



City Manager Monthly Report for July 2023

Garrett Paving completed the asphalt work on Main Street so this repair project is now complete! Garrett also completed this year's paving project which included Banks Street, Dolson Street, and Sunrise Circle. They have also begun installing the curb and gutter and sidewalks on Market Corners Drive.

We have been working with Pebble Ministries to create a Story Trail at City Park. The trail should be ready to go active later this month. There will be a reception to celebrate the project and the author of the first book on August 27th at 2:00 PM at the Community House.

The Police Department conducted 297 traffic stops, responded to 38 accidents, 11 shoplifting/thefts, and 21 alarms. They responded to a total of 1,021 calls for the month. The Investigative Division opened 8 new cases, closed 8 cases, and made 3 arrests. The Traffic unit issued 105 citations, 7 DUI's, and 5 drug arrests. We distributed 9 car seats and trained 17 care givers.

Probation has 202 active cases and collected \$8,702 in fines. Probationers completed 245 hours of Community Service with a value of \$1,776.25. The Municipal Court managed 245 cases and collected \$7,623 in fines.

The Building Department issued 9 permits and collected \$661 in permit fees. They completed 22 residential inspections, 16 commercial inspections, 1 plan review and issued 2 certificates of occupancy. Code Enforcement opened 18 new cases, closed 28 cases, and they currently have 13 active cases.

The Fire Department responded to 106 calls and completed 293 hours of training. The Fire Marshal completed 17 inspections, issued 5 certificates of occupancy, and investigated 1 fire.

The Wastewater Plant treated 67.2 million gallons of sewerage. The Water Plant produced 80.5 million gallons of drinking water. We recorded 1.13 inches of rain; the new reservoir level is at 25.1 feet and the old reservoir is 7 inches above full pool. The Maintenance Department repaired 6 water leaks and 8 sewer blockages.

Public Works cleaned and inspected the Community House following 10 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.

They repaired a water leak at the North Fire Station and installed a new refrigerator at the Community House.

The Maintenance Shop repaired 40 vehicles and serviced 10 vehicles.



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

July 2023

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	297
Susp.Person/ Veh	93
License Check	4
MVA Accidents	38
NON-TRAFFIC	
Fight Calls	3
Burglary	3
Shoplifting/Theft	11
Domestic Calls	31
Drunk/Disorderly	14
Abuse	
Alarms	21
CONTACTS	
Citizen	3200
Motorist	30
Bank/Funeral	2
REPORTS	
Incidents	148
Accidents	22
Citations	213
TOTAL DISPATCHED CALLS 1021	

TRAFFIC UNIT	
Citations Issued	105
DUI	7
DUI Drugs	4
Drug Arrests	5
Other Arrest	1

CRIMINAL INVESTIGATIONS

CASES	
NEW	8
OLD	9
TYPES	
Person	6
Property	5
Financial	5
Sex Crime	1
TOTAL	17
DISPOSITION	
Arrest	3
Ex. Clear	
Inactive	5
Active	9
CLOSED	8
Narcotics	
Active	
Closed	
Arrest	
CI's Active	

NARCAN	
Units Used	

TRAINING	
Virtual Academy	17
Power DMS	
In Service	205
Outside	16
TOTAL	238
CAR SEATS	
Seats Distributed	9
Care Givers Trained	17
Police Trained	
SRO	
Incident Reports	Worked
Arrest/ Juvenile	Patrol
Calls for service	
Parent Contact	
Student Contact	

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	245
Fines Paid	\$7,623.00
C.H. Ran	146
C.H. Monies	\$40.00
Walk In's	103

PROBATION

Fines for Cornelia	\$8,702.00
Community Service	
Hours	245
Value of Hours	\$1,776.25
Active Cases	202

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	9
Fees Paid	\$661.00
Plan Reviews	1
Residential Inspection	22
Commercial Inspection	16
New Home Permits	2
Residential C.O.s	2

CODE ENFORCEMENT

Cases

New	18
Old	23
Inspections	
Disposition	
Closed	28
Citations	0
Active	13

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

July 2023

- Spoke at the Cornelia Elementary summer program parent meeting about smoke alarms and home fire safety. We also got a list of parents that need car seats.
- Fieldale's new office has been approved to open. The new chiller process plant area is nearing completion, and I am completing final inspections as needed.
- The four new apartments in the Stovall Building on N Main St. have been completed and are all rented.
- Conducted fire education at The Torch Church and Cornelia Elementary summer program.
- Fire Personnel completed multiple certifications training again this month. Including 2 personnel completing fire officer 1 and 2 training.
- Sonic passed the final inspection and is now open.
- Fairfield Inn inspections have begun.
- The Fire Marshal completed:
 - CO's Issued: 5
 - Inspections: 17
 - Violations notice: 0
 - Plan Reviews: 0
 - Investigations: 1

Fire Department

Monthly Call Response

-106 calls were responded to during the month.

-797 calls responded to during 2023.



Monthly training hours

-293 training hours between all CFD Personnel.

-2,689 training hours YTD.



Utilities Monthly Report

-  *Water Pollution Control Plant*
-  *Drinking Water Treatment Plant*
-  *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for June 24, 2023 thru July 20, 2023

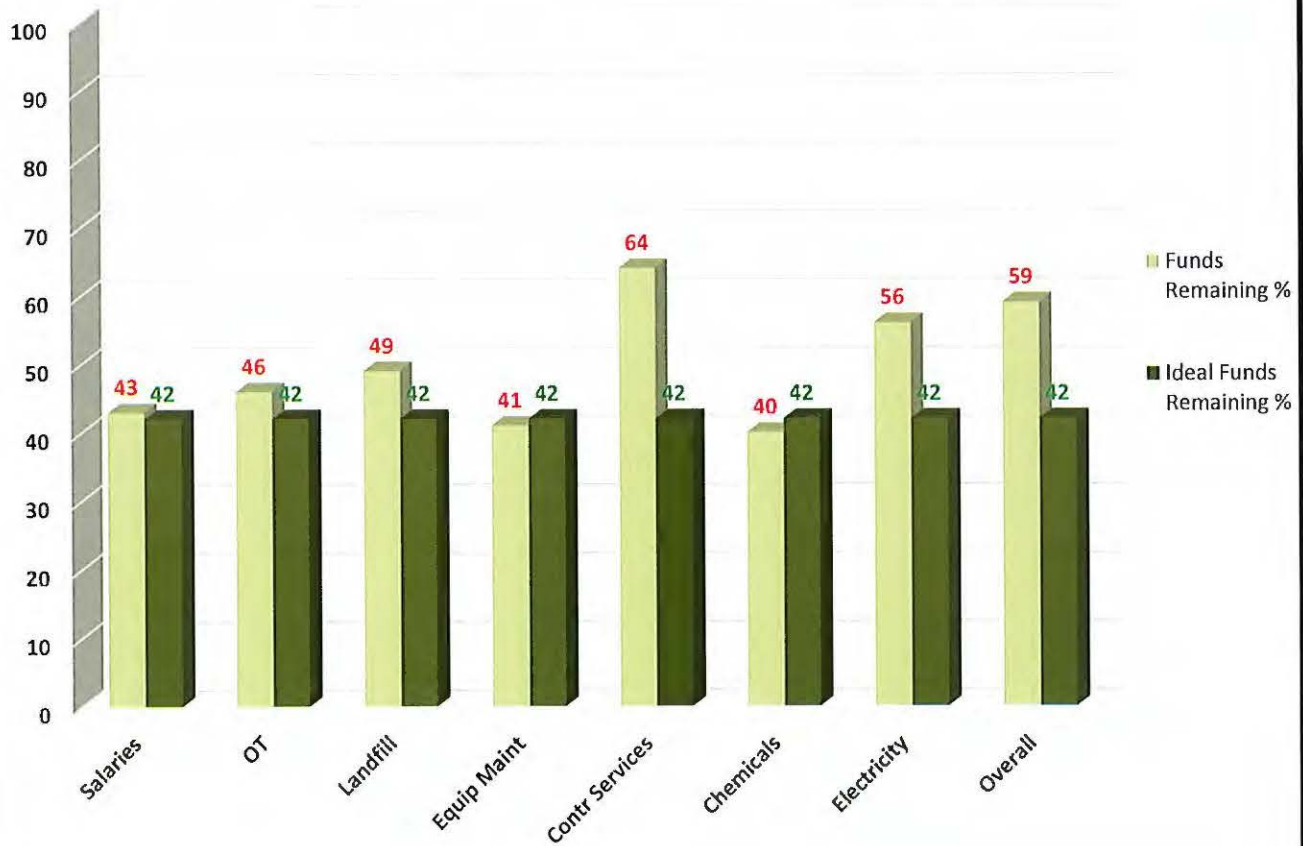
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	67.2	Million Gallons
Influent BOD	91.7	Tons
Influent TSS	80.6	Tons
Solids to Landfill	301.2	Wet Tons
Dry Solids Removed	57.4	Dry Tons

Wastewater Treatments Projects & Events

- 100% Compliance for July NPDES
- Annual Toxicity Testing passed for both Fathead Minnow & Water Flea
- Annual EPD Plant Inspection

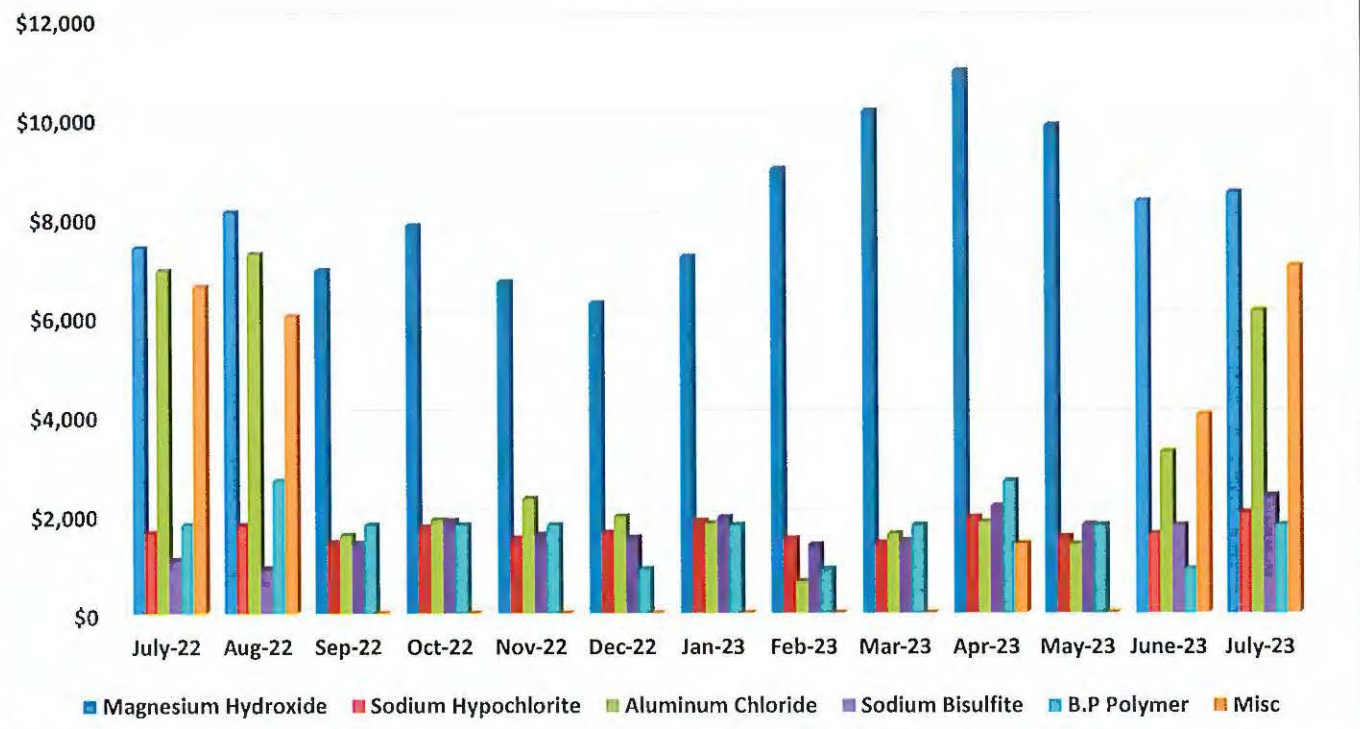
Funds Remaining % vs Ideal Funds Remaining % 2023



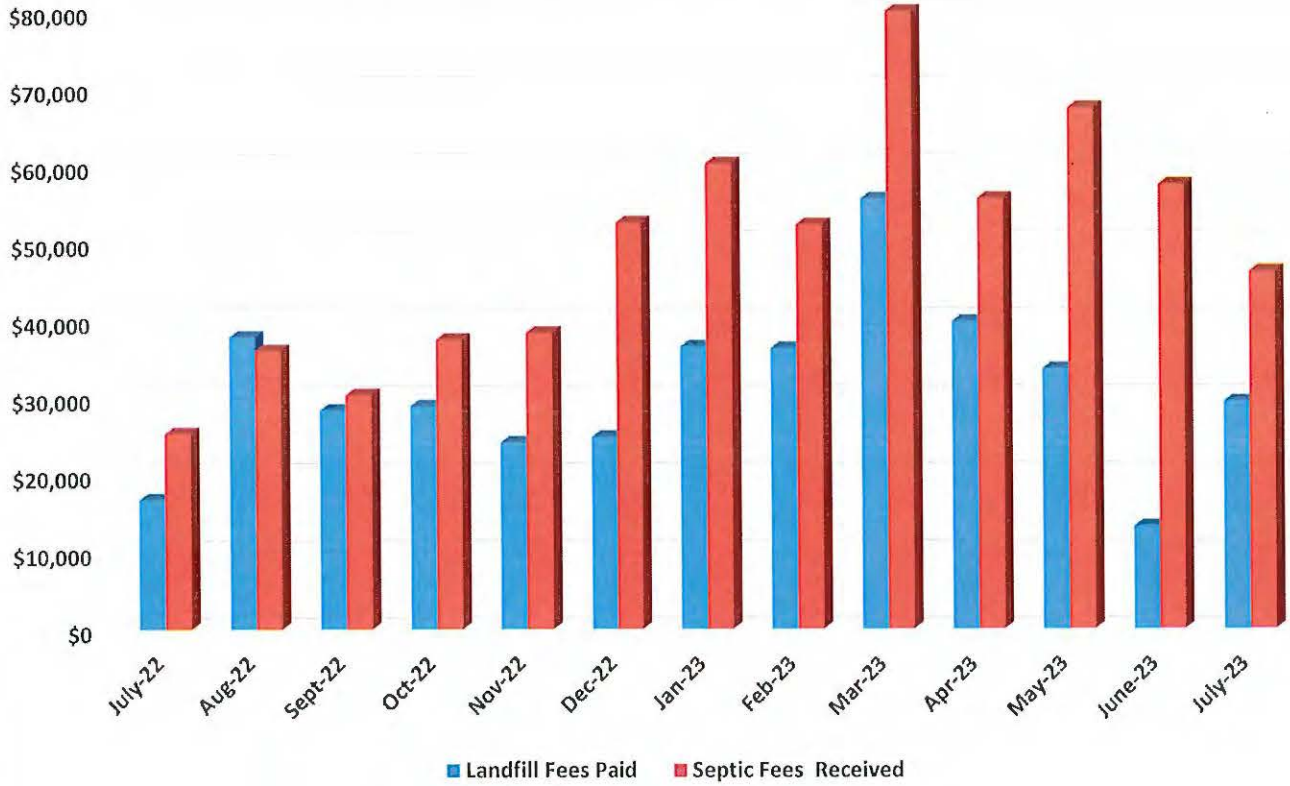
Sewage Treated vs Billed Monthly



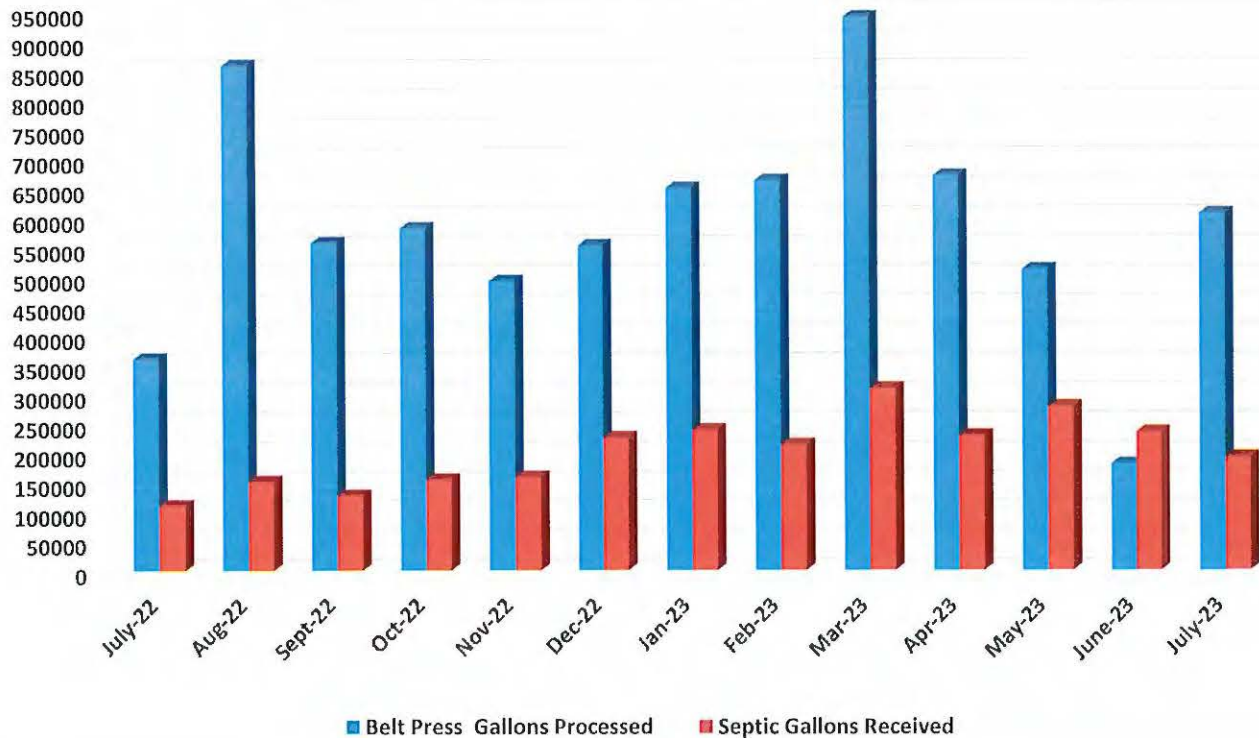
Chemical Cost Chart



Landfill Fees Paid vs Septic Fees Received 2023



Belt Press Gallons Processed vs Septic Gallons Received



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Aeration Basin	Mixer	End of Life	Ordered	\$12,778
Disk Filter	AC for Electrical	End of Life	Ordered	\$1,840
Aeration Basin	Magmeter	End of Life	Assessed	\$832

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Phos & BOD	TSS \$200	\$69,415 <i>(waived)</i>
Ethicon	None	None	None
Salford BBI	None	None	None

June Data. July Industrial Reports not due until August 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	52
Completed Work Orders	42
Back-log Work Orders	10

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	33
Grease Traps Inspected	5
Non-Compliant	3

Plant Operations

- **Solids Handling:** Digester # 1 back to normal
- **Summary:** The digester solids was completely processed thru belt press and emptied. CCA cleaned all the diffusers and repaired. Back in service.
- **Disk Filters:** Tears to clothe media have been repaired. Aqua Aerobic representative came out and evaluated the filters. Filter #1 still needs to have brackets aligned properly. Flow thru the filter has been diagnosed.
- **Summary:** It was discovered during the inspection of the filters that the flow through the filters in a hydraulic problem with the overflow not being properly designed to allow flow to continue to the filter before overflowing. Filters still had plenty of room to receive water when overflow began. May need to place a stainless-steel weir on the overflow to allow more flow to enter the filter.
- **Phosphorous/Ammonia Issues:** Phosphorous elevated on Monday and Tuesdays and back to normal on Wednesday.
- **Summary:** Fieldale phosphorous to plant very high on Mondays.
- **Other:** N/A

Water Treatment Plant

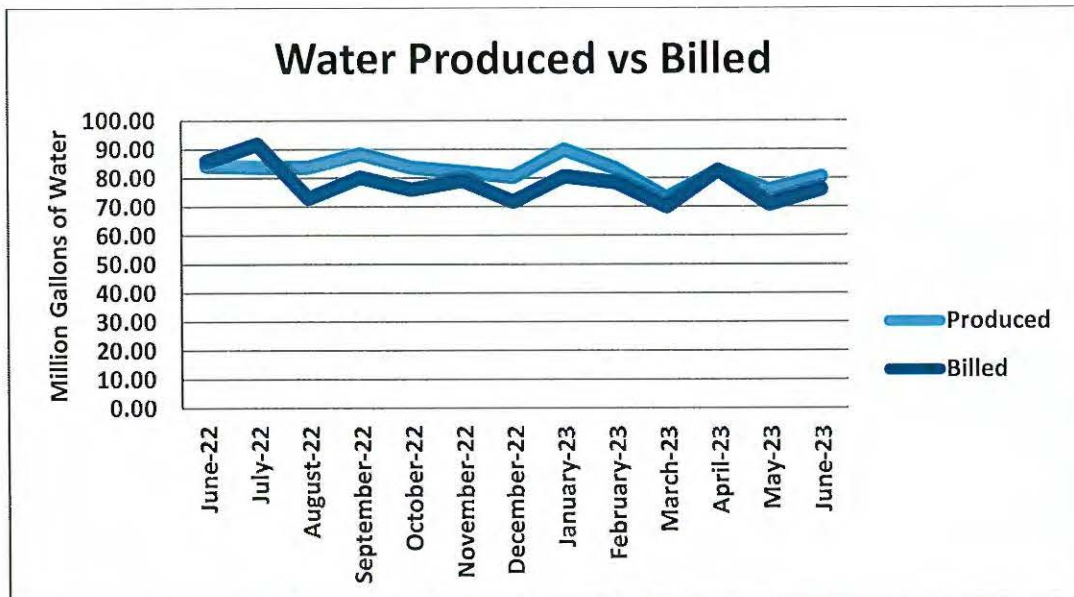
Water Quality

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 June of 2023 was 80.46 MG.
- Water Billed in June of 2023 was 76.06 MG.
- The WTP recorded 1.13 inches of rain to date for July 2023.
- The Off Stream Impoundment level is 25.1 feet.
- The Reservoir level is 7 inches above full pool.

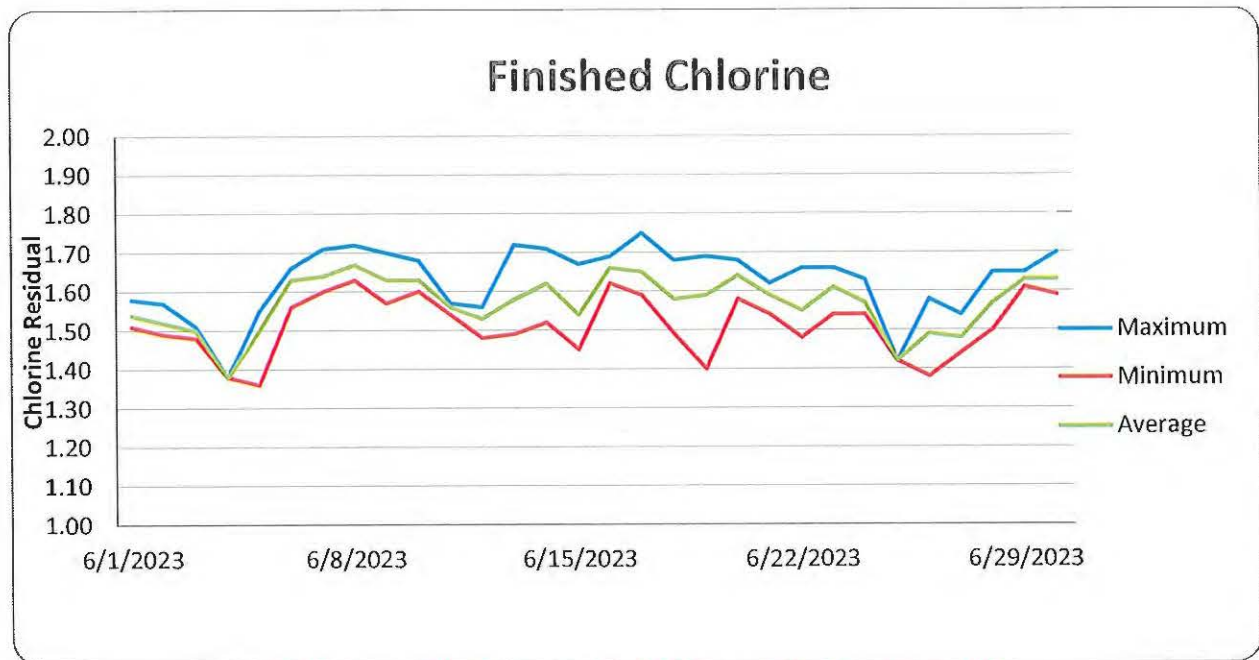
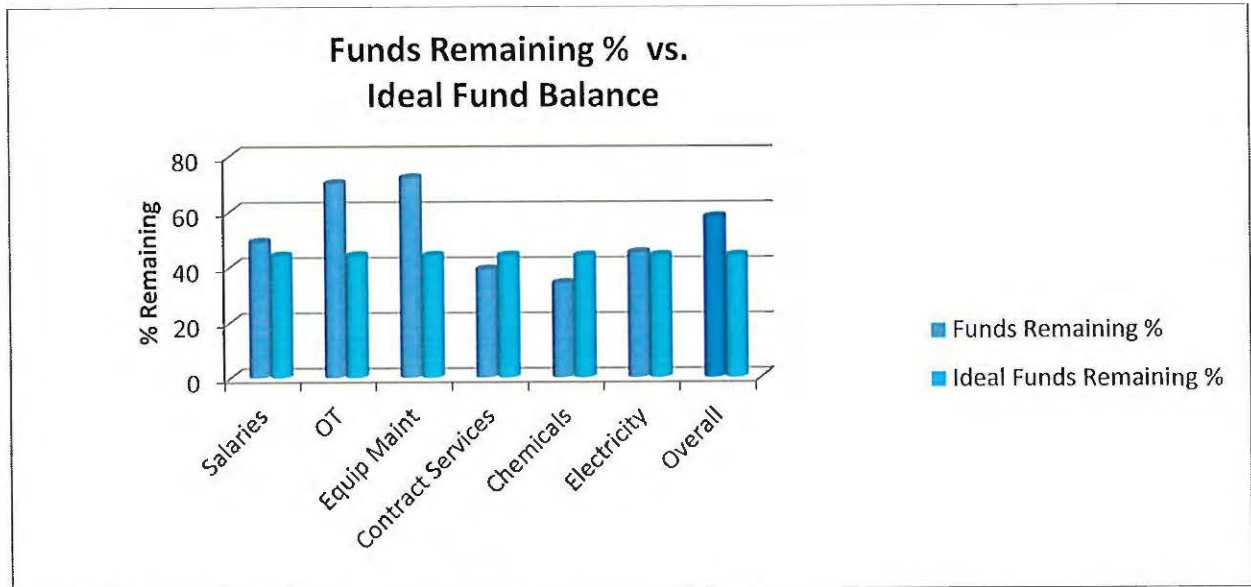


Above flow graph and other flow information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Flushed Polymer lines, including pump lines.
- KMNO₄ - Installed a secondary feeding system due to broken auger.
- PAC - Install flushing system at injection point.
- Online training.
- Removed Filter aid system.

- Chenocetah Pump 2 check valve - Replaced.
- Lead and Copper samples - Completed.



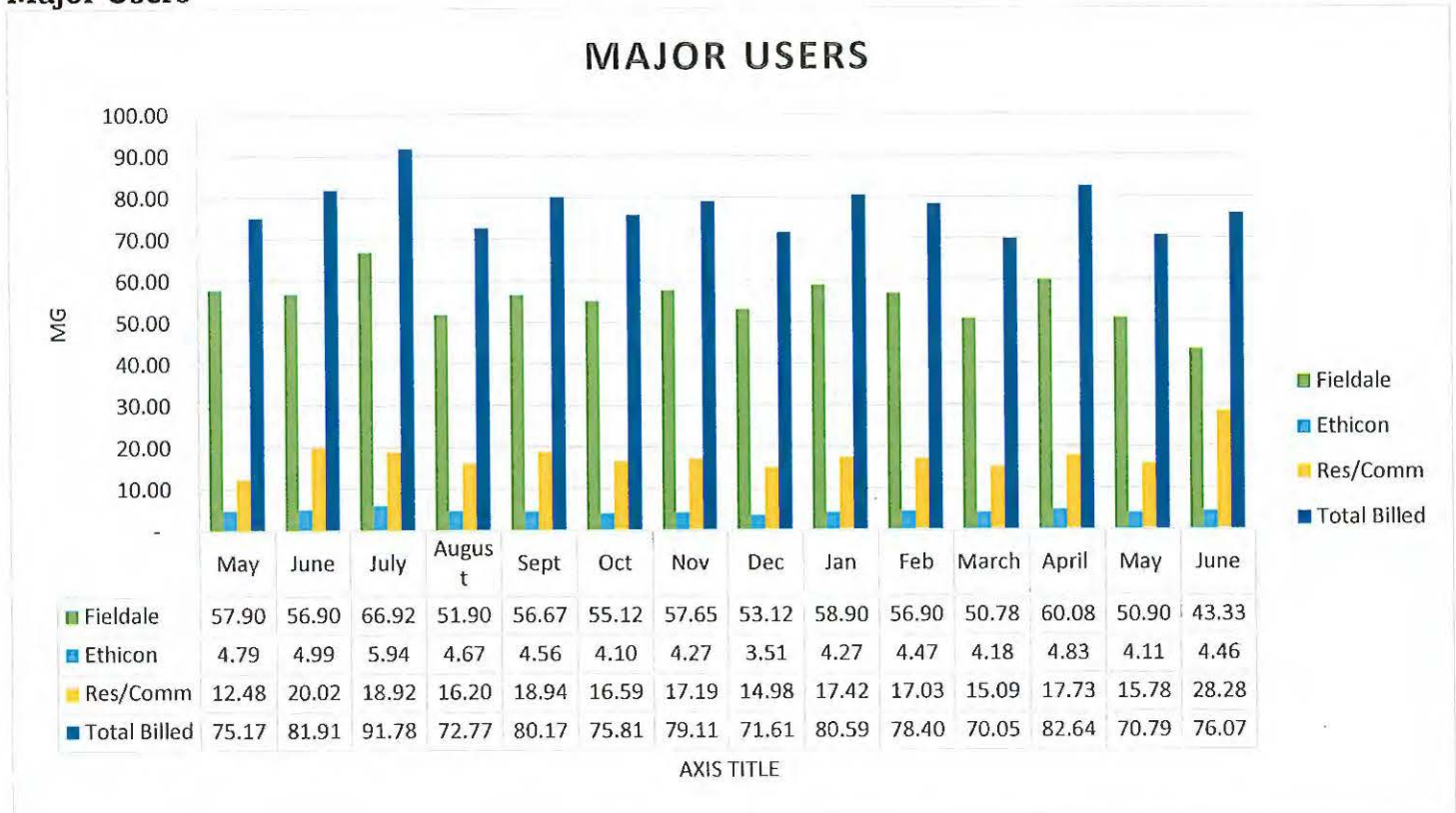
Chlorine residual parameters: Minimum 0.2 - Maximum 4.0

Water-Sewer-Storm June 2023

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	2	\$23.75	\$0.00	\$0.00	\$0.00	\$0.00	\$23.75	0.02%
Wastewater Plant	39	\$465.50	\$0.00	\$0.00	\$0.00	\$0.00	\$465.50	0.36%
Meter/Billing	11	\$950.00	\$215.00	\$0.00	\$0.00	\$0.00	\$1165.00	0.90%
Water	17	\$22994.75	\$66900.25	\$0.00	\$4980.50	\$26200.00	\$121075.50	93.87%
Sewer	14	\$2356.00	\$0.00	\$0.00	\$146.00	\$0.00	\$2502.00	1.94%
Storm Water	6	\$1482.00	\$1057.50	\$0.00	\$761.00	\$0.00	\$3300.50	2.56%
Water Plant 1439	37	\$446.50	\$0.00	\$0.00	\$0.00	\$0.00	\$446.50	0.35%
Report Totals	126	\$28718.50	\$68172.75	\$0.00	\$5887.50	\$26200.00	\$128978.75	

Major Users



General Activity

- 78 hrs Lift Station Maintenance.
- 69 hrs Old Water Plant Project
- 102 hrs Splash Pad Daily Maintenance
- 93 - 811 Locates
- 176 Door Hangers for customers (past due notices)
- 76 Meters On/Off's
- Installed/Replaced 19 meters.
- 265 hrs on Main St/Hodges

PROJECTS/EVENTS

- Completion of N Main St/Stovall to Hodges. Cut and removed old concrete and curb, removed debris., connected the community brew lift station to sewer main, replaced gravel to fill in ruts., prepped for paving., put up form boards and poured new curb., inlayed 40 bricks on crosswalk.
- Old Water Plant Project: Filter basin demo., removing anthracite from old filters with Vac truck.
- Storm Projects: 416 Thomas St., Hodges St., 205 Laurel, 176 Forest St.
- Water Leak Repairs: Habersham Village, Neil King Rd., Alpine Court, 176 E. Walnut St., Magnolia Lane, 101 Camp Creek Rd.
- Sewer Blocks Cleared: 297 Dolson St. 182 Cash St., 330 Summit St., 233 Ellis St., Dogwood Lane 445 S. Main St., Grandview Circle. 111 Third St.



Filter Basin at Old Water Plant



Jessie Owensby
Community Development Department
July 24, 2023
Monthly Report

Planning & Zoning

1. Confirmed registration for GAZA conference
2. Added CVIOG Vision Plan to website
3. Reviewed Plan First Renewal applications- with comments
4. Reviewed Plan First new applications- with comments
5. Added key stakeholders to GICH team for application
6. Spoke with developer of Aspen Dental re: Landscaping plans
7. Reviewed and approved pylon and accessory signage for Aspen Dental
8. Agenda and minutes for Planning Commission meeting
9. Planning Commission meeting Thursday, July 20 to review ordinance amendments
10. Spoke with property owner re: mobile home remodel
11. Sent requested zoning uses to local realtor
12. Attended webinar re: Final GICH application
13. Requested information from Gainesville CD Rusty Ligon re:TAD education
14. Spoke with property owner re: uses for existing space
15. Spoke with restaurant owner re: outdoor seating
16. Spoke with Marcus Hall at HCHD re: restaurant requirements
17. Spoke to property owner re: new construction on existing lot
18. Spoke to property owner re: Michaels retail store
19. Reviewed and approved signage for Michaels
20. Finalized and submitted GICH application to DCA
21. Reviewed house plans for Magnolia Villas Lot #85
22. Spoke to realtor re: possible annexation and procedure
23. Completed subdivision approval for Old Level Grove Road
24. Spoke with resident re: graveling accessory driveway

Economic Development

1. Met with property owner re: acquiring property for project
2. Checked Basecamp for new data on supply/gap retail
3. Researched grease trap options for historic building in downtown
4. Sent sign grant application to business owner per his request
5. Wrote and published press release re: opening of Michaels
6. Provided requested information to Main Street Managers re: EV charging stations

Community Development & Special Projects

1. Lunch meeting with Trudy Crunkleton re: PUDs, water/sewer, Main Street

2. Assisted GMRC with narrative for ARC grant application for future amphitheater
3. Designed and ordered AARP signage for park trail
4. Spoke with community member re: community service project
5. Spoke with Ron Lewallen at Habersham Metal re: new sign on Level Grove Road

Tourism and Special Events

1. Weekly meetings with Noah
2. Took some MUCH NEEDED time off. Thank you!!!!

NOAH JULY MONTHLY REPORT

Special Events and Tourism

1. Organized and submitted second round of applications and payments for BRAF 2023 to finance department
2. Completed after action report for Summer Nights #2
3. Completed after action report for Farmers Market #2
4. Distributed Summer Nights and Farmer's Market #3 ads and applications
5. Confirmed vendors and payments for summer nights #3
6. Designed new Rack Card for tourism opportunities
7. Designed new vendor layout for Summer Nights based off After Action Report
8. Got in touch with public works regarding barricades needed for Farmers Market and Summer Nights
9. Created new press releases for Summer Nights and Farmers Market #2
10. 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 5 site visits (Raspas El Tigre, Flour Water Salt, Cornelia Pharmacy, K & A Realty Group, The Lounge)
5. Completed Community Activity Report for June
6. Completed Main Street Monthly report for July
7. Published 4 weekly newsletters.
8. Attended Entertainment District meeting at Train Depot
9. Coordinated and ran Catch me in Cornelia and Farmers Market

Community Development & Special Projects

1. Attended Chamber Ambassador Meeting at Goodwill
2. Attended Ribbon Cutting and Member of the Month presentation of Northeast Georgia Medical in Habersham
3. Represented the City of Cornelia at Chamber Power Hour meeting at Odori
4. Attended and coordinated city ribbon cutting for new Sonic Restaurant
5. Attended Ribbon Cutting for Esteamed Solutions at Chamber Office
6. Attended Business After Hours at Catch Me in Cornelia at Fenders Alley



Public Works Monthly Report for July 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 – 20

The Community House was cleaned 10 times.

We came in early to blow and clear 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.

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. in preparation for school to begin.

We set up for and cleaned up after small events.

Stumps were ground down in several spots around the city.

Repairs were made to city parks, from both regular maintenance and vandalism.

We worked at City Hall making repairs to the irrigation system and some electrical work.

A water leak was repaired in the bathroom at the North Fire Station.

The retaining wall on the Level Grove Road sidewalk was painted.

Holes were patched in the sidewalk on Level Grove Road, caused by the power poles being replaced.

We poured a column and reinstalled the Hampton Inn sign beside the new sidewalk.

We worked at the Community House installing the new fridge and making repairs to the drain line for the ice machine.

The speed limit signs on Industrial BLVD. were changed to 30 MPH and we placed one of our message boards at the city limit informing drivers of the change.

MONTHLY REPORT

6/29/2023	truck # 4 car # 102 car # 107	removed transmsssion replaced struts service
6/30/2023		floater day
7/3/2023	truck # 6 truck # 3 car # 115	replaced alternator clutch replaced engine cooling fan bearing fixed tire
7/4/2023		holiday
7/5/2023	truck # 3 bandit chipper truck # 27	finished up work on trk replaced hydraulic filter & mount replaced brakes front & rear
7/6/2023	truck # 27 leaf machine car # 110	finished up work on trk replaced suction hose end & bracket & rewired boom control service
7/7/2023	truck # 25 car # 118 car # 107	picked trk up in blairesville fixed tire replaced batteries
7/10/2023	truck # 4 truck # 27 car # 119	installed transmission removed fuel tank service
7/11/2023	truck # 20 car # 105 truck # 4	painted panels service & fixed blower replaced VSS sensor
7/12/2023	car # 121 car # 105 truck # 23 w/s trailer	installed radio service installed aux. fuel tank welded up ramp on trailer
7/13/2023	truck # 25 truck # 21 truck # 3 truck # 27	replaced a/c compressor fixed tire fixed tire picked up new door for trk in atlanta

MONTHLY REPORT

7/14/2023	truck # 27 car # 114 truck # 45	replaced drivers door & rebuilt hinges service service
7/17/2023	truck # 20 truck # 25 car # 104	replaced hood, grill & valance panel replaced a/c compressor replaced hub assy.
7/18/2023	truck # 38 car # 114 shop	replaced batteries fixed tire cleaned up around shop
7/19/2023	truck # 13 w/s excavator car # 122	service fixed wiper fixed strobes
7/20/2023	car # 108 lawnmower truck # 36 FD pierce	fixed tire fixed transmission shifter fixed coolant leak fixed siren
7/21/2023	truck # 16 cat # 111 truck # 12	removed starter installed radar fixed tire
7/24/2023	truck # 16 car # 119 car # 114	replaced starter service service
7/25/2023	FD f 150 truck # 26 car # 117	fixed vacuum leak replaced power steering hose fixed tire
7/26/2023	truck # 13 truck # 27 car # 108	replaced fuel filters charged a/c installed new strobes