



Newnan City Council Meeting

February 13, 2024

Newnan City Hall

Richard A. Bolin Council Chambers

25 LaGrange Street

2:30 PM

CALL TO ORDER

INVOCATION

READING OF MINUTES

- A. Minutes from Regular Meeting on January 23, 2024

REPORTS OF BOARDS AND COMMISSIONS

- B. 4 Appointments - Christmas Commission, 3-year terms
- C. 1 Appointment - Cultural Arts Commission, 3-year term
- D. 2 Appointments - Farmer Street Cemetery Commission, 3-year terms
- E. 2 Appointments - Parks Commission, 3-year terms
- F. 1 Appointment - Planning Commission, 3-year term
- G. 1 Appointment - Tree Commission, 3-year term

REPORTS ON OPERATIONS BY CITY MANAGER

REPORTS AND COMMUNICATIONS FROM MAYOR

NEW BUSINESS

- H. Public Hearing - Application for Alcohol Beverage License - York Restaurant Group, LLC DBA Capital Tacos - Retail On Premise (Pouring) Sales of Malt Beverages and Wine - 1111 Hwy 34 East - Reason: New Business
- I. Consideration of Extension for Distilled Spirits Package Store License - 109 Bullsboro Dr.
- J. Consideration of Certain City-Sponsored Events to Exercise Ordinance Amendment to Chapter 3, Alcoholic Beverages
- K. Consideration to Award Energy Construction Solutions, Inc. a Contract for Housing Rehabilitation Under the Community HOME Investment Program (CHIP) Grant
- L. FOR INFORMATION ONLY - Report from Jimmy Ellison regarding Restart Coweta
- M. Consideration of Contract with Pyro Productions for the Display of Fireworks on July 4, 2024

UNFINISHED BUSINESS

VISITORS, PETITIONS, COMMUNICATIONS & COMPLAINTS

- N. Request to Close South Court Sq on June 7th from 6pm-9pm for Southern LitFest
Local Author Showcase Event

MOTION TO ENTER INTO EXECUTIVE SESSION

- O. Motion to Enter into Executive Session

ADJOURNMENT

The regular meeting of the City Council of the City of Newnan, Georgia was held on Tuesday, January 23, 2024 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall with Mayor Keith Brady presiding.

CALL TO ORDER

Mayor Brady called the meeting to order and delivered the invocation.

PRESENT

Mayor Keith Brady: Council members present: Ray DuBose, Jim Thomasson, Cynthia Jenkins, Rhodes Shell, Dustin Koritko and Paul Guillaume. Also present: City Manager, Cleatus Phillips; Assistant City Manager, Hasco Craver; City Clerk, Megan Shea and City Attorney, Brad Sears.

READING OF MINUTES

A. Minutes from the Regular Meeting on January 9, 2024

Motion by Councilman DuBose, seconded by Councilman Koritko to dispense with the reading of the minutes of the Regular Council Meeting on January 9, 2024 and adopt them as presented.

MOTION CARRIED. (7-0)

REPORTS OF BOARDS AND COMMISSIONS

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

Continue to next agenda.

C. 4 Appointments – Farmer Street Cemetery Commission, 3-year terms

Motion by Mayor Brady, seconded by Councilman Koritko to reappoint Veda Brooks for another term.

MOTION CARRIED. (7-0)

Motion by Councilman Shell, seconded by Councilman Koritko to reappoint Alison O'Rourke for another term.

MOTION CARRIED. (7-0)

Other appointments continue to next agenda.

D. 1 Appointment – Housing Authority, 5-year term

Mayor Brady reappointed Kassie Hooks for another term. No vote needed.

E. 1 Appointment – Planning Commission, 3-year term

Continue to next agenda.

F. 1 Appointment – Tree Commission, 3-year term

Motion by Councilman Shell, seconded by Councilman Koritko to reappoint Ellen Wood for another term.

MOTION CARRIED. (7-0)

G. Appointments – Retirement Board

City Manager was going to introduce Meg Kelsey and recommends her appointment as Pension Secretary. She brings a lot of experience with GMEBS and will be a very valuable asset.

Motion by Councilman DuBose, seconded by Councilman Thomasson to appoint Meg Kelsey as Pension Secretary.

MOTION CARRIED. (7-0)

NEW BUSINESS

H. Public Hearing – 134 Millard Farmer Ind Blvd (Thompson’s Pharmacy) – to consider a variance request from O.C.G.A. 16-12-215(a) concerning State of Georgia Medical Cannabis Dispensary License Application

Mayor Brady opened the public hearing.

Dean Smith, Senior Planner, showed the 1,000 ft radius around Thompson’s Pharmacy and explained that the State law allows local jurisdictions to waive the radius requirement. There are two entities covered by the state law, that fall within the 1,000 ft radius, a daycare and Jefferson Parkway Elementary. The variance request seeks to reduce or eliminate the distance requirement and that would allow Thompson’s Pharmacy to continue with their medical cannabis dispensary license application.

City Attorney swore in the applicant, Trey Thompson.

Mr. Thompson stated that this license would allow them to bring other treatment options to their patients. These medications are safer than opioids and can bring hope to patients who have struggled to find relief. They feel it’s appropriate for them to sell since they already sell C2-C5 medications.

No one spoke for or against. Mayor Brady closed the public hearing.

Motion by Councilman Guillaume, seconded by Councilman Shell, pursuant to O.C.G.A. 16-12-215(a), I move that Council adopt this order granting the variance request of Thompson's Pharmacy, modifying and eliminating the 1,000-foot radius distance requirement from a covered entity, as defined by O.C.G.A. 16-12-215(a) to operate a Low THC Pharmacy Dispensary at 134 Millard Farmer Industrial Blvd. Newnan, GA 30263 to allow Thompson's Pharmacy to dispense the low THC oil or products as the modification is needed to allow this established retail outlet to service registered patients residing within the jurisdiction. Further that the Planning Director and the City Clerk be authorized to issue evidence of such Order in whatever form the Georgia Board of Pharmacy may require.

MOTION CARRIED. (7-0)

I. Amendment to the City of Newnan Personnel Policy, Section 5.6 Retirement Plan

City Manager explained that this is to bring the policy in line with recent actions taken by Council.

Motion by Councilman Shell, seconded by Councilman DuBose to approve as submitted.

MOTION CARRIED. (7-0)

J. Request for various closures for 2024 Main Street Newnan Events

Motion by Councilman DuBose, seconded by Councilman Shell to approve the closures as presented.

MOTION CARRIED. (7-0)

K. Consideration of Recommendation from Farmer Street Cemetery Commission to Acquire Real Property

This item was moved to Executive Session for discussion.

L. Consideration of Settlement and Release Agreement between the City of Newnan and Principle Outdoor, LLC

Motion by Councilman Shell, seconded by Councilwoman Jenkins to adopt the agreement as presented.

MOTION CARRIED. (7-0)

M. Consideration of an Ordinance Adopting a Moratorium on the Issuance of Sign Permits

Motion by Councilwoman Jenkins, seconded by Councilman Guillaume to adopt the ordinance as presented.

MOTION CARRIED. (7-0)

VISITORS, PETITIONS, COMMUNICATIONS & COMPLAINTS

N. Request from Foundation Church to close South Court Square for Good Friday Event on Friday, March 29, 2024

Motion by Councilman Shell, seconded by Councilman Koritko to approve the request as presented.

MOTION CARRIED. (7-0)

EXECUTIVE SESSION

MOTION EXECUTIVE SESSION

Motion by Mayor Pro Tem Guillaume, seconded by Councilman Koritko that we now enter into closed session as allowed by O.C.G.A. Section 50-14-4 and pursuant to advice by the City Attorney, for the purpose of discussing real estate and that we move, in open session to adopt a resolution authorizing and directing the Mayor or presiding officer to execute an affidavit in compliance with O.C.G.A. Section 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 at 6:40PM.

MOTION CARRIED. (7-0)

RESOLUTION/MAYOR'S AFFIDAVIT FOR EXECUTIVE SESSION

Motion by Mayor Pro Tem Guillaume, seconded by Councilman Koritko to adopt the resolution authorizing the Mayor to execute the affidavit stating that the subject matter of the closed portion of the Council was within the exceptions provided by O.C.G.A. Section 50-14-4(b).

MOTION CARRIED. (7-0)

ADJOURNMENT

Motion by Councilman Koritko, seconded by Councilwoman Jenkins to adjourn the Council meeting at 7:06pm.

MOTION CARRIED. (7-0)

Megan Shea, City Clerk

Keith Brady, Mayor

APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Name: **York Restaurant Group, LLC dba Capital Tacos**

Licensee: **Lakeita Allen**

License Representative: **N/A**

Type License: **Retail On Premise (Pouring) Malt Beverages & Wine**

Location: **1111 Hwy 34 East**

TO THE CITY COUNCIL: REASON – NEW BUSINESS

(1) The above application with supporting documents and application fee has been filed in the City Clerk's office; reviewed by the appropriate departments of the City and appears to be (complete). (Sec 3-33)

If incomplete, reasons _____

(2) The citizenship requirements (have) been met. (Sec. 3-34)

If not, reasons _____

(3) Residency requirements (have) been met. (Sec. 3-35)

If not, reasons _____

(4) The location appears (to comply) with zoning requirements. (Sec 3-37)

If not, reasons _____

(5) The location of the proposed premises appears (to comply) with the distance requirements set forth in Sec. 3-39.

If not, reasons _____

(6) All taxes or other debts to the City (are) current. (Sec 3-38)

If not, reasons _____

(7) A publisher's affidavit (has not) been filed showing the notice requirement (has not) been complied with. (Sec 3-40 (a))

If not, reasons Advertised. Will file affidavit prior to hearing.

(8) An affidavit from the applicant certifying posting of the proposed premises (has) been filed. (Sec. 3-40(b))

Respectfully submitted,

Megan Shea
City Clerk

Good evening,

I hope all is well with everyone! Just wanted to pass along a quick overview of the progress we have made since our last Council Meeting. The weather has not been forgiving but we have been pushing forward as best as possible. Please see below for photos of progress and a list for your review and reference.

SIDE NOTE: I would like to invite each council member to a guided tour of the site and building to see the progress in person before the Council Meeting. I am available any day this week should anyone want to walk through the site.

Progress:

- Existing structure and new structure 95% complete
- Parking lot subgrade has been corrected and we now have structure below to start working on build up and finishing
- By the time of council meeting the concrete curbing will have substantial completion if not fully completed

Reason for delays:

- 2 50 year floods causing excessive moisture
- 1 100 year flood causing excessive moisture
- 2 Artic fronts causing ground to freeze and retain excessive moisture
- 12 Rain days in August (5.24" Total), 4 Rain days in September (1.5" Total), 5 Rain days in October (1.78" Total), 5 Rain days in November (2" Total), 11 Rain days in December (3.59" Total), 15 Rain days in January (6.43" Total)
- Each day of rain there's an estimated 2 days of delay (longer depending on daily amounts) to allow soils to dry out
- November had 1 day with freezing or below freezing temps, December had 3 days with freezing or below freezing temps, January 13 days with or below freezing temps
- Complicated structural concerns needing to be addressed and corrected at existing structure
- AGL gas contractor delayed due to material availability
- Unforeseeable bad soils in parking lot
- Unforeseeable bad soils in new structure foundation

Thank you,
Morris "Danny" Kelly JR
Lichty Building Group, LLC
404.563.0919

























City of Newnan, Georgia - Mayor and Council

Date: January 16, 2024

Agenda Item: Consideration of Certain City-Sponsored Events to Exercise Ordinance Amendment to Chapter 3, Alcoholic Beverages

Prepared By: Jesse Branch, Special Events Coordinator

Purpose: Newnan City Council may consider allowing for the possession and consumption of alcoholic beverages on public streets and sidewalks located within a defined location with the Downtown Development Authority District during the following events and in accordance with the Code of Ordinances of the City of Newnan, Chapter 3, Alcoholic Beverages:

- **Summer NewnaNights- Thursday, June 13, 2024, July 11, 2024, & August 8, 2024**

Background: In accordance with the amended Code of Ordinances, Chapter 3, Alcoholic Beverages, Section 3-27 (b), City Staff is providing a map of a defined location for the possession and consumption of alcoholic beverages beginning 30 minutes prior to the beginning of the event, during the event, and up to 30 minutes after the end of the event.

Funding: N/A

Recommendation: City Staff, on behalf of the Newnan Downtown Development Authority, recommends approval of the request to exercise the Code of Ordinances of the City of Newnan, Chapter 3, Alcoholic Beverages, as amended, to allow for the possession and consumption of alcoholic beverages on public streets and sidewalks during city-sponsored events in a defined location within the Downtown Development Authority District.

- A request to allow for possession and open consumption for city sponsored event series Summer NewnaNIGHTS on:
 - Thursday, June 13, 2024,
 - Thursday, July 11, 2024, &
 - Thursday, August 8, 2024in Greenville Street Park. (Please see Attachment A).

Attachments: Proposed map for SummerNewnanights (Attachment A)

Previous Discussion with Council: Newnan City Council adopted an Ordinance to Amend Chapter 3, Alcoholic Beverages, of the Code of Ordinances of the City of Newnan, Georgia at the March 28, 2017 meeting.

Attachment A:





To: Mayor and Council

Date: February 13, 2024

Agenda Item: Consideration to Award Energy Construction Solutions, Inc. a Contract for Housing Rehabilitation Under the Community HOME Investment Program (CHIP) Grant

Prepared By: Andrew Moody, Special Projects Manager

Purpose:

To present information and to request the Council consider accepting the bid amount and awarding a contract to Energy Construction Solutions, Inc. for housing rehabilitation services under the CHIP grant.

Background:

In March 2022 the City of Newnan released a request for qualifications to create pre-qualified pool of general contractors for construction services and for lead remediation firms. The RFQ generated two interested general contracting firms. Both firms were invited to bid on the housing rehabilitation to occur at 20 Mary Ann Street.

Funding:

N/A

Recommendation:

Accept and award a contract to Energy Construction Solutions, Inc. for housing rehabilitation services under the CHIP grant.

Attachments:

1. CHIP Grant Bid Tabulation

Previous Discussion with Council:

N/A

GILBERT + ASSOCIATES, INC.

FUNDING PROCUREMENT * GRANT ADMINISTRATION

CHIP Housing Rehabilitation Program Rehabilitation Bids January 19, 2024

HOUSING ADDRESS: 20 MARY ANN STREET, NEWNAN

Contractor Name	Bid Amount
ENERGY CONSTRUCTION SOLUTIONS, INC	\$ 25,524.00
ALLIED CONSTRUCTION GROUP	\$ 29,220.00

Estimated Rehabilitation Cost: \$34,353 (20% = \$6,871)

Reasonable Low Bidder: _____

Under 20% of original cost estimate = \$27,482

Over 20% of original cost estimate = \$41,224

Recorded by: [Signature]

Title: MAYOR

Date: 1.19.24

Witnessed by: [Signature]

Title: COUNCILMAN

Date: 1-19-24

625 PIPING ROCK POINT * LAWRENCEVILLE, GEORGIA 30043

678-447-5425 * gilbertassoc@outlook.com



To: Mayor and Council
Date: February 13, 2024
Agenda Item: FOR INFORMATION ONLY - Report from Jimmy Ellison regarding Restart Coweta
Prepared By: Cleatus Phillips, City Manager

Purpose:

To hear a report from Restart Coweta regarding the homelessness situation in Newnan/Coweta County

Background:

In July 2023, City Council approved an MOA with the Coweta Community Foundation and provided \$5,000 of funding for the purpose of performing due diligence to identify potential solutions to the homelessness issue in our community. Restart Coweta is a non-profit startup entity under the umbrella of the Community Foundation. The Restart Coweta Committee has been meeting routinely since August under the leadership of Jimmy Ellison and Jack Griffin.

Funding:

N/A

Recommendation:

N/A

Attachments:

1. Restart Coweta Plan

Previous Discussion with Council:

N/A

Executive Summary

As 2024 commences, Restart Coweta, a homeless intervention program, will officially launch and provide critical services dedicated to addressing the urgent needs of homeless individuals and families in the Newnan community. Our mission is to provide personalized case management services and access to appropriate resources and support services to help individuals and families transition from homelessness to stable housing and improved life circumstances and create pathways for individuals to reach their full potential. Through strategic partnerships with housing services, employment and job training providers, healthcare and mental health services, food and nutrition programs, education and skill development organizations, family services providers, prevention programs, substance abuse and addiction services, community engagement and support partners, veteran support organizations, legal assistance providers, technology and connectivity partners, crisis intervention services, and life skills training providers, we offer a comprehensive and holistic approach to addressing homelessness. Our weekly evaluations and collaborative supervision ensure that our caseworker is effectively assessing and enrolling individuals and families, providing support, and contributing to the program's goals. With the support of our community foundation, city officials, community stakeholders and funding sources, we are committed to making a positive impact on the lives of those facing homelessness in our beloved community.

Products, Services or Programs Offered

Homeless Intervention Case Management

Restart Coweta is committed to providing personalized case management services to assist homeless individuals and families in assessing their needs, setting goals, and accessing appropriate resources and support services. Our dedicated case manager will work closely with homeless individuals and families in the Newnan community, as well as establish strategic partnerships with community service providers and placement partners outside the community. These partnerships enable us to connect individuals and families with the resources they need to address their unique circumstances effectively.

To ensure that we can effectively serve individuals facing homelessness or who are already homeless, our case managers proactively identify and establish relationships with various support service providers both within and outside the Newnan community. By building strategic partnerships, we can offer holistic support to our clients in the following categories:

1. **Housing Services:** Collaborating with organizations that provide emergency shelters, transitional housing, and permanent supportive housing options.

2. **Employment and Job Training:** Partnering with agencies that offer job placement services, vocational training, and skill development programs to help individuals secure stable employment.
3. **Healthcare and Mental Health Services:** Working with healthcare providers and mental health organizations to ensure access to medical care, mental health support, and substance abuse treatment.
4. **Food and Nutrition Programs:** Partnering with food banks, soup kitchens, and nutrition programs to address the immediate food needs of homeless individuals and families.
5. **Education and Skill Development:** Collaborating with educational institutions and skill development programs to provide opportunities for homeless individuals to enhance their education and acquire new skills.
6. **Family Services:** Partnering with organizations that offer family counseling, parenting support, and child care services to address the unique needs of homeless families.
7. **Prevention Programs:** Working with organizations that focus on homelessness prevention through financial assistance, eviction prevention, and housing stability programs.
8. **Substance Abuse and Addiction Services:** Collaborating with substance abuse treatment centers and addiction recovery programs to provide support and resources for individuals struggling with substance abuse.
9. **Community Engagement and Support:** Partnering with community organizations and volunteers to provide mentorship, social support, and community integration opportunities for homeless individuals and families.
10. **Veteran Support Organizations:** Working with organizations that specialize in providing support and resources for homeless veterans, including housing assistance, healthcare, and employment services.
11. **Legal Assistance:** Collaborating with legal aid organizations to provide legal support and assistance to homeless individuals facing legal challenges.
12. **Technology and Connectivity:** Partnering with organizations that provide access to technology, internet connectivity, and digital literacy training to help homeless individuals access online resources and job opportunities.
13. **Crisis Intervention Services:** Working with crisis intervention centers and hotlines to provide immediate support and assistance to homeless individuals in crisis situations.
14. **Life Skills Training:** Collaborating with organizations that offer life skills training programs to help homeless individuals develop essential skills for independent living and self-sufficiency.

By building strategic partnerships in these areas, we can ensure that our clients have access to a comprehensive range of services and resources to address their immediate needs and work towards long-term stability.

Strategy

2024 Strategy - Homeless Intervention Program

Annual Goal

In 2024, we will implement Restart Coweta, a community homeless intervention initiative, drawing inspiration from the successful approach of Lighthouse Ministries in Lakeland, FL.

Our strategy will involve establishing a dedicated team, including a case manager, to oversee the initiative. We aim to raise \$150,000 to support at least 100 individuals in need and provide them with program placement and affordable housing.

The case manager will benefit from an onboarding process as follows during this time period:

Phase One

Program Planning and Fundraising

A. Orientation and Introduction

- **Step 1:** Welcome and introduction to the organization, its mission, and values.
- **Steps 2-3:** Overview of the program, its goals, and the role of the caseworker. Introduction to the organization's policies and procedures.
- **Step 4:** Introduction to the organization's case management system and other relevant software.
- **Step 5:** Start connecting with seasoned caseworkers (Nick, Andrew, or case manager in Lakeland FL) to gain insights into their work and experiences.

B. In-depth Training

- **Steps 1-2:** Detailed training on the case management system, including how to input data, track progress, and generate reports.
- **Steps 3-5:** Training on the organization's approach to case management, including assessment techniques, intervention strategies, and documentation requirements

C. Practical Experience

- **Steps 1-2:** If possible connect with seasoned caseworkers to observe their interaction with individuals that are homelessness and learn how to conduct assessments.
- **Steps 3-4:** Begin to take on your own individual cases. This includes conducting assessments, developing case plans, and providing support to clients.

- **Step 5:** Review progress with a supervisor and discuss any challenges or questions.

D. Transition to Independent Work

- **Steps 1-2:** Continue to manage own cases, with check in with seasoned caseworker gradually reducing.
- **Steps 3-4:** Attend a training session on self-care and stress management, which are crucial for maintaining wellbeing in this challenging role.
- **Step 5:** Final review with supervisor to discuss performance, address any remaining questions, and plan for ongoing professional development.

After the initial training and onboarding period, the caseworker will continue to receive support and supervision as they take on more cases and responsibilities. This includes regular check-ins with their supervisor, ongoing training opportunities, and access to resources and support services.

By following this approach, we will be well-equipped to address homelessness in our community effectively.

Phase Two

Program Development, Case Manager Training, and Established Strategic Partnerships w/ Community Partners

- **Develop program infrastructure:** Establish a centralized database, referral network, and communication plan.
- **Implement "Adopt a Family" funding program:** Engage local churches, businesses and individuals to provide financial support.
- **Provide education and job training:** Collaborate with educational institutions and job training programs to equip participants with skills for stable employment.
- **Comprehensive training for case manager:** Ensure case manager is well-equipped to address the unique needs of program participants.
- **Establish Strategic Partnerships w/ Community Partners:** we will approach each community partner and establish MOU's to have clear roles and responsibilities for a mutually beneficial relationship that yields the best results for the individuals seeking assistance.

By following this strategy, we will establish a strong foundation for Restart Coweta and provide comprehensive support to individuals and families experiencing homelessness in the community.

Phase Three

Program Launch and Community Engagement

We aim to officially launch Restart Coweta in July 2024. Our dedicated case manager, supported by our community partners, will begin working closely with individuals and families at risk of homelessness. They will provide crucial resources and financial assistance to prevent homelessness and support those in need.

To ensure the success of our initiative, we will actively engage with local churches and businesses, encouraging them to participate in our "Adopt a Family" program. This program will provide an opportunity for these organizations to directly support and make a difference in the lives of families facing homelessness.

By launching the initiative, working closely with our case manager and community partners, and engaging local churches and businesses, we are confident that we can effectively address the issue of homelessness in our community and provide the necessary support to those in need.

Phase Four

Monitoring and Evaluation

In the final phase, we will closely monitor the progress of Restart Coweta. Our team will track and evaluate the impact of our programs and services, including the number of individuals who have successfully transitioned from homelessness or facing homelessness to program placements, affordable housing placements, mentoring services, and assistance programs.

We will conduct regular assessments to measure the effectiveness of our programs and identify areas for improvement. This will involve gathering feedback from program participants, case managers, and community partners to ensure that we are meeting the needs of those we serve.

By monitoring and evaluating our progress, we can make data-driven decisions and continuously improve our approach to addressing homelessness in our community. This will enable us to have a greater impact and provide more effective support to individuals and families in need.

Ongoing

Relational Mentoring and Engagement, Bible Studies, Fun Gatherings, and Fellowship

Throughout the year, our strategy will involve offering relational mentoring through church and community partnerships, creating awareness of accessible resources, facilitating Bible studies, and fostering fellowship. These efforts will provide crucial relational and spiritual support to the individuals who receive assistance through our program.

By implementing this comprehensive approach, we are confident that we can make a significant impact on the homelessness crisis in Newnan. With your support, we are optimistic about our ability to successfully implement this initiative and improve the quality of life for many individuals and families in our community.

Management/Organizational Team

When developing a nonprofit business plan to address homelessness in a county, the pillars that need focusing on for the Management/Organizational team are crucial for ensuring the effective implementation and sustainability of the initiatives. Here are the key pillars for the Management/Organizational team

To address the needs outlined in the Executive Summary and form a board and subcommittees for Restart Coweta, here are the steps to consider for the Management/Organizational Team:

1. Leadership and Governance:

- Establish a board of directors with diverse backgrounds and expertise in nonprofit management, social services, and community engagement.
- Define the roles and responsibilities of the board members, including the chairperson, vice-chairperson, treasurer, and secretary.
- Develop a governance structure that includes regular board meetings, committee assignments, and decision-making processes

2. Organizational Structure:

- Design an organizational structure that clearly defines roles, responsibilities, and reporting lines within the program.
- Determine the staffing needs and recruit qualified individuals for key positions, such as an executive director, program manager, and case workers.
- Establish clear communication channels and decision-making processes to ensure effective coordination and collaboration.

3. Human Resources:

- Develop a human resources plan that includes recruitment, training, and retention strategies for staff members.
- Provide ongoing professional development opportunities to enhance the skills and knowledge of the team.
- Foster a positive and inclusive organizational culture that values diversity and promotes employee well-being.

4. Financial Management:

-  **Financial Plan** : To get an overview of best practices to consider when creating a financial plan, please double click on the document provided. It contains valuable information and guidance that will help you in developing an effective financial plan.
- Implement sound financial practices, including budgeting, financial reporting, and transparency.
- Develop a fundraising strategy to secure funding from various sources, such as grants, individual donations, and corporate sponsorships.
- Ensure compliance with financial regulations and best practices for nonprofit organizations.

5. Partnerships and Collaboration:

- Identify and establish strategic partnerships with housing services, employment and job training providers, healthcare and mental health services, and other relevant organizations.
- Collaborate with government agencies, community stakeholders, and funding sources to leverage resources and enhance the program's impact.
- Foster a culture of collaboration and shared goals among partners to address homelessness in a comprehensive and holistic manner.

6. Program Evaluation and Data Management:

- Establish a system for program evaluation to measure the effectiveness and impact of the program.
- Collect and analyze data on program outcomes, client demographics, and service utilization to inform decision-making and improve program delivery.
- Use data-driven insights to continuously improve the program and demonstrate its impact to stakeholders and funders.

7. Risk Management:

- Identify potential risks and develop risk management strategies to mitigate them.
- Ensure compliance with legal and regulatory requirements related to the operation of a nonprofit organization.
- Implement policies and procedures to safeguard the organization's reputation and financial stability.

8. Compliance and Legal Affairs:

- Stay updated on relevant laws, regulations, and reporting requirements for nonprofit organizations.
- Establish processes to ensure compliance with legal and regulatory obligations, such as filing annual reports and maintaining tax-exempt status.
- Seek legal counsel when necessary to address any legal issues or concerns.

9. Public Relations and Communications:

- Develop a comprehensive public relations and communications strategy to raise awareness about Restart Coweta and its mission.
- Engage with the community through various channels, such as social media, website, newsletters, and public events.
- Cultivate relationships with media outlets to share success stories, program updates, and advocacy efforts.

10. Ethics and Transparency:

- Uphold high ethical standards in all organizational activities, including financial management, decision-making, and client interactions.
- Ensure transparency in the organization's operations, including financial reporting, governance, and program outcomes.
- Maintain open and honest communication with stakeholders, including clients, donors, partners, and the community.

By following these steps and focusing on the key pillars for the Management/Organizational Team, Restart Coweta can establish a strong foundation for effective operations, collaboration, and sustainable impact in addressing homelessness in the city of Newnan.

To tie the pillars to committees formed to oversee and ensure the success of the program, you can organize them as follows:

- 1. Governance and Leadership Committee:**
 - Leadership and Governance
 - Organizational Structure
 - Ethics and Transparency
- 2. Program Development and Implementation Committee:**
 - Human Resources
 - Partnerships and Collaboration
 - Program Evaluation and Data Management
 - Continuous Learning and Improvement
- 3. Financial Management and Fundraising Committee:**
 - Financial Management
 - Compliance and Legal Affairs
 - Risk Management
- 4. Communications and Community Engagement Committee:**
 - Public Relations and Communications

Each committee will have the responsibility to oversee and ensure the success of the pillars assigned to them. They will develop strategies, implement initiatives, and monitor progress in their respective areas. Regular committee meetings should be held to discuss updates, address challenges, and make decisions related to their specific responsibilities.

It is important to note that the exact structure and composition of the committees may vary depending on the size and needs of the organization. Additionally, some pillars may overlap or be shared among multiple committees, so it is essential to establish clear communication and coordination between the committees to ensure effective collaboration and alignment towards the program's goals.

By assigning specific pillars to each committee, you can create a framework for accountability and shared responsibility, allowing for a comprehensive and coordinated approach to overseeing and ensuring the success of the program.

Needs Analysis or Assessments

We are currently gathering data from community partners to gain a comprehensive understanding of the homelessness crisis in Newnan. To ensure accuracy and reliability, we are working towards establishing a uniform system with our partners. This system will involve the

use of a specific form designed to assess and evaluate the current homelessness situation in Newnan.

To capture a holistic view of the homelessness population in Newnan, we recommend considering the following pillars when creating these forms or assessments:

1. **Demographics of the Homeless Population:** Gather data on age, gender, family status, race/ethnicity, and other relevant characteristics. Understanding the composition of the homeless population will aid in tailoring services to meet their diverse needs.
2. **Number of Homeless Individuals:** Estimate the total number of homeless individuals in the county, including both sheltered and unsheltered populations. This data will provide an overview of the scale of the problem.
3. **Causes of Homelessness:** Identify the various factors leading to homelessness in the county, such as economic challenges, housing affordability, mental health issues, substance abuse, domestic violence, and other contributing factors.
4. **Immediate Needs Assessment:** Assess the immediate needs of the homeless population, such as shelter, food, clothing, hygiene facilities, and medical care. Understanding these urgent needs will help prioritize immediate interventions.
5. **Long-term Needs Assessment:** Identify the long-term needs of homeless individuals to support their journey towards stable housing and self-sufficiency. This may include job training, education, mental health support, substance abuse treatment, and access to affordable housing.
6. **Barriers to Services:** Identify any barriers or challenges that homeless individuals face in accessing existing services, such as transportation issues, lack of documentation, language barriers, or limited awareness of available resources.
7. **Special Needs Populations:** Recognize and address the unique needs of specific vulnerable groups within the homeless population, such as homeless youth, veterans, families, or individuals with disabilities.
8. **Homeless Youth Assessment:** If there is a significant homeless youth population, conduct a separate assessment to understand their specific needs, as young people experiencing homelessness may require specialized support.
9. **Mental Health and Substance Abuse Assessment:** Gather data on the prevalence of mental health disorders and substance abuse issues among the homeless population. This information will inform the development of appropriate support services.
10. **Collaboration with Service Providers:** Engage with existing service providers and organizations working on homelessness-related initiatives to gather insights, share data, and avoid duplication of efforts.
11. **Data Collection and Analysis:** Implement a robust data collection system to gather relevant data on homelessness. Analyze the data to identify trends, patterns, and areas of focus.
12. **Community Input and Surveys:** Engage with the homeless population and the local community through surveys or focus groups to gain their perspectives on homelessness and identify potential gaps in services.

13. **Trends and Projections:** Analyze past trends in homelessness and project future needs based on demographic shifts, economic conditions, and other relevant factors.
14. **Cultural Sensitivity:** Ensure that the needs analysis takes into account the cultural diversity of the homeless population and respects their unique experiences and backgrounds.

By focusing on these key pillars for needs assessments, the nonprofit can build a solid foundation for developing targeted and impactful programs and services that address the specific needs of the homeless population in the county. The data collected will guide decision-making and resource allocation to effectively combat homelessness and improve the well-being of those in need.

Fundraising Development and Plan

Our 2024 strategy includes the establishment of a dedicated team, led by a case manager, to oversee our initiative. To support our goal of assisting at least 100 individuals in need, we aim to raise \$150,000 through various funding sources. These sources include:

1. **Major Donors:** We have engaged with local major donors who are committed to contributing a significant amount towards our fundraising goal. Jimmy Ellison has personally met with these donors to secure their support. The total amount committed by these major donors is \$500,000.
2. **"Adopt a Family" Funding Program:** We will implement an "Adopt a Family" program to engage local churches, businesses, and individuals in providing financial support. This program allows donors to directly support a specific family or individual in need, ensuring that their contributions have a direct impact on someone's life.
3. **Community Engagement:** We will actively engage with local churches, businesses, and individuals to raise awareness about our program and encourage financial support. By fostering partnerships with the community, we can leverage their resources and networks to maximize our fundraising efforts.

By utilizing these funding sources, we are confident in our ability to raise the necessary funds to support at least 100 individuals in need and provide them with program placement and affordable housing.

Evaluation Methodology

Weekly & Monthly Evaluations Summary

Weekly evaluations are an essential tool for tracking progress and identifying areas for improvement within Restart Coweta. These evaluations provide a detailed breakdown of the program's weekly activities and outcomes, allowing for adjustments to be made in real-time to ensure the program is meeting its objectives. By regularly evaluating and adjusting the program

based on these metrics, the organization can ensure that it is effectively fulfilling its charitable goals and making a positive impact on the community.

Collaborative Supervision

Collaborative supervision plays a vital role in the success of the caseworker and the overall program. This approach involves regular meetings between the caseworker and their supervisor to discuss progress, challenges, and strategies for improvement. It provides an opportunity for the caseworker to receive feedback, ask questions, and gain support in their role.

In the context of the program, collaborative supervision ensures that the caseworker is effectively assessing and enrolling individuals and families, providing appropriate support, and contributing to the program's goals. If the caseworker is facing challenges in engaging with community partners, the supervisor can provide guidance and suggest new strategies. Similarly, if the caseworker is struggling with workload management, the supervisor can help them prioritize tasks and develop a more efficient workflow.

Collaborative supervision also fosters a positive work environment and contributes to job satisfaction and retention. By feeling supported and valued in their role, the caseworker is more likely to stay motivated and committed to their work. This benefits not only the caseworker but also the individuals and families they serve and the organization as a whole.

In conclusion, collaborative supervision is a key element of Restart Coweta's weekly evaluations. By regularly checking in with the caseworker and providing them with the support they need, the organization can ensure progress towards its charitable goals and make a positive impact on the community.

Example of Weekly Evaluation Metrics:

Week 1:

- Number of individuals/families assessed by the caseworker.
- Amount of funds raised towards the \$150,000 goal.
- Number of community partners engaged for strategic partnerships.

Week 2:

- Progress in the development of program infrastructure (percentage completion of database, referral network, communication plan).
- Number of local churches, businesses, and individuals engaged for the "Adopt a Family" program.
- Number of educational institutions and job training programs engaged for collaboration.

Week 3:

- Number of individuals/families enrolled in the program.

- Progress in case manager training (percentage completion of training modules).
- Number of Memorandum of Understanding (MOU) established with community partners.

Week 4:

- Number of individuals/families who have received direct support (access to housing resources, financial aid, employment opportunities).
- Feedback from program participants, case managers, and community partners (collected through surveys or interviews).
- Number of individuals/families who have successfully transitioned from homelessness or facing homelessness to program placements, affordable housing placements, mentoring services, and assistance programs.



To: Mayor and Council

Date: February 13, 2024

Agenda Item: Consideration of Contract with Pyro Productions for the Display of Fireworks on July 4, 2024

Prepared By: Hasco Craver, Assistant City Manager

Purpose:

To consider funding the community's annual fireworks display for the July 4, 2024 event at Newnan High School.

Background:

Historically, the Rotary Club of Newnan has hosted one of the community's annual 4th of July events, which included a professional fireworks display, among other celebratory events such as musical performances at Newnan High School. The City of Newnan has traditionally contributed financial resources to the cost of the annual fireworks display. As the event has changed over time: temporarily moving to the Coweta County Fairgrounds to allow for contractors to reconstruct portions of Newnan High School and modifying the food/beverage and entertainment offerings, the Rotary Club of Newnan has re-imagined the event. Beginning in 2024, the Rotary Club of Newnan will be returning the event to Newnan High School, supporting limited food/beverage offerings, entertainment and providing solid waste services. The City of Newnan was approached by members of the Rotary Club of Newnan in an effort to retain the fireworks display. More specifically, the City of Newnan was asked to fully fund the fireworks display in 2024. The City of Newnan held conversations with two potential qualified vendors. The City of Newnan sought meetings and proposals from both firms. The City of Newnan received a proposal from one firm: Pyro Productions. The submitted proposal, which includes a professional display of 3"-5" premium display shells as well as a large grouping of smaller shell barrages lasting 18 +/- minutes and totaling \$27,609.83. The Council-adopted 2024 Annual Budget allocated \$15,000 for the 2024 fireworks display. Therefore, there is a funding gap of \$12,609.83.

Funding:

General Fund

Recommendation:

City staff is supportive of the proposal as submitted.

Attachments:

None

Previous Discussion with Council:

Annually, through the adopted budget, the City of Newnan has funded a portion of the annual fireworks display.

Megan,

Thank you for assisting with getting this event on the City Council agenda for approval on February 13th, 2:30 PM.

Event: Southern LitFest 2024, Local Author Showcase Event

Date: Friday, June 7th

Time: 6:00 to 9:00 PM (We request 4:00 PM to 6:00 PM for setup time)

Location: West Broad Street to Brown Street intersections

We request restricting traffic between West Broad to Brown Streets from 4:00 until approximately 10:00 PM to permit setup and breakdown of author/vendor spaces that will line both sides of the street during the evening.

Event Organizers: Newnan Carnegie Library Foundation & Hometown Novel Writers Association, Inc.

Please advise what additional information you require and we look forward to attending the City Council meeting to answer any questions and to gain approval for the event.

Respectfully,

T. M. "Mike" Brown

Southern Author

President, Hometown Novel Writers Association, Inc.

Newnan Carnegie Library Foundation Board of Trustees

Grantville, GA

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).