



## **City Manager's Monthly Report for November 2025**

We officially kicked off Christmas in Cornelia with the opening of Christmas in the Park on Thanksgiving and the Annual Downtown Tree Lighting on Saturday evening. We had about 100 people attend the Tree Lighting Ceremony. Christmas in Downtown Cornelia will take place Saturday from 4:00 to 9:00 PM.

We met with Forsyth County about our Nutrient Trade request. They have some concerns, we are working to set up a meeting with EPD to assure them that they will receive their phosphorus back at the end of the 5 years. I told them that we understand the burden is on us to come up with a permanent solution to our phosphorous problem within the 5-year window of the trade. They want to make sure that EPD will not give their phosphorous to us if we are unable to find a permanent solution. They said if EPD assures them that they will get their phosphorous back they see no reason why the agreement cannot be finalized in early 2026.

Norfolk Southern has the Rosa Park rail crossing project scheduled to take place sometime in January. They have 4 crossings between Toccoa and Cornelia that they will be upgrading so they are not able to give us a start date for our project yet. The crossing will be closed for 3 days to complete the project.

We met with Waste Eliminator to go discuss any issues that we are having with our garbage service. We told them that the number of complaints has dropped since they began picking up all the garbage, even if the lid is unable to shut. They document these addresses so if the same addresses are consistently putting too much garbage out we can address it with the customer. They are working on the logistics to see if they can reduce the route from 3 days to 2 days. If they decide to make this change, they will give us plenty of notice so that we can notify the affected customers of their new pickup day.

The restrooms for the new park have been delivered and should be installed this week. Once they are in place Higgins should be able to finish the park quickly as long as the weather cooperates.

The Police Department conducted 136 traffic stops, responded to 55 motor vehicle accidents, 9 shoplifting/thefts, and 18 alarms. They issued 158 citations. They responded

to a total of 1,087 calls for the month. The Investigative Division opened 7 new cases, and closed 7 cases, they currently have 4 active cases. We distributed 6 car seats and trained 11 care givers.

The Building Department issued 8 permits and collected \$1,511 in permit fees. They completed 33 residential inspections, 9 commercial inspections, 1 plan review and issued 22 certificates of occupancy. Code Enforcement opened 23 new cases, issued and closed 26 cases; they have 4 active cases.

The Fire Department responded to 141 calls and completed 232 hours of training. The Fire Marshal completed 27 inspections, issued 7 certificates of occupancy, and issued 1 notice of violation.

The Wastewater Plant treated 84 million gallons of sewage. The Water Plant produced 87.4 million gallons of drinking water. We recorded 1.22 inches of rain; the new reservoir level is at 26.1 feet and the old reservoir is 4.8 feet below full pool. The Utilities Maintenance Department repaired 6 water leaks and 4 sewer blockages.

Public Works has begun the annual leaf pickup program. They cleaned and inspected the Community House following 16 events. They setup Christmas in the Park and decorated the city for Christmas. They made repairs to the boardwalk on the walking trail at City Park and replaced one of the sinks in the Men's room at the Community House.

The Maintenance Shop repaired 39 vehicles and serviced 8 vehicles.

# PUBLIC SAFETY MONTHLY

Nov

## POLICE DEPARTMENT

### UNIFORM PATROL

TRAFFIC	
Traffic Stops	136
Susp.Person/ Veh	117
License Check	4
MVA Accidents	55
NON-TRAFFIC	
Fight Calls	2
Burglary	1
Shoplifting/Theft	9
Domestic Calls	21
Drunk/Disorderly	165
Abuse	1
Alarms	18
CONTACTS	
Citizen	2793
Motorist	197
Bank/Funeral	9
REPORTS	
Incidents	47
Accidents	32
Citations	34
<b>TOTAL DISPATCHED CALLS 1087</b>	

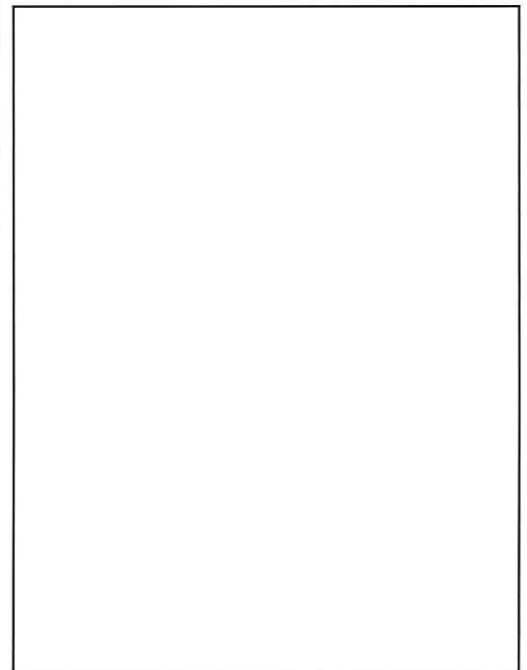
TRAFFIC UNIT	
Citations Issued	124
DUI	4
DUI Drugs	
Drug Arrests	
Other Arrest	

### CRIMINAL INVESTIGATIONS

CASES	
NEW	7
OLD	3
TYPES	
Person	3
Property	3
Financial	4
TOTAL	10
DISPOSITION	
Arrest	
Ex. Clear	5
Inactive	
Active	3
CLOSED	7
Narcotics	
Active	3
Closed	1
Arrest	
CI's Active	2

NARCAN	
Units Used	

TRAINING	
Virtual Academy	14
Power DMS	
In Service	
Outside	232
TOTAL	246
CAR SEATS	
Seats Distributed	6
Care Givers Trained	11
Police Trained	
SRO	
Incident Reports	2
Arrest/ Juvenile	0
Calls for service	52
Parent Contact	79
Student Contact	197



PUBLIC SAFETY MONTHLY

COURT

Nov

COURT	
Court Cases	180
Fines Paid	\$4,109
C.H. Ran	32
C.H. Monies	
Walk In's	70


PROBATION

Fines for Cornelia	
Community Service	
Hours	
Value of Hours	
Active Cases	

NOTES:

# PUBLIC SAFETY MONTHLY

Nov

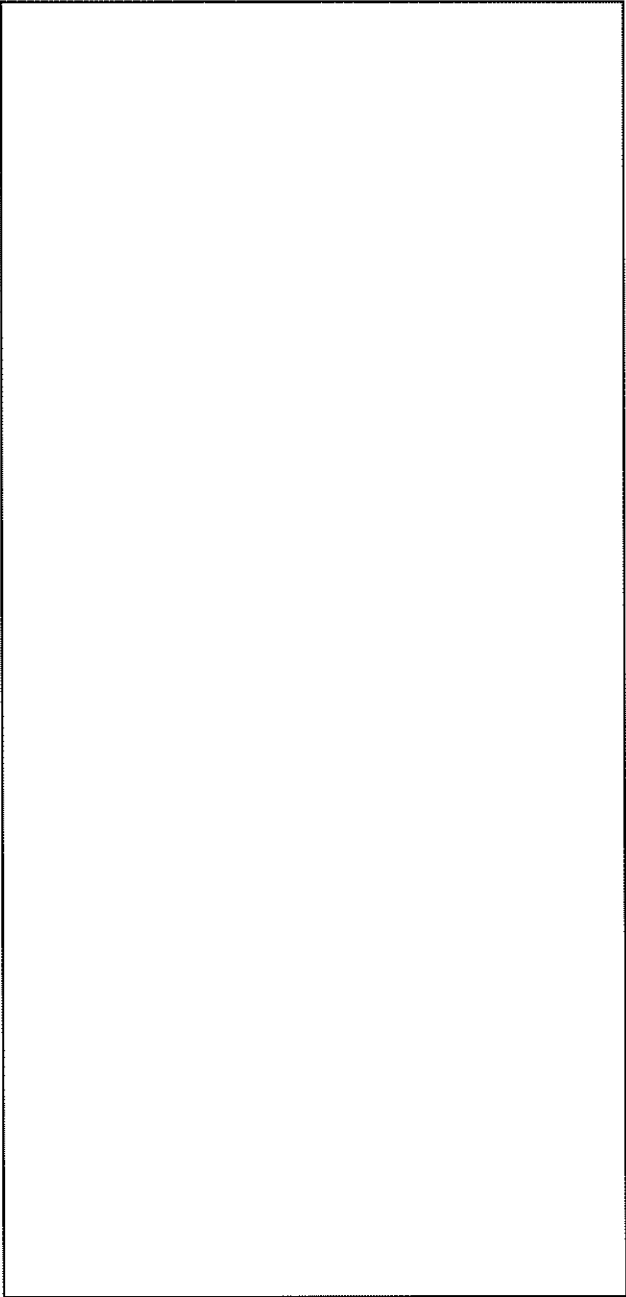
<b>Building Department</b>
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Permits Issued	8
Fees Paid	\$1,510.67
Plan Reviews	1
Residential Inspection	33
Erosion Inspection	12
Commercial Inspection	9
New Home Permits	4
Commercial C.O.s	4
Residential C.O.s	18

<b>CODE ENFORCEMENT</b>
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<b>Cases</b>
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New	23
Old	7
Inspections	
Disposition	
Closed	26
Citations	
Active	4



# PUBLIC SAFETY MONTHLY

Nov

## FIRE DEPARTMENT

Fire Department participated in the Level Grove Church "Yard Party" and the South Habersham Middle School station visit, the Shady Grove Church Touch a Truck.

Attended an event with Tractor Supply and received a \$500 donation.

Loaned the Fire Safety House to Banks County Fire.

American Test Center cleared the Ladder Truck after performing inspection.

- The Fire Marshal completed:
  - CO's Issued: 7
  - Inspections: 27
  - Violations notice: 1
  - Plan Reviews:
  - Investigations:

## Fire Department

Fire Recovery Money received YTD – 3,997.00

## Monthly Call Response

-141 calls were responded to during the month.

-1,436 calls responded to during Year.

## Monthly training hours

-232 training hours Monthly.

-3,926 training hours YTD.

November 2025

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## Cornelia Public Utilities Report

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-  Water Pollution Control Report
-  Drinking Water Treatment Report
-  Utilities Maintenance Report

NOVEMBER 25, 2025



# Water Pollution Control Plant

*Report for October 22, 2025 thru November 19, 2025*

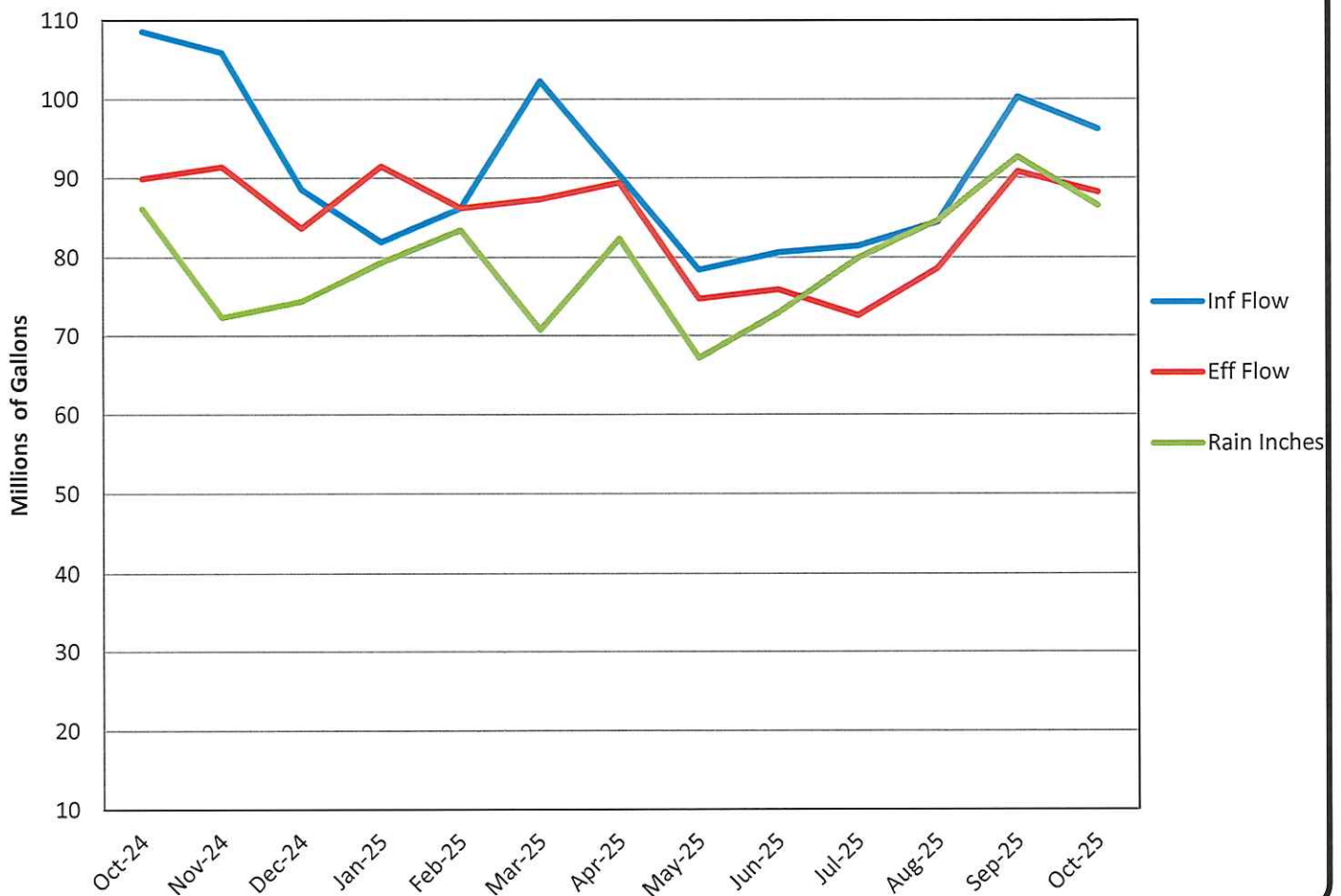
## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Inf Treated	84.0	Million Gallons
Eff Discharged	77.9	Million Gallons
Influent BOD	82.8	Tons
Influent TSS	75.0	Tons
Solids to Landfill	371.0	Wet Tons
Dry Solids Removed	70.3	Dry Tons

## Wastewater Treatments Projects & Events

- 100% compliance for November

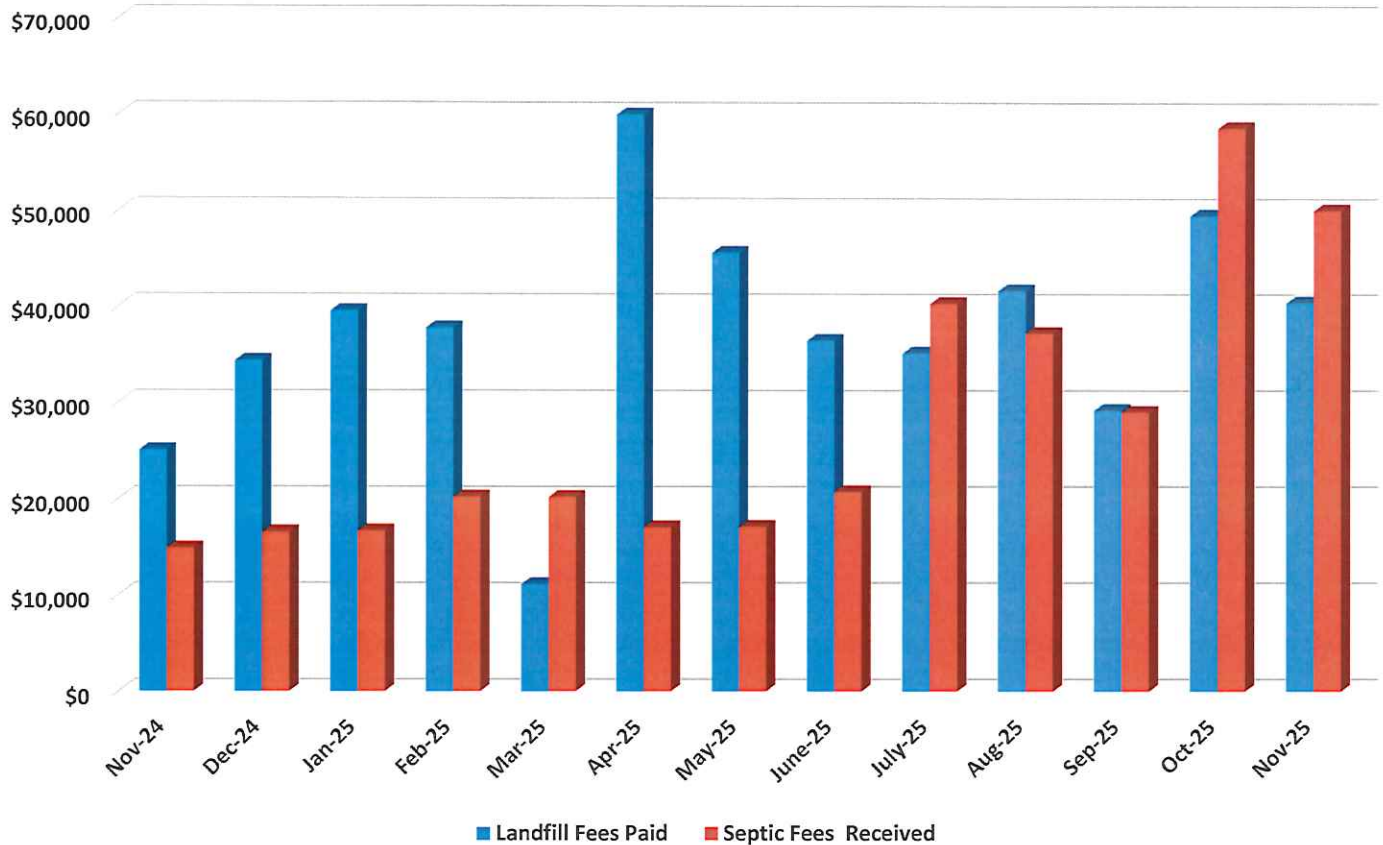
### Sewage Treated vs Billed Monthly



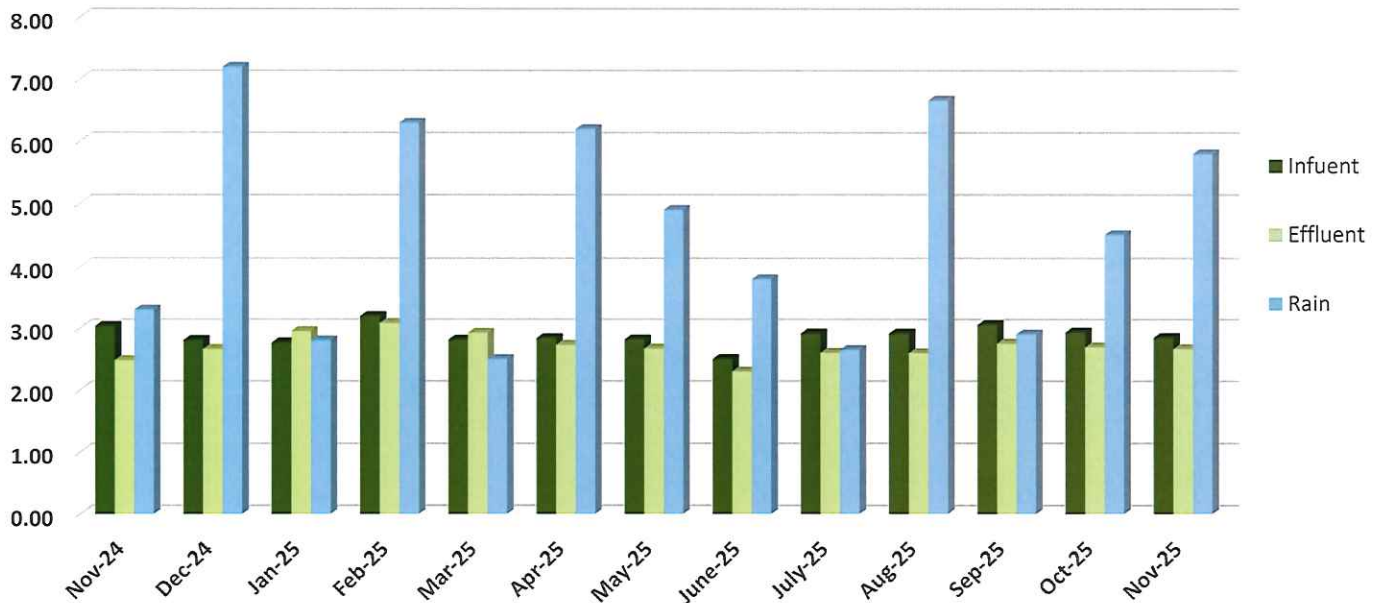
*Billed Data for October 2025*



## Landfill Fees Paid vs Septic Fees Received 2025



## Influent & Effluent Avg Flow: Total Rain Inches



## Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
	None			

### Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, Amm & TKN	Flow &200	\$34,619 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

*October Data. November Industrial Reports not due until December 15*

### Work Orders Wastewater Plant & Lift Station

*October 26 - November 22*

Generated Work Orders	44
Completed Work Orders	50
Back-log Work Orders	6

### Work Orders Commercial Grease Trap Inspection

*November 1 - November 30*

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

### Plant Operations

- Solids Handling: Normal
- Summary: N/A
- Disk Filters: Normal
- Summary: N/A
- Phosphorous/Ammonia Issues: Elevated in 3<sup>rd</sup> week
- Summary: Stayed in compliance and phosphorous level are back to normal
- Other: Normal
- Summary: N/A

# Water Treatment Plant

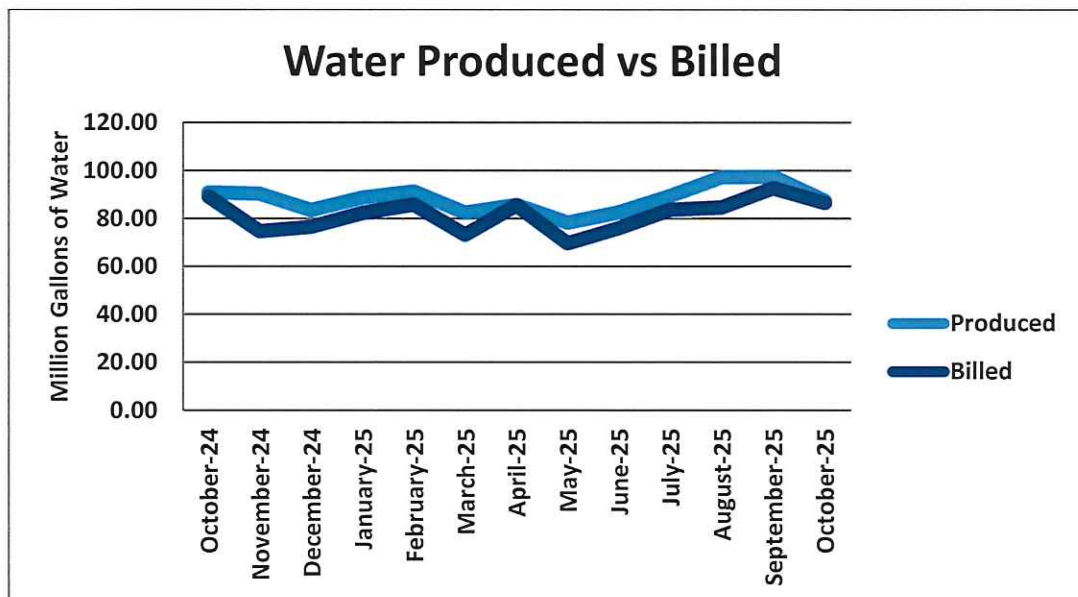
## Water Quality

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

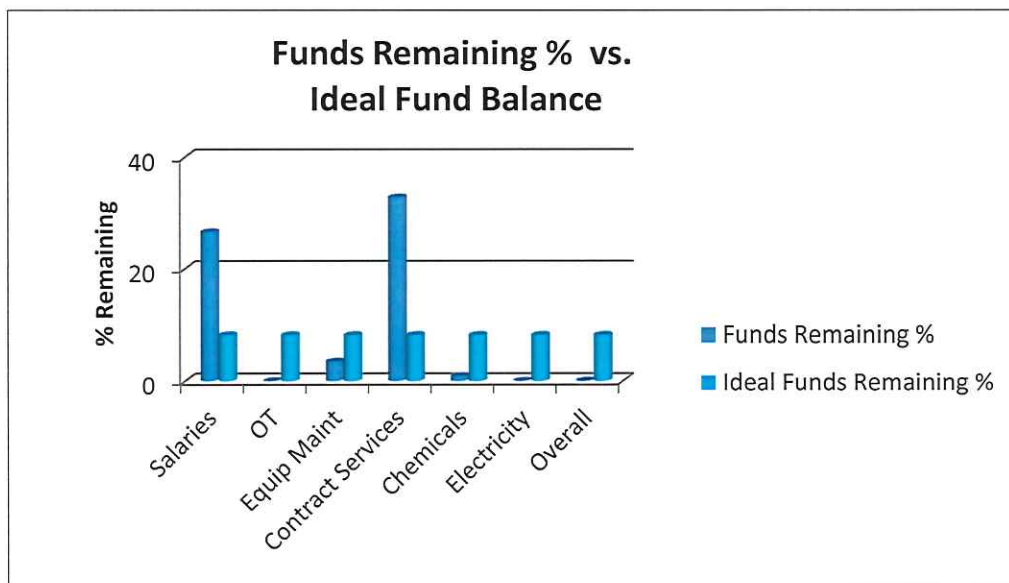
- Water Produced in October of 2025 was 87.43 MG.
- Water Billed in October of 2025 was 86.49 MG.
- The WTP recorded 1.22 inches of rain to date for November 2025.
- The Off Stream Impoundment level is 26.1 feet, 2.4 feet below maximum capacity.
- The Reservoir level is 4' 8" below full pool.



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

## Water Treatment Projects/Events

- Monthly EPD reports.
- Routine monthly sampling.
- Scheduled preventative maintenance.
- WTP - Mowed grass.
- OSI - Mow bank with RC Mower.
- Hazel Creek - Turbidity sample and manual level measurements.
- CC&A - Meter calibration.
- CC&A - Backflow certification.
- WTP and remote locations - Replace heaters, inspect heat trace and insulation for winterization.
- GV Booster Pump - Changed start psi from 10 - 15.
- CL2 chemical pumps - Troubleshoot, not working in auto.
- Polymer Tank - Clean and inspect.
- WTP main gate - Opening during shutdown. Franklin Fence replaced circuit board. Jeremy Dundor will be repairing the keypad.
- Raw Water pump building - Began cleaning and organizing.



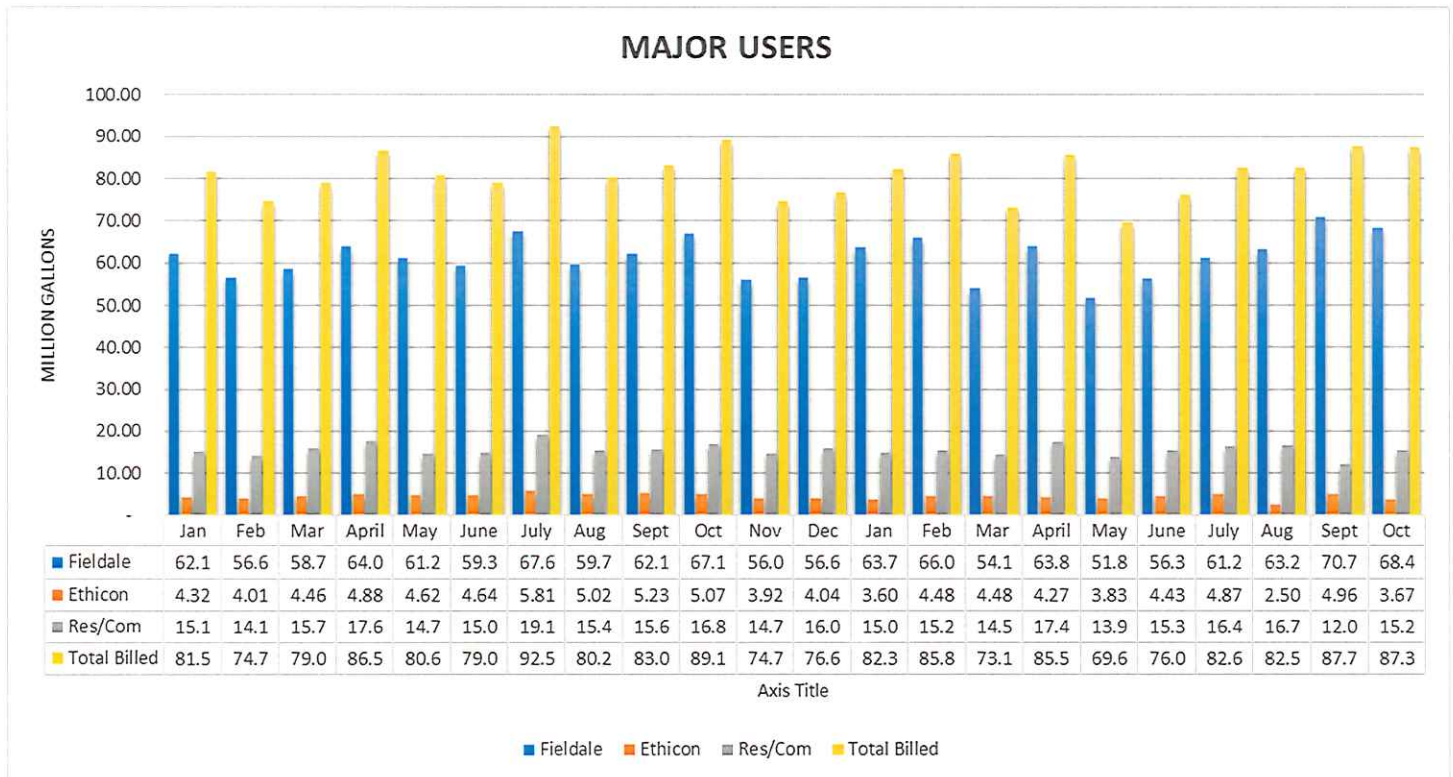


# Water-Sewer-Storm November 2025

## Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	50	\$517.75	\$0.00	\$0.00	\$0.00	\$0.00	\$517.75	3.05%
Meter/Billing	18	\$1577.00	\$5594.39	\$0.00	\$0.00	\$0.00	\$7171.39	42.19%
Water	9	\$2052.00	\$623.57	\$0.00	\$115.00	\$0.00	\$2790.57	16.42%
Sewer	3	\$722.00	\$0.00	\$0.00	\$6.00	\$0.00	\$728.00	4.28%
Lift Station	6	\$3496.00	\$1200.00	\$1030.75	\$63.00	\$0.00	\$5789.75	34.06%
<b>Report Totals</b>	<b>86</b>	<b>\$8364.75</b>	<b>\$7417.96</b>	<b>\$1030.75</b>	<b>\$184.00</b>	<b>\$0.00</b>	<b>\$16997.46</b>	

## Major Users



### ***General Activity:***

- 88 hrs. Lift Station Maintenance.
- 123-811 Locates
- 11-Customers contacted with high water usage
- 30 hrs. Wastewater Treatment Plant
- 28 hrs. Free St Project
- 63 hrs. Lee St Lift Station Project
- 77-Meters On/Off's/Issues
- 33-Meter installation/Swapped
- 6-Water leak repairs/Issues
- 4-Sewer blocks/Issues
- Storm drains maintenance

### ***PROJECTS/EVENTS:***

- Repaired Water Leaks or Issues: 219 Circle Dr. 1576 Chase Rd. Tree Top, 210 Tower Av. 140 Mason Ave. Circle Dr.
- Sewer blocks cleared or Issues 183 Habersham Terrace, Pinnacle Bank, 118 Huff st, 405 Foster St.
- Wastewater Treatment plant Project
- Lee St Lift Station Project. Installed bypass
- Asphalt Patching around city
- Vac Truck Maintenance



## **Public Works Monthly Report for November 2025**

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

The chipper worked on the route

The leaf vac worked on the route.

We came in early to blow the streets.

We cleaned storm drains while it was raining.

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

Street R.O.W was cut around the city.

All work orders were completed as they came in – 12

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.

We worked at the shop cleaning and organizing.

We worked at the amphitheater site.

The walking trail, all the rec courts in the city, and the Community House were blown regularly.

Christmas lights and decorations were put up throughout the city.

The street sweeper went around and cleaned gutters and drains around the city.

Grass was cut in a few places around the city.

We set up for and cleaned up after events.



We helped with driving the dump truck for WWTP.

We cleaned up a tree that fell on BC Grant Road.

Potholes were patched around the city.

The boardwalk in Big City Park was pressure washed and repaired were needed.

A pallet of crayons donated by Wal-Mart was picked up and delivered to the school on Elrod Street.

We helped the painter with the mural on Main Street.

New banner brackets were installed on the light poles around City Hall.

We replaced a sink in the men's restroom at the Community House.

## MONTHLY REPORT

10/30/2025	truck # 29	fixed 4WD shifter
	truck # 11	service
	car # 117	replaced brakes
10/31/2025	FD utility	fixed aux. pump
	car # 102	replaced vacuum hose
	truck # 5	replaced water pump
11/3/2025	car # 121	service
	truck # 4	fixed fuel leak
	truck # 45	service
11/4/2025	car # 111	fixed siren
	truck # 26	fixed tire
	truck # 28	replaced ECT sensor
11/5/2025	truck # 6	replaced coolant temp sensor
	car # 116	fixed coolant leak
	FD silverado	fixed tire
11/6/2025	car # 120	service
	truck # 4	replaced blower motor & resistor
	truck # 15	replaced thermostat
11/7/2025	truck # 45	fixed tire
	truck # 30	replaced fuel filter
	FD marion	fixed siren
11/10/2025	car # 111	service
	car # 122	fixed strobes & service
	truck # 8	fixed PTO
11/11/2025	truck # 13	fixed tire
	w/s trailer	fixed lights
	car # 106	fixed radio
11/12/2025	truck # 4	replaced starter
	truck # 3	took trk to commerce
	car # 107	replaced front brakes

# MONTHLY REPORT

11/13/2025 car # 123	replaced tires
truck # 26	fixed tire
truck # 4	replaced fuel filter
11/14/2025 truck # 7	fixed wiring on tailgate
truck # 3	replaced batteries
truck # 25	replaced mud flap
11/17/2025 car # 114	service
truck # 6	replaced mode door actuator
car # 117	service & replaced tires
11/18/2025 scissor lift	replaced batteries
car # 101	fixed EVAP leak
truck # 3	fixed coolant leak
11/19/2025 truck # 34	replaced vacuum pump
truck # 34	picked up trk in commerce
truck # 13	replaced cabin filter
11/20/2025 car # 116	service
truck # 3	fixed tool box
truck # 30	fixed air leak
11/21/2025	vacation day
11/24/2025	vacation day
11/25/2025	vacation day
11/26/2025	vacation day