



City Manager's Monthly Report for November 2019

The Georgia Municipal Association held their District 2 Fall Meeting at the Community House on November 19th. There was approximately 65 government officials from the Region in attendance. Everyone was amazed at our new Municipal Complex construction and can't wait to come back to see the finished product next year.

The 2017 CDBG Project, AKA Wayside Street project is substantially complete and the road is back open. The contractor is working to complete the punch list items before we can officially closeout the project. The contractor has begun working on the 2018 CDBG Project which is a sewer, drainage and sidewalk project in Ward 4.

Public Works spent most of November setting up for Christmas on top of their normal duties. Christmas in the Park started on Thanksgiving and will continue through New Year's Eve. We are now working on getting up all of the leaves that have fallen due to the heavy winds that we have experienced over the last week as well as the resident's leaves that are piled up on the shoulder of the roads.

The Waste Water Plant treated 69.5 million gallons of sewerage. The Water Plant treated 82.1 million gallons of drinking water. We received 6.33 inches of rain; the reservoir is 5 feet above full pool. We repaired 4 water leaks and 4 sewer blockages.

The Fire Department responded to 95 emergency calls. They completed 314 hours of hands on training. The Fire Marshal issued 5 Certificates of Occupancy, conducted 9 inspections, reviewed 2 sets of plans, and investigated 2 fires.

The Planning Department issued 6 permits, the total project value was \$124,156 and the total fees collected were \$580. The Building Inspector completed 9 Plan Reviews, 41 Commercial Inspections, and 12 Residential Inspections.

The Police Department conducted 161 traffic stops, worked 32 accidents, 7 fight calls, 8 burglaries, 34 shoplifting calls, and 22 alarms. They responded to a total of 1,046 calls. The Investigative Division opened 5 new cases, closed 4 cases, and made 2 arrests. Code Enforcement opened 7 new cases and closed 12 cases. The Probation Division collected \$3,991 in fines, they have 114 active cases, and probationers completed 20 hours of Community Service with a value of \$145.

A handwritten signature in blue ink, appearing to read "Donald Anderson", is positioned above the printed name.

Donald Anderson
City Manager

City of Cornelia

Public Works

Monthly Report November , 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. 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 finished 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. We repaired the rock wall at WCON. All public restrooms were winterized and heaters checked. We finished putting all the Christmas decorations up around the city. Underground conduit was installed at water tanks on Habersham Terr and WWTP for communications. Glass at the recycling center was crushed. We started work on replacing retaining wall in Big City Park between baseball field and basketball court.

MONTHLY REPORT

10/31/2019	vacation day
11/1/2019 truck # 15 truck # 27 car # 112	replaced battery fixed fuel leak fixed tire
11/4/2019 truck # 25 car # 110	fixed flipper removed old camera system & started installing new system
11/5/2019 car # 110 car # 116	finished camera install removed old camera system & started installing new one
11/6/2019 car # 116 truck # 25	worked on camera replaced air lines
11/7/2019 truck # 15 car # 112 truck # 42 car # 109	fixed ground on strobes service replaced high low switch removed old camera system & started installing new one
11/8/2019 car # 109 car # 107 truck # 7	finished camera install removed old camera system & started installing new one & serviced car fixed flipper
11/11/2019 car # 104 car # 107 car # 111	fixed tire finished camera install removed old camera system & started installing new one
11/12/2019 car # 111 car # 115 car # 103	finished camera install removed old camera system & installed new one service
11/13/2019 car # 108	service & replaced tires & removed old camera system & installed new one
11/14/2019 car # 106 truck # 28 car # 114	removed old camera system & installed new one replaced battery & neutral safety switch removed old camera system & started installing new one
11/15/2019 car # 114 car # 113	service & finished camera install service & removed old camera system
11/18/2019 car # 113	installed new camera system

MONTHLY REPORT

truck # 15	replaced front brakes
tamper	fixed carburetor
truck # 14	service
truck # 1	service
truck # 25	fixed flipper
11/19/2019 utility director trk	service
truck # 12	service
car # 109	service & fixed camera
car # 111	fixed camera
car # 107	fixed camera
car # 110	fixed camera
11/20/2019 PD cars	finished fixing cameras in cars
11/21/2019 skid steer	fixed tire
truck # 15	service & replaced brakes & rotors & wheel bearings
hurricane	fixed tire
car # 111	service
11/22/2019 car # 117	service & fixed tire
truck # 15	finished up work on trk
car # 105	service
11/25/2019	vacation day
11/26/2019	vacation day
11/27/2019	vacation day



Utilities Monthly Report

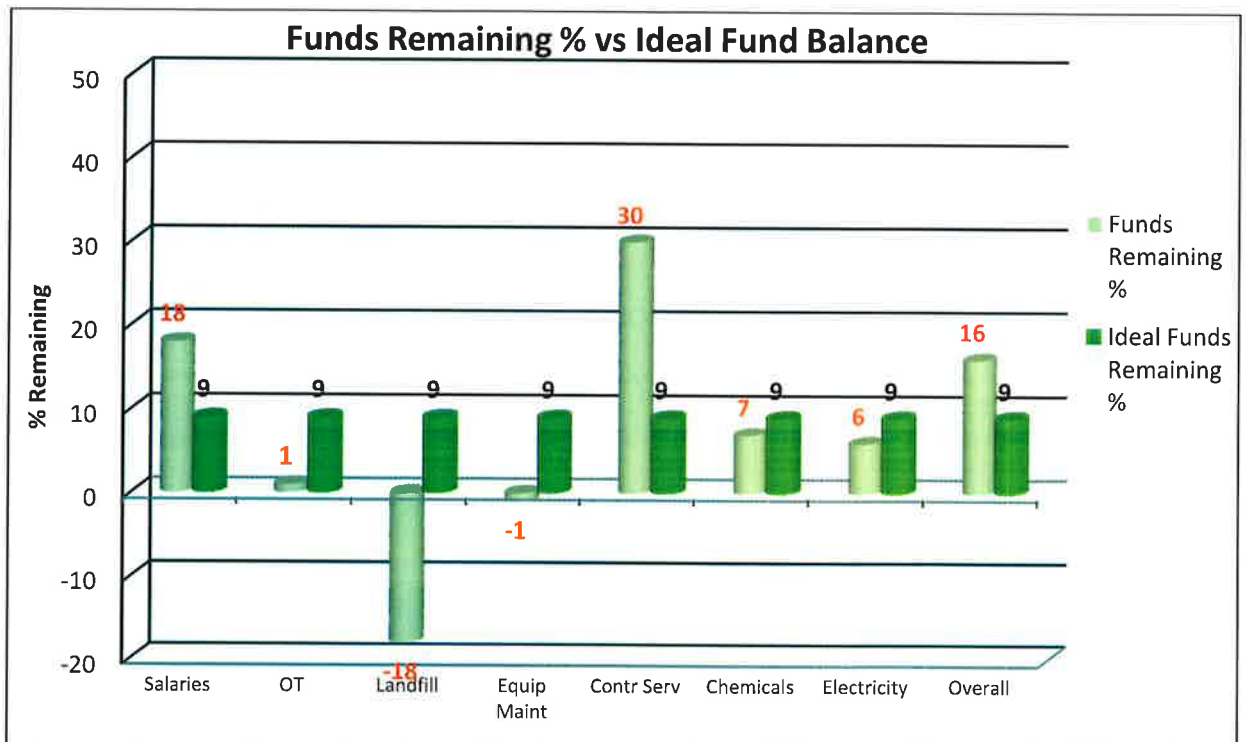
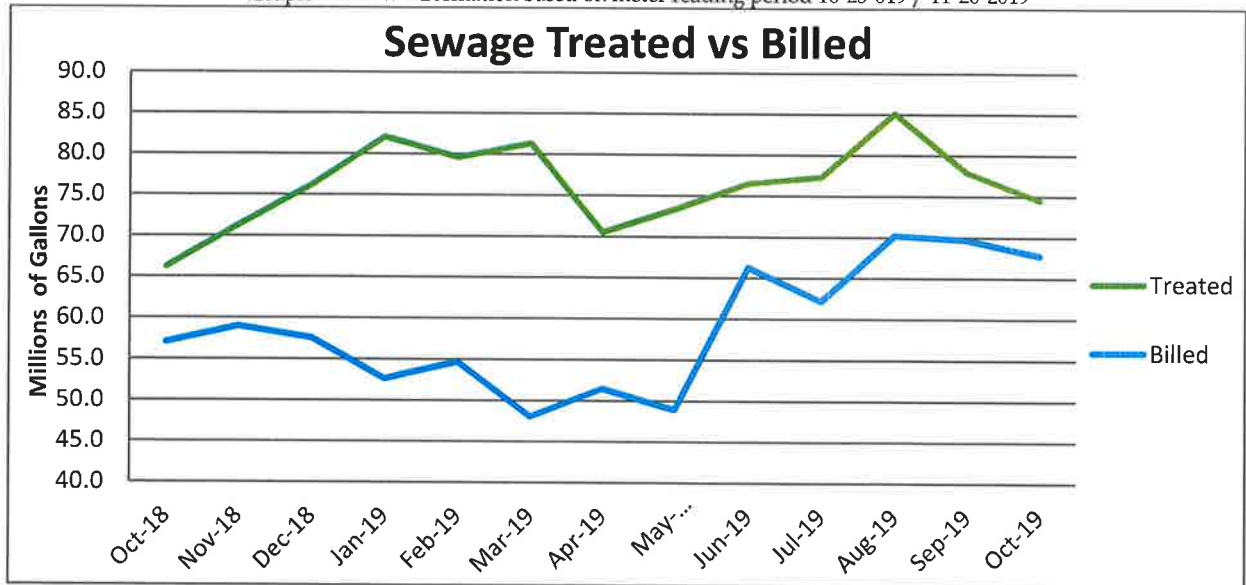
- ❁ *Water Pollution Control Plant*
- ❁ *Drinking Water Treatment Plant*
- ❁ *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	69.5	Million Gallons
Influent BOD	36.7	Tons
Influent TSS	20.0	Tons
Solids to Landfill	199.9	Wet Tons
Dry Solids Removed	39.6	Dry Tons

*Graph and flow Information based on meter reading period 10-25-019 / 11-20-2019



Capital Expense & Sewer Authority Rent Payment Has Been Taken Out

Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
Belt Press	Lower Belt	End of Life	Replaced	\$1,500
Sand Filter	Fuse & Relay	End of Life	Replaced	\$600

Industrial Pre-Treatment Violations

Industry	Parameter	Violation/Fine	Surcharge
Fieldale	TKN & BOD	PH \$250	\$28,757 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

Wastewater Treatments Projects & Events

- 100% Compliance for November NPDES
- NPDES Permit Modification Issued with Annual Phosphorous Loading. Meeting scheduled for December 11, 2019 at 1:30 pm in Atlanta to discuss future modifications.
- Cornelia W.P.C.P. NPDES Permit Renewal Submitted and Approved.
- 129 P.P. Scans completed for all industries and plant effluent, influent and digesters.
- W.P.C.P. disk filter project is underway.

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	26
Completed Work Orders	19
Back-log Work Orders	4

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	18
Grease Traps Inspected	10
Non-Compliant	5

Drinking Water Treatment Plant

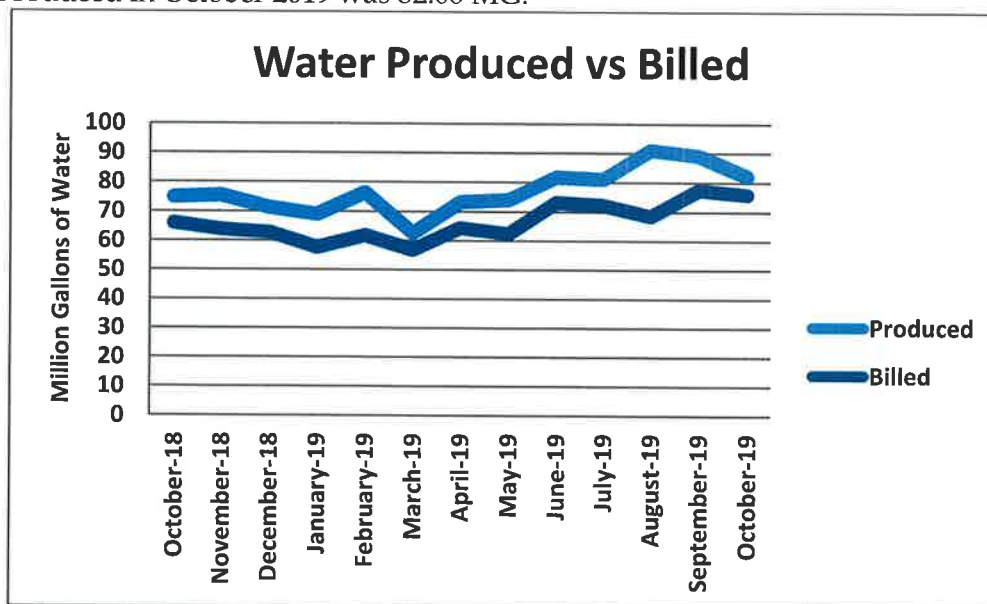
Water Quality

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

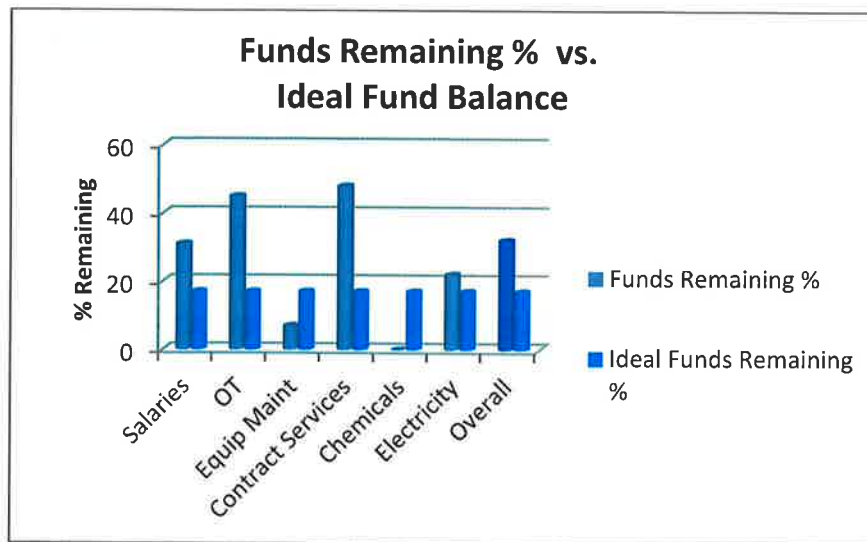
- The WTP recorded 6.33" of rain for October 2019.
- The reservoir level is 4'10" above full pool.
- Water Produced in October 2019 was 82.06 MG.



Above flow graph and flow information based on meter reading period 09/22/2019 - 10/21/2019

Water Treatment Projects/Events

- Replaced pressure reducing valve on main air supply.
- Winterized Water Treatment Plant.
- Grandview booster pump meeting.
- Clean SCM
- Replace faulty heaters in WTP.
- Washed basin #4.
- Replaced meter pit sump pump.
- Replaced HS line 2 meter head.
- Routine Inspections of raw water pumping stations and tanks as required by EPD.



Reports/Water Sampling Completed

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

Training

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

Water and Sewer Maintenance

Projects/Events

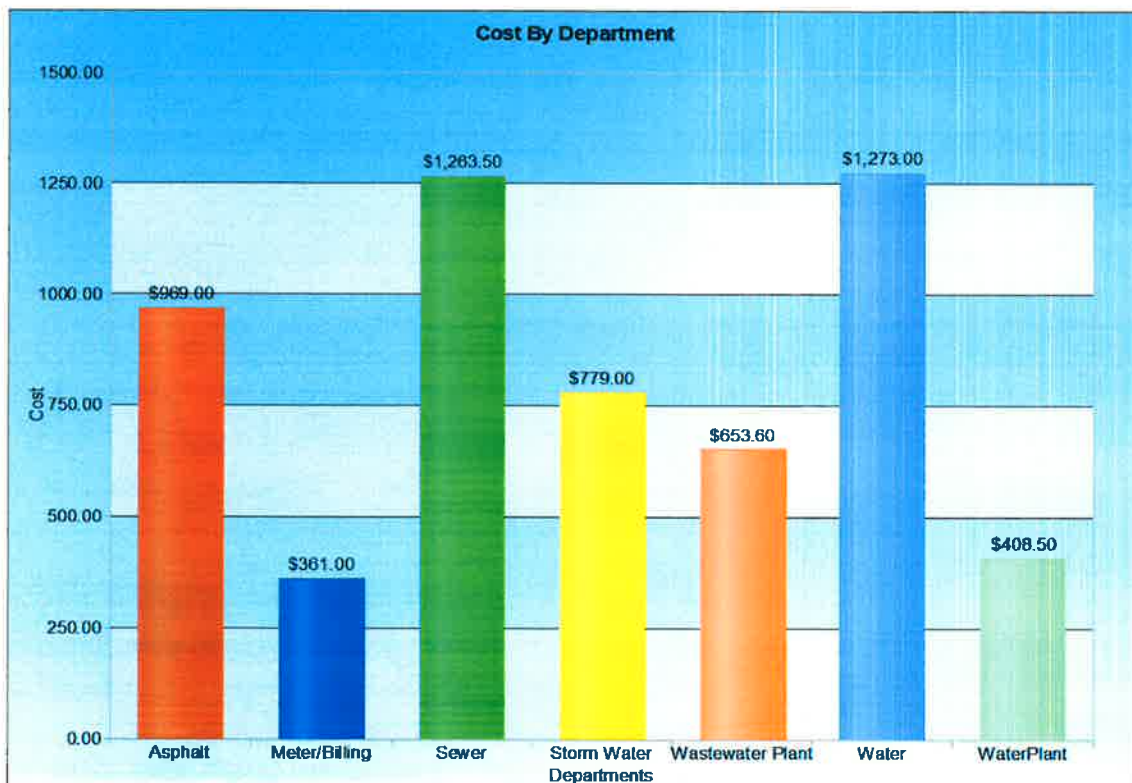
- Used the Falcon asphalt equipment to patch nine asphalt patches through the city.
- Storm department is inspecting and updating GIS maps of the current storm infrastructure.
- Maintained and Cleaned 25 Storm drain structures (End of Pipes, Grates, Curb Inlets, and open ditches)
- Reworked the ditch behind El Patron to allow for more efficient flow during rain events.
- Located the 10" water main and valves that cross hwy 365 for the tree clearing crew.

Major Construction Projects

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

Training

November Work Order Maintenance Cost



Water Sewer Work Order Summary

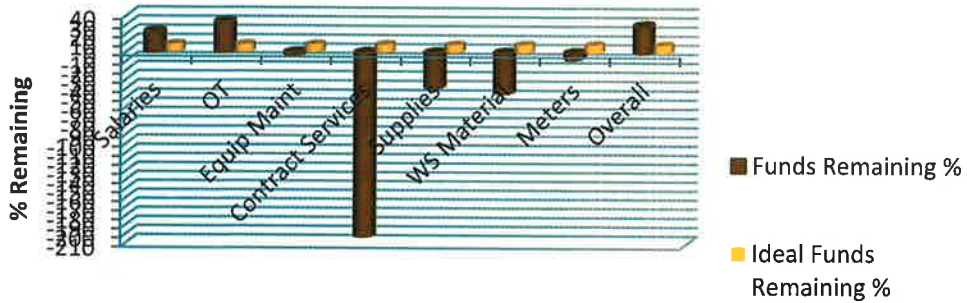
Meter and Billing Work orders	93
Water Breaks	4
Sewer Blocks	4
Water General	16
Sewer General	27
Potential Leaks Investigated	9

Work Order Status

Preventative Maintenance Work Orders	27
Predictive Maintenance Work Orders	0
Corrective Maintenance Work Orders	20
Back-log Work Orders	8

Large Variable Costs

Funds Remaining % vs. Ideal Funds Remaining %





December 2, 2019

November 2019 Monthly Training Report

Emergency Call Response

-95 calls responded to between November 1, 2019 and November 30, 2019

-1395 total calls responded to from January 1, 2019- November 30, 2019

Monthly Training Hours

-314 combined training hours for all three shifts for November 1, 2019 – November 30, 2019

-4578 combined annual training hours for all personnel including paid, part-time, and volunteers.

-FF. Angela Martin, FF. Chris Bruce, FF. Michael Hall, and FF. Matthew Williams all successfully completed the 48HR Emergency Medical Responder Course held at GPSTC during the week of November 18, 2019 – November 22, 2019.

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

November 2018 Monthly Report

5th- Josh and Billy Joe assisted C shift with hose testing.

6th- Josh and B shift taught fire safety at Level Grove Baptist Pre-School. All the kids got to see the fire trucks and the 4 year olds went through the fire safety house.

7th- Completed a building inspection for Mt Airy.

7th- We responded to a female that was burned by a cell phone that exploded. It was a LG phone and was plugged up to the charger and laying in the bed. The cell phone over heated and exploded causing minor burns.

11th- We have begun completing paperwork for the 2019 Assistance to Firefighters Federal Grant Program.

12th- Josh and Peach State Fire completed the annual fire extinguisher service at all city buildings and most of the city vehicles.

13th- Josh and Stephen from GA Forestry went to Macon and picked up a new brush pump for our brush truck.

14th- Completed the inspection of the five buildings at Sierra Vista Apartments. These are the existing buildings that were remodeled. They are now being leased.

15th- Wendy's has completed their remodel and will reopen Monday.

18th- The apartments on Irvin St that previously burned August 30th caught fire again. Both I and Brian Smith State Fire Investigator investigated the fire and ruled it Arson. We are interviewing people and following up on any leads.

19-20th- We responded back to Irvin St once again for fire at the burned out apartments. It appears this was also Arson. The fire scene had been checked every few hours since the fire on the 18th and no signs of smoke or fire were found. Equipment was already on scene to clean up the location the next day. The cleanup was completed on the 20th by the contractor.

25th- There was a grease fire in the kitchen at Fenders. Grease had built up between the grill and the wall causing a fire. Everything under the hood system was removed and cleaned including the grease build up. Safety Plus came out and serviced the hood system before they were allowed to reopen.

28th- Josh and C shift were on standby at Wal-Mart for Black Friday.

CO's issued- 5

Inspections- 9

Violation Notices issued- 1

Meetings- 4

Plans Reviewed- 2

Investigations- 2

Lt. Josh Hazle

Cornelia Fire Dept.

Fire Marshal/Fire Investigator

706-778-4343 Ext: 284

706-949-8837Cell



FY 2019

CITY OF CORNELIA
PERMIT REPORT BY PERMIT NUMBER

11/01/2019 TO 12/31/2019

<u>PERMIT NO</u>	<u>ADDRESS</u>	<u>STATUS</u>	<u>OWNER</u>	<u>TOTAL VALUE</u>
20190604	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	111,800.00
20190605	212 STONECYPHER ST	Issued	RICK WOOD	0.00
20190606	281 CARPENTERS COVE	Completed	LOWES	2,500.00
20190607	138 Market Centre Dr	Issued	Dr Holton King	1,656.00
20190608	463 IRVIN ST	Issued	Zane Stewart	7,000.00
20190611	209 HABERSHAM VILLAGE	Issued	HABERSHAM VILLAGE CIRCLE	1,200.00

TOTAL NUMBER OF PERMITS: 6
TOTAL VALUATION: 124,156.00
TOTAL FEES CHARGED: 580.00
TOTAL FEES PAID: 510.00

9 Plan Reviews
41 Commercial inspections
12 Residential inspections

Police Department Monthly

Nov 2019

Patrol

TRAFFIC	339	
Traffic Stops	161	
Susp.Person/ Veh	141	
License Check	5	
MVA Accidents	32	
NON-TRAFFIC		
Fight Calls	7	
Burglary	8	
Shoplifting/Theft	34	
Domestic Calls	32	
Drunk/Disorderly	15	
Abuse	0	
Alarms	22	
CONTACTS		
Citizen	1550	
Motorist	78	
Bank/Funeral	20	
REPORTS		
Incidents	117	
Accidents	21	
Citations	136	
TOTAL DISPATCHED CALLS		1046

Investigations

CASES	7
New	5
Old	2
TYPES	
Person	2
Property	3
Financial	2
DISPOSITION	
Closed	4
Arrest	2
Ex. Clear	
Other	2
Code Enforce	
New	7
Active	5
<i>Disposition</i>	
Closed No action	12
Closed w/ Cit.	

Police Department Monthly

Admin/Court

COURT	
Court Cases	
Fines Paid	
CRIMINAL HISTORY	
C.H. Ran	262
C.H. Monies	
Walk In's	

Child Seat Program

Car Seats Distributed	
Caregivers Trained	
Police Personnel Trained	

PROBATION

Fines for Cornelia	\$3,991.00
GCVEF Fees	\$218.00
Community Service	
Hours	20
Value of Hours	\$145.00
Active Cases	
Cornelia	114

NOTES:

Total of 229 training hours. 80 hours of Use of Force Instructor Training. All officers took Critical Task training which was 76 hours, 19 hours of Spike sticks training, 16 hours of Evidence Room Training, 15 of Death Investigation, 8 hours of Mental First Aid, Five Hours of FTO refresher. Online training and network training 10 hours.