



City Manager Monthly Report for February 2024

I attended the GMRC Quarterly Manager's Meeting of all the city and county managers in our region. The main focus of this meeting was the Inland Port that is under construction in Hall County. The facility is scheduled to open in 2026 and will have an annual lift capacity of 200,000 containers. The port itself will only employ 20 people, however, it is expected to create thousands of jobs in the area. We have already seen some benefits because of this project with the increase in housing construction and a new industry moving into the old Candle Factory in downtown.

Melanie attended the HC3 Meeting which focused on the proposed LOST. By law any revenue generated from a LOST must be used to lower the millage rate. Based on the preliminary numbers that the county presented we will be able to cut our millage rate in half.

We currently have openings on the Habersham County Library Board and the Northeast Georgia Housing Authority. Any member of the public interested in serving on either of these Boards is asked to contact me directly.

I have engaged the Carl Vinson Institute to update the Master Plan that they created for us last year. The area that they will be focusing on is the property that the city just acquired for a downtown entertainment & festival park next to the depot. At the request of the Reeves family, they will also incorporate their property located on Rosa Parks into the plan. They are extremely busy and hope to begin the project in June or July.

The Police Department conducted 209 traffic stops, responded to 34 accidents, 11 shoplifting/thefts, and 35 alarms. They responded to a total of 836 calls for the month. The Investigative Division opened 6 new cases, closed 4 cases, and made 1 arrest. We distributed 4 car seats and trained 7 care givers.

Probation has 239 active cases and collected \$11,454 in fines. Probationers completed 600 hours of Community Service with a value of \$4,350. The Municipal Court managed 127 cases and collected \$3,932 in fines.

The Building Department issued 14 permits and collected \$3,639 in permit fees. They completed 8 residential inspections, 17 commercial inspections, 2 plan reviews and issued 1 certificate of occupancy. Code Enforcement opened 28 new cases, closed 25 cases, and issued 1 citation. They have 13 active cases.

The Fire Department responded to 164 calls and completed 405 hours of training. The Fire Marshal completed 18 inspections, issued 1 certificate of occupancy, 2 plan reviews, and investigated 0 fires.

The Wastewater Plant treated 108.6 million gallons of sewerage. The Water Plant produced 84.3 million gallons of drinking water. We recorded 4.1 inches of rain; the new reservoir level is at 27.4 feet and the old reservoir is 4 feet 8 inches above full pool. The Maintenance Department repaired 6 water leaks and 5 sewer blockages.

Public Works cleaned and inspected the Community House following 15 events. They completed 21 work orders; they have been cutting back street rights of ways where needed. They repaired the exterior lights at the Water Plant, the handrails at the Community House, fixed a leak at the Fire Station, as well as the heater in the bathroom at Jim Smith Park. They planted the trees for Arbor Day.

The Maintenance Shop repaired 45 vehicles and serviced 14 vehicles.


Donald Anderson
City Manager

PUBLIC SAFETY MONTHLY

Feb 2024

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	325
Traffic Stops	209
Susp.Person/ Veh	84
License Check	
MVA Accidents	34
NON-TRAFFIC	
NON-TRAFFIC	89
Fight Calls	3
Burglary	0
Shoplifting/Theft	11
Domestic Calls	26
Drunk/Disorderly	14
Abuse	
Alarms	35
CONTACTS	
CONTACTS	2573
Citizen	2531
Motorist	36
Bank/Funeral	6
REPORTS	
REPORTS	
Incidents	93
Accidents	19
Citations	119
TOTAL DISPATCHED CALLS 836	

TRAFFIC UNIT	
Citations Issued	
DUI	4
DUI Drugs	1
Drug Arrests	1
Other Arrest	26

CRIMINAL INVESTIGATIONS

CASES	
NEW	6
OLD	12
TYPES	
Person	6
Property	9
Financial	3
TOTAL	18
DISPOSITION	
Arrest	1
Ex. Clear	1
Inactive	2
Active	14
CLOSED	4
Narcotics	
Active	
Closed	
Arrest	
CI's Active	

NARCAN	
Units Used	

TRAINING	
Virtual Academy	14
Power DMS	
In Service	20
Outside	126
TOTAL	160
CAR SEATS	
Seats Distributed	4
Care Givers Trained	7
Police Trained	
SRO	
Incident Reports	2
Arrest/ Juvenile	2
Calls for service	35
Parent Contact	6
Student Contact	36

PUBLIC SAFETY MONTHLY

COURT

COURT	
Court Cases	127
Fines Paid	\$3,932.00
C.H. Ran	46
C.H. Monies	\$93.00
Walk In's	86

PROBATION

Fines for Cornelia	\$11,454
Community Service	
Hours	600
Value of Hours	\$4,350.00
Active Cases	239

NOTES:

PUBLIC SAFETY MONTHLY

Building Department

Permits Issued	14
Fees Paid	\$3,639.64
Plan Reviews	2
Residential Inspection	8
Commercial Inspection	17
New Home Permits	2
Residential C.O.s	1

CODE ENFORCEMENT

Cases

New	28
Old	10
Inspections	
Disposition	
Closed	25
Citations	1
Active	13

PUBLIC SAFETY MONTHLY

FIRE DEPARTMENT

Feb 2024

- Hosted Tim loves Tink Mural luncheon.
- Hosted the AirLife Class “ETCO2 and Heat Injuries & Envenomation’s
- Continued Car Rider line, lunch, and recess at Cornelia Elementary
- Fire Department staff completed an Anti-Harassment online training course through Vector Training Solutions that was approved by HR Director to meet annual requirements.
- The Fire Marshal completed:
 - CO’s Issued: 1
 - Inspections: 18
 - Violations notice: 1
 - Plan Reviews: 2
 - Investigations: 0

Fire Department

Fire Recovery Money Received YTD: \$621

Monthly Call Response

-164 calls were responded to during the month.

-249 calls responded to during 2024.

Monthly training hours

-405 training hours between all CFD Personnel.

- 704 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for January 22, 2024 thru February 21, 2024

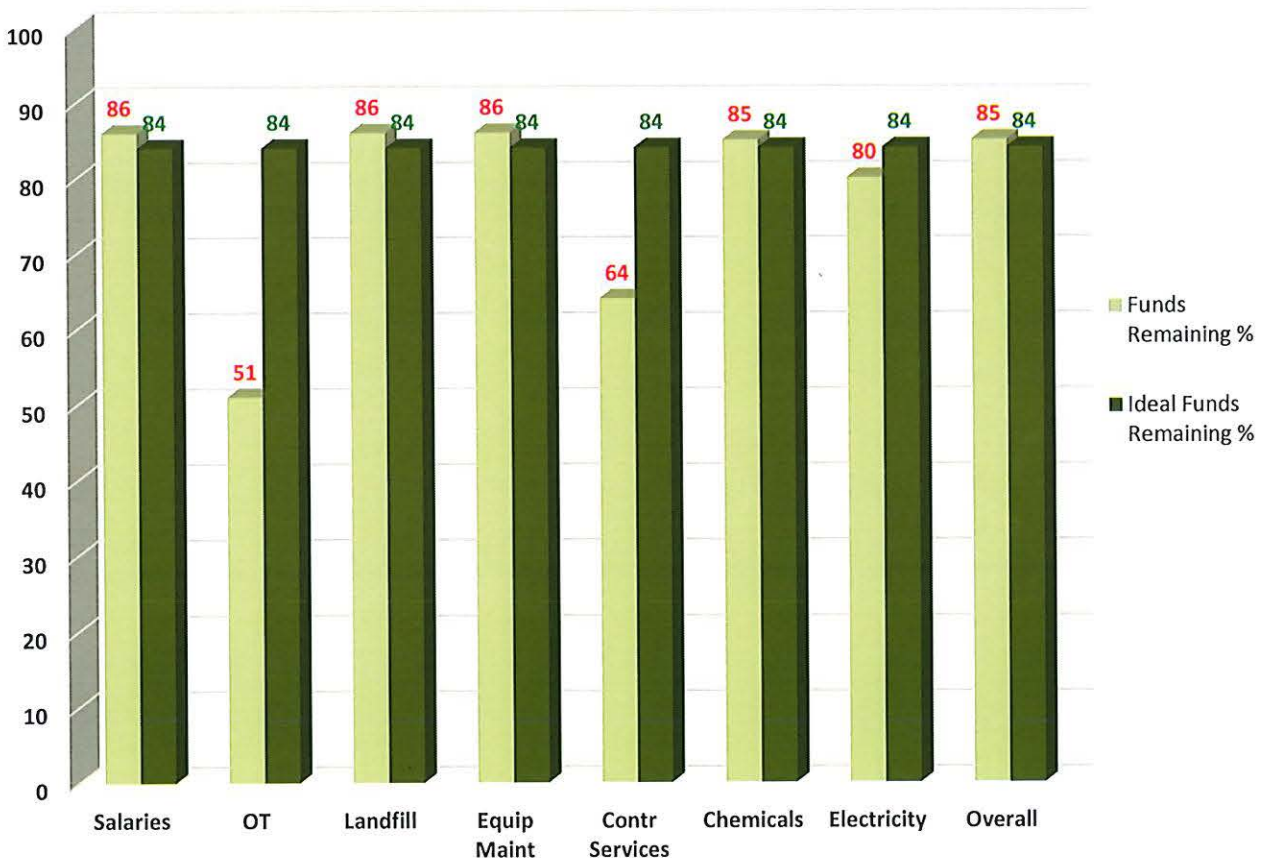
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	108.6	Million Gallons
Influent BOD	155.2	Tons
Influent TSS	170.1	Tons
Solids to Landfill	788.0	Wet Tons
Dry Solids Removed	154.3	Dry Tons

Wastewater Treatments Projects & Events

- 99.9% Compliance for February NPDES (Permit 3.0MGD flow for February 3.425MGD)

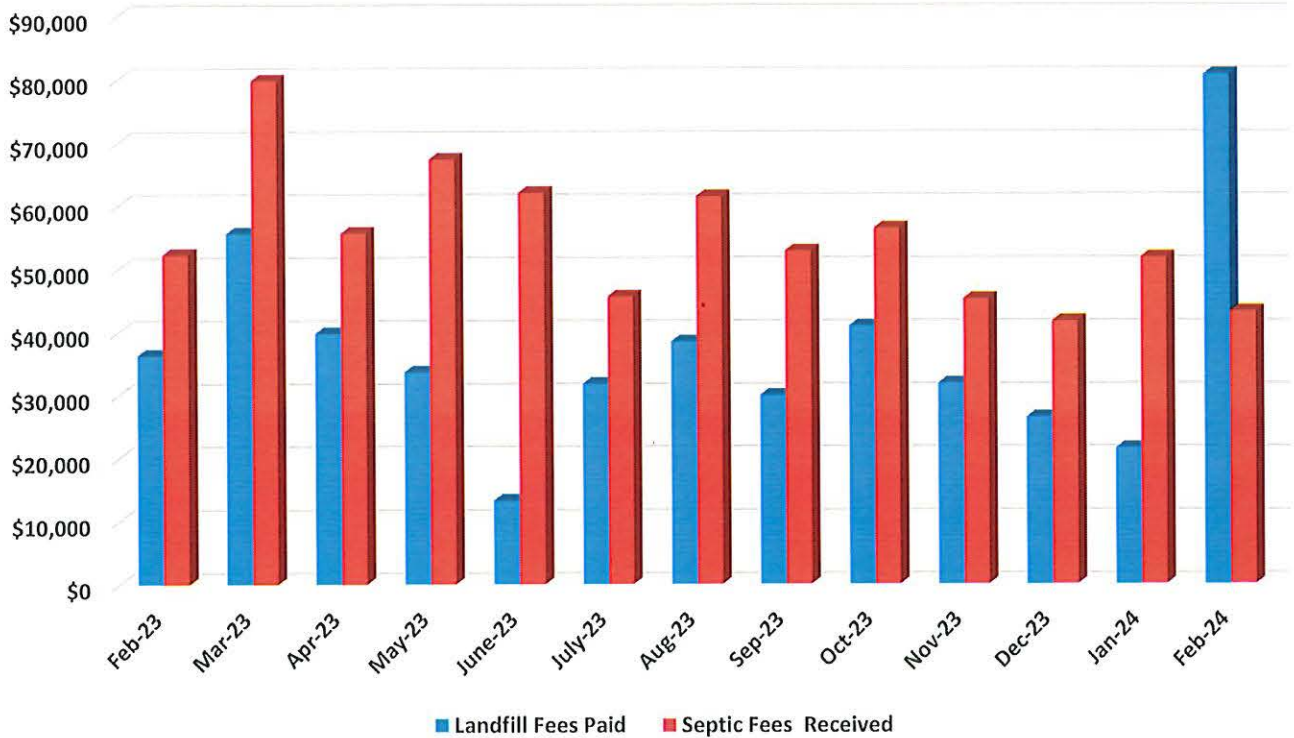
Funds Remaining % vs Ideal Funds Remaining % 2023



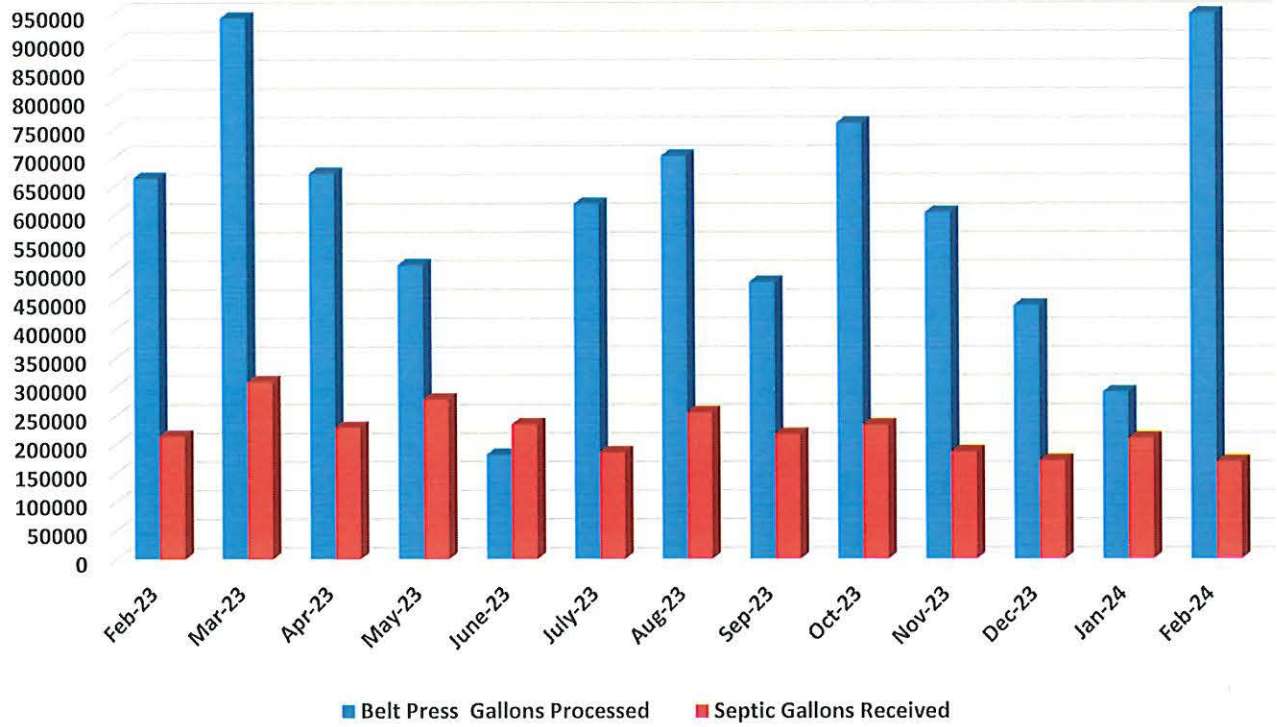
Sewage Treated vs Billed Monthly



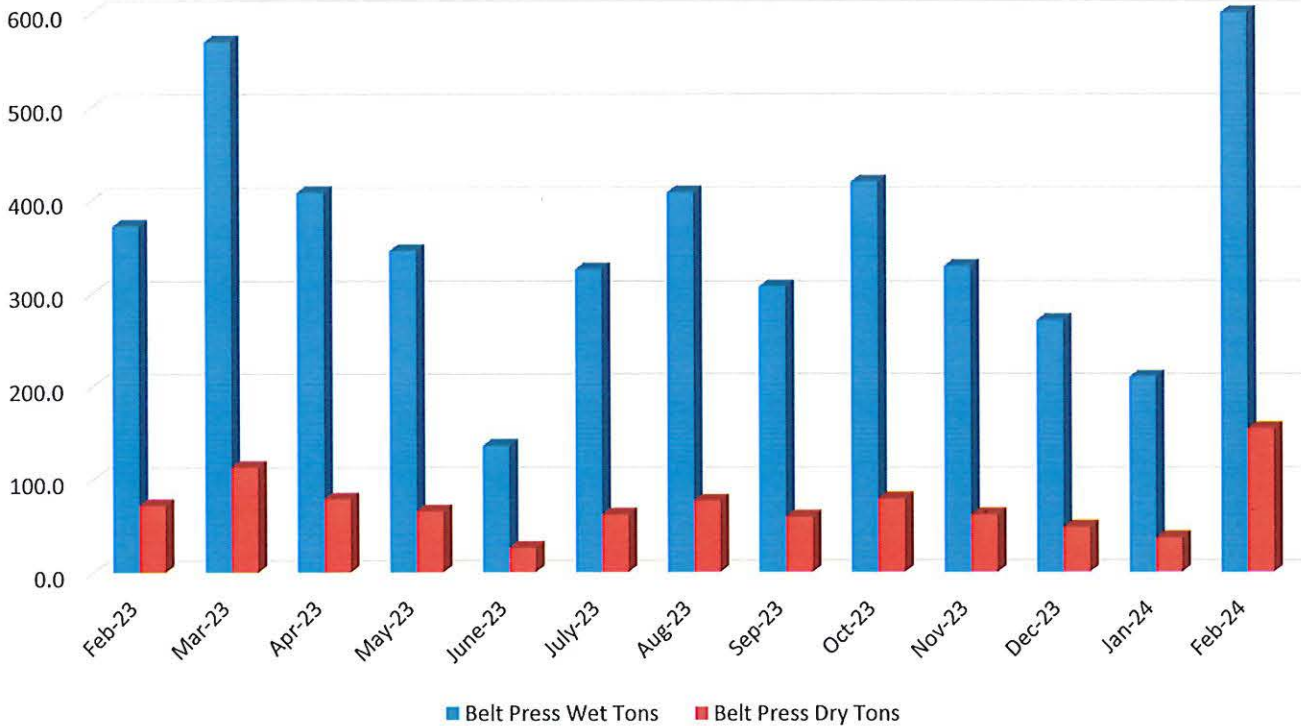
Landfill Fees Paid vs Septic Fees Received 2023



Belt Press Gallons Processed vs Septic Gallons Received



Belt Press Wet Tons Hauled vs Dry Tons Removed



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Wastewater Plant Gate	Gate	End of Life	Replaced	\$6,736
EQ & Pond Pumps	2 Pumps	End of Life	Ordered	\$12,066
Disk Filters	3 Actuators	End of Life	Ordered	\$3,208

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN & BOD	Flow, TSS, BOD, Phos \$1,550	\$33,000 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

January Data. January Industrial Reports not due until March 15

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	48
Completed Work Orders	50
Back-log Work Orders	2

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	4
Grease Traps Inspected	4
Non-Compliant	0

Plant Operations

- Solids Handling: Normal
- Summary: Ran 3 loads a day to catch up from belt press being down for two weeks last month
- Disk Filters: Normal
- Summary: N/A
- Phosphorous/Ammonia Issues: Normal
- Summary: N/A
- Other: N/A
- Summary: N/A

Water Treatment Plant

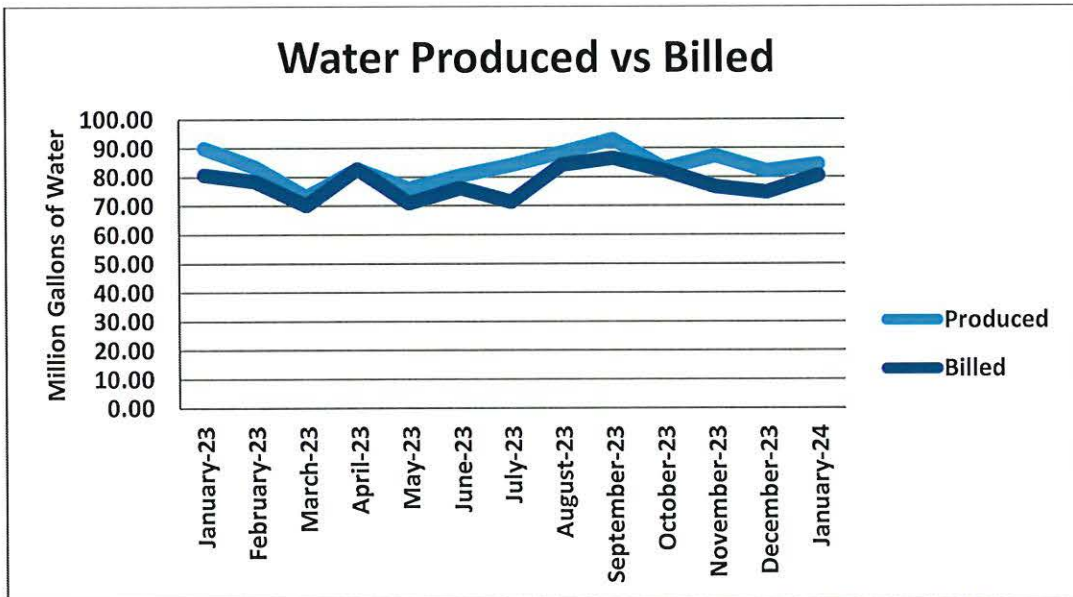
Water Quality

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 January of 2024 was 84.28 MG.
- Water Billed in January of 2024 was 80.37 MG.
- The WTP recorded 4.09 inches of rain to date for February 2024.
- The Off Stream Impoundment level is 27.4 and 1.1 feet below maximum capacity.
- The Reservoir level is 4 feet 8 inches above full pool.

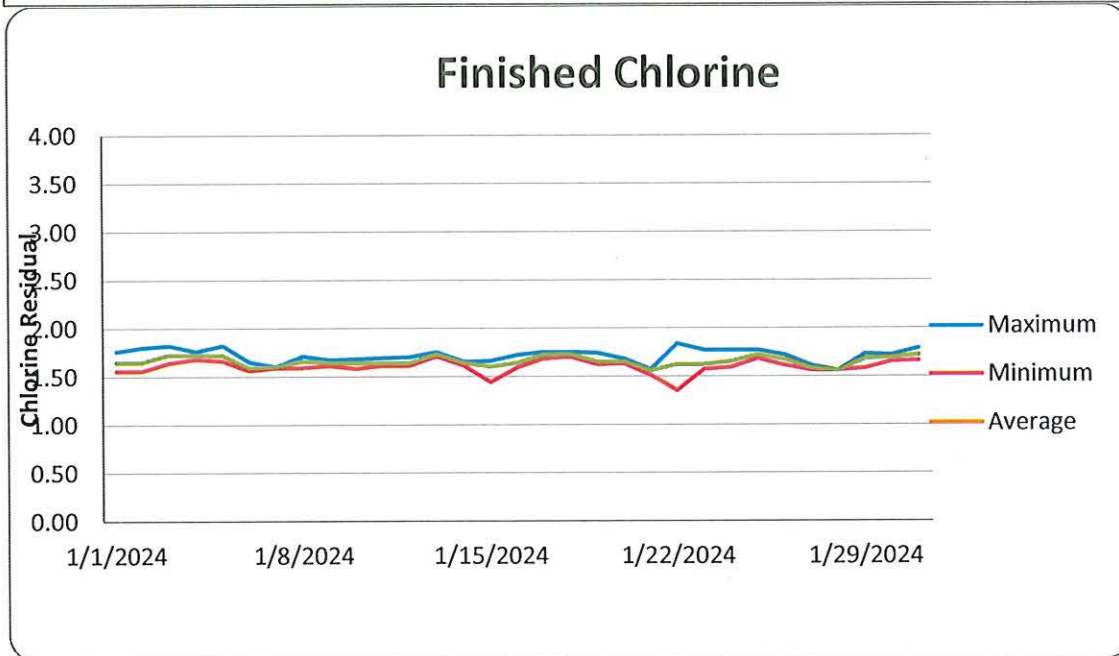
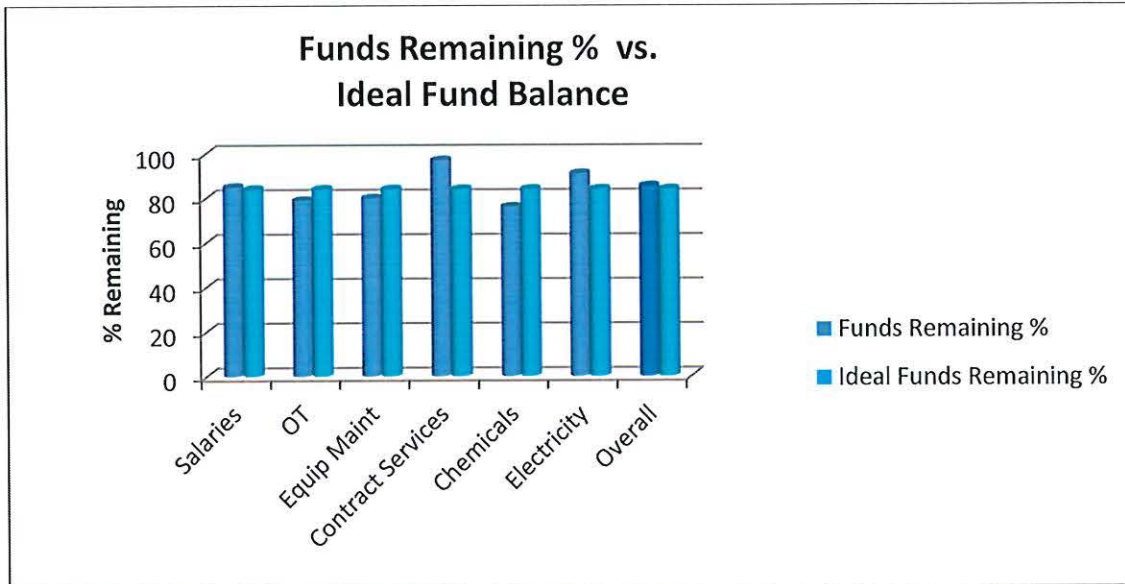


Above flow graph and other flow Information based on the billing periods

Water Treatment Projects/Events

- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Filter 3 - Replaced solenoid valve.
- OSI Sample Pump - Removed for repair.
- Filter 3 - Replaced Air Scour pneumatic valve.
- Filter Vacuum Pump #1 - Replaced pneumatic valve.
- Main Generator - Replaced timer relay in breaker panel.

- Hazel Creek - Remove debris from transducer mount.
- CL2 & Polymer Chemical feed pumps – Replace tubing.
- Hazel Creek Level Transducer – Fabricate and install replacement bracket.



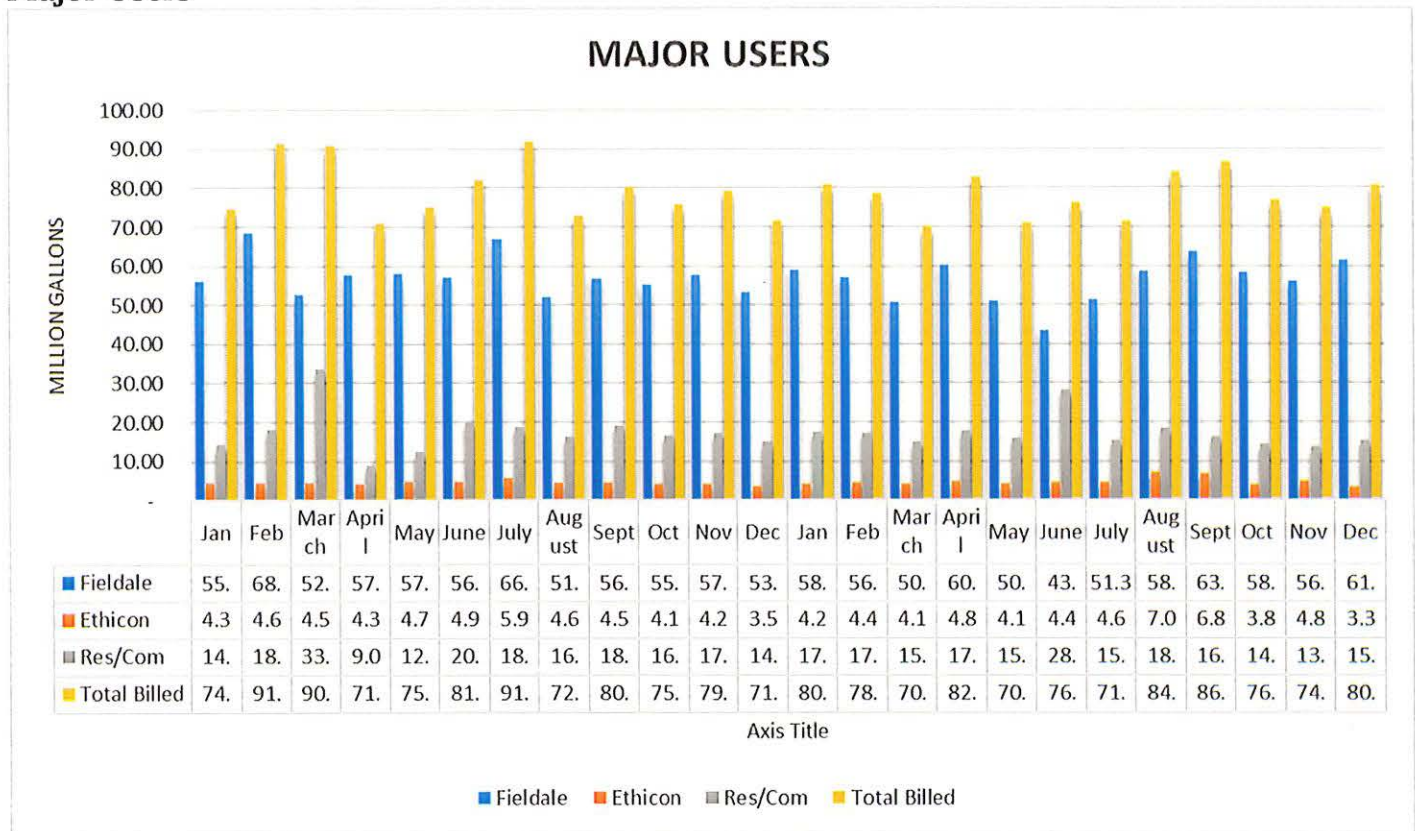
Chlorine residual parameters: Minimum 0.2 - Maximum 4.0

Water-Sewer-Storm February 2024

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	50	\$1159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1159.00	3.47%
Meter/Billing	9	\$988.00	\$13.19	\$0.00	\$0.00	\$0.00	\$1001.19	3.00%
Water	12	\$3458.00	\$1869.29	\$0.00	\$342.00	\$0.00	\$5669.29	16.98%
Sewer	28	\$6327.00	\$3813.77	\$0.00	\$289.00	\$0.00	\$10429.77	31.24%
Storm Water	6	\$722.00	\$26.00	\$0.00	\$154.00	\$13800.00	\$14702.00	44.04%
Water Plant 1439	40	\$422.75	\$0.00	\$0.00	\$0.00	\$0.00	\$422.75	1.27%
Report Totals	145	\$13076.75	\$5722.24	\$0.00	\$785.00	\$13800.00	\$33383.99	

Major Users



General Activity

- 80 hrs. Lift Station Maintenance.
- 57- 811 Locates
- 255 Door Hangers for customers (past due notices)
- 67 Meters On/Off's
- Installed 3 meters.
- 111 hrs. Asphalt patching
- 155 hrs. at BC Grant Lift Station

PROJECTS/EVENTS

- Storm Projects: Hoyt St., BC Grant, and Wayside St., Sorm Maintenance, Brookside St., Dolson/Summit, Waster water Plant, Year one Summit St.
- Water Leak Repairs: Moss St., Magnolia Lane, 214 Quail Trail, 673 Alpine Court, Yonah/Highlands, City Hall.
- Sewer Blocks Cleared: Hoyt/Wood St., Dye test to determine if Lands End is connected to city sewer, 595 Elrod St., 141 South St., 184 Circle Drive, 146 Huff Ave.
- Investigated issue with BC Grant Lift Station, installed new valve for external pump to bypass system if needed.
- Water Plant Storm Project Continues.
- Asphalt Patching around city.
- Inspected Storm Drains and Removed debris as needed.
- Brookside Street, Removal of 12 trees from Creek/Creekside and Gabion wall construction.





Public Works Monthly Report for February 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 – 21

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.

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.

The parking lot lights at the water plant were fixed.

Repairs were made to the handrails at the Community House and on Front Street.

We loaded a dumpster with tires and they were hauled off.

Repairs were made to the heater in Jim Smith Park Restrooms.

We planted trees for arbor day and began work on a small shed to house the water hoses.

We pruned trees and bushes through the city.

Stumps were ground in several places around the city.

We replaced broken parking curbs at the Community House.

We repaired a leak in the roof at the new fire station.

We worked in the flower beds around downtown.

We worked in the flower beds at City Hall adding river rock in places it was needed.

We helped drive the dump truck for the Wastewater Plant.

We hauled off trees that had fallen in the road and at the reservoir.

Several trees were cut in big city park and at the reservoir.

We worked at the library making minor repairs.

We installed underground power at the old water plant for the gate and parking lot light.

We replaced some crossties in Alston Ridge that the city had previously installed and had rotten.

Repairs were made to the basketball court and new nets were installed.

A picnic table was moved from the depot to City Hall.

MONTHLY REPORT

2/1/2024	FD 87 GMC FD pierce	replaced fuel filters removed rear air tank
2/2/2024	shop truck # 2 car # 107	cleaned up around shop fixed fuel leak service
2/5/2024	car # 110 truck # 8 truck # 28	service replaced air governor replaced alternator
2/6/2024	car # 102 truck # 30 car # 110	worked on transmission adjusted clutch replaced front brakes
2/7/2024	truck # 36 car # 106 FD F 150	fixed tire service replaced front rear brakes
2/8/2024	truck # 11 car # 102	service installed front differential & cv axles
2/9/2024	FD pierce car # 102	installed rear air tank finished up work on car
2/12/2024	car # 114 truck # 13 truck # 44	replaced tires replaced fuel filter fixed tire
2/13/2024	car # 124 car # 118 w/s smke machine	service service cleaned carb & got machine running
2/14/2024	car # 123 car # 119 truck # 12	service & replaced master cylinder service & installed computer mount fixed tire

MONTHLY REPORT

2/15/2024	truck # 26 car # 107 FD 87 GMC	replaced front brakes service & replaced tires worked on gauges
2/16/2024	truck # 14 truck # 1 car # 110	service fixed tire replaced 2 tires
2/19/2024	FD pierce truck # 8 FD 87 gmc	replaced air line fitting replaced air line fitting replaced temp sending unit
2/20/2022	car # 103 truck # 29 truck # 16	charged a/c fixed tire fixed air leak
2/21/2024	car # 115 truck # 36 FD 87 GMC	service & fixed tire & lights fixed coolant leak fixed wiring on sender
2/22/2024	car # 117 car # 107 truck # 44	service replaced brakes & fixed tire replaced thermostat
2/23/2024	truck # 3 truck # 30 truck # 5	fixed tire fixed air leak on seat replaced coil pack
2/26/2024	car # 110 FD F150 truck # 26	service fixed tire replaced water pump
2/27/2024	JD trackhoe city manager trk ventrac	removed track & idler fixed tire service
2/28/2024	JD trackhoe PD trailer FD GMC	installed track idler resealed roof on car seat trailer fixed fuel leak

Jessie Owensby
Community Development Department
February 29, 2024
Monthly Report

Planning & Zoning

1. Sign permit for WCON
2. Contacted design team at UGA CVIOG to commission for master plan for amphitheater
3. Registered team members for GICH retreat in Tifton in April. Have eight representatives attending
4. Brainstormed and design rough rendering for amphitheater
5. Correspondence with P&Z Director in Cleveland to discuss water/sewer needs to commercial properties
6. Sent GICH meeting summary with final SWOT and mission statement included to team members
7. Spoke with potential buyer for property for zoning questions
8. Canceled Planning Commission meeting, posted agenda and cancellations
9. Added planning commission meetings and deadlines to social media calendar
10. Researched and gathered requested documents and materials for consultants for zoning ordinance rewrite (x3)
11. Prepared for and attended monthly GICH meeting- developed Mission statement and SWOT analysis for housing
12. Attended GAZA Conference at UGA February 8-9
13. Spoke with engineer regarding potential development plans and requirements
14. Spoke with Paul and Christopher about GAZA Conference and notes taken
15. Visited Gainesville to research and document GICH housing developments and then reported back to team members
16. Correspondence with consultants (x3) various questions re: zoning rewrite
17. Reviewed sign permit application for existing business
18. Reviewed building plans for church remodel and submitted revision notes
19. Finalized travel arrangements for GICH team
20. Spoke with property owner re: the sell of two of his properties
21. Meeting with Landbridge Development re: housing development (x2)
22. Phone call with Landbridge Development re: housing locations (4)
23. Reviewed sign permit application for Quality Inn

Economic Development

1. Attended monthly DDA meeting
2. Worked with Noah re: site visits
3. Gathered economic impact statistics for MS report for January
4. Spoke with property owner re: PUD development vs. R2 development (x2)
5. Worked with Clarkesville Main Street assisting in MS accreditation preparation
6. Sent Main street documents to local Main Street Managers for fundraising assistance
7. Added DDA meetings to social media calendar

8. Attended 2023 Annual DDA Awards Ceremony
9. Spoke with Noah re: awards ceremony and evaluation
10. Spoke with developer re: hotel remodels (x2)
11. Shared rental availability infographic to business owners
12. Researched and shared hotel/motel tax information with DDA board members
13. Completed and submitted 2024 RAISE USDOT Transportation grant application (\$9 million)
14. Worked with Noah to edit and complete Main Street accreditation presentation (x4)
15. Attended conference call with GEDA for legislative update

Community Development & Special Projects

1. Habersham Professional Women's planning meetings for 2024 (x2)
2. Met with Melanie to discuss Benefit Cost Analysis for Raise grant application (x3)
3. Attended AARP grant funding webinar
4. Deferred code enforcement complaints from resident to Officer Irvin to investigate
5. Prepared for, gathered materials, and attended Habersham Women's Professionals meeting
6. Tallulah Falls School Senior Capstone evaluations (x2 days)
7. Attended Chamber annual awards gala (Presenter)
8. Correspondence with chamber re: gala and GICH
9. Worked with Perry Rettig and Alicia Vaughn to assist in writing newspaper column re: local government

Tourism and Special Events

1. Weekly meetings with Noah
2. Researched and correspondence re: gift shop inventory
3. Correspondence with vendor re: upcoming concert
4. Reviewed and offered revision suggestions to Noah re: updating parking map for downtown
5. Reviewed, researched, and added required materials to Dropbox for Main Street accreditation
6. Processed and approved Special Events Application for Zach Garvey Easter egg hunt
7. Processed and approved Special Events Application for Connexion Church easter egg hunt
8. Worked with the Department of Agriculture and Health Department to determine requirements for potential livestock sales event
9. Traveled with Noah to present Main Street Assessment presentation for DCA. We will be 2024 ACCREDITED!

NOAH February MONTHLY REPORT

Special Events and Tourism

1. Updated Catch Me in Cornelia: Summer Nights Application for 2024
2. Obtained Local Alcohol license from City Clerk Debbie Turner

3. Obtained and printed GA State Alcohol license for the sale of beer at the Cornelia Music Fest
4. Sent updated Cornelia Music Fest Application to new and returning food vendors
5. Updated, printed, and installed new downtown map
6. Updated two new versions of the downtown parking map (Google Maps & Satellite)

Downtown Development

1. Attended and facilitated February 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. Updated MS PowerPoint for accreditation presentation
6. Completed 16 site visits (Express Employment Professionals, La Texanita, Lore's Salon, Intermex Money Express, GA Custom Computers, National Welding and Maintenance, Way2Baked, K and A Realty Group/Nationwide, Northeast Georgia Massage, Habersham Life Family Resource Center, Sharing and Caring, Sonrose Counseling Services LLC, Towns Plaza Salon, Avon & Hems, NGN Fibre, Hal Dowdy-State Farm).
7. Attended and facilitated February H&T Board Meeting
8. Typed and distributed H&T meeting minutes to all members
9. Completed Community Activity Report for January
10. Completed Main Street Monthly report for February
11. Published 4 weekly newsletters
12. Ordered new merchandise for Historic Train Depot (Conductor hats, train whistles, tumblers, hats, shirts)
13. Presented MS Presentation in Athens for Main Street Accreditation

Community Development & Special Projects

1. Attended and facilitated the annual 2023 Downtown Cornelia Awards
2. Attended Habersham Young Professionals Career Kick-Off session at the Commercial Executive suites
3. Attended February Leadership Habersham session @ the GA State Capital
4. Attended Getting to The Heart of Murals- Mural Arts Breakfast Bites session
5. Attended Getting to The Heart of Murals- Mural Arts Creative Arts Lunch session
6. Attended Habersham Chamber Awards Gala @ Piedmont University
5. Helped enter the H&T board into a contract with Deep South Fireworks to provide a show after the Cornelia Music Festival
6. Attended Young Professionals Coffee Catch up at BSG