



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
May 12, 2023

Good afternoon,

The first reading of the fiscal year 2023-2024 City budget was made at the May 8th, 2023, City Council Meeting. There will be a second reading at the Council meeting on June 12th, 2023.

The month of May is open enrollment for the City of Grovetown, and meetings for employees were held on Tuesday evening and Wednesday morning to sign up new applicants. Another meeting will be held on May 15th from 5:30PM-6:30PM at the Grovetown Police Station.

DEI training was held for the Mayor and Council of the City of Grovetown and was conducted by Freddie Broome from the Georgia Municipal Association. We appreciate him for stopping by and for sharing his time with us.

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 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.

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.

Human Resources

Personnel Count

- 152 full-time number authorized
- 126 full-time number employed
- 1 part-time (Museum)
- 8 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (26)

- 1 Human Resources Technician
- 2 Police Officer – Road Patrol
- 2 Traffic Officer
- 3 Public Safety Dispatcher
- 1 City Planner
- 1 Wastewater Lab Analyst
- 1 Sewer Plant Operator Trainee
- 3 Light Equipment Operator (Water Dept.)
- 1 Light Equipment Operator (Leisure and Recreation Dept.)
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Heavy Equipment Operator 1 (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Municipal Court
- 1 Administrative Assistant – Utility Services
- 1 Administrative Assistant – Administration
- 6 ***positions to be advertised at a later date***
- 1 Part-Time Firefighter/EMT

Hiring Actions

- 1 conditional job offer extended to one applicant for Part-Time Firefighter/EMT – Fire Rescue on 5/8/2023
- Interviewed 1 applicant for Light Equipment Operator – Leisure and Recreation Dept. on 5/12/2023

Safety/Training/Wellness

- Safety Talk: First Aid for Heat Stroke

Worker's Comp Claims

- 1 minor head 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
- Preparing revised job description for council approval
- Conducted open enrolment meetings for employees
- Held embrace training for the elected official (provided by GMA)

Finance Department

- Staff Accountant Kristal Singletary attended Tyler Technologies annual conference
 - Kristal has been and continues to be pivotal in our implementation of the ERP system utilized by the City. Based on her performance and that of other key employees, the City was awarded a Tyler Technologies 2023 Public Sector Excellence Award in the category of Civic Interaction and Public Trust. Special thanks to Kristal for all her hard work, and to all others who've been instrumental in the successful implementation of the city's ERP system.

Police Department

- Police Dept. arrested 9 subjects during this period:
 - 2 for Failure to Appear Warrants (Suspended Tag, Suspended License, and GA Hands Free Law)
 - 1 for Suspended License and Failure to Maintain Lane
 - 1 for Simple Battery (Family Violence)
 - 2 for Battery (Family Violence)
 - 1 for Possession of Methamphetamine with Intent to Distribute, Possession of Fentanyl, Possession of Dangerous Drugs, and Forgery in the 2nd Degree
 - 1 for Obstruction of an Officer and Giving False Name to an Officer
 - 1 for Driving While Unlicensed and Headlight Violation
- Criminal Investigation Division had 5 cases assigned and closed 6 cases:
 - On 5/10, CID participated in an operation with the Dept. of Community Supervision which resulted in the arrest of an individual and the recovery of methamphetamine, fentanyl, promethazine, and counterfeit currency
- K9 unit conducted 14 traffic stops:
 - Issued 6 citations, made 1 arrest, and seized 6.86 grams of methamphetamine, .47 grams of fentanyl, and 3.5 grams of marijuana
- Chief Kitchens, Cpt. Powell, Lt. Cross, and Inv. Rodman participated in the United States Army Cyber Center of Excellence safety event at Ft. Gordon on 5/5
- Chief Kitchens participated on a panel for Leadership Augusta in a professional development program with community leaders in the CSRA
- Asst. Chief of Police Eastman participated in a question-and-answer session with Pack 108 on 5/8
- Asst. Chief of Police Eastman sat on a panel at Grovetown Elementary School for the Mathew Velez Award Ceremony on 5/10
- Chief Kitchens and staff hosted the inaugural Grovetown Police Law Enforcement Citizen Academy on 5/11
- All sworn and reserve officers completed a mandatory online course titled "Transporting Prisoners" during the month of April

Fire Rescue

- Fire Dept. responded to 25 calls:
 - 12 medical
 - 13 fire

- Chief Kent attended the Local Emergency Planning Committee (LEPC) meeting at Columbia County EMA on 5/10
- Firefighter/EMT P. Donohue, Lt. McFatrige, and Chief Kent attended ESO Software Training
- Congratulations to Firefighter/EMT P. Donohue and Firefighter/EMT P J. McAvoy for completing the Fire Officer I course and testing for NPQ certification; results are pending.
- Conducted fire hydrant painting in the Newmantown Rd. area.

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, organized shop, and cleaned work trucks
- Welcome Signs, City Hall, Grovetown Trails at Euchee Creek: Cut grass
- Goodale Park: Reseeded, watered, and cut grass
- Liberty Park: Cleaned and organized gym offices and facilities, dragged and chalked baseball fields, and cleaned concession bathrooms
- Kiddie Park: Cut grass and removed graffiti from slide
- Made daily rounds at all parks and watered flowers throughout City

Fleet Maintenance

- **General Services**
 - John Deere Arm Mower: Hydraulic repaired (E253)
 - GMC 3500 Flatbed: Routine maintenance (V191)
 - Ford F-750 Dump Truck: Serviced DEF system (V124)
 - Chevy Silverado Pickup: Installed toolbox (V247)
- **Planning and Community Development**
 - Ford Ranger Pickup: Replaced wiper blades (V81)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance, replaced wiper blades (V151)
 - Chevy Silverado Pickup: Routine maintenance, repaired flat tire (V115)
 - Chevy Tahoe: Routine maintenance, replaced front tires, replaced wiper blades (V137)
 - Chevy Tahoe: Replaced rear outer axle seal (V138)
- **Fire Rescue**
 - International 4900 Fire Truck: Routine maintenance, replaced water pump, accessory drive belts, and belt tensioner (Engine #3)

Facility Maintenance

- Facility Maintenance completed 13 work orders:
 - 3 at City Hall, 3 at Grovetown Trails at Euchee Creek, 2 at Fire Dept., 2 at Liberty Park, 2 at Utility Services, and 1 at General Services

Streets and Sanitation Dept.

- Picked up 16 bags of litter on main thoroughfare
- Collected total of 33.3 tons of bulk and yard waste
- Distributed total of 9 bulk and yard waste compliance violation tags
- Filled potholes along Williams St. and in Grove Landing

- Utilized Street Sweeper to clean Whiskey Rd. and Williams St.; also cut back limbs and cleaned debris
- Completed 7 service orders
- Installed new safety signage on Felmellow Dr.

Liberty Park Rental & Member Updates

- 4 new rental contracts and 5 contracts returned with payment
- Facilities and fields were utilized a total of 86 hours
- 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
- Summer Jam: 6/17/2023 from 12PM-6PM

Utility Services

Water Dept.

- Ran daily water route
- 16 locates
- 74 service orders
- 7 histories
- 2 water leaks repaired
- Installed 3 new meters (two 1-inch meters at Dollar General and 1 at Deer Hollow)
- Cleaned meter boxes and changed out 42 old meters

Stormwater Dept.

- Cut grass at retention ponds (Harvestwood, Reynolds Ridge, Caroleton subdivisions)
- Concreted inside storm box in Senator's Ridge
- Assisted Water Dept. with meter changeouts and water leaks
- Conducted safety meeting
- Cleaned and organized trucks

Sewer Dept.

- Conducted daily checks on lift stations

WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Cleaned bar screen
- Cleaned dewatering auger
- Conducted testing on upstream and downstream or discharge point to Butler Creek
- Conducted monthly preventative maintenance
- Submitted month of April's DMR to EPD
- Cut grass at WWTP
- Discharged 8.04 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- Conducted 14 developmental infrastructure inspections.
- Addressed customer issues in Summerfield subdivision
- Issued 1 new permit

- Conducted daily inspections at:
 - Old Berzelia Rd. dig site
 - Dollar General: witnessed 2 water taps being installed
 - Deer Hollow subdivision

Information Technology

- Completed bringing communications to Facility Maintenance building
 - Now has fiber connection through Columbia County Broadband Utility and is fully wired with its own switch and ready for full office use
- Worked on bringing 3 service quotes for new Water Dept. building
- Recommended updates to email list for emails that we have put into a shared status for regulatory retention
 - Updated Global Address List for email ensuring stale/old email addresses no longer show up when writing new emails
- Ticketed action items were high at 20

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*.
- Permit Technician Joanne Murdock attended the Georgia Association of Business Tax Officials' (GABTO) Spring Conference in Savannah from 5/8-5/9.
- Director Ronnie Kurtz attended the Columbia County West Rotary Club's weekly luncheon on 5/9.
- Our team welcomed Kim Evans, Chief Executive Officer, and Carlos Daniels, Director of Operations for Boys & Girls Clubs of Greater Augusta, to our offices on 5/10 to discuss opportunities to bring their services to Grovetown.
- Our Director attended Leadership Columbia County Class of 2023 Graduation at the Columbia County Performing Arts Center on 5/10.
- Our Director attended the Columbia County Chamber of Commerce's Government Affairs Committee Meeting at the Chamber's offices on 5/11.
- 16 total building inspections

Meeting Update

- Planning Commission
 - 5/18 Meeting: No Agenda
- BZA
 - 6/1 Meeting: No Agenda

Code Enforcement Update

- 80 cases deemed in compliance
- 3 signs removed from public ROW
- Overgrown Vegetation
 - 4 NOVs

- 41 warnings
- Inoperative/Abandoned Vehicles
 - 1 warning
- Parking Violations
 - 4 warnings
- Trash Containers
 - 7 warnings
- 8 responses to civil concerns

DEVELOPMENT PROGRESS CHART

MAY 12, 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%	No change
2	Dollar General (Pepperhill)	1	-	-	Site work in progress
3	Palmetto Industries (Brighton)	-	-	-	Expect site work to begin soon
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)	40	11	20%	2 C/Os
6	Caroleton Phase 3 (103 townhomes)	42	33	32%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	41	87%	6 C/Os
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Final Plat under review
	Renovation Permits Issued	11			
	New Construction Permits Issued	0			
	Total Permits Issued	11			
	New Business Licenses Issued: 4				

Renewal Business Licenses Issued: 1			
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Public Information Officer

- Updated City website
- Observed Public Service Recognition Week via social media
- Photographed 5/8 City Council meeting
- Alerted public to 5/9 Kiddie Park closure
- Highlighted City employees via social media
- Added bio to City website for new Utility Services Director
- Observed National Children’s Mental Health Awareness Day via social media
- Photographed 5/11 DEI training for Mayor and Council titled “Nurturing a Civil Workplace Culture”
- Shared traffic updates from Columbia County via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council Meeting: 6/12/2023 at 6PM in the Council Chambers at City Hall*
- *Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park*

Closing Comments

Please exercise caution in the area of Wrightsboro Road and Horizon S Parkway as construction takes place in that area. Be safe and have a great weekend.

Gary E. Jones, Mayor

