



City Manager's Monthly Report for August 2025

We submitted a pre-application to the Appalachian Regional Commission requesting \$2.5 million to help with the cost of the Wastewater Treatment Plant Upgrade Project. We made it past the first round so we have submitted the final application. We should know if we will receive the funding by September. The estimated cost of the project is \$34 million so we will continue to pursue funding opportunities to help offset the cost.

We have applied for a grant through the Georgia ReLeaf program to help with the cost of the landscaping at the new park. This is the same grant that we received in 2024 to plant the trees on the corner of Moss and Wells Street. The estimated cost of the landscaping is \$156,000 so we have requested the maximum grant of \$15,000.

We are seeing an increase in our homeless population sleeping in public areas which is a violation of our Urban Camping Ordinance. As a result, we have installed signs at all the parks that read that the park is open from dawn until dusk. The signs also have the language from the ordinance so that when the Police Department finds people sleeping in the parks there will be no question that they were not aware of the law.

Unfortunately, we had to cancel the July Summer Nights Festival because of inclement weather. Of the 3 that were scheduled for this year, 2 of them were cancelled because of the weather and the other one had a poor turnout because of a threat of rain. We are evaluating this event to see if it is worth continuing because there is a lot of work that goes into planning and setting up for it only to have to cancel at the last minute.

The Police Department conducted 256 traffic stops, worked 49 motor vehicle accidents, 5 fight calls, 19 shoplifting complaints, and 28 alarms. They responded to a total of 935 calls for the month. The Investigative Division opened 1 new case; they closed 9 cases and made 2 arrests. The Narcotics Division has 2 active cases; they closed 5 cases and made 1 arrest. We distributed 9 car seats and trained 16 care givers.

The Municipal Court managed 256 cases and collected \$3,469 in fines. The Probation Division has 184 active cases and collected \$8,406 in fines. Probationers completed 60 hours of community service with a value of \$435.

The Building Department issued 20 permits, reviewed 1 set of plans, and collected \$9,700 in fees. They completed 139 residential inspections, 16 erosion inspections, and 13 commercial inspections. They issued 6 commercial certificates of occupancy and 3 residential certificates of occupancy.

Code Enforcement opened 44 new cases, closed 20 cases, and issued 1 citation. They currently have 24 active cases.

The Fire Department responded to 114 calls and completed 257 hours of training. The Fire Marshal completed 31 commercial inspections, issued 17 notices of violation, 4 certificates of occupancy, and reviewed 1 set of plans.

The Wastewater Plant treated 79.3 million gallons of sewage. The Water Plant treated 82.6 million gallons of drinking water. We recorded 3.5 inches of rain, so the new reservoir is at 26.5 feet, and the old reservoir is 2 feet 10 inches below full pool. The Utilities Maintenance Department repaired 6 water leaks and 2 sewer blockages.

Public Works cleaned the Community House after 12 events. They trimmed trees along the rights of ways in preparation of school starting back. They rebuilt the benches in the dugouts at the ball field. They repaired damage to the restrooms at Jim Smith twice because of vandalism. They investigated the sink hole that formed on Front Street, and what was discovered is a series of failing storm drains so the hole was filled in with gravel until we can complete the necessary storm pipe replacement. The estimated cost for this project is \$340,000 so we will have to budget for it in 2026.

The City Shop repaired 40 vehicles and serviced 32 vehicles.

We have 2 Commission Seats up for election this year, Wards 2 and 3. The qualifying period for these seats will be from August 18th to the 22nd. The election will take place in November.

PUBLIC SAFETY MONTHLY

July 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	256
Susp.Person/ Veh	76
License Check	
MVA Accidents	49
NON-TRAFFIC	
Fight Calls	5
Burglary	0
Shoplifting/Theft	19
Domestic Calls	32
Drunk/Disorderly	90
Abuse	1
Alarms	28
CONTACTS	
Citizen	2850
Motorist	29
Bank/Funeral	4
REPORTS	
Incidents	26
Accidents	29
Citations	111
TOTAL DISPATCHED CALLS	935

TRAFFIC UNIT	
Citations Issued	62
DUI	4
DUI Drugs	2
Drug Arrests	2
Other Arrest	7

CRIMINAL INVESTIGATIONS

CASES	
NEW	1
OLD	8
TYPES	
Person	14
Property	2
Financial	2
TOTAL	
DISPOSITION	
Arrest	2
Ex. Clear	4
Inactive	
Active	1
CLOSED	9
Narcotics	
Active	2
Closed	5
Arrest	1
CI's Active	4

NARCAN	
Units Used	

TRAINING	
Virtual Academy	37
Power DMS	
In Service	
Outside	50
TOTAL	
CAR SEATS	
Seats Distributed	9
Care Givers Trained	16
Police Trained	
SRO	
Incident Reports	summer time
Arrest/ Juvenile	
Calls for service	
Parent Contact	
Student Contact	

Police has meet with the Cornelia Elementary and Futures program verifying security plans before the start of the school year.

The County and GBI has taken over the homeless investigation due to the camps are located outside of the city.

The departments' State Certification is up to be re-certified in the next several weeks.

The department is seeing a rise in Meth, THC Vape Pens and Marijuana. Narcotic investigations are increasing with arrests. The Department is working great with the drug task force and SO removing them from the street.

PUBLIC SAFETY MONTHLY

COURT

July 2025

COURT	
Court Cases	256
Fines Paid	\$3,469
C.H. Ran	62
C.H. Monies	\$129
Walk In's	92

PROBATION

Fines for Cornelia	\$8,406
Community Service	
Hours	60
Value of Hours	\$435
Active Cases	184

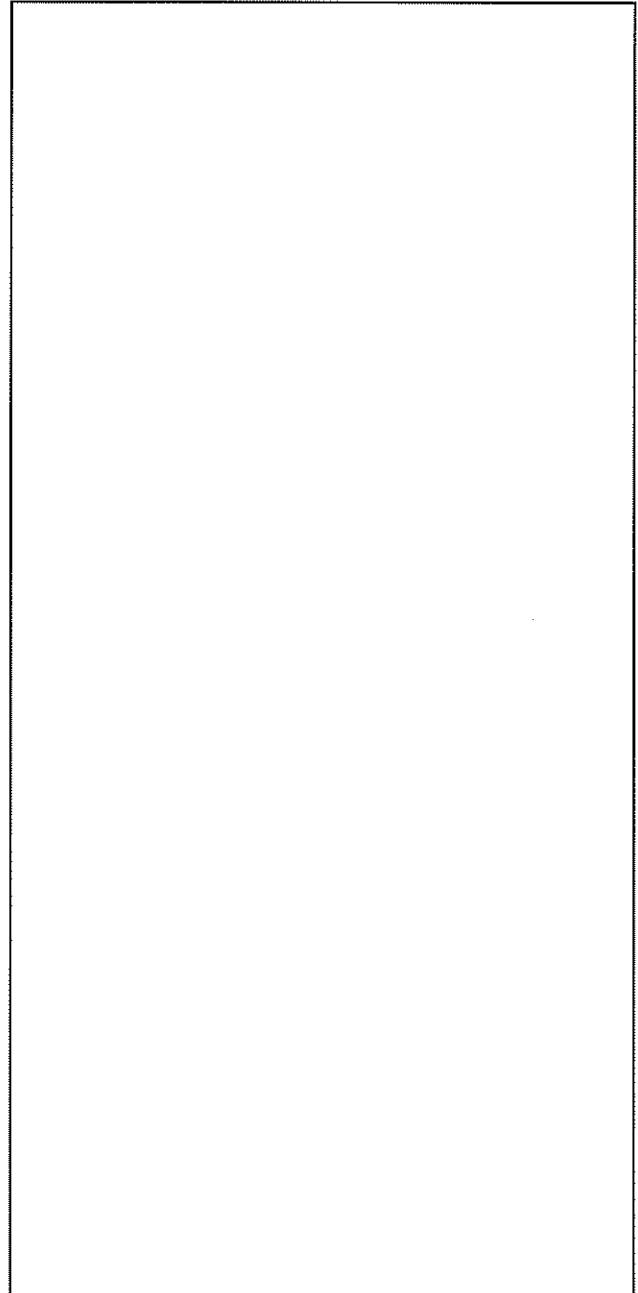
NOTES:

PUBLIC SAFETY MONTHLY

July 2025

Building Department

Permits Issued	20
Fees Paid	\$9,700
Plan Reviews	1
Residential Inspection	139
Erosion Inspection	16
Commercial Inspection	13
New Home Permits	6
Commercial C.O.s	6
Residential C.O.s	3



CODE ENFORCEMENT

Cases

New	44
Old	34
Inspections	
Disposition	
Closed	20
Citations	1
Active	24

PUBLIC SAFETY MONTHLY

July 2025

FIRE DEPARTMENT

Fire Department participated in two (2) community events, water days for the Boys and Girls Club and Cornelia Elementary.

The Georgia Public Safety Training Center presented the Volunteer Tactical Ventilation course.

Official compliance letter regarding the GFSTC Audit has been received.

- The Fire Marshal completed:
 - CO's Issued: 4
 - Inspections: 31
 - Violations notice: 17
 - Plan Reviews: 1
 - Investigations:

Fire Department

Fire Recovery Money received YTD –

Monthly Call Response

-114 calls were responded to during the month.

-865 calls responded to during Year.

Monthly training hours

-257 training hours Monthly.

-2,502 training hours YTD.



Utilities Monthly Report



Water Pollution Control Plant



Drinking Water Treatment Plant



Water/Sewer/Storm Maintenance

Water Pollution Control Plant

Report for June 21, 2025 thru July 21, 2025

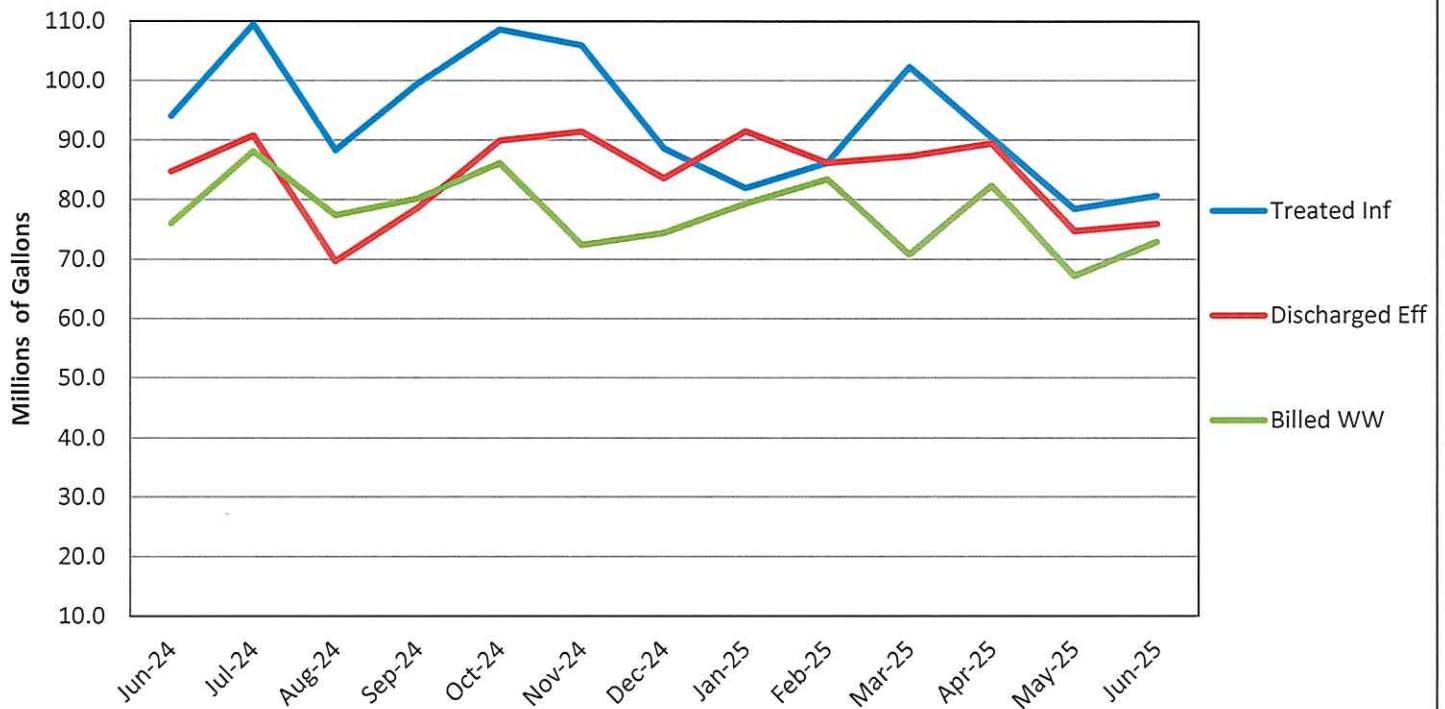
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Inf Treated	88.1	Million Gallons
Eff Discharged	79.3	Million Gallons
Influent BOD	74.2	Tons
Influent TSS	61.9	Tons
Solids to Landfill	322.2	Wet Tons
Dry Solids Removed	57.9	Dry Tons

Wastewater Treatments Projects & Events

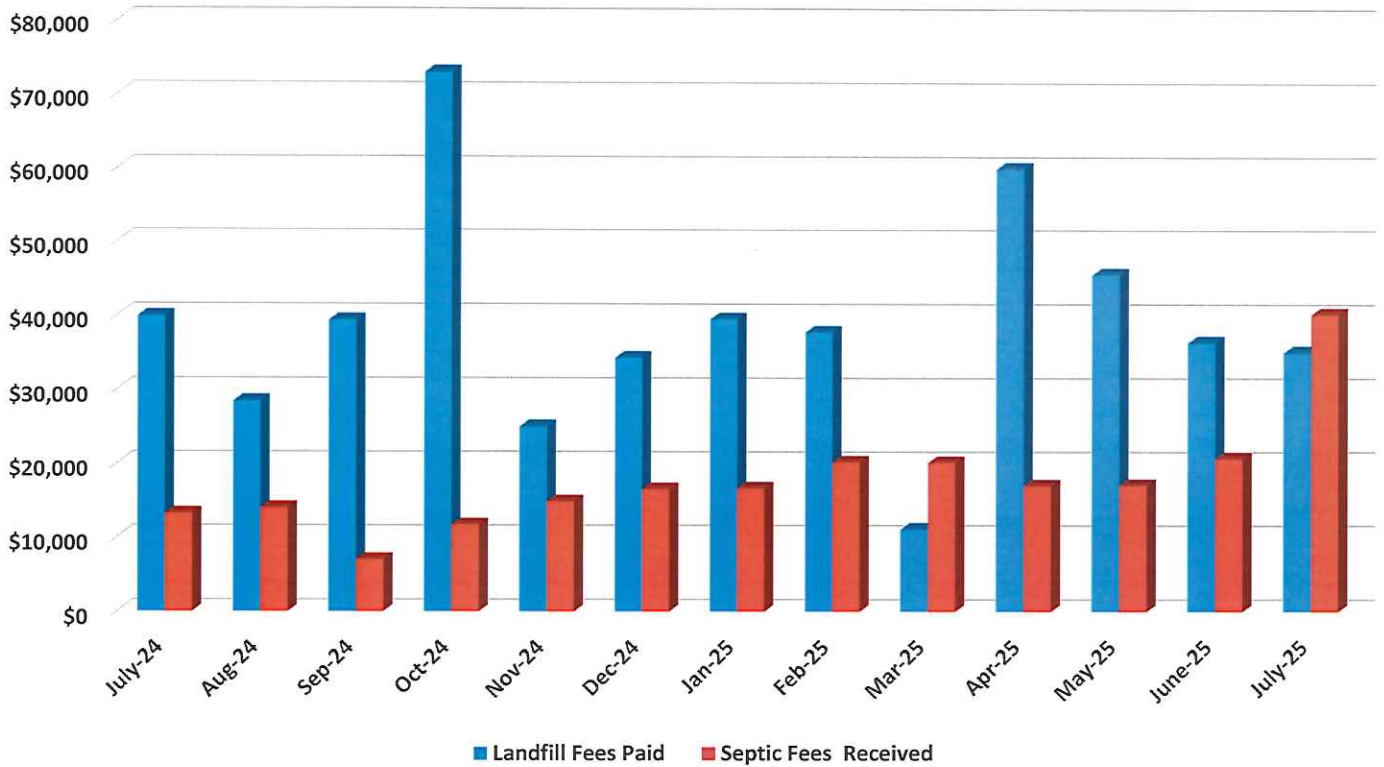
- 100% compliance for August.
- Working on painting all concrete structures

Sewage Treated vs Billed Monthly

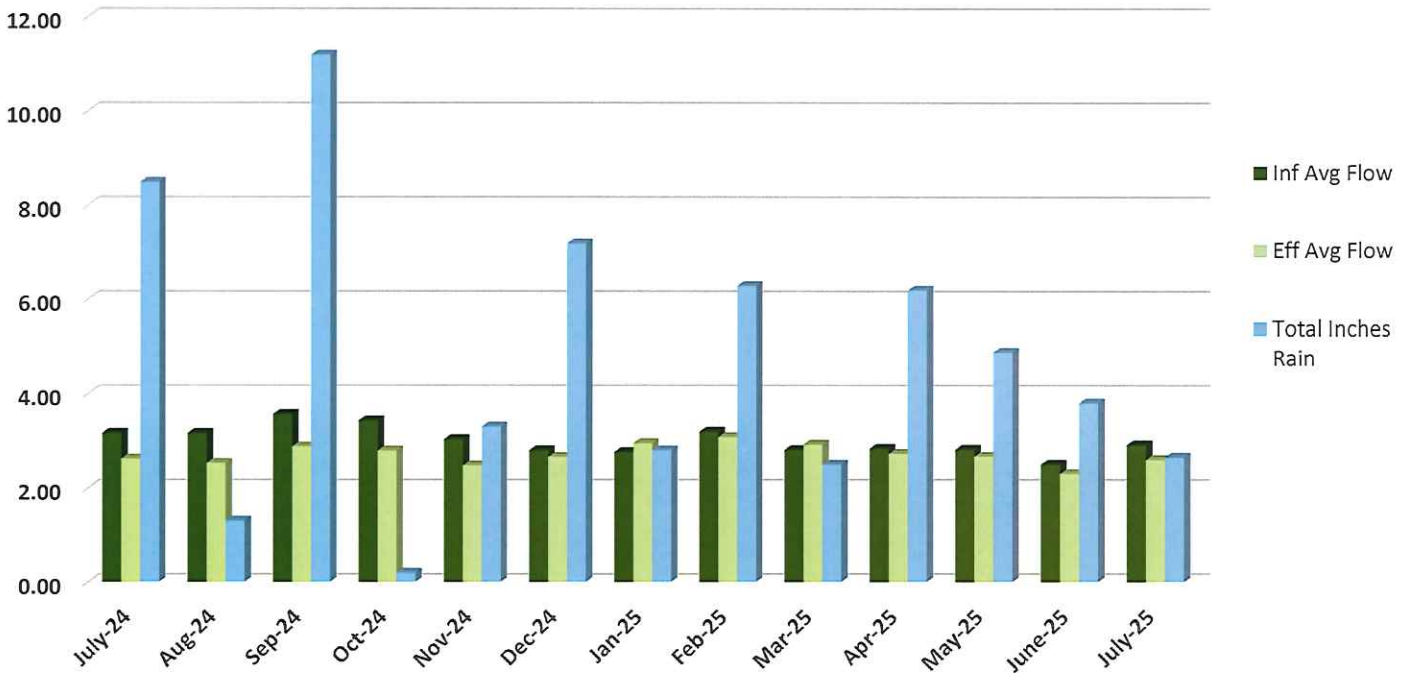


Billed Data for June 2025 July not Available

Landfill Fees Paid vs Septic Fees Received 2025



Influent & Effluent Avg Flow: Total Rain Inches



Equipment Repair, Replacement, & Enhancement

Description	Equipment	Cause	Status	Cost
Belt Press	Booster Pump	End of Life	Replaced	\$3,900
Belt Press	Sludge Pump	End of Life	Replaced	\$780
Effluent	Utility Pump & Motor	End of Life	Replaced	\$7,350

Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	BOD, TSS, TKN, Phos & Amm	BOS, Phos & TSS \$14,200	\$60,626 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

June Data. July Industrial Reports not due until August 15

Work Orders Wastewater Plant & Lift Station

June 22 - July 19

Generated Work Orders	46
Completed Work Orders	20
Back-log Work Orders	26

Work Orders Commercial Grease Trap Inspection

July 1 - July 31

Grease Traps Scheduled for Pumping	51
Grease Traps Pumped	51
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

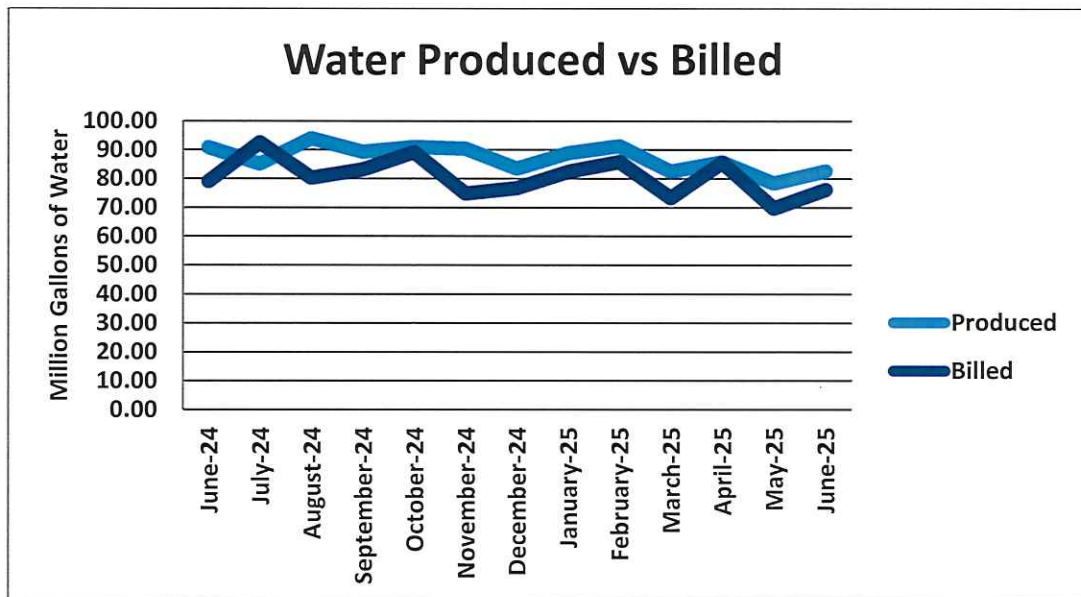
Water Quality

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

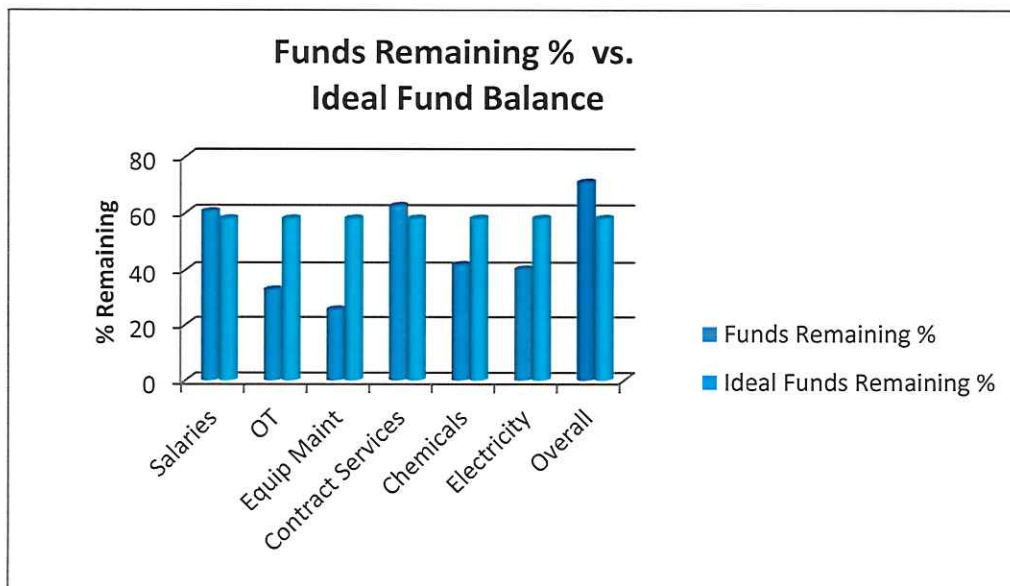
- Water Produced in June of 2025 was 82.55 MG.
- Water Billed in June of 2025 was 76.08 MG.
- The WTP recorded 3.50 inches of rain to date for July 2025.
- The Off Stream Impoundment level is 26.5 feet, 2.0 feet below maximum capacity.
- The Reservoir level is 2' 10" below full pool.



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.
- OSI - Quarterly Dam Inspection.
- Remote Sites - Cut Grass.
- HC Pump Station - Weedeat fence line.
- Polymer - Flush feed lines.
- WTP - Cut grass.
- WTP - Clean and organize common areas.
- Generators - EmerGen performed load bearing test.
- Compressor - Replaced drain tubing.
- Grandview Booster Pump - Pump Curve.
- High Service Pump House - Quote for butterfly valve.
- KMNO₄ and Copper Sulfate - Filled tanks.
- Pre CL₂ - Repaired discharge line leak.

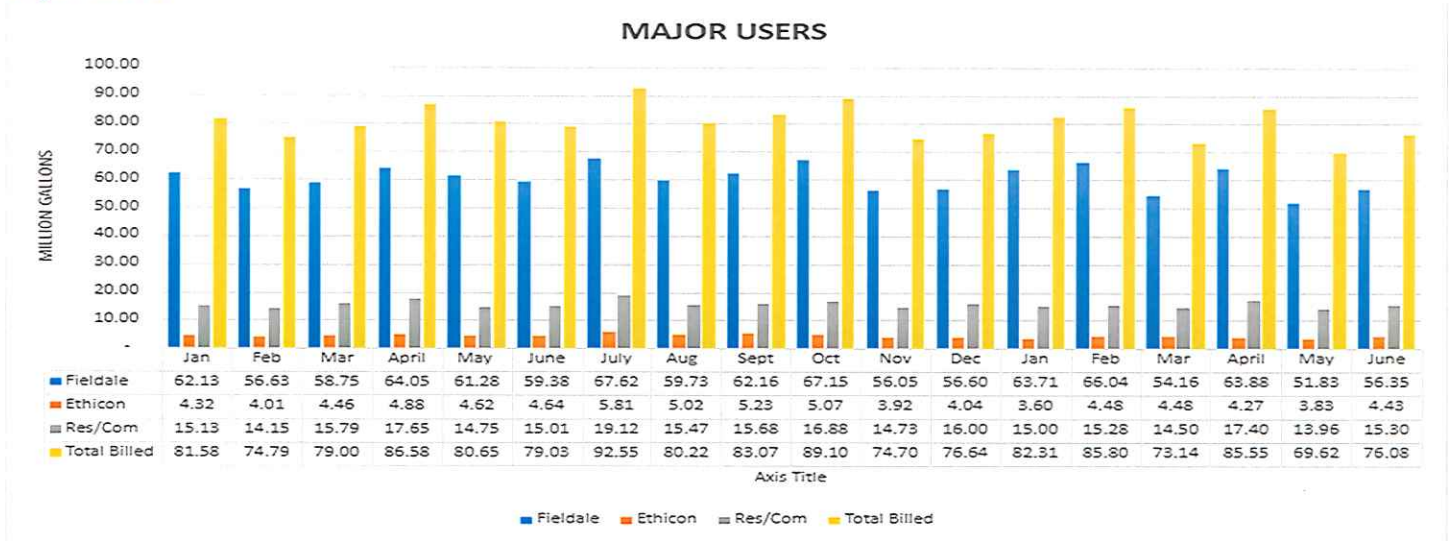


Water-Sewer-Storm July 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	15	\$199.50	\$0.00	\$0.00	\$0.00	\$0.00	\$199.50	0.76%
Meter/Billing	10	\$912.00	\$2100.00	\$0.00	\$0.00	\$0.00	\$3012.00	11.44%
Water	21	\$6156.00	\$611.92	\$7514.66	\$273.00	\$0.00	\$14555.58	55.30%
Sewer	4	\$836.00	\$2.22	\$0.00	\$24.00	\$0.00	\$862.22	3.28%
Water Plant 1439	1	\$19.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.00	0.07%
Lift Station	5	\$2375.00	\$1617.72	\$3681.25	\$0.00	\$0.00	\$7673.97	29.15%
Report Totals	56	\$10497.50	\$4331.86	\$11195.91	\$297.00	\$0.00	\$26322.27	

Major Users



General Activity:

- 96 hrs. Lift Station Maintenance.
- 86 hrs. Splash Pad Daily Maintenance.
- 147-811 Locates
- 187-Door Hangers for Customers (past due notices)
- 13 Customers contacted with high water usage
- 104 hrs. Amphitheatre
- 71-Meters On/Off's
- 11-Meter installation
- 8-Water leak repairs
- 6-Sewer blocks/Issues
- Storm drains maintenance

PROJECTS/EVENTS:

- Repaired Water Leaks:
Carter/Elrod St., 909 Camp Creek Rd., Behind El Patron on Stonecypher, 517 Camp Creek Rd., 127 Chase Oaks, Wastewater Plant, Raw water pump at water plant, Behind Mishima Wally World Rd.
- Sewer blocks cleared: 280 Tree Top View, 390 Wood St. Pulled pump at Iron ore lift station found baseball that couldn't be discharged., Repaired hole in pipe at J Warren South Lift station to stop leak. Replaced level float & transducer at the Racetrack lift station., Upgraded control panels at BC Grant lift station.
- Cleared storm drain from Rosa Parks to Clarkesville St.
- Asphalt patching around the city.
- Prepped and laid sewer pipe for the Amphitheatre. Project not completed.



Public Works Monthly Report for July 2025

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

The chipper completed a route and started a new one.

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 – 24

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 but it was canceled.

We started severe trimming on the street R.O.W. to prepare for school buses.

We worked at the Community House making repairs to the grinder pump.

The firing range was cleaned up and the trees were trimmed back.

The 4th of July bunting was taken down around town.

We cleaned up around Jim Smith Park to prepare for an event Tony Cook was having.

We pressure washed around the Community House and started at City Hall.

New no camping signs were installed in the parks and around the city.

The creek on Level Grove Road was cut.

Potholes were patched in several places around the city.

The brush pile was burnt.

We rebuilt the benches for the dugouts at the baseball field.

We finished the porch at the PD Training center.

We came in early to clean the streets.

Repairs were made at Jim Smith Park restrooms twice after they were vandalized.

We painted over graffiti in a few places around the city.

We finished removing the concrete at the amphitheater site.

We repaired the drywall in the bathroom downstairs at PD.

We worked on the sink hole on Front Street.

We trimmed the bushes and tree in the parking lot beside the Community House.

We blew off the sidewalks and grounds around the Community House.

MONTHLY REPORT

6/26/2025	FD 21 F 150 FD marion vac trk shop	service replaced high side a/c line checked out trk to put back in service programmed gate clickers to new gate
6/27/2025	lawnmower vermeer chipper car # 107	fixed discharge chute adjusted feed roller controls fixed tire
6/30/2025	car # 120 truck # 43 car # 101	replaced door lock actuator replaced tires service
7/1/2025	car # 117 car # 105 truck # 3 truck # 5	replaced CV axle flushed radiator fixed blower motor fixed tire
7/2/2025		vacation day
7/3/2025		vacation day
7/4/2025		holiday
7/7/2025	leaf machine	service & replaced fan & bearings
7/8/2025	leaf machine truck # 23	worked on machine replaced water pump
7/9/2025	truck # 23 FD F 150 car # 102	finished up water pump & replaced power steering hose service & replaced brakes & hub bearings service

MONTHLY REPORT

7/10/2025	car # 102 dump trailer car # 106 w/s trailer	replaced front brakes & tires replaced safety chains fixed blower motor fixed trailer lights
7/11/2025	leaf machine car # 120	finished up work on machine fixed camera
7/14/2025	car # 114 truck # 26 FD pierce	service fixed taillights charged a/c
7/15/2025	truck # 44 truck # 3 car # 108	charged a/c fixed toolbox service
7/16/2025	wwtp trailer car # 116 truck # 15	fixed lights fixed siren fixed tire
7/17/2025	truck # 4 car # 108	service & replaced master cylinder & fixed lights & a/c & fixed tool bo: service
7/18/2025	truck # 4 car # 115 car # 111	finished up work on trk replaced front brakes fixed tire
7/21/2025	truck # 6 truck # 26 car # 108 truck # 14	service & replaced tires replaced wheel bearing replaced front CV axles service
7/22/2025		sick day
7/23/2025	truck # 3 truck # 2 truck # 27 w/s generator pressure washer	service & fixed blower motor wiring service worked on transmission worked on generator replaced battery

MONTHLY REPORT

7/24/2025	truck # 30	picked up trk in commerce
	truck # 29	service
	truck # 7	service
	truck # 38	service
7/24/2025	truck # 18	service
	vermeer chipper	service
	truck # 15	service
	truck # 20	service
	truck # 22	service
7/27/2025	transit	service & replaced tires
	code enforce F 150	service
	car # 120	replaced batteries
	car # 123	replaced battery
	car # 110	charged batteries
	car # 121	service
7/29/2025	car # 118	service & replaced brakes & replaced tires
	car # 114	service & replaced oil cooler
	car # 109	service
7/30/2025	truck # 12	service
	PW polaris	service
	416D backhoe	service
	L230	service
	vac truck	replaced coolant hose on EGR cooler

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Jessie Owensby
Community Development Department
July 31, 2025
Monthly Report

P & Z and Housing

1. Received instructions for Fulcrum software and sent to GICH team to learn software for window survey
2. Facilitated monthly GICH team meeting
3. Sent July meeting packet to Planning Commission
4. Stamped new parcel combination survey for Irvin St. for recording purposes
5. Stamped new subdivision survey for 33 First St for recording purposes
6. Created summary of GICH meeting and sent to team members
7. Completed and submitted DRI forms for GMRC for 1900 LG Rd.
8. Reviewed and analyzed provided real estate data for housing needs assessment
9. Received and reviewed survey for Irvin St. PUD proposal
10. Correspondence with Etcon re: new signage (x3)
11. Facilitated Planning Commission meeting for July
12. Created meeting minutes and sent along with presentation of Irvin St. PUD proposal
13. Reviewed commercial plans for Solid Rock Self Storage
14. Reviewed and approved sign permit for Sugartopia
15. Gathered and sent documents to Maria to help Hispanic outreach efforts and requested help with housing needs assessment
16. Reviewed house plans for Magnolia Villas lots 129, 130, 131, 132, 134, 136, 32, 31
17. Researched, reviewed, and approved development plans for Solid Rock Self Storage
18. Progress meeting with Georgia Conservancy re: housing needs assessment
19. Phone call with property owner re: zoning allowances and PUD allowances
20. Drafted zoning verification letter for Traditions Bank- as requested
21. Reviewed new signage plans at Etcon
22. Meeting with business owner re: installation of new signage
23. Revision request (x4) for 167 Cash St.
24. Reviewed and approved house plans for 167 Cash St.
25. Reviewed and approved plans for TIGroup
26. Reviewed antenna upgrade plans for ATT tower- Revision request (x2) sent
27. Ordered updated 2024 IZC code book
28. Correspondence with prospective developer re: downtown development
29. Correspondence with Morgan Leek at Terragon to schedule ESA Phase I
30. Met with Ellie and Michaela to discuss Housing Symposium and Plan itinerary for town hall meeting and presentation
31. Correspondence with Trent Primer to discuss conducting window survey for housing needs assessment
32. Gathered and Sent open records to community member as requested
33. Correspondence with Georgia Conservancy (x5) re: documents and statistics needed for housing needs assessment wrap-up

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34. Attended City Commission on behalf of Planning Commission recommendation
35. Read draft ordinance regulating vape shops, sent revision recommendations
36. Met with prospective developer to tour properties around the city for infill and redevelopment
37. Met with Amanda from Terragon at 33 First St. to conduct ESA study on building
38. Drafted and sent public hearing notice for Vape Shop Ordinance
39. Assigned streets to survey for GICH team members for needs assessment
40. Sent sign ordinance and requirements to Jazzercise for review as requested
41. Met with prospective developer to tour downtown and look at properties for potential commercial redevelopment project
42. Met with prospective developer to discuss water/sewer, lift station, property acquisition for several properties in city
43. Correspondence with Core Distinction group to discuss conducting a hotel feasibility study
44. Read draft 3 zoning ordinance and made comments for amendments before adoption
45. Correspondence and call with GICH program manager to discuss grant for GICH communities
46. Researched Flock Camera ordinances and case law for potential new development
47. Researched and gathered data about past housing trends since 2020 and projected future growth for housing team and statewide presentation

Economic Development

1. Attended DDA meeting
2. Registered new DDA board members for required training
3. Obtained keys for access to newly acquired property for maintenance and negotiations
4. Meeting with Kathy Papa and DCA re: Redevelopment Funds and DDRLF
5. Took photos of building for potential redevelopment funds and sent to Kathy Papa to review for eligibility
6. Sent new survey to potential buyers of redevelopment project building
7. Researched and gathered statistics for economic development and strategic planning purposes for private company in cornelia
8. Participated in Georgia Main Street Survey
9. Correspondence with potential investor in downtown project (x4)
10. Correspondence with property owner to discuss potential leasing of his building
11. Follow up with planning of Hispanic Small Business Development Classes for August
12. Attended GMRC's annual Economic Development Summit to learn about the inland Port and discuss best practices and issues with other Economic Developers
13. Meeting with Noah and Bruce Anderson to discuss new Cornelia business and what they do for the community
14. Phone call with Partnership Habersham representative to discuss potential developments
15. Correspondence with Development Authority to discuss potential developments and partnership

Special Projects

Cornelia

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1. Created facebook events and posts for social media and Instagram
2. Got new signage installed for Club Canine Dog Park
3. Researched pricing and past trends to create 2026 Department budget proposal
4. Attended luncheon hosted by State Senator Drew Echols in honor of Lt. Gov. Burt Jones
5. Ordered stencils for DDA beautification project
6. Sent draft proclamation to City Commission to make September Recovery Month

Tourism and Special Events

1. Weekly meetings with Noah
2. Reviewed and revised press release for Noah for marketing purposes

***** 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. Ordered Big Red Apple festival banners from All Service Printing
6. Communicated with Police and Public Works on needs for Catch me in Cornelia #3
7. Communicated with vendors on necessary set up times and rules for Catch Me in Cornelia #3

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 (Glam Garage, Edward Jones, Self Discovery 24, Structure Hair Co, Carquest Auto Parts, Red Hawk Pest Control, 180 Renovations, Cornelia Florist and Gifts, La Texanita, Latino America Tax Service, Market San Miguel, Ramey & Southeastern Towing & Recovery, South State Bank, Webb's Services, NAPA, Alms Homes).
5. Completed Community Activity Report for June.

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6. Completed Main Street Monthly report for July.
7. Published 5 weekly newsletters.

Community Development & Special Projects.

1. Attended Ribbon Cutting @ Knuckies Hoagies
2. Attended Young Professionals Coffee Catch Up at BSG
3. Attended Habersham Power Hour at Old Towne Pub
4. Attended Habersham Young Professionals Men's Meetup at the Axe Armory
5. Attended meeting with Bruce and Johnna from Self Discovery 24
6. Attended Business After Hours with Stephens County Chamber at The Orchard Golf and Country Club