



WEEKLY ACTIVITIES REPORT ***February 10, 2023***

Good afternoon,

Earlier this week, City Administrator Elaine Matthews and Director of Planning and Community Development Ronnie Kurtz attended Greater Augusta Day at the Georgia State Capitol. There, they interacted with officials at the State level to advocate for legislative issues that affect the CSRA.

City Clerk Brian Henderson recently received certification by the Carl Vinson Institute of Government at UGA as a Certified City Clerk. We'd like to thank Brian for his dedication to the City of Grovetown, and we're very proud of him for receiving this honor!

To read more about the many 2022 calendar year accomplishments by our City departments, please click the link below. Great job everyone!

- <https://cityofgrovetown.com/DocumentCenter/View/2237/Accomplishments-in-2022-v2>

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.

The City of Grovetown Dept. of Planning and Community Development will hold a public meeting in the Council Chambers at City Hall, 103 Old Wrightsboro Rd., on 2/28 6PM to discuss the City's zoning code revision. A draft copy of the code revision is available online. 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>

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)
- 1 Temp. agency employee in Streets and Sanitation Dept. (used to augment staffing)

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 (Recreation)
- 2 Light Equipment Operator (Water)
- 2 Light Equipment Operator (Streets)
- 1 Heavy Equipment Operator 2 (Streets)
- 1 Administrative Assistant-General Services
- 1 Meter Maintenance Technician Coordinator
- 3 ***Positions to be advertised at a later date***
- 2 Part-Time Firefighter/EMT

Hiring Actions

- Interviewed 7 applicants for Streets and Sanitation Dept.-Light Equipment Operator – General Services Dept. on 2/6/2023
- Interviewed 1 applicant for Sewer Dept.-Light Equipment Operator – Utility Services Dept. on 2/6/2023
- Interviewed 2 applicants for Police Officer-Road Patrol – Police Dept. on 2/8/2023
- Interviewed 2 applicants for Communications Officer – Police Dept. on 2/8/2023
- 1 potential start date for Firefighter/EMT – Fire Rescue on 2/14/2023

Worker's Comp Claims

- 1 minor injury to knee and back

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 was included in a testimonial on behalf of the City touting the success we've had using Tyler Technologies.

Police Department

- Police Dept. arrested 11 subjects during this period:
 - 4 for DUI (Open Container, Impeding Traffic, Driving while Unlicensed, and Possession of Schedule II Drugs)
 - 1 for a Columbia County Sheriff's Office Warrant
 - 2 for Suspended License (Failure to Appear, No Insurance, and Expired Tag)
 - 1 for Possession of Marijuana with Intent to Distribute, Possession of Schedule I Drugs, and Possession of Drug Paraphernalia
 - 1 for Speeding, Unregistered License, and Driving while Unlicensed
 - 1 for Theft by Taking
 - 1 for Felony Obstruction and Possession of Drug Related Objects
- Criminal Investigation Division had 4 cases assigned and closed 2 cases
- Chief Jamey Kitchens successfully completed the GBI sponsored Internet Crimes Against Children course
- Happy Birthday to Officer Madison Perkins and Officer Robin Ashmore
- Completed in-service training on 2/7 and 2/9; topics included de-escalation techniques, use of deadly force, cultural awareness, and use of Narcan

Fire Rescue

- Fire Dept. responded to 30 calls:
 - 19 medical
 - 11 fire

- Conducted fire hydrant painting in areas of Grove Landing, North Lake, and Euchee Creek subdivisions
- Shift 2 conducted firehose training for Tuesday Night Fire Dept. Training on 2/7
- City Administrator Elaine Matthews and Chief Wayne Kent attended the Local Emergency Planning Commission (LEPC) meeting on 2/8 at Columbia County EMA for info on the abilities of the recently installed weather radar in Harlem; local emergency and government agencies will be able to access this weather radar data to help provide up to date weather info for planning and response to weather events

General Services

Leisure and Recreation Dept.

- Leisure and Recreation Shop: Cleaned shop and washed all vehicles
- Public Safety: Cut grass and sprayed weed control
- Wildflower Garden: Cut grass and sprayed weed control
- Kiddie Park: Dragged driveway for smoother ride for visitors
- Grovetown Trails at Euchee Creek: Cut grass and cleaned walking paths
- Liberty Park: Set-up, hosted, served, and tore down for Streets and Sanitation and Leisure and Recreation Dept. appreciation luncheon; cut grass, dragged all baseball fields, and cleaned restrooms
- Goodale Park: Repaired walking track and cut grass
- Welcome Sign: Cut grass
- Historical Park: Cut grass

Rental & Member Updates

- 14 new rental contracts with 12 contracts returned with payment
- Facilities and fields were utilized a total of 87 hours

Upcoming Events/Programs

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

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - Ford F-750 Dump Truck: Replaced defective starter (WS-V95)
- **General Services Dept.**
 - John Deere Mower: Routine service (E110, E179, E215)
 - John Deere Mower: Routine service and replaced wiper blades (E221, E112, E205)
- **Public Safety**
 - Ford Utility Interceptor: Routine Maintenance Service (V159)
 - Chevy Tahoe: Diagnose Electrical Issue (V138)

Facility Maintenance

- A total of 9 work orders for this week:
 - 3 at City Hall, 2 at Liberty Park, 2 at Fleet Maintenance, 1 at Courthouse, and 1 at Museum

Streets and Sanitation Dept.

- Picked up 29 bags of litter on the main thoroughfare
- Collected total of 27.82 tons of bulk and yard waste

- Repaired potholes on 4th and 5th Ave., Harlem Grovetown Rd., Horizon S Pkwy., and Newmantown Rd.
- Continued improvements on General Facilities offices
- Utilized street sweeper to clean Ford Ave., Hayne Dr., Woodward Dr., and Katherine St.
- 4 work orders
- Provided CDL driver training to 5 employees
- Cleaned ditches on throughout City for beautification

Information Technology

- Completed inventory audit of life cycle computer replacements
 - Ordered 24, not 22, total computers due to price savings
- Installed 3 more computers for life cycle replacements
 - This brings us to 19 of 24 life cycle replacements
- Engaged in discussion with Pollock on Cybersecurity posture
- Added IT ticket option for Internal IT Dept. tickets
- Upgraded and delivered cellphone to Police Dept.
- Received cellphone for General Services Dept.
- Calls for service were high at 19
 - Tyler ERP Pro 10 issues led the way

Utility Services

Water Dept.

- 58 locates
- 148 service orders
- 14 histories
- 3 water leaks repaired
- Replaced 3 curb stops in Creekside Estates and Pamir Pl.
- 4 flow and pressure tests performed
- Installed 1 new meter at Estates at Deer Hollow (new phase)
- State report completed
- TCB samples completed
- Continued picking up trash in retention ponds
- Extended 2' water main and added 2 new taps for water service at Lakeview Dr.
- Continued cleaning fence line at WWTP and hauled off load to Sample & Son
- Conducted safety meeting

Stormwater Dept.

- 3 service order
- Assisted Water Dept. with extending the 2' main on Lakeview Dr.
- Cleaned out ditch line on Charlotte Ave.
- Crush/run added on Newman Ln. and Phinizy St. due to washout
- Cleaned out debris out in storm drain box at Woodward Pl., and Willowick and Ashland Commons subdivisions

Wastewater Dept.

- 3 service orders

- Met with Turnipseed about Euchee Creek lift station
- Checked Milton Hitt lift station for possible infiltration

WWTP Employees

- Submitted monthly DMR to EPD
- Conducted permit required laboratory testing

Infrastructure Inspections

- 16 developmental inspections
- 2 stormwater inspections
- Inspected private retention pond
- Met with Hunter Helms of Naturchem Opterra Solutions and performed inspection of private pond
- Performed walkthrough at Estates at Deer Hollow Section 2
- Assisted WWTP crew to troubleshoot issues related to plant
- Conducted daily infrastructure inspections at:
 - Brighton Woods Comcast bore
 - Euchee Creek Comcast bore
 - Deer Hollow Section 3A
 - Deer Hollow Section 3B
 - Rivercrest Townhomes
 - Caroleton Townhomes

Planning and Community Development

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- The newest location of Tasty Wings & Seafood opened at 5225 Wrightsboro Rd. on 2/8.
- Director Ronnie Kurtz attended Greater Augusta Day with the Columbia County Chamber of Commerce at the Georgia State Capitol on 2/6.
- Our Director attended the Columbia County Chamber's monthly Government Affairs Committee meeting on 2/8.
- Our Director virtually attended the Georgia Planning Association's weekly Policy and Advocacy meeting on 2/10.
- 60 total building inspections

Meeting Update:

- Planning Commission
 - 2/16 Meeting:
 - Request to approve Preliminary Plat for Horizon W Pkwy. (Parcel # 062 3140)
 - Request to approve Preliminary Plat for 329 and 337 Whiskey Rd.

- BZA
 - 03.02 Meeting: No Agenda.

Code Enforcement Update:

- 6 cases deemed in compliance
- 15 signs removed from public ROW
- 5 responses to civil concerns
- Inoperative/Abandoned Vehicles:
 - 5 warnings
- Parking Violations:
 - 2 warnings
- Solid Waste/Trash:
 - 1 Warning

DEVELOPMENT PROGRESS CHART

February 10, 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	2	50%	Tasty Wings & Seafood open!
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	92	84%	1 C/O
5	Deer Hollow Section 3A (54 Single Family Homes)	22	1	2%	1 permit issued
6	Caroleton Phase 3 (103 townhomes)	42	30	29%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	Renovation Permits Issued	9			
	New Construction Permits Issued	1			
	Total Permits Issued	10			

New Business Licenses Issued:	4			
Renewal Business Licenses Issued:	7			

Public Information Officer

- Photographed assets to be used in upcoming presentation
- Provided correspondence to local media outlets and fielded inquiries
- Updated City website
- Updated bulletin board at City Hall
- Highlighted City employees via social media
- Approved design concept for upcoming website redesign
- Shared weather-related alerts from NWS via social media
- Shared traffic alerts from Columbia County via social media
- 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*
- *Planning Commission Meeting: 2/16/2023 at 6PM in the Council Chambers at City Hall*
- *Zoning Code Revision Public Information Meeting: 2/28/2023 at 6PM in the Council Chambers at City Hall*

Closing Comments

Thank you to all City employees who help make our community a better place. Your hard work does not go unrecognized, and we sincerely appreciate your time and dedication to our great City. Have a great weekend.

Gary E. Jones, Mayor

