



City Manager's Monthly Report for February 2020

The Police Chief met with the head of the Pioneer RESA Program regarding the issues that we are having with the facility. She was not aware of the severity of the problem and has vowed to find a way to get us some help. Based on the meeting she is prepared to seek more funding from the 11 school districts that they serve to either pay for a security guard at the school or pay us to add another Police Officer to help with the call volume generated by the school.

The unusually large amount of rainfall that we have experienced for 2020 has caused our Municipal Complex Project to fall behind schedule. The work on the insides of the buildings are not being affected but the exterior work is. Because of this the contractor is not confident that they will meet the April 16th deadline. They are preparing a new timeline which will most likely put City Hall's completion to May 1st and the Fire Station to the middle of May. I told them that I would prefer for the project to be delayed a few weeks in order to make sure that it is done correctly.

In between all the rain days that we had in February the Public Works Department completed construction on a new retaining wall and stairs at City Park between the baseball field and the basketball court. The new wall replaced a wall that was originally built using railroad ties which had begun to rot. Next they will begin working on replacing the basketball goals ahead of the resurfacing project.

The Wastewater Plant treated 82.3 million gallons of sewerage. The Water Plant treated 89.5 million gallons of drinking water. We received 14.5 inches of rain; the reservoir is 12.5 feet above full pool. We repaired 1 water leak and 4 sewer blockages.

The Fire Department responded to 115 emergency calls. They completed 200 hours of training. The Fire Marshal issued 1 Certificate of Occupancy, conducted 10 inspections, reviewed 2 sets of plans, and investigated 3 fires.

The Planning Department issued 15 permits, the total project value was \$145,064 and the total fees collected were \$1,097. The Building Inspector completed 11 Plan Reviews, 78 Commercial Inspections, and 20 Residential Inspections.

The Police Department conducted 101 traffic stops, worked 33 accidents, 2 fight calls, 3 burglaries, 30 shoplifting calls, and 38 alarms. They responded to a total of 1,049 calls. The Investigative Division opened 8 new cases, closed 9 cases, and made 1 arrest. Code Enforcement opened 8 new cases and closed 6 cases. The Probation Division collected \$5,077 in fines, they have 130 active cases, and probationers completed 182 hours of Community Service with a value of \$1,319.50.

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

Donald Anderson
City Manager

City of Cornelia

Public Works

MONTHLY REPORT February 2020

The sanitation route was ran every week. We ran a complete chipper route. The leaf vac route continued all month. Painted the door jambs and doors at restrooms in Big City and Jim Smith Parks. All the recycling cans were emptied. The retaining wall at the baseball field in Big City Park is getting completed, (rain delays) are slowing us down. We got new podium put together and in Community House. We cut tree off of Chambers Street, it was leaning very bad. Cleaned up at the shop and fixed a lot of lights that was not working. We had to scrape snow one day. We got trash out of all parks and downtown trash cans every week. We installed an exhaust fan at the fire dept.

MONTHLY REPORT

1/30/2020	car # 108 code enforcement trk shop	took car to tocooa ford installed new bluelights cleaned out filter building
1/31/2020	truck # 25 humvee FD KME	fixed step on trk charged batteries worked on air system
2/3/2020	car # 113 car # 116 truck # 4	fixed wiring fixed strobes fixed tire
2/4/2020	truck # 23 shop truck # 25	fixed tire fixed air compressor fixed PTO
2/5/2020	truck # 7 car # 104 truck # 3	fixed door latch service replaced fuel filters
2/6/2020	leaf machine truck # 27 car # 110	fixed exhaust fixed tire service & fixed headlight wiring
2/7/2020	code enforcement trk car # 108 truck # 5	fixed tire & strobes fixed camera replaced coil pack
2/10/2020	FD F150 snow plows shop	service & replaced tires & brakes replaced blades fixed lower gate
2/11/2020	shop car # 106 truck # 25	fixed lower gate service fixed flipper
2/12/2020	old leaf machine FD KME	replaced power unit on boom & service replaced tailpipe

MONTHLY REPORT

2/13/2020	truck # 12 truck # 14 car # 113	service fixed tire fixed wipers
2/14/2020	car # 107 truck # 6 vac trk	took car to tocooa ford fixed coolant leak replaced hydraulic hose
2/17/2020	truk # 38 truck # 25 FD F 150	replaced tires replaced batteries fixed air SRS system
2/18/2020	leaf machine truck # 19 car # 102	fixed cable to boom replaced mudflap service
2/19/2020	truck # 7 car # 116 FD	replaced hydraulic hose on packer fixed strobes fabricated bracket for vise
2/20/2020	FD KME car # 111 leaf machine	adjusted brakes fixed brakes adjusted drive belt
2/21/2020	truck # 25 truck # 6 car # 109	replaced hydraulic hose service & replaced front brakes fixed radio
2/24/2020	car # 113 truck # 15 car # 103	fixed tire replaced serpentine belt installed new strobes
2/25/2020	car # 106 truck # 30 3930 tractor	service & installed computer mount fixed air leak charged battery
2/26/2020	spreader truck # 20 w/s trailer	replaced conveyer chain & bearings replaced sway bar end links fixed pigtail



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

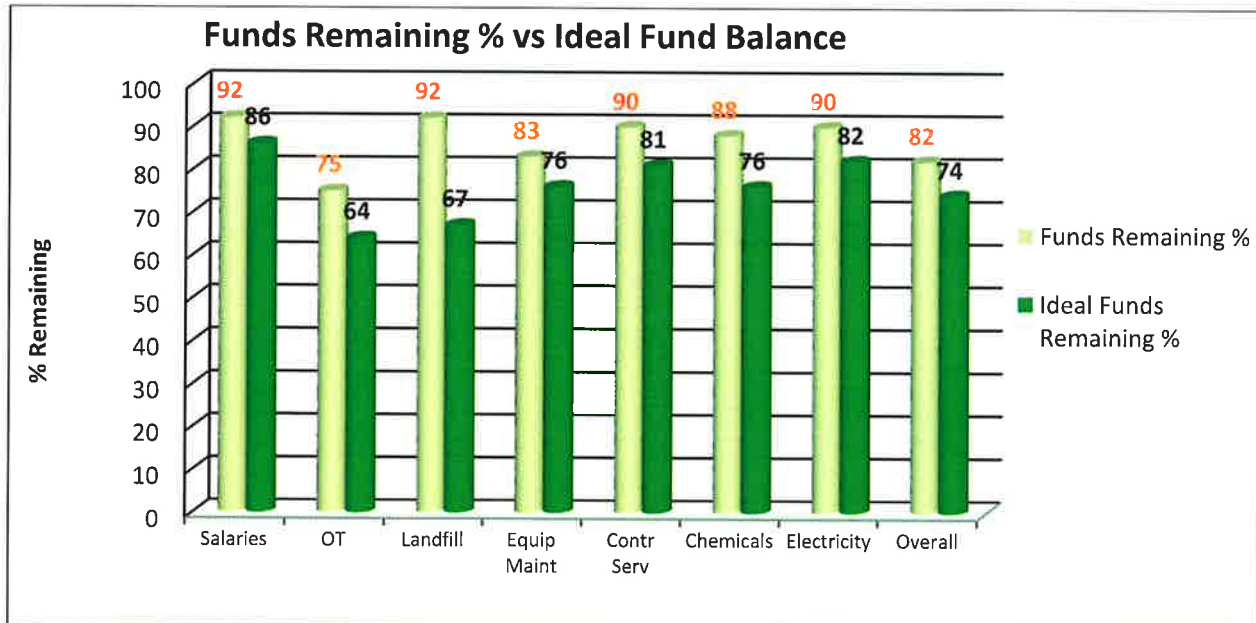
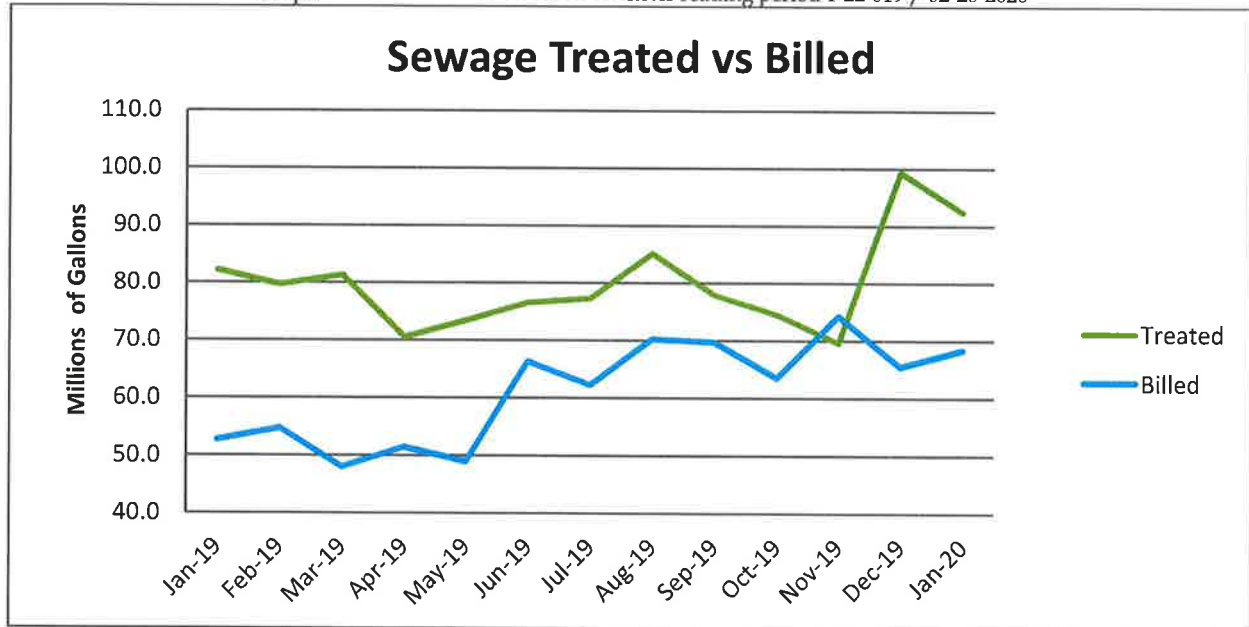
 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	82.3	Million Gallons
Influent BOD	47.2	Tons
Influent TSS	29.8	Tons
Solids to Landfill	343.2	Wet Tons
Dry Solids Removed	61.3	Dry Tons

*Graph and flow information based on meter reading period 1-22-019 / 02-20-2020



Water & Sewer Authority Rent Payment is at 75% Makes Overall Low

Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
RAS #3	Replaced with Spare	Needs be Rebuilt	Replaced but not rebuilt	\$3,100
Belt Press	Install 150Amp Breaker	Need for ELoad Trial	Completed	\$3,850

Industrial Pre-Treatment Violations

Industry	Parameter	Violation/Fine	Surcharge
Fieldale	Phosphorous, TKN & BOD	None	\$40,844 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

Wastewater Treatments Projects & Events

- 100% Compliance for February NPDES
- W.P.C.P. disk filter project is underway.
- Eload Trial Unit will arrive the week of March 2, 2020 for the belt press sludge

Work Orders Wastewater Plant & Lift Station

Generated Work Orders	27
Completed Work Orders	28
Back-log Work Orders	2

Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	20
Grease Traps Inspected	8
Non-Compliant	9

Drinking Water Treatment Plant

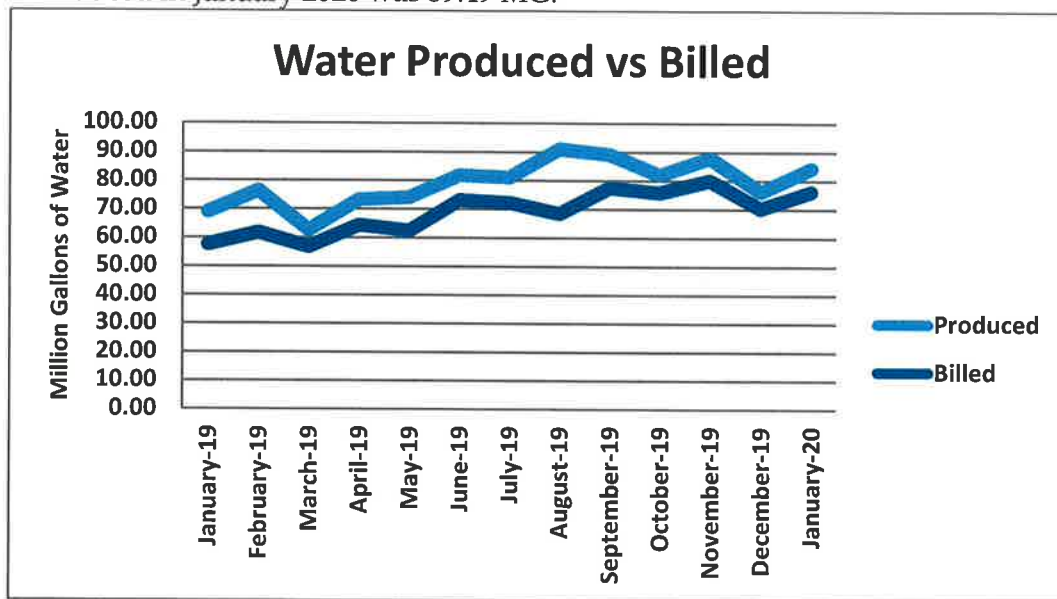
Water Quality

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

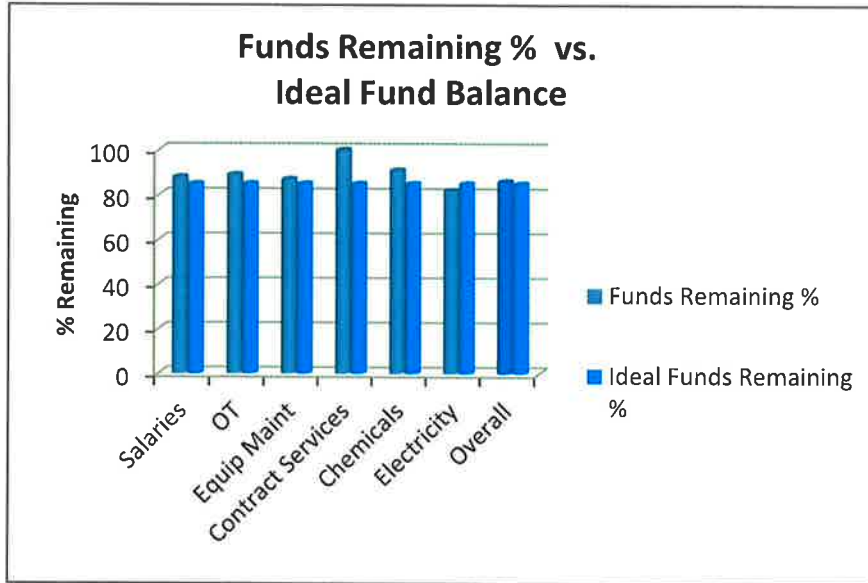
- The WTP recorded 14.45" of rain for February 2020.
- The reservoir level is 12'6" above full pool.
- Water Produced in January 2020 was 89.49 MG.



Above flow graph and flow information based on meter reading period 12/22/2018 - 01/21/2020

Water Treatment Projects/Events

- Serviced air compressors C1 & C2.
- Serviced flash mixer.
- Created a diversion for reservoir emergency overflow from entering roadway.
- Replaced belts on lime exhaust fan.
- Serviced and installed 3 Stenner pumps for use during high turbidity events.
- Ordered and installed backup batteries at remote sites.
- Washed Basin #4.
- Cleared debris from 7Q10 pipe.
- Installed a post PAC pump to reduce settled NTU's.
- 1st Round of Bac-T's.
- Replaced rotometers.
- 2nd round of Bac-T's.
- TOC's
- Wash basin #3.
- Routine Inspections of raw water pumping stations and tanks as required by EPD.



Reports/Water Sampling Completed

February 2020	Round 1 Distribution Sampling for Chlorine and Microbiological Contaminants
February 2020	Round 2 Distribution Sampling for Chlorine and Microbiological Contaminants
February 2020	Total Organic Carbon Sampling
February 2020	Fluoride Split Sampling
January 2020	NPDES Flow Monitoring
January 2020	Monthly Operating Summary Report
January 2020	Monthly Disinfectant and/or Oxidant Monitoring at the Entry Point and in the Distribution System
January 2020	Monthly TOC Removal Report
January 2020	Monthly Surface Water Treatment Operation Report for Turbidity
January 2020	NPDES / Monthly Maintenance Report
January 2020	Monthly Surface Water Withdrawal Report.
January 2020	Monthly MOR for Fluoride Program
January 2020	Monthly Net DMR

Training

- Monthly Safety Training with the WTP staff.

Water and Sewer Maintenance

Projects/Events

- Continued cleaning and inspecting storm drains, culverts and grates.
- Picked up the new Kubota excavator from Jame Short Tractor.
- Laid water line for the chemical building at the new water plant site.
- Assisted contractors on Lee St who were laying sewer main.
- Lift station maintenance to Alpine lift station.

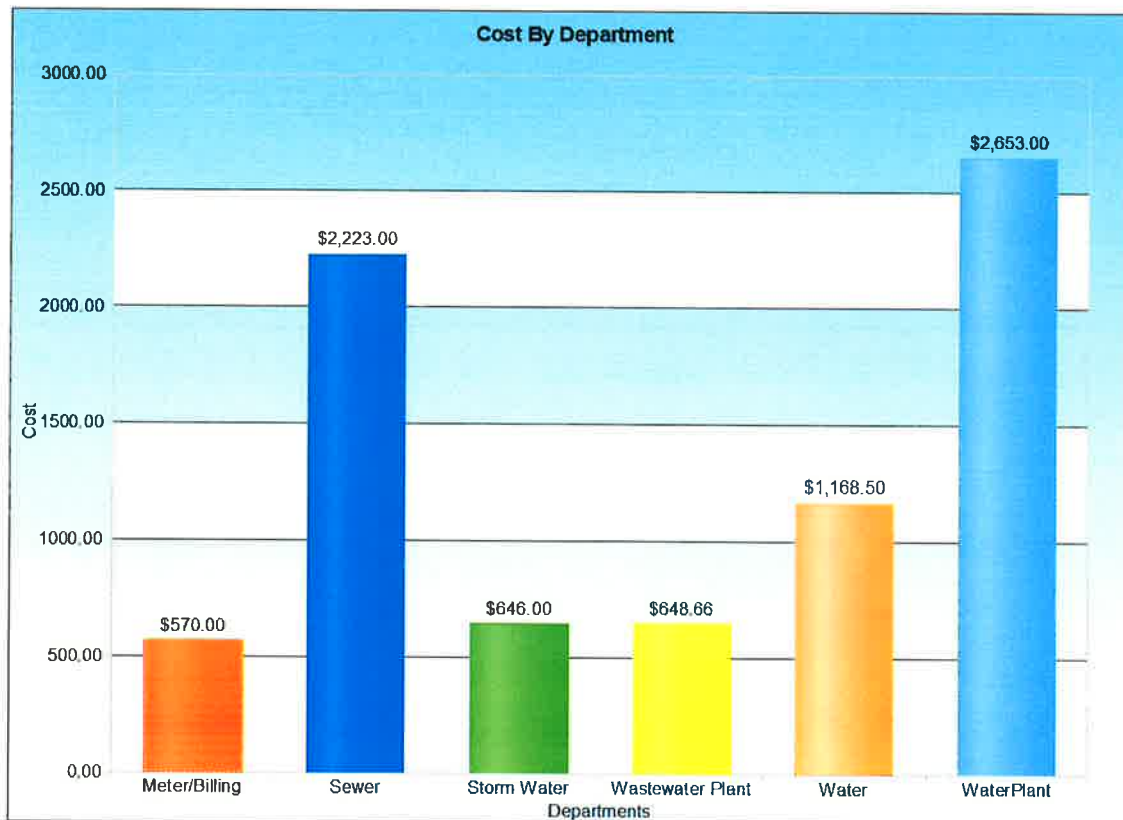
Major Construction Projects

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

Training

- Jeremy M., Seth and Adam took the Fred Pryre leadership class.

February Work Order Maintenance Cost



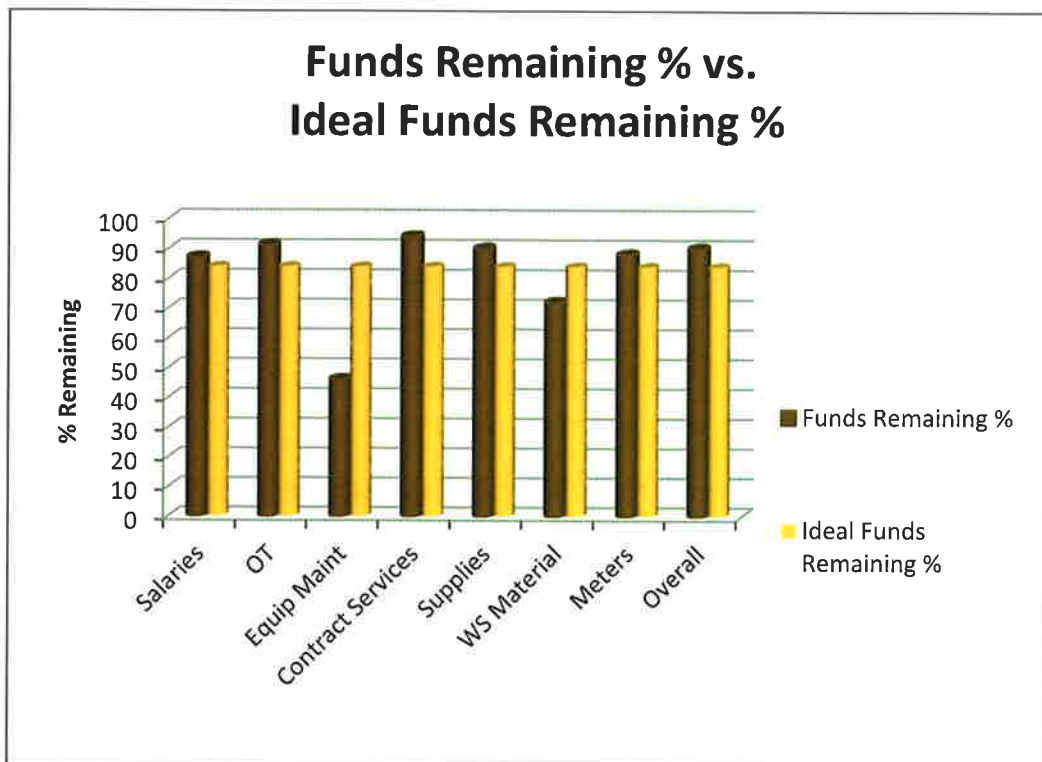
Water Sewer Work Order Summary

Meter and Billing Work orders	75
Water Breaks	1
Sewer Blocks	4
Water General	8
Sewer General	31
Potential Leaks Investigated	7

Work Order Status

Preventative Maintenance Work Orders	26
Predictive Maintenance Work Orders	0
Corrective Maintenance Work Orders	21
Back-log Work Orders	8

Large Variable Costs





March 2, 2020

February 2020 Monthly Training Report

Emergency Call Response

-115 calls responded to between February 1, 2020 and February 29, 2020

-211 total calls responded to from January 1, 2020- February 29, 2020

Monthly Training Hours

-200 combined training hours for all three shifts for February 1, 2020 – February 29, 2019

-506 combined annual training hours for all personnel including paid, part-time, and volunteers.

Completed Certifications

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

February 2020

4th – Josh, Billy Joe, and Shane attended the 48th Annual Firefighter Recognition Day at The State Capital. Shane received his Training Officer of the Year Award from Governor Brian Kemp. I was sworn in as a Deputized Local Fire Marshal by State Fire Commissioner John King.

6th – Met with The County and other City Fire Departments to start discussing our Mayday Polices. The goal is to create a policy that works for all departments to prevent confusion during a Mayday Emergency.

8th – Provided station coverage during the winter weather event that took place. While the roads became slick we did not respond to any major events in The City.

12th – Josh, Billy Joe, and Shane completed the day long Leadership class held at The Community House.

23rd – Josh and Erin attended the birthday party for a 3 year old girl that has been visiting with us at the station. We were able to provide fire education to about 10 kids during this event.

Investigations

Units responded to two kitchen fires this month. Both were contained to the stove and cabinets above. One was cause by a faulty stove that we removed and the other was by unattended cooking oil.

Units responded to a utility trailer fire in Mt Airy. The trailer was loaded with trash from a house that was being remodeled at the location. The fire was a set fire but there are no suspects at this time.

Grants

We have submitted all the information for the assistance to firefighter's federal grant to our grant writing company. We are applying for two grants again this year. One is for a new fire engine and the other is for replacing aging hose and nozzles.

Dog Training- 8 hours this month

CO's issued- 1

Inspections- 10

Violation Notices issued- 1

Meetings- 6

Plans Reviewed- 2

Investigations- 3

Lt. Josh Hazle
Cornelia Fire Dept.
Fire Marshal
706-778-8585 Ext: 284
706-949-8837Cell



FY 2020

CITY OF CORNELIA
PERMIT REPORT BY PERMIT NUMBER

02/01/2020 TO 12/31/2020

<u>PERMIT NO</u>	<u>ADDRESS</u>	<u>STATUS</u>	<u>OWNER</u>	<u>TOTAL VALUE</u>
20190634	235 CASH ST	Issued	Leslie Erin Wright	5,700.00
20190636	251 HOYT ST SOUTH	Issued	DAVID STANLEY	2,500.00
20190637	236 MERCHANTS WY	Issued	EMILY NICHOLS	1,700.00
20190638	462 CHATTAHOOCHEE	Issued	Prime Time Investments LLC	20,000.00
20190639	232 LARKIN STREET	Issued	Capital Roofing	41,450.00
20190640	526 HOYT ST	Issued	Charles Orr	1,800.00
20190641	526 HOYT ST	Issued	Charles Orr	1,800.00
20190642	227 HABERSHAM VILLAGE SHOPPING	Issued	Habersham Village	30,000.00
20190643	1000 N MAIN PLAZA DR	Issued	North Main	2,500.00
20190644	232 LARKIN STREET	Issued	habersahm hardware	17,000.00
20190646	252 WAYSIDE ST	Issued	EFULL GLORY LLC	10,000.00
20190647	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	5,903.00
20190648	218 Carpenters Cove Lane	Issued	Southern Bank & Trust	510.00
20190649	700A MIDWAY STATION	Issued	MIDWAY, CORNELIA LLC	656.00
20190650	700A MIDWAY STATION	Issued	MIDWAY, CORNELIA LLC	3,545.00

TOTAL NUMBER OF PERMITS: 15
TOTAL VALUATION: 145,064.00
TOTAL FEES CHARGED: 1,097.00
TOTAL FEES PAID: 1,097.00

11 Plan Reviews
78 Commercial inspections
20 Residential inspections
0 New Homes
0 No Commercial

Police Department Monthly

Feb 2020

Patrol

TRAFFIC	261
Traffic Stops	101
Susp.Person/ Veh	127
License Check	0
MVA Accidents	33
NON-TRAFFIC	
Fight Calls	2
Burglary	3
Shoplifting/Theft	30
Domestic Calls	25
Drunk/Disorderly	7
Abuse	0
Alarms	38
CONTACTS	
Citizen	1986
Motorist	55
Bank/Funeral	9
REPORTS	
Incidents	117
Accidents	25
Citations	84
TOTAL DISPATCHED CALLS	1049

Investigations

CASES	10
New	8
Old	2
TYPES	
Person	6
Property	4
Financial	
DISPOSITION	
Closed	9
Arrest	1
Ex. Clear	2
Other	6
Code Enforce	
New	8
Active	7
<i>Disposition</i>	
Closed No action	6
Closed w/ Cit.	0

Police Department Monthly

Admin/Court

COURT	
Court Cases	112
Fines Paid	
CRIMINAL HISTORY	
C.H. Ran	285
C.H. Monies	\$
Walk In's	

Child Seat Program

Car Seats Distributed	
Caregivers Trained	
Police Personnel Trained	

PROBATION

Fines for Cornelia	\$5,077
GCVEF Fees	\$162
Community Service	
Hours	182
Value of Hours	\$1,319.50
Active Cases	
Cornelia	130

NOTES:

Conducted night fire training two nights with patrol officers.