



## City Manager's Monthly Report for June 2020

We have been helping the county with the recycling center located on Nicolon Drive. They were going to temporarily close the center so that their employees could concentrate on bailing the cardboard that they have taken in. We have been sending them an employee one day a week to help bail the cardboard. We have also been paying one of our employees to open the center on Saturdays until they get caught up.

We had a small sewer spill at our Alpine Lift Station on June 13th. The spill was less than 1,000 gallons. We immediately notified the EPD and are waiting to see if they assess a fine. We have been doing the mandatory stream testing since the incident occurred.

We received notice that we will receive \$245,144 as part of the Coronavirus Aid CARES Act. This money can be used to make up for any revenue shortfalls that we have because of COVID19. It can also be used for any costs associated with the Coronavirus.

We received notice that our GTIB loan in the amount of \$500,000 to help with the cost of Phase 2 of the Level Grove Sidewalk Project has been approved. We should receive the loan agreement in time for the August Commission Meeting. The Engineer is working on the RFP and bid documents. The goal is to bid this project sometime in August so construction can begin before the end of the year.

The Wastewater Plant treated 80.6 million gallons of sewerage. The Water Plant produced 82.9 million gallons of drinking water. We received 3.4 inches of rain; the old reservoir is 3 feet above full pool; the new reservoir is at full pool. We repaired 3 water leaks and 5 sewer blockages.

The Fire Department responded to 83 emergency calls. They completed 475 hours of training. The Fire Marshal conducted 20 inspections, reviewed 4 sets of plans, issued 3 notices of violation, and 3 certificates of occupancy.

The Planning Department issued 23 permits, the total project value was \$1,836,271 and the total fees collected were \$11,403. The Building Inspector completed 26 Plan Reviews, 81 Commercial Inspections, and 21 Residential Inspections.

The Police Department Investigative Division opened 4 new cases, closed 6 cases, and made 4 arrests. Code Enforcement opened 18 new cases and closed 12 cases. The Probation Division collected \$5,351 in fines, they have 115 active cases, and probationers completed 60 hours of Community Service with a value of \$435. We distributed 4 car seats and trained 10 Caregivers.

  
Donald Anderson  
City Manager



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

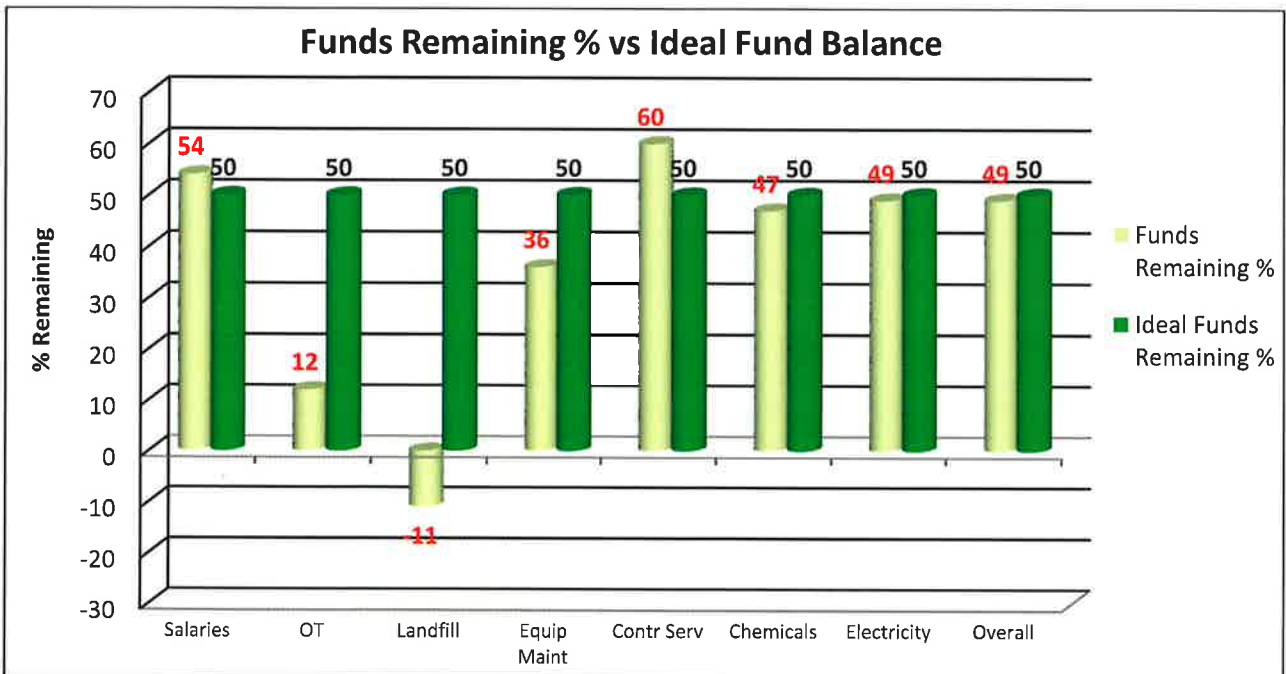
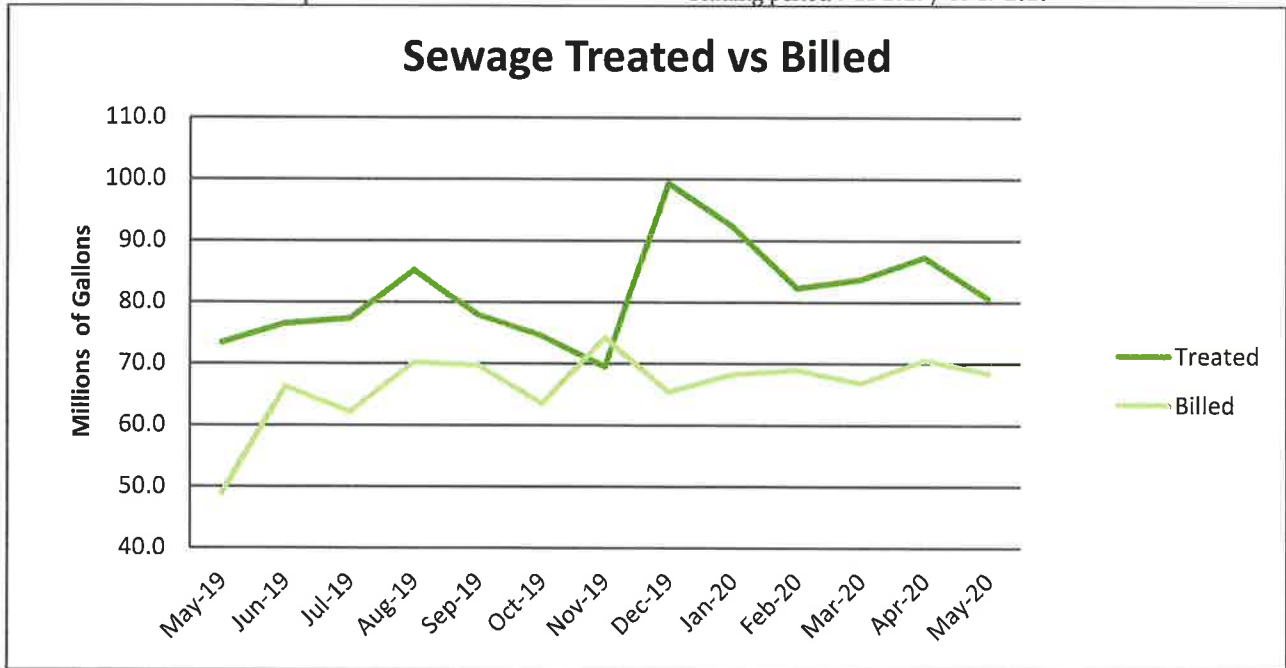
 *Water/Sewer/Storm Maintenance*

# Water Pollution Control Plant

## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	80.6	Million Gallons
Influent BOD	53.1	Tons
Influent TSS	28.7	Tons
Solids to Landfill	282.1	Wet Tons
Dry Solids Removed	58.2	Dry Tons

\*Graph and flow Information based on meter reading period 5-21-2020 / 06-19-2020



**Capital Expense has been deducted out of the Budget**

### Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
None				

### Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN & BOD	None	\$24,325 (waived)
Ethicon	None	Phosphorous \$1,000	None
Salford BBI	None	None	None

### Wastewater Treatments Projects & Events

- 100% Compliance for June NPDES
- W.P.C.P. disk filter project 98% complete. Grading needs to be fixed to for water to drain properly from area.
- DMR/QA lab certification test submitted
- Began negotiations with The City of Gainesville to discuss nutrient trading.

### Work Orders Wastewater Plant & Lift Station

Generated Work Orders	39
Completed Work Orders	46
Back-log Work Orders	1

### Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	30
Grease Traps Inspected	1
Non-Compliant	12

# Drinking Water Treatment Plant

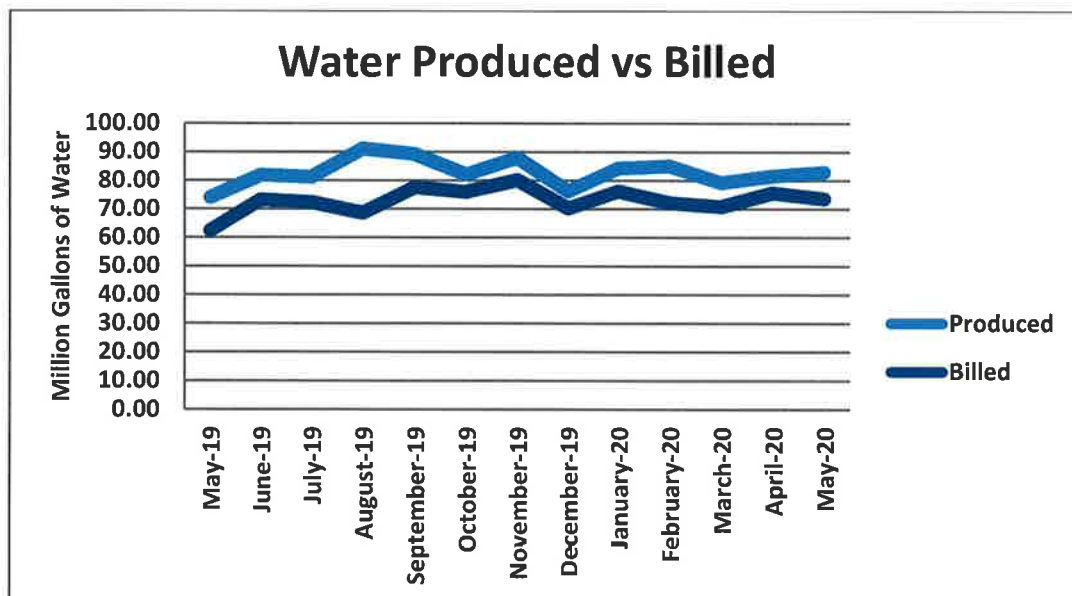
## Water Quality

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

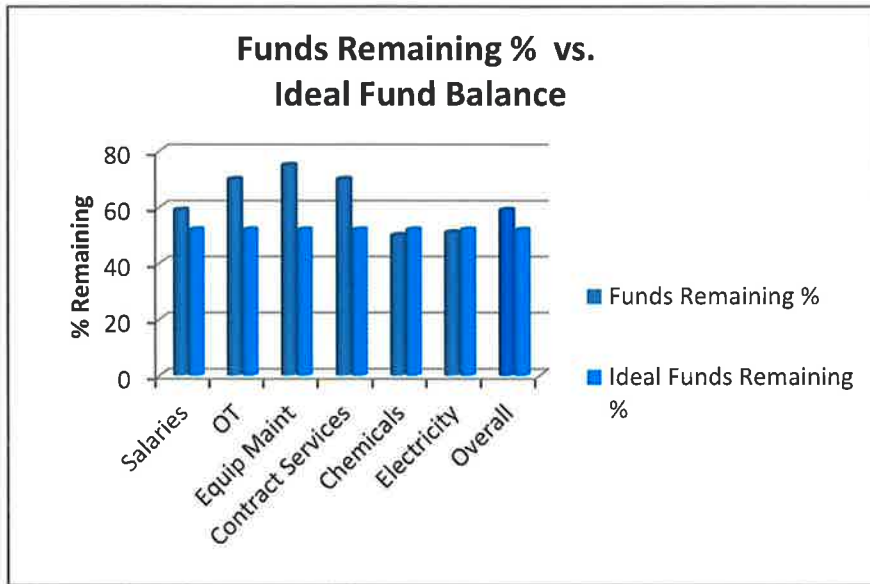
- The WTP recorded 3.40" of rain for June 2020.
- The reservoir level is 3' 4" above full pool.
- Water Produced in May 2020 was 82.92 MG.



Above flow graph and flow information based on meter reading period 4/21/2019 - 5/20/2020

## Water Treatment Projects/Events

- HC generator orientation.
- New WTP generator orientation.
- New WTP chemical feed pump orientation.
- New WTP KMNO<sub>4</sub> orientation.
- Repaired SCM connection.
- Replaced KMNO<sub>4</sub> pump.
- 1st Round of Bac-T's
- 2nd Round of Bac-T's
- Calibration verification of 2100N turbidity meter.
- Completed Lead and Copper sampling.
- Routine Inspections of raw water pumping stations and tanks as required by EPD.



### Reports/Water Sampling Completed

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

### Training

- Monthly Safety Training with the WTP staff.

# Water/ Sewer/ Storm Maintenance

## Projects/Events

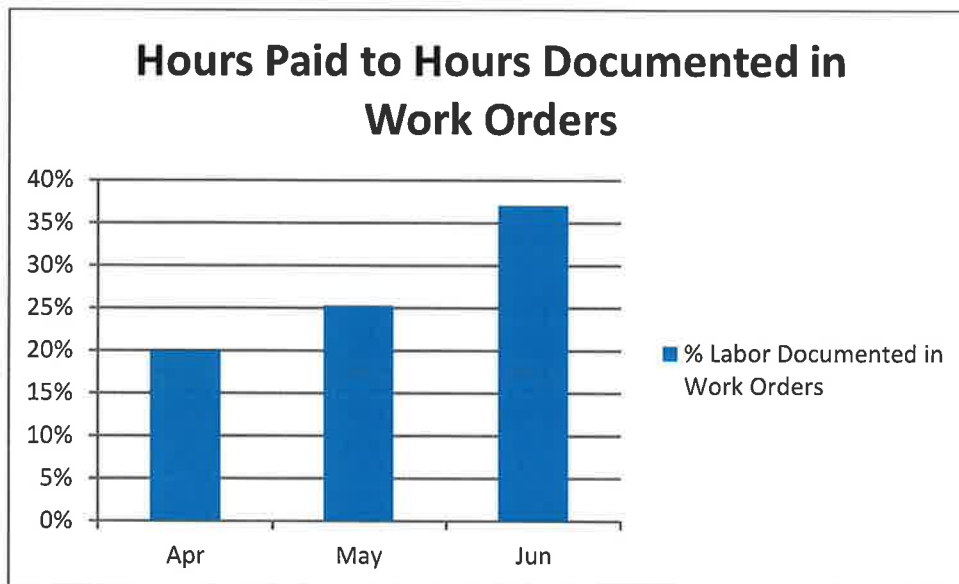
- Continued to inspect/clean storm structures
- Implemented Valve Exercise Plan
- Continued inventory/organization at new Water/Sewer shop

## Major Construction Projects

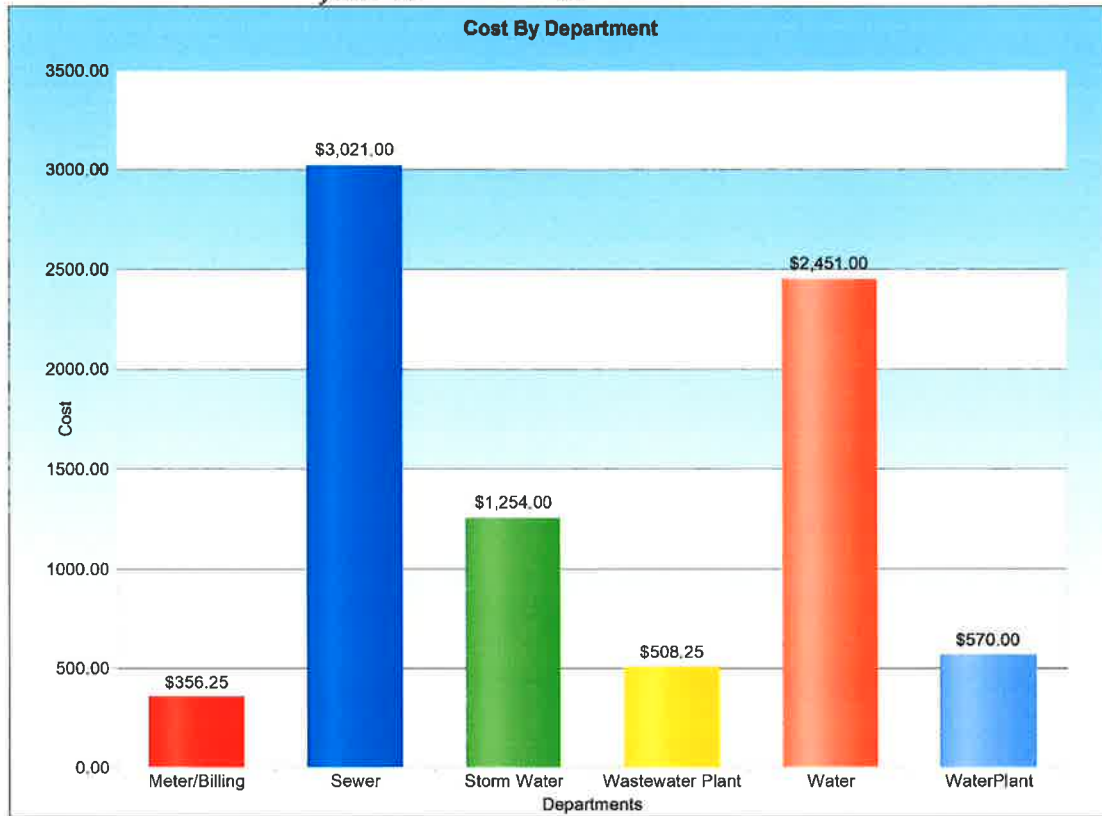
- Continue replacing waterlines for Chenocetah Project
- Alpine Lift Station installed emergency bypass pump - sewer spill restoration, attempted to repair wet well.

## Training

- Neptune 360 Meter Reading - Ipad (Jeremy McIntyre, Sonya Tanner, Keith Ethridge, Lindsey Fitzgerald)
- Derrick Frady started June 18<sup>th</sup>, 2020



### June Work Order Maintenance Cost



### Water Sewer Work Order Summary

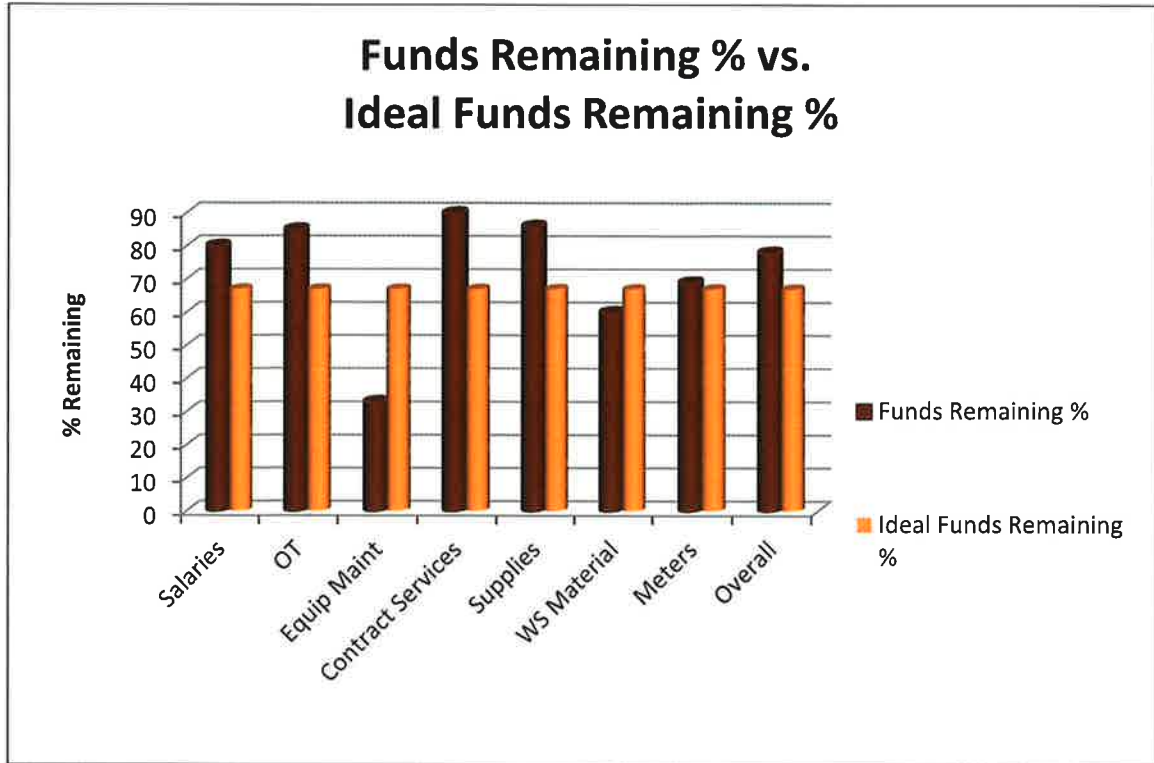
Meter and Billing Work orders	81
Water Breaks	3
Sewer Blocks	5
Water General	19
Sewer General	22
Potential Leaks Investigated	4

### Work Order Status

Preventative Maintenance Work Orders	16
Predictive Maintenance Work Orders	0
Corrective Maintenance Work Orders	28
Back-log Work Orders	2



## Large Variable Costs





July 5, 2020

## June 2020 Monthly Training Report

### Emergency Call Response

- 83 calls responded to between June 1, 2020 and June 30, 2020
- 673 total calls responded to from January 1, 2020 - June 30, 2020

### Monthly Training Hours

- 475 combined training hours for all three shifts for June 1, 2020 – June 30, 2020
- 2207 combined annual training hours for all personnel including paid, part-time, and volunteers.
- On June 1, 2020, CFD began the process of flow testing our water distribution system. This must be done annually and is also a requirement of ISO standards. The City's water distribution map has been broken up into 9 hydrant zones, with each shift responsible for testing 3 zones. We have currently completed 6 out of the 9 zones.

### Achievements

We would like to congratulate FF. Angela Martin, FF. Tristan Stephens, and FF. Daniel Purcell for completing their FF1 / NPQ 1 Fire Certifications. All three have put in over 200 hundred hours of

training to complete this Achievement. FF1 certification is required by Georgia Firefighter Standards and Training Council to be compliant for all full-time paid staff. Starting 01/01/2020, all current CFD paid staff, and all new CFD Volunteers are required to complete this Certification. One step closer to being an accredited agency.

We will now begin moving forward with FF2 certifications and are looking forward to having all CFD paid staff compliant in this certification by the end of 2020.

***KNOWING IS NOT ENOUGH; WE MUST APPLY. WILLING IS NOT ENOUGH; WE MUST DO.***

***ASSISTANT CHIEF SHANE BENTLEY***



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

**June 2020**

**Inspections**

- Sierra Vista Apartments has 8 of the 13 apartment buildings standing now. The pads have been poured for all the buildings. Plans are being made to start pre-leasing the first 5 buildings. Inspections continue to ensure compliance.
- The new W4 Express Car Wash has opened.
- Planet Fitness is now under construction in part of the old K-Mart building.
- The new Municipal Complex is nearing completion and final inspections of all life safety systems will be completed in July.
- I have met along with Jessie and Robert with 2 different downtown prospects looking to occupy units on Hodges St.
- Reddy Urgent Care is moving in behind the north fire station and will open soon.
- Plan review has been completed for the rebuild of the apartments on Irvin St. Also the duplex the burnt on South Wayside St plans have been approved for rebuild.

**Training**

I completed an online Intro to Wildland Fire Behavior class this month. This will allow me to attend the first offering in the state of the Wildland Fire Investigator course. It will be held at GPSTC the week of July 20<sup>th</sup>, 2020.

**Covid-19**

City buildings, vehicles, and the parks were sprayed the last week of June. Anyone that needs disinfect can stop by the north fire station with a spray bottle and have it filled.

## **Investigations**

The fire that occurred at the VFW Post this month has been ruled Electrical. A shortage in a wire below the basement floor caused the fire.

I investigated two car fires this month. Both started under the hood in the engine compartment area. No one was injured and no other property was damaged other than the vehicles.

**CO's issued- 3**

**Inspections- 20**

**Violation Notices issued- 3**

**Meetings- 8**

**Plans Reviewed- 4**

**Investigations- 3**

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



## **City of Cornelia**

### **Public Works**

#### **Monthly Report June, 2020**

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. 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 working on cutting grass on the route. We have been working on bush hogging streets and sewer R.O.W. We have been working on flower beds doing maintenance and spreading mulch where needed. 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 set up the Community House and cleaned it as needed. We worked around the shop cleaning and organizing. Equipment was checked and regular maintenance was done. We made repairs and did regular maintenance to city buildings as needed. We have been spraying weed killer on all city R.O.W. where needed. We fixed and replaced street signs around the city as needed. A net was installed at the tennis court in Oak Street Park above the practice board. A new a/c was installed at the fire dep bathroom. We had to take garbage truck to South Carolina for repairs. Repairs were made to the sidewalk on Main Street. The bathroom at the P.D. training center was remodeled. We worked at the Library making repairs. We worked on the walking trail making repairs. The bathrooms at Jim Smith Park were pressure washed and repairs made. We pressure wash the bathrooms and pavilion at Big City Park. The welcome sign at Farlinger park was replaced. We ran the trac hoe with the cutting head cutting back street and sewer R.O.W. We cut the dam, river property off 105, and the creek bank on Level Grove Road. We installed conduit at the new fire station for Windstream. We took down the old mobile home on Elrod Street and began clean up.

# MONTHLY REPORT

5/28/2020	truck # 4 truck # 21 car # 102	fixed tire fixed coolant leak service
5/29/2020	truck # 6 truck # 34 truck # 8	charged a/c replaced belt adjusted clutch
6/1/2020	car # 111 utility director trk truck # 11	fixed wiring on lights service charged a/c
6/2/2020	car # 114 car # 113 car # 103	service installed new acc. Plugs replaced spark plugs
6/3/2020	new truck # 10 car # 107	picked up truck in blairsville fixed lights
6/4/2020	car # 109 truck # 38 car # 111	service installed sprayer rack replaced rear brakes
6/5/2020	shop car # 115 truck # 2	loaded old truck # 7 bed service fixed fuel leak
6/8/2020	car # 110 truck # 15 truck # 13	service & replaced 2 tires replaced radiator fixed a/c
6/9/2020	wwtp TD 95D tractor car # 114	replaced belt on exhaust fan replaced hydraulic pump replaced battery
6/10/2020	car # 113 truck # 26 shop	replaced fuel injector adjusted headlight aim assembled new battery tester

# MONTHLY REPORT

6/11/2020	ventrac car # 113 truck # 114	fixed tire finished up work on car fixed radar
6/12/2020	light tower FD F 150 truck # 29	rewound cable service & serviced transmission fixed tire
6/15/2020	truck # 27 car # 105 light tower	fixed tire service adjusted cable & finished up work on machine
6/16/2020	ventrac car # 41 vac truck truck # 25	replaced deck drive belt & fixed tire got car running & put on govdeals picked up truck at 441 diesel tightened packer valve
6/17/2020	truck # 1 kubota excavator	picked up trk in atlanta & installed tool box & side steps fixed hydraulic leak
6/18/2020		vacation day
6/19/2020		vacation day
6/22/2020	truck # 1	installed radio & lights
6/23/2020	truck # 1 11 ford escape	finished up work on trk installed roof light
6/24/2020	car # 122 chipper truck # 8	service fixed hydraulic leak on torque motor replaced alternator belt
6/25/2020	shop truck # 30	cleaned up around shop took trk to 441 diesel



## MONTHLY REPORT

truck # 25

picked up parts in gainesville for trk

6/26/2020 chipper  
truck # 25  
truck # 30

replaced orings on hydraulic motor  
replaced left front fender  
picked up trk at 441 diesel

6/29/2020

vacation day

6/30/2020

vacation day

7/1/2020

vacation day

FY 2020

CITY OF CORNELIA  
PERMIT REPORT BY PERMIT NUMBER

06/01/2020 TO 12/31/2020

<u>PERMIT NO</u>	<u>ADDRESS</u>	<u>STATUS</u>	<u>OWNER</u>	<u>TOTAL VALUE</u>
20190689	897 N MAIN ST	Issued	Tiamtisack	58,000.00
20190690	400 STONECYPHER ST	Issued	Sierra Vista Apartments	67,600.00
20190691	518 GRAND AV	Completed	YOUNGBLOOD JOAN MOSS	8,237.00
20190692	896 N MAIN ST	Completed	Guillermo Perez JR	522.00
20190693	223 DOGWOOD AVE	Completed	MACK & JANICE MORRIS	1,500.00
20190694	400 STONECYPHER ST	Issued	Sierra Vista Apartments	177,162.00
20190695	400 STONECYPHER ST	Issued	Sierra Vista Apartments	240,000.00
20190696	201 ELLIS STREET	Issued	Ashely Hobbs	2,500.00
20190697	631 IRVIN ST	Issued	Fenders	27,000.00
20190698	400 STONECYPHER ST	Issued	Sierra Vista Apartments	67,600.00
20190699	400 STONECYPHER ST	Issued	Sierra Vista Apartments	67,600.00
20190700	400 STONECYPHER ST	Issued	Sierra Vista Apartments	67,600.00
20190701	400 STONECYPHER ST	Issued	Sierra Vista Apartments	67,600.00
20190702	218 LARKIN ST	Issued	HABERSHAM HARDWARE & DISTRI	50,000.00
20190703	216 HODGES ST	Completed	Higgins	0.00
20190704	838 N MAIN ST	Completed	Higgins	3,500.00
<del>20190705</del>	<del>365 HWY 441</del>	Denied	<del>Planet fitness</del>	0.00
20190706	365 HWY 441	Issued	Planet fitness	850,000.00
20190707	807 BALDWIN RD	Completed	PDW HOLDINGS LLC	3,500.00
20190708	631 IRVIN ST	Issued	Fenders	58,750.00
20190709	423 VFW POST RD	Issued	VFW	1,200.00
20190710	129 ARBUTUS TRAIL	Issued	All K	1,400.00
20190711	365 HABERSHAM HILL CIRCLE	Issued	Planet fitness	15,000.00

TOTAL NUMBER OF PERMITS: 23  
TOTAL VALUATION: 1,836,271.00  
TOTAL FEES CHARGED: 11,403.18  
TOTAL FEES PAID: 7,147.00

Plan Review 26  
Commercial inspections 81  
Residential inspection 21  
Commercial Remodels 2  
New Apartment Building 2

# Police Department Monthly

Jun 2020

## Patrol

<b>TRAFFIC</b>	
Traffic Stops	
Susp.Person/ Veh	
License Check	
MVA Accidents	
<b>NON-TRAFFIC</b>	
Fight Calls	
Burglary	
Shoplifting/Theft	
Domestic Calls	
Drunk/Disorderly	
Abuse	
Alarms	
<b>CONTACTS</b>	
Citizen	
Motorist	
Bank/Funeral	
<b>REPORTS</b>	
Incidents	
Accidents	
Citations	
<b>TOTAL DISPATCHED CALLS</b>	

## Investigations

<b>CASES</b>	<b>8</b>
New	4
Old	5
<b>TYPES</b>	
Person	2
Property	4
Financial	2
<b>DISPOSITION</b>	
<b>Closed</b>	<b>6</b>
Arrest	4
Ex. Clear	
Other	2
<b>Code Enforce</b>	
New	18
Active	19
<i>Disposition</i>	
Closed No action	12
Closed w/ Cit.	