



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
May 26, 2023

Good afternoon,

City offices will close early at noon today and will remain closed until the normal business hour on Tuesday, May 30th. This is in observance of Memorial Day.

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

The month of May is open enrollment month for the City of Grovetown. Wednesday, May 31st, is the final day to make changes to City benefits.

On Thursday morning, graduates from our local high school received their diplomas and began their journeys into adulthood. We are proud of all our 2023 graduates and wish them the best of luck as they move forward.

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
- 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 conditional job offer extended to 1 applicant for Police Officer – Police Dept. on 5/19/2023
- 1 conditional job offer extended to 1 applicant for Light Equipment Operator – Streets and Sanitation Dept. on 5/22/2023
- Interviewed 3 applicants for Communication Officer – Police Dept. on 5/22/2023
- 1 conditional job offer extended to 1 applicant for Heavy Equipment Operator I – Streets and Sanitation Dept. on 5/24/2023
- Interviewed 2 applicants for Communication Officer – Police Dept. on 5/22/2023

Safety/Training/Wellness

- Safety Talk: Working Safely with Chain Saws!

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 11 subjects during this period:
 - 1 for Indecent Exposure
 - 1 for Driving with Suspended License, Possession and Use of Drug Related Objects, and Safety Belt Violation
 - 2 for Simple Battery (Family Violence)
 - 1 for Driving Without a License and Safety Belt Violation
 - 1 for Fort Valley State University Police Dept. Warrant for Theft by Taking
 - 1 for North Augusta Dept. of Public Safety Warrant
 - 1 for Failure to Appear Warrant (Driving While Unlicensed and Failure to Maintain Lane)
 - 1 for Bench Warrant (DUI, Open Container, and Taillight Requirement)
 - 1 for Child Molestation (3 Counts)
 - 1 for Forgery in the 4th Degree (92 Counts)
- Criminal Investigation Division had 14 cases assigned and closed 12 cases
- Criminal Investigation Division attended 2 forensic interviews
- K-9 unit seized 0.2 grams of methamphetamine, made 1 arrest, and issued 8 citations
- Officer William Harris attended an Advanced Drug Interdiction course in Florence, SC
- Conducted interviews for Communication Officers on 5/22 and 5/25

Fire Rescue

- Fire Dept. responded to 26 calls:
 - 19 medical
 - 7 fire
- Firefighter-EMTP Ladousier and Firefighter/EMT I. Donohue completed the Fire Officer I course at CCFR and are awaiting testing result
- Conducted training on new ESO Scheduling Software and the Emergency Plug which will render an electric vehicle inoperable to perform patient extrication.

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned parking lot, organized shop, cleaned work trucks, and serviced and repaired all small shop equipment
- Courthouse, Wildflower Garden, Grovetown Trails at Euchee Creek, Planning and Community Development, and Historical Park: Cut grass
- Liberty Park: Cut grass, cleaned and organized gym offices and facilities, dragged, and chalked baseball fields, and cleaned concession bathrooms
- Welcome Signs: Cut grass and planted new flowers
- Made daily rounds at all parks and watered all flowers throughout City
- Cut grass, and cleaned debris and storm ditches on Lakeview Dr.

Fleet Maintenance

- **General Services**
 - Ford F-750 Dump Truck: Replaced dipstick seal (oil leak) (V124)
 - Hustler Mower: Replaced blades, deck bolts and guards, and anti-scalp wheels (E155)
 - Chevy Silverado Pickup: Routine maintenance (V235)
 - John Deere Mower: Routine maintenance (E222)
- **Planning and Community Development**
 - Ford Ranger Pickup: Removed all warning lights, computer stand, and tracking devices (V81)
- **Police Dept.**
 - Ford Police Interceptor: Routine maintenance, replaced battery, front and rear brake pads and rotors, and 4 tires (V126)
- **Fire Rescue**
 - Ford F-550 Rescue Truck: Routine maintenance, repaired brake line (SQUAD 2)

Facility Maintenance

- Facility Maintenance completed a total of 20 work orders for this week:
 - 9 at General Services, 4 at City Hall, 2 at Utility Services, 2 at Police Dept., 1 at Fire Department, 1 at Courthouse, and 1 at Planning and Community Development

Streets and Sanitation Dept.

- Picked up 31 bags of litter on main thoroughfare
- Collected 24 tons of bulk and yard waste
- Distributed 10 bulk and yard waste compliance violation tags
- Cut limbs and cleaned up debris on Harlem Grovetown Rd. and George St.
- Filled in potholes along Harlem Grovetown Rd.
- Completed 5 service orders

Liberty Park Rental and Member Updates

- Facilities and fields were used a total of 121 hours
- 1 new contract with 1 contract returned with payment
- 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
- 41 locates
- 85 service orders
- 4 histories
- 2 water leaks repaired
- 5 TCB samples completed
- Held safety meeting for employees

- Patch road cut with asphalt at Wadsworth Ct.
- Placed high usage door hangers
- Changed out 1 meter at Creekside Estates
- Completed flow and pressure test at Harlem Grovetown Rd.
- Cut grass at WWTP and around barn area
- Removed old debris from around old VFW Rd. well
- Cleaned out dirty recycling and trash cans
- Cleaned and organized trucks

Stormwater Dept.

- Cut grass around all 3 water tanks
- Concreted outside storm drainpipe which was causing a sink hole and asphalted the repaired area at 3rd Ave.
- Jetted out storm drainpipe at Fornum Dr., 5th Ave, and Phinizy St.
- Assisted the Water Dept. with water leaks
- Held safety meeting for employees
- Cleaned and organized trucks

Sewer Department

- Conducted daily checks and operations

WWTP Employees

- Greased belt press
- Conducted permit required lab testing
- Conducted daily checks and operations
- Contractors completed yearly calibration of 2 flow meters
- Contractors replaced power cord on digester mixer
- Contractors replaced soft start on 1 digester aerator
- Contractors fixed sag on back belt of charter press
- Collected industrial permit samples
- Unclogged mop head from dewatering auger
- Unclogged blockage at WWTP clean out
- Unclogged blockage of polymer in polymer pump
- Ran TSS, COD, and PH on industrial samples.
- Filled 2 dumpsters of sludge from belt press
- Cut grass at WWTP
- Discharged 9.10 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- Issued 1 new permit

Information Technology

- Ordered 2 laptops and 4 monitors for bench stock
 - Resulted from depletion due to new office space for Facility Maintenance
- Ordered network and email security update for all users
- Calls for service volume was low at 11

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.
- Congratulations to our intern, Ethan Dent, for graduating from Grovetown High School on 5/25. You have a bright future, sir, and we are lucky to have you!
- Director Ronnie Kurtz virtually attended the Augusta Regional Transportation Study Metropolitan Planning Organizations' Policy Committee meeting on 5/18
- Our Director attended the Grovetown Elementary School Awards Ceremony on 5/19 to present the Johns Award to 2 outstanding and service-driven students on behalf of the City and Rotary Club of Columbia County West.
- 26 total building inspections

Meeting Update

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

Code Enforcement Update

- 19 cases deemed in compliance
- 5 signs removed from public ROW
- Overgrown Vegetation
 - 1 NOV
 - 42 warnings
- Inoperative/Abandoned Vehicles
 - 1 NOV
- Trash Containers
 - 5 warnings
- Property Maintenance
 - 1 warning
- 1 response to civil concerns

DEVELOPMENT PROGRESS CHART

May 26, 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>
<u>Commercial</u>					
<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>Site work in progress</u>
<u>3</u>	<u>Palmetto Industries (Brighton)</u>	-	-	-	<u>Expect site work to begin soon</u>
<u>Residential</u>					
<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>16</u>	30%	<u>3 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>Final plat under review</u>
	<u>Renovation Permits Issued</u>	<u>15</u>			
	<u>New Construction Permits Issued</u>	<u>0</u>			
	<u>Total Permits Issued</u>	<u>15</u>			
<u>New Business Licenses Issued: 2</u>					
<u>Renewal Business Licenses Issued: 1</u>					

Public Information Officer

- Posted public notice regarding Memorial Day office hours via City website and social media
- Updated digital sign at City Hall
- Shared traffic alerts from Columbia County via social media
- Shared alert regarding delayed trash/bulk and yard waste services during week of Memorial Day via City website and social media

- Updated City website
- Registered City leaders for upcoming Columbia County Chamber of Commerce events
- Solicited public comment regarding relocation of volleyball court via social media
- Congratulated 2023 Grovetown graduates 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

We would like to wish all employees and citizens a safe and enjoyable Memorial Day. Please don't forget why this holiday is observed; all of us here in the City of Grovetown are forever grateful to the men and women who made the ultimate sacrifice for our freedoms. Have a good weekend.

Gary E. Jones, Mayor

