



WEEKLY ACTIVITIES REPORT

December 1, 2023

Good afternoon,

Unfortunately, the difficult decision to cancel our annual Christmas Parade had to be made, due to the possibility of severe weather on Saturday. We were not able to reschedule, as we are unable to obtain another permit from GDOT within a reasonable timeframe. We will, however, still hold our Christmas Festival, rescheduled for December 8th, and we hope you will come out and celebrate the holidays with us.

On Tuesday, November 28th, a Special Called Meeting of the Grovetown City Council took place in the Council Chambers at City Hall. The purpose of the meeting was to adopt a resolution pertaining to a special election that will be held to fill the unexpired term of a councilmember who resigned to run for another office.

On Thursday, November 30th, a meeting was held with the architect handling the Depot Project; this project will be going out for bid in a few weeks.

Please do not place your waste in the street. Bulk and yard waste pickup from the City occurs every other week in your area. If you do not have a bulk and yard waste pickup schedule, please contact Utility Billing at 706-863-4576, ext. 450, and you will be advised on how to receive one. Do not place rough trash out for pickup if it is not your scheduled week. The City will not pick up excessive piles of trash (see guidelines on your bulk and yard waste schedule). Trash must be placed at your address. Do not haul trash across town to dump it on someone else's property. Please help us keep our City clean. 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 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.

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

- 155 full-time number authorized
- 131 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (24)

- 1 Human Resources Technician
- 1 Police Sergeant – Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 8 ***positions to be advertised at a later date***
- 4 Part-Time Firefighter/EMT

Hiring Actions

- 1 Light Equipment Operator – Leisure and Recreation Dept. started on 11/27/2023
- Extended 1 conditional job offer to 1 applicant for Part-Time Firefighter/EMT on 11/30/2023

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 17 subjects during this period:
 - 1 for Edgefield County, SC Warrant (Extradition)
 - 1 for Aggravated Stalking
 - 1 for Trafficking Methamphetamine and Possession with Intent to Distribute Marijuana
 - 2 for Conspiracy to Commit a Felony
 - 4 for Grovetown Police Dept. Warrants for Failure to Appear
 - 7 for DUI (Expired Registration, Expired Tag, No Insurance, and Suspended License)
 - 1 for a Richmond County Sheriff's Office Warrant
- Criminal Investigation Division had 8 cases assigned and closed 2 cases

- Seized 1 pound of marijuana, 1 pound of methamphetamine, obtained 1 arrest warrant, and conducted a death investigation
- K9 Unit
 - Initiated 42 traffic stops, issued 20 citations and 39 warnings, seized 13 grams of marijuana and 1 firearm, and had 2 arrests
- Thank you to the following sponsors for their contributions to the Christmas Holiday Gift Fund:
 - Merchants Association of Columbia County
 - Cruise Security Systems
 - Mr. Lewis C. Blanchard
 - Chief/Doctor Jamey & Jill Kitchens
 - Thompson Building Wrecking Company
 - Herbert Homes, Inc.
 - Ivey Residential, LLC
 - Ms. Yvonne Morin
 - Chris Hudson & Associates Law Firm
 - Rodney Quesenberry, Attorney at Law
 - Town & Country Gas, Inc.
 - Major Sports Augusta
 - Rickabaugh Publishing, LLC
 - Travers W. Chance, Attorney at Law
 - Blanchard Law Firm
 - Mr./Mrs. Richard & Elaine Matthews
 - Sgt. Bobby Timmerman
- Congratulations to Officer Gurley and his wife on the birth of their first child!

Fire Rescue

- Fire Rescue responded to 47 calls:
 - 32 medical
 - 15 fire
- Conducted weekly duties around stations
- Shift 2 and 3 assigned to Ladder 1 attended Firefighter Rescue classes at the Columbia County Training Center
- Firefighter Neville and Firefighter Cruz attended an 80-hour course entitled Apparatus Operator Pumper at Columbia County Fire Rescue
- Conducted various training drills throughout November to complete annual recertification requirements
- Welcome to Firefighter/EMT Erin McElroy and Firefighter/EMT Jeremy Wilkerson, who will both be starting the week of 12/11

General Services

Leisure and Recreation

- General Service: Cleaned shops, offices, and City vehicles
- Liberty Park: Cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- Cut multiple weather-damaged trees at Grovetown Trails at Euchee Creek
- Made weekly park rounds, watered flowers throughout City, mulched leaves at City parks, and removed weeds from flower beds and welcome signs
- Completed decorating for Christmas

Fleet Maintenance

- **General Services**
 - Grappler: Performed DEF service (E107)
 - GMC Sierra 3500 Flatbed: Replaced 6 tires with alignment (V190)
 - Sweat's Utility Trailer: Repair wiring harness (E210)
 - Hawke U-Dump Trailer: Replaced tire (E240)
- **Utility Services**
 - Ford F-250 Pickup: Routine maintenance (V116)
 - John Deere Batwing Mower: Replaced PTO shaft, 3-point hitch link, and replaced rear tire (E99)
 - Ford F-150 Pickup: Routine maintenance (V122)
- **Public Safety**
 - White Chevy Tahoe: Replaced batteries, alternator, and battery relay (V114)
 - Chevy Tahoe: Replaced 4 tires (V109)
 - Ford Police Interceptor SUV: Routine maintenance, replaced 3 tires, and replaced rear brake pads (V199)
 - Ford Police Interceptor: Replaced battery (V126)
 - Ford Police Interceptor SUV: Routine maintenance (V261)
 - E-One Aerial Fire Truck: Repaired battery cable and terminal studs (AT1)
 - Chevy Tahoe: Routine maintenance (V107)
- **Planning and Community Development**
 - Ford Bronco: Repaired right front tire (V254)
 - Ford F-150 Pickup: Routine maintenance (V213)

Facility Maintenance

- Completed 18 work orders:
 - 5 at City Hall, 5 at Liberty Park, 3 at Fire Dept., 2 at Courthouse, 2 at Streets and Sanitation Dept., and 1 for the Police Department

Streets and Sanitation Dept.

- Picked up 46 bags of litter on main thoroughfare
- Collected total of 48.55 tons of bulk and yard waste
- Completed 9 work orders
- Distributed 11 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Robinson Ave. and Railroad Ave., collecting 1.56 tons of waste/debris
- Used leaf vacuum truck to collect leaves throughout City

Leisure and Recreation Rental and Member Updates

- 7 new rental contracts and 4 returned with payment
- Facilities and fields were utilized a total of 91 hours

Upcoming Programs/Events

- Maverick's Fitness will be held every Monday and Wednesday 6:15 PM – 7:15 PM
- Martial Arts Classes will be held every Tuesday and Thursday 6 PM – 7:30 PM.
- Christmas Festival: 12/8 from 5PM-9PM at Liberty Park

Utility Services

Water Dept.

- Ran daily water route
- 51 locates
- 154 service orders
- 9 histories
- Repaired 2 leaks (Wadsworth Ct./Arbor Landing subdivision)
- Completed activations/cutoffs for non-payment per City Hall
- Pressure washed and disinfected 3rd Ave. water tank
- Dodge Ln. tank interior inspected by underwater ROV
- Robinson Ave. tank exterior visually inspected
- Replaced old curb stop on VFW Rd.
- Installed 5 new meters in Deer Hollow's new phase
- Completed 5 TCB samples
- Changed out jumbo meter box and lid per City Hall
- Cleaned and organized all trucks

Stormwater Dept.

- Greased all heavy equipment
- Cleaned the vac truck and dump truck

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Cleaned the chemical room, bar screen, and dish alters
- Conducted monthly safety checks, submitted monthly samples to the CSRA, and filed all November paperwork
- Greased headworks equipment
- Cut grass at WWTP
- Filled 4 dumpsters of sludge and sent to Waste Management
- Discharged 16.44 million gallons of treated wastewater to Butler Creek within 2-week period

Infrastructure Inspections

- No utility permit applications submitted or residential issues reported

Information Technology

- Mounted new server
 - Old server now tracked for excess equipment approval and destruction
 - City Council will be presented with excess equipment approval at December City Council meeting
- Worked to address power/connectivity issue with digital sign at City Hall
- Life Cycle Replacement is at 5/19 with 3 computers awaiting replacement
 - Calls for service volume moderately high with 27 ticketed action items
 - Email and Tyler ERP Pro 10 issues continue to lead the way for reported issues

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.
- Director Ronnie Kurtz attended the German-Italian Wreath Laying Ceremony at the German-Italian POW Cemetery at Ft. Eisenhower on 11/19.
- Our Director attended the Columbia County West Rotary Club's weekly luncheon on 11/21.
- Our Director attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Eisenhower Chapter's monthly Breakfast and Briefing on 11/28. The speakers were LTC Tayuka Adachi, Japanese Army Liaison Officer, and Maj. Davide Tornese, Italian Army Liaison Officer, who shared their experiences as at the Cyber Center of Excellence.
- Our Director attended a meet and greet with the Wellstar Community Development Team on 11/29 where they presented their goals and vision for their coming presence in the community.
- Our Director met with Eric Toler, Executive Director of the Georgia Cyber Center, on 11/30 to discuss ways the City can work with them toward shared goals.
- 59 total building inspections

Meeting Update

- Planning Commission
 - 12/21 Meeting: No Agenda
- BZA
 - 12/7 Meeting: No Agenda

Code Enforcement Update

- 3 cases deemed in compliance
- 2 signs removed from ROW
- Inoperative/Abandoned Vehicles
 - 3 warnings
- Parking Violations
 - 1 warning
- Obstruction of ROW
 - 1 warning

DEVELOPMENT PROGRESS CHART

November 17, 2023

<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>				
Dunkin Site (4 Unit Building)	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
Palmetto Industries (Brighton)	<u>1</u>	-	-	<u>Building permit issued</u>
<u>Residential</u>				
Grove Landing, Section 5 (64 Single Family Homes)	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
Brighton Landing, Section 2 (67 Single Family Homes)	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
Deer Hollow Section 2 (110 Single Family Homes)	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
Deer Hollow Section 3 (122 Single Family Homes)	<u>103</u>	<u>60</u>	<u>49%</u>	<u>1 permit 2 C/O</u>
Caroleton Phase 3 (103 townhomes)	<u>54</u>	<u>41</u>	<u>40%</u>	<u>4 permits 3 C/Os</u>
Rivercrest Townhomes (45 Townhomes)	<u>22</u>	<u>3</u>	<u>7%</u>	<u>3 C/Os</u>
Ferguson Farms (100 Single Family Homes)	-	-	-	<u>LDP issued; site work underway</u>
<u>Renovation Permits Issued</u>	<u>13</u>			
<u>New Construction Permits Issued</u>	<u>5</u>			
<u>Total Permits Issued</u>	<u>18</u>			
<u>New Business Licenses Issued: 3</u>				
<u>Renewal Business Licenses Issued: 10</u>				

Public Information Officer

- Alerted public to 11/24 City Council work session cancellation via social media
- Observed Women's Entrepreneurship Day via social media
- Alerted public to cancelled 11/22 Weekly Activities report via social media
- Updated digital sign at City Hall
- Observed Allen Transou Remembrance Day via social media
- Updated City website
- Observed Thanksgiving via social media
- Observed Black Friday via social media
- Observed Small Business Saturday via social media
- Appeared on 11/27 WRDW *Morning Mix* and *Mix at 3* to promote holiday events
- Alerted public to digital sign technical difficulties via social media

- Appeared on 11/28 WFXG *FOX54 Mornings* to promote holiday events
- Appeared on 11/28 WJBF News at Noon to promote holiday events
- Attended 11/29 Wellstar Community Development Team Meet and Greet sponsored by Columbia County Chamber of Commerce
- Shared weather alerts from NWS via social media
- Attended 11/29 meeting to discuss holiday events/inclement weather
- Alerted public to Christmas Parade cancellation and Christmas Festival postponement via social media and City website
- Updated bulletin board at City Hall
- Updated marketing materials for upcoming events
- Photographed local citizen receiving award from WJBF
- Alerted public to 3/12/2024 Special Election via City website and social media
- Highlighted City employees and local citizen via social media
- Edited educational materials for public distribution and posted to social media and lobby at City Hall
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Christmas Festival: 12/8 from 5PM-9PM at Liberty Park*
- *City Council Meeting: 12/11 at 6PM in the Council Chambers at City Hall*

Closing Comments

On the evening of Thanksgiving, all City Christmas lights were turned on, and they are absolutely beautiful. Thanks to all our employees for making this season a very special one already!

Gary E. Jones, Mayor

