



City Manager Monthly Report for June 2023

We have completed the repairs to Hodges Street and Main Street except for the paving. We discovered that the cause of the sink hole was from an old water line replacement project in which the contractor did not properly compact the trench. Based on the recommendation of a Geo-technical Engineer all the non-compacted soil has been removed and the trench has been back filled with 57 stone wrapped in geo-technical fabric.

Back in the spring we held a fire hydrant decorating contest. Students from Cornelia Elementary, Level Grove Elementary, and South Habersham Middle School were asked to participate. Out of over 600 entries we chose 3 designs to be re-created on 3 of our fire hydrants located in downtown. We chose a local artist named Annabelle Jackson to paint the hydrants. I am happy to report that the project is complete, and she did a great job of recreating the designs that were submitted. The 3 hydrants that were painted are located on the corner of Front Street and Main Street, Irvin Street and Main Street, and on Clarkesville Street across from the Depot. We plan to make this an annual contest.

We were contacted by the office over the State Visitors Centers back in April letting us know that all the Visitors Centers in the state were out of our rack cards. As a result, the Cornelia Hospitality & Tourism Board has created a new rack card to be distributed to the 12 Visitors Centers located around the state. The new design has been sent to the printers and will be distributed to all 12 locations once they are ready.

We had 8 members of the public show up for our Comprehensive Plan Public Meeting this month. Some of the concerns that were expressed during the meeting include the need for a multi-purpose recreational facility and revitalization of our existing neighborhoods. We will hold 2 more public meetings before the plan is finalized in August.

The Community Development Department along with the Downtown Development Authority and the Entertainment District Committee put on a very successful Summer Nights Festival in July! We had over 50 vendors set up on Hodges Street and Clarkesville Street. The crowd was estimated to be about 1,000 people.

The Police Department conducted 269 traffic stops, responded to 36 accidents, 14 shoplifting/thefts, and 16 alarms. They responded to a total of 609 calls

for the month. The Investigative Division opened 11 new cases, closed 9 cases, and made 5 arrests. The Traffic unit issued 91 citations, 7 DUI's, and 3 drug arrests. We distributed 4 car seats and trained 9 care givers.

Probation has 201 active cases and collected \$7,918 in fines. Probationers completed 20 hours of Community Service with a value of \$145. The Municipal Court managed 257 cases and collected \$12,719 in fines.

The Building Department issued 13 permits and collected \$4,879 in permit fees. They completed 18 residential inspections, 11 commercial inspections, 9 plan reviews and issued 1 certificate of occupancy. Code Enforcement opened 44 new cases, closed 36 cases, and they currently have 23 active cases.

The Fire Department responded to 105 calls and completed 228 hours of training. The Fire Marshal completed 15 inspections, reviewed 1 set of plans, issued 7 certificates of occupancy, and 1 notice of violation. We received a \$1,000 grant from Walmart to purchase smoke detectors to be distributed to the public. The Fire Department received the results from our ISO inspection that took place in March. We retained our rating of a 3, we missed going to a 2 by 3.18 points. Our largest deficiency was for personnel, ISO requires 16 firefighters to respond to structure fires within the first 8 minutes. Even with our Automatic Aid Agreements with Baldwin and Demorest we only have 8 firefighters responding.

The Wastewater Plant treated 77.3 million gallons of sewerage. The Water Plant produced 75.9 million gallons of drinking water. We recorded 10.31 inches of rain; the new reservoir level is at 26.9 feet and the old reservoir is 8 inches above full pool. The Maintenance Department repaired 4 water leaks and 5 sewer blockages.

Public Works cleaned and inspected the Community House following 13 events. They began working on the south bound Welcome Sign at the Level grove exit. They set up for the Summer Nights Festival and cleaned up following the event.

The Maintenance Shop repaired 38 vehicles and serviced 9 vehicles.


Donald Anderson
City Manager



Jessie Owensby
Community Development Department
June 28, 2023
Monthly Report

Planning & Zoning

1. Spoke with realtor re: zoning of parcels
2. Reached out to consultant for detailed housing information
3. Sent out public notice for zoning ordinance and mural ordinance amendment
4. Met with GMRC to discuss future planning projects in Cornelia
5. Reviewed house plans for six new construction homes in Magnolia Villas
6. Spoke with property owner re: plans for historic building
7. Registered for Fall GAZA Conference
8. Spoke with new property owner re: subdivision application
9. Reviewed and approved sign permit application for ABC Foods
10. Spoke with local church re: sign and zoning
11. Spoke with property owner re: sale of acreage and potential uses for property
12. Correspondence with property owner requesting new plat for subdivision
13. Spoke with property owner re: rezoning of land for future planning project
14. Attended monthly Comprehensive Plan committee meeting
15. Canceled planning commission meeting for June- nothing on agenda
16. Reviewed pre-application for sign for existing business
17. Submitted GICH community letter of intent to apply for designation
18. Reached out to realtor re: GICH team needs
19. Began working on GICH application for future housing planning
20. Notified current GICH team about dates for fall opening retreat
21. Worked on Comprehensive Plan items for public hearing
22. Wrote and published RFP for new zoning ordinance
23. Correspondence with consultant re: housing data for GICH application
24. Emailed resident next public hearing date for Comp Plan
25. Began studying and watching training for AICP certification
26. Reviewed sign permit application for Big box retailer
27. Spoke with property owner re: future plans for downtown property
28. Attended Comp Plan Public Hearing
29. Added new members to GICH team
30. Began studying for Zoning inspector certification
31. Was appointed to the Habersham County Planning Commission in hopes of collaborating with zoning and future planning

Economic Development

1. Monthly chamber board meeting
2. SOAR steering committee planning weekly
3. Composed completed project list for 2018-2023 for DCA Rural Zone
4. Confirmed training for Historic Preservation Commission
5. Promoted SBDC Digital Marketing Bootcamp class with flyer
6. Spoke with downtown property owner re: aesthetic of her surrounding businesses
7. Spoke with business owner re: relocating them to new building
8. Met with Developer re: retailer requirements and compliance in space
9. Ordered refreshments and set-up for SBDC class
10. Spoke with business owner re: sharing space with another business
11. Reviewed and analyzed new basecamp data and saved for recruitment purposes
12. Hosted SBDC Digital Marketing Class- 72 people in attendance
13. Lunch meeting with SBDC to discuss past and future classes in Cornelia
14. Hosted EDC monthly meeting at Community House
15. Met with business owners re: moving to new space and zoning needs
16. Gather information for NextSite for potential new business
17. Misc. administrative duties

Community Development & Special Projects

1. Monthly chamber board meeting
2. SOAR steering committee planning weekly
3. Spoke with Chamber Board Chair re: Chamber business
4. Sent recommendation letter for GMRC employee for ALI
5. ALI advisory committee meeting- plan for next alumni event
6. Met with community member re: future development plans for county
7. Correspondence with Habersham Metal to approve production of sign
8. Sent PO and approved art for new metal sign on Level Grove Road

Tourism and Special Events

1. Created event evaluation for first Cornelia Summer nights event
2. Updated Special Events Application with Health Dept information
3. Gathered monthly data for Main Street reporting
4. Sent Entertainment District information to Panama City Downtown Development Authority as requested
5. Researched rail trail in Beaufort, SC for ideas
6. Posted progress updates on road construction in downtown
7. Sent Noah vendor letters to modify for events
8. Attended second Summer nights event
9. Proofed and helped edit marketing materials for upcoming events

NOAH JUNE MONTHLY REPORT

Special Events and Tourism

1. Continued to Collect and file second round of applications for BRAF 2023
2. Completed after action report for Summer Nights #1
3. Completed after action report for Farmers Market #1
4. Distributed Summer Nights and Farmer's Market #2 ads and applications
5. Confirmed vendors and payments for summer nights #2
6. Designed Ads for Cornelia billboard slots
7. Designed new Rack Card for tourism opportunities
8. Designed new vendor layout for Summer Nights based off After Action Report
9. Got in touch with public works regarding barricades needed for Farmers Market and Summer Nights
10. Created new press releases for Summer Nights and Farmers Market #2
11. Created Nixle alert for road closure regarding June events

Downtown Development

1. Attended June DDA meeting
2. Updated city website with current information
3. Updated Hospitality and Tourism board website with current information
4. Completed 6 site visits (Sugartopia, Generations Furniture, Arnold Drug Co, Cornelia Pharmacy, Double Crown, The Lounge)
5. Completed Community Activity Report for May
6. Completed Main Street Monthly report for June
7. Published 4 weekly newsletters.
8. Attended Entertainment District meeting at Train Depot

Community Development & Special Projects

1. Attended Chamber Ambassador Meeting at Goodwill
2. Attended grand opening of Commercial Executive Suites in downtown Cornelia
3. Handed out flyers to Main Street businesses regarding 4th of July decorating contest
4. Represented the City of Cornelia at Chamber Power Hour meeting at Odori
5. Attended Northeast Georgian for presentation of "Member of the Month"
6. Represented the City of Cornelia at Good Morning Habersham at HEMC
7. Attended Habersham Power Hour at Pinnacle Bank

PUBLIC SAFETY MONTHLY

June 2023

Police Department

Patrol

TRAFFIC	412	
Traffic Stops	269	
Susp.Person/ Veh	103	
License Check	4	
MVA Accidents	36	
NON-TRAFFIC		
	68	
Fight Calls	1	
Burglary	4	
Shoplifting/Theft	14	
Domestic Calls	22	
Drunk/Disorderly	11	
Abuse		
Alarms	16	
CONTACTS		
	2321	
Citizen	2262	
Motorist	56	
Bank/Funeral	3	
REPORTS		
	167	
Incidents	152	
Accidents	18	
Citations	165	
TOTAL DISPATCHED CALLS		609

Investigations

CASES	22
New	11
Old	11
TYPES	
Person	7
Property	12
Narcotics	1
Financial	
DISPOSITION	
Closed	9
Arrest	5
Ex. Clear	
Other	4
Child Seat	
Seats Distributed	4
Care Givers Trained	9
Traffic Unit	
Citations	91
DUI's	7
Drug Arrests	3

NOTES:

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	257
Fines Paid	\$12,719.00
C.H. Ran	166
C.H. Monies	\$828.00
Walk In's	97

PROBATION

Fines for Cornelia	\$7,918.00
Community Service	
Hours	20
Value of Hours	\$145
Active Cases	201

NOTES:

Cornelia Probation's Success Rate of Completion for 2022

- **Cornelia Probation** - **96%**
- CSRA Probation (Hab. Co & Clarkesville) - 94%
- Alto, Demorest & Mt. Airy PD Probation - 72%
- Rabun County Probation - 70%

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	13
Fees Paid	\$4,879.50
Plan Reviews	9
Residential Inspection	18
Commercial Inspection	11
New Home Permits	2
Residential C.O.s	1

CODE ENFORCEMENT

Cases

New	44
Old	14
Inspections	
Disposition	
Closed	36
Citations	
Active	23

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

June 2023

- Received a \$1,000 Grant from Walmart to purchase Smoke Alarms to hand out to the Public if needed.
- Assisted with Traffic for the Bike Ride Across Georgia as they stopped at the Cornelia Depot.
- All fireworks stand have been approved and are open.
- The Fire Marshal completed:
 - CO's Issued: 7
 - Inspections: 15
 - Violations notice: 1
 - Plan Reviews: 1
 - Investigations: 0

Fire Department

Monthly Call Response

-105 calls were responded to during the month.

-679 calls responded to during 2023.

Monthly training hours

-228 training hours between all CFD Personnel.

-2,200 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for May 24, 2023 thru June 23, 2023

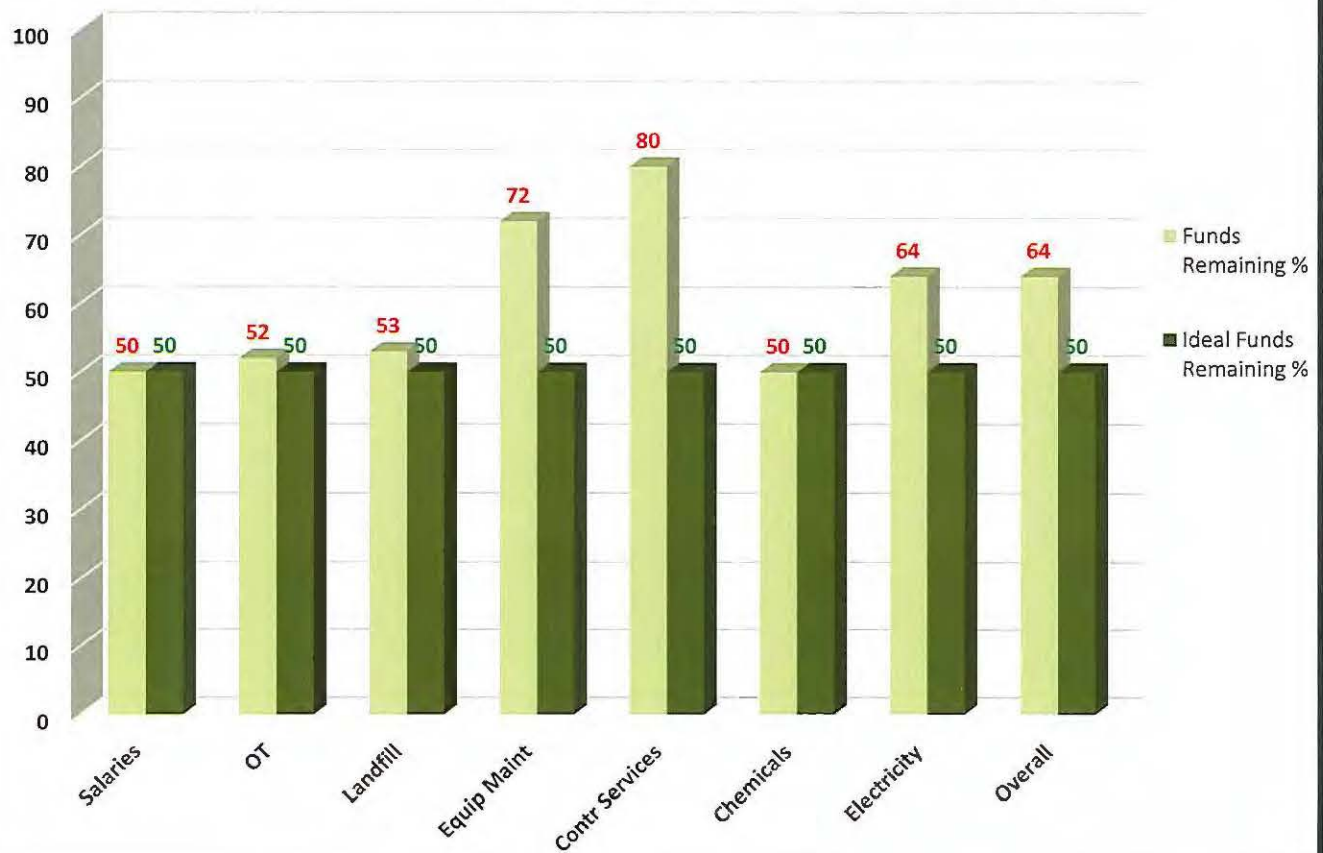
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	77.3	Million Gallons
Influent BOD	128.3	Tons
Influent TSS	153.1	Tons
Solids to Landfill	135.9	Wet Tons
Dry Solids Removed	26.3	Dry Tons

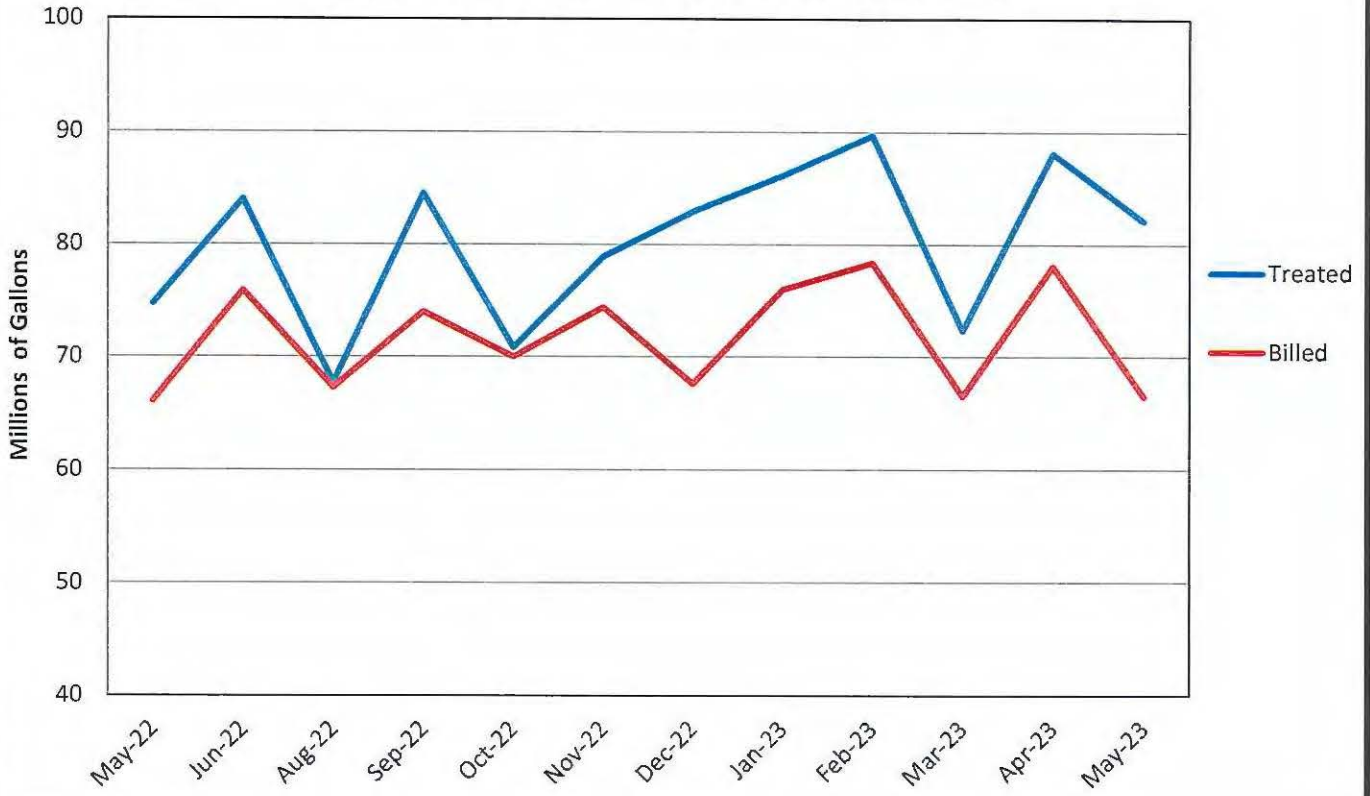
Wastewater Treatments Projects & Events

- 100% Compliance for June NPDES
- Long Term BOD testing Sent off for Analysis
- Preventive Maintenance: Primary, Secondaries and Chlorine Contact Chamber **Completed**
- Toxicity Testing scheduled for July

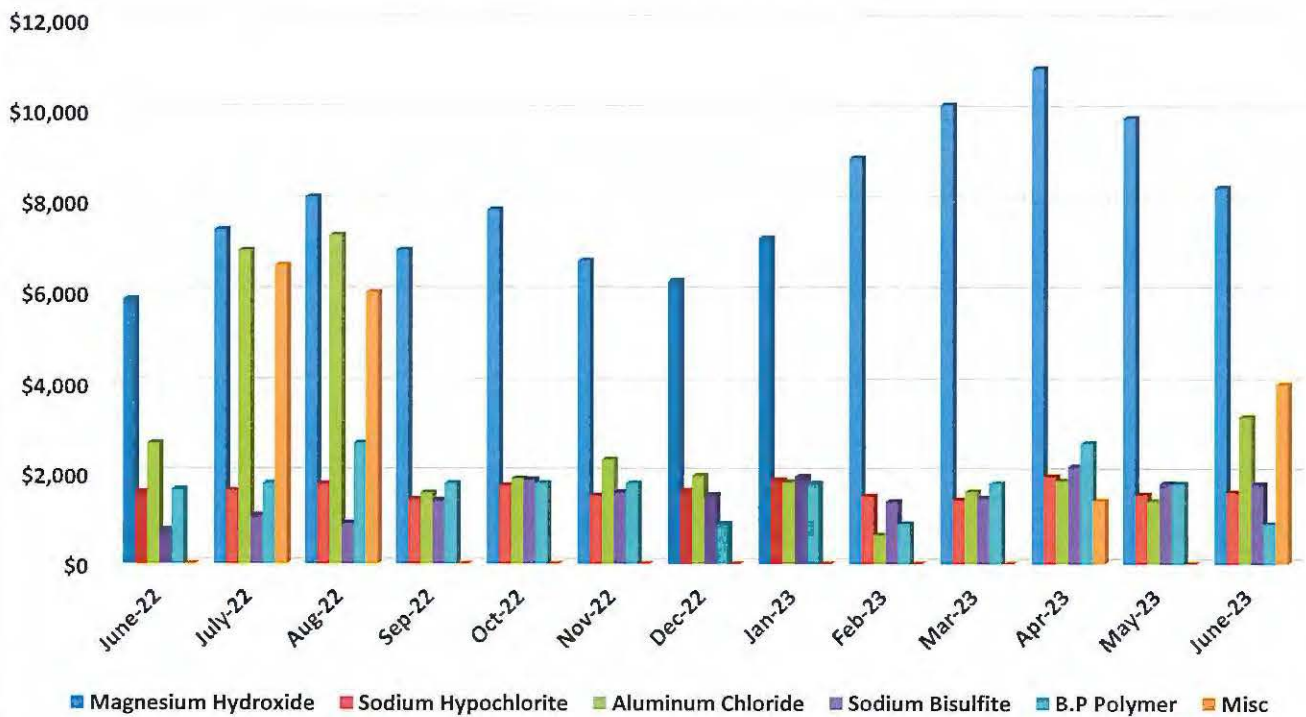
Funds Remaining % vs Ideal Funds Remaining % 2023



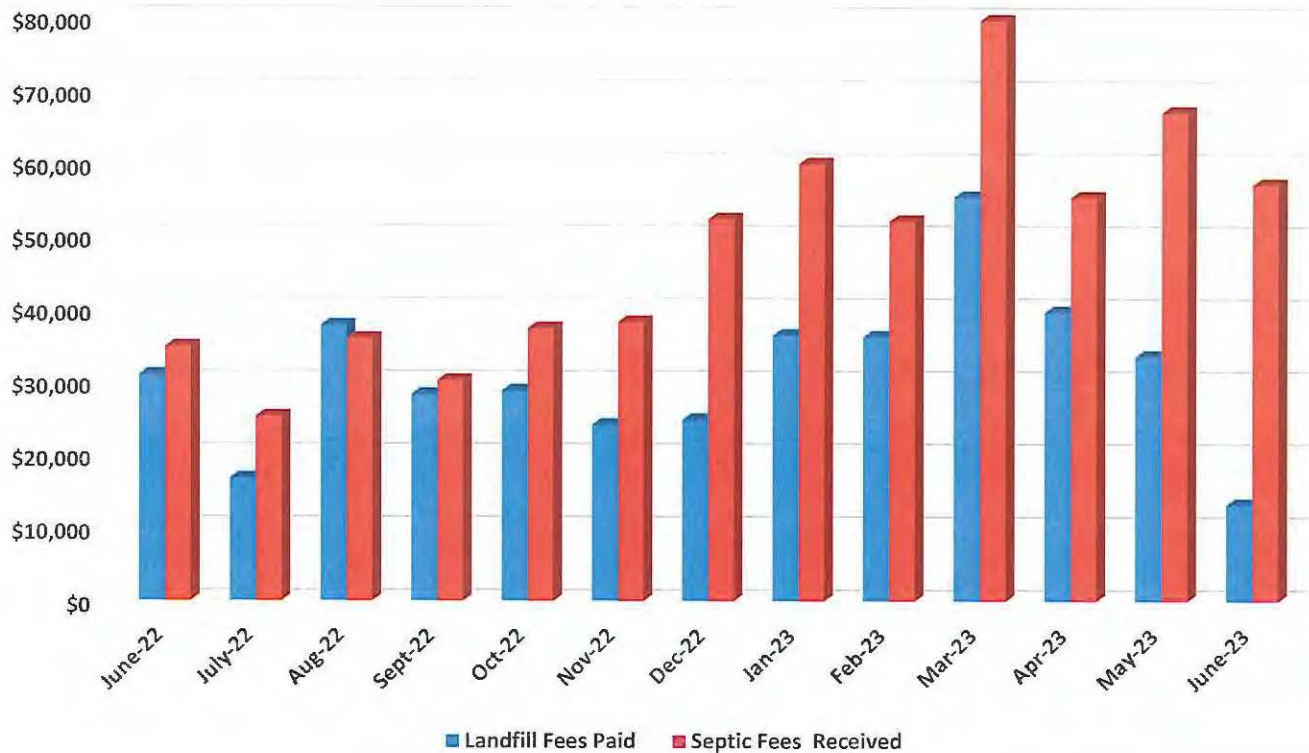
Sewage Treated vs Billed Monthly



Chemical Cost Chart June 2022 thru June 2023



Landfill Fees Paid vs Septic Fees Received 2023



Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
Jesco Chemical Pump	Spare	Budgeted	Delivered	\$3,279
Verder Chemical Pump	Spare	Budgeted	Delivered	\$5,805
Isco Sampler	Spare	Budgeted	Delivered	\$9,987
Mag Pump	Spare	Budgeted	Delivered	\$5,805
Dump Truck	Dump Bed	End of Life	Ordered	\$14,500
Primary Clarifier	Baffles	End of Life	Delivered	\$7,500

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, & BOD	None	\$58,130(waived)
Ethicon	None	None	None
Salford BBI	None	None	None

May Data. June Industrial Reports not due until July 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	45
Completed Work Orders	38
Back-log Work Orders	8

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	5
Grease Traps Inspected	2
Non-Compliant	6

Plant Operations

- ◉ **Solids Handling:** Digester # 1 received a heavy load of grease and oil and it caused Polysaccharide coating and foaming issues.
- ◉ **Summary:** The digester had more than 15' of foam two weeks ago. It is down to about 1' of foam. This issue did not affect the operation of the plant regarding effluent quality or the other digester. It was isolated. The digester should be back to normal within two weeks.
- ◉ **Disk Filters:** Tears to cloth & flow thru filter
- ◉ **Summary:** Aqua Aerobic and Templeton will be at the plant on July 5 & 6 to replace the torn media and adjust the brackets to resolve the issue. They will also be testing for vacuum pressure on the filter and flow rates thru the filters.
- ◉ **Phosphorous/Ammonia Issues:** Normal
- ◉ **Summary:** N/A
- ◉ **Other:** N/A

Water Treatment Plant

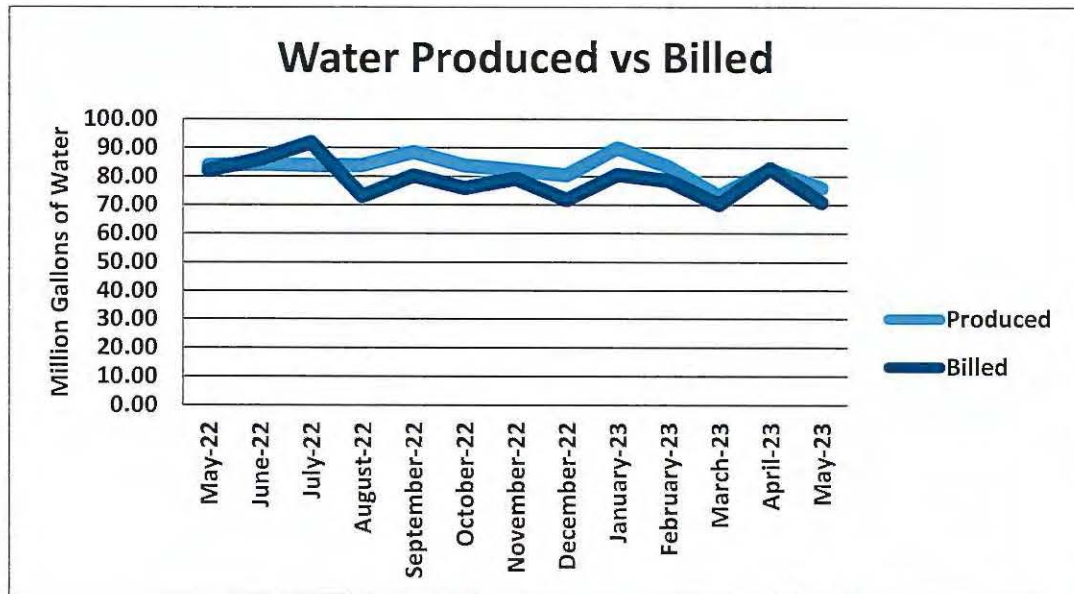
Water Quality

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 May of 2023 was 75.85 MG.
- Water Billed in May of 2023 was 70.78 MG.
- The WTP recorded 10.31 inches of rain to date for June 2023.
- The Off Stream Impoundment level is 26.9 feet.
- The Reservoir level is 8 inches above full pool.

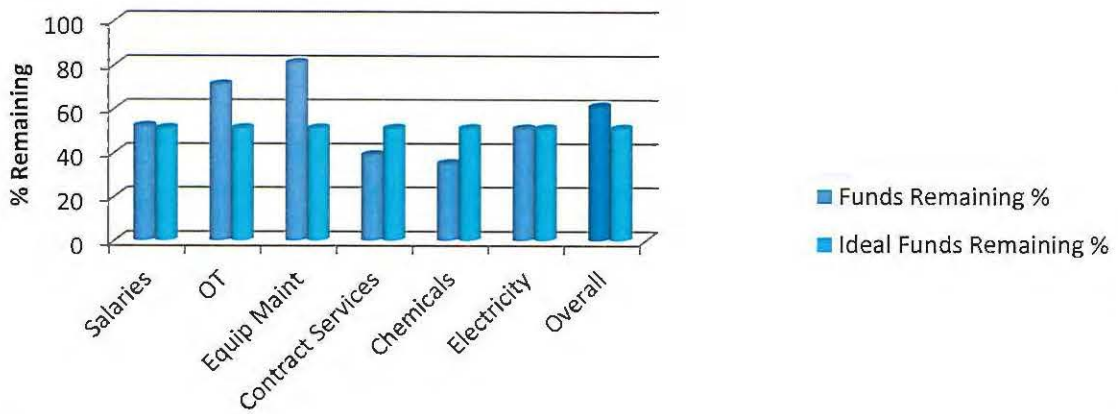


Above flow graph and other flow information based on the billing periods

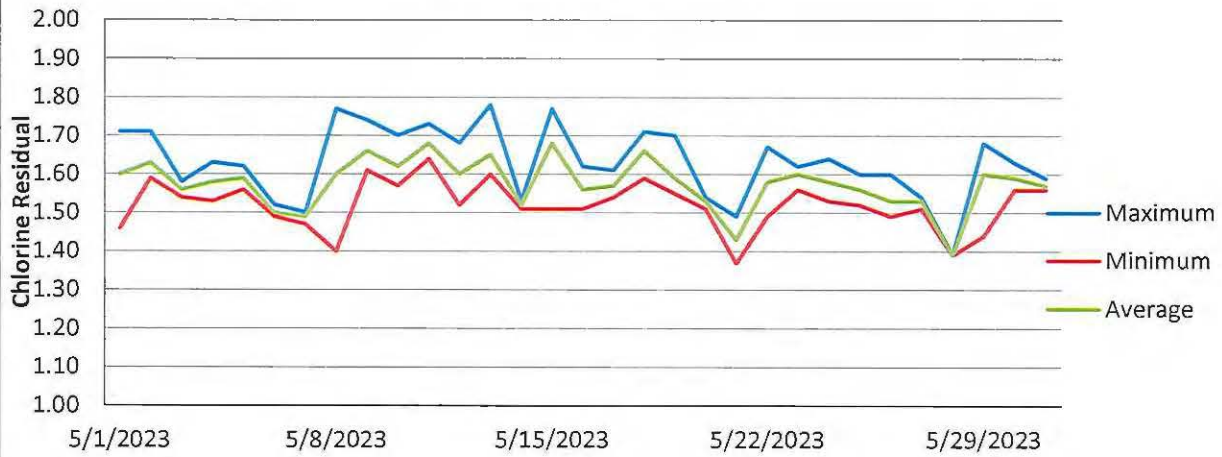
Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Lagoon - Removed saplings from fence line.
- Reservoir - Mowed grass.
- Off Steam Impoundment - Mowed grass.
- Off Steam Impoundment - Remove fallen tree.
- Completed 2022 CCR.
- Hazel Creek - Searched for leak in raw water line.
- Removed scrap fencing from property.
- Reservoir - Quarterly Dam Inspection
- Off Stream Impoundment - Quarterly Dam Inspection

Funds Remaining % vs. Ideal Fund Balance



Finished Chlorine



Chlorine residual parameters: Minimum 0.2 - Maximum 4.0

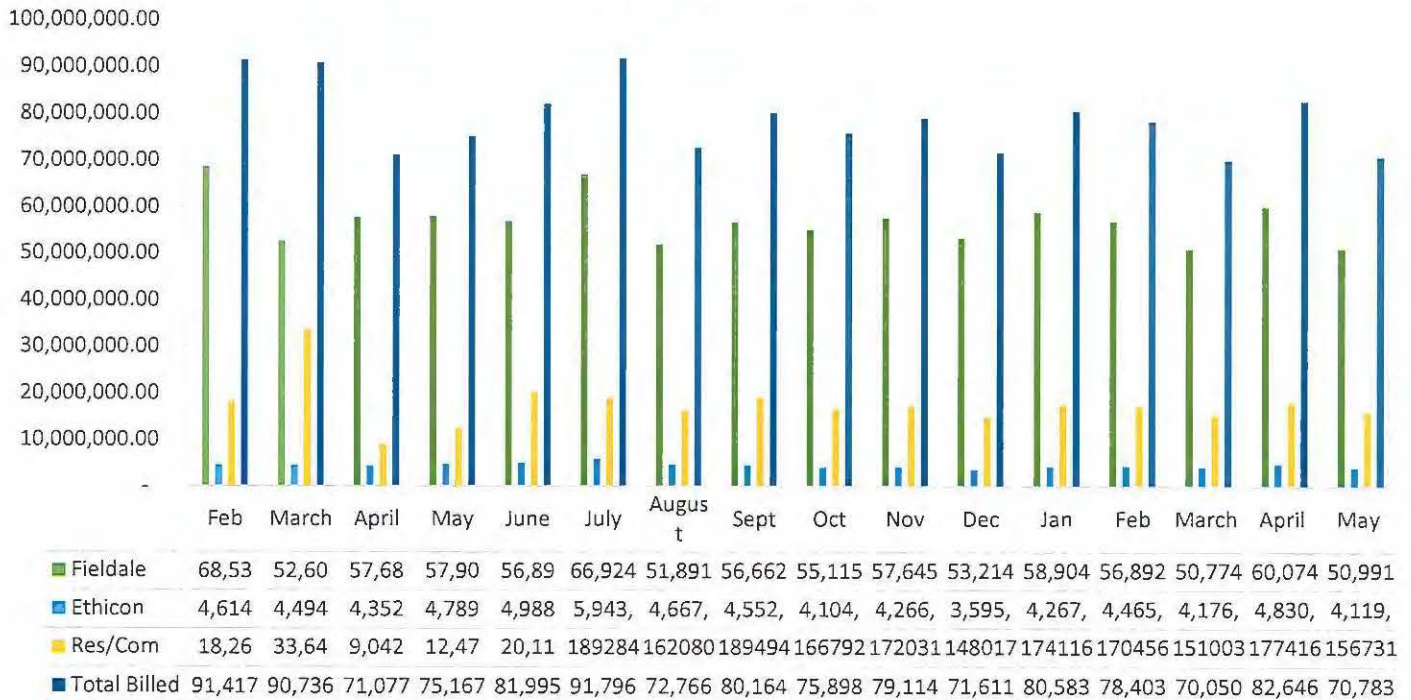
Water-Sewer-Storm June 2023

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	43	\$608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$608.00	0.66%
Meter/Billing	7	\$665.00	\$0.00	\$0.00	\$0.00	\$0.00	\$665.00	0.72%
Water	18	\$17964.50	\$60865.66	\$0.00	\$3469.50	\$0.00	\$82299.66	89.62%
Sewer	28	\$4199.00	\$885.50	\$0.00	\$197.00	\$0.00	\$5281.50	5.75%
Storm Water	11	\$1862.00	\$534.83	\$0.00	\$270.00	\$0.00	\$2666.83	2.90%
Water Plant 1439	25	\$313.50	\$0.00	\$0.00	\$0.00	\$0.00	\$313.50	0.34%
Report Totals	132	\$25612.00	\$62285.98	\$0.00	\$3936.50	\$0.00	\$91834.48	

Major Users

MAJOR USERS



General Activity

- 91 hours of Lift Station Maintenance.
- 24 hours old water plant/new shop project
- 74 hours of Splash pad daily maintenance
- 93 - 811 Locates
- 188 - Door hangers for customers (past due notices)
- 80 - Meters On/Off's
- Installed 9 meters.

PROJECTS/EVENTS

- Storm Projects completed on Hiawatha Rd., Dogwood Ave., Cox St., Maple St., Lee St. Habersham Terrace, Second St.,
- Water Leaks repaired at Magnolia Lane, Blossom Lane, Circle Drive, Level Grove Rd/McDonalds
- Cleared Sewer Blocks on Third St., 445 S. Main St., 186 S. main St., Marathon station/Old Cleveland Rd., Community House.
- Main/Hodges St. (Sinkhole) Project: Prepped. Cut and removed asphalt on Main St. in 50 ft sections. Installed French drains and Geotextile fabric to prevent water from migrating soil through the gravel base. Opened streets and waiting on paving contractor. Installed 110 feet of 6" sewer line up Hodges St.
- Replaced spare pump with rebuilt pump at J. Warren south lift station.
- Special Locates for GA power project at Fieldale.



Public Works Monthly Report for June 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.

The bush-hog has been working on the street and sewer R.O.W.

All work orders were completed as they came in – 25

The Community House was cleaned 13 times.

We came in early to blow and clean the curbs and gutters.

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.

We got ready for, held, and cleaned up after the concert along with a couple other smaller events.

We worked on the Level Grove Road exit welcome sign.

The sidewalks around downtown and Level Grove Road were pressure washed.

The pavilions at Jim Smith Park and Big City Park were pressure washed.

A new border for the flower beds was installed at City Hall.

We worked in the flower beds at the Community House removing dead bushes and planting new ones.

The grass on the dams was cut.

Limbs in the street R.O.W. were cut around the city and the chipper followed cleaning up.

Bushes were pruned at the fire tower.

We worked at City Hall repaired holes in the wall, mounting a TV, etc.

We worked at the library repairing a light switch, clear employee bathroom sewer line, and unstopping sewer pump after wet wipes were flushed.

We went around the city clear storm drains and getting dirt out of the road on rainy days.

The flags and banners were put out for the fourth of July.

The basketball court fence was repaired after it was vandalized.

All our mowers were cleaned, and regular maintenance completed on them.

The steps leading to the bench at the fire tower were repaired.

The shoulder of the road on VFW road was repaired and Murphy's driveway.

We went around weed eating around signpost.

A train set was picked up and brought back to the shop and repairs were made to it.

We ground stumps in the parks and on Main Street after the contractor cut trees.

MONTHLY REPORT

6/1/2023	vacation day
6/2/2023	vacation day
6/5/2023 truck # 4 car # 110 chipper	removed transmission replaced tires replaced feed roller bearing
6/6/2023 truck # 18 truck # 11 truck # 38	worked on a/c service worked on sprayer rack
6/7/2023 car # 103	installed transmission
6/8/2023 car # 103	finished up work on transmission
6/9/2023 truck # 8 car # 106 FD tahoe	worked on taillight wiring service fixed tire
6/12/2023 truck # 4	installed new transmission
6/13/2023 car # 118 truck # 8 FD marion jetter	service fixed prop rod on bed charged a/c fixed tire
6/14/2023 truck # 23 truck # 4 truck # 8	replaced fuel pump & door striker bushings replaced TPS sensor replaced taillight module
6/15/2023 w/s trailer truck # 26 FD explorer	replaced 2 tires replaced belt & tensioner replaced a/c compressor
6/16/2023 car # 109 truck # 26 truck # 17	service fixed tire fixed door latch
6/19/2023 truck # 22 truck # 3 truck # 38	fixed brake lights & turn signals replaced batteries installed sprayer rack

MONTHLY REPORT

6/20/2023	car # 113 leaf machine car# 103	service welded up engine housing fixed 2 tires
6/21/2023	car # 114 truck # 16 FD tahoe	replaced tire fixed air leak charged a/c
6/22/2023	wwtp pump FD explorer wheel loader	rebuilt carb replaced radio antenna adjusted parking brake
6/23/2023	car # 108 truck # 3 car # 111	service fixed trailer wiring fixed radio microphone
6/26/2023	truck # 4 truck # 16 chipper	installed transmsion fixed tailgate adjusted belt tension
6/27/2023	truck # 23 car # 102 car # 116 truck # 4	replaced power steering pump service service & replaced front brakes replaced neutral safety switch
6/28/2023	truck # 4 message board chipper car # 113	pulled transmsion fixed pigtail hailed chipper to cummins in gainesville service