



WEEKLY ACTIVITIES REPORT

January 27, 2023

Good afternoon,

On Wednesday, January 25th, 2023, the City held its first Staff Meeting. A full report can be viewed at the following link:

- <https://cityofgrovetown.com/DocumentCenter/View/2188/Staff-Meeting-01252023>

Directors also made a report on accomplishments made during 2022. That information will be included in next week's report.

The 18th Annual Banquet for the Columbia County Chamber of Commerce will be held on Thursday, February 2nd, 2023. Several City officials will be in attendance.

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 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

- 1 Utility Billing Accounting Clerk I – Finance Dept. started on 1/23/2023
- 1 potential start date for General Maintenance Technician I – General Services Dept. on 1/30/2023
- 1 potential start date for Firefighter/EMT – Fire Rescue on 2/14/2023

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 6 subjects during this period:
 - 1 for Simple Battery (Family Violence)
 - 1 for Driving Without a License and Speeding
 - 1 for Driving While Unlicensed, Failure to Register Vehicle, and Impeding Traffic
 - 1 for Probation Warrant (Driving with Suspended License, 2 Counts of Possession of Methamphetamine and Passing the Guard Line)
 - 1 for Battery (Family Violence)
 - 1 for Enticing a Child for Indecent Purposes and Exploitation of Children
- Criminal Investigation Division had 7 cases assigned and closed 5 cases
- During proactive night we achieved the following:
 - 92 traffic stops
 - 23 citations
 - 29 written warnings
- Assistant Chief Robert Eastman successfully completed the Child Safety Technician's recertification course on 1/23
- Employees of the Police Dept. completed an online course titled "Ethics and Professionalism" during this month
- Chief Jamey Kitchens attended the Georgia Association of Chiefs of Police conference from 1/22-1/25
- The City of Grovetown is ranked at number 3 as the safest city in the state of Georgia (Moving Waldo)

Fire Rescue

- Fire Dept. responded to 21 calls:
 - 12 medical
 - 9 fire
- Fulltime Firefighter-EMT Jesse Watkins will tentatively start on 2/14 to fill a currently vacant position.
- Grovetown Fire Rescue Shift 2 conducted pump operations training on 1/23 at Grovetown Middle School
- Grovetown Fire Rescue Shift 3 conducted Hazardous Material Training with Columbia County Fire Rescue on 1/27 at Liberty Park

General Services

Leisure and Recreation Dept.

- General Services: Cleaned flowerbeds, vehicles, and organized shop
- Public Safety: Cleaned parking lot
- City Hall: Cleaned flower beds and added mulch to Veterans Park, Museum, and City Hall; also cleared debris around Museum
- Liberty Park: Cleaned and organized all storage areas, dragged baseball fields, cleaned gym, and bathrooms
- Grovetown Trails at Euchee Creek: Removed dead limbs, foliage, and cleaned walking trails

Rental & Member Updates

- 8 new rental contracts with 11 contracts returned with payment
- Facilities and fields were utilized a total of 73 hours
- 1 new gym membership

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Martinez-Evans Little League Baseball (M.E.L.L. baseball): Registration until 2/8

Streets and Sanitation Dept.

- Picked up 20 bags of litter on the main thoroughfare
- Collected a total of 41.55 tons of bulk and yard waste.
- Removed low clearance limbs on 3rd Ave., Williams St., and Hayne St.
- Continued improvements on General Services offices
- Utilized the Street Sweeper to clean Williams St. and Spring St.
- 6 work orders

Fleet Maintenance

- **Water/Sewer Dept.**
 - Chevrolet Silverado: Routine service (V200)
 - Sullair 185 Compressor: Replaced battery (E248)
 - Chevy Silverado: Flat tire repaired (V174)
- **General Services Dept.**
 - Chevy Silverado: Replaced alternator (V134)
 - Chevy Silverado: Installed tommy gate (V237)
 - Dump Truck 5500: Hydraulic repaired (V194)
- **Public Safety**
 - Police Interceptor: Routine service (V126)
 - Chevrolet Tahoe: Routine service (V109)
 - Chevrolet Tahoe K9: Routine service (V136)
 - Chevy Tahoe White: Routine service (V114)
 - Utility Interceptor: Routine service (V234)
 - Chevrolet Tahoe: Routine service (V135)

Facility Maintenance

- A total of 9 work orders for this week:
 - 3 at City Hall, 2 at Police Dept., 3 at Liberty Park, and 1 at Municipal Court

Information Technology

- Installed another Life Cycle replacement for Fire Rescue
- Ordered several HDMI to Display Port (DP) adapters to ensure monitor compatibility
 - Most newer computers have only DP while monitors still mainly offer HDMI
- Successfully livestreamed 1/24 board training session
- Call for Service volume was high at 19
 - Leading issues stemmed from email and ERP Pro 10

Utility Services

Water Dept.

- 31 locates
- 81 service orders
- 8 histories
- 2 water leaks repaired
- 1 water meter changed out
- Hung high usage door hangers
- TCB sample completed
- Greased pumps at booster stations
- Continued picking up trash in retention ponds
- Installed new water tap and service line on Newmantown Rd.

Stormwater Dept.

- 3 service orders
- Cleaned ditch and jetted storm drainpipe at VFW Rd.
- Assisted Water Dept. with leak and new water tap
- Filled in sink hole behind storm drain box on Main St.

Wastewater Dept.

- Cleaned lift stations
- Cleaned headworks, bar screen, and grit conveyor
- Decontaminated ground around SBR 2 and 3 with bags of lime
- Pulled pump at Pamir Pl. lift station due to clog from rags
- Ran belt press
- Installed risers on manhole at 208 Newmantown Rd.

WWTP Employees

- Conducted permit required laboratory testing

Infrastructure Inspections

- 15 developmental inspections
- Addressed multiple customer complains due to Xfinity bore
- Conducted daily infrastructure inspections at:
 - Summerfield Xfinity bore
 - Deer Hollow Section 3A
 - Deer Hollow Section 3B
 - Brighton Park Apartments
 - Rivercrest Townhomes
 - Caroleton Townhomes

- 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 Planning Commission held a training session in the Council Chambers of City Hall on 1/24. The training was open to the public, and anyone interested may view the livestream on the City's Facebook.
- Our Director, Ronnie Kurtz, attended the monthly meeting of the Harlem Merchants' Association at Red Oak Manor on 1/23 to discuss opportunities for local business owners to support the Association of the U.S. Army (AUSA) Greater Augusta-Ft. Gordon Chapter.
- Our Director attended the meeting of the AUSA Community Partner Membership Committee on 1/26.
- Our Director virtually attended the Georgia Planning Association's weekly Policy and Advocacy meeting on 1/27.
- Our team welcomed Mr. Reggie Coffey, Regional Outreach Coordinator for Sen. Jon Ossoff, to our offices to update him on the exciting things going on in Grovetown on 1/27.
- 51 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

- 9 cases deemed in compliance
- Inoperative/Abandoned Vehicle
 - 2 warnings
- Parking Violations
 - 2 warnings

DEVELOPMENT PROGRESS CHART

January 27, 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 & Seafood buildout underway
2	Dollar General (Pepperhill)	1	-	-	Building permit issued.
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	91	83%	No change
5	Deer Hollow Section 3A (54 Single Family Homes)	21	1	2%	No change
6	Caroleton Phase 3 (103 townhomes)	42	30	29%	3 C/Os
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Brighton Park Apartments (132 Units in 29 Buildings)	132	132	100%	8 C/Os Project complete.
9	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	Renovation Permits Issued	11			
	New Construction Permits Issued	0			
	Total Permits Issued	11			
	New Business Licenses Issued: 1				
	Renewal Business Licenses Issued: 12				

Public Information Officer

- Updated City website
- Photographed 1/24 board training
- Shared weather alerts for 1/25 severe weather
- Updated bulletin board at City Hall

- Updated dept. heads on social media analytics, projects, and 2022 accomplishments
- Shared information on local college initiatives
- Observed International Environmental Education Day via social media
- Registered members of City leadership for 2/2 Columbia County Chamber of Commerce Annual Banquet
- Edited upcoming zoning handouts for public
- Provided content for Municipal Separation of Sewer and Stormwater Systems annual report
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***City Council Meeting: 2/13/2023 at 6PM in the Council Chambers at City Hall***
- ***Spring Fest: 4/1/2023 from 11AM-2PM at Liberty Park***

Closing Comments

Thanks to all residents for keeping our City clean. We appreciate your efforts. Thanks to our Police Dept. for their hard work in making Grovetown a safe place to live. Have a great weekend!

Gary E. Jones, Mayor

