



City Manager Monthly Report for September 2023

Once again, the Big Red Apple Festival was a huge success! I want to thank our Main Street Manager, Noah, and all the city employees that worked on the planning, setup, and execution of the event. Our next event will be the Downtown Trick or Treat on October 31st from 3:00 to 6:00.

We are still working with the GMRC to finalize the Comprehensive Plan. A draft was submitted to DCA so they can begin their review while we work through finalizing the plan. I hope to have the final plan available for your consideration at the November Commission Meeting.

We have been selected to participate in the Georgia Initiative for Community Housing Program (GICH). This is a 3-year program that will provide us with insight and resources to help revitalize some of our existing neighborhoods. They only select 5 communities per year, so this is a big deal that we were selected.

We received notice that our application for funding through the Georgia ReLeaf program was approved. We will receive funding to plant trees on our properties located at the corners of Moss Street and Wells Street. We plan to complete the project in February as our annual Arbor Day project.

Some questions were raised about the new E911 tower that the county will be placing near our water tank at Grandview Circle. The property where the tower will be located is not in the city, so we do not have jurisdiction over it. However, I did confirm with the county that the existing tower is 100 feet, and the new tower will be 105 feet. The existing tower will be removed once the new tower is constructed.

The Police Department conducted 348 traffic stops, responded to 40 accidents, 20 shoplifting/thefts, and 15 alarms. They responded to a total of 642 calls for the month. The Investigative Division opened 15 new cases, closed 13 cases, and made 4 arrests. The Traffic unit issued 68 citations, 6 DUI's, and 5 drug arrests. We distributed 13 car seats and trained 21 care givers.

Probation has 220 active cases and collected \$8,018 in fines. Probationers completed 60 hours of Community Service with a value of \$435. The Municipal Court managed 205 cases and collected \$11,869 in fines.

The Building Department issued 8 permits and collected \$2,079 in permit fees. They completed 40 residential inspections, 16 commercial inspections, 6 plan reviews and issued 4 certificates of occupancy. Code Enforcement opened 25 new cases, closed 24 cases, and they currently have 21 active cases.

The Fire Department responded to 100 calls and completed 186 hours of training. The Fire Marshal completed 15 inspections and issued 6 certificates of occupancy.

The Wastewater Plant treated 86.4 million gallons of sewerage. The Water Plant produced 88.4 million gallons of drinking water. We recorded 3.24 inches of rain; the new reservoir level is at 24.1 feet and the old reservoir is 5 inches above full pool. The Maintenance Department repaired 7 water leaks and 3 sewer blockages.

Public Works cleaned and inspected the Community House following 15 events. They finished cleaning up trees that fell during the storm a couple of months ago. They made substantial repairs to the Boardwalk on the City Park Walking Trail. They set up for the Big Red Apple Festival and cleaned up following the event.

The Maintenance Shop repaired 40 vehicles and serviced 7 vehicles.



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Sept 2023

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	476
Traffic Stops	348
Susp.Person/ Veh	88
License Check	
MVA Accidents	40
NON-TRAFFIC	
Fight Calls	3
Burglary	3
Shoplifting/Theft	20
Domestic Calls	34
Drunk/Disorderly	13
Abuse	3
Alarms	15
CONTACTS	
Citizen	2823
Motorist	39
Bank/Funeral	4
REPORTS	
Incidents	111
Accidents	25
Citations	108
TOTAL DISPATCHED CALLS 642	

TRAFFIC UNIT	
Citations Issued	68
DUI	6
DUI Drugs	
Drug Arrests	5
Other Arrest	25

CRIMINAL INVESTIGATIONS

CASES	
NEW	15
OLD	8
TYPES	
Person	11
Property	12
Financial	
TOTAL	
DISPOSITION	
Arrest	4
Ex. Clear	
Inactive	
Active	10
CLOSED	13

NARCAN	
Units Used	3

TRAINING	
Virtual Academy	13
Power DMS	
In Service	
Outside	76
TOTAL	89
CAR SEATS	
Seats Distributed	13
Care Givers Trained	21
Police Trained	10
To Circle of Hope	40
SRO	
Incident Reports	1
Arrest/ Juvenile	
Calls for service	25
Parent Contact	7
Student Contact	30

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	205
Fines Paid	\$11,869.00
C.H. Ran	190
C.H. Monies	\$360.00
Walk In's	85

PROBATION

Fines for Cornelia	\$8,018.57
Community Service	
Hours	60
Value of Hours	\$435.00
Active Cases	220

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	8
Fees Paid	\$2,709.35
Plan Reviews	6
Residential Inspection	40
Commercial Inspection	16
Erosion Inspection	16
New Home Permits	
Residential C.O.s	4

CODE ENFORCEMENT

Cases

New	25
Old	20
Inspections	
Disposition	
Closed	24
Citations	0
Active	21

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

Sept. 2023

- **Community Outreach** – On Fridays, fire services staff initiate contact with the public by assisting with the car rider line, lunch and recess with the children at Cornelia Elementary School. Three fire services personnel trained thru Cornelia PD for Car Seat Tech and assisted with Child Passenger Safety Program checking 10 seats replacing 6.
- The Fire Marshal completed:
 - CO's Issued: 6
 - Inspections: 15
 - Violations notice: 0
 - Plan Reviews: 0
 - Investigations: 0

Fire Department

Monthly Call Response

-100 calls were responded to during the month.

-1,214 calls responded to during 2023.

Monthly training hours

-185.5 training hours between all CFD Personnel.

-3,449 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for August 23, 2023 thru September 21, 2023

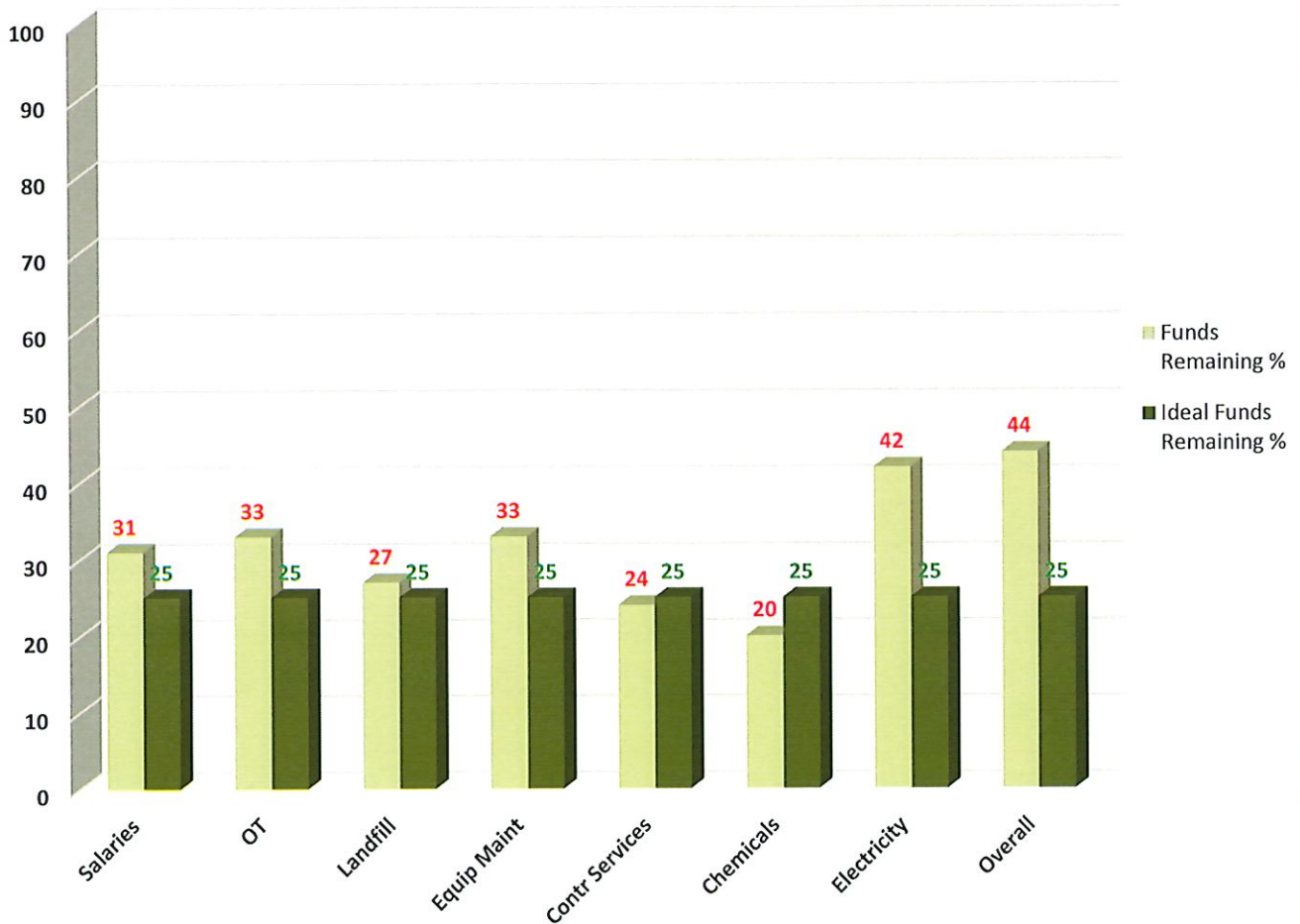
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	86.4	Million Gallons
Influent BOD	118.3	Tons
Influent TSS	115.2	Tons
Solids to Landfill	306.6	Wet Tons
Dry Solids Removed	59.7	Dry Tons

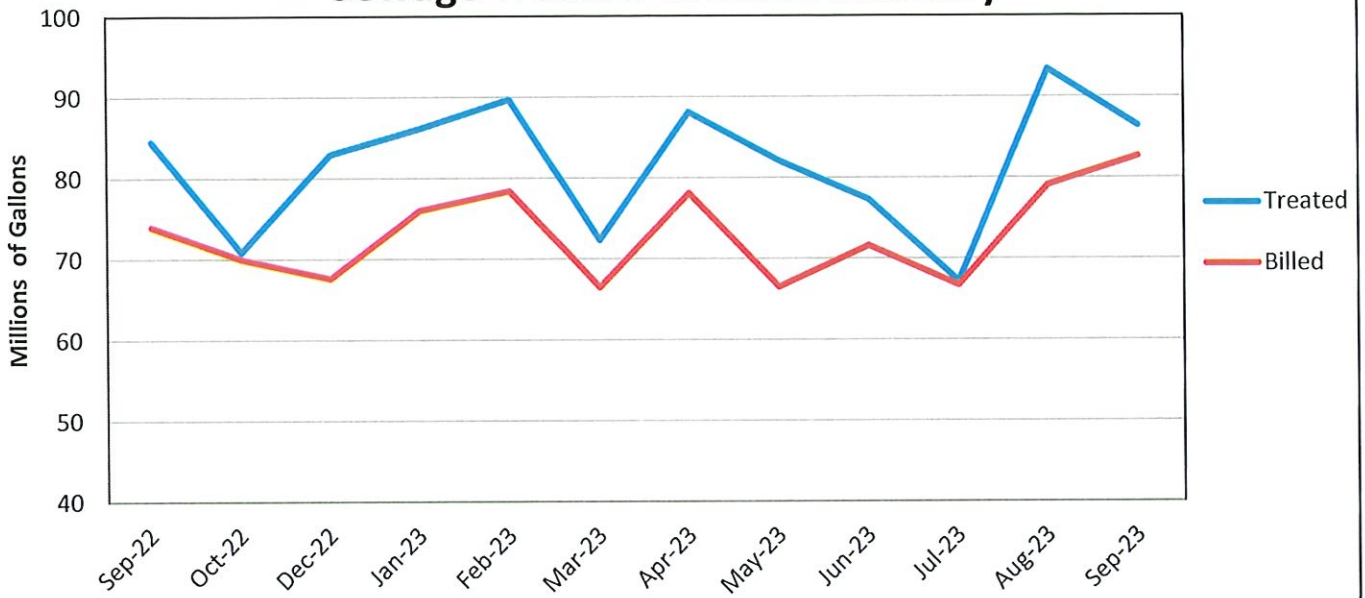
Wastewater Treatments Projects & Events

- 100% Compliance for August NPDES
- 100% Compliant EPD Plant Inspection

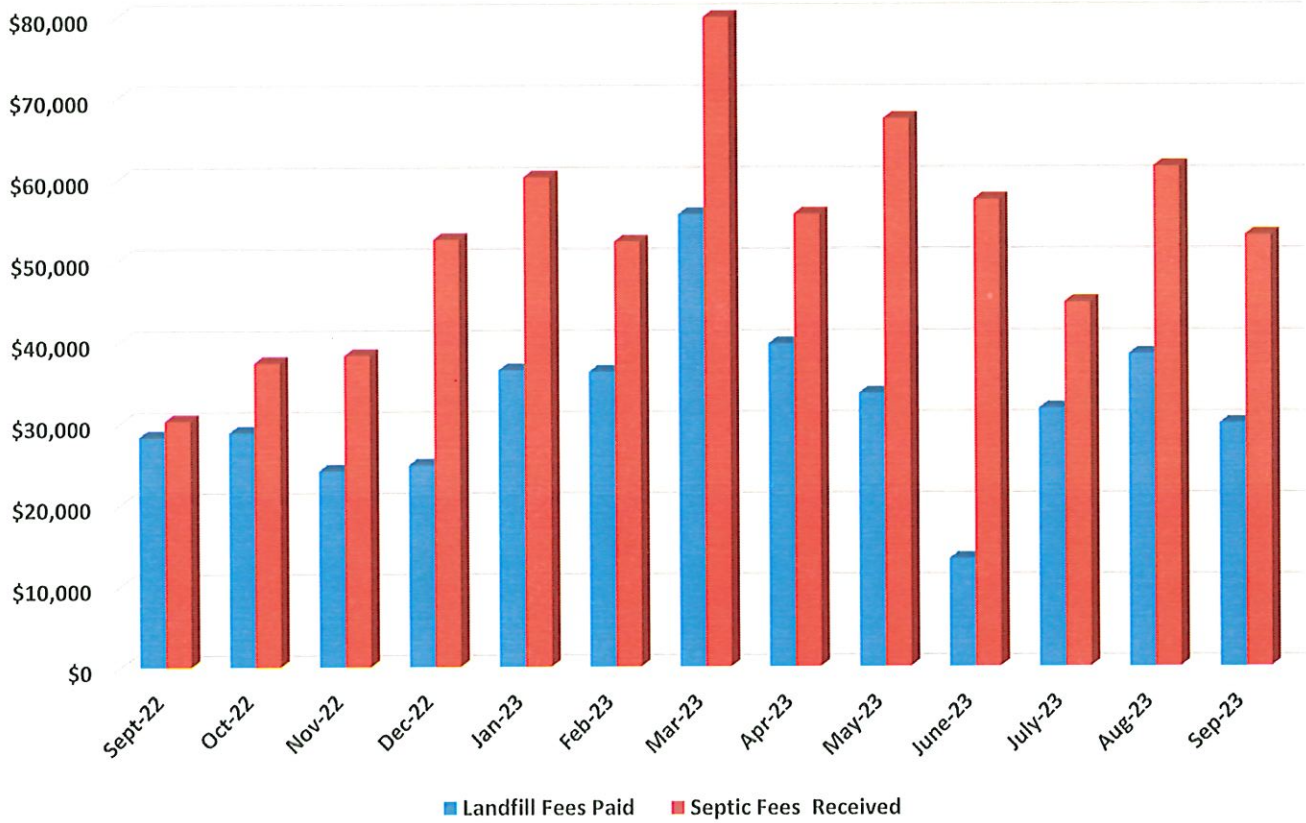
Funds Remaining % vs Ideal Funds Remaining % 2023



Sewage Treated vs Billed Monthly



Landfill Fees Paid vs Septic Fees Received 2023



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Disk Filter	Display Screen	End of Life	Replaced	\$3600
Dump Truck	Lift & Truck Bed	End of Life	Replaced	\$22,000

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Phos, TSS & BOD	BOD, TSS, Phos \$5,250	(\$65,162 waived)
Ethicon	None	None	None
Salford BBI	None	None	None

July Data. August Industrial Reports not due until September 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	52
Completed Work Orders	35
Back-log Work Orders	9

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	19
Grease Traps Inspected	10
Non-Compliant	15

Plant Operations

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

Water Treatment Plant

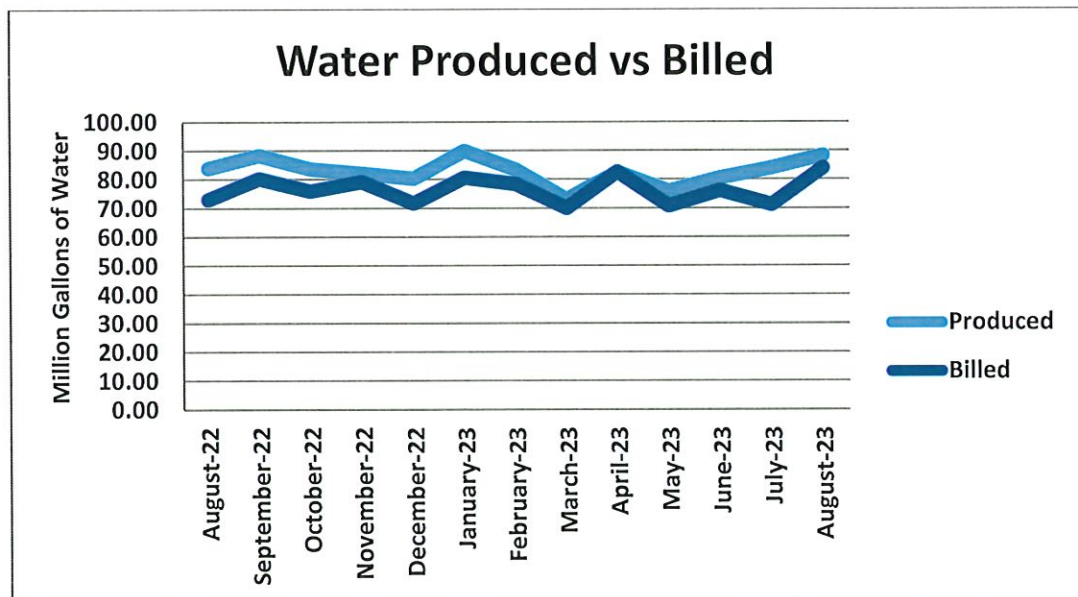
Water Quality

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 August of 2023 was 88.35 MG.
- Water Billed in August of 2023 was 84.06 MG.
- The WTP recorded 3.24 inches of rain to date for September 2023.
- The Off Stream Impoundment level is 2.9 feet below full pool.
- The Reservoir level is 5 inches above full pool.

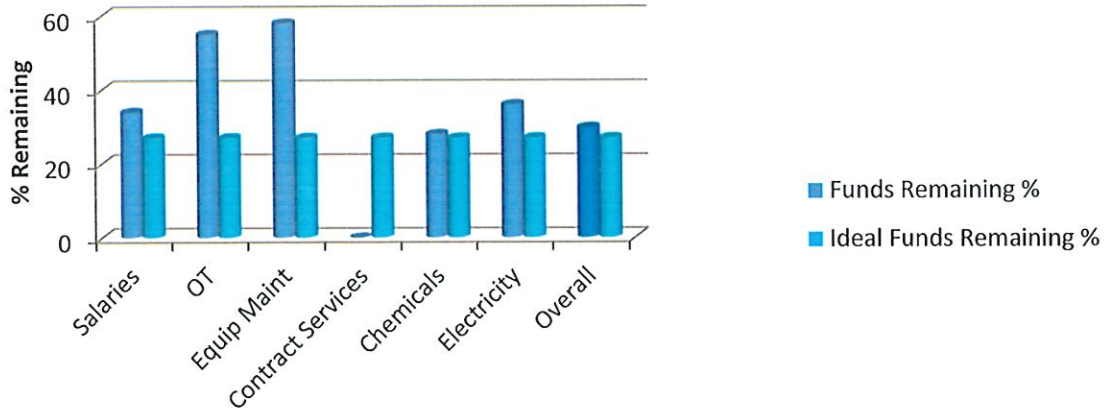


Above flow graph and other flow information based on the billing periods

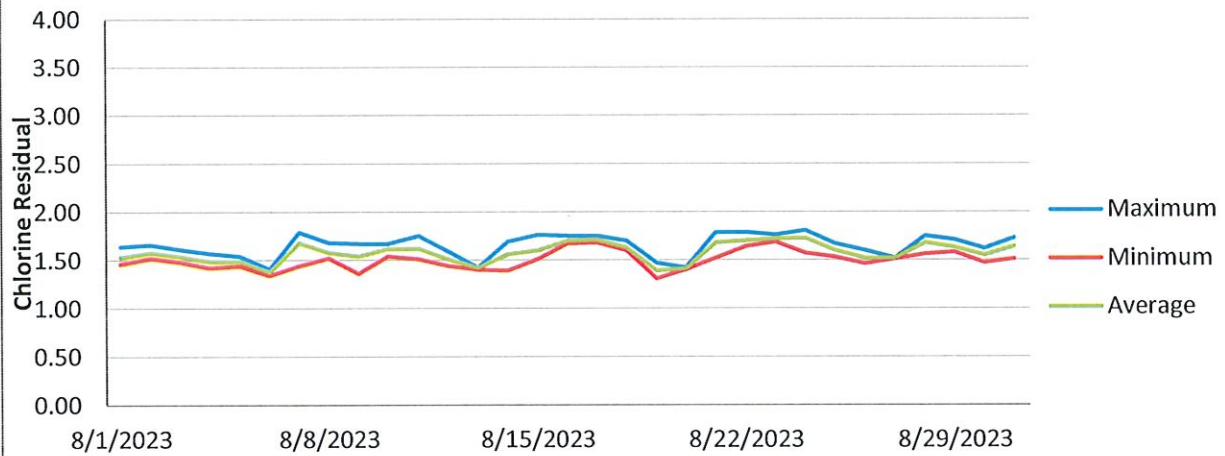
Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Reservoir meter was damaged in storm. Replaced and calibrated meter.
- Performed generator test.
- Installed KMNO₄ carry water pump in Raw Water Pump building.
- Georgia Power - Power Outage Simulation.
- UCMR5 - Sample.

Funds Remaining % vs. Ideal Fund Balance



Finished Chlorine



Chlorine residual parameters: Minimum 0.2 - Maximum 4.0

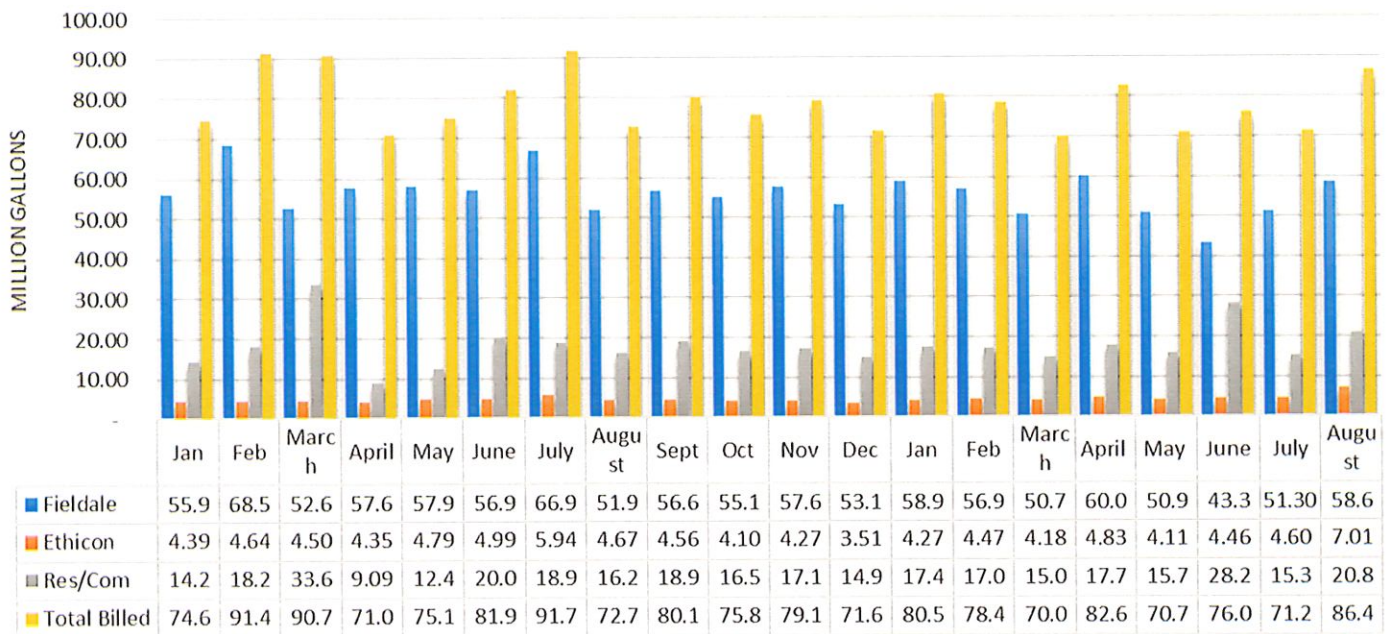
Water-Sewer-Storm September 2023

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
No Department Defined	1	\$950.00	\$0.00	\$0.00	\$275.00	\$0.00	\$1225.00	3.34%
Wastewater Plant	43	\$536.75	\$0.00	\$0.00	\$0.00	\$0.00	\$536.75	1.46%
Meter/Billing	5	\$475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	1.30%
Water	15	\$5538.50	\$962.99	\$0.00	\$416.00	\$0.00	\$6917.49	18.86%
Sewer	12	\$13680.00	\$10375.09	\$0.00	\$1341.00	\$0.00	\$25396.09	69.25%
Storm Water	3	\$912.00	\$830.75	\$0.00	\$77.00	\$0.00	\$1819.75	4.96%
Water Plant 1439	23	\$304.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304.00	0.83%
Report Totals	102	\$22396.25	\$12168.83	\$0.00	\$2109.00	\$0.00	\$36674.08	

Major Users

MAJOR USERS



Axis Title

■ Fieldale
 ■ Ethicon
 ■ Res/Com
 ■ Total Billed

General Activity

- 90 hrs Lift Station Maintenance.
- 117 hrs Splash Pad Daily Maintenance
- 93- 811 Locates
- 185 Door Hangers for customers (past due notices)
- 50 Meters On/Off's
- Installed 2 meters.

PROJECTS/EVENTS

- Water Main Leak repair at Alston Ridge had to shut off water and issued Boil Water Advisory for 60 residents.
- Big Red Apple Festival Setup & breakdown of temporary waterlines for vendors.
- Grandview Sewer Project: Two days of prep work, locates, cut asphalt, installed sewer lines, scoped the lines with camera, installed cleanouts and connected taps, rebuilt storm drain, covered, and dressed the area.
- Drained all lines at Splash Pad and closed for winter.
- 351 Grand Ave., Roots were causing damage to roadway, had to cut the asphalt and remove roots and stumps
- Storm Projects: Stonecypher/Lee St., Wood St., City Park, Galloway St., Hoyt St., Hillcrest Dr., Brookside Ct., Oak St., Maple St., Esta St., Laurel Dr., 1st Baptist Church
- Water Leak Repairs: Dogwood St., Modoc Dr., Chase Rd., Lakeview Dr., Waste Away, Image Emporium.
- Sewer Blocks Cleared: Wyly St., Farlinger St. Grandview Circle



Public Works Monthly Report for September 2023

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

The chipper completed a route and cleaned up all brush we made while cutting R.O.W.

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 – 35

The Community House was cleaned 15 times.

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

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

The dump trailer and truck were delivered to renters, picked up and dumped when requested.

We repaired or replaced street signs as needed.

Potholes were patched around the city.

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 worked on the Level Grove Road exit welcome sign.

We have been working on cutting back street R.O.W.

We made repairs to the playground at Big City Park and filled the sand boxes.

We finished removing trees and brush that fell during a storm.

We worked at City Hall replacing ceiling tiles that got wet during the A/C repair and moved cabinets for Lindsey.

We worked at the South Fire Station moving cabinets, running wire, and installing switches for the hallway lights.

We worked with Mona cleaning up around the creek on Level Grove Road and pruning all the dead bushes around the Dog Park and the Community House.

We installed a meter base at the old water plant.

We made repairs to the boardwalk in Big City Park, replacing a lot of rotten wood.

We installed braces on the book boxes on the walking trail after someone tried to rip them off the post.

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

We finished pressure washing everything around the Apple and the Depot.

We worked on the train set at the Depot, getting it ready so it could be running during the festival.

We worked at the library replacing light bulbs and worked on a toilet.

The leaf vac was hooked up and the gutters were sucked.

MONTHLY REPORT

8/31/2023	car # 123 lawnmower PD mule	replaced radiator fixed tire fixed parking brake
9/1/2023	truck # 30 & 9	took trk to blairesville & picked up trk 9
9/5/2023	PD explorer shop w/s trailer	fixed transmission cooler leak hauled wrecked escape to wwtp rewired trailer lights
9/6/2023	wwtp lawnmower truck # 44 truck # 6	fixed 2 tires replaced battery charged a/c
9/7/2023	car # 113 truck # 26 FD F 150	service fixed tire fixed siren
9/8/2023	truck # 3 truck # 6 car # 109	fixed HVAC replaced blower motor pigtail service & replaced tires
9/11/2023	FD explorer truck # 6 truck # 36	charged a/c fixed oil leak on transmission replaced spark plugs
9/12/2023	truck # 22 sewer jetter car # 110	fixed tire replaced fitting on pump fixed radio antenna
9/13/2023	car # 115 car # 116 truck # 45	service replaced tires fixed tailgate latch

MONTHLY REPORT

9/14/2023	car # 113 kumotsu trackhoe FD F 250	replaced tires replaced hydraulic hose fixed tire
9/15/2023	car # 111 FD 87 GMC shop	replaced tire adjusted clutch cleaned up around shop
9/18/2023	wwtp mule car # 108 car # 119	fixed wiring service & fixed tire service & replaced front brakes
9/19/2023		sick day
9/20/2023		sick day
9/21/2023		sick day
9/22/2023		sick day
9/25/2023		sick day
9/26/2023	truck # 8	replaced a/c compressor
9/27/2023	w/s trailer PD explorer car # 116 shop	replaced trailer lights removed lights service serviced air compressor

MONTHLY REPORT

9/28/2023 truck # 30	picked up old bed in blairesville
9/29/2023 truck # 21 car # 113 truck 42	fixed power points service fixed air leak
10/2/2023 truck # 9 car # 108	unloaded truck 30 bed hauled car to hayes
10/3/2023 car # 104 truck # 26 city hall car	replaced tires fixed rear brakes replaced battery
10/4/2023 car # 122 truck # 44 truck 26	replaced battery worked on cooling system replaced tires



Jessie Owensby
Community Development Department
September 27, 2023
Monthly Report

Planning & Zoning

1. Developed powerpoint presentation for GICH site reviewers
2. Edited, sent, discussed, and re-edited presentation
3. Scheduled van and driver for site visit
4. Developed housing tour route
5. Created itinerary for GICH site visit
6. Met with select housing team members to discuss order of site visit and what they needed to know for questions
7. Spoke with North Georgia Signs re: sign regulations for permit
8. Site visit with GICH team. Find out about designation October 2.
9. Met with GICH team members prior to site visit to go over questions
10. Fulfilled open records request for permits
11. Sent requested documents to Adam for Comp Plan inclusion
12. Pre-construction meeting with Jay Reeder and Paul Lewallen to discuss Arnolds remodel
13. Monthly comp plan committee meeting to go over rough draft document
14. Reviewed and edited comp plan (x2) and sent comments to Adam
15. Canceled planning commission meeting for September. Nothing on the agenda
16. Reviewed and approved plans for five new construction single family homes in Magnolia Villas
17. Spoke with new business owner re: sign permit requirements (x3)
18. Created and published public hearing notice for zoning ordinance addition for variance timelines
19. Spoke with property owner re: zoning for property for duplex or condos
20. Spoke with property owner re: expiration of site plan concept and variance
21. Discovered discrepancy in zoning ordinance re: aestheticians (to discuss during zoning ordinance rewrite)
22. Spoke with Paul and Project Manager for new addition to large space re: firewall and plan requirements
23. Spoke with property owner re: uses and concepts for undeveloped property

Economic Development

1. Spoke with potential business re: new package store locations
2. Spoke with realtor re: retail development progress
3. Spoke with developer re: landscaping requirements for new commercial building

4. Attended monthly DDA meeting
5. Spoke with property owner re: property acquisition for capital project
6. Attended Main Street grant funding webinar
7. Spoke with realtor re: future housing needs and Rural Workforce Housing Initiative
8. Spoke with potential property owner re: allowed uses for housing on property
9. Teams meeting with RAISE grant reviewer to debrief 2023 RAISE grant notes
10. Met with potential housing developer re: spaces for infill and redevelopment
11. Reviewed and sent comments to GMRC re: ARC application (x2)
12. Studied questions for economic development panel
13. Attended monthly EDC meeting as a panelist for downtown development
14. Spoke with local developer re: new project
15. Spoke with Noah re: local new business

Community Development & Special Projects

1. Ordered catering, confirmed venue space for September SOAR meeting
2. Processed special event application for food truck event
3. Met with local nonprofits re: homeless population
4. Reserved venue space for November SOAR meeting
5. Ribbon cutting for Gateway sign on HWY 365
6. SOAR planning meeting for end of year events
7. Spoke to city manager re: acquisition of properties
8. Made and posted public hearing signs for addressing speeders on Thomas and Berry Streets
9. Attended GMA web series on grant funding
10. Attended monthly chamber board meeting
11. Attended quarterly Good Morning Habersham breakfast- state of education
12. Toured new Community and Conference center in Demorest
13. Spoke to property owner re: using property for filmmaking

Tourism and Special Events

1. Weekly meetings with Noah
2. Reviewed BRAF layout (x4)
3. Assisted Noah in last minute details for BRAF
4. Worked with Fenders Alley for payment of BRAF entertainment
5. Spoke with vendors re: placement and attendance at BRAF
6. Updated festival guide for BRAF
7. Attended Big Red Apple Festival
8. Spoke with staff re: food vendors
9. Completed event evaluation for BRAF for Noah
10. Paid all BRAF invoices
11. Developed satisfaction survey for vendors at BRAF

NOAH September MONTHLY REPORT

September 25, 2023 Monthly Report Special Events and Tourism

1. Organized and submitted final applications and payments for BRAF 2023 to finance department
2. Completed after action report for Summer Nights #4

3. Confirmed vendors and payments for Big Red Apple Festival
4. Designed vendor layout for Big Red Apple Festival
5. Got in touch with public works regarding barricades needed for Big Red Apple
6. Created new press releases for Big Red Apple Festival
7. Created Nixle alert for road closure regarding Big Red Apple Festival
8. Attended and managed the Big Red Apple Festival
9. Attended Effective Branding and Marketing in Jekyll Ga
10. Attended Georgia Downtown Association Conference in Canton Ga

Downtown Development

1. Attended and facilitated September DDA meeting
2. Updated Explore Georgia website with new events
3. Updated city website with current information
4. Updated Hospitality and Tourism board website with current information
5. Completed 11 site visits (Barks and Bubbles, Axe Armory, Bigg Daddy's, Cornelia Florist, Fenders Alley/Fenders, Sugartopia, Farmhouse Poundcakes, FWS, The Lounge, Farmacia, Common Ground)
6. Attended and Facilitated September HPC Meeting
7. Completed Community Activity Report for August
8. Completed Main Street Monthly report for September. Published 4 weekly newsletters
10. Created vendor layout map for Big Red Apple Festival
11. Coordinated and ran Catch me in Cornelia

Community Development & Special Projects

1. Attended Member of the Month presentation to Chick Fil A in Cornelia
2. Attended Chattahoochee Mountain Fair to Represent Chamber at booth
3. Attended Ribbon Cutting for "New Cornelia Highway sign "
4. Attended Cornelia Comprehensive Plan Meeting
5. Attended Business After Hours at Common Ground