



## City Manager Monthly Report for July 2024

We helped Mrs. Johnson remove her boat from the property that we purchased from her. This is the last thing that she had on the property, so we are good to begin working on the project as soon as we can. While we had the equipment on site we went ahead and moved the locomotive and placed it behind the caboose. I spoke to Buck Snyder; he is working on finding a price to have a crane pick up the locomotive and turn it around, so it looks like it is pulling the locomotive. He is also going to have the locomotive re-painted with the old TFS colors.

We have cleaned up the entrance to Irvin Street Park and installed a new sign at the entrance. We also installed a fence on the bank at the parking lot next to the underpass.

The Historical Society has officially moved out of the Ballard Center. Their artifacts have been relocated to the Demorest City Hall. The Standard Telephone Museum has been split up and artifacts have been placed in several cities around Northeast Georgia. We allowed them to place an old switchboard and a display case with several old telephones in it in the lobby of City Hall.

The Mayor, Ms. Sandy Borrow, and I met with representatives from the U.S. Forest Service about Chenocetah Tower. The Forest Service is going to apply for a grant to make repairs to the tower. The grant will also cover the cost of cleaning up the property around the tower as well as the road around the tower. They would like to remove a lot of the trees to improve the view from the tower. This will be a 3-year process the first step being creating the plan. While they were here, we marked several trees that we feel are hazards and should be removed immediately. We received notice last week that the trees that we identified have been approved and we should expect an agreement for the removal of these trees in the next couple of weeks.

We received Notice that our ARC grant that we applied for to help with the cost of the Amphitheater Project has been approved. The amount of the grant is \$1 million to help with the \$2.8 million cost of the project. The next step is to complete the Environmental Review which will take 30 to 60 days to complete. Once this is done, we will be able to begin working on the demolition of the buildings. Carter & Sloope is working on the plans for the project so we should be able to put the project out for bid before the end of the year. The goal is to at least have the property graded in time for the annual Music Festival in May.

The Police Department conducted 256 traffic stops, responded to 46 accidents, 23 shoplifting/thefts, and 19 alarms. They responded to a total of 825 calls for the month. The Investigative Division opened 7 new cases. We distributed 6 car seats and trained 10 care givers.

Probation has 235 active cases and they collected \$8,636 in fines. Probationers completed 202 hours of Community Service with a value of \$1,464.50. The Municipal Court managed 97 cases and collected \$8,348 in fines.

The Building Department issued 6 permits and collected \$478 in permit fees. They completed 13 residential inspections, 0 commercial inspections, 0 plan reviews and issued 0 certificates of occupancy. Code Enforcement opened 23 new cases and closed 29, issued 1 citation, and they have 13 active cases.

The Fire Department responded to 140 calls and completed 314 hours of training. The Fire Marshal completed 15 inspections, reviewed 2 sets of plans, issued 5 certificates of occupancy, and investigated 1 fire.

The Wastewater Plant treated 110 million gallons of sewerage. The Water Plant produced 79 million gallons of drinking water. We recorded 4.45 inches of rain; the new reservoir level is at 21.3 feet and the old reservoir is 2.1 feet below full pool. The Utilities Maintenance Department repaired 6 water leaks and 0 sewer blockages.

Public Works cleaned and inspected the Community House following 16 events. They made repairs to the eaves and the exterior of the Ballard Center. They repainted the underpass. They made repairs to the roof of City Hall; they replaced a yard hydrant at Dog park. They made repairs at the Community House and the Library.

The Maintenance Shop repaired 31 vehicles and serviced 7 vehicles.



Donald Anderson  
City Manager

# PUBLIC SAFETY MONTHLY

July 2024

## POLICE DEPARTMENT

### UNIFORM PATROL

<b>TRAFFIC</b>	
Traffic Stops	256
Susp.Person/ Veh	117
License Check	2
MVA Accidents	46
<b>NON-TRAFFIC</b>	
Fight Calls	2
Burglary	3
Shoplifting/Theft	23
Domestic Calls	35
Drunk/Disorderly	18
Abuse	2
Alarms	19
<b>CONTACTS</b>	
Citizen	2325
Motorist	36
Bank/Funeral	3
<b>REPORTS</b>	
Incidents	42
Accidents	20
Citations	68
<b>TOTAL DISPATCHED CALLS 825</b>	

<b>TRAFFIC UNIT</b>	
Citations Issued	27
DUI	
DUI Drugs	
Drug Arrests	
Other Arrest	

### CRIMINAL INVESTIGATIONS

<b>CASES</b>	
NEW	7
OLD	4
<b>TYPES</b>	
Person	2
Property	6
Financial	2
<b>TOTAL</b>	
<b>DISPOSITION</b>	
Arrest	0
Ex. Clear	1
Inactive	4
Active	5
CLOSED	0
<b>Narcotics</b>	
Active	
Closed	
Arrest	
CI's Active	

<b>NARCAN</b>	
Units Used	

<b>TRAINING</b>	
Virtual Academy	12
Power DMS	
In Service	88
Outside	4
<b>TOTAL</b>	<b>104</b>
<b>CAR SEATS</b>	
Seats Distributed	6
Care Givers Trained	10
Police Trained	
<b>SRO</b>	
Incident Reports	summer
Arrest/ Juvenile	
Calls for service	
Parent Contact	
Student Contact	

# PUBLIC SAFETY MONTHLY

## COURT

COURT	
Court Cases	97
Fines Paid	\$8,348.00
C.H. Ran	37
C.H. Monies	\$15.00
Walk In's	120


## PROBATION

Fines for Cornelia	\$8,636
Community Service	
Hours	202
Value of Hours	\$1,464.50
Active Cases	235

## NOTES:

# PUBLIC SAFETY MONTHLY

Building Department
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Permits Issued	6	
Fees Paid	<del>\$16,835.55</del>	477.50
Plan Reviews		
Residential Inspection	<del>12</del>	13
Commercial Inspection	<del>9</del>	
Erosion Inspection	<del>12</del>	19
New Home Permits	<del>16</del>	0
Residential C.O.s	0	1

CODE ENFORCEMENT
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Cases	41
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New	23	40
Old	19	
Inspections		
Disposition		
Closed	29	
Citations	1	
Active	13	

## Monthly Report July 2024 (June 23 – July 27)

### *From the Office of the Fire Chief*

Fire Recovery Money received YTD – **\$1,047**

Miscellaneous – **N/A**

### *From the Office of the Fire Marshal*

Certificate of Occupancy Issued – **5**

Inspections – **15**

Violation Notices – **0**

Plans Reviewed – **2**

Investigations – **1**

Community Outreach – **Cornelia Elementary summer program truck tour and water day. Attended First Day of School car rider assistance.**

### *From Operations*

Monthly Operational Responses – **140**

EMS Related – **71**

Fire Related – **69**

Year to Date Operational Responses – **811**

Monthly Training hours – **314**

Year to Date Training hours – **2,300**



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

# Water Pollution Control Plant

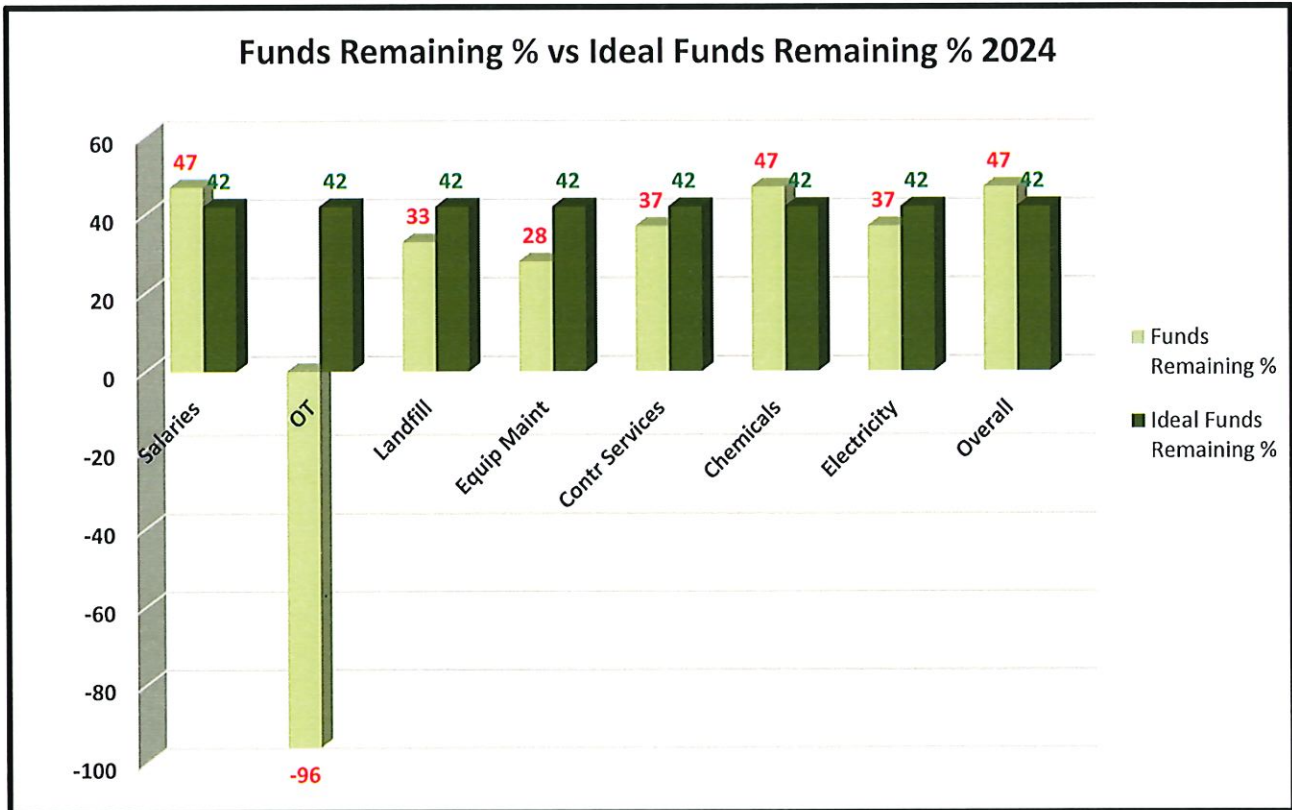
Report for June 21, 2024 thru July 25, 2024

## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	109.5	Million Gallons
Influent BOD	142.4	Tons
Influent TSS	208.3	Tons
Solids to Landfill	389.2	Wet Tons
Dry Solids Removed	75.1	Dry Tons

## Wastewater Treatments Projects & Events

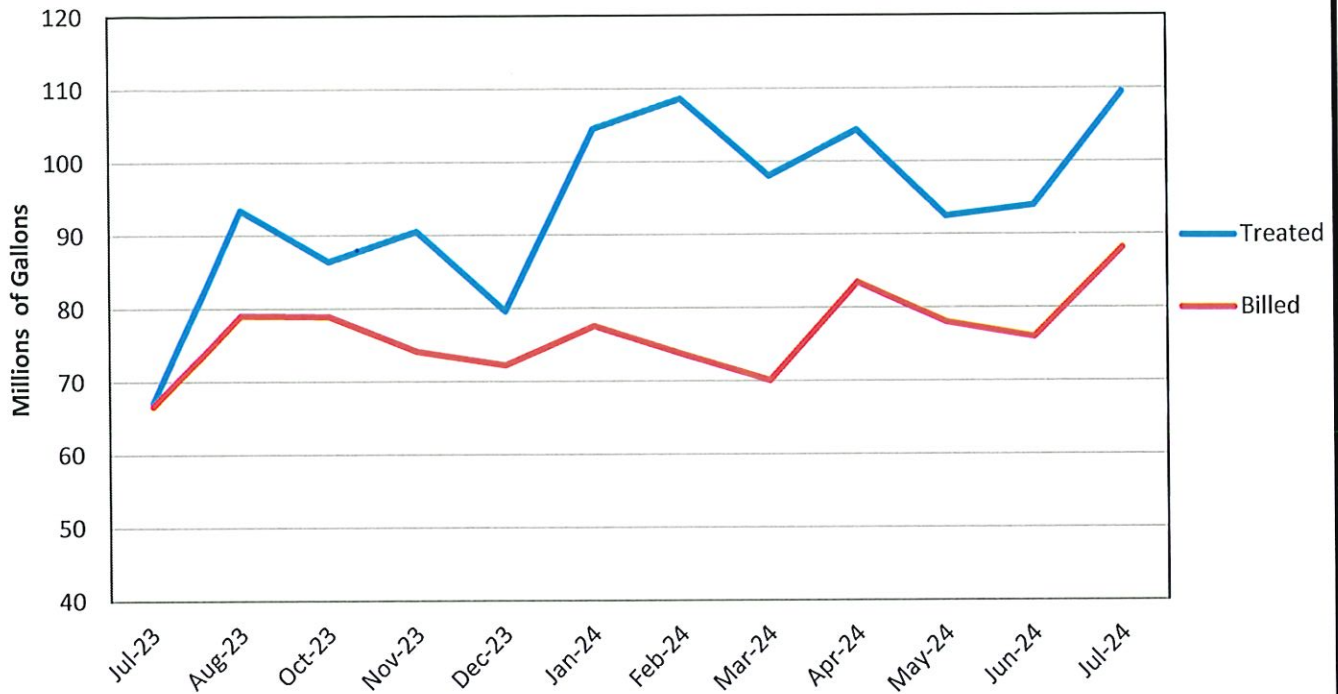
- 99.9% Compliance for July NPDES (Permit 3.0 MGD flow for July 3.162 (MGD)  
Considered a "soft" non-compliance in the DMR to EPD



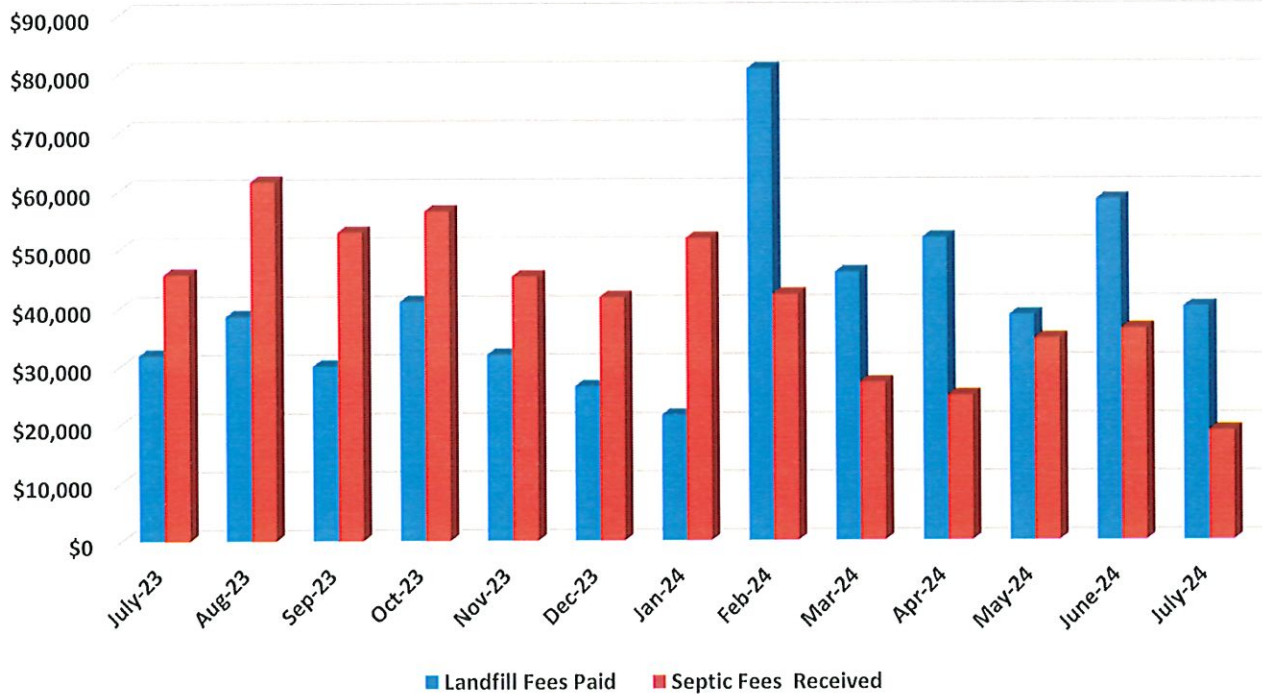
\* OT line item is significantly over however the dollar amount of the salary line will more than compensate for the overage. Keith instructed Andy that overtime should be limited to absolute necessity and until the open position is filled.



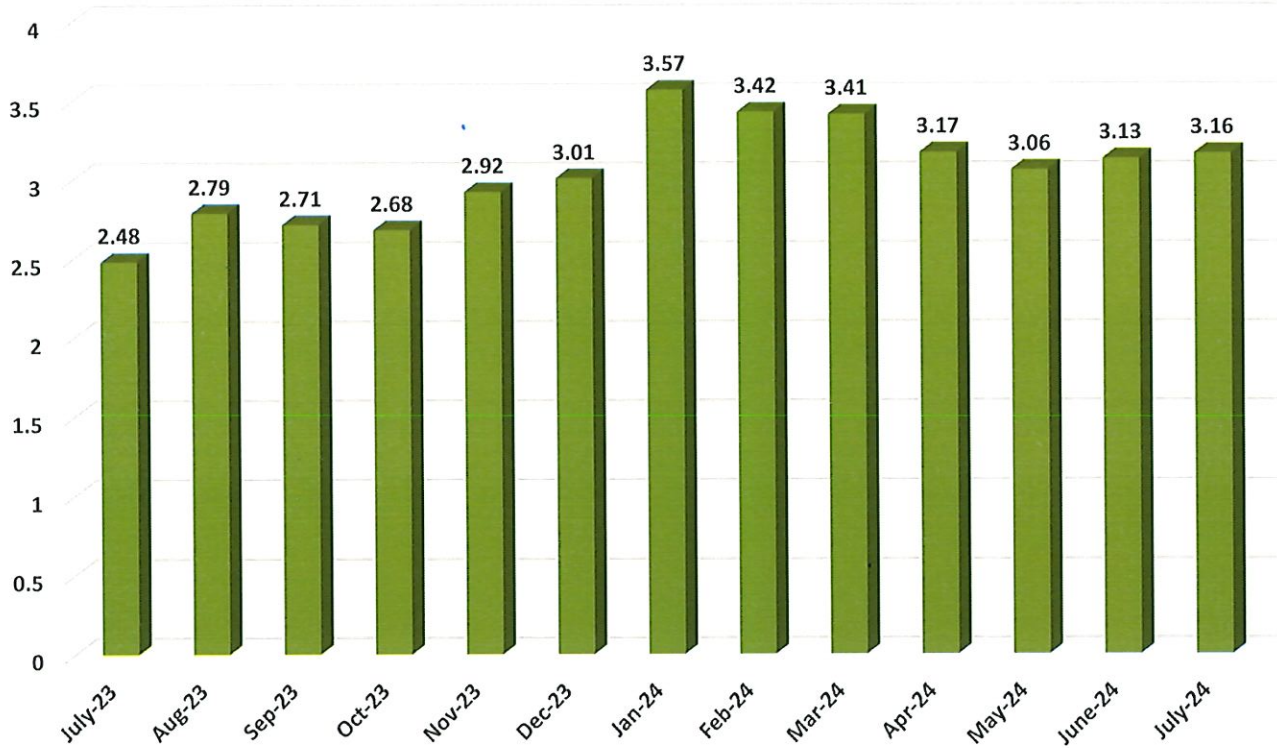
## Sewage Treated vs Billed Monthly



## Landfill Fees Paid vs Septic Fees Received 2024



### Monthly Average Flow



### Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Return Pump	Check Valve	End of Life	Received	\$3,058
Return Pump	Iso Valve Worm Gear	End of Life	Received	\$704
Filter Backwash Station	Guide Rail Bracket	End of Life	Replaced	\$1,494

### Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, AMM & BOD	BOD, Phos \$3,000	\$32,226 <i>(waived)</i>
Ethicon	None	None	None
Salford BBI	None	None	None

*June Data. July Industrial Reports not due until August 15*

### Work Orders Wastewater Plant & Lift Station

*June 23 - July 27*

Generated Work Orders	55
Completed Work Orders	50

Back-log Work Orders	5
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## Work Orders Commercial Grease Trap Inspection

*July 1 - July 31*

Grease Traps Scheduled for Pumping	50
Grease Traps Pumped	50
Non-Compliant	0

### Plant Operations

- **Solids Handling:** Digester #2 began to build up foam.
- **Summary:** Processed Digester #2 sludge thru belt press and began reseeded. Foam dropped from 9ft to 1 foot
- **Disk Filters:** Normal
- **Summary:** Normal
- **Phosphorous/Ammonia Issues:** Normal
- **Summary:** N/A
- **Other:** N/A
- **Summary:** N/A

# Water Treatment Plant

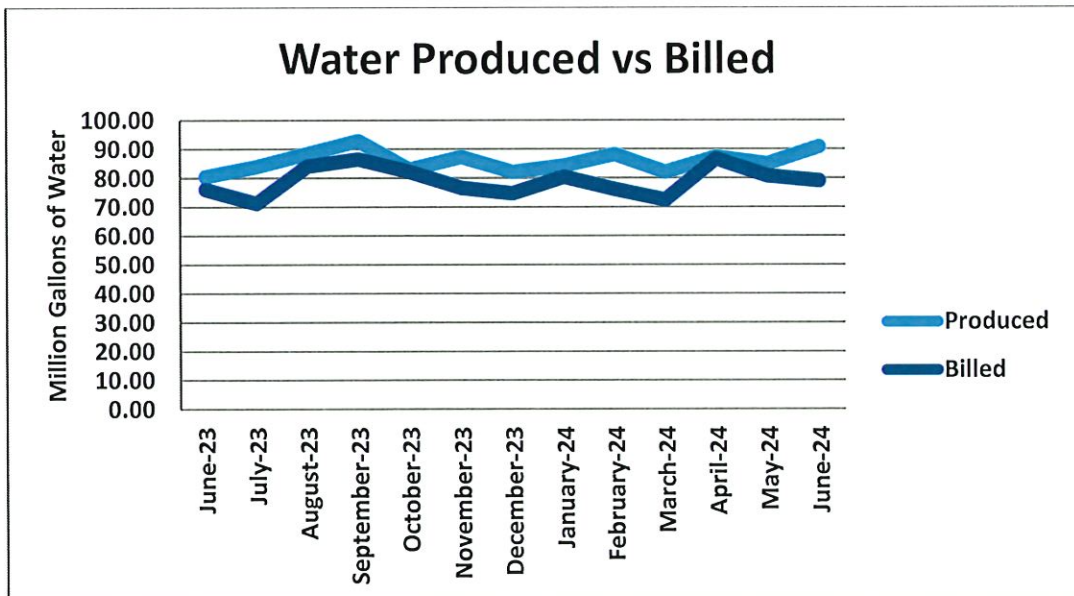
## Water Quality

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

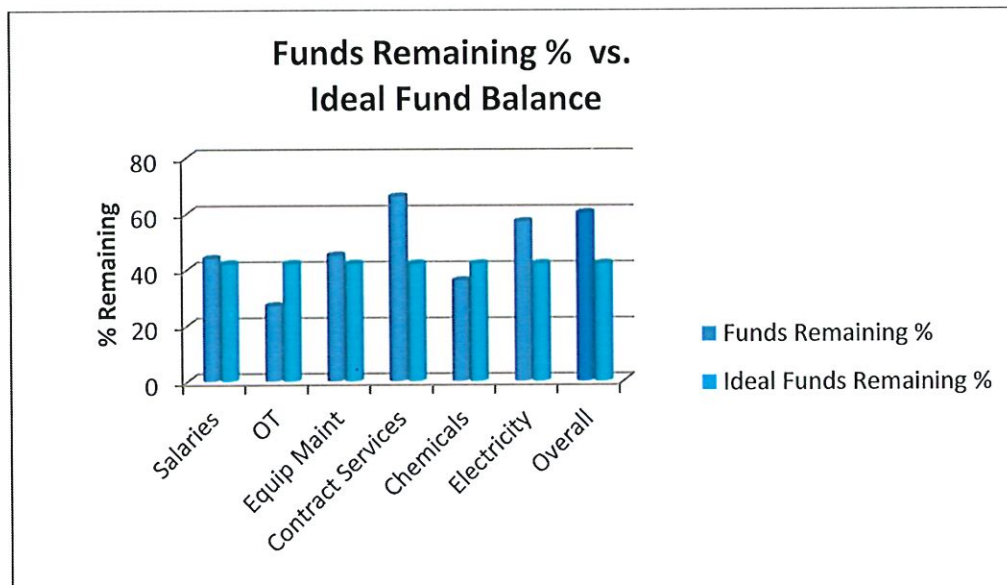
- Water Produced in June of 2024 was 90.76 MG.
- Water Billed in June of 2024 was 79.03 MG.
- The WTP recorded 4.45 inches of rain to date for July 2024.
- The Off Stream Impoundment level is 21.3 feet and 7.2 feet below maximum capacity.
- The Reservoir level is 2.1 feet below full pool.



\*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.
- PAC - Removed clogging from injection quill.
- WTP Gate - Replaced gate operator.
- Pre-Cl<sub>2</sub> - Moved chemical injection point to raw water line.
- Bac-T's - 1<sup>st</sup> Round.
- TOC - Sample.
- Grandview Booster Pump - Inspection.
- Hazel Creek Air Compressor - Inspection.
- Chenocetah Pumps 1 & 2 - Inspection.
- PAC Day Tank - Removed crystallization before filling with new coagulant.
- KMNO<sub>4</sub> day tank - Repaired hole in tank.



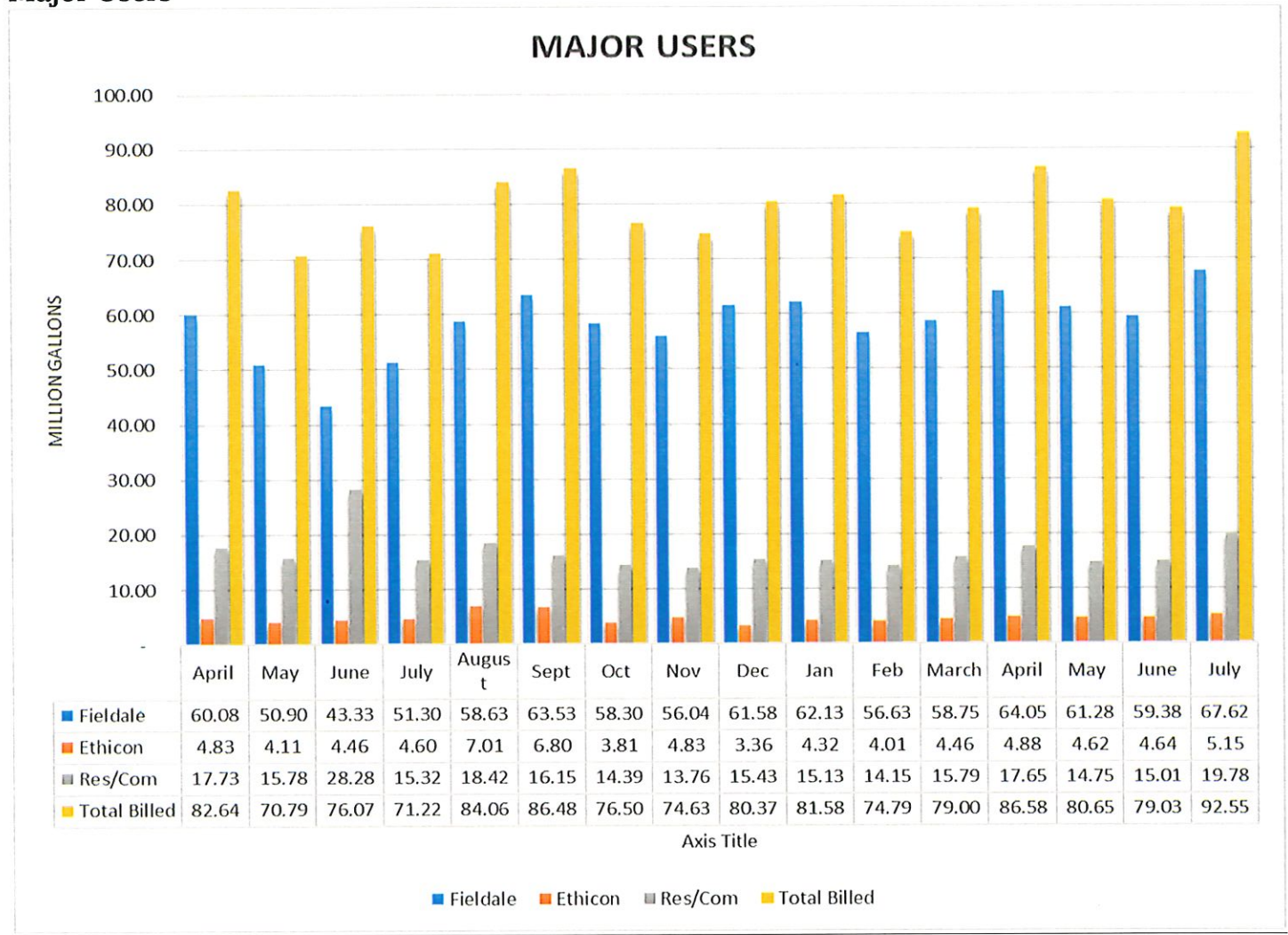
\* OT line item is significantly over however the dollar amount of the salary line will compensate for the overage. Keith instructed Darrell that overtime should be limited to absolute necessity. Darrell had already made some cuts before it was brought to his attention and was instructed to make further cuts.

## Water-Sewer-Storm July 2024

### Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	50	\$539.60	\$0.00	\$0.00	\$0.00	\$0.00	\$539.60	0.91%
Meter/Billing	11	\$1339.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1339.50	2.25%
Water	15	\$5633.50	\$9293.23	\$0.00	\$640.00	\$4347.56	\$19914.29	33.47%
Sewer	1	\$7068.00	\$28573.00	\$0.00	\$478.00	\$0.00	\$36119.00	60.71%
Water Plant 1439	51	\$551.00	\$0.00	\$0.00	\$0.00	\$0.00	\$551.00	0.93%
Lift Station	18	\$475.00	\$0.00	\$0.00	\$0.00	\$555.00	\$1030.00	1.73%
<b>Report Totals</b>	<b>146</b>	<b>\$15606.60</b>	<b>\$37866.23</b>	<b>\$0.00</b>	<b>\$1118.00</b>	<b>\$4902.56</b>	<b>\$59493.39</b>	

### Major Users



## General Activity

- 96 hrs. Lift Station Maintenance.
- 96 - 811 Locates
- 142 - Door Hangers for customers (past due notices)
- 90-Meters On/Off's
- 14-Meter repairs.
- 101 hrs. Splash Pad Maintenance
- 57 hrs. new Water Distribution Shop
- 369 hrs. Wood St. Project
- 11- Customers contacted for high water usage

## PROJECTS/EVENTS

### 6-Water Leak Repairs:

144 Myrtle St. 6-inch water main break.

El Patron. 3/4-inch Waterline repaired.

133 Hillandale. Repaired a 2" pvc line.

283 Kirbyville. Repaired 2" pvc line.

332 Lee St. Repaired 2" pvc line.

Clarkesville/Elrod St. repaired a 3/4-inch pvc line.

### Project/Events:

32-hour project at Grace Baptist Church on Chase Road, tapped to 8-inch water main.

45-hour project at Myrtle St. water main break with a boil water advisory.

Dug out gravel on Wood/Burrell St., Wind drift Lane and Foster/Edwards St., Plated ditches and coned off area, patch work and prepped for concrete.

Measured and formed roads cuts and dug out road cuts on Hoyt St. Wood, Foster, Linda Way. Hauled 72 tons of gravel and poured 65 yards of concrete.

No storm projects: Bryan is out taking classes for his CDL's



## **Public Works Monthly Report for July 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 – 28

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.

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.

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

We helped drive the dump truck for WWTP.

Repairs were made to the exterior of the Ballard Center.

We cut down dead trees on Maple Street, at the Ballard Center, and in Big City Park.

The sign for Irvin Street Park was replaced and relocated.

A fence was built in between the parking lot and the creek on Irvin Street.

The underpass was repainted.

Edwards Street and Oak Street were crack sealed.



Repairs were made to the roof at City Hall.

We helped Mona in flower beds around town.

We set up for and cleaned up after events.

We cleared brush from the side of the road going to the firing range to reestablish the ditch, then scraped the road and spread gravel.

We worked at City Hall installing a phone and removing a tree.

One of the yard hydrants was replaced at the dog park.

We removed the old rotten crosstie steps at Library Park.

We blew off the parking lot on Irvin Street and around the downtown area.

We cut down a tree and some brush along the road at the North Fire Station.

The locomotive from Johnson RR was moved.

New stops signs were installed by the hotels.

We worked at the Community House on the sewer pump and keeping the ice machine full after it stopped working.

We worked at the library on a toilet.

MONTHLY REPORT

6/27/2024	car # 116 truck # 27 shop	service & fixed tire replaced fuel filters fixed outside hose reel
6/28/2024	truck # 3 truck # 8 car # 120	service fixed air leak replaced brakes
7/1/2024	car # 107 truck # 3 truck # 26	fixed tire replaced brake pads front & rear charged a/c
7/2/2024	cracksealer car # 112 truck # 6 truck # 27	adjusted flow control valves service fixed strobes adjusted fuel pump linkage
7/3/2024	kuboa excavator cracksealer car # 113	replaced belts replaced horn replaced tires
7/4/2024		holiday
7/5/2024	PD 09 explorer car # 104 truck # 6 truck # 30	fixed tire service charged a/c fixed tarp
7/8/2024		vacation day
7/9/2024		vacation day
7/10/2024		vacation day

MONTHLY REPORT

7/11/2024		vacation day
7/12/2024		vacation day
7/15/2024	car # 110	fixed tire
	car # 114	replaced tire
	PD trailer	replaced tires
	truck # 2	hauled trk to shop
7/16/2024	car # 107	service
	car # 117	replaced front CV axels
	scissor lift	replaced batteries
7/17/2024	PD humvees	worked on hummers
	w/s transit	removed bent wheel
	car # 115	replaced rear brakes
7/18/2024	PD humvees	finished up work on trks
	w/s transit	replaced wheel & tire
	car # 111	service
7/19/2024	car # 120	service & replaced tires
	truck # 36	fixed wipers
	w/s tamper	rebuilt carburetor
7/22/2024	wwtp backhoe	fixed throttle
	w/s transit	service
	car # 116	fixed tire
7/23/2024	car # 113	fixed tire & charged batteries
	truck # 26	replaced belt
	FD F150	charged a/c
	car # 105	service
7/24/2024	w/s ranger	installed tool boxes & replaced tailgate latch handle
	utility director trk	replaced fuel filler door assy.
	truck # 28	fixed tire

MONTHLY REPORT

7/25/2024	car # 106 truck # 34 truck # 44	service replaced battery fixed tire
7/26/2024	truck # 30 car # 123 lawnmower	adjusted clutch replaced front brakes hauled mower to swineharts
7/29/2024	PD humvee truck # 26 car # 111	replaced batteries fixed tire service
7/30/2024	truck # 2 car # 108 truck # 12	hauled trk to wwtp fixed tire worked on TPMS
7/31/2024	kumotsu excavator w/s trailer vac trk	welded blade on tractor replaced 4 tires replaced air line

# Cornelia

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Jessie Owensby  
Community Development Department  
August 1, 2024  
Monthly Report

## Planning & Zoning

1. Correspondence with Kathy Papa re: housing study for GICH
2. Drafted zoning verification letter for potential new business on N. Main (JP)
3. Meeting with Kathy Papa and Aaron Redman at UGA re: students conducting housing survey
4. Read and marked up the first draft of new zoning ordinance for revisions (144 pages)
5. Correspondence with CPL re: Ch. 2 & 3 of new zoning ordinance
6. Met with James Irvin re: potential retail development on Level Grove
7. Created public notice signs for public hearing re: four-way stop
8. Researched zoning requirements and allowances for a home for sale for realtor (Maple)
9. Scanned and sent additional comments and recommendations to CPL for zoning ordinance revision
10. Call with James Irvin re: potential annexation and sent application to him
11. Reviewed and marked up zoning map for amendments and revisions
12. Reviewed and discussed new sign renderings for Tractor Supply
13. Confirmed minimum development standards for lift station access road for potential development
14. Sent amphitheater concept renderings to newspaper for article
15. Correspondence with property owner re: rebuilding a burned down house (ZS)
16. Correspondence with developer re: letters of support from business owners (DH)
17. Progress meeting with CPL re: zoning ordinance
18. Met with resident re: zoning for properties to build shelter (BF)
19. Researched property for potential buyer; send minimum requirements (ZS)
20. Phone call with sign company re: new sign requirements
21. Began grading Plan First applications for new and renewing communities
22. Sent building permit applications to property owner as requested
23. Phone call with property owner re: subdivision of property (JH)
24. Phone call with surveyor re: minimum development requirements and subdivision of property (CC)
25. Researched properties for land development recommendations for existing property owner (PS)
26. Received annexation application and sent notification to Hab County- processed application
27. Respond to request for information to inquiry re: zoning of property (MB)
28. Sent GICH retreat information to team members for registration
29. Zoning verification letter for property owner building a house (ZS)
30. Correspondence with Housing Director in Gainesville re: attending GICH meeting
31. Reviewed and approved plans for church remodel

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32. Spoke with property owner re: land development plans and requirements (MF)

## **Economic Development**

1. Gathered economic impact statistics for MS report for June
2. Conducted business inventory for Hispanic consultant
3. Phone call with hotel chain re: investors
4. Met with Hispanic consultant re: engagement and networking with Hispanic business owners
5. Met with hotel chain re: hotel feasibility study
6. Correspondence with Hispanic consultant re: translating documents to Spanish
7. Developed first draft of FY '25 Department Budget
8. Phone call with developer re: real estate
9. Correspondence with realtor re: expired variances for property development
10. Informed business owners re: dumpster improvements in Appletree Alley
11. Selected to be on small business development team representing Habersham County for CREATE program by Georgia Power
12. Attended economic development webinar hosted by GMA
13. Met with Hispanic consultant re: creating series of small business development classes for Hispanic business owners in community
14. Attended economic development retreat at GMRC with GA Tech
15. Met with finance director re: FY '25 budget
16. Met with realtor re: properties for infill and redevelopment
17. Attended DDA monthly meeting
18. Call with business owner re: rural zone tax credits
19. Spoke with business re: existing mural in building and historic preservation
20. Met with potential new business owner re: allowances for space and small business development
21. Met with property owner re: code compliance and enforcement of property (BF)
22. Sent property inventory to realtor as requested

## **Community Development & Special Projects**

1. Habersham Professional Women's planning meetings for 2024
2. Prepared for, gathered materials, and attended Habersham Women's Professionals meeting
3. Learned of Congressional Spending allocation of \$1.35 million for Rails to Trails trailhead project
4. Learned of award of ARC grant for \$1 million
5. Researched available grants for Rails to Trails and Amphitheater
6. Created powerpoint and presented for leadership development session with Chamber
7. Designed new banners for light poles in downtown and ordered
8. Research and correspondence with Rain Works for beautification project in downtown re: super hydrophobic spray

## **Tourism and Special Events**

1. Weekly meetings with Noah
2. Processed special event application for UGA walking program in Cornelia parks
3. Processed special event application for Latino festival

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4. Correspondence with event organizer re: Hispanic vendor list
5. Cleaned and opened Chenocetah Tower for a proposal
6. Processed special event application for Arts and Food Festival
7. Spoke with restaurant owner re: Big Red Apple Festival booth
8. Met with event organizer re: questions re: alcohol permitting and food permits
9. Worked with animal shelter to provide gift basket for fundraiser
10. Phone call with event organizer to answer questions about processes for permitting
11. Sent information and attached applications and resources to event organizer
12. Processed special event application for Marigold Festival
13. Phone call with event organizer re: logistics
14. Reviewed and approved highway banners for BRAF

\*\*\*\*\* Took two much needed weeks off in July. THANK YOU!

## **NOAH JULY MONTHLY REPORT**

### **Special Events and Tourism**

1. Coordinated with vendors on set up times for the night of the Catch me in Cornelia
2. Coordinated with Police Department and Public Works regarding needs for Catch me in Cornelia #3.
3. Attended and helped facilitate Catch me in Cornelia #3.
4. Reviewed new social media/marketing plan results.
5. Discussed with Thomas Black regarding necessary marketing needs for Smokey bears 80th birthday celebration at Chenocetah Fire Tower.
6. Discussed with Becky Hughes @ First Baptist Church in Cornelia regarding their marketing needs for apple pie 5k.

### **Downtown Development**

1. Updated city website with current information.
2. Updated Hospitality and Tourism board website with current information.
3. Completed 16 site visits (Waste Away Disposal, Mckay Tree Service, Daniels Barber Shop, Westbrook Trucking, Futures Program, Cooper Technology, Financial Supermarkets, IVCO Inspection, A&E Body Shop, Town Center Insurance, Revolution Finance, 180 Renovations, Jason St Jermaine IT Services, Freedom Recovery, Sharing and Caring, NGN Fiber ).
4. Completed Community Activity Report for June.
5. Completed Main Street Monthly report for July.
6. Published 5 weekly newsletters.

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

1. Attended Habersham County Library Meeting @ Clarkesville Library.
2. Attended Young Professionals meeting at Sweet Southern Cafe.
3. Attended Habersham Power Hour at Fenders Diner/Alley.
4. Attended Legacy Washing Service Ribbon Cutting at Chamber Office.