Sewer Dept.

- Conducted daily checks on lift stations
- Pulled pump 1 from Pamir Pl. lift station for maintenance
- Assisted Stormwater crew with repairs to Jetter
 - Cleaned lift stations at Butler Creek, Lewiston, and Milton Hitt
- Detached, cleaned, and prepared bypass pump at Pamir Pl. to be returned
- Troubleshoot wet well drawdowns at Dodge Ln. lift station, Grovetown Crossing lift station, Robinson Ave. lift station, and Pamir Pl. lift station

WWTP Employees

- Conducted permit required laboratory testing
- Changed alum hose
- De-clogged polymer system
- Cleaned disk filters

Infrastructure Inspections

- Conducted 19 developmental infrastructure inspections
- Completed 7 FOG inspections and Wings and Philly, Sista Sista Soul Food, Mi Rinconcito, Armando's, China Wok, Pizza Hut, and Papa John's
- Assisted WWTP employees with repairs to polymer pump
- Checked quality of multiple repairs throughout City

- Conducted daily inspections at:
 - Deer Hollow Section 3A and 3B
 - Rivercrest Townhomes
 - Caroleton Townhomes
 - 201 Old Berzelia Rd.
 - Dollar General – Pepperhill subdivision
 - Euchee Creek – Comcast fiber bore
 - Reynolds Pond – Comcast fiber bore

Planning and Community Development

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- We welcomed Cal Wray, President of the Augusta Economic Development Authority, to our offices to discuss opportunities to coordinate on economic development initiatives with greater Augusta area on 2/20.
- Members of our Board of Zoning Appeals and Planning Commission attended the Rezoning Process class provided by Columbia County at their government complex on 2/21.
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West’s weekly meeting on 2/21.
- Our Director attended Leadership Columbia County’s Education Day, involving visits to Augusta Tech, Grovetown High School, and Evans High School, on 2/22.
- Our Director attended the CSRA Regional Commission’s annual Board of Directors’ meeting in Thomson on 2/23.
- Our Code Enforcement Officers and Building Inspector attended CPR training at City Hall on 2/23.
- Our Director virtually attended the Georgia Planning Association’s weekly Policy and Advocacy meeting on 2/ 24.
- Today was the last day in the office for our wonderful City Planner, Mr. Jonathan Bush, who is moving on to a new career opportunity. Thank you for your service to this City, Jonathan, and we look forward to seeing what you accomplish in the future!
- 24 total building inspections.

Meeting Update:

- Planning Commission
 - 3/16 Meeting:
 - Request to approve Final Plat for 610 Katherine St.
 - Request to approve Final Plat for 401 E Robinson Ave.
 - Request to approve Final Plat for 109 Old Thompson Rd.
 - Request to approve Final Plat for 329 and 337 Whiskey Rd.

- BZA
 - 3/2 Meeting: No Agenda.

Code Enforcement Update:

- 6 cases deemed in compliance
- 6 signs removed from public ROW
- 3 responses to civil concerns
- Inoperative/Abandoned Vehicles
 - 2 warnings
- Parking Violations
 - 4 warnings
- Solid Waste/Trash
 - 2 warnings

DEVELOPMENT PROGRESS CHART

February 24, 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%	Tasty Wings & Seafood NOW OPEN
2	Dollar General (Pepperhill)	1	-	-	Building permit issued.
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)	22	1	2%	No change
6	Caroleton Phase 3 (103 townhomes)	42	30	29%	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.
	Renovation Permits Issued	5			
	New Construction Permits Issued	0			
	Total Permits Issued	5			

New Business Licenses Issued: 0			
Renewal Business Licenses Issued: 2			

Public Information Officer

- Highlighted local citizens/employees via social media
- Observed Presidents’ Day via social media
- Shared testimonial provided by City via social media
- Shared public notice for 2/23 City Council work session cancellation via City website and social media
- Updated City website
- Attended and photographed 2/22 staff meeting and updated dept. heads on social media analytics
- Shared alert regarding 2/22 phone issues/service restoration at Police Dept. via social media
- Photographed 2/23 CPR training for employees
- Researched former Grovetown mayors for upcoming social media campaign
- Attended and photographed 2/24 budget off-site meeting
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***Zoning Code Revision Public Information Meeting: 2/28/2023 at 6PM in the Council Chambers at City Hall***
- ***Council Meeting: 3/13/2023 at 6PM in the Council Chambers at City Hall***
- ***Planning Commission Meeting: 3/16/2023 at 6PM in the Council Chambers at City Hall***

Closing Comments

A sincere “thank you” to all our employees for keeping our town safe and clean.

Gary E. Jones, Mayor

