

## City Manager's Monthly Report for October 2024

Engineered Restorations has completed the repairs to the retaining wall in front of City Hall. Public Works will treat the wall with a sealant that will extend the life of the wall. This sealant will need to be applied every 5 years.

We had a very successful Downtown Trick or Treat event on Halloween. I estimate that over 500 trick or treaters participated in the event. The next event will be the Downtown Tree Lighting on November 29<sup>th</sup> at 6:00 PM. This will be immediately followed by the Second Annual Dashing Through the Lights 5k at 7:00 PM.

We did receive notice that the Historic Preservation Division has approved the Amphitheater Project. Carter & Sloope is completing the plans for Phase I of the Project which is scheduled to go out for bid on December 1<sup>st</sup>. This phase will be the grading, utilities, restrooms, and concrete work. Phase II will be the construction of the stage and dressing rooms. We will budget for this portion of the project in 2026.

The Chenocetah Water Tank Rehab Project is complete, and the tank has been disinfected and put back into service. The project was completed about 30 days ahead of schedule.

The Fairfield Inn opened on October 29<sup>th</sup> and welcomed its first guests on October 30<sup>th</sup>!

The Police Department conducted 285 traffic stops, responded to 35 accidents, 24 shoplifting/thefts, and 27 alarms. They issued 53 citations and made 14 arrests. They responded to a total of 996 calls for the month. The Investigative Division opened 7 new cases, closed 6 and made 3 arrests. We distributed 10 car seats and trained 24 care givers.

Probation has 157 active cases, and they collected \$6,982 in fines. Probationers completed 100 hours of Community Service with a value of \$725. The Municipal Court managed 123 cases and collected \$6,989 in fines.

The Building Department issued 14 permits and collected \$3,103 in permit fees. They completed 54 residential inspections, 25 commercial inspections, 2 plan reviews and issued 3 certificates of occupancy. Code Enforcement opened 30 new cases, issued 1 citation, and closed 48 cases; they have 8 active cases.

The Fire Department responded to 132 calls and completed 476 hours of training. The Fire Marshal completed 4 inspections, issued 4 certificates of occupancy, and investigated 2 fires.

The Wastewater Plant treated 108.6 million gallons of sewerage. The Water Plant produced 86.2 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 12 water leaks and 4 sewer blockages.

Public Works has completed the cleanup from the hurricane and are now in full Christmas Decorating mode. They cleaned and inspected the Community House following 19 events. The leaf vac has begun working on the route which begins in Ward 1 and works its way around to Ward 4.

The Maintenance Shop repaired 53 vehicles and serviced 13 vehicles.



Donald Anderson  
City Manager

# PUBLIC SAFETY MONTHLY

Oct 2024

## POLICE DEPARTMENT

### UNIFORM PATROL

<b>TRAFFIC</b>	
Traffic Stops	285
Susp.Person/ Veh	97
License Check	2
MVA Accidents	35
<b>NON-TRAFFIC</b>	
Fight Calls	2
Burglary	5
Shoplifting/Theft	24
Domestic Calls	36
Drunk/Disorderly	58
Abuse	4
Alarms	27
<b>CONTACTS</b>	
Citizen	2635
Motorist	18
Bank/Funeral	6
<b>REPORTS</b>	
Incidents	37
Accidents	19
Citations	168
<b>TOTAL DISPATCHED CALLS 996</b>	

<b>TRAFFIC UNIT</b>	
Citations Issued	53
DUI	
DUI Drugs	
Drug Arrests	1
Other Arrest	13

### CRIMINAL INVESTIGATIONS

<b>CASES</b>	
NEW	7
OLD	3
<b>TYPES</b>	
Person	8
Property	
Financial	2
TOTAL	10
<b>DISPOSITION</b>	
Arrest	3
Ex. Clear	2
Inactive	
Active	4
CLOSED	6
<b>Narcotics</b>	
Active	3
Closed	
Arrest	
CI's Active	

<b>NARCAN</b>	
Units Used	

<b>TRAINING</b>	
Virtual Academy	14
Power DMS	
In Service	89
Outside	
TOTAL	103
<b>CAR SEATS</b>	
Seats Distributed	10
Care Givers Trained	24
Police Trained	2
<b>SRO</b>	
Incident Reports	2
Arrest/ Juvenile	1
Calls for service	49
Parent Contact	20
Student Contact	29

# PUBLIC SAFETY MONTHLY

## COURT

COURT	
Court Cases	123
Fines Paid	\$6,989.00
C.H. Ran	35
C.H. Monies	\$
Walk In's	70


## PROBATION

Fines for Cornelia	\$6,982.00
<b>Community Service</b>	
Hours	100
Value of Hours	\$725.00
Active Cases	157

## NOTES:

Officers attended Bo-Berry with a Cop at Bojangles

Officers attend breakfast with a cop at the Futures Academy

Officers and Fire personnel attended our inhouse Active Shooter Training (intro course)

Officers along with spouses attended Habersham 911 Halloween event at fair grounds

We are preparing for Downtown Halloween as well as Tower Mtn

Donated 30 car seats to the Circle of Hope

# PUBLIC SAFETY MONTHLY

## Building Department

Permits Issued	14
Fees Paid	\$3,103.65
Plan Reviews	2
Residential Inspection	54
Commercial Inspection	25
Erosion Inspection	27
New Home Permits	3
Commercial C.O.s	2
Residential C.O.s	3

## CODE ENFORCEMENT

### Cases

New	30
Old	26
Inspections	
Disposition	
Closed	48
Citations	1
Active	8

# PUBLIC SAFETY MONTHLY

## FIRE DEPARTMENT

Oct 2024

- Fire Safety House use 6 times, 5 incidents of Public Education/Station Tours, 1 smoke alarm intall/inspection event
- Hosted a Cookout for Cornelia Elementary 5<sup>th</sup> grade and The Futures Program.
- The Fire Marshal completed:
  - CO's Issued: 4
  - Inspections: 4
  - Violations notice: 1
  - Plan Reviews:
  - Investigations: 2

### Fire Department

Fire Recovery Money received YTD – \$2,066.47

### Monthly Call Response

-132 calls were responded to during the month.

-1,173 calls responded to during 2024.

### Monthly training hours

-476 training hours between all CFD Personnel.

- 3,145 training hours YTD.



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

# Water Pollution Control Plant

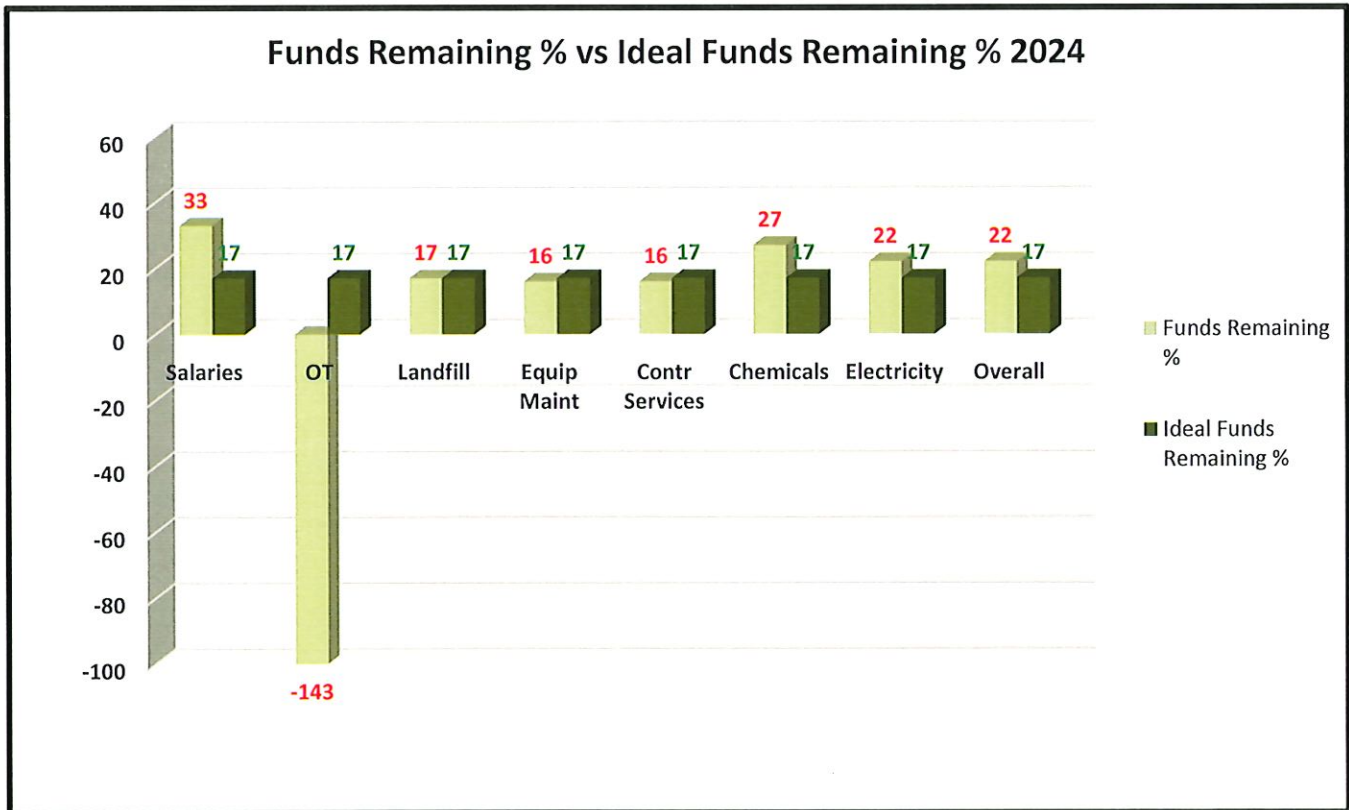
Report for September 22, 2024 thru October 21, 2024

## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	108.6	Million Gallons
Influent BOD	151.6	Tons
Influent TSS	288.4	Tons
Solids to Landfill	687.3	Wet Tons
Dry Solids Removed	127.2	Dry Tons

## Wastewater Treatments Projects & Events

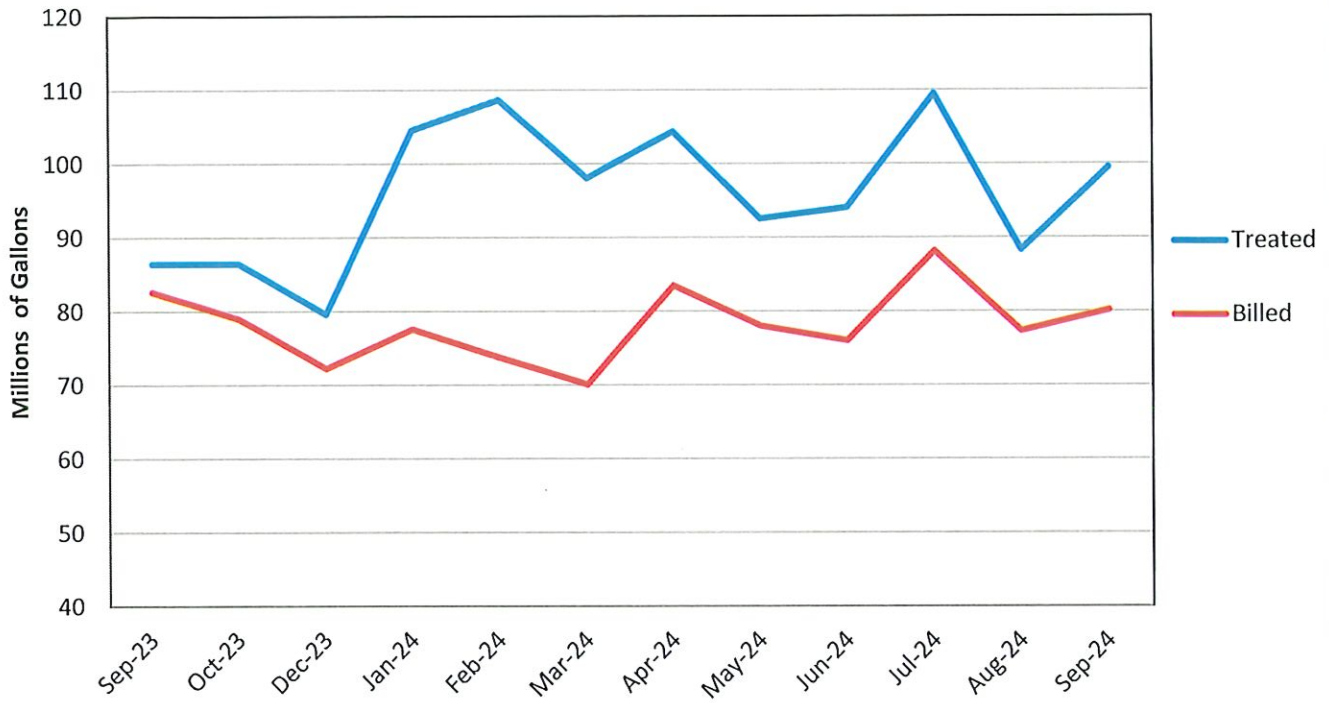
- 99.9% Compliance for September NPDES (Permit 3.0 MGD flow October 3.460 (MGD) Considered a “soft” non-compliance in the DMR to EPD
- DMR/QA Study Submitted for lab certification. Passed all parameters except CBOD. Resubmitted for approval.



Budget shows 33% remaining but after taking out the \$250,000 Transfer to R-E Fund the real Remaining Budget Number is 22%

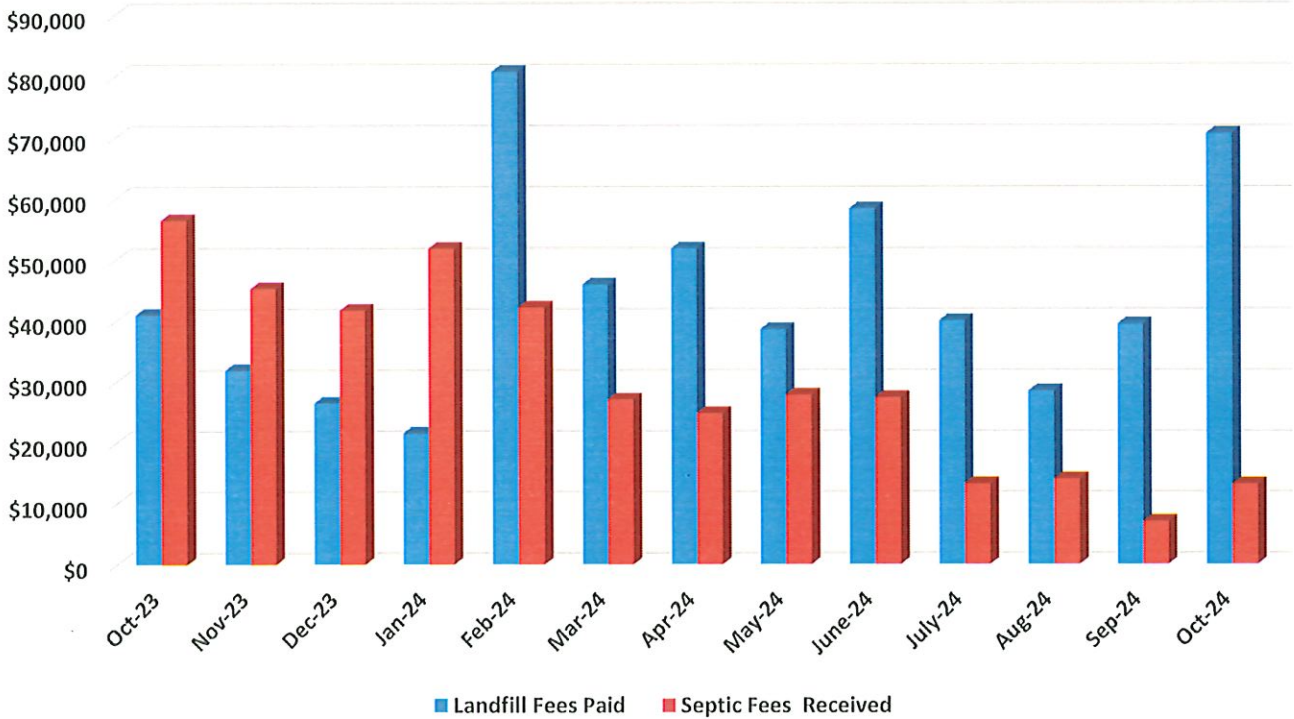


## Sewage Treated vs Billed Monthly

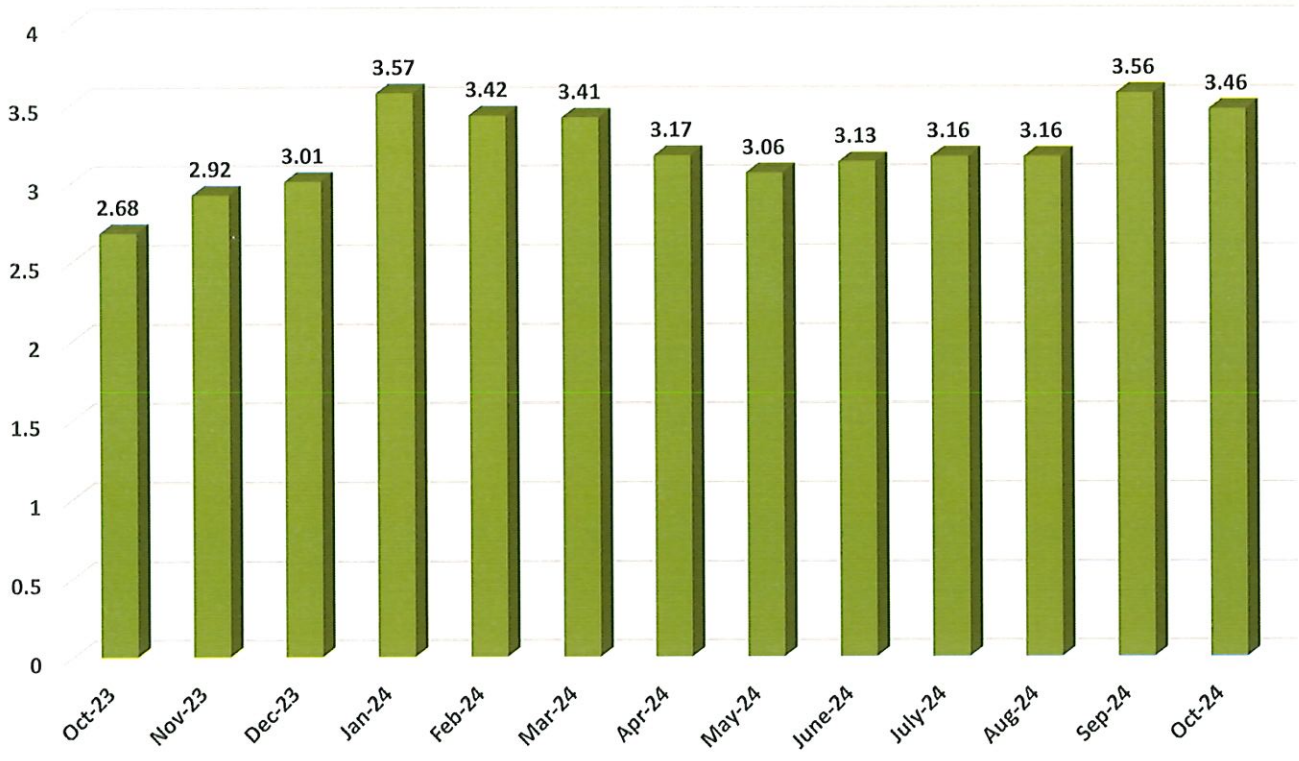


*Billed Data for October 2024 not Available*

## Landfill Fees Paid vs Septic Fees Received 2024



### Monthly Average Flow



### Equipment Repair, Replacement, & Enhancement

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

### Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TSS, TKN, PHOS, AMM & BOD	BOD, Phos, Flow, TSS \$8,050	\$87139 <b>(waived)</b>
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

*September 22 - October 19*

Generated Work Orders	43
Completed Work Orders	42
Back-log Work Orders	4

## Work Orders Commercial Grease Trap Inspection

*October 1 - October 31*

Grease Traps Scheduled for Pumping	22
Grease Traps Pumped	22
Non-Compliant	0

## Plant Operations

- **Solids Handling:** Foaming Issues in Digester #2 and #1
- **Summary:** Resolved
- **Disk Filters:** Quarterly cleaning on Filter #1 & #2. Found 8 disk to have tears in the media. Contacted Templeton.
- **Summary:** I sent an email to Templeton & Aqua Aerobic expressing our dissatisfaction with this ongoing issue with the cleaning calipers continuing to tear holes in the cloth. I expressed to them The City was not going to pay to fix this issue because it has been ongoing since the filters were put into service. Waiting to hear back from Aqua Aerobic.
- **Phosphorous/Ammonia Issues:** None
- **Summary:** N/A
- **Other:** N/A
- **Summary:** N/A

# Water Treatment Plant

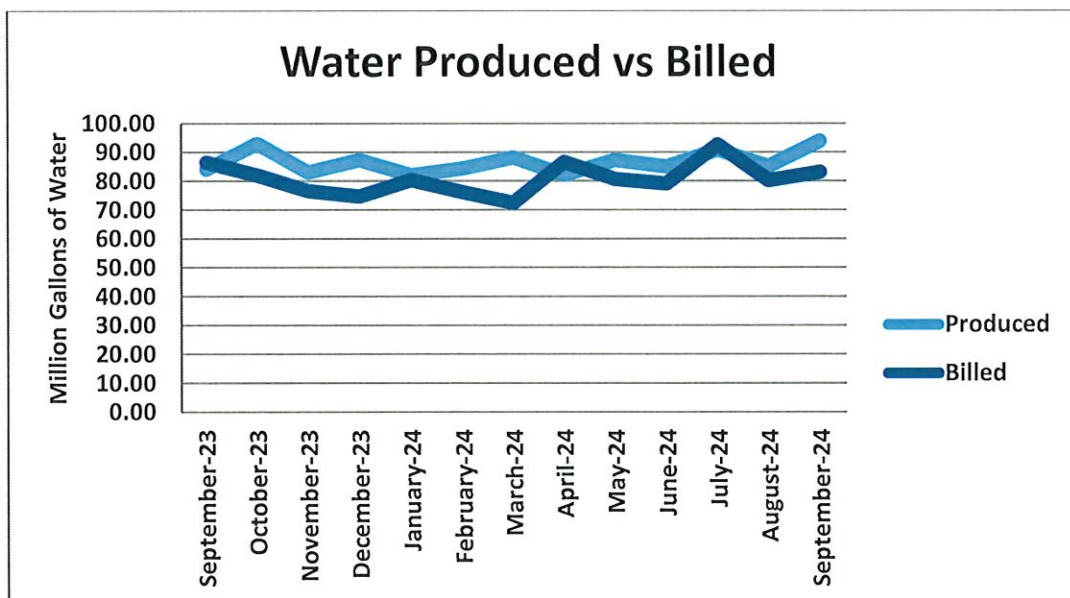
## Water Quality

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

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

## Water Production Quantities

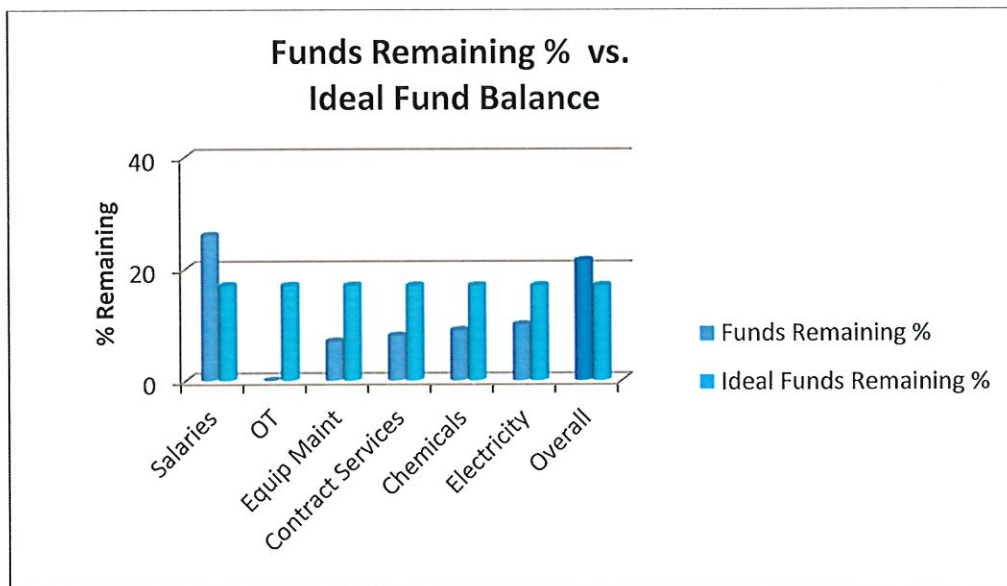
- Water Produced in September of 2024 was 86.23 MG.
- Water Billed in September of 2024 was 83.07 MG.
- The WTP recorded 3.07 inches of rain to date for September 2024.
- The Off Stream Impoundment level is 22.3 feet and 6.2 feet below maximum capacity.
- The Reservoir level is 4.4 feet below full pool.



\*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.
- PAC - Replace transfer pump.
- Remote Locations - Winterize.
- Generators - Service.
- Grandview Booster Pump - Oil Change.
- Main Generator - Installed new batteries.
- Raw Water Generator - Reset transformer breaker.
- CL17 Skid - Replace two ball valves.
- Hazel Creek - Removed debris from transducer pole.
- Installed Hach SC1500 unit for Raw/Coag Sensors. Emailed MIS to connect unit to network.
- Antero - Added pictures for asset management report.
- Hazel Creek Solar Panels - Cleaned.
- PAC Discharge Line - Installed new line and paracord.
- PAC Bulk Tank - Repaired leak on level indicator.

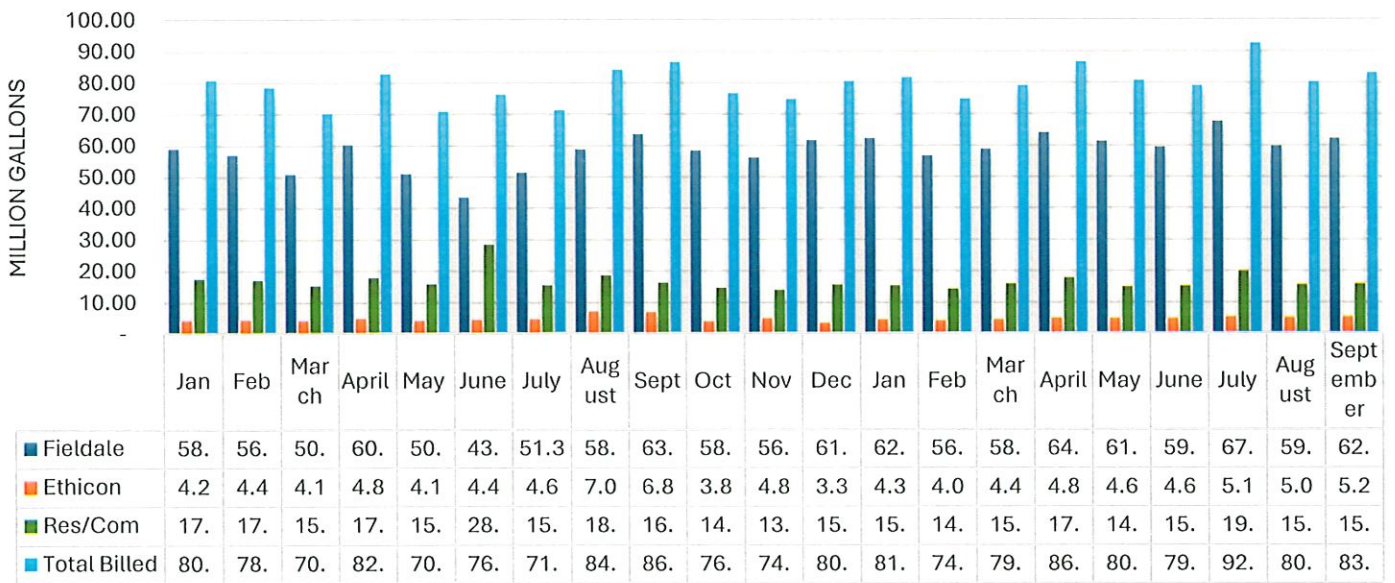


## Water-Sewer-Storm October 2024

### Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	2	\$351.50	\$0.00	\$0.00	\$0.00	\$0.00	\$351.50	2.13%
Wastewater Plant	42	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$370.50	2.24%
Meter/Billing	11	\$1206.50	\$28.50	\$0.00	\$0.00	\$0.00	\$1235.00	7.48%
Water	40	\$8578.50	\$2058.74	\$0.00	\$581.00	\$0.00	\$11218.24	67.94%
Sewer	8	\$940.50	\$2.45	\$0.00	\$0.00	\$0.00	\$942.95	5.71%
Storm Water	2	\$532.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532.00	3.22%
Water Plant 1439	3	\$237.50	\$0.00	\$0.00	\$0.00	\$0.00	\$237.50	1.44%
Water/Sewer	1	\$114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	0.69%
Lift Station	20	\$1510.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1510.50	9.15%
<b>Report Totals</b>	<b>129</b>	<b>\$13841.50</b>	<b>\$2089.69</b>	<b>\$0.00</b>	<b>\$581.00</b>	<b>\$0.00</b>	<b>\$16512.19</b>	

### MAJOR USERS



Axis Title

■ Fieldale 
 ■ Ethicon 
 ■ Res/Com 
 ■ Total Billed

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## General Activity

- 100 hrs. Lift Station Maintenance.
- 83- 811 Locates
- 108 - Door Hangers for customers (past due notices)
- 67-Meters On/Off's
- 10-Meter installation/repairs.
- 12 Water leak Repairs
- 4 Sewer Blocks
- 4 Storm Projects
- 50 hrs. New Distribution shop

## PROJECTS/EVENTS

- Chenocetah tower, ran a service line
- 1113 S Main St. repaired a 10" water main break
- 120 Crow St. rebuilt sewer tap and replaced cleanout
- 178 Chatham Ave, cleared tree debris and cleaned up from hurricane Helene
- Inspected storm drains and grates from hurricane Helene

# Cornelia

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Jessie Owensby  
Community Development Department  
October 31, 2024  
Monthly Report

## Planning & Zoning

1. Preparation for GICH meeting
2. Registered housing team for GICH retreat
3. Zoning verification letter for Barrett
4. Zoning update meeting with CPL for rewrite
5. Correspondence with Cook Construction re: closing out bond guarantee
6. Staff analysis for Carpenters Cove Lane
7. Reviewed house plans for Magnolia Villas lot 70 and send back with revisions needed
8. Correspondence with Nicole Moore re: salon signage
9. Reviewed and edited zoning draft Article 5
10. Reviewed and approved sign permit for M&T Services
11. Worked with code enforcement to investigate auto sales cases
12. Reviewed and approved sign permit for PetSense
13. Wrote and published minutes from Planning Commission meeting
14. Created presentation for GICH retreat report-back
15. Reviewed and approved Magnolia Villas house plans lot 86
16. Reviewed and approved Magnolia Villas house plans lot 87
17. Reviewed and approved Magnolia Villas house plans lot 72
18. Created and posted public hearing sign at 410 Carpenters Cove Lane
19. Phone call with Matthew Hill re: housing
20. Prep and review for GICH retreat- documentation and notes composition
21. Phone call with property owner re: soil & erosion and variances
22. Complete editing of articles 2 and 3 of zoning draft
23. Completed and submitted DRI forms 1 and 2 to GMRC for 1900 Level Grove Road
24. Correspondence with new property owner re: sign allowances
25. Reviewed and approved Magnolia Villas house plans lot 70
26. Phone call with property owner re: future development of space
27. Correspondence with Jessica Tullar re: scheduling field trip for commission and housing team to visit Gainesville
28. Correspondence with GICH team re: Gainesville projects and adaptation potential
29. Meeting with civil engineer and Carter & Sloope to discuss site plan submission
30. Reviewed and approved sign permit for TrueSouth Motorsports
31. Reviewed and approved sign permit for SunMed
32. Phone call with property owner re: potential redevelopment
33. Meeting with Friends of TF Rails to Trails re: collaboration and grants
34. Phone call with business owner re: renovations
35. Searched for files re: Hardees construction for new property owner
36. Met with property owner re: subdivision and construction on property



37. Reviewed house plans for Magnolia Villas lot 77
38. Reviewed house plans for Magnolia Villas lot 48
39. Extensive research of case law re: zoning challenges
40. Attended three-day GICH Fall retreat with team members

## **Economic Development**

1. Created social media event for Hispanic Small Business class
2. Approved and sent Noah graphics for SBD class for marketing and newsletter
3. Worked with UGA Small Business Development Center to host "Marketing for AI" class in 2025
4. Worked with Rain Works company to design stencils for beautification project
5. Attended Partnership Habersham investors' meeting
6. Wrote and published press release about the incoming of PetSense
7. Progress meeting with Jose De Leon re: SBD class
8. Attended monthly CREATE meeting to discuss business incubator potential
9. Worked with new company to design Entertainment District markers
10. Gathered monthly Main Street data and statistics for Noah's monthly report
11. Ordered materials for future DDA beautification project
12. Completed and reviewed Noah's annual evaluation with him
13. Assisted in setting up community house for SBD class
14. Attended Hispanic Small Business Development Class to preview and educate on next year's topics
15. Reviewed and edited economic development presentation for Leadership Habersham
16. Updated vacant property inventory list
17. Spoke with potential new business re: leasing property in downtown

## **Community Development & Special Projects**

1. Worked with Public Works to get new banners for Market Corners Drive light poles
2. Worked with resident to discuss potential of non-profit gala
3. Worked with students and small groups re: Leadership Development
4. Demographics research and updates
5. Worked with Chamber president to organize small group equipment
6. Attended TRC Campaign kickoff for chamber program
7. Attended TRC Campaign training for Vice Chairs and Team Captains
8. Met with student from HCHS re: senior research on government topics and tourism
9. Tourism and economic development research for student
10. Second meeting with student to narrow topic and gather correct data for methodology
11. TRC Vice Chair meeting
12. Sent blight checklist and other documents to student for research purposes
13. Created presentation for Hab Professional Women on Irrefutable Laws of Leadership
14. Gathered and organized supplies for upcoming Hab Professional Women's meeting

## **Tourism and Special Events**

1. Weekly meetings with Noah
2. Worked with office mates to find and deliver Santa chair for Christmas event

3. Worked with PT employee and Public Works to repair and maintain model train display
4. Reviewed and edited Christmas parade and Christmas event applications for Noah
5. Ran proposed route for upcoming Dashing Through the Lights event to make sure it was long enough and note other obstacles
6. Created map of approved route for upcoming 5k
7. Attended Downtown Trick or Treat and assisted in passing out candy

## **NOAH October MONTHLY REPORT**

### **Special Events and Tourism**

1. Coordinated with participating businesses on necessary details for Downtown Trick or Treating.
2. Secured judges for Halloween costume contest.
3. Obtained prizes for costume contest winners.
4. Distributed Downtown Trick or Treating guide to participating businesses.
5. Met and coordinated with Police Department, Fire Department, and Public Works regarding needs for upcoming events (Marigold Festival, Turkey Trot 5k, and Dashing Through the Lights 5k).
6. Developed marketing materials for Downtown Trick or Treating (social media posts, flyers, email marketing materials).
7. Ordered more train whistles to restock the museum gift shop.
8. Coordinated with Audrey Davenport on possible new changes to the Hospitality and Tourism board website [discovercornelia.com](http://discovercornelia.com).

### **Downtown Development**

1. Updated city website with current information.
2. Updated Hospitality and Tourism board website with current information.
3. Completed 16 site visits (Yanet's Detailing, Betty's Beauty Salon, Belen Hair Salon, Chiropractic Spinal Center, Georgia Financial Services, Mustard Seed Counseling, Freds Small Engine Repair, Bright Leaf Landscaping, Bright Painting, Habersham Storage Solutions, Community Homes INC, TrueSouth Motorsports, St Mark Catholic Church, Wild About Glass, MDW Financial, Peaches Cafe).
4. Completed Community Activity Report for September.
5. Completed Main Street Monthly report for October.
6. Published 5 weekly newsletters.

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

1. Attended Young Professionals mixer at Clarkesville Lanes.
2. Attended Habersham Power Hour at El Patron.
3. Attended Retail Summit @ Lake Lanier Olympic Park
4. Attended Joint Habersham After Hours @ WCHM.
5. Attended and volunteered at Chamber Golf Tournament.



## **Public Works Monthly Report for October 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 leaf vac began working on the route.

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 – 24

The Community House was cleaned 19 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 got ready for and worked the hurricane.

All the brush and fallen trees from the hurricane were cleaned up.

We repaired a water leak at the South Fire Station.

We repaired the urinal at the North Fire Station.

The light in the lobby at City Hall was repaired.

The walking trail, tennis courts, and basketball courts were blown off regularly.

We repaired yards on Chambers Ave. and Chatham Ave. after they were damaged during storm clean up.

We worked in Big City Park setting up Christmas lights.

We put out Halloween decorations at the Depot.

We have been working on making repairs to the PD Training center, repairing rotten walks, floors, and a porch.

The new banners for the streetlights at the hotels were hung.

We installed an anchor in the lawn at City Hall for the new Christmas tree to attach to.

Regular maintenance on our equipment was done.

We cut back street R.O.W. in places from a list given to us by the school system.

We repaired and repainted some of the Christmas lights.

We got ready for the trick-or-treat event.

MONTHLY REPORT

9/26/2024	FD brush trk tornado siren car # 111	serviced diesel pump replaced batteries fixed radio
9/27/2024	truck # 7 car # 113 truck # 34	replaced door glass fixed wipers replaced alternator
9/30/2024	truck # 36 truck # 45	installed transmission picked up trk in clarkesville
10/1/2024	car # 113 truck # 36 bandit chipper	fixed coolant leak fixed transmission leak picked up chipper in cumming
10/2/2024	car # 104 truck # 26 truck # 5	service & replaced front brakes fixed tire fixed power steering leak
10/3/2024	car # 105 truck # 8 car # 114	service fixed taillight wiring replaced tires
10/4/2024	kumotsu excavator truck # 6 car # 122	replaced hydraulic hose replaced door handle service
10/7/2024		vacation day
10/8/2024	lawnmower trailer truck # 27 truck # 42	fixed pigtail adjusted door fixed air leak
10/9/2024	truck # 27 car # 117 FD pierce	adjusted door removed radar fixed leak on pump

MONTHLY REPORT

10/10/2024	car # 103 truck # 6 B 95 backhoe	replaced brakes front & rear replaced rear brakes replaced hydraulic hose
10/11/2024	car # 114 truck # 38 truck # 13	service replaced tailgate cable fixed tire
10/14/2024	car # 103 truck # 16 truck # 15	fixed tire picked up trk @ 441 diesel replaced water outlet assy.
10/15/2024	car # 119 truck # 5 car # 107	service & replaced strobe light fixed tire service
10/16/2024	car # 114 car # 105 car # 108 car # 120	serviced transmission replaced tires service service
10/17/2024	car # 103 truck # 3 car # 110	fixed door latch fixed lights service
10/18/2024	car # 120 car # 113 truck # 22 truck # 15	installed radar hailed to hayes hailed tor shop picked up trk in cleveland
10/21/2024	code enforc explorer truck # 23 car # 106	replaced battery fixed power steering service
10/22/2024	truck # 22 leaf machine	replaced fuel pump replaced discharge chute
10/23/2024	car # 109 code enforc F150	service service

MONTHLY REPORT

10/24/2024	truck # 16 ventrac new vac truck	fixed PTO replaced clutch installed work lights & strobes
10/25/2024	new vac trk	finished up wiring
10/28/2024	truck # 5 truck # 34 car # 117	fixed tire replaced pump coupling fixed radio
10/29/2024	car # 120 car # 114 truck # 3 truck # 30	replaced brakes front & rear installed new strobe lights fixed window fixed air leak
10/30/2024	leaf machine w/s tamper car # 109	cleaned fuel system replaced carburetor service