

## City Manager Monthly Report for September 2024

Engineered Restorations has begun working on the repairs needed to the retaining wall in front of City Hall. The project will take a few more weeks to complete. Once the project is finished Public Works will treat the wall with a sealant, this will need to be done every 5 years in order to extend the life of the wall.

Our Amphitheater Project is still going through the Environmental Review process. We have encountered an obstacle with the Department of Historic Preservation that we are working through. They have expressed some concerns about the proximity of the project to the Depot and the Big Red Apple. They feel that the project will adversely affect these historic structures. We have responded to their concerns and are waiting for their answer. According to the GMRC the best-case scenario is we will receive our Notice to Proceed from ARC around the first week of December.

We held another successful Big Red Apple Festival on September 21<sup>st</sup>. The beautiful weather brought an estimated 4,000 people to the event. Almost all of the 150 vendors said that they sold out of merchandise.

As you are aware Hurricane Helene roared through our area Thursday causing a lot of trees to come down. This knocked power out to the entire county. I must commend Georgia Power because they were on top of it and most of the power was restored by Saturday afternoon. The power outage did cause us to have a major sewer spill at the Lee Street lift station, but this was the only issue that we had utility wise. We are going to use this event to see if GEMA will pay for an emergency generator for this lift station. We have begun cleaning up and are documenting all our expenses in case GEMA funds become available to help with this cost. As we have done in the past, we will be issuing burn permits for the next 2 weeks to help people clean up the debris that fell in their yards.

The Police Department conducted 422 traffic stops, responded to 72 accidents, 9 shoplifting/thefts, and 30 alarms. They responded to a total of 1,028 calls for the month. The Investigative Division opened 2 new cases and closed 1 narcotics case which resulted in 1 arrest. We distributed 38 car seats and trained 8 care givers.

Probation has 155 active cases, and they collected \$7,269 in fines. Probationers completed 240 hours of Community Service with a value of \$1,740. The Municipal Court managed 145 cases and collected \$5,460 in fines.

The Building Department issued 6 permits and collected \$771 in permit fees. They completed 32 residential inspections, 18 commercial inspections, 3 plan reviews and issued 1 certificate of occupancy. Code Enforcement opened 48 new cases, issued 3 citations, and closed 36 cases; they have 26 active cases.

The Fire Department responded to 102 calls and completed 172 hours of training. The Fire Marshal completed 14 inspections, reviewed 1 set of plans, and issued 1 certificate of occupancy.

The Wastewater Plant treated 99.5 million gallons of sewerage. The Water Plant produced 92 million gallons of drinking water. We recorded 3.07 inches of rain; the new reservoir level is at 22.3 feet and the old reservoir is 4.4 feet below full pool. The Utilities Maintenance Department repaired 9 water leaks and 1 sewer blockage.

Public Works cleaned and inspected the Community House following 10 events. They setup and cleaned up after the Big Red Apple Festival. They repaired a water leak at the Fire Station. They did some much-needed maintenance to the walking trail rebuilding the shoulders. They made repairs to the toilets at the library and replaced a sink at the Community House. They finished crack sealing Wood Street before it was paved as part of the CDBG Project.

The Maintenance Shop repaired 29 vehicles and serviced 63 vehicles.

  
Donald Anderson  
City Manager



# PUBLIC SAFETY MONTHLY

Sept 24

## POLICE DEPARTMENT

### UNIFORM PATROL

TRAFFIC	
Traffic Stops	422
Susp.Person/ Veh	112
License Check	5
MVA Accidents	72
NON-TRAFFIC	
Fight Calls	2
Burglary	0
Shoplifting/Theft	9
Domestic Calls	52
Drunk/Disorderly	16
Abuse	
Alarms	30
CONTACTS	
Citizen	2770
Motorist	20
Bank/Funeral	5
REPORTS	
Incidents	39
Accidents	34
Citations	208

**TOTAL DISPATCHED CALLS 1028**

TRAFFIC UNIT	
Citations Issued	70
DUI	4
DUI Drugs	
Drug Arrests	4
Other Arrest	25

### CRIMINAL INVESTIGATIONS

CASES	
NEW	2
OLD	1
TYPES	
Person	2
Property	1
Financial	
TOTAL	
DISPOSITION	
Arrest	
Ex. Clear	1
Inactive	1
Active	
CLOSED	
Narcotics	
Active	3
Closed	1
Arrest	1
CI's Active	3

NARCAN	
Units Used	

TRAINING	
Virtual Academy	40
Power DMS	
In Service	40
Outside	34
TOTAL	114
CAR SEATS	
Seats Distributed	38
Care Givers Trained	8
Police Trained	
SRO	
Incident Reports	5
Arrest/ Juvenile	5
Calls for service	47
Parent Contact	17
Student Contact	25

# PUBLIC SAFETY MONTHLY

## COURT

COURT	
Court Cases	145
Fines Paid	\$5,460.00
C.H. Ran	40
C.H. Monies	\$
Walk In's	86


## PROBATION

Fines for Cornelia	\$7,269.00
Community Service	
Hours	240
Value of Hours	\$1,740
# Probationers	155

## NOTES:

The Police Department has created a "lunch with a Cop" at the Futures Academy with Bojangles partnering with them.

They have teamed up with Cornelia Elementary with School Safety where officers will be able to access all doors in the school.

They have been donated two Drones to be used in the department with Maj. Marsteller and Officer Arnold have both received their FAA License to be able to operate them around the city.

They graduated two from the Police Academy and are currently fully staffed.

# PUBLIC SAFETY MONTHLY

<b>Building Department</b>
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Permits Issued	6
Fees Paid	\$770.83
Plan Reviews	3
Residential Inspection	32
Commercial Inspection	18
Erosion Inspection	28
New Home Permits	
Residential C.O.s	1

<b>CODE ENFORCEMENT</b>
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Cases	62
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New	48
Old	14
Inspections	
Disposition	
Closed	36
Citations	3
Active	26

# PUBLIC SAFETY MONTHLY

## FIRE DEPARTMENT

Sept 2024

- EMT B course began this month, Sept. 10th
- Boy Scouts of America donated a flag retirement receptacle located in the lobby at Station 2
- Preparing for a Structure Burn in Mt. Airy on Oct. 5<sup>th</sup>.
- Participated at Fairview Elementary for Hero's Day, the 9/11 Ceremony at the Fair, Avita Station tour, and Torch Fire Safety that reached approximately 140 kids.
- The Fire Marshal completed:
  - CO's Issued: 1
  - Inspections: 14
  - Violations notice: 1
  - Plan Reviews: 1
  - Investigations: 0

### Fire Department

Fire Recovery Money received YTD – \$1,546.00

### Monthly Call Response

-102 calls were responded to during the month.

-1,041 calls responded to during 2024.

### Monthly training hours

- 172 training hours between all CFD Personnel.

- 2,693 training hours YTD.



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*



# Water Pollution Control Plant

Report for August 23, 2024 thru September 21, 2024

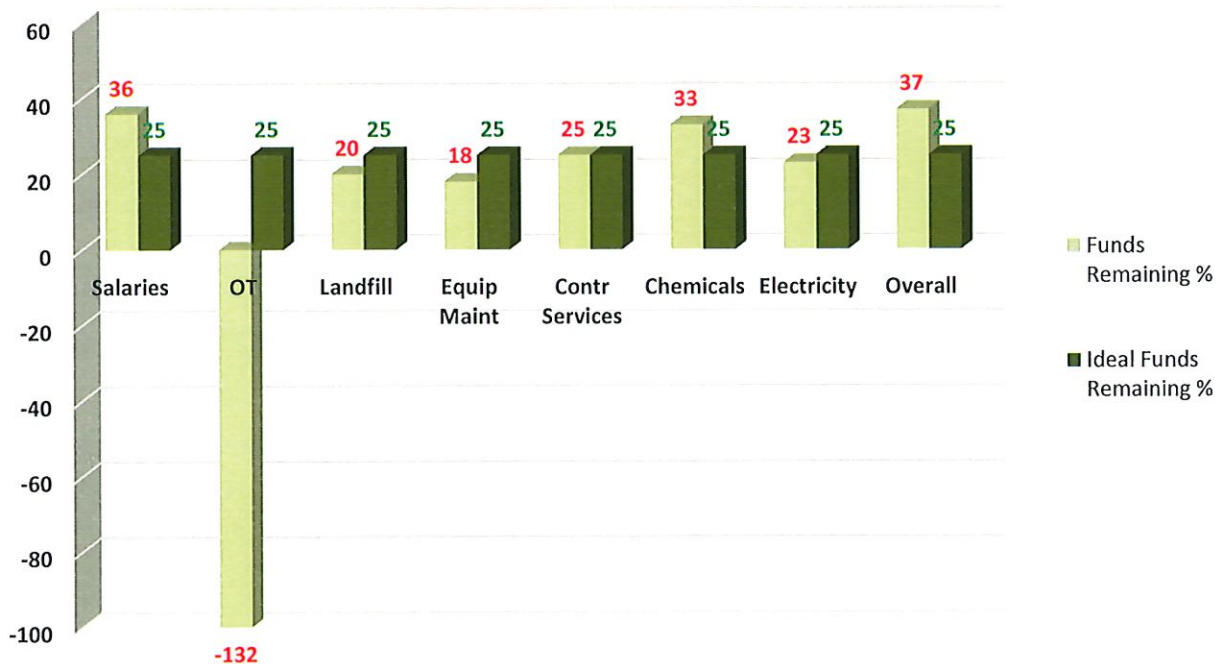
## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	99.5	Million Gallons
Influent BOD	123.5	Tons
Influent TSS	204.0	Tons
Solids to Landfill	276.9	Wet Tons
Dry Solids Removed	48.3	Dry Tons

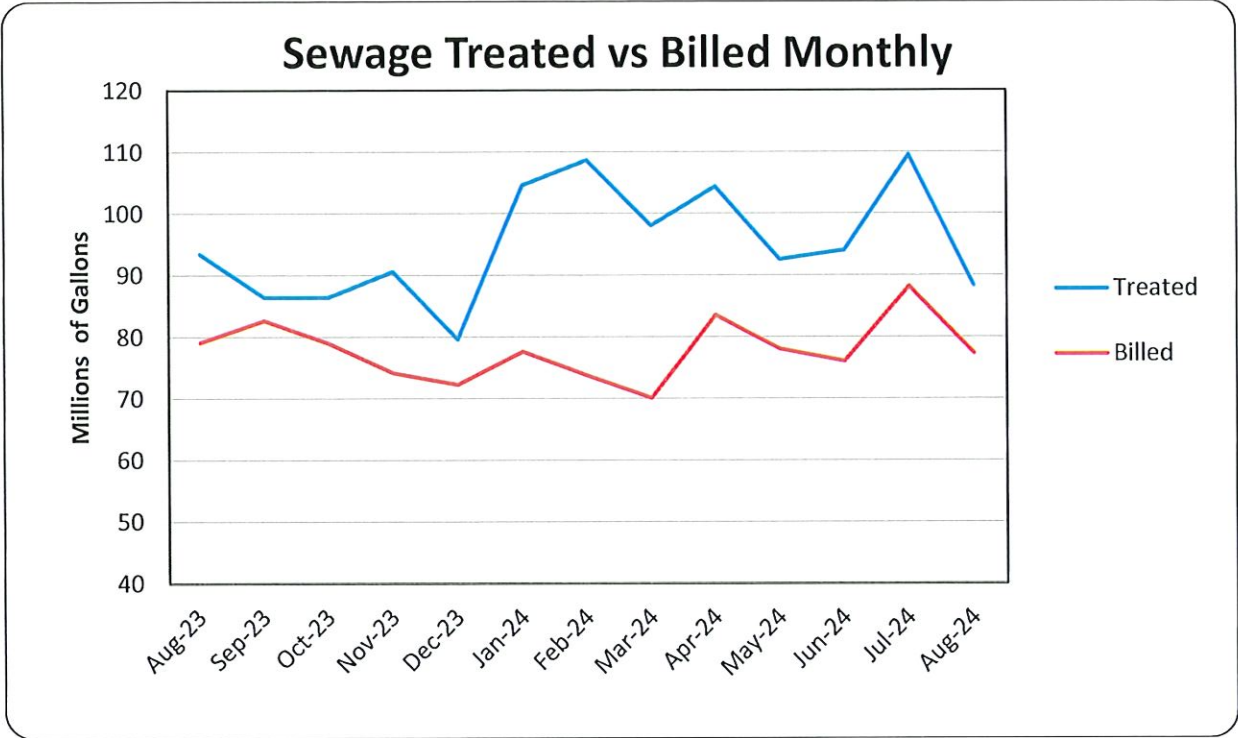
## Wastewater Treatments Projects & Events

- 99.9% Compliance for September NPDES (Permit 3.0 MGD flow for September 3.370 (MGD)  
Considered a “soft” non-compliance in the DMR to EPD
- DMR/QA Study Submitted for lab certification. Awaiting results.

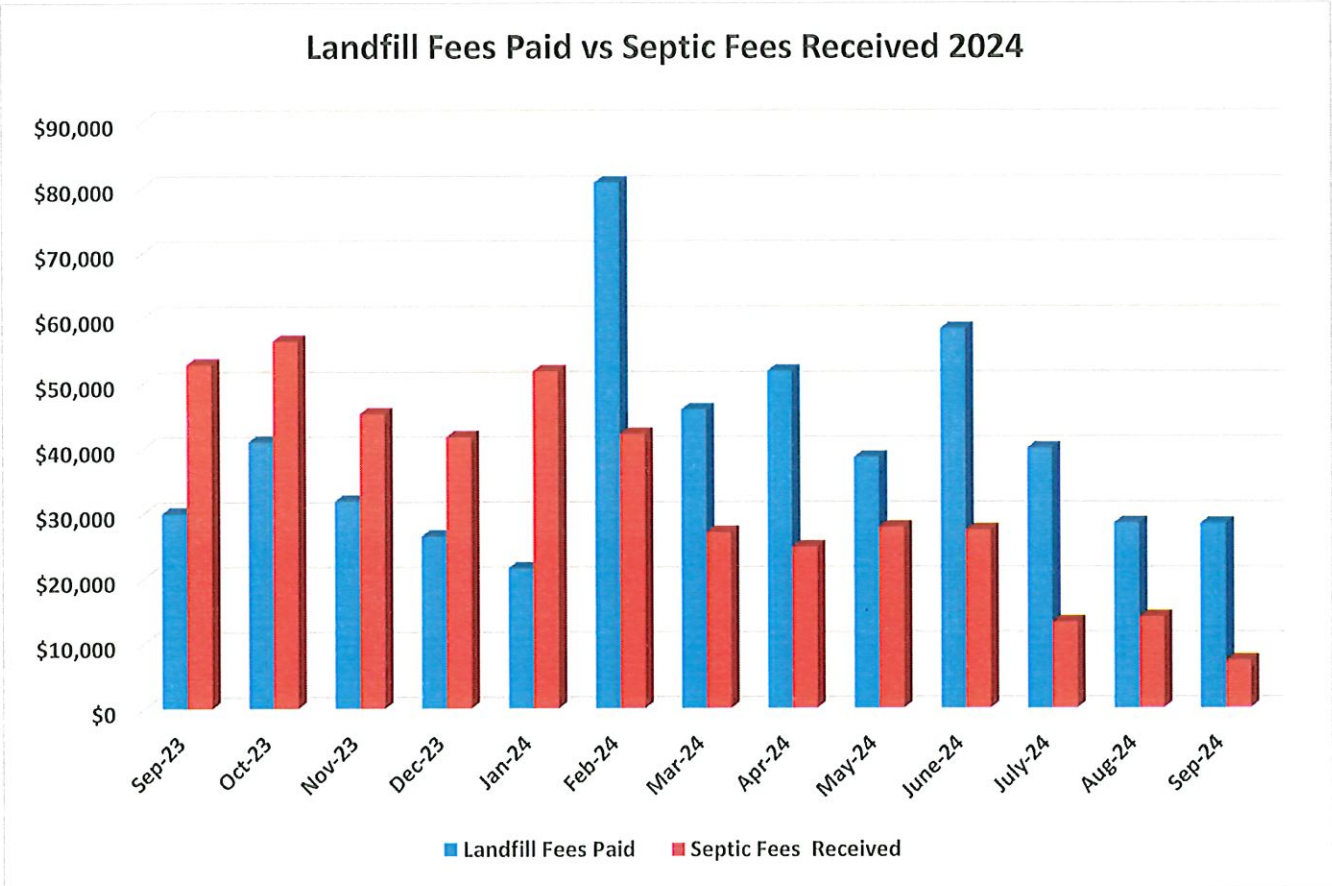
## Funds Remaining % vs Ideal Funds Remaining % 2024



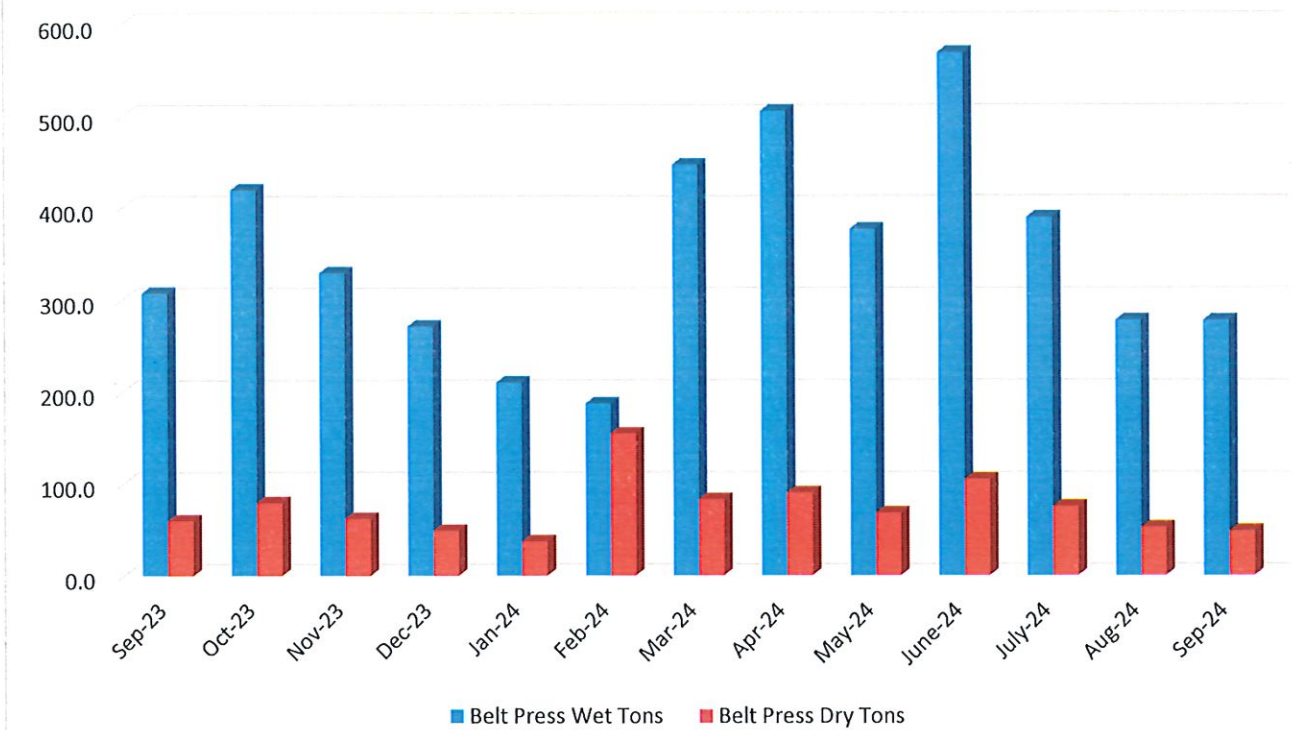




*Billed Data for September 2024 not Available*



### Belt Press Wet Tons Hauled vs Dry Tons Removed



### Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
	None			

### Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TSS, TKN, PHOS, AMM & BOD	BOD, Phos, Flow, TSS \$6,050	\$65,531 <i>(waived)</i>
Ethicon	None	None	None
Salford BBI	None	None	None

*August Data. September Industrial Reports not due until October 15*

### Work Orders Wastewater Plant & Lift Station

*August 25 - September 21*

Generated Work Orders	54
Completed Work Orders	66
Back-log Work Orders	3

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## Work Orders Commercial Grease Trap Inspection

*September 1 - September 30*

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

### Plant Operations

- **Solids Handling:** Foaming Issues in Digester #2
- **Summary:** The sludge from #2 Digester was able to be processed thru the belt press. Pulled down and filled back up. Still has foam in it but not as much as before.
- **Disk Filters:** Quarterly cleaning on Filter #1. Found 4 disk to have tears in the media. Contacted Templeton.
- **Summary:** After we take Filter #2 off-line and perform quarterly cleaning Templeton will contact Aqua Aerobic. We are waiting to see if any of the media has holes or tears in Filter #2 before contacting them.
- **Phosphorous/Ammonia Issues:** Ammonia was very high at first of month.
- **Summary:** Stayed in compliance the first two weeks of the month and the past two weeks the ammonia has returned to normal.
- **Other:** N/A
- **Summary:** N/A

# Water Treatment Plant

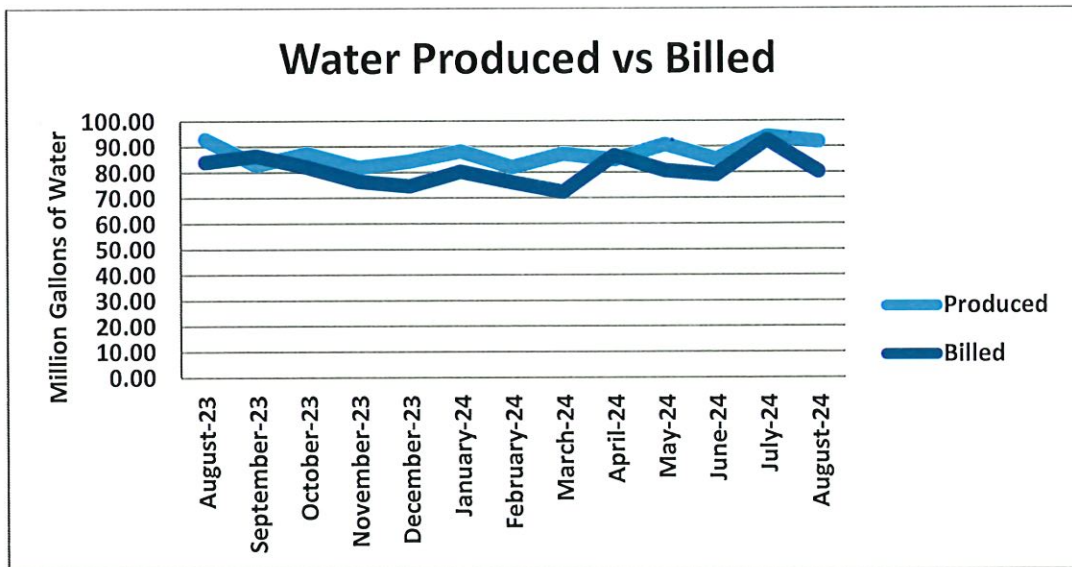
## Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
1	Blackish sludge regularly accumulating in bathroom sinks.	Sample result for chlorine residual was 0.02. Homeowner has installed a filter that removes chlorine resulting in organics accumulating in the sink faucet aerators.

## Water Production Quantities

- Water Produced in August of 2024 was 92.00 MG.
- Water Billed in August of 2024 was 80.19 MG.
- The WTP recorded 3.07 inches of rain to date for September 2024.
- The Off Stream Impoundment level is 22.3 feet and 6.2 feet below maximum capacity.
- The Reservoir level is 4.4 feet below full pool.

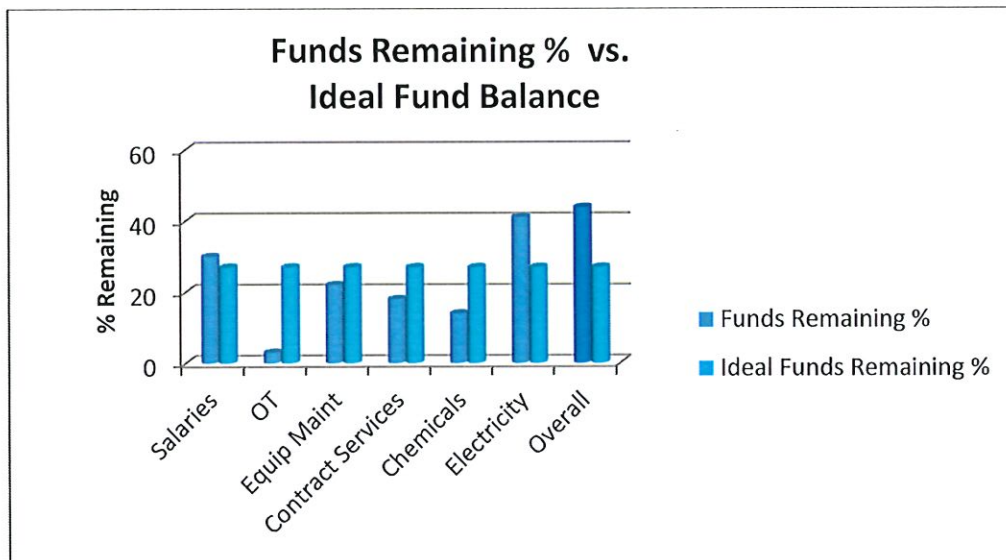


\*Above flow graph and other flow Information based on the billing periods\*



## Water Treatment Projects/Events

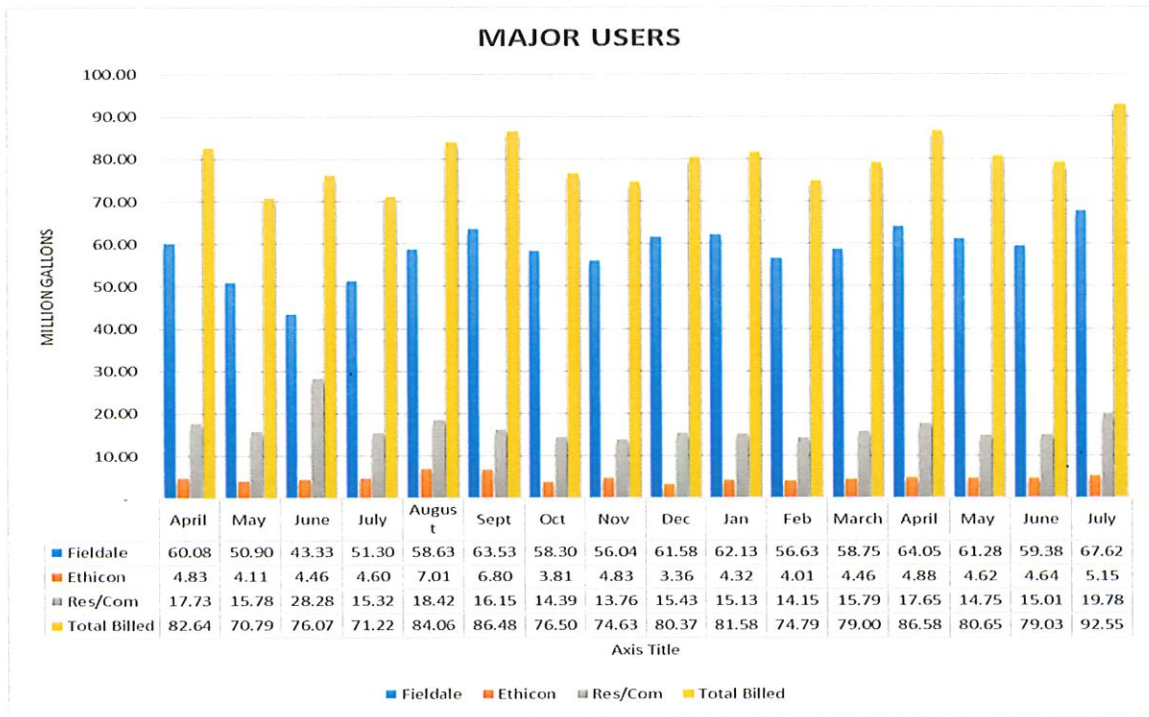
- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Vacuum Pumps - Clean screens and solenoids.
- Remote Locations - Cut grass and trimmed fence line.
- Cl2 -Replaced discharge line with smaller diameter tubing.
- Lead and Copper - Completed sampling and delivered results to residents.
- High Service Pump 2 RTD - Process Worx installed temperature data logging.
- Reservoir - Mowed dam edges with RC Mower.
- Train 1 - Drained, cleaned, and Inspected. Repaired flange on blowdown pipe.
- Reservoir - 3<sup>rd</sup> Quarter Dam Inspection.
- Off Stream Impoundment - 3<sup>rd</sup> Quarter Dam Inspection.



# Water-Sewer-Storm September 2024

## Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	51	\$532.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532.00	4.54%
Meter/Billing	6	\$522.50	\$0.00	\$0.00	\$0.00	\$0.00	\$522.50	4.46%
Water	13	\$2793.00	\$4036.00	\$0.00	\$0.00	\$0.00	\$6829.00	58.24%
Sewer	3	\$418.00	\$0.00	\$0.00	\$195.00	\$0.00	\$613.00	5.23%
Asphalt	1	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.00	3.24%
Storm Water	3	\$513.00	\$78.95	\$0.00	\$0.00	\$0.00	\$591.95	5.05%
Water Plant 1439	25	\$793.25	\$0.00	\$0.00	\$0.00	\$0.00	\$793.25	6.77%
Lift Station	2	\$1463.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1463.00	12.48%
<b>Report Totals</b>	<b>104</b>	<b>\$7414.75</b>	<b>\$4114.95</b>	<b>\$0.00</b>	<b>\$195.00</b>	<b>\$0.00</b>	<b>\$11724.70</b>	



## General Activity

- 75 hrs. Lift Station Maintenance.
- 83- 811 Locates
- 174 - Door Hangers for customers (past due notices)
- 54-Meters On/Off's
- 8-Meter installation/repairs.
- 59 hrs. Splash Pad Maintenance

- 
- 9 Water leak Repairs
  - 1 Sewer Blocks
  - 2 Storm Projects
  - 18 hrs. New Distribution shop

### **PROJECTS/EVENTS**

- BC Grant repaired 2-inch Force main break.
- 167 Sequoyah Dr. Installed new water line.
- Waste Away repaired 1-inch waterline break.
- Magnolia Villas repaired a ¾ inch water line
- 253 Chase Oaks repaired ¾ inch waterline break.
- El Patron repaired a waterline break.
- 275 Wildwood Dr. repaired ¾ inch waterline break.
- Mishima repaired a waterline break.
- 124 Esta St. Cleared Sewer block
- Asphalt patch at Fore acre Street
- J Warren North cleared blocked creek culvert.
- Storm drain project at City Park on Wyly St.
- Installed temporary water lines for the Big Red Apple Festival.
- Closed Splash Pad for Winter.
- Trained crew on the new vac truck
- Finished Wood Street project
- Cleared right-away on Alpine St.





## **Public Works Monthly Report for September 2024**

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

The chipper completed a route and cleaned up all brush we made while cutting R.O.W.

The landscaping crew worked on the route.

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

All work orders were completed as they came in – 25

The Community House was cleaned 10 times.

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

We repaired or replaced street signs as needed.

We moved brush from the recycling center to burn pile and burnt it.

We have been working on cutting back street R.O.W.

The bush-hog has been working on cutting the street and sewer R.O.W.

We helped drive the dump truck for WWTP.

Potholes were patched around the city.

We prepared for, held, and cleaned up after the Big Red Apple Festival.

We prepared for and cleaned up after events.

We finished installing the new banners on the streetlights.

We worked at the new fire station building a wall for the refrigerator room, installing exhaust fans, and repaired a water leak.

We cleaned up trees that fell across the road.



We worked in Big City Park rebuilding the shoulders on the walking trail, repairing ditches and other drainage issues, and made repairs to the restrooms.

We pressure washed around downtown to removed old paint from last years BRAF and clean the sidewalks around the railroad track.

The a/c filters were changed in all the city buildings.

Repairs were made to the toilets at the library.

We organized some pipe at WWTP to be able to bush hog.

Graffiti was removed in several places around the city.

We came in early to run the street sweeper around downtown and clean gutters around the city.

Regular maintenance was done on our equipment.

We replaced a sink at the Community House.

The wall at the skate park was repainted then removed a few days later.

We finished crack sealing Wood Street.

MONTHLY REPORT

8/29/2024	truck # 14	service & replaced tires
	truck # 11	service
	truck # 21	service & replaced front brakes & sway bar end links
	car # 112	fixed strobes
8/30/2024	B95	service & replaced parking brake cable
	truck # 13	service & replaced rear brakes
	polaris	service
	truck # 3	replaced blower motor
9/2/2024		holiday
9/3/2024	L230	service
	car # 114	service
	truck # 38	service & replaced tailgate spring
	massey tractor	service
9/4/2024	car # 116	service & replaced front brakes & replaced tires
	car # 103	service
	truck # 30	replaced 1 steer tire
	cityhall equinox	service
	code enfmt explorer	service
	truck # 1	service
9/5/2024	truck # 20	service & replaced tires
	truck # 27	service
	truck # 44	service
	truck # 45	service
	truck # 28	service
9/6/2024	truck # 8	service
	wwtp backhoe	service
	wwtp mule	service & replaced front tires
	wheelloader	service
9/9/2024	truck # 26	service & replaced upper & lower ball joints
	truck # 15	service & replaced front wheel bearings
	truck # 30	service
9/10/2024	w/s transit	service
	city manager trk	service
	kumatsu excavator	service
	truck # 34	service
	truck # 26	installed new tool boxes
9/11/2024	truck # 42	service
	truck # 16	service & replaced power steering hose
	IT F 150	service & replaced brakes

MONTHLY REPORT

9/12/2024	john deere excavator	service
	kubota skid steer	service
	car # 110	service & replaced brakes
9/13/2024	truck # 5	service
	truck # 17	service
	small kubota excav.	service
	big kubota excavator	service
	TD 95	service
9/16/2024	car # 117	service & replaced brakes & installed new strobes
	FD marion	service
	FD marion	service
	FD F 250	service
9/17/2024	FD tahoe	service
	FD F150	service & replaced brakes front & rear
	wwtp backhoe	replaced hydraulic hose
	utility director trk	service
9/18/2024	FD explorer	service & replaced tires & rear brakes
	FD 4500 chevy	service
	FD 76 cabover	service 7 serviced rear diff.
9/19/2024	FD brush trk	service
	FD 87 GMC	service
	FD fire fan	service
	truck # 19	service & worked on PTO
	truck # 29	replaced TPMS sensor
9/20/2024	truck # 36	service & fixed oil leak
	shop generator	service
	car # 119	service & fixed tire
9/23/2024	shop generator	finished generator
	455 loader	service
	shop generator	cleaned up around shop
9/24/2024	WTP mule	service & replaced dipstick & tube
	truck # 27	replaced brakes
	tornado siren	worked on siren

MONTHLY REPORT

truck # 36

fixed a/c

9/25/2024 truck # 36  
FD mule  
car # 108

pulled transmission  
service & welded frame  
service



# Cornelia

Page | 1

Jessie Owensby  
Community Development Department  
September 28, 2024  
Monthly Report

## Planning & Zoning

1. Processed Annexation application for 0 Hoyt St.
2. Sent certified letter for 0 Hoyt St annexation to Habersham County
3. Gathered documents and sent annexation packet for 1900 Level Grove to Dee for review
4. Facilitated monthly GICH meeting to plan for Fall Retreat
5. Attended progress meeting with CPL for zoning ordinance rewrite
6. Wrote staff analysis for 1900 Level grove Rd annexation
7. Wrote staff analysis for 1509 Level Grove Rd. conditional use
8. Wrote and sent public hearing notifications to the Northeast Georgian and neighboring parcels for three annexations and conditional use
9. Published and sent Planning Commission agenda and packets
10. Translated regulatory, self-work, and self-work permit applications into Spanish
11. Follow up with Dr. Durham at UGA re: housing needs assessment
12. Spoke with realtor re: meeting to discuss variances for property
13. Worked with applicant to get survey recorded and ready for meeting
14. Spoke with realtor re: zoning for property for sale and allowed uses
15. Spoke with property owner re: guest houses and accessory structures for property
16. Spoke with resident re: planning commission meeting location and time
17. Phone call with property owner re: potential property sale for development
18. Meeting with property owner to discuss potentially annexing tracts of land on a parcel
19. Phone call with property owner re: allowed uses for shop on property
20. Processed annexation application for 410 Carpenter's Cove Lane
21. Worked with attorney to find survey and create legal description for parcel of land
22. Sent International Zoning Code criteria to Planning Commission in preparation for meeting
23. Sent meeting packets and paperwork to planning commissioners for review ahead of meeting
24. Meeting with realtor re: allowances, variances, soil & erosion for property
25. Facilitated planning commission meeting
26. Wrote and published minutes for planning commission meeting and sent recommendations to Dee for city commission
27. Followed up with Mike Beecham re: status of 0 Hoyt St.
28. Wrote staff analysis for 0 Hoyt St annexation
29. Placed public hearing notice sign at 0 Hoyt St
30. Followed up with property owner re: annexation application and paperwork
31. Sent notification letter to Habersham County re: 410 Carpenters Cove Lane annexation

32. Phone call with Dr. Durham at UGA re: GICH retreat
33. Site visit to Magnolia Villas re: soil & erosion and neighboring parcel
34. Sat for International Code Council Certified Zoning Inspector exam- I PASSED!!!!!!!

## **Economic Development**

1. Scheduled meeting with DeLeon Reliable Consultants to plan for Hispanic small business development event
2. Gathered monthly Main Street data and statistics for Noah's monthly report
3. Ordered materials for future DDA beautification project
4. Scheduled meeting with new business owner to discuss engagement
5. Met with potential developer re: future capital projects in downtown
6. Translated more applications and city documents into Spanish and published
7. Attended monthly DDA meeting
8. Attended DDA economic development committee meeting
9. Met with Jose DeLeon to plan for upcoming Spanish small business development series and created materials to market
10. Email to Hispanic business owners re: upcoming small business development preview in October
11. On-air interview at WCHM re: economic development and collaborative initiatives with neighboring communities
12. Reviewed and promoted marketing materials for Spanish Small business preview
13. Scheduled meeting with Jose DeLeon and his client re: housing solutions for Hispanic community

## **Community Development & Special Projects**

1. Assisted in planning HPW social for August
2. Attended CREATE meeting with other municipalities for business incubator ideas
3. Attended Rural Economic Development initiatives webinar
4. RAISE debrief and discussion for 2024 grant application
5. Attended CREATE statewide meeting and webinar re: best practices
6. Assisted in planning for monthly HPW meeting
7. Attended and assisted in facilitating monthly HPW meeting
8. Attended luncheon to meet and greet Lieutenant Governor Jones in Habersham
9. CREATE monthly meeting re: collaboration and involvement of key stakeholders
10. Resized artwork for light pole banners at Fairfield Inn
11. Phone call with Jaymarz re: resized images and pick-up date
12. Phone call with Scott Roland re: TRC initiative and involvement
13. Recorded radio show on WCHM re: new CREATE program and its mission
14. Attended October HPW planning meeting
15. Attended quarterly chamber breakfast for "State of the cities" update
16. Attended TRC training for Team Captains at Piedmont
17. Phone call to Bill Turk with "Friends of the Rails to Trails" to discuss grants
18. Worked with GMA to complete Visionary City nomination
19. Worked with Chamber on TFS mock interviews for workforce development initiative

## **Tourism and Special Events**

1. Weekly meetings with Noah
2. Phone call with Dr. Barron re: BRAF Car Show for Key Club



3. Correspondence with Mr. Davis re: Key Club car show and logistics
4. Reviewed and edited Festival Guide for BRAF
5. Worked with Luis to complete final touches and procedures for Latino Festival
6. Worked with Luis to complete food inspections and paperwork for Latino Festival
7. Edited new special event ordinance draft with comments
8. Reviewed and edited vendor letters for BRAF
9. Reviewed supplemental special event documents to create a packet for future private events
10. Assisted and attended 36<sup>th</sup> Annual Big Red Apple Festival
11. Drafted BRAF evaluation and sent to Noah and DDA for review

## **NOAH September MONTHLY REPORT**

### **Special Events and Tourism**

1. Coordinated with vendors on set up times for the Big Red Apple Festival.
2. Coordinated with Police Department, Fire Department, and Public Works regarding needs for Big Red Apple Festival.
3. Developed new email marketing plan for Big Red Apple Festival.
4. Developed marketing materials for the Big Red Apple Festival (Brochures, Social Media Posts, Signs, and Radio Interviews)
5. Discussed with downtown businesses on potential festival items to illicit business.
6. Ordered/Picked up necessary festival items (food/drinks for volunteers/staff, apples to sell, Spray paint to mark vendor spots, etc.)
7. Attended and facilitated Big Red Apple Festival.

### **Downtown Development**

1. Updated city website with current information.
2. Updated Hospitality and Tourism board website with current information.
3. Visited and met managers of the new Fairfield Inn
4. Completed 16 site visits (Market San Miguel, Super Latino, Food Factory, Peaches Postal Pack & Ship, Pickens/Johnson Railway, Ramey & Southeastern Towing & Recovery, Creative Canvas, Foothills Dance Academy, Webb's Services, Yanet's Detailing, York Law, Vision Commercial Sales, ABC Foods, Novedades Laura, Israel CME Church, Southern Auto Colors).
5. Completed Community Activity Report for August.
6. Completed Main Street Monthly report for September.
7. Published 4 weekly newsletters.

### **Community Development & Special Projects**

1. Attended Chattahoochee Mountain Fair to represent the Hospitality + Tourism Board and the Chamber.
2. Attended Young Professionals meeting at Farmhouse Coffee.
3. Attended Habersham Power Hour at El Patron.
4. Attended Good Morning Habersham at Piedmont University.
5. Attended Circle of Hope Ribbon Cutting at new office location.