



City Manager Monthly Report for August 2024

Code Enforcement has begun working with Mike Fisher with Ninth District about the growing homeless population in Cornelia. They currently offer a host of services for homeless people. They work with Workforce Development to find people jobs. They set up a mobile clinic once a week at Sharing and Caring to enable the homeless to get checked out and get medical treatment. They also work to find people temporary housing.

I met with the architects who will be designing the Amphitheater. I told them that the plans need to be completed so that we will be able to bid the project in December. As soon as they have the plans ready city workers will begin installing the electricity and plumbing for the project. We will hire a contractor to complete the grading and construction portion of the project. The goal is to at least have the grading and electrical work completed in time for next year's Music Festival on May 17th.

Congressman Clyde came to see the site of the Amphitheater Project last week. We walked the site, and I went over the plans for the project. As luck would have it the contractor was installing the rail crossing that he worked so hard to make happen. He spent a couple of hours talking with the workers and watching them work. While he was here, he walked around downtown interacting with the business owners. He was very impressed with his tour of C, B, & T and Farmacia. He had not been in downtown since he first met with the mayor about the rail crossing so he was very impressed with the transformation.

We received notice that our CDBG application has been approved so we will receive a \$1 million grant to help with the cost of the East Walnut Waterline Project. The estimated cost of this project is \$1.7 million so the grant will pay for more than half of the project. This is the fourth year in a row that we have received CDBG funding for infrastructure improvements.

We were notified last week that the GEFA Board approved our loan applications for the Old Level Grove Waterline Project and the Hazel Creek Pump Station Project. The total amount of the 2 loans is \$4.6 million with a 20-year amortization at 2.35% interest thanks to our Water First designation.

The long overdue rail crossing project was completed last week. The project took 3 days to complete but I think everyone can agree that the result was well

worth being inconvenienced for a few days. It is so nice to be able to go over the tracks without worrying about rattling your teeth out of your mouth!

The Police Department conducted 259 traffic stops, responded to 68 accidents, 13 shoplifting/thefts, and 33 alarms. They responded to a total of 760 calls for the month. The Investigative Division opened 1 new case and closed 4 cases. We distributed 8 car seats and trained 12 care givers.

Probation has 149 active cases, and they collected \$10,047 in fines. Probationers completed 500 hours of Community Service with a value of \$3,625. The Municipal Court managed 156 cases and collected \$4,329 in fines.

The Building Department issued 5 permits and collected \$5,083 in permit fees. They completed 18 residential inspections, 10 commercial inspections, 2 plan reviews and issued 1 certificate of occupancy. Code Enforcement opened 71 new cases and closed 69, they have 14 active cases.

The Fire Department responded to 127 calls and completed 277 hours of training. The Fire Marshal completed 13 inspections and issued 1 certificate of occupancy.

The Wastewater Plant treated 88.3 million gallons of sewerage. The Water Plant produced 85.1 million gallons of drinking water. We recorded 2.12 inches of rain; the new reservoir level is at 24.9 feet and the old reservoir is 6.5 feet below full pool. The Utilities Maintenance Department repaired 7 water leaks and 0 sewer blockages.

Public Works cleaned and inspected the Community House following 11 events. They made repairs to the toilets and a sink at the Community House. They crack sealed Wood Street, Linda Way, and Burrell Street. They installed the new banners on the light poles in downtown. They replaced a yard hydrant at the Dog Park, repaired the toilets at the Splash Pad and the City Park restroom. They set up the detour signs for the rail crossing project. They painted over the Free Expression Wall to cover up the gang graffiti that was painted on it last week.

The Maintenance Shop repaired 50 vehicles and serviced 18 vehicles.

Remember that the Big Red Apple Festival will be September 21st from 10:00 to AM to 4:00 PM.


Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Aug 2024

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	259
Susp.Person/ Veh	124
License Check	
MVA Accidents	68
NON-TRAFFIC	
Fight Calls	5
Burglary	2
Shoplifting/Theft	13
Domestic Calls	18
Drunk/Disorderly	15
Abuse	
Alarms	33
CONTACTS	
Citizen	2205
Motorist	25
Bank/Funeral	5
REPORTS	
Incidents	41
Accidents	43
Citations	62
TOTAL DISPATCHED CALLS 760	

TRAFFIC UNIT	
Citations Issued	25
DUI	1
DUI Drugs	
Drug Arrests	
Other Arrest	1

CRIMINAL INVESTIGATIONS

CASES	
NEW	1
OLD	7
TYPES	
Person	2
Property	4
Financial	2
TOTAL	8
DISPOSITION	
Arrest	
Ex. Clear	1
Inactive	3
Active	1
CLOSED	4
Narcotics	
Active	
Closed	
Arrest	
CI's Active	

NARCAN	
Units Used	

TRAINING	
Virtual Academy	13
Power DMS	
In Service	12
Outside	24
TOTAL	49
CAR SEATS	
Seats Distributed	8
Care Givers Trained	12
Police Trained	
SRO	
Incident Reports	2
Arrest/ Juvenile	2
Calls for service	37
Parent Contact	5
Student Contact	22

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	156
Fines Paid	\$4,329.00
C.H. Ran	37
C.H. Monies	\$3.00
Walk In's	114

PROBATION

Fines for Cornelia	\$10,047
Community Service	
Hours	500
Value of Hours	\$3,625
Active Probationers	149

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	5
Fees Paid	\$5,083.14
Plan Reviews	2
Residential Inspection	18
Commercial Inspection	10
New Home Permits	1
Residential C.O.s	1

CODE ENFORCEMENT

Cases

New	71
Old	12
Inspections	
Disposition	
Closed	69
Citations	
Active	14

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

Aug 2024

- State Office of EMS and Habersham Emergency Services set up office and classroom at Station 2 for EMT B course to begin September 10th. Total of 13 students – which includes 5 from fire and 4 from PD.
- The Fire Marshal completed:
 - CO's Issued: 1
 - Inspections: 13
 - Violations notice:
 - Plan Reviews:
 - Investigations:

Fire Department

Fire Recovery Money received YTD – \$1,546.00

Monthly Call Response

-127 calls were responded to during the month.

-939 calls responded to during 2023.

Monthly training hours

-277 training hours between all CFD Personnel.

-2,440 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for July 26, 2024 thru August 22, 2024

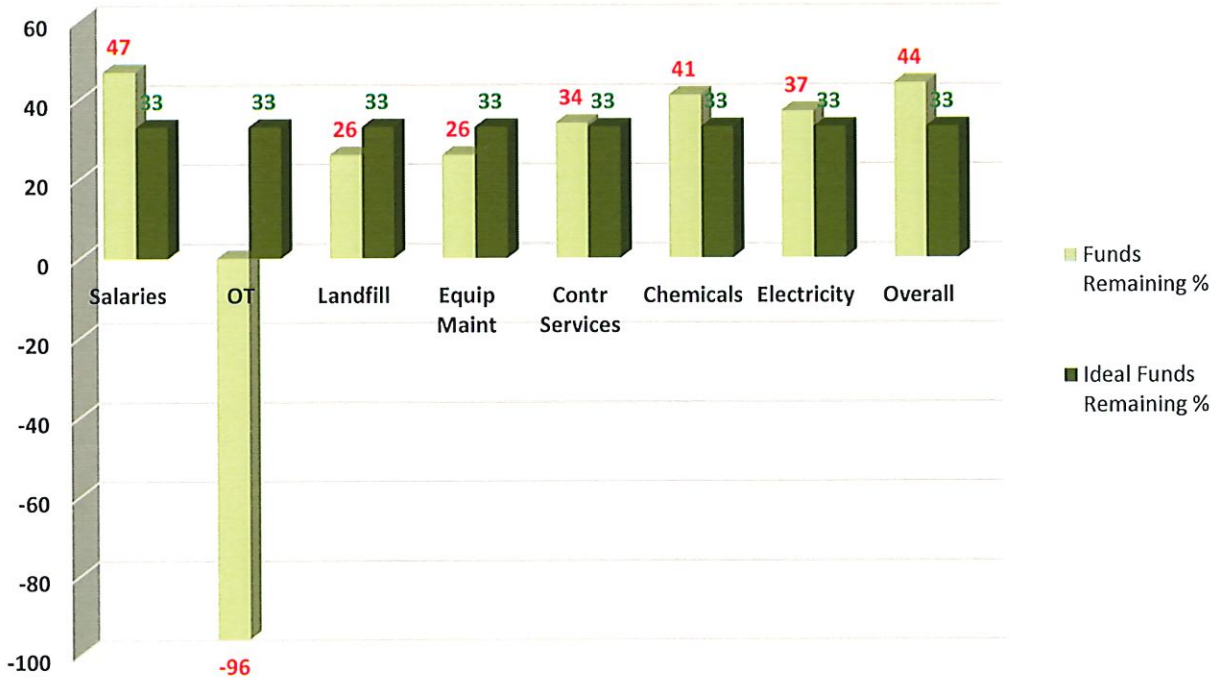
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	88.3	Million Gallons
Influent BOD	97.0	Tons
Influent TSS	160.5	Tons
Solids to Landfill	292.6	Wet Tons
Dry Solids Removed	54.7	Dry Tons

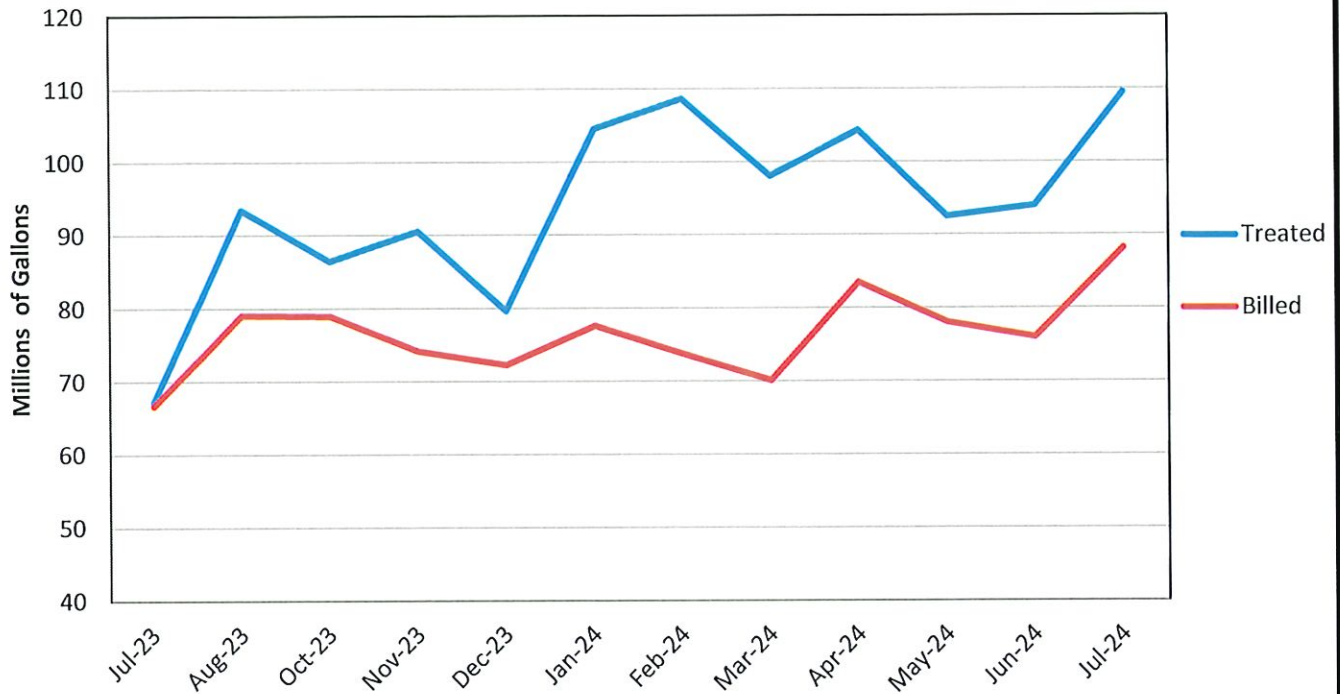
Wastewater Treatments Projects & Events

- 99.9% Compliance for August NPDES (Permit 3.0 MGD flow for August 3.124 (MGD) Considered a “soft” non-compliance in the DMR to EPD
- DMR/QA Study Submitted for lab certification. Awaiting results.

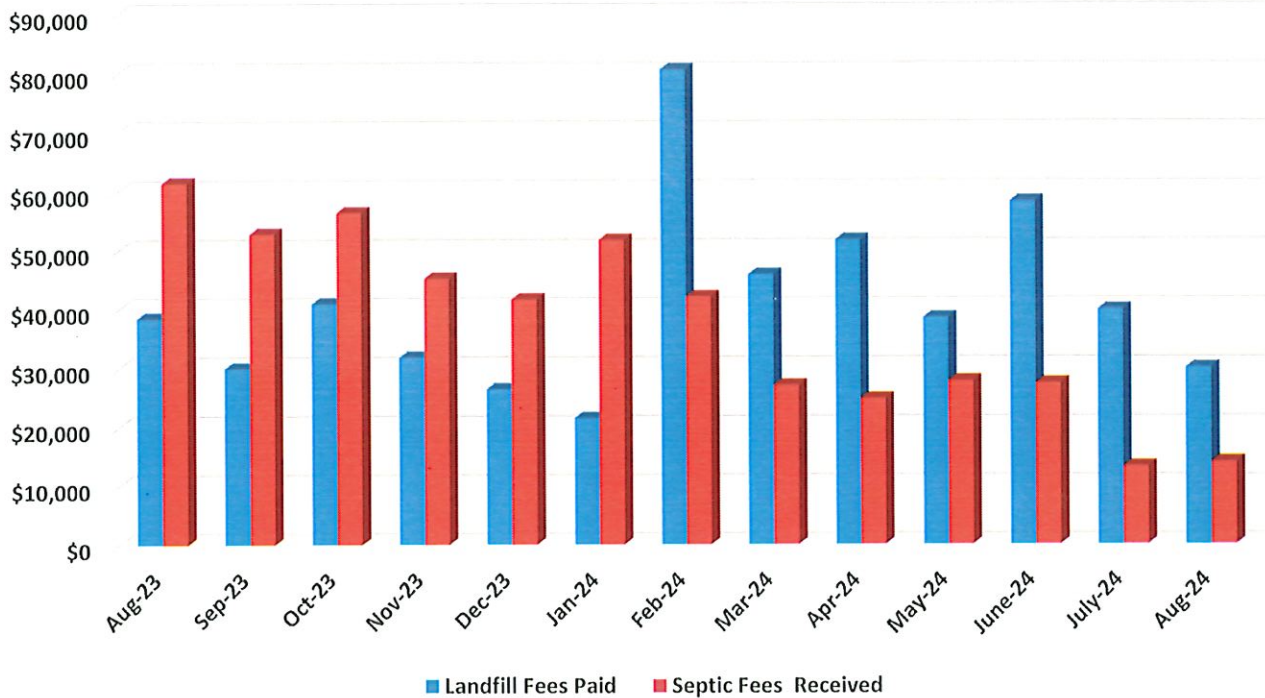
Funds Remaining % vs Ideal Funds Remaining % 2024



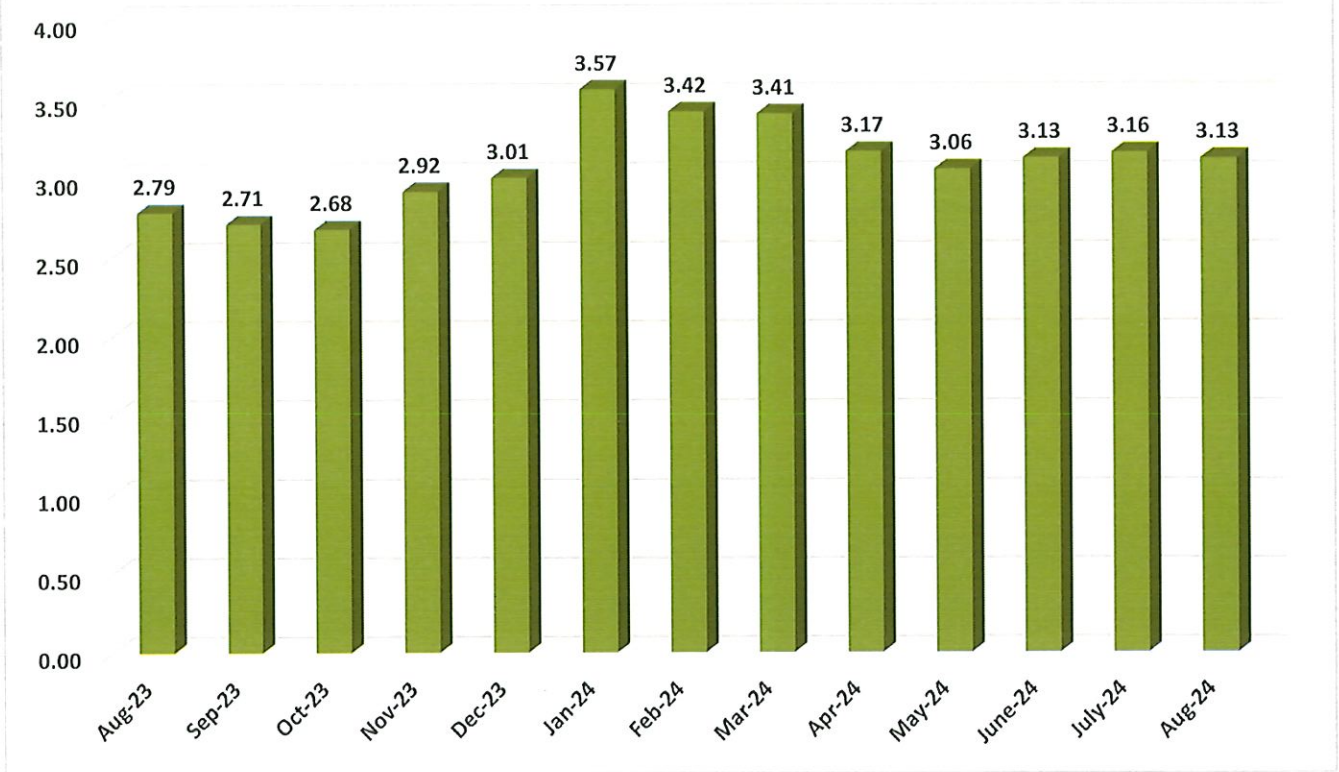
Sewage Treated vs Billed Monthly



Landfill Fees Paid vs Septic Fees Received 2024



Monthly Average Flow



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
	None			

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, AMM & BOD	BOD, Phos, Flow \$2,500	\$56,136 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

July Data. August Industrial Reports not due until September 15

Work Orders Wastewater Plant & Lift Station

June 28 – August 24

Generated Work Orders	43
Completed Work Orders	40
Back-log Work Orders	15

Work Orders Commercial Grease Trap Inspection

August 1 - August 31

Grease Traps Scheduled for Pumping	4
Grease Traps Pumped	4
Non-Compliant	0

Plant Operations

- **Solids Handling:** Normal
- **Summary:** None
- **Disk Filters:** Normal
- **Summary:** Normal
- **Phosphorous/Ammonia Issues:** Ammonia is rising on Tuesday and Wednesday.
- **Summary:** Increased loading to plant. Designed to removal for 3MGD. Flow Monday -Friday is averaging about 3.5MGD. Staying in compliance but the issue is getting worse and harder to maintain compliance.
- **Other:** N/A
- **Summary:** N/A

Water Treatment Plant

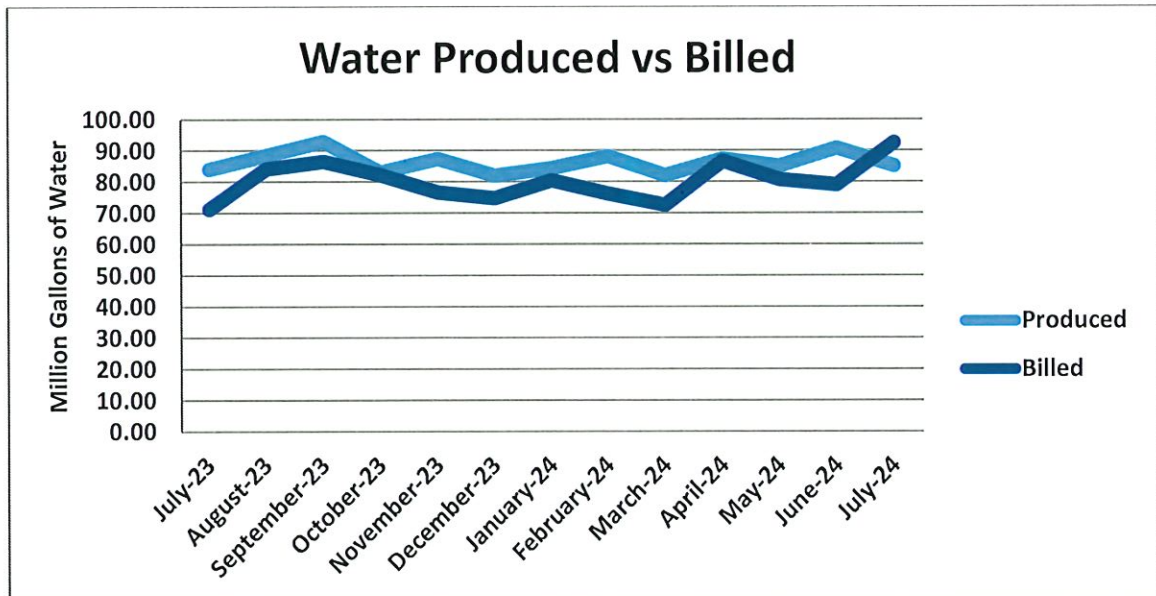
Water Quality

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

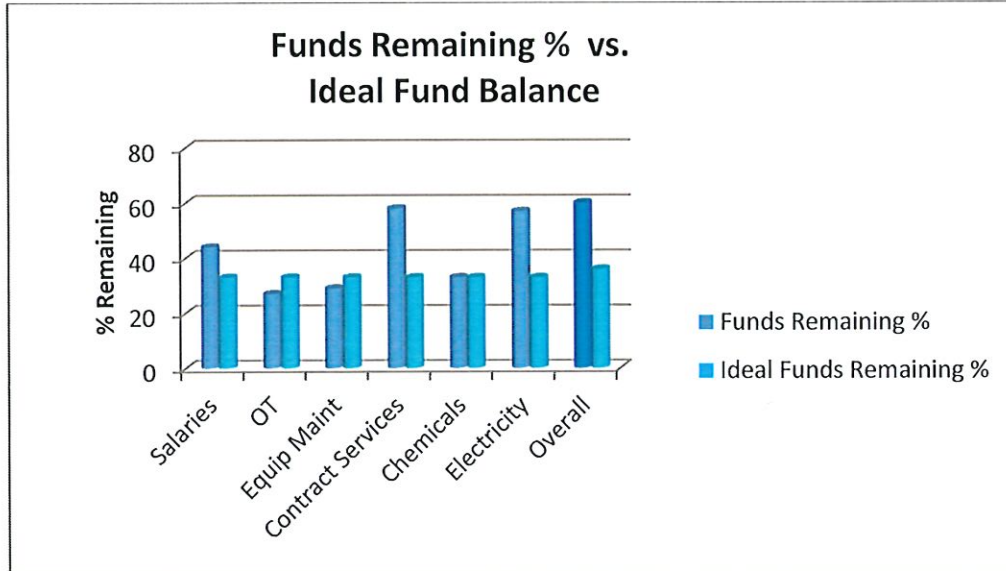
- Water Produced in July of 2024 was 85.12 MG.
- Water Billed in July of 2024 was 92.60 MG.
- The WTP recorded 2.12 inches of rain to date for August 2024.
- The Off Stream Impoundment level is 24.9 feet and 3.6 feet below maximum capacity.
- The Reservoir level is 6.5 feet below full pool.



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.
- Vacuum Pumps - Clean screens and solenoids.
- Remote Locations - Cut grass and trimmed fence line.
- Settled Turbidimeter - Clean\flush line.
- Pre- Clearwell Cl2 - Replaced chemical injection line with smaller diameter tubing.
- Lead & Copper - Samples.
- Reservoir Meter - Calibration verification.
- High Service Meter - Calibration verification.
- Raw Water Sump Pump - Replaced pump.
- High Service Pump 1 - Changed oil.
- Raw Water Pump 1 - Changed oil.
- Chenocetah Tank - Drain water tank for inspection and rehab.

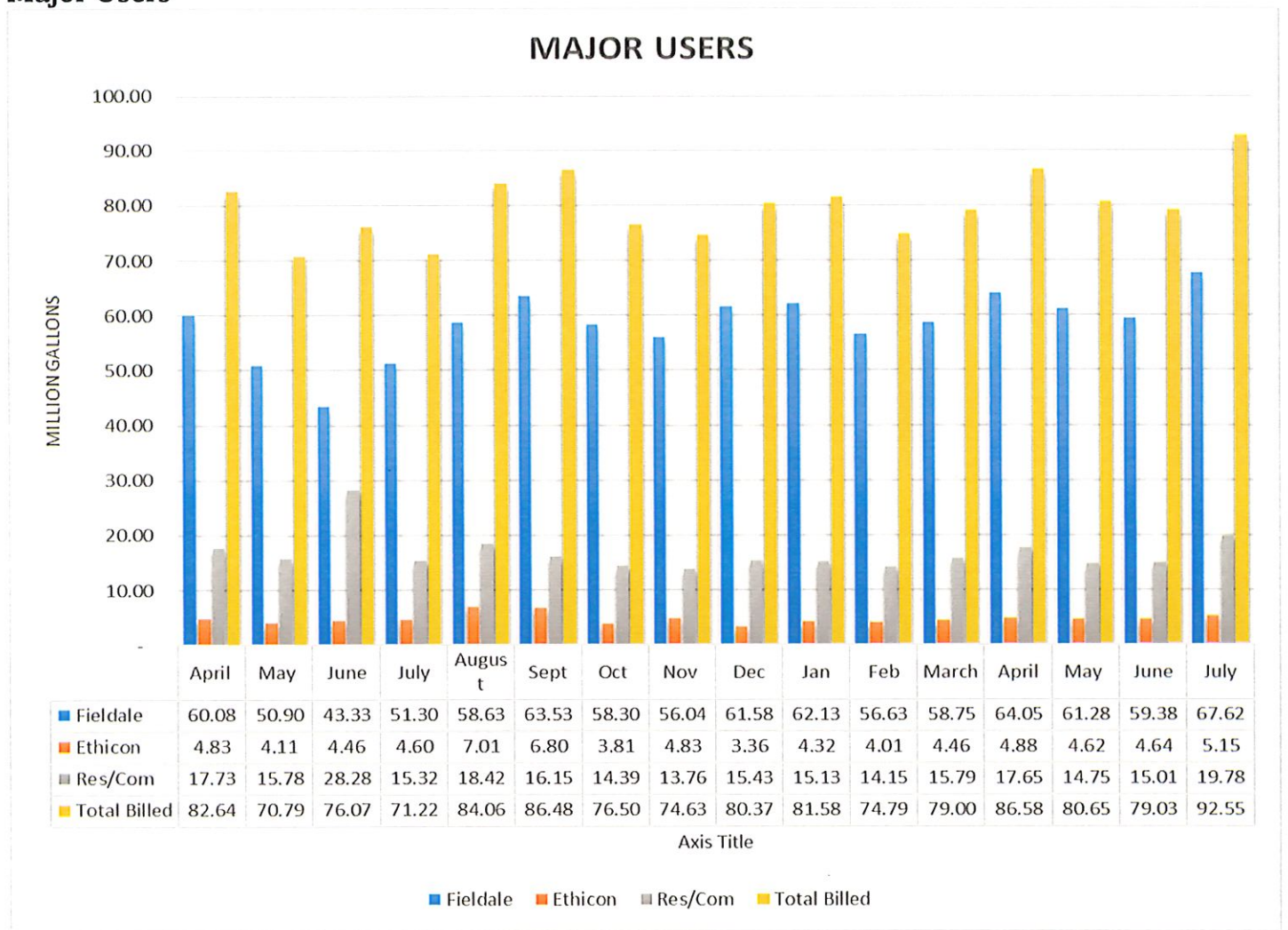


Water-Sewer-Storm August 2024

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	39	\$565.25	\$0.00	\$0.00	\$0.00	\$0.00	\$565.25	0.89%
Meter/Billing	8	\$570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$570.00	0.90%
Water	12	\$5073.00	\$1826.38	\$0.00	\$675.00	\$0.00	\$7574.38	11.93%
Sewer	2	\$475.00	\$0.00	\$0.00	\$195.00	\$0.00	\$670.00	1.06%
Asphalt	1	\$11666.00	\$39140.00	\$0.00	\$742.00	\$0.00	\$51548.00	81.22%
Storm Water	3	\$247.00	\$122.85	\$0.00	\$80.00	\$0.00	\$449.85	0.71%
Water Plant 1439	3	\$14.25	\$0.00	\$0.00	\$0.00	\$0.00	\$14.25	0.02%
Lift Station	8	\$1824.00	\$250.00	\$0.00	\$0.00	\$0.00	\$2074.00	3.27%
Report Totals	76	\$20434.50	\$41339.23	\$0.00	\$1692.00	\$0.00	\$63465.73	

Major Users



General Activity

- 80 hrs. Lift Station Maintenance.
- 64 - 811 Locates
- 177 - Door Hangers for customers (past due notices)
- 62-Meters On/Off's
- 10-Meter installation/repairs.
- 79 hrs. Splash Pad Maintenance
- 206 yards of Concrete Wood St. project
- 7 Water leaks Repaired
- Contacted 16 customers for possible leak

PROJECTS/EVENTS

7-Water Leak Repairs:

- Alston Ridge Repaired 2" water main break.
 - 914 Camp Creek Rd. Repaired a 3/4" waterline.
 - 700 Old Lake Russell Rd. Repaired a 3/4" waterline.
 - 148 Free Dr. Repaired a 3/4" waterline.
 - Farlinger St. Repaired a 1" waterline.
 - Alpine Court Repaired a 3/4" waterline.
 - Crabapple Lane Repaired a 2" waterline
-
- 3-week event finishing up the Wood St. Project. compacted area, formed area and coned off and poured 206 yards of concrete.



Public Works Monthly Report for August 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 – 18

The Community House was cleaned 11 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.

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.

The creek bank was cut on Level Grove Road.

We cut around the reservoirs and dam.

We worked at the Community House making repairs to the toilets and sink.

The sewer pump at the library was unstopped a couple times.

We crack sealed on Wood Street, Linda Way, and Burrell Street.

We worked at the fire tower cleaning up, getting rid of wasp, and cutting grass before an event.

New stop signs were installed on Grand Ave at Maple Street.

Stop bars were painted around the city.

The walking trail at Oak Street Park was pressure washed.

We cleaned up brush and blew off the walking trails and tennis courts at Big City Park and Oak Street Park.

We've been pressure washing downtown trying to remove paint from last year's BRAF layout.

New banners were installed on the streetlights until our bucket truck went to the shop for repair. Will be completed once it's returned.

We built a wall at the new fire station to muffle the sound from the refrigerators.

A yard hydrant was replaced at the Dog Park.

We replaced the mulch with river rock in a couple flower beds at City Hall.

We repaired the toilets at the Splash Pad and Big City Park restrooms.

The wooden signs along the walking trail in Big City Park were repainted after they were vandalized.

The free expression wall at Library Park was repainted.

Trees were cut back away from lights and parking spots on Clarkesville Street.

A sink was repaired at the fire department.

We worked at the Community House cutting back limbs and picking up trash around the building.

We set out detour signs, barricades, and message boards for the RR crossing closure.

New ped signs were installed downtown.

MONTHLY REPORT

8/1/2024	truck # 13 PD explorer truck # 3	replaced fuel filter fixed a/c fixed tire
8/2/2024	car # 102 city hall car PD crown vic utility director trk	service charged a/c worked on hvac replaced headlight
8/5/2024	car # 108 truck # 17 PD explorer	service & replaced tires fixed tire fixed mode door on HVAC system
8/6/2024	truck # 29 truck # 23 car # 119	replaced batteries replaced brake line service
8/7/2024	car # 124 truck # 4 car # 113	replaced alternator fixed tire replaced siren speaker
8/8/2024	car # 109 cracksealer PD car seat trailer	service replaced fuel filters fixed roof vent
8/9/2024	truck # 8 ventrac car # 116	charge a/c & removed mode door actuator replaced PTO switch replaced rear brakes
8/12/2024	FD brush trk car # 106 truck # 26	replaced battery service fixed tire
8/13/2024	car # 104 truck # 26 truck # 8	fixed blower motor replaced lower balljoints replaced mode door actuator
8/14/2024	scag mower car # 106 lawnmower trailer	replaced rear tires replaced radiator replaced tires

MONTHLY REPORT

8/15/2024 PD humvee truck # 44 car # 117	fixed battery cables fixed tire service
8/16/2024 shop car # 101 truck # 13	fixed brake lathe replaced rear brakes replaced fuel filters
8/19/2024 ventrac car # 117 truck # 4	fixed wiring on mower fixed tire fixed trailer plug wiring
8/20/2024 w/s trailer car # 109 car # 102	rewired trailer lights fixed strobes service
8/21/2024 cracksealer car # 117 truck # 6	replaced tire fixed camera mount replaced brakes
8/22/2024 multihog car # 102 car # 115	replaced battery fixed tire worked on lights
8/23/2024 scag mower truck # 7 car # 118	replaced bearings in pulley replaced front bumper assy. service
8/26/2024 truck # 6 truck # 3 truck # 26	service & replaced bed & replaced rear brakes service & replaced alternator fixed tire
8/27/2024 truck # 7 vermeer chipper truck # 18 truck # 22 truck # 12	service service service service service
8/28/2024 truck # 10 truck # 29 FD marion car # 120	service service & replaced tires & front brakes fixed a/c wiring service

Cornelia

Page | 1

Jessie Owensby
Community Development Department
August 30, 2024
Monthly Report

Planning & Zoning

1. Meeting with property owner re: zoning for new construction
2. Correspondence with investors re: allowances in downtown district
3. GICH team monthly meeting
4. Meeting with UGA and Kathy Papa re: housing needs assessment
5. Spoke with business owner re: property acquisition and allowed uses
6. Correspondence with Dr. Durham re: housing needs assessment
7. Correspondence with property owner re: zoning
8. Attended housing webinar to learn re: supportive housing needs
9. Correspondence with attorney re: moving property line
10. Met with new business owner re: sign permit
11. Reviewed and graded Plan First applications and renewal applications for DCA
12. Spoke with property owner re: minimum requirements and setbacks
13. Correspondence with GICH team member re: supportive housing institute
14. Met with Consultant re: plat requirements
15. Sent conditional use application to property owner
16. Reviewed and approved UPS store sign permit application
17. Reviewed and approved Magnolia Villas house plans lot #88
18. Met with investor re: available properties for infill and redevelopment
19. Correspondence with realtor re: variance grants for property
20. Correspondence with applicant re: Annexation of property (8)
21. Reviewed and approved sign permit application for Tractor Supply
22. Reviewed final plat for property development
23. Met with consultant re: conditional use application and supplemental documents
24. Reviewed and edited with comments of Articles 2 and 3 of the draft zoning ordinance
25. Met with new property owner re: annexing island into city limits and subdivision of property
26. Meeting #5 with zoning ordinance consultants to revise draft
27. Sent HPC documents to consultants to include in zoning ordinance
28. Wrote and published public hearing notice for annexation of 1900 Level Grove Road
29. Wrote and published public hearing notice for Conditional Use application at 1509 Level Grove Road
30. Created and posted public hearing notice signs at designated properties
31. Spoke with property owner re: allowed uses and minimum requirements
32. Phone call with Aaron Redman and Kathy Papa re: housing needs assessment

Economic Development

1. Met with developers to tour city and discuss adaptive reuse properties
2. Spoke with small business owner in downtown re: marketing business

Cornelia

Page | 2

3. Sent proposal for Spanish small business development classes for 2025
4. Met with business owner re: alcohol licensing for business
5. Worked with developer to discuss hotel feasibility study
6. Attended the CREATE workshop from Georgia Power as Cornelia representative for Habersham team
7. Correspondence with marketing director of Fairfield Inn re: marketing and billboards
8. Scheduled meeting with small business owner re: expansion of business
9. Met with business owner re: business assistance
10. Gathered and reported monthly Main Street statistics for Noah's Community Activity Report
11. Attended monthly DDA meeting
12. Met with potential property buyer re: business plans

Community Development & Special Projects

1. Worked with Viera Services to translate documents and applications into Spanish
2. Translated Release of Liability to Spanish and published
3. Interview with WDUN re: ARC grant
4. Wrote and published press release re: ARC grant for amphitheater
5. Worked with Jaymarz to order new signage for parks
6. Worked with Jaymarz to order new light pole banners for light poles
7. Phone call with Ninth District Opportunity re: resources for the homeless
8. Met with Ninth District Opportunity re: resources and nonprofits to assist the homeless in gaining temporary shelter- communication between Ninth District and police department
9. Researched available grant opportunities for potential funding of projects
10. Created comprehensive list of grants, deadlines, max amounts, and specific project to benefit
11. Worked with employee to host GDOT for meeting
12. Worked with Public Works and Jaymarz to get measurements for park signs and new light poles
13. Scheduled meeting with Piedmont University re: alumni and community relations
14. Met with TFS senior to interview for her Capstone project re: city planning and hosting large events
15. Worked with Habersham Professional Women's group to plan for upcoming meetings
16. Sent requested photos of Cornelia to GMRC
17. Ordered super hydrophobic spray for beautification and public art project

Tourism and Special Events

1. Weekly meetings with Noah
2. Drafted and sent correspondence to Health Department re: Latino Festival vendors
3. Worked with Noah on layout of BRAF
4. Worked with Latino Festival organizer to gather Release of Liability waivers for festival
5. Spoke with small business owner re: Booth at BRAF
6. Correspondence with small business owner re: instructions for waiver for festival
7. Reviewed and edited vendor letters for Noah (x2)

NOAH JULY MONTHLY REPORT

Special Events and Tourism

1. Coordinated with Dale from Public Works on electrical needs for Big Red Apple Festival.
2. Coordinated with Police Department and Fire Department regarding safety needs and measures.
3. Finalized vendor list for Big Red Apple Festival
4. Recruited new entertainment for Big Red Apple Festival (Petting Zoo, Pony rides, and 360-degree photo booth).
5. Ordered new yard signs for Big Red Apple festival to help with vendor set up and point out new features added to the festival.
6. Coordinated with Yvonne Marinelli on ads in the paper for Big Red Apple festival, Downtown Trick or Treating, and Christmas in Cornelia.

Downtown Development

1. Updated city website with current information.
2. Updated Hospitality and Tourism board website with current information.
3. Completed 16 site visits (Attic Treasures, Westbrook Motors, Chattahoochee Professional doors, Point Broadband Fiber Holdings, Shear Magic, Lifted Spirit, Alms Homes, North Ga Tractor Repair, Farmacia, Taqueria La Michbacana, Latino American Tax Services, Dixieland Pools + Spas, Genuine Parts, Novedades Laura, Georgia Communications, All types Auto Repair).
4. Completed Community Activity Report for July.
5. Completed Main Street Monthly report for August.
6. Published 4 weekly newsletters.

Community Development & Special Projects

1. Attended Member of the Month Presentation @ Trinity Classical School
2. Attended Young Professionals Coffee Catch Up @ BSG Cafe.
3. Attended Farmacia soft opening weekend August 23-24.
4. Attended Georgia Downtown Association Conference @ Thomasville, Ga.