



City Manager's Monthly Report for June 2025

We received our Supplemental LMIG funding from GDOT in the amount of \$95,241.94. These funds have been placed in our LMIG account and will be used for the 2026 Paving Project.

We sustained significant damage to several pieces of city property during the storm that came through on June 6th. Several trees were damaged at City Park causing the park to be closed since the event. We also had fence damage at the Chenocetah Water Tank, City Shop, BC Grant Lift Station, and Hazel Creek Lift Station. The cost of the fence repairs will be \$24,729 which we have submitted to our insurance company.

The Police Department conducted 374 traffic stops, worked 69 motor vehicle accidents, 4 fight calls, 11 shoplifting complaints, and 40 alarms. They responded to a total of 1,004 calls for the month. The Investigative Division opened 7 new cases; they closed 8 cases and made 2 arrests. The Narcotics Division has 7 active cases; they closed 2 cases and made 2 arrests. We distributed 9 car seats and trained 13 care givers.

The Building Department issued 7 permits, reviewed 8 sets of plans, and collected \$1,085 in fees. They completed 44 residential inspections, 24 erosion inspections, and 11 commercial inspections. They issued 4 commercial certificates of occupancy.

The Municipal Court managed 208 cases in June and collected \$7,328 in fines. The Probation Division has 180 active cases and collected \$7,831 in fines. Probationers completed 100 hours of community service with a value of \$725.

Code Enforcement opened 48 new cases, closed 38 cases, and currently has 10 active cases.

The Fire Department responded to 122 calls and completed 238 hours of training. The Fire Marshal completed 28 commercial inspections, issued 19 notices of violation, 4 certificates of occupancy, and reviewed 2 sets of plans.

The Wastewater Plant treated 80.6 million gallons of sewage. The Water Plant treated 78.4 million gallons of drinking water. We recorded 6.79 inches of rain, so the new reservoir level is 27.1 feet, and the old reservoir is 1.5 feet below full pool. The Utilities Maintenance Department repaired 5 water leaks and 3 sewer blockages.

Public Works cleaned the Community House after 12 events. They cleaned up trees and debris from the storm. They decorated downtown for Flag Day and the Fourth of July. They removed the last of the concrete pads on the old Habersham Hardware property. They repaired HVAC units at the Fire Station, Community House and the City Shop.

The Maintenance Department Repaired 45 vehicles and serviced 9 vehicles.

PUBLIC SAFETY MONTHLY

June 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	374
Susp.Person/ Veh	63
License Check	
MVA Accidents	69
NON-TRAFFIC	
Fight Calls	4
Burglary	1
Shoplifting/Theft	11
Domestic Calls	28
Drunk/Disorderly	108
Abuse	2
Alarms	40
CONTACTS	
Citizen	3170
Motorist	48
Bank/Funeral	4
REPORTS	
Incidents	52
Accidents	27
Citations	203
TOTAL DISPATCHED CALLS 1004	

TRAFFIC UNIT	
Citations Issued	100
DUI	6
DUI Drugs	
Drug Arrests	1
Other Arrest	27

CRIMINAL INVESTIGATIONS

CASES	
NEW	7
OLD	3
TYPES	
Person	5
Property	1
Financial	3
TOTAL	10
DISPOSITION	
Arrest	2
Ex. Clear	4
Inactive	3
Active	2
CLOSED	8
Narcotics	
Active	7
Closed	2
Arrest	2
CI's Active	6

NARCAN	
Units Used	

TRAINING	
Virtual Academy	33
Power DMS	
In Service	48
Outside	60
TOTAL	141
CAR SEATS	
Seats Distributed	9
Care Givers Trained	13
Police Trained	
SRO	
Incident Reports	
Arrest/ Juvenile	
Calls for service	
Parent Contact	
Student Contact	

Completed the transition course to the new pistols that have a new style of sights.

PUBLIC SAFETY MONTHLY

June 2025

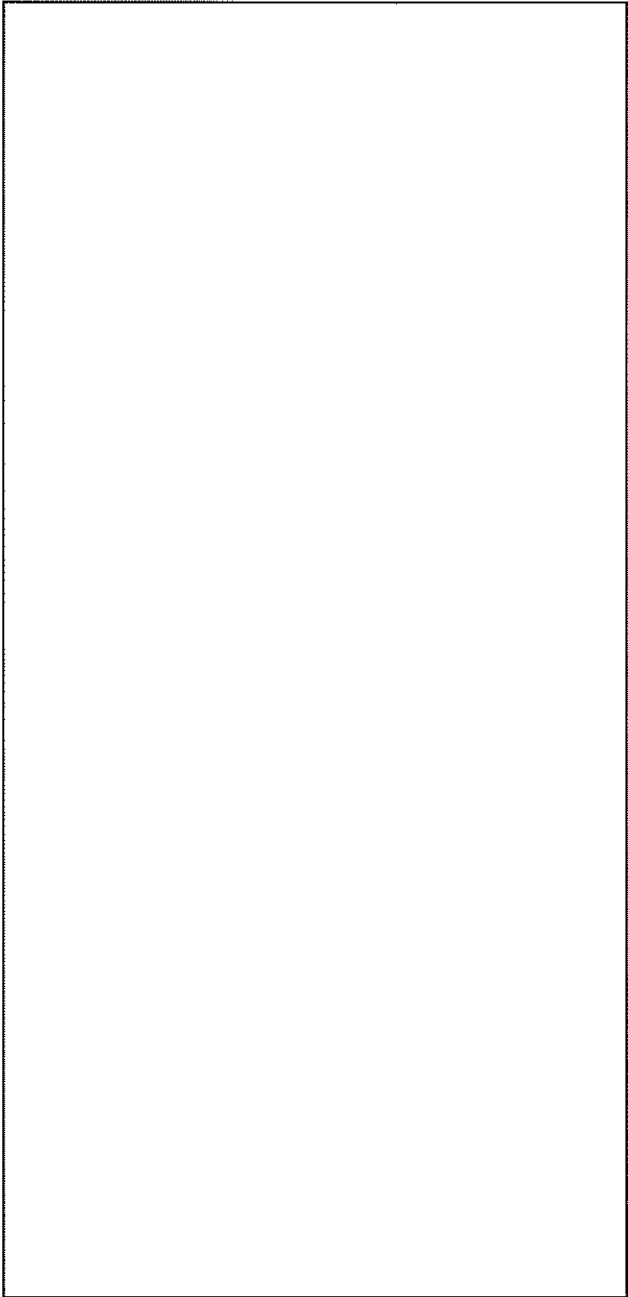
Building Department

Permits Issued	7
Fees Paid	\$1,085.40
Plan Reviews	8
Residential Inspection	44
Erosion Inspection	24
Commercial Inspection	11
New Home Permits	
Commercial C.O.s	4
Residential C.O.s	

CODE ENFORCEMENT

Cases

New	48
Old	33
Inspections	15
Disposition	
Closed	38
Citations	
Active	10



PUBLIC SAFETY MONTHLY

COURT

June 2025

COURT	
Court Cases	208
Fines Paid	\$7,328.00
C.H. Ran	34
C.H. Monies	\$42.00
Walk In's	93

PROBATION

Fines for Cornelia	\$7,831
Community Service	
Hours	100
Value of Hours	\$725
Active Cases	180

NOTES:

PUBLIC SAFETY MONTHLY

June 2025

FIRE DEPARTMENT

Participated in a water event at the Torch.

Attended the Hispanic Small Business Development group meeting.

Hosted the Volunteer Structural Search, Victim Removal and Firefighter Survival Course from the Georgia Public Safety Training Center.

- The Fire Marshal completed:
 - CO's Issued: 4
 - Inspections: 28
 - Violations notice: 19
 - Plan Reviews: 2
 - Investigations:

Fire Department

Fire Recovery Money received YTD – 3,004.00

Monthly Call Response

-122 calls were responded to during the month.

-747 calls responded to during Year.

Monthly training hours

-238 training hours Monthly.

-2,196 training hours YTD.



Utilities Monthly Report



Water Pollution Control Plant



Drinking Water Treatment Plant



Water/Sewer/Storm Maintenance

Water Pollution Control Plant

Report for May 21, 2025 thru June 20, 2025

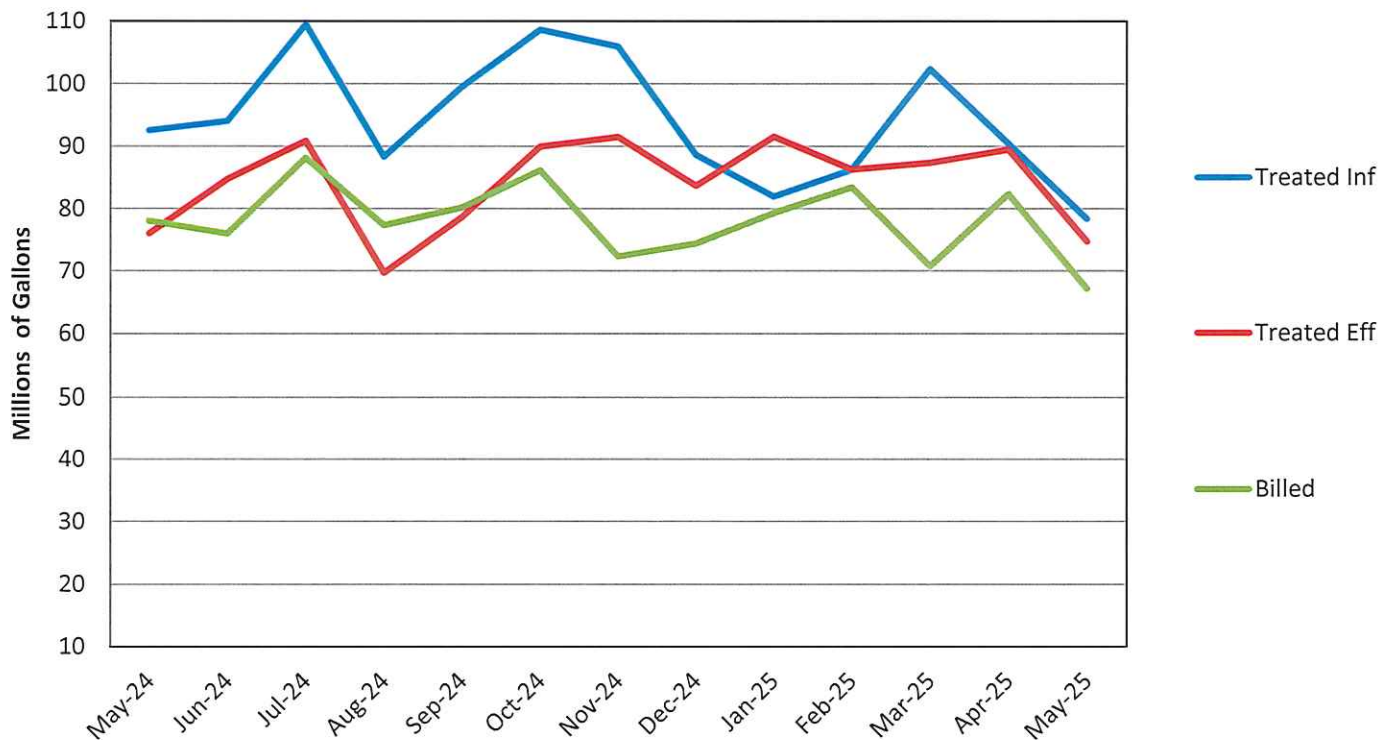
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Inf Treated	80.6	Million Gallons
Eff Discharged	75.9	Million Gallons
Influent BOD	105.8	Tons
Influent TSS	101.5	Tons
Solids to Landfill	335.0	Wet Tons
Dry Solids Removed	62.5	Dry Tons

Wastewater Treatments Projects & Events

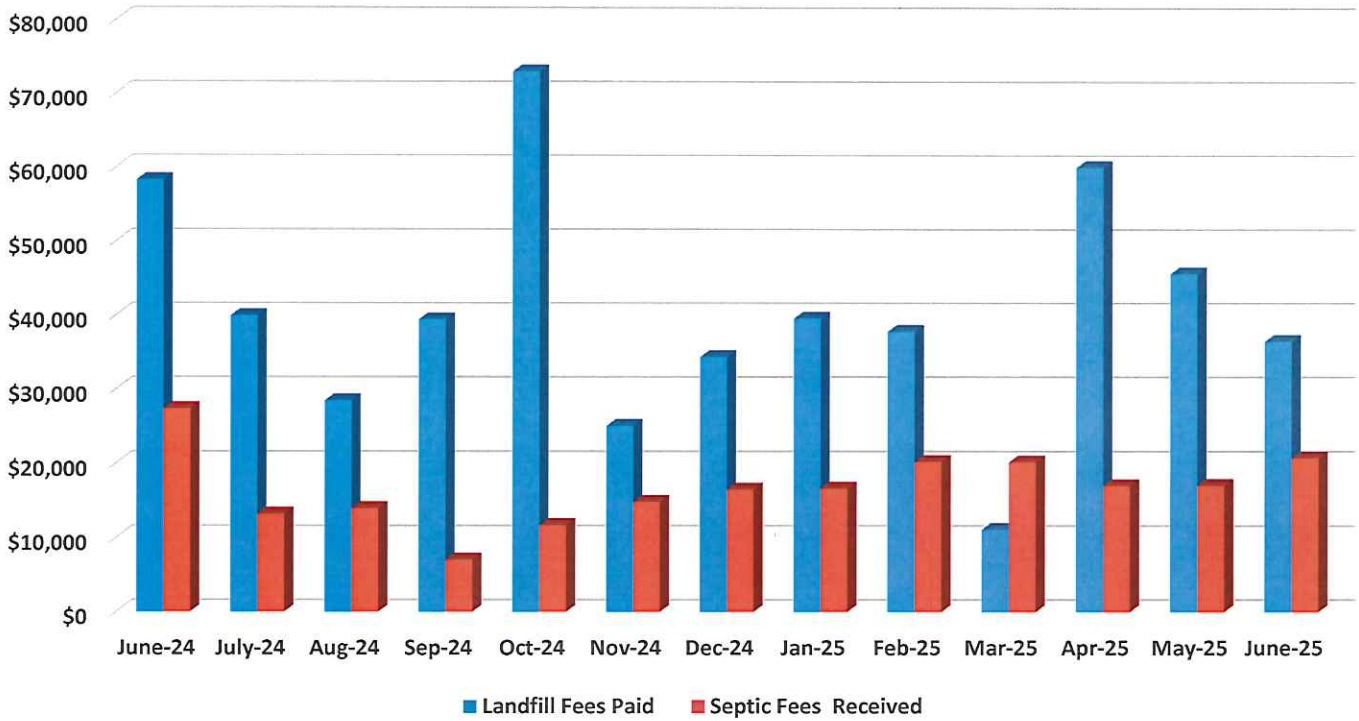
- 100% compliance for June.
- Working on painting all concrete structures

Sewage Treated vs Billed Monthly

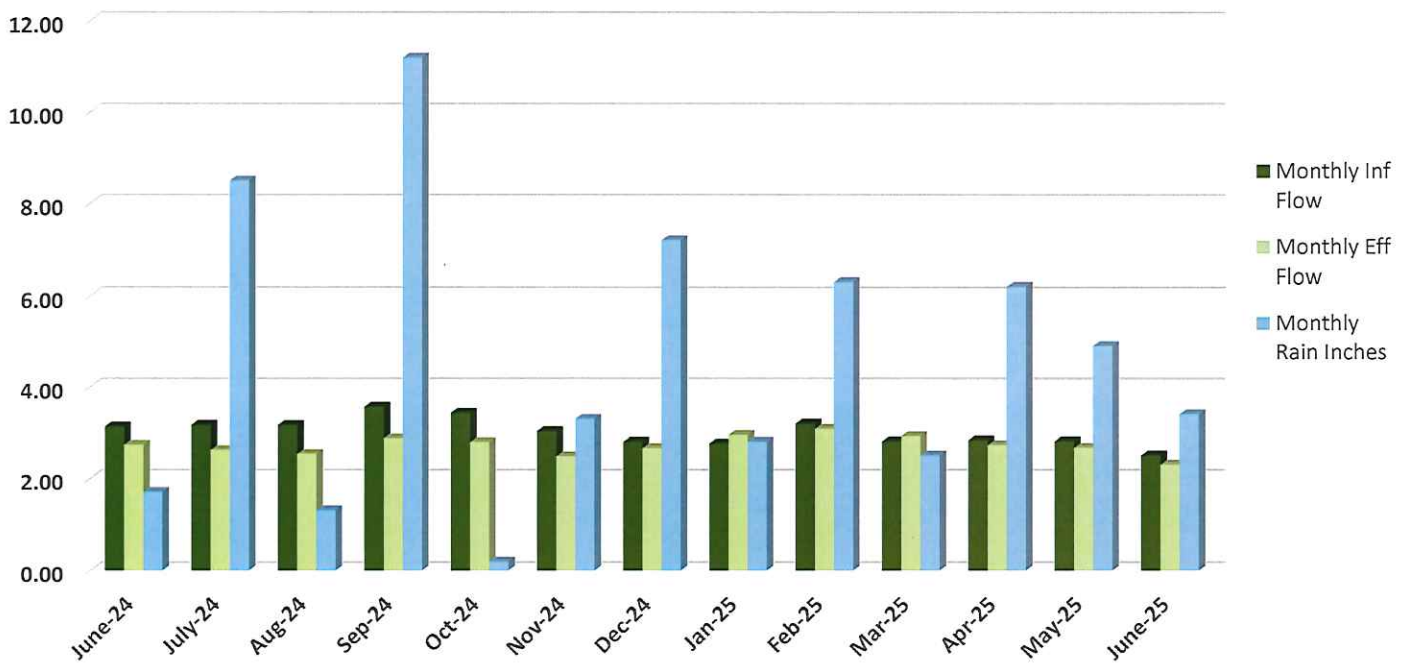


Billed Data for May 2025 June not Available

Landfill Fees Paid vs Septic Fees Received 2025



Influent & Effluent Avg Flow: Total Rain Inches



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
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Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, TKN & Amm	Flow & TSS \$600	\$60,626 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

May Data. June Industrial Reports not due until June 15

Work Orders Wastewater Plant & Lift Station

May 25 27 - June 21

Generated Work Orders	48
Completed Work Orders	49
Back-log Work Orders	0

Work Orders Commercial Grease Trap Inspection

June 1 - June 31

Grease Traps Scheduled for Pumping	10
Grease Traps Pumped	10
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

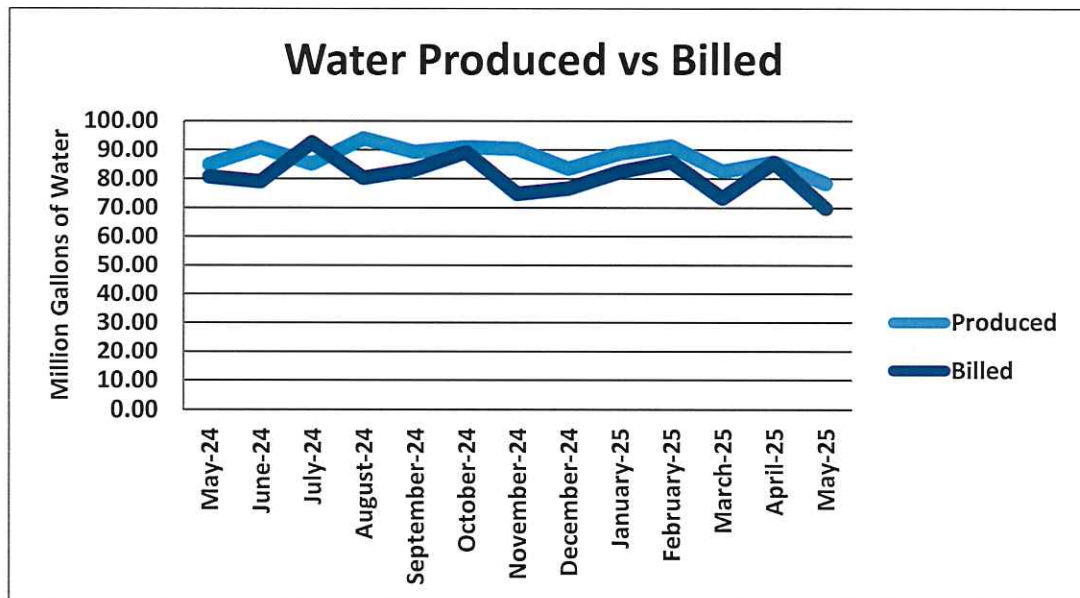
Water Quality

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 May of 2025 was 78.39 MG.
- Water Billed in May of 2025 was 69.62 MG.
- The WTP recorded 6.79 inches of rain to date for June 2025.
- The Off Stream Impoundment level is 27.1 feet and 1.4 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

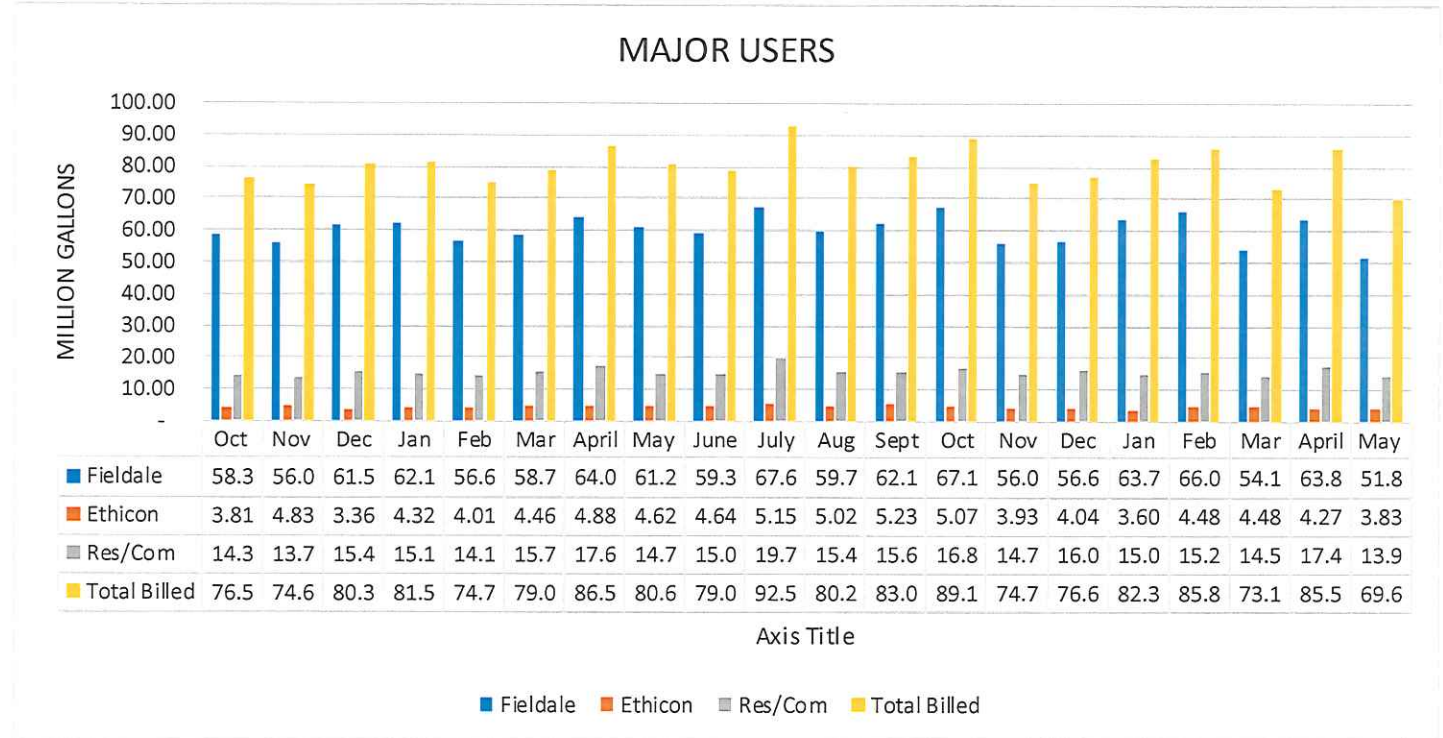
- Routine monthly sampling.
- Scheduled preventative maintenance.
- Monthly EPD reports.
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- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Buildings and Ground – Cut grass at Reservoir and OSI.
- Hazel Creek – Cut path from road to creek.
- Polymer – Flush discharge lines.
- Small Equipment – Service.
- Filter Check Valve – Clean.
- Vacuum Pump - Inspection, clean, and lubricate.
- High Service Pump - Ross Pressure Valse was leaking from canister. Scheduled CC&A to repair.
- Water Plant - Cut grass/brush in front of Water Plant.
- SCAG - Changed blades and oil.
- Reservoir – Quarterly Dam Inspection.
- OSI - Cut grass to perform Dam Inspection.

Water-Sewer-Storm June 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	44	\$389.50	\$0.00	\$0.00	\$0.00	\$0.00	\$389.50	2.17%
Meter/Billing	11	\$893.00	\$3199.11	\$0.00	\$0.00	\$0.00	\$4092.11	22.78%
Water	16	\$8550.00	\$1000.14	\$0.00	\$722.00	\$0.00	\$10272.14	57.17%
Sewer	6	\$969.00	\$104.94	\$0.00	\$16.50	\$0.00	\$1090.44	6.07%
Storm Water	1	\$38.00	\$13.00	\$0.00	\$0.00	\$0.00	\$51.00	0.28%
Lift Station	4	\$2071.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2071.00	11.53%
Report Totals	82	\$12910.50	\$4317.19	\$0.00	\$738.50	\$0.00	\$17966.19	

Major Users



General Activity:

- 76 hrs. Lift Station Maintenance.
- 254 hrs. Splash pad special project
- 74-811 Locates
- 216-Door Hangers for customers (past due notices)
- 10 customers contacted with high water usage
- 58-Meters On/Off's
- 14-Meter installation
- 5-Water leak repairs
- 3-Sewer Blocks
- Storm drains maintenance

PROJECTS/EVENTS:

- Repaired Water Leaks:
143 Free St., Quail Trail, 268 Grandview Circle, 135 MLK Dr., Hodges St. at Dr. Cantrell's
- Sewer blocks cleared:
283 Tree Top View, Red Fox hollow, 249 Wood St.
- Storm Response: Cut and removed trees from lift stations, assisted w/city wide cleanup.

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- Graded and Gravel for a new parking area at Water plant.
 - Installed a metal roof at splash pad for the door, tanks and filters.
 - Asphalt where water leak was repaired on Hodges St.



Public Works Monthly Report for June 2025

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

The chipper completed a route and worked on cleaning up brush from the storm.

The landscape crew worked on the route.

The bush-hog worked on the route.

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 – 23

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 set up for and cleaned up after the catch me in Cornelia event.

We worked during the storm clearing the roads.

We cleaned up from the storm damage.

We worked on the porch at the PD Training Center.

Dead bushes and flowers were replaced around the city.

New flower beds were made on Clarkesville Street to cover the kill areas around objects.

We worked at City Hall repairing a broken water line on the irrigation system and repaired the fence by PD.

The American flags and bunting were put out around town.

We started taking up the remaining concrete slab at the new amphitheater site.

The curb and gutter was demoed on MLK.

Repairs were made to the A/C units at the fire department, Community House, and the shop.

We ran power for a new A/C unit to be installed in the break room at the Water Plant.

We fixed a water leak and repaired two sinks at the Public Works shop.

The trees were pruned in the parking lot beside the Community House.

MONTHLY REPORT

5/29/2025	vermeer chipper kubota excavator car # 114 street sweeper	worked on cooling system replaced battery charged batteries replaced battery
5/30/2025	car # 113 truck # 3 john deere loader PD mule	service & rewired gun locks fixed tire hauled to habersham hydraulics replaced parking brake handle
6/2/2025	PD mule kubota skid steer NH skid steer	replaced tires replaced tracks worked on bucket pins
6/3/2025	car # 117 car # 119 vermeer chipper	service & removed lights on hood installed lights from car 117 removed radiator
6/4/2025	car # 121 truck # 45 NH skid steer	service tightened lower control arm worked on foot control linkage
6/5/2025	utility director trk NH skid steer truck # 44	service replaced braket on foot controls replaced purge solenoid
6/6/2025		vacation day
6/9/2025	NH skid steer B 95 backhoe vermeer chipper	replaced bucket bushings & pins replaced work lights on cab installed radiator & air charge cooler
6/10/2025	car # 111 truck # 2 truck # 26	service removed front valance replaced RH mirror
6/11/2025	car # 107 truck # 12 vermeer chipper	replaced tires replaced tire sensor finshed up work on chipper

MONTHLY REPORT

6/12/2025 TD 95 tractor car # 107 truck # 42	fixed battery cables fixed headlights fixed air leak
6/13/2025 truck # 26 car # 117 car # 109 shop	replaced 2 tires service replaced brakes cleaned up around shop
6/16/2025 car # 120 truck # 25 FD marion	service replaced mud flap charged a/c
6/17/2025	ASE testing
6/18/2025 truck # 11 kubota excavator truck # 4 FD marion	service fixed pin on bucket charged a/c removed a/c high pressure line
6/19/2025 truck # 8 car # 117 w/s blower	fixed taillights replaced brakes replaced fuel lines
6/20/2025 car # 124 truck # 26 FD pierce	replaced alternator fixed tire charged a/c
6/23/2025 vermeer chipper truck # 16 car # 114	replaced feed roller bearing fixed a/c hose & charged a/c service
6/24/2025 chipper car # 118 truck # 30	worked on feed roller controls replaced tire adjusted clutch
6/25/2025 truck # 45 car # 103 truck # 10 truck # 38	hailed trk from clarkesville & replaced battery charged a/c adjusted belts charged a/c

Cornelia

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Jessie Owensby
Community Development Department
June 27, 2025
Monthly Report

P &Z and Housing

1. Demonstration of Fulcrum software for window surveys
2. Facilitated monthly GICH team meeting
3. Sent late received documents to planning commission for June packet
4. Stamped easements throughout city for recording purposes
5. Created summary of GICH meeting and sent to team members
6. Correspondence with GMRC re: necessary DRI forms
7. Sent images and documents to GA Conservancy to include for housing assessment
8. Gathered contact information and created spreadsheet for GICH team to start HBA chapter
9. Received and reviewed survey for Irvin St. PUD proposal
10. Correspondence with Ethicon re: new signage (x5)
11. Call with Maria Queriapa re: engagement with Hispanic community and goals of housing team
12. Meeting with Kathy Papa and DCA re: CHIP grants
13. Facilitated Planning Commission meeting for June
14. Gathered documents, assembled planning commission packets and delivered
15. Created meeting minutes and sent along with presentation from Cook Communities
16. Reviewed commercial plans for Huey Magoos, Solid Rock Self Storage, The UPS Store, and Knuckies Hoagies
17. Attended webinar re: Recreational Trails Program
18. Correspondence with Sugartopia re: new signage
19. Gathered and sent documents to Maria to help Hispanic outreach efforts
20. Met with potential business owner re: allowed uses for property and rezoning processes
21. Follow-up meeting with Fulcrum re: licenses for window survey software
22. Reviewed house plans for Magnolia Villas lots 30, 31, 118, 74, 75, 76
23. Drafted and sent revision request for Solid Rock Self Storage
24. Contacted Magnolia Villas' permitting office to notify of incomplete applications
25. Registered for GAZA Conference for August 13-15 in Rome
26. Completed DRI form 1 and submitted to GMRC for proposed PUD at 1900 Level Grove Road
27. Created updated binders for planning commissioners
28. Progress meeting with Georgia Conservancy re: housing needs assessment
29. Sent updated common code violations to resident and city manager as requested
30. Site visit to local business to discuss new sign allowances and changes for existing signage
31. Phone call with property owner re: zoning allowances and PUD allowances
32. Reviewed CHIP documents and application and sent to GICH team members

Cornelia

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33. Met with All Service re: replacing existing non-conforming sign at local business
34. Drafted zoning verification letter for 1886 South Main Street as requested via email
35. Reviewed and approved replacement of existing signage at Ethicon
36. Teams meeting with Operations manager at Ethicon
37. Entered into one-year agreement with Fulcrum for mapping software
38. Began planning for Housing Symposium to be held August 21
39. Registered Planning Commissioners and GICH team members for training
40. Correspondence with Huey Magoos re: new signage

Economic Development

1. Attended DDA meeting
2. Worked with DDA board members to finish public art location plan for future murals
3. Facilitated Hispanic Small Business Development Class
4. Updated social media calendar to add public meetings
5. Phone call with DDA board member re: 33 First St. building (x2)
6. Attended CREATE small business development meeting re: business incubators
7. Met with potential property buyer re: property purchase and vision (3)
8. Correspondence with Terragon and GMRC to initiate Phase I ESA study at 33 First St for potential brownfield mitigation
9. Researched property owner contact information for possible buyer
10. Drafted list of current projects in the city for GMA presentation
11. Began developing criteria for potential business incubator application
12. Meeting with potential new business owner re: ideal locations
13. Attended Partnership Habersham meeting
14. Attended Called DDA meeting to discuss Executive Session for Real Estate
15. Sent appraisal documents to potential buyer as requested
16. Phone call with property owner re: current uses, rent rates, potential uses
17. Met with property owner re: discuss building requirements for residential/commercial structure on property
18. Registered DDA board members for DDA Basic Training
19. Registered Noah and Jessie for GDA annual conference

Community Development & Special Projects

1. Attended HPW meeting
2. Created facebook events and posts for social media and Instagram
3. Drafted letter for Appalachian Leadership Institute for new applicants
4. Correspondence re: new signage at parks and downtown

Tourism and Special Events

1. Weekly meetings with Noah

***** Took a week off for vacation! THANK YOU!!!

NOAH MAY REPORT

Special Events and Tourism

1. Distributed 2025 Big Red Apple Festival applications to new/previous vendors
2. Distributed 2025 Catch Me in Cornelia applications to new/previous vendors
3. Created social media posts regarding 2025 Big Red Apple Festival and Catch Me in Cornelia.
4. Maintained vendor spreadsheets for 2025 Big Red Apple Festival and Catch Me in Cornelia Vendors.
5. Communicated with Police and Public Works on needs for Catch me in Cornelia #2
6. Communicated with vendors on necessary set up times and rules for Catch Me in Cornelia #2
7. Attended and facilitated Catch me in Cornelia #2

Downtown Development

1. Attended and facilitated the Cornelia DDA meetings.
2. Updated city website with current information.
3. Gathered links, photos, and descriptions for the new Discover Cornelia website.
4. Completed 16 site visits (Cornelia Baptist, Cornelia Methodist, Attic Treasures, Auto Cash, ALMS Homes, Cornelia Boxing Academy, Golden Touch Salon, Lore's Salon, National Welding & Maintenance, The HUB, Age Fit Physical Therapy, Elite Recovery, Cornelia Congregational Holiness Church, LSSC, Mini Asian Market, Sugartopia).
5. Completed Community Activity Report for May.
6. Completed Main Street Monthly report for June.
7. Met with Kinetic by Windstream to discuss funding options for the amphitheater
8. Published 4 weekly newsletters.

Community Development & Special Projects.

1. Attended Young Professionals Coffee Catch Up at Myth & Legend
2. Attended Good Morning Habersham & Leadership Habersham Graduation at HEMC
3. Attended Habersham Power Hour at El Patron
4. Attended Habersham Member of the Month presentation at Wood's Mercantile
5. Attended Business After Hours at Fenders Alley