



## **WEEKLY ACTIVITIES REPORT**

### **January 12, 2024**

*Good afternoon,*

*Today, City offices will close at noon and will reopen at the normal business hour on Tuesday, January 16<sup>th</sup>, in observance of the Martin Luther King Day holiday.*

*On January 8<sup>th</sup>, we welcomed newly elected Councilmember A. Richard Bowman. Councilman Bowman previously served on the Planning Commission, and we appreciate his service to the City.*

*Please be aware of traffic notices posted by Columbia County pertaining to work at I-20 and Horizon S Parkway for January 18<sup>th</sup>-22<sup>nd</sup>.*

*New information has been posted to our website regarding bulk and yard waste pickup dates for 2024. Please check the website or contact Utility Billing at 706-863-4576, ext. 450.*

*Our Streets and Sanitation Department and Code Enforcement are issuing notices for rough trash violations. 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 General Services 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](http://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
- 1 Firefighter/EMT
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Sewer Supervisor
- 1 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Heavy Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 1 General Services Superintendent
- 7 \*\*\*positions to be advertised at a later date\*\*\*
- 3 Part-Time Firefighter/EMT

### Hiring Actions

- Processed interview paperwork

### 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 5 subjects during this period:
  - 2 for Probation Violation (No Insurance, DUI, Interference with a PSO, Failure to Maintain Lane, and Failure to Obey Traffic Control Device)
  - 1 for Active Warrant Through Columbia County Sheriff's Office and McDuffie County Sheriff's Office
  - 1 for Battery (Family Violence)
  - 1 for Aggravated Assault
- Criminal Investigation Division:
  - 6 cases assigned and closed 5 cases
- K9 Unit:
  - Initiated 5 traffic stops and issued 5 warnings

- Conducted annual in-service training on 1/11 for all sworn and non-sworn civilian employees

### **Fire Rescue**

- Fire Rescue responded to 20 calls:
  - 14 medical
  - 6 fire
- Conducted weekly duties around stations
- January is Firefighter Cancer Prevention Month; crews are attending weekly classes on cancer awareness and reduction in the fire service
- Conducted annual ground and aerial ladder testing on 1/8; all ladders passed testing
- Chief Kent attended a meeting with Columbia County officials on temporary closure of Grovetown I-20 exit and Horizon S Pkwy./Lewiston Rd. overpass; detours and contingencies for providing emergency services during upcoming closure were discussed

### **General Services**

#### **Leisure and Recreation**

- General Services: Cleaned and organized shop and offices and cleaned City vehicles
- Liberty Park: Cleaned and organized all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- Grovetown Trails at Euchee Creek: Cut down and removed trees and tidied grounds
- Goodale Park, Wildflower Garden, Welcome Signs: Tidied grounds
- Removed Christmas decorations on main thoroughfare
- Performed storm preparation and clean up
- Made weekly park rounds and watered flowers throughout City

#### **Fleet Maintenance**

- **General Services**
  - GMC Sierra 3500 Flatbed: Replaced battery (V190)
  - GMC Savana Work Van: Routine maintenance (V230)
  - Ford F-250 Utility Truck: Replaced wiper blades (V129)
- **Utility Services**
  - Ford F-250 Utility Truck: Replaced EVAP Canister Purge Solenoid (V130)
- **Public Safety**
  - Ford Police Interceptor SUV: Routine maintenance (V256)
  - Ford Police Interceptor Sedan: Replaced battery (V125)

#### **Facility Maintenance**

- Completed 20 work orders:
  - 6 at General Services, 5 at City Hall, 5 at Courthouse, 2 at Utility Services, 1 at Fire Dept., and 1 at Planning and Community Development

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

- Picked up 26 bags of litter on main thoroughfare; thanks to the Litter Crew for their extra efforts before, during, and after the storm
- Collected total of 22.59 tons of bulk and yard waste
- Completed 4 work orders

- Distributed 13 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Newmantown Rd., VFW Rd., and Spring St.
- Reported 3 streetlight issues to GA Power for repair
- Repaired 3 traffic signs throughout City due to storm
- Completed removing Christmas decorations
- Removed fallen trees from Dodge Ln., Old Berzelia Rd., and Harlem Grovetown Rd.

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

- 6 new rental contracts and 3 returned with payment
- Facilities and fields were utilized a total of 23 hours

### **Upcoming Programs/Events**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Valentine's Senior Social: 2/10 from 6PM-PM at Municipal Court
- Spring Fest: 3/23 from 11AM-2PM at Liberty Park

## **Utility Services**

### **Water Dept.**

- Ran daily water route
- 70 locates
- 119 service orders
- 9 histories
- Repaired 4 leaks (Booker St., Old Berzelia Rd., Lynbrook subdivision, and Brandimere subdivision)
- Changed out 1 meter at Walmart
- Moved limbs and debris from roadway during storm event
- Repaired valve box on Katherine St.
- Performed sidewalk concrete repair on Lory Ln.
- Conducted safety meeting for employees
- Cleaned and organized all trucks

### **Stormwater Dept.**

- Performed pipe inspection on drainage pipe at landfill
- Cleaned leaves and debris from in front of clogged storm drainpipe at Katherine St.
- Pre-cut area on Howell St. for drainage pipe repair
- Checked ditches stormwater areas during storm

### **Sewer Department/WWTP Employees**

- Conducted daily labs and operations
- Conducted additional monitoring and operations/labs for storm
- Unclogged polymer and lime system
- Cleaned dish filters
- Reprogrammed influent sampler
- Filled 3 dumpsters with sludge and sent to Waste Management
- Discharged roughly 7.7 million gallons of treated wastewater to Butler Creek

### **Infrastructure Inspections**

- 5 permits submitted and approved

- 5 residential issues addressed

### **Information Technology**

- Moved 3 employees to different offices in City Hall due to renovations
- Oversaw 3 new copier/printer model delivery and installations at City Hall after contract renewal with Pollock Capital
- Oversaw new copier/printer model delivery and installation at Municipal Court
- Setup Councilmember Bowman in City Council office at City Hall
- Attended 1/12 meeting with Pineland Telephone to change telephone lines around
- Computer life cycle replacements at 10/19
- Calls for service volume moderately high at 20
  - Issues were led by network requirements to move offices around

### **Planning and Community Development**

- Planning and Community Development will hold an informational meeting in the Council Chambers at City Hall, 103 Old Wrightsboro Road, on Monday, 2/5, at 6PM to discuss the City's drafting of a Unified Development Ordinance. Representatives from staff and Kimley-Horn, the City's selected contractor for assistance on the project, will be present to receive feedback. All members of the public are encouraged to attend. See below for the information page on the City's website:
  - <https://cityofgrovetown.com/313/Unified-Development-Ordinance>
- Director Ronnie Kurtz attended the Association of the U.S. (AUSA) Greater Augusta-Ft. Eisenhower Chapter's monthly board meeting on 1/9.
- Our Director attended the Columbia County Chamber Government Affairs Committee's monthly meeting on 1/11.
- 21 total building inspections

### **Meeting Update**

- Planning Commission
  - 1/18 Meeting:
    - Request to rezone 210 E Robinson Ave. to R-C2 for a townhome development.
- BZA
  - 2/1 Meeting:
    - Request for Conditional Use Permit for 401 E Robinson Ave. for a private utility shed.

### **Code Enforcement Update**

- 7 cases deemed in compliance
- 2 responses to civil concerns
- 6 signs removed from ROW
- Inoperative/Abandoned Vehicles
  - 4 warnings
- Parking Violations
  - 1 warning

- Property Maintenance
  - 1 warning
- Obstruction of ROW
  - 1 warning

**DEVELOPMENT PROGRESS CHART**

**January 12, 2024**

<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>				
Dunkin Site (4 Unit Building)	3	2	50%	No change
Palmetto Industries (Brighton)	1	-	-	Building permit issued
<b>Residential</b>				
Grove Landing, Section 5 (64 Single Family Homes)	64	64	100%	2 C/Os project complete
Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change
Deer Hollow Section 2 (110 Single Family Homes)	106	102	93%	No change
Deer Hollow Section 3 (122 Single Family Homes)	103	74	61%	5 C/Os
Caroleton Phase 3 (103 townhomes)	54	45	44%	No change
Rivercrest Townhomes (45 Townhomes)	22	6	13%	No change
Ferguson Farms (100 Single Family Homes)	-	-	-	LDP issued; site work underway
<b>Renovation Permits Issued</b>	<b>4</b>			
<b>New Construction Permits Issued</b>	<b>0</b>			
<b>Total Permits Issued</b>	<b>4</b>			
<b>New Business Licenses Issued: 1</b>				
<b>Renewal Business Licenses Issued: 17</b>				

**Public Information Officer**

- Highlighted City employees via social media
- Updated City website
- Alerted public to MLK Day holiday hours via City website, social media, and digital sign at City Hall
- Shared weather updates from NWS and Columbia County via social media
- Updated bulletin board at City Hall

- Attended and photographed 1/8 City Council meeting
- Alerted public to 1/9 early closure, downed traffic light, and Old Berzelia Rd. road closure via City website and social media
- Relocated to back office to accommodate for Utility Billing construction
- Alerted public to temporary changes to in-person payments via social media
- Edited headshot for City Councilmember
- Ordered headshot for City Councilmember
- Registered City officials for upcoming event
- Promoted events in/around Grovetown via social media

### **Upcoming Events/Programs/Meetings**

- *Planning Commission: 1/18/2024 at 6PM in the Council Chambers at City Hall*
- *Valentine's Senior Social: 2/10/2024 from 6PM-PM at Municipal Court*
- *City Council: 2/12/2024 at 6PM in the Council Chambers at City Hall*
- *Spring Fest: 3/23/2024 from 11AM-2PM at Liberty Park*

### **Closing Comments**

*On Tuesday, a severe storm passed through our area. Thanks to all our employees who kept our City safe and activated all necessary services to help our citizens. We are anticipating more bad weather today; please take extra special care on the roads and highways.*

*Gary E. Jones, Mayor*

