



## City Manager Monthly Report for April 2024

The Mural project is progressing nicely and is on schedule to be completed by the May 31<sup>st</sup> deadline. I have been pleased with the community involvement that has occurred with this project. I had no idea that there were this many local artists in the community. We will hold a public dedication ceremony once the project is complete.

Garrett Paving has completed the rebuild of Market Corners Drive along with the installation of the sidewalks. Georgia Power has installed the conduit for the decorative streetlamps so they should be installing the lamps soon.

I have submitted our application for the supplemental LMIG funding that was placed in the state's budget. I have received notice from GDOT that the project list has been approved so we will be receiving a little over \$91,000 that will be used to offset the cost of next year's paving project.

The Cornelia Music Festival will be Saturday, May 18<sup>th</sup> at 5:00 PM. This year's headliner is country music star, John Schneider. The opening acts will be local band, Headed South and Journey Tribute band Departure. The event will include a car show sponsored by Year One and a fireworks display immediately following the concert. The event is free to the public and there will be plenty of food vendors so all you need to bring is a chair.

The Police Department conducted 338 traffic stops, responded to 38 accidents, 21 shoplifting/thefts, and 40 alarms. They responded to a total of 824 calls for the month. The Investigative Division opened 5 new cases, closed 10 cases, and made 0 arrests. We distributed 5 car seats and trained 7 care givers.

Probation has 264 active cases and collected \$10,023 in fines. Probationers completed 169 hours of Community Service with a value of \$1,225. The Municipal Court managed 83 cases and collected \$1,753 in fines.

The Building Department issued 11 permits and collected \$1,541 in permit fees. They completed 23 residential inspections, 6 commercial inspections, 2 plan reviews and issued 4 certificates of occupancy. Code Enforcement opened 42 new cases and closed 23, they have 32 active cases.

The Fire Department responded to 106 calls and completed 454 hours of training. The Fire Marshal completed 13 inspections, issued 4 certificates of occupancy, 2 plan reviews, and investigated 1 fire.

The Wastewater Plant treated 104.3 million gallons of sewerage. The Water Plant produced 82 million gallons of drinking water. We recorded 2.8 inches of rain; the new reservoir level is at 26.7 feet and the old reservoir is 2 foot 6 inches below full pool. The Utilities Maintenance Department repaired 12 water leaks and 4 sewer blockages.

Public Works cleaned and inspected the Community House following 17 events. They completed 26 work orders. They have installed mulch in all the flowerbeds and the spring flowers have been planted in all the downtown flowerbeds.

The Maintenance Shop repaired 52 vehicles and serviced 12 vehicles.

Donald Anderson  
City Manager

# PUBLIC SAFETY MONTHLY

Apr 2024

## POLICE DEPARTMENT

### UNIFORM PATROL

<b>TRAFFIC</b>	<b>452</b>
Traffic Stops	338
Susp.Person/ Veh	74
License Check	2
MVA Accidents	38
<b>NON-TRAFFIC</b>	
<b>NON-TRAFFIC</b>	<b>143</b>
Fight Calls	10
Burglary	3
Shoplifting/Theft	21
Domestic Calls	22
Drunk/Disorderly	47
Abuse	
Alarms	40
<b>CONTACTS</b>	
<b>CONTACTS</b>	<b>2256</b>
Citizen	2240
Motorist	12
Bank/Funeral	4
<b>REPORTS</b>	
<b>REPORTS</b>	<b>162</b>
Incidents	50
Accidents	27
Citations	85
<b>TOTAL DISPATCHED CALLS 824</b>	

<b>TRAFFIC UNIT</b>	
Citations Issued	32
DUI	
DUI Drugs	
Drug Arrests	
Other Arrest	2

### CRIMINAL INVESTIGATIONS

<b>CASES</b>	
NEW	5
OLD	10
<b>TYPES</b>	
Person	7
Property	7
Financial	1
TOTAL	15
<b>DISPOSITION</b>	
Arrest	
Ex. Clear	1
Inactive	
Active	10
CLOSED	
<b>Narcotics</b>	
Active	
Closed	
Arrest	
CI's Active	

<b>NARCAN</b>	
Units Used	

<b>TRAINING</b>	
Virtual Academy	13
Power DMS	
In Service	99
Outside	182
TOTAL	294
<b>CAR SEATS</b>	
Seats Distributed	5
Care Givers Trained	7
Police Trained	
<b>SRO</b>	
Incident Reports	
Arrest/ Juvenile	
Calls for service	28
Parent Contact	4
Student Contact	43

# PUBLIC SAFETY MONTHLY

## COURT

COURT	
Court Cases	83
Fines Paid	\$1,753.00
C.H. Ran	23
C.H. Monies	\$120.00
Walk In's	70


## PROBATION

Fines for Cornelia	\$10,023.00
<b>Community Service</b>	
Hours	169
Value of Hours	\$1,225.25
Active Cases	264

**NOTES:**

# PUBLIC SAFETY MONTHLY

<b>Building Department</b>
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<b>Permits Issued</b>	<b>11</b>
<b>Fees Paid</b>	<b>\$1,541.60</b>
<b>Plan Reviews</b>	<b>2</b>
<b>Residential Inspection</b>	<b>23</b>
<b>Commercial Inspection</b>	<b>6</b>
<b>New Home Permits</b>	
<b>Residential C.O.s</b>	<b>4</b>

<b>CODE ENFORCEMENT</b>
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<b>Cases</b>
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<b>New</b>	<b>42</b>
<b>Old</b>	<b>13</b>
<b>Inspections</b>	
<b>Disposition</b>	
<b>Closed</b>	<b>23</b>
<b>Citations</b>	
<b>Active</b>	<b>32</b>

# PUBLIC SAFETY MONTHLY

## FIRE DEPARTMENT

Apr 2024

- Assisted with disaster drill at Piedmont College.
- assisting with the car rider line, lunch and/or recess with the children at Cornelia Elementary School
- Mt. Airy egg hunt, Easter Jam downtown, Hazle Grove 1<sup>st</sup> grade field trip
- 
- The Fire Marshal completed:
  - CO's Issued: 4
  - Inspections: 13
  - Violations notice: 1
  - Plan Reviews: 2
  - Investigations: 1

### Fire Department

#### Monthly Call Response

-106 calls were responded to during the month.

-454 calls responded to during 2024.

#### Monthly training hours

-229 training hours between all CFD Personnel.

-1,260 training hours YTD.



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

# Water Pollution Control Plant

Report for March 22, 2024 thru April 22, 2024

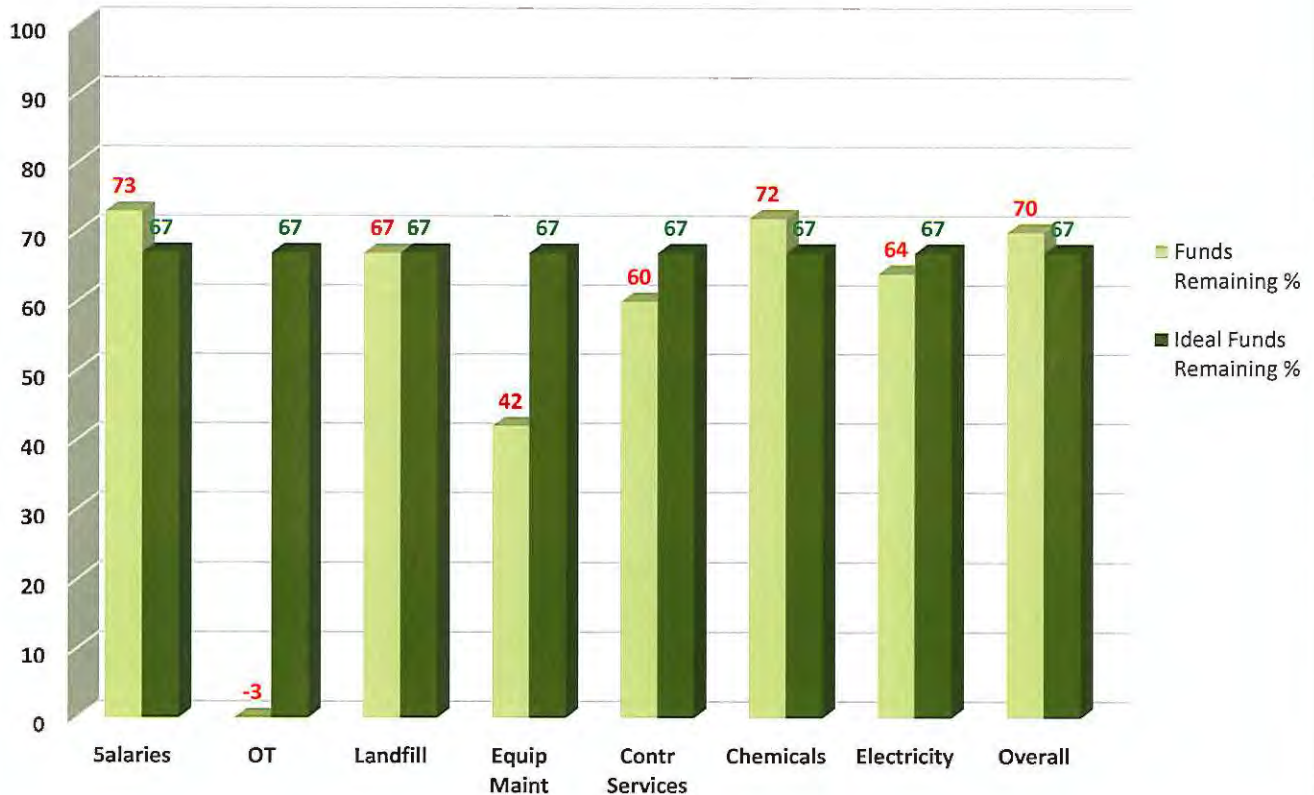
## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	104.3	Million Gallons
Influent BOD	123.3	Tons
Influent TSS	120.2	Tons
Solids to Landfill	505.1	Wet Tons
Dry Solids Removed	90.0	Dry Tons

## Wastewater Treatments Projects & Events

- 99.9% Compliance for April NPDES (Permit 3.0 MGD flow for April 3.165 MGD)  
Considered a "soft" non-compliance in the DMR to EPD

## Funds Remaining % vs Ideal Funds Remaining % 2024

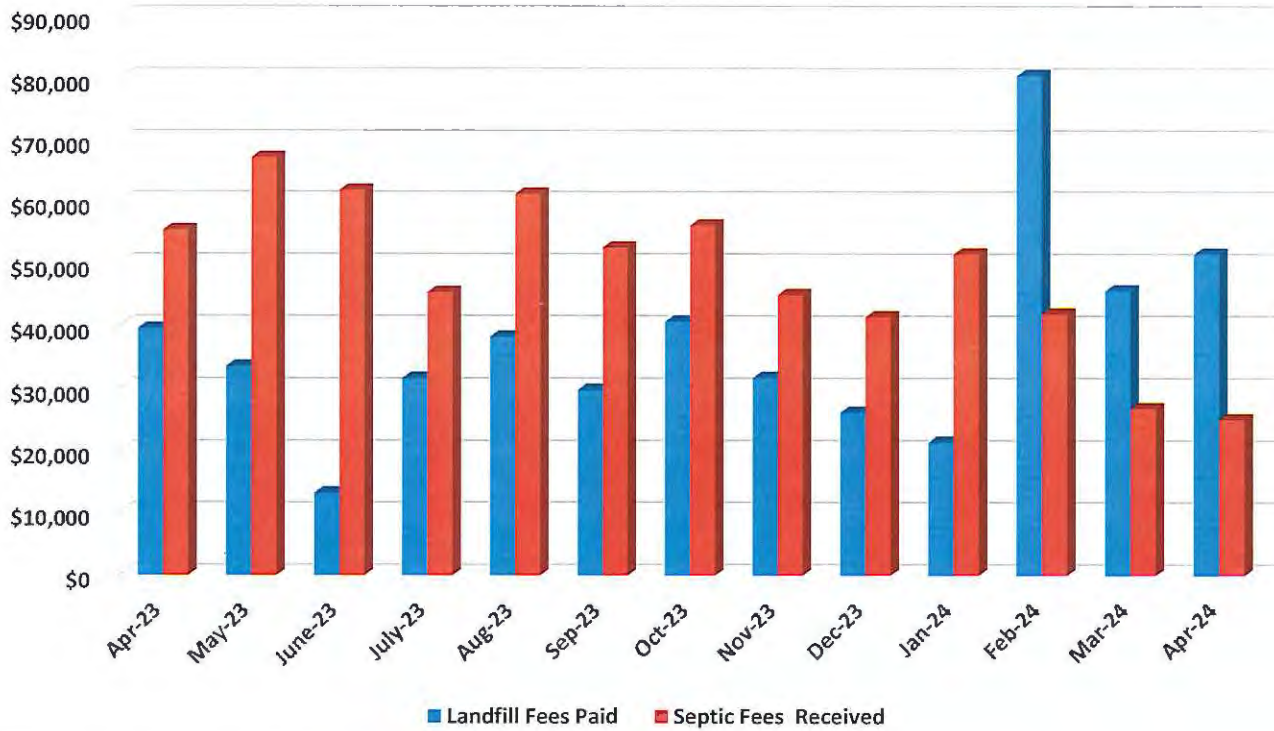




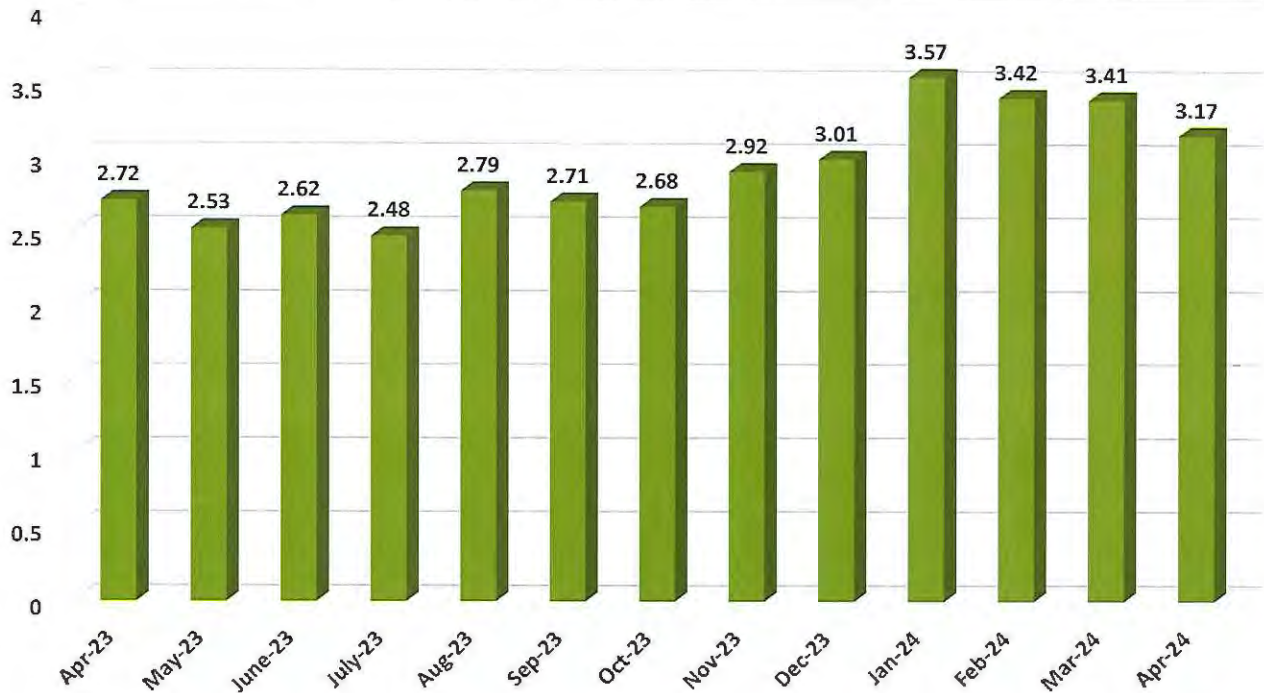
## Sewage Treated vs Billed Monthly



## Landfill Fees Paid vs Septic Fees Received 2023



## Monthly Average Flow



## Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Belt Press	Main Breaker	End of Life	Installed	\$1,150
Belt Press	Bearings, Shaft, Blades	End of Life	Ordered	\$4883
Step Screen	Rebuild Bearings	End of Life	Installed	\$17,269

## Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, AMM & BOD	Flow, TSS, BOD, Phos \$5,850	\$33,218 <b>(waived)</b>
Ethicon	None	None	None
Salford BBI	None	None	None

*March Data. April Industrial Reports not due until May 15*

## Work Orders Wastewater Plant & Lift Station

*March 24-April 20*

Generated Work Orders	45
Completed Work Orders	44
Back-log Work Orders	1

## Work Orders Commercial Grease Trap Inspection

*April 1- April 30*

Grease Traps Scheduled for Inspection	22
Grease Traps Inspected	22
Non-Compliant	0

## Plant Operations

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



# Water Treatment Plant

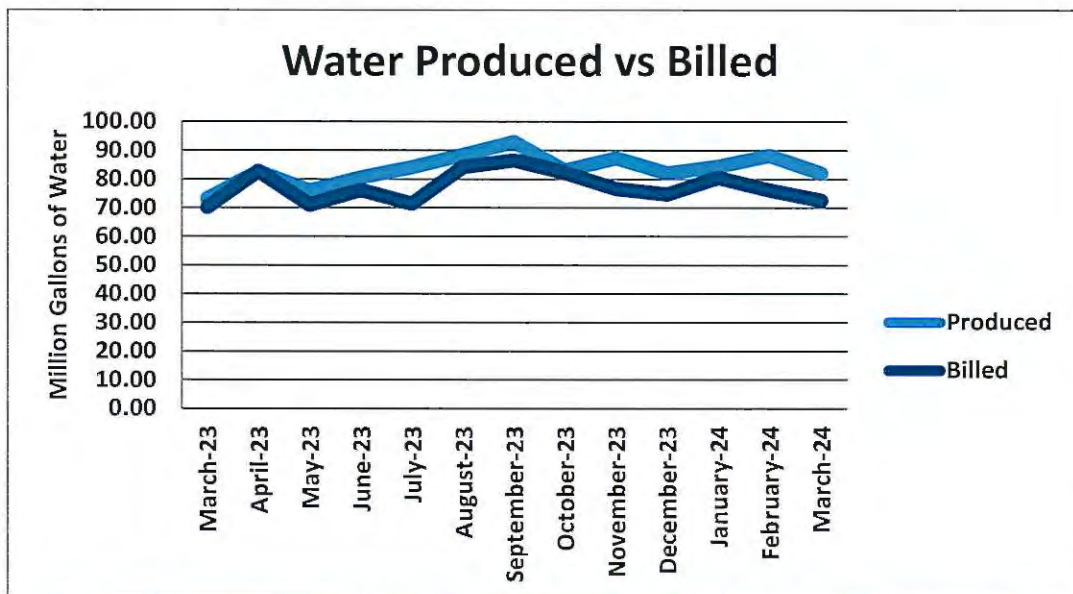
## Water Quality

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 March of 2024 was 82.01 MG.
- Water Billed in March of 2024 was 72.45 MG.
- The WTP recorded 2.80 inches of rain to date for April 2024.
- The Off Stream Impoundment level is 26.7 and 1.8 feet below maximum capacity.
- The Reservoir level is 2 foot 6 inches below full pool.



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

## Water Treatment Projects/Events

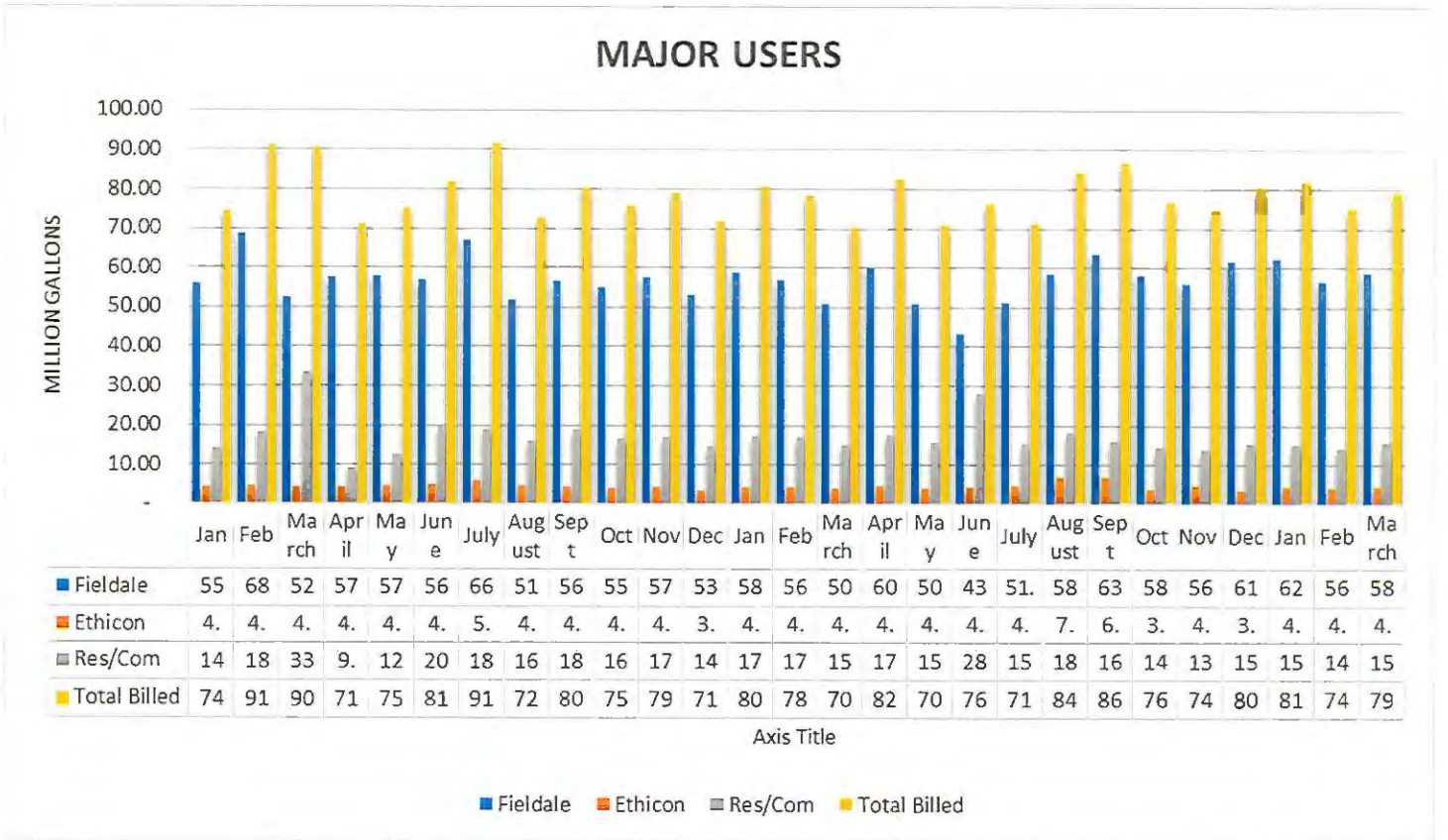
- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Gold Award – Presented by GAWP in recognition of complete and consistent permit compliance during the calendar year of 2023.
- Copper Sulfate – Start up.
- Post CL2 - Repair leak.
- KMNO<sub>4</sub> mixer - Installed timer switch.
- A/C unit – Replace filters.
- Vacuum Pumps - Clean screens and solenoids.
- OSI Air Tank – Repair air leak.
- Remote Locations – Mowed grass.
- OSI – Installed new sample pump.

# Water-Sewer-Storm April 2024

## Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	50	\$627.00	\$0.00	\$0.00	\$0.00	\$0.00	\$627.00	2.72%
Meter/Billing	16	\$1453.50	\$22.82	\$0.00	\$40.00	\$0.00	\$1516.32	6.57%
Water	23	\$5443.50	\$2772.14	\$0.00	\$1131.00	\$0.00	\$9346.64	40.49%
Sewer	27	\$4075.50	\$135.26	\$0.00	\$91.00	\$0.00	\$4301.76	18.64%
Storm Water	5	\$4123.00	\$1565.76	\$0.00	\$1003.00	\$0.00	\$6691.76	28.99%
Water Plant 1439	54	\$598.50	\$0.00	\$0.00	\$0.00	\$0.00	\$598.50	2.59%
<b>Report Totals</b>	<b>175</b>	<b>\$16321.00</b>	<b>\$4495.98</b>	<b>\$0.00</b>	<b>\$2265.00</b>	<b>\$0.00</b>	<b>\$23081.98</b>	

## Major Users



## General Activity

- 98 hrs. Lift Station Maintenance.
- 68- 811 Locates
- 171 Door Hangers for customers (past due notices)
- 120 Meters On/Off's
- 4 Meters installed.
- 103 hrs. Splash Pad Maintenance
- 79 hrs. Water Plant Storm Project



**PROJECTS/EVENTS**

- Storm Projects: 30 hr storm drain project on Circle Drive, Covered storm pipe on Stonecypher with gravel and dirt, removed debris from storm ditch on Clarkesville St., replaced storm grate on Highland Drive, removed debris from storm drain at Farm & Garden.
- Water Leak Repairs: Habersham Package, behind store, 406 Magnolia Lane, 437 S Wayside St, Whispering Willow, Habersham Terrace, Apple Square on Hodges St, Quail Trail, 216 Maple St, Locke Rd., 395 Modoc Dr., 544 Creek Rd., 297 Wood St.
- Sewer Blocks Cleared: Cleared block at 1088 S. Main St., plans for more work on sewer line, also cleared block at Summit St., Cast St. and 236 Wood St.
- 320 Wood St had to install a temporary sewer holding tank, replaced sewer line, and installed a cleanout.
- Repaired concrete at Dairy Queen drive-thru where we cut to repair sewer line.
- Called out to a leak on Wood/Wind drift lane on Saturday, repaired by Higgins construction, had to issue a 24-hr. boil water advisory.
- Inspected sewer lines for grease at Dairy Queen, Tocarriendo Express, Fenders, Community Brew, Mishima.
- Carpenters Cove 10" water main was damaged, had to shut down the water at Lowes & Longhorns to repair. Issued a 24hr. boil water advisory.





## **Public Works Monthly Report for April 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 landscaping crew worked on the 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 – 26

The Community House was cleaned 17 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.

We worked around the shop cleaning and organizing on rainy days.

We helped drive the dump truck for WWTP.

Mulch was spread in flower beds and playgrounds around the city.

We helped Miss Davenport on the mural.

The belt press at WWTP was changed.

The water heater in the women's bathroom at the Community House was replaced.

We worked at the Depot replacing light bulbs and repairing a toilet.



All the air filters in A/C units were replaced in the city.

We cut limbs back in all the parks.

We repaired a wooden swing in Big City Park.

We worked on digging out rotten mulch and installing a drain line in the playground at Big City Park.

Repairs were made to the pavilion in Big City Park.

We cleaned up fallen trees.

We worked at the North Fire Station replacing all the lights with LED's and repaired an A/C unit.

We cut around the reservoir on Wilson RD.

Repairs were made to toilets and lights at the library.

We helped put up red Christmas lights at the fire stations.

MONTHLY REPORT

3/28/2024 w/s transit truck # 12 car # 105	replaced tire fixed heater replaced tires
3/29/2024	holiday
4/1/2024 car # 103 truck # 4 truck # 23	service replaced rear brakes charged batteries
4/2/2023 truck # 27 lawnmower trailer car # 111	replaced headlight assys. & replaced radio fixed lights service
4/3/2024 PD 09 explorer truck # 14 FD ladder trk	service & replaced front hub assy replaced front caliper assy. replaced purge valve on air tank
4/4/2024 car # 103 truck # 23 FD tahoe truck # 25	installed new lights fixed door hinge fixed tire fixed air leak
4/5/2024	vacation day
4/8/2024 car # 119 car # 114 truck # 6	service service & replaced brakes fixed tire
4/9/2024 car # 103 truck # 5 car # 110	installed new strobes & control box replaced power steering hose fixed tire
4/10/2024 FD F 150 truck # 13 car # 116	replaced u joint replaced fuel filter service
4/11/2024 ventrac truck # 30	removed starter fixed tarp 4 hrs vacation
4/12/2024 truck # 2 truck # 23 FD tahoe	fixed tire fixed gas leak fixed oil leak
4/15/2024 ventrac	installed starter

MONTHLY REPORT

shop	cleaned up around shop
4/16/2024 car # 108	service & replaced front brakes
car # 103	finished wiring new strobes
truck # 3	replaced front brakes
4/17/2024 truck # 25	replaced rear brakes & drums
truck # 2	fixed door handle
car # 118	replaced batteries
4/18/2024 car # 121	service & replaced front brakes
w/s transit	service & replaced 2 tires
ventrac	replaced starter
car # 104	service
car # 125	service
4/19/2024 shop	cleaned up around shop
4/22/2024 car # 110	service & replaced tires
bush hog	rewired lights
shop	cleaned out tire building
4/23/2024 shop	cleaned up around shop
wwtp mule	replaced tires
truck # 27	fixed tire
4/24/2024 IT F 150	fixed strobes
truck # 38	fixed tire
car # 102	service
shop	organized bolt bins
4/25/2024 truck # 29	fixed tire
bandit chipper	fixed discharge chute
truck # 38	replaced 2 tires

# MONTHLY REPORT

4/26/2024	shop	finished up spring cleaning
4/29/2024	car # 117	replaced tires
	truck # 27	replaced tires
	truck # 34	fixed vacuum pump
4/30/2024	truck # 44	fixed tire
	truck # 28	replaced cooling fan
	truck # 30	fixed door
5/1/2024	straw blower	fixed wiring
	car #123	serviced transmission
	truck # 9	painted roof

# Cornelia

Page | 1

Jessie Owensby  
Community Development Department  
April 26, 2024  
Monthly Report

## Planning & Zoning

1. Prepped for hosting Planning and Zoning 101 training
2. Edited and re-published public hearing notice for annexation of Elrod St property
3. Prepped for Planning Commission meeting- sent packets and published agenda
4. Attended planning commission meeting, wrote and published minutes from meeting
5. Edited staff analysis report for annexation application with supplemental documents and new information
6. Spoke with property owner re: selling property for redevelopment
7. Phone call with Landbridge Development re: annexation (x3)
8. Reviewed and approved house plans for Magnolia Villas Lot #93
9. Reviewed house plans for 797 Wayside St, drafted letter to owner of things missing
10. Reviewed and approved sign permit for Holcomb's
11. Met with business owner re: signage requirements
12. Prepped team and Accounting department for GICH retreat travel with team members
13. Spoke with property owner re: zoning for office space
14. Received and processed Planning Commission application
15. Reviewed and submitted notes for Fairfield Inn signage
16. Hosted and attended Planning and Zoning 101 with Planning Commission, City Commission, and Marshal's Office
17. Correspondence with McDonald's re: signage replacement
18. Drafted and submitted zoning verification letter for Fieldale
19. Reviewed and approved sign permit for A Nails
20. Phone call with Tractor Supply re: remodel and addition
21. Traveled to UGA- Tifton Campus and attended GICH Retreat with team members
22. Meeting with Dr. Brian Kinsey re: signage replacement
23. Meeting with Mark Musselwhite re: zoning ordinance and revision
24. Drafted GICH retreat summary with supplemental documents for GICH team members
25. Received and processed supplemental documents for proposed annexation and rezoning for potential housing development
26. Added Kathy Papa and Christopher Irvin to GICH Housing Team for future meetings
27. Reviewed revised house plans for 797 Wayside Street and submitted revised letter of items missing
28. Received and submitted revised legal description of Elrod Street property for annexation review by City Commission
29. Sent zoning ordinance and revision notes to Mark Musselwhite for review
30. Drafted letters for developer of proposed housing on Elrod Street for LIHTC application

# Cornelia

Page | 2

## **Economic Development**

1. Gathered economic impact statistics for MS report for March and April
2. Assisted in reserving space for EDC meeting
3. Drafted and published press release re: Noah receiving scholarship for National Main Street Conference
4. Hosted UGA- Design services charette at 107 Grant Place for input on amphitheater design. (Unable to attend but Noah attended in my place)
5. Submitted T-Mobile grant application for amphitheater
6. Met with developer re: potential properties for development and uses
7. Began searching for office space for Doctor looking to relocate
8. Began searching for warehouse for new kid-friendly entertainment business
9. Phone call with developer re: purchase of property for residential
10. Phone call with developer re: types of development needed in city, where, and state funding programs
11. Gathered list of potential redevelopment and infill development properties and sent to developers along with demographic and psychographic data
12. Phone call with property owner re: selling building

## **Community Development & Special Projects**

1. Habersham Professional Women's planning meetings for 2024
2. Prepared for, gathered materials, and attended Habersham Women's Professionals meeting
3. Correspondence with Piedmont University Mass Comm student re: alumni and professor relations
4. Updated job description and worked with Lindsey to open hiring for Museum Assistant
5. Correspondence with CTAE program re: work based learning opportunities
6. Met with chamber re: special tourism project needs
7. Correspondence and phone call with Sarah Tolchin from Senator Ossoff's office re: Rails to Trails project
8. Correspondence and phone call with Susan Long at ARC re: Amphitheater project and grant
9. Gathered and sent supplemental research and documentation to ARC and US Senate offices
10. Attended post-legislative informational breakfast at HEMC
11. Coordinated and hosted Hazel Grove Elementary School field trip
12. Met with Jose De Leon regarding Hispanic businesses and engagement in community- brainstorming session
13. Drafted and sent recommendation letter for Laurin Yoder to apply for Appalachian Leadership Institute
14. Drafted and published press release re: field trip
15. Cleaned Chenocetah tower to prep for field trip and Leadership Habersham groups
16. Correspondence with key community leaders re: Hispanic engagement and English classes
17. Phone call with Rope Roberts to debrief and discuss consultant opportunities

# Cornelia

Page | 3

## **Tourism and Special Events**

1. Weekly meetings with Noah
2. Reviewed and approved special event application for FBC Fried Apple Pie 5k
3. Correspondence and planning with Magazine writer to plan weekend trip to Cornelia for article
4. Began designing new signage options for parks signage replacement
5. Began working with Ellie to discuss funds for tourism products in Cornelia

## **NOAH APRIL MONTHLY REPORT**

## **April Monthly Report for Main Street**

### **Special Events and Tourism**

1. Collected Catch Me in Cornelia and Big Red Apple Festival Applications for 2024.
2. Continued to confirm necessities for the Cornelia Music Festival (Leon Farmer, vendors).
3. Distributed promotional ads for Cornelia Music Festival on social media.
4. Obtained snacks, drinks, and prizes for the DDA Bingo Fundraiser.
5. Attended and facilitated DDA Bingo Fundraiser.
6. Attended and helped facilitate Hazel Grove Elementary School Field Trip around the city departments.
7. Met with representatives from Cornelia Police, Fire, and Public Works to discuss safety needs for Cornelia Music Festival

### **Downtown Development**

1. Attended and facilitated April 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 (Cornelia Boxing Academy, Smash It, Tiamtisack Bounny Asian Market, Hillside Baptist Church, Dollar General, Velo Factory, Carquest Auto Parts, Ventura Auto Repair, Henry L Simmons, WoodmenLife, Cornelia Nutrition, Genes Pawn Shop, Perry Gas Company, Cornelia Post Office, K & W Supply, Auto Cash of Georgia).
6. Researched and obtained rates on custom postcards for H&T Board Meeting.
7. Typed and distributed H&T meeting minutes to all members.
8. Completed Community Activity Report for March.
9. Completed Main Street Monthly report for April.
10. Published 4 weekly newsletters.
11. Updated discovercornelia website with updated merchandise (shirts and hats).

### **Community Development & Special Projects**

1. Attended April Leadership Habersham session.
2. Attended the Fundamentals of Tourism in Gainesville at the Boat House.
3. Attended Georgia Municipal Association Training in Young Harris.
4. Received acceptance email for GDA scholarship.
5. Registered for the National Main Street Conference in Birmingham, Alabama.
6. Attended Ribbon Cutting ceremony for Sugartopia 10-year anniversary.
7. Attended Post Legislative breakfast at HEMC.
8. Attended Young Professionals Luncheon at Clarkesville Community House
9. Attended Chamber Ambassador meeting at BSG.