



Newnan City Council Meeting

August 25, 2026

Newnan City Hall

Richard A. Bolin Council Chambers

25 LaGrange Street

6:30 PM

City of Newnan Mission Statement: To provide cost-effective programs and services while continuously focusing on preserving and enhancing the quality of life that is enjoyed by all Newnan citizens

CALL TO ORDER

INVOCATION

READING OF MINUTES

- A. Minutes from Regular Meeting on August 11, 2026
- B. Minutes from Work Session on August 11, 2026

REPORTS OF BOARDS AND COMMISSIONS

- C. Swearing In of Youth Council Students
- D. 1 Appointment - Christmas Commission, 3-year term
- E. 1 Appointment - Keep Newnan Beautiful, 3-year term

REPORTS ON OPERATIONS BY CITY MANAGER

REPORTS AND COMMUNICATIONS FROM MAYOR

NEW BUSINESS

- F. Recognition of America 250 Writing Contest Winners
- G. Public Hearing, Consideration of Demo application for 73 Murray St, Newnan GA (Application Withdrawn)
- H. Consideration of Updated Local Emergency Operations Plan (LEOP) as recommended by Coweta County EMA

UNFINISHED BUSINESS

- I. Consideration of a Resolution for transmittal of the 2026 update to the Capital Improvements Element (CIE), which includes the Short-Term Work Program (STWP), to the Three Rivers Regional Commission (RC) and the Georgia Department of Community Affairs (DCA)
- J. Consideration of a Resolution for transmittal of the City of Newnan Comprehensive Plan 2026-2046 to the Three Rivers Regional Commission (RC) and the Georgia Department of Community Affairs (DCA)
- K. Discussion of Draft City Council Agenda and Meeting Ordinance

VISITORS, PETITIONS, COMMUNICATIONS & COMPLAINTS

MOTION TO ENTER INTO EXECUTIVE SESSION

- L. Motion to Enter into Executive Session

ADJOURNMENT

◆ CITY OF NEWNAN ◆

Welcome to City Hall

COWETA COUNTY · GEORGIA

Glad you're here!

Most items on tonight's agenda will follow the same five steps. If you get lost, just follow this chart. It tells you exactly what's happening throughout the meeting.

HOW THE COUNCIL CONDUCTS BUSINESS

1

Staff presents agenda item

A city staff member explains what's being asked and what it costs.



2

Council discusses the item

Members of the council ask questions and discuss the item until all members have said what they have to say.



3

Council member makes a motion

Someone proposes a specific action: "I move that we..."



4

Another council member seconds it

A second member agrees it's worth a vote.



5

The Council votes

Majority decides. The Mayor announces the result.

That's the whole process. **Robert's Rules of Order** is what governs our meetings (particularly Section 49, the section written for boards our size). Agenda items may be adopted by unanimous consent. There, the Mayor asks if there's any objection to adopting the item, and if there is none, then it is considered adopted.

Robert's Rules of Order Newly Revised, 12th ed.: small boards, §49 (esp. §49:21); unanimous consent, §4:58–4:63; handling a motion, §4.

The regular meeting of the City Council of the City of Newnan, Georgia was held on Tuesday, August 11, 2026 at 2:30p.m. in the Richard A. Bolin Council Chambers of City Hall with Mayor James Shepherd presiding.

PRESENT

Mayor James Shepherd: Council members present: Scott Berta, Jennifer Morrison, Cynthia Jenkins, Jim Thomasson, and Paul Guillaume. Absent: Dustin Koritko. Also present: City Manager, Cleatus Phillips, Assistant City Manager, Hasco Craver; Assistant City Manager, Meg Kelsey, City Clerk, Megan Shea and City Attorney, Brad Sears.

CALL TO ORDER

Mayor Shepherd called the meeting to order. Pastor Ben Hosey with SouthCrest Church delivered the invocation.

READING OF MINUTES

A. Minutes from the Work Session on July 16, 2026 and B. Minutes from the Regular Meeting on July 21, 2026

Motion by Councilwoman Morrison, seconded by Councilwoman Jenkins to dispense with the reading of the minutes of the Work Session on July 16, 2026 and the minutes of the regular meeting on July 21, 2026 and adopt them as presented.

MOTION CARRIED. (6-0)

REPORTS OF BOARDS AND COMMISSIONS

C. 3 Appointments – Board of Zoning Appeals, 3-year terms

Motion by Councilman Thomasson, seconded by Councilwoman Jenkins to reappoint Ken Parker for another term.

MOTION CARRIED. (6-0)

Motion by Councilwoman Jenkins, seconded by Councilman Thomasson to reappoint Willie Walton for another term.

MOTION CARRIED. (6-0)

Motion by Mayor Pro Tem Berta, seconded by Councilman Thomasson to reappoint Skin Edge V for another term.

MOTION CARRIED. (6-0)

D. 1 Appointment – Christmas Commission, 3-year term

Continue to next agenda.

E. 1 Appointment – Cultural Arts Commission, 3-year term

Continue to next agenda.

F. 1 Appointment – Downtown Development Authority, 4-year term

Motion by Councilwoman Jenkins, seconded by Councilman Thomasson to reappoint Graylin Ward for another term.

MOTION CARRIED. (6-0)

G. 1 Appointment – Keep Newnan Beautiful, 3-year term

Continue to next agenda.

H. 1 Appointment – Tree & Parks Commission, 3-year term

Mayor Pro Tem Berta asked that this appointment be placed on the agenda for the first meeting in September.

REPORTS ON OPERATIONS BY CITY MANAGER

Mr. Phillips gave an update on some capital improvement projects. Renewed Greenville Street Park was completed and had a great first event. Bicentennial Park is almost completed. The LINC around Newnan High School is progressing and they were able to get two of the 3 sides done before school started. There will finally be progress at the roundabout at Stillwood Drive.

REPORTS AND COMMUNICATIONS FROM MAYOR

The Mayor thanked everyone for their work on the Comprehensive Plan and millage rate.

NEW BUSINESS

I. Public Hearing – 2026 Update to the Capital Improvements Element, including the Short-Term Work Program

Chris Cole, Senior Planner, stated that the completed draft of the Capital Improvements Element (CIE, including the Short-Term Work Program is done and the public hearing is to get feedback or suggestions. He explained that all local governments with an impact fee system must include CIEs in their comprehensive plans and that portion must be updated annually.

Mayor Shepherd opened the public hearing. No one spoke. Mayor Shepherd closed the public hearing.

No action needed.

J. Consideration of Ordinance to Set the 2026 Millage Rate

Ms. Kelsey stated that per Council direction, an ordinance has been drafted establishing a zero millage rate for 2026.

Motion by Councilwoman Morrison, seconded by Councilwoman Jenkins to adopt the ordinance with zero millage rate as presented.

MOTION CARRIED. (6-0)

K. Consideration of a Contract Extension to Barnes Vault Company, LLC for Cemetery Burial Services

Ray Norton, Public Works Director, stated that the city entered into an agreement, contracting out the openings and closings of burials a year ago. Barnes Vault Company has been doing a great job and has offered to hold the same rate for another two years.

Motion by Councilman Thomasson, seconded by Councilwoman Morrison to approve the contract extension as presented.

MOTION CARRIED. (6-0)

L. Consideration of a Resolution to Appoint a Voting Delegate and Alternate to MEAG Election Committee

Mayor Shepherd nominated Jeff Phillips with Newnan Utilities. Mr. Phillips asked if Councilman Koritko would stay as alternate and Mayor Shepherd said yes.

Motion by Councilwoman Jenkins, seconded by Councilman Thomasson to adopt the resolution as presented.

MOTION CARRIED. (6-0)

M. Request from District Attorney Herb Cranford for FY2027 Funding

District Attorney Herb Cranford explained that 2018 was when the city first discussed funding for the DA's office. He suggested that going forward this be part of the city's annual budget review. Currently the city is giving the DA's office \$90,000 and Mr. Cranford requested an increase to \$150,000. This has always been a line item under the Police Department and Mr. Cranford stated he does not want funding to the DA's office to be a detriment to the police budget.

This funding allows the DA's office to give the taxpayers of Newnan an enhanced level of service. In 2019, an additional Assistant DA was hired, and salaries have increased since then. Mr. Cranford said the DA's office has a great relationship with the police department.

Mr. Cranford explained that the idea of municipalities partnering with DA's, in this circuit, originated in the City of LaGrange. It started with \$60,000 and increased incrementally over the years. Councilman Thomasson asked about the funding and budget. Mr. Phillips said a budget priority work session is

following this meeting. Although it is all general fund, it could be moved to the city council budget for clarity.

Councilman Guillaume asked if there would be one dedicated person for the city of Newnan and the Police Chief? Mr. Cranford said it started that way but then changed. An ADA is always at the weekly investigator meetings. If there is a violent crime, this gives the bandwidth for an ADA to be sent to the crime scene. The Vice Unit and the DA's office have a great relationship. If they are out on the street and need legal advice there is a group of ADA's that can help them. There is a team approach to giving the police department a level of responsiveness that might not otherwise exist.

Motion by Councilwoman Morrison, seconded by Councilwoman Jenkins to approve the increased funding with it being moved to the city council budget.

MOTION CARRIED. (6-0)

N. Presentation of Newnan Cultural Arts Commission Programming and Consideration of Request for additional funding for calendar events 2026 and 2027

Brent Snodgrass, Leisure Services Director, introduced members of the Cultural Arts Commission that were in attendance, Elizabeth Williams, Jaami Rutledge and Gabby White.

Ms. Jaami Rutledge, Chair of the Cultural Arts Commission, thanked council for the opportunity to present. The NCAC was created in 2005, originating from the group that organized the Ayr Scotland concert. The mission of the commission is to engage, excite and enhance the city through cultural arts experiences. The commission has provided big-city experiences that you wouldn't get in other small cities. This has included a premier all-black orchestra, Smithsonian level dance company, Jazz in the Park Legacy Series for 11 years, professional operas and world class orators.

Jazz in the Park series has become a flag ship series, with community-wide engagement and over 1,100 attendees this year. This is a free community event but this year businesses were given the opportunity to partner with the NCAC and a VIP ticketed hospitality area was added.

The NCAC has collaborated with many community partners such as Caring Community Foundation, City of Hope, University of West Georgia, Central Education Center and the Newnan Centre. Over the past 6 years the city has invested about \$230,500 and the NCAC has generated \$173,000 in revenue. Ms. Rutledge said they looked at factors that influence the cost of delivering quality arts programming. There is a gap of about 47% between funding and the current operational environment and there are still commitments for 2026.

The NCAC presented two recommendations. The first to approve \$20,000 to supplement FY2026 commitments and second for FY2027 to look at appropriately funding the NCAC, comparable to other cities in the region. Ms. Rutledge discussed why arts are an investment and a vision for Newnan's future through arts and culture.

Council commented on the value of arts and the economic impact that can have on the city and the need to lean into what the possibilities are with the NCAC.

Motion by Councilman Thomasson, seconded by Councilwoman Jenkins to approve a budget amendment for the additional \$20,000 for FY2026.

MOTION CARRIED. (6-0)

Council decided to discuss FY2027 in the work session following the meeting.

UNFINISHED BUSINESS

O. Public Hearing for the City of Newnan's Comprehensive Plan 2026-2046, second of two

Chris Cole, Senior Planner, explained that the draft for the Comprehensive Plan is completed. All local governments must hold two public hearings during the process, and the first hearing was February 24th.

Mayor Shepherd opened the public hearing. No one spoke. Mayor Shepherd closed the public hearing.

No action needed.

P. Update from TSW on the Downtown Mobility Study

Mr. Bert Kuyrkendall, engineer and planner with TSW, stated this was to give an update on the downtown mobility study. He gave an overview of the scope of work, looking at existing transportation and pedestrian conditions including safety concerns and walkability. Then data driven recommendations to improve pedestrian safety, accessibility and downtown vitality.

They are currently wrapping up data collection and have started kickoff of some stakeholder coordination and engagement. They have a steering committee and are going to conduct stakeholder interviews. There are going to be multiple ways for people to reach out and be involved in the project. There will be digital engagement, council presentations, public meetings, stakeholder meetings and pop-up events.

Mr. Kuyrkendall shared some of their findings so far. Safety is a big thing, and they looked at areas where crashes happen and traffic volume. They are also looking at the LINC trail system and how that connects through downtown.

Mr. Kuyrkendall said upcoming events will be a pop-up at Porchfest, a steering committee meeting on August 27th and a public meeting on September 1st.

No action needed.

ADJOURNMENT

Motion by Councilman Thomasson, seconded by Councilwoman Jenkins to adjourn the meeting at 3:25pm.

MOTION CARRIED. (6-0)

Megan Shea, City Clerk

James Shepherd, Mayor

The special called work session of the City Council of the City of Newnan, Georgia was held on Tuesday, August 11, 2026 at 3:30PM in the Richard A. Bolin Council Chambers of City Hall with Mayor James Shepherd presiding.

Present

Mayor James Shepherd: Council members present: Jennifer Morrison, Cynthia Jenkins, Jim Thomasson, and Paul Guillaume. Absent: Scott Berta and Dustin Koritko. Also present: City Manager, Cleatus Phillips; Assistant City Manager, Hasco Craver; Assistant City Manager, Meg Kelsey; City Clerk, Megan Shea and City Attorney, Brad Sears.

Call to Order

Mayor Shepherd called the meeting to order.

Ms. Kelsey stated that this is the yearly budget review and kick off begins with Council and then the management team. She gave a schedule of the timeline for when things will be due, leading up to the public hearing in December and adoption of the budget in January. Ms. Kelsey explained that the zero-based budget process is used, going line by line starting at zero.

There are two major funds to look at when budgeting and then some restricted funds. The General Fund was \$43.7 million in 2026, and the leading revenue sources were sales tax and floating local option sales tax (FLOST). On the expense side, it is divided into 5 classifications which are general government, public safety, public works, community development and other services. About 73% of the general fund is spent on salary and benefits. Last year there was a 3% cost of living increase, and the pay ranges increased by 2%.

Ms. Kelsey gave a brief explanation of the health insurance costs. Currently everything is under the umbrella of Cigna. The city's broker is going to start looking at rates, to see if there could be some savings. The retirement committee is going to be submitting a request to evaluate medical coverage for retirees before the age of 65.

Capital makes up only 7% of the general fund and that is due to the ability to use SPLOST for capital items. In 2026, capital items that were budgeted for included ERP Solution upgrade, sidewalk repairs, vehicles, equipment, drone for police department, building improvements and protective equipment.

Councilwoman Jenkins asked about cybersecurity and ensuring that the equipment and services are there to protect the citizens. Bryan Lee, IT Director, said there was a cybersecurity assessment last year and the city is in a good position. Councilwoman Jenkins then said she would like some funding to look at an annexation or strategic growth plan and a transportation plan or looking at connectivity city wide. Another priority mentioned was LINC funding and funding for the Newnan Youth Council students to attend a conference.

Councilman Thomasson said priorities that he would like to see are benefits for employees, public safety including the request from the District Attorney, parks and recreation and adding arts into that. He

suggested the Cultural Arts Commission discuss and come back to Council with some numbers so they can offer more free events.

Mayor Shepherd said he would like consideration for the railroad quiet zones. Mr. Phillips said the first step would be a study, and funds would need to be allocated for that. Another priority should be paving and shade in the parks and along the streets. Mr. Phillips said the Tree & Parks Commission could assess some of the parks.

Mayor Shepherd said he would like the public facilities and public buildings that the city has to be looked at for opportunities and what parts are underutilized.

Councilwoman Jenkins commented that with housing, the city is reaching entitlement city status with the population. That will open a whole new bucket of funding.

Ms. Kelsey then discussed the sanitation fund, comprising admin costs, refuse, bulk and brush and risk management. Mr. Phillips said the current contract with AmWaste runs through 2027 and then there will be a 2-year renewal option. Councilwoman Jenkins asked about looking at how we do the service, as people complain that they don't have as much trash as others but pay the same rate. Mr. Phillips said it has been discussed previously, and a senior discount has been discussed.

Ms. Kelsey went over housing funding with different grants that the city has allocated. Mr. Craver said a lot was purchased and subdivided so two homes can be built with some of those funds. Momentum has picked up. Mr. Sears commented that two more lots were just purchased, 6 lots in total with good title that they can start building on. Mayor Shepherd mentioned looking at what other cities have done regarding housing affordability and the effect that has on tax rates and revenue.

Ms. Kelsey showed a breakdown of grant funds that are allocated to paving. Councilman Guillaume asked if plantings that are allowed between the sidewalks and curbs that end up destroying the sidewalk have been looked at in the application phase. Mr. Phillips said a lot has been learned about materials in the past 16 years.

The projects being worked on in 2026 and projected for 2027 with SPLOST 2025 funds were reviewed. There is an issue with the renovations to Fire Station #3. Mr. Phillips said the architect on that project found a gas vault that was not previously identified and that will limit the ability to expand. Ms. Kelsey then gave a quick overview of impact fees with most of those funds being spent on roads and parks.

ADJOURNMENT

There was no objection to adjourn. Mayor Shepherd adjourned the meeting at 4:30pm.

MOTION CARRIED. (5-0)

Megan Shea, City Clerk

James Shepherd, Mayor



To: Mayor and Council
Date: August 25, 2026
Agenda Item: Recognition of America 250 Writing Contest Winners
Prepared By: Susan Crutchfield, Carnegie Director

Purpose:

To celebrate the 250th Anniversary of the Signing of the Declaration of Independence

Background:

In honor of the 250th anniversary of the signing of the Declaration of Independence, the City of Newnan held a writing contest. People were asked to submit an original short story or poem. We received many wonderful stories, poems, and essays. Our judges were Elizabeth Ruppel, Carnegie Library Program Associate, and Anthony Urda, City of Newnan Communications Coordinator. Emmalee Ewing won our children's category with her poem *The Nation of All Nations*. Amy Dees won our adult category with the short story, *The Power of the Press*. Thank you to everyone who submitted entries. We are pleased to welcome Miss Ewing and Ms. Dees to read their winning entries at tonight's City Council Meeting.

Funding:

N/A

Recommendation:

N/A

Attachments:

1. The Nation of All Nations
2. The Power of the Press

Previous Discussion with Council:

N/A

The Nation of All Nations

The Declaration of Independence

Made for us and our descendants

Created so long ago

For you and any fellow.

Located in the National Archives

What a sight to see

For future generations

Of people like you and me.

It's not about the looks

Even though it's superior to most books

It's about the words within

"We, the people" to begin.

In total 56 delegates

Signed the declaration

Loyalists declined

Even through persuasion.

Most of the ink

Has faded away

But John Hancock's name

Still remains today.

To Independence Hall,
where you will find,
The 5th block of Chestnut Street
Where it was signed.

250 years ago
We rose above it all
Francis heard the cannons blow
And his words still stand tall.

The declaration of independence
So sweet and so sincere
But even with guards guarding it
You can still get near.

So remember the declaration
So bright, so clear
And because of its bravery
Great Britain only had fear.

It formed our country
Built its foundations
So remember America:
The nation of all nations!

“The Power of the Press”

By: Amy McCoy Dees

The British were coming and Congress had fled.

The wind howled off the Baltimore harbor ushering in the January cold. It carried the scent of woodsmoke, frozen sea salt, and the distinct, suffocating fear of a revolution being hunted.

Outside the walls of the Goddard’s print shop, lay a quiet, shadow of a once bustling town. The storefront at the corner of South and Market Streets, served as a book store and the post office, but tonight, it held a secret.

Mary Katharine Goddard squared her shoulders and tried to relax her jaw. Her fingers, numb from wetting the paper to be pressed, ached with a deep, throbbing cold. Stoking the stove, she warmed her hands by the flame praying she’d find the courage to continue. This monumental moment rested on her shoulders and in the power of the press.

Six pounds of paper sat damp and heavy on Mary Katharine’s composing table, waiting for the words that could hang them all. Putting ink to paper would be treason.

Mary Katharine studied the handwritten manuscript delivered by the messenger. This document, sent directly from John Hancock, was a copy of the declaration passed the previous July, but this time, it carried a deadly weight.

“They are resolute in this belief . . .” the voice came from the shadows near the front of the store. It belonged to Liam, a courier assigned to the Continental Congress.

His heavy wool cloak still dusted with the snow he’d ridden through to get here. His gaze set in determination.

“Yes, Mr. Hancock was very explicit,” Mary Katharine nodded. She carried her

composing stick to the hand-held iron tray where she assembled the text and began her work.

Her heart pounded. “Until tonight, the broadsides only carried two names, Hancock’s and Thomson’s. If I print this, the British will know who rebelled and know we all stand united.”

Liam winced, “It’s a death warrant,” the words slipped from his lips. “If the redcoats take Baltimore, or if Washington’s lines break, every man on that list goes to the gallows,” he paused, shifting on his feet, “And the printer who broadcast their names will be the first to swing.”

Mary Katharine matched his stare. At nearly forty years old, she managed post offices, ran newspapers, and told the truth. She was a petite woman, but she had an iron spine beneath her linen gown and heavy soot-stained wool apron. “Then we had best get it right and ensure the type is set correctly, Mr. Mercy. We can not afford any errors in typography tonight.”

She turned her attention back to the case. The lower one held the smaller letters, while the larger case held the large letters. With a swift, practiced rhythm she began.

Clink. A capital **J** slid into the composing stick.

Clink. An **o**.

Clink. An **h**.

Working backwards, she set the type from right to left, a mirror image of the language. To an outsider, it looked like madness, but to Mary Katharine’s skilled hands, the reverse metal letters were as legible as reading the holy bible. She worked in a practiced cadence, knowing this pattern as well as her own heartbeat. She read as she worked . . . *John Hancock. Samuel Adams. Benjamin Franklin, Thomas Jefferson.*

Mary Katharine leaned forward with determination. Her back creaked as she stretched. Her work built the framework for a new nation. Letter by letter, while the world outside threatened to tear it down. Every name she spelled out, now a target for the British. She shook the thought from her head and continued. She must keep going.

“Thomas! Wake that fire.” Mary Katharine spoke to the back of the room. “If it gets any colder in here, the ink will turn to pitch, and we’ll put nothing but black smudges on this

paper, there's no room for error."

From an unseen corner, a boy of twelve scrambled to his feet. Thomas, the press boy, rubbed his eyes, his face smeared with lampblack. He grabbed a handful of wood, shoving the logs into the belly of the iron stove.

Beside the Common Press, which stood floor-to-ceiling, was Matthew, the pressman. A huge mountain of a man, his shirt sleeves rolled tight to his shoulders despite the cold, revealing forearms like cured hams. He leaned against the heavy oak frame of the press; his eyes fixed on the ceiling where rows of overhead drying lines hung like a web.

"The paper is ready, Mistress Goddard," Matthew said, his voice a quiet steady.

"Bring the chase, then," Mary Katharine ordered.

Carefully, she transferred the lines of text from her composing stick into the heavy iron frame known as the chase. Line by line, the names of fifty-six men took their place in the iron grid. Suddenly, a violent, rhythmic pounding echoed from the heavy oak front door.

KNOCK!!

KNOCK!!

Liam's hand flew to his knife, the blade flashing in the lamplight. Matthew instinctively stepped in front of Mary Katharine, his enormous frame blocking her from the line of sight.

"Open, in the name of Congress!" a voice shouted through the wood, muffled by the howling wind.

Liam crept toward the door, peering through the small gap in the shutter. His hand on his weapon, his breath fogged the glass. He reached to unbolt the heavy iron latch. The door burst open, admitting a swirl of freezing air and a man wrapped in a sodden leather cloak.

A second congressional messenger.

"Mistress Goddard, I have word from the northern post. British scouts have been spotted near the Susquehanna. You must hurry. If the printing is delayed, Congress may dissolve before the copies can be distributed to the states."

The urgency in the room shifted from a low simmer to a hard boil.

Mary Katharine's voice steady and strong, "Well then, we do not delay. Matthew, lock the form. Thomas, to the ink balls. We print now!"

Thomas grabbed two ink balls. They were large, wool-stuffed leather pads attached to wooden handles, smelling strongly of the stale urine and boiled linseed oil used to condition the leather. Thomas rocked the pads back and forth in a pool of thick, black ink on a nearby stone slab, then stepped to the press.

With precision movements, Thomas began to "pelt" the type, smashing the ink balls down on the metal letters with a loud *slap-thud, slap-thud*. The pungent scent of lampblack and walnut oil filled the cramped room, thick enough to taste.

Matthew's large ink-stained hands stood ready on the heavy iron bar that operated the giant wooden screw.

Mary Katharine stepped to the side of the press. She lifted the first sheet of damp linen paper, its surface cold and wet against her skin, and laid it carefully onto the tympan, a parchment-covered frame. She folded the frame down over the ink type.

"Pull!" she commanded.

Matthew grabbed the iron bar. He threw his entire weight in to the task; a low grunt came from the depths of his chest. His back muscles strained against the heavy wool of his shirt. The giant wooden screw groaned as it spun down with hundreds of pounds of pressure, forcing the flat wooden plate to smash the damp paper against the freshly inked metal type.

For a second, the room held its breath.

Mary Katharine exhaled, "Ease," she said.

Matthew did as he was asked. He released the bar, allowing the heavy lever to swing back with a metallic clink.

Mary Katharine lifted the frame. The text was bold, sharp, and a black as midnight.

The Unanimous Declaration of the Thirteen United States of America.

Mary Katharine looked at the column of names, clear, and unyielding.

"Hang it," she whispered. Thomas scurried to the back, using a wooden pole to hoist the

damp declaration onto the clotheslines overhead, where it hung like a white flag of defiance in the rafters. Not a flag of surrender, but one of defiance.

Mary Katherine nodded in satisfaction.

“Again,” she said.

Slap-thud went the ink balls.

Groan went the wooden screw.

Grunt went the pressman.

The team worked for hours in the tiny shop in perfect cadence. Over and over. Fifty copies. One hundred copies.

By three in the morning, the pile of drying papers overhead looked like a low ceiling of white clouds floating in freedom.

Mary Katharine stepped away from the press, wiping her sweaty brow with the back of her sleeve, she left a dark ink mark across her forehead.

She needed to complete one final task.

The original layout left a blank space at the very bottom of the document, beneath the columns of the fifty-six signers. Convention dictated she leave it blank, or perhaps use her standard, modest newspaper imprint: Printed by M.K. Goddard. That was the safe thing to do.

A woman’s name on a treasonous document would draw the eyes of the Crown like a beacon.

Her brother, William, who technically owned the press, would likely have insisted on discretion.

But Mary Katharine had run the print shop alone for years.

She looked at the names hanging above her, names of men who had put their lives, their fortunes, and their sacred honor on the line, a quiet fire ignited in her chest. She wasn’t just a pair of hands operating a machine for the benefit of men.

Mary Katharine was the voice of the revolution in Baltimore.

She placed her hand into the type case once more.

Clink. Capitol M.

Clink. A

Clink. R

Clink. Y

She did not use her initials nor did she hide behind her brother's name.

Liam stood beside her, "Mistress Goddard," he said softly, his voice tinged with a mix of awe and fear. "You are putting your full name on this? If the king's men take this shop, it will burn and you will hang."

Mary Katharine didn't flinch. She slid the final letters of her surname into the iron tray, locking tightly with a wooden quill.

"Let them," she replied, her voice dropping a register of absolute, unbreakable certainty. "The men who wrote these words want the world to know exactly who they are. I want the world to know exactly who printed them."

She carried the small block of type over to the press sliding her credit into the very bottom of the case, dead center, beneath the colonies.

Baltimore, in Maryland: Printed by Mary Katharine Goddard.

"Lock it," she told Matthew.

The press groaned one final time.

There was, her name, printed in crisp, elegant roman type, forever bonded to the fates of Jefferson, Adams, and Hancock.

By five in the morning, the first batches were dry enough to roll and pack.

Liam and the other courier, stuffed the rolled documents into their heavy leather saddlebags. The ink fresh enough to leave smudges on their fingers, a physical contagion of liberty that would spread across the thirteen states within days.

"Godspeed to you, Mistress Goddard," Liam said, buckling his saddlebag shut. He paused at the door, tipping his hat to her, "You are the bravest woman in Maryland."

A small smile touched her lips, "I am merely a printer doing her job, Mr. Mercy. Ensure those reach the governors before the frost breaks."

With a rush of cold air, the couriers vanished in to the darkness, the thundering of their horses'

hooves echoed down the cobblestone street until it was swallowed by the wind.

The United States of America was a fragile, dangerous idea, written on wet paper and held together by nothing more than willpower and lead type. But as Mary Katharine watched the dawn's early light hit her own name at the bottom of the page she knew history had been changed that night. And no matter, what came next, a nation would have to read her name to find out who made it happen.

It's not the end, but the beginning of America . . .



To: Mayor and Council

Date: August 25, 2026

Agenda Item: Public Hearing, Consideration of Demo application for 73 Murray St, Newnan GA (Application Withdrawn)

Prepared By: Bryan Partin, Chief Building Official

Purpose:

Public Hearing — Request to demolish a structure that was built more than 50 years ago and is within a historical district. The property address is 73 Murray Street.

This request was withdrawn at the request of the applicant after the property had been posted and adjacent owners notified.

Background:

This structure consists of the original 1890s church (Mill's Chapel) and additions constructed in the 1960s. The original 1890s church structure (wood-clad portion), while not specifically designated, is included in the 2002 National Register District designation and identified as a community landmark building, and as a contributing resource in the historic district. The additions (brick-clad portions) have no contributing value and are only historic by ordinance due to age.

The 2025 assessed value of the structure, original and additions, is \$908,111.00. The 50% threshold, which is the amount used in the dilapidated structure program, would be \$454,055.00. Depending on the work needed, reasonable preservation could be accomplished. (note: this is a multi-story structure, not a 1-story as depicted in the tax information, therefore the actual building value may be greater than assessed)

Funding:

N/A

Recommendation:

An area of the structure is very close to and will require the closure of a portion of Cole St. on the north side during demolition. The structure is located quite close to the property line on the east side and would require extreme care during demolition to prevent encroachment or damage to the adjacent property.

Attachments:

1. historic map
2. tax map
3. ElBethel board demo approval letter
4. building from cole st
5. building from parking- old to new
6. building from washington st
7. building left from murray st
8. building right from murray st

Previous Discussion with Council:

None





Overview



Legend

-  Parcels
-  Roads

Parcel ID N15 0004 001
Class Code Exempt
Taxing District NEWNAN 02
Acres 0.95

Owner SWORD OF THE LORD CHURCHES
 INTERNATIONAL
 INC
 1379 WINBURN DR
 EAST POINT, GA 30344
 73 MURRAY ST

Last 2 Sales

Date	Price	Reason	Qual
3/10/2019	0	04	U
10/30/1996	\$300000	07	U

Physical Address
Assessed Value Value \$1037758

(Note: Not to be used on legal documents)

Date created: 6/12/2026

Last Data Uploaded: 6/12/2026 12:36:54 AM

Developed by  **SCHNEIDER**
 GEOSPATIAL



June 20, 2026

Bryan Partin, MCP
Chief Building Official
City of Newnan
25 LaGrange St.
Newnan, GA 30263

Dear Mr. Partin,

In reference to our recent conversation, please accept this as the formal request from El Bethel Tree of Life, Inc., formerly the Sword of the Lord Churches, to present before the City of Newnan's board meeting on August 25, 2026.

The purpose of this is to seek approval for the demolition of the church property located at 64 E Washington St, Newnan, GA 30263. The building is in severe disrepair. We do not expect to rebuild but will seek to sell the lot after demolition.

The members of our board all agree to this request, and are listed below:

Roslyn Durham	Board chair/CEO
Pamella McCall	Board member
Myrna Pittman	Board member

Please advise if anything further is needed to honor this request. I can be reached at 404-625-9116 or by replying to this email.

Best regards,

Overseer Roslyn Durham, Board Chair and CEO
El Bethel Tree of Life, Inc.

EL BETHEL TREE OF LIFE, INC.

2810 Church Street • East Point, GA 30344

Mailing Address: Suite 130-526, 3645 Marketplace Blvd, East Point, GA 30344

Tel: (404) 416-3912 • Email: betheltreeoflife25@gmail.com











Issue or Request:

Updates to the Coweta County Local Emergency Operations Plan (LEOP)

Summary:

In regulatory compliance with the Georgia Emergency Management Agency, the Coweta County Local Emergency Operations Plan is recommended to be updated on a 4-year cycle or as needed. The necessary updates and changes needed have been made to the Local Emergency Operations Plan and submitted for approval.

The Coweta County Emergency Operations Plan provides a comprehensive framework for County-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Coweta County.

This comprehensive plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of Coweta County. This plan is also intended to clarify expectations for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services

Coweta County Local Emergency Operations Plan 2026



COWETA COUNTY, GEORGIA EMERGENCY OPERATIONS PLAN (EOP)
PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Coweta County Emergency Operations Plan provides a comprehensive framework for County-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Coweta County.

The Coweta County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Coweta County government and with the authority vested in me as the Chairman of the Coweta County Board of Commissioners, I hereby promulgate the Coweta County Emergency Operations Plan.

Bill McKenzie

Chairman, Board of Commissioners, Coweta County

Approval and Implementation

This plan supersedes the Coweta County Emergency Operation Plan (EOP) dated **11-Oct-16** and is valid for a period of four years from the date signed, unless a revision is required sooner by the undersigned.

This EOP describes the management and coordination of resources and personnel during periods of major emergencies. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response and timely recovery from natural and man-made hazards which may affect residents of Coweta County. This plan is also intended to clarify expectations for an effective response by local officials in support of first responders in the field which can save lives, protect property and more quickly restore essential services.

This EOP was developed by the Coweta County Emergency Management Agency, in conjunction with other local agencies, non-governmental organizations, and private sector partners and is aligned with the National Response Framework, the National Disaster Recovery Framework, and guidance from the Georgia Emergency Operations Plan. It was also developed with lessons learned from previous disasters and emergencies that have threatened Coweta County, as well as exercises and training events.

The Coweta County Emergency Operations Plan delegates the authority of the Coweta County Board of Commissioners to specific individuals in the event that a quorum of the Board of Commissioners becomes impossible to assemble during an emergency or disaster. The chain of succession in a major emergency or disaster is as follows:

- County Administrator
- Assistant County Administrator
- Public Works Administrator
- 911/Emergency Management Agency (911/EMA) Director

Date

Bill McKenzie

Chairman, Board of Commissioners, Coweta County

Signature Page

Bill McKenzie, Chairman

Coweta County, GA

Board of Commissioners

Michael Fouts, County Administrator

Coweta County, GA

James Shepherd, Mayor

City of Newnan

Teresa Thomas-Smith, Mayor

City of Palmetto

Walter Sprouse, Mayor

Town of Turin

Kurt Jacobson, Mayor

City of Haralson

Elizabeth Good, Mayor

Town of Sharpsburg

Jeff Burgess, Mayor

Town of Moreland

Scott Tigchelaar, Mayor

City of Senoia

Richard Proctor, Mayor

City of Grantville

Camille Lowe, Mayor

City of Chattahoochee Hills

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
LEOP Update	4/20/2026	Full document updated to GEMA Template	4/20/2026	Nic Burgess

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

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1.0 Purpose, Scope, Situation, and Assumptions

1.1 Purpose

The Coweta County Emergency Operations Plan (EOP) is based on the hazards listed in the 2025 Hazard Mitigation Plan which includes all natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of the Coweta County. The EOP clarifies the actions taken for an effective response and describes the integration of the processes and procedures detailed in the National Response Framework (NRF), National Disaster Recovery Framework, as well as serving as a guide for all municipal Emergency Operations Plans.

The Coweta County EOP supports the five major mission areas set forth in the National Preparedness Goals; Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county’s efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation.

The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure.

The EOP provides the framework for interaction with other counties and municipal governments, the private sector, and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards, save lives, protect public health, safety, property, and the environment, and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP defines the actions and roles necessary to provide a coordinated response and provides a general concept of potential emergency assignments before, during, and following emergency situations to Cities, Departments and Agencies within Coweta County. It also provides for the systematic integration of emergency resources when activated for emergency situations and does not replace non-emergency operations plans or procedures

1.2 Scope

Disasters or emergencies are high-impact events that require a coordinated and effective response by an appropriate combination of county, municipal, private-sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

The EOP addresses the hazards and threats extracted from the Coweta County Hazard Mitigation Plan.

The EOP introduces the fundamentals of mitigation and long-term recovery but is not the primary document for these activities. It also references activities occurring in all phases of the emergency management cycle. However, the primary focus of this document remains an operational plan which describes the basic strategies, assumptions, operational goals and objectives in coordinating and mobilizing resources to support emergency management response and recovery activities.

The EOP applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Coweta County and distinguishes between incidents that require County coordination, termed disasters or emergencies, and the majority of incidents that are handled by responsible jurisdictions or

agencies through other established authorities and existing plans.

Key Concepts

Key concepts that are reflected throughout the EOP are:

1. Systematic and coordinated incident management, including protocols for:
 - a. Coordinated action;
 - b. Alert and notification;
 - c. Mobilization of County resources to augment existing municipal capabilities;
 - d. Operating under differing threats or threat levels; and
 - e. Integration of crisis and consequence management functions.
2. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre- incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
4. Coordinating worker safety and health, private-sector involvement, and other activities that are common to the majority of incidents (see Incident Specific Annexes).
5. Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
6. Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.
7. Facilitating support to County departments and agencies acting under the requesting department or agency's own authorities.
8. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
9. Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

This EOP consists of five components, which outlines the State Emergency Management Program. These components include:

- **Base Plan**
- **Emergency Support Function Annexes** (or Agency/Department/Organization Function Annexes)
- **Support Annexes** (may include Continuity of Government/Operations, Warning, Population Protection, Financial Management, Mutual Aid/Multijurisdictional Coordination, Private Sector Coordination, Volunteer and Donations Management, Worker Safety and Health, Prevention and Protection, and Communications.)
- **Incident/Threat Specific Annexes** (Weather related, Earthquake, Tornado, Flood/Dam Failure, HAZMAT, Epidemic, Terrorism, Active Shooter, etc.)
- **Companion Documents** (Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

Each of these components are made up of various plans, guides and documents that collectively describe how the County plans for, responds to and recovers from natural and human caused disasters. The five components are published separately but reviewed collectively to ensure seamless integration.

The EOP is intended to capture and reflect the cooperative spirit of all senior elected and appointed leaders and their organizations to partner in a comprehensive emergency management program to protect the lives and property of all Coweta County residents and visitors.

1.3 Situation Overview

1.3.1 Location

Coweta County includes the City of Chattahoochee Hills, City of Grantville, City of Haralson, City of Newnan, City of Palmetto, City of Senoia, Town of Moreland, Town of Sharpsburg, and Town of Turin.

1.3.2 Geographic

Coweta County is located in the west central portion of the State of Georgia. It is 441 square miles. As of the 2023 census estimate, the population was 155,892. The county seat is Newnan. Coweta County shares borders with Fulton, Fayette, Spalding, Meriwether, Troup, Heard, and Carroll County.



1.3.3 Demographic

Housing Units	60,287
Persons per household	2.7

1.3.4 Designated Areas of Interest

1. The primary Coweta County EOC is located at 195 International Park, Newnan, GA 30265.
2. There are 32 school facilities managed by Coweta County School System.
5 high schools, 8 middle schools, 19 elementary schools.
3. Coweta County Parks & Recreation Department administers 20 parks and public recreation facilities throughout the county which are easily used as distribution points if needed.

1.3.5 Special Events

4. In September, the Newnan-Kiwanis Club hosts a county fair at the Fairgrounds for two weeks. The fair is attended by approximately 50,000 people.
5. In May, Coweta County Cattleman's Association hosts the Coweta Rodeo at the County Fairgrounds. The rodeo is attended by approximately 10,000 people.
6. Whitlock Park has numerous sporting events that occur throughout the year and draw increased numbers between 400-500 people during large tournaments throughout the year.
7. Mountain Bike event with 300 participants and 500 spectators at Chattahoochee State Bend Park and Browns Mill Park.
8. Several annual festivals are held in downtown Newnan throughout the year, drawing large numbers of locals.
9. There are numerous additional events held throughout the county, including sports tournaments.

1.3.6 Economic Base and Infrastructure

Currently the largest industries in Coweta County are the retail and industrial manufacturing industries. Additionally, office and administrative support, healthcare positions, warehousing and transportation are large occupational contributors for the county.

1.4 Hazard Profile

1.4.1 Potential Hazards

Coweta County is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Table 1: Hazard Identification and Grouping

Natural Hazards		
Severe Weather • Thunderstorms • High Winds • Lightning • Hail • Tornado	Severe Winter Weather • Snow • Extreme Cold • Ice • Blizzard • Freezing Rain • Sleet	Tropical Cyclone • High Winds • Heavy Rainfall • Tornado
Infectious Disease • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreak • Novel Disease Outbreak	Drought Wildfire • Extreme Heat • Wildfires • Smoke • Water Shortage	Inland Flooding • River Flooding • Flash Flooding • Urban Flooding
	Geologic Hazard • Sinkholes • Earthquake • Landslides	

Human Caused Hazards		
Cybersecurity Attack • Hacking/Phishing • Infrastructure Disruptions • Ransomware/Malware Attacks • Network Intrusion/Disruption • Transportation	Active Shooter • Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking	Radiological Release • Radiological Release Technical • Radiological Release Hostile
	Hazardous Material Release • Transportation-Related • Storage-Related, Spills, and Leaks	
Technological Hazards		
Dam Failure • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption		Infrastructure Failure • Communications • Transportation • Energy • Public Works

Table 1: Hazard Identification Process

Hazard of Concern	# of occurrences between 1950-2025	Additional Information
<u>Severe Weather</u>	662 Events	1 death reported in Coweta County as a result of a severe weather event in 2016. 4 of the 14 disaster declarations affecting Coweta County were tornado disasters. 503 out of 794 storm events over the last 73 years in Coweta County were severe weather events, according to the National Centers for Environmental Information, a division of NOAA
Thunderstorms	216 Events	
High Winds	4 Events	
Lightning	52 Events	
Hail	161 Events	
Tornado	29 Events	
Heavy Rain	200 Events	
<u>Inland Flooding</u>	33 Events	Flooding impacts Georgia nearly every year and results in the majority of the damages associated with hazard events 33 out of 794 storm events over the last 73 years in Coweta County were flood events, according to the National Centers for Environmental Information, a division of NOAA
Flash Flood	22 Events	
Flood	11 Events	
<u>Tropical Cyclone</u>	20 Events	1 of the 14 disaster declarations affecting Coweta County were tropical disasters. 20 out of 794 declared storm events over the last 73 years in Coweta County were tropical storms according to the National Centers for Environmental Information, a division of NOAA.
Hurricane	3 Events	
Tropical Storm	17 Events	

Hazard of Concern	# of occurrences between 1950-2025	Additional Information
<u>Severe Winter Weather</u>	33 Events	2 of the 14 disaster declarations affecting Coweta County were winter weather disasters. 33 out of 794 storm events over the last 73 years in Coweta County were winter weather-related events, according to the National Centers for Environmental Information, a division of NOAA.
Sleet	1 Event	
Ice	3 Events	
Frost Freeze	1 Event	
Winter Storm	8 Events	
Winter Weather	9 Events	
Freezing Fog	1 Event	
Cold/Wind Chill	3 Events	
Extreme Cold	10 Events	
<u>Drought Wildfire</u>	46 Events	46 out of 794 storm events over the last 73 years in Coweta County were heat weather related events, according to the National Centers for Environmental Information, a division of NOAA. 1 of 14 disaster declarations affecting Coweta County were drought disasters.
Excessive Heat	2 Events	
Wildfires	0 Events	
Drought	33 Events	
Heat	10 Events	
<u>Geological</u>		There have been no recorded earthquakes in Coweta County.
Sinkholes		
Earthquake		

Hazard of Concern	# of occurrences between 1950-2025	Additional Information
<u>Infectious Disease</u>	1 Event	Numerous bodies of water located in the state that assist with the breeding of mosquitoes and other waterborne pathogens. COVID-19 in 2020. 1 of 14 disaster declarations affecting Coweta County were Infectious Disease.
Infectious Diseases		
Food Borne Diseases		
Agricultural Disease Outbreaks		
Novel Disease Outbreaks	1 Event	
<u>Cybersecurity Attack</u>	2 Events	Ransomware incident 2017.
Hacking/Phishing		
Infrastructure Disruptions		
Ransomware/Malware Attacks	1 Event	
Network Intrusion/Disruption	1 Event	
Transportation		
<u>Active Shooter</u>	0 Events	Terrorist attacks can occur anywhere. Georgia is an attractive target due to it's to major urban areas, seaports and tourism. Targets in Coweta County include many public shopping areas, schools, and other public gathering places.
Explosives/Improvised Explosive Devices		
Vehicle Ramming		
Sniper Attack		
Hostage Taking		

Hazard of Concern	# of occurrences between 1950-2025	Additional Information
<u>Radiological Release</u>	0 Events	Georgia contains 6 counties within the 10-mile Emergency Planning Zone. 76 counties within the 50-mile Ingestion Pathway Zone of nuclear power plants located within Georgia and adjacent states.
Individuals		
Environment		
Infrastructure		
Agriculture		
<u>Hazardous Material Release</u>	2 Events	7 hazardous sites listed in Coweta County Bonnell Aluminum Douglas & Lomason Company Coweta County Landfill Palmetto Tire Fire CPI Plastics, L.L.C. Brown Steel Contractors - Broad Street Facility Grantville Mill
Injury	1 Event	
Loss of life		
Property damage	1 Event	
Environmental damage		
<u>Dam Failure</u>	0 Events	Georgia has 4600 Dams, in Coweta County, there are 9 Class 1 dams and 52 Class 2 dams. In Georgia all major rivers are dammed at least once. Numerous smaller dams, including agricultural exist.
Downstream Flooding		
Erosion		
Property Damage		
Environmental Damage		
Transportation Disruption		
Infrastructure Disruption		
<u>Infrastructure Failure</u>	0 Events	Georgia is home to numerous pieces of critical infrastructure across all

Comms / Trans		identified sectors.
Energy / Wastewater		

1.4.2 Vulnerability Assessment

Vulnerability includes all populations and assets (environmental, economic, and critical facilities) that may be at risk from natural, human-caused, and technological hazards. Vulnerability analysis measures the level of assets, populations, or resources within a given region, city, or town. The vulnerability is a function of the built environment, local economy, demographics, and environmental uses of a given region.

The damage and/or destruction of any of Coweta County's critical lifeline sectors (Communications, Emergency Services, Energy, Information Technology, Transportation Systems, and Water/Wastewater Systems) represents enormous economic, social, and general functional costs to a community, while also impeding emergency response and recovery activities.

A nonfunctional road can have major implications for a community: general loss of productivity; disruption of physical access preventing residents from getting to work or other daily activities; prevention of emergency vehicles from reaching destinations; associated health and safety implications; and potential access difficulties causing the disruption of important lifeline supplies, such as food and other deliveries to the community.

Damaged or destroyed utility lines and facilities, including electricity, computer and satellite links, gas, sewer, and water services can cripple a region after a disaster. Power lines are often badly damaged or destroyed, resulting in the loss of power for days, weeks, or even months. This is particularly critical considering modern societies' dependence on electricity. In addition to basic modern household appliances being affected, public water supplies, and water treatment and sewage facilities can also be impacted. Electric pumps cannot pump drinking water into an area without power, and even if they could, the water delivery system could be breached in several areas. The loss of level elevated water tanks also results in a lack of safe drinking water. Even disaster victims who do get water may have to boil it to eliminate waterborne pathogens introduced to the supply in breached areas.

Although not a complete representation of all the possible types of facilities, this dataset is a good representation of critical facilities in Coweta County.

Table 3: Types of Facilities

Jurisdiction Owned Holdings:	155
Interstate roads within Jurisdiction (in miles)	23.31
State Maintained Roads (in miles)	138.45
County Maintained Roads (in miles)	1000.30
Bridges	204
Law Enforcement Agencies:	4
Fire Stations:	19
Hospitals:	1
Dispatch Centers	2
First Responder's Communication Towers	4
TV Digital Station Transmitters	0
AM Transmission Towers	268
FM Transmission Towers	268
Cellular Towers	15
City Halls:	8
Housing Units	56,000
Mobile Homes	1832

Airports:	1
Dams:	61
Fishing and Boating Access/Marinas:	0
Power Transmission Lines (in miles)	403
Power Distribution Lines (in miles) Newnan Utilities	213
Power Distribution Lines (in miles) Georgia Power	639
Power Distribution Lines (in miles) Coweta Fayette	1047
Power Substations – Newnan Utilities	10
Power Substations – Georgia Power	43
Power Substations – Coweta Fayette EMC	8
Water/Wastewater Stations	4/27
Natural Gas Lines (in miles)	6.2

1.4.3 Planning Assumptions

1. A disaster may occur within Coweta County with little or no warning and may escalate more rapidly than Coweta County and its subsidiary cities can handle.
2. Incidents are typically managed at the lowest possible organizational and jurisdictional level. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
3. During a State of Emergency, the 911/EMA Director, as the individual responsible for carrying out Coweta County's emergency management programs, has command and control authority over all operational areas necessary to help Coweta County and its subsidiary cities respond to, recover from, and mitigate against natural and manmade emergencies.
4. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency within Coweta County. It is also assumed that these contingencies will vary in scope and intensity, from an area in which devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as generally as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
5. Agencies/departments/offices assigned responsibilities in the EOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.
6. Agencies are prepared to fulfill assigned responsibilities from the EOP, supporting plans and joint operational or area plans.
7. Mutual Aid to the affected jurisdiction by response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when the County officials determine their own resources to be insufficient.
8. Federal and State disaster assistance, when provided, will supplement, not substitute, relief provided by local jurisdictions.
9. It is the responsibility of elected officials and designated responders under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

10. Effective prediction and warning systems have been established to make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
11. When an emergency exceeds Coweta County and its subsidiary cities' resources and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland Security Agency (GEMA/HS) if needed.
12. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested. This includes all agencies, departments and offices in support of this EOP as well as any neighboring jurisdictions.

Incidents, including large-scale emergencies or events, require full coordination of operations and resources, and may:

- Require significant information sharing across multiple jurisdictions and between the public and private sectors;
- Involve single or multiple jurisdictions and/or geographic areas;
- Have significant local and/or statewide impact and may require significant inter-governmental coordination;
- Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
- Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
- Require resources to assist individuals with access and functional needs;
- Impact critical infrastructures across multiple sectors;
- Exceed the capabilities of local agencies, Non-Government Organizations (NGOs) and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
- Attract a sizeable influx of public, private, and voluntary resources; including independent and spontaneous volunteers;
- Require short-notice asset coordination and response; and
- Require prolonged incident management operations and support activities for long-term community recovery and mitigation.

Factors influencing the need for state involvement in response and recovery may include, but are not limited to:

- Severity and magnitude of the incident.
- Local needs exceeding available resources.
- Incident type or location.
- Protection of public health, welfare or the environment.
- Economic ability of the jurisdiction and/or affected localities to recover from the incident.

2.0 Concept of Operations

2.1 General

Communication is maintained between affected jurisdictions and GEMA/HS Area Emergency Management and/or Homeland Security Field Coordinators. GEMA/HS personnel may respond to the jurisdiction to facilitate ongoing information exchange.

The Coweta County Board of Commissioners may declare local state of emergency and request State assistance. All requests for State assistance should be entered into WebEOC and coordinated with the assigned Area Field Coordinator to the State Operations Center (SOC).

Local EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the counties, including cities within the counties.

This plan is based on three organizational levels of emergency management: local, state, and federal. Each level works together to provide a delivery system to meet the needs of the public. Emergency operations are initiated at the lowest level able to respond to emergencies and disasters.

Supporting agencies and volunteer organizations are incorporated in this plan for a whole community approach.

2.2 Goals and Objectives

2.2.1 Goals

1. Promote all phases of emergency management and provide the community with a coordinated effort in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from a localized or widespread disaster.
2. Facilitate effective use of all available resources during a disaster.
3. Maintain the quality of life for our citizens before, during and after a disaster.

2.2.2 Objectives

1. Meet the needs of disaster victims: Save human lives; treat the injured; warn the public to avoid further casualties; evacuate all who are potentially endangered; coordinate with other agencies to shelter and care for those evacuated.
2. Protect property: Take action to prevent damage of property; provide security for property, especially in evacuated areas; prevent contamination of the environment.
3. Restore the Community: Re-establish essential utilities, transportation routes, public infrastructure and facilities as well as encouraging economic activity.

2.2.3 National Incident Management System and the Incident Command System

Coweta County and its subsidiary cities have adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Coweta County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS.

Coweta County and its municipalities emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together in the most efficient and effective manner. The EOC link to the incident scene is via an Emergency Management staff member located at the Incident Command Post.

If the incident affects multiple agencies and jurisdictions, a transition may occur from a single Incident

Commander to a Unified Command structure. Unified Command may appoint a single spokesperson to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations.

2.3 Emergency Operations Center (EOC) Operating Conditions and Activation

2.3.1 EOC Operating Levels

Level 4: Deactivated

Level 3: Active Monitoring: Minimal staff on duty for monitoring of daily activities.

Level 2: Enhanced (or Partial) Activation: EOC leadership and selected ESFs are activated for monitoring or specific response activities.

Level 1: Full Activation: All EOC/ESF staff are required to report for operations. An emergency is imminent or in progress.

2.3.2 Field Operations

1. The Emergency Management Agency for Coweta County and its municipalities is the Coweta County Emergency Management Agency. EMA staff are on-call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.
2. Small-scale incidents or emergencies may be mitigated on scene, without opening the EOC.
3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.
4. Once an incident has escalated and all typical mission specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.
5. All EMA staff are cross-trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.
6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM representative will contact the remaining EM staff for additional support.
7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control.

2.3.3 Activation of the Emergency Operations Plan (EOP)

- In **Coweta County**, the Board of Commissioners or their designee may declare a local emergency for Coweta County, and the Emergency Operations Plan will go into effect. The 911/EMA Director will have the authority to exercise the powers and discharge the duties conferred upon the EMA.
- In the **City of Grantville**, the City Manager functions as their representative. The City Manager oversees the city’s activities relating to an emergency or disaster. The City Manager may designate these responsibilities to the County 911/EMA Director.
- In the **City of Haralson**, the Mayor functions as their representative. The Mayor oversees the city’s

activities relating to an emergency or disaster. The Mayor may designate these responsibilities to the County 911/EMA Director.

- In the **Town of Moreland**, the Mayor functions as their representative. The Mayor oversees the town's activities relating to an emergency or disaster. The Mayor may designate these responsibilities to the County 911/EMA Director.
- In the **City of Newnan**, the City Manager functions as their representative. The City Manager oversees the city's activities relating to an emergency or disaster. The City Manager may designate these responsibilities to the County 911/EMA Director.
- In the **City of Palmetto**, the City Manager functions as their representative. The City Manager oversees the city's activities relating to an emergency or disaster. The City Manager may designate these responsibilities to the County 911/EMA Director.
- In the **City of Senoia**, the City Manager functions as their representative. The City Manager oversees the city's activities relating to an emergency or disaster. The City Manager may designate these responsibilities to the County 911/EMA Director.
- In the **Town of Sharpsburg**, the Mayor functions as their representative. The Mayor oversees the town's activities relating to an emergency or disaster. The Mayor may designate these responsibilities to the County 911/EMA Director.
- In the **Town of Turin**, the Mayor functions as their representative. The Mayor oversees the town's activities relating to an emergency or disaster. The Mayor may designate these responsibilities to the County 911/EMA Director.

When the EOP is implemented, all county, and supporting municipality, resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked to accomplish a mission outside of their normal area of responsibility.

Activation of the plan is also associated with the EOC Operating Level. At Elevated Activation, when there is a possibility of an emergency or disaster, the EOP may be partially or fully activated, as required. At Full Activation, when a disaster or emergency situation is imminent or in progress, **the EOP activation is required.**

The EMA will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.

2.4 Emergency Operations Center (EOC) Operations

2.4.1 General

Anytime a disaster or emergency goes beyond the capability of a single jurisdiction, or requires multiple agencies or departments, the EOC may be activated. If the disaster is countywide, the EOC activation is mandatory. The EOC is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplications of efforts. The 911/EMA Director, Deputy Director or their designee will determine if the EOC needs to be activated.

2.4.2 Location

The Coweta County EOC is located at 195 International Park, Newnan, GA 30265. If an alternate EOC is needed it will be designated by the EMA Director, Deputy Director or their designee at the time of the event.

2.4.3 Activation Options

In the event the EOC is activated, the EMA Director, Deputy Director or their designee has options available. As all emergencies do not require full activation of the EOC, another level of activation is available. In some

instances, the EOC activation process might step one level to another, while other situations might require immediate Full Activation.

Level 4 - Deactivated

Level 3 - Active Monitoring occurs when an incident has been identified.

Level 2 - Enhanced Activation occurs during small-scale incidents requiring minimal resources and personnel, but still not requiring full activation of the EOC. The 911/EMA Director, Deputy Director or their designee will determine which ESFs are needed and the time of operations.

Level 1 - Full Activation occurs when all ESFs are fully manned and operated 24-hours a day. This will occur during major emergencies and disasters and will be the priority activity in the county when activated.

Once the emergency or disaster necessitating the EOC activation is over, the 911/EMA Director, Deputy Director or their designee with the Board of Commissioners or their designee's authorization, will determine the means of deactivation of the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

2.5 Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are as indicated:

Table 4: ESF Primary and Alternate Responsible Agencies

ESF	Function	Primary	Support
ESF-1	Transportation	Coweta County School System	City of Newnan Public Works Coweta County Public Works Coweta County EMA
ESF-2	Communications	Coweta County 911 Center	Amateur Radio Emergency Service Coweta County IT / GIS Coweta County EMA
ESF-3	Public Works	Coweta County Public Works	City of Newnan Public Works Grantville Public Works Senoia Public Works
ESF-4	Firefighting	Coweta County Fire Rescue	Newnan Fire Department Georgia Forestry Commission
ESF-5	Emergency Management	Coweta County EMA	City of Newnan Administration Coweta County Administration Coweta County Fire Rescue Coweta County Sheriff's Office Grantville Police Department Newnan Fire Department Newnan Police Department Senoia Police Department

ESF-6	Mass Care	Piedmont Newnan Hospital (PNH)	Coweta County Health Department
ESF-7	Resource Support	Coweta County EMA	City of Grantville City of Newnan City of Senoia City of Chattahoochee Hills Coweta County Town of Haralson Town of Moreland Town of Sharpsburg Town of Turin City of Palmetto
ESF-8	Public Health	Coweta County Health Department	Coweta County Animal Control Coweta County Coroner Coweta County Fire Rescue Piedmont Newnan Hospital
ESF-9	Search & Rescue	Coweta County Sheriff's Department	Coweta County Fire Rescue Grantville Police Department Newnan Fire Department Newnan Police Department Senoia Police Department
ESF-10	HAZMAT	Coweta County Fire Rescue	Coweta County Sheriff's Department Newnan Fire Department Newnan Police Department Grantville Police Department Senoia Police Department
ESF-11	Agriculture	Coweta County Extension Office	Coweta County Animal Control Coweta County Environmental Health Department
ESF-12	Energy	Coweta County Public Works	City of Newnan Public Works Coweta County Water & Sewerage Authority Coweta-Fayette EMC Georgia Power (Plant Yates) Grantville Public Works Newnan Utilities Senoia Public Works Atlanta Gas Light
ESF-13	Public Safety	Coweta County Sheriff's Department	Coweta County Fire Rescue Grantville Police Department Newnan Fire Department Newnan Police Department Senoia Police Department

			Palmetto Police Department Coweta County Coroner
ESF-14	Recovery	Coweta County EMA	City of Grantville City of Newnan City of Senoia Coweta County Board of Commissioners Town of Haralson Town of Moreland City of Palmetto City of Chattahoochee Hills Town of Sharpsburg Town of Turin
ESF-15	Public Affairs / External Affairs	Coweta County Public Information Officer	City of Grantville City of Newnan City of Senoia Town of Haralson Town of Moreland Town of Sharpsburg City of Chattahoochee Hills City of Palmetto Town of Turin

2.5.1 Activation

When the decision is made to activate the EOC, the 911/EMA Director or designee will notify the appropriate staff members to report to the EOC. The EOC is the central point for emergency operations.

The EMA staff will take action to notify and mobilize the appropriate ESFs and organizations on the EOC Activation List. Notification can take place through several different methods depending on the situation and availability of communication systems. Once the EOC is fully operational, all personnel and resources will be coordinated in support of the following general response activities:

1. Warning and emergency public information
2. Saving lives and property
3. Supplying basic human needs
4. Maintaining or restoring essential services
5. Protecting vital resources and the environment
6. Transportation, logistics and other emergency services
7. Manage the evacuation process
8. Damage assessment operations
9. Initial decontamination

2.5.2 EOC Organization Structure

Command Staff

911/EMA Director or his/her designee
Incident / Unified Command
Liaison
Safety Officer
EFF 15 – Public Information

Operations Section

ESF – 2 Communications
ESF – 3 Public Works
ESF – 4 Firefighting
ESF – 5 Emergency Management
ESF – 8 Public Health
ESF – 9 Search & Rescue
ESF – 10 Hazardous Material
ESF – 11 Agriculture
ESF – 12 Energy
ESF – 13 Law Enforcement

Planning Section

ESF – 5 Emergency Management
ESF – 14 Recovery

Logistics Section

ESF – 1 Transportation
ESF – 2 Communications
ESF – 5 Emergency Management
ESF – 6 Mass Care
ESF – 7 Resources Support

Finance Section

Coweta County Finance Director and supporting staff
ESF – 7 Resources Support

2.5.3 Situation Reports (SITREP)

Every day that the EOC is open, a Situation Report (SITREP) will be produced for each operational period. The EMA Specialist will set the operational period, which usually will be 12 hours. The initial SITREP will be completed within the first four (4) hours after activation. Additional SITREPS will coincide with the EOC briefings. This SITREP does not replace the requirement to enter a Resource Request for all State level

assistance.

Each ESF will complete their part of the SITREP, providing a comprehensive and accurate report, and submit it. This report will include, but is not limited to the following:

1. Type of disaster
2. Date and time of disaster
3. Status of mobilization of county/municipal resources
4. Initial damage
5. Immediate support required by the state government
6. Casualties/Fatalities – Number dead, injured and missing
7. Roads and bridges damage or destroyed
8. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc.
9. Public facility damage
10. Critical Infrastructure damage (Communications, Emergency services, etc.)
11. Status of local government
12. POD status
13. Shelter status
14. School status
15. Other damage

Upon review and approval by the EMA Specialist the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events, and titled COWETA COUNTY SITREP with the beginning of each operational period listed.

2.5.4 Briefings Schedules

1. Once the EOC has been activated, the EMA Director will conduct an Activation Briefing. This will detail the situation and give the operational period objectives.
2. Once the EOC becomes operational, the EMA Director will conduct regularly scheduled situational briefings. Briefing times will be determined at the beginning of activation and will be based on type and speed of incident. All ESFs may be expected to give a brief description of their priority issues as related to the EOC objectives and any unresolved concerns they have.
3. Additional briefings may be required depending on the circumstances. This may include briefings for VIPs, media, special visitors or newly arrived state or federal representatives.

2.5.5 Coordinating Local, State and Federal Operations

1. Local responders are the first to arrive and the last to leave an emergency. All emergencies and/or disasters are managed at the local level. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to meet the emergency needs of victims.
2. When municipal government determines that municipal resources are not adequate, additional resources may be requested through the EMA or the County EOC if activated.
3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.
4. The Governor or designee may execute the Georgia Emergency Operation Plan (GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

5. State level assistance activities normally will consist of coordination and support.
6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.
7. To the extent that public law provides, any federal assistance made available to relieve the effects of an emergency or disaster in Coweta County will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.
8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

2.5.6 County/Local Logistical Staging Area (LSAs)

For emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency, a Logistical Staging Area may be established. The LSA will receive, classify, and account for emergency relief and sustaining supplies. This area will be determined based on areas of damage and needs.

2.6 Phases of Emergency Management and Corresponding Actions

2.6.1 Preparedness

Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to enhance readiness and minimize impacts of disasters. General preparedness activities include but are not limited to the following:

1. Update all emergency management plans to include risk and vulnerability assessments.
2. Disaster exercises/drills (Full-scale, functional and tabletop)
3. Emergency communications tests
4. Training and workshops for EOC staff and emergency responders
5. Public awareness campaigns and educational presentations

2.6.2 Response

Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social and economic structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual aid agreements and the ESF Annexes of this plan.

2.6.3 Recovery

Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term involves the total restoration of the county's infrastructure and economic base.

2.6.4 Mitigation

Mitigation includes those activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation may

include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury.

2.7 Public Information

Public Information Officer (PIO)

1. In the event of an emergency or disaster, the PIO for Coweta County and its subsidiary cities will closely monitor the situation, receive information from the 911/EMA Director, Deputy Director or their designee and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, including radio, television, newspaper, social media and other internet sources, and any other sources that are feasible.
2. The PIO's primary purpose is to provide information to the public regarding the disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active disaster, pertinent information regarding evacuation, re-entry and recovery efforts.
3. The PIO for Coweta County and its subsidiary cities is a member of the Command Group and will be present for all executive level meetings during emergency or disaster operations.
4. Public Information operations will include the PIO and will be supplemented with additional administrative staff. This additional staff will include PIO's from other departments, agencies, and businesses as required.
5. Additional information can be found in the ESF table on pages 25–27 under ESF 15 (Public Information).

Coordination

During an emergency or disaster, the PIO for Coweta County and its subsidiary cities will be the official spokesperson for Coweta County and its subsidiary cities. Coordination with all appropriate departments and municipalities will ensure proper emergency public information is being disseminated.

Media Procedures

The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC Staff. The media will not be allowed in the EOC during briefing without prior approval from the 911/EMA Director, Deputy Director, or their designee.

2.8 Alert and Notification

2.8.1 Emergency Management Staff

Emergency Management Staff maintain several methods of communication for alert and notification. The primary communication method is a county cell phone which includes email and texting capability. Back-up methods include home phones, personal call phones, and "Coweta Alerts" notifications.

The 911/EMA Director, or their designee, will coordinate with all appropriate department/agencies and organizations to ensure timely notification at the onset of a human-caused or natural incident.

2.8.2 State Warning Point

The primary method of notification for the State Warning Point is telephone at 1-800- TRY-GEMA (1-800-879-4362). When notifying or alerting the State Warning Point, all reports will be done in accordance with the GEMA/HA Field Reporting Standard Operating Guide.

2.8.3 Warning

The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many methods to communicate emergency messages to the public, the business community and transient population. Official warnings can come from the local, state and federal government.

Coweta County Emergency Management utilizes Coweta Alerts, a mass notification system.

The 911 Telecommunications Center serves as the County Public Safety Answering Point (PSAP) for all incidents and is located at 195 International Park, Newnan GA, 30265.

Methods for alerting the public of severe incidents include Coweta Alerts notifications (generated by the Coweta EMA and the National Weather Service), 29 weather sirens (activated by the National Weather Service or Coweta EMA).

2.8.4 Evacuation

Evacuation is the controlled movement and relocation of people and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the County EOC.

The 911/EMA Director, or designee, will coordinate the evacuation routing to shelters, and the provision of transportation, shelter, and congregate care.

The 911/EMA Director, or designee, will provide detailed evacuation information to the public, through the Public Information Officer, to facilitate the evacuation.

2.8.5 Request for Assistance

If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.

When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the 911/EMA Director or the County EOC, if activated. All needs must go through the process of being filled with local resources, resources for which contracts are in place, or donated resources before a request is made to the state. Once all local resources have been exhausted, the Operations Desk will make the appropriate request to the State for resources.

There are many methods of resource requests that can be utilized. The primary method is the State WebEOC. All required information is included in the Resource Request board. If the system fails or is unavailable, the following methods are acceptable:

Area Field Coordinator liaison.

Phone 1-800-TRY-GEMA (1-800-879-4362)

E-mail

3.0 Organization and Assignment of Responsibilities

3.1 General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions are usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

3.2 Assignment of Responsibilities

3.2.1 Chief Elected Officials

Chief Elected Officials or their lawful representatives will be sent to the EOC upon activation of the EOP.

Responsibilities include:

- a. Evacuation orders
- b. Disaster Declarations
- c. Re-entry decisions
- d. Other protective action decisions as necessary
- e. Providing legal advice as required
- f. Performing other necessary legal functions
- g. Serving as a liaison with other legal and judicial agencies and sections of the government

3.2.2 Emergency Support Functions (ESFs)

The EOP applies a functional approach that groups the capabilities of municipal and county departments and some volunteer and non-government organizations into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during disaster or emergency incidents. The County response to actual or potential disasters or emergencies is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to County departments and agencies conducting missions of primary County responsibility.

Each ESF is comprised of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in each functional area. The resources provided by the ESFs reflect categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

Note that not all disaster or emergency incidents result in the activation of all ESFs. It is possible that an incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

The primary department/departments for each ESF maintain(s) working relations with its associated private-sector counterparts through partnership committees or other means (e.g., ESF 2, Communications - telecommunications industry; ESF 10, Hazardous Materials - oil and hazardous materials industries; etc.).

ESF 1 – Transportation

1. Support and assist municipal, county, private sector, and voluntary organizations requiring transportation.
2. Coordinate rail management with state and PSP partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure.
5. Debris management.
6. Damage and impact assessment.

ESF 2 – Communication

1. Provide communication plans and systems for disaster response.
2. Communications with telecommunication providers and operators.

3. Coordination of restoration and repair of telecommunication systems.
4. Protection, restoration and sustainment of cyber systems and resources.
5. Damage assessment of critical communication systems in disasters.

ESF 3 – Public Works

1. Water Sector Critical Infrastructure Assessment, Protection, and Technical.
 - a. Boil water advisories.
 - b. Infrastructure restoration and coordination.
 - c. Damage assessment to critical infrastructure system.
 - d. Water sample collection assistance.
 - e. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
 - f. Assisting with heavy rescue.
 - g. Decontamination.
 - h. Engineering services as required.
 - i. Transportation.
 - j. Debris removal.
 - k. Inspection of shelter sites for safe occupancy.
 - l. Inspection of damaged buildings, public and private, for safe occupancy.
 - m. Enforcement of building codes.
 - n. Maintenance of vehicles and other essential equipment of the various departments and agencies.
 - o. Maintenance of a reserve supply of fuel.
 - p. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits.

ESF 4 – Firefighting

1. Command and coordination of firefighting activities.
 - a. Search and rescue.
 - b. Decontamination.
 - c. Damage assessment.

ESF 5 – Emergency Management

1. Coordination of emergency management program and EOP.
2. Staff and manage EOC.
3. Comprehensive all-hazard emergency preparedness planning.
4. Manage all-hazard emergency preparedness training and education.
5. Coordination of incident management and response efforts.
6. Disseminate emergency public information.
7. Preparation and management of Incident Action Plan.

8. Maintain situational awareness.
9. Coordinate assistance from other jurisdictions.
10. Coordinate resource requests through State Operation Center (SOC).
11. Financial management coordination in disasters.
12. Collection, compilation and dissemination of damage assessment reports.

ESF 6 – Mass Care

1. Status reporting of mass care, shelter, human services activities to SOC.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues.
5. Providing personnel for shelter managers and staff.
6. Providing recreation plans for shelter occupants' use during shelter-stay period.
7. Coordinating transportation.
8. Supporting shelter managers.
9. Emergency welfare services.
10. Emergency lodging.
11. Emergency feeding.
12. Emergency clothing.
13. Emergency registration and inquiry.
14. Coordinating services for the area homeless population.
15. Coordinating religious services.
16. Coordinating private welfare groups.
17. Identifying non-English-speaking persons and provisions for translation.
18. Identifying special needs population.

ESF 7 – Resource Support

1. Maintaining a list of suppliers, vendors, and items of critical emergency need.
2. Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support.
3. Logistics planning, management and coordination (Mutual Aid).
4. Coordination of incident facilities, equipment and supplies in disasters.
5. Coordination of contract services in disasters (food, water, commodities, and transportation).
6. Status reporting of logistics and resource activities to the SOC.

ESF 8 – Public Health

1. Emergency medical treatment and triage.
2. Emergency medical care information and coordination.

3. Emergency hospital treatment information and coordination.
4. Traditional hospital medical services.
5. Limited on-site decontamination.
6. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items.
7. Medical support to shelters.
8. Health advisories.
9. Inoculations for the prevention of disease.
10. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).

ESF 9 – Search & Rescue

1. Coordination of search activities in disasters.
2. Coordination of rescue activities in disasters.
3. Coordination of search and rescue resources.

ESF 10 – Hazardous Materials (HAZMAT)

1. Coordination of hazardous material response activities.
2. Coordination of environmental protection and long term clean up.

ESF 11 – Agriculture

1. Coordination with ESF 6 and County Board of Education for nutrition assistance.
2. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
3. Assurance of food safety and food security.
4. Coordination with ESF 6 and ESF 8 for the safety and well-being of household pets during an emergency response or evacuation.
5. Protection of natural and cultural resources and historic properties.

ESF 12 – Energy

1. Assessment, repair and restoration of damaged energy systems and components.
2. Coordinate private sector energy industry and fuel industry restoration efforts.
3. Prepare energy forecast and assessments for disasters.
4. Coordination for fuel resupply of emergency vehicles & generators.

ESF 13 – Public Safety

1. Maintaining law and order.
2. Traffic and crowd control.
3. Protecting vital installations.
4. Controlling and limiting access to the scene of the disaster.

5. Assist with movement restrictions, evacuation, and re-entry coordination.
6. Support transportation strike teams.
7. Supplementing communications.
8. Assisting with all evacuation efforts.
9. Assisting with search and rescue.
10. Security planning and technical resource assistance.

ESF 14 – Recovery

1. Damage, social, and economic impact assessment in disasters.
2. Long-term community recovery assessment and coordination.
3. Analysis of mitigation program activities.

ESF 15 – External Affairs

1. Public information and protective action guidance dissemination.
2. Media and community relations.
3. Coordination of Joint Information Centers.
4. Voluntary Organizations Active in Disaster (VOAD) and donation management.

3.3 Local Emergency Planning Committee

1. Furnish information, including maps or materials, as needed, for the 911/EMA Director. This includes Tier II reports and other industry-specific information to produce general detail planning for chemical, transportation, or industrial accidents.
2. Augment EOC staff as necessary.

3.4 State Government Department and Agencies

Support from other State government departments and agencies may be requested through the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) State Operations Center by submitting a Resource Request through WebEOC.

3.5 Private Sector Organizations

EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

3.5.1 Roles

The roles, responsibilities, and participation of the private sector during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

Impacted Organization or Infrastructure

Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are

significant to regional economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

Response Resource

Private-sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, equipment, and advanced technologies - through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.

Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

Emergency Organization Member

Private-sector organizations may serve as active partners in emergency preparedness and response organizations and activities.

Responsibilities

Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an Emergency or disaster, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

Response Resources

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The County Government maintains ongoing interaction with the critical infrastructure and key resource industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under law, private-sector representatives should be included in planning and exercises. In some cases, the government may direct private-sector response resources when they have contractual relationships, using government funds.

3.6 Non-Governmental and Volunteer Agencies

Volunteer agencies, such as the American Red Cross, faith-based organizations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

Nongovernmental and volunteer organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and supports the Mass Care element of ESF 6. Community-based organizations receive government funding to provide essential public health services.

The Voluntary Organizations Active in Disaster (VOAD) is a consortium of over 60 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

3.6.1 Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The US Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Citizen Corps

The Citizen Corps works through a Citizen Corps Council that brings together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

Citizen Corps Councils Implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to major disasters and other emergencies.

4.0 Continuity of Government (COG)/Continuity of Operations Plan (COOP)

Local governments and jurisdictions must be prepared to continue their minimum essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. COG/COOP planning facilitates the performance of local government and services during an emergency that may disrupt normal operations. Contingency plans for the continuity of operations of vital government functions and jurisdictions will allow agencies to continue their minimum essential operations and maintain authority. These plans include the spectrum of possible threats from natural disasters through acts of terrorism.

Continuity of Government (COG) and Continuity of Operations (COOP) measures will establish lines of personnel succession, ensuring that authority is delegated to appropriate personnel prior to an emergency. Executive office personnel and department managers will identify, notify, and train the individuals next in line. In addition, personnel will be familiar with alert, notification and deployment procedures to provide for command and control of response and recovery operations.

The Board of Commissioners, with assistance from the 911/EMA director, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.

2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for the protection and safeguarding of vital records and critical applications.
4. Maintaining essential communications resources.
5. Identification of alternate operating facility and capabilities.
6. Priorities for recovery of processes, functions, critical applications and vital records.

4.1 Succession of Command for Local Government

1. Chairman of Board of Commissioners
2. County Administrator
3. County Sheriff
4. 911/EMA Director

4.2 Mission Essential Positions

Coweta County and its municipalities execute its mission through numerous separate agencies. The following positions within those agencies are designated as Priority Employees for Coweta County and its municipalities.

1. County Commissioners / City/Town Councils
2. County Administrator / City Manager(s)
3. 911/EMA Director
4. County Sheriff / Police Chief(s)
5. Fire Chief(s)
6. Assessor
7. Information Technology Director
8. Public Information Officer
9. Public Works Director(s)

4.3 Mission Essential Functions and Processes

4.3.1 Mission Essential Functions

When confronting events which disrupt normal operations, Coweta County and its municipalities are committed to providing mission essential functions which must be continued even under the most challenging emergency circumstances. The Board of Commissioners has identified mission essential functions as only those most critical activities which ensure the safety and security of system users, employees, contractors, and the public; and support the restoration of internal operations and facilitate emergency response operations.

During activation of the COOP, all activities not identified as essential may be suspended to enable Coweta County to concentrate on providing mission essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding restoration of the suspended functions with regular or expected users will be a priority.

1. Emergency Management
2. Law Enforcement
3. Fire/Hazmat services

4. Communications (911)
5. Sheltering, Feeding
6. Medical Services
7. Power, Electricity, Fuel
8. Transportation
9. Water, Wastewater Services
10. Agricultural Services

4.3.2 Mission Essential Processes

Coweta County and its subsidiary cities have also identified essential processes, services, systems, and equipment necessary to support each mission essential function, as well as key personnel required.

Coweta County's mission essential business processes are identified below.

1. Emergency Operations Center
2. Public Safety (Law Enforcement, Fire, EMS)
3. 911 Communications
4. Public Affairs / Community Outreach
5. Public Works
6. Information Technology
7. Finance
8. Administration

4.4 Relocation of Government

4.4.1 Alternate Facilities

Coweta County and its subsidiary cities recognize that normal operations may be disrupted and that there may be a need to perform mission essential functions at alternate facilities. The objective of this plan is to assure that the capability exists to continue Coweta County's functions for mission essential internal business processes.

In selecting the alternate facility, Coweta County and its subsidiary cities identified its capability to support mission essential functions. In addition, depending on the emergency conditions, Coweta County also has access to additional facilities that could support essential functions.

To ensure adequate support for personnel located at alternate facilities, Coweta County has addressed requirements for food, transportation, lodging, daycare, and counseling services (if necessary).

Coweta County Public Works has been designated as the primary alternate site for Coweta County. The site is designated as such for the following reasons:

1. Located away from the 911 Center and both the EOC and alternate EOC site, as well as the county and city administrative buildings.
2. Located near the Coweta County Prison and Fleet Shop for additional security if needed.
3. Building already has administrative space and supplies available.

4. Access to public works radios and other communication methods if needed.

5. Building is equipped with a generator.

4.5 Vital Records and Data Management

Preservation of records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out government's legal and financial functions and the protection of legal and financial rights of citizens.

Coweta County has identified vital records and databases, which must be available to support essential functions. Coweta County has also identified vendors and contractors available to support restoration of vital records, systems, and/or processes. IT maintains a list of vendors that provide IT related technology, hardware/software, including maintenance contracts, account info, and support numbers. Additionally, the IT Department maintains system backups and replication in geo-diverse locations and have tools to assist with restoration of data.

4.5.1 Communications

Communications systems must support connectivity to internal organizations, other agencies, critical customers, and the public. To ensure communications during COOP events, Coweta County and its municipalities have identified primary and alternate modes of communication.

1. Primary: AT&T trunk lines, land-line and/or Coweta County issued cellular telephones, internet and e-mail.
2. Alternate: Cisco IP Phones
3. Multi-Agency Command Vehicle (MACV) resources

4.5.2 Information Technology

1. Wireless network infrastructure support, to include network hardware and connectivity to available internet access. EMA issued Starlink available.
2. Wired network infrastructure support to include network hardware, connectivity to vendors provided internet access. EMA issued Starlink available.
3. Prepositioned phones and switches to support wired and wireless network.
4. Establish alternate connectivity to agency resources if headquarters is inaccessible via the internet.

4.5.3 Public Information

1. Communicate key messages to help protect citizens.
2. Educate Coweta County residents and the general public on emergency preparedness.
3. Document important information for future use.
4. Provide Public Information Officers for website support, responding to media inquiries, and to be spokespersons for TV/Radio interviews.
5. Constituent/Elected Officials Liaison to respond to inquiries from elected officials and the public.

6. Administrative support for information technology, publications and general administrative support for staff.

4.5.4 Finance and Administration Section

1. Initiates processing and tracking of expenditures.
2. Assists with the logistical efforts relative to purchasing and travel.
3. Provides internal direction for tracking staff overtime and compensatory time.
4. Provides coordination among affected state agency finance officers relating to event reimbursement process.
5. Coordinates with the Governor's Office of Planning and Budgeting concerning requirements related to budget authority, state match funding and funding of other state costs incurred as a result of the event.

4.5.5 Vital Records (Safeguards)

Records and data consist of those documents, publications, and other information regardless of media that are essential to execution of Coweta County's emergency management mission, reconstitution of Coweta County's emergency management infrastructure and the reconstitution of the Coweta County's organization. Records and data management also include provisions for back-up IT capabilities. The IT Department maintains geo-diverse backup and replication locations situated around the County and connected to the County's public safety fiber ring.

Refer to the Georgia State Government Record Retention Schedule and Policies
https://www.georgiaarchives.org/records/retention_schedules

4.6 Emergency Operating Records

Examples:

1. Items essential to the functioning of Coweta County's critical business processes are maintained in hard copies, on network servers and secured tape back-up system in accordance with Coweta County IT procedures. These records include: local emergency operations plans (LEOPs; documentation associated with declarations of state emergencies as determined by the Public Assistance Division of Coweta County; applications for a state or presidential disaster declaration; recall lists and process specific documentation such as Public Assistance generated document and electronic files for projects and associated financial records necessary for grant administration. These public assistance records are used in conjunction with the data and information available through FEMA.
2. Items essential to the execution of Coweta County's emergency management mission including Geographic Information System (GIS) based data and information products created and maintained by other county and local organizations.

4.6.1 Designation of Coweta County Essential Records and Data

The following records are designated as essential to Coweta County's mission.

Examples:

1. Local Emergency Operations Plans and Mutual Aid Agreements
2. Continuity of Operations Plans (COOP)
3. Declarations of Emergency
4. Requests for and approved State or Presidential Disaster Declarations

5. EOC Procedures and Protocols
6. Master Contacts and Recall Lists
7. Inventories for equipment, communications and IT systems
8. Delegations of authority for Coweta County
9. Strategic and Domestic Preparedness Plans
10. Threat and Vulnerability Analyses
11. Training records
12. Public Assistance regulations
13. Crisis Communication Plan
14. Pre-scripted Press Releases
15. Field Coordinator, School Safety, GA DOT road maps
16. Demographic information on areas within Coweta County
17. Necessary financial management tools and documents

4.6.2 Information Technology Recovery

Coweta County's IT section is responsible for all of Coweta County's information and networking systems, Coweta County is dependent upon the IT's ability to implement the IT Disaster Recovery Plan. The IT Department maintains geo-diverge active/active (hot sites) datacenters as well as backup and replication locations situated around the County and connected to the County's public safety fiber ring.

5.0 Direction, Control, and Coordination

5.1 Authority to Initiate Actions

The decision to activate the EOP will be made by one of the following responsible public official(s) and the on-scene commander within the jurisdiction.

1. Coweta County Board of Commissioners
2. County Administrator
3. 911/EMA Director

5.2 Command Responsibility for Specific Actions

5.2.1 General Guidance of Emergency Operations

Direction and control of disaster situations and other emergency operations will be coordinated from the County EOC, located at 195 International Park, Newnan, GA 30265.

5.2.2 Direction of Response

Responsible for overall direction of the disaster response activities of all the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.

The Board of Commissioners has the responsibility for addressing threats to this jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.

The 911/EMA Director will act as the chief advisor to the Board of Commissioners and the County Administrator during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's 911/EMA Director will conduct emergency operations.

Personnel assigned to the following roles will be requested to complete NIMS Incident Command System and position specific training within 1 year of being assigned to the position.

1. 911/EMA Director
2. Incident Commander
3. Planning Chief
4. Operations Chief
5. Logistics Section Chief
6. Finance and Administration Chief
7. ESF Leads

State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.

6.0 Information Collection and Dissemination

Disaster information managed by the Coweta County EOC is coordinated through Emergency Support Function representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Coweta County EOC and are the responsibility of the County Administrator.

7.0 Communications

Communications for the towers are managed by Coweta County 911/EMA and maintained by Metropolitan Communications. The contact information is (770) 834-7704 located at 103 Commercial Ave, Carrollton, GA 30117. A work ticket is required to enter any of the 4 communication buildings in Coweta County. Work tickets are open by contacting Metropolitan Communications or Coweta County EMA.

8.0 Administration, Finance, and Logistics

8.1 Appointment of Officials

All departments, offices, or other authorities should appoint personnel who have decision making authority under emergency conditions prior to an event.

8.2 Administration

A large-scale emergency or disaster will place great demands on Coweta County and its municipalities' resources. Distribution of required resources may be made difficult by such emergencies. Coordination with

appropriate departments will be conducted to ensure that operational readiness is always maintained. Administrative procedures will be conducted in accordance with existing county rules, regulations, and policies.

8.3 Finance

Expenditures of county funds for emergency operations will be conducted in accordance with the county ordinance or policy. In addition, state and federal funds may become available to assist in the disaster effort. Accounting for the expenditures of the federal, state, and county funds will be subject to audits, both internally and externally.

Individual departments are responsible for collecting, reporting, and maintenance of records documenting disaster costs. Coweta County and its municipalities will be responsible for collecting the data from all departments and compiling it for a total cost.

8.4 Logistics

Individual government agencies and augmentation forces will utilize and track supplies, operational aids, and transportation under control of their organizations. Additional supplies, transportation, and manpower required will be requested through the County EOC.

Resource management including, but not limited to, financial records, reporting, and resource tracking) is included in ESF 7- Resource Support.

8.5 Local Agreements and Understandings

1. Newnan-Coweta County Airport
2. Coweta County Health Department
3. Statewide Mutual Aid Agreements

9.0 Plan Development and Maintenance

9.1 Development

1. The 911/EMA Director is responsible for coordinating emergency planning.
2. ESF representatives for each agency are responsible for supporting emergency planning.

9.2 Maintenance

The EOP is a living document. Problems emerge, situations change, gaps become apparent, Federal and State requirements are altered, and the EOP must be adapted to remain useful and up-to-date.

9.2.1 Requirements

Changes should be made to plans and appendices when the documents are no longer current. Reasons to review and update a plan may include, but are not limited to:

1. A major incident
2. The impacts of an incident based on an exercise or AAR
3. Change in operational resources or elected officials
4. Change in the concept of operations for emergencies
5. Change in warning and communications systems

6. Change in hazards or threats
7. Updated planning standards or guidance
8. New and/or amended laws and
9. Grammatical errors or programmatic changes

The EMA Director will maintain, distribute, and update the EOP. Responsible officials in County or municipal agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.

Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

9.3 Review and Update

9.3.1 Review

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be reviewed annually. Any plan “reviewed” will have three potential findings:

1. No Action Required,
2. Partial Update Required (Admin Update), or
3. Full Update Required (Operational or Organizational changes to plan)

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a “No Action Required” finding, then it will be given an automatic 12-month extension. If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an “Update required” finding, then it will be scheduled for an (Partial or Full) update. Partial Updates will not change the approval date of the original plan.

9.3.2 Updates

1. Partial update:

Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

2. Full Update:

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the Promulgation date. Based on the Review, the original Planning Lead or responsible Section Manager will determine the level or effort of the plan Update. Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. All Updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); “This version supersedes Full Name and Date of Plan, which is rescinded.”

3. Rescind:

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. In consultation with the Board of Commissioners of Coweta County or its subsidiary cities, the EMA Director may recommend that applicable plan(s) be Rescinded. Any plan scheduled for Rescindment will require formal notification to all plan stakeholders stating that the plan is rescinded.

10.0 Authorities and References

10.1 Legal Authority

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
2. 42 USC, Chapter 139 Volunteer Protection

State

1. O.C.G.A. § 38-3 Emergency Management
2. O.C.G.A. § 51-1-29.2 Liability of Persons/Entities Acting During Catastrophic Acts of Nature

Local

1. Coweta County Local Emergency Management Ordinance
2. Coweta County Purchasing Policy

References

Federal

1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
3. National Incident Management System (NIMS), December 2008.
4. National Response Framework, Federal Emergency Management Agency

State

Local

Volunteer



City of Newnan, Georgia - Mayor and Council

Date: August 25, 2026

Agenda Item: Consideration of a Resolution for Transmittal of the 2026 update to the Capital Improvements Element (CIE), which includes the Short-Term Work Program (STWP), to the Three Rivers Regional Commission (RC) and the Georgia Department of Community Affairs (DCA)

Prepared and Presented by: Chris Cole, Senior Planner

Purpose: To request official transmittal of the 2026 update to the CIE, including the STWP, to the Three Rivers RC and the Georgia DCA.

Background: The Georgia Development Impact Fee Act (GDIFA) was enacted into law in 1990. It sets rules for local governments that wish to charge new development for a portion of the additional capital facilities needed to serve it. Under GDIFA, local governments may impose exactions on developers to help finance the expansion of their infrastructure systems only through an impact fee system and only for the specific types of facilities and infrastructure listed in the law.

All local governments that utilize an impact fee system under the GDIFA must include CIEs in their comprehensive plans and update the CIE portion of their plan annually. The STWP is included as a part of the CIE.

Per the minimum standards of the planning process, all local governments must hold a minimum of one public hearing prior to the transmittal of each CIE update. The City has previously held the public hearing and staff is now requesting official transmittal of the document to the RC and DCA for review and comments. Formal adoption of the update by this body will be requested once approval is gained by both institutions.

Options:

- A. Adopt the resolution approving transmittal of the 2026 update to the CIE, which includes the STWP.

Funding: N/A

Recommendation: Option A

Attachments: Transmittal resolution

Previous Discussions with Council: August 11, 2026

**A RESOLUTION AUTHORIZING THE TRANSMITTAL OF THE CITY OF
NEWNAN’S 2026 UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT,
INCLUDING THE SHORT-TERM WORK PROGRAM, TO THE THREE RIVERS
REGIONAL COMMISSION**

CITY OF NEWNAN, GEORGIA

WHEREAS, the City of Newnan has prepared an annual update to a Capital Improvements Element and Short-Term Work Program; and

WHEREAS, the annual update of the Capital Improvements Element and Short-Term Work Program was prepared in accordance with the Development Impact Fee Compliance Requirements and the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989, and a Public Hearing was held on August 11, 2026, at City Hall.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Mayor and Council of the City of Newnan does hereby submit the annual update of the Capital Improvements Element and Short-Term Work Program covering the one-year period 2026-2027 to the Three Rivers Regional Commission for Regional Review, as per the requirements of the Georgia Planning Act of 1989.

This Resolution is adopted this _____ day of _____, 2026.

ATTEST:

James Shepherd, Mayor

Megan Shea, City Clerk

Scott Berta, Mayor Pro-Tem

REVIEWED:

Cynthia E. Jenkins, Councilmember

C. Bradford Sears, Jr., City Attorney

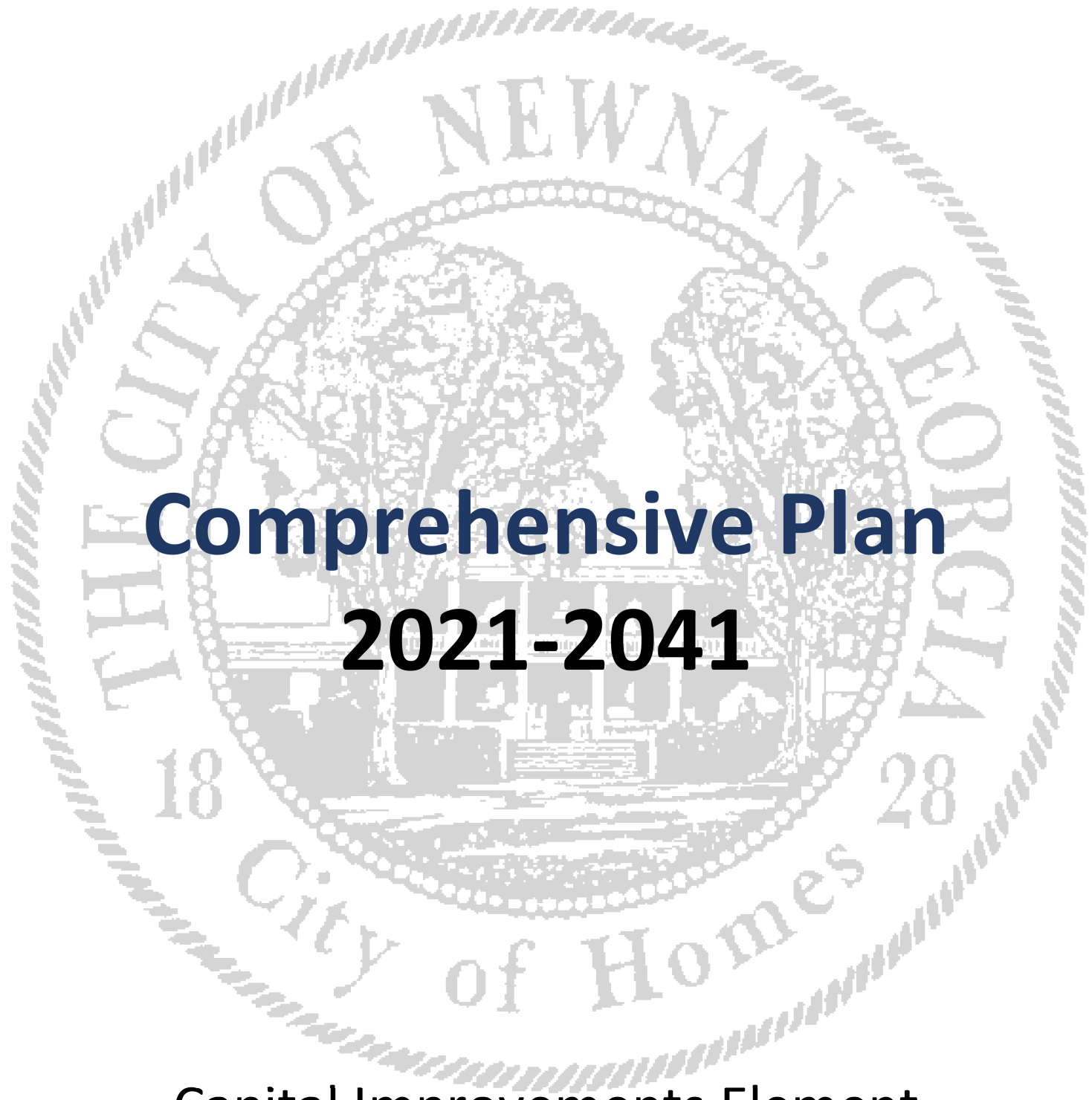
Dustin Koritko, Councilmember

Cleatus Phillips, City Manager

Paul Guillaume, Councilmember

James J. Thomasson, III, Councilmember

Jennifer Morrison, Councilmember

The seal of the City of Newnan, Georgia, is a circular emblem. It features a central illustration of a large, leafy tree in front of a classical building with columns. The words "THE CITY OF NEWNAN, GEORGIA" are written in a circular path around the top half of the seal, and "City of Homes" is written along the bottom half. The years "18" and "28" are positioned on the left and right sides of the seal, respectively. The entire seal is rendered in a light gray, semi-transparent style.

Comprehensive Plan 2021-2041

**Capital Improvements Element
with Short-Term Work Program
2026 Update**

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City of Newnan | Annual STWP-CIE

2026 Update

I. Introduction

The Georgia Development Impact Fee Act (GDIFA) requires all jurisdictions that levy impact fees to include a Capital Improvements Element (CIE) within the Community Agenda portion of their comprehensive plan. Furthermore, GDIFA requires those jurisdictions that prepare a CIE for their comprehensive plan to update it annually. An annual CIE update includes three components:

1. An annual update to the Short-Term Work Program (STWP) that covers a five-year period, which includes the current year plus the next four years.
2. An annual report on impact fee finances.
3. An updated list of all CIE projects which covers the same five-year period as the STWP.

II. Short-Term Work Program (STWP) Updates and Long-Term and Ongoing Activities

Whether or not a jurisdiction is required to have a CIE in their comprehensive plan they must have a STWP, as required by the Georgia Planning Act. This is necessary to maintain Qualified Local Government (QLG) status. The STWP is a key implementation tool, which reflects those activities and strategies the local government has chosen to undertake in the current five-year period (2026-2030). The City of Newnan has chosen to also provide a long-term and ongoing activities table for reference.

City of Newnan | Annual STWP-CIE

2026 Update

PROJECTS AND ACTIVITIES STWP ADDENDUM						
Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Wadsworth Auditorium improvements	2026	2027	\$650,000	\$0	SPLOST	Leisure Services
Farmer Street Cemetery Improvements	2026	2029	\$1,400,000	\$0	General Fund, Grants	Farmer Street Cemetery Commission and City Manager
Andrew Street Extension from Augusta Drive to East Washington Street	2027	2030	\$2,986,000	\$0	SPLOST	Engineering
Traffic Signal Improvements	2027	2029	\$600,000	\$0	SPLOST	Engineering
2025 Bike-Ped Plan Sidewalk Maintenance Projects and GAP Sidewalk Projects	2026	2027	\$1,000,000	\$0	SPLOST, General Fund	Engineering/ City Manager
Continue Implementation of Neighborhood Stabilization Program (NSP III)	2011	2027	\$50,000	\$0	NSP Grant, NSP Revenue	Planning & Zoning, Housing Authority
Continue Implementation of Neighborhood Stabilization Program (NSP I)	2013	2028	\$1,500,000	\$0	NSP Revenue, NSP Grant	Planning & Zoning, Housing Authority, Habitat for Humanity
Murray Street Housing Revitalization Project	2023	2028	\$350,000	\$0	ARPA	Planning & Zoning, NURA
Sidewalks along Sprayberry Road	2027	2030	\$2,000,000	\$0	Grants	Engineering
Greenville Street at Sewell Road Intersection Improvements	2026	2028	\$1,750,000	\$350,000	Impact Fees, FHWA, SPLOST	Engineering
Jefferson Street at Sprayberry Road Roundabout	2025	2029	\$2,840,000	\$103,000	SPLOST, FHWA, Impact Fees	Engineering

City of Newnan | Annual STWP-CIE

2026 Update

Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Rehabilitation and/or Reconstruction of substandard and dilapidated housing units within the NURA redevelopment area	2021	2031	\$4,700,000	None	CDBG, CHIP, local homeowner funds, HUD EDI	Planning & Zoning, NURA
Develop LINC trail system (phases scheduled through 2030)	2025	2030	\$6,000,000	\$1,800,000	SPLOST, FHWA (TAP), Impact Fees	City Manager
Improvements to Lower Fayetteville Road (Preliminary Engineering Phases)	2023	2031	\$6,700,000	\$547,000	FHWA, SPLOST, Impact Fees	Engineering
East Washington Street from Farmer Street to Perry Street	2026	2027	TBD	TBD	SPLOST, General Fund	Engineering
Newnan Crossing Boulevard Widening and Operational Improvements	2027	2029	\$12,484,500	\$0	SPLOST/TBD	Engineering
Maintain/Resurface Streets	2026	2030	\$15,000,000	\$0	LMIG, LRA, SPLOST	Engineering
Public Safety Expansion	2026	2030	\$8,950,000	\$2,000,000	SPLOST, Impact Fees	City Manager
Fire Station Renovation (Temple Avenue)	2026	2027	\$2,500,000	\$0	SPLOST	City Manager
Alexander Farm Arboretum	2026	2029	\$5,000,000	\$0	Grants, General Fund, Private Donations	Plant Newnan, Beautification
Firearms Training Project	2025	2027	\$1,100,000	\$0	SPLOST, Grants, Donations	City Manager
Fire Flashover Project	2026	2026	\$165,000	\$0	SPLOST	City Manager
Downtown Infrastructure Improvements	2026	2030	\$3,500,000	\$0	SPLOST	City Manager
Cemetery Upgrades	2026	2029	\$2,500,000	\$0	SPLOST	City Manager
Network Servers, Storage, and Switches	2026	2028	\$500,000	\$0	General Fund, SPLOST	Information Technology

City of Newnan | Annual STWP-CIE

2026 Update

Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Acquire a heavy-duty vehicle for fire department	2027	2027	\$1,000,000	\$300,000	Impact Fees, SPLOST	Fire
Install new signal at Newnan Crossing Boulevard East/Diplomat Parkway/Stonebridge Crossing	2026	2027	\$975,000	\$300,000	Impact Fees, SPLOST	City Engineer

Source: City of Newnan

Note: Building, Planning & Zoning, Public Works, Beautification, Information Technology, Police, Fire, Engineering, Business Development refer to those respective departments of the City of Newnan. County refers to Coweta County. Acronyms used refer to: RC- Three Rivers Regional Commission, ARC- Atlanta Regional Commission, GRTA- Georgia Regional Transportation Authority, NURA- Newnan Urban Redevelopment Agency, NCAC – Newnan Cultural Arts Commission, HUD – U.S. Department of Housing and Urban Development, EDI – Economic Development Initiative, TAP – Transportation Alternatives Program, ARPA – American Rescue Plan Act, FHWA – Federal Highway Administration, ROW – Right-of-Way, NSP – Neighborhood Stabilization Program, CDBG – Community Development Block Grant, CHIP – Community HOME Investment Program, SPLOST – Special Purpose Local Option Sales Tax, LMIG – Local Maintenance Improvement Grant; LRA – Local Road Assistance Administration Grant. Other groups referenced, like Habitat for Humanity, represent those organizations servicing either Newnan or Coweta County as a whole.

City of Newnan | Annual STWP-CIE

2026 Update

IMPROVEMENTS STWP ADDENDUM LONG-TERM, INDEFINITE, AND CONTINUOUS ACTIVITIES*						
Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Improvements to Lower Fayetteville Road (ROW & Construction & Utilities)	2030	2035	\$94,200,000	\$5,000,000	Impact Fees, Local - City/County, FHWA	Engineering
Sidewalks/Multi-Use Path along Jackson Street	2031	2037	\$11,560,000	\$0	SPLOST, FHWA (TAP)	Engineering
Develop LINC trail system (remaining LINC phases)	2025	Indefinite	\$14,000,000	\$4,200,000	SPLOST, FHWA (TAP), Impact Fees	City Manager
Maintain/Resurface Streets	Annual	Continuous	\$3,000,000 annually	\$0	General Fund, SPLOST, LMIG	Engineering, Public Works
Acquire a heavy-duty vehicle for fire department	2031	2031	\$1,000,000	\$300,000	Impact Fees, SPLOST	Fire
Acquire a heavy-duty vehicle for fire department	2035	2035	\$1,000,000	\$300,000	Impact Fees, SPLOST	Fire
Acquire a heavy-duty vehicle for fire department	2040	2040	\$1,000,000	\$300,000	Impact Fees, SPLOST	Fire
City Fiber Ring	2031	2032	\$500,000	\$0	TBD	Information Technology

Source: City of Newnan

Note: Beautification, Fire, Engineering refer to those respective departments of the City of Newnan.

*Long-Term means any activity that is to begin in or more than five years (2031) from the current year (2026). All activities that have an indefinite or continuous end date, but a known start date prior to 2031, are included here to have the STWP represent only activities with known start end dates. Also, it is conceivable that many of the activities with unknown end dates are or may become permanently ongoing activities.

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2026 Update

III. Impact Fee Financial Report Updates

The purpose of annually reporting on the financial state of impact fees is to provide an overview of impact fees collected and spent by category of public facility and service area. As seen below, there is a report for 2025, which is the last completed year.

ANNUAL FINANCIAL REPORT FOR 2025					
Public Facility Type	Parks and Recreation	Fire Services	Police Protection	Roads, Streets, and Bridges	Total
Service Area	City of Newnan	City of Newnan	City of Newnan	City of Newnan	City of Newnan
Beginning Impact Fee Fund Balance	\$402,698.84	\$4,212.08	\$1.92	\$728,121.51	\$1,135,034.35
Impact Fees Collected	\$86,932.16	\$35,262.85	\$0.00	\$65,847.80	\$188,042.81
Accrued Interest	\$3,754.50	\$188.84	\$0.00	\$5,948.21	\$9,891.55
Project Expenditures	\$0.00	\$0.00	\$0.00	(\$103,059.42)	(\$103,059.42)
*Impact Fee Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Impact Fee Fund Balance	\$493,385.50	\$39,663.77	\$1.92	\$696,858.10	\$1,229,909.29
Impact Fees Encumbered	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Source: City of Newnan Finance Department – Fund 375 Impact Fees. Note - After the completion of the new Public Safety Facility building, the City of Newnan suspended the imposition and charging of the Police Impact Fee (effective date of February 24, 2014). The accompanying Ordinance was included in the 2015 Update to the Capital Improvements Element. Since that time, the City has kept a column in the Annual Financial Report for Police Protection as there is still a remaining Impact Fee Fund Balance of \$1.92.

Administrative Fees

Three percent of each impact fee is added to the final amount as an administrative fee. This portion of the impact fee pays for banking fees to maintain the impact fee account and helps fund the salaries of the administrator who collects the impact fees and other staff members of the Planning and Zoning Department who update the CIE, prepare financial reports, and other related activities. For 2025, the only costs associated with implementation were banking fees and the salaries of those various employees. The amount collected in administrative fees was \$5,053.22.

City of Newnan | Annual STWP-CIE

2026 Update

IV. Capital Improvements Element (CIE) Project Updates

A capital improvement is an improvement that increases the service capacity of a public facility and has a useful life of ten or more years due to new construction or some other action. The CIE projects tables below show all planned capital improvements with expected completion dates within the current five-year period.

Capital Improvements Projects: Fire Services

Newnan	Capital Improvements Projects - 2026						
Public Facility	Fire Services						
Service Area	City Limits						
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Portion Chargeable to Impact Fees	Funding Sources	Responsible Party	Status
Fire Station Renovation (Temple Avenue)	2026	2027	\$2,500,000	\$0	SPLOST	City Manager	Bids Taken
Firearms Training Project	2025	2027	\$1,100,000	\$0	SPLOST, Grants, Donations	City Manager	Preliminary Design
Fire Flashover Project	2026	2026	\$165,000	\$0	SPLOST	City Manager	Planning
Acquire a heavy-duty vehicle for fire department	2027	2027	\$1,000,000	\$300,000	Impact Fees, SPLOST	Fire	Planning

Source: City of Newnan Planning and Zoning Department

Capital Improvements Projects: Cemetery

Newnan	Capital Improvements Projects - 2026						
Public Facility	Cemetery						
Service Area	City Limits						
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Portion Chargeable to Impact Fees	Funding Sources	Responsible Party	Status
Farmer Street Cemetery Improvements	2026	2029	\$1,400,000	\$0	General Fund, Grants	Farmer Street Cemetery Commission and City Manager	Onsite Work Has Started

Source: City of Newnan Planning and Zoning Department

City of Newnan | Annual STWP-CIE

2026 Update

Capital Improvements Projects: Police

Newnan	Capital Improvements Projects - 2026						
Public Facility	Police						
Service Area	City Limits						
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Portion Chargeable to Impact Fees	Funding Sources	Responsible Party	Status
Public Safety Expansion	2026	2030	\$8,950,000	\$2,000,000	SPLOST, Impact Fees	City Manager	Planning

Source: City of Newnan Planning and Zoning Department

Capital Improvements Projects: Parks

Newnan	Capital Improvements Projects - 2026						
Public Facility	Parks						
Service Area	City Limits						
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Portion Chargeable to Impact Fees	Funding Sources	Responsible Party	Status
Develop LINC trail system (phases scheduled through 2030)	2025	2030	\$6,000,000	\$1,800,000	SPLOST, FHWA (TAP), Impact Fees	City Manager	Ongoing with two phases by Newnan High School

Source: City of Newnan Planning and Zoning Department

City of Newnan | Annual STWP-CIE

2026 Update

Capital Improvements Projects: Roads, Streets, and Bridges

Newnan	Capital Improvements Projects - 2026						
Public Facility	Roads, Streets, and Bridges						
Service Area	City Limits						
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Portion Chargeable to Impact Fees	Funding Sources	Responsible Party	Status
Andrew Street Extension from Augusta Drive to East Washington Street	2027	2030	\$2,986,000	\$0	SPLOST	Engineering	Planning-Level Rendering
Sidewalks along Sprayberry Road	2027	2030	\$2,000,000	\$0	Grants	Engineering	Design is Complete
Traffic Signal Improvements	2027	2029	\$600,000	\$0	SPLOST	Engineering	Planning and Design
Downtown Infrastructure Improvements	2026	2030	\$3,500,000	\$0	SPLOST	City Manager	Planning
2025 Bike-Ped Plan Sidewalk Maintenance Projects and GAP Sidewalk Projects	2026	2027	\$1,000,000	\$0	SPLOST, General Fund	Engineering/City Manager	Ongoing
Greenville Street at Sewell Road Intersection Improvements	2026	2028	\$1,750,000	\$350,000	Impact Fees, FHWA, SPLOST	Engineering	Scoping Phase
Jefferson Street at Sprayberry Road Roundabout	2025	2029	\$2,840,000	\$103,000	SPLOST, FHWA, Impact Fees	Engineering	Preliminary Engineering
Improvements to Lower Fayetteville Road (Preliminary Engineering Phases)	2023	2031	\$6,700,000	\$547,000	FHWA, SPLOST, Impact Fees	Engineering	Preliminary Engineering
Newnan Crossing Boulevard Widening and Operational Improvements	2027	2029	\$12,484,500	\$0	SPLOST/TBD	Engineering	Planning
East Washington Street from Farmer Street to Perry Street	2026	2027	TBD	TBD	SPLOST, General Fund	Engineering	Taking to Bid
Install new signal at Newnan Crossing Boulevard East/Diplomat Parkway/Stonebridge Crossing	2026	2027	\$975,000	\$300,000	Impact Fees, SPLOST	City Engineer	Out to Bid

Source: City of Newnan Planning and Zoning Department

City of Newnan | Annual STWP-CIE

2026 Update

V. Wastewater Collection and Treatment Updates

As with the Comprehensive Plan, wastewater collection and treatment are being reported separately from the other public facilities. This is due to the fact that Newnan Utilities, the City's appointed authority for administering public utilities, provides service for this specific category. The other public facilities included in this update are direct operations of the City. Newnan Utilities provides all the information for wastewater collection and treatment concerning the Comprehensive Plan and CIE updates. They also levy and collect the impact fees for wastewater collection and treatment.

Similar to previous public facilities, those items for wastewater collection and treatment that have completion dates beyond 2030 are not shown in the CIE and STWP.

	ANNUAL FINANCIAL REPORT FOR 2025
Public Facility Type	Wastewater Collection and Treatment
Service Area	City of Newnan
Beginning Impact Fee Fund Balance	\$6,427,536.07
Impact Fees Collected	\$1,205,456.25
Accrued Interest	\$32,357.37
Project Expenditures	(\$1,102,767.22)
Administrative Costs	(\$17,053.26)
Impact Fee Refunds	\$0.00
Ending Impact Fee Fund Balance	\$6,545,529.21
Impact Fees Encumbered	\$0.00

Source: Newnan Utilities

City of Newnan | Annual STWP-CIE

2026 Update

PROJECTS AND ACTIVITIES STWP ADDENDUM						
Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Wastewater Plant Upgrade: Mineral Springs, Wahoo, Snake Creek	2026	2030	\$25,000,000	\$25,000,000	Impact Fees - 100%	Newnan Utilities
Collection System Improvements	2026	2030	\$750,000	\$750,000	Impact Fees - 100%	Newnan Utilities

Source: Newnan Utilities

IMPROVEMENTS-STWP ADDENDUM LONG-TERM, INDEFINITE, AND CONTINUOUS ACTIVITIES*						
Project or Activity	Project Start Date	Project Completion Date	Estimated Project Cost	Portion Chargeable to Impact Fees	Sources of Funds (& Share)	Responsible Party
Phase I – Expansion of Mineral Springs WPCP & Wahoo Creek; Snake Creek	Indefinite	Indefinite	\$40,513,200	\$40,513,200	Impact Fees - 100%	Newnan Utilities
Phase II – Construction of Land Application System	Indefinite	Indefinite	\$14,130,300	\$14,130,300	Impact Fees - 100%	Newnan Utilities
Collection System Construction	Indefinite	Indefinite	\$3,000,000	\$3,000,000	Impact Fees - 100%	Newnan Utilities

Source: Newnan Utilities and Wiedeman and Singleton, Inc.

*Long-Term means any activity that is to end more than five years (2031) from the current year (2026). It is conceivable that many of the activities with unknown end dates are or may become permanently ongoing activities. In addition, the figures are not exact totals for the projects they represent. They are estimates as used in the "Calculation of Impact Fee in 2005" table.

City of Newnan | Annual STWP-CIE

2026 Update

Wastewater Collection and Treatment CIE

Newnan	Capital Improvements Projects - 2026				
Public Facility	Wastewater Collection and Treatment				
Service Area	City Limits				
Project Description	Project Start Date	Project End Date	Estimated Cost of Project*	Funding Sources	Status
Collection System Improvements	2025	2030	\$750,000	Impact Fees - 100%	Planning
Wastewater Plant Upgrade: Mineral Springs, Wahoo, Snake Creek	2025	2030	\$25,000,000	Impact Fees - 100%	Planning

Source: Newnan Utilities



City of Newnan, Georgia - Mayor and Council

Date: August 25, 2026

Agenda Item: Request for transmittal of the Comprehensive Plan 2026-2046 to the Three Rivers Regional Commission

Prepared and Presented by: Chris Cole, Senior Planner

Purpose: To request official transmittal of the Comprehensive Plan 2026-2046 to the Three Rivers Regional Commission

Background: Per the minimum standards of the planning process, all local governments must hold two public hearings during the Comprehensive Plan process. The first public hearing was held on February 24, 2026. The second public hearing was held on August 11, 2026.

At this time, the Comprehensive Plan 2026-2046 is ready to be transmitted to the Regional Commission with a cover letter signed by the Mayor of Newnan. The anticipated adoption date by Mayor and Council is October 27, 2026. The adoption due date is October 31, 2026.

Please see the City of Newnan website for Draft Comprehensive Plan 2026-2046 and Appendix: <https://www.newnanga.gov/655/Comprehensive-Plan-2026-2046>

Options:

A. Adopt resolution approving transmittal of the Comprehensive Plan 2026-2046

Funding: N/A

Recommendation: Option A

Attachments: None

Previous Discussions with Council: February 24, 2026; June 15, 2026; July 16, 2026; August 11, 2026

**A RESOLUTION AUTHORIZING THE TRANSMITTAL OF THE CITY OF
NEWNAN’S COMPREHENSIVE PLAN 2026-2046 TO THE THREE RIVERS
REGIONAL COMMISSION**

CITY OF NEWNAN, GEORGIA

WHEREAS, the City of Newnan has completed the Comprehensive Plan 2026-2046; and

WHEREAS, the Comprehensive Plan 2026-2046 was prepared according to the Standards and Procedures for Local Comprehensive Planning effective October 1, 2018, and established by the Georgia Planning Act of 1989, and the required public hearings were held on February 24 and August 11 of 2026;

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Mayor and Council of the City of Newnan does hereby transmit the Comprehensive Plan 2026-2046 to the Three Rivers Regional Commission for official review.

This Resolution is adopted this _____ day of _____, 2026.

ATTEST:

James Shepherd, Mayor

Megan Shea, City Clerk

Scott Berta, Mayor Pro Tem

REVIEWED:

Cynthia E. Jenkins, Councilmember

C. Bradford Sears, Jr., City Attorney

Dustin Koritko, Councilmember

Cleatus Phillips, City Manager

Paul Guillaume, Councilmember

James J. Thomasson, III, Councilmember

Jennifer Morrison, Councilmember



Official Memo

TO: Mayor and Council of the City of Newnan
FROM: Cleatus Phillips, City Manager and Brad Sears, City Attorney
DATE: August 4, 2026
SUBJECT: Agenda/Meeting Rules and Procedures

REQUEST OF CITY COUNCIL

During the City Council meeting on April 14, 2026, a motion was approved *“directing staff and our City Attorney to research and present to City Council for consideration a possible ordinance and any other change necessary that identifies how to draft/approve the agenda and how to conduct/preside over the meetings”*. This memorandum was prepared in order to provide Council with our findings related to the matter.

PROCESS UTILIZED

In preparation of this memorandum, we performed the following:

- 1) Conducted an extensive review of the current City of Newnan charter and code sections.
- 2) Reviewed charter and code sections from other local governing bodies including but not limited to: Peachtree City, Carrollton, Douglasville, Fayetteville, LaGrange, Monroe, and Coweta County.
- 3) Requested feedback from the City Managers and City Attorneys Sections of the Georgia Municipal Association.
- 4) Conducted a review of relative case law.

RELATIVE CHARTER AND CODE OF ORDINANCES

We believe it is pertinent to have a thorough understanding of the city’s charter and relative code sections before discussing and drafting a potential ordinance regarding agenda and meeting procedures. Charter Article 2 – City Government was reviewed, as was Code of Ordinance Chapter 2, Article II – City Council. Relative charter and code sections are hyperlinked throughout this document.

After review of these charter and code sections, below are our points of factual emphasis:

- 1) The charter requires the Council to hold regular and special meetings in accordance with provisions of the open meetings law ([Charter Section 2.9](#))
- 2) The Mayor shall preside at all meetings of the Council ([Charter Section 2.23](#)); in the absence of the Mayor, the Mayor Pro Tem shall have the rights, privileges, and duties of the Mayor ([Charter Section 2.24](#))
- 3) The charter requires the Council to adopt rules of procedure and order of business consistent with the provisions of the city charter ([Charter Section 2.10](#)).

- 4) The adopted rules of procedure are not stated within the city charter, but rather are adopted within the code of ordinances, Division 2, - MEETINGS, [Code Section 2-46 through Section 2-56](#) are the current rules of procedure.
- 5) It is stated within the code of ordinance that Robert's Rules of Order shall govern the deliberations of the Council, except when in conflict with Division 2 ([Section 2-56](#)) and by a suspension of the rules by a majority of members present ([Code Section 2-55](#)).
- 6) Section 2-50 of the code of ordinances establishes the Order of Business for a Council meeting. ([Code Section 2-50](#))
- 7) Section 2-54 of the code of ordinances establishes the right to address the Council during a meeting ([Section 2-54](#))
- 8) An ordinance may be introduced by any member of the Council and considered at a regular or special meeting of the Council ([Charter Section 2.12](#) and [Code Section 2-32](#)).

OPEN MEETINGS LAW

All meetings of the Council are regulated by the Georgia Open Meetings Law, OCGA [50-14-1](#). We offer the statute as part of the analysis due to the required meeting procedures within this statute. These requirements are not as much about 'meeting procedures' but rather requirements for advertising of the meeting (Section (d)(1), posting of meeting agendas (Section (e)(1), and preparation of meeting minutes (Section (e)(2).

After review of this statute, below are our points of factual emphasis:

- 1) The City of Newnan is defined as an "Agency" under the statute.
- 2) A "meeting" is defined as a gathering of a quorum of the members, or committee of the members, of the governing body of an agency at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon.
- 3) The statute lists five (5) exceptions to a "meeting", one exception being the gathering of a quorum of the members of the governing body of an agency at a social, ceremonial, civic, or religious events so long as no official business, policy, or public matter is formulated, presented, discussed, or voted upon by the quorum.
- 4) Prior to any meeting, the agency or committee shall make available an agenda of all matters expected to come before the agency or committee at such meeting. The agenda shall be available upon request and shall be posted at the meeting site as far in advance of the meeting as reasonably possible but shall not be required to be available more than two weeks prior to the meeting and shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting.
- 5) Minutes shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded. It shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

CASE LAW

- 1) There is little case law aimed directly at meeting/agenda rules and procedures, as the courts have ruled that procedural matters are not a matter of judicial concern. Moreover, although it is within the province of courts to inquire into compliance with statutory charter provisions, the

observance of parliamentary and other procedural rules enacted by municipal corporation is not a matter of judicial concern. *Ellis v. Stokes*, 207 Ga. 423, 429-430(2), 61 S.E.2d 806 (1950); *South Georgia Power Co. v. Baumann*, 169 Ga. 649, 654-655(2), 151 S.E. 513 (1929); *Fairfax MK, Inc. v. City of Clarkston*, 274 Ga. 520, 522, 555 S.E.2d 722, 725 (2001)

- 2) With regard to public input or comment during a meeting and subject to the matters with regard to public hearing enumerated in paragraph (2) under “Potential Ordinance Recommendations”, the 11th Circuit Court of Appeals in the case of *McDonough v Garcia* (2024) followed US Supreme Court precedent, holding that a city council meeting is usually considered a “limited public forum” in which the governing body can limit public speech but any restrictions must be viewpoint neutral and reasonable in light of the meeting’s purpose. The public does not have the right to interfere and substantially disrupt meetings to prevent the city’s need to conduct business in an efficient and orderly manner.
- 3) The case law addressing matters under the Zoning Procedures Law O.C.G.A. §36-66-1 et seq, generally address technical point of compliance with the Zoning Procedure Law and local zoning ordinances, such as advertising, posting and holding a hearing. There is a case addressing a procedural misstep: *Beck v Crisp County Zoning Board of Appeals* 221 Ga. App. 801 (1996). Neighboring landowners appealed the grant of a conditional use permit to Harold McCay, contending that the Zoning Board of Appeals violated the open meetings law. The board held an advertised meeting where McCay’s request for an airstrip was part of the published agenda, which included the following items:

- 1) HEARING- Request from Frankie Johnson for a conditional use permit
 - a. Adjourn Public Hearing
- 2) HEARING- Request from Harold McCay for a conditional use permit
 - a. Adjourn Public Hearing
- 3) DECISION & VOTE – Frankie Johnson
- 4) DECISION & VOTE – Harold McCay
- 5) Minutes – March 21, 1995
- 6) Old Business
- 7) New Business
- 8) Adjourn Meeting

After the board “adjourned” the public hearing portion of the meeting, the chair explained that the board would be voting on the application later in the meeting and explained how the final decision could be obtained. Although the board did not close the meeting or direct the landowners to leave they left with the impression that the board had closed the meeting, The landowners contended that closing a portion of the meeting to the public was a violation of the open meeting law. The Court stated that there was no reason for the board to “adjourn” a public hearing. Further, the Court concluded that the proceeding was really an “evidentiary hearing,” not a “public hearing”, that should have been “concluded,” rather than “adjourned.” The Court held that the entire meeting should have been open to the public and the action of the board to limit and expressly adjourn the public input portions of the meeting prior to the board’s decision and vote on the matter was a violation of the open meetings law.

- 4) The case law addressing matters under The Open Meetings Act O.C.G.A. §50-14-1 et seq generally address the definition of a meeting of which official action may be taken; what is not a meeting under The Act; what types of meetings may be exempt; what is required in an open meeting; what reasons exist for a meeting to be closed; the minimum of how minutes of open and closed meetings must be kept; advertising and posting of meeting dates, times, locations and agendas to be considered.

- 5) At council request we can respond to specific questions council may have regarding the conduct of meetings under The Open Meetings Act.

EXAMPLE LOCAL GOVERNMENT PRACTICES

Over the past several years, many local government elected bodies have reviewed and/or amended their meeting procedures as a shift toward better public participation and transparency. After reviewing other jurisdictions and receiving feedback from city managers and city attorneys, below are our findings:

- 1) The most commonly adopted rules of procedure in local governments remain to be Robert's Rules of Order. Many managers and attorneys reported that their jurisdictions use some form of Robert's Rule "Lite" and they often don't follow the exact protocol of Robert's Latest Edition as it is too complex and designed for larger bodies. Of the jurisdictions that have created and adopted their own rules of procedure, they all have used the basics of Roberts Rule in creating their rules. Below are various examples of locally developed meeting rules and procedures:

- Coweta County: Their rules set policy related to:
 - i. Meeting operational procedures
 - ii. Decorum of debate
 - iii. Procedures in meetings
 - iv. Parliamentarian
 - v. Parliamentarian authority
 - vi. Amendments[View Rules and Procedures](#)
- City of Monroe. Their rules set policy related to:
 - i. How we do meetings
 - ii. Motion rules
 - iii. Discussion rules
 - iv. Meeting conduct rules[View Rules and Procedures](#)
- Peachtree City. Their rules are codified and set policy related to:
 - i. General provisions
 - ii. Time and place of meetings
 - iii. Agenda
 - iv. Conduct of meeting
 - v. Public participation
 - vi. Council action
 - vii. Miscellaneous
 - viii. Public hearings
 - ix. Maintenance of council meeting minutes[View Rules and Procedures](#)

- 2) In regard to agenda setting processes, most local governing entities that utilize a Council/Manager form of government use the City Manager/Clerk, with input from the Mayor, to establish the agenda; however, many entities also specify how council members play a role in establishing the agenda. It is also commonplace to see the first item of business as acceptance, or amendment, of the agenda as presented. See below for various examples:

- Coweta County: County administrator prepares the agenda with advice from the Commissioners. Any two (2) commissioners can place an item on the agenda. [View Rules and Procedures](#)
 - Monroe: The city clerk, with the advice of the mayor, councilmembers, and city administrator shall prepare an agenda of subjects to be acted on for each meeting. [View Rules and Procedures](#)
 - Peachtree City: The city clerk shall publish an agenda. City staff with approval from the city manager may request to have an item placed on the agenda by filing such request in writing with the city clerk prior to noon on the Thursday preceding the council meeting. Any council member may submit a written request to the city clerk for the inclusion of an item on the agenda of a regular council meeting, provided such request is announced in council/staff topics at least one council meeting prior to the scheduled meeting date. [View Rules and Procedures](#)
 - Carrollton: The city manager prepares the agenda, which must be approved at the beginning of the meeting. The mayor or any two city councilmen may request that an item be placed on the agenda, in which event the city manager shall add the item to the agenda. [View Rules and Procedures](#)
 - Fayetteville: The city manager prepares the agenda. No other processes are listed other than authority of council committee chair to place items from committee onto the council agenda. [View Rules and Procedures](#)
 - Such process is not addressed in code by Douglasville or LaGrange.
- 3) In regard to public comment, most local government entities have established guidelines for such. However, overall and individual time allotments seem to vary from entity to entity, other than comment related to Zoning Procedures Law. See below for various examples:
- Coweta County: Offers two (2) public speaking opportunities, one at the beginning of the meeting related to “Items on the Agenda” and another at the end of the meeting for “Items Not on the Agenda”. A maximum of twenty (20) speakers is allowed with an allotted time of three (3) minutes each. [View Rules and Procedures](#)
 - Monroe: All members of the public who wish to address the council must submit their name and the topic of their comments to the city clerk in writing before the council meeting. These individuals will be allotted five (5) minutes to make their comments and their comments must be limited to their chosen topic. These limits can be waived by a majority vote of the council. [View Rules and Procedures](#)
 - Peachtree City: Each speaker must pre-register with city staff no earlier than 30 minutes prior to the start of the meeting or later than the start time of the meeting. Each speaker will be limited to four (4) minutes and this time may only be extended by a majority vote of the mayor and council. [View Rules and Procedures](#)
 - Carrollton: Citizens and business owners must register to speak by 5pm on the Monday prior to the week of the meeting. A total of 30 minutes is allotted with each speaker given three (3) minutes. [View Rules and Procedures](#)
 - Fayetteville: A total of thirty (30) minutes is allotted with three (3) minutes each. No public comment is allowed at emergency, special called, or work session meetings. [View Rules and Procedures](#)
 - Douglasville and LaGrange do not state time limitation for public comments, only upon the approval of the mayor or council.

- 4) It is becoming more common for local governing entities to establish guidelines and have a “Consent Agenda” within the main agenda. Consent agenda items are routine, non-controversial items, such as minutes, minor expenditures, reports, etc. The items under the consent agenda are listed individually but all are approved by one (1) motion. Any council member can request to remove an item from the consent agenda to have it discussed and voted on individually. The purpose of the consent agenda is to streamline meetings and allow more time for complex issues.

POTENTIAL ORDINANCE RECOMMENDATIONS

This memorandum contains a lot of information and the hyperlinks offer even more information for your review. Referring back to the motion approved by the Mayor and Council, staff and the city attorney were directed “to research and present to City Council for consideration a possible ordinance”. In order to comply with the directive and also to facilitate policy discussion between the Mayor and Council, we utilized information contained within this memo to draft an ordinance for your review. The draft ordinance is attached.

We believe a review of this ordinance is good public policy as most of the code sections were implemented in 1972. We also understand that this ordinance is a first draft and all final decisions will be made by the Mayor and Council. The draft ordinance applies to Code of Ordinances [Sections 2-46 through 2-56](#). No charter amendments are proposed. Below is a summary of the draft ordinance:

- 1) First, it should be noted that any ordinance considered by Mayor and Council, must comply with all provisions, rules, and authorities granted within the charter.
- 2) Section 2-46 adds a set of general provisions at the beginning of the ordinance, therefore all sections are renumbered.
- 3) Section 2-48 codifies the process of setting an annual council meeting calendar.
- 4) Section 2-51 amends the Order of Business by proposing to add Approval of agenda, Public comment, consideration of Consent agenda, Council comments, and Executive session.
- 5) Section 2-52 adds a reference to OCGA 50-14-1.
- 6) Section 2-53 is a new section regarding to the setting of the agenda. The only current references in the charter and Code of Ordinance related to agenda items are within charter [Section 2.12\(b\)](#) and Code of Ordinances [Section 2-32](#), both sections being related to placing an ordinance on the agenda. Both sections read similarly, stating that an “ordinance may be introduced by any member of the city council and considered at a regular or special meeting of the city council”. There are no other references to “setting the agenda” or “putting an item on the agenda” within the current charter or code.
- 7) Section 2-54 is a new section regarding conduct of meeting. This section creates rules for basic conduct of the council meeting. As stated in the General Provisions, Roberts Rules shall govern for any matter, order of procedure not covered by these rules.
- 8) Section 2-55 is a new section regarding Council action. This section creates rules for typical council actions. As stated in the General Provisions, Roberts Rules shall govern for any matter, order of procedure not covered by these rules.
- 9) Section 2-56 is a new section regarding public comment procedure. The current code of ordinance [Section 2-54](#), Right to Address Board, states that “No person other than the mayor or a member of the city council or other municipal officer or employee shall address that body at any regular or special meeting of the council except upon consent of a majority of the members present”. Public comment is not addressed in any other section of the code or within policy adopted by Council other than public hearings required by law.

EXHIBIT "A"

Relative Charter and Code of Ordinance Sections of the City of Newnan

CHARTER SECTIONS

Section 2.1. - City council creation; composition; number; election.

The legislative authority of the government of this city, except as otherwise provided in this charter, shall be vested in the mayor and six (6) council members who collectively shall compose the city council of the City of Newnan. The mayor and six (6) council members shall be elected in the manner provided by article V of this charter. For all purposes under this charter, the mayor shall possess, in addition to his specific powers and duties, all of the powers and duties of a council member.

Section 2.9. - Regular and special meetings.

- (a) The city council shall hold regular meetings at such times and places as prescribed by ordinance.
- (b) Special meetings of the city council may be held on call by the mayor or three (3) other members of the city council. Notice of such special meetings shall be served on all other members personally or by telephone personally at least twenty-four (24) hours in advance of the meeting. Such notice to council members shall not be required if the mayor and all council members are present when the special meeting is called. Such notice of any special meeting may be waived by a council member in writing before or after such meeting, and attendance at the meeting shall also constitute a waiver of notice on any business transacted in such council member's presence. Only the business stated in the call may be transacted at the special meeting.
- (c) All meetings of the city council shall be public to the extent required by general state law and notice to the public of special meetings shall be made in accordance with Code section [50-14-1](#) of the O.C.G.A.

Section 2.10. - Rules of procedure.

The city council shall adopt its rules of procedure and order of business consistent with the provisions of this charter and shall provide for keeping a journal of its proceedings which shall be a public record.

Section 2.12. - Ordinance form; procedure.

- (a) Every proposed ordinance shall be introduced in writing in proper form for its final adoption.
- (b) An ordinance may be introduced by any member of the city council and considered at a regular or special meeting of the city council. Ordinances shall be considered and adopted or rejected by the city council in accordance with the rules which it shall establish and the provisions of this charter which require the affirmative vote of four members of the city council; however, an ordinance shall not be adopted the same day it is introduced unless said ordinance is an emergency ordinance as provided for in [section 2.14](#) of the charter or unless said ordinance has been published as an agenda item prepared for the regular or special meeting. Upon

introduction of any ordinance, the clerk shall as soon as possible distribute a copy to the mayor and to each council member and shall file a reasonable number of copies in the office of the clerk and at such other public places as the city council may designate.

Section 2.22. - Mayor and mayor pro tempore.

- (a) The mayor shall be elected as provided elsewhere in this charter. The city council, at the first regular meeting date in January of each year, shall elect by a majority of all council members from among its members a mayor pro tempore who shall serve a term of one (1) year. Both the mayor and mayor pro tempore shall continue to be, to vote, and otherwise participate as members of the city council.
- (b) In the event that the office of the mayor pro tempore shall become vacant for any reason whatsoever, the city council shall fill the vacancy for the unexpired term.

Section 2.23. - Duties of the mayor.

The mayor, as chief executive officer of the city, in addition to all other duties provided for elsewhere in this charter, shall:

- (1) Preside at all meetings of the city council;
- (2) Be the official head of the city for service of process and for ceremonial purposes and be the official spokesman for the city and the chief advocate of policy;
- (3) Have the power to administer oaths and to take affidavits; and
- (4) Sign as a matter of course all written contracts, ordinances, and other instruments executed by the city which by law are required to be in writing.

Section 2.24. - Duties of the mayor pro tempore.

During the absence or disability of the mayor for any reason, the mayor pro tempore shall be clothed with all the rights and privileges of the mayor and shall perform the duties of the office of mayor so long as such absence or disability of the mayor shall continue.

CODE OF ORDINANCE SECTIONS

Sec. 2-32. - Introduction, enactment of ordinances.

An ordinance may be introduced by any member of the city council and considered at a regular or special meeting of the city council. Ordinances shall be considered and adopted or rejected by the city council in accordance with the rules which it shall establish and the provisions of this Code of Ordinances and the charter which require the affirmative vote of four members of the city council; however, an ordinance shall not be adopted the same day it is introduced unless said ordinance is an emergency ordinance as provided for in [section 2.14](#) of the charter or unless said ordinance has been published as an agenda item prepared for the regular or special meeting. Upon introduction of any ordinance, the clerk shall as soon as possible distribute a copy to the mayor and to each council member and shall file a reasonable number of copies in the office of the clerk and at such other public places as the city council may designate.

Sec. 2-46. - Organizational meeting.

The term of office of the mayor and council shall begin at the organizational meeting on the first regular meeting date in January of each year pursuant to the city charter and state law.

Charter reference— Organizational meeting, [§ 2.8](#).

Sec. 2-47. - Number and time of regular meetings.

There shall be two regular meetings of the city council held in each month. The first meeting shall be held on the second Tuesday of each month at 2:30 p.m. The second meeting shall be held on the fourth Tuesday of each month at 6:30 p.m. If a regular scheduled meeting falls on a holiday, or it is determined that the time for the meeting is inappropriate, city council shall set an alternate and time for each meeting.

Charter reference— City council meetings, [§ 2.9](#).

Sec. 2-48. - Call and notice of special meetings.

- (a) Special meetings of the city council may be held on call by the mayor or three other members of the city council. Notice of such special meetings shall be served on all other members personally or by telephone personally at least 24 hours in advance of the meeting. Such notice to council members shall not be required if the mayor and all council members are present when the special meeting is called. Such notice of any special meeting may be waived by a council member in writing before or after such meeting, and attendance at the meeting shall also constitute a waiver of notice on any business transacted in such council member's presence. Only the business stated in the call may be transacted at the special meeting.
- (b) All meetings of the city council shall be public to the extent required by general state law and notice to the public of special meetings shall be made in accordance with O.C.G.A. § 50-14-1.

Charter reference— Special meetings, [§ 2.9\(b\)](#).

Sec. 2-49. - Quorum; voting.

Four members of the city council shall constitute a quorum and shall be authorized to transact business of the city council. Voting on the adoption of ordinances shall be taken by voice vote and the ayes and nays shall be recorded in the journal, but any member of the city council shall have the right to request a roll call vote. The affirmative vote of four members of the city council shall be required for the adoption of an ordinance, resolution or motion, except as otherwise provided in this charter.

Charter reference— Quorum; voting, [§ 2.11](#).

Sec. 2-50. - Order of business.

The following order of business shall be observed in the transactions of business before the board:

- (1) Call to order.
- (2) Invocation.
- (3) Reading of minutes.
- (4) Reports from boards and commissions.
- (5) Reports on operations by city manager.
- (6) Reports and communications from mayor.

- (7) New business.
- (8) Unfinished business.
- (9) Visitors, petitions, communications and complaints.
- (10) Adjournment.

Charter reference— Requirement to adopt order of business, [§ 2.10](#).

Sec. 2-51. - Records.

The city clerk shall keep the minutes and records of the council proceedings.

Charter reference— Clerk/treasurer's duty to maintain city council records, [§ 3.4](#).

Sec. 2-52. - Rescinded action.

No vote or action of the city council shall be rescinded at any special meeting unless there be present at such special meeting as many members of the council as were present at the meeting when such vote or action was taken, as provided by statute.

Sec. 2-53. - When resolutions to be reduced to writing.

Any resolution or proclamation submitted to the city council shall be reduced to writing before being voted upon, at the request of any two members of the council.

Charter reference— Action requiring an ordinance, [§ 2.13](#).

Sec. 2-54. - Right to address board.

No person other than the mayor or a member of the city council or other municipal officer or employee shall address that body at any regular or special meeting of the council except upon consent of a majority of the members present.

Sec. 2-55. - Suspension of rules.

The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at any meeting.

Sec. 2-56. - Robert's Rules of Order.

Except when in conflict with the provisions of this division, Robert's Rules of Order shall govern the deliberations of the council.

Charter reference— Rules of procedure, [§ 2.10](#).

DRAFT

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE II. - CITY COUNCIL
DIVISION 2. MEETINGS

DIVISION 2. MEETINGS

Sec. 2-46. General provisions.

- (a) Scope of rules. These rules shall govern the conduct of the city council and shall be interpreted to ensure fair and open deliberations and decision making.
- (b) Applicability of rules. These rules shall apply to the city council when meeting in any form.
- (c) Matters not covered. Robert's Rules of Order Newly Revised, latest edition shall govern for any matter, order or procedure otherwise not covered by these rules.
- (d) Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the state and charter of the city. The charter governs over these rules, and these rules govern over the parliamentary authority.
- (e) Suspension. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of four (4) members present at any meeting.
- (f) Waiver of ordinance readings. A city council member or the mayor may move to pass an ordinance, as presented, in written format without reading it for the record.

Charter reference(s) – Rules of procedures, § 2.10.

Sec. 2-4647. Organizational meeting.

The term of office of the mayor and council shall begin at the organizational meeting on the first regular meeting date in January of each year pursuant to the city charter and state law.

(Ord. No. 17-88, 9-19-88; 1989 Ga. Laws, page 5362)

Charter reference(s)—Organizational meeting, § 2.8.

Sec. 2-4748. Number and time of regular meetings.

In December of each year the city council shall adopt, via resolution, a meeting schedule for the following calendar year. Unless changed by the adopted resolution, there shall be two regular meetings of the city council held in each month. The first meeting shall be held on the second Tuesday of each month at 2:30 p.m. The second meeting shall be held on the fourth Tuesday of each month at 6:30 p.m. If a regular scheduled meeting falls on a holiday, or it is determined that the time for the meeting is inappropriate, city council shall set an alternate date and time for each meeting.

(Code 1972, § 2-21; Ord. No. 2-94, § 1, 1-10-94; Ord. No. 07-15, § 1, 9-25-07)

Charter reference(s)—City council meetings, § 2.9.

State law reference(s)—Requirement to prescribe the time, place and dates of regular meetings of city council, O.C.G.A. § 50-14-1(d).

Sec. 2-~~48~~49. Call and notice of special meetings.

- (a) Special meetings of the city council may be held on call by the mayor or three other members of the city council. Notice of such special meetings shall be served on all other members personally or by telephone personally at least 24 hours in advance of the meeting. Such notice to council members shall not be required if the mayor and all council members are present when the special meeting is called. Such notice of any special meeting may be waived by a council member in writing before or after such meeting, and attendance at the meeting shall also constitute a waiver of notice on any business transacted in such council member's presence. Only the business stated in the call may be transacted at the special meeting.
- (b) All meetings of the city council shall be public to the extent required by general state law and notice to the public of special meetings shall be made in accordance with O.C.G.A. § 50-14-1.

(Code 1972, § 2-22)

Charter reference(s)—Special meetings, § 2.9(b).

Sec. 2-~~49~~50. Quorum; voting.

Four members of the city council shall constitute a quorum and shall be authorized to transact business of the city council. Voting on the adoption of ordinances shall be taken by voice vote and the ayes and nays shall be recorded in the journal, but any member of the city council shall have the right to request a roll call vote. The affirmative vote of four members of the city council shall be required for the adoption of an ordinance, resolution or motion, except as otherwise provided in this charter.

Charter reference(s)—Quorum; voting, § 2.11.

Sec. 2-~~50~~51. Order of business.

The following order of business shall be observed in the transactions of business before the board:

- (1) Call to order.
- (2) Invocation.
- (3) Approval/amendment of agenda.
- (4) Public comment.
- (5) Consent agenda.
- ~~(36)~~ Reading of minutes.
- ~~(47)~~ Reports from boards and commissions.
- ~~(58)~~ Reports on operations by city manager.
- ~~(69)~~ Reports and communications from mayor.
- ~~(710)~~ New business.
- ~~(811)~~ Unfinished business.
- ~~(912) Visitors, petitions, communications and complaints. Council comments.~~

(13) Executive Session

~~(1014)~~ Adjournment.

(Code 1972, § 2-30)

Charter reference(s)—Requirement to adopt order of business, § 2.10.

Sec. 2-~~51~~52. Records.

The city clerk shall keep the minutes and records of the council proceedings, per § O.C.G.A. § 50-14-1 et seq.

(Code 1972, § 2-25)

Charter reference(s)—Clerk/treasurer's duty to maintain city council records, § 3.4.

Sec. 2-~~52~~53. ~~Rescinded action~~Council Agenda.

(a) Preparation of agenda. Prior to each regular or special called city council meeting, the city manager, with input of the Mayor, shall publish an agenda which contains all items the city council anticipates acting upon at the meeting. Such agenda shall be published pursuant to § O.C.G.A. § 50-14-1 et seq.

(b) Agenda item request. Notwithstanding Charter Section 2.12, a council member may submit a request to the city manager for the inclusion of an item on the agenda of a regular council meeting.

(c) Consent agenda. In preparing an agenda the city manager, may separately designate items as "consent agenda", which may be acted upon by the council as described in subsection 2-55(~~ed~~) of this article. The consent agenda shall consist of routine, noncontroversial items, which (in the city manager's determination) can be appropriately considered in bulk at the city council meeting.

~~No vote or action of the city council shall be rescinded at any special meeting unless there be present at such special meeting as many members of the council as were present at the meeting when such vote or action was taken, as provided by statute.~~

Charter reference(s)—Rules of procedures, § 2.10

(Code 1972, § 2-31)

Sec. 2-~~53~~54. ~~When resolutions to be reduced to writing~~ Conduct of council meetings.

(a) Open Meetings Law. All meetings of the city council shall comply with the Georgia Open Meetings Act O.C.G.A. § 50-14-1 et seq.

(b) Presiding Officer. The mayor shall preside over all regular and special meetings of the city council. In the absence of the mayor, the mayor pro-tem shall preside. In the event the mayor and mayor pro-tem are both absent, the presiding officer shall be determined by affirmative vote of the council members present. In the absence of the mayor, the presiding officer shall have all authorities of the mayor as stated in this chapter.

(c) Call to order. The mayor shall call the meeting to order at the appointed hour and shall facilitate discussion of the city council on each agenda item to assure full participation in accordance with these rules.

(d) Order of consideration of agenda. Each agenda item shall be considered in numerical order as presented on the agenda, unless four (4) council members consent to an agenda item being considered out of order.

(e) Announcing agenda items: The mayor shall separately announce each agenda item for the purposes of discussion and consideration.

(f) Discussion. Opportunity for council discussion shall occur after an agenda item has been announced by the mayor and again after a motion and second has been offered. Each council member shall have the right to speak after being recognized by the mayor. A council member recognized for a specific purpose shall limit remarks to that purpose. A council member, after being recognized, shall not be interrupted except by the mayor to enforce these rules.

(g) Mayor's right to enter into discussion. The mayor as a member of the council may enter into any discussion.

(h) Closing discussion by Mayor. At any point during discussion, except when a council member is speaking, the mayor may close the discussion.

(i) Request by Council to limit or close discussion. A member of the council shall have the right to request that the mayor limit or close discussion.

(j) Re-opening discussion by Council. After discussion has been closed by the mayor, a council member may make a motion to re-open discussion of the issue. If the motion is seconded, then the mayor shall call for a vote on the motion to re-open discussion.

(k) Calling for vote. After discussion has been closed, the mayor shall either call for a motion on the matter or make a motion on the matter. A council member also has the right to request that the mayor call for a motion on the matter.

(l) Abstention. All members of the council are required to vote on all matters before the council unless a member has a personal, financial, or legal conflict of interest on a matter. When a member of the council has a conflict of interest, the conflict and recusal must be publicly announced and recorded in the minutes.

Any resolution or proclamation submitted to the city council shall be reduced to writing before being voted upon, at the request of any two members of the council.

{Code 1972, § 2-32}

Charter reference(s)—Rules of procedures, § 2.10

Action requiring an ordinance, ~~§ 2.13.~~

Sec. 2-5455. Right to address board Council Action.

(a) Per Charter Section 2.11, the affirmative vote of four (4) members of the city council shall be required for the adoption of an ordinance, resolution, or motion except as otherwise provided by the charter.

(b) Motion and second required. A member of the council or the mayor shall move all action requiring a vote. Motion must be seconded before the call for vote or it shall die for a lack of a second.

(cb) Motions by presiding mayor. The mayor can make and second motions.

(de) Motion to approve or deny. Motions do not have to be made in the positive, a motion may be made either to approve or to deny. If a motion to approve fails, the item is denied. If a motion to deny fails, the item remains open until further action is taken.

(ed) Motion on consent agenda. Except as herein provided, the consent agenda shall be considered in bulk and voted upon with a single motion. At the time of consideration of the consent agenda, a council member or the mayor may announce items they wish to speak about or vote against. Such items shall be considered separately and not as a portion of any motion to call for action on the remainder of the consent agenda.

(fe) Motion to reconsider. A motion to reconsider an item ~~meeting~~ must be made by a council member or the mayor who was on the prevailing side in the original action or by a council member absent at the time of the original action. A motion to reconsider can only be made during the same meeting in which the matter was voted on or in the immediately following council meeting.

(gf) Motion to rescind. No vote or action of the city council shall be rescinded at any meeting unless there be present at such meeting as many members of the council as were present at the meeting when such vote or action was taken. If a motion to rescind was not placed on the published agenda, approval of such motion requires five (5) affirmative votes.

(hg) Motion to postpone. A motion to postpone an agenda item must include a specified date ~~in on~~ which the matter shall be brought back to the city council for consideration.

(ih) Motion to amend a motion. During discussion of a motion, any council members can propose an amendment to the original motion. If approved, discussion resumes on the matter in the newly amended form.

(ji) Motion to enter into executive session. A motion to enter into executive session, commonly referred to as closed session, requires ~~aan~~ affirmative vote in the open session and must state the reason for such. The city council shall only enter into executive session, per ~~S~~ O.C.G.A § 50-14-1 et seq, for the purpose of discussing personnel, real estate, or legal matters.

(ki) Motion to close a public hearing. A motion is not required to close an advertised public hearing. After conclusion of the public hearing the mayor shall announce that the public hearing is closed.

(lk) Motion to adjourn meeting. A motion to adjourn a council meeting is only required if items still remain on the agenda for consideration. If all items have been covered, the mayor can adjourn the meeting.

(ml) Other Motions. Motions not referenced in this ~~ise~~ section, shall be governed by Robert's Rules of Order, Newly Revised latest edition.

Charter reference(s)—Rules of procedures, § 2.10

No person other than the mayor or a member of the city council or other municipal officer or employee shall address that body at any regular or special meeting of the council except upon consent of a majority of the members present.

(Code 1972, § 2-33)

Sec. 2-5556. Suspension of rules Right to Address Council.

Attendees of a cCity council meeting have the right to address council during the public comment portion of the agenda provided that:

- (1) Each speaker must pre-register with city staff and complete a request to speak form prior to the start of the meeting.
- (2) Each speaker shall be called to speak in the order in which he/she registered.

-
- (3) Each speaker, when called to speak, shall proceed to the microphone and state his/her name.
 - (4) Each speaker shall be limited to three (3) minutes and this time may only be extended by affirmative vote of the mayor and council.
 - (5) The total allotted time of the public comment period shall not exceed twenty (20) minutes unless extended by [aan](#) affirmative vote of the mayor and council.
 - (6) Comments must be directed to the city council.
 - (7) A record of comments made shall be included in the official city council meeting minutes.
 - (8) These rules shall not apply to items listed on the agenda as public hearings. For matters required by law, or by ordinance, to be accompanied by a public hearing, such public hearing shall be conducted in accordance with the applicable law, or ordinance requiring such public hearing.

The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at any meeting.

{Code 1972, § 2-34}

~~Sec. 2-56. Robert's Rules of Order.~~

Except when in conflict with the provisions of this division, Robert's Rules of Order shall govern the deliberations of the council.

{Code 1972, § 2-35}

~~Charter reference(s)—Rules of procedure, § 2.10.~~

Sec. 2-57—2-75. Reserved.

MEMORANDUM

To: Members of the Newnan City Council
From: James Shepherd, Mayor
Re: Meeting Procedure Ordinance Updates

Summary

A discussion of updates to our meeting procedures is before the council at the August 25 meeting. No vote will be required, as this is our first discussion of the draft ordinance prepared by our city manager and city attorney. Staff circulated the draft as an initial version for review prior to the August 11 meeting. Some members of the council wished to place it on the immediate agenda. However, due to significant drafting and structural errors, the city manager and I both concluded it was not ready for publication or discussion at the August 11 meeting. Instead, it was placed on the August 25 agenda. In the interval I met with the city manager and the city attorney, and the typographical and citation errors have been corrected. The substantive structural problems remain.

The draft makes excellent strides in clarifying our procedures, and my purpose here is to propose solutions to the structural shortcomings that remain. The measure of success is practical. We should have meetings that are efficient and clear, that make room for substantive debate and public input, and that get the business of Newnan done without obstruction, delay, or unnecessary strife from any quarter of the body. This memo states the flaws of the draft before us, the law that governs them, and the updates I believe are required.

I. The duty to preside is a duty to keep order.

The presiding officer of this council has not merely the power but the duty to maintain good order in its meetings.

Charter § 2.23(1) directs that the mayor “[p]reside at all meetings of the city council.” The charter does not define “preside,” and where a charter term is undefined it carries its ordinary meaning. To preside over a deliberative body is to direct the conduct of its proceeding: to announce the business, recognize members, rule on questions of order, put questions to a vote, and declare results. Robert’s Rules of Order, which Code of Ordinances § 2-56 adopts as this council’s parliamentary authority, states the same duties and charges the chair with enforcing order and with declining to recognize motions offered only to delay or disrupt.¹ Georgia law also requires good order in meetings. Under O.C.G.A. § 16-11-34(a), it is a misdemeanor to “recklessly or knowingly” commit “any act which may reasonably be expected to prevent or disrupt a lawful meeting.” A legal regime that protects public meetings from disruption by the public does not tolerate disruption from the dais.

¹Robert’s Rules of Order Newly Revised (12th ed.) 47:7.

Maintenance of order is therefore not an incident of presiding, but its definition. A duty to preside over a meeting that no one may keep in order is no duty at all, and the charter cannot be read to impose empty obligations.

Debate and dissent on relevant matters are the ordinary work of a council, and nothing I propose restricts them. What my proposed edits speak to is conduct directed at the proceeding itself, such as interruption of members who have the floor, points of order raised without ground and repeated after ruling, motions offered only to consume the meeting, and ultra vires items placed before the council. The chair must rule on such matters as they arise. The accountability that answers that authority is the record. Each ruling is entered in the minutes with its ground, as O.C.G.A. § 50-14-1(e)(2) requires minutes to show. The ordinance should align with the plain meaning of the charter in its allocation of duties between the city's offices.

The authority to make those rulings needs no ordinance to exist. It is inherent in the office of presiding officer, and the mayor holds it today by operation of the charter itself. An ordinance may acknowledge that authority. It cannot remove it. A provision stripping the presiding officer of any part of the authority to preside would not be a rule of procedure but a reordering of the power the charter allocates among the city's offices, and this council may adopt only rules consistent with the charter.² What the charter has arranged, an ordinance cannot rearrange.

II. Items beyond the city's lawful power do not belong on the agenda, and the presiding officer is the proper screen.

A municipal corporation possesses only the powers the state has delegated to it, and an enactment beyond those powers is void.³ Charter § 2.11 requires four affirmative votes to adopt any ordinance, resolution, or motion, but that vote count is a floor rather than a source of power. What the charter withholds, no majority of this council can supply, whether the majority is four, five, or seven. A vote on an ultra vires item produces nothing but a nullity.

The officer who screens such items is the one the charter already charges with the proceeding. The mayor presides,⁴ and swears on taking office to "support and defend . . . the Charter of the City of Newnan."⁵ An officer sworn to defend the charter, and charged with directing what the body takes up, does not discharge either obligation by putting to a vote a measure the charter forbids. The duty to preside carries with it the duty to withhold from the floor, or at least to delay until cured, an item that is contrary to law.

Often delay is the best remedy, because many defects can be cured. The provision I have proposed works this way. An item whose lawfulness is dubious is not placed on the agenda. The reason is stated in

²Charter § 2.10 (rules of procedure and order of business must be "consistent with the provisions of this charter").

³Neal v. City of Atlanta, 212 Ga. 687, 94 S.E.2d 867 (1956) (adoption beyond the city's granted authority "was ultra vires action by the city and therefore void").

⁴Charter § 2.23(1).

⁵Charter § 2.8.

writing to the members who requested the item before the agenda is published and is entered in the record of the meeting. The item is then examined, with the city attorney's analysis where warranted, so that any defect that can be remedied is remedied and the item returns, cured, on a subsequent agenda. An item that cannot be cured stays off, with the written statement standing as the account.

This screen is not a veto. The ground for exclusion is legality and nothing else. Only want of power under the charter, state law, or the constitution can keep an item off the agenda. Disagreement on the merits is not a ground, and the written-statement requirement is how the council and the public police that line. A rule so limited orders the docket and silences no one.

III. What the council may enact, and what it may not.

Charter § 2.10 directs this council to adopt rules of procedure and an order of business "consistent with the provisions of this charter." The current Code does part of that work. Code § 2-50 fixes an order of business carried forward from the 1972 Code, but no provision states who prepares the agenda, when it is published, or how an item reaches it. The council can and should fill this gap. In practice it has already assigned agenda preparation to the manager, as Charter § 2.20(9) permits. What remains is to write that practice into the Code and complete it, by fixing the interval for circulation to the mayor and every member before publication and by directing publication by the clerk with the approval of the presiding officer.

Three limits bind whatever the council enacts. It may not reassign a function the charter placed in an office. The charter names one presiding officer, one spokesman, and one chief advocate of policy in § 2.23 and one substitute in § 2.24. A rule conditioning those functions on a council vote or subtracting from those functions is reassignment, not procedure. It may not set a voting threshold below the four affirmative votes § 2.11 requires. The corrections already in the draft cure where the original draft said "majority of the members present," which at a four-member quorum could have meant three. And it may not suspend a rule that restates the charter or a statute, a limit Code § 2-55 already recognizes.

IV. Defects in the draft as written.

Three provisions warrant correction before adoption.

First, the draft conditions the order of business on an agenda-approval vote at the opening of each meeting. Under § 2.11 that approval requires four affirmative votes, and a published agenda that fails to draw four leaves the body in session with no order of business and no rule for what follows. The condition should be removed.

Second, the draft provides for a council-elected substitute presiding officer. The charter names the mayor pro tempore as the sole substitute, clothed during the mayor's absence or disability with all

the rights and privileges of the office,⁶ and names no one after him. An ordinance adding to that succession would be ultra vires and void.⁷

Third, the draft's treatment of special meetings should be conformed to Charter § 2.9(b), which fixes who may call a special meeting and provides that only the business stated in the call may be transacted. To the extent the draft's language narrows, enlarges, or restates that section inconsistently, the charter controls and the ordinance provision is void.

V. The provisions to add.

Two, each in the substitute I circulated on August 5:

1. Agenda preparation and publication, codified. The Code should state what practice already does, that the manager prepares the proposed agenda under Charter § 2.20(9), and add what practice omits: circulation to the mayor and every member a fixed interval before publication, and publication by the clerk with the approval of the presiding officer, in satisfaction of O.C.G.A. § 50-14-1(e)(1).
2. The legality screen with the written statement and cure mechanism described in Part II.

A closing word on the undertaking itself. The rules this revision replaces were written for the 1972 Code, and more than fifty years of practice have accumulated on them. Revisiting them is the right decision, and the council's April direction to staff was well taken. Work that will govern this body for decades should be done right and done in a way that produces efficient, effective meetings to conduct the business of our city. The way to do that is to conform the ordinance to the charter and its plain meaning. A rule that tracks the charter settles arguments before they start. A rule that drifts from it invites a challenge to every close ruling and every contested agenda. I ask the council to make these corrections and additions before adoption.

⁶Charter §§ 2.22, 2.24.

⁷Neal v. City of Atlanta, supra note 3.

Motion to Enter into Executive Session

I move that we now enter into closed session as allowed by O.C.G.A. §50-14-4 and pursuant to advice by the City Attorney, for the purpose of discussing

And that we, in open session, adopt a resolution authorizing and directing the Mayor or presiding officer to execute an affidavit in compliance with O.C.G.A. §50-14-4, and that this body ratify the actions of the Council taken in closed session and confirm that the subject matters of the closed session were within exceptions permitted by the open meetings law.

Motion to Adopt Resolution after Adjourning Back into Regular Session

I move that we adopt the resolution authorizing the Mayor to execute the affidavit stating that the subject matter of the closed portion of the council meeting was within the exceptions provided by O.C.G.A. §50-14-4(b).