

## WEEKLY ACTIVITIES REPORT

### July 21, 2023

*Good afternoon,*

*Construction began on the new Municipal Court parking lot on Monday, July 17<sup>th</sup>. This project will take about 90 days to complete. Please be aware of changes in traffic patterns during this period.*

*A public hearing was held on Wednesday, July 19<sup>th</sup>, at 6PM in the Council Chambers at City Hall. This hearing was the first of 3 held to provide information to the public regarding the millage rate for the City of Grovetown.*

*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 over 80 warnings regarding rough trash violations, and they are happy to report that they have not had any repeat offenders. Asst. Supervisor Quantice Samuels is heading up this effort and we thank him for his hard work.*

*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 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**

- 155 full-time number authorized
- 129 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

### **Vacancies (26)**

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

### **Hiring Actions**

- 1 internal transfer (Joseph Bryant) to Light Equipment Operator – Water/Sewer – Utility Services Dept. on 7/8/2023

### **Worker's Comp Claims**

- 1 dog bite
- 1 poison ivy exposure

### **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
- Input COLA into the payroll system
- Attended 7/20 millage rate hearing

## **Police Department**

- Police Dept. arrested 9 subjects during this period:
  - 3 for Driving While Unlicensed (Unlawful Use of Wireless Device, No Brake Light, Speeding, Expired Tag, and No Proof of Insurance)
  - 2 for DUI and Following Too Closely

- 1 for Interference with a Police Officer and Burke County Sheriff's Office Warrant
- 1 for Possession of Marijuana Over an Ounce, Suspended Registration, and No Insurance
- 1 for Suspended License and Window Tint
- 1 for Grovetown Police Dept. Warrant (Driving with Suspended License and Failure to Stop at Stop Sign)
- Criminal Investigation Division had 5 cases assigned and closed 1 case
- CID responded to an Aggravated Assault and arrested 1 subject and also responded to a death investigation; inquiries ongoing
- Completed a 25-hour, 10-week Citizen Law Enforcement Academy
  - Special thanks to Chief Kitchens, Cpt. Powell, Lt. Cross, Sgt. Loomer, Inv. Rodman, Inv. Kiefat, and Ms. Gordon for their knowledge, expertise, and assistance during the Citizen Law Enforcement Academy
- K9 Officer Jenkins attended the Georgia Gang Investigator's Summer Conference in Athens, GA
- Happy birthday to Chief Kitchens!

### **Fire Rescue**

- Fire Dept. responded to 27 calls:
  - 17 medical
  - 10 fire
- Shift 2 conducted aerial operations training on 7/19
- Shift 3 completed a class on HVAC emergencies on 7/20
- Conducted hydrant testing 7/17-7/21
- Received new shed for Fire Station #1

### **General Services**

#### **Leisure and Recreation**

- General Services: Cut grass, cleaned and organized shop and office, and cleaned City vehicles
- Liberty Park: Cut grass, cleaned and organized all storage areas, dragged and chalked baseball fields, and cleaned and sanitized bathroom and concession area
- City Hall, Museum, Goodale Park, Kiddie Park, General Services, Planning and Community Development, 2<sup>nd</sup> Ave. Cemetery, Wildflower Garden, and Courthouse: Cut grass, weeded, and blew off surfaces
- Made weekly park rounds, watered flowers throughout City, reworked flowerbed at Robinson Ave. welcome sign, and discussed plans to redesign all welcome sign flowerbeds

#### **Fleet Maintenance**

- **General Services**
  - Ford F-750 Dump Truck: Repaired tarp roller (V124)
  - John Deere Gator: Installed fans (E183)
  - GMC Sierra 2500 Truck: Replaced tailgate lock assembly (V208)
- **Utility Services**

- Ford F-150 Pickup Truck: Replaced taillight and repaired flat tire (V122)
- **Police Dept.**
  - Chevy Silverado Pickup Truck: Replaced battery (V117)
  - Honda Accord: Repaired AC (V202)
  - Chevy Tahoe: Replaced batteries, alternator, and battery relay (V136)

### **Facility Maintenance**

- Completed 28 work orders:
  - 4 at City Hall, 4 at Fire Dept., 2 at Courthouse, 4 at Liberty Park, 4 at Public Safety, 1 at Planning and Community Development, 1 at Utility Services, and 8 at the General Services

### **Streets and Sanitation Dept.**

- Picked up 27 bags of litter on main thoroughfare
- Collected total of 38.14 tons of bulk and yard waste
- Completed 7 work orders
- Distributed 7 bulk and yard waste violation tags
- Cut back low hanging limbs at landfill
- Street Sweeper was repaired and utilized to clean Wrightsboro Rd. and Newmantown Rd., collecting 1.95 tons of waste
- General Services Director in Athens, GA for landfill training

### **Leisure and Recreation Rental and Member Updates**

- 9 new rental contracts and 6 returned with payment
- Facilities and fields were utilized a total of 59 hours
- 1 new gym membership

### **Upcoming Events/Programs**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- National Night Out Back-to-School Bash: 7/28 from 6PM-9PM

## **Utility Services**

### **Water Dept.**

- Ran daily water route
- 70 locates
- 119 service orders
- 2 leaks repaired
- 10 histories
- 5-TCB samples were completed and 3 repeat samples were completed
- Road patch repairs were completed on Old Wrightsboro Rd. and New Haven Ct.
- Water tap and new meter installation completed on VFW Rd.
- Flushed hydrants and service lines after dirty water complaints due to hydrant testing
- Hung 45 high water usage door hangers
- Potholing for water main for future water taps on Dorn St.
- Radio read and manual read meters were completed
- Conducted safety meeting for employees
- Cleaned and organized trucks

### **Stormwater Dept.**

- Cut grass in 4 retention ponds: Cavan Pl., Sierra Ln., Main St., Liberty Hills subdivision
- Assisted with radio and manual read meters
- Assisted with potholing for water main on Dorn St.
- Assisted with new water tap on VFW Rd.
- Conducted safety meeting for employees
- Cleaned and organized trucks.

### **Sewer Dept./WWTP Employees**

- Cleaned and organized trucks.
- Conducted daily labs and operations
- 0 gallons of water discharged to Butler Creek
- Changed out flume pump hose
- Tightened rollers on flume pump
- Sent off 3 full dumpsters of pressed sludge
- Cleaned disk filters
- Adjusted phase and aeration times for SBRs

### **Infrastructure Inspections**

- 6 residential issues assessed and repaired, if not in the process
- 1 utility permit application submitted
- Work completed in Ashland Commons and has begun in Marthas Vineyard

### **Information Technology**

- Conducted meeting with new Verizon representative
- Finalized computer lifecycle replacement list
- Checked on all requested quotes for City Hall server replacement
  - We have received 3 of 5 requested quotes
- Met with Planters for internet services to new Water Dept. building
- Installed new battery backup at WWTP
- Assisted in meeting to instruct WWTP employees on MyGrovetown app for WWTP
- Calls for service volume moderate at 16
  - Printer and ERP Pro 10 issues led the way

### **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).
- Members of our Board of Zoning Appeals and Planning Commission attended the Zoning 201: Non-Residential Development class provided by Columbia County at their government complex on 7/13.



- Director Ronnie Kurtz attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly Breakfast and Briefing on 7/18. The speaker was LTG Maria Barrett, Commanding General of U.S. Army Cyber Command, who gave an update on ARCYBER's priorities and upcoming challenges.
- Our Director attended the Rotary Club of Columbia County West's weekly luncheon on 7/18.
- Our Director attended a Special Called Meeting of the Hospital Authority of Columbia County on 7/19.
- Our Director virtually attended the Augusta Regional Transportation Study (ARTS) Policy Committee Meeting on 7/20.
- 27 total building inspections

**Meeting Update**

- Planning Commission
  - 7/20 Meeting:
    - Approved preliminary plat for Ferguson Farms (Old Berzelia Rd.)
    - ANNEX 23-003: Recommended approval of request to annex 0 Whiskey Rd. (parcel #062 3250)
    - ANNEX/RZ 23-002: Recommended approval of request to annex 409 Whiskey Rd. (parcel #062 3249) and rezone to R-C2
  - 8/17 Meeting: No Agenda
- BZA
  - 8/3 Meeting: No Agenda

**Code Enforcement Update**

- 18 cases deemed in compliance
- 13 signs removed from public ROW
- 5 responses to civil concerns
- Overgrown Vegetation
  - 6 warnings
- Inoperative/Abandoned Vehicles
  - 1 warning
- Parking Violations
  - 3 warnings
- Obstruction of ROW
  - 1 warning

**DEVELOPMENT PROGRESS CHART**

**July 21, 2023**

<b>Sr. No.</b>	<b>PROJECT NAME And Project Details</b>	<b>Building Permits Issued</b>	<b>CO Issued</b>	<b>% of Project Completed</b>	<b>Comments</b>
<b>Commercial</b>					
1	Dunkin' Site (4 Unit Building)	3	2	50%	No change
2	Palmetto Industries	-	-	-	LDP issued

	(Brighton)				
<b>Residential</b>					
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	Deer Hollow Section 2 (110 Single Family Homes)	106	102	93%	No change
4	Deer Hollow Section 3 (122 Single Family Homes)	68	24	20%	1 permit
5	Caroleton Phase 3 (103 townhomes)	46	33	32%	No change
6	Rivercrest Townhomes (45 Units in 18 Buildings)	10	-	-	No change
	<b>Renovation Permits Issued</b>	<b>7</b>			
	<b>New Construction Permits Issued</b>	<b>2</b>			
	<b>Total Permits Issued</b>	<b>9</b>			
<b>New Business Licenses Issued: 1</b>					
<b>Renewal Business Licenses Issued: 0</b>					

### Public Information Officer

- Alerted public to hydrant testing via social media
- Updated bulletin board at City Hall
- Updated City website
- Shared traffic updates from Columbia County via social media
- Held conference call with Alison South Marketing and Columbia County Chamber of Commerce regarding 7/18 video shoot and hosted individuals during filming
- Added awards for display to lobby at City Hall
- Assisted in preparation for biometric health screenings
- Instructed WWTP employees on MyGrovetown app
- Attended and photographed 7/20 millage rate hearing
- Responded to media inquiries
- Alerted public to Grovetown Trails at Euchee Creek bathroom closure
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- **Millage Rate Hearing: 7/26 at 10AM in the Council Chambers at City Hall**
- **Millage Rate Hearing: 7/26 at 6AM in the Council Chambers at City Hall**
  - **Special Called Meeting: 7/26 following 6PM Millage Rate Hearing in the Council Chambers at City Hall**
- **National Night Out Back-to-School Bash: 7/28 from 6PM-9PM at Liberty Park**
- **City Council Meeting: 8/14 at 6PM in the Council Chambers at City Hall**

## Closing Comments

*Hot temperatures continue to be an issue for all who are working outdoors. Please take necessary precautions against heat exhaustion. Also be sure your pets have plenty of fresh water and shelter. Have a safe weekend!*

Gary E. Jones, Mayor

