



City Manager Monthly Report for April 2023

To improve safety at the Splash Pad a fence has been installed around it. We budgeted for this project after receiving some requests from concerned parents last year. The fence is in place to keep children from running into the parking lot.

We have started a new water resources educational program to get points for our Water First renewal. We are conducting a fire hydrant decorating contest for elementary and middle school students. We will pick the 3 best designs and have these designs recreated on 3 of our fire hydrants.

Garrett Paving has begun working on the Market Corners Drive project. They will be re-building the road using a technology called full depth reclamation. They will be installing curb & gutter and sidewalks to Pet Care Court. The project also calls for drainage improvements along the road. The project should be completed by the end of August.

We received quotes for our employee health insurance which renews June 1st. We will be switching from Humana to Blue Cross, and by doing this our annual premiums will drop by 3%.

We held the first public meeting for the Comprehensive Plan update on April 13th. We had approximately 9 citizens attend the meeting. The discussion was very good. There will be 2 more public meetings before the plan is finalized in August. The online survey is available on the city's website.

The Police Department conducted 187 traffic stops, responded to 41 accidents, 7 thefts, and 27 alarms. The Investigative Division opened 6 new cases and made 1 arrest. We distributed 7 car seats and trained 13 care givers.

Probation has 164 active cases, they collected \$5,483 in fines, and Community Service workers completed 194 hours of service at a value of \$1,406.50. The Municipal Court managed 226 cases and collected \$6,408 in fines.

The Building Department issued 12 permits and collected \$1,096 in permit fees. They completed 40 residential inspections, 8 commercial inspections, and issued 3 certificates of occupancy. Code Enforcement has 26 active cases, they opened 31 new cases, and

The Fire Department responded to 102 calls and completed 144 hours of training. The Fire Marshal completed 16 inspections, reviewed 2 sets of plans, issued 5 certificates of occupancy, and investigated 0 fires.

The Wastewater Plant treated 88.1 million gallons of sewerage. The Water Plant treated 73.1 million gallons of drinking water. We recorded 6.03 inches of rain; the new reservoir level is at 27.7 feet and the old reservoir is 4 feet 9 inches above full pool.

Public Works cleaned and inspected the Community House following 11 events. They made repairs to the bathrooms at Jim Smith Park, repaired the sink in the Men's Room at the Community House, and installed a new hot water heater at the wastewater plant. New poles were installed at the Library Park Volleyball Courts.

The Maintenance Shop repaired 39 vehicles and serviced 12 vehicles.



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

April 2023

Police Department

Patrol

TRAFFIC	324
Traffic Stops	187
Susp.Person/ Veh	64
License Check	2
MVA Accidents	41
NON-TRAFFIC	
	81
Fight Calls	6
Burglary	4
Shoplifting/Theft	7
Domestic Calls	15
Drunk/Disorderly	22
Abuse	
Alarms	27
CONTACTS	
	2324
Citizen	2280
Motorist	40
Bank/Funeral	4
REPORTS	
	167
Incidents	140
Accidents	27
Citations	228
TOTAL DISPATCHED CALLS	

Investigations

CASES	
New	6
Old	6
TYPES	
Person	5
Property	6
Narcotics	
Financial	1
DISPOSITION	
Closed	
Arrest	1
Ex. Clear	1
Other	3
Child Seat	
Seats Distributed	7
Care Givers Trained	13

NOTES:

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	226
Fines Paid	\$6,408.00
C.H. Ran	192
C.H. Monies	\$189.00
Walk In's	97

PROBATION

Fines for Cornelia	\$5,483.00
Community Service	
Hours	194
Value of Hours	\$1,406.50
Active Cases	164

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	12
Fees Paid	\$1,096.00
Plan Reviews	1
Residential Inspection	40
Commercial Inspection	8
New Home Permits	0
Residential C.O.s	3

CODE ENFORCEMENT

Cases

New	31
Old	35
Inspections	0
Disposition	
Closed	40
Citations	0
Active	26

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

April 2023

Fire Department

- Vacant building inspections have started and will continue throughout next month.
- Fire personnel assisted with field trips for Hazel Grove Elementary 1st grade and Cornelia Elementary Pre-K this month. Station tours were given to both groups and a fire safety presentation. We also attended community helper day for kindergarten at Cornelia Elementary and presented fire safety.
- Sprinkler pressure testing was completed on the new Fieldale building and tentatively will be completed in June. Fire personnel will be able to tour the building and become familiar with it before opening.
- 5 new businesses have obtained COs to open in the city again this month.
- Firefighters completed annual physical fitness testing this month.

Monthly Call Response

- 102 calls were responded to in the month.
- 440 calls responded in 2023.
- Please see attached Fire Incident Count Report.

Monthly training hours

- 144 training hours between all CFD Personnel.
- 1,305 training hours YTD.



Jessie Owensby
Community Development Department
April 26, 2023
Monthly Report

Planning & Zoning

1. Measurements for GDOT for Kinsey sign
2. Wrote public hearing notice for ordinance amendment
3. Sent variance expiration notices to approved applicants
4. Processed sign permit application for Kinsey (on-hold)
5. Worked with City Marshal and Fire Marshal on vacant building ordinance and protocols
6. Updated permit fee schedule to include vacant building registration
7. Began working on Plan First Renewal application
8. Worked with Walmart on landscaping minimum development standards and permit approvals for parking lot islands
9. Began working on GICH application for housing designation
10. Correspondence with Landbridge Development re: LIHTC housing
11. Reviewed house plans for new construction in Arbor Gate- correspondence with concerns
12. Joined ICC as a member to begin Certified Zoning Inspector training
13. Correspondence with GMA Community Development group re: land development requirements
14. Canceled Planning Commission meeting (nothing to review)
15. Attended public hearing re: Cornelia Comp Plan update

Economic Development

1. DDA board meeting
2. Gathered data for MS report
3. Attended Appletree Alley dumpster meeting with business owners
4. Began research for grants for parking lots
5. Research re: collaborative initiatives with community partners
6. Met with local realtor re: Cornelia developments and where to get plugged in
7. Met with Habersham Central student re: workforce and career goals
8. Wrote and sent press release re: Stovall building façade grant
9. Attended EDC post-legislative breakfast meeting

Community Development & Special Projects

1. Monthly chamber board meeting
2. SOAR steering committee planning
3. Scheduled meeting with business owners re: downtown

4. Designed ad for Hello Habersham magazine
5. Attended two software demonstrations for new planning dept systems
6. Interview with John at the NEGAN for article
7. Interview with Emma at the NEGAN for article
8. Spoke with Jaymarz re: adding business to wayfinding signage
9. Coordinated and attended Hazel Grove Field Trip to City Hall et al.
10. Completed GDOT Title VI training for LAP Certification
11. Correspondence with small business re: field trip
12. Cleaned tower to prepare for tours
13. Hosted Leadership Habersham group for tour of Chenocetah Tower
14. Wrote and published press release re: Hazel Grove field trip
15. Misc. administrative duties

Tourism and Special Events

1. Got new downtown directory installed
2. Road closure press release for pups for prevention event
3. GACVB zoom meeting re: tourism marketing
4. Talked to Peter about opening the tower for tours on Saturdays through the summer
5. Sent list of food vendors to Hospitality and Tourism board for event partners
6. Gave access to master calendar to Habersham Family Connection to add events
7. Proofed and helped edit marketing materials for upcoming events

NOAH APRIL MONTHLY REPORT

Special Events and Tourism

16. Updated Facebook and Hit list ads for Cornelia Music Fest in May
17. Got "Cornelia Music Fest" shirt designed by JayMarz
18. Finalized details with vendor applications for Cornelia Music Fest
19. Sent and confirmed food vendor applications for Cornelia Music Fest
20. Collected and filed second round of applications for BRAF 2023
21. Started production on banners for Cornelia Music Fest
22. Got CMF banners put in high traffic locations around town
23. Updated Summer Nights 2023 ad and application
24. Updated Summer Nights Sponsorship form
25. Created Cornelia Farmers market ad and application
26. Reached out to local farms and produce vendors to obtain vendors for Farmer's market
27. Collected and filed applications for Summer Nights and Farmers Market

Downtown Development

10. Attended April DDA meeting
11. Presented Façade Grant to Stovall Building
12. Updated city website with current information (Current parks in the city)
13. Updated Hospitality and Tourism board website with current information
14. Completed 8 site visits (Chick Fil A, CB&T, ACE, CVS, Wireless Plus, Sucheros, and Main Street Emporium, FWS)
15. Completed Main Street Monthly report for March

16. Published 4 weekly newsletters.
17. Attended Entertainment District meeting at CB&T
18. Attended April HPC meeting
19. Met with HPC regarding COA for Flour Water Salt (FWS)
20. Began looking for potential spaces for "Live2Love Weddings and Events" and "The Lounge Barbershop Lounge and Spa"

Community Development & Special Projects

16. Completed list of Cornelia business', operating hours, and description for BRAG
17. Attended Chamber 101 training for new ambassadors
18. Attended Chamber Ribbon cutting for Wireless Plus, Sucheros, HMC Habersham Living
19. Represented the City of Cornelia at Habersham Business After Hours at Sautee Nacoochee Cultural Center
20. Represented City of Cornelia at Post-Legislative Breakfast at HEMC
21. Attended Pups for Prevention 5K for Cornelia representation

Water Pollution Control Plant

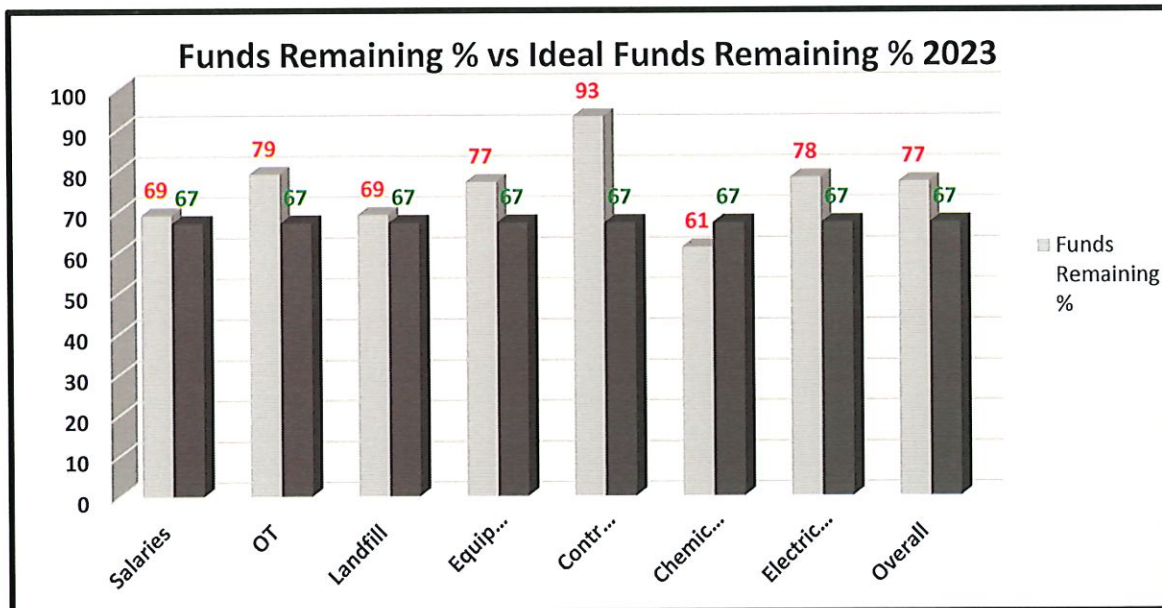
Report for April 2023

Monthly Treatment Totals

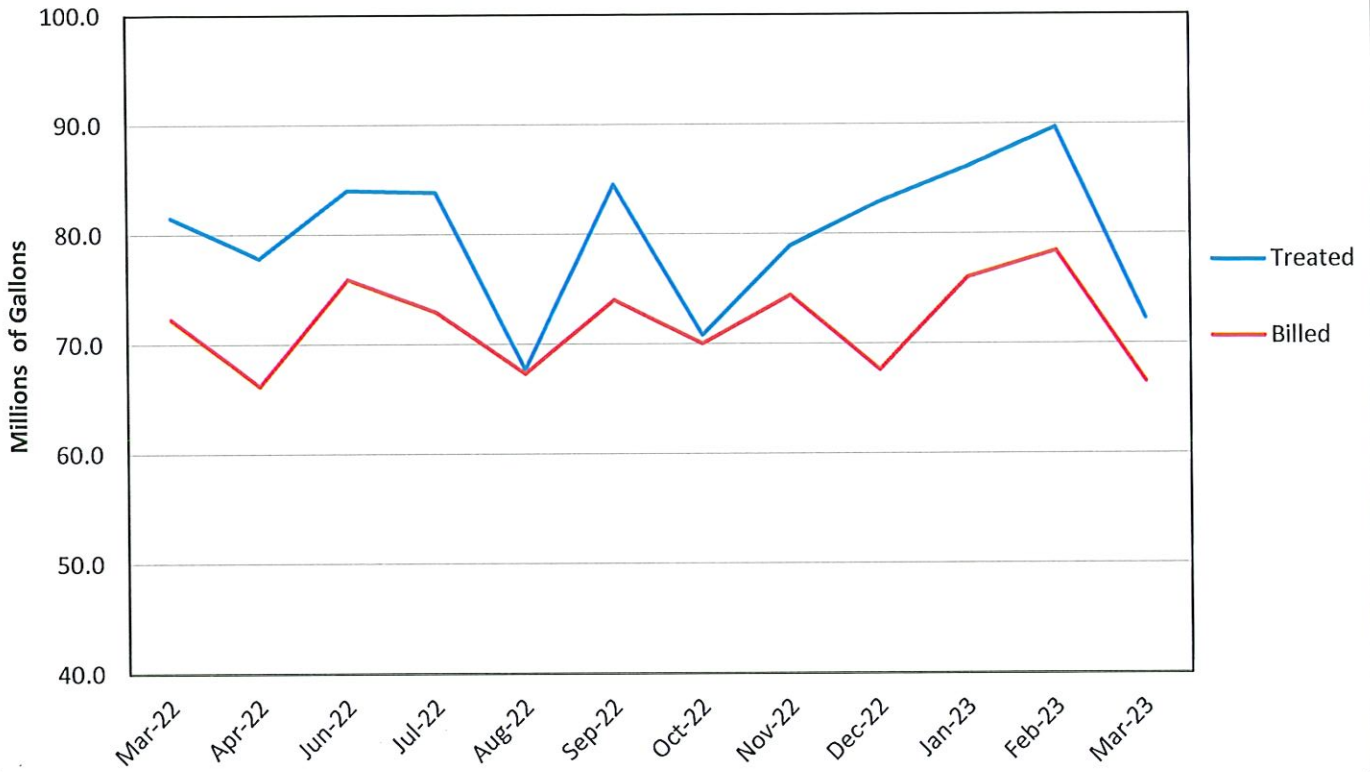
Parameter	Measurement	Units of Measure
Sewage Treated	88.1	Million Gallons
Influent BOD	101.3	Tons
Influent TSS	157.1	Tons
Solids to Landfill	391.4	Wet Tons
Dry Solids Removed	75.2	Dry Tons

Wastewater Treatments Projects & Events

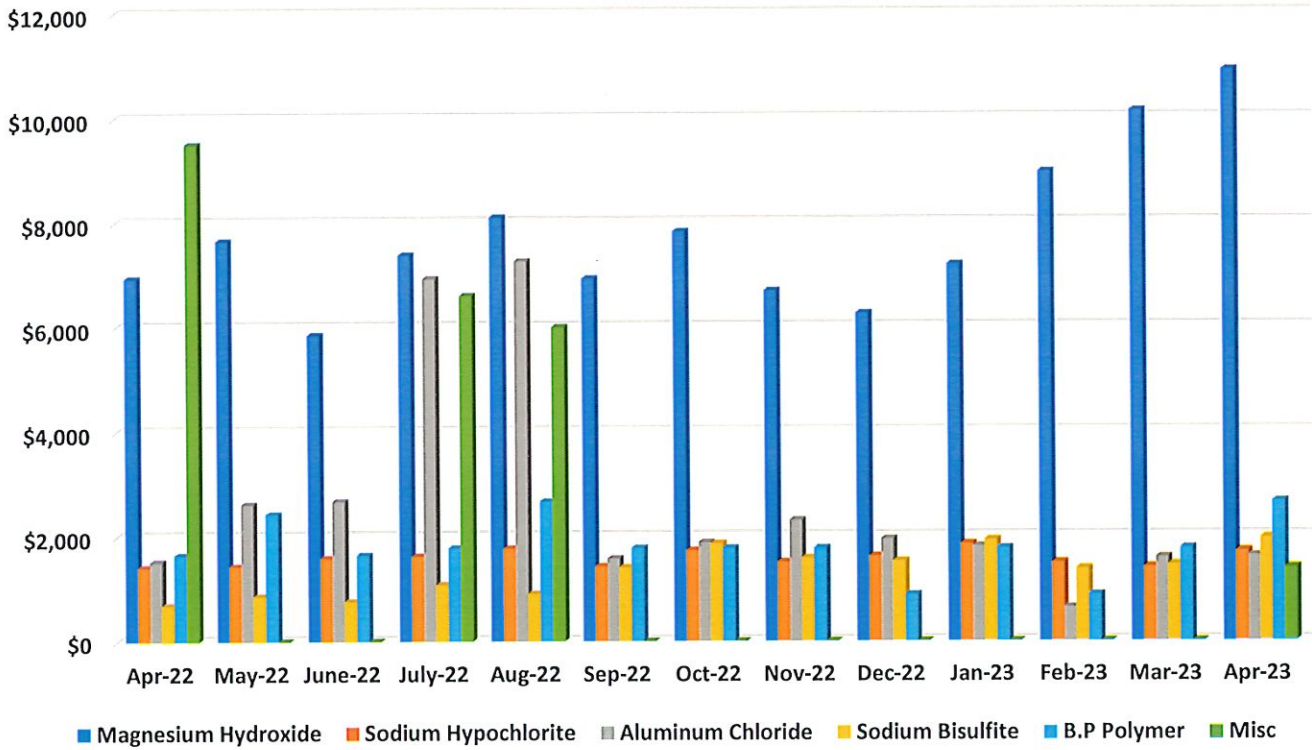
- 100% Compliance for April NPDES
- Submitted Annual Pretreatment Report to EPD
- Preventive Maintenance scheduled to begin end of May (4 Fridays)
- Renewed All Operator licenses thru June 30, 2024
- Received the GAWP Gold Award for 100% permit compliance



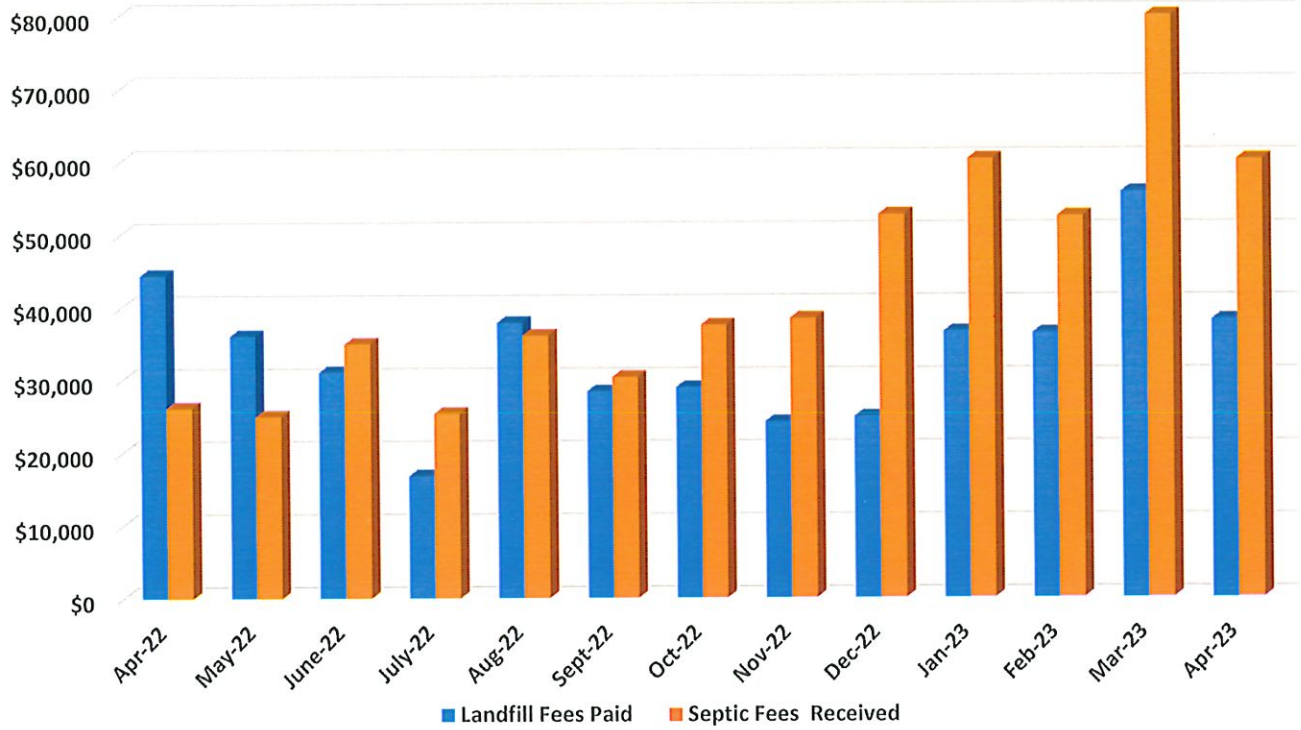
Sewage Treated vs Billed Monthly



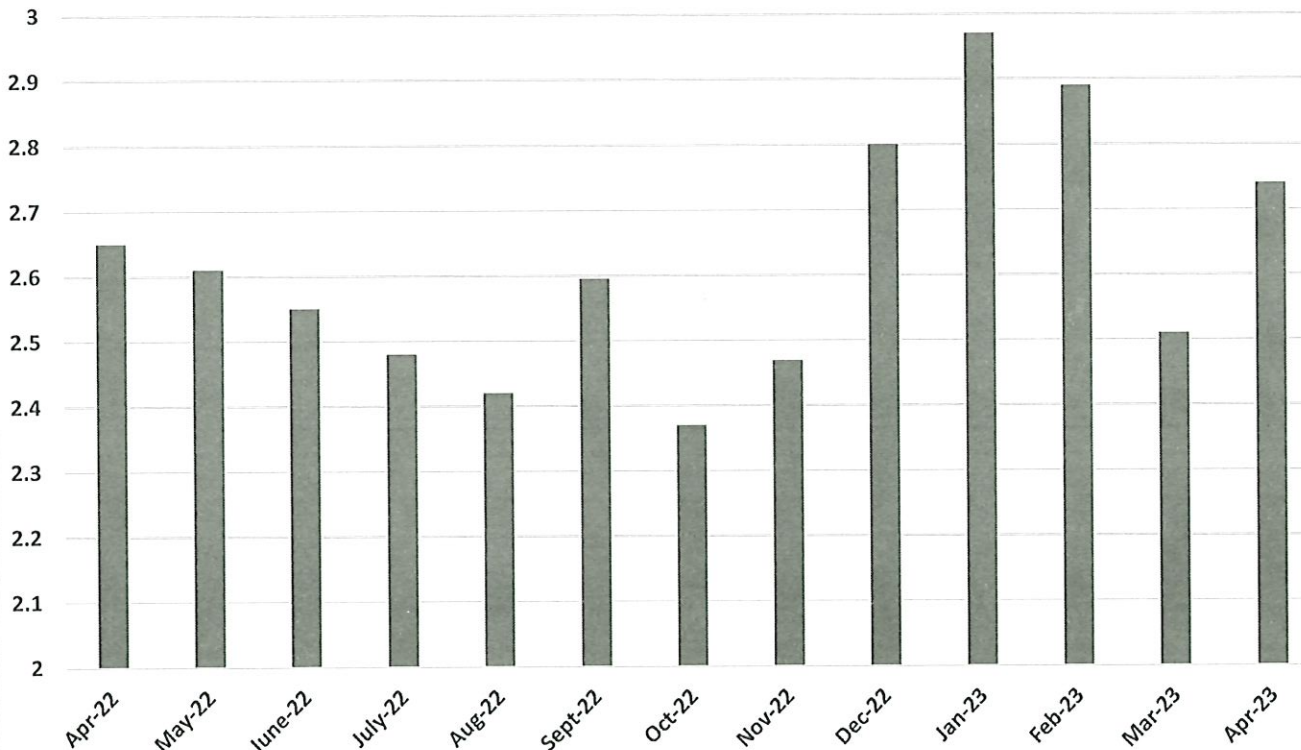
Chemical Cost Chart April 2022 thru April 2023



Landfill Fees Paid vs Septic Fees Received 2023



Monthly Average Daily Wastewater Flow MGD



Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
None				

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Oil and Grease & BOD	Phos, TSS, BOD, Flow, O&G \$6,200	\$46,497(waived)
Ethicon	Phosphorous	None	None
Salford BBI	BOD	None	None

March Data. April Industrial Reports not due until May 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	45
Completed Work Orders	35
Back-log Work Orders	9

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	16
Grease Traps Inspected	10
Non-Compliant	12

Plant Operations

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

Other: Fieldale put a new valve in between DAF units and EQ tank. Fieldale is now able to discharge from DAF tank and EQ at same time while also able to discharge to City and fill EQ up at same time. Fieldale is bleeding 400,00 gals of wastewater to EQ tank Monday – Friday and discharging the rest to the City Sewer System. This allows 2 million gallons of wastewater to be stored in EQ to bring 1MGD in on Saturday and Sunday. The Plant has been conducting tests on the wastewater coming from the EQ on the weekends to make sure it will not cause the plant problems. The past two weekends everything has looked great.

Water Treatment Plant

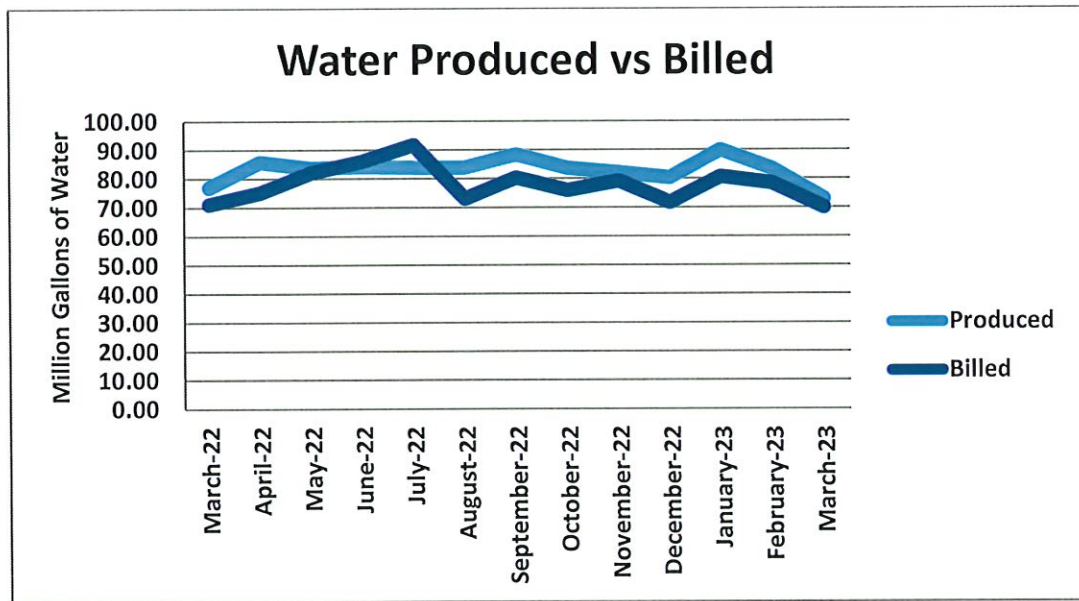
Water Quality

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 March of 2023 was 73.06 MG.
- Water Billed in March of 2023 was 70.05 MG.
- The WTP recorded 6.03 inches of rain to date for April 2023.
- The Off Stream Impoundment level is 27.7 feet.
- The Reservoir level is 4 feet 9 inches above full pool.
- Received the GAWP Gold Award for 100% permit compliance.

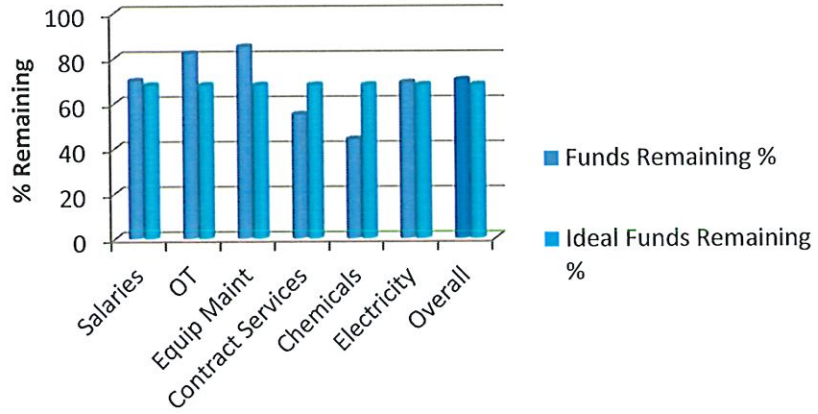


Above flow graph and other flow information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Annual sampling for Nitrates\Nitrites.
- Remove saplings from fence line.
- Clean debris from Low Head Dam.
- Removed obstructions in creek to prevent flooding.
- Replace Fluoride transfer pump.

Funds Remaining % vs. Ideal Fund Balance

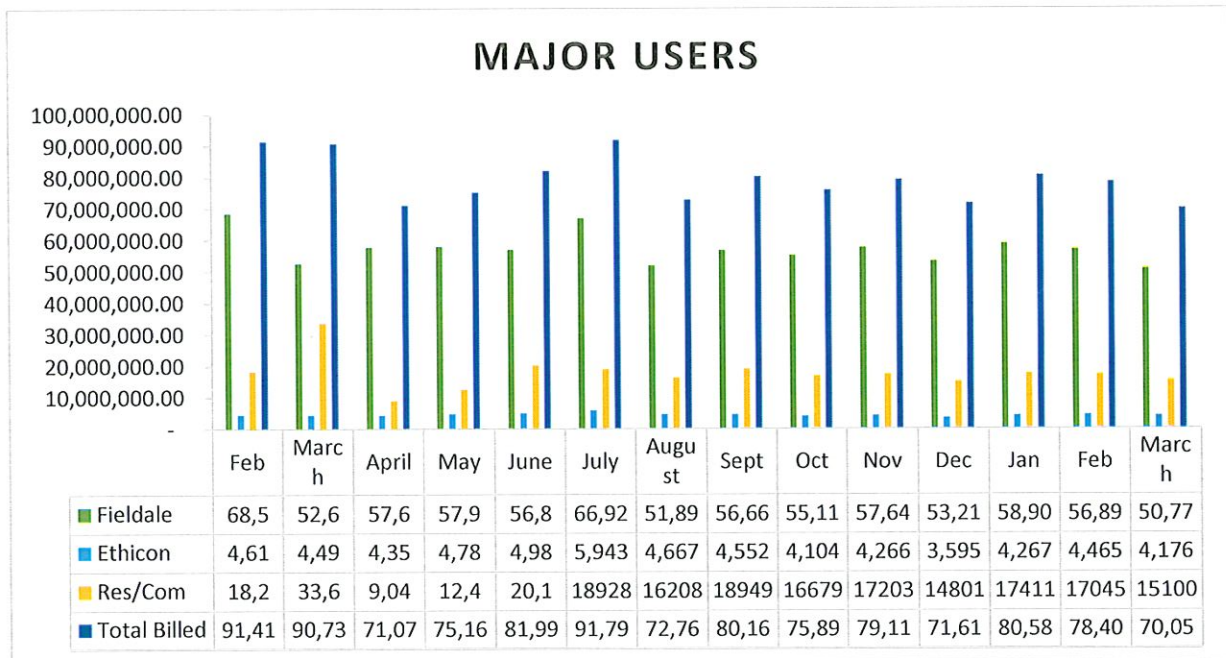


Water-Sewer-Storm April 2023

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	3	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.00	0.11%
Wastewater Plant	35	\$446.50	\$0.00	\$0.00	\$0.00	\$0.00	\$446.50	1.26%
Meter/Billing	7	\$646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646.00	1.82%
Water	29	\$14915.00	\$7491.20	\$0.00	\$0.00	\$0.00	\$22406.20	63.20%
Sewer	46	\$8968.00	\$348.06	\$0.00	\$0.00	\$0.00	\$9316.06	26.28%
Storm Water	11	\$1691.00	\$197.70	\$0.00	\$0.00	\$0.00	\$1888.70	5.33%
Water Plant 1439	48	\$712.50	\$0.00	\$0.00	\$0.00	\$0.00	\$712.50	2.01%
Report Totals	179	\$27417.00	\$8036.96	\$0.00	\$0.00	\$0.00	\$35453.96	

Major Users



Water/Sewer/Storm Activity

- 75+ hrs Maintain Storm Grates and culverts.
- 25+ hrs. Meter Repairs and Maintenance
- 50+ hrs. Truck/Equip Maintenance
- Approx. 100+ hrs Lift Station Repairs and Maintenance.
- Set-up shipping containers to re-locate equipment from Elrod shop.
- Approx. 60+ hrs Splash pad daily maintenance.
- 132 - 811 Locates
- 205 - Door hangers for customers (past due notices)
- 70 - Meters On/Off's
- North Main Street/Briggs St Rebuilt supports for storm grate.
- Splash pad passed inspection 100%
- Lawrence/Chase Road Moved Hydrant and re-routed water line



Public Works Monthly Report for April 2023

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

The chipper completed a route.

The grass crew has been cutting the grass on the route and at city properties.

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 – 16

The Community House was cleaned 11 times.

We came in early to blow the sidewalks, curbs and gutters, parks ,etc.

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

We repaired or replaced street signs as needed.

Potholes were patched around the city.

The shop and equipment sheds were cleaned and organized.

The leaf pile and land fill were pushed off.

We moved brush from the recycling center to burn pile and burnt the pile.

We went around and pulled weeds in all the city flower beds.

Mulch was spread in all city parks, at the Community House and Depot, and in flower beds around downtown.

We worked on the welcome sign on the off ramp.

We busted the wall out in Jim Smith Restroom and made repairs to the water line.

A new water heater was installed in bathroom at the belt press building at WWTP.

We worked at the Community House making repairs to the sink in the men's bathroom and to the fountain.

A contractor installed a sewer pump and we pulled wire to power it and worked on fixing the tile floor in the bathroom.

Repairs were made to the privacy fence around the shop.

We set out barricades and cleaned up after the 5k event.

New poles were installed for the valley ball net at Library Park.

We installed the fence for the impound lot around the PD Training Center.

Stop bars were painted around the city where needed.

Repairs were made to the chipper and new blades installed.

We started pruning bushes and trees around the city.

We cleaned up and hauled off a big tree that fell on Level Grove Road.

MONTHLY REPORT

3/30/2023	car # 111 shop chipper	service washed PW trucks replaced belt & engine fan
3/31/2023	wwtp truck # 17 car # 113	installed hot water heater in bathroom fixed tire service
4/3/2023	car # 112 truck # 30 truck # 27	replaced radio antenna replaced air line on brake chamber fixed heater
4/4/2023	truck # 25 car # 107	picked up body in blairesville service & fixed 2 tires
4/5/2023	vermeer chipper car # 119	installed radiator service
4/6/2023	car # 103 FD explorer truck # 26	replaced battery replaced wheel bearing replaced 2 tires
4/7/2023		holiday
4/10/2023	car # 118 car # 114 city manager trk	service service service
4/11/2023	w/s pump truck # 23 car # 108	fixed tires on pump replaced water pump replaced brakes
4/12/2023	shop w/s dept car # 120	picked up scaffolding in gainesville worked on carb on tapping machine power unit fixed tire

MONTHLY REPORT

4/13/2023	car # 115 truck # 8 truck # 6	service replaced PTO control assy. fixed tire
4/14/2023	truck # 36 car # 103 FD tahoe	fixed drivers door window replaced radoi antenna replaced battery cable
4/17/2023	truck # 16 truck # 17 FD pierce	adjusted clutch fixed tire replaced brake chamber
4/18/2023	truck # 8 w/s dept car # 113 car # 106	replaced service brake relay valve replaced carburetor on hydraulic power unit service fixed radio
4/19/2023	new holland backhoe community house car # 111	fixed bucket tooth replaced pump in fountain fixed tire
4/20/2023	truck # 2 scag mower truck # 8	replaced tire fixed wiring harness wired up trailer lights
4/21/2023	truck # 16 truck # 34 car # 116	fixed air leak replaced lovejoy coupling on pump service
4/24/2023	car # 108 car # 119 FD explorer	replaced brakes service replaced wheel bearing
4/25/2023	truck # 6 truck # 27 truck # 44	charged a/c replaced alternator fixed headlights
4/26/2023	utility director trk car # 109 truck # 4	service replaced radio antenna fixed tire