



City Manager Monthly Report for February 2022

There is a new EPA Mandate which will require us to create a database of the materials of all water service lines in the city. Carter & Sloope estimates that it will cost \$15,000 to create this database. The database and a plan to replace all lead service lines are due by October 2024. We are looking into a GEFA Loan to cover the cost for this unfunded mandate!

We celebrated Arbor Day on February 18th by planting a Dogwood Tree at the Dog Park. We used this opportunity to honor David Kerby by placing a bench in his honor at the Dog Park. David was a regular at the Dog Park until he passed away last year. The bench was donated by his sister, Anne.

Our new website will finally go live next week! We originally hoped to launch it in December but there was so much outdated information on our old site it took longer than expected. The Department Heads had to review their pages and we have sent the correct information to the designers. One thing that I am very excited about is an interactive app that will allow residents to report concerns to the city. The app is available in the App Store on your smart phone. You can attach photos of the issue and it works with google maps so you can also include the location of the issue.

The Community Development Department completed the annual Main Street Survey. The DDA held their annual Awards Ceremony on February 3rd at Connexion Church. The Department also released the annual calendar of Special Events for 2022. The first event will be the annual Cornelia Music Fest featuring Neal McCoy on May 21st.

The Fire Department responded to 93 calls and completed 389 hours of training. Of these calls 55 were medical related, 11 public assists, 5 motor vehicle accidents, 9 fire alarms and 2 fires. The Fire Marshal completed 12 inspections, reviewed 1 set of plans, issued 1 Notice of Violation, and investigated 0 fires.

The Building Official issued 7 permits, with a total project value of \$229,300, and collected \$777 in permit fees. He completed 11 plan reviews, 31 commercial inspections, and 9 residential inspections.

The Police Department conducted 238 traffic stops, responded to 25 accidents, 4 fights, 8 shoplifting calls, and 29 alarms. They responded to 987 calls. The Investigative Division opened 15 new cases, closed 11, and made 3 arrests. Code Enforcement opened 13 new cases and closed 9 cases. The Probation Division collected \$3,874 in fines. They have 102 active cases, Community Service Workers completed 80 hours at a value of \$580. We distributed 7 car seats and trained 11 caregivers.

The Wastewater Plant treated 98.2 million gallons of sewerage. The Water Plant treated 81.1 million gallons of drinking water. We recorded 4.7 inches of rain, the new reservoir level is at 26.6 feet and the old reservoir is 3 feet 6 inches above full pool. We repaired 7 water leaks and 8 sewer blockages.



Donald Anderson
City Manager

City of Cornelia

Public Works

Monthly Report February , 2022

The sanitation route was completed weekly and roller carts were delivered when needed. The leaf vac has been working on the route. All city parks and downtown were checked and cleaned on a weekly basis. Work orders were completed as they came in. Trash was picked up on city streets and parks. We take turns coming in early every week to blow downtown, clean gutters, or check street lights. The chipper completed a route through the city. Street right-of-way was cut throughout the city and limbs cut back from signs where needed. We worked in the parks making repairs and doing routine maintenance. Pot holes were patched around the city as we found them. We set up and cleaned the Community House as needed. We worked around the shop organizing and cleaning. Equipment was checked and regular maintenance was done. We made repairs and did regular maintenance to city buildings as needed. Our landfill and chip/leaf piles were pushed off regularly. We fixed and replaced street signs around the city as needed. New bike racks were installed downtown. A fence was built in free parking to hide the dumpster. The bank behind woodman of the world was cleared off. We replaced the yard hydrants at the Dog Park. We worked at the Ballard Center painting and making repairs. We worked in the parks pruning the trees and bushes and grinding stumps.

MONTHLY REPORT

1/27/2022	leaf machine car # 106 truck # 34	fixed suction hose replaced radio antenna replaced belts
1/28/2022	truck # 27 truck # 32 car # 114	fixed starter replaced battery service
1/31/2022	truck # 11 FD KME leaf machine	service took trk to cat in jefferson replaced discharge chute
2/1/2022	truck # 16 truck # 9 FD explorer	took trk to proformance in blaireville fixed lights painted fender
2/2/2022		sick day
2/3/2022		sick day
2/4/2022		sick day
2/7/2022	truck # 26 truck # 30 w/s trailer	fixed fuel pump wiring & service & replaced tires fixed tarp replaced lights
2/8/2022	truck # 25 FD explorer	took trk to gainesville replaced fender & replaced tires
2/9/2022	truck # 45 car # 104 truck # 25	service service fixed packer

MONTHLY REPORT

2/10/2022	car # 113 truck # 27 truck # 12 FD pierce	fixed tire replaced belts replaced decals adjusted brakes
2/11/2022	truck # 4 shop car # 108	replaced batteries replaced roller on gate installed radar
2/14/2022	FD 87 GMC car # truck # 5	replaced transmission seal & changed fluid service fixed tire
2/15/2022	FD tahoe FD explorer truck # 3	replaced starter & battery cables installed lights fixed tire
2/16/2022	FD explorer car # 112 truck # 16	replaced a pillar trim service fixed air leak on hi lo switch
2/17/2022	car # 117 truck # 23 truck # 13	replaced window regulator fixed trans cooler line service
2/18/2022	FD KME car # 116 shop	adjusted brakes fixed radio antenna cleaned up around shop
2/21/2022	car # 114 vac truck 3930 tractor	service fixed coolant leak fixed ignition switch
2/22/2022	truck # 3 truck # 27 truck # 27	replaced headlight replaced dimmer switch replaced fuel line
2/23/2022	utility director trk truck # 23 shop	replaced tire fixed power steering cleaned out & organized tool box



Jessie Owensby
Community Development Department
February 28, 2022
Monthly Report

Planning & Zoning

1. Vision Planning meeting for February
2. Planning Commission meeting for February
3. Helped get planning commission documents ready and published minutes from the meeting
4. Updated and sent out new Entertainment District map
5. Sent letter of approval of rezoning and variances to Nat Ackerman for his records
6. Worked on documents for Conditional Use for package store
7. Began studying for AICP certification
8. Fire dept/building/ec dev monthly planning meeting
9. Submitted annual Plan First Success Story- Level Grove Rd. Phase II
10. Spoke to potential new business re: zoning and use of building

DDA & Economic Development

1. DDA agenda, meeting, minutes published
2. Wrote script for DDA awards
3. Finalized plans for awards
4. Published information re: Level Grove Road completion
5. Developed presentation re: Community Redevelopment Tax Incentive
6. Hosted annual DDA awards
7. Sent requested photos to GMA for social media shout out
8. Wrote and published press release for annual Awards ceremony
9. Site visit to Farm & Lavish to deliver sign grant check
10. Spoke with potential new business re: available properties
11. Sent sponsorship invoices to businesses that committed
12. Completed mandatory Annual Main Street survey
13. Site visit to David Zavala
14. Meeting with Don H. and Charlie F. re: properties
15. Site visit to Kinetic to deliver award
16. Site visit to Salon Avanti to deliver façade grant check
17. Correspondence with Rusty Ligon re: nonprofit for redevelopment
18. Correspondence with Laurin Yoder re: Rails to Trails
19. Took pictures of redevelopments throughout town for presentation
20. Spoke with property owners and managers re: package store locations
21. Delivered Community Development Tax Incentive presentation for DCA Region 8

22. Researched Redevelopment funds
23. Spoke with three investment groups re: redevelopment funds
24. Met with new business owner, Nicole Davis, re: new business incentives
25. Correspondence with Danny Bivens re: Summer fellowship
26. Sent in Rural Tax forms for all businesses planning to take the credit
27. Correspondence with Ted Baggett, CVIOG, re: demolition liens
28. Met with potential buyer for Habersham Hardware building x2 and provided incentive information
29. Site visit to the Genesis Academy to discuss future of the school and best business practices
30. Attended monthly EDC meeting
31. Correspondence with Mike Beecham re: incentives

Community Development & Special Projects

1. Kiwanis every Wednesday at noon
2. Department meeting first Tuesday of month
3. Updated Kiwanis social media
4. Jaymarz Member of the Month presentation
5. Developed poster for Kiwanis event
6. Found locations and had bike racks installed
7. Spoke with Cooper & Co and Carroll Daniel about potential building project
8. Met with Alicia Vaughn to interview for gov't column
9. Picked up gift cards from Big Daddys and Fenders Diner for giveaways
10. Correspondence with Shelley Tullis re: health inspections and special events
11. Got sponsor invoices for Kiwanis and Young Professionals
12. Schedule John Borrow to record voiceover for entertainment district video
13. Monthly Chamber board meeting
14. Annual Chamber awards Gala
15. HMC iCare award presentation for nominees
16. Employee handbook meeting
17. Sent special event application for Mary Verdery
18. Retrieved aerial photo of gateway signage for GDOT
19. Sent requested photos to Georgia Convention and Visitor's bureau
20. Historic Preservation Commission agenda, meeting, and minutes published
21. Photo opportunity at dog park for Arbor Day
22. Lunch meeting with Charlie Fiveash and Betsy McGriff re: building projects
23. Site visit to Cornelia Pharmacy re: COA application
24. Checked mock website for changes before launch date
25. Checked with Clif to remove old bench and replace with new one on Hodges St.
26. Checked with Clif to clean up and fix net at tennis courts
27. Attended meet and greet with Governor Kemp
28. Correspondence with Adam Hazell re: Comp Plan update
29. Attended Young Professionals social
30. Met with Children's Coordinator, Tiffani, at the library re: summer reading kickoff party
31. Site visit to CB&T to deliver sign frame
32. Finished prep work for Kiwanis fundraiser

Tourism and Special Events

1. Met with Lindsey to discuss projects for 2022
2. Discussed 2022 events calendar with Lindsey
3. Spoke with Lindsey re: YP, concert, etc.

Lindsey:

- Social media post
- Collected new photos for social media.
- Weekly newsletters
- Site visits
- Discussed website for H&T board
- updated 2022 Event Calendar
- Updated email groups and Facebook groups
- Meet with Young Professionals Group
- Hospitality and Tourism meeting
- Updating BRAF for festival net
- Updated payments for newsletter and website
- Vendors for Neal McCoy Concert
- Young Professionals social
- City Hall meeting with Diane
- Ga Main Street webinar
- Field trip / tower mountain
- Vision meeting
- Chamber Awards at North Ga Tech
- Planning for BRAF layout
- Meet with Thomas Black about parade in October
- Changed date for BRAF / updated calendar / festival net

UPCOMING: DDA Basic Training- March 4- Lavonia Depot



February 2022 Response & Training Report

Monthly Call Response

- 93 calls responded to during February 2022.
- 213 calls responded to during 2022.
- Please see attached Fire Incident Count Report.

Monthly training hours

- 389 training hours between all CFD Personnel.
- 609 training hours YTD.

"Good Enough, Is Never Good."

Assistant Fire Chief

Shane Bentley

CFD Monthly Fire Incident Count

	Basic Incident Month Name	August		
Basic Incident Type Category (FD1.21)	Basic Incident Type (FD1.21)		Count of Fire Incidents Grand Total	Percent of Count of Fire Incidents Grand Total
1 - Fire	Building fire	1	1	1.08%
	Cooking fire, confined to container	1	1	1.08%
Subtotal		2	2	2%
3 - Rescue & Emergency Medical Service Incident	Medical assist, assist EMS crew	51	51	54.84%
	Motor vehicle accident with injuries	2	2	2.15%
	Motor vehicle accident with no injuries.	3	3	3.23%
	Rescue or EMS standby	4	4	4.30%
Subtotal		60	60	65%
4 - Hazardous Condition (No Fire)	Heat from short circuit (wiring), defective/worn	1	1	1.08%
Subtotal		1	1	1%
5 - Service Call	Assist invalid	9	9	9.68%
	Lock-out	1	1	1.08%
	Water evacuation	1	1	1.08%
	Welfare check, non-emergency to check on person(s)	1	1	1.08%
Subtotal		12	12	13%
6 - Good Intent Call	Dispatched and cancelled en route	5	5	5.38%
	Dispatched and cancelled en route (EMS)	1	1	1.08%
	Dispatched and cancelled en route (Fire Alarm)	4	4	4.30%
	No incident found on arrival at dispatch address	3	3	3.23%
Subtotal		13	13	14%
7 - False Alarm & False Call	Alarm system activation, no fire - unintentional	5	5	5.38%
Subtotal		5	5	5%
Grand Total		93	93	100.00%



CORNELIA FIRE MARSHAL'S OFFICE
Po Box 785 Cornelia, GA 30531 706-778-4343

February 2022

- Attended Superior Court for the Major Fortson, Chattahoochee St buildings, court case. Waiting on Judge's ruling in the latest appearance.
- Have continued working with The Futures Program and other City officials on plans to bring a classroom building onto the property. We have set forth guidelines to be followed in accordance with our local ordinances and state law.
- Reviewed site plans for the new Sonic location.
- Met with City Solicitor and attended City Court and testified on the Old Historical Society building code case. Waiting on Judge's ruling to allow The City to abate the nuisance.
- Inspected the Chattahoochee St. buildings along with Robert to see what work has been completed. Updated reports will be prepared. Some work has been done but not all code violations have been cleared.
- Annual City fire extinguisher service is scheduled for next month.

CO's issued- 0

Inspections- 12

Violation Notices issued- 1

Meetings- 6

Plans Reviewed- 1

Investigations- 0

Josh Hazle

Division Chief
Fire Marshal
706-778-8585 Ext: 284
706-949-8837Cell



PERMIT REPORT BY PERMIT NUMBER
Permit Date: 02/01/2022 to 12/31/2022

City Of Cornelia
FY 2022

Permit #	Address	Status	Owner	Total Value
20220007	130 SHADY LANE	Issued	Efren Garcia	0.00
20220008	121 FURNITURE PLAZA	Completed	TACO BALL	40,000.00
20220009	151 SUGAR CREEK DRIVE	Issued	Juan Escakilla	2,000.00
20220010	310 HABERSHAM HILLS CIRCLE	Issued	Tractor supply	176,000.00
20220011	306 S WAYSIDE ST	Issued	JUAN CONTRERAS	6,000.00
20220012	365 HWY 441	Issued	Tidal Wave	5,000.00
20220013	102 Magnolia Villas Dr	Issued	Magnolia Villas	300.00

TOTAL NUMBER OF PERMITS 7
TOTAL VALUATION 229,300.00
TOTAL FEES CHARGED 777.86
TOTAL FEES PAID 397.86

11 Plan Reviews
9 Residential inspections
31 Commercial inspections

Police Department Monthly

Feb 2022

Patrol

TRAFFIC	411
Traffic Stops	238
Susp.Person/ Veh	134
License Check	4
MVA Accidents	25
NON-TRAFFIC	
Fight Calls	4
Burglary	0
Shoplifting/Theft	8
Domestic Calls	17
Drunk/Disorderly	6
Abuse	1
Alarms	29
CONTACTS	
Citizen	1725
Motorist	35
Bank/Funeral	7
REPORTS	
Incidents	94
Accidents	24
Citations	166
TOTAL DISPATCHED CALLS	987

Investigations

CASES	17
New	15
Old	2
TYPES	
Person	9
Property	6
Financial	2
DISPOSITION	
Closed	11
Arrest	3
Ex. Clear	5
Other	3
Code Enforce	
New	13
Active	9
<i>Disposition</i>	
Closed No action	9
Closed w/ Cit.	0

Police Department Monthly

Admin/Court

COURT	
Court Cases	
Fines Paid	\$16,647
C.H. Ran	443
C.H. Monies	\$1,197
Walk In's	103

Child Seat Program

Car Seats Distributed	7
Caregivers Trained	11
Police Personnel Trained	

PROBATION

Fines for Cornelia	\$3,974.00
GCVEF Fees	\$0
Community Service	
Hours	80
Value of Hours	\$580.00
Active Cases	102

NOTES:

The Police department has been utilizing the new Virtual Academy online training membership and online training the GPSTC. Most of the 167 total training hours received this month was through the online training.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for January 21, 2022 thru February 22, 2022

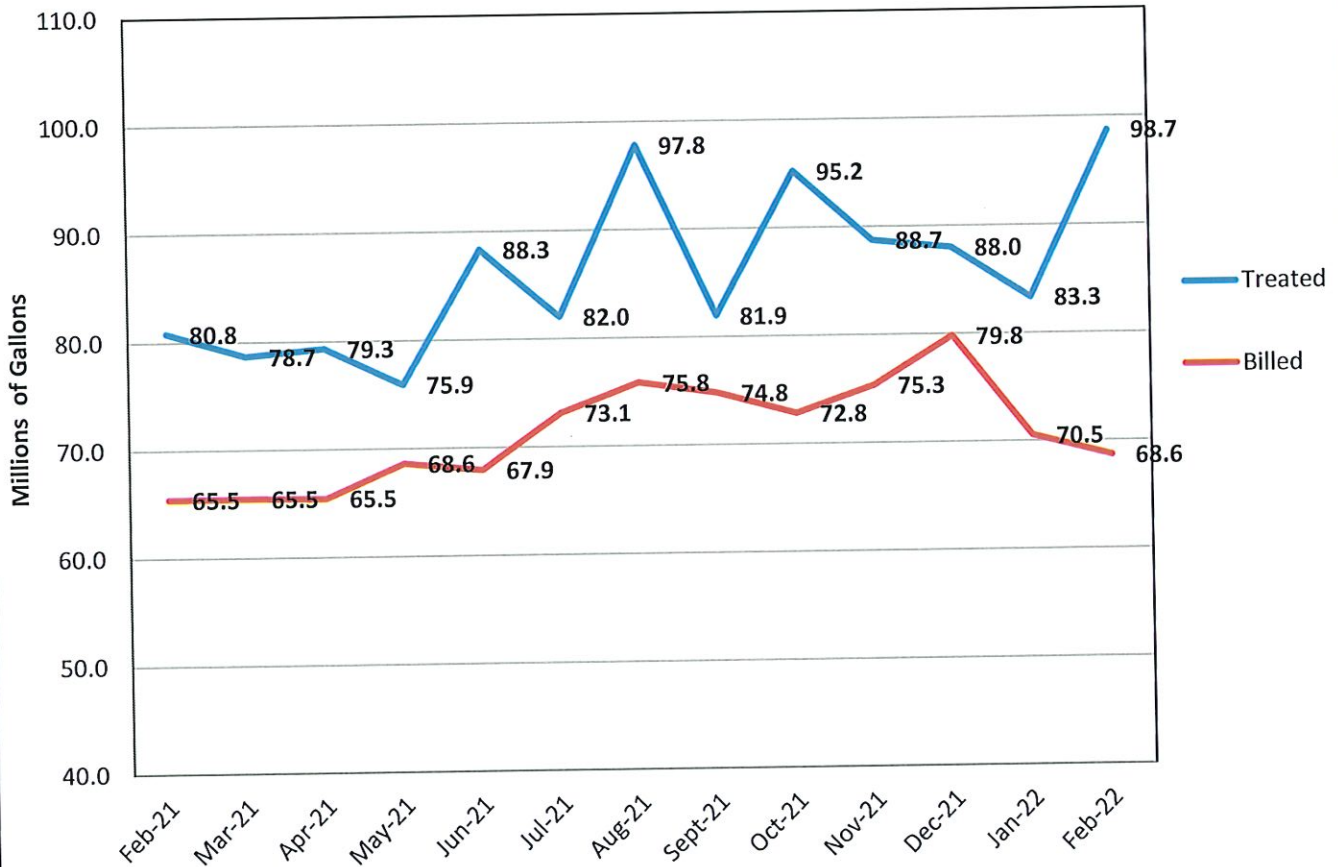
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	98.2	Million Gallons
Influent BOD	49.4	Tons
Influent TSS	33.9	Tons
Solids to Landfill	295.1	Wet Tons
Dry Solids Removed	54.8	Dry Tons

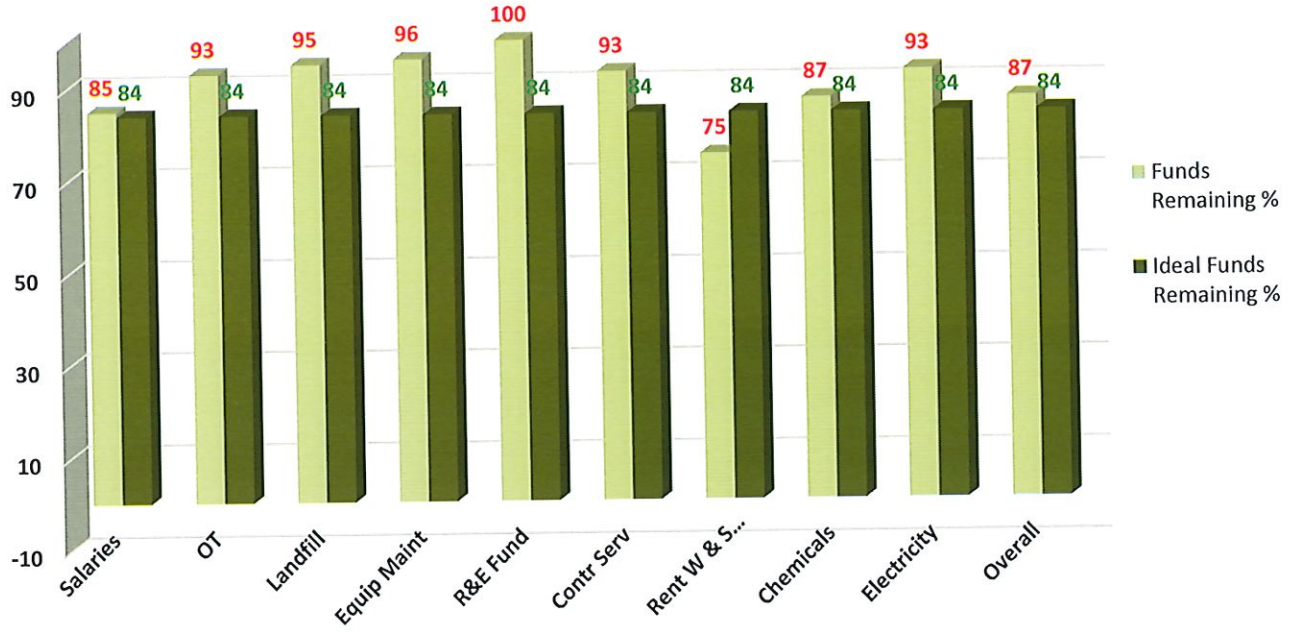
Wastewater Treatments Projects & Events

- 100% Compliance for February NPDES
- Received New Proposed NPDES Permit

Sewage Treated vs Billed Monthly

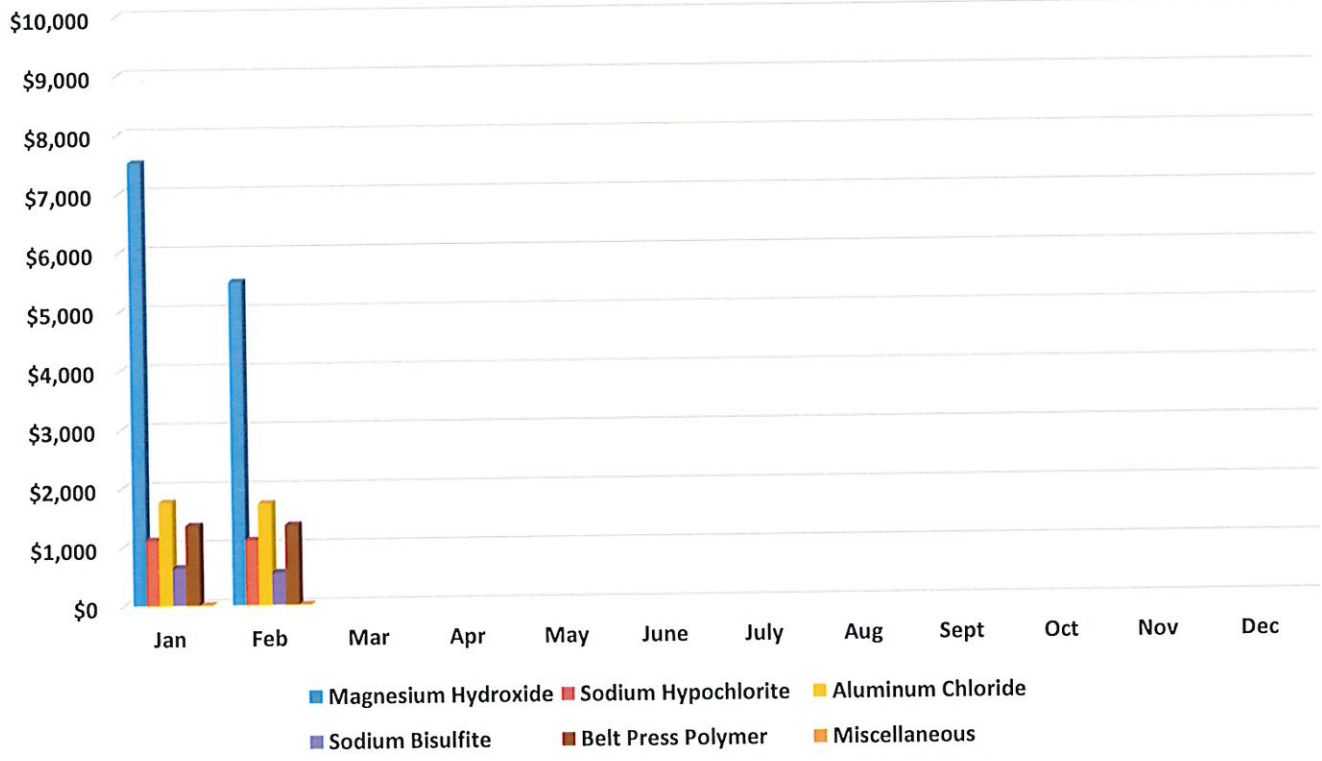


Funds Remaining % vs Ideal Funds Remaining % 2022

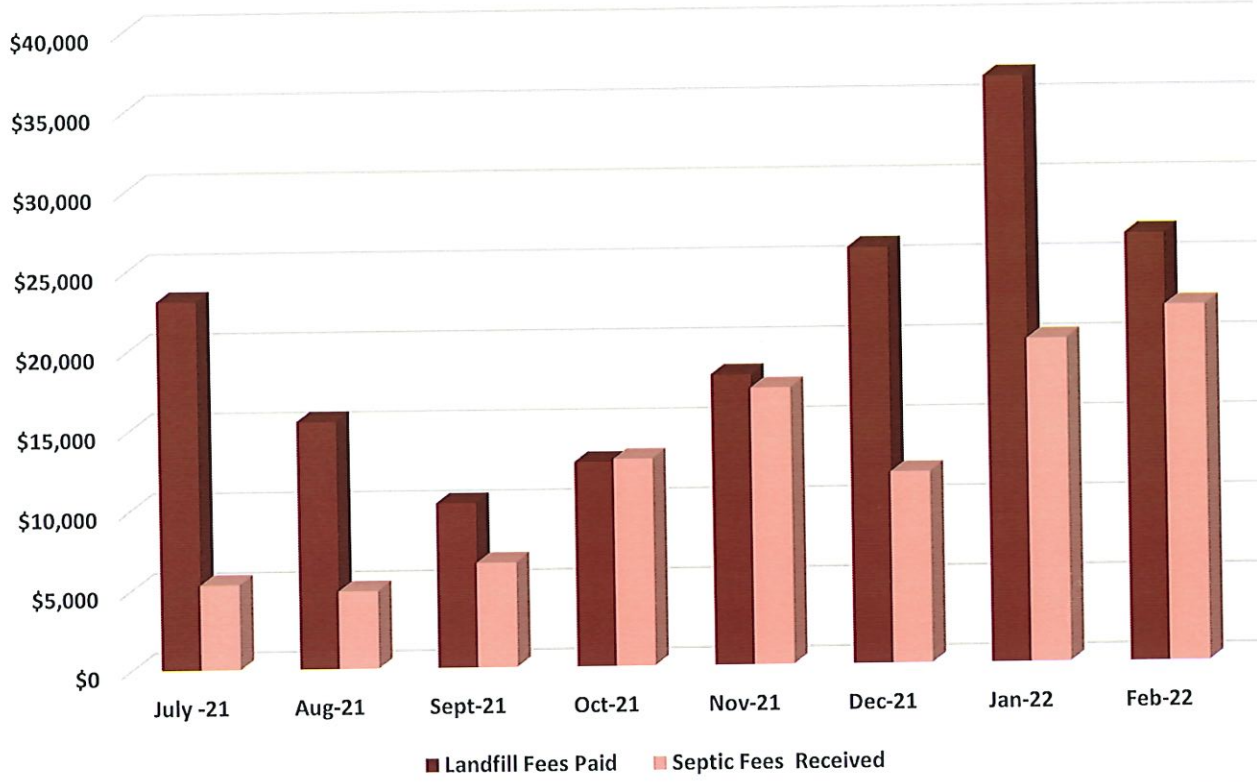


Rent Water & Sewer at 75% (Paid in 25% Increments First of Each Quarter)

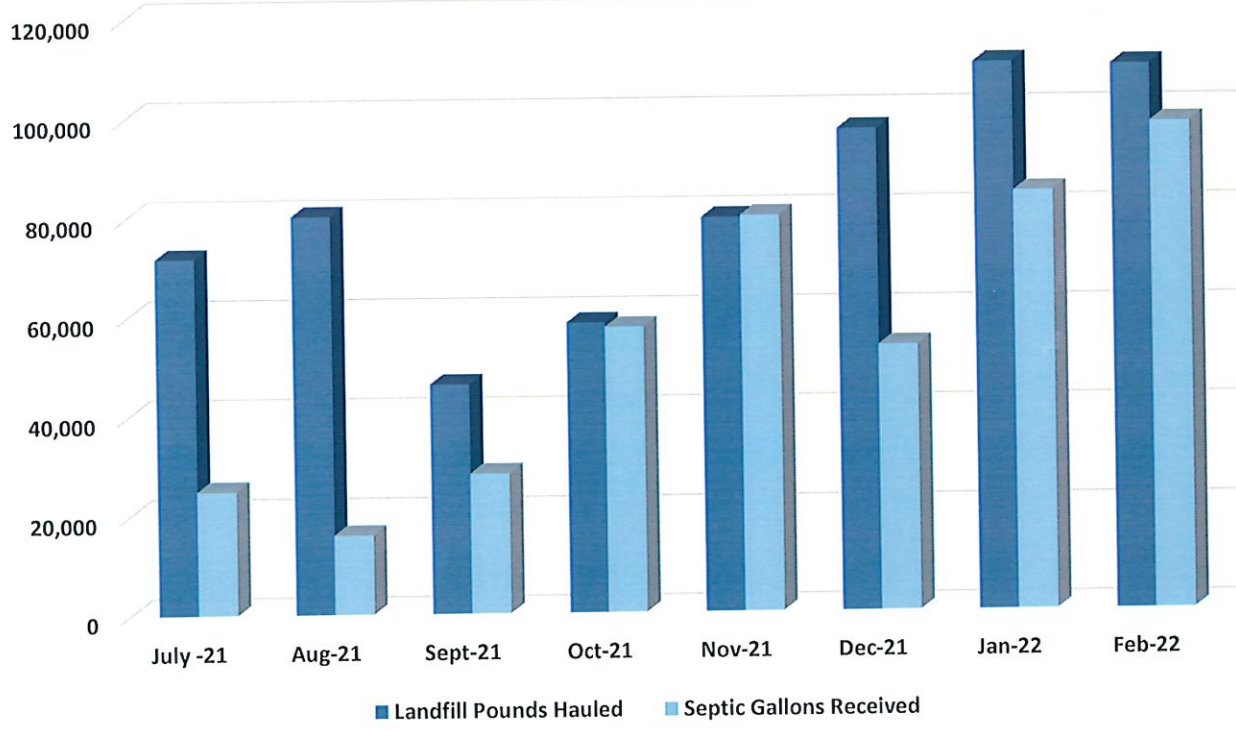
CHEMICAL COST



Landfill Fees Paid vs Septic Fees Received



Landfill Pounds Hauled vs Septic Gallons Received



Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
Chart Recorder	Influent	End of Life	Replaced	\$1,465
Logic Controller	Filter Pumping Station	End of Life	Replaced	\$2,393
Generator	Influent	Scheduled	Maintenance	\$1,230
Mag Pump	Gear Box	End of Life	Repaired	\$1,109
Mag Pump	Back-Up	Needed	Purchased	\$6,340

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Phos & BOD	None	\$36,721 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

January Data. February Industrial Reports not due until March 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	51
Completed Work Orders	50
Back-log Work Orders	1

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	21
Grease Traps Inspected	10
Non-Compliant	15

Plant Operations

- Solids Handling: Normal
- Summary: N/A
- Disk Filters: Display Screen not working & still on time mode for filtering on one filter
- Summary: Aqua Aerobic is going to replace the screen at no cost under warranty and send a technician back out to troubleshoot and fix the filter so it will operate in flow mode
- Phosphorous/Ammonia Issues: Ammonia elevated but within permit. Cause is believed to be a slug load of something that came in and ammonia back to normal. Phosphorous elevated (Ethicon ran out of sodium aluminate for phosphorous removal) came back down to normal
- Summary: Increased oxygen and introduced two gallons of nitrifiers to aeration basin. Increased aluminum chloride feed.

Water Treatment Plant

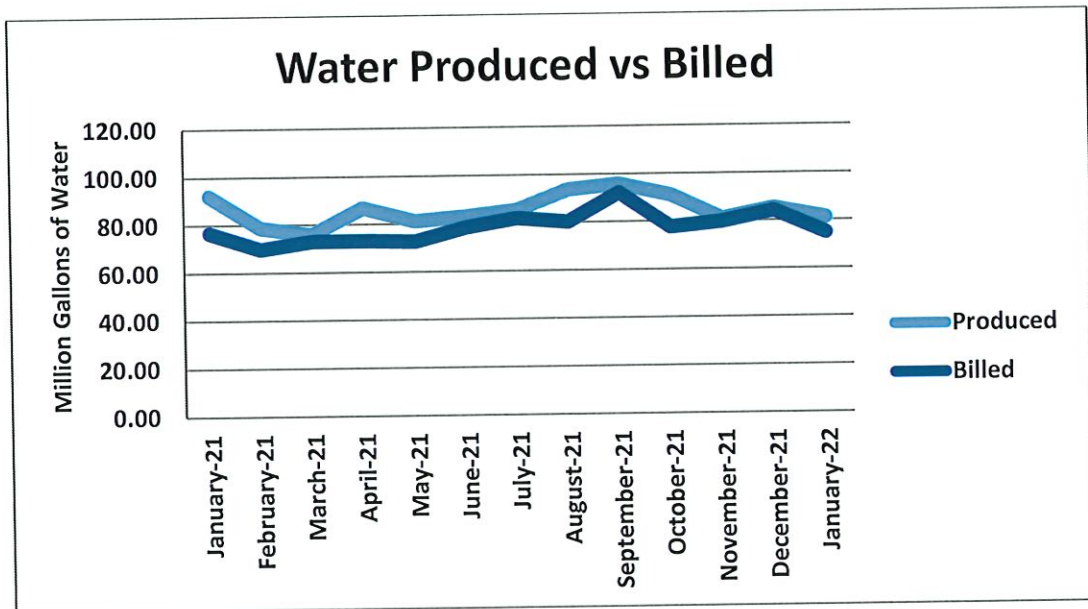
Water Quality

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

Water Quality Concerns	Determined Cause	Action Taken
0	N/A	N/A

Water Production Quantities

- Water Produced in January of 2022 was 81.10 MG.
- Water Billed in January of 2022 was 74.74 MG.
- The WTP recorded 4.70 inches of rain to date for February 2022.
- Off Stream Impoundment level is 26.6 feet.
- Reservoir level is 3 feet 6 inches above full pool.

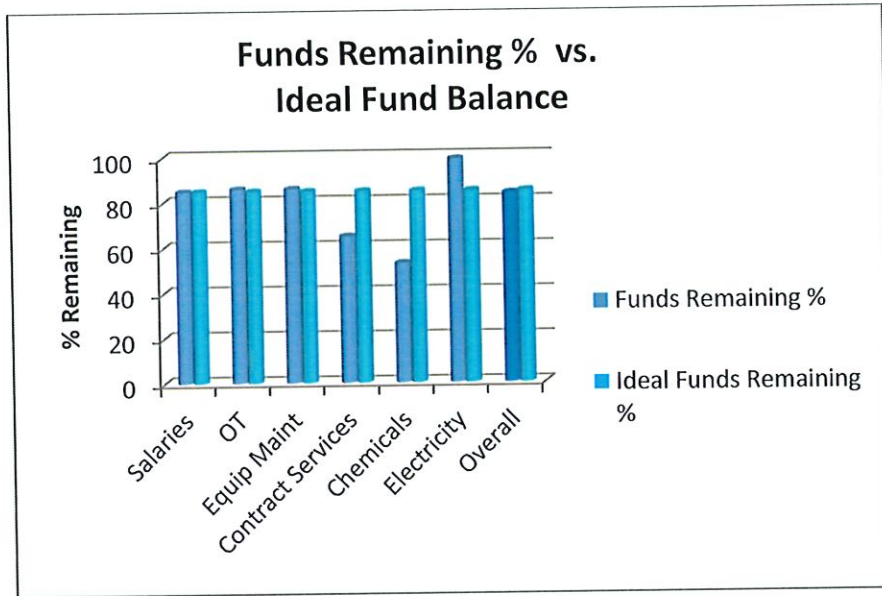


Above flow graph and other flow Information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Monthly EPD reports.
- Performed scheduled Preventative Maintenance.
- Replaced lime chemical feed hoses from pump to raw water pipe.
- Visual inspection of HC Dam #7 and OSI Dam with DNR Safe Dams Program.
- Repaired lime pump #1.
- Polymer mixer, reinforced mount and lubricate gears.
- Updated Claros software.
- Programmed Chenocetah pumps to maintain line pressure at Grandview.

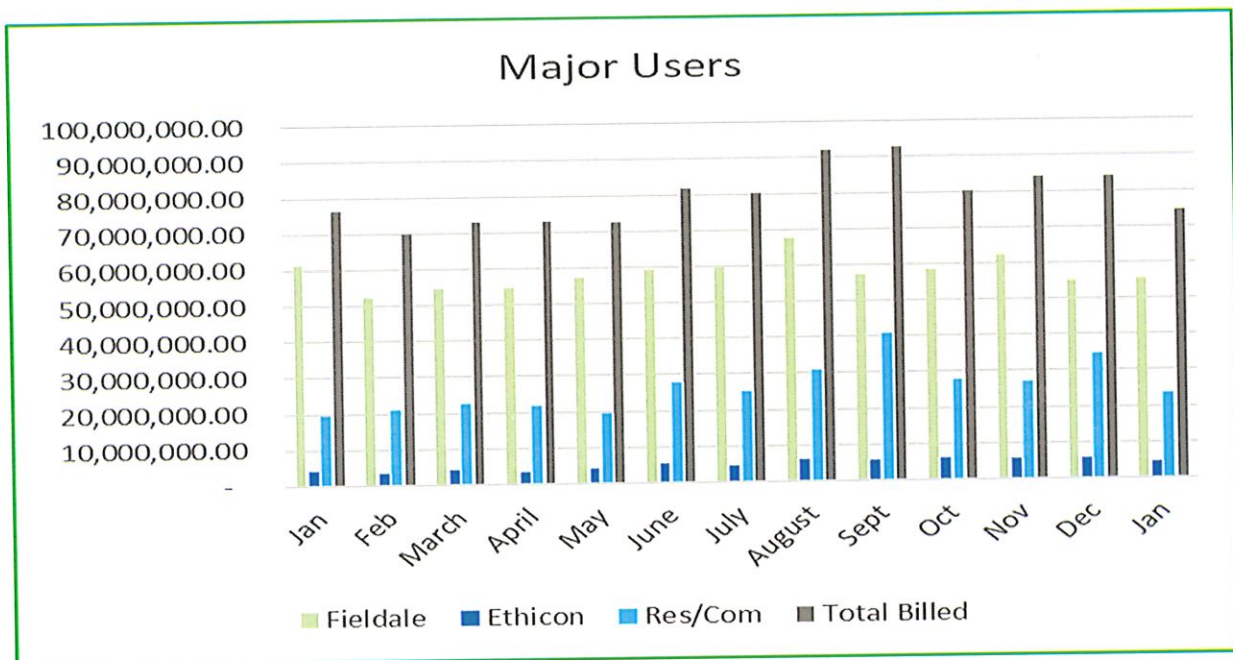
- Removed debris from Reservoir spillway.



2022 Report Water-Sewer February

Work Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	1	\$66.50	\$0.00	\$0.00	\$0.00	\$0.00	\$66.50	0.45%
Wastewater Plant	46	\$698.25	\$0.00	\$0.00	\$0.00	\$0.00	\$698.25	4.71%
Meter/Billing	1	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.00	0.26%
Water	10	\$9874.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9874.00	66.54%
Sewer	17	\$1472.50	\$2.45	\$0.00	\$0.00	\$0.00	\$1474.95	9.94%
Storm Water	1	\$114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	0.77%
Water Plant 1439	32	\$807.50	\$0.00	\$0.00	\$0.00	\$0.00	\$807.50	5.44%
11	22	\$1767.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1767.00	11.91%
Report Totals	130	\$14837.75	\$2.45	\$0.00	\$0.00	\$0.00	\$14840.20	



January Work Order Summary

Sewer General -12	Locates - 23
Sewer Blocks-8	Meter - 72
Water General -10	Storm -3
Water Breaks - 7	

Projects for February

- Asphalt patch work
- Demo/Moving to old water plant
- Checked/Camera grease trap manholes
- Contacted 15 Customers with high water usage

Water leaks/Main breaks

- Leak-430 Grandview Ave
- Leak-Ridgeway/Chase
- Leak-Hillandale
- Leak-Woodland circle
- Leak-Moss St.
- Leak-Irvin St (Fenders)
- Tractor Supply/ Sonic (new construction) -Contractor hit force main

Storm Projects

- Moss St.
- Forest St.

Sewer Blocks/Repairs

- Block 186 S. Main st.
- Block at Library
- Block Wyly st.
- 2 Blocks Slayton st.
- Install 466 S. Main st.
- Block 373 Hoyt st.
- Block 236 Wood st.
- Block 186 S Main st