



## **City Manager's Monthly Report for September 2019**

We are in the process of installing security cameras at the Community House. Unfortunately we have experienced some vandalism and damage to the building lately. The most recent incident occurred several weeks ago when someone kicked in the downstairs doors. One of the doors was damaged so bad that the frame had to be replaced as well as the door.

This past weekend we held another successful Big Red Apple Festival. Thousands of people invaded downtown. Most of the food vendors reported running out of food which is always a good sign. The biggest issue that I have heard about was a lack of parking. We had to tow several vehicles that were blocking traffic on Front Street.

The Waste Water Plant treated 77.9 million gallons of sewerage. The Water Plant treated 89.23 million gallons of drinking water. We received .46 inches of rain in September; the reservoir is 5 feet above full pool. We repaired 4 water leaks and 2 sewer blockages.

The Fire Department responded to 84 emergency calls. They completed 462 hours of hands on training. The Fire Marshal issued 3 Certificates of Occupancy, conducted 15 inspections, reviewed 3 sets of plans, and investigated 1 fire.

The Planning Department issued 18 permits, the total project value was \$3,142,416 and the total fees collected were \$11,841. The Building Inspector completed 26 Plan Reviews, 90 Commercial Inspections, and 24 Residential Inspections.

The Police Department conducted 150 traffic stops, worked 43 accidents, 7 fight calls, 2 burglaries, 26 shoplifting calls, and 35 alarms. They responded to a total of 978 calls. The Investigative Division opened 4 new cases, closed 1 case, and made 1 arrest. Code Enforcement opened 10 new cases and closed 16 cases. The Municipal Court adjudicated 211 cases and collected \$16,398 in fines. The Probation Division collected \$5,086 in fines, they have 122 active cases, and probationers completed 180 hours of Community Service with a value of \$1,305. We distributed 9 car seats and trained 16 caregivers through our Child Seat Program.

  
Donald Anderson  
City Manager

## **City of Cornelia**

### **Public Works**

#### **Monthly Report September, 2019**

The Sanitation route was completed weekly and roller carts delivered when needed. All city parks and downtown were checked and cleaned on a weekly basis. Work orders were completed as they came in. The flower beds around the City were maintained and weeds pulled. We watered all flower beds twice a week if it didn't rain. The grass has been cut and maintained around the city. We have been trimming and pruning trees and bushes around the city where needed. Weed killer has been routinely sprayed on curbs, gutters, guard rails, and anywhere else need. Trash was picked up on City streets and parks. We take turns coming in early every week to blow downtown, clean gutters, and checking street lights. The chipper has been making rounds through the city as needed. We have been bush-hogging on the streets and sewer right-of-ways. Street right-of-way was cut throughout the city and limbs cut back from signs. We worked at parks making repairs and doing routine maintenance. Pot holes were patched around the city as we found them. We worked around the shop cleaning and organizing. Equipment was checked and regular maintenance was done. We have been working on upgrading street signs in ward 1. Street signs around the city were fixed or replaced as needed. Work was done in the Community House making repairs and installing new lights. We made repairs to city buildings as needed. The underpass was pressure washed and repainted. We finished pressure washing and sealing the boardwalks in Big City Park. Repairs were made to the sidewalk on Clarkesville Street. Crack sealing was done on Grier Street and Skyland Drive. We worked around the lake cutting brush off the banks. We worked on the on and off ramps bush hogging, weed eating, and picking up trash. Mulch was spread on the playgrounds at Big City Park. A flagger recertification course was taken to renew our flagging license. We worked on the baseball field preparing it for a wedding. We set up and cleaned the Community House when needed. Preparations were made for the Big Red Apple Festival and we worked the festival.

# MONTHLY REPORT

8/29/2019	FD tahoe	service & replaced tires
	car # 112	service
	car # 107	fixed lights
	city manager trk	service
	new holland skid steer	service
8/30/2019	truck # 23	service & replaced engine & transmission mounts & replaced brakes
	car # 106	service
9/2/2019		holiday
9/3/2019	volvo wheel loader	service
	truck # 3	service
	sewer jetter	service
9/4/2019	truck # 15	service
	lawnmower	replaced bearings in front wheel
	truck # 23	service
	truck # 42	service & flushed cooling system
9/5/2019	car # 110	service
	truck # 44	service
	truck # 30	service
	truck # 34	service
	truck # 45	service
9/6/2019	truck # 28	service
	wtp escape	service
	truck # 5	service & replaced tires
	truck # 32	service
9/9/2019	truck # 26	removed shifter assy.
	truck # 36	replaced starter
	truck # 38	service
	truck # 1	service
9/10/2019	B95 backhoe	service
	truck # 26	replaced shifter assy
	FD KME	service
	truck # 18	replaced flasher assy.
	new utility trk	service
9/11/2019	FD pierce	service
	car # 117	service
	car # 111	service
	FD brush truck	service

## MONTHLY REPORT

9/12/2019	kubota skid steer	service
	kubota excavator	service
	comm development trk	service
	city hall car	service
9/13/2019	car # 108	service & replaced brakes
	shop	cleaned up around shop
9/16/2019	car # 115	service
	shop	fixed air leak on compressor
	6105 tractor	fixed tire
	FD pierce	removed cab lift cylinder
9/17/2019	FD F 150	75,000 mi service
	truck # 29	fixed tire
	car # 102	serviced transmission
9/18/2019	car # 116	service
	truck # 18	took trk to international trk in greenville
9/19/2019	truck # 28	replaced a/c condenser
	FD F150	replaced drivers door
	truck # 12	fixed tire
9/20/2019	FD F150	finished up replacing door
	FD pierce	replaced cab lift cylinder
	car # 102	replaced tires
9/23/2019	car # 113	60,000 mi service & replaced front brakes
	FD F 150	changed lock cylinder on door
	utility director trk	fixed tire
9/24/2019	FD cabover ford	picked up trk in fairview & removed cab lift cylinder
	truck # 36	fixed tire
	car # 107	replaced 2 way radio antenna
9/25/2019	FD cabover ford	charged batteries & checked alternator
	truck # 11	fixed coolant leak
	truck # 12	fixed tire



# Water & Sewer Authority Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

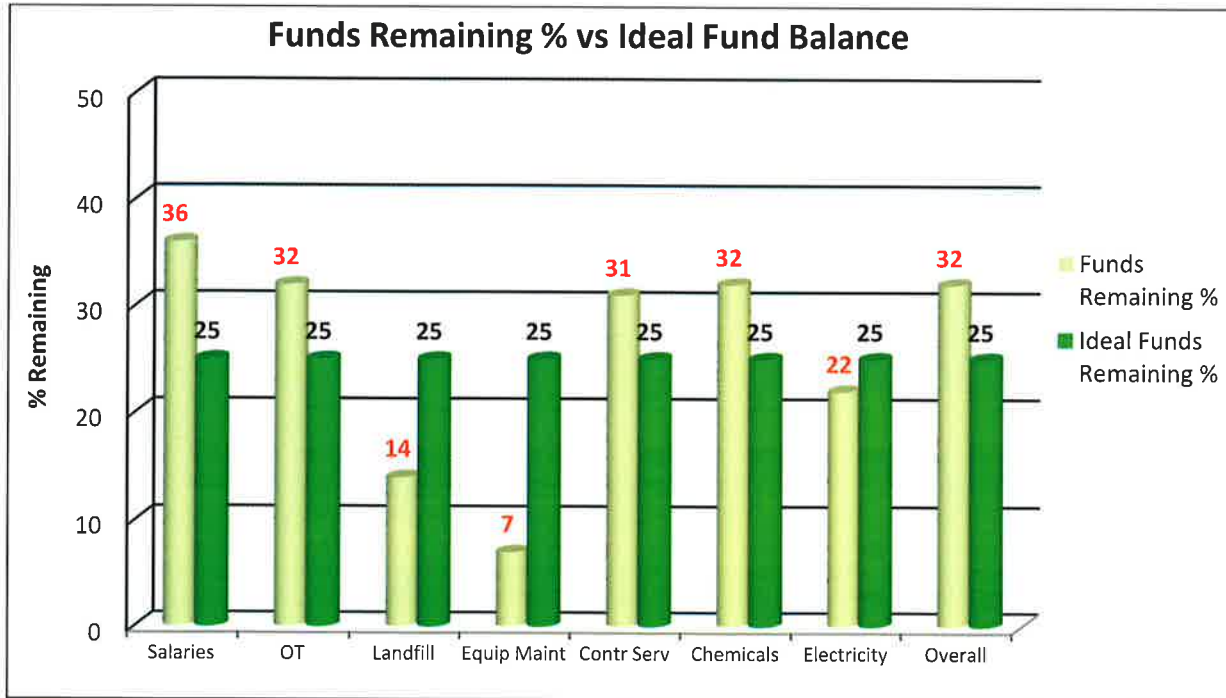
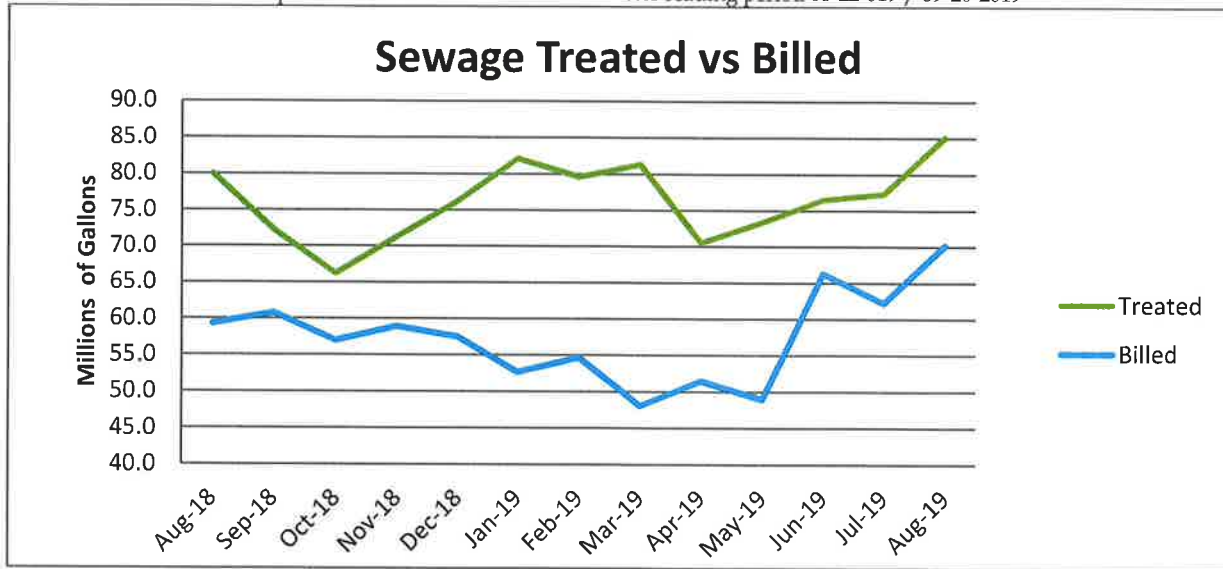
 *Water and Sewer Maintenance*

# Water Pollution Control Plant

## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	77.9	Million Gallons
Influent BOD	49.3	Tons
Influent TSS	25.6	Tons
Solids to Landfill	201.3	Wet Tons
Dry Solids Removed	39.8	Dry Tons

\*Graph and flow Information based on meter reading period 08-22-019 / 09-20-2019



**Capital Expense & Sewer Authority Rent Payment Has Been Taken Out**

## Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
2-16" Plug Valves	Influent Flow Diverter Box	End of Life	Ordered	\$8,900
Valve Accessories	Influent Flow Diverter Box		Ordered	\$2,060

## Industrial Pre-Treatment Violations

Industry	Parameter	Violation/Fine	Surcharge
Fieldale	TKN, PHOS & BOD	None	\$40,147 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

## Wastewater Treatments Projects & Events

- 100% Compliance for August NPDES
- NPDES Permit is still in negotiations with EPD for phosphorous
- Cornelia W.P.C.P. NPDES Permit Renewal this December

## Work Orders Wastewater Plant & Lift Stations

<b>Generated Work Orders</b>	<b>33</b>
<b>Completed Work Orders</b>	<b>25</b>
<b>Back-log Work Orders</b>	<b>6</b>

## Work Orders Commercial Grease Trap Inspection

<b>Grease Traps Scheduled for Inspection</b>	<b>13</b>
<b>Grease Traps Inspected</b>	<b>11</b>
<b>Non-Compliant</b>	<b>8</b>

# Drinking Water Treatment Plant

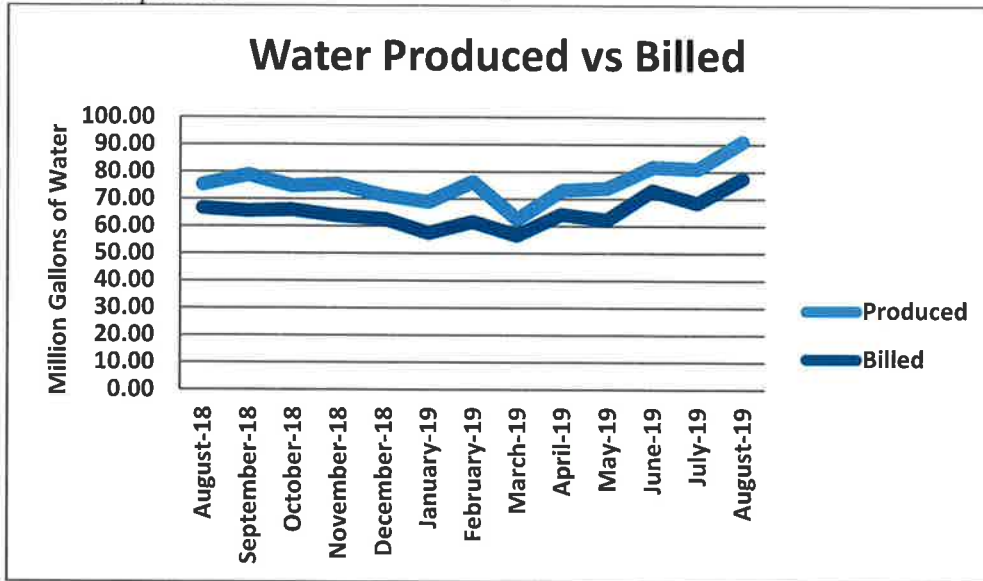
## Water Quality

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

Water Quality Concerns	Determined Cause	Action Taken
0	N/A	N/A

## Water Production Quantities

- The WTP recorded 0.46" of rain for September 2019.
- The reservoir level is 5'0" above full pool.
- Water Produced in September 2019 was 89.23 MG.

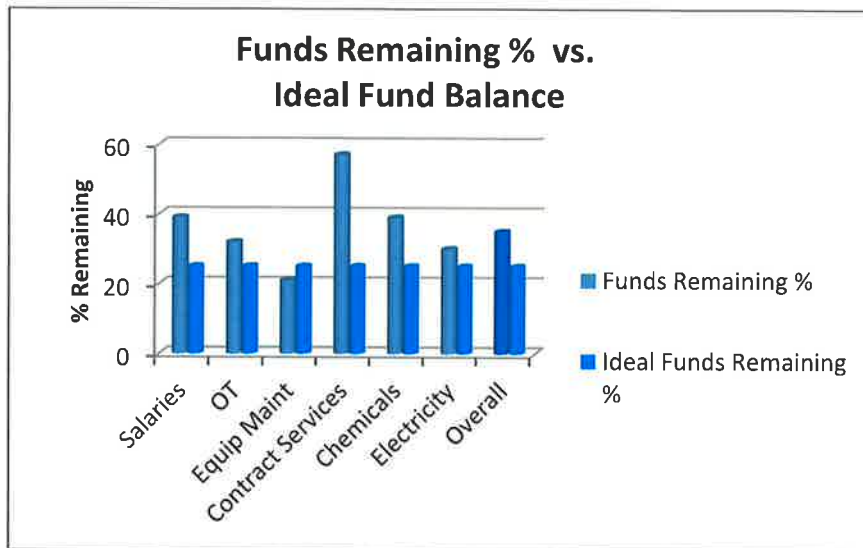


Above flow graph and flow information based on meter reading period 07/22/2019 - 08/21/2019

## Water Treatment Projects/Events

- Continued troubleshooting GV booster pump.
- Washed basin #4.
- Repaired leaks on Cl2 manifold.
- Serviced Pre Cl2 pump.
- Clean SCM
- Replaced lime line.
- Washed basin #3.
- Replaced phosphate transfer pump.
- Calibrated Hazel Creek level transducer.
- Lead and Copper samples.
- Routine Inspections of raw water pumping stations and tanks as required by EPD.





### Reports/Water Sampling Completed

September 2019	Round 1 Distribution Sampling for Chlorine and Microbiological Contaminants
September 2019	Round 2 Distribution Sampling for Chlorine and Microbiological Contaminants
September 2019	Total Organic Carbon Sampling
September 2019	Fluoride Split Sampling
September 2019	NPDES Flow Monitoring
September 2019	Crypto/Giardia Sampling
September 2019	Lead and Coper
August 2019	Monthly Operating Summary Report
August 2019	Monthly Disinfectant and/or Oxidant Monitoring at the Entry Point and in the Distribution System
August 2019	Monthly TOC Removal Report
August2019	Monthly Surface Water Treatment Operation Report for Turbidity
August2019	NPDES / Monthly Maintenance Report
August2019	Monthly Surface Water Withdrawal Report.
August2019	Monthly MOR for Fluoride Program
August2019	Monthly Net DMR

### Training

- Monthly Safety Training with the WTP staff.
- Plant Operation Training with John.

## Water and Sewer Maintenance

### Projects/Events

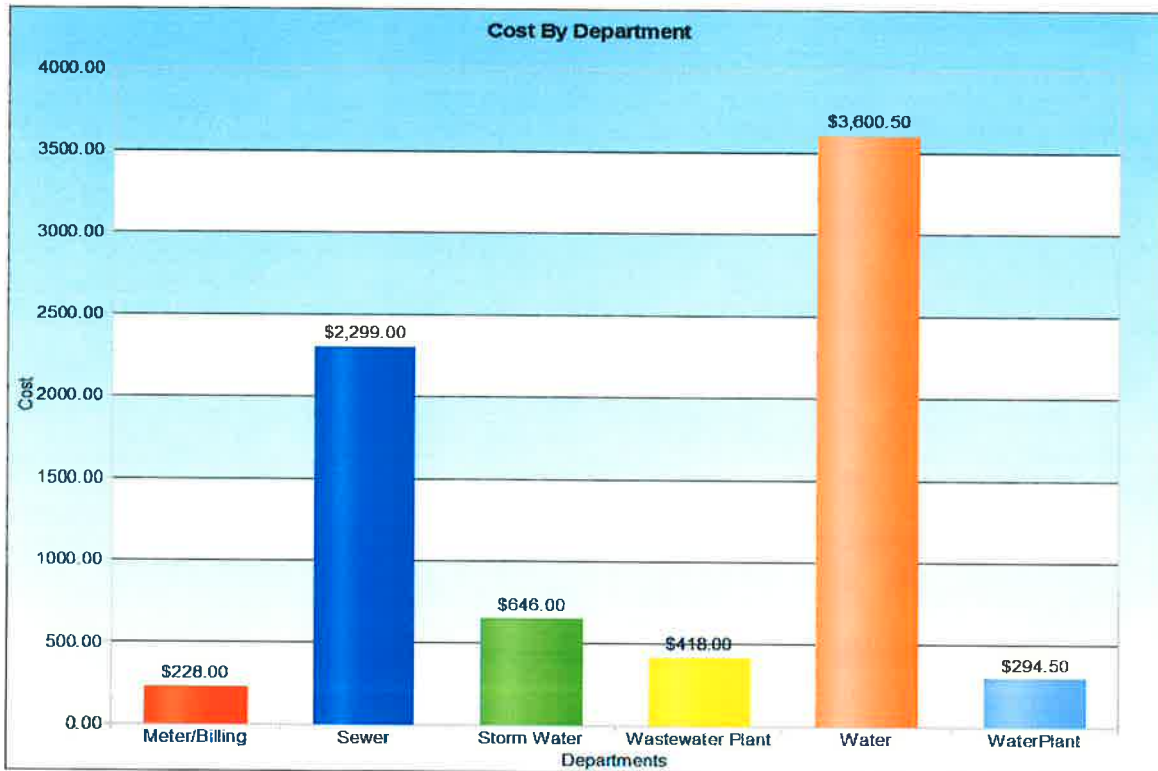
- Quality Foods water main project - Chlorinated the main and had water tested.
- Pro Pump came and inspected the pump valute at Lee st lift station.
- Community house fire main bore complete.
- Repaired and replaced the KFC parking lot using concrete.
- McAllister tree service cut trees for the Chenocetah storm project.

### Major Construction Projects

- Highland/Skyland water and sewer project is 100% complete.
- Ridgeway project approximately 60%.

### Training

#### September Work Order Maintenance Cost



#### Water Sewer Work Order Summary

Meter and Billing Work orders	111
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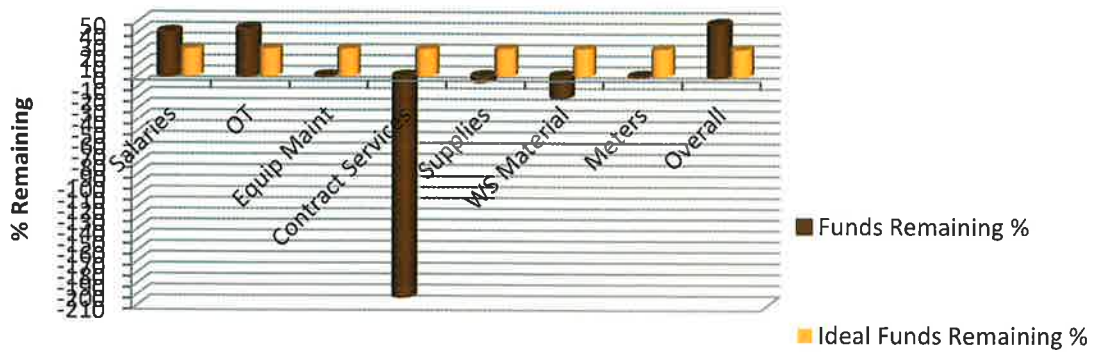
Water Breaks	4
Sewer Blocks	2
Water General	43
Sewer General	25
Potential Leaks Investigated	8

### Work Order Status

<b>Preventative Maintenance Work Orders</b>	58
<b>Predictive Maintenance Work Orders</b>	0
<b>Corrective Maintenance Work Orders</b>	15
Back-log Work Orders	8

### Large Variable Costs

#### Funds Remaining % vs. Ideal Funds Remaining %





September 30, 2019

## September 2019 Monthly Training Report

### Emergency Call Response

-84 calls responded to between September 1, 2019 and September 29, 2019

-936 total calls responded to from January 1, 2019- September 29, 2019

### Monthly Training Hours

-462 combined training hours for all three shifts for September 1, 2019 – September 29, 2019

-3801 combined annual training hours for all personnel including paid, part-time, and volunteers.

Assistant Chief Shane Bentley

*“You are free to choose, but you are not free to alter the consequences of your decisions.”*



## CORNELIA FIRE MARSHAL'S OFFICE

Po Box 785 Cornelia, GA 30531 706-778-4343

### **Fire Prevention & Investigations August 2019**

3<sup>rd</sup> – Investigated the apartment fire that occurred at 457/459 Irvin St. Josh along with State Fire Investigator Smith conducted interviews with witnesses and some of the occupants. The fire has been ruled accidental with the area of origin being the front porch. We can't rule out all accidental causes but the most likely cause was improper disposal of smoking materials.

7<sup>th</sup> – The fire station hosted a motorcycle ride for Stand for the Silent (anti bullying). Josh led the ride which lasted about an hour before returning to the fire station.

11<sup>th</sup> – Personnel attended the 9/11 ceremony at the Wall of Honor. Other personnel also attended a first responder dinner held at Level Grove Baptist Church.

12<sup>th</sup> – Motorola was onsite to update our radios. This is the last update these radios will receive. Due to their age they will no longer be supported with updates.

14<sup>th</sup> – Personnel attended the Veterans Jamboree at the Community House.

17<sup>th</sup> – Radio updates are now completed and a new accurate list has been compiled of our radios. This fixes the discrepancy found with the list the County provided.

18<sup>th</sup> – Electronic door locks have been installed at the fire station that will match the new system being installed at the new buildings. This will allow us to track entrance to the station.

24<sup>th</sup> – The fire safety house/command post is being cleaned and prepared this week for the Big Red Apple Festival this weekend. This will also ready it for use in October for fire safety month.

Fire Safety Fundraiser- The department has partnered with the National Fire Safety Council for this year's fire safety fundraiser. Letters were sent out to local businesses asking for sponsorship of fire safety materials. All the funds raised are handled by The Council. They mail the tax deductible contribution receipts and thank you letters for us. All funds less postage are used by us to purchase fire safety materials to hand out at local events and schools. To date we have received \$2790.00 dollars.

**CO's issued- 3**

**Inspections- 15**

**Violation Notices issued- 0**

**Meetings- 6**

**Plans Reviewed- 3**

**Investigations- 1**

Lt. Josh Hazle

Cornelia Fire Dept.  
Fire Marshal/Fire Investigator  
706-778-8585 Ext: 284  
706-949-8837Cell



FY 2019

CITY OF CORNELIA  
PERMIT REPORT BY PERMIT NUMBER  
09/01/2019 TO 12/31/2019

<u>PERMIT NO</u>	<u>ADDRESS</u>	<u>STATUS</u>	<u>OWNER</u>	<u>TOTAL VALUE</u>
20190551	223 CHATTAHOOCHEE ST	Issued	KEVIN B. & TINA PASLEY	500.00
20190553	253 CHENOCETAH CT	Completed	SHIRLEY BURTON	1,000.00
20190554	365 HIGHWAY 441	Issued	WCWV, LLC	1,400,000.00
20190555	550 GALLOWAY ST	Completed	RUEN THAI	2,000.00
20190556	199 MAPLE ST	Completed	KEVIN BLAKELY	2,000.00
20190557	502 YONAH ST	Issued	CARLA RIVERA	2,000.00
20190558	365 HIGHWAY 441	Completed	WCWV, LLC	200.00
20190559	505 LEVEL GROVE RD	Issued	THONETHEVA DEUANG	900.00
20190560	367 IRVIN ST	Issued	READY ELECTRIC	10,748.48
20190561	115 CHATTAHOOCHEE ST	Denied	S&D Solutions , LLC	20,000.00
20190562	115 HABERSHAM TRE	Issued	S&D Solutions , LLC	20,000.00
20190563	402 ALSTON RIDGE	Completed	ROBINSON WILLIAM H &	5,255.00
20190564	400 STONECYPHER STREET	Issued	Sierra Vista Apartments	96,663.00
20190565	643 IRVIN ST	Completed	JONATHAN HERRIN	150.00
20190566	185 WOOD ST	Issued	ALVARO MORA	1,500.00
20190567	400 STONECYPHER STREET	Issued	Sierra Vista Apartments	1,560,000.00
20190568	191 ELROD ST	Issued	Patrick Burgess	4,500.00
20190569	702 WAYSIDE ST	Issued	CUAUHTEMOC MACIAS	15,000.00

TOTAL NUMBER OF PERMITS: 18  
TOTAL VALUATION: 3,142,416.48  
TOTAL FEES CHARGED: 11,840.50  
TOTAL FEES PAID: 9,593.50

26 Plan Review  
90 Commercial inspections  
24 Residential inspections  
3 New mult. Family  
1 New Commercial

# Police Department Monthly

Sept. 2019

## Patrol

<b>TRAFFIC</b>	<b>304</b>
Traffic Stops	150
Susp.Person/ Veh	105
License Check	6
MVA Accidents	43
<b>NON-TRAFFIC</b>	
Fight Calls	7
Burglary	2
Shoplifting/Theft	26
Domestic Calls	19
Drunk/Disorderly	3
Abuse	0
Alarms	35
<b>CONTACTS</b>	
<b>2029</b>	
Citizen	1965
Motorist	53
Bank/Funeral	11
<b>REPORTS</b>	
<b>228</b>	
Incidents	118
Accidents	22
Citations	88
<b>TOTAL DISPATCHED CALLS</b>	<b>978</b>

## Investigations

<b>CASES</b>	<b>6</b>
New	4
Old	2
<b>TYPES</b>	
Person	3
Property	2
Financial	1
<b>DISPOSITION</b>	
<b>Closed</b>	<b>1</b>
Arrest	1
Ex. Clear	
Other	5
<b>Code Enforce</b>	
New	10
Active	13
<i>Disposition</i>	
Closed No action	16
Closed w/ Cit.	0



# Police Department Monthly

## Admin/Court

<b>COURT</b>	
Court Cases	211
Fines Paid	\$16,398.00
<b>CRIMINAL HISTORY</b>	
C.H. Ran	432
C.H. Monies	\$273.00
Walk In's	122

## Child Seat Program

Car Seats Distributed	9
Caregivers Trained	16
Police Personnel Trained	

## PROBATION

Fines for Cornelia	\$5,086
Supervision Fees	\$1,256
<b>Community Service</b>	
Hours	180
Value of Hours	\$1,305
Active Cases	
<b>Cornelia</b>	122
<b>Total</b>	

## NOTES:

Sgt. Adams with CID attended a 20 hour Homicide Training class in Athens. Officers with Code enforcement attended a 24 hour GACE conference in Athens. Officers have been attending Use of Force training and using the computer simulator for weapon training at the Police Dept. training center.