



City Manager's Monthly Report for February 2025

We met with FCS Sanitation to discuss their merger with Waste Eliminator out of Gainesville. They do not plan to change the name so the trucks will still say FCS Sanitation. All their trucks will be equipped with cameras which we will have access to if we receive any complaints from our customers.

We will be hosting the annual Sweep the Hooch cleanup event on March 22nd at the old reservoir. The event will begin at 9:00 AM. Last year we had 9 volunteers show up to help pick up trash around the reservoir.

We will be conducting a series of Town Hall meetings throughout the community to discuss the GICH Initiative and Community Housing needs in March, April, and May. Representatives from the Georgia Conservancy will be moderating the meetings. The first one will be March 31st at 5:30 PM at Cornelia Elementary School. The date and time for the April meeting has not been set but the meeting will take place at Shady Grove Baptist Church. The final meeting will be May 7th at 11:00 AM at Fender's Alley.

Higgins Construction has begun moving equipment onto the site of the new park so grading should begin soon. City workers have completed the demolition of the existing buildings and are now installing the new sewer lines for the restrooms. The project will not be completed until December 2025, but the grading will be finished by May 2nd so that the Cornelia Hospitality & Tourism Board will be able to use the park for this year's annual Music Festival on May 17th.

The Police Department conducted 344 traffic stops, worked 46 motor vehicle accidents, 9 fight calls, 1 burglary, 14 shoplifting complaints, and 28 alarms. They responded to a total of 983 calls for the month. The Investigative Division opened 5 new cases, closed 6 cases, and made 3 arrests. The Narcotics Division made 2 arrests and currently has 4 active cases. We distributed 8 car seats and trained 15 care givers.

The Building Department issued 12 permits (8 new home permits), reviewed 9 sets of plans, and collected \$5,192 in fees. They completed 28 residential inspections, 16 erosion inspections, and 5 commercial inspections. They issued 3 residential certificates of occupancy and 1 commercial certificate of occupancy.

Code Enforcement opened 30 new cases, closed 29 cases, and currently has 3 active cases.

The Fire Department responded to 104 calls and completed 432 hours of training. The Fire Marshal completed 15 commercial inspections.

The Wastewater Plant treated 95.3 million gallons of sewage. The Water Plant treated 89.5 million gallons of drinking water. We recorded 6.32 inches of rain, so the new reservoir level is 24.5 feet which is 4 feet below full pool, and the old reservoir is 5.5 feet above pool. The Utilities Maintenance Department repaired 5 water leaks and 6 sewer blockages. They are now working to get the Splash pad ready for this season.

Public Works completed the leaf route for this year, they cleaned the Community House after 11 events. They have removed all the dangerous and dead trees around Chenocetah Tower. They cleaned up graffiti in several locations around the city. They have removed the old playground equipment at City Park and began installing the new equipment. They made repairs to the dugouts at the baseball field at City Park. They planted 3 dogwood trees at the Dog Park for Arbor Day. They made repairs to the restrooms at City Park and Jim Smith Park. They poured the concrete slab for the new Christmas light storage building behind the Ballard Center.

The Maintenance Department Repaired 46 vehicles and serviced 12 vehicles.

PUBLIC SAFETY MONTHLY

Feb 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	344
Susp.Person/ Veh	58
License Check	5
MVA Accidents	46
NON-TRAFFIC	
Fight Calls	9
Burglary	1
Shoplifting/Theft	14
Domestic Calls	36
Drunk/Disorderly	56
Abuse	
Alarms	28
CONTACTS	
Citizen	2478
Motorist	31
Bank/Funeral	2
REPORTS	
Incidents	53
Accidents	29
Citations	221
TOTAL DISPATCHED CALLS 983	

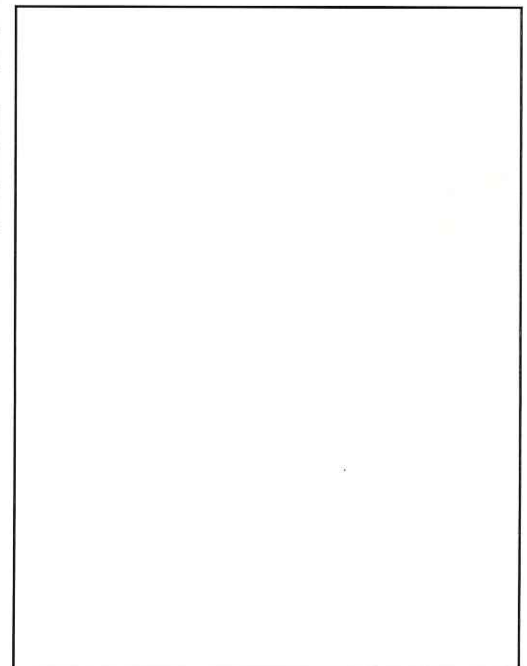
TRAFFIC UNIT	
Citations Issued	79
DUI	9
DUI Drugs	
Drug Arrests	1
Other Arrest	40

CRIMINAL INVESTIGATIONS

CASES	
NEW	5
OLD	3
TYPES	
Person	2
Property	4
Financial	2
TOTAL	8
DISPOSITION	
Arrest	3
Ex. Clear	3
Inactive	1
Active	1
CLOSED	6
Narcotics	
Active	4
Closed	1
Arrest	2
CI's Active	3

NARCAN	
Units Used	

TRAINING	
Virtual Academy	34
Power DMS	
In Service	34
Outside	80
TOTAL	148
CAR SEATS	
Seats Distributed	8
Care Givers Trained	15
Police Trained	
SRO	
Incident Reports	2
Arrest/ Juvenile	0
Calls for service	58
Parent Contact	17
Student Contact	42



PUBLIC SAFETY MONTHLY

COURT

Feb 2025

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

PROBATION

Fines for Cornelia	
Community Service	
Hours	
Value of Hours	
Active Cases	

NOTES:

Clerk of Court and Probation Director has been dealing with illness.

PUBLIC SAFETY MONTHLY

Feb 2025

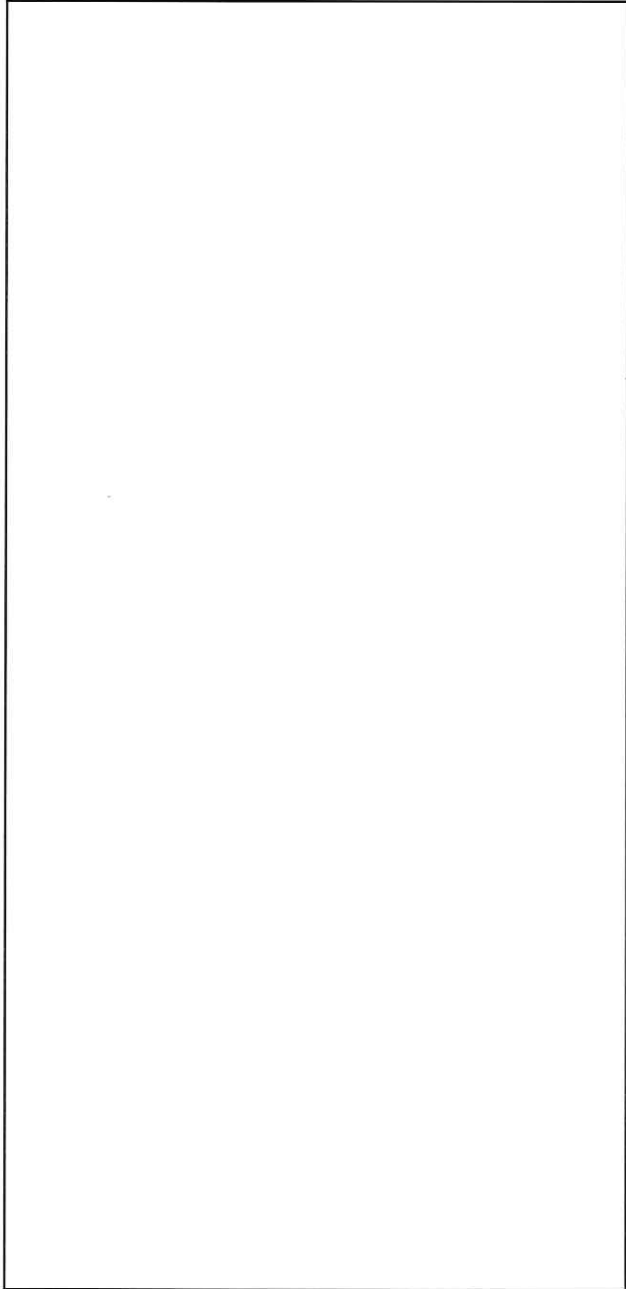
Building Department

Permits Issued	12
Fees Paid	\$5,192.26
Plan Reviews	6
Residential Inspection	28
Erosion Inspection	16
Commercial Inspection	5
New Home Permits	8
Commercial C.O.s	1
Residential C.O.s	3

CODE ENFORCEMENT

Cases

New	30
Old	2
Inspections	
Disposition	
Closed	29
Citations	0
Active	3



PUBLIC SAFETY MONTHLY

Feb 2025

FIRE DEPARTMENT

-Michael Hall has started the position of Fire Inspector for the City. He has began the Annual inspections of commercial businesses in the city.

- The Fire Marshal completed:
 - CO's Issued: 1
 - Inspections: 15 annual inspections
 - Violations notice:
 - Plan Reviews:
 - Investigations:

Fire Department

Fire Recovery Money received YTD –

Monthly Call Response

-104 calls were responded to during the month.

-203 calls responded to during Year.

Monthly training hours

-432 training hours Monthly.

-665 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for January 23, 2025 thru February 21, 2025

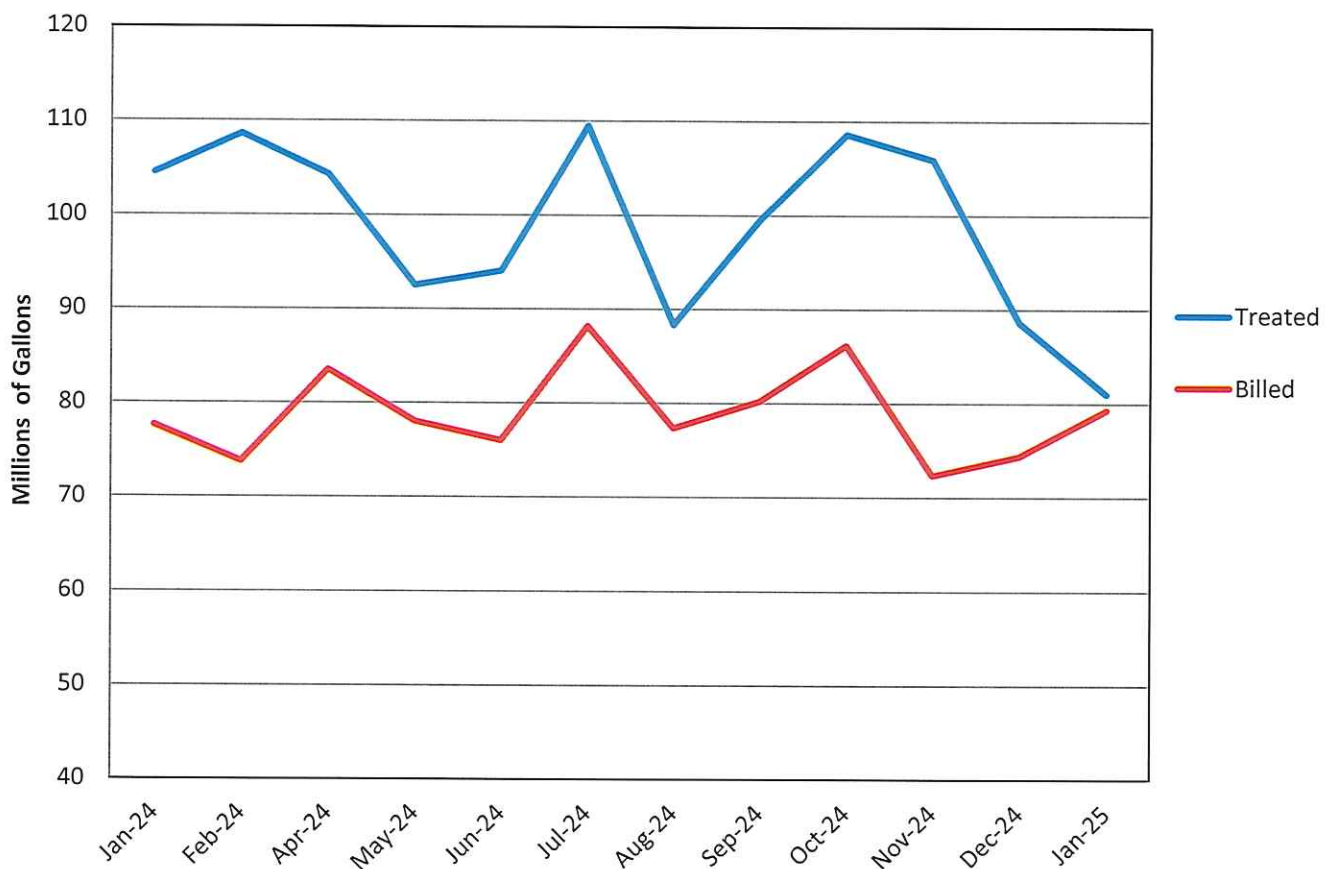
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	95.3	Million Gallons
Influent BOD	74.9	Tons
Influent TSS	79.8	Tons
Solids to Landfill	347.3	Wet Tons
Dry Solids Removed	66.7	Dry Tons

Wastewater Treatments Projects & Events

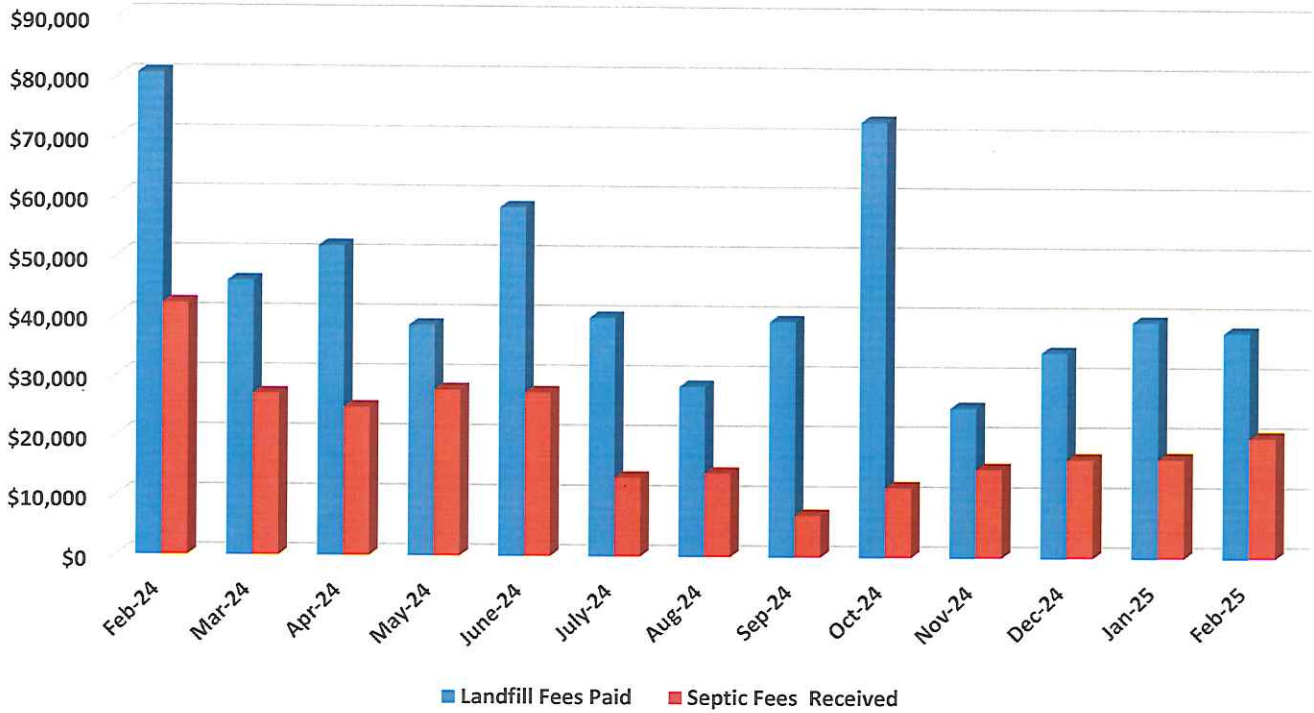
- 99.9% compliance for February. Flow Permit 3.0MGD reported 3.191 (soft violation)
- Submitted Application for Gold Award for 2024

Sewage Treated vs Billed Monthly



Billed Data for February 2025 not Available

Landfill Fees Paid vs Septic Fees Received 2025



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
	None			

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, TKN, Phos, TSS & AMM	BOD, TSS, TKN & Phos \$18,800	\$141,713 <i>(waived)</i>
Ethicon	None	None	None
Salford BBI	None	None	None

January Data. February Industrial Reports not due until March 15

Work Orders Wastewater Plant & Lift Station

January 26 - February 22

Generated Work Orders	48
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Completed Work Orders	47
Back-log Work Orders	21

Work Orders Commercial Grease Trap Inspection

February 1 - February 28

Grease Traps Scheduled for Pumping	4
Grease Traps Pumped	4
Non-Compliant	0

Plant Operations

- **Solids Handling:** Normal
- **Summary:** N/A
- **Disk Filters:** Normal
- **Summary:** N/A
- **Phosphorous/Ammonia Issues:** Ammonia has been elevated at times during month
- **Summary:** Staying in compliance. Associated with Fieldale's high loadings for the month of January
- **Other:** TSS has been very high all month.
- **Summary:** Slug load from Fieldale of BOD and slug load from Liquid Services with high BOD, TSS and Oil & Grease killed off the bugs. The plant has had poor settleability and has struggled to stay in permit for ammonia and TSS but did.

Water Treatment Plant

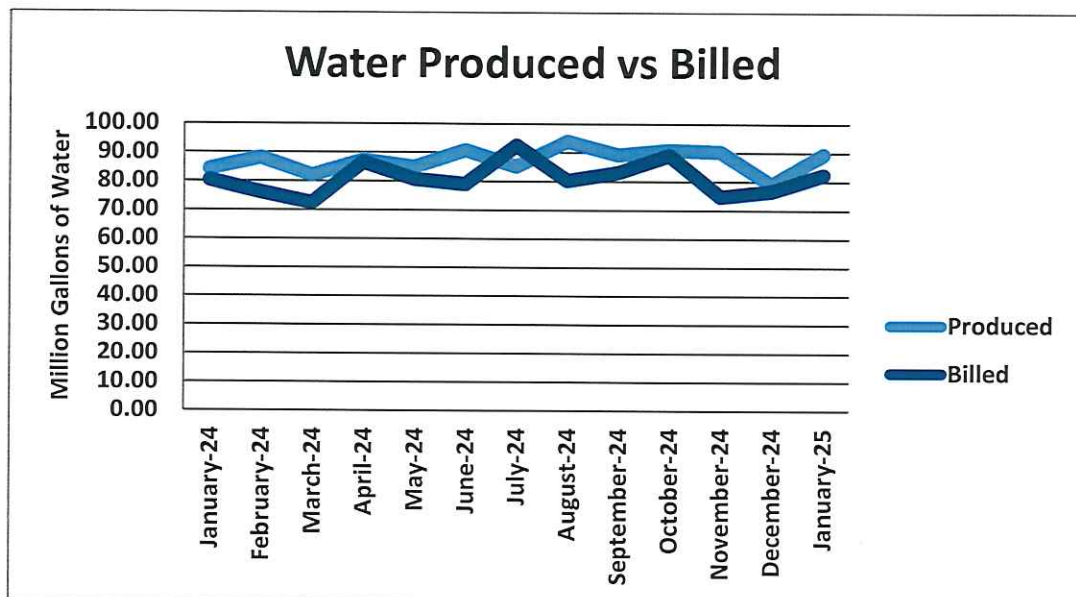
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
0	N/A	N/A

Water Production Quantities

- Water Produced in January of 2024 was 89.45 MG.
- Water Billed in January of 2024 was 82.31 MG.
- The WTP recorded 6.32 inches of rain to date for February 2024.
- The Off Stream Impoundment level is 24.5 feet and 4 feet below maximum capacity.
- The Reservoir level is 5.5 feet above full pool.



Above flow graph and other flow information based on the billing periods

Water Treatment Projects/Events

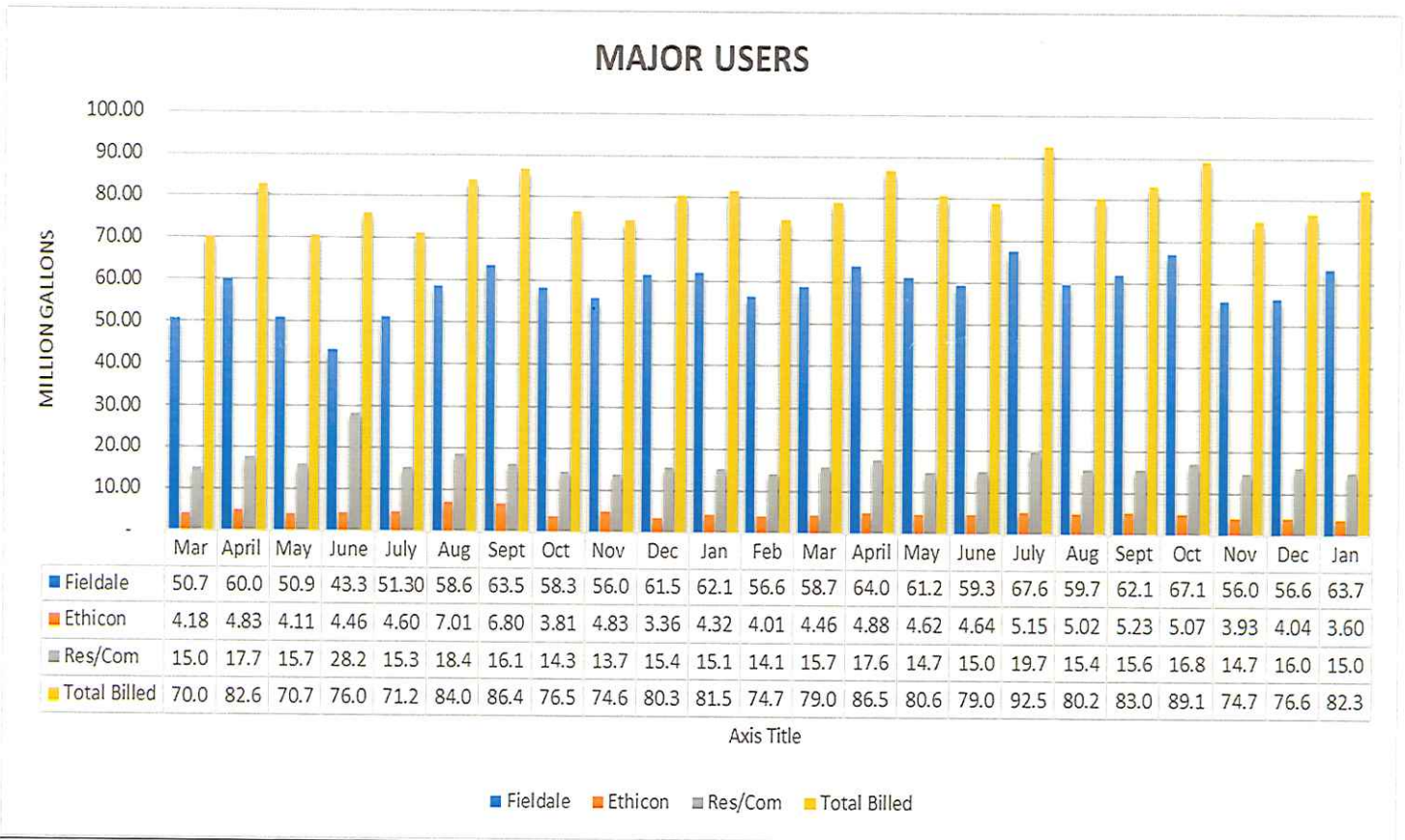
- Routine monthly sampling.
- Scheduled preventative maintenance.
- Monthly EPD reports.
- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- KMNO₄ - Repaired tank.
- Pre-Clearwell CL2 - Replaced drawdown ball valve.
- Sodium Bisulfite - Transferred containers.
- Low Head Dam - Remove overgrown brush.
- Compressor - Installed rivet nuts to belt encloser.
- Clarifier Train 2 - Annual inspection / cleaning.
- Clarifier Train 2 - Replaced ball valves for sludge test.
- Fluoride Bulk Tank - Repaired broken fill line.

Water-Sewer-Storm February 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	40	\$422.75	\$0.00	\$0.00	\$0.00	\$0.00	\$422.75	2.88%
Meter/Billing	7	\$627.00	\$0.00	\$0.00	\$0.00	\$0.00	\$627.00	4.28%
Water	17	\$3933.00	\$626.80	\$0.00	\$427.50	\$0.00	\$4987.30	34.03%
Sewer	8	\$4256.00	\$1289.04	\$0.00	\$75.00	\$0.00	\$5620.04	38.35%
Storm Water	1	\$57.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57.00	0.39%
Water Plant 1439	22	\$247.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247.00	1.69%
Lift Station	6	\$2375.00	\$306.74	\$0.00	\$12.00	\$0.00	\$2693.74	18.38%
Report Totals	101	\$11917.75	\$2222.58	\$0.00	\$514.50	\$0.00	\$14654.83	

Major Users



General Activity

- 80 hrs. Lift Station Maintenance.
- 105 811 Locates
- 188 Door Hangers for customers (past due notices)
- 59 Meters On/Off's
- 9 Meter installation/repairs.
- 5 Water leak Repairs
- 6 Sewer Blocks
- 120 hrs. with Johnson Railway Project
- 75 hrs. Main St sewer project
- 27 hrs. Recycle Center Sewer Tap

PROJECTS/EVENTS:

Splash Pad Project: Continuing with the new construction

Johnson Railroad Project: Continuing disassembling building removed metal beams and electrical conduit loaded and took to the new water distribution shop and unloaded.

Repaired Water Leaks:

Contractor hit a service line at Level Grove Baptist Church we had to use vac truck to find 6" main and repair.

Repaired a 2" valve that was leaking at Alston Ridge.

Repaired a broken water line at 113 Hillandale.

Repaired a 3/4-inch black poly line with .88 band aid at 198 Ridgeway.

Repaired a small leak in service line at Kenny Lane.

Sewer Projects/Blocks:

North Main St had a sewer issue, we determined that the abandoned sewer line from building to street was cut and manhole was filling with sewage.

Cleared Blockage at 346 Wayside St with Jetter machine.

Cleared sewer blockage at 189 Galloway St.

Used Vac truck to clear sewer main on Old Level Grove Rd.

Tapped for new service and ran 2" sewer line at the Recycling Center.

Customer at 680 Skyland is going from septic to city sewer, we tapped the line and completed bore across road.

Sewer block at 128 Chattahoochee St. uncovered sewer tap and installed City access clean-out.



Public Works Monthly Report for February 2025

The backdoor and business routes were completed weekly and roller carts were delivered were needed.

The chipper completed a route.

The leaf vac completed the route and around city properties.

Downtown and all the parks were checked, cleaned, and trash cans changed on a weekly basis.

Leaves were blown in the parks and around downtown regularly.

All work orders were completed as they came in – 21

The Community House was cleaned 11 times.

Trash was picked up on city streets as much as possible.

We repaired or replaced street signs as needed.

We worked on cutting down trees around the Fire Tower and on the mountain.

We cleaned and painted over graffiti in several places.

We worked at the Community House and the Water Plant repairing lights.

We went around replacing light bulbs in city buildings.

We demoed the playground in Big City Park and started work on replacing it.

The shade covers for the bench at the baseball field were replaced.

We finished all the demo at the new amphitheater site.

3 dogwoods were planted at the Dog Park for arbor day.

We cleaned up trees that fell.

We worked at the library repairing the kitchen sink.

We worked at City Hall installing a new outlet for Melanie.

We made repairs to the bathrooms at Big City Park and Jim Smith Park.

We poured the slab for the new Christmas building at the Ballard Center.

MONTHLY REPORT

1/30/2025 truck # 25 kubota skid steer truck # 23	worked on lights fixed hydraulic leak replaced vacuum booster
1/31/2025 car # 114 truck # 13 FD new trk	service fixed tire installed side steps
2/3/2025 truck # 25 truck # 18 car # 112	took trk to kenworth in gainesville fixed trailer plug replaced tires
2/4/2025 truck # 44 car # 111 car # 108	fixed tire service service
2/5/2025 car # 102 truck # 26 truck # 30	replaced 1 tire replaced rear brakes fixed air leak
2/6/2025 kubota skid steer truck # 6 car # 115	replaced hydraulic hose on jackhammer charged a/c replaced front brakes & service
2/7/2025 new wwtp trk car # 116 car # 104	picked up trk in athens service worked on a/c
2/10/2025 truck # 3 car # 114 FD explorer	service & replaced front brakes service & fixed tire charged a/c
2/11/2025 FD F 150 truck # 28 car # 108	replaced spark plugs fixed power steering leak fixed blower motor
2/12/2025 car # 104 car # 123 truck # 44	fixed wipers replaced battery & fixed starter fixed tire

MONTHLY REPORT

2/13/2025 car # 108 truck # 6 car # 111	replaced batteries service & replaced rear brakes service & replaced tires & front brakes & batteries
2/14/2025 truck # 16 truck # 43 car # 117	worked on trk replaced coil pack fixed tire
2/17/2025 car # 114 truck # 18 truck # 6	fixed coolant leak replaced starter fixed tire
2/18/2025 ventrac hurricane truck # 15	replaced belts on blower replaced battery fixed tire
2/19/2025 car # 114	replaced oil cooler assy.
2/20/2025 utility director trk city manager trks	service & replaced front & rear brakes swapped wheels
2/21/2025 chipper PD code enforcement	unstopped chipper worked on seized car replaced battery
2/24/2025 car # 120 shop FD chevrolet	service & replaced front & rear brakes cleaned up around shop installed new side steps
2/25/2025 lawnmower trailer car # 107 truck # 5	replaced tires service & replaced front brakes fixed tire
2/26/2025 bandit chipper truck # 32 truck # 8	service replaced tires removed parking brake control valve

Cornelia

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Jessie Owensby
Community Development Department
February 28, 2025
Monthly Report

Planning & Zoning

1. Filled out facilities agreement to use Cornelia Elementary School for town hall meeting for housing team
2. Created Facebook event for housing town hall
3. Spoke to Portia to schedule housing town hall at Shady Grove- waiting to hear back
4. Reminder for GICH team about meeting and upcoming retreat
5. Created travel requests for GICH team retreat attendees
6. Registered attendees for GICH retreat in Cartersville for Spring
7. Held monthly GICH team meetings and discussed updates
8. Met with Georgia Conservancy to discuss housing needs assessment and what they can do for us
9. Sent documents and information to GA Conservancy for review
10. Sent GICH team member new logo to design flyer for town hall meeting
11. Met with Foothills Land Design re: potential future development
12. Spoke with resident re: potential accessory dwelling unit or short term rental
13. Spoke with Fenders to schedule lunch-themed town hall meeting for housing
14. Zoning Update meeting Feb 7
15. Researched property for zoning verification for realtor
16. Reviewed sign permit application for Cornelia Boxing
17. Phone call with county residents inquiring re: variance application
18. Phone call with business owner re: adding storage building behind shop
19. Reviewed and approved house plans for Magnolia Villas lots 22, 23, 20
20. Scheduled Teams meeting with Code enforcement and housing manager in Gainesville
21. Second read of draft zoning ordinance
22. Attended Plan First webinar
23. Sent PC agenda and packet to planning commission
24. Sent variance concept plans to resident inquiring about proposed development
25. Held Planning Commission meeting to review variance application
26. Wrote and published minutes from planning commission meeting and sent decision to city manager
27. Researched other apartments in Cornelia and square footage sizes
28. Researched expiration dates for planning commissioners
29. Made comments and edits to zoning ordinance draft
30. Called appraiser re: property, zoning, and allowed uses
31. Zoning ordinance update meeting to discuss edits for new draft
32. Met with Steve Campbell to discuss zoning ordinance and changes to make
33. Spoke with two developers bidding on Level Grove Baptist Church project re: requirements for building

Cornelia

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34. Researched and spoke with leaders re: expanding redevelopment area to include specific property
35. Processed variance application for March 20 planning commission meeting
36. Sent out certified letters to property owners re: variance application
37. Wrote and published press release for town hall meetings

Economic Development

1. Progress meeting with Jose De Leon re: SBD class and date planning for 2025
2. Gathered and reported data for January Main Street
3. Wrote and published press release for Noah's Young Professional of the Year award
4. Wrote and published press release for DDA Awards Ceremony
5. Met with new developer; gave tour of the city
6. Attended DDA board meeting
7. Attended DDA annual Awards ceremony
8. Met with Jon McBrayer and Suzanne Reynolds re: upcoming speaking engagement at economic development summit
9. Reviewed business proposal sent by new resident
10. Worked with Jose to create and publish flyer for March Spanish small business class
11. Researched new ordinance for short term rentals and spoke with property owner
12. Spoke with land development company re: potential future building projects
13. Phone call with new developer re: acquisition of land
14. Met with land development agency re: available properties and future projects
15. Attended EDC meeting at Community House re: housing market in Habersham
16. Researched real estate transactions and sales numbers for January and February

Community Development & Special Projects

1. Read NOFO for GDOT transportation grant
2. Attended Piedmont University Advertising class to speak with teams re: marketing project
3. Attended Piedmont University American Marketing Association annual conference to speak about AI in the workplace and the impact it's making on the workforce
4. Gathered materials and swag to present to AMA conference at PU
5. Attended "Read Across America" day at Level Grove Elementary School and read books to K, 1st, and 2nd grade classes
6. Correspondence with Jason Tanner re: installation of Park signage and sent map for location purposes
7. Created powerpoint presentation for leadership development to present to Young Professionals group in May
8. Spoke with Chamber employee re: Coffee catch-up and hosting it in May
9. Met with Ashley Dillingham from Tallulah Falls School re: getting the students more involved in the community; work based learning opportunities; community service projects, volunteerism
10. Attended annual Chamber of Commerce Gala to support Noah as award recipient

Tourism and Special Events

1. Weekly meetings with Noah
2. Worked with DDA and TFS Spikeball club to help plan tournament March 8th at City Park baseball field and helped design flyer for marketing

NOAH January REPORT

Special Events and Tourism

1. Coordinated with downtown restaurants and bakeries regarding what they are serving at Dessert Crawl.
2. Printed and distributed Dessert Crawl flyers and punch cards.
3. Created QR code linked to payment/registration link for participants to pay.
4. Created social media posts regarding the Dessert Crawl.
5. Created and distributed Cornelia Award Ceremony invitations.
6. Created a new Cornelia brochure to distribute around the community and GA Welcome Centers.
7. Maintained spreadsheet for Dessert Crawl participants.
8. Maintained group message with downtown restaurant participating in Dessert Crawl.
9. Hosted visit for mentor Nicole Parham - Main Street Manager of Gainesville.

Downtown Development

1. Attended and facilitated the Cornelia DDA meeting.
2. Updated city website with current information.
3. Updated Hospitality and Tourism board website with current information.
4. Completed 16 site visits (Farmacia, Commercial Executive Suites, Age Fit Physical Therapy, Carter and Sloope, 180 Renovations, Edward Jones, Common Ground, Holcomb's Office Supply and Christian Products, Town Central Insurance, Fieldale, Georgia United Credit Union, La Texanita, Tienda Guatemala La Bendicion, United Way, Hillside Baptist Church, Year One).
5. Completed Community Activity Report for January.
6. Completed Main Street Monthly report for February.
7. Published 4 weekly newsletters.

Community Development & Special Projects.

1. Attended Habersham Chamber Awards Gala @ Piedmont University.
2. Attended Habersham Young Professionals Coffee Catch Up @ BSG Café.
3. Attended and facilitated Cornelia DDA Meeting.
4. Attended and facilitated Downtown Award Ceremony.
5. Attended Hospitality and Tourism Meeting.
6. Attended and facilitated Downtown Dessert Crawl.
7. Attended Member of the Month Presentation @ Georgia Heart Institute.