



WEEKLY ACTIVITIES REPORT ***January 6, 2023***

Good afternoon,

Over the next few days, our employees will be removing Christmas lights and decorations from City streets and parks. We got excellent feedback from our citizens this year as many enjoyed the parade and tree-lighting at Liberty Park. Pictures with Mr. and Mrs. Claus and the Elf on a Shelf were a big hit with our young residents this holiday season.

We will also be posting plans for budget meetings for the upcoming fiscal year in the near future. These meetings are open to the public. Times and dates will be announced later.

Please be reminded that curb-side pickup is for bulk 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 it is cut by a company; it is the responsibility of the company to move it.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.*

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 missed during pickup, please contact Grovetown City Hall at 706-863-4576, Ext. 450.

Citizens are encouraged to submit comments about the City's Zoning Code Revision project to jbush@cityofgrovetown.com. Follow this link for the information page on the City's website:

- <http://cityofgrovetown.com/304/Zoning-Code-Revision>

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com.

Human Resources

Personnel Count

- 152 full-time number authorized
- 129 full-time number employed
- 1 part-time (Museum)
- 7 part-time/as needed (Firefighters)
- 6 temp. agency employees in Streets and Sanitation Dept.
- 4 temp. agency employees in Water/Sewer Dept.

Vacancies (23)

- 1 Human Resources Technician
- 1 Utility Billing Clerk
- 1 Road Patrol Officer
- 2 Traffic Officer
- 4 Public Safety Dispatcher
- 1 Firefighter/EMT
- 1 Utility Services Director
- 1 Sewer Plant Operator Class 3 License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Water)
- 1 Light Equipment Operator (Streets)
- 1 Heavy Equipment Operator 2 (Streets)
- 1 General Maintenance Technician I
- 1 Administrative Assistant-General Services
- 1 Meter Maintenance Technician Coordinator
- 4 ***Positions to be advertised at a later date***
- 2 Part-Time Firefighter/EMT

Hiring Actions

- Extended 1 conditional job offer for General Maintenance Technician I – General Services Dept. on 1/3/2023
- Extended 1 conditional job offer for Utility Services Director on 1/3/2023

- Extended 1 conditional job offer for Firefighter/EMT – Fire Dept. on 1/4/2023

Safety/Training/Wellness

- Safety Talk: **Just How Far Does Honesty Go at Work?**

Worker's Comp Claims

- One minor head injury

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

Finance

- As of the end of 2022, the Finance Dept. utilizes virtual payments for approximately 55% of their weekly payments. These virtual payments allow for faster processing and more control over payments resulting in increased efficiency of the Finance Dept. Great job by the Finance Dept. for the implementation of this process, especially Staff Accountant, Kristal Singletary.
- During December 2022, the Utility Billing department saw over 64% of their monthly payments come in virtually. This allows increased time for our clerks to handle in-person traffic as well as customers to have more detail via their online accounts.

Police Department

- Police Dept. arrested 9 subjects during this period:
 - 5 for DUI
 - 1 for Simple Battery (x2, Family Violence)
 - 1 for Driving While Unlicensed, Speeding
 - 1 for Obstruction of Law Enforcement Officer
 - 1 for Battery
- Criminal Investigation Division had 4 cases assigned and closed 4 cases
- K9 Unit made 11 traffic stops, issued 10 warnings, and 9 citations
- Happy birthday to Clerk of Court Laura McManus

Fire Rescue

- Fire Dept. responded to 29 calls:
 - 16 medical
 - 13 fire
- Harrison Warren began an NPQ Apparatus Operator class with Columbia County Fire Rescue this week
- Conducted 1/5 Forcible Entry training at Fire Station #2
- Grovetown Fire Rescue has been granted their Medical First Responder License through the Georgia Department of Public Health

General Services

Leisure and Recreation

- Leisure and Recreational Shop: Cleaned shop, washed vehicles, and cut grass
- Liberty Park: Cut grass
- Historical Park: Cut grass
- 2nd Ave. Cemetery: Cut grass
- Grovetown Trails at Euchee Creek: Cleaned off the trails
- City Hall: Cleaned off parking lots
- Removed Christmas lights from City parks

Rental & Member Updates

- 9 new rental contracts and 6 contracts returned with payment
- Facilities and fields were utilized a total of 39.5 hours
- 1 new gym membership

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - Ford F-150: Addressed oil pressure issue
 - Ford F-2050 Utility Truck: Repaired flat tire
 - Ford F-250 Utility Truck: Routine service
- **Streets and Sanitation Dept.**
 - D2E Utility Truck: Repaired 2 flat tires
 - Silverado 1500: Routine service
 - Ford F-750: Routine service
- **Police Dept.**
 - Chevrolet Tahoe: Routine service
- **Leisure and Recreation Dept.**
 - Chevrolet 1500: Routine service
- **Planning and Community Development**
 - Ford Ranger: Routine service, fuel issue

Facility Maintenance

- A total of 9 work orders for this week:
 - 3 at City Hall, 2 at Liberty Park, and 4 at Streets and Sanitation

Streets and Sanitation Dept.

- 5 service orders
- Picked up 23 bags of litter around town
- Picked up 19.09 tons of bulk and yard waste
- Taking down Christmas lights
- Cut low hanging limbs at 6th Ave., Dodge Ln., and Dorn St.

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM

Information Technology

- Received new computer for General Services Admin. Assistant
- Prepared another life cycle replacement for installation

- Updated extension list to capture various office moves throughout City
- This week's Calls for Service were very high for a short week at 20
 - Email and Tyler ERP Pro 10 issues led the way in ticketed items this week

Utility Services

Water Dept.

- 71 service orders
- 3 histories
- 7 water leaks repaired
- Continued cleaning Robinson Ave. water tank area
- Continued picking up trash in retention ponds
- Road cut and prepped for asphalt
- Replaced transducer at 3rd Ave. Water Tank
- Fluoride samples were completed

Stormwater Dept.

- Assisted Water Dept. in repairing water leaks
- Graded road at WWTP

Sewer Dept.

- Pulled and cleaned pump at Grovetown Crossing lift station
- Cleaned disc filters at effluent
- Checked all generators at each lift station

WWTP Employees

- Conducted permit-required process control testing of raw and treated wastewater
 - All results for weekly reports were in permit
- Poured total of 2,000 pounds of lime into all 4 basins
- Checked polymer feed system
- Installed pinch valve for lime feed system
- Repaired lift station at Butler Creek

Infrastructure Inspections

- Completed 6 Developmental infrastructure inspections
- Monitored Summerfield Xfinity bore all week
- Attended pre-constructive meeting for Dollar General
- Assisted WWTP employees with lime tank repairs and measurements of butterfly valve at the lime tank
- Reviewed as-builts and plat for Deer Hollow Section 3B

Planning and Community Development

- The Dept. of Planning and Community Development held an informational meeting on 8/30 at 6PM to discuss the City's zoning code revision. Video of the event is on the City's Facebook and citizens are encouraged to submit comment throughout the process to jbush@cityofgrovetown.com. Follow this link for the information page on the City's website:
 - <http://cityofgrovetown.com/304/Zoning-Code-Revision>

- The Board of Zoning Appeals and the Planning Commission will hold a training session in the Council Chambers at City Hall, 103 Old Wrightsboro Road, on Tuesday, 1/24, at 9AM. The training is open to the public and anyone interested may attend or view the livestream on Facebook.
- At the 1/5 BZA Meeting, Sara Majewski was elected Chair and Ed Shannon was elected Vice Chair. Additionally, Candies Gerald served at her first meeting. Congratulations — we look forward to working with you all!
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West’s weekly luncheon on 1/3.
- Our Director attended the swearing-in for Columbia County Commission Chair Doug Duncan and Commissioners Alison Couch and Connie Melear the Columbia County Government Complex on 1/3.
- Our team hosted Matt Forshee, Georgia Power’s Community and Economic Development Coordinator in the East Region, to discuss development opportunities for the new year on 1/4.
- 8 total building inspections

Meeting Update

- Planning Commission
 - 1/19 Meeting:
 - Request to approve preliminary plat for 111 Howell St. (parcel # G07 024)
- BZA
 - 1/5 Meeting:
 - Approved request for a variance for Horizon W Pkwy. (parcel# 062 3140) for a reduction in parking stall size.
 - 2/2 Meeting: No Agenda.

Code Enforcement Update

- 1 sign removed from public ROW
- 3 cases deemed in compliance

DEVELOPMENT PROGRESS CHART

January 6, 2023

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
Commercial					
1	Dunkin Site (4 Unit Building)	3	1	25%	Tasty Wings and Seafood buildout underway
2	Dollar General (Pepperhill)	-	-	-	Site work expected February.
Residential					
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	McCoy's Creek Section 6 (52 Single Family Homes)	50	49	94%	No change
4	Deer Hollow Section 2 (110 Single Family Homes)	105	90	82%	No change
5	Deer Hollow Section 3A (54 Single Family Homes)	14	1	2%	No change
6	Caroleton Phase 3 (103 townhomes)	42	27	26%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Brighton Park Apartments (134 Units in 29 Buildings)	130	112	84%	6 C/Os
9	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	Renovation Permits Issued	12			
	New Construction Permits Issued	0			
	Total Permits Issued	12			
	New Business Licenses Issued: 4				
	Renewal Business Licenses Issued: 30				

Public Information Officer

- Alerted public to delayed bulk and yard waste pickup via social media
- Observed New Year holiday via social media
- Alerted public to school system reopening via social media
- Provided severe weather updates from National Weather Service via social media
- Updated digital sign at City Hall
- Updated City website
- Updated bulletin board at City Hall
- Alerted public to 1/5 Whiskey Rd./Robin's Landing water service outage
- Alerted affected businesses to boil water advisory via telephone
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council Meeting: 1/9/2023 at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: 1/19/2023 at 6PM in the Council Chambers at City Hall*

Closing Comments

As we go into a new year, let us be mindful of the quality of life we have here in Grovetown. There are many projects underway to improve infrastructure in our City. We thank you all for your ongoing support.

Gary E. Jones, Mayor

