



**THE CITY OF  
GROVETOWN**  
**RISING TOWARD ITS FUTURE**  
**WEEKLY ACTIVITIES REPORT**  
*May 19, 2023*

*Good afternoon,*

*There will be a second reading of the fiscal year 2023-2024 City budget ordinance on June 12<sup>th</sup>, 2023, at the next City Council meeting. This meeting will be held in the Council Chambers at City Hall at 6:30PM.*

*This week is National Police Week, and we are thankful for the Grovetown Police Dept. and their ongoing commitment to our City. They are to be commended for their loyalty and dedication to their profession.*

*The month of May is open enrollment month for the City of Grovetown. This is the time to make changes to City benefits.*

*City offices and services will be closing at noon on Friday, May 26<sup>th</sup> and will remain closed until May 30<sup>th</sup> at the normal business hour in observance of Memorial Day.*

*On Thursday morning, City Administrator Elaine Matthews attended the Columbia County Chamber of Commerce business meeting at their office in Evans. Presenters included Col. Evans from Ft. Gordon and Dr. Flint from the Columbia County Board of Education.*

*We are having issues with illegal dumping in our City and our Streets and Sanitation Dept. has been busy putting up “No Dumping” signs. They have issued 28 warnings regarding bulk and yard waste violations, and we are happy to report that they have not had any repeat offenders. Assistant Supervisor Quantice Samuels is heading up this effort, and we thank him for his hard work.*

*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](http://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
- 4 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 – Administration
- 6 \*\*\*positions to be advertised at a later date\*\*\*
- 1 Part-Time Firefighter/EMT

### **Hiring Actions**

- 1 Administrative Assistant – Utility Services Dept. started on 5/15/2023
- Interviewed 1 applicant for Police Officer – Police Dept. on 5/17/2023
- Interviewed 1 applicant for Light Equipment Operator – Streets and Sanitation Dept. on 5/17/2023
- Interviewed 1 applicant for Heavy Equipment Operator I – Streets and Sanitation Dept. on 5/17/2023

### **Safety/Training/Wellness**

- Safety Talk: Lighting Safety While Working Outdoors

### **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 8 subjects during this period:
  - 1 for Failure to Appear Warrant (Failure to Stop at Stop Sign, Failure to Maintain Lane, Cancelled Registration)
  - 1 for DUI, Impeding Flow of Traffic, and Driving While Unlicensed
  - 1 for Grovetown Police Dept. Warrant (DUI 1<sup>st</sup> Offense, DUI 2<sup>nd</sup> Offense, Open Container)
  - 1 for Public Drunkenness
  - 1 for Harassing Communication and Obstruction of a Law Enforcement Officer
  - 1 for Aggravated Assault and Possession of a Firearm During the Commission of a Crime
  - 1 for Aiken Police Department Warrant for Forgery of Less Than \$10,000
  - 1 for Suspended License, Headlight Requirement, and Possession of Less Than 1 Ounce of Marijuana
- Criminal Investigation Division had 9 cases assigned and closed 4 cases
- Conducted annual firearms qualification course on 5/16 and 5/18
- Happy birthday to Officer William Jenkins
- Inv. Randell Kiefat successfully completed the Criminal Investigation Fundamentals course

## **Fire Rescue**

- Fire Dept. responded to 26 calls:
  - 15 Medical
  - 11 Fire
- FireLine is onsite conducting semi-annual inspections of all fire apparatus
- Lt. McFatridge and Chief Kent attended monthly staff meeting
- Firefighter/EMTP Ladousier and Firefighter/EMT Donohue began the Fire Officer I course at Columbia County Fire Rescue
- Conducted fire hydrant testing in Rivercrest Townhomes
- Shift 1 conducted Tuesday night training on the topic of Fire Dynamics.
- Firefighter/EMT Donohue and Chief Kent continued to work with ESO to implement shift scheduling software

## General Services

### Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, organized shop, and cleaned work trucks
- Goodale Park, Historical Park, Kiddie Park, Welcome Signs, City Hall, and Planning and Community Development: Watered and cut grass
- Liberty Park: Cut grass, cleaned and organized gym offices and facilities, dragged and chalked baseball fields, and cleaned concession bathrooms
- Grovetown Trails at Euchee Creek: Cut and watered grass, made volleyball court improvements, and removed graffiti throughout park
- Made daily rounds at all parks and watered all flowers throughout City
- Performed on-site inspections in Pamir Place, Reynolds Pond, Senators Ridge, and Summerfield subdivisions and compiled reports for utility companies for review
- Traveled to Florence, SC for new facility equipment

### Fleet Maintenance

- **General Services**
  - Chevy Silverado 2500 4x4: Replaced headlight (V144)
  - Utility Trailer: Replaced 4 tires (E74)
  - John Deere Gator: Routine maintenance and installed a horn (E183)
  - Toro Push Mowers: Replaced old fuel and serviced carburetors
  - Ford F-150 XLT Pickup: Routine maintenance (V141)
  - Chemical Spray Tanks: Repaired pumps
- **Planning and Community Development**
  - Ford F-150 Pickup: Routine maintenance (V213)
- **Utility Services**
  - Ford F-150 Super Cab 4x4: Replaced battery (V122)
  - Gravely Zero Turn Mower: Replaced fuel gauge (E121)
- **Fire Dept.**
  - International 4900 Fire Truck: Replaced front wheel bearing and seals (Engine #3)

### Facility Maintenance

- Completed 16 work orders:
  - 6 at General Services, 3 at Fire Rescue, 2 at Grovetown Trails at Euchee Creek, 2 at Facility Maintenance, 1 at Goodale Park, 1 at City Hall, and at 1 Police Dept.

### Streets and Sanitation Dept.

- Collected 24 bags of litter on main thoroughfare
- Collected 26.02 tons of bulk and yard waste
- 9 service orders
- Distributed a total of 4 bulk and yard waste compliance violation tags
- Utilized Street Sweeper to clean Harlem Grovetown Rd., VFW Rd., and Spring St.
- Cut limbs and cleaned up debris on Creekside Dr., Dorn St., 6<sup>th</sup> Ave., and Guy Dr.

### Liberty Park Rental & Member Updates

- 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
- Blood Drive: 5/26/2023 from 10:30AM-3:30PM
- Summer Jam: 6/17/2023 from 12PM-6PM

## Utility Services

### Water Dept.

- Ran daily water route
- 143 locates
- 89 service orders
- 3 histories
- 2 water leaks repaired
- Completed radio read and manual read meters
- Assisted Columbia County with replacement of water meters at booster stations
- Cut grass at WWTP and around office area
- Cleaned out road repair and prep to be asphalted at Fornum Dr.
- Completed flow and pressure test at Pamir Pl.
- Held safety meeting
- Cleaned and organized trucks

### Stormwater Dept.

- Cut grass at retention ponds in Summerfield, Bryan Cove, Arbor Springs, Martha's Vineyard subdivisions
- Concreted inside storm box causing a sink hole in Pepper Hill subdivision
- Assisted Water Dept with meter reads
- Assisted Water Dept. with the road repair at Fornum Dr.
- Held safety meeting
- Cleaned and organized trucks

### Sewer Department

- Conducted daily checks and operations

#### WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Tightened packing nut on dewatering auger
- Cleaned disk filters
- Cut grass at WWTP
- Submitted monthly samples to CSRA labs
- Cut grass around outfalls of industrial permit sights
- Performed monthly safety checks
- Cleaned inside of vehicles
- Discharged 7.732 million gallons of treated wastewater to Butler Creek

### Infrastructure Inspections

- Conducted 4 developmental infrastructure inspections in:
  - Reynolds Pond, Pamir Pl., Senators Ridge, and Summerfield subdivisions

## **Information Technology**

- Finalized move-in and set up of new General Services office
- Setup 2 users for computers and phones at new Facility Maintenance office
- Setup cellphone for WWTP employee
- Setup new user for Utility Services Admin. Asst.
- 22 calls for service
  - New user set-up and email issues were the leaders for ticketed action items

## **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).
- Permit Technician Joanne Murdock attended the Georgia Association of Business Tax Officials' spring conference in Savannah, GA from 5/8-5/9.
- Director Ronnie Kurtz attended the Columbia County Chamber of Commerce After Hours event at the First State Bank in Harlem, GA on 5/15.
- Our Director attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly Breakfast and Briefing on 5/16. The speaker was Col. Justine Krumm, Chief of Intelligence for U.S. Army Cyber Command, who spoke about the challenges of cyber threats.
- Our Director attended the Columbia County West Rotary Club's weekly luncheon on behalf of the City on 5/16.
- 23 total building inspections

### **Meeting Update**

- Planning Commission
  - 5/18 Meeting: No Agenda
  - 6/15 Meeting: No Agenda
- BZA
  - 6/1 Meeting: No Agenda

### **Code Enforcement Update**

- 47 cases deemed in compliance
- 21 signs removed from public ROW
- Overgrown Vegetation
  - 5 NOVs
  - 42 warnings
- Inoperative/Abandoned Vehicles
  - 1 warning
- Parking Violations
  - 5 warnings
- Trash Containers
  - 1 NOV

- 21 warnings
- 5 responses to civil concerns

### DEVELOPMENT PROGRESS CHART

May 19, 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>
<b>Commercial</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>Dollar General (Pepper Hill)</u>	<u>1</u>	<u>=</u>	<u>=</u>	<u>Site work in progress</u>
<u>3</u>	<u>Palmetto Industries (Brighton)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Expect site work to begin soon</u>
<b>Residential</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>McCoy's Creek Section 6 (52 Single Family Homes)</u>	<u>50</u>	<u>49</u>	<u>94%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>92</u>	<u>84%</u>	<u>No change</u>
<u>5</u>	<u>Deer Hollow Section 3A (54 Single Family Homes)</u>	<u>44</u>	<u>13</u>	<u>24%</u>	<u>4 Permits 2 C/Os</u>
<u>6</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>33</u>	<u>32%</u>	<u>No change</u>
<u>7</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>47</u>	<u>41</u>	<u>87%</u>	<u>No change</u>
<u>8</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Final plat under review</u>
	<b><u>Renovation Permits Issued</u></b>	<b><u>9</u></b>			
	<b><u>New Construction Permits Issued</u></b>	<b><u>4</u></b>			
	<b><u>Total Permits Issued</u></b>	<b><u>13</u></b>			
	<b><u>New Business Licenses Issued: 3</u></b>				
	<b><u>Renewal Business Licenses Issued: 1</u></b>				

## Public Information Officer

- Observed Mother's Day via social media
- Updated City website
- Shared weather alert from NWS via social media
- Updated bulletin board at City Hall
- Spoke to Augusta Press regarding Summer Jam
- Shared news alert regarding Grovetown receiving 2023 Tyler Technologies Public Sector Excellence Award via City website and social media
- Photographed volleyball court at Grovetown Trails at Euchee Creek
- Observed National Police Week via social media
- Shared public notice regarding 5/25 City Council work session cancellation via City website and social media
- Shared public notice regarding 5/18 Planning Commission meeting and 6/1 BZA meeting cancellations via City website
- Attended 5/17 staff meeting and updated City leaders on social media analytics
- Alerted public to 5/19 hydrant testing via social media
- Shared traffic alerts from Columbia County via social media
- Promoted events in/around Grovetown via social media

## Upcoming Events/Programs/Meetings

- ***Blood Drive: 5/26/2023 from 10:30AM-3:30PM at Liberty Park***
- ***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

*Again, we want to remind our citizens that a major construction project is being conducted by Columbia County in the Lewiston Road/Horizon S Parkway area. Tree-cutting is underway and there is heavy machinery in the roadway. Please exercise caution in these areas.*

*Gary E. Jones, Mayor*

