



City Manager's Monthly Report for March 2025

We met with a representative from Senator Warnock's Office regarding our funding request for the Rails to Trails Project. We submitted a request for funding for the cost of this project last year and the money was placed in the federal budget bill. However, with everything going on in Washington a lot of direct appropriations were taken out of the bill. Our funding was one of these expenses. We are already working on an application for the 2026 budget.

We received notice that the state has approved another Supplemental LMIG grant for this year. This means that we will receive an additional \$95,241 in grant funds to be used to pave roads. I am compiling a list of roads to be included on next year's paving list so that I can submit our application for funding.

Norfolk Southern has completed the Soul Max Rail Spur Replacement Project. All the sections of track and gravel that they had stored on our property have been removed. This means that Higgins will be able to complete the grading project for the park.

The Police Department conducted 305 traffic stops, worked 49 motor vehicle accidents, 8 fight calls, 2 burglaries, 9 shoplifting complaints, and 32 alarms. They responded to a total of 925 calls for the month. The Investigative Division opened 4 new cases, closed 4 cases, and made 1 arrest. The Narcotics Division made 2 arrests and currently has 3 active cases. We distributed 10 car seats and trained 18 care givers.

The Building Department issued 8 permits (1 new home permit), reviewed 10 sets of plans, and collected \$2,499 in fees. They completed 34 residential inspections, 16 erosion inspections, and 2 commercial inspections. They issued 2 residential certificates of occupancy and 1 commercial certificate of occupancy.

The Municipal Court managed 172 cases in March and collected \$2,344 in fines. The Probation Division has 147 active cases and collected \$9,690 in fines. Probationers completed 120 hours of community service with a value of \$870.

Code Enforcement opened 53 new cases, closed 14 cases, and currently has 43 active cases.

The Fire Department responded to 121 calls and completed 320 hours of training. The Fire Marshal completed 62 commercial inspections.

The Wastewater Plant treated 80.7 million gallons of sewage. The Water Plant treated 91.3 million gallons of drinking water. We recorded 2.42 inches of rain, so the new reservoir level is 27.7 feet which is .8 feet below full pool, and the old reservoir is 1.5 feet below full pool. The Utilities Maintenance Department repaired 4 water leaks and 6 sewer blockages.

Public Works cleaned the Community House after 14 events. They have completed the installation of the new playground equipment at City Park. They made repairs to the restrooms at City Park and the Library.

The Maintenance Department Repaired 34 vehicles and serviced 42 vehicles.

The next Community Housing Town Hall meeting will be at Shady Grove Baptist Church on April 21st at 6:00 PM.

PUBLIC SAFETY MONTHLY

March 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	305
Susp.Person/ Veh	53
License Check	6
MVA Accidents	49
NON-TRAFFIC	
Fight Calls	8
Burglary	2
Shoplifting/Theft	9
Domestic Calls	39
Drunk/Disorderly	55
Abuse	1
Alarms	32
CONTACTS	
Citizen	2420
Motorist	35
Bank/Funeral	
REPORTS	
Incidents	59
Accidents	29
Citations	221
TOTAL DISPATCHED CALLS 925	

TRAFFIC UNIT	
Citations Issued	41
DUI	8
DUI Drugs	
Drug Arrests	2
Other Arrest	26

CRIMINAL INVESTIGATIONS

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

NARCAN	
Units Used	

TRAINING	
Virtual Academy	32
Power DMS	
In Service	38
Outside	200
TOTAL	
CAR SEATS	
Seats Distributed	10
Care Givers Trained	18
Police Trained	8
SRO	
Incident Reports	2
Arrest/ Juvenile	0
Calls for service	58
Parent Contact	17
Student Contact	42

Held an Officer Survival Course, Speed detection course, Home Land Security Behavioral Threat Assessment geared to Schools which had multiple agencies and Habersham County Principals and Admin Staff.

The 55 drunk and disorderly calls are mainly coming from Big Daddy's. The bar in the basement is the problem and the Chief Roberts will be reaching out to the owners to sit down and try to work together to calm the place down.

Photos of evidence gathered during traffic stops made during March by Sgt. Ridley and Lt. Newsom.



PUBLIC SAFETY MONTHLY

COURT

March 2025

COURT	
Court Cases	172
Fines Paid	\$2,334.00
C.H. Ran	26
C.H. Monies	\$69.00
Walk In's	80

PROBATION

Fines for Cornelia	\$9,690.00
Community Service	
Hours	120
Value of Hours	\$870.00
Active Cases	147

NOTES:

PUBLIC SAFETY MONTHLY

March 2025

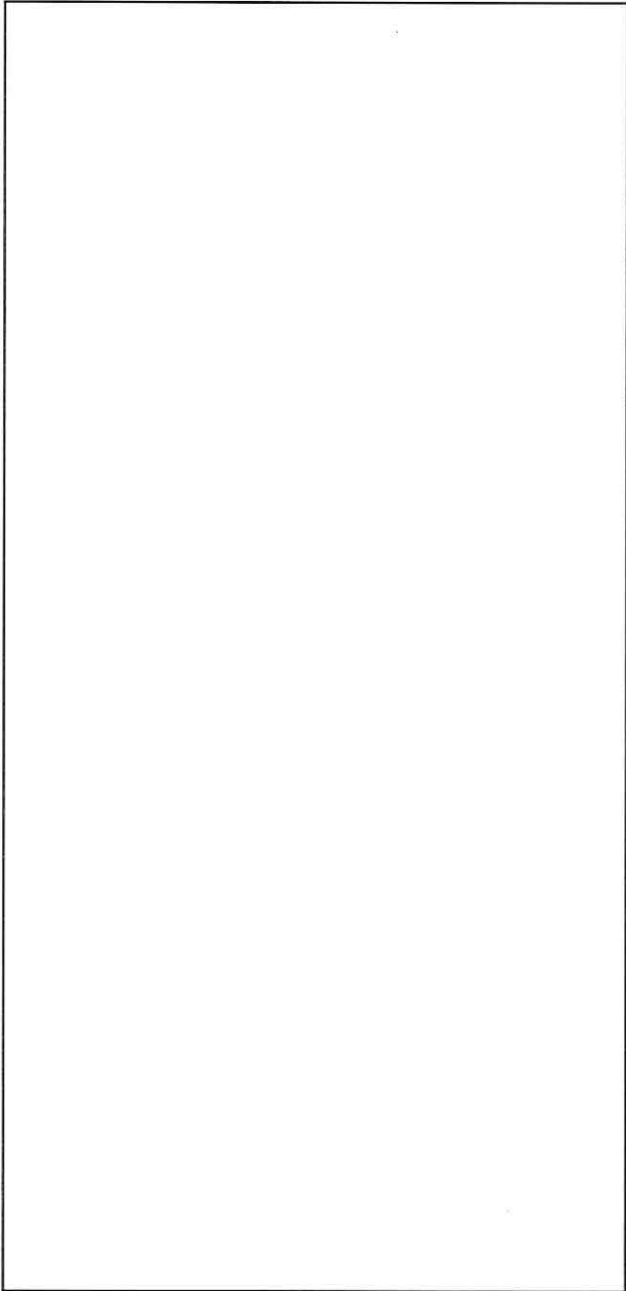
Building Department

Permits Issued	8
Fees Paid	\$2,499.40
Plan Reviews	10
Residential Inspection	34
Erosion Inspection	16
Commercial Inspection	2
New Home Permits	1
Commercial C.O.s	1
Residential C.O.s	2

CODE ENFORCEMENT

Cases

New	53
Old	4
Inspections	
Disposition	
Closed	14
Citations	
Active	43



PUBLIC SAFETY MONTHLY

March 2025

FIRE DEPARTMENT

Participated in three (3) community events.

Annual ladder testing was successfully performed.

- The Fire Marshal completed:
 - CO's Issued:
 - Inspections: 62
 - Violations notice:
 - Plan Reviews:
 - Investigations:

Fire Department

Fire Recovery Money received YTD –

536.00

Monthly Call Response

-12 calls were responded to during the month.

-385 calls responded to during Year.

Monthly training hours

-320 training hours Monthly.

-1145 training hours YTD.



Utilities Monthly Report

-  *Water Pollution Control Plant*

-  *Drinking Water Treatment Plant*

-  *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for February 22, 2025 thru March 21, 2025

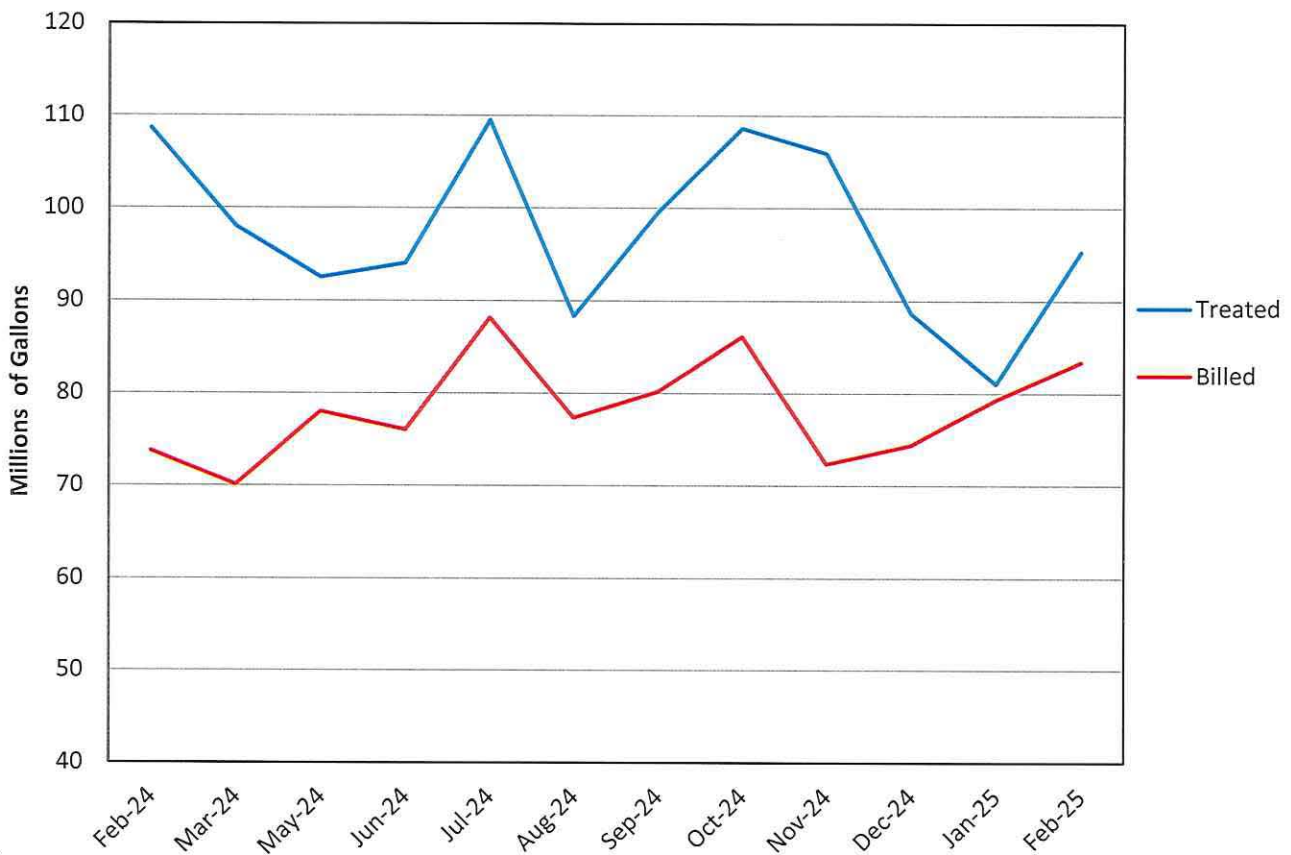
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	80.7	Million Gallons
Influent BOD	64.9	Tons
Influent TSS	68.2	Tons
Solids to Landfill	101.9	Wet Tons
Dry Solids Removed	18.2	Dry Tons

Wastewater Treatments Projects & Events

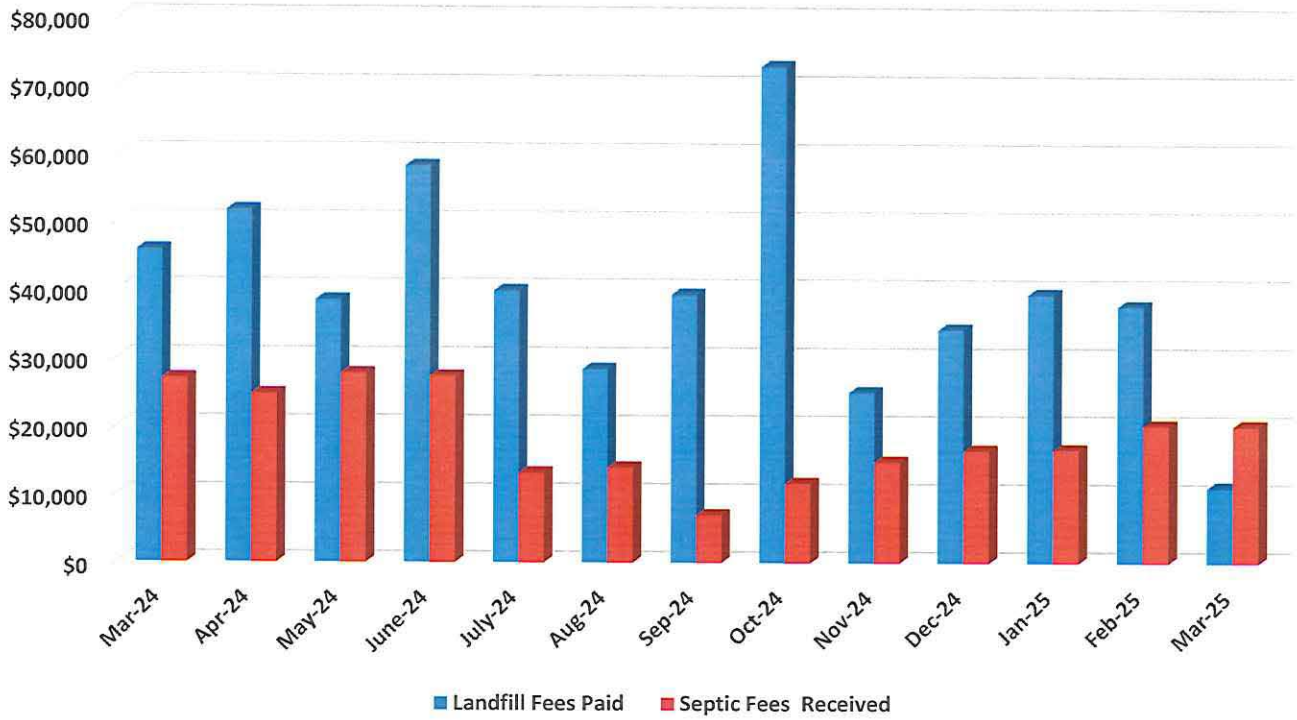
- 100% compliance for March.
- Ran screw press trial for PW Tech

Sewage Treated vs Billed Monthly

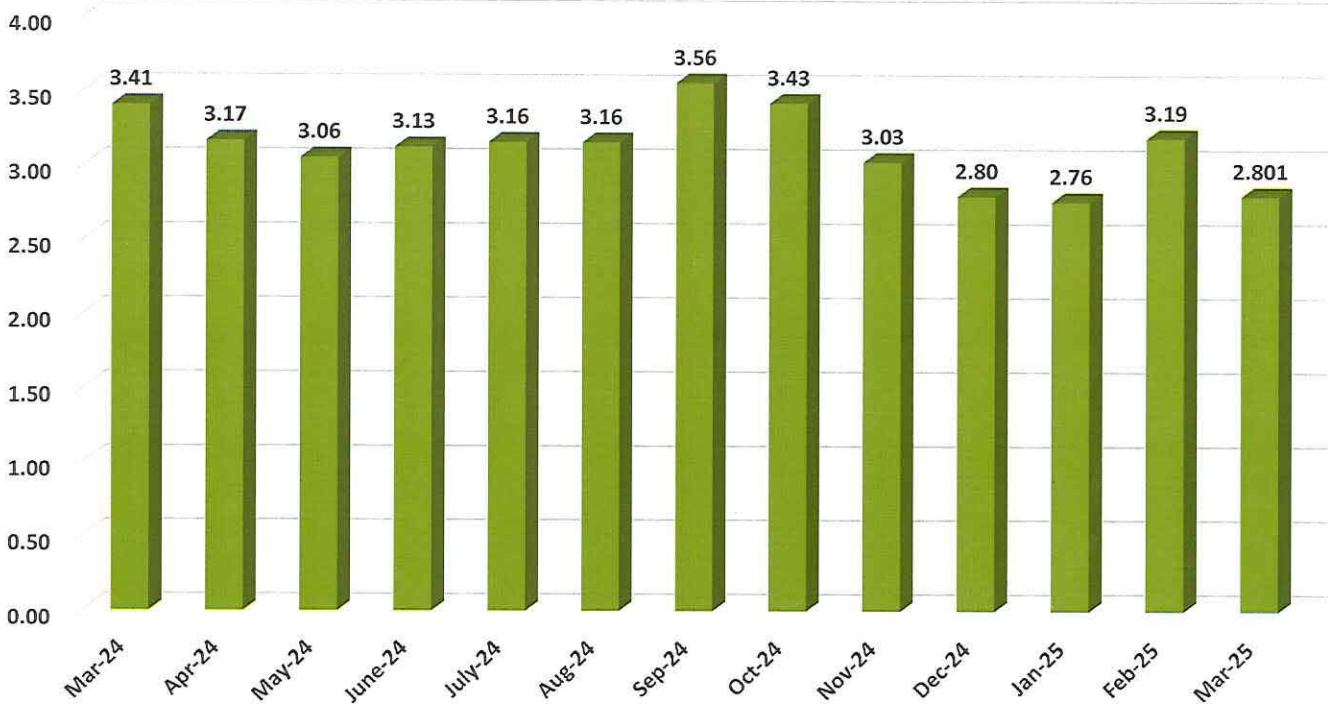


Billed Data for March 2025 not Available

Landfill Fees Paid vs Septic Fees Received 2025



Monthly Average Influent Flow



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Step Screen	Motor	End of life	Replaced	\$2100
Step Screen	Motor		Installed	\$700
Primary Clarifier	2 Starters	End of life	Installed	?

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, TKN, Phos, TSS & AMM	Flow, TSS, Phos \$7,850	\$74,416 (waived)
Ethicon	None	Flow \$750	None
Salford BBI	None	None	None

February Data. March Industrial Reports not due until April 15

Work Orders Wastewater Plant & Lift Station

February 22 - March 21

Generated Work Orders	49
Completed Work Orders	56
Back-log Work Orders	14

Work Orders Commercial Grease Trap Inspection

March 1 - March 31

Grease Traps Scheduled for Pumping	14
Grease Traps Pumped	14
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

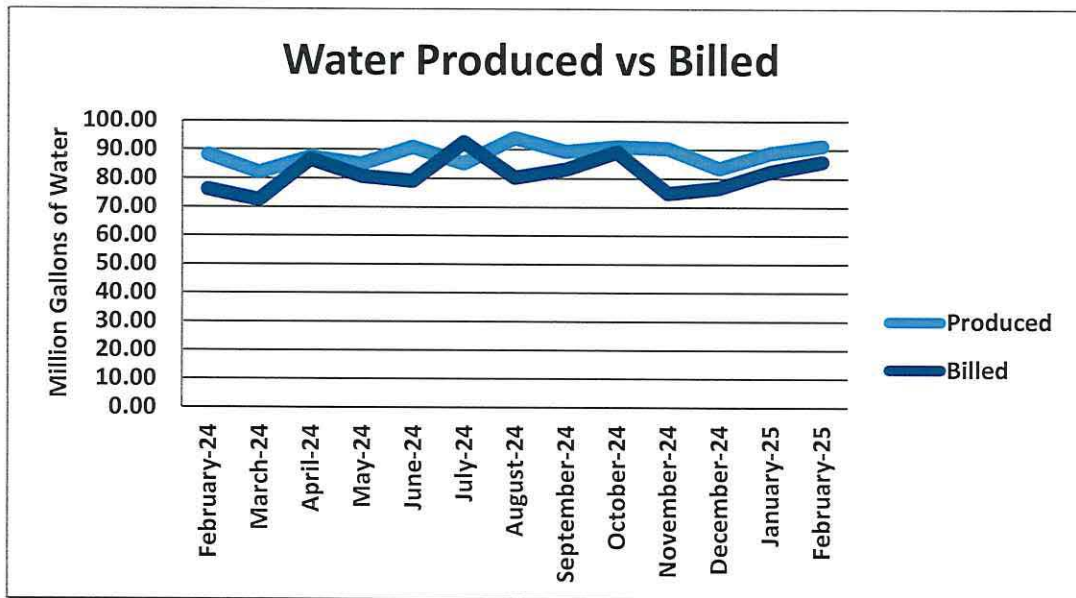
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
1	Water appeared murky and thick.	Water in bathroom sink was aerated. All other sinks in facility were clear.

Water Production Quantities

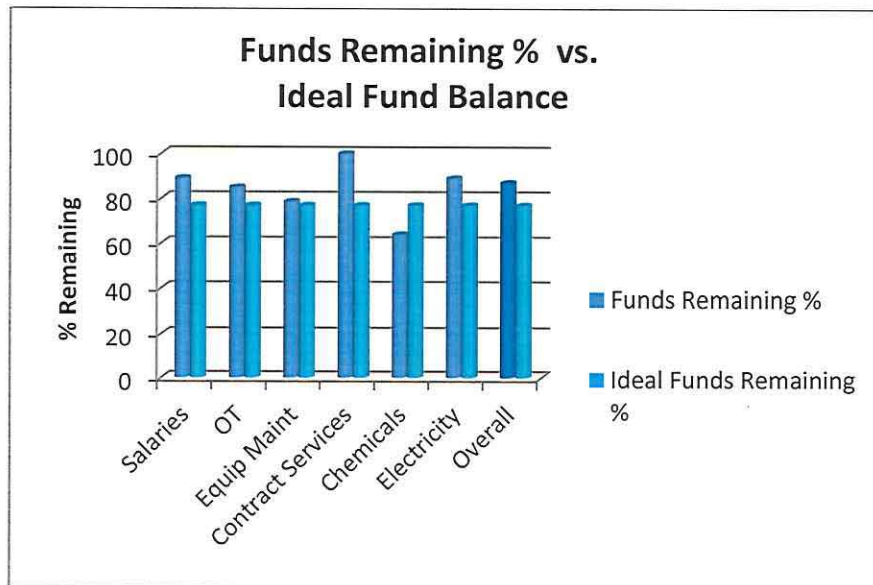
- Water Produced in February of 2025 was 91.25 MG.
- Water Billed in February of 2025 was 85.77 MG.
- The WTP recorded 2.42 inches of rain to date for March 2025.
- The Off Stream Impoundment level is 27.7 feet and 0.8 feet below maximum capacity.
- The Reservoir level is 1.5 feet below full pool.



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.
- Streaming Current Monitor - Replace communication card.
- Polymer - Replaced discharge tubing.
- All Chemical Pumps - Replace tubing.
- Reservoir - 1Q Dam Inspection.
- Off Stream Impoundment - 1Q Dam Inspection.
- WTP - Tour for North Georgia Tech.
- Grand View Pump - Inspection.
- Chenocetah Pump 1 & 2 - Inspection.
- Hazel Creek Pumps - Oil Change.
- RC Mower - Took to Jet Vac in Atlanta for recall work.
- Polymer - Flushed lines on Pump 1 & 2.



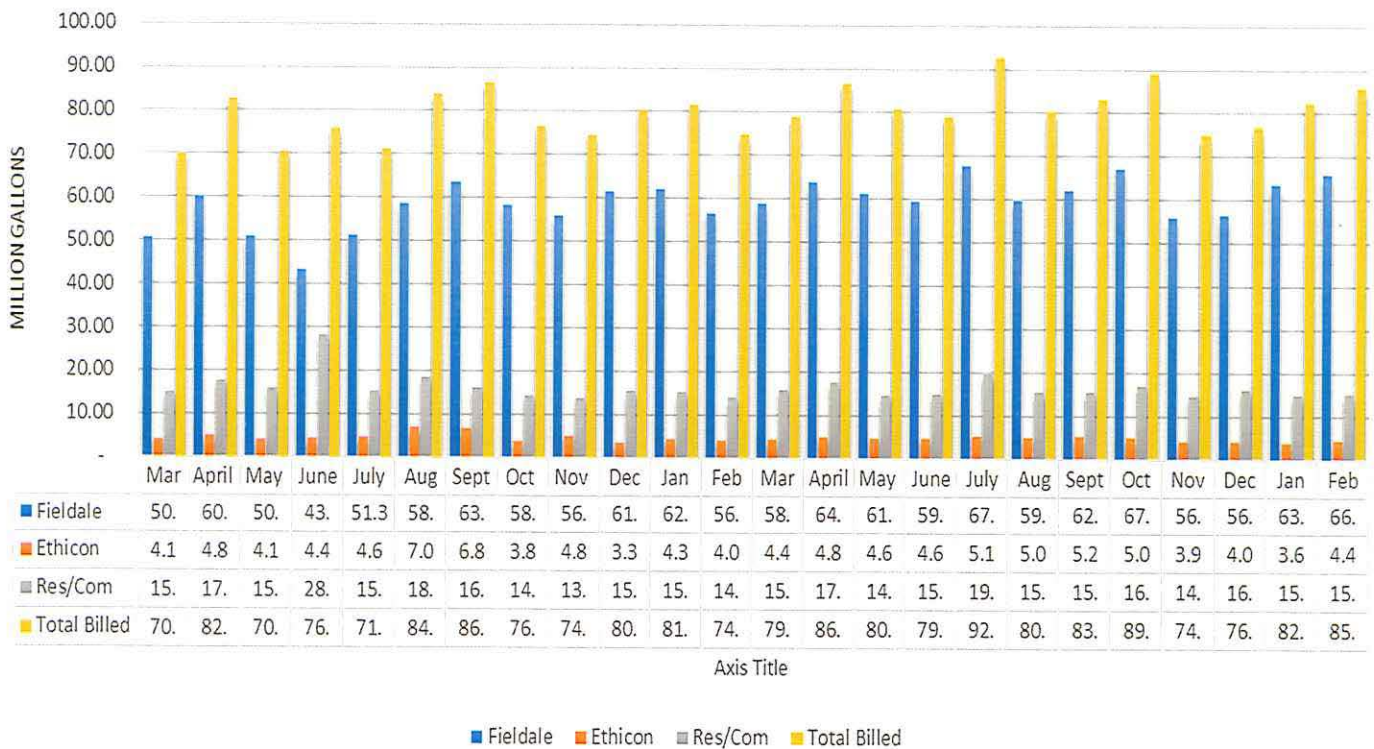
Water-Sewer-Storm March 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	54	\$613.70	\$0.00	\$0.00	\$0.00	\$0.00	\$613.70	2.61%
Meter/Billing	9	\$1159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1159.00	4.93%
Water	24	\$8198.50	\$10630.34	\$0.00	\$0.00	\$0.00	\$18828.84	80.17%
Sewer	3	\$304.00	\$0.00	\$0.00	\$12.00	\$0.00	\$316.00	1.35%
Storm Water	1	\$114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.00	0.49%
Water Plant 1439	41	\$375.25	\$0.00	\$0.00	\$0.00	\$0.00	\$375.25	1.60%
Lift Station	16	\$2080.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2080.50	8.86%
Report Totals	148	\$12844.95	\$10630.34	\$0.00	\$12.00	\$0.00	\$23487.29	

Major Users

MAJOR USERS



General Activity

- 76 hrs. Lift Station Maintenance.
- 108 hrs. Splash pad special project
- 77-811 Locates
- 210 -Door Hangers for customers (past due notices)
- 61-Meters On/Off's
- 16-Meter installation
- 4-Water leak Repairs
- 6-Sewer Blocks
- Storm drains maintenance

PROJECTS/EVENTS

Splash Pad Project: Hauled in dirt and leveled area for storage container, built walls inside, installed air and exhaust, placed tank and ordered filters.

Lift Station Clean up, ready for inspections.

Repaired Water Leaks: Behind Bath Body Works, 125 Locke Rd, 141 Locke Rd. 101 Camp Creek.

Sewer blocks cleared: 896 N Main St, 595 Elrod St, 467 Highland Ave, 128 Chattahoochee St, 157 Nacoochee St, Baldwin rd.

Storm Response: Removed debris from storm grates and drains around town



Public Works Monthly Report for March 2025

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

The chipper completed a route.

The landscape crew worked on flowerbeds and trimming bushes around the city.

The leaf vac finished getting missed piles and sucked the curbs and gutters around town.

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 – 35

The Community House was cleaned 14 times.

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

We repaired or replaced street signs as needed.

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

We cut trees down around Big City Park.

The new playground equipment in Big City Park was installed and mulch was spread.

Repairs were made to the toilets in Big City Park restrooms.

Repairs were made to the baseball field.

We worked at the water plant fixing lights.

We worked at the library fixing the sewer pump after it backed up.

We replaced all the trash can liners throughout Big City Park.

We hauled the dump truck for WWTP.

We set out message boards for the Shady Grove Church event.

We uncovered the underground fuel tank on Rosa Parks and pumped the fuel out.

We compacted the glass containers at the recycling center.

MONTHLY REPORT

2/27/2025	asphalt roller truck # 21 truck # 8 car # 116	replaced battery fixed tire replaced parking brake relay valve service
2/28/2025	car # 119 truck # 3 truck # 34	replaced tire fixed fuel leak replaced coupling on pump
3/3/2025	kx080 excavator	replaced tracks
3/4/2025	car # 118 truck # 6 truck # 8	service & replaced tires replaced fan clutch replaced tires
3/5/2025	car # 117 new city manager trk truck # 36	service & replaced brakes, tires & rewired power plug picked up trk in cleveland service & replaced starter
3/6/2025	skid steer truck # 42 car # 104	fixed hydraulic leak fixed air leak service
3/7/2025	kubota excavator massey ferguson truck # 19 city manager trk	finished up installing new tracks replaced battery worked on trk took trk to cleveland
3/10/2025	truck # 12 truck # 1 truck # 11 truck # 21 car # 119 truck # 20 truck # 14 truck # 27	service & replaced front brakes service service service service service service service
3/11/2025	w/s transit truck # 17 truck # 13 truck # 5 truck # 30 car # 118 truck # 44	service service service & replaced tires service service replaced batteries service
3/12/2025	truck # 28 car # 121 truck # 45	service service 60000 mi service

MONTHLY REPORT

truck # 6	service & replaced front brakes
NH skid steer	replaced hydraulic filter
truck # 26	service
truck # 9	service
truck # 7	service

3/13/2025	FD pierce	service
	FD ladder trk	service
	FD marion trk 22	service
	FD marion trk 2	service

3/14/2025	truck # 15	service & serviced transmission & replaced belt
	car # 103	service & charged a/c
	message board	fixed tire

3/17/2025	car # 105	replaced oil cooler
	city hall edge	service
	truck # 43	service
	city hall equinox	service
	ventrac	service

3/18/2025	truck # 29	service
	FD explorer	service
	FD utility	service
	shop	washed floors & cleaned up around shop

3/19/2025		floater day
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MONTHLY REPORT

3/20/2025	code enforcement trk service w/s trailer car # 106	fixed trailer lights replaced brakes
3/21/2025	truck # 16 car # 117 truck # 6	removed air valve on tailgate service fixed tire
3/24/2025	car # 124 truck # 32 FD marion	replaced tires fixed tire charged a/c
3/25/2025	car # 112 truck # 26 truck # 16	fixed wiring on lights fixed tire replaced tailgate lock control valve
3/26/2025	WTP mule car # 108 shop	service replaced batteries put trucks on gov deals

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Jessie Owensby
Community Development Department
March 28, 2025
Monthly Report

Planning & Zoning

1. Sent GICH team member new logo to design flyer for town hall meeting
2. Spoke with Commissioner Cook about hosting a town hall meeting in ward 4
3. Spoke with GM at Fenders Alley re: hosting a town hall meeting in the Alley
4. Spoke with Commissioner Reed re: Variance request application
5. Held monthly GICH meeting re: planning for town hall meetings
6. Spoke with Steven Caudell re: getting ministry team together to start helping with home repairs
7. Scanned Zoning Ordinance recommendations to consultants for final edits
8. Created Doodle poll and sent to GICH team to schedule called meeting
9. Wrote summary emails and recaps to send to housing team members who could not attend monthly meeting
10. Reviewed and approved house plans for Hoyt St
11. Reviewed and approved house plans for two houses in Magnolia Villas
12. Reviewed and approved remodel plans for Huey Magoos
13. Correspondence with sign company re: replacing existing business signage
14. Created social media event and posted flyers re: Cornelia Elementary School town hall meeting
15. Correspondence with housing developer re: future investment
16. Correspondence with GA Conservancy to discuss housing needs assessment and strategies
17. Reviewed site plan for Cash St and sent instructions and requirements
18. Filled out forms for GAZA fall retreat and submitted
19. Sent information about land banks and monthly call to GICH team to join if possible
20. Correspondence with Civil Engineer re: site plan and preliminary plat requirements and deadlines
21. Correspondence with sign company re: new business signage and requirements
22. Phone call with property owner re: homeowner's association- need to do more research on this
23. Worked with Paul re: property owner measurements for adding to nonconforming lot
24. Worked with land developer re: Georgia Zoning code re: replacement of mobile home
25. Phone call with property owner re: allowed uses for property (self-storage)
26. Met with Commissioner Cook, Diane Cook, and Gwen Wiley re: town hall meeting in ward 4
27. Held meeting with GICH team to create agenda and discussion questions for town hall meetings
28. Along with Heath Barrett, handed out flyers for town hall meeting at Parent Night at Cornelia Elementary School to advertise

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29. Attended GICH prep meeting for spring retreat re: report backs and agenda
30. Processed Willow Song Subdivision and preliminary plat application
31. Met with property owner and engineer re: Planned Unit Development potential in downtown
32. Reviewed and edited housing presentation and sent to principal for town hall meeting
33. Edited and sent town hall meeting agenda and flyer to Gwen Wiley for distribution in ward 4
34. Welcomed new Planning Commissioner Josh Dilbeck

Economic Development

1. Worked on edits to downtown map to reorder
2. Traveled to Jekyll Island to speak about downtown revitalization at ECG- Location Georgia Economic Development Summit
3. Hosted second monthly small business development class for the Hispanic Community
4. Followed up with real estate broker re: property under contract
5. Attended monthly EDC meeting for GDOT updates
6. Correspondence with sign company re: replacing holder for downtown sign
7. Sent vacancy registration ordinance to DCA for best practices
8. Main Street data and statistics for Noah for February

Community Development & Special Projects

1. CES ribbon cutting at BSG
2. Planning meeting for Women's Leadership Summit
3. Registration for WL summit in April
4. Heard and judged capstone speeches as community representative at Tallulah Falls School
5. Met with Piedmont marketing team 1 re: ad campaign
6. Met with Piedmont marketing team 2 re: ad campaign
7. Met with Piedmont marketing team 3 re: ad campaign
8. Worked with cornelia elementary school to design field trip itinerary and planning- sent to department heads

Tourism and Special Events

1. Weekly meetings with Noah
2. Filled out affidavit for GTC and sent to Noah
3. Created and sent Nixle alert for field trip
4. Hosted Cornelia Elementary School field trip
5. Created Facebook events for town hall meetings

NOAH MARCH REPORT

Special Events and Tourism

1. Updated Big Red Apple Festival information and documents (Flyers, banners, and applications.).
2. Distributed 2025 Big Red Apple Festival applications to previous 2024 vendors
3. Updated Catch Me in Cornelia information and documents (Flyers, banners, and applications).
4. Distributed 2025 Catch Me in Cornelia applications to previous 2024 vendors
5. Uploaded 2025 Big Red Apple Festival and Catch Me in Cornelia applications to city website.
6. Created social media posts regarding 2025 Big Red Apple Festival, Cornelia Music Festival and Catch Me in Cornelia.
7. Maintained spreadsheet for 2025 Big Red Apple Festival and Catch Me in Cornelia Vendors.
8. Collected and filed vendor payments for Big Red Apple Festival and Catch Me in Cornelia.
9. Secured vendors, generators, and beverage trailer for the Cornelia Music Festival.

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 (Fenders Alley/Diner, ETCO Employment Solutions, Farmhouse Poundcakes, State Farm, Jack Bradley, Grant Gunter CPA, Spruce and Company Hair Studio, B&B Multi Services, Earthwise Cleaning Company, Cathey & Strain, NAPA Auto Parts, Generations Furniture, Cornelia Mini Storage, Shady Grove Baptist Church, First Baptist Church, Dollar Tree).
5. Completed Community Activity Report for February.
6. Completed Main Street Monthly report for March.
7. Published 4 weekly newsletters.

Community Development & Special Projects

1. Attended Habersham Chamber Ribbon Cutting for Amolin Furniture.
2. Attended Habersham Chamber Ribbon Cutting for Auto Glass Xperts.
3. Attended Habersham Young Professionals Coffee Catch Up @ BSG Café.
4. Attended and facilitated Cornelia DDA Meeting.
5. Attended Hospitality and Tourism Meeting.
6. Attended Business After Hours with Rabun County Chamber @ Tallulah Falls School

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7. Attended Habersham Chamber Ribbon Cutting for Civic Enhancements Strategies @ BSG Café
8. Attended Habersham Chamber Ribbon Cutting for Red Hawk Pest Control @ Commercial Executive Suites
9. Attended Habersham Chamber Ambassador's meeting @ BSG Café.
10. Attended Habersham Chamber Ribbon Cutting and Grand Opening for Traditions Bank in Clarkesville