



City Manager Monthly Report for January 2024

The mayor and I attended a meeting of water providers in our Region to discuss the possibility of creating a Northeast Georgia Water Authority. The meeting was hosted by Senator Frank Ginn. He made it clear that this is a long-term solution to the water issue in Northeast Georgia. It could take up to 25 years to design, permit, and construct a new reservoir.

We hosted the GMRC monthly Board meeting in January. About 75 representatives from our region attended the meeting. As always everyone in attendance commented on how wonderful the Community House is.

The Police Department conducted 187 traffic stops, responded to 61 accidents, 15 shoplifting/thefts, and 35 alarms. They responded to a total of 870 calls for the month. The Investigative Division opened 7 new cases, closed 6 cases, and made 4 arrests. We distributed 8 car seats and trained 15 care givers.

Probation has 242 active cases and collected \$9,825 in fines. Probationers completed 129 hours of Community Service with a value of \$935. The Municipal Court managed 231 cases and collected \$11,684 in fines.

The Building Department issued 13 permits and collected \$2,288 in permit fees. They completed 21 residential inspections, 9 commercial inspections, 2 plan reviews and issued 6 certificates of occupancy.

The Fire Department responded to 62 calls and completed 299 hours of training. The Fire Marshal completed 12 inspections, issued 2 certificates of occupancy, 2 plan reviews, and investigated 1 fire.

The Wastewater Plant treated 104.5 million gallons of sewerage. The Water Plant produced 81.98 million gallons of drinking water. We recorded 11.71 inches of rain; the new reservoir level is at 21.8 feet and the old reservoir is 6 feet 4 inches above full pool. The Maintenance Department repaired 4 water leaks and 9 sewer blockages.

Public Works cleaned and inspected the Community House following 14 events. They took down all the Christmas decorations in the park and around town. They repaired the furnace at the South Fire Station as well as the Water Plant. They repaired the water fountain at the Dog Park.

The Maintenance Shop repaired 37 vehicles and serviced 12 vehicles.



Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Jan 2024

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	346
Traffic Stops	187
Susp.Person/ Veh	98
License Check	
MVA Accidents	61
NON-TRAFFIC	
109	
Fight Calls	2
Burglary	5
Shoplifting/Theft	15
Domestic Calls	32
Drunk/Disorderly	20
Abuse	
Alarms	35
CONTACTS	
2677	
Citizen	2625
Motorist	46
Bank/Funeral	6
REPORTS	
Incidents	97
Accidents	38
Citations	56
TOTAL DISPATCHED CALLS 879	
TRAFFIC UNIT	
Citations Issued	
DUI	
DUI Drugs	
Drug Arrests	
Other Arrest	

CRIMINAL INVESTIGATIONS

CASES	15
NEW	7
OLD	6
TYPES	
Person	7
Property	6
Financial	
TOTAL	
DISPOSITION	
Arrest	4
Ex. Clear	
Inactive	
Active	9
CLOSED	6
Narcotics	
Active	
Closed	
Arrest	
CI's Active	

TRAINING	
Virtual Academy	22
Power DMS	
In Service	10
Outside	48
TOTAL	80
CAR SEATS	
Seats Distributed	8
Care Givers Trained	15
Police Trained	
SRO	
57	
Incident Reports	
Arrest/ Juvenile	
Calls for service	28
Parent Contact	4
Student Contact	25

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	231
Fines Paid	\$11,684.00
C.H. Ran	46
C.H. Monies	\$117.00
Walk In's	75

PROBATION

Fines for Cornelia	\$9,825.00
Community Service	
Hours	129
Value of Hours	\$935.25
Active Cases	242

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	13
Fees Paid	\$2,288.50
Plan Reviews	2
Residential Inspection	21
Commercial Inspection	9
New Home Permits	1
Residential C.O.s	6

CODE ENFORCEMENT

Cases

New	
Old	
Inspections	
Disposition	
Closed	
Citations	
Active	

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

Jan 2024

- Met with Habersham County Fire officials to discuss the possibility of an in-house EMS program.
- Participated in a site visit with Veterans Affairs to discuss developing and approving the Veteran's Affairs "On-the-Job Training" Program. In this program, current or former military personnel will be paid monthly from their GI Bill through the VA for 18 months. Cornelia's personnel commitment is online to submit the Veteran's monthly working hours and document the same. Awaiting final paperwork.
- Continued outreach on Fridays at the Cornelia Elementary School
- The Fire Marshal completed:
 - CO's Issued: 2
 - Inspections: 12
 - Violations notice:
 - Plan Reviews: 2
 - Investigations: 1

Fire Department

Monthly Call Response

-62 calls were responded to during the month.

-62 calls responded to during 2023.

Monthly training hours

-299 training hours between all CFD Personnel.

- 299 training hours YTD.

Water Pollution Control Plant

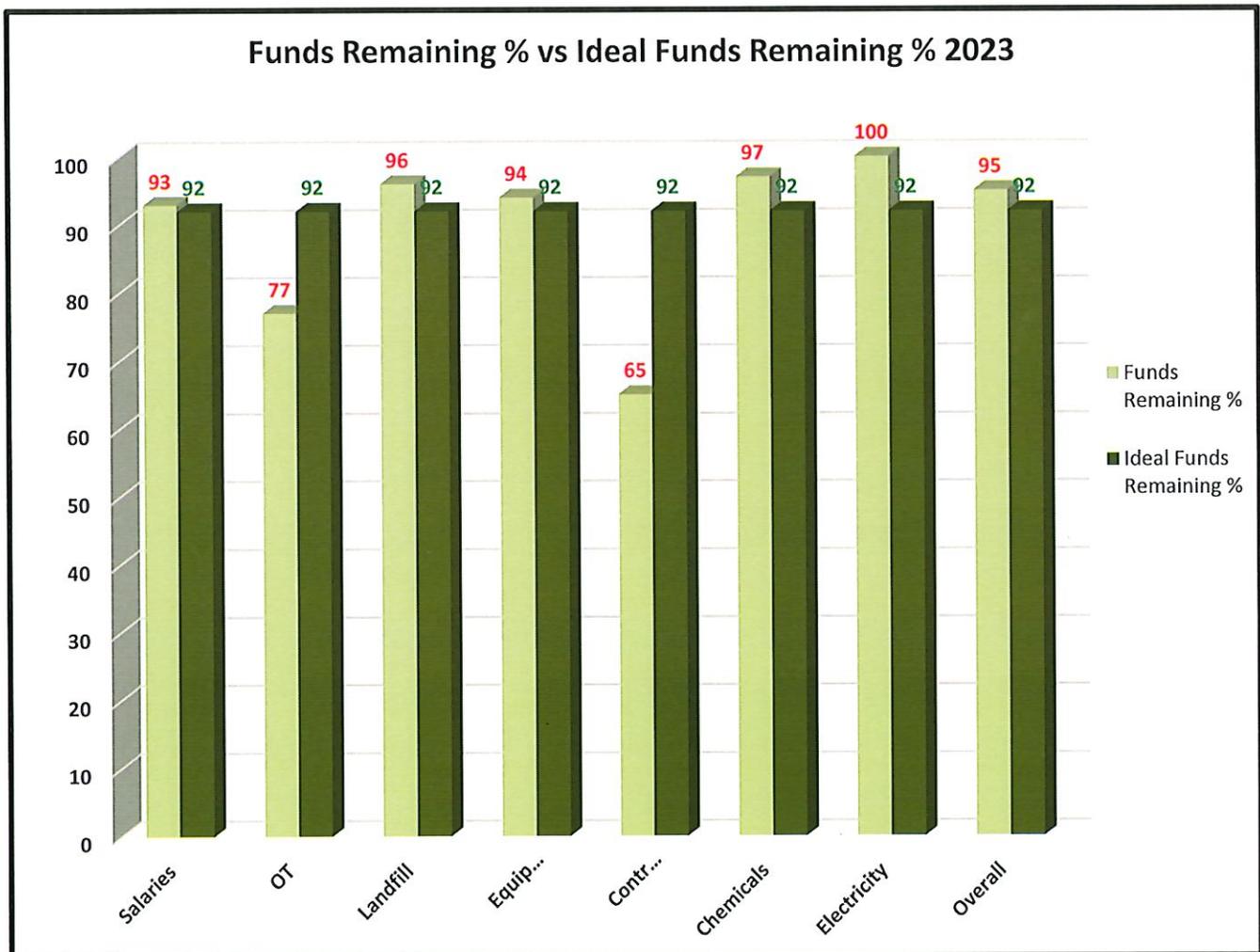
Report for December 22, 2023 thru January 21, 2023

Monthly Treatment Totals

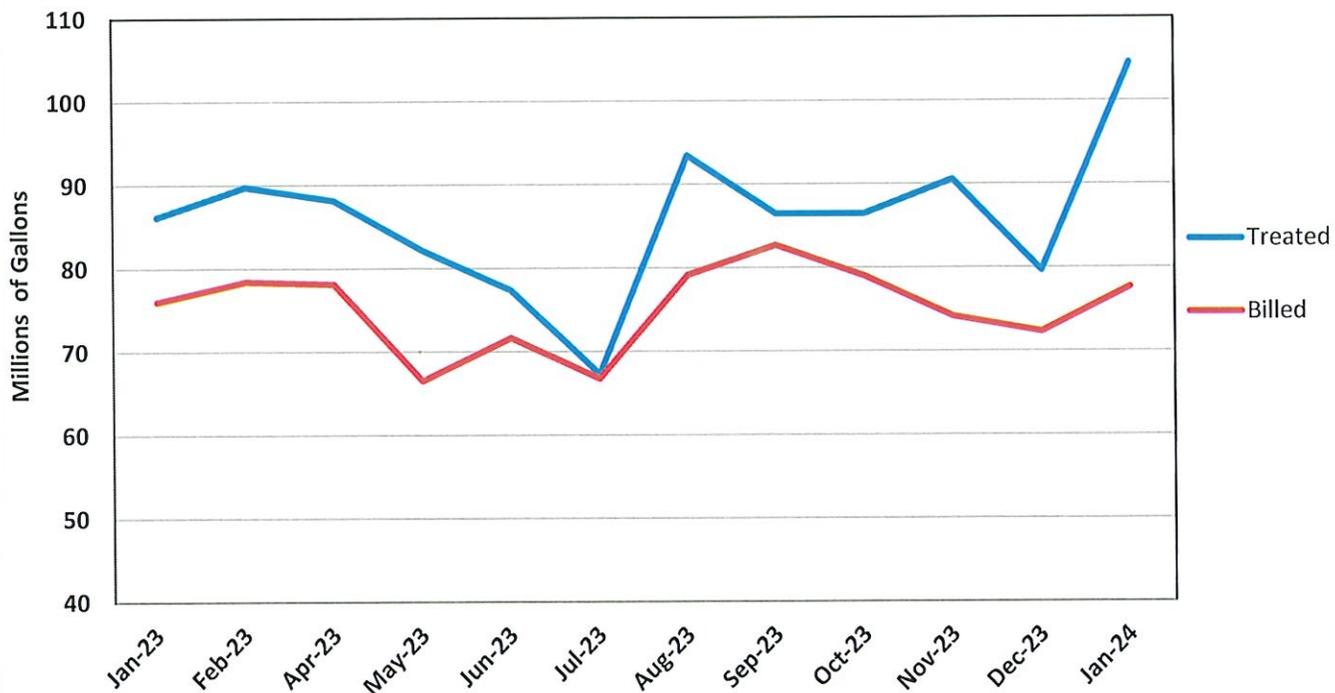
Parameter	Measurement	Units of Measure
Sewage Treated	104.5	Million Gallons
Influent BOD	129.2	Tons
Influent TSS	134.4	Tons
Solids to Landfill	209,707	Wet Tons
Dry Solids Removed	37.1	Dry Tons

Wastewater Treatments Projects & Events

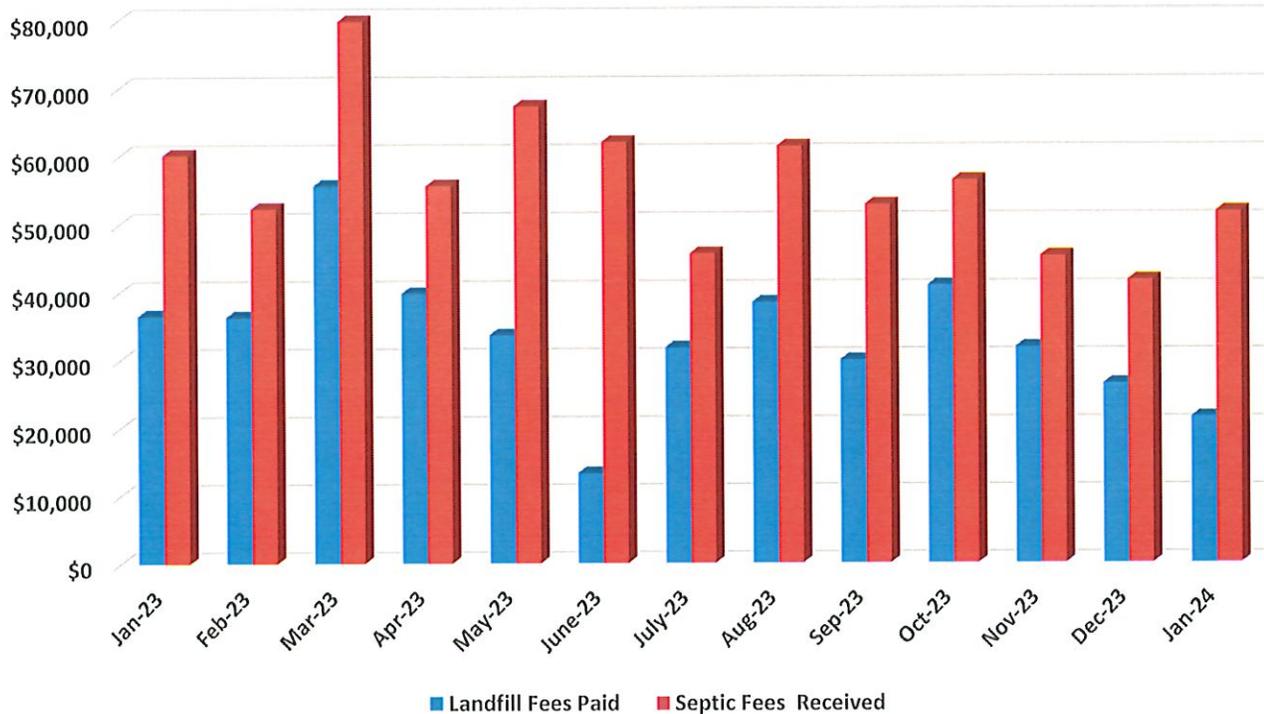
- 99.9% Compliance for January NPDES (Went out of compliance on flow for January but it is usually not counted against the plant if all the other parameters are met)



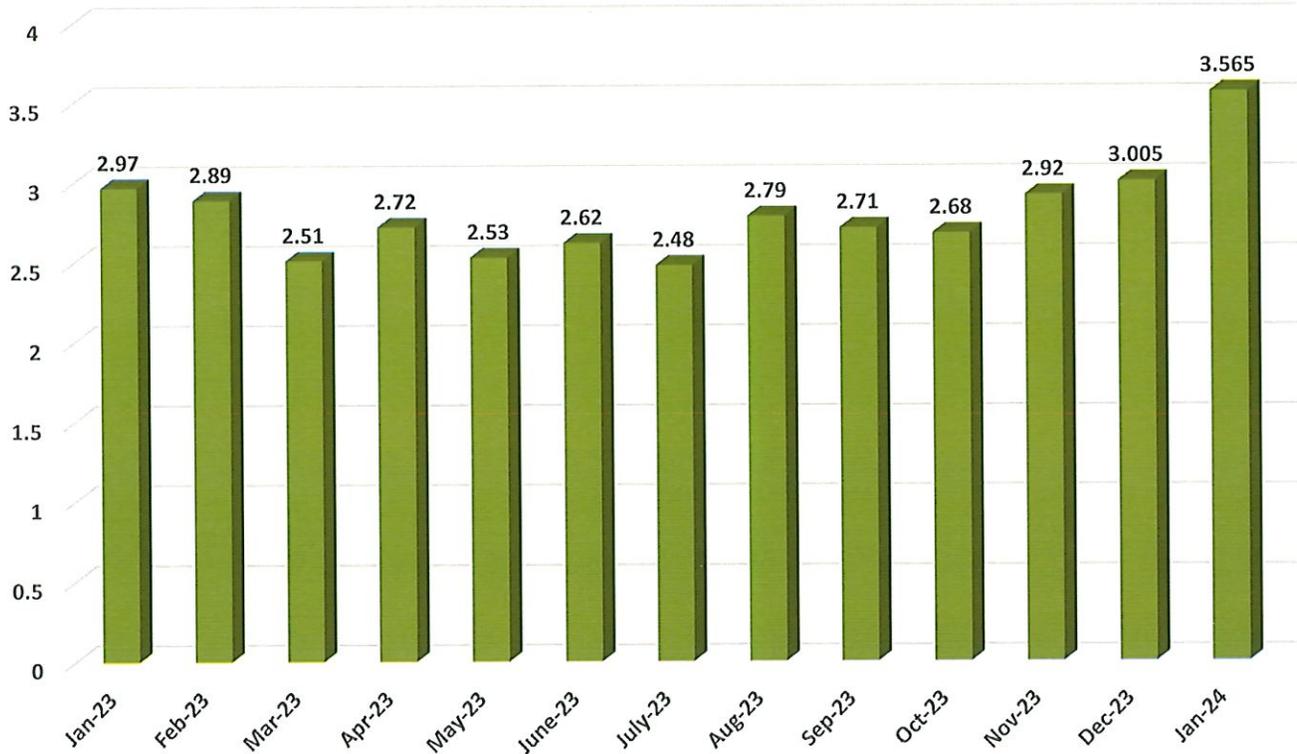
Sewage Treated vs Billed Monthly



Landfill Fees Paid vs Septic Fees Received



Monthly Average Flow



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Electrical Line Replaced	To Aeration Basin Mixer	End of Life	Replaced	\$1,775
Booster Pump Motor	Belt Press	End of Life	Repaired	\$1,830
Booster Pump Rebuild Kit	Belt Press	End of Life	Ordered	\$2,520

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN	None	\$12,861 <i>(waived)</i>
Ethicon	None	None	None
Salford BBI	None	None	None

December Data. December Industrial Reports not due until February 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	45
Completed Work Orders	52
Back-log Work Orders	5

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	45
Grease Traps Inspected	45
Non-Compliant	0

Plant Operations

- **Solids Handling:** Booster Pump on belt press went down. Had motor rewound and ordered a rebuild kit for pump.
- **Summary:** Motor is installed rebuild kit should be in on February 1, 2024. Digesters are full not able to waste or run belt press.
- **Disk Filters:** Normal
- **Summary:** N/A
- **Phosphorous/Ammonia Issues:** Normal
- **Summary:** N/A
- **Other:** Sulzer Blower
- **Summary:** Repaired back in service

Water Treatment Plant

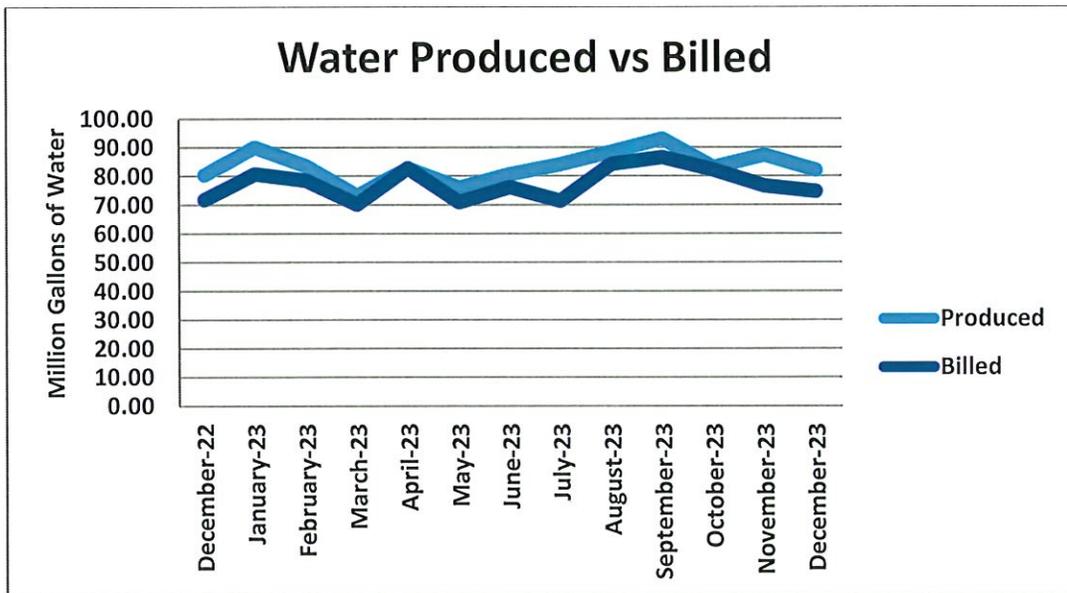
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
1	Water looked milky.	Sample was clear and met EPD standards. Flushed water main supplying the residence.

Water Production Quantities

- Water Produced in December of 2023 was 81.98 MG.
- Water Billed in December of 2023 was 74.63 MG.
- The WTP recorded 11.71 inches of rain to date for January 2024.
- The Off Stream Impoundment level is 21.8 and 6.7 feet below maximum capacity.
- The Reservoir level is 6 feet 4 inches above full pool.



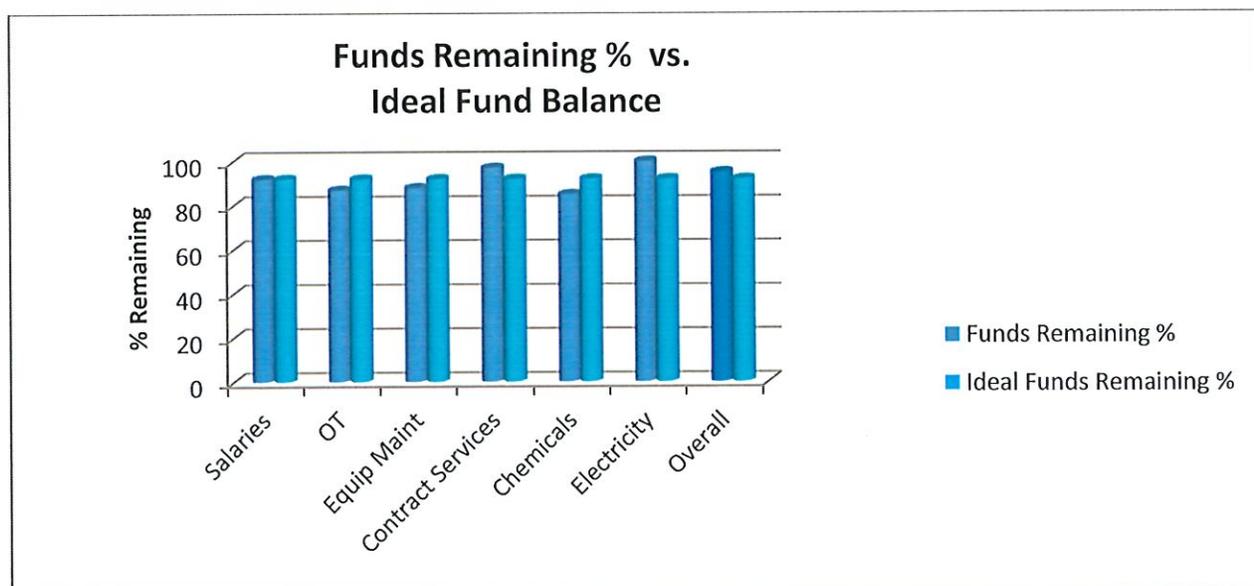
Above flow graph and other flow Information based on the billing periods

Water Treatment Projects/Events

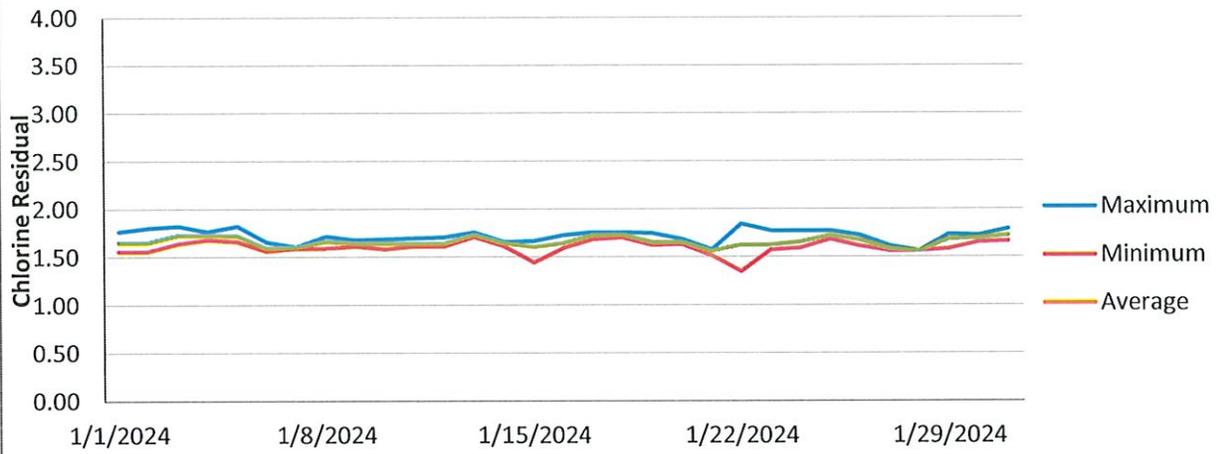
- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Compressor - Inspection.

- Streaming Current Monitor - Inspection.
- Remote Sights - Weekly Inspection.
- Filter Magic Dehumidifier - Empty.
- Filter 4 Pneumatic Valve - Clean.
- CL2 - Cut and moved CL2 discharge line at filters.
- NPDES Sample - Deliver samples to Wastewater Plant and Food & Dairy.
- KMNO4 drums - Recycle.
- Raw Water Turbidimeter - Clean.
- Finished CL17 - Inspect.
- Filter #3 - Troubleshoot. Not draining properly.
- OSI Sample Pump - Troubleshoot. No power.
- KMNO4 Tank - Fill tank.
- Main Generator - Troubleshoot. Would not shutoff.
- Monthly Bac-T's.
- Streaming Current Monitor - Clean.
- CL17 Reagent - Replace.
- Generator - Troubleshoot transfer switch.
- Turbidity and Flow meter UPS - Replace.
- Grandview Booster Pump - Replaced heater.
- Grandview Water Tower. - Insulated water line in pit.
- High Service Pump 1 - Oil Change.
- 1 & 2 High Service Pump - Motor Inspections.
- High Service Pump 1 - Installed the rebuilt motor.
- Train 2 Clarifier - Annual drain, washdown and inspect.

Filter #3 Solenoid Valve - Replace.



Finished Chlorine



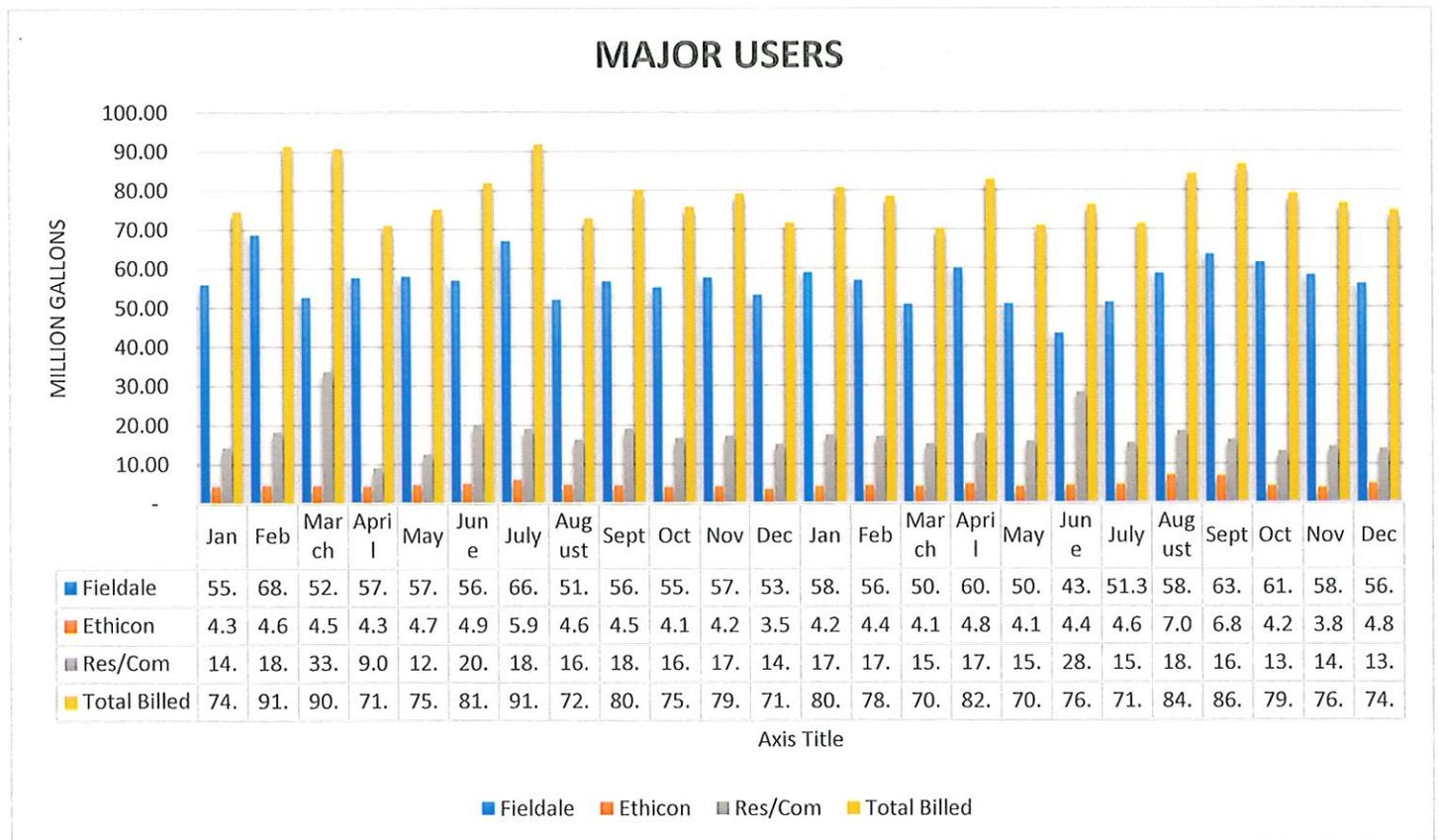
Chlorine residual parameters: Minimum 0.2 - Maximum 4.0

Water-Sewer-Storm January 2024

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	53	\$589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$589.00	1.57%
Meter/Billing	9	\$845.50	\$0.00	\$0.00	\$0.00	\$0.00	\$845.50	2.26%
Water	9	\$2204.00	\$208.29	\$0.00	\$249.00	\$0.00	\$2661.29	7.10%
Sewer	21	\$5643.00	\$0.00	\$0.00	\$54.00	\$129.00	\$5826.00	15.55%
Storm Water	9	\$8588.00	\$16770.88	\$0.00	\$2019.50	\$43.98	\$27422.36	73.19%
Water Plant 1439	10	\$123.50	\$0.00	\$0.00	\$0.00	\$0.00	\$123.50	0.33%
Report Totals	111	\$17993.00	\$16979.17	\$0.00	\$2322.50	\$172.98	\$37467.65	

Major Users



General Activity

- 82 hrs. Lift Station Maintenance.
- 91- 811 Locates
- 182 Door Hangers for customers (past due notices)
- 18 hrs. Camp Creek Utilities Shop Rehabilitation
- 58 Meters On/Off's
- Installed 7 meters.
- 56 hrs. Asphalt patching
- 280 hrs. Water Plant Storm Project.
- 47 hrs. Waster Water Plant Storm project
- 56 hrs. Asphalt patching

PROJECTS/EVENTS

- Storm Projects: 134 Nacoochee St., Spring St., 152 Laurel St., 266 Short Ave., Wayside St., Brookside St., Water Plant, Wastewater Plant
- Water Leak Repairs: 295 Crabapple Lane, 193 Ridgeway, 404 S. Wayside St. Hendrix St
- Sewer Blocks Cleared: 198 Huff Ave, 233 Ellis St., Berry St/S. Main St., 209 Galloway St., 1907 Joes Way, 41, South St., 880 Hoyt St., 198 Huff St., 162 Huff St., 320 Wood St., 880 Wood St.
- Investigated problem with lift stations: Hampton, Walmart, Waffle House, J. Warren.
- Water Plant Storm Project: Excavating and installation 100 ft. storm 60" storm pipe.
- Wastewater Plant Storm Project: replaced damaged drainpipe.
- Asphalt Patching: at the Depot, Alston Ridge Drive, Sequoyah Dr., Short Ave.
- Storm Event Jan 8-9th Inspected Storm Drains and Removed debris as needed.



Jessie Owensby
Community Development Department
January 31, 2024
Monthly Report

Planning & Zoning

1. Spoke to property owner re: potential development of some of his properties
2. Reviewed and approved sign permit for Peaches Café
3. Sent PUD ordinance to Joe Northrup as requested
4. Zoning verification letter for 748 Stonecypher
5. Scheduled planning and zoning training for city and planning commission with CVIOG
6. Sign plan review with Racetrac re: new EV charging station
7. Researched case law for IZC certification
8. Pre-project meeting with Racetrac
9. Spoke with property owner re: appropriate development uses for his property; PUD ordinance
10. Answered sign inquiry from sign company re: business sign in downtown
11. Correspondence with Ethicon re: new roadside signage
12. Invited DDA, HPC, and Planning commission to mural presentation in February
13. Sent requested GDOT correspondence to Dee for his records
14. Drafted agenda and prepped new documents and training opportunities for Planning Commission meeting
15. Oversaw planning commission meeting, drafted minutes and sent; published on website
16. Drafted travel request for Planning Commission to attend training
17. Met with property owner re: development of his properties
18. Researched grants and spoke with Dept of Ag re: vineyards
19. Reviewed and approved plans for Magnolia Villas Lot #106
20. Registered Jason Lewallen for Community Planning Institute in Carrollton
21. Met with Harry Barton and Tom Campbell re: future development of his property and conditional uses
22. Sent requested documents to property owner for review
23. Met with D'Anne Hilsimer from Landbridge Development re: LIHTC housing
24. Spoke with Dee re: possible funding for development
25. Phone call with Landbridge Development and property owner re: purchase of land
26. Correspondence with Ken from Anchor signs re: sign ordinance and allowances
27. Correspondence with Landbridge re: Budgeting
28. Checked zoning ordinance for allowed uses in Highway Business District for property owner
29. Spoke with surveyor re: property lines and minimum land lot sizes
30. Worked with Carrie Trotter and Stephanie Walker to arrange transportation for GICH city tour
31. Sent GICH orientation information and summary to team members

32. Issued sign permit to Farmhouse Poundcakes (x2)
33. Spoke with owner of property on Wood Street re: accessory structures and zoning requirements for housing
34. Began gathering requested documents for zoning rewrite consultants
35. Attended GICH team meeting to discuss program and action steps before retreat
36. Met with Searles Foundation re: LIHTC housing development

Economic Development

1. Attended monthly DDA meeting
2. MS monthly statistics for December report
3. Made proposed amendments to 2018 Urban Redevelopment Plan
4. Registered Jamie Keller for DDA 101 and Main Street 101 training
5. Gathered data and drafted annual report for January City Commission meeting
6. Reviewed orders for DDA award winners
7. Began gathering data for presentation for Main Street Assessment in February
8. Spoke with property owner re: lease for his building
9. Worked to find real estate contact for Ethicon (unsuccessfully)
10. Met with property owner re: development requirements
11. Checked on DDA awards invitations to make sure they have been sent
12. Finished Annual Report for Main Street and DDA awards ceremony
13. Began working with Noah to update sponsorship packets for 2024 to present at awards ceremony
14. Updated vacancy inventory and stats
15. Reviewed and approved proofs for DDA awards
16. Updated awards script and sent to DDA board members to complete
17. Began working on powerpoint presentation for MS
18. Spoke with realtor re: potential developers and plans for property
19. Attended URA meeting, drafted minutes and sent to URA- researched answers to questions they had about current bonds
20. Reached out to our state senator and representatives re: real estate and contacts for industry
21. Prepared presentation for community update for EDC meeting
22. Attended EDC meeting and presented
23. Researched updated demographics for regional trade area
24. Correspondence with DDA board member re: DDA award recipient
25. Drafted presentation script and sent to Noah to add to master script

Community Development & Special Projects

1. Habersham Professional Women's planning meetings for 2024 (x2)
2. Researched answers to questions and gathered documents to complete ARC grant
3. Phone call with GMRC re: ARC grant application
4. Registered and attended RAISE grant application webinars (x5)
5. Began gathering data and drafting RAISE grant application narrative
6. Attended meeting with Alicia Vaughn and Perry Rettig to discuss topics and research for upcoming government newspaper columns (x2)
7. Revised ARC application narrative (x3)

8. Began to request and gather letters of support from stakeholders for RAISE grant application
9. Obtained accident report from Cornelia PD and Habersham County 911 for grant application
10. Worked with Melanie to obtain correct login information for grants.gov website
11. Began researching request for park bench at Free St and Level Grove Road from tax payer
12. Reserved two tables for City of Cornelia for annual Chamber Gala
13. Contacted property owner in Ward 4 to request them to serve on GICH team
14. Attended HPC meeting
15. Attended GMA grant webinar (x3)
16. Followed up with GA Convention and Visitor's Bureau to discuss membership
17. Attended Habersham Professional Women's social
18. Drafted letter of commitment to have signed for RAISE grant application
19. Retrieved supplies for HPW social
20. Sent information about various city boards that have openings to interested resident
21. Met with Melanie to discuss Benefit Cost Analysis for Raise grant application
22. Attended AARP grant funding webinar
23. Deferred code enforcement complaints from resident to Officer Irvin to investigate
24. Reached out to property owner re: possible brownfield grant to mitigate property for future development

Tourism and Special Events

1. Weekly meetings with Noah
2. Processed and approved Special Events Application for Northbeast Cycling event
3. Worked with inflatables company for outstanding invoices
4. Researched order history and gift ideas for inventory for the Depot and sent information to Noah for Hospitality and Tourism board consideration
5. Asked Noah to follow up with business owners re: free advertising
6. Met with Jeffrey, Main Street Manager, from Warrenton, GA to discuss downtown capital projects, MS presentation, formatting, and advising

NOAH DECEMBER MONTHLY REPORT

Special Events and Tourism

1. Discussed Amongst the DDA board on potential recipients for the 2023 awards
2. Ordered Awards for Annual Downtown Award ceremony
3. Created Award Ceremony invitations for attendees and recipients
4. Emailed attendee invitations to Cornelia Business Association and posted on their Facebook page
5. Personally hand delivered the award recipients invitations to the winning business owners
6. Maintained head count for attendance of award ceremony
7. Confirmed dates for 2024 events and updated event calendar
8. Updated Cornelia Music Fest Application for 2024

9. Reached out to multiple companies to request their products and services for the Cornelia Music Fest (Leon Farmer, HercRentals, Hayes Auto, and Star Equipment Rentals)
10. Sent updated Cornelia Music Fest Application to new and returning food vendors
11. Ordered Breakfast and coffee for Award ceremony

Downtown Development

1. Attended and facilitated January DDA meeting
2. Typed and distributed DDA meeting minutes to all members
3. Updated city website with current information
4. Updated Hospitality and Tourism board website with current information
5. Completed 16 site visits (Commercial Executive Suites, Connexion Church, FWS, BSG Coffee, Barks and Bubbles, Common Ground, South State Bank, Books w/ A'peal, Raspas El Tigre, Food Factory, WCON, Community Brew and Tap, Circle of Hope, Freedom Business Management, Peaches Café, Axe Armory).
6. Attended and facilitated January H&T Board Meeting
7. Typed and distributed H&T meeting minutes to all members
8. Completed Community Activity Report for December
9. Completed Main Street Monthly report for January
10. Published 5 weekly newsletters
11. Attended and facilitated HPC meeting
12. Typed and distributed HPC meeting minutes to all members
13. Approved/Signed COA and Sign Permit Application for Peaches Café in downtown
14. Researched and designed new potential merchandise for Historic Train Depot
15. Met with Mentor Jeffrey Fowler through the Main Street Mentor/Mentee program in Cornelia

Community Development & Special Projects

1. Attended and finished Google Email Marketing course
2. Attended Habersham Young Professionals planning committee meeting at the Chamber
3. Attended January Leadership Habersham session
4. Attended Non-profit Network at Commercial Executive Suites hosted by the chamber
5. Attended Partnership Habersham at Common Ground hosted by the chamber
6. Attended Business After Hours at South State Bank
7. Attended POWER After Hours at Community Brew and Tap
8. Attended Chamber Ribbon Cutting for Man's Best Friend Café in Downtown Clarkesville
9. Attended Chamber Ribbon Cutting for BSG in Downtown Cornelia



Public Works Monthly Report for January 2024

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 leaf vac worked on the route, the parks, and cleaning out gutters and ditches.

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 14 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.

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

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

All Christmas decorations were taken down around town and in the park.

All public restrooms were checked, winterized, and repairs were made.

We worked at the South Fire Station making repairs to a furnace and moving the thermostats for the bay heaters.

The trees on the walking trail in front of Wal-Mart were pruned.

Repairs were made to the water fountain and a yard hydrant at the Dog Park.

We worked on the heaters at the water plant.

We repaired a sink at City Hall.

We worked in the flower beds around town.

We scrapped the shoulder of the road on Chenocetah Court to improve drainage.

The glass was crushed at the recycling center.

Trucks and equipment were washed and greased.

MONTHLY REPORT

12/28/2023		vacation day
12/29/2023		vacation day
1/1/2024		holiday
1/2/2024	truck # 10 truck # 16 kubota excavator	replaced tarp fixed taillights replaced battery
1/3/2024	car # 125 truck # 13 car # 103	service fixed tire replaced radio antenna
1/4/2024	car # 102 FD tahoe FD pierce	took hood to paint shop in hollywood installed power inverter replaced fuel filters
1/5/2024	car # 114 kumotsu excavator truck # 25	service & replaced tires fixed hyaulic leak fixed air leak on seat
1/8/2024	car # 109 landscape trailer truck # 6	removed push bumper fixed lights charged a/c
1/9/2024	2009 ranger car # 107 truck # 9	fixed tire service fixed air leak on pedal
1/10/2024	car # 116 FD 87 GMC truck # 1	replaced front brakes adjusted clutch charged battery

MONTHLY REPORT

1/11/2024 truck # 2 replaced radiator
car # 114 installed push bumper
car # 113 service & replaced tires & front brakes

1/12/2024 truck # 2 replaced intake gaskets

1/15/2024 truck # 2 worked on trk

1/16/2024 truck # 2 finished up trk 2
car # 117 service
car # 122 service
shop fixed bay door

1/17/2024 truck # 2 replaced plugs & wires
car # 109 fixed 2 tires
shop cleaned up around shop

1/18/2024 city hall edge replaced LH mirror
car # 112 service & replaced tires
truck # 2 replaced injection spider

1/19/2024 truck # 2 finished up work on trk
car # 115 fixed tire
car # 119 service

1/22/2024 truck # 3 service
car # 108 service
leaf machine fixed battery cable end

1/23/2024 car # 102 replaced transmission
truck # 18 fixed lift on bed

1/24/2024 car # 102 worked on transmission
FD tahoe replaced tire

MONTHLY REPORT

1/25/2024 car # 102 car # 103	finished up transmission install replaced tire
1/26/2024	sick day
1/29/2024 car # 116 Fd tahoe truck # 27	service replaced 2 tires replaced front brakes, rotors & calipers
1/30/2024 w/s ransit car # 114 FD tahoe	service fixed tire fixed headlights
1/31/2024 car # 108 new chipper truck # 29	installed push bumper replaced trailer plug fixed tire