



City Manager Monthly Report for September 2022

The city has once again been awarded a CDBG Grant to help upgrade and replace our infrastructure. The grant is for \$850,000 and the funds will be used to upgrade the water, sewer, and drainage system on Wood Street between Hoyt Street and Foster Street. The water line to be replaced is an old asbestos line. We have a long history of sewer issues in this area that will be addressed with this project. Carter & Sloope is working on the engineering for the project, and we hope to begin construction in late 2023.

We have temporarily closed the bridge on Hoyt Street in order to gauge the public reaction. The Railroad would like to permanently remove the bridge. I told them we have temporarily closed the bridge to get public input before a decision can be made.

The EDC held a groundbreaking ceremony for the new Marriott on September 20th. We have received partial plans from the architect for staff to begin reviewing. We hope to receive the final set soon so that permits can be issued before the end of the year.

The mayor hosted 4 students from Tallulah Falls Senior class on September 20th. We gave them a tour of the water plant, city hall, and downtown. He and I answered questions about city operations for several hours before treating them to lunch at Bigg Daddy's.

Due to overwhelming demand Habersham Education & Research will have another showing of the documentary Cornelia a Train Town on Saturday October 15th at 6:00 PM. The showing will be at Common Ground. Interested parties need to RSVP to events@habershamhistory.org.

The city has installed a new bench in downtown dedicated to Buck Snyder for his years of dedication and service to the city. The bench was ordered before Buck Snyder Day in July but was not delivered until last week. The bench is located in front of the caboose on Higgins Plaza.

The Police Department conducted 225 traffic stops, responded to 28 accidents, 11 shoplifting calls, 7 burglaries, and 44 alarms. They responded to a total 1,092 calls. The Investigative Division opened 8 new cases, closed 12, and made 11 arrests. We distributed 29 car seats and trained 14 caregivers through our car seat program.

The Municipal Court handled 200 cases and collected \$6,827 in fines. Probation has 100 active cases, they collected \$2,701 in fines. Probationers completed 80 hours of Community Service at a value of \$580.00.

The Building Department issued 20 permits and collected \$13,957 in permit fees. Of these 20 permits 9 were for new residential units. They completed 22 plan reviews, 21 residential inspections, 37 commercial inspections. Code Enforcement opened 10 new cases and closed 11. They have 18 active cases.

The Fire Department responded to 107 calls and completed 564 hours of training. They responded to 2 fires, 63 medical calls, 5 motor vehicle accidents, 3 Haz mat calls, and 9 alarms.

The Wastewater Plant treated 84.5 million gallons of sewerage. The Water Plant treated 83.8 million gallons of drinking water. We recorded 3.68 inches of rain; the new reservoir level is at 27.3 feet and the old reservoir is 6 inches above full pool. We repaired 7 water leaks and 5 sewer blockages.

Public Works cleaned and inspected the Community House following 16 events. They cleaned the sidewalks and streets in downtown every Tuesday and Thursday. Trees were pruned and weeds were pulled from the flowerbeds in the city. They emptied the trash and inspected the equipment at the parks each week. All public restrooms were cleaned twice per week. The Chipper Truck completed one round of brush pickup. The A.C unit was replaced at the Ballard Center. They also handled all the setup for the Big Red Apple Festival.

The Maintenance Shop repaired 35 vehicles and serviced 24 vehicles.

The Community Development Department put on another successful Big Red Apple Festival. Thousands of people flocked to downtown to partake in the festivities. Their next event will be the downtown trick or treating on October 31st from 3 to 6.

The Historical Society's Hispanic Heritage Festival went very well! I was only able to attend for a short period of time in the morning to welcome everyone and say a few words on behalf of the city. I have received nothing but positive feedback about the event. I have spoken with Ms. Davenport and told her I hope this will become an annual event.


Donald Anderson
City Manager

CORNELIA: A TRAIN TOWN

A VIDEO DOCUMENTARY

Produced by Peter Madruga

SOLD OUT! Saturday, October 15, 2022 / 2pm - 4pm

Saturday, October 15, 2022 / 6pm - 8pm

The Common Ground

643 Irvin Street, Cornelia GA 30531

*Admission is free but seating is limited
RSVP: events@habershamhistory.org*

Candy and drinks available

Presented by Habersham Education & Research
A 501(c)(3) organization
Donations: habershamhistory.org/donate



PUBLIC SAFETY MONTHLY

AUG 2022

Police Department

Patrol

| | |
|-------------------------------|-------------|
| TRAFFIC | 324 |
| Traffic Stops | 225 |
| Susp.Person/ Veh | 70 |
| License Check | 1 |
| MVA Accidents | 28 |
| NON-TRAFFIC | |
| | 92 |
| Fight Calls | 1 |
| Burglary | 7 |
| Shoplifting/Theft | 11 |
| Domestic Calls | 19 |
| Drunk/Disorderly | 10 |
| Abuse | 0 |
| Alarms | 44 |
| CONTACTS | |
| | 1871 |
| Citizen | 1789 |
| Motorist | 73 |
| Bank/Funeral | 9 |
| REPORTS | |
| | 429 |
| Incidents | 147 |
| Accidents | 22 |
| Citations | 215 |
| TOTAL DISPATCHED CALLS | 1092 |

Investigations

| | |
|---------------------|----|
| CASES | |
| New | 8 |
| Old | 7 |
| TYPES | |
| Person | 5 |
| Property | 9 |
| Narcotics | |
| Financial | 1 |
| DISPOSITION | |
| Closed | 12 |
| Arrest | 11 |
| Ex. Clear | 3 |
| Other | |
| Child Seat | |
| Seats Distributed | 29 |
| Care Givers Trained | 14 |
| | |
| | |
| | |

NOTES:

For child passenger safety week, the Police Department gave 20 car seats to the Circle of Hope.

One officer received his Supervision Certification from POST, an investigator completed the Reid interview Class and the department received 133 hours of training.

PUBLIC SAFETY MONTHLY

COURT

| COURT | |
|--------------|---------|
| Court Cases | 200 |
| Fines Paid | \$6,827 |
| | |
| C.H. Ran | 489 |
| C.H. Monies | \$282 |
| | |
| Walk In's | 117 |

| | |
|--|--|
| | |
| | |
| | |

PROBATION

| | |
|--------------------------|---------|
| Fines for Cornelia | \$2,701 |
| | |
| | |
| Community Service | |
| Hours | 80 |
| Value of Hours | \$580 |
| | |
| Active Cases | 100 |

NOTES:

PUBLIC SAFETY MONTHLY

| |
|----------------------------|
| Building Department |
|----------------------------|

| | |
|-------------------------------|--------------------|
| Permits Issued | 20 |
| | |
| Fees Paid | \$13,957.66 |
| | |
| Plan Reviews | 22 |
| | |
| Residential Inspection | 21 |
| | |
| Commercial Inspection | 37 |
| | |
| New Home Permits | 9 |
| | |
| Residential C.O.s | 0 |

| |
|-------------------------|
| CODE ENFORCEMENT |
|-------------------------|

| |
|--------------|
| Cases |
|--------------|

| | |
|--------------------|-----------|
| New | 10 |
| | |
| Old | 19 |
| | |
| Inspections | 31 |
| | |
| Disposition | |
| | |
| Closed | 11 |
| Citations | |
| Active | 18 |

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

September 2022

Fire Marshal

- Final inspections were completed and CO has been issued to Level Grove Baptist Church for the new sanctuary and education wing.
- Station 2 hosted a homeschool group for a station tour and information session on the 20th.
- Personnel assisted with the Big Red Apple Festival and the 5K run on the 24th.
- We hosted an all-day Pipeline Emergency class in our training room on the 21st.
- personnel taught fire safety education to the pre-k at Cornelia Elementary on the 22nd.

Fire Department

Monthly Call Response

-107 calls were responded to during 2022.

-Please see attached Fire Incident Count Report.

Monthly training hours

-564 training hours between all CFD Personnel.

-4557 training hours YTD.

CFD Monthly Fire Incident Count

| | Basic Incident Month Name | September | | |
|---|--|-----------|-------------------------------------|--|
| 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 | 0.93% |
| | Cooking fire, confined to container | 1 | 1 | 0.93% |
| Subtotal | | 2 | 2 | 2% |
| 3 - Rescue & Emergency Medical Service Incident | EMS call, excluding vehicle accident with injury | 38 | 38 | 35.51% |
| | EMS call, Pt, Refused Treatment and Transport (Action Taken 31R) | 1 | 1 | 0.93% |
| | Medical assist, assist EMS crew | 21 | 21 | 19.63% |
| | Motor vehicle accident with injuries | 2 | 2 | 1.87% |
| | Motor vehicle accident with no injuries. | 3 | 3 | 2.80% |
| | Motor vehicle/pedestrian accident (MV Ped) | 1 | 1 | 0.93% |
| | Walk in station for EMS | 2 | 2 | 1.87% |
| Subtotal | | 68 | 68 | 64% |
| 4 - Hazardous Condition (No Fire) | Gas leak (natural gas or LPG) | 1 | 1 | 0.93% |
| | Gasoline or other flammable liquid spill | 2 | 2 | 1.87% |
| Subtotal | | 3 | 3 | 3% |
| 5 - Service Call | Assist invalid | 3 | 3 | 2.80% |
| | Lock-out | 1 | 1 | 0.93% |
| | Police matter | 1 | 1 | 0.93% |
| | Public service | 2 | 2 | 1.87% |
| | Tree Down, Weather Related | 1 | 1 | 0.93% |
| Subtotal | | 8 | 8 | 7% |
| 6 - Good Intent Call | Dispatched and cancelled en route | 5 | 5 | 4.67% |
| | Dispatched and cancelled en route (EMS) | 1 | 1 | 0.93% |
| | Dispatched and cancelled en route (Fire Alarm) | 3 | 3 | 2.80% |
| | No incident found on arrival at dispatch address | 7 | 7 | 6.54% |
| | Smoke scare, odor of smoke | 1 | 1 | 0.93% |
| Subtotal | | 17 | 17 | 16% |
| 7 - False Alarm & False Call | Alarm system activation, no fire - unintentional | 4 | 4 | 3.74% |
| | Alarm system sounded due to malfunction | 1 | 1 | 0.93% |
| | Detector activation, no fire - unintentional | 2 | 2 | 1.87% |

| | | | | |
|--------------------|--|------------|------------|----------------|
| | Medical Alarm System activation, Unintentional upon arrival | 1 | 1 | 0.93% |
| | Smoke detector activation due to malfunction | 1 | 1 | 0.93% |
| Subtotal | | 9 | 9 | 8% |
| Grand Total | | 107 | 107 | 100.00% |



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

September 2022

- Final inspections were completed and CO has been issued to Level Grove Baptist Church for the new sanctuary and education wing.
- Station 2 hosted a homeschool group for a station tour and information session on the 20th.
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Call Count September: 107

Call Count for Year: 990

CO's issued- 2

Inspections- 12

Violation Notices issued- 0

Meetings- 5

Plans Reviewed- 1

Investigations- 1



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for August 23 thru September 23, 2022

Monthly Treatment Totals

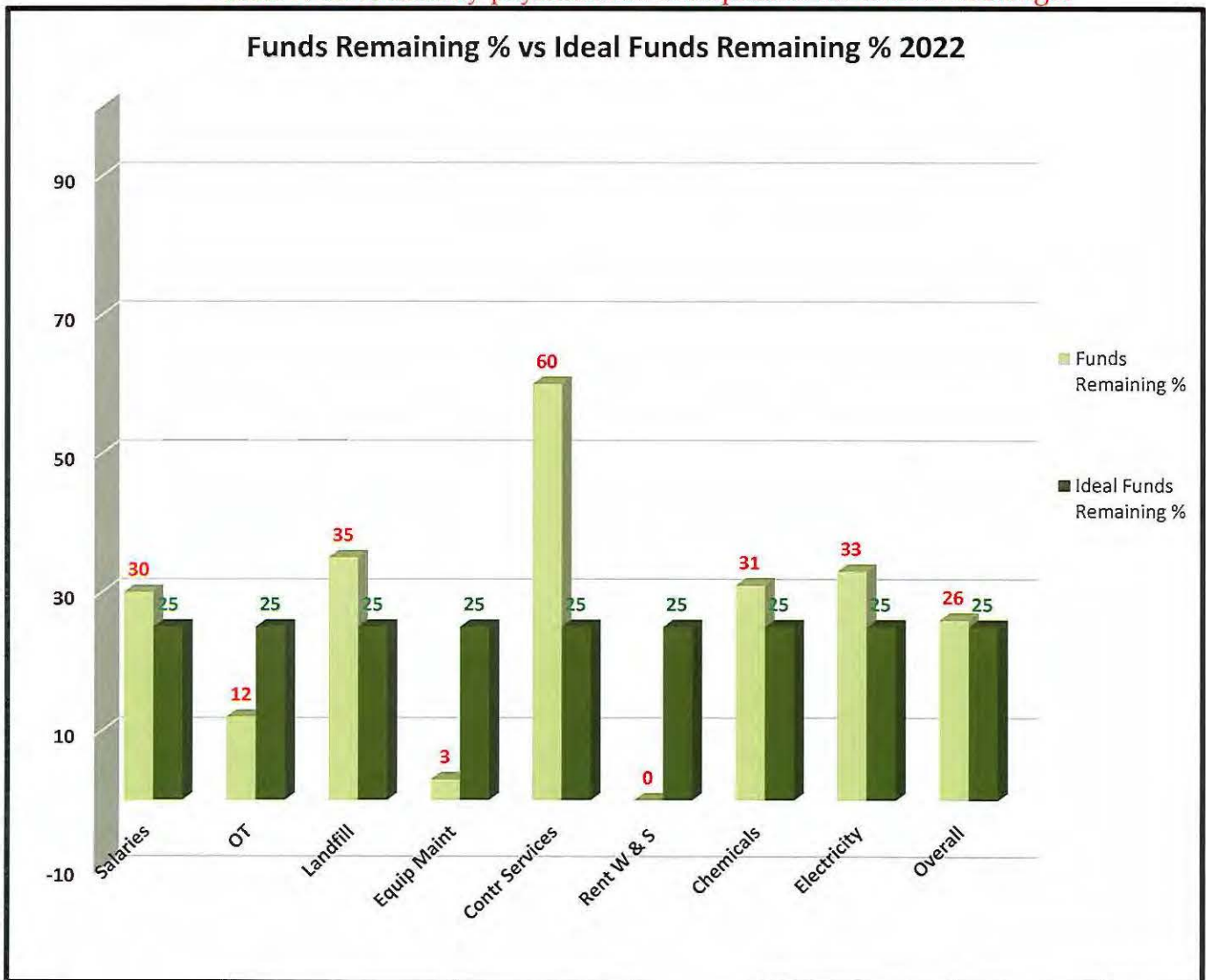
| Parameter | Measurement | Units of Measure |
|--------------------|-------------|------------------|
| Sewage Treated | 84.5 | Million Gallons |
| Influent BOD | 105.5 | Tons |
| Influent TSS | 80.4 | Tons |
| Solids to Landfill | 300.1 | Wet Tons |
| Dry Solids Removed | 53.0 | Dry Tons |

Wastewater Treatments Projects & Events

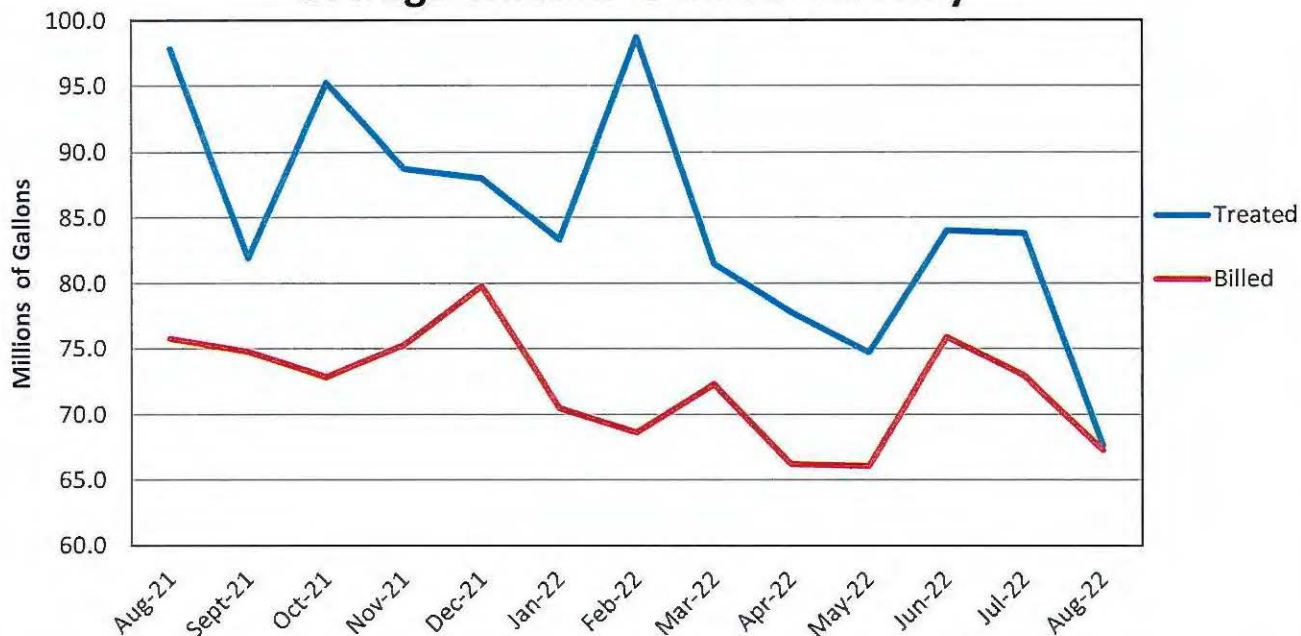
100% Compliance for September NPDES

Rent W&S Authority payment has been paid to 0% at 25% of Budget

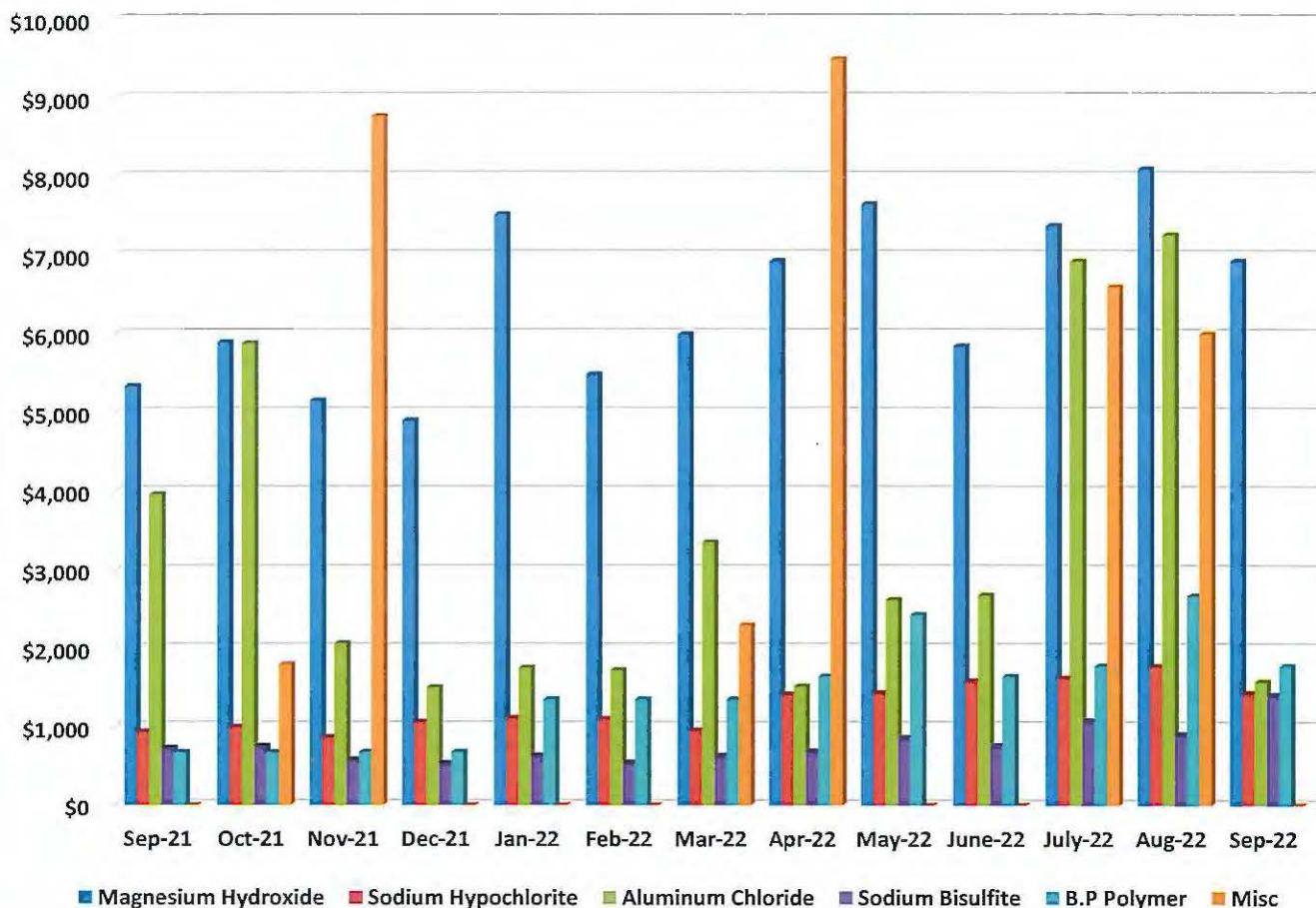
Funds Remaining % vs Ideal Funds Remaining % 2022



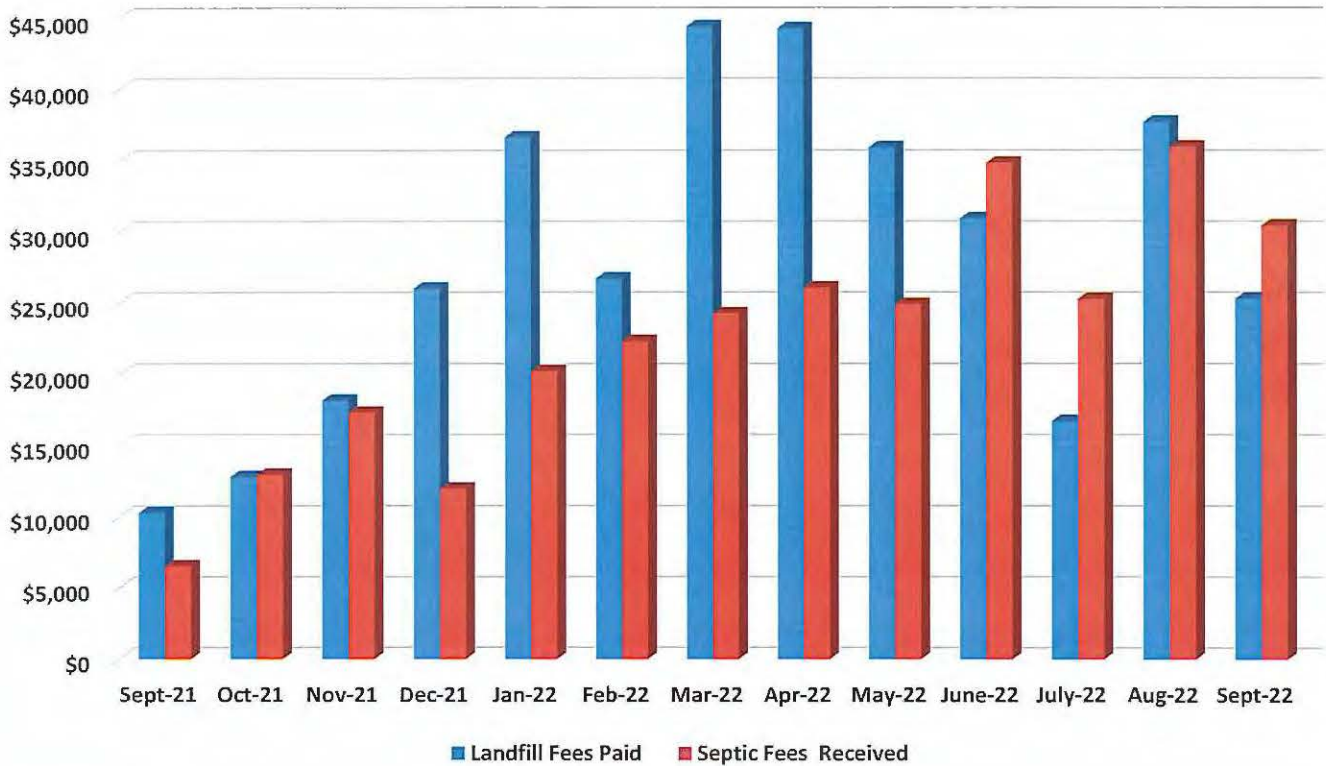
Sewage Treated vs Billed Monthly



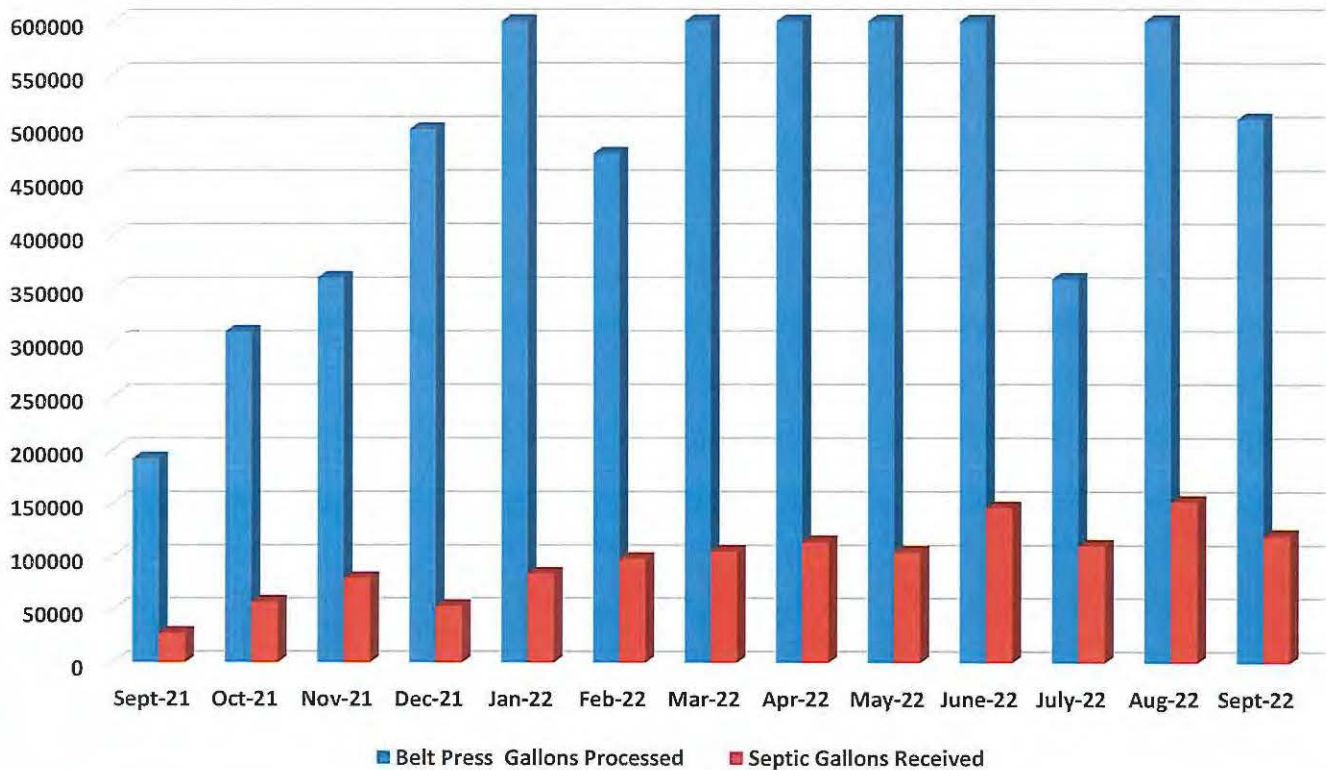
Chemical Cost Chart September 2021 thru September 2022



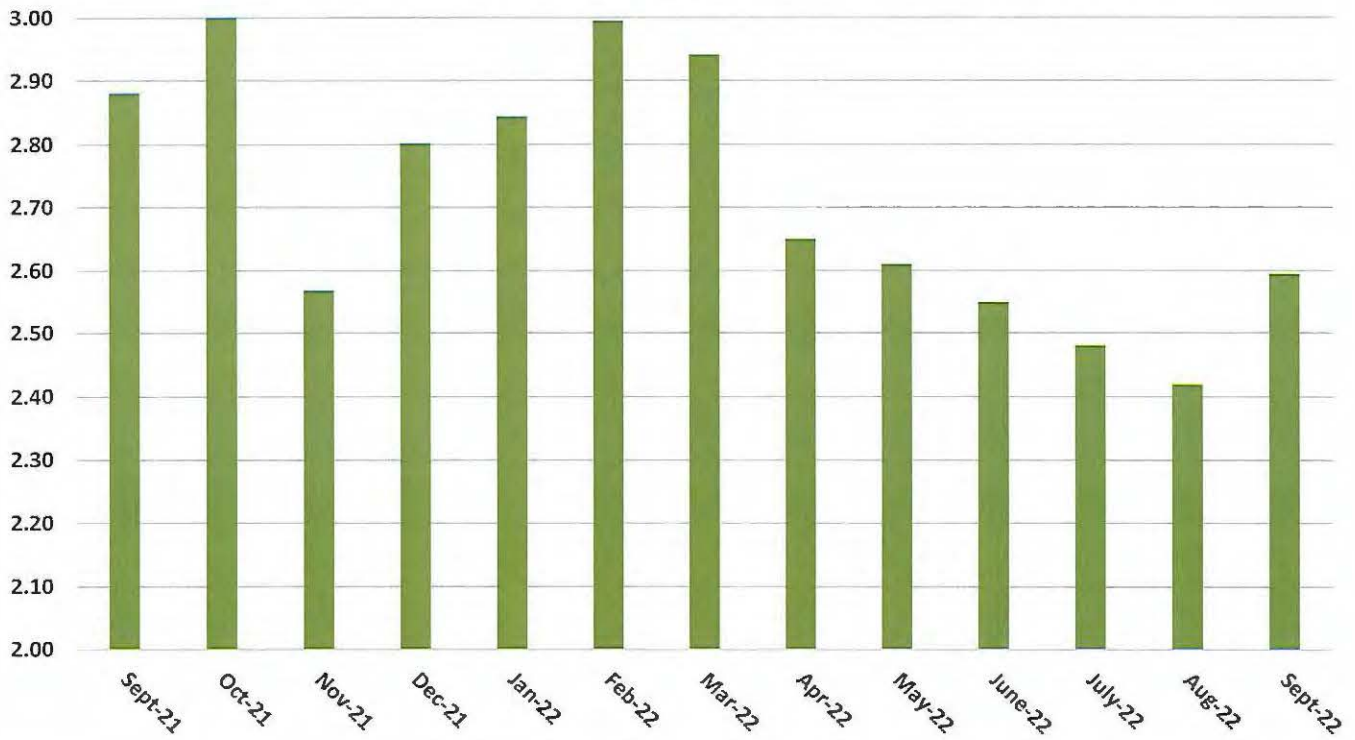
Landfill Fees Paid vs Septic Fees Received



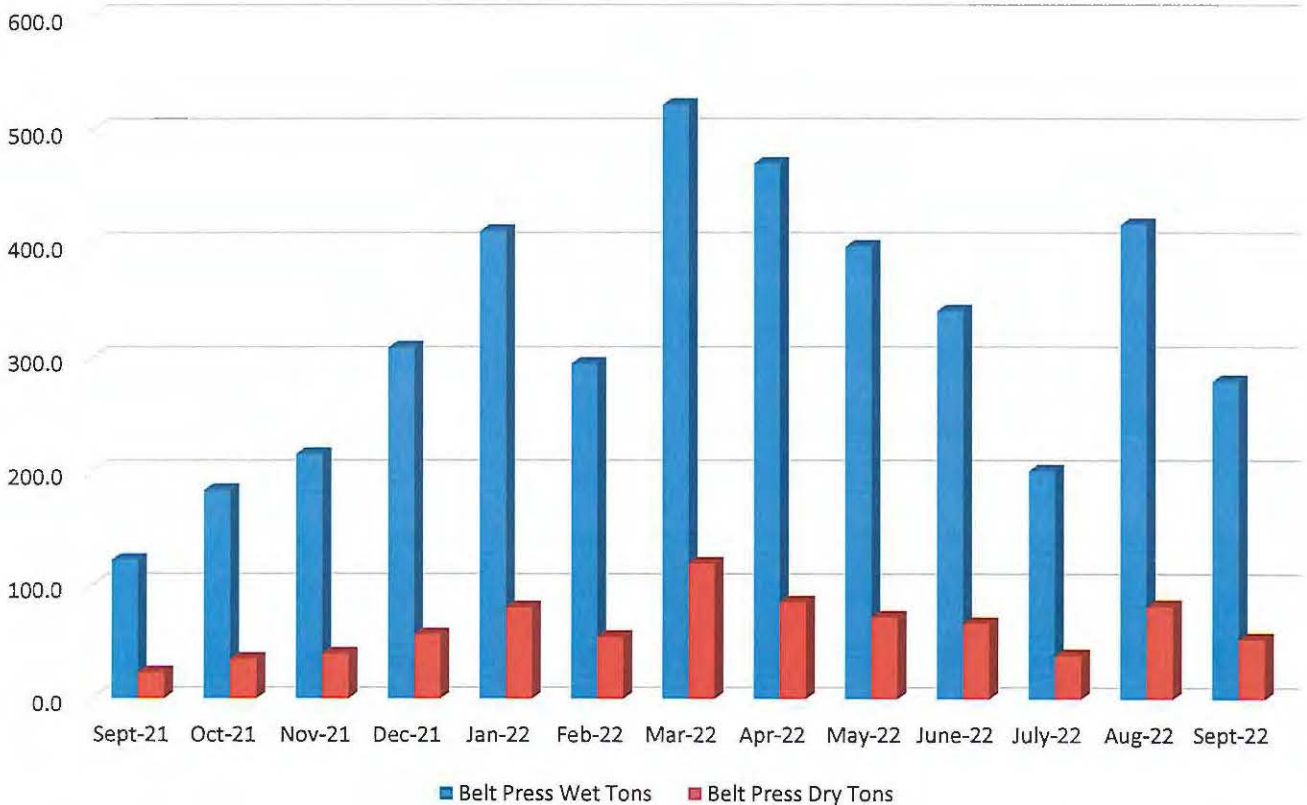
Belt Press Gallons Processed vs Septic Gallons Received



Monthly Average Daily Wastewater Flow MGD



Belt Press Wet Tons Hauled vs Dry Tons Removed



Equipment Repair, Replacement, & Enhancement

| Equipment | Description | Cause | Status | Cost |
|---------------------|---------------|-------------|----------------------------------|---------|
| Belt Press | Safety Cables | End of Life | Parts | \$2,020 |
| Belt Press | Safety Cables | End of Life | Installation | \$350 |
| Filter Pump Station | Motor | End of Life | Install Spare & Rewind Bad Motor | \$5,622 |

Industrial Pre-Treatment Violations

| Industry | Surcharge Parameter | Violation/Fine | Surcharge |
|-------------|----------------------|-------------------------|---------------------------|
| Fieldale | TKN, Amm, Phos & BOD | \$4,250 Flow, BOD & TSS | \$38,881(waived) |
| 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

| | |
|-----------------------|----|
| Generated Work Orders | 50 |
| Completed Work Orders | 47 |
| Back-log Work Orders | 5 |

Work Orders Commercial Grease Trap Inspection

| | |
|---------------------------------------|----|
| Grease Traps Scheduled for Inspection | 23 |
| Grease Traps Inspected | 5 |
| Non-Compliant | 17 |

Plant Operations

- Solids Handling: Normal
- Summary: N/A
- Disk Filters: Normal
- Summary: N/A
- Phosphorous/Ammonia Issues: Normal
- Summary: N/A

Water Treatment Plant

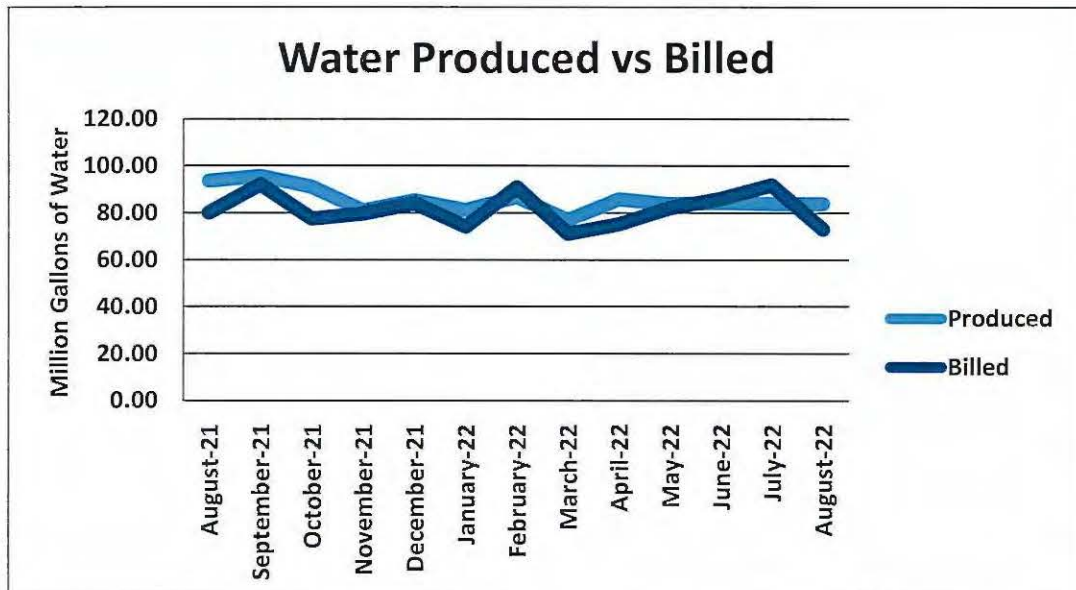
Water Quality

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

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

Water Production Quantities

- Water Produced in August of 2022 was 83.80 MG.
- Water Billed in August of 2022 was 72.96 MG.
- The WTP recorded 3.68 inches of rain to date for September 2022.
- Off Stream Impoundment level is 27.3 feet.
- Reservoir level is 6 inches above full pool.

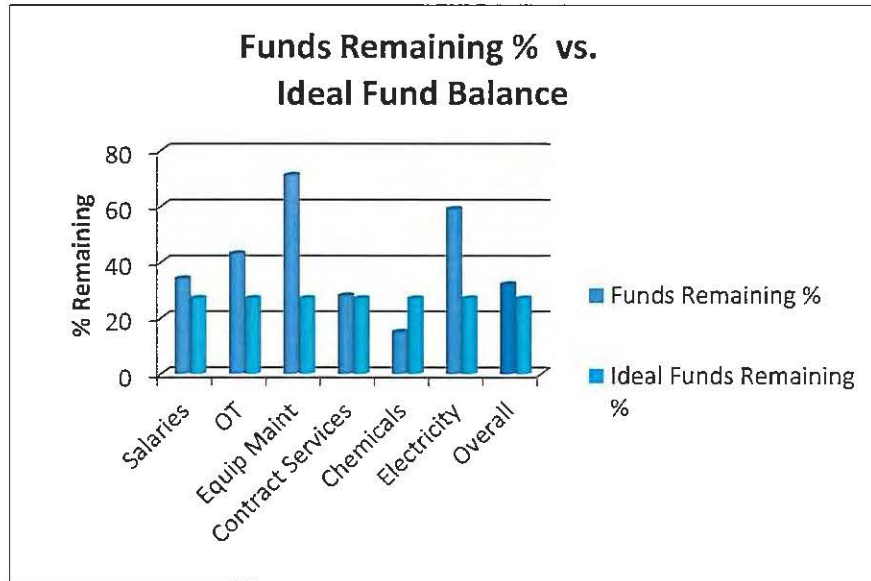


Above flow graph and other flow Information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Cleaned Raw Water turbidity sensor.
- Changed over to new PAC.
- Cleaned Filter #4 Turbidity vial and sensor.
- Flushed polymer pumps to improve feed rate.
- Replaced AC filters.
- PM air compressors 1 and 2.

- Built deck for polymer bulk tank.
- Began Lead and Copper testing.
- Repaired communication from Filter 1 turbidimeter to Filter Magic panel. The panel now displays the correct reading.
- Repaired low flow issue on Filter Vacuum pump #1.
- Complete Lead and Copper sampling.

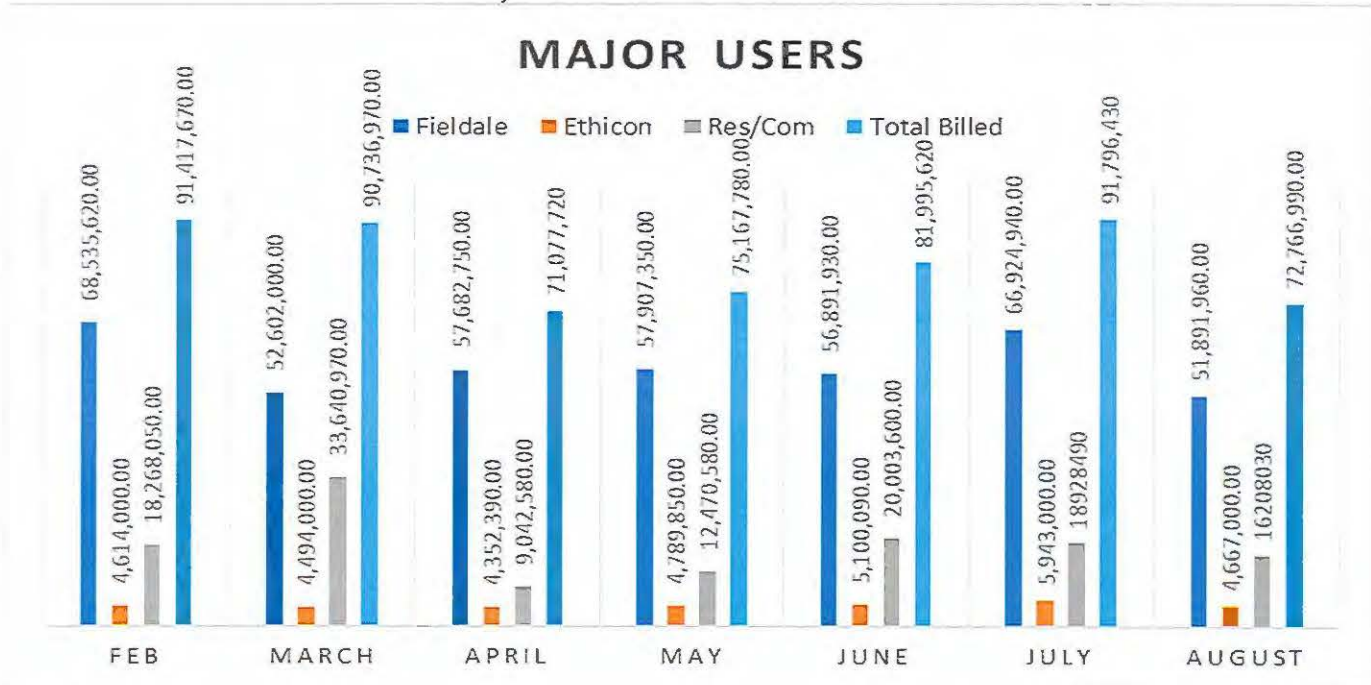


Water-Sewer-Storm September 2022

Work Cost Summary

| Department | WO Qty | Labor | Part | Supplier | Tool | Misc | Total | Cost % |
|----------------------|--------|-----------|----------|----------|--------|--------|-----------|--------|
| Water Plant | 1 | \$304.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$304.00 | 4.05% |
| Wastewater Plant | 42 | \$584.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$584.25 | 7.77% |
| Water | 25 | \$3524.50 | \$584.36 | \$0.00 | \$0.00 | \$0.00 | \$4108.86 | 54.68% |
| Sewer | 7 | \$978.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$978.50 | 13.02% |
| Asphalt | 1 | \$475.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$475.00 | 6.32% |
| Storm Water | 4 | \$579.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$579.50 | 7.71% |
| Water Plant 1439 | 23 | \$484.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$484.50 | 6.45% |
| Report Totals | 103 | \$6930.25 | \$584.36 | \$0.00 | \$0.00 | \$0.00 | \$7514.61 | |

Major Users Fieldale-Ethicon-Residential



Work Order Summary

| | |
|-------------------|-----------|
| Sewer General 3 | Locates - |
| Sewer Blocks-5 | Meter -71 |
| Water General -10 | Storm -4 |
| Water Breaks -7 | |

General Activity

- Maintain Storm Grates
- Lift Station Repairs and Maintenance
- Maintaining/Winterizing Splash Pad
- Door hangers for 220 customers (past due notices)
- Placed water lines down for water supply to Big Red Apple vendors. We placed hay bales at each water stub up and placed bumpers over each water line that crossed the sidewalk.

Sewer Blocks/Repairs

- 472 Old Cleveland Rd. Cleaned the sewer line with jetter machine
- 202 Scott Ave. Cleared sewer block with jetter machine
- 417 Wayside St. Sewer Project- relocated the sewer line
- Dairy Queen. Used the push camera and found a lot of grease in the sewer line. Jetted the sewer line

Water Repairs leaks /main breaks

- 190 Myrtle St. Water service leak repair on 1" black poly line
- 140 Mason Ave. Water service leak repaired a small leak in the 2" PVC pipe.
- 170 Kinney Lane Water service leak repair on 1" poly line with a small
- 822 Galloway Ct. Water service leak repair on 3/4" polyline
- Oak Grove Ct. Water service leak repair on 3/4" poly line
- 121 Modoc Dr. Water service leak repair on 3/4" poly line
- 197 Camp Creek Rd. Water service leak repair on 1" poly line with multiple repairs on it.

Storm

- 193 Myrl St. - Placed rip rap rock in the ditch to Fill in around the edge of the bank that is washing next to the road.
- 305 Elrod St. Cleaned out the storm pipe removed large tree and gravel from in front of the pipe.

Asphalt Projects

- Chattahoochee St., Tractor Supply, Old Level Grove Rd., Behind New Liquor Store, Yates St., Red Fox Hollow



Public Works Monthly Report for September 2022

The sanitation route was completed and roller carts were delivered or replaced where needed.

The grass crew has been working on the route. The bush hog was been working on the route and sewer ROWS.

The chipper completed one route and started back on another one.

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 – 36 and 1 truck rental

The Community House was cleaned 16 times.

We blew and used the street sweeper to clean sidewalks, curbs and gutters, parks ,etc.

Street sweeper was used to clean curbs and gutters.

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

We repaired or replaced street signs as needed.

Pot Holes were patched around the city.

Weeds were pulled from flower beds around town.

Limbs were cut back on R.O.W. and places reported by school buses.

The shop was cleaned and organized.

The glass in the containers at the recycling center was crushed.

We prepared for, held, and cleaned up after the Big Red Apple Festival.

We made repairs to the water line, toilets, and ice machine at the Community House.

We worked at the Ballard Center installing a new A/C unit, spreading and packing gravel, spreading mulch, trimming trees and bushes, and cleaning for BRAF event.

We helped Doug with his annual vehicle and equipment maintenance.

Hoyt Street bridges was blocked off with concrete traffic barriers and road closed signs installed.

New signage was put up for the new 4-way and turning Stonecypher Street to an oneway.

Speed bumps have been painted around the city.

Another planter was mounted in free parking.

Repairs were made to toilets in City Hall and North Fire Station.

We stacked used tires in a dumpster for them to be disposed of.

New roller carts were put together and delivered as needed.

The porch on the Christmas trailer was redocked.

Siding was installed on the equipment shed at WWTP.

We pressure washed the sidewalks in places that needed to be cleaned.

We worked at the splash pad restroom painting the new trim, patching a hole, and installing a door stop.

A new bench was installed at the Depot.

MONTHLY REPORT

| | | |
|-----------|------------------------|---|
| 9/1/2022 | kumatsu ecavator | service |
| | kubota skid steer | service |
| | truck # 28 | service |
| | 3930 tractor | service |
| | truck # 26 | replaced headlight |
| 9/2/2022 | truck # 30 | service |
| | car # 107 | service & fixed computer mount |
| | bulding insp trk | service |
| | truck # 21 | fixed tire |
| | sewer jetter | replaced tongue jack |
| 9/5/2022 | | holiday |
| 9/6/2022 | truck #42 | replaced batteries |
| | FD pierce | service |
| | brush truck | service |
| | FD F 250 | service |
| 9/7/2022 | FD tahoe | service |
| | fire marshall explorer | service |
| | FD explorer | service |
| | car # 101 | service |
| | car # 120 | service |
| | w/s air compressor | service |
| 9/8/2022 | truck # 43 | service |
| | car # 101 | replaced front & rear brakes & balanced tires |
| | shop | washed floors & cleaned around building |
| 9/9/2022 | w/s tamper roller | replaced primer bulb |
| | shop | service |
| | | cleaned up shop |
| 9/12/2022 | truck # 43 | replaced tires |
| | truck # 6 | fixed tire |
| | truck # 42 | fixed air leak |
| 9/13/2022 | car # 122 | removed decals |
| | PD humvee | service & replaced batteries |
| | PD polaris | service |
| | PD mule | service |
| 9/14/2022 | truck # 5 | replaced rear brakes & LH caliper |
| | truck # 30 | worked on tailgate |
| | car # 112 | service |

MONTHLY REPORT

| | | |
|-----------|--|--|
| 9/15/2022 | streetsweeper truck # 3 truck # 34 | replaced brushes worked on turbo fixed fuel leak |
| 9/16/2022 | truck # 3 truck # 12 w/s trailer | replaced turbo actuator replaced TPMS sensor fixed trailer wiring |
| 9/19/2022 | car # 114 FD brush trk car # 117 | fixed seat fixed pump service |
| 9/20/2022 | car # 113 scag mower truck # 6 | installed printer removed motor fixed tire |
| 9/21/2022 | straw blower pressure washer w/s trailer scag mower | replaced choke cable replaced spark plugs replaced tires replaced motor |
| 9/22/2022 | car # 109 truck # 6 truck # 23 | worked on brakes fixed door latch fixed crane wiring |
| 9/23/2022 | lawnmower trailer polaris car # 110 truck # 14 | fixed lights cleaned up buggy service replaced decals |
| 9/26/2022 | FD tahoe car # 117 truck # 3 | replaced tire installed radar fixed tire |
| 9/27/2022 | | vacation day |
| 9/28/2022 | car # 112 truck # 13 FD explorer | fixed tire charged a/c replaced alternator |



Jessie Owensby
Community Development Department
September 27, 2022
Monthly Report

Planning & Zoning

1. Attended Carl Vinson presentation at City Commission meeting
2. Spoke to Danny Bivens at Carl Vinson about planning retreat
3. Correspondence with Luke Presley with Cook Residential re: final plat
4. Correspondence with Tara Bradshaw in Dublin re: blight tax force
5. Correspondence with Portia Burns re: Planning Commission
6. Updated business license application
7. Researched performance bond template
8. Correspondence with Mike Beecham re: Maintenance agreements
9. Look into zoning for townhome development and research TND
10. Spoke with Geoff Cook re: subdivision development/annexation
11. Monthly fire/ec dev meeting
12. Sent zoning information to real estate broker for potential buyer
13. Spoke with Vivian's Home re: adding mobile home to parcel
14. Canceled planning commission- nothing on agenda
15. Correspondence with Morris Ewing re: annexation of property
16. Sent blight checklist to Paul for use in building department
17. Added planning and zoning files to shared folder for building department and code enforcement
18. Spoke with public safety director re: building department and compliance
19. Spoke with Horacio re: allowances for a vacant space
20. Updated sign permit application
21. Reviewed and approved sign permit application for Walmart remodel
22. Processed final plat application for Surcheros
23. Spoke with Salvador Mora re: adding mobile home to parcel
24. First review of 60% hotel plans
25. Scheduled meeting with building, fire, code enforcement, potential property buyer
26. Updated building department and planning and zoning forms
27. Began reading through Minimum Development Standards and making notes for revisions
28. Watched demonstrations for more efficient plan review process with code enforcement
29. Met with potential property buyer re: renovations and allowances for building

30. Met with code enforcement and building department to review and revise permit fee schedule
31. Followed up with townhome development to request plan update

Economic Development

1. Press release about department restructuring
2. Met with Lindsey re: Main Street program
3. Correspondence with DDA/HPC to let them know about restructuring of department
4. Phone call with prospective tenant for concept and feasibility
5. Reached out to NextSite360 to get consultation for continued services
6. Correspondence with Carlee Shulte re: Main Street program
7. Met with prospective business owner re: small business development center
8. Spoke with property owner re: future plans for the parcel
9. Follow up with GDOT re: Railroad construction and repair
10. Sent Main Street data and information to Lindsey
11. Met with prospective business owner
12. Worked with property owner to find new tenant for available space
13. Spoke with DDA board member re: helping on DDA
14. DDA board agenda and meeting
15. Sent training link to two DDA board members who need to complete required training
16. Phone call with Colby Moore to help with Main Street Program in Clarkesville
17. Phone call with prospective business owner re: vacant space and renovations
18. Created a real estate comp spreadsheet and shared with potential investors
19. Sent requested information to the Georgia Department of Economic Development
20. Sent contact information to Colby Moore for Main Street projects
21. Helped gather information for August Main Street monthly report
22. Attended MS webinar
23. Attended Fairfield hotel groundbreaking ceremony
24. Helped with Small Business Development Center class hosted in Clarkesville
25. Economic Development panelist for GMA training in Hiwassee

Community Development & Special Projects

1. Kiwanis every Wednesday at noon
2. Updated Kiwanis social media
3. Phone call with GADEcD, DCA re: grant funding
4. Meeting with Clarkesville, chamber, DCA
5. Meeting with GADEcD and GMA re: GA Cities Foundation
6. Spoke with Mary Beth re: Hispanic owned business and how to get them more involved
7. Attended Young Professionals Luncheon
8. Monthly Chamber board meeting
9. HPC agenda and meeting
10. Sent requested information re: EV charging stations
11. Coordinated message boards for Tallulah Falls School
12. Attended SOAR luncheon
13. Attended listening session for community input for Piedmont search for President
14. Signed GDOT permit for gateway signage
15. Prepared computer and projector and setup for EDC meeting
16. Chamber property committee meeting
17. Monthly EDC meeting
18. Scheduled annual meeting for master calendar

19. Made new water label for branded water

Tourism and Special Events

1. Met with Lindsey re: BRAF plans
2. Met with Lindsey re: Halloween bash
3. Assisted Lindsey with layout of promotional vendors at BRAF
4. Sent requested forms to inflatables company for payment
5. Met with Lindsey re: Main Street and monthly reporting
6. Met with Lindsey re: Main Street program and walk-through of new responsibilities

Lindsey:

- Social media post
- Collected new photos for social media.
- Weekly newsletters
- Site visits
- Continued to organization of applications on vendor list spreadsheet
- Continued to reach out to any possible vendor options for BRAF – via Facebook/Email/Instagram
- Facebook Boost for Big Red & Halloween
- H & T monthly meeting
- David Foster for 5K run for Big Red
- Meet with David Foster & Gary Jenkins for run layout/advertising
- Thomas Black for Parade information
- Sent confirmation emails for merchandise vendors for Big Red
- Started researching for bounce house rentals
- T-shirts for Big Red
- Water for Big Red
- Confirmed all vendors for Big Red
- Started preparing Layouts
- Marked off layouts
- Put out Big Red Signs
- Got with cliff about Big Red
- Got with Police about Big Red
- Spoke to Seth about water needed for Big Red
- Got with Lindsay Holt about food for Big Red
- Clay Shooting fundraiser for water department
- Picked up Jaemour for Big Red
- HPC meeting / agenda / minutes
- DDA meeting / agenda / minutes
- Halloween Decorations
- Begin planning for Downtown Christmas
- Meet with Jessie about Main Street items