



City Manager's Monthly Report for October 2019

The Municipal Complex continues to be on schedule. The interior walls are being framed and the electrical, plumbing, and hvac are being installed in the Municipal Building. The plywood for the roof has been installed and the shingles are on site and the contractor will begin installing them soon. The roof trusses and the sub roof are being installed on the Fire Station.

The contractor will begin paving Wayside Street this week. He is still working on installing the sidewalk and drainage on the Level Grove Road. Once this is completed the intersection of Level Grove Road and Wayside Street will be paved.

The state has declared a Level 1 Drought Response for this area. We placed a copy of the water consumption rules as a result of this on the back of the water bill in order to educate the public.

City Park is now closed while we set up for Christmas in the Park. The lights will begin on Thanksgiving and continue until New Year's Day.

The Waste Water Plant treated 77.9 million gallons of sewerage. The Water Plant treated 82.1 million gallons of drinking water. We received 3.29 inches of rain in October; the reservoir is 4 feet above full pool. We repaired 11 water leaks and 5 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 10 inspections, reviewed 2 sets of plans, and investigated 1 fire.

The Planning Department issued 32 permits, the total project value was \$4,514,707 and the total fees collected were \$22,849. Of these 32 permits 14 were for new residential homes, 3 new apartments, and 1 new commercial building. The Building Inspector completed 36 Plan Reviews, 112 Commercial Inspections, and 29 Residential Inspections.

The Police Department conducted 146 traffic stops, worked 51 accidents, 12 fight calls, 7 burglaries, 22 shoplifting calls, and 23 alarms. They responded to a total of 996 calls. The Investigative Division opened 3 new cases, closed 6 cases, and made 2 arrests. Code Enforcement opened 15 new cases and closed 13 cases. The Municipal Court adjudicated 137 cases and collected \$16,359 in fines. The Probation Division collected \$5,381 in fines, they have 119 active cases, and probationers completed 120 hours of Community Service with a value of \$870.

A handwritten signature in blue ink, appearing to read "Donald Anderson".

Donald Anderson
City Manager



Water & Sewer Authority Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

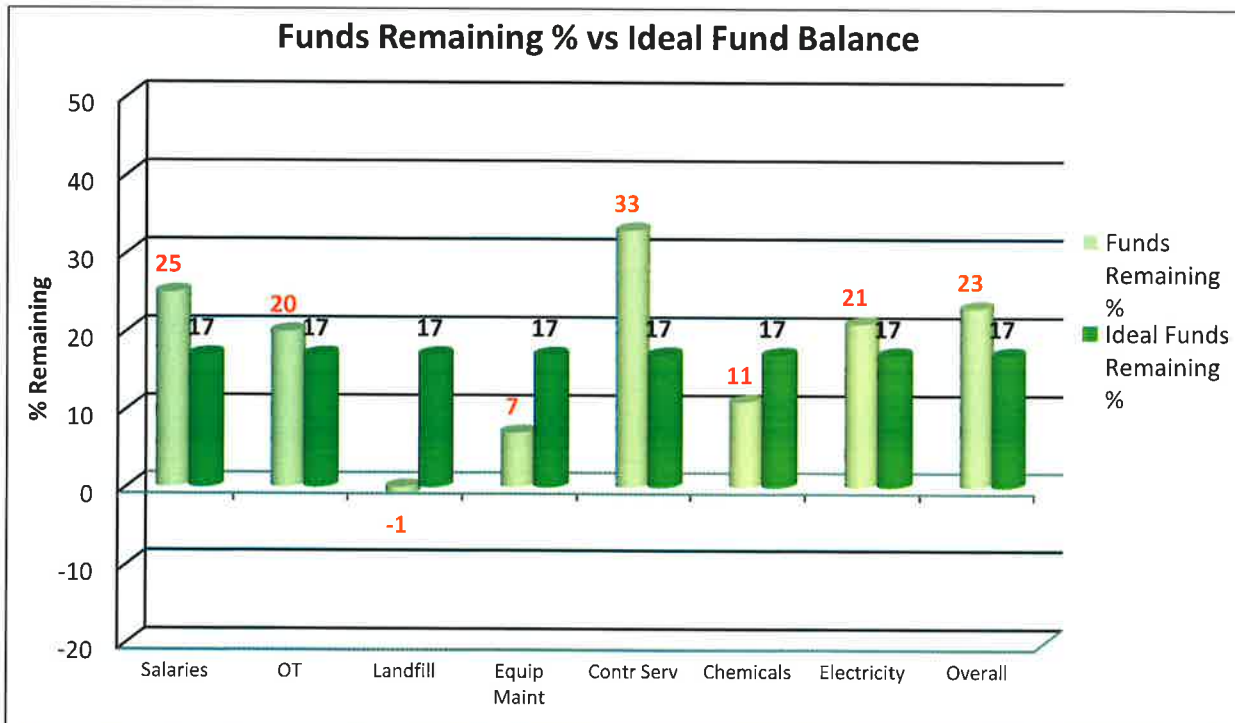
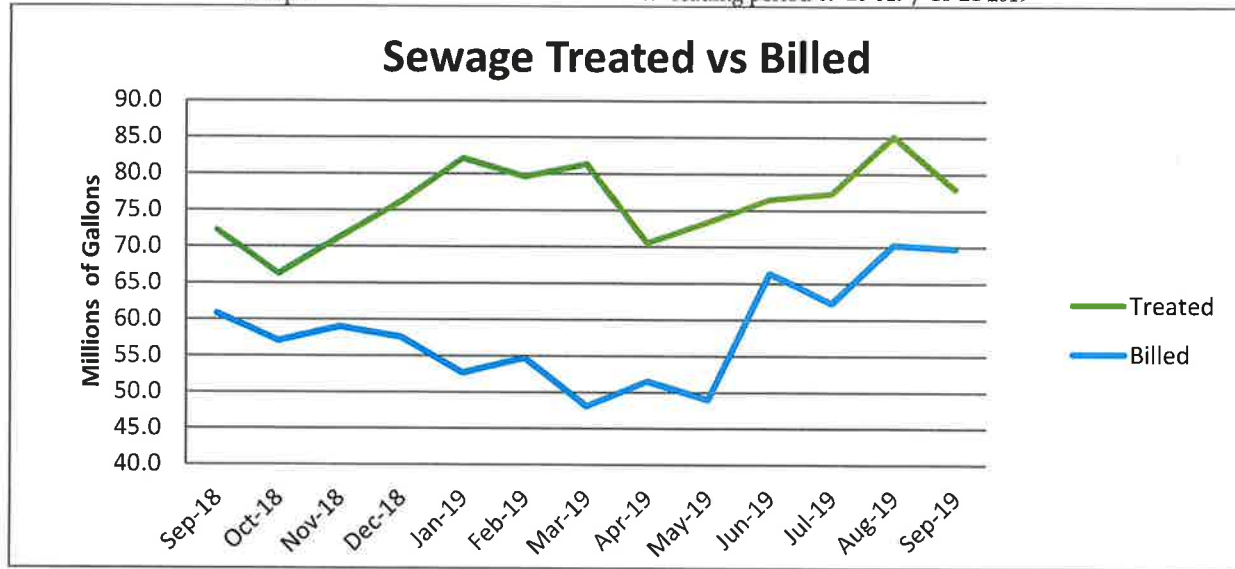
 *Water and Sewer Maintenance*

Water Pollution Control Plant

Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	77.9	Million Gallons
Influent BOD	45.1	Tons
Influent TSS	21.9	Tons
Solids to Landfill	389.2	Wet Tons
Dry Solids Removed	76.3	Dry Tons

*Graph and flow Information based on meter reading period 09-20-019 / 10-24-2019



Capital Expense & Sewer Authority Rent Payment Has Been Taken Out

Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
None				

Industrial Pre-Treatment Violations

Industry	Parameter	Violation/Fine	Surcharge
Fieldale	TKN & BOD	None	\$33,382 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

Wastewater Treatments Projects & Events

- 100% Compliance for September NPDES
- NPDES Permit is still in negotiations with EPD for phosphorous (Proposed Permit has been presented)
- Cornelia W.P.C.P. NPDES Permit Renewal this December

Work Orders Wastewater Plant & Lift Stations

Generated Work Orders	31
Completed Work Orders	25
Back-log Work Orders	8

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	19
Grease Traps Inspected	11
Non-Compliant	8

Drinking Water Treatment Plant

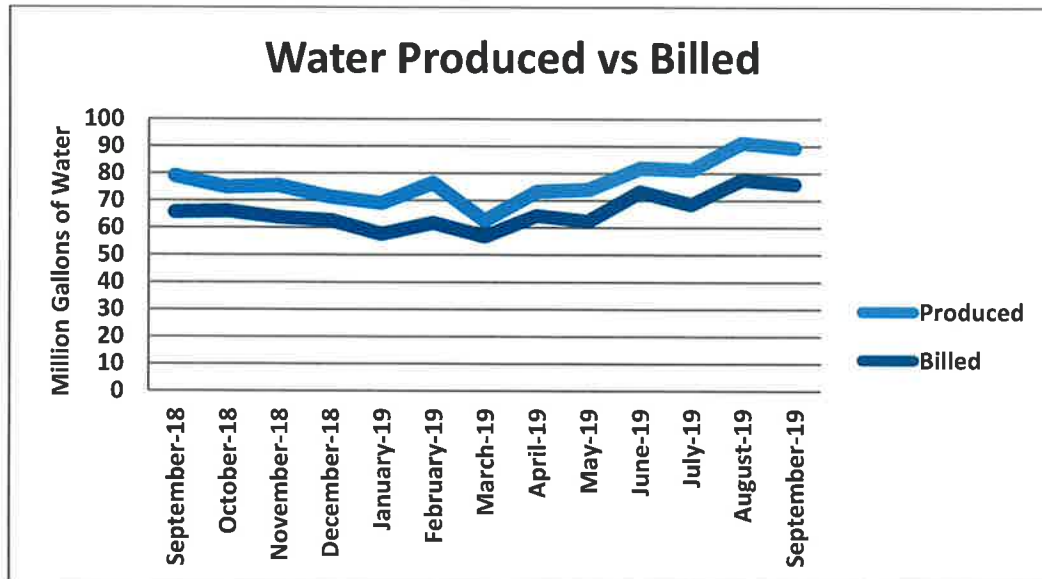
Water Quality

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

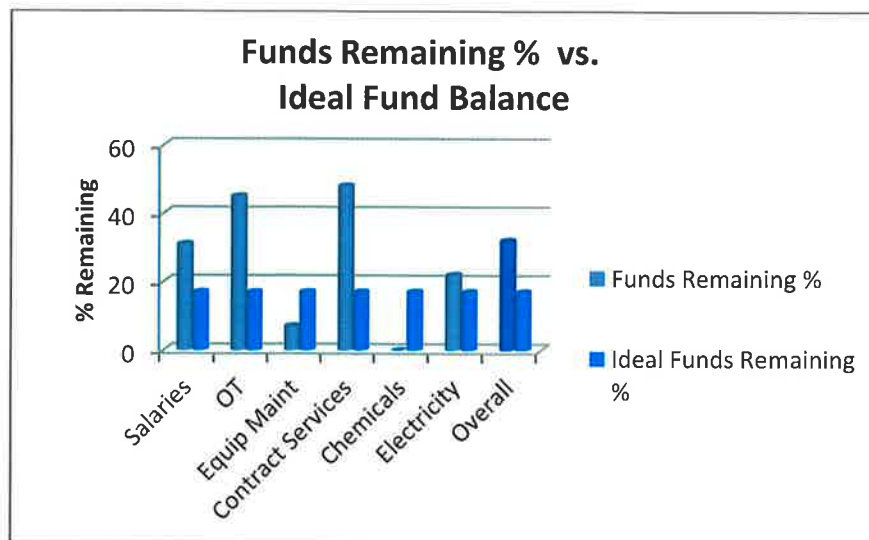
- The WTP recorded 3.29" of rain for October 2019.
- The reservoir level is 4'0" above full pool.
- Water Produced in October 2019 was 82.06 MG.



Above flow graph and flow information based on meter reading period 08/22/2019 - 09/21/2019

Water Treatment Projects/Events

- Serviced all chemical pumps.
- Repaired post Cl₂ leak.
- Troubleshoot and replace chemical transfer switch.
- Clean SCM
- Replace switch on Compressor 2.
- Washed basin #3.
- Repaired pipe used during basin wash that was damaged by contractor.
- Replaced vent screens on clear wells.
- Increased speed on flash mixer and flocculators.
- Routine Inspections of raw water pumping stations and tanks as required by EPD.



Reports/Water Sampling Completed

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

Training

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

Water and Sewer Maintenance

Projects/Events

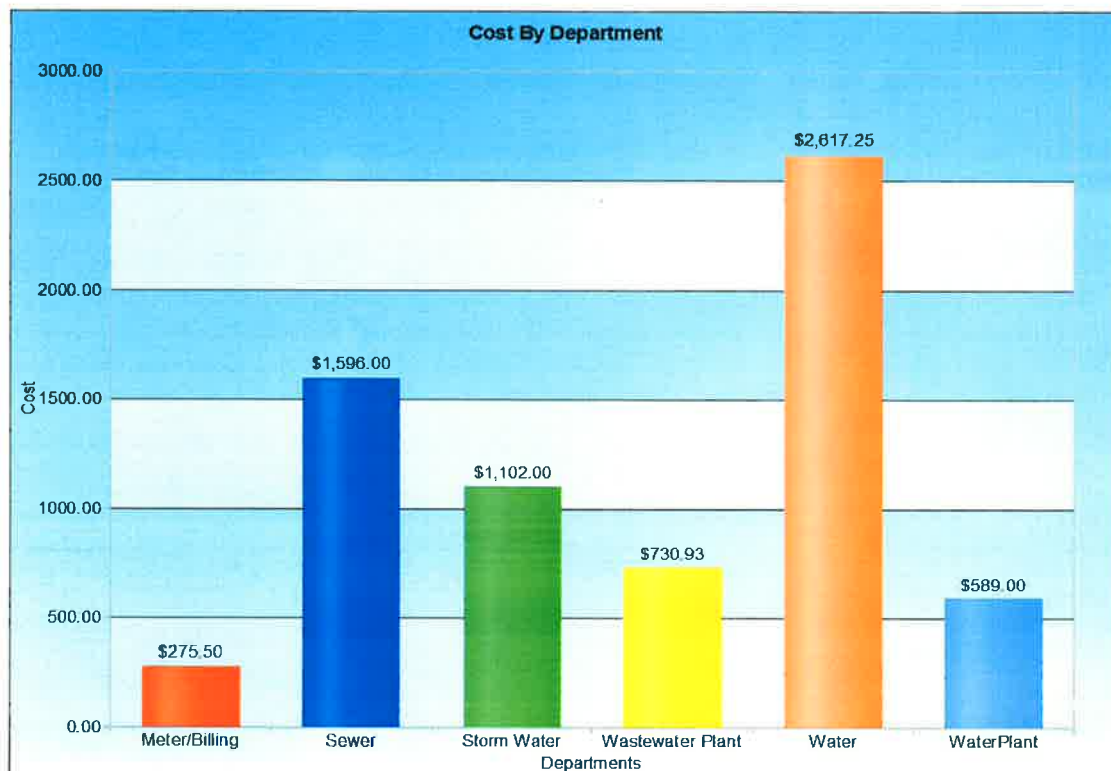
- Replaced/updated the fire hydrant servicing the north fire station.
- Storm department is inspecting and updating GIS maps of the current storm infrastructure.
- Rehabbing storm grates and catch basins.
- Winterized the splash pad and stored the chemicals for winter.
- Chenocetah storm project continuing with locating valves and water mains to move forward with the project.

Major Construction Projects

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

Training

October Work Order Maintenance Cost



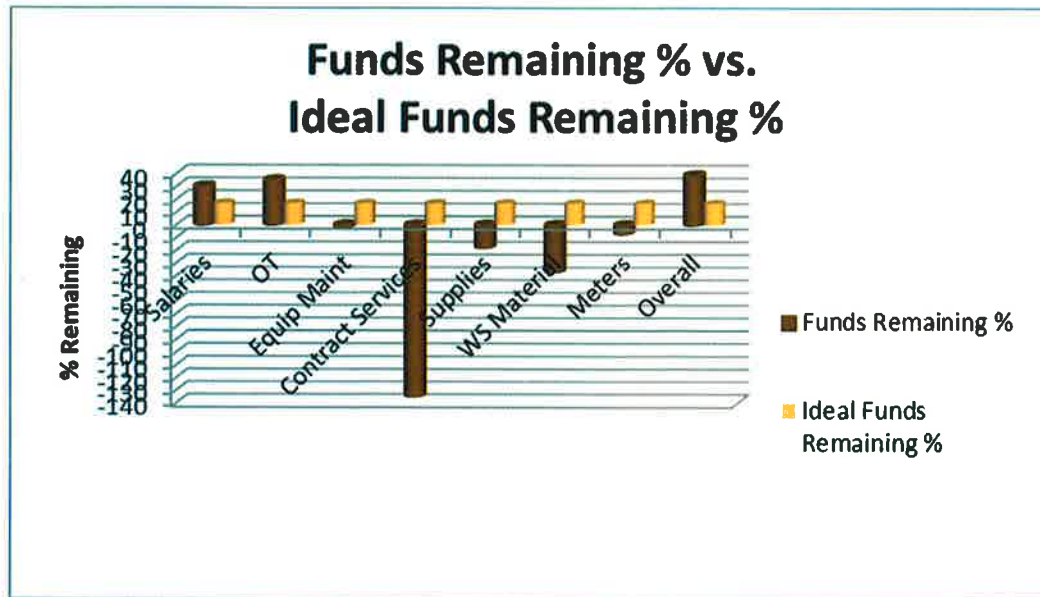
Water Sewer Work Order Summary

Meter and Billing Work orders	124
Water Breaks	11
Sewer Blocks	5
Water General	17
Sewer General	29
Potential Leaks Investigated	8

Work Order Status

Preventative Maintenance Work Orders	25
Predictive Maintenance Work Orders	0
Corrective Maintenance Work Orders	32
Back-log Work Orders	8

Large Variable Costs





October 30, 2019

October 2019 Monthly Training Report

Emergency Call Response

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

-1020 total calls responded to from January 1, 2019- October 29, 2019

Monthly Training Hours

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

-4263 combined annual training hours for all personnel including paid, part-time, and volunteers.

Assistant Chief Shane Bentley

“Aggressive Firefighting Is The Solution, Not The Problem”



CORNELIA FIRE MARSHAL'S OFFICE
Po Box 785 Cornelia, GA 30531 706-778-4343

October 2019 Monthly Report

- 7th – Josh taught fire safety at Stepping Stones pre-school in Clarkesville.
- 8th – Josh and Angela taught fire safety in the fire safety house at Cleveland Academy. Cleveland Fire Department brought a fire truck also.
- 9th – Josh attended a meeting with school officials concerning a 7 year old who started a fire earlier in the month.
- 10th – Josh taught fire safety at Cornelia Elementary for the pre-k program.
- 12th – Josh and A shift attended the safety fair at Lowe's. Public safety agencies were on hand for kids to view their equipment.
- 21st – Josh taught fire safety in the fire safety house at Fairview Elementary. Habersham County FD also had a fire truck there for the kids to learn about.
- 23rd – Josh taught fire safety in the fire safety house at Clarkesville Elementary. Clarkesville Fire Department also had a fire truck there for the kids to learn about.
- 24th- Josh and Billy Joe taught fire safety in the fire safety house at the 911 fun fest at the fairgrounds.
- 25th – Josh taught fire safety in the fire safety house at Woodville Elementary. Habersham County FD assisted also. 200 kids went through the safety house.

28th – Josh taught fire safety at Kandy Kane pre-school in the fire safety house. Habersham County FD also had a fire truck there for the kids to learn about.

Fire Safety House used in other locations- Banks Co. FD 1-3rd, Toccoa FD 4-6th, Baldwin FD 10-11th, Toccoa FD 12th, and New Hope FD 16th

Grants

The Department applied for two assistance to firefighter grants for the 2018 grant period. One was for vehicle extraction equipment in the amount of \$37,750. This grant has been awarded and we are in the process of going out to bid for the awarded equipment. The grant for a new fire truck was not awarded.

CO's issued- 3

Inspections- 10

Violation Notices issued- 1

Meetings- 6

Plans Reviewed- 2

Investigations- 1

Lt. Josh Hazle

Cornelia Fire Dept.
Fire Marshal/Fire Educator
706-778-4343 Ext: 284
706-949-8837Cell



FY 2019

CITY OF CORNELIA
 PERMIT REPORT BY PERMIT NUMBER

10/01/2019 TO 12/31/2019

<u>PERMIT NO</u>	<u>ADDRESS</u>	<u>STATUS</u>	<u>OWNER</u>	<u>TOTAL VALUE</u>
20190570	385 MAPLE ST	Issued	RICHARD LAMAR MOORE	3,000.00
20190571	226 ROSA PARKS	Completed	ADDIE LEE WILLIAMS	500.00
20190572	655 ETHICON CIRCLE	Issued	ETHICON, INC.	22,000.00
20190573	400 STONECYPHER STREET	Issued	Sierra Vista Apartments	1,560,000.00
20190574	548 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190575	516 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190576	524 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190577	532 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190578	548 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190579	556 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190580	564 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190582	572 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190583	586 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190584	281 CARPENTERS COVE	Completed	LOWES	3,950.00
20190585	1082 LEVEL GROVE RD	Issued	WENDY'S OF CORNELIA	302,999.00
20190586	322 MERCHANTS WY	Issued	television L.L.C	5,000.00
20190587	966 WAYSIDE ST	Issued	Augusto Dascal Martin	600.00
20190588	300 HOYT STREET	Issued	CAROLYN MULLINAX	5,000.00
20190589	357 FOREST ST	Issued	RON HICKS	2,800.00
20190590	322 Habersham village shopping center	Issued	Habersham Village shopping center	9,345.00
20190591	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	1,396,309.00
20190592	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	16,012.00
20190593	508 ELROD ST	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190594	240 SUGAR MAPLE DR	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190595	239 SUGAR MAPLE DR	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190596	235 SUGAR MAPLE DR	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190597	231 SUGAR MAPLE DR	Issued	GREYSTONE CONSTRUCTION	80,000.00
20190599	250 FURNITURE PLAZA	Issued	WALMART	0.00
20190600	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	20,000.00
20190601	1105 HWY. 441 BUSINESS	Issued	Capital Roofing	36,500.00
20190602	399 CHENOCETAH DR	Issued	JESSIE PRUE	3,000.00
20190603	369 HIGHLAND AVE	Issued	DAVID B. & HOPE C. MURRAY	7,692.00

14 New Homes
3 New Apartments
1 New Commercial Building

TOTAL NUMBER OF PERMITS: 32
 TOTAL VALUATION: 4,514,707.00
 TOTAL FEES CHARGED: 22,848.82
 TOTAL FEES PAID: 21,906.82

36 Plan Reviews
112 Commercial inspections
29 Residential inspections

City of Cornelia

Public Works

Monthly Report October, 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. We have been blowing leaves on the walking trail, parks, the Community House, and anywhere else needed regularly. The chipper has been making rounds through the city as needed. The leaf vac has been working on the route. 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. We made repairs to city buildings as needed. We set up for and cleaned up after any events held. We crack sealed city streets that are on the paving list. We started checking, repairing, and setting up the Christmas lights. New signs were installed at the tennis courts. We built and replaced the exit gate at Big City Park and are working on the entrance gate. We made repairs to Jim Smith Park bathrooms after they were vandalized. We worked at the shop making repairs to the doors, lights, and employee gate. New parking curbs were installed at the Dog Park. The parking curbs at the parking lot on Wylie Street were repaired and painted. We worked at the library taking down the Chandelier and replacing the

TV. We made a frame and built a cart for a big sign at the Depot. We installed a new furnace at the mechanical shop and ran new gas lines for it.

MONTHLY REPORT

9/26/2019 truck # 18 car # 102 truck # 36	picked up truck in greenville replaced front brakes replaced battery
9/27/2019 FD cabover ford	replaced cab lift cylinder & installed new battery maintainers helped dale with estival
9/30/2019 truck # 7 FD cabover ford	fixed RH window & replaced back up beeper helped dale get up wiring from festival took trk back to fairview
10/1/2019	vacation day
10/2/2019 comm development trk truck # 7 car # 115	replaced rear calipers , rotors & brake hoses worked on tailgate locks fixed strobes
10/3/2019 comm devolopment trk truck # 28 leaf machine	replaced rear brakes, rotors, calipers & hoses fixed alternator replaced suction hose helped dale with street lights
10/4/2019 leaf machine truck # 18 truck # 4	replaced suction & discharge chute & replaced battery fixed trailer lights took trk to 441 diesel
10/7/2019 wwtp bushhog car # 107 utility saw	fixed pump on sand filters welded on new skids fixed tire fixed recoil
10/8/2019 truck # 2 car # 111 truck # 3	replaced brakes service fixed tire
10/9/2019 wwtp truck # 8 car # 115	fixed pump other replaced spark plugs fixed stobes

MONTHLY REPORT

10/10/2019	car # 104 truck # 16 pressure washer truck # 8 truck # 4	service fixed battery cables service & changed oil in pump adjusted clutch picked up trk in commerce
10/11/2019	Fd explorer car # 118 truck # 20	replaced alternator service fixed coolant leak
10/14/2019	truck # 2 truck # 34 truck # 5	fixed tire fixed vacuum pump replaced coil pack
10/15/2019	shop	installed new lift
10/16/2019	truck # 4 w/s trailer city park	took trk back to 441 diesel replaced tires worked on gates
10/17/2019	truck # 29 city park	service & replaced brakes worked on gates
10/18/2019	car # 107 vac trk city park	service fixed coolant leak worked on gates
10/21/2019	city park car # 112 shop	finished up exit gate removed old camera system worked on installing new shop heater
10/22/2019	car # 112 shop truck # 3	installed new camera system hung new heater in shop fixed tire
10/23/2019	shop car # 120	worked on shop heater 60,000 mi service & flushed cooling system
10/24/2019	shop car # 112 truck # 6	finished installing shop heater adjusted camera fixed tire

MONTHLY REPORT

10/25/2019	vacation day
10/28/2019	vacation day
10/29/2019	vacation day
10/30/2019	vacation day

Police Department Monthly

Oct 2019

Patrol

TRAFFIC	308
Traffic Stops	146
Susp.Person/ Veh	111
License Check	
MVA Accidents	51
NON-TRAFFIC	
Fight Calls	12
Burglary	7
Shoplifting/Theft	22
Domestic Calls	23
Drunk/Disorderly	3
Abuse	
Alarms	23
CONTACTS	
Citizen	1360
Motorist	79
Bank/Funeral	11
REPORTS	
Incidents	111
Accidents	30
Citations	94
TOTAL DISPATCHED CALLS	996

Investigations

CASES	8
New	3
Old	5
TYPES	
Person	4
Property	3
Financial	1
DISPOSITION	
Closed	6
Arrest	2
Ex. Clear	2
Other	2
Code Enforce	
New	15
Active	10
<i>Disposition</i>	
Closed No action	13
Closed w/ Cit.	

Police Department Monthly

Admin/Court

COURT	
Court Cases	137
Fines Paid	\$16,359.00
CRIMINAL HISTORY	
C.H. Ran	453
C.H. Monies	\$2,526.00
Walk In's	84

Child Seat Program

Car Seats Distributed	
Caregivers Trained	
Police Personnel Trained	

PROBATION

Fines for Cornelia	\$5,381.00
GCVEF Fees	\$171.00
Community Service	
Hours	120
Value of Hours	\$870.00
Active Cases	
Cornelia	119

NOTES:

The video cameras have arrived and are being installed by Doug at the shop.

We participated with Trick/Treating at the Fairgrounds this month with public safety. We did assist with Grand Ave. on Halloween anticipating for a large amount of kids.