

City Manager's Monthly Report for November 2024

We expect to receive the Notice to Proceed for the new Park and Amphitheater Project from ARC anytime. We have cleared Historic Preservation so Phase I of the project went out for bid on November 27th so that we can award a contract in January. Public Works will begin demolition of the buildings and cleaning up the property as soon as we receive the Notice to Proceed.

I attended a meeting with the county and other municipalities regarding fire service delivery in the county. The county has asked all the municipalities if they are interested in participating in a feasibility study of fire service in the county. Participating in the study will not commit us to any sort of consolidating but it will provide valuable insight into our current operations. We may learn some things that will help us to provide better service in the future.

Part of our Water Withdrawal Permit renewal now requires us to submit an Asset Management Plan to EPD. We worked with our engineers to complete this plan, and it was submitted in November. According to the plan in order to replace all of our current infrastructure within the 80-year life expectancy the cost will be \$64 million. This means that we need to be spending \$1.6 million per year on infrastructure replacement and upgrades. Currently we meet this requirement because of our good history with grant funding but we can't depend on grant funds every year so in the future this requirement will affect our ability to use water & sewer revenue to help balance the General Fund.

Higgins Construction has completed both the Pine & Ellis Streets Drainage Projects and the Downtown Crosswalk Project. They have begun working on the Old Level Grove Water Line Project and the FY 23 CDBG Project.

We officially kicked off Christmas in Cornelia with the opening of Christmas in the Park last Thursday and the Annual Downtown Tree Lighting on Friday. About 100 runners took part in the second annual Dashing Through the Lights 5K Friday night. We will host the Christmas Parade on Thursday evening and Christmas in Downtown Cornelia will take place Saturday from 4:00 to 9:00 PM.

The Cornelia Hospitality & Tourism Board is once again auctioning off Christmas Trees decorated by local businesses as part of Christmas in Downtown. The online auction began on Friday and will wrap up at 7:00 PM on December 7th. The trees are on display in the building located at 117 Hodges Street. All proceeds from the auction will go to the Downtown Development Authority's Façade Grant Program which is funded only through donations.

The Police Department conducted 244 traffic stops, responded to 66 motor vehicle accidents, 69 shoplifting/thefts, and 24 alarms. They issued 141 citations. They responded to a total of 989 calls for the month. The Investigative Division opened 1 new case, and closed 1 case, they currently have 4 active cases. We distributed 5 car seats and trained 9 care givers.

Probation has 154 active cases, and they collected \$7,758 in fines. Probationers completed 240 hours of Community Service. The Municipal Court managed 200 cases.

The Building Department issued 12 permits and collected \$4,000 in permit fees. They completed 34 residential inspections, 9 commercial inspections, 4 plan reviews and issued 5 certificates of occupancy. Code Enforcement opened 36 new cases, issued 1 citation, and closed 28 cases; they have 16 active cases.

The Fire Department responded to 101 calls and completed 383 hours of training. The Fire Marshal completed 18 inspections, issued 3 certificates of occupancy, and reviewed 1 set of plans.

The Wastewater Plant treated 99.4 million gallons of sewerage. The Water Plant produced 90.9 million gallons of drinking water. We recorded 1.89 inches of rain; the new reservoir level is at 27.2 feet and the old reservoir is .5 feet below full pool. The Utilities Maintenance Department repaired 5 water leaks, 8 sewer blockages, and 2 stormwater projects.

Public Works has begun the annual leaf pickup program. They cleaned and inspected the Community House following 16 events. They completed the decorating the city for Christmas.

The Maintenance Shop repaired 32 vehicles and serviced 8 vehicles.

Finally, I want to congratulate our City Clerk, Debbie Turner. She has completed all the required training through the Carl Vinson Institute of Government and is now a Certified City Clerk!



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Nov 2024

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	244
Susp.Person/ Veh	69
License Check	1
MVA Accidents	66
NON-TRAFFIC	
Fight Calls	12
Burglary	2
Shoplifting/Theft	12
Domestic Calls	25
Drunk/Disorderly	32
Abuse	1
Alarms	24
CONTACTS	
Citizen	2625
Motorist	29
Bank/Funeral	14
REPORTS	
Incidents	41
Accidents	38
Citations	141
TOTAL DISPATCHED CALLS 989	

TRAFFIC UNIT	
Citations Issued	Work Shift
DUI	
DUI Drugs	
Drug Arrests	
Other Arrest	

CRIMINAL INVESTIGATIONS

CASES	
NEW	1
OLD	4
TYPES	
Person	3
Property	
Financial	3
TOTAL	6
DISPOSITION	
Arrest	
Ex. Clear	
Inactive	
Active	4
CLOSED	1
Narcotics	
Active	3
Closed	1
Arrest	
CI's Active	3

NARCAN	
Units Used	

TRAINING	
Virtual Academy	23
Power DMS	
In Service	
Outside	296
TOTAL	319
CAR SEATS	
Seats Distributed	5
Care Givers Trained	9
Police Trained	
SRO	
Incident Reports	1
Arrest/ Juvenile	1
Calls for service	51
Parent Contact	19
Student Contact	37

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	200
Fines Paid	\$
C.H. Ran	375
C.H. Monies	\$
Walk In's	117

PROBATION

Fines for Cornelia	\$7,758.00
Community Service	
Hours	240
Car Sets donated for hours	4
Active Cases	154

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	12
Fees Paid	\$4,000.80
Plan Reviews	4
Residential Inspection	34
Erosion Inspection	20
Commercial Inspection	9
New Home Permits	3
Commercial C.O.s	3
Residential C.O.s	2

CODE ENFORCEMENT

Cases

New	36
Old	8
Inspections	
Disposition	
Closed	28
Citations	1

PUBLIC SAFETY MONTHLY

Active	16
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FIRE DEPARTMENT

May 2023

- Participated in Field Day / Water Day at Cornelia Elementary for the End of the School year.
- Hosted a Cookout for Cornelia Elementary 5th grade and The Futures Program.
- Participated in the Catch Me in Cornelia Music Festival.
- Firefighters had the opportunity to train with the State's Maze Training Trailer here at the fire department.
- The Fire Safety House / Command Post is now over 20 years old and needs updating. Over the next few months, this will occur with vinyl lettering, repairs, and remodeling to update the inside.
- The Fire Marshal completed:
 - CO's Issued: 3
 - Inspections: 18
 - Violations notice: 2
 - Plan Reviews: 1
 - Investigations: 0

Fire Department

Fire Recovery Money received YTD – \$1,047.00

Monthly Call Response

-101 calls were responded to during the month.

-554 calls responded to during 2023.

Monthly training hours

-383 training hours between all CFD Personnel.



Utilities Monthly Report



Water Pollution Control Plant



Drinking Water Treatment Plant



Water/Sewer/Storm Maintenance

Water Pollution Control Plant

Report for October 22, 2024 thru November 21, 2024

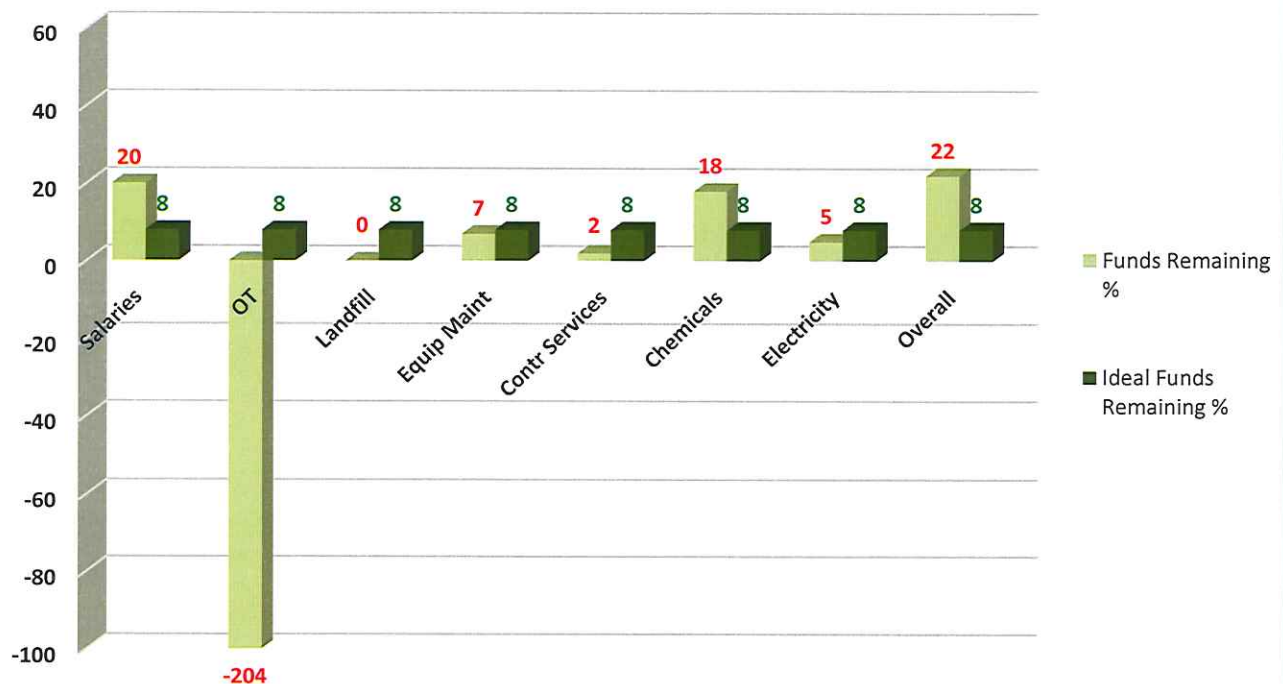
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	99.4	Million Gallons
Influent BOD	80.5	Tons
Influent TSS	62.1	Tons
Solids to Landfill	299.1	Wet Tons
Dry Solids Removed	55.8	Dry Tons

Wastewater Treatments Projects & Events

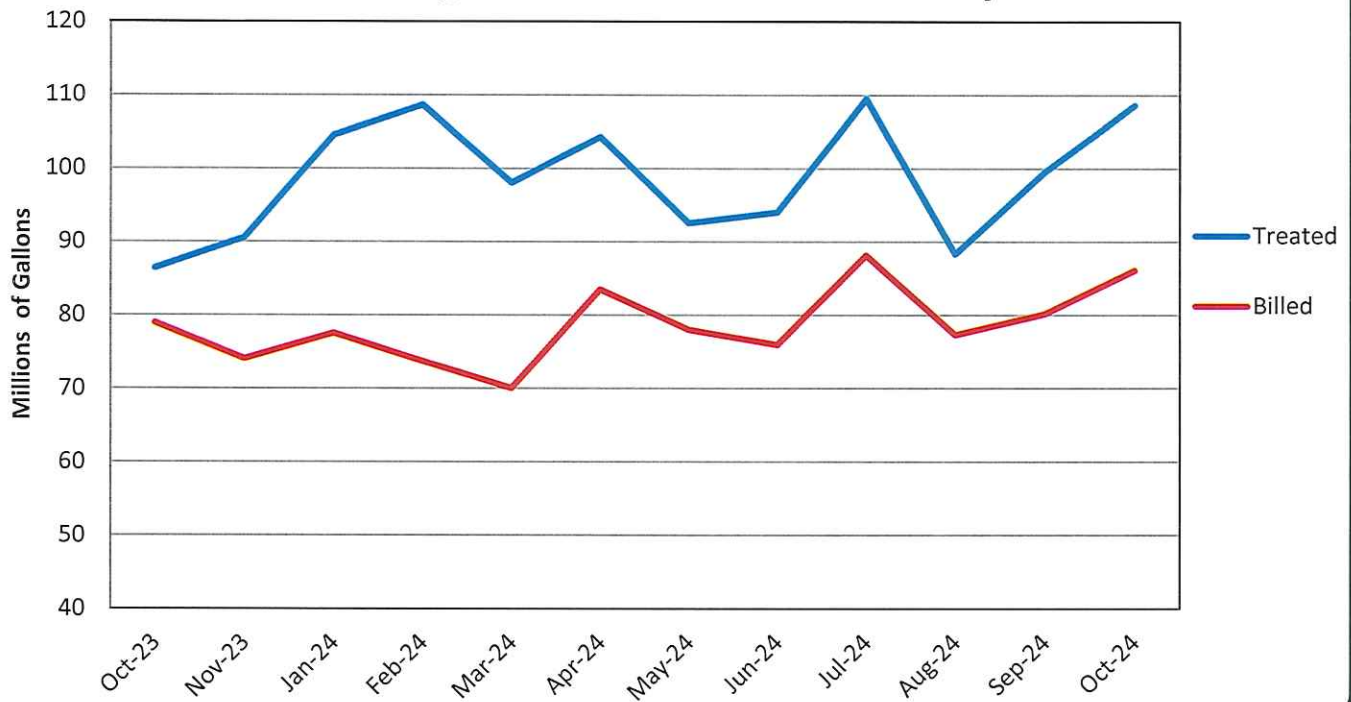
- 99.9% Compliance for September NPDES (Permit 3.0 MGD flow November 3.10 (MGD) Considered a "soft" non-compliance in the DMR to EPD
- DMR/QA Study Completed. Pass all parameters for lab certification
- 129 PP Scans completed for: Plant Eff, Inf & Dig. Fieldale, Ethicon, Salford BBI & Solmax

Funds Remaining % vs Ideal Funds Remaining % 2024



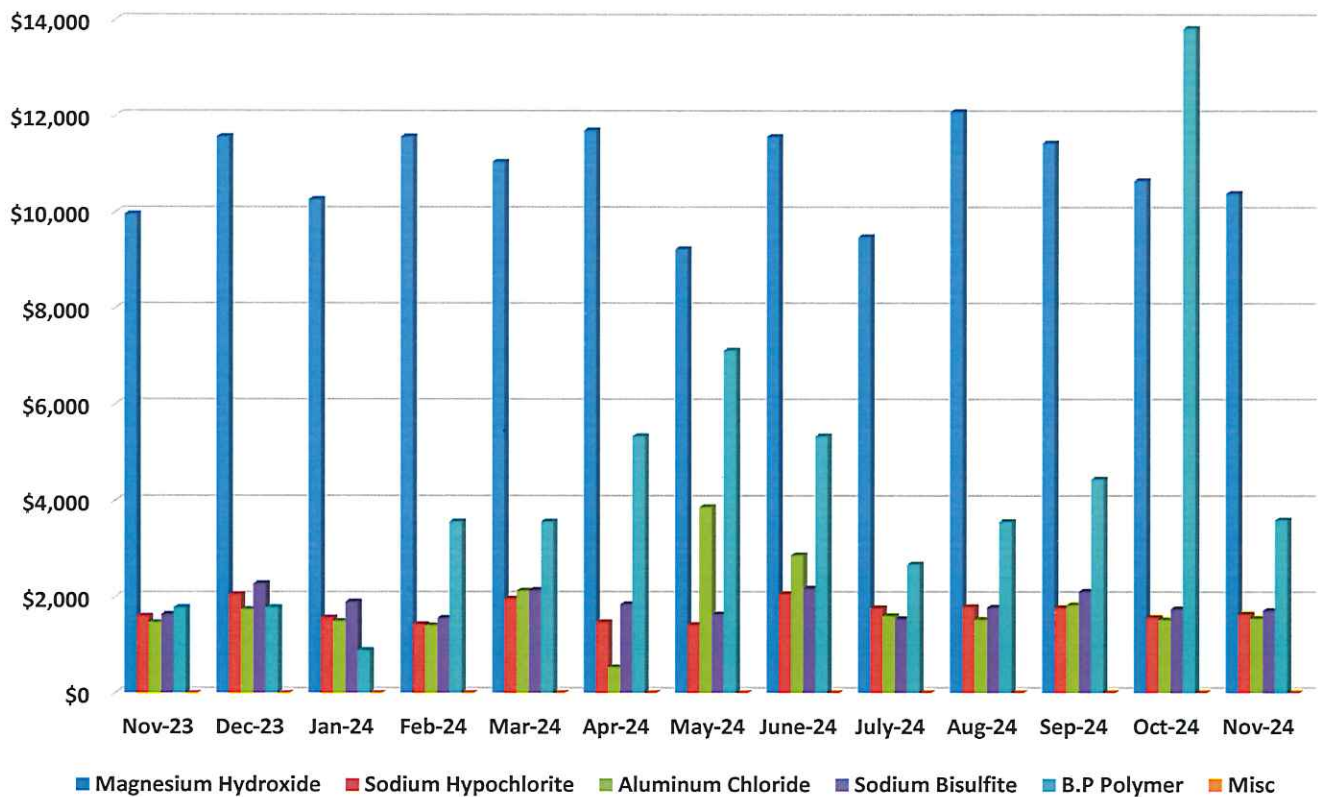
Budget shows 22% remaining but after taking out the \$250,000 Transfer to R-E Fund the real Remaining Budget Number is 11%

Sewage Treated vs Billed Monthly

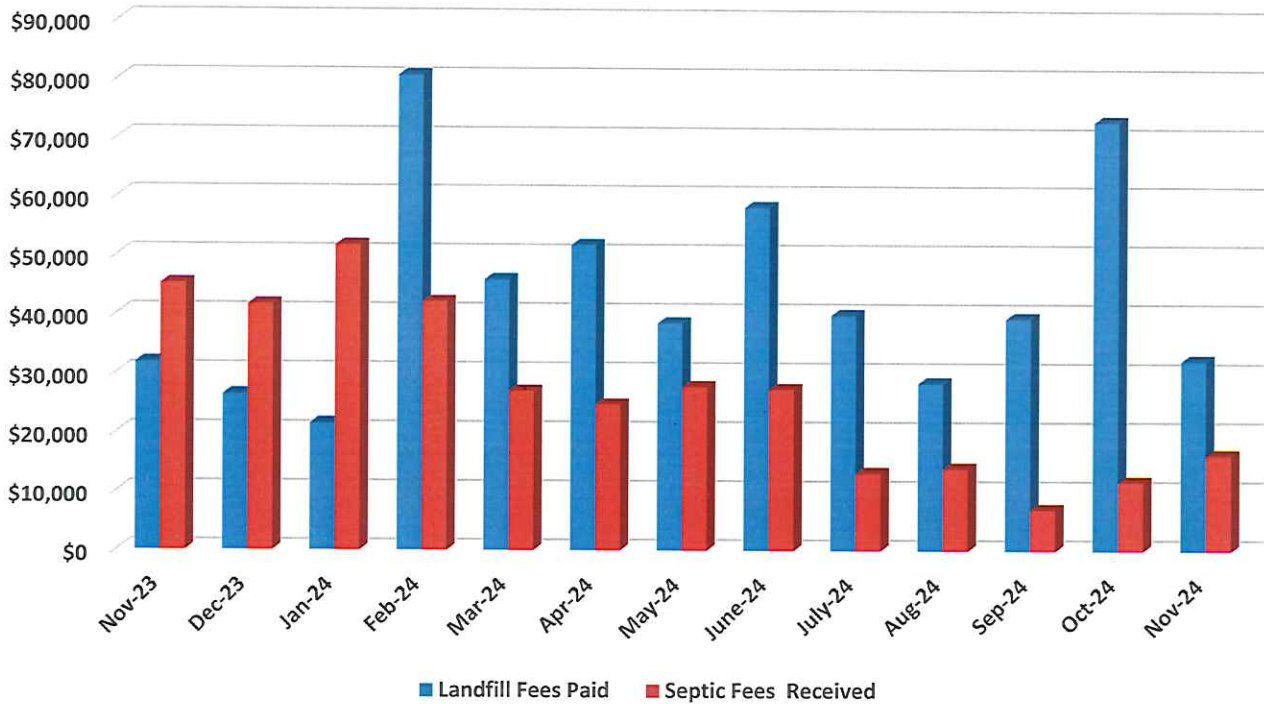


Billed Data for November 2024 not Available

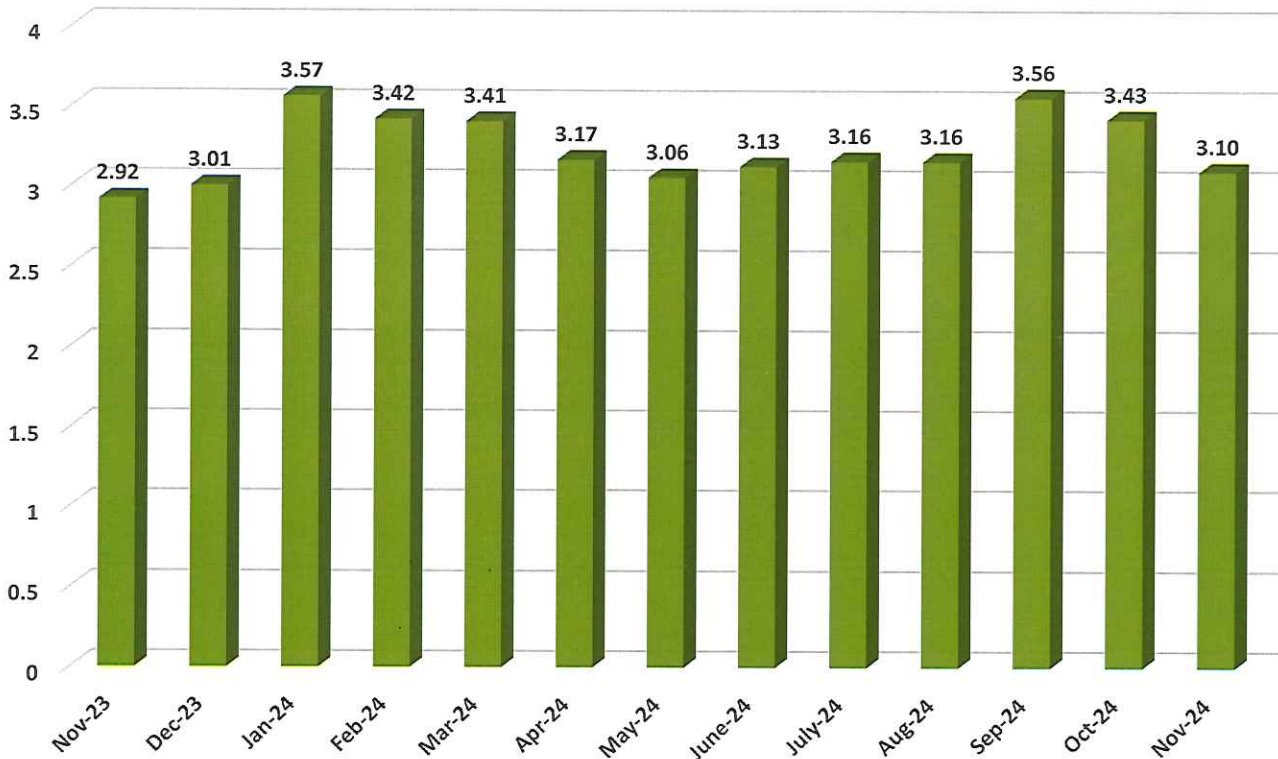
Chemical Cost Chart



Landfill Fees Paid vs Septic Fees Received 2024



Monthly Average Flow



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
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Stepscreen	Rewired	End of Life	Completed	\$4,500
Stepscreen	Motor	End of Life	Completed	\$1,500

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, PHOS, AMM & BOD	BOD, Phos, Flow, TSS, TKN \$9,200	\$77,164 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

October Data. November Industrial Reports not due until December 15

Work Orders Wastewater Plant & Lift Station

October 20 - November 23

Generated Work Orders	46
Completed Work Orders	49
Back-log Work Orders	1

Work Orders Commercial Grease Trap Inspection

November 1 - November 30

Grease Traps Scheduled for Pumping	14
Grease Traps Pumped	14
Non-Compliant	0

Plant Operations

- **Solids Handling:** Normal
- **Summary:** N/A
- **Disk Filters:** Found 8 disk to have tears in the media. Contacted Aqua Aerobic.
- **Summary:** Aqua Aerobic contacted me and we sent pictures of the mounting brackets. They believe the welds on the brackets are at the wrong angle. They are going to make new brackets and come out and replace to see if it solves the issues we are having with the tears on the cloths.
- **Phosphorous/Ammonia Issues:** None
- **Summary:** N/A
- **Other:** N/A
- **Summary:** N/A

Water Treatment Plant

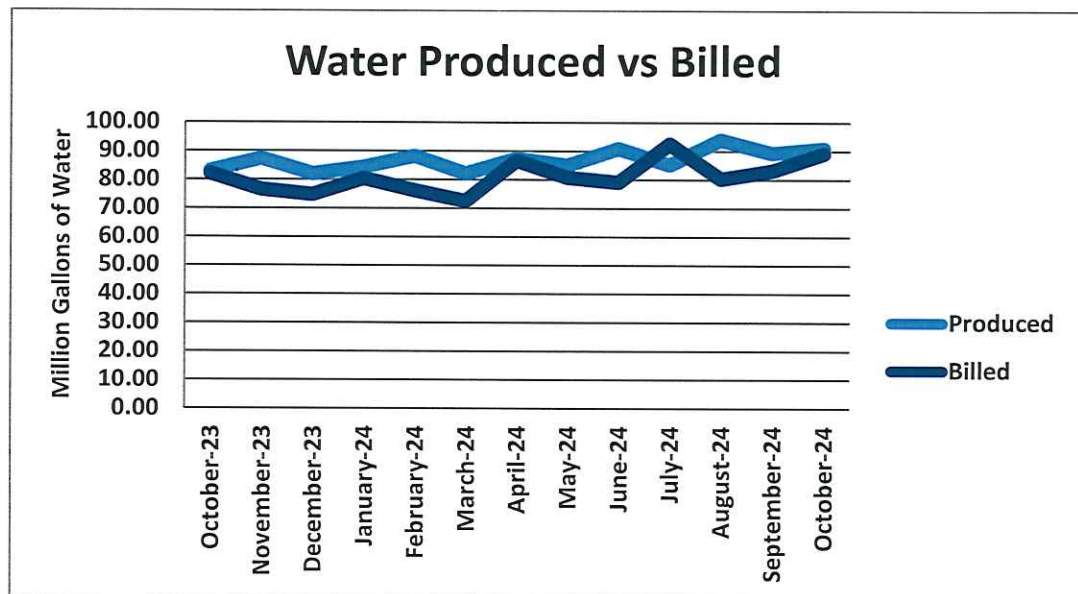
Water Quality

All measured water quality parameters met State and Federal Guidelines for Drinking Water.

Water Quality Concerns	Description of Concern	Action Taken
0	N/A	N/A

Water Production Quantities

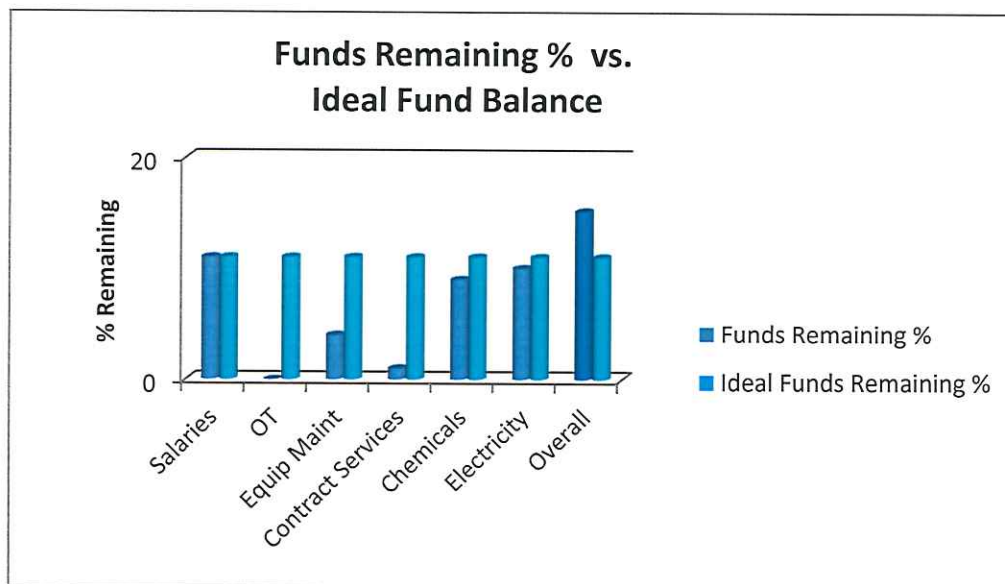
- Water Produced in October of 2024 was 90.96 MG.
- Water Billed in October of 2024 was 89.10 MG.
- The WTP recorded 1.89 inches of rain to date for November 2024.
- The Off Stream Impoundment level is 27.2 feet and 1.3 feet below maximum capacity.
- The Reservoir level is 0.5 feet below full pool.



Above flow graph and other flow Information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled preventative maintenance.
- Monthly EPD reports.
- WTP – Winterize remote locations.
- Hazel Creek - Cleaned Solar Panels.
- PAC - Installed ¼ inch discharge line.
- PAC – Installed PVC plug on bulk tank level indicator.
- Flash Mixer – Oil change.
- Raw Water Pump 2 - Oil change.
- Reservoir – Cut grass.
- OSI – Cut grass.
- Water Plant – Cut grass.
- Training – Darrell Bennett attended GRWA conference for 12 CE points.
- Water Treatment Plant – Toccoa Falls Tour.
- Off Stream Impoundment - Mowed bank with R/C mower.
- Pre CL2 - Replaced discharge line with smaller diameter tubing.
- Streaming Current Monitor – Reinstalled unit and put back in service.

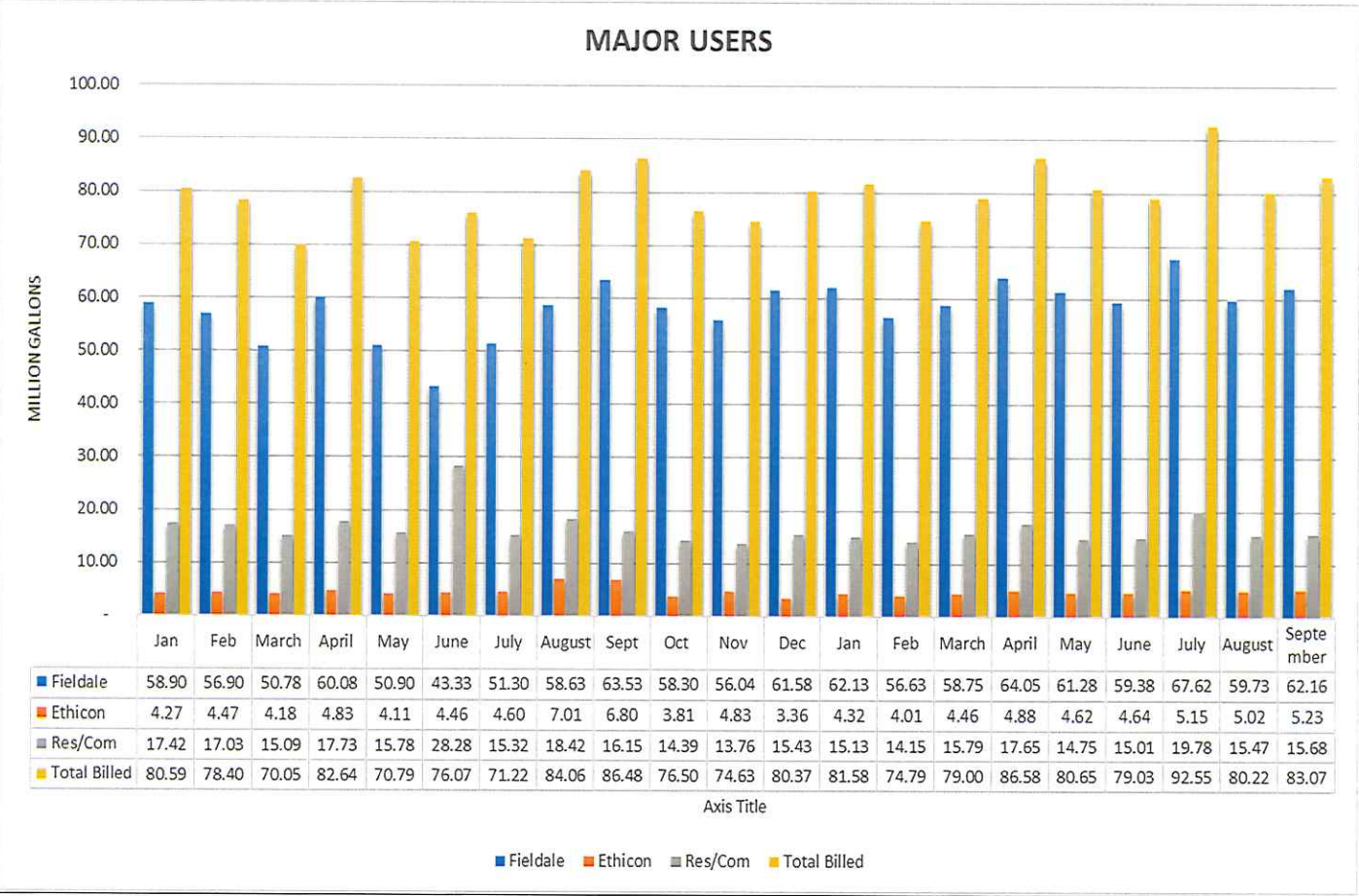


Water-Sewer-Storm November 2024

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	39	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$370.50	2.01%
Meter/Billing	6	\$456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$456.00	2.47%
Water	7	\$2698.00	\$1087.55	\$0.00	\$534.00	\$0.00	\$4319.55	23.43%
Sewer	10	\$3382.00	\$1449.18	\$0.00	\$451.00	\$0.00	\$5282.18	28.65%
Water Plant 1439	11	\$190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	1.03%
Wate/Sewer	1	\$1691.00	\$0.00	\$0.00	\$360.00	\$0.00	\$2051.00	11.13%
Lift Station	11	\$2489.00	\$26.70	\$0.00	\$0.00	\$3250.00	\$5765.70	31.28%
Report Totals	85	\$11276.50	\$2563.43	\$0.00	\$1345.00	\$3250.00	\$18434.93	

Major Users



General Activity

- 80 hrs. Lift Station Maintenance.
- 116 -811 Locates
- 168-Door Hangers for customers (past due notices)
- 44-Meters On/Off's
- 7-Meter installation/repairs.
- 5-Water leak Repairs
- 8-Sewer Blocks
- 2- Storm Projects
- 24 hrs. New Distribution shop

PROJECTS/EVENTS

- Project at Wastewater Plant. Clearing trees, and building a bridge to be able to access property across the creek
- J Warren North. Repaired 8-inch Force main break
- Clarkesville St/Depot. Repaired a 2-inch waterline hit by contractor
- 304 Golden Eagle Trace. Repaired a $\frac{3}{4}$ inch waterline leak
- Tower Terrace. Repaired a $\frac{3}{4}$ inch waterline leak
- East Walnut St. Repaired 2-inch main water leak and installed a new valve
- 184 Circle Dr. Cleared a sewer block
- 595 Elrod St Futures School, Cleared sewer block
- Roscott Lane. Cleared and camera 4-inch sewer line block
- Habersham Terrace/Cherry St. Tapped 8-inch sewer main for two new houses
- 255 N. Main St. behind Ga United Credit Union, Repaired damaged storm drain
- Moved a water service on Grand Ave for concrete driveway pour.
- Repaired 6" water main break on Rosecliff.



Public Works Monthly Report for November 2024

The backdoor and business routes were completed weekly and roller carts were delivered were needed.

The chipper completed a route.

The leaf vac worked on the route.

The landscaping crew finished cutting for the season.

Downtown and all the parks were checked, cleaned, and trash cans changed on a weekly basis.

Leaves were blown in the parks and around downtown regularly.

All work orders were completed as they came in – 24

The Community House was cleaned 16 times.

Trash was picked up on city streets as much as possible.

We repaired or replaced street signs as needed.

The dam was bush hogged.

We finished putting out all the Christmas decorations.

We built a float for the parade.

We worked on the pd training center making repairs and building a deck.

Barricades were put out for events.

Message boards and a porta potty were put out for the fire department on location for the house fire training.

MONTHLY REPORT

10/31/2024 shop car # 115 truck # 23	fixed shop lights worked on strobes fixed crane
11/1/2024 FD tahoe FD brush trk car # 107	fixed tire fixed coolant leak service
11/4/2024 truck # 6 car # 101 truck # 17	recovered front drivers seat & service fixed radio wiring fixed tire
11/5/2024 car # 121 leaf machine truck # 5	service replaced trailer plug & fixed wiring fixed tire
11/6/2024 truck # 25 truck # 19 car # 101	replaced fan belt & fuel filters put fuel in trk & bled fuel system replaced headlight
11/7/2024 w/s equipment trailer car # 118 truck # 25 truck # 44	replaced tires service picked up parts in gainesville fixed tire
11/8/2024 truck # 42 car # 116 truck # 13	removed belts service replaced fuel filter
11/11/2024 truck # 42 truck # 25 truck # 19	replaced belts replaced coolant overflow replaced starter
11/12/2024 truck # 44 car # 112 car # 103	replaced mass air flow sensor service fixed strobes
11/13/2024 PD humvee leaf machine w/s trailer	fixed ignition switch unstopped machine replaced tires

MONTHLY REPORT

11/14/2024	christmas float car # 108 truck # 28	welded up brackets for float service fixed oil leak
11/15/2024	truck # 36	replaced heater core
11/18/2024	truck # 8 truck # 7 truck # 19	welded tailgate tailgate fixed PTO wired trailer plug
11/19/2024	car # 120 leaf machine FD tahoe	replaced batteries replaced tongue jack fixed tire
11/20/2024	truck # 34 truck # 15 car # 111	worked on gas hand fixed tire service
11/21/2024	car # 119 car # 124 truck # 36	replaced rear brakes service fixed blower motor
11/22/2024		vacation day
11/25/2024		vacation day
11/26/2024		vacation day
11/27/2024		vacation day