



City Manager Monthly Report for May 2024

The Mural project is now complete, and the finished product looks great! We held the dedication ceremony on May 30th, and it was very well attended. I want to thank Ms. Davenport, Steve and Susan Campbell, our Public Works Department, and everyone else that participated in this project. I definitely think that this mural will become a tourist attraction and I hope that we can add more murals in the future.

The Cornelia Music Festival put on by the Cornelia Hospitality & Tourism Board did not disappoint. Despite a not so favorable forecast the weather cooperated, and it turned out to be a beautiful day. All the artists were fantastic, and it was one of the largest crowds that we have ever had. The Board is already looking for a headliner for next year's show, which we hope will be the first event at our new Entertainment Venue that we expect to begin work on in the next few weeks.

The Police Department conducted 205 traffic stops, responded to 42 accidents, 33 shoplifting/thefts, and 30 alarms. They responded to a total of 824 calls for the month. The Investigative Division opened 10 new cases and made 6 arrests. We distributed 4 car seats and trained 7 care givers.

Probation has 254 active cases and collected \$8,190 in fines. Probationers completed 114 hours of Community Service with a value of \$826.50. The Municipal Court managed 110 cases and collected \$6,077 in fines.

The Building Department issued 15 permits and collected \$1,495 in permit fees. They completed 21 residential inspections, 12 commercial inspections, 9 plan reviews and issued 1 certificate of occupancy. Code Enforcement opened 21 new cases and closed 17, issued 2 citations, and they have 24 active cases.

The Fire Department responded to 112 calls and completed 447 hours of training. The Fire Marshal completed 18 inspections, issued 3 certificates of occupancy, 1 plan review, and investigated 0 fires.

The Wastewater Plant treated 92.5 million gallons of sewerage. The Water Plant produced 87.2 million gallons of drinking water. We recorded 8.8 inches of rain; the new reservoir level is at 25 feet and the old reservoir is 1 foot 6 inches above full pool. The Utilities Maintenance Department repaired 6 water leaks and 3 sewer blockages.

Public Works cleaned and inspected the Community House following 14 events. They completed 15 work orders. They helped with the Mural Project. They made repairs to the pavilion and playground at Big City Park.

The Maintenance Shop repaired 35 vehicles and serviced 12 vehicles.

A handwritten signature consisting of a circle, a small upward-pointing arrow, and a horizontal line.

Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

May 2024

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	205
Susp.Person/ Veh	67
License Check	
MVA Accidents	42
NON-TRAFFIC	156
Fight Calls	15
Burglary	0
Shoplifting/Theft	33
Domestic Calls	50
Drunk/Disorderly	25
Abuse	3
Alarms	30
CONTACTS	1850
Citizen	1840
Motorist	7
Bank/Funeral	3
REPORTS	143
Incidents	62
Accidents	24
Citations	57

TOTAL DISPATCHED CALLS 824

TRAFFIC UNIT	
Citations Issued	32
DUI	11
DUI Drugs	
Drug Arrests	7
Other Arrest	21

CRIMINAL INVESTIGATIONS

CASES	20
NEW	10
OLD	10
TYPES	
Person	7
Property	9
Financial	4
TOTAL	20
DISPOSITION	
Arrest	6
Ex. Clear	3
Inactive	5
Active	2 18
CLOSED	
Narcotics	
Active	
Closed	
Arrest	
CI's Active	

NARCAN	
Units Used	

TRAINING	
Virtual Academy	5
Power DMS	
In Service	9
Outside	136
TOTAL	150
CAR SEATS	
Seats Distributed	4
Care Givers Trained	7
Police Trained	
SRO	
Incident Reports	
Arrest/ Juvenile	
Calls for service	22
Parent Contact	5
Student Contact	41

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	110
Fines Paid	\$6,077.00
C.H. Ran	24
C.H. Monies	\$1,167
Walk In's	73

PROBATION

Fines for Cornelia	\$8,190.00
Community Service	
Hours	114
Value of Hours	\$826.50
Active Cases	254

NOTES:

**Building Department
Monthly Stats**

Permits Issued	15
Fees Paid	1,494.50
Plan Reviews	9
Res. Inspec.	21
Comm. Inspec.	12
Erosion Inspections	12
New Home Permits	0
Residential C.O.s	1

5/1/2024

C.E. Monthly REPORT

Cases

New 21

Old 20

Inspections 0

Disposition

Closed 17

Citations 2

Active 24

May-24

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

May 2024

- Hosted Water/Sewer luncheon meeting and Habersham Professional Women's Group.
- Hosted cook-out style luncheon for Futures Program and Cornelia Elementary.
- Hosted two (2) station tours from Cornelia Elementary and participated in Field Day as well.
- 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

-112 calls were responded to during the month.

-566 calls responded to during 2023.

Monthly training hours

-447 training hours between all CFD Personnel.

-1,764 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for April 23, 2024 thru May 22, 2024

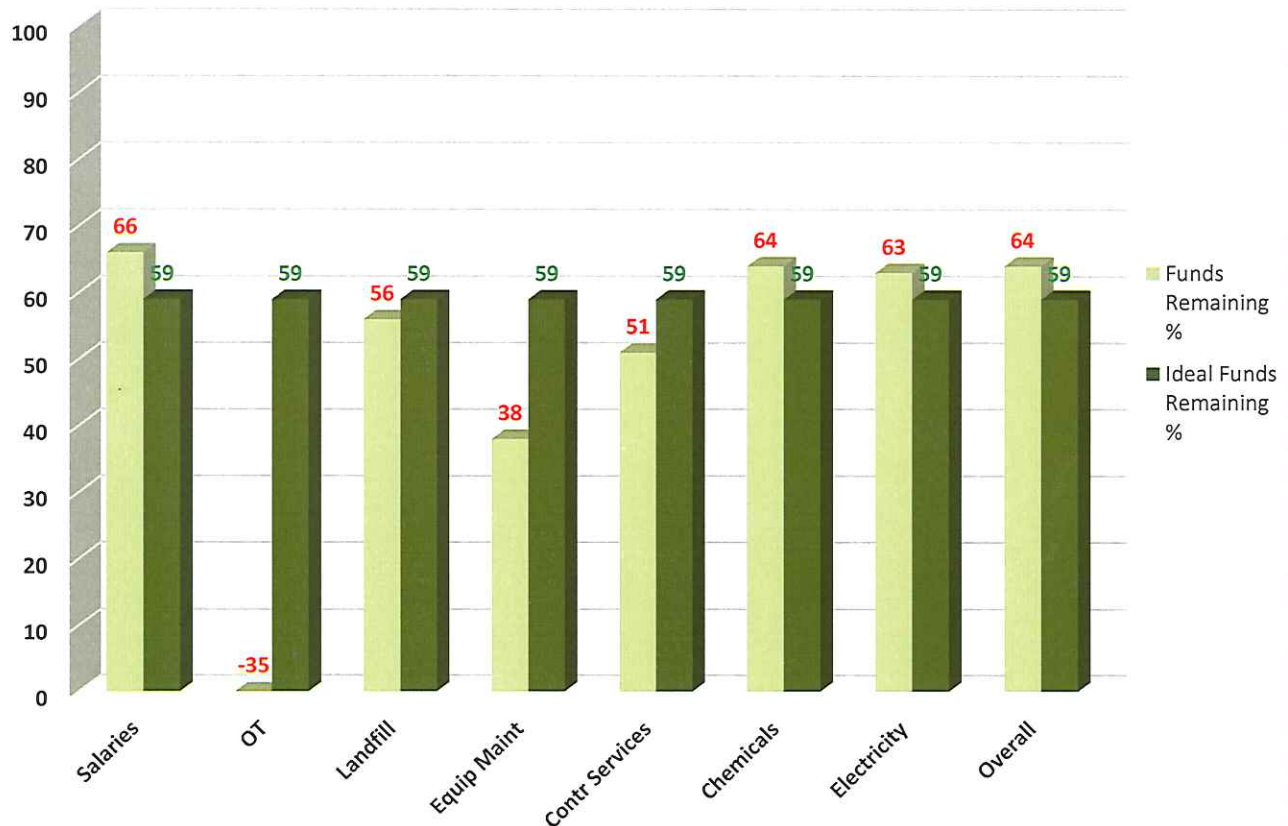
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	92.5	Million Gallons
Influent BOD	119.6	Tons
Influent TSS	147.9	Tons
Solids to Landfill	291.8	Wet Tons
Dry Solids Removed	52.2	Dry Tons

Wastewater Treatments Projects & Events

- 99.9% Compliance for May NPDES (Permit 3.0 MGD flow for May 3.058 MGD)
Considered a "soft" non-compliance in the DMR to EPD
- Preventive Maintenance: Influent & Primary Clarifier Completed

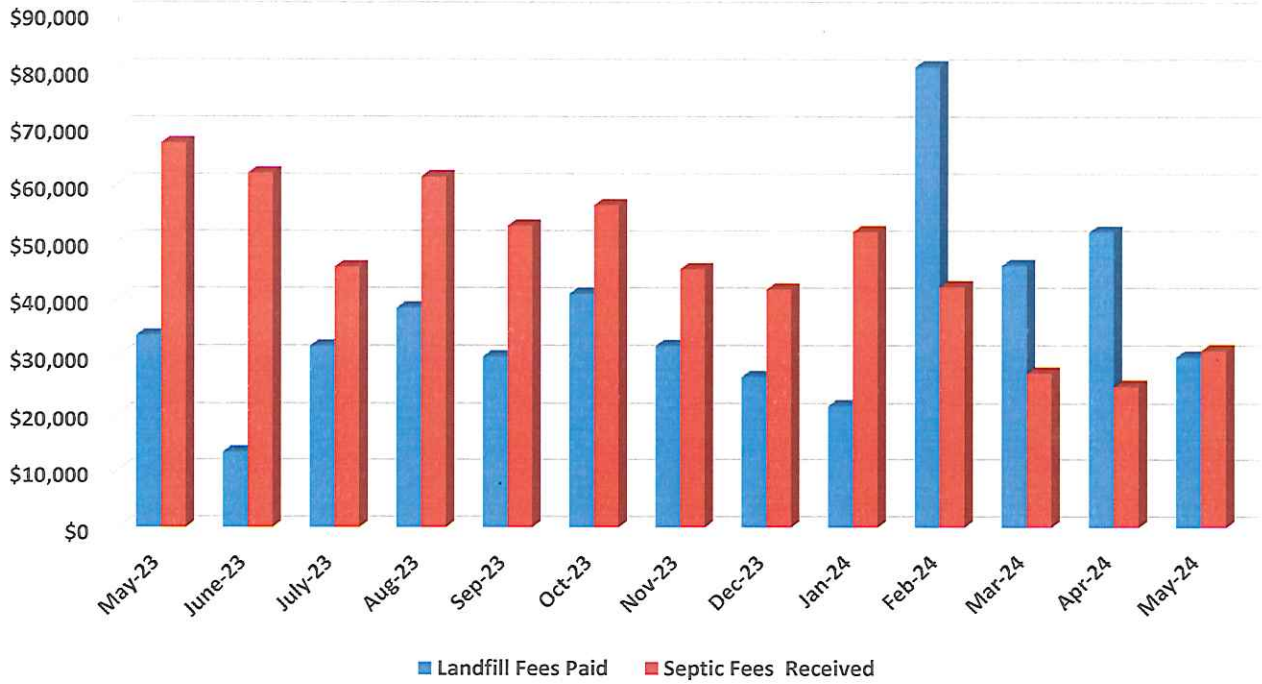
Funds Remaining % vs Ideal Funds Remaining % 2024



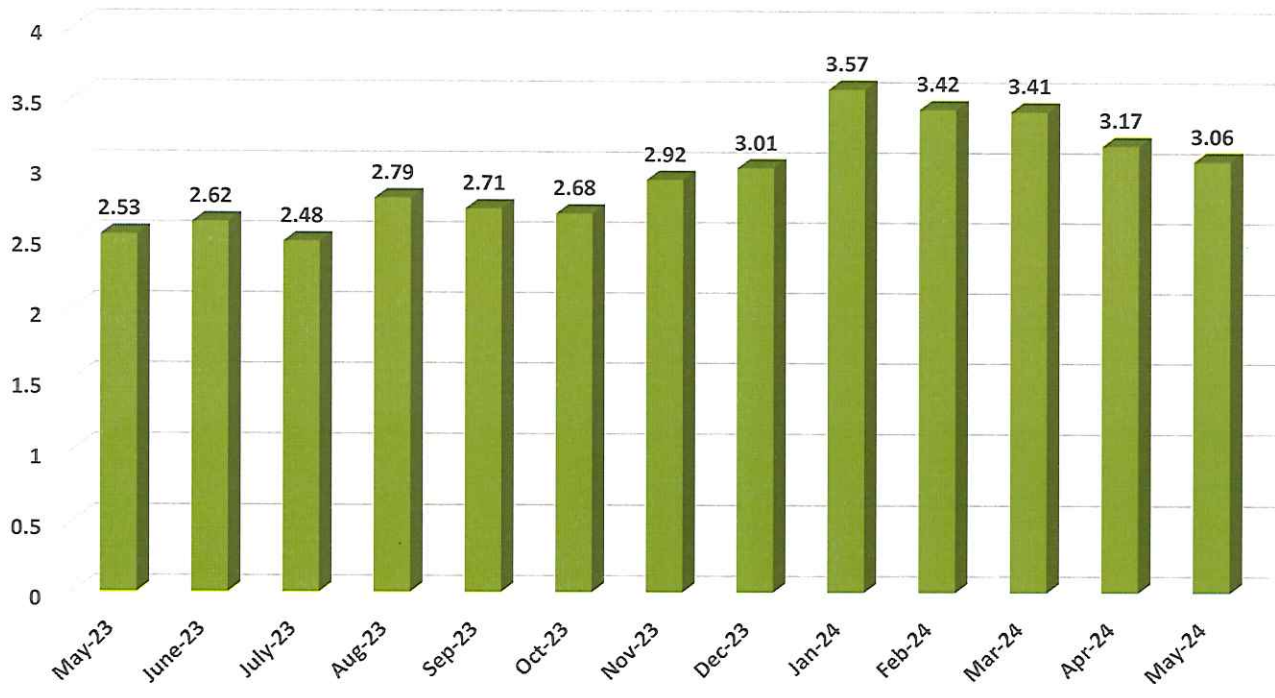
Sewage Treated vs Billed Monthly



Landfill Fees Paid vs Septic Fees Received 2024



Monthly Average Flow



Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, AMM & BOD	Flow, TSS, BOD, Phos \$8,950	\$54,625 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

March Data. April Industrial Reports not due until May 15

Work Orders Wastewater Plant & Lift Station

April 21 - May 18

Generated Work Orders	60
Completed Work Orders	48
Back-log Work Orders	12

Work Orders Commercial Grease Trap Inspection

May 1 - May 31

Grease Traps Scheduled for Inspection	14
Grease Traps Inspected	14
Non-Compliant	0

Water Treatment Plant

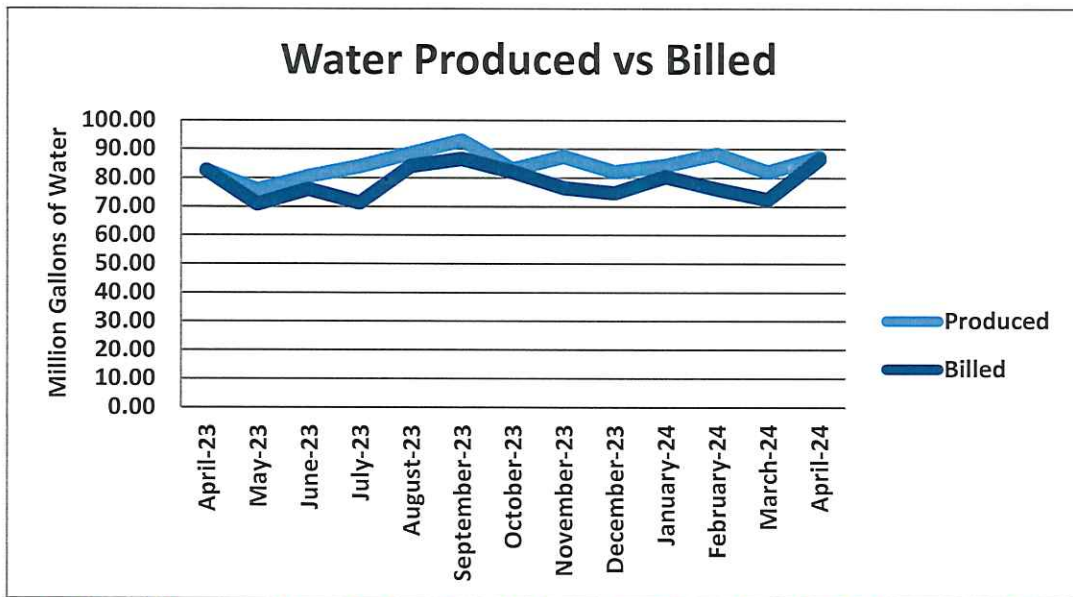
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
1	Discolored water.	Isolated concern, customer replaced filter.

Water Production Quantities

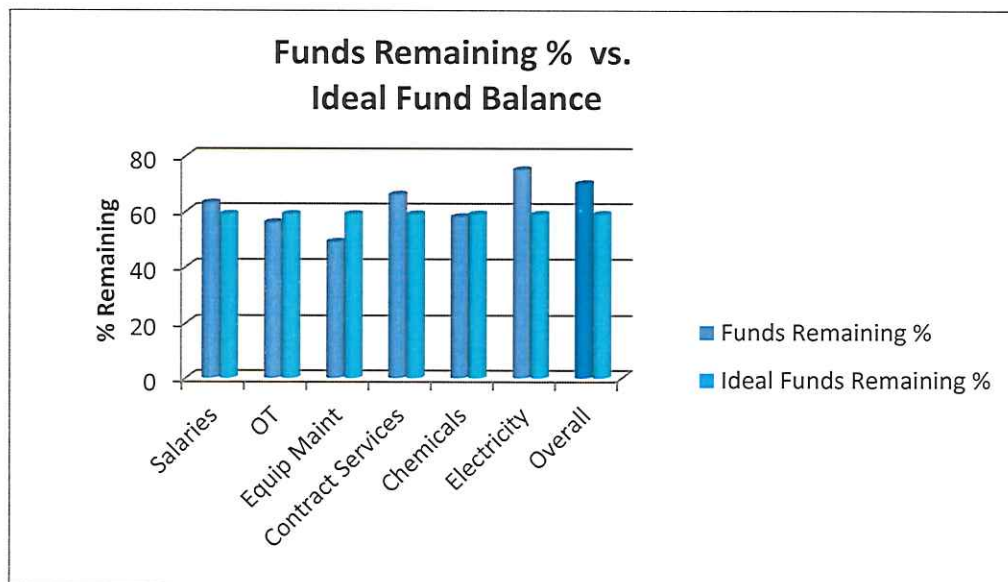
- Water Produced in April of 2024 was 87.21 MG.
- Water Billed in April of 2024 was 86.58 MG.
- The WTP recorded 8.84 inches of rain to date for May 2024.
- The Off Stream Impoundment level is 25.0 and 3.5 feet below maximum capacity.
- The Reservoir level is 1 foot 6 inches above full pool.



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.
- OSI Air Tank - Repair air leak.
- Remote Locations - Cut grass and trimmed fence line.
- OSI - Installed new sample pump.
- Reservoir - Visual inspection of the Raw Water Line.
- Reservoir - Open lower gate.
- OSI - Mow steep areas with RC mower.
- Pre Clearwell pH Probe - Reset to restore communication.
- Settled Turbidimeter - Troubleshoot.
- PAC - Removed clogging from injection quill.
- Polymer tank - Washdown and refilled.
- Post Cl2 - Replaced ball valve on drawdown tube.
- Train 1 & Train 2 Pulsator - Installed unions to clean tubing.

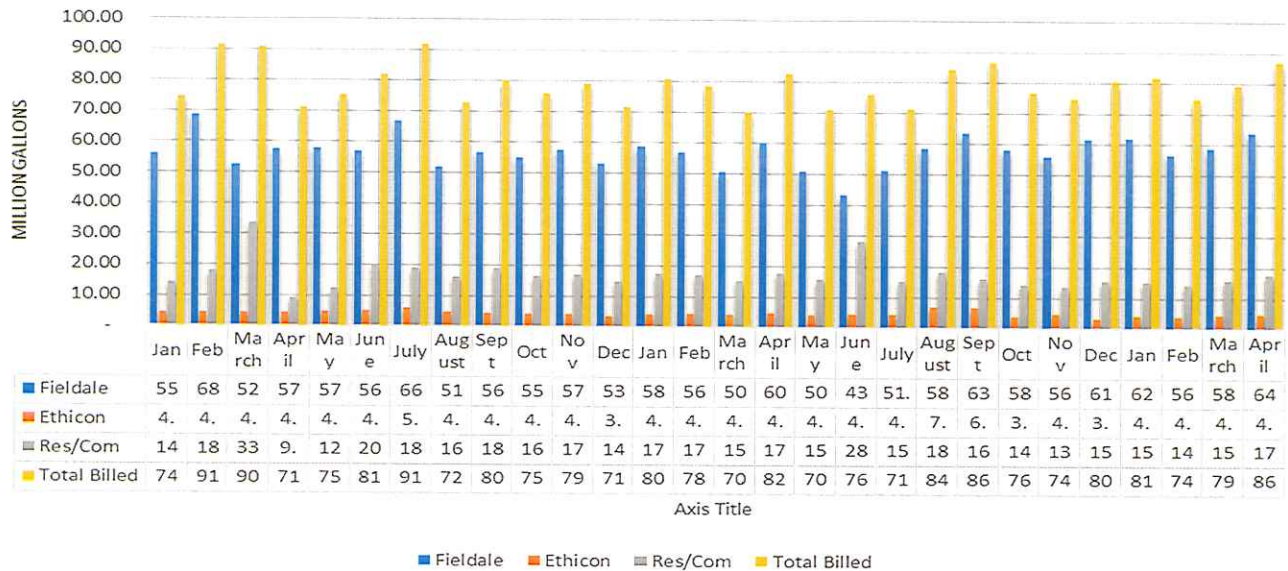


Water-Sewer-Storm May 2024

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	49	\$551.00	\$0.00	\$0.00	\$0.00	\$0.00	\$551.00	2.11%
Meter/Billing	4	\$399.00	\$0.00	\$0.00	\$0.00	\$0.00	\$399.00	1.53%
Water	14	\$9424.00	\$4000.01	\$0.00	\$1215.00	\$0.00	\$14639.01	56.00%
Sewer	5	\$2090.00	\$2545.37	\$0.00	\$789.00	\$0.00	\$5424.37	20.75%
Storm Water	3	\$171.00	\$321.59	\$0.00	\$0.00	\$0.00	\$492.59	1.88%
Water Plant 1439	41	\$479.75	\$0.00	\$0.00	\$0.00	\$0.00	\$479.75	1.84%
Lift Station	20	\$4085.00	\$57.50	\$0.00	\$14.00	\$0.00	\$4156.50	15.90%
Report Totals	136	\$17199.75	\$6924.47	\$0.00	\$2018.00	\$0.00	\$26142.22	

MAJOR USERS



General Activity

- 82 hrs. Lift Station Maintenance.
- 68- 811 Locates
- 183 Door Hangers for customers (past due notices)
- 33 Meters On/Off's
- 4 Meters installed.
- 112 hrs. Splash Pad Maintenance
- 88 hrs. Asphalt patching around city

PROJECTS/EVENTS

- 5 Storm Projects: Hampton Inn corrected rain runoff issue, cleared storm drain between Summit and Skyland, cleared storm ditch at 400 Wayside St., repaired driveway 216 Maple St., Chamber of Commerce, repaired headwall of storm pipe and re-ditched.
- 6 Water Leak Repairs: El patron, 1860 Chase Rd., 323 Hillandale, 4551 BC Grant, Alston Ridge, Longhorns
- 3 Sewer Blocks Cleared: 1088 S. Main St., 268 Wood St., 326 Wood St.,
- A new waterline was installed at Longhorns and tapped into Demorest water main.
- Sewer project at 1088 South Main Street FWS Bakery, replaced clay sewer line, installed SDR sewer pipe, installed cleanout and manhole. Poured cement floor for manhole.



Public Works Monthly Report for May 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 – 15

The Community House was cleaned 14 times.

We came in early to blow and clean the curbs and gutters.

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

We repaired or replaced street signs as needed.

Potholes were patched around the city.

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

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

We worked around the shop cleaning and organizing on rainy days.

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

We helped drive the dump truck for WWTP.

We finished spreading mulch in all the flower beds and playgrounds.

We helped Miss Davenport finish the mural.

We finished replacing all the A/C filters around the city.

We found and repaired a leak at City Hall.

We worked in Big City Park making repairs to the pavilion and the playground area, installing a drain line and repairing equipment.

Plants and flowers were donated to the city by Ingles and we planted them in several locations.

Dirt was haul to the welcome sign on the Level Grove exit so the flower bed could be built up.

We set up for, held, and cleaned up after the concert.

We painted over graffiti in several places around the city.

We replaced lights on the traffic lights at Level Grove and Wayside.

Bunting and flags were put out for Memorial Day.

Repairs were made to several doors at the Community House.

MONTHLY REPORT

4/25/2024	truck # 29 bandit chipper truck # 38	fixed tire fixed discharge chute replaced 2 tires
4/26/2024	shop	finished up spring cleaning
4/29/2024	car # 117 truck # 27 truck # 34	replaced tires replaced tires fixed vacuum pump
4/30/2024	truck # 44 truck # 28 truck # 30	fixed tire replaced cooling fan fixed door
5/1/2024	straw blower car #123 truck # 9	fixed wiring serviced transmission painted roof
5/2/2024	truck # 23 truck # 9 car # 107	replaced starter solenoid fixed leak in back window service & fixed tire
5/3/2024		vacation day
5/6/2024	FD brush trk FD tahoe city hall edge	replaced steering stabilizer replaced battery replaced battery & serviced transmission
5/7/2024	truck # 22 truck # 18 car # 117	fixed wiring & switch on aux. fuel tank washed out radiator & after cooler service
5/8/2024	TD95 tractor truck # 36	fixed hydraulic leak on tractor cleaned up trk
5/9/2024	shop generator car # 115	replaced block heater & hoses service

MONTHLY REPORT

truck # 34	fixed PTO
5/10/2024 truck # 18 car # 106 car # 113	fixed headlights replaced rear brakes service
5/13/2024 truck # 11 car # 116 truck # 3	service & replaced tires service & replaced front & rear brakes fixed door handle
5/14/2024 truck # 13 PD explorer truck # 34	fixed tire service replaced battery & starter solenoid
5/15/2024 PD explorer TD95 tractor	replaced fuel pressure sensor & fixed trans co replaced bearings & seals on lower lift arm sh
5/16/2024 truck # 22 car # 118 truck # 13	replaced battery replaced front rakes fixed tire
5/17/2024 truck # 3 truck # 34 car # 107	fixed taillights replaced PTO cable service
5/20/2024 truck # 30 truck # 27 truck # 26	replaced door hinge fixed tire replaced u joint
5/21/2024 truck # 27 car # 112 car #110	fixed door handle service fixed siren
5/22/2024 FD grill trailer FD marion w/s dept	replaced tires charged a/c welded up meter box lid

MONTHLY REPORT

5/23/2024		vacation day
5/24/2024		vacation day
5/27/2024		holiday
5/28/2024	truck # 13	installed vent visors
	car # 111	service
	truck # 17	fixed tire
5/29/2024	city manager truck	service
	2023 dodge ram trk	service
	FD marion trk	charged a/c

Cornelia

Page | 1

Jessie Owensby
Community Development Department
May 29, 2024
Monthly Report

Planning & Zoning

1. Attending zoning ordinance update meeting with consultant firm
2. Attended GICH monthly meeting and gave retreat recap
3. Met with CVIOG re: amphitheater concept design
4. Drafted and sent GICH retreat summary to team members
5. Recorded radio show on WCHM with chamber re: amphitheater
6. Inquired with consultant firm re: gravel driveways
7. Approved sign permit for 390 Chattahoochee
8. Sent fee schedules to City of Demorest per their request
9. Sent Development Standards and notes to consultant firm for zoning review process
10. Attended DCA webinar re: housing programs
11. Reviewed and approved sign permit application for Postal Pack & Ship
12. Reviewed and approved sign permit application for Pizza Hut
13. Updated Common Code Enforcement Violations form for City Marshal's office
14. Sent requested zoning documents to DCA Planner- Daniel Gaddis
15. Revised DCA letters for LIHTC housing development for Landbridge
16. Correspondence with Tim Evans re: inland port and job creation
17. Met with Juan Raya re: needed documents for house plans
18. City Commission meeting for annexation ordinance
19. Spoke with Jason Thorton re: annexation of property
20. Correspondence re: sign allowances for billboards
21. Met with Dee re: annexation and next steps
22. Correspondence with surveyor re: site plan for new construction (house)
23. Met with Harry Barton to discuss development of commercial property on Level Grove Road
24. Processed paperwork re: Annexation of property on Elrod Street
25. Correspondence with Harry Barton re: allowed uses for property
26. Phone call CVIOG re: amphitheater concept
27. Sent requested documents to consultant for property development
28. Analyzed property, easements, and ownership for potential development
29. Spoke on housing panel for Partnership Habersham's monthly meeting
30. Research and prep work for housing panel speaking engagement
31. Assisted property owner in getting new address for property
32. Filled Open Records Request for permits issued
33. Reviewed and approved sign permit for Mini Asia Market
34. Created and sent invoice to Landbridge Development for Annexation fee
35. Assisted City Marshal's office in code case on MLK
36. Met with Blake Foster re: homeless population
37. Reviewed proposed signage for Tractor Supply

Cornelia

Page | 2

38. Reviewed and approved signage for Viera Services
39. Changed and created land development requirements for Residential properties
40. Reviewed house plans and corresponded with developers for: Magnolia Villas Lots 3, 103, 118, 104, 102, 47, 82, 295 Habersham Terrace, and 272 Cherry Street

Economic Development

1. Gathered economic impact statistics for MS report for May
2. Spoke with property owner re: selling property in downtown
3. Edited press release for publication
4. Had MOU for GA Main Street program signed and submitted
5. Spoke with investor re: purchasing property for redevelopment in downtown
6. Met with potential buyers for historic building purchase and future development opportunities
7. Phone call with property owner
8. Met with property owner regarding sell of property and pricing
9. Spoke with Noah re: newsletter updates
10. Gathered demographic information for interested investor and sent to them
11. Spoke with property owner re: allowed uses for zone and pricing for selling

Community Development & Special Projects

1. Habersham Professional Women's planning meetings for 2024
2. Prepared for, gathered materials, and hosted Habersham Women's Professionals meeting
3. Met with Jose De Leon regarding Hispanic businesses and engagement in community- brainstorming session
4. Met with Ellie re: Small business 101 classes
5. Conducted Youth Leadership Habersham interviews at Tallulah Falls School, Habersham Central High School, and Trinity Classical School
6. Designed new signature logos for each department- requested from City Marshal's office
7. Phone call with Jason Tanner re: new signage throughout city
8. Designed new park signage for all city parks
9. Designed, ordered, and picked up sign for new Freedom Wall
10. Worked on integrating Hispanic community and helping to market businesses
11. Created list of Hispanic Businesses throughout Cornelia and added contact info for them- working to build relationships

Tourism and Special Events

1. Weekly meetings with Noah
2. Began creating new light pole banners for downtown and Market Corners Drive
3. Met with travel writer to interview for feature in Blue Ridge Country Magazine
4. Processed and approved 5K special event application
5. Gathered photos and supplemental information for travel writer and sent to her
6. Spoke with Lavonia Visitor Center to discuss rack cards for Cornelia
7. Worked with Lindsay to review resumes for Museum Operator

NOAH MAY MONTHLY REPORT

Special Events and Tourism

1. Collected Catch Me in Cornelia and Big Red Apple Festival Applications for 2024.
2. Continued to confirm necessities for the Cornelia Music Festival
3. Distributed promotional ads for Cornelia Music Festival on social media.
4. Obtained prizes from various downtown businesses for YearOne car show.
5. Gathered sponsor and event banners from NE Ga Signs
6. Coordinated set up for Cornelia Music Festival (Backstage area, car show, vendor placement).
7. Coordinated with vendors on set up times for the night of the Cornelia Music Festival
8. Attended and helped facilitate Cornelia Music Festival
9. Helped present winner of YearOne car show their prize at festival
10. Attended and facilitated Catch me in Cornelia #1

Downtown Development

1. Attended and facilitated May DDA meeting.
2. Typed and distributed DDA meeting minutes to all members.
3. Attended May H&T meeting.
4. Typed and distributed H&T meeting minutes to all members.
5. Updated city website with current information.
6. Updated Hospitality and Tourism board website with current information.
7. Completed 16 site visits (Fenders Alley/Diner, Bigg Daddys, Community Brew and Tap, FWS, Farmacia, Jack Bradley, Peaches Cafe, Cornelia Florist and Gifts, YearOne, Brownies by Faith, Farmhouse Poundcakes, Farm and Lavish, Commercial Executive Suites, Cornelia Pharmacy, Georgia United Credit Union, Higgins Properties/Construction).
8. Obtained custom postcards for Cornelia Train Depot.
9. Typed and distributed H&T meeting minutes to all members.
10. Completed Community Activity Report for April.
11. Completed Main Street Monthly report for May. 11. Published 5 weekly newsletters.

Community Development & Special Projects

1. Facilitated May Leadership Habersham session at the Chenoceetah Fire Tower.
2. Attended Young Professionals meeting at BSG.
3. Attended National Main Street Conference in Birmingham Alabama
4. Attended Young Professionals Mixer at Tallulah Adventures
5. Attended Young Professionals meeting at BSG.