



WEEKLY ACTIVITIES REPORT

January 26, 2024

Good afternoon,

Please be advised that, beginning Monday, January 29th, the Community Center at Liberty Park will close for approximately 90 days for renovations and upgrades. We will periodically post more information to provide updates to the public.

Please be aware of traffic notices posted by Columbia County pertaining to work at I-20 and Lewiston Road for February 8th-12th.

Also be advised that the new Grovetown Park and Ride at the corner of Katherine Street and Robinson Avenue will be completed within the next few days. Please look out for paving machinery in the area.

We would like to thank all who registered to attend the Valentine's Senior Social event. It is completely booked up for February 10th at the Municipal Court. We will also be planning more events when the gym at Liberty Park reopens.

The City of Grovetown is holding a scarf, coat, and blanket drive at City Hall for those in our area who may need winter supplies. Please visit City Hall and our donation box, as well as our coat rack, to see if there is anything you or someone you know could use this winter.

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.

Human Resources

Personnel Count

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

Vacancies (25)

- 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.)
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- 1 Light Equipment Operator (Water 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

- Interviewed 1 internal applicant for Heavy Equipment Operator I – Streets and Sanitation Dept. on 1/22/2024

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 Aggravated Battery (Family Violence), Terroristic Threats, Cruelty to Children in the 3rd Degree
 - 2 for Driving with a Suspended License
 - 3 for DUI Less Safe, Driving Without a License, and Headlight Requirement
 - 1 for Aggravated Assault
 - 1 for Simple Battery
- Criminal Investigation Division
 - 2 cases assigned and closed 5 cases
- K9 Unit:
 - Initiated 32 traffic stops, issued 6 citations and 35 warnings, and seized 21.6 grams of marijuana
- Conducted annual in-service training on 1/25 for all sworn officers
- Happy birthday to Officer Madison Perkins
- We wish Officer Cami Fleming a speedy recovery!

Fire Rescue

- Fire Rescue responded to 28 calls:
 - 16 medical
 - 12 fire
- Conducted weekly duties around stations
- All shifts continued with firefighter cancer awareness training
- Shift 2 trained on software for drawing fire preplan layouts
- Chief Kent, Lt. Derrick Smith, FF James Glasscock, and FF Ian Donohue meet with E-One personnel in Ocala, FL to conduct preconstruction meeting on new fire engine; estimated delivery date is Fall 2025

General Services

Leisure and Recreation

- General Services: Cleaned and organized shop and offices and cleaned City vehicles
- Liberty Park: Cleaned and organized storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, maintained multipurpose fields, and cleaned sign and cemetery area
- Grovetown Trails at Euchee Creek: Blew off trails, removed trees from creek, cleaned sign, and created ditch to prevent flooding
- Kiddie Park: Repaired driveway, cleaned sign, and removed tree limbs from storm
- Goodale Park: Removed dated/damaged toys from park and cleaned sign
- Concentrated clean-up efforts at Reynolds Pond entrance, Main St. entrance, and along right-of-way on Old Berzelia Rd.
- Cleaned signs at Streets and Sanitation building and Museum
- Performed user-level maintenance on General Services chainsaws and weed eaters
- Made weekly park rounds and watered flowers throughout City

Fleet Maintenance

- **General Services**
 - Chevy 5500 Dump Truck: Replaced front tires (V180)
 - Chevy Tahoe: Replaced radiator, AC condenser, oil cooler lines, and battery (V136)
 - Hawk U Dump Trailer: Repaired electrical harness to trailer lights (E240)
 - Chevy Silverado 2500 Pickup Truck: Replaced battery (V144)
 - Chevy Silverado Pickup Truck: Routine maintenance (V268)
 - Elgin Street Sweeper: Replaced water filter housing (E189)
 - GMC Savana Work Van: Replaced taillight (V230)
- **Public Safety**
 - Chevy Tahoe: In shop for transmission issue (V110)

Facility Maintenance

- Completed 16 work orders:
 - 3 at Fleet Maintenance, 3 at Courthouse, 3 at City Hall, 2 at Streets and Sanitation, 2 at Museum, 2 at Fire Station, and 1 at Police Dept.

Streets and Sanitation Dept.

- Picked up 19 bags of litter on main thoroughfare
- Collected total of 25.21 tons of bulk and yard waste
- Completed 5 work orders
- Distributed 8 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Railroad Ave. and Hardy Dr., collecting .65 tons of waste/debris
- Reported 3 streetlight issues to GA Power for repair
- Worked with Leisure and Recreation as well as Facility Maintenance in cleanup efforts along Old Berzelia Rd.
- Cleaned sidewalk gutters throughout City

Leisure and Recreation Rental and Member Updates

- 11 new rental contracts and 8 returned with payment
- Facilities and fields were utilized a total of 28 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
- Mayor's Community Clean-Up Day: 4/27 from 9AM-12PM at City Hall

Utility Services

Water Dept.

- Ran daily water route
- 23 locates
- 86 service orders
- 9 histories
- Repaired 1 leak on Sierra Ln.
- Changed out 3 meters and replaced a broken curb stop

- Flushed service line due to customer complaints in Deer Hollow/Grovetown Crossing subdivisions
- Hung out high usage door hangers
- Filled in hole and dressed area with seed/hay at Liberty Park
- Filled in hole and patched with asphalt in Grove Landing subdivision
- Conducted safety meeting for employees
- Cleaned and organized all trucks

Stormwater Dept.

- Checked various stormwater ponds
- Completed Howell St. storm pipe replacement project
- Assisted Sewer Dept. with vac truck at Pamir Pl. lift station

Sewer Department/WWTP

- Conducted daily labs and operations
- Filled 4 dumpsters with sludge and sent to Waste Management
- Discharged 7.907 million gallons of treated wastewater to Butler Creek

Infrastructure Inspections

- 1 residential issue addressed

Information Technology

- Replaced 2 lifecycle replacement computers
- Attended training from Cruise Security on Physical Access Security program
- Attended online seminar for MyCivic app updates/capabilities
- Completed IT setup for 2 newly renovated Utility Billing offices at City Hall
- Prepared to relocate users/phones at General Services office due to renovations at Liberty Park Community Center
- Calls for service set a record at 34
 - Ticketed action items led by IT issues due to renovations at City Hall

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>
- Mr. Ed Connell was elected Planning Commission Chair and Mr. Dominique Barabino was elected Planning Commission Vice-Chair at the 1/18 Planning Commission meeting. Congratulations to you both and we look forward to working with you!
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West's weekly luncheon on 1/23.
- Our Director virtually attended the Augusta Regional Transportation Study Metropolitan Planning Organization's (ARTS-MPO) Policy Committee meeting on 1/25.
- Our Director attended CSRA Regional Commission's annual board meeting on 1/25.

- 15 total building inspections

Meeting Update

- Planning Commission
 - 2/15 Meeting: No Agenda
- BZA
 - 2/1 Meeting:
 - Request for Conditional Use Permit for 401 E Robinson Ave. for a private utility shed.

Code Enforcement Update

- 5 cases deemed in compliance
- 2 responses to civil concerns
- 6 signs removed from ROW
- Inoperative/Abandoned Vehicles
 - 1 NOV
- Property Maintenance
 - 1 warning

<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>				
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>108</u>	<u>79</u>	65%	<u>1 C/O</u>
Caroleton Phase 3 (103 townhomes)	<u>54</u>	<u>45</u>	<u>44%</u>	<u>No change</u>
Rivercrest Townhomes (45 Townhomes)	<u>22</u>	<u>6</u>	<u>13%</u>	<u>No change</u>
Ferguson Farms (100 Single Family Homes)	=	=	=	<u>LDP issued; site work underway</u>
Hidden Crossing, I (9 Townhomes)	=	=	=	<u>LDP issued; site work to begin soon</u>
<u>Renovation Permits Issued</u>	<u>7</u>			
<u>New Construction Permits Issued</u>	<u>0</u>			
<u>Total Permits Issued</u>	<u>7</u>			

New Business Licenses Issued: 2			
Renewal Business Licenses Issued: 7			

Public Information Officer

- Oversaw scarf, coat, and blanket drive
- Shared weather updates from NWS via social media
- Compiled 2023 stormwater campaign data for annual report and sent to Stormwater Dept.
- Edited promotional materials for Leisure and Recreation Dept.
- Updated MyGrovetown app
- Updated City website
- Updated bulletin board at City Hall
- Reorganized donation setup
- Shared traffic updates from Columbia County via social media
- Fielded questions from media regarding upcoming projects/events
- Shared election information from Columbia County Board of Elections via social media
- Approved ad proof for upcoming magazine advertisement
- Observed Change a Pet's Life Day via social media
- Alerted public to Community Center at Liberty Park construction/closure via City website and social media
- Provided materials to administration for upcoming presentation
- Alerted public to 1/26 hydrant testing via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Board of Zoning Appeals: 2/1/2024 in the Council Chambers at City Hall*
- *Unified Development Ordinance Meeting: 2/5/2024 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*
- *Special Election for GA House of Representatives District 125: 2/13/2024 from 7AM-7PM (see polling location)*
- *City of Grovetown Special Election: 3/12/2024 from 7AM-7PM at Liberty Park*
- *Spring Fest: 3/23/2024 from 11AM-2PM at Liberty Park*
- *Mayor's Community Clean-Up Day: 4/27/2024 from 9AM-12PM at City Hall*

Closing Comments

This week, Fire Chief Kent and staff have been involved in designing a new fire truck for the City. It takes about 2 years to manufacture a new unit. We appreciate our firefighters for all they do to help make our City a safe place to live!

Gary E. Jones, Mayor

