



## ***WEEKLY ACTIVITIES REPORT*** ***January 20, 2023***

*Good afternoon,*

*City Administrator Elaine Matthews attended the Columbia County Chamber of Commerce meeting on Thursday, January 19<sup>th</sup>. Their 18th Annual Chamber Banquet will be held on Thursday, February 2<sup>nd</sup>; several City officials will be in attendance.*

*Today, the City Administrator and our Director of Planning and Community Development Ronnie Kurtz attended the Commanding General's New Year's Reception at Ft. Gordon. Ft. Gordon continues to be a great neighbor to the City of Grovetown.*

*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](mailto: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](http://www.cityofgrovetown.com).*

## **Human Resources**

### **Personnel Count**

- 152 full-time number authorized
- 128 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 (24)**

- 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
- 5 \*\*\*Positions to be advertised at a later date\*\*\*
- 2 Part-Time Firefighter/EMT

### **Hiring Actions**

- Interviewed 1 internal applicant for Program Assistant – Leisure and Recreation Dept. on 1/18/2023
- 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: **Accidents Cost Everyone!**

### 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 10 subjects during this period:
  - 3 for DUI
  - 2 for Driving While Unlicensed, No Insurance, and Following Too Closely
  - 2 for Probation Violation (Driving with Suspended License)
  - 1 for Suspended License, Cancelled Registration, and No Insurance
  - 1 for Simple Battery (Family Violence)
  - 1 for Battery (Family Violence)
- Criminal Investigation Division had 3 cases assigned and closed 2 cases
- Conducted a proactive traffic enforcement detail on 1/18 resulting in several arrests and traffic citations
- Conducted Inservice Training on 1/17 and 1/19 on off-duty conduct, sexual harassment, vehicle pursuit, critical incidents, K9 response protocols, domestic violence involving employees, exculpatory evidence, and citizen complaints/internal affairs

## Fire Rescue

- Fire Dept. responded to 31 calls:
  - 22 medical
  - 9 fire
- Conducted aerial and ground ladder testing on 1/20
- Conducted hazardous material training with Columbia County Fire Rescue on 1/20
- Congratulations to FF Emmanuel Melendez Cruz and FF Joseph Ladousier for passing NPQ FFII practical and skills testing

## General Services

### General

- Leisure and Recreational Shop: Cleaned shop, removed dead bush, cleaned out flower bed, and washed vehicles
- Public Safety: Added grass seed to bald spots
- Kiddie Park: Filled holes throughout park

- Grovetown Trails at Euchee Creek: Cleaned walking paths and pressure washed bathrooms
- Liberty Park: Cut grass and dragged all baseball fields

### **Rental & Member Updates**

- 10 new rental contracts with 2 contracts returned with payments
- Facilities and fields were utilized a total of 80 hours

### **Fleet Maintenance**

- **Stormwater/Sewer Dept.**
  - Sullair 185 Compressor: Replaced battery
  - Chevy Silverado Pickup Truck: Routine service
- **Streets and Sanitation Dept.**
  - Elgin Street Sweeper: Fixed hydraulic leak in rear wheel cylinder
  - Chevy Silverado Pickup Truck: Electrical issue with lights
  - D2e Dump Trailer: Replaced LED taillights
- **General Services**
  - GMC Sierra 2500 HD 4WD: Repaired flat tire
- **Public Safety**
  - Ford Explorer: Routine service
  - Chevy Tahoe: Routine service
  - Ford Police Interceptor: Routine service

### **Facility Maintenance**

- A total of 8 work orders for this week:
  - 2 at City Hall, 2 at Public Safety, 3 at Liberty Park, and 1 at Fleet Maintenance

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

- 5 service orders
- Picked up 20 bags of litter on the main thoroughfare
- Picked up 26.74 tons of yard and bulk waste
- Finished taking down Christmas lights
- Street Sweeper cleaned Williams St., Spring St., Hardy Dr., and Hayne Dr.
- Cut low hanging limbs

### **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**

- Ordered 4 monitors to replace stock and provide 2-monitor solution for Facility Maintenance office
- Ordered Solid-State Drive for new computer that was misordered with a Hard Disk Drive
  - This ensures we can put the computer into service in a few days since there are now no in-stock options
- Completed successful livestream for Planning Commission
- Calls for Service were low at 9

## Utility Services

### Water Dept.

- 33 locates
- 62 service orders
- 4 histories
- 4 water leaks repaired
- 1 water meter changed out
- Radio and manual meter reads completed for every resident in City
- Continued cleaning fence line at WWTP
- Hauled off 28 old broken trash cans to Waste Management
- Continued picking up trash in retention ponds
- Prepped area for new water tap and installation of new service line on Newmantown Rd.

### Stormwater Dept.

- Vacuumed out Euchee Creek lift stations
- Assisted Water Dept. with leaks

### Wastewater Dept.

- Assisted Stormwater with vacuuming out of Euchee Creek lift stations
- Picked up lime pump hose and PVC for alum feed system
- Ran and changed battery for bypass pump at Dodge Ln.
- Cleaned disc filters
- Assisted WWTP employees install new hose for lime pump
- Changed out pumps from lime to alum

### WWTP Employees

- SBR 2 taken offline due to mechanical issue
  - J&T have been notified and are working out times to address
- Adjusted phase times for SBR 1, 3, and 4 for proper treatment of wastewater due to shutting off of SBR 2
- Troubleshoot alum feed system and concluded blockage in all lines that feed SBRs
  - Jetted and cleared all blockages
- Replaced 1 alum pump hose
- Replaced 1 lime pump hose
- Conducted permit required laboratory testing

### Infrastructure Inspections

- Completed 15 developmental inspections
- Reviewed 3 utility permit applications for fiber bores
- Reviewed plans for Deer Hollow Section 3B
- Oversaw SEU repair customer's ¾" service line damaged by contractors
- Addressed resident concerns by raising 2 water valve boxes in yard; instructed contractors to order sod for yard and oversaw contractor repair of resident's ¾" service line
- Oversaw SEC and AGL gas companies' installation of 2 taps on Dorn St.
- 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](mailto: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.
- BZA members attended the Zoning 101 class provided by Columbia County at their government complex on 1/17. The class taught zoning, County zoning districts, and the use of online tools like Maps Online.
- At the 1/19 Planning Commission meeting, Richard Bowman was re-elected Chair and Ed Connell was re-elected Vice-Chair. Congratulations to you both. We look forward to working with you again this year!
- Director Ronnie Kurtz attended the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter's monthly Breakfast and Briefing on 1/17. The speaker was Col. Christian A. Haffey, Director of the Cyber Capability Development and Integration Directorate, who spoke on the vital role of Army Futures Command.
- Our Director attended the Rotary Club of Columbia County West's weekly luncheon on 1/17.
- Our Director attended Leadership Columbia County's Capitol Day at the State Capitol on 1/18.
- Our Director virtually attended the Augusta Regional Transit Study Metropolitan Planning Organization Policy Committee meeting on 1/19.
- Our Director virtually attended the Georgia Planning Association's weekly Policy and Advocacy meeting on 1/20.
- Our Director attended the Ft. Gordon New Year's Reception hosted by MG Stanton and CSM Starrett at Ft. Gordon on 1/20.
- 8 total building inspections

#### Meeting Update

- Planning Commission
  - 1/19 Meeting:
    - Approved preliminary plat for 111 Howell St. (parcel # G07 024).
    - Approved final plat for Deer Hollow Section 3B.
  - 2/16 Meeting: No Agenda.

- BZA
  - 2/2 Meeting: No Agenda.

**Code Enforcement Update**

- 4 cases deemed in compliance
- 4 signs removed from public ROW
- 3 responses to civil concerns
- Property Maintenance:
  - 3 warnings
- Obstruction of ROW
  - 3 warnings

**DEVELOPMENT PROGRESS CHART**  
**January 20, 2023**

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
<b>Commercial</b>					
1	Dunkin' Site (4 Unit Building)	3	1	25%	Tasty Wings and Seafood buildout underway
2	Dollar General (Pepperhill)	-	-	-	Site work expected February.
<b>Residential</b>					
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	91	83%	1 C/O
5	Deer Hollow Section 3A (54 Single Family Homes)	21	1	2%	7 Permits
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	128	96%	8 C/Os
9	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	<b>Renovation Permits Issued</b>	<b>4</b>			
	<b>New Construction Permits</b>	<b>7</b>			

	<b>Issued</b>			
<b>Total Permits Issued</b>		<b>11</b>		
<b>New Business Licenses Issued: 3</b>				
<b>Renewal Business Licenses Issued: 10</b>				

### Public Information Officer

- Observed Ratification Day holiday via social media
- Observed MLK Day holiday via social media
- Requested departmental updates and edits for City website
- Updated digital sign at City Hall
- Updated City website
- Posted public notice for 1/24 board training to City website and social media
- Submitted information to be included as advertisers at local high school ballpark
- Updated bulletin board at City Hall
- Shared alerts about downed City phone lines/service restoration via social media
- Shared public notice for 1/26 City Council work session cancellation and 2023 City Council schedule via City website and social media
- Photographed 1/20 Firefighter training at Liberty Park
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *City Council Work Session: 1/26/2023 CANCELLED*
- *City Council Meeting: 2/13/2023 at 6PM in the Council Chambers at City Hall*

### Closing Comments

*Thanks to our councilmembers for their continued hard work for our City. I appreciate our dedicated employees who keep our City clean and safe. Have a great weekend.*

*Gary E. Jones, Mayor*

