



City Manager Monthly Report for January 2023

American Ramp Company has completed the installation of the new ramps at the Skate Park. The new ramps are a much-needed improvement over the ramps that were at the park. The quality of the ramps is much better than what we had so they should hold up better, which will be good because Public Works was constantly repairing the old ramps.

Despite the agreement that we signed with Norfolk Southern to pay for the installation of the rubber rail crossing the railroad is not going to do the project. According to Connor Poe with Norfolk Southern, even though we agreed to pay for the project their engineers still have to approve and are refusing to do so. They will stick to their original plan to come and replace the crossing with asphalt. He has not indicated when this project will be done.

Our local Legislation, House Bill 29 has passed through the House and is now in the Senate. This legislation will allow the city to hold a referendum to allow the voters to decide whether we can activate our Redevelopment Powers. This is the prerequisite to being able to pursue Tax Allocation Districts for future developments.

I spoke with the GDOT District Engineer, Kelvin Mullins regarding the stretch of Business 441 between Walmart and Cannon Bridge Road. We average 42 accidents per month on this stretch of road. He said that GDOT is currently conducting a study to determine the best course of action to improve safety in this area. He also indicated that GDOT is trying to figure out a solution to the left turn issue at Cannon Bridge Road.

The Police Department conducted 206 traffic stops, responded to 48 accidents, 15 thefts, and 36 alarms. They responded to a total of 971 calls. The Investigative Division opened 14 new cases and closed 16 cases resulting in 7 arrests. We distributed 6 car seats and trained 11 care givers.

Probation has 139 active cases, they collected \$7,168 in fines. Probationers completed 129 hours of community service with a value of \$935.25. The Municipal Court handled 294 cases and collected \$7,132 in fines.

The Building Department issued 12 permits and collected \$6,521.05 in permit fees. They completed 3 plan reviews, 22 residential inspections, 8 commercial inspections, and issued 6 residential certificates of occupancy. Code Enforcement has 12 active cases, they opened 34 new cases and closed 37.

The Fire Department responded to 106 calls and completed 261 hours of training. The Fire Marshal completed 12 inspections, reviewed 4 sets of plans, issued 2 certificates of occupancy, and investigated 2 fires.

The Wastewater Plant treated 87.1 million gallons of sewerage. The Water Plant treated 80.3 million gallons of drinking water. We recorded 11.65 inches of rain; the new reservoir level is at 26.5 feet and the old reservoir is 5 foot 3 inches above full pool. We repaired 12 water leaks and 8 sewer blockages. For the first time ever, the city received zero deficiencies on the Epd's Sanitary Survey of the water plant!

We are wrapping up leaf pickup for this year so we will no longer be running the leaf machine continuously. The machine will be in service until the end of February on an as needed basis. Public Works cleaned and inspected the Community House following 13 events. They have begun constructing the new Welcome Signs at the Highway 365 off ramps. They repaired water lines at the downtown restroom, Jim Smith restrooms, and City Park restrooms from where they froze over Christmas. They repaired the privacy screening around the city shop. They finished cleaning up the property on Moss Street that the city purchased last year.

The Maintenance Shop repaired 55 vehicles and serviced 12 vehicles.



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Jan 2023

Police Department

Patrol

TRAFFIC	347
Traffic Stops	206
Susp.Person/ Veh	91
License Check	2
MVA Accidents	48
NON-TRAFFIC	
	83
Fight Calls	2
Burglary	6
Shoplifting/Theft	15
Domestic Calls	16
Drunk/Disorderly	8
Abuse	
Alarms	36
CONTACTS	
	2234
Citizen	2200
Motorist	32
Bank/Funeral	2
REPORTS	
	444
Incidents	166
Accidents	27
Citations	251
TOTAL DISPATCHED CALLS	971

Investigations

CASES	17
New	14
Old	3
TYPES	
Person	10
Property	7
Narcotics	7
Financial	
Sex Crimes	
DISPOSITION	
Closed	16
Arrest	7
Ex. Clear	3
Other	3
Child Seat	
Seats Distributed	6
Care Givers Trained	11

NOTES:

The Police department's new SRO has settled in at the Future's Academy. He had 14 incidents during his first month and has referred one juvenile to the court.

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	294
Fines Paid	\$7,132.00
C.H. Ran	287
C.H. Monies	\$1,503.00
Walk In's	103

PROBATION

Fines for Cornelia	\$7,168
Community Service	
Hours	129
Value of Hours	\$935.25
Active Cases	139

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	12
Fees Paid	\$6,521.05
Plan Reviews	3
Residential Inspection	22
Commercial Inspection	8
New Home Permits	0
Residential C.O.s	6

CODE ENFORCEMENT

Cases

New	34
Old	12
Inspections	
Disposition	
Closed	37
Citations	0
Active	12

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

January 2023

Fire Marshal

- Investigated a residential structure fire that occurred at 837 N Main St. with one fatality which has been ruled accidental.
- Investigated a commercial fire at Waste Away Disposal on S Wayside St. which has been ruled as undetermined.
- Plans have been approved for the new Aspen Dental and grading has started on Furniture Dr for the location.
- Walmart has started its remodel.
- Supervisors completed harassment training this month.
- Personnel participated in events at Cornelia Elementary School this month.

Fire Department

Monthly Call Response

-106 calls were responded to during January.

-106 calls responded to during 2023.

Monthly training hours

-261 training hours between all CFD Personnel.

-261 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

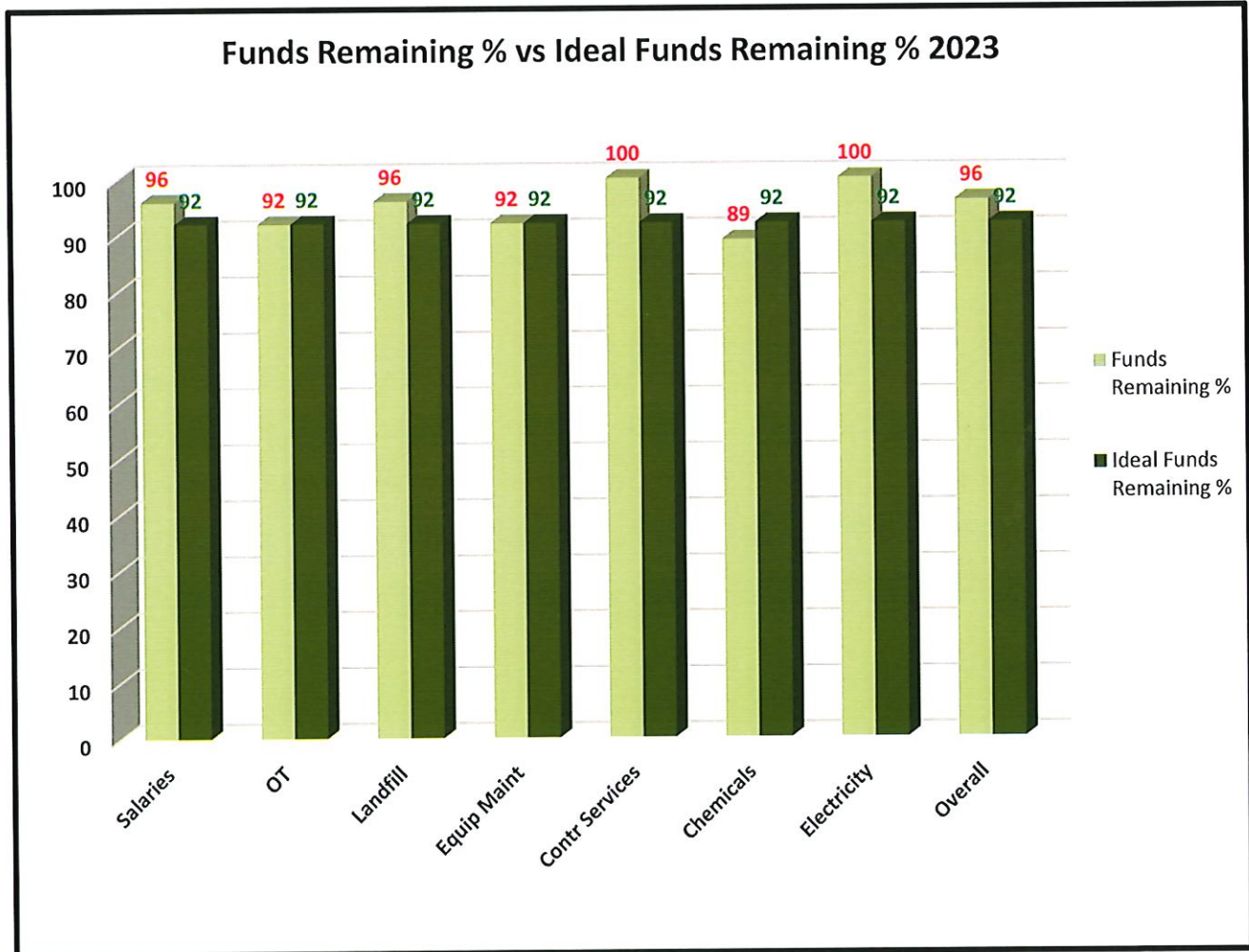
Report for December 23, 2022 thru January 20, 2023

Monthly Treatment Totals

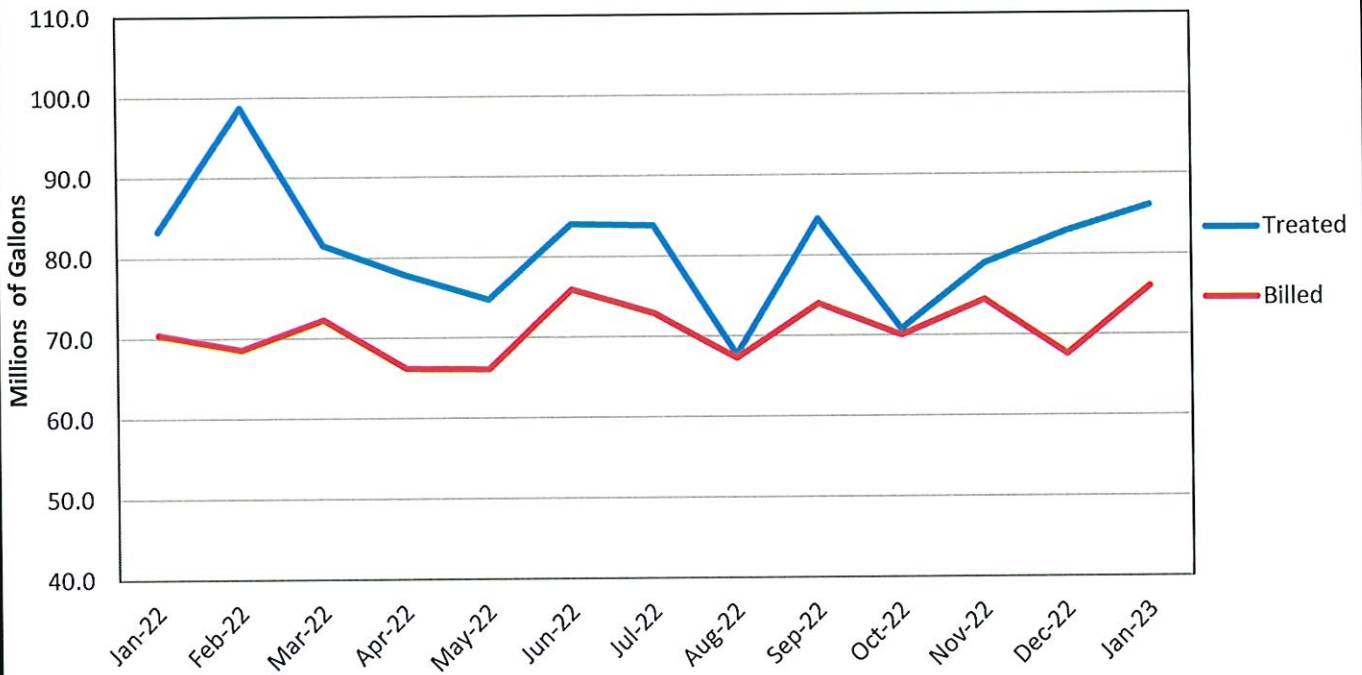
Parameter	Measurement	Units of Measure
Sewage Treated	87.1	Million Gallons
Influent BOD	86.5	Tons
Influent TSS	101.5	Tons
Solids to Landfill	373.9	Wet Tons
Dry Solids Removed	73.1	Dry Tons

Wastewater Treatments Projects & Events

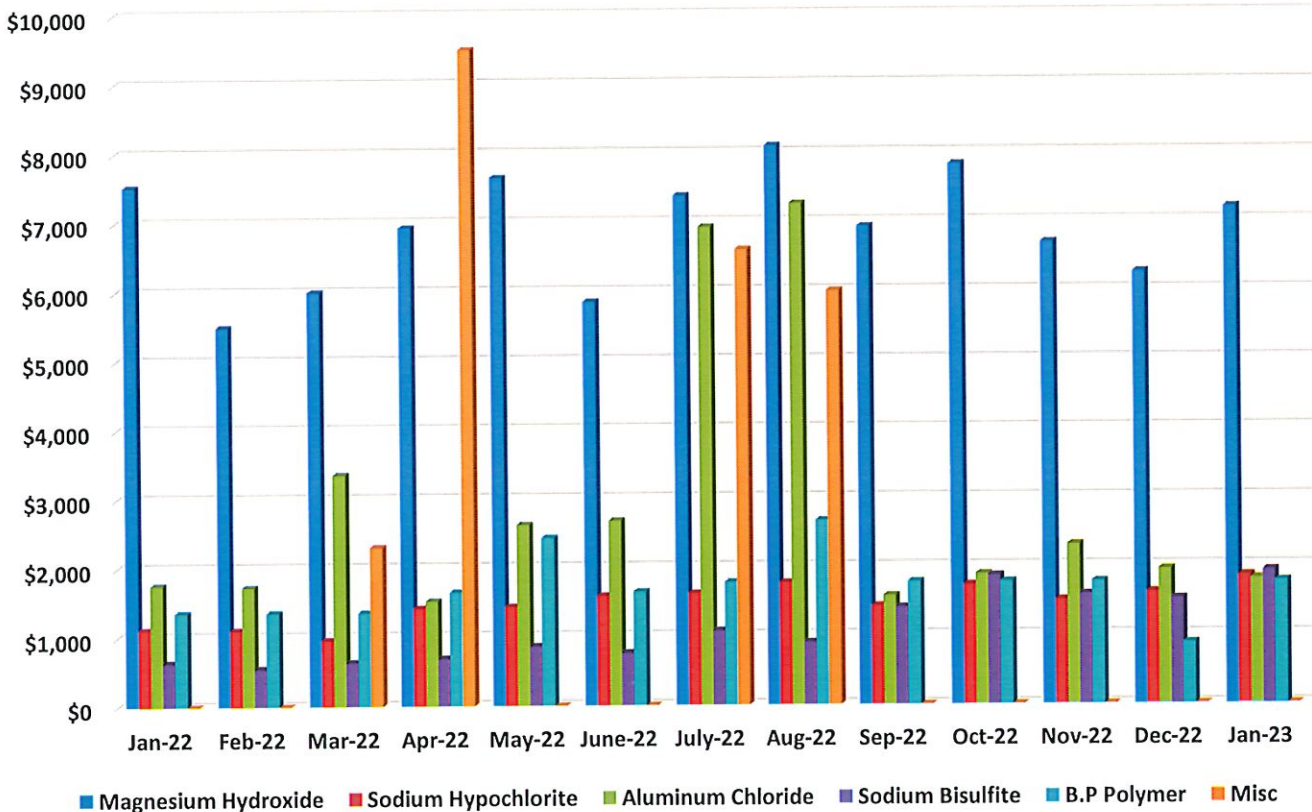
- 100% Compliance for January NPDES
- Working with Carter & Sloope on 4.5MGD Expansion Project



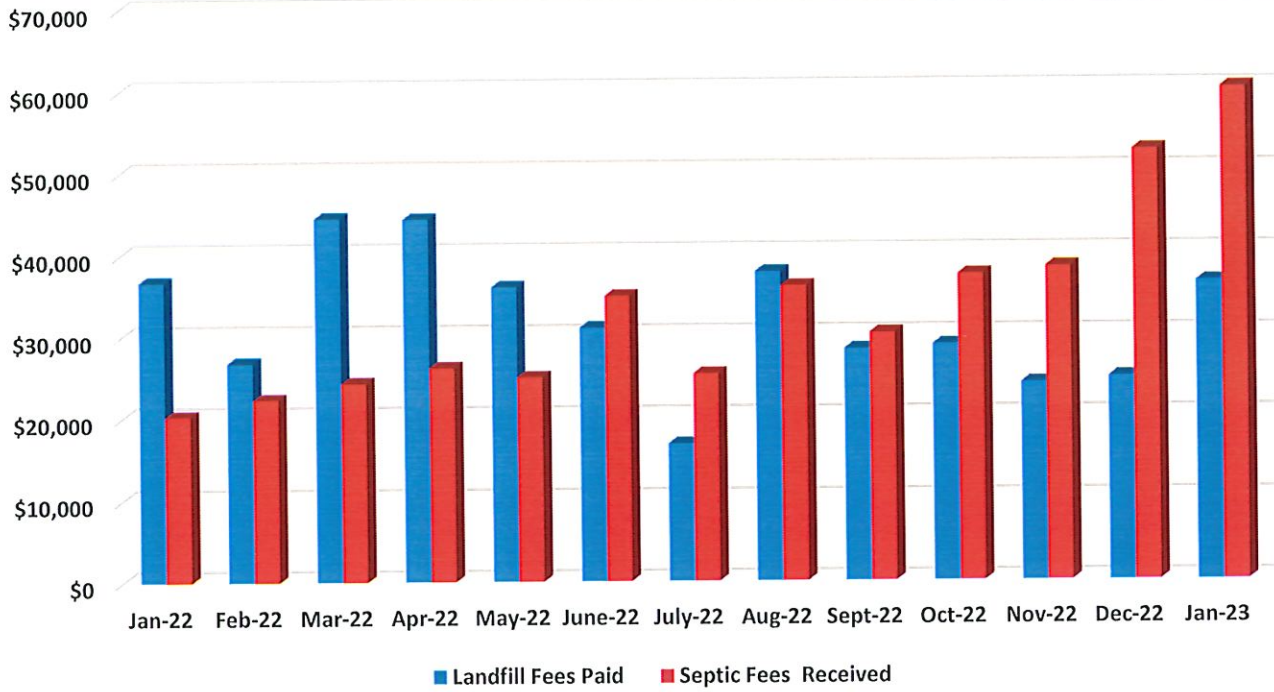
Sewage Treated vs Billed Monthly



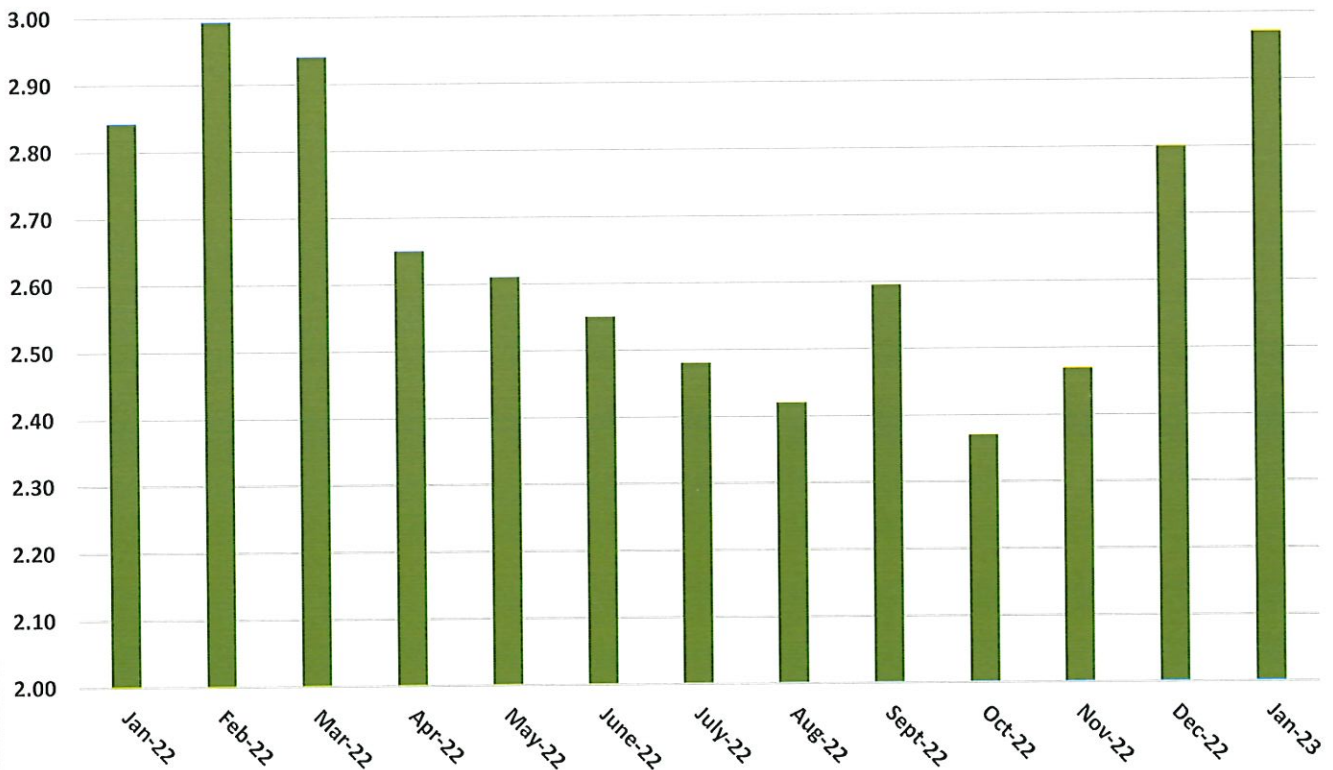
Chemical Cost Chart January 2022 thru January 2023



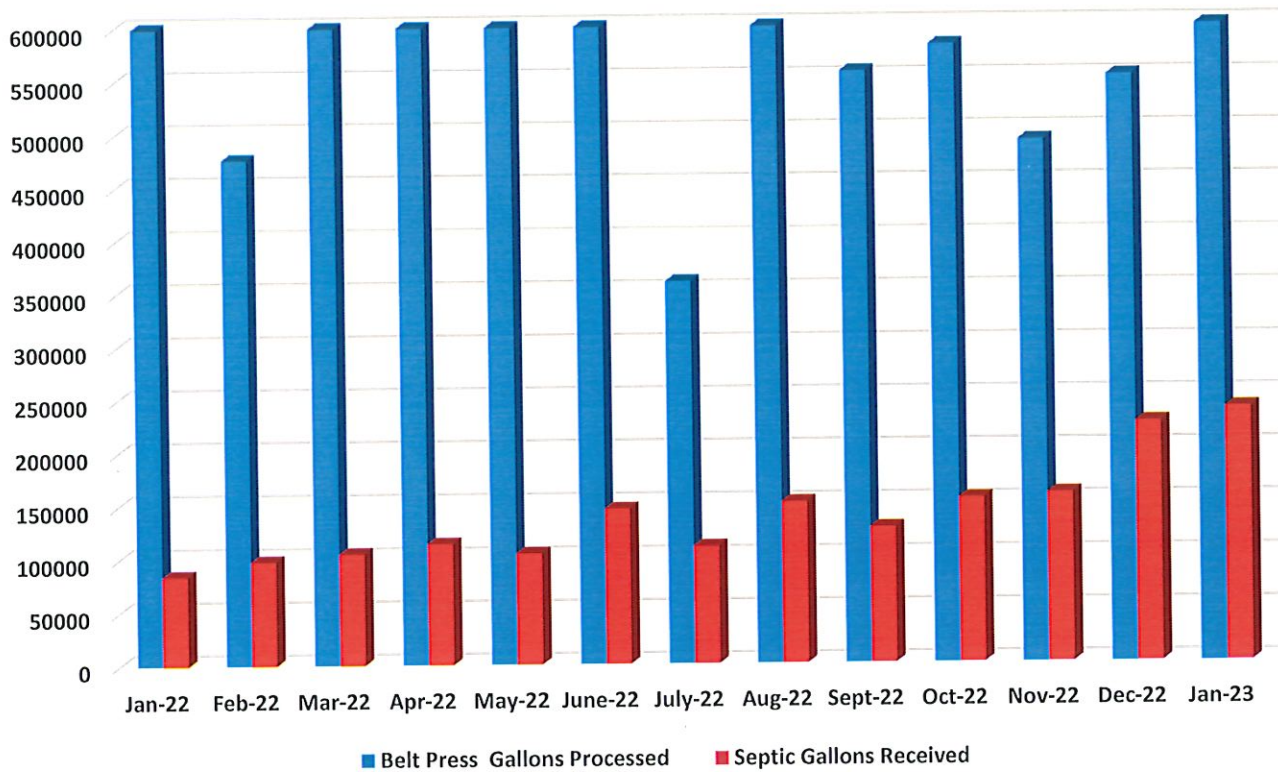
Landfill Fees Paid vs Septic Fees Received 2023



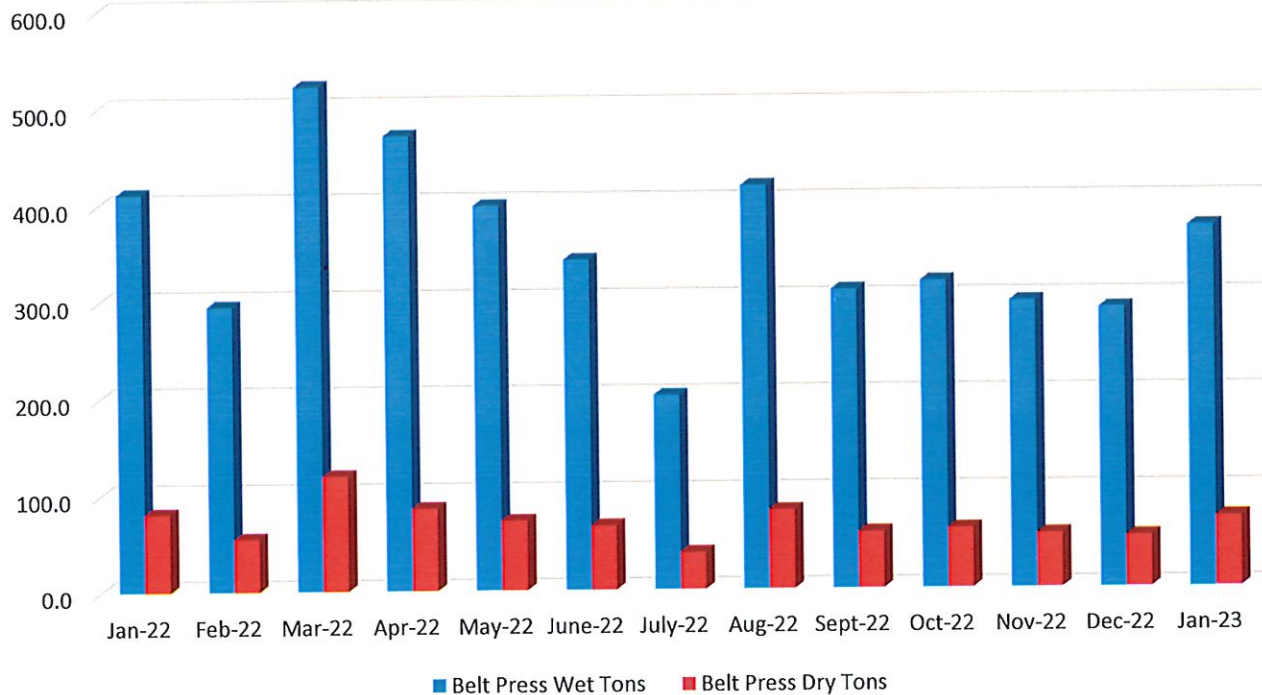
Monthly Average Daily Wastewater Flow MGD



Belt Press Gallons Processed vs Septic Gallons Received



Belt Press Wet Tons Hauled vs Dry Tons Removed



Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
Huber Step Screen	Lamina Steps Replaced	Froze	Replaced	\$5,700
Huber Step Screen	Labor	Repair	Completed	Have not received invoice yet

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Phos & BOD	Flow, BOD & TSS	\$2,550(waived)
Ethicon	Phosphorous	None	None
Salford BBI	None	None	None

December Data. January Industrial Reports not due until February 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	45
Completed Work Orders	31
Back-log Work Orders	3

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	12
Grease Traps Inspected	4
Non-Compliant	6

Plant Operations

- **Solids Handling:** Normal
- **Summary:** Dump Truck was out of service for 2 weeks. Used Hudson River Roll Offs to haul sludge.
- **Disk Filters:** Normal
- **Summary:** N/A
- **Phosphorous/Ammonia Issues:** Normal
- **Summary:** N/A
- **Other:** Letters were taken to all the restaurants and food establishments notifying them of the frequency needed for pumping out their grease traps.

Water Treatment Plant

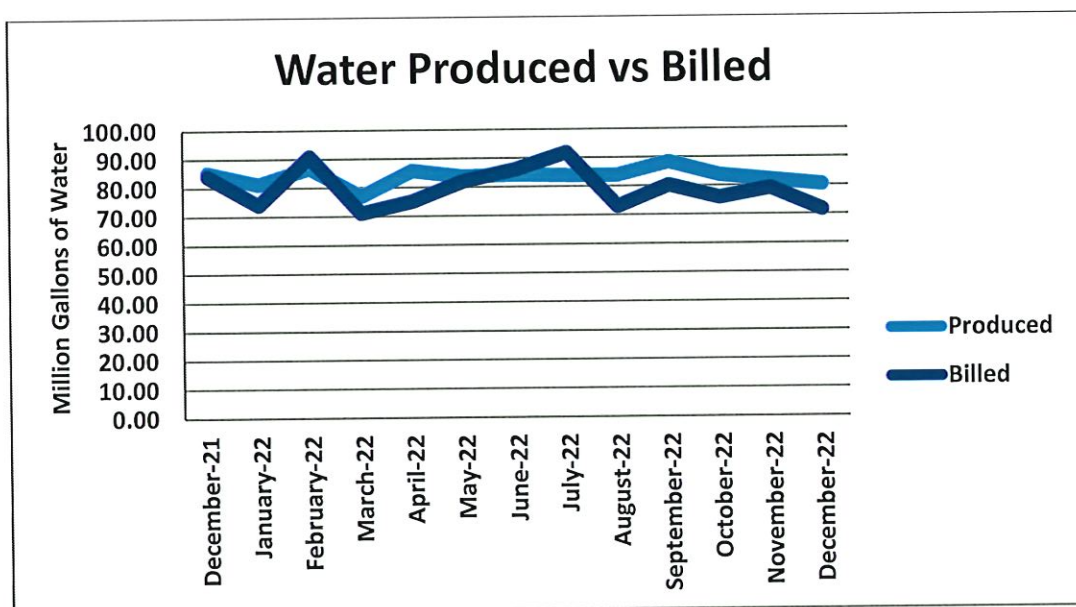
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
1	High chlorine	Onsite Chlorine testing. Chlorine results were well within parameters.

Water Production Quantities

- Water Produced in December of 2022 was 80.31 MG.
- Water Billed in December of 2022 was 71.66 MG.
- The WTP recorded 11.65 inches of rain to date for January 2023.
- Off Stream Impoundment level is 26.5 feet.
- Reservoir level is 5 foot 3 inches above full pool.

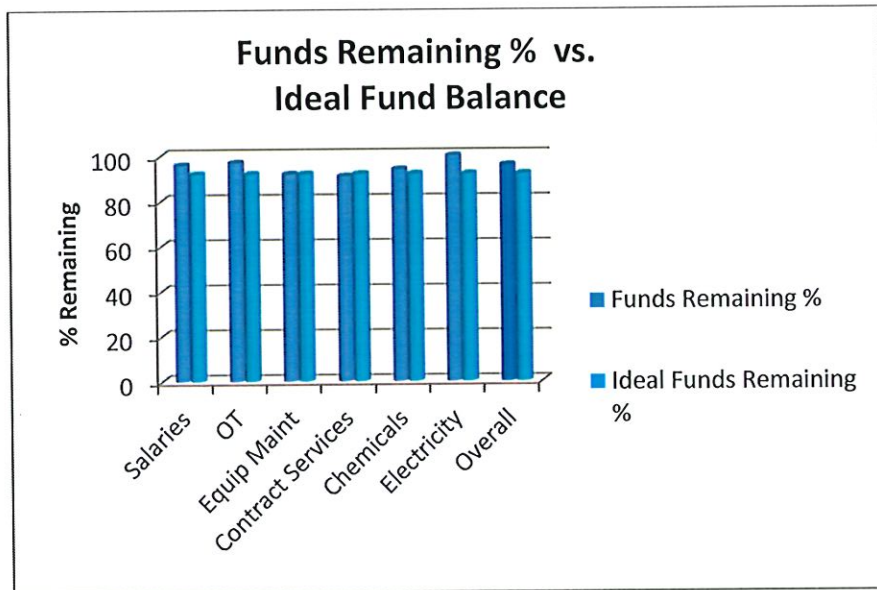


Above flow graph and other flow information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Re-piped Pump #2 polymer feed line.
- Reset main breaker on Chenocetah and Grandview pumps.
- Lines and gauges froze at Chenocetah and Grandview. Reinsulate lines at Chenocetah and closed off all vents on Grandview booster pump.
- Repaired leak on pressure gauge at Chenocetah tank.
- Soldered crack on check valve in High Service building.
- Re-piped polymer Tee and union on Polymer Pump #1.

- Tested and labeled spare lime lines to pre and post injection points.
- Grandview Booster Pump - Replaced pressure transducer.
- Polymer Pump, Train 1 - Replaced Ball valve on drawdown tube.
- Hazel Creek Pump #2 - Russell Hatcher replaced soft start.

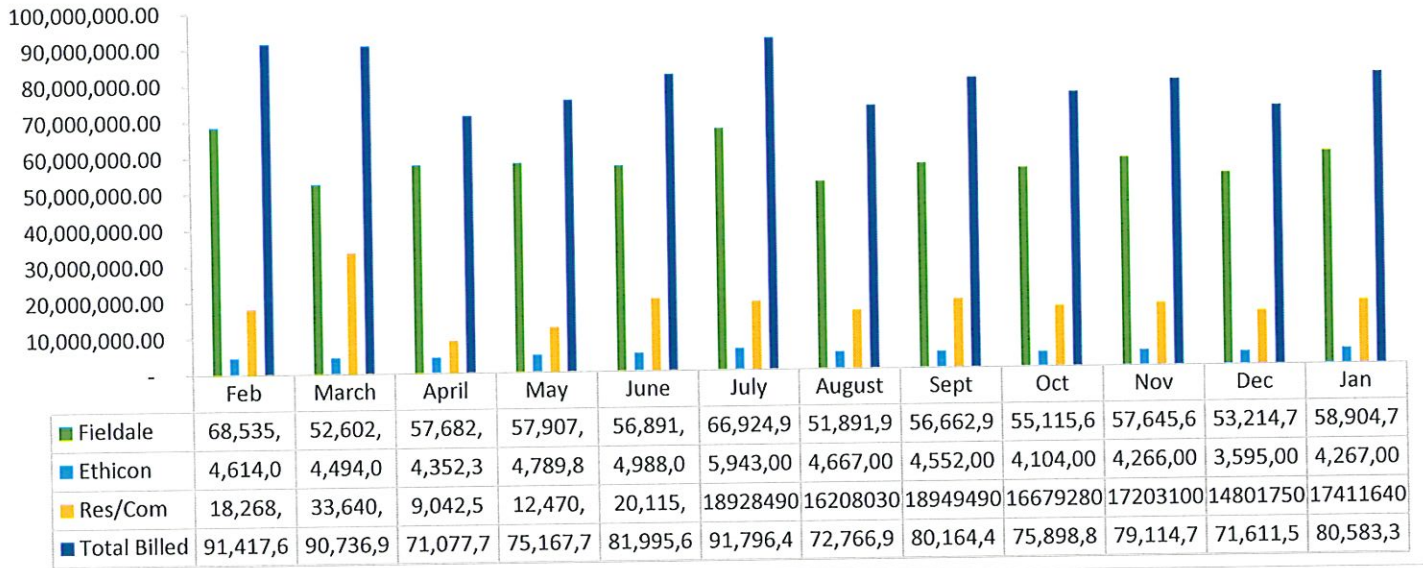


Water-Sewer-Storm January 2023

Work Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	3	\$57.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.00	0.65%
Wastewater Plant	63	\$945.25	\$0.00	\$0.00	\$0.00	\$0.00	\$945.25	10.81%
Meter/Billing	9	\$1140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1140.00	13.04%
Water	16	\$2745.50	\$86.98	\$0.00	\$0.00	\$0.00	\$2832.48	32.39%
Sewer	20	\$2517.50	\$55.23	\$0.00	\$0.00	\$0.00	\$2572.73	29.42%
Storm Water	3	\$304.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304.00	3.48%
Water Plant 1439	45	\$893.00	\$0.00	\$0.00	\$0.00	\$0.00	\$893.00	10.21%
Report Totals	159	\$8602.25	\$142.21	\$0.00	\$0.00	\$0.00	\$8744.46	

MAJOR USERS



Work Order Summary

Sewer General 2	Locates 131
Sewer Blocks 8	Meter 59
Water General 12	Storm 6
Water Breaks 12	

General Activity

- Storm Grates Inspections.
- Truck/Shop Maintenance
- Lift Station Repairs and Maintenance.
- 811 Locates
- Door hangers for customers (past due notices)

Sewer Blocks/Repairs

- Cleared a private 6" sewer main at Alpine Court the sewer jetter.
- 466 S Main Street sewer project is still ongoing. Cut the road to removed asphalt and replaced sewer line. Will pave when the weather allows.
- 302 Circle Drive called about their sewer backing up we ran camera and marked the tap so customer can install a cleanout so line can be jetted.
- Jim Smith Park, used sewer camera to identify tree roots lining the inside of the sewer line. Maple tree had grown over the sewer line. We removed the roots inside the line and cut the tree down.

Water Repairs Leaks/Main Breaks

- Repaired a 6" water main break on Level Grove Road
- Repaired a ¾" galvanized service at 228 Hendrix Street.
- Repaired a leak in 1 1/2" pvc line at Mason Ave.
- Repaired a 1" poly leaking behind the nut that goes to the curbstop
- Repaired ¾" service at 214 Quail Trail,
- Repaired and poly line and replaced the curbstop at 76 Linda Way.
- Repair of a 6" transite water main at 1537 Chase Road until we can decommission the main by making a new tap on the 8" water main.
- Repaired a ¾" service at 2802 Chase Road.



Public Works Monthly Report for January 2023

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

The leaf vac has been working on the route and getting leaves out of storm drains and gutters.

The chipper started finished a route.

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 – 17

The Community House was cleaned 13 times.

We came in early twice a week 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.

The leaves were blown regularly on city properties, parks, and walking trail.

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.

The glass in the glass bins were crushed at the recycling center.

All the Christmas decorations were taken down and stored.

We repaired water lines in the public restrooms at K&L Cab, Jim Smith Park, and Big City Park after they froze and bust.

We cleaned up trees that fell in several places around the city and parks.

Repairs were made to the tennis court practice net after a tree fell on it.

The old skate ramps were hauled off in preparation for the new ones to be installed.

We worked on city buildings making repairs as needed.

The door lock was replaced with a deadbolt for the police officer at the school on Elrod Street.

The bike racks were reinstalled downtown.

No littering signs were installed around the lift station at Garden Gate to prevent anymore dumping.

We removed a tree from City Hall and planted it downtown so a new sign could be installed.

The gutters and median were cleaned on Veterans Memorial Highway from Wal-Mart to Tractor Supply.

Storm drains were cleaned during rainstorms to prevent flooding.

New privacy screen was installed around the fence at the shop.

We swept and blew Old Lake Russell Road off in preparation for it to be restriped.

The rest of the tires and debris was removed off the property on Moss Street.

A hole in the roof at the shop was patched.

We worked on changing out old signs in ward 4.

MONTHLY REPORT

12/29/2022	truck # 30 car # 123 truck # 36	fixed tire service replaced wiper motor
12/30/2022		vacation day
1/2/2023		holiday
1/3/2023	truck # 18 truck # 29 concrete saw	fixed taillights fixed tire replaced belts
1/4/2023	car # 107 FD ladder truck light tower	service worked on DEF system replaced trailer hitch
1/5/2023	leaf machine car # 111 truck # 30 truck # 13	fixed tire fixed tire fixed air leak replaced fuel filters
1/6/2023	FD ladder trk car # 109 truck # 3	replaced batteries fixed radio & lights replaced rear brakes
1/9/2023	truck # 9 car # 117 truck # 13	welded mud flap back on trk service fixed tire
1/10/2023	truck # 6 car # 111 FD F150	fixed turbo hose fixed tire fixed coolant leak
1/11/2023	truck # 9 car # 124 truck # 27	replaced headlight pigtail service & installed radio & replaced tires fixed battery cable

MONTHLY REPORT

1/12/2023	car # 114 FD ladder trk shop truck # 32	service replaced hdraulic tank sending unit replaced fuel pump on shop generator removed decals & equipment & put trk on gov deals
1/13/2023	car # 124 truck # 23 truck # 30	removed lock cylinder on drivers door replaced spark plugs took trk down to 441 diesel
1/16/2023	car # 124 truck # 42 car # 112	replaced lock cylinder & finished up work on car replaced alternator fixed tire
1/17/2023	car # 109 street sweeper truck # 42 truck # 4	service replaced water system fitting fixed door handle charged batteries & fixed alternator
1/18/2023	concrete saw car # 113 truck # 44	replaced battery service replaced battery
1/19/2023	car # 115 utility director trk ventrac	balanced tires service service
1/20/2023	truck # 36 WTP FD tahoe	replaced wiper motor took down light on pole replaced tires
1/23/2023	truck # 30 leaf machine car # 104	picked up trk in commerce replaced clutch handle replaced batteries
1/24/2023	truck # 3 car # 102 skid steer	service & replaced heater hoses worked on starter electrical system checked hydraulics
1/25/2023	truck # 36 truck # 28 car # 108	fixed wiper washer fixed taillights replaced tires

MONTHLY REPORT

1/26/2023	truck # 23 car # 114 truck # 6	replaced water pump service fixed tire
1/27/2023	car # 116 truck # 4 truck # 26	service replaced batteries & fixed battery cables fixed tire
1/30/2023	truck # 4 car # 108 w/s trailer	replaced alternator replaced tires fixed trailer lights
1/31/2023	truck # 28 truck # 27	replaced ball joints & hub assys. installed new trailer plug
2/1/2023	truck # 28 PD explorer	finished up work on trk 100,000 mi service & replaced RF wheel bearing assy & axle shaft



Jessie Owensby
Community Development Department
January 31, 2023
Monthly Report

Planning & Zoning

1. Continued reading minimum development standards and making notes
2. Correspondence with Wade Rhodes about water fees
3. Posted public hearing notice for Old Level Grove Road on property
4. Reviewed and approved sign permit application for Chick Fil A
5. Sent sign permit application and ordinance to Sugartopia
6. Spoke with developer re: housing development potential
7. Comprehensive Plan Steering Committee meeting
8. GAZA conference registration and agenda
9. Researched previous annexation in archives
10. Planning commission meeting agenda, meeting, and minutes
11. Prepared staff report for city commission following planning commission meeting
12. Contacted developer for variance request retraction
13. Spoke with new property owner re: property annexation potential
14. Spoke with Clayton staff re: Planned Unit Development ordinance
15. Spoke with rezoning applicant re: application process
16. Researched PUD ordinances from other communities
17. Updated and sent vacancy inventory to City Marshal's office for code enforcement
18. Wrote and published public hearing notice for zoning ordinance amendment
19. Researched housing unit development incentives of other communities
20. Wrote proposal to city commission re: zoning ordinance amendment
21. Reviewed and approved Walmart remodel plans
22. Edited PUD ordinance verbiage for amendment
23. Began processing variance request for Galloway Street

Economic Development

1. DDA board meeting
2. Met with Noah x2 re: training
3. Correspondence with Noah re: agendas and minutes templates
4. Met with Colby Moore re: annual assessment documents
5. Edited annual report
6. Phone call with Jason Tanner re: DDA
7. Spoke with Alice Dover re: Main Street projects
8. Updated clickUp tasks for Noah
9. Edited ceremony invite

10. Edited and approved award engraving
11. Phone call with Laurin at GMRC re: grant opportunities
12. Outgoing RZ community webinar with DCA
13. Updated downtown incentives sheet for recruitment materials
14. Met with Casey Ramsey re: opening salon in downtown
15. Spoke with Dana Pardue re: allowed signage for marketing purposes
16. Reviewed Dropbox for Main Street accreditation
17. Sent DDA application to two potential new members
18. DCA December monthly report with Noah
19. Gathered volunteer hours for 2022 for Dropbox
20. Connected Noah with other city staff that he will be working with regularly
21. Trained Noah on partnership packets and their contents
22. Added new business owners to CBA list distribution
23. Registered Noah for Academy of Economic Development training
24. Attended monthly EDC meeting
25. Researched cottage license requirements for small business owners
26. Met with Colin Rai re: opening new bakery in downtown
27. Sent requested traffic concept to potential developer for commercial development
28. Sent Rural zone forms to eligible businesses
29. Reviewed and signed RZ forms and submitted to DCA offices
30. Completed final Rural Zone report for Cornelia for 2022

Community Development & Special Projects

1. Kiwanis every Wednesday at noon
2. Updated Kiwanis social media
3. Monthly chamber board meeting
4. Attended Leadership Habersham as keynote speaker re: economic development
5. Correspondence with Laurin at GMRC re: playground and splash pad
6. Met with Chris with Jaymarz re: wayfinding sign placement
7. Updated Kiwanis bingo night poster
8. Gathered stats and posted for Kiwanis re: projects
9. Research potential multi-ability playground
10. Sent special event application to Family Resources for 5k
11. Met with potential partners re: multi-ability playground possibilities
12. Monthly Historic Preservation Commission meeting
13. Trained Noah on HPC stuff
14. Gave update to Kiwanis re: key club volunteers for events
15. Correspondence with Habersham Metal re: public art project for retaining wall
16. Special chamber project for downtown business

Tourism and Special Events

1. Updated Special Events application and sent to Chad
2. Met with Chad and Wayne (police) to discuss standard routes for events
3. Spoke with Annette Lee from ABATE re: Valentine's fundraiser
4. Talked to Noah about route maps for special events
5. Edited 2023 Calendar graphic
6. Talked to Noah about helping to work on Bike Ride Across GA event in June

NOAH DECEMBER MONTHLY REPORT

Special Events and Tourism

24. Created Hit list ads for Cornelia Music Fest in May
25. Connected with Hit List representative Lynn Trehern
26. Met with Tourism and Hospitality Board to determine best location for ads
27. Connected with vendors for Cornelia Music Fest
28. Published ads virtually to Hit List media locations
29. Sent award ceremony invitations to award recipients and community members
30. Created marketing materials for handout at award ceremony

Downtown Development

31. Attended DDA meeting
32. Completed Main Street Monthly report for December
33. Researched social media classes to send to local business owners
34. Published 4 weekly newsletters.
35. Continuously updated city website with current information
36. Kept vacant property inventory updated
37. Met with Colin Rai about potential new business location
38. Talked on phone with local Bakery about finding potential property for business
39. Signed up for Economic Development Training
40. Signed up for DDA Training

Community Development & Special Projects

17. Met and connected with Colby Moore
18. Met and connected with Alex Michelle (Marketing for Chamber)
19. Attended Rotary and connected
20. Attended HPC meeting and connected
21. Connected with Patrick Ledford
22. Represented Cornelia at Habersham County Library Board
23. Represented the city of Cornelia at Young Professionals