



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
January 13, 2023

Good afternoon,

City offices and services will close today at noon and will remain closed until Tuesday, January 17th, 2023, to observe Martin Luther King, Jr. Day. Offices will reopen at the normal business hour Tuesday morning.

Trash pickup for Monday will be on the normal schedule, but bulk and yard waste pickup will be delayed by 1 day.

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.

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 III 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

- 1 potential start date for Utility Billing Accounting Clerk I – Finance Dept. on 1/23/2023
- 1 potential start date for General Maintenance Technician I – General Services Dept. on 1/30/2023

Safety/Training/Wellness

- Safety Talk: **Attitude is Everything!**

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

Finance

- Staff Accountant Kristal Singletary completed the submission for Local Government Finances; this is a requirement for the City to qualify for local government status

Police Department

- Police Dept. arrested 11 subjects during this period:
 - 3 for DUI
 - 1 for Theft by Taking and Burglary in the 2nd Degree
 - 1 for Probation Violation (No Insurance and Expired Registration)
 - 1 for Driving While Unlicensed and Device Worn that Impairs Hearing
 - 1 for Assault/Interference with a Police Officer, Fleeing/Attempting to Elude, Driving with Suspended/Revoked License (3rd offense)
 - 1 for Possession of Marijuana Less than an Ounce, Possession of a Firearm by a Convicted Felon, and Driving while License Revoked (3rd offense)
 - 1 for Terroristic Threats and Acts (Family Violence) and Pointing a Gun or Pistol at Another (Family Violence)
 - 2 for Possession of Marijuana with Intent to Distribute
- Criminal Investigation Division had 3 cases assigned and closed 2 cases.
- CID arrested 2 individuals for Possession of Marijuana with Intent to Distribute and retrieved 180g of marijuana. Also recovered were 19 debit cards, 6 driver's licenses, and 6 social security cards that are believed to be stolen or involved in fraud.
- K9 Unit made 32 traffic stops, issued 15 citations, and had multiple K9 deployments.
- Congratulations to Inv. Patrick Brown on passing phase I of the Instructor Training Course.
- Morale is extremely high in the Police Dept. thanks to our dedicated and professional officers and dispatchers

Fire Rescue

- Fire Dept. responded to 25 calls:
 - 14 medical
 - 11 fire
- Chief Kent attended 2 training classes this week: Fire Prevention & Fire/Electrical Safety for Solar PV & Residential ESS, and Insurance Services Office (ISO) Fire Suppression Rating System class.
- Began operations under the Medical First Responder License and implemented new ESO software for electronic health records.
- FF Proctor, FF Greene, Lt. Mitchell, Lt. Rote, and Chief Kent all passed NPQ Fire Officer II certification testing.

General Services

Leisure and Recreation Dept.

- Leisure and Recreational Shop: Organized shop, washed vehicles, and cut grass
- Goodale Park: Cut grass, repaired signage, and spread topsoil and grass seed around the pavilion
- City Hall: Cut grass and removed old wooden fence
- Liberty Park: Cut grass
- Harvestwood Dr.: Removed leaves and trimmed trees

Rental & Member Updates

- 9 new rental contracts with 5 contracts returned with payment
- Facilities and fields were utilized a total of 67 hours

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - GMC 3500: Removed diesel tank from truck bed
 - John Deere Gator: Routine service and repaired flat tire
 - Ford F-150: Routine service
- **Streets and Sanitation Dept.**
 - Ford F-250: Routine service
 - Ford F-750: Routine service
- **Police Dept.**
 - Chevrolet Tahoe: Routine service
- **Leisure and Recreation Dept.**
 - Chevrolet 3500: Repaired tailgate latch
 - John Deere Gator: Routine service
 - Chevrolet 1500: Routine service

Facility Maintenance

- A total of 10 work orders for this week:
 - 4 at City Hall, 3 at Liberty Park, 2 at Fleet Maintenance, and 1 at Museum

Streets and Sanitation

- Completed 15 Service Orders
- Picked up 22 bags of litter around town
- Picked up 36.41 tons of bulk and yard waste
- Taking down Christmas lights
- Repaired potholes on Railroad Ave, Congling Cir, and Newmantown Rd
- Used Street Sweeper to clean Newmantown Rd, Spring St, Hardy Dr, and Hayne Dr

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

- Prepared another life cycle replacement for installation
- Successful livestream on Monday
- Calls for Service were a high 16 calls
 - Email and Tyler ERP Pro 10 issues were most prevalent

Utility Services

Water Dept.

- 94 service orders
- 8 histories
- 3 water leaks repaired
- 2 meters installed at Deer Hollow
- Repaired broken water pipes at new office
- Cleaned fence line at WWTP
- Hauled off old concrete and asphalt debris to Sample and Son
- Dressed up Whiskey Rd., Sycamore Ln., and Newman Ln. work sites
- 5-TCB samples completed
- Replaced broken ball valve and handle at WWTP eyewash station

Sewer Dept.

- Performed functionality check of manhole monitors in Reynolds Pond subdivision and at headworks
- Performed functionality check on generators at lift stations and WWTP
- Responded to 2 customer calls

WWTP Employees

- Conducted permit-required process control testing of raw and treated wastewater
- Polymer PVC pipe broke due to freezing weather
- Installed pinch valves for lime tank
- Replaced check valves on lime feed system
- Installed new lime pump
- Unclogged sampler tube
- Unclogged Grovetown Crossing lift station

Stormwater Dept.

- 6 service orders
- Assisted Water Dept. with repairing water leaks
- Cleaned and cut Grove Landing retention pond
- Crush and run were added to washed-out driveway near storm drain on Howell St.

Infrastructure Inspections

- 16 developmental infrastructure inspections
- 1 stormwater inspection
- Assisted WWTP employees with troubleshooting and repairs to PVC line on polymer feed system
- Met with private pond owners about bringing retention ponds up to code
- Spent multiple days meeting with Planning and Community Development
 - Ownership of retention ponds
 - Section 3B in Deer Hollow
 - 111 Howell St.
- Reviewed 3 sets of plans for upcoming utility digs
- Conducted daily infrastructure inspections at
 - Summerfield Xfinity bore
 - Deer Hollow Section 3A
 - Deer Hollow Section 3B

- Brighton Park Apartments
- Rivercrest Townhomes
- 109 Old Thomson Rd.
- 201 Old Berzelia Rd. (Huffman Property)

Planning and Community Development

- The Dept. of Planning and Community Development held an informational meeting on 8/30/2022 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 Rd., on Tuesday, 1/24, at 9AM. The training is open to the public and anyone interested may attend or view the livestream on Facebook.
- Building Inspector Horace Kitchens attended training for Fire and Electrical Safety for Solar Installations on 1/9
- Our Building Inspector welcomed Paul Randall from Verisk Underwriting Solutions to review the City's status with the Insurance Service Office (ISO) on 1/10.
- Director Ronnie Kurtz attended the Rotary Club of Columbia County West's weekly luncheon on 1/10.
- Our Director was the guest speaker for the Rotary Club of Columbia County at their weekly breakfast on 1/11. He had the opportunity to promote the positive growth and development occurring in the City and ways those in the community can get further involved.
- Our Director attended the January Board Meeting and Luncheon for the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter on 1/13.
- 24 total building inspections

Meeting Update

- Planning Commission
 - 1/19 Meeting:
 - Request to approve preliminary plat for 111 Howell St. (parcel # G07 024).
 - Request to approve final plat for Deer Hollow Section 3B.
- BZA
 - 2/2 Meeting: No Agenda.

Code Enforcement Update

- 1 sign removed from public ROW
- Property Maintenance
 - 2 warnings
- 6 responses to civil concerns
- 11 cases deemed in compliance

DEVELOPMENT PROGRESS CHART

January 13, 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	120	90%	8 C/Os
9	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	Renovation Permits Issued	14			
	New Construction Permits Issued	0			
	Total Permits Issued	14			
	New Business Licenses Issued: 2				
	Renewal Business Licenses Issued: 2				

Public Information Officer

- Alerted public to MLK Day holiday hours via City website, social media, digital sign, and flyers at City Hall
- Observed #LawEnforcementAppreciationDay via social media
- Updated City website
- Highlighted City employees via social media
- Photographed 1/9 City Council meeting
- Shared 1/12 weather alerts from NWS via social media
- Registered members of City leadership for 2/2 Columbia County Chamber of Commerce Annual Banquet and 3/22 Executive Luncheon
- Alerted public to delay in bulk and yard waste pickup due to MLK holiday
- Updated bulletin board at City Hall
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

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

Closing Comments

Thanks to all our employees for their dedication to the City of Grovetown. I wish you all a happy holiday. Enjoy it and be safe.

Gary E. Jones, Mayor

