



City Manager's Monthly Report for October 2025

Public Works has begun setting up for Christmas in the Park. Once the park is complete, they will move on to Downtown. Christmas in the Park will begin on Thanksgiving and continue through New Year's Day. The Downtown Tree Lighting Ceremony will be on Saturday, November 29th at 6:30 PM.

We received notice that we have been approved for a Vibrant Communities Grant from the Georgia Arts Association in the amount of \$5,000. The funds will be used to help with the cost of a public art project in Ward 4. I am working with Audrey Davenport, the owner of Soque Street LLC. on this project. Ms. Davenport assisted with the grant application and will serve as the Project Manager and Lead Artist on the project. We would like to paint a mural depicting the history of Ward 4, specifically Soque Street. The mural will be painted on aluminum panels which will be attached to the fence at Jim Smith Park. We are planning to hold a series of meetings with the neighborhood to gather input on the project. From the input we receive we will be able to finalize the design for the project.

Artist, Cheyenne Renee, has completed the mural on the side of Cornelia Pharmacy and I think it looks great. This mural is part of a nationwide project called the 50 in 50 Mural Project. The project calls for a mural to be painted in all 50 states. We are the 38th state that she has painted a mural for the project. Once the project is complete, she will release a documentary on the project. She interviewed the mayor and I as well as other members of the community for the documentary.

The Police Department conducted 120 traffic stops, they worked 51 motor vehicle accidents, 4 fight calls, 7 shoplifting complaints, and 15 alarms. They responded to 1,093 calls during the month. The Investigative Division opened 2 new cases; they closed 2 cases and made no arrests. The Narcotics Division has 2 active cases and made 1 arrest. We distributed 10 car seats and trained 6 care givers.

The Building Department issued 7 permits and collected \$354 in fees. They completed 50 residential inspections, 24 erosion inspections, and 8 commercial inspections. They issued 3 commercial certificates of occupancy, 23 residential certificates of occupancy and 4 new home permits.

Code Enforcement opened 23 new cases, closed 24 cases, and issued 0 citations. They currently have 8 active cases.

The Fire Department responded to 155 calls and completed 317 hours of training. The Fire Marshal completed 33 commercial inspections and issued 11 certificates of occupancy.

The Wastewater Plant treated 88.2 million gallons of sewage. The Water Plant treated 97.5 million gallons of drinking water. We recorded 5.95 inches of rain, so the new reservoir level is at 20.8 feet, and the old reservoir is 5 feet 2 inches below full pool. The Utilities Maintenance Department repaired 7 water leaks and 6 sewer blockages.

Public Works cleaned the Community House after 12 events. They pressure washed the tennis courts at Oak Street Park. They replaced the flooring in the elevator at the Community House. They repaired bathrooms at the Community House, Fire Department, the Depot, and City Park. They replaced the signs at the Dog Park and they painted over graffiti in several locations around the city.

The City Shop repaired 34 vehicles and serviced 9 vehicles.

PUBLIC SAFETY MONTHLY

Oct. 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	120
Susp.Person/ Veh	121
License Check	2
MVA Accidents	51
NON-TRAFFIC	
Fight Calls	4
Burglary	2
Shoplifting/Theft	7
Domestic Calls	28
Drunk/Disorderly	161
Abuse	
Alarms	15
CONTACTS	
Citizen	2886
Motorist	204
Bank/Funeral	8
REPORTS	
Incidents	44
Accidents	29
Citations	23

TOTAL DISPATCHED CALLS 1093

TRAFFIC UNIT	
Citations Issued	110
DUI	6
DUI Drugs	
Drug Arrests	
Other Arrest	5

CRIMINAL INVESTIGATIONS

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

NARCAN	
Units Used	

TRAINING	
Virtual Academy	
Power DMS	
In Service	
Outside	
TOTAL	
CAR SEATS	
Seats Distributed	10
Care Givers Trained	6
Police Trained	2
SRO	
Incident Reports	3
Arrest/ Juvenile	1
Calls for service	49
Parent Contact	11
Student Contact	194

Training Division taught Search Warrants and Affidavits and the 4-day Car Seat Tech course.

Participated in the 911 Halloween event at the fair grounds.

PUBLIC SAFETY MONTHLY

COURT

Oct. 2025

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

PROBATION

Fines for Cornelia	6,428.00
Community Service	
Hours	360
Value of Hours	2,610
Active Cases	208

NOTES:

With conversion to the new court software, the ability to pull the stats is difficult and the process is being figured out.

PUBLIC SAFETY MONTHLY

Oct. 2025

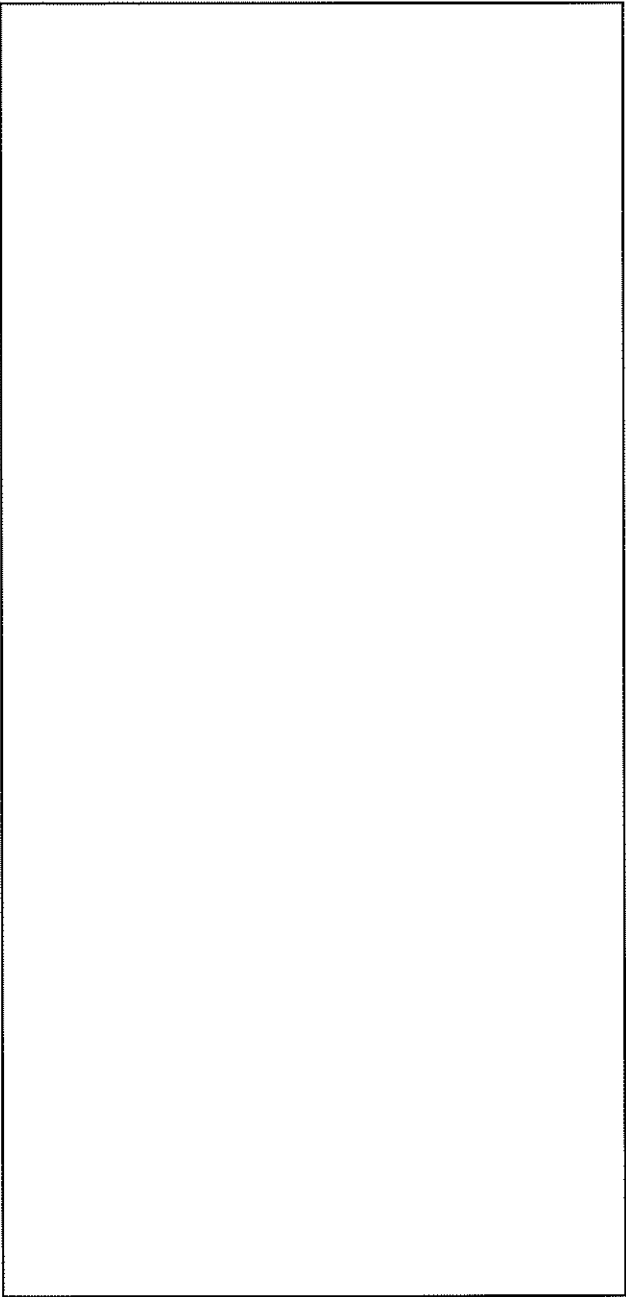
Building Department

Permits Issued	7
Fees Paid	\$354.20
Plan Reviews	
Residential Inspection	50
Erosion Inspection	24
Commercial Inspection	8
New Home Permits	4
Commercial C.O.s	3
Residential C.O.s	23

CODE ENFORCEMENT

Cases

New	23
Old	9
Inspections	
Disposition	
Closed	24
Citations	
Active	8



PUBLIC SAFETY MONTHLY

Oct. 2025

FIRE DEPARTMENT

Hosted the Atlanta Gas Light training course.

Attended the Public Safety Day with VFW Post and Habersham County Family Fun Fest, and the First Responder luncheon at Connexion Church.

Conducted Two Station Tours for students, Three "touch-a-truck" events, demonstrated the Fire Safety House with the Futures Academy.

The Fire Safety House was loaned to different agencies.

- The Fire Marshal completed:
 - CO's Issued: 11
 - Inspections: 33
 - Violations notice:
 - Plan Reviews:
 - Investigations:

Fire Department

Fire Recovery Money received YTD – 3,887.00

Monthly Call Response

-155 calls were responded to during the month.

-1288 calls responded to during Year.

Monthly training hours

-317 training hours Monthly.

-3721 training hours YTD.

Cornelia

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Jessie Owensby
Community Development Department
October 31, 2025
Monthly Report

P & Z and Housing

1. Zoning ordinance review with GA Conservancy and made amendment proposals
2. Created Facebook events for upcoming meetings
3. Met with property owner re: new PUD proposal
4. Attended Habersham County planning commission meeting as Cornelia rep
5. Created October Planning Commission packet for monthly meeting
6. Sent annexation notices to School board
7. Posted annexation signs on properties in question
8. Scheduled meeting with developer and county manager
9. Worked on zoning amendments for new chapter review
10. Met with GA Conservancy to go over first draft of housing needs assessment
11. Scheduled meeting with Dr. Zeemering to discuss window survey next semester
12. Amended annexation application paperwork to include new documents and separate parcels
13. Revised staff analysis to include new information and change zoning classifications
14. Researched CHIP application requirements to begin working on application for January submission
15. Reviewed site plans for Level Grove Baptist Church and wrote revision request for engineer
16. Met with developer re: infrastructure needs
17. Drafted and sent zoning verification letter for new property owner in HB district
18. Met with Mike Beecham re: annexation and revisions needed
19. Phone call with developer attorney re: annexation presentation
20. Phone call with County Commissioners (2) re: annexation questions
21. Research on conditional zonings and legalities
22. Attended Habersham County Commission meeting for deannexation and annexation applications
23. Sent Planning Commission agendas and packets, along with maps and new information to commissioners
24. Attended CHIP grant webinar
25. Phone call with County Commissioner re: deannexation and water service areas
26. Facilitated Planning Commission meeting
27. Drafted meeting minutes and sent to commission and applicant, published on website
28. Hosted Planning and Zoning 103: Variances and Procedures for planning commission and staff
29. Attended GICH meeting for upcoming retreat preparation
30. Correspondence with civil engineer re: site plan revisions

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Economic Development

1. Attended Partnership Habersham meeting
2. Met with developer re: economic benefits of development
3. Met with site work engineers for new franchise in HB district
4. Took lease payment and down payment check to DDA Chair for deposit
5. Met with City Manager re: possible development and land acquisition
6. Followed up with County Manager re: taxes for conservation land
7. Met with potential business owner re: locations for new business
8. Met with real estate broker re: potential residential properties for development
9. Gave Economic Development presentation to Leadership Habersham group
10. Sent out survey for businesses and industries to collect data for hotel study
11. Amended 2025 URA proposed plan and sent to URA members for review
12. Scheduled meeting with potential business owner to discuss concept and financial guidance
13. Developed list of questions to ask for TAD consultant
14. Met with developer re: Tax Allocation Districts and processes
15. Reviewed fiscal impact analysis for potential economic development project
16. Met with municipal attorney re: special infrastructure tax district ordinance
17. Attended Burt Jones event in Gainesville to meet developers for commercial and housing projects
18. Met with Core Distinction group and gave tour of Cornelia to discuss potential new hotel sites
19. Attended URA meeting to approve new URA boundary and proposed plan
20. Phone call with developer re: conservation easement for public facilities
21. Began collecting data for market analysis of Big Red Apple Innovation Corridor
22. Met with attorneys to discuss condemnation and public private partnership agreement
23. Met with potential business owner to discuss best locations and Small Business Development Center services for her
24. Met with County Manager and County Planner to discuss properties in conservation and the taxes owed
25. Gathered and reported monthly Main Street statistics for Noah
26. Wrote and revised press release for potential economic development project
27. Phone call with investor re: potential hotel and cottage court neighborhood
28. Sent contact information of property owners to potential new business for downtown
29. Collected data from surveys re: hotel feasibility study
30. Met with and toured investors to look at potential hotel and cottage court sites
31. Researched grease trap questions for new franchise
32. On-air interview at WCHM re: upcoming and developing projects in city
33. Met with developer re: new housing projects in Cornelia
34. Met with developer re: involvement and investment in Cornelia projects
35. Phone call with resident re: new housing projects and concepts

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Special Projects

1. Created facebook events and posts for social media and Instagram
2. Spoke with Habersham Metal re: new bike rack at the library
3. Attended October Certified Public Manager training
4. Completed CPM homework assignments and began Service learning project
5. Reviewed and signed TRC contract for Chamber involvement for 2026
6. Facilitated field trip for Habersham Central AP Environmental Science class
7. Created field trip itinerary and lesson plans for Woodville Elementary field Trip
8. Began working on annual employee evaluations
9. Facilitated Woodville Elementary School field trip about government. Thank you, MAYOR BORROW!

Tourism and Special Events

1. Weekly meetings with Noah
2. Reviewed Christmas banners for Christmas event
3. Reviewed proposed logo for Centennial celebration in 2026
4. Passed out candy at Downtown Trick or Treat

Special Events and Tourism

1. Created social media posts regarding 2025 Downtown Trick or Treating.
2. Created Facebook event for Downtown Trick or Treating 2025.
3. Distributed Downtown Trick or Treating guides to participating businesses.
4. Purchased candy to hand out at Downtown Trick or Treating.
5. Coordinated with volunteers on needs for the Downtown Trick or Treating.
6. Coordinated with public works on road/parking lot closures for Downtown Trick or Treating.
7. Attended and facilitated Downtown Trick or Treating.

Downtown Development

1. Attended the Cornelia Hospitality and Tourism meeting.
2. Updated city website with current information.
3. Updated the new Discover Cornelia website.
4. Completed 16 site visits (More For Less, Auto Cash, Cathey and Strain, Crossfit Change, DIY Supplies, Jack Bradley, L & T Asian Market, McKay Tree Service, All Types Auto Repair, Commercial Executive Suites, Cornelia Florist, Cornelia Nutrition, ETCON Employment Solutions, Gene's Pawn Shop, Holcomb's Office Supply, Reun Thai).
5. Completed Community Activity Report for September.
6. Completed Main Street Monthly report for October.
7. Published 5 weekly newsletters.

Community Development & Special Projects.

1. Volunteered at Chamber Golf Tournament @ The Orchard.
2. Attended TRC Rally session @ CES.
3. Reached out to chamber members to get sign-ups for the Chamber TRC program.
4. Coordinated and attended Sign Grant presentation with DDA @ More For Less General Merchandise.
5. Reached out to Carson Sprinkle at CLS Films for a quote on making a Big Red Apple 100 year anniversary video.
6. Discussed video details with Carson Sprinkle at CLS Films.
7. Planned filming date with Carson Sprinkle for 100 year anniversary video.

October 2025

Cornelia Public Utilities Report

-  Water Pollution Control Report
-  Drinking Water Treatment Report
-  Utilities Maintenance Report

OCTOBER 30, 2025

Water Pollution Control Plant

Report for September 24, 2025 thru October 21, 2025

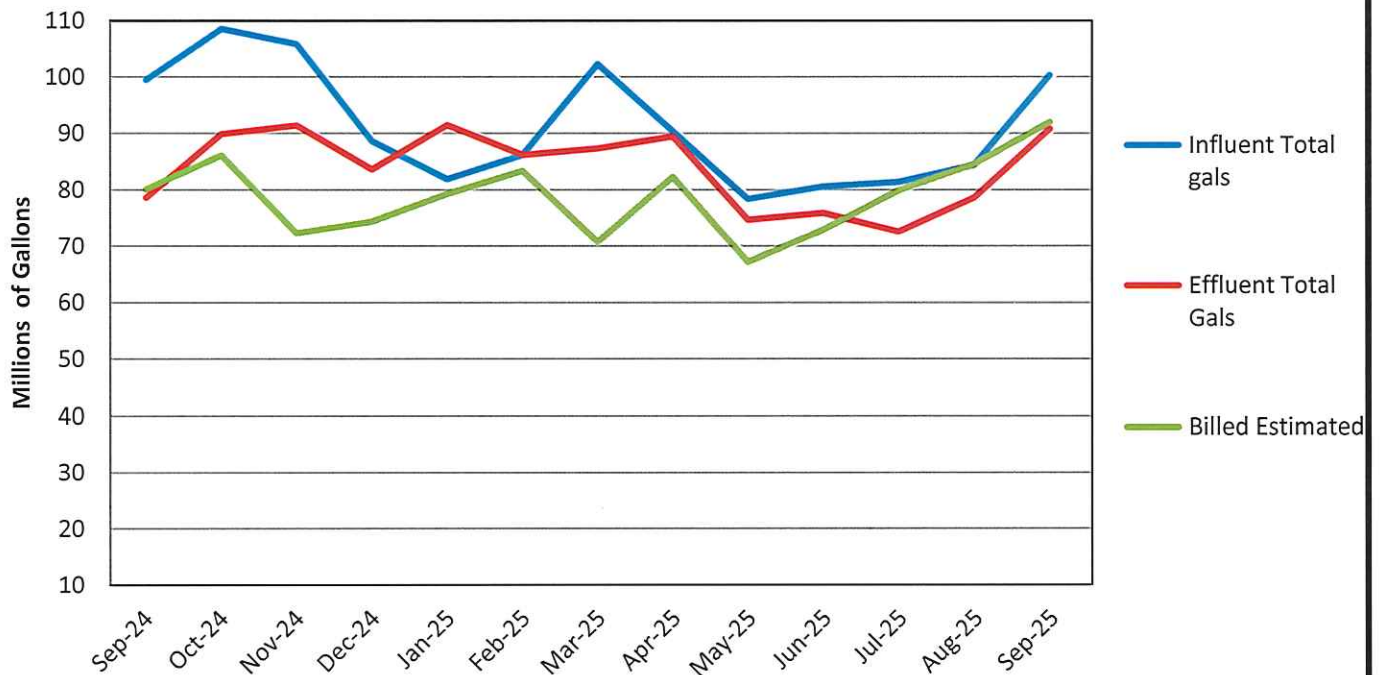
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Inf Treated	96.0	Million Gallons
Eff Discharged	88.2	Million Gallons
Influent BOD	90.5	Tons
Influent TSS	87.0	Tons
Solids to Landfill	386.9	Wet Tons
Dry Solids Removed	75.5	Dry Tons

Wastewater Treatments Projects & Events

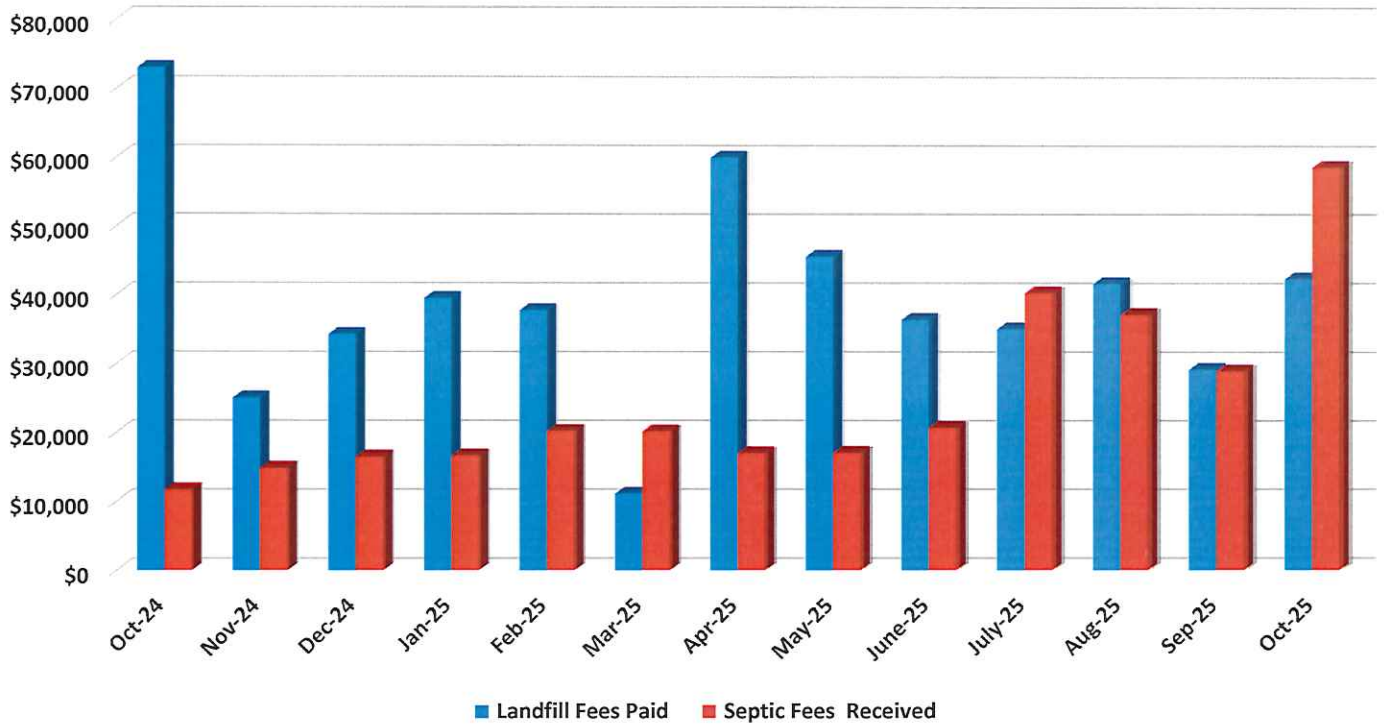
- 100% compliance for October.
- Completed 129 PP Scans on Ethicon, Fieldale, Salford BBI, SolMax and Plant Inf, Eff & Digesters

Sewage Treated vs Billed Monthly

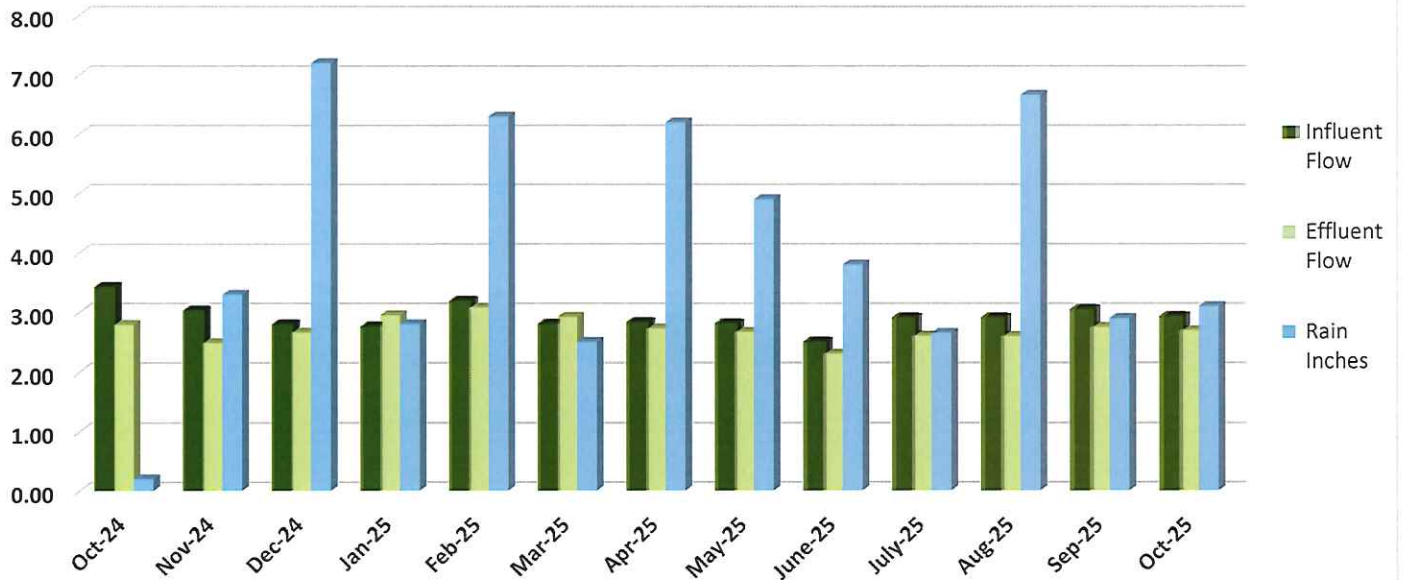


Billed Data for September 2025 Estimated

Landfill Fees Paid vs Septic Fees Received 2025



Influent & Effluent Avg Flow: Total Rain Inches



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
RAS Pump Pulled	Pump	diagnosis	pending	\$2,500
RAS Pump	Pump	Worn shaft	In repair	\$18,000

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, TKN & Amm	BOD, Flow & TSS \$1,850	\$57,105 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

September Data. October Industrial Reports not due until November 15

Work Orders Wastewater Plant & Lift Station

September 28 – October 25

Generated Work Orders	50
Completed Work Orders	43
Back-log Work Orders	7

Work Orders Commercial Grease Trap Inspection

October 1 –October 31

Grease Traps Scheduled for Pumping	22
Grease Traps Pumped	22
Non-Compliant	0

Plant Operations

- Solids Handling: Normal
- Summary: N/A
- Disk Filters: Normal
- Summary: N/A
- Phosphorous/Ammonia Issues: Normal
- Summary: N/A
- Other: Normal
- Summary: N/A

Water Treatment Plant

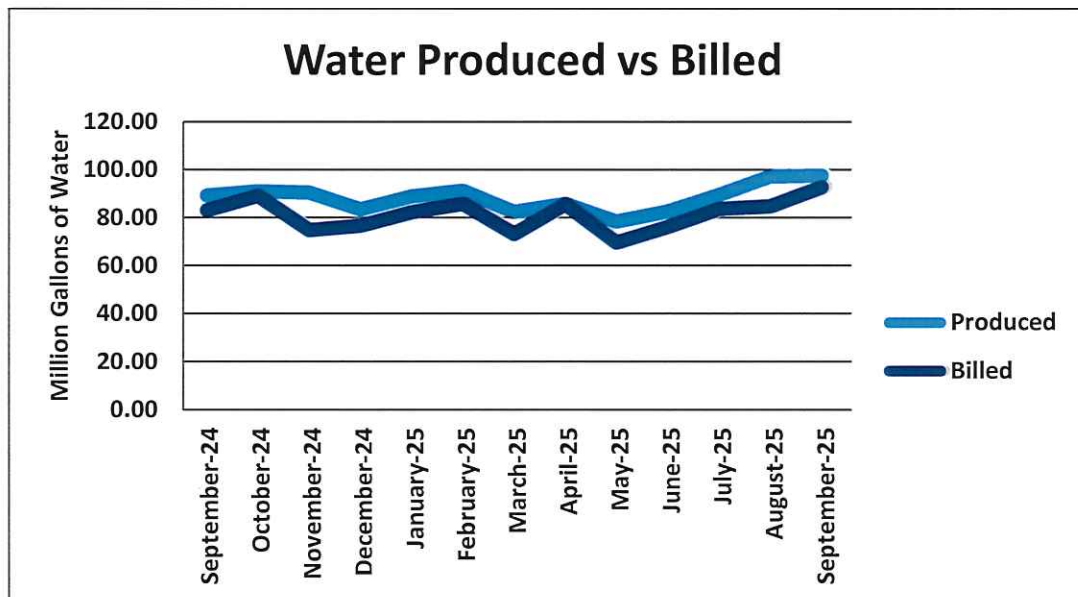
Water Quality

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

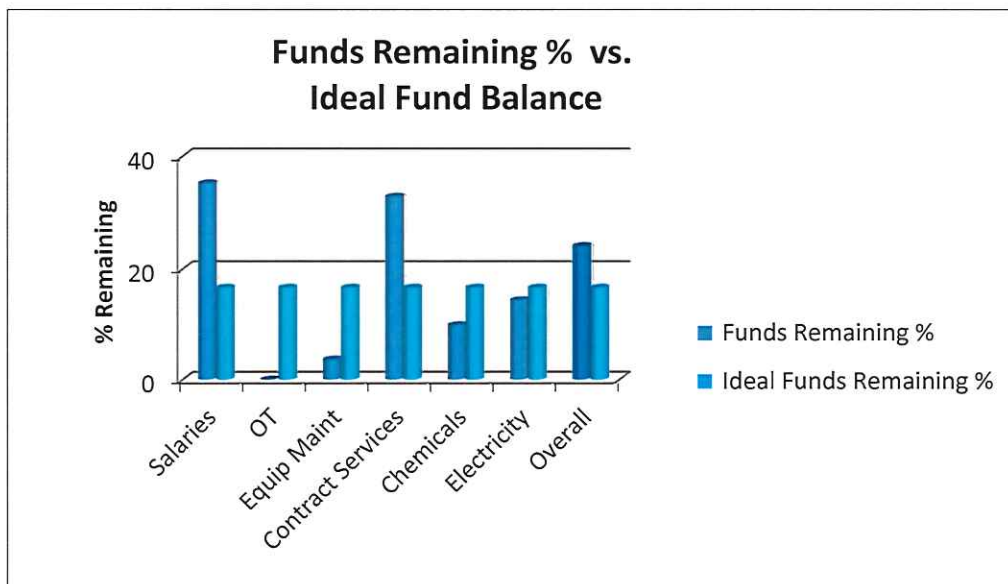
- Water Produced in September of 2025 was 97.54 MG.
- Water Billed in September of 2025 was 92.72 MG.
- The WTP recorded 5.95 inches of rain to date for October 2025.
- The Off Stream Impoundment level is 20.8 feet, 7.7 feet below maximum capacity.
- The Reservoir level is 5' 2" below full pool.



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

Water Treatment Projects/Events

- Monthly EPD reports.
- Routine monthly sampling.
- Scheduled preventative maintenance.
- WTP - Mowed grass.
- High Service Pump 1 & 2 - Oil change.
- Raw Water Pump 2 - Oil change.
- OSI - Mow bank with RC Mower.
- Hazel Creek - Meeting to observe plan of construction.
- Chenocetah - Met Cary Hester to troubleshoot transducer.
- Chenocetah - Replaced level transducer.
- Hazel Creek - Take a turbidity sample and level measurement.
- Hazel Creek - Drained the pump system for pump removal.
- Hazel Creek - Offline for 9 days to upgrade pump station.
- Grandview Booster pump - Oil change.
- Pre-Cl₂ feed pump - Replace.
- Pre and Post CL17 - Replaced reagents.
- THM/HAA - Quarterly samples completed and delivered to EPD lab.



Utilities Maintenance

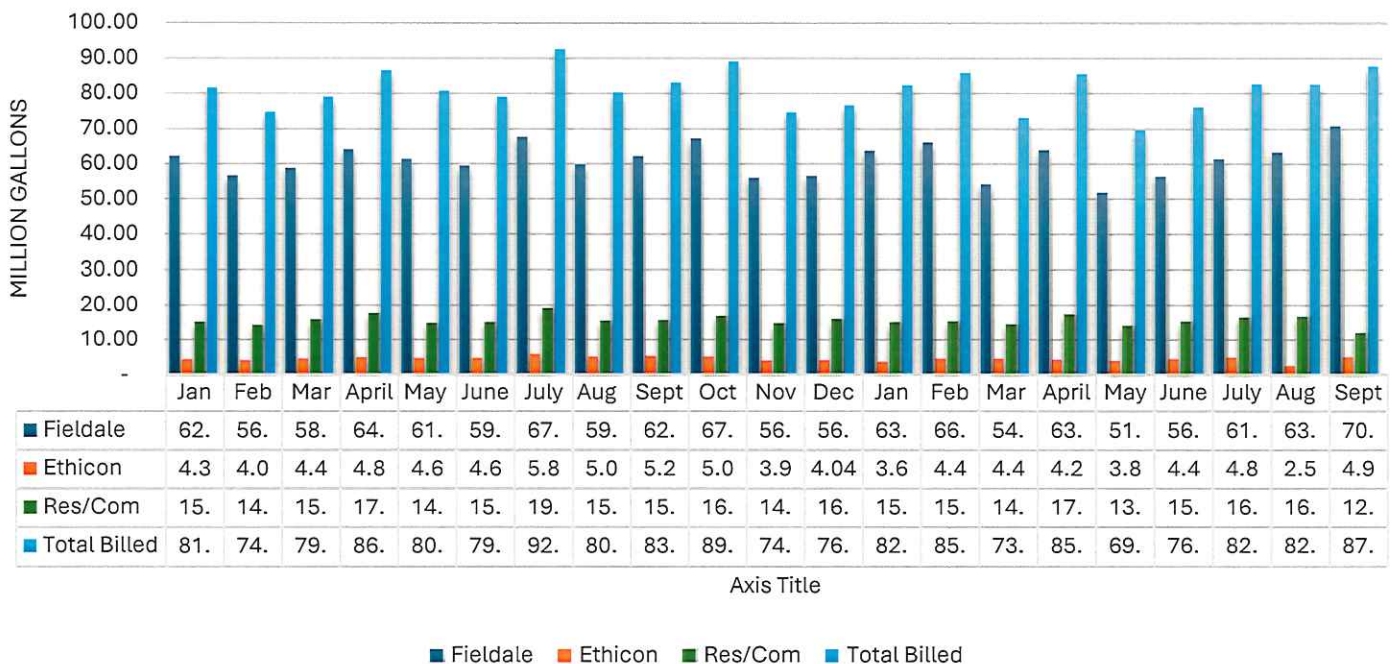
Water-Sewer-Storm October 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	33	\$266.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266.00	1.04%
Meter/Billing	25	\$2641.00	\$5304.30	\$0.00	\$0.00	\$0.00	\$7945.30	30.92%
Water	21	\$4246.50	\$5357.17	\$0.00	\$558.00	\$0.00	\$10161.67	39.54%
Sewer	6	\$304.00	\$0.00	\$0.00	\$18.00	\$0.00	\$322.00	1.25%
Water Plant 1439	7	\$123.50	\$0.00	\$0.00	\$0.00	\$0.00	\$123.50	0.48%
Lift Station	9	\$5738.00	\$0.00	\$1141.84	\$0.00	\$0.00	\$6879.84	26.77%
Report Totals	100	\$13319.00	\$10661.47	\$1141.84	\$576.00	\$0.00	\$25698.31	

Major Users

MAJOR USERS



General Activity:

- 80 hrs. Lift Station Maintenance.
- 90-811 Locates
- 20-Customers contacted with high water usage
- 27 hrs. Amphitheatre
- 126 hrs. El Patron Project
- 90-Meters On/Off's/Issues
- 28-Meter installation/Swapped
- 8-Water leak repairs/Issues
- 6-Sewer blocks/Issues
- Storm drains maintenance

PROJECTS/EVENTS:

- Repaired Water Leaks or Issues: 1130 Camp Creek Rd., 121 MoDoc Dr., 1616 Chase Rd., 203 Crabapple LN., 204 Myrtle St., 295 Crabapple Ln., 2160 Habersham Hills Shopping. Lee St Lift Station
- Sewer blocks cleared or Issues 182 Yonah St., 183 Habersham Terrace, 204 Myrtle St., 233 Ellis St., 278 Grandview, 465 Magnolia Grove.
- Amphitheatre Project: Ran water lines and taps around sidewalks
- El Patron Project: Waterline Replacement



Public Works Monthly Report for October 2025

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

The chipper worked on the route.

The landscape crew worked on the route.

The bush-hog worked on the route.

We came in early to blow the streets.

We cleaned storm drains while it was raining.

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

Street R.O.W was cut around the city.

All work orders were completed as they came in – 21

The Community House was cleaned 12 times.

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

We repaired or replaced street signs as needed.

We worked at the shop cleaning and organizing.

We worked in the flower beds around the city.

We finished working in Oak Street Park cleaning up the grounds and pressure washing the tennis court and equipment.

We worked at the amphitheater site.

The walking trail, all the rec courts in the city, and the Community House were blown.

We worked on Christmas lights in the park.

The elevator at the Community House was remodeled.

We made repairs to toilets at the Community House, Fire Department, and the Depot.

One of the toilets was replaced at Big City Park.

We pressure washed, scrapped, and painted the pharmacy on Main Street to prepare for the mural. Then head the girl while she was painting.

Several loads of tires were removed from the winery building.

We cut several trees on Stonecypher Street.

All the bridges in the city and the one on chase road were cleared of debris and silt as well as the underpass.

The entrance sign for Big City Park was fixed.

We hauled and spread gravel in the impound lot at the PD training center.

The rest of the informative signs at the Dog Park were replaced.

Graffiti was painted over and cleaned in several places around the city.

The street sweeper went around and cleaned gutters and drains around the city.

MONTHLY REPORT

10/2/2025	shop truck # 3 lawnmower trailer	worked on online training fixed wiring trailer harness replaced tires
10/3/2025	truck # 19 truck # 26 car # 107	picked up trk in commerce fixed parking brake replaced brakes & fixed tire
10/6/2025	truck # 19 truck # 14	replaced tires, shocks, track bar & ball joint on track bar & steering stabilizer replaced batteries
10/7/2025	car # 101 car # 106 FD fire safety trailer	service serviced transmission replaced tires
10/8/2025	car # 108 truck # 3 truck # 30	replaced alternator & batteries took trk to commerce fixed air leak
10/9/2025	car # 112 truck # 21 truck # 36	service & replaced tires fixed tire fixed taillights
10/10/2025	truck # 3 FD tahoe FD F 150	picked up trk in commerce removed equipment service
10/13/2025	car # 114 truck # 26 truck # 1	service & replaced brakes fixed shifter fixed tire
10/14/2025	B95 backhoe vermeer chipper car # 107	welded up exhaust fixed lights fixed blue lights
10/15/2025	leroi air compressor car # 105 shop	fixed lights & charged battery replaced tires cleaned up around shop

MONTHLY REPORT

10/16/2025 car # 108	service
car # 117	service
truck # 4	fixed fuel leak
10/17/2025 truck # 4	worked on brakes & fuel gauge & replaced 4 tires
car # 121	service
FD marion	charged a/c
10/20/2025 truck # 4	worked on truck
10/21/2025 truck # 4	worked on truck
car # 108	replaced left front axle
10/22/2025	sick day
10/23/2025 truck # 4	finished up work on brakes & replaced vacuum pump
car # 113	service
10/24/2025 car # 116	service & replaced tires
truck # 10	picked up trk in gainesville
car # 105	fixed turn signals
10/27/2025 truck # 5	replaced water pump
car # 112	fixed camera
truck # 34	fixed fuel leak
10/28/2025 FD utility	fixed tire
car # 116	service
car # 120	fixed strobes
10/29/2025 w/s trailer	rewired trailer
truck # 3	fixed wiring on taillights
truck # 30	fixed tire