



# *Newnan City Council Meeting*

## *January 22, 2019 – 6:30 P.M.*

### **A G E N D A**

**CALL TO ORDER** – Mayor Keith Brady

**INVOCATION**

**READING OF MINUTES**

- I Minutes from Regular Council Meeting on January 8, 2019 ..... Tab A

**REPORTS OF BOARDS AND COMMISSION**

- I 1 Appointment – Housing Authority – 5 Year Term
- II 1 Appointment – Parks Commission – 3 Year Term
- III 1 Appointment – Tree Commission – 3 Year Term
- IV 1 Appointment – CAFI Board of Trustees

**REPORTS ON OPERATIONS BY CITY MANAGER**

**REPORTS AND COMMUNICATIONS FROM MAYOR**

**NEW BUSINESS**

- I Consideration of Resolution Authorizing and Approving of the Adoption of the City of Newnan’s ADA Transition Plan ..... Tab B
- II Surplus Property Declaration and Disposition ..... Tab C
- III MainStreet request for street closures and to use sidewalks and parking spaces around the square for 2019 events ..... Tab D
- IV Consider Memorandum of Understanding with Coweta Judicial Circuit District Attorney’s Office for assignment of Assistant District Attorney to the Newnan Police Department ..... Tab E
- V Consider Agreement with Friends of the LINC in furthering the completion and promotion of the LINC multi-use trail system ..... Tab F

- VI Consider NCAC Performance/Organizer Agreement with Elbert S. Jones, II for musical performance “Piper Jones Band” at the Wadsworth Auditorium on Saturday February 2, 2019 at 7:30 pm..... Tab G
  
- VII Newnan Utilities request to select cut 288 acres of forest land on property legally described as being located within LD3, Land Lots 32, 33, 34 and 37, under their Timber Management Program..... Tab H
  
- VIII MEAG Power Sale of Excess Reserve Capacity to the City of Newnan on Behalf of the City of Griffin ..... Tab I

**UNFINISHED BUSINESS**

**VISITORS, PETITIONS, COMMUNICATIONS & COMPLAINTS**

- I Consider agreement renewal/extension with Sasha Sims YMCA to use the Howard Warner Gym on specific dates through March 9, 2019 ..... Tab J
  
- II Consider agreement renewal/extension with DeAndre Franklin, Cobra Foundation to use Howard Warner Gym for specific days and times throughout 2019..... Tab K
  
- III Consider new agreement with Tatiyana White and Leshedia Bussie, The Majestic Pearls to use Howard Warner Facility on specific days and times throughout one calendar year ..... Tab L
  
- IV Petition for Catering of Alcoholic Beverages off Premise (Off Premise Catering License) from Gary Hyde, The Cellar ..... Tab M
  
- V Request from Jason Walton, Foundation Christian Church to close South Court Square from 3 pm to 11 pm and parking spaces on the Courthouse Square side of South Court Square from 8 am to 11 pm on April 19, 2019 for a Community Good Friday Event..... Tab N
  
- VI Clyde K. Mitchell, Georgia Department of Driver Services, DDS, Newnan Customer Service Center communicate update in offices and positive experience in Newnan..... Tab O

**EXECUTIVE SESSION – LEGAL, PERSONNEL AND REAL ESTATE**

**ADJOURNMENT**

The regular meeting of the City Council of the City of Newnan, Georgia was held on Tuesday, January 8, 2019 at 2:30 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, George Alexander; Rhodes Shell; Dustin Koritko; Cynthia E. Jenkins and Paul Guillaume. Also present: City Manager, Cleatus Phillips; City Clerk, Della Hill; Public Works Director, Michael Klahr; Planning Director, Tracy Dunnavant; Assistant City Manager, Hasco Craver; City Attorney, Brad Sears and Police Chief Douglas "Buster" Meadows.

**MINUTES – PUBLIC HEARING –BUDGET - DECEMBER 11, 2018**

Motion by Councilman DuBose, seconded by Councilman Koritko to dispense with the reading of the minutes of the Public Hearing for Budget 2019 and adopt them as presented.

**MOTION CARRIED. (7 – 0)**

**MINUTES – REGULAR MEETING – DECEMBER 11, 2018**

Motion by Councilman Koritko, seconded by Councilman Alexander to dispense with the reading of the minutes of the Regular Council meeting for December 11, 2018 and adopt them as presented.

**MOTION CARRIED. (7 – 0)**

**ELECTION – MAYOR PRO –TEM**

Motion by Councilman Shell, seconded by Councilman DuBose to re-appoint Cynthia Jenkins as Mayor Pro Tem for another term.

**MOTION CARRIED. (6 - 0)**

**APPOINTMENTS –DEPARTMENT HEADS**

The City Manager recommended all current department heads be re-appointed for year 2019.

Motion by Councilman Alexander, seconded by Councilman Koritko to re-appoint all current department heads for year 2019.

**MOTION CARRIED. (7 – 0)**

**CITY ATTORNEY**

Motion by Councilman Alexander, seconded by Councilman Koritko to re-appoint Brad Sears for City Attorney for year 2019.

**MOTION CARRIED. (7 – 0)**

**MUNICIPAL COURT JUDGE**

Motion by Councilman Alexander, seconded by Councilman Koritko to re-appoint Clay Collins as Municipal Court Judge for year 2019.

**MOTION CARRIED. (7 – 0)**

**MUNICIPAL COURT JUDGE PRO TEM**

Motion by Councilman DuBose, seconded by Mayor Pro Tem Jenkins to re-appoint Rufus Smith as Municipal Court Judge Pro Tem for year 2019.

**MOTION CARRIED. (7 – 0)**

**APPOINTMENT – HOUSING AUTHORITY – 5 YEAR TERM**

Mayor Brady asked the City Manager to place his appointment to the Housing Authority on the agenda for the next meeting.

**APPOINTMENTS – PARKS COMMISSION – 3 YEAR TERMS**

Motion by Mayor Pro Tem Jenkins, seconded by Councilman Alexander to re-appoint Kristy Franklin to the Parks Commission for another three year term.

**MOTION CARRIED. (7 – 0)**

Mayor Brady asked the City Manager to place Councilman DuBose appointment to the Parks Commission on the agenda for the next meeting.



**APPOINTMENTS – PLANNING COMMISSION – 3 YEAR TERMS**

Motion by Councilman Alexander, seconded by Mayor Pro Tem Jenkins to re-appoint Bob Coggin to the Planning Commission for another three year term.

**MOTION CARRIED. (7 – 0)**

Motion by Councilman DuBose, seconded by Councilman Alexander to appoint Joe Crain Jr. (replacing David Van Drew) to the Planning Commission for a three year term.

**MOTION CARRIED. (7 – 0)**

Motion by Councilman Guillaume, seconded by Councilman Alexander to re-appoint Chris Hunt to the Planning Commission for another three year term.

**MOTION CARRIED. (7 – 0)**

**APPOINTMENTS – TREE COMMISSION**

Motion by Mayor Brady, seconded by Councilman Koritko to re-appoint Laurie Pope to the Tree Commission for another three year term.

**MOTION CARRIED. (7 – 0)**

Mayor Brady asked the City Manager to place Mayor Pro Tem Jenkins appointment to the Tree Commission on the agenda for the next Council meeting.

**APPOINTMENT – CAFI BOARD OF TRUSTEES (YOLANDA JONES-COLTON RESIGNED)**

Mayor Brady asked the City Manager to place this appointment on the agenda for the next meeting. (Mayor Pro Tem Jenkins has a possible candidate)

**SCHEDULED CITY'S FLOATING HOLIDAY – 2019**

Motion by Mayor Pro Tem Jenkins, seconded by Councilman Koritko to approve Friday, July 5, 2019 as Floating Holiday for City employees.

**MOTION CARRIED. (7 – 0)**

**UPDATE – UPCOMING FILMING / BROOKLYN HBO**

The City Manager gave a report on the Brooklyn HBO filming. There has been a lot of communication over the last week. A great deal of work has been done by Production crew. The residents of West Washington Street have concerns with the impact of the lighting. He indicated they are working on shifting the shoot up to the intersection to

reduce the lighting so fewer locations will be affected. Staff has done some checking with getting the agreements signed. We are working together to provide more parking spaces during filming.

**PUBLIC HEARING- ALCOHOL BEVERAGE LICENSE TRANSFER- ALDI, INC**

Mayor Brady opened a public hearing on the application for a transfer of licensee From: Thomas Behtz To: Terry E. Pfortmiller for Retail OFF Premise (Package) Sales of Malt Beverage and Wine License for Aldi, Inc. located at 1064 Highway 34 E.

A representative of applicant was present for the hearing. No one present spoke for or against the applicant. Mayor Brady closed the public hearing. The City Clerk advised that all the documentation has been received and everything was in order.

Motion by Councilman Alexander, seconded by Councilman Shell to approve the application for a Retail Off Premise (Package) Sales to transfer Licensee From: Thomas Behtz To: Terry E. Pfortmiller for Aldi, Inc. located at 1064 Highway 34 E.

**MOTION CARRIED. (7 – 0)**

**ORDINANCE – FOR THE ADOPTION OF BUDGET, BEGINNING JANUARY 1, 2019 –  
DECEMBER 31, 2019**

Motion by Councilman Alexander, seconded by Mayor Pro Tem Jenkins to adopt an Ordinance to provide for the adoption of a Budget, its Execution for the Fiscal Year Beginning January 1, 2019 – December 31, 2019.

**MOTION CARRIED. (7 – 0)**

**RESOLUTION - ADOPT 2019 PAY PLAN**

Motion by Councilman Alexander, seconded by Councilman Shell to adopt a Resolution for the 2019 Pay Plan.

**MOTION CARRIED. (7 – 0)**

**RESOLUTION – SETTING QUALIFYING FEES - NOVEMBER 5, 2019 GENERAL  
ELECTION**

Motion by Mayor Pro Tem Jenkins, seconded by Councilman DuBose to adopt a Resolution setting Qualifying Fees for the November 5, 2019 General Election.

**MOTION CARRIED. (7 – 0)**

**AWARD CONTRACT – FINANCE DEPARTMENT RENOVATIONS**

Motion by Councilman Koritko, seconded by Mayor Pro Tem Jenkins to award contract for the Finance Department Renovations to low bidder, Warren’s Construction, Inc. in the amount of \$34,743.78.

**MOTION CARRIED. (7 – 0)**

**AMEND QUIT CLAIM DEED ON EXTENSION OF NEWNAN LAKES DRIVE**

Motion by Councilman Shell, seconded by Councilman Alexander to amend the quit claim deed for the property previously improperly described as right-of-way as Newnan Lakes Drive and accept the corrected quit claim deed on the extension of Newnan Lakes Drive.

**MOTION CARRIED. (7 – 0)**

**SCHEDULE PUBLIC HEARING – 17 RAY STREET FOR FEBRUARY 26, 2019**

Motion by Mayor Pro Tem Jenkins, seconded by Councilman Alexander to schedule a public hearing for 17 Ray Street for February 26, 2019.

**MOTION CARRIED. (7 – 0)**

**STATUS REPORT – 10 BURCH AVENUE, 286 WEST WASHINGTON STREET, 121 PINSON STREET AND 180 WEST WASHINGTON STREET**

| <u>Property</u>     | <u>Owner</u>       | <u>Progress</u> | <u>Resolution<br/>Deadline</u> |
|---------------------|--------------------|-----------------|--------------------------------|
| 10 Burch Avenue     | Abdul Kader        | Progress made   | 06/09/2019                     |
| 286 W Washington St | Irvin Jones Estate | No progress     | 04/06/2019                     |
| 121 Pinson Street   | Marcus Beasley     | No progress     | 03/10/2019                     |
| 180 W Washington St | Render Godfrey     | Progress made   | 03/10/2019                     |

These properties have been before Council for Public Hearings.

**2<sup>nd</sup> AND FINAL READING – ORDINANCE TO AMEND THE ZONING MAP FOR  
PROPERTY LOCATED IN LAND LOT 75 OF THE 5<sup>TH</sup> DISTRICT CALUMET  
PARKWAY, CONTAINING 18.56± ACRES**

Motion by Councilman Shell, seconded by Councilman DuBose to adopt an Ordinance to Amend the Zoning Map for Property located in land Lot 75 of the 5<sup>th</sup> Land District Calumet Parkway, containing 18.56± Acres in the City of Newnan, Georgia on seconded reading.

**MOTION CARRIED. (7 – 0)**

**REQUEST – MITCHELL S. HEADLEY, HEADLEY GENERAL CONTRACTOR –  
SPECIFIC STREET CLOSURES FOR PORTIONS OF WEST BROAD STREET AND  
SPRING STREET FOR UTILITY INSTALLATIONS**

Motion by Councilman Alexander, seconded by Mayor Pro Tem Jenkins to approve the request by Mitchell S. Headley, Headley General Contractor for specific street closures for portions of West Broad Street and Spring Street for utility installations by Ronny D. Jones Enterprises.

**MOTION CARRIED. (7 – 0)**

**REQUEST – SONY PICTURES AND PASSENGER PRODUCTIONS, INC. TO FILM A  
PORTION OF THE MOVIE “J19” IN AND AROUND THE NEWNAN SQUARE, ON  
LOCATION FROM FEBRUARY 4, 2019 THROUGH FEBRUARY 13, 2019 – INCLUDES  
TEMPORARY STREET AND PARKING LANE CLOSURES**

Dustin Pitan, Location Manager, informed Council they are requesting to move the request to February 4 and 5, 2019 from the originally request of the middle of February. There is a scheduling conflict with one cast member. We will be adding Christmas decorations and fake snow around town during filming. Filming will start around 6:00 am and should be finished by 2:00 pm on Monday. About 95% of the people have been contacted that will be affected. Courtney Harcourt has helped by sending emails.

The Assistant City Manager informed Council that Staff supports the original dates for filming for later in February. The new dates will be too much of an impact to the community.

Ms. Catherine Kagen stated she empathized with local business owners and residents who would be inconvenienced by the production and offered to do everything in her power to help ease the burden. She is asking Staff to work with them.

Mr. Jeff Morgan, Morgan Jewelers, stated parking is already a problem downtown and by taking these spaces so close to Valentine’s Day, he could lose \$10,000 to another jeweler because someone could not find a parking space to his store. We have a beautiful City and he can see why they want to come here, but we are the ones losing.

The City Manager stated he understands the concerns of the people and we are looking into possible changes to procedures for production companies. We want to see in writing where they have contacted the merchants affected. Signs are being put out informing citizens that filming downtown is being considered. More changes are to come.

Ms. Kagen informed Council and the merchants of her willingness to ensure all business owners including Morgan they are getting a fair shake from production companies.





## City of Newnan, Georgia - Mayor and Council

Date: January 22, 2019

Agenda Item: Consideration of Resolution Authorizing and Approving of the Adoption of the City of Newnan's ADA Transition Plan

Prepared by: Ronda Helton, Program Manager

Present by: Hasco Craver, Assistant City Manager

**Purpose:** Newnan City Council may consider a Resolution Authorizing and Approving the Adoption of the City of Newnan ADA Transition Plan.

### **Background:**

In order for the City of Newnan to be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the City of Newnan must confirm knowledge of, agree to, and submit a plan for compliance with the ADA regulations. "Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 is available for review upon request."

An ADA Transition Plan is a plan for the City of Newnan to analyze and address each public facility, service, program, and public park to assure that all citizens have access to the above mentioned without exclusions; without regards to disabilities or discrimination. All municipalities receiving federal aid are responsible under 42 USC 126 to submit an updated transition plan to the Georgia Department of Transportation annually.

**Funding:** N/A

**Recommendation:** Newnan City Council may adopt the Resolution Authorizing and Approving of the Adoption of the City of Newnan's ADA Transition Plan.

### **Attachments:**

1. Resolution Authorizing and Approving of the Adoption of the City of Newnan ADA Transition Plan.
2. ADA Transition Plan – 2019 update.

### **Previous Discussions with Council:**

**A RESOLUTION AUTHORIZING AND APPROVING  
OF THE ADOPTION OF THE CITY OF NEWNAN  
ADA TRANSITION PLAN**

**WHEREAS**, the Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people with disabilities. The term “disability” for the purpose of the ADA encompasses a wide range of physical and mental situations. These physical disabilities may affect mobility, stamina, hearing and speech, while mental disabilities in conditions such as emotional illness and learning disabilities. The City of Newnan does not discriminate against people with disabilities, and integrated ADA requirements in 1992; and

**WHEREAS**, the ADA addresses access to workplace and employment (Title I), state and local government services and facilities (Title II), and places of public accommodation and commercial facilities (Title III). It also requires effective communication for people with sight or hearing disabilities in Title IV and Title V addresses miscellaneous issues; and

**WHEREAS**, Mayor and Council hereby finds that it is in the best interest of the City of Newnan to now formally adopt an ADA Transition Plan as evidence in the attached document entitled “City of Newnan ADA Transition Plan”, a copy of which is attached hereto and incorporated herein as Exhibit A; and

**WHEREAS**, for the purposes of accessibility in the City of Newnan, this Transition Plan will focus on Title II, which specifically includes all Title requirements of the Americans with Disabilities Act as they pertain to Municipalities. Title II specifically prohibits discrimination by public entities on the basis of disability by requiring that all programs, services and activities be accessible to all people with disabilities. To accomplish this, the Department of Justice developed regulations requiring public entities that employ fifty or more people to develop a Transition Plan to map out steps to compliance with Title II of the ADA; and

**WHEREAS**, this City of Newnan ADA Transition Plan is created to comply with Title II of the ADA.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Newnan, that the adoption of the City of Newnan ADA Transition Plan as Identified in Exhibit A hereto is hereby authorized and approved.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Keith Brady, Mayor

\_\_\_\_\_  
Della Hill, City Clerk

\_\_\_\_\_  
Cynthia E. Jenkins, Mayor Pro Tem

REVIEWED AS TO FORM:

\_\_\_\_\_  
George M. Alexander, Councilmember

\_\_\_\_\_  
C. Bradford Sears, Jr., City Attorney

\_\_\_\_\_  
Ray F. DuBose, Councilmember

\_\_\_\_\_  
Cleatus Phillips, City Manager

\_\_\_\_\_  
Rhodes H. Shell, Councilmember

\_\_\_\_\_  
Dustin K. Koritko, Councilmember

\_\_\_\_\_  
Paul L. Guillaume, Councilmember



REVISED  
JANUARY 3, 2019



## ADA TRANSITION PLAN

ADOPTED:  
JANUARY 22, 2019

CITY OF NEWNAN

## ADA TRANSITIONAL PLAN

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### 1. PURPOSE

The purpose of the Plan is to ensure that the citizens of City of Newnan are provided full access to the City's programs, services and activities in as timely a fashion as is reasonably possible. The City's elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life City of Newnan residents seek to enjoy and to effective governance.

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### 1.1 MISSION AND VISION OF THE CITY OF NEWNAN

The mission of the City of Newnan is *“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.”*

#### 1. Fiscal Soundness

The City will endeavor to make ethical, cost-effective use of the resources available in the development and implementation of this plan.

#### 2. Accessibility

The City recognizes that it has citizens with differing levels of ability that must access the City services, programs and facilities.

#### 3. Success

The City will strive to deliver exceptional service to all our customers - internal & external – to continually seek ways to improve our service delivery and to foster a “customer first” mind-set in the City of Newnan.

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## 1.2 STATEMENT OF ACCESSIBILITY

The City of Newnan shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. The City of Newnan will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

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## 2. INTRODUCTION

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities and includes provisions which applies to public entities such as state and city governments. Specifically, Title II requires nondiscrimination on the basis of disability, in state and local government services. These “public entities”, including departments, agencies, or other instrumentalities, are required to comply with the ADA.

Title II of ADA therefore requires that all programs, services and activities of public entities, including those considered “instrumentalities” of the government, assure that individuals with disabilities have access to all of their programs, services and activities. The Act applies to all facilities, including both facilities built before and after 1990. As a necessary step to a program access plan to provide accessibility under ADA, State and local governments, public entities or agencies are required to perform self-evaluations of their current facilities and services, relative to the accessibility requirements of ADA. The agencies are then required to develop a Transition Plan to address any deficiencies. The Plan is required to be updated periodically until all accessibility barriers are removed. The Plan is intended to achieve the following:

- a) Identify physical obstacles that limit the accessibility of City services to individuals with disabilities;
- b) Describe the methods to be used to make the services accessible;
- c) Provide a schedule for making the access modifications; and,
- d) Identify the public officials responsible for implementation of the Transition Plan.

Accessibility is not only for individuals with needs related to mobility disabilities, but also for individuals with needs related to speech, cognitive, vision and hearing disabilities. There are many potential barriers to accessibility of State or City services, and the following are simply a few of the more common examples:

|                          |                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Barriers</b> | <ul style="list-style-type: none"><li>● Parking</li><li>● Path of Entry/Travel</li><li>● Doors</li><li>● Service Counters</li></ul> |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

|                              |                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Sidewalks/Curb Ramps</li> </ul>                                                                                                                                                                                                                                                                          |
| <b>Programmatic Barriers</b> | <ul style="list-style-type: none"> <li>• Building Signage</li> <li>• Customer Communication and Interaction</li> <li>• Access to Public Telephones</li> <li>• Emergency Notifications, Alarms, Visible Signals</li> <li>• Communications (via internet, public meetings, telephone)</li> <li>• Participation opportunities for events sponsored by the City</li> </ul> |

This Plan has been prepared after a careful study of City of Newnan’s programs and facilities. The City, in preparing this document, has received input from individuals at a public meeting as well as from the City Council and City Personnel. Responsibility for implementation of this plan will reside with the City ADA Coordinator. City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an on-going basis, and the ADA Transition Plan may be revised to account for changes to City functions. This Plan will be posted to the City's web site for review and consideration by the general public. In addition, notice will be provided of its existence in any official and unofficial City publications.

### 3. PHYSICAL BARRIERS

A public entity may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of a public entity. Public entities, however, are not necessarily required to make each of their existing facilities accessible. Below is a table of the City’s existing facilities and parks:

| City Facilities/Parks        | Address                    | Inspection Completed | ADA Compliant |
|------------------------------|----------------------------|----------------------|---------------|
| <b>City Hall</b>             | 25 LaGrange Street         | Yes                  | Yes           |
| <b>Lynch Park &amp; Pool</b> | 35 Richard Allen Drive     | Yes                  | Yes           |
| <b>Wadsworth Auditorium</b>  | 25 Jefferson Street        | Yes                  | Yes           |
| <b>Fire Station 1</b>        | 23 Jefferson Street        | Yes                  | Yes           |
| <b>Fire Station 2</b>        | 1516 Lower Fayetteville Rd | Yes                  | Yes           |
| <b>Fire Station 3</b>        | 138 Temple Avenue          | Yes                  | Yes           |
| <b>Howard Warner Gym</b>     | 55 Savannah Street         | Yes                  | Yes           |
| <b>Wesley Street Gym</b>     | 71 Wesley Street           | Yes                  | No            |
| <b>First Avenue Park</b>     | 10 First Avenue            | Yes                  | Yes           |
| <b>Public Safety Complex</b> | 1 Joseph Hannah Blvd       | Yes                  | Yes           |

|                                             |                        |     |     |
|---------------------------------------------|------------------------|-----|-----|
| <b>Howard Warner Community Center</b>       | 55 Savannah Street     | Yes | Yes |
| <b>Oak Hill Cemetery Office</b>             | 70 Jefferson Street    | Yes | Yes |
| <b>Carnegie Library</b>                     | 1 LaGrange Street      | Yes | Yes |
| <b>Lynch Park Pavilion &amp; Playground</b> | 23 Richard Allen Drive | Yes | Yes |
| <b>Greenville Street Park</b>               | 44 LaGrange Street     | Yes | Yes |
| <b>First Avenue Park &amp; Playground</b>   | 44 First Avenue        | Yes | Yes |
| <b>Ray Park &amp; Playground</b>            | 91 Spring Street       | Yes | Yes |
| <b>Temple Avenue Park</b>                   | 30 Temple Avenue       | Yes | Yes |
| <b>Cranford Field</b>                       | 165 Jackson Street     | Yes | Yes |
| <b>Westgate Field</b>                       | 11 West Park Court     | Yes | No  |
| <b>South Street Park</b>                    | 30 South Street        | Yes | No  |
| <b>C.J. Smith Park</b>                      | 92 Farmer Street       | Yes | Yes |
| <b>C.J. Smith Playground</b>                | 92 Farmer Street       | Yes | No  |

A self-evaluation/assessment of each of the City's physical facilities has been completed for all of the City's facilities as noted in the table above. The remaining self-evaluation/assessments will be completed in conjunction with the execution of this Plan. The self-evaluations were made of existing baseline conditions at each of the facilities listed in the table above. The evaluations were made based on the criteria for determining existence of impediment as outlined below.

### 3.1 BASELINE CONDITIONS

City's facilities are reviewed in light of several "baseline" conditions, including:

- a) Access to parking and entry into the facilities themselves;
- b) Access to a clear and distinct path of travel;
- c) Access to programs and services themselves;
- d) Access to public areas and restrooms; and
- e) Access to related amenities.

### 3.2 CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT

Criteria have been established to determine whether corrective action needs to be taken at a particular facility. The criterion includes, but is not limited to:

- a) **The nature of unique programs or services.** Some facilities and sites are the only location that a particular program or service may be provided; so there is limited flexibility to move the program or service to a more accessible facility.
- b) **Facilities already in compliance with ADA accessibility guidelines.** Several of the City's major facilities were constructed or underwent major renovations

after the effective date of the Title II ADA, including City Hall, the Police Department, Fire Departments and the Public Works Facility.

- c) **Ability to relocate programs from one facility to another accessible facility.** Because the City may offer special programs and services at more than one location, consideration was given to distribution of the special programs and services when viewed in their entirety;
- d) **Current state of accessibility.** The current condition of each facility in terms of barriers already removed, or planned to be removed.
- e) **Cost.** The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan; and public use.

### 3.3 FACILITY/PARK ASSESSMENT

The table below details the deficiencies noted at the four facilities/parks that have been inspected for compliance with the ADA and found to be non-compliant. Facilities were inspected by the City of Newnan Building Inspector according to prevailing code and the standards listed above. All recommended actions to address deficiencies have been included in the Action Log in Chapter 5.

| Facility/Park                 | Deficiencies Notes                                                                                                                          |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wesley Street Gym</b>      | <ul style="list-style-type: none"> <li>• Extend partition in Men’s bathroom stall to allow to meet Wheel Chair accessibility.</li> </ul>    |
| <b>Westgate Field</b>         | <ul style="list-style-type: none"> <li>• There are no paved surfaces in the park.</li> <li>• There are no sidewalks in the park.</li> </ul> |
| <b>South Street Park</b>      | <ul style="list-style-type: none"> <li>• There are no paved surfaces in the park.</li> <li>• There are no sidewalks in the park.</li> </ul> |
| <b>C. J. Smith Playground</b> | <ul style="list-style-type: none"> <li>• There is no sidewalk from the curb line to the playground.</li> </ul>                              |

### 3.4 SIDEWALK ASSESSMENT

City of Newnan completed a field inventory of sidewalks to assess the overall condition of these features throughout the City and to determine the level of accessibility and physical locations of any barriers. By conducting a condition assessment, the City was able to identify sidewalk maintenance needs and necessary improvements. The goal is for the City is to identify any physical barriers and provide better accessibility to residents through improved connectivity between neighborhoods, commercial corridors, and other community resources.

City representatives conducted the sidewalk inventory in July 2013 and utilized GPS equipment to develop a map of all existing sidewalks, ramps, landings, and problem areas. During the GPS inventory, several layers of information were collected at each ramp. These attributes include the ramp type, material, height, width, and length. This information will allow the City to calculate the slope of each ramp in order to evaluate the level of compliance with ADA. In addition to ramp

characteristics, maintenance needs were also recorded in the field at specific locations along each sidewalk segment. Maintenance categories collected in the field includes the following:

- Sediment / Vegetation - these were defined as areas where excessive vegetation or overgrowth has occurred across a sidewalk.
- Structural Damage - defined as significant damage to the sidewalk material, hindering the movement for wheelchairs or people with other disabilities.
- Obstructions - occurs when natural elements or manmade features impede the flow of movement along a sidewalk segment.
- Erosion - instances where erosion, most likely related to drainage has created an unsafe and potential dangerous situation along a given sidewalk section.

The table below contains a summary of the information collected during the sidewalk inventory.

| Feature                                | Linear Feet/No. |
|----------------------------------------|-----------------|
| <b>Length</b>                          |                 |
| Total Sidewalk Length                  | 843,156         |
| No Curb                                | 5,375           |
| Curb                                   | 776,604         |
| Total Ramps                            | 2,128           |
| <b>Material</b>                        |                 |
| Concrete                               | 770,499         |
| Brick                                  | 67,245          |
| Asphalt                                | 67,245          |
| <b>Damaged / Maintenance Locations</b> |                 |
| Spalling                               | 46 Locations    |
| Obstruction                            | 12 Locations    |
| Cross Slop                             | 44 yes/2 No     |
| Ponding                                | 13 Locations    |

The City staff will utilize this data to identify barriers to accessibility and develop sidewalk improvement projects for inclusion in the Corrective Plan. Projects will be prioritized based on the sidewalks level of use, project cost, and potential to improve overall City connectivity. Sidewalk improvement projects will be implemented as funding is identified, or in association with other City projects that necessitate construction in the City street right-of-way or on City property.

### 3.5 ACTION PLAN

Through these self-evaluations, deficiencies in the City of Newnan's facilities that diminish the ability of disabled persons to benefit from the City's programs, services and activities have identified. For those buildings that have had an assessment, a correction plan or other course of action has been noted for each deficiency, along with a schedule for completion of the correction. The Action Log is included in Section 5. For those facilities that have not yet had an assessment, a date by which the City will perform the assessment has been included in the Action Log.

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## 4. PROGRAMMATIC BARRIERS

The City recognizes not all barriers to the City's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled. The City conducted a self-survey of all City Departments to identify any programmatic barriers that may impact accessibility of City programs, services or activities. To review a copy of the self-survey form, please see Appendix A.

### 4.1 SURVEY RESULTS

The City of Newnan conducted a detailed survey to evaluate each department in the City with regard to ADA compliance. The purpose of this exercise was to identify areas where the City falls short in accommodating people with disabilities. The City will utilize the results of the surveys to identify measures that can be taken to better serve all residents. The appendix includes a copy of the survey form.

The majority of City departments interact with the public outside the confines of a public facility. For example, the Police, Fire and Public Works Departments generally interact with the public in the field. As a result, the employees in many cases are forced to adapt to situations that arise in the field. For example, in responding to a call or incident, the physical or mental health of the person needing assistance is not necessarily provided through dispatch. As a result, those responding may need to modify the approach for resolving the issue.

The City departments that have the most routine contact with the public at a City Facility are the Building, Planning, City Manager's Office, Human Resource Office, and Finance Department. The Building Department handles all permitting in the City and thus has a significant amount of public traffic. The Finance Department handles miscellaneous billing and occupational taxes, which also results in high volumes of people accessing a City facility but only at certain times during the year. In most cases, no formal policies are in place with a clearly defined procedure for accommodating people with disabilities. Each City department indicated that a small percentage of the public that was dealt with on a regular basis has obvious disabilities. However, each of these departments are committed to providing quality service to all residents in the City and is taking the necessary steps to confirm that they provide their service in a manner that is accessible to all residents.



## 4.2 ACTION PLAN

Based on the results of self-surveys, the City has identified future steps and activities that the City can explore to ensure that people with disabilities have access to City services and programs. The City's future plan must address the following elements:

### 4.2.1 COMMUNICATION

Effective communication is essential to providing accessible services in that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.

The City used many forms of communications with residents including the web site, communications relating to City administration and open public meetings, and other communications regarding the City's programs, services and activities. In order to ensure that all forms of communication are accessible, the City is taking specific actions to improve communications, including the following:

1. **ADA Grievance Policy and Procedures.** The City has developed a formal Grievance Policy and Procedure for ADA compliance. This document will be distributed to all City departments and made available at public buildings. It will also be posted on the website.
2. **Reasonable Modification Policy.** The City has developed a Reasonable Modification Policy for ADA compliance. This policy will be distributed to all City departments and posted at public buildings. It will also be posted on the website.
3. **Public Information.** All forms of public communication about City programs and activities must address ADA compliance issues specific to the program or activity. In order to ensure that public communication has the appropriate verbiage/statement regarding ADA compliance, they must be approved by the ADA coordinator.
4. **Agenda text.** The City will begin printing certain portions of meeting agendas in large-font type so that the content of agendas of public meetings can be more easily reviewed. Major agenda points will be printed in 14 point font.
5. **Web site communication.** The City posts agendas on the City's web site, which, when used with the free Adobe Acrobat Reader function, allows for enlargement so that the contents of agendas may be viewed from one's personal computer. The City is exploring software upgrades with its web site operator to ensure handicap accessibility.
6. **Accommodations for participation in Public Meetings.** The City will research the feasibility of incorporating equipment, available upon request, specially designed to assist hearing impaired persons to fully participate in City Council Meetings. The City will explore the feasibility of producing documents in Braille or acquiring other aids or services, including software that can convert text into speech. The City will also investigate contracting qualified interpreter services and other providers so that interpreters and other aids and services may be available on short notice.

7. **Accessibility of Public Meetings.** The City has, as discussed above, already taken substantial efforts toward ensuring public meetings are held in ADA-accessible facilities. The City conducts all public meetings in ADA accessible facilities, and to the extent feasible will make specific accommodations, where necessary, to ensure that meetings among residents and City staff can be held within ADA accessible facilities.
8. **Closed Captioning Television.** Investigate the possibility of including closed captioning for Public Meetings televised on the local cable access channel.
9. **Accessibility of Phone Communication.** Investigate tele-typewriting devices (TTD/TTY) to determine feasibility of offering this service for City of Newnan's public phone line (s). The City may consider the purchase of such devices or a virtual/contractual service that can be made available upon request.
10. **ADA Compliance in Legal Documents.** The City must include appropriate ADA compliance language in all legal documents including, but not limited to: contracts, request for proposals, requests for qualifications, bid requests, job advertisements, and public notices.
11. **ADA Compliance for Hiring Procedures.** The ADA Compliance officer should review the application, interview and hiring procedures within each department of the City to ensure compliance with ADA.

#### 4.2.2 MUNICIPALLY SPONSORED PROGRAMS

The City is committed to allowing persons with disabilities to participate in municipally sponsored programs. This includes community meetings and other events hosted or sponsored by the City. The City will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications and ensuring meeting and events are, to the extent possible, held in ADA-accessible parks and facilities. The City is taking additional specific actions to improve accessibility, including the following:

1. **Lynch Park Pool:** The City has recently added a handicap accessible lift at the public pool. A formal policy has not been established but it shall be the City's policy not to discriminate against disabled persons wishing to participate in a City-sponsored recreational activity, and as such, the City will do their best to accommodate all participants.
2. **Accessible Vehicle Transportation:** The Police Department transports people. The Police Department does not have a handicap accessible vehicle. The City is in the process of purchasing a van that will be ADA accessible. The Leisure Services Department has a Trolley and it is fully ADA accessible.

### 4.2.3 TRAINING FOR CITY STAFF ON ADA COMPLIANCE

In order to ensure effective implementation of this plan, and to afford staff with the tools necessary to provide better accessibility, the City will provide the following training on the following topics for staff:

1. ADA Transition Plan training for all City staff.
2. Specialized training for field staff who may deal with the public as part of their job duties.
3. ADA Coordinator training.

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## 5. CONCLUSION/ACTION LOG

The City is taking the actions referenced below and will continue to look for ways to remove barriers to access so that the disabled citizens of City of Newnan are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions recommended by the Plan, the City will institute an ADA Action Log, documenting its efforts at compliance with the ADA. The Action Log below addresses recommendations made to address physical and programmatic barriers to accessibility. Each recommendation is translated into an action items with anticipated implementation/completion dates. After the adoption of this Plan by the City Council of City of Newnan, the ADA Action Log will be reviewed and updated on an annual basis. The ADA Action Log shall be available upon request.

### 5.1 ACTION LOG

| Action Item                                                                                                                               | Implementation Date              | Responsible Party     |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------|
| <i>Physical Barriers</i>                                                                                                                  |                                  |                       |
| <b>1. Complete ADA inspections at remaining City of Newnan Facilities.</b>                                                                | Done                             | Facilities Department |
| <b>2. Solicit quotes to perform renovation/construction work necessary to bring facilities into compliance with ADA standards.</b>        | On-going as funding is available | Facilities Department |
| <b>3. Perform assessment of renovation/construction projects based on criteria and develop prioritized ADA Facility Improvement Plan.</b> | Ongoing as projects arise        | Facilities Department |
| <b>4. Implement ADA Facility Improvement Plan as funding becomes available.</b>                                                           | 2018                             | Facilities Department |

|                                                                                                             |                                 |                                       |
|-------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------|
| <b>5. Review sidewalk inventory and perform an assessment of the ramps to determine ADA compliance.</b>     | 2013 – improvements ongoing     | Public Works & Street Departments     |
| <b>6. Develop prioritized Sidewalk Improvement Plan.</b>                                                    | 2013 – improvements are ongoing | Public Works & Street Departments     |
| <b>7. Implement Sidewalk Improvement Plan as funding becomes available.</b>                                 | 2013 – improvements are ongoing | Public Works & Street Departments     |
| <b><i>Programmatic Barriers</i></b>                                                                         |                                 |                                       |
| <b>1. Post ADA Grievance Policy and Procedures.</b>                                                         | 2019                            | ADA Coordinator                       |
| <b>2. Distribute Reasonable Modification Policy.</b>                                                        | 2018                            | ADA Coordinator                       |
| <b>3. All forms of public communication approved by ADA coordinator.</b>                                    | 2018                            | ADA Coordinator                       |
| <b>4. Print large-font agenda text. (14)</b>                                                                | 2018                            | City Manager’s Office                 |
| <b>5. Improve web site communication accessibility.</b>                                                     | 2018                            | Communications Manager                |
| <b>6. Research ways to provide more accommodations for participation in public meetings.</b>                | 2018                            | Communications Manager                |
| <b>7. Ensure public meetings are held in an accessible facility.</b>                                        | ongoing                         | All Departments                       |
| <b>8. Determine availability of closed captioning for public meetings on cable access channel.</b>          | 2018                            | Communications Manager                |
| <b>9. Investigate TTD/TTY to determine feasibility of offering this service.</b>                            | 2018                            | IT Department                         |
| <b>10. Include appropriate ADA Compliance language in Legal Documents.</b>                                  | 1990’s                          | City Attorney & City Manager’s Office |
| <b>11. ADA coordinator to review hiring procedures in each department to determine compliance with ADA.</b> | 2018                            | ADA Coordinator                       |

|                                                                    |                                                           |                                                                          |
|--------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------|
| <b>12. Perform training for City staff on ADA Transition Plan</b>  | 2019                                                      | ADA<br>Coordinator &<br>Public Works<br>Department                       |
| <b>13. Investigate available training courses for field staff.</b> | 2019                                                      | Police<br>Department,<br>Fire Department<br>& Public Works<br>Department |
| <b>14. Training for ADA Coordinator</b>                            | 2013 – updated<br>training every<br>three years<br>after. | ADA<br>Coordinator                                                       |

## **ADA GRIEVANCE POLICY AND PROCEDURES**

This grievance procedure has been developed to provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations, which implement Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Grievances should be filed with the ADA Coordinator in the Fire Department, Station 1 at:

City of Newnan  
Fire Department  
ATTN: ADA Coordinator  
23 Jefferson Street  
City of Newnan, GA 30263

The Grievance Procedure consists of the following:

1. A complaint should be filed in writing (but can be submitted in alternate format due to the needs of an individual's disability), containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations or discriminatory act.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the City's ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The City's ADA Coordinator under the direct supervision of the Fire Chief will provide for review for the City Attorney, a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the City Manager, along with the original complaint, no later than thirty (30) days after its filing.
5. The City's ADA Coordinator will maintain the files and records of the City of Newnan relating to all ADA grievances/complaints filed.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S. Department of Justice at (800) 514-0301. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Newnan complies with the ADA and implementing regulations.

*This information can be made available in an alternate format and the grievance can be submitted in an alternate format.*

**CITY OF NEWNAN  
ADA GRIEVANCE FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of Problem: \_\_\_\_\_  
\_\_\_\_\_

Description of Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*Please attach additional pages if needed***

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

City of Newnan  
Fire Department, Station 1  
ATTN: ADA Coordinator  
23 Jefferson Street  
City of Newnan, GA 30263  
tcox@cityofnewnan.org



**Reasonable Modification Policy**  
***Access to Programs, Services, and Activities***

**NON-DISCRIMINATION**

No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any City program or activity.

**INDIVIDUALS WITH DISABILITIES**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the City, or be subjected to discrimination by the City. Nor shall the City exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

**DEFINITION**

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

**REASONABLE MODIFICATION**

The City shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

**COMMUNICATIONS**

The City shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the City shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the City. In determining what type of auxiliary aid or service is necessary, the City shall give primary consideration to the requests of the individual with disabilities.

## **AUXILIARY AIDS AND SERVICES**

"Auxiliary aids and services" includes:

1. Qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments.
2. Qualified readers, taped texts, audio recordings, brailled materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments.
3. Acquisition or modification of equipment or devices.
4. Other similar services and actions.

## **LIMITS OF REQUIRED MODIFICATION**

The City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the City shall be made by the Board after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

## **NOTICE**

The City shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the City. The information shall be made available in such manner as the City ADA Coordinator finds necessary to apprise such persons of the protections against discrimination assured them by the ADA.

## **City ADA Coordinator**

The City ADA Coordinator shall coordinate the City's efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under the ADA. The City shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA.



**CITY OF NEWNAN**

**ADA COMPLIANCE SURVEY TOOL**

**DEPARTMENT:** \_\_\_\_\_

**Please send your completed survey to:**

**ADA Coordinator**

**Attn: Tim Cox**

**[tcox@cityofnewnan.org](mailto:tcox@cityofnewnan.org)**

## Survey Instructions

The Self-Evaluation Survey is designed so that you have to answer only those questions that are relevant to your department. It is divided into six sections according to different types of services and activities, as follows:

- I. Department Background*
- II. General Public Contact*
- III. Intensive "Client" Contact*
- IV. Contracting*
- V. Purchasing*
- VI. Staff Training & Technical Assistance*

*Start at Section I and continue from there. At the beginning of each section is an explanation of the types of departments that are covered by that section. Please, read each section description carefully to determine whether the questions in that section apply to your department. If your department does not fit the section description, you may skip to the next section.*

There is a space for comments at the end of every section, as well as at the end of the survey.

Please keep in mind that the Survey is not a test. The survey is a tool that is being used to gather baseline data about the accessibility of city benefits and services. We hope to identify best practices as well as areas where improvement is needed. The City will use the data gathered to determine where resources and training are needed to improve access across all departments.

## Frequently Asked Questions

### **Shouldn't my Department's ADA Coordinator complete the survey?**

No. The survey should be completed by the manager to whom the survey notice was mailed. However, your ADA Coordinator may be a helpful resource.

### **My Department has already evaluated the accessibility of our facilities. How does the Self-Evaluation Survey relate to that evaluation?**

The Self-Evaluation Survey is focused on department and communication access. It does not address architectural issues. Even if your Department has already developed, or is in the process of developing a Transition Plan, *you must complete the Self-Evaluation Survey.*

### **Is the survey asking about my Department's policies?**

No. The Survey is an evaluation of City *departments*, not Departments. While there may be some overlap with your department, the survey asks questions about the policies, procedures and practices of your *individual department*. In answering the questions, you should limit your responses to the service or cluster of services you oversee.

### **How are you defining "department"? What about "department manager"?**

For the purposes of the Self-Evaluation:

*A "department" is a service or cluster of services with a single purpose.* Because Departments vary significantly in structure and type of service provided, departments within these Departments also vary. In some cases, smaller clusters of services were grouped together as one because they act as one department when developing and implementing policies, procedures and practices.

*A "department manager" is the person who is responsible for the department.* For the purpose of the Self-Evaluation, a department manager is the responsible individual who is close enough to the day-to-day workings of the department to have a sense of the actual practices, and who has some authority over the department's policies and procedures.

### **How are you defining disability?**

This survey uses the term disability as it is defined in the Americans with Disability Act: *"a physical or mental impairment that substantially limits a major life activity; a record of such impairment; or being regarded as having such impairment."* "Physical or mental impairment" includes, but is not limited to: visual, speech and hearing impairments, cerebral palsy, diabetes, mental retardation, emotional illness, HIV disease and drug addiction. Examples of "major life activities" include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

### **I don't see a lot of "don't know" answer options. If I don't know the answer to a question, should I research the question or just answer "no"?**

If you don't immediately know the answer to a question, we prefer that you ask around to find an answer. If you can't get an answer after asking around, you should answer "no."

## Section I. Department Background

**Who must complete this section? All departments must complete this section.**

1. Name of person completing this survey:

Title:

Department:

Divisions in Department:

Phone:

Fax:

E-mail:

2. Primary Location of Department:

Street Address:

City:

State:

Zip:

3. How many employees work in this department?

0 – 10

11 – 20

21 – 50

over 50

4. What is the approximate total budget for this department?

under \$500,000

\$500,000 - \$1,000,000

\$1,000,001 - \$5,000,000

over \$5,000,000

5. Does your department issue licenses or certifications (e.g., foster home, marriage, dog licenses, etc.)?

Yes

No

6. In three sentences or less, please describe the contact your department has with the public (e.g., people come into our office for x, y, and z; no one ever comes to our office but we buy information kiosks that are used by the public; we do fieldwork and interact with members of the public in the field; we give grants to organizations that provide x, y and z services to the public; we have clients

who must apply for our department and meet certain criteria for continuing to receive service from us; etc.)."

## Section II. General Public Contact

**Who must complete this section?** Complete this section if your department has **any direct contact** with the public. This includes departments that lead tours, recruit and hire members of the public, provide information, issue citations or licenses, host meetings, collect fees, provide job training, administer benefits, etc. **This does not include departments that provide public service through contracted agencies** (see Section IV, below). If your department provides service through contracted agencies or does not have **direct** contact with the public you may skip this section.

### **Population Information**

1. Approximately how many members of the public receive service from your department each year?
  - Under 1000
  - 1,000 – 5,000
  - 5,001 – 10,000
  - Over 10,000
2. Approximately what percentage of these individuals has disabilities? *[Note: We understand that your department may not collect this data and do not expect you to do so. However, your best estimate of this percentage will give us a clearer picture of your department. In your estimate, please be sure to consider those people with hidden disabilities (e.g., psychiatric illness) as well as those with visible disabilities (e.g., visual impairment).]*
  - NONE
  - Under 10%
  - 10% – 25%
  - 26% - 50%
  - over 50%
  - Have no idea

### **General Policies, Procedures & Practices**

1. How do you inform members of the public about your department? (Check all that apply.)
  - Verbal outreach
  - Brochure
  - Flyer/notice in community
  - Advertisement in newspaper, bulletin, etc.
  - Website
  - Other, please name: \_\_\_\_\_

2. Does your department ever provide transportation for its applicants or participants?

- Yes [GO TO 2.1]                       No [GO TO 3]

2.1 If yes, what type?

- Mini-van  
 Ramp-taxi  
 Bus pass or tokens  
 Other, please name: \_\_\_\_\_

2.2 Do you provide wheelchair accessible transportation for people who need it?

- Yes                       No

3. Does your department or service have safety standards (e.g., applicants must be able to care for themselves, participants may not have a history of violent or criminal behavior)?

- Yes [GO TO 3.1]                       No [GO TO 4]

3.1 If yes, please briefly describe the standards:

3.2 How do you determine whether an individual meets these standards?

- Self-identification by individual  
 Staff observation  
 Staff interview  
 Testing  
 Records check  
 Other, please name: \_\_\_\_\_

4. Does your department have any components or services that are exclusively for people with disabilities (e.g., a housing department designated for persons with disabilities, an alternate employment department, a different application process, special meeting times, etc.)?

- Yes [GO TO 4.1]                       No [GO TO SECTION C]

4.1 If yes, please list these components or services:

4.2 May people with disabilities also participate in the general department if they so choose?

- Yes, always  
 Yes, under special circumstances  
 No

4.2a If you answered "Yes, under special circumstances" or "No" please explain:



## **A. Communications**

1. Does your department use an automated phone menu system to access staff and/or information on services (i.e., push 1 for... push 2 for...)?

Yes [GO TO 1.1]       No [GO TO 2]

1.1 If yes, does the system offer a simple (1 step) way for a caller to bypass the menu and speak directly with a department representative?

Yes       No

2. Does your department have a TTY/TDD (text telephone for communicating with people with hearing and/or speech impairments)?

Yes [GO TO 2.1]       No [GO TO 3]

2.1 If yes, do you have a dedicated phone line for the TTY/TTD?

Yes       No

2.2 What is the TTY/TDD number?

2.3 Where is the TTY/TDD number listed? (Check all that apply.)

Brochure or other distributed written material

Public phone directory

Recorded message

Website

Other, please name: \_\_\_\_\_

2.4 Does the TTY/TTD have an answering machine that receives calls when a live person is not available (i.e., is your TTY/TTD functional 24 hours a day)?

Yes       No

2.5 Are members of your staff trained in how to use the TTY/TDD?

Yes [GO TO 2.5A]       No [GO TO 3]

2.5a If yes, please briefly describe the training they receive:

2.5b How frequently is this training provided?

At orientation

On request

Semi-annually

Annually

Other, please name: \_\_\_\_\_

3. Does your department provide phones for the public to use to make outgoing calls when needed (e.g., to call for transportation or to track down a required document)?

Yes [GO TO 3.1]       No [GO TO 4]

3.1 If yes, is there a TTY/TTD available for making these calls?

Yes       No

4. Are people with disabilities portrayed in any of the materials used by your department (e.g. written descriptions, pictures, videos etc.)?

Yes [GO TO 5.1]       No [GO TO 6]

5.1 If yes, please describe briefly:

5. Does your department notify the public about whether your department office(s) is/are architecturally accessible (e.g., whether or not it is accessible to people in wheelchairs, whether or not there are obstructions that would hinder people who are blind)?

Yes [GO TO 6.1]       No [GO TO 7]

6.1 If yes, please indicate the methods you use to communicate this information:  
(Check all that apply.)

Verbal outreach

Posted notice outside facility

Brochure

Flyer, notice in community

Advertisement in newspaper, bulletin, etc.

Website

Other, please name: \_\_\_\_\_

6. Do you ever provide information to the public through videos, movies or television broadcasts?

Yes [GO TO 7.1]       No [GO TO 8]

7.1 If yes, do these videos, movies, or broadcasts have captioning for individuals with visual impairments (i.e., is the verbal portion of the broadcast transcribed and displayed at the bottom of the screen)?

Yes       No

7.2 Do these videos, movies or broadcasts have an audio narration option for individuals who have visual impairments?

Yes       No

7. Does your department include exhibits and/or interpretive displays (e.g., art exhibits, historical displays, information kiosks, etc.)?

Yes [GO TO 8.1]       No [GO TO 9]

8. Does your department use any of the following alternative formats and/or auxiliary aids to make department materials and services accessible to people with disabilities (e.g., to make written materials accessible to people with visual impairments, to make interviews accessible to people who are deaf)? (Check all that apply.)

**Alternative Formats**

- Audiotape
- Enlarged print
- Braille
- Computer disk
- Website
- E-mail
- Other, please name: \_\_\_\_\_

**Auxiliary Aids**

- Sign language interpreters
- Assistive listening devices
- Real-time captioning
- Readers
- Call-in/speakerphone capability
- Assistants (who perform tasks such as translating for a person with speech impairment)
- Other, please name: \_\_\_\_\_

8.1 If yes, is information in the exhibit/display provided in a variety of formats?

- Written
- Audio
- Graphic/Pictorial
- Other, please name: \_\_\_\_\_

9. Please briefly describe the procedure someone must follow to request materials in alternative formats and/or auxiliary aids:

9.1a Is this procedure documented in written form?

- Yes
- No

9.2 Do you notify the public that they may request alternative formats and/or aids if needed?

- Yes [GO TO 9.2A]
- No [GO TO 9.3]

9.2a How are members of the public notified that they may request alternative formats and/or auxiliary aids if needed? (Check all that apply.)

- Verbal explanation at service window

- Posted notice department office
- Brochure or other distributed written material
- Recorded message
- Website
- Other, please name: \_\_\_\_\_

9.3 What is the average length of time that someone must wait for approval of a request?

- Less than 1 hour
- 1 hour – 24 hours
- 25 hours – 72 hours
- 73 hours to 1 week
- over 1 week

9.4 Please list the firm(s) and/or organization(s) you use to access auxiliary aids (e.g., the firm you use to access ASL interpreters, etc.):

10. Does your department hold public meetings, hearings or other events?

- Yes [GO TO 10.1]       No [GO TO 11]

10.1 If yes, does your department hold public meetings, hearings or other events regularly at specific locations (i.e., at locations other than your department locations listed in Section I)?

- Yes [GO TO 10.1A]       No [GO TO 10.2]

10.1a If yes, please list these specific locations:

10.2 Does your department notify the public about whether or not the locations of public meetings, hearings or other events are architecturally accessible?

- Yes [GO TO 10.2A]     No [GO TO 10.3]

10.2a If yes, please indicate the methods you use to communicate this information: (Check all that apply.)

- Verbal outreach
- Written meeting notice
- Posted notice outside facility
- Advertisement in newspaper, bulletin, etc.
- Website
- Other, please name: \_\_\_\_\_

10.3 Do you use any of the following alternative formats and/or auxiliary aids to make public meetings, hearings or other events accessible to people with disabilities?

**Alternative Formats**

- Audiotape
- Enlarged print
- Braille
- Computer disk
- Website
- E-mail
- Other, please name: \_\_\_\_\_

**Auxiliary Aids**

- Sign language interpreters
- Assistive listening devices
- Real-time captioning
- Readers
- Call-in/speakerphone capability
- Assistants (who perform tasks such as translating for a person with speech impairment)
- Other, please name: \_\_\_\_\_

10.3a If you answered yes to any of the above, is the procedure for requesting and receiving alternative formats and/or auxiliary aids for public meetings, hearings or other events **different** from the procedure for requesting these formats and aids for department services?

- Yes [GO TO 10.3A1]  No [GO TO 11]

10.3a1 If yes, please explain these differences. (Be sure to note any differences in the ways the public is notified, request procedure, length of request approval period, firms used, etc.):

11. How does your department pay for costs incurred from accommodating people with disabilities (e.g., paying for interpreters, alternative formats, individual staff assistance, etc.)?

- Fees from participants with disabilities
- Fees from all participants
- Specific budget line item
- Included in general budget
- Other, please name: \_\_\_\_\_

**D. Modification of Policies, Procedures & Practices**

1. Does your department allow an individual to request a modification of department policies, procedures or practices to accommodate his/her disability (e.g., a waiver of an orientation requirement for someone who cannot attend at the required time due to a disability, a home visit for someone who is homebound and cannot come into the department office, assistance completing a required form for someone with a cognitive impairment, etc.)?
- Yes [GO TO 1.1]                       No [GO TO 2]

1.1 If yes, please briefly describe the procedure for requesting and providing modifications:

- 1.1a Is this procedure documented in written form?
- Yes                       No

- 1.2 Do you notify the public that they may request such modifications when needed?
- Yes [GO TO 1.2A]    No [GO TO 1.3]

1.2a If yes, what does the notice include?

- Notice of right to non-discrimination
- Notice of right to reasonable modification of policies, procedures and practices
- Information on how to request a modification
- Phone number to call to request a modification
- TTY number to call to request a modification
- A form to complete to request a modification
- An address at which to make the request in person
- Contact information of an advocate or ombudsperson
- Other, please name: \_\_\_\_\_

1.2b How are members of the public notified they may request modifications if needed)? (Check all that apply.)

- Verbal explanation at service window
- Posted notice in department office
- Brochure or other distributed written material
- Recorded message
- Website
- Other, please name: \_\_\_\_\_

1.3 What is the average length of time that someone must wait for approval of a request?

- Less than 1 hour
- 1 hour – 24 hours
- 25 hours – 72 hours
- 73 hours to 1 week
- over 1 week

1.4 How are staff (including receptionists, service window attendants, client service staff, etc.) informed about how to handle requests for modification? (Check all that apply.)

- Word-of-Mouth/Experience
- Employee Handbook
- Other documented procedure
- Training
- Other, please name: \_\_\_\_\_

1.5 Approximately how frequently does your department receive requests for modification of policies, procedures or practices?

- Never
- 1 – 10 x per year
- 11 – 25 x per year
- 25 – 50 x per year
- More than 50 x per year

1.6 In the last year, has your department modified a policy, procedure and/or practice for a person with a: (Check all that apply.)

- psychiatric disability?
- learning or Cognitive disability?
- speech impairment?
- hearing impairment?
- visual impairment?
- mobility impairment?
- immune disorder (such as HIV, Multiple Chemical Sensitivities, etc.)?

1.6a Please give an example of a modification that was made for each “yes” checked:

1.7 Does your department provide alternatives to an individual whose request for modification is denied (e.g., instead of a home visit to fill out an application, you offer a phone interview and mail the application to be signed by the homebound individual)?

- Yes [GO TO 1.7A]  No [GO TO 2]

1.7a If yes, please give an example of a situation in which an alternative to a requested modification was provided:

2. Does your department require applicants or participants to wait in line at any time (e.g., at information window, to apply for service, etc.)?

Yes [GO TO 2.1]                       No [GO TO 3]

2.1 If yes, are there alternatives available for individuals whose physical or mental disabilities make it unduly difficult to stand or wait for an extended period of time (e.g., a means of holding someone's place in line, staff available to assist people with disabilities, etc.)?

Yes [GO TO 2.1A]    No [GO TO 3]

2.1a If yes, please briefly describe the alternatives:

2.1b Can any staff offer these alternatives or must a request be approved by a designated staff member?

- Any staff may offer upon request  
 Request must be approved by designated staff member  
 Other, please name: \_\_\_\_\_

3. Does your department, and/or the facility in which the department is located, have a policy that restricts animals?

Yes [GO TO 3.1]                       No [GO TO SECTION E]

3.1 If yes, may this policy be modified to allow for service or companion animals used by people with disabilities (e.g., the guide dog of a person who is blind, or the cat of a person with post-traumatic stress syndrome)?

Yes [GO TO 3.1A]    No [GO TO SECTION E]

3.1a May any staff modify this policy or must a request be approved by a designated staff member?

- Any staff may offer upon request  
 Request must be approved by designated staff member  
 Other, please name: \_\_\_\_\_

## **E. Grievance Policies & Procedures**

1. Does your department have a grievance procedure (i.e., a procedure for resolving complaints by the public alleging noncompliance with the ADA in any of your department's services, activities and/or benefits)?

Yes [GO TO 1.1]                       No [GO TO SECTION F]

1.1 If yes, please briefly describe this procedure:

1.1a Is this procedure documented in written form?

Yes                       No



1.2 Do you notify the public of the grievance procedure?

Yes [GO TO 1.2A]  No [GO TO 1.3]

1.2a If yes, what does the notice include? (Check all that apply.)

- Information about how to file a grievance
- Phone number to call to register the grievance
- TTY number to call to register the grievance
- A form to complete to register the grievance
- An address where to register the grievance in person
- Contact information to an ombudsperson or advocate
- Other, please name: \_\_\_\_\_

1.2b How are department applicants or participants notified of the grievance procedure? (Check all that apply.)

- Verbal explanation at service window
- Posted notice department office
- Brochure or other distributed written material
- Recorded message
- Website
- Other, please name: \_\_\_\_\_

1.3 Does your department modify the grievance procedure for individuals whose disabilities prevent them from meeting the requirements of the procedure (e.g., providing an alternative to completing a complaint form)?

Yes [GO TO 1.3a]  No [GO TO 1.4]

1.3a If yes, is the procedure for requesting a modification included in the public grievance notice?

Yes  No

1.4 Approximately how frequently is the grievance procedure used?

- Never
- Once every couple of years
- 1 - 10 x per year
- 11 - 20 x per year
- More than 20 x per year

1.5 Do staff members who make decisions on grievances receive training in the requirements of federal and state disability rights laws?

Yes [GO TO 1.5A]  No [GO TO SECTION F]

1.5a If yes, please briefly describe the training provided:

1.5b How frequently is this training provided?

At orientation

- Semi-annually
- Annually
- Bi-annually
- Other, please name: \_\_\_\_\_

**F. Emergency Policies, Procedures & Practices**

1. Does the building or site that houses your department have emergency evacuation procedures?

- Yes [GO TO 1.1]       No [GO TO 2]

1.1 If yes, please briefly describe these procedures:

1.2 Are these procedures documented in written form?

- Yes       No

1.3 Do these evacuation procedures include specific provisions for evacuating people with disabilities?

- Yes [GO TO 1.3A]     No [GO TO 1.4]

1.3a If yes, please describe these provisions:

1.4 How are members of the public notified of the emergency evacuation procedures? (Check all that apply.)

- Verbal explanation
- Posted notice department office
- Brochure or other distributed written material
- Recorded message
- Not notified
- Other, please name: \_\_\_\_\_

2. Is the building where your department is located equipped with visual emergency alarms (e.g., flashing lights) in addition to audio alarms?

- Yes       No

**Comments for Section II:**

## Section III. Intensive Contact

**Who must complete this section?** Complete this section if your department has intensive and/or ongoing contact with the public. This includes all departments that have applications and requirements for continued service such as mental health, job training or public benefits departments, etc. This section should be completed in addition to (not instead of) Section II. If your department does not have intensive, ongoing contact with the public, you may skip this section.

### A. Application Policies, Procedures & Practices

1. Does your department have eligibility requirements (e.g., evidence of particular skills, record of good tenancy, completion of a training department, etc.)?

Yes [GO TO 1.1]       No [GO TO 2]

1.1 If yes, may these eligibility requirements be modified to accommodate individuals whose disabilities prevent them from meeting them?

Yes [GO TO 1.1a]    No [GO TO 2]

1.1a If yes, are members of the public notified before they are enrolled in the department that they may request modifications (i.e., are individuals who aren't already participants in your department notified of your department's modification procedures)?

Yes [GO TO 1.1A1]    No [GO TO 2]

1.1a1 If yes, please briefly describe how these individuals are notified:

2. Where is the application for your department available? (Check all that apply.)

Department office(s)

Community-based organization(s)

Website

Other, please name: \_\_\_\_\_

3. How may a member of the public apply to your department? (Check all that apply)

In person at department office

In person at community-based organization

By authorized representative

By mail

By phone

By TTY/TTD

Through website

Through home visit upon request

Other, please name: \_\_\_\_\_

4. Is a member of your staff available to help those individuals who may require assistance in completing an application?  
 Yes                       No
5. Does your department require documentation (e.g. birth certificate, driver's license, medical records, etc.) in order for an individual to participate or receive services?  
 Yes [GO TO 5.1]               No [GO TO 6]

5.1 If yes, does your staff provide any of the following services to assist an individual in obtaining required documentation? (Check all that apply.)

- Make phone calls to request/retrieve documentation  
 Make photocopies of original documentation  
 Obtain documentation directly (with signed release)  
 Other, please name: \_\_\_\_\_

5.1a If you answered yes to any of the above, please describe the circumstances under which these services would be provided:

6. Does your department prohibit service to individuals based on their illegal use of drugs?  
 Yes [GO TO 6.1]               No [GO TO SECTION B]

6.1 How do you determine whether an individual is currently using drugs illegally?

- Self-identification by individual  
 Staff observation  
 Staff interview  
 Testing  
 Records check  
 Other, please name: \_\_\_\_\_

**B. General Service Policies, Procedures & Practices**

1. Does your department have staffed drop-in hours for potential applicants or department participants who may not have an appointment?  
 Yes                       No

2. Does your department have a waiting room?  
 Yes [GO TO 2.1]               No [GO TO 3]

2.1 If yes, how are people who are waiting notified when it is their turn? (Check all that apply.)

- Verbal announcement by receptionist/other staff  
 Loudspeaker announcement  
 Notice board or other visual display  
 Individual contact by receptionist/other staff  
 Other, please name: \_\_\_\_\_

3. If a participant in your department has a disability that requires a regular (as opposed to one time) modification of a policy, procedure or practice, is this information recorded in his/her file or must he/she make a new request at each visit?

Recorded in file

New request at each visit

Other, please name: \_\_\_\_\_

4. Does your department have requirements that a person must meet in order to remain in the department/continue to receive service (e.g. submit forms, attend meetings, complete assignments)?

Yes [GO TO 4.1]       No [GO TO SECTION C]

4.1 If yes, may these requirements be modified to accommodate individuals whose disabilities prevent them from meeting these requirements?

Yes [GO TO 4.1A]     No [GO TO SECTION C]

4.1a If yes, please give one or two examples of recent modifications your department has made:

### **C. Service Termination Policies, Procedures & Practices**

1. Does your department have service termination criteria?

Yes [GO TO 1.1]       No [GO TO SECTION IV]

1.1 If yes, please list criteria:

1.2 Does the termination process include an effort to determine whether the cause for termination is related to the participant's disability (e.g., client's failure to call or appear for appointment was result of psychiatric crisis)?

Yes [GO TO 1.2A]     No [GO TO 1.3]

1.2a If yes, please describe this effort:

1.3 Are participants notified that their participation in the department/service is going to be terminated before actual termination?

Yes [GO TO 1.3A]     No [GO TO 1.4]

1.3a If yes, how are participants notified? (Check all that apply.)

In-person at office

Home visit by staff

Mailed letter

Phone call

Other, please name: \_\_\_\_\_

1.4 Does your department have a process through which someone can appeal a service termination?

Yes [GO TO 1.4A]  No [GO TO SECTION IV]

1.4a If yes, is the appeal process explained in the termination notice?

Yes [GO TO 1.4A1]  No [GO TO SECTION IV]

1.4a1 If yes, what does the notice include? (Check all that apply.)

- Phone number to call to register the appeal
- TTY number to call to register the appeal
- A form to complete to register the appeal
- An address at which to register the appeal in person
- Contact information to an ombudsperson or advocate

**Comments for Section III:**

## Section IV. Contracting

**Who must complete this section?** Complete this section if your department awards and/or monitors contracts to agencies or organizations that provide services to the public. This includes departments that contract work to community-based organizations through an RFP process. If your department does not award and/or monitor contracts, you may skip this section.

1. Does your Request for Proposal/Qualification process include any of the following criteria for evaluating proposals?
  - 1.1 Potential contractor's history of providing service to people with disabilities?  
 Yes       No
  - 1.2 Training of potential contractor's staff in serving people with disabilities?  
 Yes       No
  - 1.3 Potential contractor's ability to modify services to accommodate people with disabilities (e.g., ability to provide additional time or assistance to participants with learning disabilities, established relationships with agencies that provide specialized services to people with disabilities, etc.)?  
 Yes       No
  - 1.4 Potential contractor's ability to provide written materials in alternative formats (e.g., braille, audiotape, large print, floppy disk, email, website, etc.)?  
 Yes       No
  - 1.5 Potential contractor's experience using auxiliary aids or services (e.g., sign language interpreters, captioning, readers, etc.)?  
 Yes       No
  - 1.6 Potential contractor's ability to provide transportation to people with disabilities (if appropriate)?  
 Yes  
 No  
 N/A
  - 1.7 Whether or not a potential contractor has a written grievance procedure (i.e., a procedure for resolving complaints by the public alleging noncompliance with the ADA in any of the contractor's services, activities and/or benefits)?  
 Yes       No
2. Are your Department Officers/Contract Monitors trained in recognizing departmental and communication access problems?  
 Yes [GO TO 2.1]       No [GO TO 3]

2.1 If yes, please briefly described training provided:

2.2 How frequently is training provided?

At orientation

Semi-annually

Annually

Bi-annually

Other, please name: \_\_\_\_\_

3. In their regular contract monitoring process, do your Department Officers/ Contract Monitors monitor for any of the following criteria?

3.1 Whether contractor notifies the public about how to request modifications or accommodations?

Yes       No

3.1 Whether the contractor has a waiting list?

Yes [GO TO 3.1A]    No [GO TO 3.2]

3.1a If yes, whether an individual can get on the waiting list through means other than standing in line (e.g., with a phone call, mail in form, etc.)?

3.2 Training of contractor's staff in serving people with disabilities?

Yes       No

3.3 Contractor's record of accommodating people with disabilities?

Yes       No

3.4 Contractor's record of providing written materials in alternative formats (e.g., braille, audio tape, large print, floppy disk, email, website, etc.)?

Yes       No

3.5 Contractor's record of using auxiliary aids and services (e.g., sign language interpreters, captioning, readers, etc.)?

Yes       No

3.6 Contractor's record of providing transportation to people with disabilities (when appropriate)?

Yes

No

N/A

3.7 Whether contractor has a written grievance procedure?

Yes       No



3.8 Whether the contractor has designated staff who are trained in resolving grievances?

Yes       No

4. How frequently are departments monitored?

Never

Semi-annually

Annually

Bi-annually

Other, please name: \_\_\_\_\_

**Comments for Section IV:**

## Section V. Purchasing

**Who must complete this section?** Complete this section if you oversee purchasing for your department or other departments. Purchasing includes purchasing of computer systems, equipment, etc. If you do not oversee purchasing for your own or other departments, you may skip this section.

1. Do you purchase computer equipment or applications for use by the public?

Yes [GO TO 1.1]       No [GO TO 2]

1.1 If yes, do you make an effort to research state of the art products that may provide greater accessibility for people with disabilities?

Yes [GO TO 1.1A]    No [GO TO 2]

1.1a If yes, please describe this effort:

1.1b How frequently is the additional cost of accessible equipment or products a bar to purchasing them?

Never

Occasionally

Often

2. Do you purchase large systems or equipment (e.g. new crosswalk signals, voting machines, medical examining tables, kiosk information systems, computer workstations, etc.) for use by the public?

Yes [GO TO 2.1]       No [GO TO SECTION VI]

2.1 If yes, do you make an effort to research state of the art products that may provide greater accessibility for people with disabilities?

Yes [GO TO 2.1A]    No [GO 3]

2.1a If yes, please describe this effort:

2.1b How frequently is the additional cost of accessible equipment or products a bar to purchasing them?

Never

Occasionally

Often

3. Do you ever put equipment or large system purchases out to bid?

Yes [GO TO 3.1]       No [GO TO SECTION VI]

3.1 If yes, does your RFP/Q have a standard component about accessibility features (i.e., do you request vendors to show how their equipment may be used by people with disabilities, such as those with mobility impairments, or who are blind)?

Yes [GO TO 3.1A]    No [GO SECTION VI]

3.1a If yes, please describe this standard component:

3.1b How frequently is the additional cost of accessible equipment or products a bar to purchasing them?

- Never
- Occasionally
- Often

**Comments for Section V:**

## Section VI. Staff Training & Technical Assistance

**Who must complete this section?** All departments must complete this section. Note: In these questions, the term "staff" refers to all full-time employees (including management/supervisory, client/customer service, clerical, etc.) who work for your department.

1. Do members of your staff receive information on any of the following? (Check all that apply.)

- Americans with Disabilities Act (ADA)
- Fair Housing Amendments Act
- Section 504 of the Rehabilitation Act
- State Disability Laws

1.1 If yes, does this information provide a general overview of the regulations, specific information on how the regulations relate to the services provided by the department, or both?

- General
- Specific
- Both

1.2 How frequently is training provided?

- At orientation
- Semi-annually
- Annually
- Bi-annually
- Other, please name: \_\_\_\_\_

1.3 Do all members of your staff receive the above training or only staff at specific levels/classifications?

- All staff
- Management/supervisory staff
- Client contact/customer service staff
- Clerical/administrative support staff
- Other, please name: \_\_\_\_\_

2. Do members of your staff receive training in working with people who have: (Check all that apply.)

- Psychiatric disabilities?
- Learning or Cognitive disabilities?
- Speech impairments?
- Hearing impairments?
- Visual impairments?
- Mobility impairments?
- Immune system disorders (such as HIV, Multiple Chemical Sensitivities, Lupus, etc.)?

2.1 If yes, please briefly describe the training provided:

2.2 How frequently is training provided?

At orientation

Semi-annually

Annually

Bi-annually

Other, please name: \_\_\_\_\_

2.3 Do all members of your staff receive the above training or only staff at specific levels/classifications?

All staff

Management/supervisory staff

Client contact/customer service staff

Clerical/administrative support staff

Other, please name: \_\_\_\_\_

3. Do members of your staff receive training in how to use auxiliary aids and services, (e.g., sign language interpreters, live computer captioning, audio narration devices, etc.)?

Yes [GO TO 3.1]       No [GO TO 4]

3.1 If yes, please briefly describe training provided:

3.2 How frequently is training provided?

At orientation

Semi-annually

Annually

Bi-annually

Other, please name: \_\_\_\_\_

3.3 Do all members of your staff receive the above training or only staff at specific levels/classifications

All staff

Management/supervisory staff

Client contact/customer service staff

Clerical/administrative support staff

Other, please name: \_\_\_\_\_



5.1 If yes, what kind of training or technical assistance would be helpful? (Check all that are needed/of interest.)

- Assistance developing policies and procedures
- Training in how to work w/ people with disabilities
- Training in legal requirements
- Training in providing accommodations
- Resources for alternative formats & auxiliary aids
- Other, please name: \_\_\_\_\_

6. Does your department use the services of contract employees (e.g., security guards, janitors, etc.)?  
 Yes [GO TO 6.1]                       No [GO TO SECTION VII]

6.1 If yes, does your department have a procedure that contract employees are to follow in assisting people with disabilities (e.g., contacting a member of your staff, providing certain accommodations, etc.)?

- Yes [GO TO 6.1A]    No [GO TO 6.2]

6.1a If yes, please describe this procedure:

6.2 Does the contract require that employees receive training in interacting with people with disabilities?

- Yes                       No

**Comments for Section VI:**

## **END OF SURVEY**

**Thank you for completing the ADA Self-Evaluation Survey. Let me know if you have any questions prior to submittal.**





## City of Newnan, Georgia - Mayor and Council

Date: January 22, 2019

Agenda Item: Annual Controlled Assets & Capital Assets Surplus Property Declaration and Disposition

Prepared by: Ronda Helton, Program Manager

Present by: Hasco Craver, Assistant City Manager

**Purpose:** Newnan City Council may consider the approval of the disposal of the City's surplus and/or obsolete property per attached inventory schedule.

**Background:**

Surplus inventory items submitted by various departments.

**Funding:** N/A

**Recommendation:** Staff recommends that Council declare as surplus the equipment/vehicles listed on the attached Surplus Property Schedule and grant authorization for the disposal of such.

**Attachments:**

1. Surplus Property Schedule

**Previous Discussions with Council:** N/A

| Asset # | Description                 | Model/Serial      | Disposal | Comments           |
|---------|-----------------------------|-------------------|----------|--------------------|
| 102761  | Samsung TV                  | SN279L3CTG101704X | D        | No longer usable   |
| 102481  | Dodge Drawer Locks          | DR4/AD2/AD3       | D        | No longer usable   |
| 103032  | Ipad                        | DMPR30FKG5YL      | D        | Equipment trade in |
| 103338  | Ipad                        | DMPPH5LRFYD       | D        | Equipment trade in |
| 102315  | Ipad                        | DMPJJDU8F18P      | D        | Equipment trade in |
| 102459  | Ipad                        | DMPMR1W8F18P      | D        | Equipment trade in |
| 102405  | Ipad                        | DMPMM67TF18P      | D        | Equipment trade in |
| Unknown | Ipad                        | DMPDH5V8F4YD      | D        | Equipment trade in |
| 103337  | Ipad                        | FK5PNGZ365QF      | D        | Equipment trade in |
| 102316  | Ipad                        | DMPM87PMF18P      | D        | Equipment trade in |
| Unknown | Ipad                        | DMPS923BHG6V      | D        | Equipment trade in |
| Unknown | Ipad                        | DMPSJFPWHG6R      | D        | Equipment trade in |
| 102312  | Ipad                        | DMPM87M6F18P      | D        | Equipment trade in |
| 102453  | Ipad                        | DMPMM891F18P      | D        | Equipment trade in |
| 100419  | 22 Ton Jack                 |                   | D        | Not repairable     |
| 100426  | Blackhawk Transmission Jack |                   | D        | Not repairable     |
| 100475  | OTC Software & Monitor      |                   | D        | Obsolete           |
| 100478  | Boster Pac                  |                   | D        | Missing            |
| 100988  | Transfer Pump               |                   | D        | Missing            |
| 101020  | Software                    |                   | D        | Obsolete           |
| 101156  | Battery Tester              |                   | D        | Missing            |
| 101349  | ABS software                |                   | D        | Obsolete           |
| 101597  | Digital Drum Gauge          |                   | D        | Missing            |
| 101642  | Dell Optiplex               |                   | D        | Missing            |
| 100451  | Backpack Blower             | 266239898         | D        | Missing            |
| 100452  | Backpack Blower             | 263488753         | D        | Missing            |
| 100461  | Chainsaw                    | 028A              | D        | Missing            |
| 100462  | Chainsaw                    | 38                | D        | Missing            |
| 100463  | Chainsaw                    | 5310998           | D        | Missing            |
| 100469  | Chainsaw                    | 61200037          | D        | Missing            |
| 100659  | Weedeater                   | 65000042          | D        | Missing            |
| 100926  | Rotary Tiller               |                   | D        | Scrapped           |
| 100927  | Rotary Tiller               |                   | D        | Scrapped           |
| 100928  | Tard Tractor                | FE670381000214    | D        | Scrapped           |
| 100938  | Truck w/loader              | 450729            | D        | Scrapped           |
| 100939  | Truck w/loader              | 450780            | D        | Scrapped           |
| 102480  | Weedeater                   |                   | D        | Used for parts     |
| 102540  | Weedeater                   |                   | D        | Missing            |
| 103453  | Weedeater                   |                   | D        | Missing            |
| 100985  | Weedeater                   |                   | D        | Missing            |
| 100987  | Weedeater                   |                   | D        | Used for parts     |
| 100175  | Weedeater                   |                   | D        | Missing            |
| 101176  | Weedeater                   |                   | D        | Missing            |
| 101177  | Weedeater                   |                   | D        | Missing            |
| 101178  | Weedeater                   |                   | D        | Missing            |
| 101659  | Weedeater                   |                   | D        | Missing            |

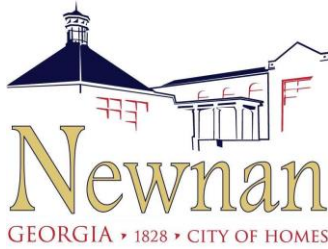
|         |                                   |               |   |                                          |
|---------|-----------------------------------|---------------|---|------------------------------------------|
| 101661  | Weedeater                         |               | D | Missing                                  |
| 101809  | Printer                           |               | D | Obsolete                                 |
| 101893  | Broom                             |               | D | Used for parts                           |
| 102233  | Weedeater                         |               | D | Missing                                  |
| 102491  | Weedeater                         |               | D | Missing                                  |
| 200070  | 1999 Toro Z Master Mower          | 74200891126   | D | Beyond Repair                            |
| 200088  | 2005 54" John Deere               | 7C0757B037066 | D | Beyond Repair                            |
| 200482  | 54" Hustler Z 4                   | 9091908       | D | Beyond Repair                            |
| 100328  | Chair                             |               | D | Broken                                   |
| 100329  | Chair                             |               | D | Broken                                   |
| Unknown | Chair                             |               | D | Broken                                   |
| 101000  | Edger                             | 276153482     | D | Missing, lost, stolens or used for parts |
| 101785  | Weedeater                         | 12-1401538    | D | Missing, lost, stolens or used for parts |
| 102976  | Edger                             | 504222382     | D | Missing, lost, stolens or used for parts |
| 101755  | Weedeater                         | 545-05163     | D | Missing, lost, stolens or used for parts |
| 102955  | Weedeater                         | FS110R        | D | Missing, lost, stolens or used for parts |
| 103308  | Weedeater                         | FS110R        | D | Missing, lost, stolens or used for parts |
| 101049  | Backpack Blower                   | QHU150BT      | D | Missing, lost, stolens or used for parts |
| 101801  | Backpack Blower                   | QHU150BT      | D | Missing, lost, stolens or used for parts |
| 101298  | Backpack Blower                   | QHU350BT      | D | Missing, lost, stolens or used for parts |
| 101758  | Backpack Blower                   | BT 350        | D | Missing, lost, stolens or used for parts |
| 101757  | Backpack Blower                   | BT 350        | D | Missing, lost, stolens or used for parts |
| 102102  | Backpack Blower                   | BR 600        | D | Missing, lost, stolens or used for parts |
| 102456  | Backpack Blower                   | 560 BT        | D | Missing, lost, stolens or used for parts |
| 102457  | Backpack Blower                   | 560 BT        | D | Missing, lost, stolens or used for parts |
| 102941  | Backpack Blower                   | BR 600        | D | Missing, lost, stolens or used for parts |
| 102468  | LG TV                             | 406RMWV4M777  | D | Unrepairable                             |
| 100502  | Alumacraft Boat                   | ACBD77421091  | D | Obsolete                                 |
| 100125  | HP Procurve Switch                | CN627X101Y    | D | Recycle                                  |
| 101662  | Dell Optiplex                     | J737N31       | D | Recycle                                  |
| 101543  | Dell Optiplex                     | 82HRVR1       | D | Recycle                                  |
| 101544  | Dell Optiplex                     | 82JNUR1       | D | Recycle                                  |
| 101901  | Dell Precision                    | 1DD2CX1       | D | Recycle                                  |
|         | Dell Optiplex                     | 9J9CM31       | D | Recycle                                  |
|         | Dell Optiplex                     | DRT0TS1       | D | Recycle                                  |
|         | Dell Deminsion                    | BHHZX21       | D | Recycle                                  |
|         | Dell Optiplex                     | B917FTB1      | D | Recycle                                  |
| 101903  | Dell Precision                    | 1DF0DX7       | D | Recycle                                  |
|         | HP Laserjet Pro                   |               | D | Recycle                                  |
|         | dell M5200 Printer                | 126Y261       | D | Recycle                                  |
| 101769  | Optiplex                          | 4554UU1       | D | Recycle                                  |
| 101831  | HP Laserjet Pro                   | CNDG302199    | D | Missing driver                           |
| Unknown | Enclosed Trailer                  |               | D | No longer usable                         |
| 00621   | Camera                            | AUTO 280 PX   | D | No longer works                          |
| 200536  | Hasler Folder/Inserter            | 12DX1604      | D | No longer usable                         |
| 101706  | Poers protector for Hasler Folder | 21202AB11459  | D | No longer usable                         |
| 101705  | Hasler Jogger                     | F111336F      | D | No longer usable                         |

|        |                            |                   |   |                                |
|--------|----------------------------|-------------------|---|--------------------------------|
| 100285 | Monitor                    |                   | D | Obsolete                       |
| 100208 | Scanner                    | DG317555          | D | Broken                         |
| 100281 | L-Shaped Cubicle With Desk | N/A               | D | No longer usable               |
| 101719 | Custom Cabinet             | N/A               | D | Part-of-folder                 |
| 101724 | Short Tray                 | N/A               | D | Part-of-folder                 |
| 102239 | As us Intel Core i7 4      | D7PFCG0006YB      | D | Obsolete                       |
| 102469 | As us BP1AE i7-4770s       | D7PFCG0006V4      | D | Obsolete                       |
| 200035 | Network laser Printer      | W7F-034149        | D | Obsolete                       |
| 100210 | Standard Chair             | N/A               | D | No longer usable               |
| 100246 | Standard Chair             | N/A               | D | No longer usable               |
| 200003 | Chevrolet Silverado        | 1GCHC29K08E192478 | D | Wrecked                        |
| 200470 | 2009 Ford Crown Victoria   | 2FAHP71V39X147998 | D | No longer usable               |
| 200024 | 2008 Dodge Charger         | 2B3KA43G58H252065 | D | Used for parts                 |
| 200477 | 2009 Chevrolet Impala      | 2G1WB57K291309620 | D | Too costly to maintain         |
| 200105 | 2004 Ford Pickup           | 2FTRF17264CA93530 | D | Too costly to maintain         |
| 200090 | 2006 Ford Supercab         | 1FTVX12556NA86451 | D | Too costly to maintain         |
| 200077 | 2000 Ford F-150            | 2FTZF1724YCB03364 | D | Too costly to maintain         |
| 200374 | 2002 Dodge Van             | 2B4JB25YX2K133047 | D | Too costly to maintain         |
| 200463 | 2010 Crown Vic             | 2FABP7BV8AX134964 | D | Wrecked and scrap by insurance |
| 200133 | AMMCO Brake Lathe          |                   | D | Obsolete                       |
| 100438 | Jet Drill Press            |                   | D | Obsolete                       |
|        | Maratrac/Motorolla HT 999  | 402TCJ0251        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE9449        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402AVW3742        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE9450        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE9010        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402AXWQ702        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZG0662        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402AXW3125        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZG2276        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE8938        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE8878        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE9431        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TBC5899        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 402TZE9449        | D | Does not work w/current system |
|        | Maratrac/Motorolla HT 1000 | 355AYS4478        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402AYE5065        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402AWQ753         | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402TZE9434        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402TBC5998        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402TCG2352        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402TAE8942        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402AWC0895        | D | Does not work w/current system |
|        | Motorolla HT 1000          | 402TZE8873        | D | Does not work w/current system |
|        | Motorolla HT1000           | 402AXE3038        | D | Does not work w/current system |
|        | Motorolla HT1000           | 402TZE9447        | D | Does not work w/current system |
|        | Motorolla HT1000           | 402AYE5032        | D | Does not work w/current system |

|        |                                |            |   |                                |
|--------|--------------------------------|------------|---|--------------------------------|
|        | Motorolla HT1000               | 402AYE5079 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402AXE3230 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402AXE3048 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TBC5914 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TZE9437 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402AVW6334 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TZE9430 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TZE872  | D | Does not work w/current system |
|        | Motorolla HT1000               | 402AYE5080 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TZG2275 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402AWC0984 | D | Does not work w/current system |
|        | Motorolla HT1000               | 402TZE9446 | D | Does not work w/current system |
| 101930 | Glock Model 17, 9mm            |            | D | Retirement                     |
| 102978 | Glock Model 17, 9mm            |            | D | Retirement                     |
| 101269 | Stihl Backpack Blower - Magnum |            | D | Scrap                          |
| 101271 | Stihl Backpack Blower - Magnum |            | D | Scrap                          |
| 101466 | BR600 Back Pack Blowers        |            | D | Scrap                          |
| 101467 | BR600 Back Pack Blowers        |            | D | Scrap                          |
| 101469 | FS100 RX Stihl Weedeaters      |            | D | Scrap                          |
| 101470 | FS100 RX Stihl Weedeaters      |            | D | Scrap                          |
| 101471 | FS100 RX Stihl Weedeaters      |            | D | Scrap                          |
| 101534 | EZ-Go Work Horse; Golf Cart    |            | D | Scrap                          |
| 101800 | Stihl Weed Eater               |            | D | Scrap                          |
| 101802 | Stihl Weed Eater               |            | D | Scrap                          |
| 101806 | MTX70 - Rammer Tamper          |            | D | Scrap                          |
| 102235 | Trimmer                        |            | D | Scrap                          |
| 102236 | Trimmer                        |            | D | Scrap                          |
| 102237 | Trimmer                        |            | D | Scrap                          |
| 102810 | Trimmer                        |            | D | Scrap                          |
| 102811 | Trimmer                        |            | D | Scrap                          |
| 102812 | Trimmer                        |            | D | Scrap                          |
| 100294 | Laserjet Printer               |            | D | Scrap                          |
| 102547 | Apple Ipad Mini 3 64GB         |            | D | Scrap                          |
| 200284 | Auragen 5000 Watt Generator    |            | D | No longer usable               |
| 103295 | 2070-2E FIELD I/O MODULE       |            | D | Scrap                          |
| 103296 | 2070-2E FIELD I/O MODULE       |            | D | Scrap                          |
| 102226 | Asus Intel Core i7 4 GB Memory |            | D | Scrap                          |
| 103399 | Calamp Radio                   | 836432     | D | Does not work w/current system |
| 103091 | Calamp Radio                   | 800157     | D | Does not work w/current system |
| 103411 | Calamp Radio                   | 836506     | D | Does not work w/current system |
|        | Calamp Radio                   | 353925     | D | Does not work w/current system |
|        | Calamp Radio                   | 719649     | D | Does not work w/current system |
| 103398 | Calamp Radio                   | 836438     | D | Does not work w/current system |
|        | Calamp Radio                   | 353922     | D | Does not work w/current system |
| 103415 | Calamp Radio                   | 836497     | D | Does not work w/current system |
| 103406 | Calamp Radio                   | 836415     | D | Does not work w/current system |
|        | Calamp Radio                   | 353929     | D | Does not work w/current system |

|        |                 |          |   |                                |
|--------|-----------------|----------|---|--------------------------------|
| 103410 | Calamp Radio    | 836418   | D | Does not work w/current system |
| 103417 | Calamp Radio    | 836526   | D | Does not work w/current system |
|        | Calamp Radio    | 353928   | D | Does not work w/current system |
| 103412 | Calamp Radio    | 836520   | D | Does not work w/current system |
| 103414 | Calamp Radio    | 836406   | D | Does not work w/current system |
| 103413 | Calamp Radio    | 836509   | D | Does not work w/current system |
|        | Calamp Radio    | 535914   | D | Does not work w/current system |
| 10234  | Calamp Radio    | 433851   | D | Does not work w/current system |
| 103409 | Calamp Radio    | 836514   | D | Does not work w/current system |
|        | Calamp Radio    | 353912   | D | Does not work w/current system |
|        | Calamp Radio    | 353926   | D | Does not work w/current system |
|        | Calamp Radio    | 353921   | D | Does not work w/current system |
|        | Calamp Radio    | 353927   | D | Does not work w/current system |
|        | Calamp Radio    | 353910   | D | Does not work w/current system |
|        | Calamp Radio    | 563799   | D | Does not work w/current system |
|        | Calamp Radio    | 535915   | D | Does not work w/current system |
|        | Calamp Radio    | 557992   | D | Does not work w/current system |
| 103093 | Calamp Radio    | 800163   | D | Does not work w/current system |
|        | Calamp Radio    | 353906   | D | Does not work w/current system |
|        | Calamp Radio    | 433849   | D | Does not work w/current system |
| 101237 | Calamp Radio    | 353919   | D | Does not work w/current system |
|        | Calamp Radio    | 653271   | D | Does not work w/current system |
|        | Calamp Radio    | 353907   | D | Does not work w/current system |
| 102730 | Calamp Radio    | 719304   | D | Does not work w/current system |
|        | Calamp Radio    | 353909   | D | Does not work w/current system |
|        | Calamp Radio    | 353924   | D | Does not work w/current system |
|        | Calamp Radio    | 353930   | D | Does not work w/current system |
| 103092 | Calamp Radio    | 800160   | D | Does not work w/current system |
|        | Calamp Radio    | 354003   | D | Does not work w/current system |
|        | Calamp Radio    | 719655   | D | Does not work w/current system |
| 102509 | Calamp Radio    | 738616   | D | Does not work w/current system |
|        | Calamp Radio    | 719241   | D | Does not work w/current system |
|        | Calamp Radio    | 387174   | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91101228 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91100792 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91101224 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 81000143 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 70600352 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91101178 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 61200784 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91100726 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91101226 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 61200790 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 91100794 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 81000170 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 61200785 | D | Does not work w/current system |
|        | Kenwood TK 2180 | 61200789 | D | Does not work w/current system |

|  |                   |             |   |                                |
|--|-------------------|-------------|---|--------------------------------|
|  | Kenwood TK 2180   | 70600351    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 91101274    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 81000281    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 81000245    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 91101276    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 81000144    | D | Does not work w/current system |
|  | Kenwood TK 2180   | 91101313    | D | Does not work w/current system |
|  | Motorolla HT 600  | 651ARN2104  | D | Does not work w/current system |
|  | Motorolla HT 600  | 651ARN2102  | D | Does not work w/current system |
|  | Motorolla HT 600  | 651ARN2108  | D | Does not work w/current system |
|  | Watchguard Camera | DV10 137528 | D | Does not work w/current system |
|  | Watchguard Camera | DV10 138347 | D | Does not work w/current system |
|  | Watchguard Camera | DV10 127530 | D | Does not work w/current system |
|  | Watchguard Camera | DV10 137532 | D | Does not work w/current system |
|  | Kenwood Car Radio | 91100449    | D | Does not work w/current system |
|  | Kenwood Car Radio | 70700089    | D | Does not work w/current system |
|  | Kenwood Car Radio | BOC00570    | D | Does not work w/current system |
|  | Kenwood Car Radio | BOC00583    | D | Does not work w/current system |
|  | Kenwood Car Radio | 869FAL6343  | D | Does not work w/current system |



Mr. Cleatus Phillips  
City Manager  
City of Newnan  
25 LaGrange Street  
Newnan, Georgia 30263

January 14, 2019

Dear Mr. Phillips,

Please accept this letter as a formal request to place the following agenda item on the Newnan City Council’s January 22<sup>nd</sup>, 2019 Meeting Agenda:

**I. Permission to close streets for the following Main Street Newnan events:**

• **Spring Taste of Newnan – Thursday, April 11, 2019**

Permission to close North and South Court Square, West and East Court Square, and East Broad Streets between 3:00pm and the close of the event.

• **Fourth of July Parade – Thursday, July 4, 2019**

The Parade will begin at Veteran’s Memorial Park along Temple Avenue at 9:00 am, travel south along Jackson/LaGrange Street, and will end at the intersection of LaGrange Street and Long Pl/Salbide Avenue adjacent to Charter Bank and the Greenville Street Park. The event will conclude by 10:00 am.

• **Sunrise on the Square 5K Road Race – Saturday, August 31, 2019**

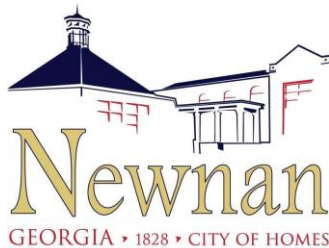
The 5K/10K Road Race will begin on W Washington St, and turn at Wesley to College, College to Hwy 34, to Carmichael Street where the route will loop through several quick turns: Atkinson St, Velma Drive, Lundy Drive, Sherwood Drive, Edgewood Drive and end on Roscoe Road. From Roscoe Road the route will travel south through Downtown Newnan on Jackson Street, toward the finish line on W Washington Street.

• **Holiday Sip & See –Friday November 15, 2019**

Permission to close South Court Square between 3:00pm and the close of the event.

• **Santa on the Square – Friday, November 29, 2019**

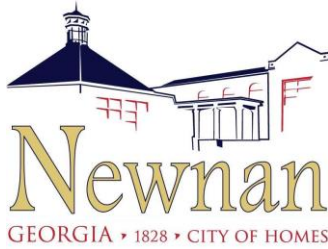




Permission to close North Court Square between 5:00pm and the close of the event.

**II. Permission to use downtown sidewalks for the following Main Street Newnan events:**

- **Market Day**  
1<sup>st</sup> Saturday of each month between April and December. The event takes place between 10:00am and 2:00pm. Sidewalks located on the interior portion of the Courthouse Square.
- **The Coweta County Farmers Market**  
June 5, 2019 - October 16, 2019. The event takes place weekly on Wednesdays from 9:00am- 1:00pm. Sidewalks located along the interior portion of South Court Square.
- **Spring Art Walk – Friday, March 29, 2019**  
Use of downtown sidewalks at various participating locations between 5:00pm and 9:00pm.
- **Taste of Newnan – Thursday, April 11, 2019**  
Use of downtown sidewalks at various participating locations between 5:00pm and 9:00pm.
- **Summer Wined Up – Friday, June 7, 2019**  
Use of downtown sidewalks at various participating locations between 5:00pm and 9:00pm.
- **Labor Day Sidewalk Sale—Friday, August 30<sup>th</sup>-Monday, September 2<sup>nd</sup>, 2019**  
Use of downtown sidewalks at various participating locations between 9:00am and 6:00pm.
- **Fall Art Walk – Friday, September 20, 2019**  
Use of downtown sidewalks at various participating locations between 5:00pm and 9:00pm.
- **Oktoberfest Craft Beer Tasting – Friday, October 4, 2019**



Use of downtown sidewalks at various participating locations between 5:00pm and 9:00pm.

- **Tucked Away Music Festival—Saturday, October 26, 2019**  
Use of downtown sidewalks at various participating locations and around the Courthouse square between 2:00pm and 7:00pm.
- **Munchkin Masquerade (Downtown Trick or Treat) – Thursday, October 31, 2019**  
Use of downtown sidewalks during the event between 10:00am and 12:00pm.
- **Holiday Sip-and-See – Friday, November 15, 2019**  
Use of downtown sidewalks at various participating locations between 5:00pm and 8:00pm
- **Santa on the Square—Friday, November 29, 2019**  
Use of downtown sidewalks at various participating locations between 6:00pm and 8:00pm

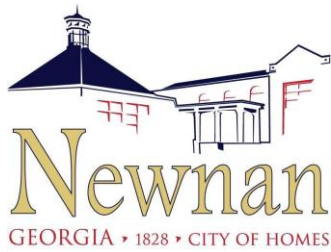
**III. Permission to utilize parking spaces for the following Main Street Newnan events:**

- **Spring Taste of Newnan – Thursday, April 11, 2019**  
Use of parking spaces located on the interior and exterior of the Courthouse Square.

Please contact me if you require additional information.

Thank you for your continued support of the Business Development Department and the Main Street Newnan program.

Best Regards,



## ***Business Development Department***

*Abigail Strickland, Main Street Special Events Coordinator*

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### **Abigail Strickland**

Special Events Coordinator

City of Newnan

770-253-8283 (x1)

678-943-0334 (cell)

[Astrickland@cityofnewnan.org](mailto:Astrickland@cityofnewnan.org)

Main Street Newnan

Business Development Department

6 First Avenue

Newnan, Georgia 30263

[www.mainstreetnewnan.com](http://www.mainstreetnewnan.com)



## City of Newnan, Georgia—Mayor and Council

Date: 1/22/2019

Agenda Item: MOU for assignment of Asst. District Attorney to the Police Department

Presented by: Douglas L. Meadows, Chief of Police

Cleatus Phillips, City Manager

**Purpose:** To present the cost of the ADA to work Newnan Police Cases only and they would be assigned to the police department. The ADA would be available to respond to crime scenes, to review case files before presenting to DA's office for court. The ADA will work with Patrol and CID on cases.

The ADA will also prosecute City of Newnan cases only.

**Background:** The District Attorney has this arrangement with LaGrange PD and Carrollton PD and it has been successful in the prosecution of felony cases in their jurisdictions. The DA approached us in 2018 with the proposal and after reviewing and talking with the other agencies, it was determined that this would be beneficial for our department.

### **Options:**

- A. Approve Request
- B. Mayor and Council Directed Options
- C. Deny Request

**Funding:** General Fund

**Recommendation:** Option A

**Attachments:** MOU

**Previous Discussions with Council:** N/A

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COWETA JUDICIAL CIRCUIT DISTRICT ATTORNEY'S OFFICE  
AND  
THE CITY OF NEWNAN**

**I. Introduction**

- a. The Coweta County Judicial Circuit District Attorney's Office (hereinafter "DA's Office") and the Government of the City of Newnan (hereinafter "City of Newnan") agree in this Memorandum of Understanding (hereinafter "Memorandum") to the following terms and procedures regarding the City of Newnan contributing to the budget of the DA's Office in exchange for the DA's Office providing the City of Newnan the enhanced service of an Assistant District Attorney (hereinafter "ADA") dedicated to the prosecution of cases investigated by the City of Newnan's Police Department (hereinafter "NPD").
- b. This Memorandum establishes the enhanced services the DA's Office agrees to provide the City of Newnan in respect to the level of funding provided by the City of Newnan.
- c. The City of Newnan and the DA's Office enter into the agreement out of mutual respect and a mutual desire to best protect and serve the citizens of the City of Newnan.
- d. The City of Newnan and the DA's Office each pledge to abide by the agreement established in this memorandum to the best of their abilities.

**II. Legal Authority**

- a. The City of Newnan makes this agreement by and through the authority of the Mayor and the City Council of the City of Newnan by virtue of a council vote.
- b. The City of Newnan designates the city manager with the authority to sign this memorandum on behalf of the City of Newnan.
- c. The DA's Office makes this agreement by and through the authority of the District Attorney, who is the signatory to this memorandum.
- d. This agreement and memorandum are not legally binding on the City of Newnan or the DA's Office and both parties agree to waive any claims or liability arguably arising out of this agreement and memorandum.
- e. This memorandum simply provides a written understanding of the agreement made by both parties.

**III. Terms**

- a. The DA's Office will dedicate a specific ADA as a resource to NPD to provide the following enhanced services:
  - i. respond to crime scenes when requested by NPD,
  - ii. act as a primary point of contact within the DA's Office,





January 15, 2019

Dear Council Members, City of Newnan

The “Friends of the LINC” began in 2016 with a planning group made up of members from the public, Chamber of Commerce, City of Newnan and Coweta County. The results of those efforts culminated in the hiring of the Path Foundation for the initial route planning. Public meetings were held and the multi-use trail plan ultimately achieved the unanimous approval of the Newnan City Council. Friends of LINC, Inc. is promoting the building of the trail system and public relations for special events and funding for amenities and improvements to the trail system as a 501-c-3 organization. We are raising funds through the local business community, grant applications, memberships in our Friends Group and future sales of additional amenities in exchange for donations. In addition to public funds, Friends of LINC, Inc. is promoting additional community involvement by funding our ART Plan; providing murals designed by local high school students to be painted in at least three tunnels with an overall goal for additional art objects at strategic locations on the trail system. We are also working with the Newnan-Coweta Historical Society who are researching the placement of historical markers at key locations of interest.

The LINC project was named one of the most impactful projects in Coweta County by the Georgia Department of Economic Development study in late 2017.

The Friends of LINC, Inc. is requesting your approval of the attached agreement that will allow us to provide support through a part-time “Director” who will provide follow through with the numerous projects involved in our mission and assistance to City staff. The Coweta-Fayette EMC Operation Roundup Trust has already provided half of the funding for this position over the next three-year period. The LINC Friends, Inc. Director will work with the City of Newnan staff to coordinate citizen involvement, programs, fundraising solicitation of real estate right-of-way gifts, coordinate with homeowner’s associations and others affected by the trail system route, to promote the development and sponsorships of amenities along the route, such as pocket parks, trail Heads, pet stations, benches, water fountains, etc. who’s charitable receipts will go back into the City’s LINC development project.

The Friends of LINC, Inc. respectfully request the City of Newnan consider the agreement which will run through the end of 2021 to coincide with the time-line for the completion of the first five sections of the LINC project. This agreement combined with commitments of support we have received from Coweta-Fayette EMC will allow us to move forward.

Thank you from the Board of Friends of LINC, Inc. :

Deborah Kalish, President; Jim Thomasson, Vice President; Jean Wyant, Sec/Treasurer; Sandy Wisenbaker, Parks Avery, Ian Buchanan, Chris Doane, Clay Neely, Brent Snodgrass

# GEORGIA COWETA COUNTY

**THIS AGREEMENT**, made and entered into this \_\_\_\_ date of January, 2019, by and between the City of Newnan, Georgia, hereinafter called "City", and the Friends of LINC, Inc., A Georgia non-profit corporation, hereinafter called "FOL".

## WITNESSETH:

**WHEREAS**, the governing bodies of the City and FOL are mutually interested in building, maintenance, usage and enhancement for the LINC multi-use trail system; and

**WHEREAS**, said City and FOL are authorized to enter into an agreement convenient to and cooperate in furthering the completion and promotion of the LINC multi-use trail system.

**NOW, THEREFORE**, in consideration of the premises, said City and FOL agree to cooperate with each other in carrying out the above purpose, and to that end agree as follows:

1. The City agrees as follows:

- a) To fund \$15,000.00 per annum for the fiscal years 2019-2021 to FOL for normal business services;
- b) To provide office space, internet and phone service for one employee of FOL to be utilized during normal business hours;
- c) Newnan City Manager or his/her designee will assist in oversight of FOL staff

2. FOL agrees as follows:

- a) To develop resources for enhancement, further development, extension, promotion, construction, acquisition of property, public engagement and programs and activities of the LINC multi-use trail project;
- b) To provide office and administrative supplies, including but not limited to a computer and mobile phone;
- c) To hold the primary responsibility for accepting funds or contributions to operate the FOL program, and to ensure that tax deductible gifts of land, right-of-way or rights for the purpose of extension of the LINC multi-use trail system will be promptly conveyed to the City, within the City's



jurisdiction, and to use funds and contributions raised by FOL consistent with its mission;

- d) To maintain staffing with regular hours, which are mutually agreed upon by the City and FOL

3. This agreement will expire at midnight December 31, 2021 unless terminated sooner. City or FOL may terminate this Agreement at any time for its convenience by giving the other party thirty (30) days written notice of its intention to so terminate.

IN WITNESS WHEREOF, and pursuant to the authority granted by duly recorded resolutions, the parties hereto have caused this agreement to be executed on their behalf.

CITY OF NEWNAN

ATTEST:

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

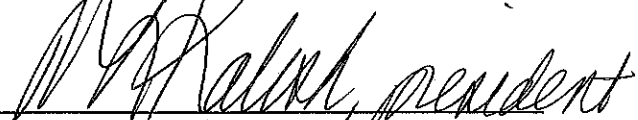
REVIEWED AS TO FORM:

\_\_\_\_\_  
City Manager

REVIEWED AS TO FORM;

\_\_\_\_\_  
City Attorney

Friends of LINC / INC.

By:   
Deborah Kalish, President

**THIS PERFORMANCE/ORGANIZER AGREEMENT** is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **City of Newnan, Georgia** (hereinafter "Presenter") and the musical performer/organizer **Elbert S. Jones, II** (hereinafter "Jones"), whose address is: 78 Indiana Avenue / Ashville, NC 28806.

In consideration of the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt, sufficiency, and adequacy of which are hereby acknowledged, Wright and Presenter hereby mutually agree as follows:

**1. ENGAGEMENT.** Presenter hereby engages Jones to render a musical performance that shall be known as the "**Piper Jones Band**" (hereinafter the "Performance") and presented under the auspices of the City of Newnan Cultural Arts Commission ("NCAC"), and Jones hereby agrees to render such Performance, under the terms and conditions specified herein.

**2. INDIVIDUALS TO PERFORM.** Jones may organize the attendance of other musical performers named to accompany him at the Performance and shall contract directly with each Performer for all performance fees and travel allowances. Jones' obligation to perform hereunder is subject to his unavailability as a result of sickness, accidents, acts of God, and other reasons beyond Jones' control. Unavailability of other performers shall not effect Jones' obligation to perform.

**3. LOCATION OF PERFORMANCE.** The Performance will take place at the following venue:

|                 |                                  |
|-----------------|----------------------------------|
| Name:           | The Charles Wadsworth Auditorium |
| Street Address: | 25 Jefferson Street              |
| City/State/Zip: | Newnan, Georgia 30263            |
| Telephone:      | 770-254-2358                     |

Presenter shall supply sound system, lights, and break music, any necessary security, and necessary door personnel at the venue. Presenter will manage the sale of all tickets at the venue, ticket outlets and online and shall be entitled to all proceeds from the Performance.

**4. DATE AND TIME OF PERFORMANCE.** The day and date of the Performance shall be Saturday, February 2, 2019 at 7:30 p.m.

**5. PAYMENTS BY PRESENTER.** In full consideration for all services rendered by Jones as the musical performer/organizer, Presenter agrees to pay to Jones a fee of \$3,000 to compensate him and the other performers for the Piper Jones Band performance on February 2. The total fee paid to Jones shall be \$3,000.

**6. PAYMENTS BY PERFORMER/ORGANIZER.** Jones shall be responsible for paying each Piper Jones Band individual performer a Performance Fee and/or Travel Allowance from the performer/organizer fee paid by the Presenter to Jones.

**7. MERCHANDISE.** At Jones' option, Jones and any other Performer may offer CDs, tapes, and other items for sale at the Performance. Performer will retain all proceeds from such sales. To facilitate such merchandising, Presenter will provide a table and chairs set up in an easily accessible and visible area of the venue.

**8. CANCELLATION.** Presenter shall have no liability to Jones or the performers hereunder for cancellation.

**9. NO RECORDING OF PERFORMANCE.** Presenter will not, nor will Presenter allow any others to tape, record, reproduce, or transmit in or from the premises in any manner or by any means, the Performance without the written approval of Jones and the other performers.

**10. W-9 AND AFFIDAVIT VERIFYING STATUS FOR CITY OF NEWNAN PUBLIC BENEFIT.** Performer agrees to execute the attached W-9 and Affidavit Verifying Status For City of Newnan Public Benefit.

**11. MISCELLANEOUS.** This Performance/Organizer Agreement and the attached rider(s), if any, set forth the entire agreement between the parties, and may not be amended except in a writing signed by both parties. This Performance/Organizer Agreement will be governed by and construed in accordance with the laws of the State of Georgia, without regard to the principles of conflicts of law. In any action or proceeding involving a dispute between the Presenter and Jones arising out of this Performance Agreement, the prevailing party will be entitled to receive from the losing party reasonable attorney's fees.

Performer / Organizer and Presenter have each caused this Performance/Organizer Agreement to be signed by its duly authorized representative.

**PRESENTER  
CITY OF NEWNAN**

**PERFORMER / ORGANIZER**

---

By: Keith Brady  
TITLE: Mayor, City of Newnan, GA

---

By: Elbert S. Jones, II

# Memo

**To:** Mayor and Council

**From:** Brandon Lovett, Director of Water Operations

**Date:** January 14, 2019

**Re:** Request to Select Cut Timber

In accordance with our timber management program prescribed by Royal Forest Management Company, Newnan Utilities is recommending to Mayor and Council that we select cut 288 acres of forest land located on Property held by The City of Newnan and purchased through funding provided by Newnan Utilities. This property is legally described as being located within: LD3, Land Lots 32, 33, 34, and 37.

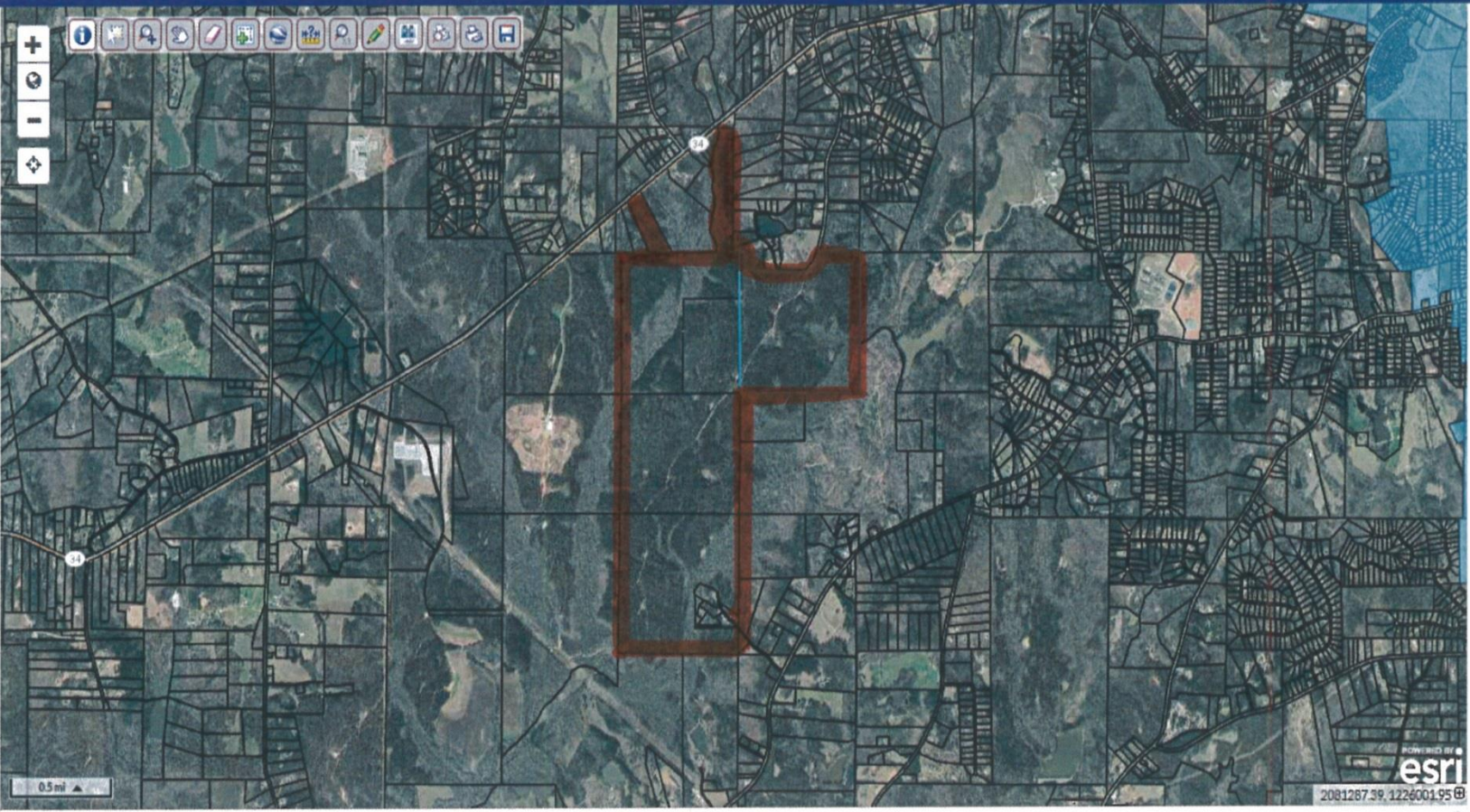
Thank you for your consideration in the matter,

Brandon Lovett

Newnan Utilities

# qPublic.net™ Coweta County, GA

- Layer List Legend
- Quick Links:
- Search Records
  - View Map
- Layers:
- Parcel Numbers
  - Parcels
  - Parcel Numbers
  - Address Numbers
  - Yearly Sales
  - Roads
  - USA Major Highways
  - Railroads
  - Municipalities
  - Streams and Rivers
  - Lakes
  - Flood Map
  - County Outlines
  - 2017 Aerial Photos
  - 2013 Aerial Photos
  - 2013 Statewide Aerial Photos
  - 2010 Statewide Aerial Photos
- Restore Layer Defaults



**Results:**

Parcel ID - 037 3001 001  
 Alt Id - 2875  
 Owner - NEWNAN WATER SEWERAGE & LIGHT COMMISSION  
 Acres - 183.7  
[View Report](#) | [Field Definitions](#)

|                        |                          |                         |                                          |                     |              |               |
|------------------------|--------------------------|-------------------------|------------------------------------------|---------------------|--------------|---------------|
| <b>Parcel ID</b>       | 037 3001 001             | <b>Owner</b>            | NEWNAN WATER SEWERAGE & LIGHT COMMISSION | <b>Last 2 Sales</b> |              |               |
| <b>Class Code</b>      | Exempt                   |                         | 70 SEWELL RD                             | <b>Date</b>         | <b>Price</b> | <b>Reason</b> |
| <b>Taxing District</b> | COUNTY 01 UNINCORPORATED |                         | NEWNAN GA 30263                          | 3/25/2002           | \$3440100    | 07 U          |
|                        | COUNTY 01 UNINCORPORATED | <b>Physical Address</b> | n/a                                      | n/a                 | 0            | n/a n/a       |
| <b>Acres</b>           | 183.7                    | <b>Assessed Value</b>   | Value \$519151                           |                     |              |               |

(Note: Not to be used on legal documents)





November 6, 2018

City of Griffin, Georgia  
Attn: Mr. Dan Thompson, Electric Director  
100 South Hill Street  
Griffin, GA 30223

City of Newnan, Georgia  
Attn: Honorable L. Keith Brady, Mayor  
25 LaGrange Street  
Newnan, GA 30263

Board of Water, Sewerage and Light  
Commissioners of the City of Newnan, Georgia  
Attn: Mr. Bobby Lee, Chairman  
70 Sewell Road  
Newnan, Georgia 30263

**Re: MEAG Power Sale of Excess Reserve Capacity to the City of Newnan  
on Behalf of the City of Griffin**

Dear Mr. Thompson, Mayor Brady, and Chairman Lee:

This Letter Agreement sets forth the agreement between the Municipal Electric Authority of Georgia ("MEAG Power"), City of Griffin, Georgia ("Griffin"), and the City of Newnan, Georgia ("Newnan") for MEAG Power's sale on behalf of Griffin of certain excess reserve capacity to Newnan pursuant to Section 312 of the Power Sales Contract between MEAG Power and Griffin. MEAG Power is willing to facilitate and execute this transaction pursuant to Section 312, subject to this Letter Agreement.

The capitalized words or terms that are used in this Letter Agreement, but are not defined herein, shall have the same meanings as assigned to them in the Power Sales Contract.

In consideration of the mutual agreements set forth herein, the sufficiency and adequacy of which are acknowledged by MEAG Power, Griffin and Newnan, it is understood and agreed that:

**(1) Sale of Excess Reserve Capacity by MEAG Power on Behalf of Griffin.**

**(a)** Pursuant to Section 312 of the Power Sales Contract between MEAG Power and Griffin, Griffin has declared capacity in the amount of 5,067 kW, as measured at B1, of the total kW of its Project One Entitlement Share (the "Sales Amount") to be excess to its needs. Griffin has requested MEAG Power to sell, and MEAG Power shall, in accordance with this Letter Agreement, sell this capacity, but no energy associated therewith, to Newnan.

**(b)** This Sale Amount shall not reduce Griffin's cost obligations under the Power Sales Contract and Griffin shall remain liable to MEAG Power for its entire Entitlement Share. All payments received by MEAG Power from Newnan for the Sale Amount pursuant to this Letter Agreement shall be credited to Griffin's obligation to MEAG Power to pay for its Entitlement Share.

Municipal Electric Authority of Georgia  
1470 Riveredge Parkway NW  
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300



**(2) Purchase of Excess Reserve Capacity by Newnan.** Newnan agrees to purchase the Sale Amount for a price of \$2.00 per kW-year (the "Contract Price"). MEAG Power shall bill Newnan for such amount and Newnan shall pay all amounts due in the same manner as other payments under the Power Sales Contract between MEAG Power and Newnan.

**(3) Costs.** Griffin shall be obligated for all costs incurred by MEAG Power as a direct result of the transaction identified in this Letter Agreement. MEAG Power agrees to provide sufficient documentation to Griffin to enable it to verify any such costs.

**(4) Indemnification.** Griffin hereby indemnifies and holds MEAG Power and the remaining MEAG Power Participants harmless from and against any and all losses, costs, liabilities, damages, expenses (including without limitation attorneys' fees and expenses) of any kind and incurred or suffered by MEAG Power or its Participants as a result of, or in connection with, Griffin's sale of excess reserve capacity pursuant to this Letter Agreement.

**(5) Term.** The initial term of the sale of Griffin's excess reserve capacity to Newnan pursuant to this Letter Agreement shall begin at 0000 hours on January 1, 2019 and end at 2400 hours on December 31, 2019. Other than as to the sales transaction, all other provisions of the agreement shall remain in effect until all other obligations under this Letter Agreement are satisfied, including, but not limited to, Griffin's obligation to indemnify MEAG Power and the Participants. All times referenced herein are Central Prevailing Time.

**(6) Termination and Unwind.** If MEAG Power changes its policy concerning the computation of necessary reserve capacity from a "budgeted coincident peaks" standard to an "actual peaks" standard and such policy change goes into effect during the Term of this Letter Agreement, Griffin and Newnan shall be returned to their respective positions as if this Letter Agreement had not been entered into (e.g., Newnan shall receive a credit for amounts it paid pursuant to this Letter Agreement and Griffin shall be billed for all such amounts). Subsequently, this Letter Agreement shall terminate, except that Sections (3) and (4) shall remain effective.

If you are in agreement with the foregoing and after this Letter Agreement has been duly authorized by the respective governing bodies of Griffin and Newnan, please execute this Letter Agreement in the space provided below.

**MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA**

ATTEST:

\_\_\_\_\_

By:

\_\_\_\_\_  
James E. Fuller  
President and Chief Executive Officer

[SIGNATURES CONTINUED ON NEXT PAGE]

Municipal Electric Authority of Georgia  
1470 Riveredge Parkway NW  
Atlanta, Georgia 30328-4640

1-800-333-MEAG 770-563-0300





Agreed to and accepted, this 27<sup>th</sup> day  
of November, 2018.  
Month Year

**CITY OF GRIFFIN**

By: [Signature]  
Douglas S. Hollberg, Chairman

ATTEST:  
[Signature]  
City Clerk Kenny L. Smith

[SEAL]

Agreed to and accepted, this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

**CITY OF NEWNAN**

By: \_\_\_\_\_

ATTEST:  
\_\_\_\_\_  
City Clerk

[SEAL]

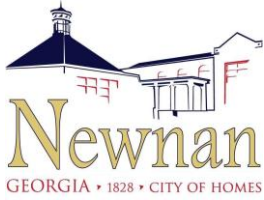
**BOARD OF WATER, SEWERAGE AND LIGHT  
COMMISSIONERS OF THE CITY OF NEWNAN,  
GEORGIA**

By: \_\_\_\_\_  
Bobby Lee, Chairman

ATTEST:  
\_\_\_\_\_  
Secretary

[SEAL]





## City of Newnan, Georgia - Mayor and Council

Date: January 14, 2019

Agenda Item: Consider Agreement renewal/extension with Sasha Sims – YMCA – use of Howard Warner Gym on the following dates until March 9<sup>th</sup>:  
Mondays: 6:30pm – 8:30pm (Practice)  
Saturdays: 9:00am – 2:00pm (Games)

Prepared by: Katie Mosley

**Purpose:** YMCA is requesting to renew rental agreement for 2019 Basketball Season until March 9.

**Background:** See previous agreement attached. All potential time conflicts have been resolved.

**Funding:** None

**Recommendation:** Approve agreement

**Previous Discussion with Council:** N/A

# GEORGIA COWETA COUNTY

**THIS AGREEMENT**, made and entered into this 19 date of DECEMBER 2017, by and between the City of Newnan, Georgia, hereinafter called "City", and Summit Family YMCA, A Georgia non-profit corporation, hereinafter called "YMCA".

## WITNESSETH:

**WHEREAS**, the governing bodies of the City and YMCA are mutually interested in adequate activities and programs for the youth participants of YMCA; and

**WHEREAS**, said City and YMCA are authorized to enter into an agreement convenient to and cooperate in providing for adequate activities and programs for youth participants of YMCA.

**NOW, THEREFORE**, in consideration of the premises, said City and YMCA agree to cooperate with each other in carrying out the above purpose, and to that end agree as follows:

1. On Mondays, Wednesdays and Fridays from 7PM to 9:30PM the City will make available to YMCA exclusive use for providing youth activities and programs the facility known as the Howard Warner Gymnasium 55 Savannah Street in Newnan, Georgia (hereinafter the "facility").
2. City leases to YMCA the premises for an initial term of 6+ months, commencing December 20, 2017 and ending on June 30, 2018. The City shall have the option to renew this Lease for up to 12 months, which shall be consecutive to the initial term and consecutive of each other. YMCA must request such renewal 6 weeks prior to the end of initial term. City reserves the right to waive in writing the necessity for YMCA's formal compliance with the notification deadlines set forth herein.
3. The City agrees as follows:
  - a) To pay for all utility expenses for the facility and gymnasium;
  - b) Maintain ownership of the facility and gymnasium;
  - c) To provide repairs to the facility upon written request from YMCA. Any disputes concerning the necessity for repairs shall be resolved by the City Manager. Disputes which are irresolvable at this level shall be forwarded to the Mayor and City Council for their resolution. YMCA shall have the

right to suspend any scheduled activity or program at the facility and gymnasium if the premises is unsafe for the activity or program and officials are unable to reach an agreement concerning the necessity of the repair;

- d) To mow and maintain the grounds surrounding the facility and gymnasium;
- e) To purchase adequate liability insurance to cover its activities in and about the facility and gymnasium, which shall be primary coverage on an occurrence basis.

4. YMCA agrees as follows:

- a) To provide adequate personnel or volunteers to supervise and operate activities and programs for the youth of our community. All personnel and volunteers shall be subject to a satisfactory background check within 12 months of the date of commencement of the activity in which the personnel or volunteer participates.
- b) To insure that no activities are held in the gymnasium without sufficient supervision from YMCA personnel or volunteers.
- c) To insure that access is not granted to any person(s) or group(s) not affiliated with the activities of YMCA.
- d) To hold the primary responsibility for raising funds or contributions to operate the program.
- e) To provide daily cleaning and oversight of the facility and gymnasium and to inform the City if YMCA becomes aware of any maintenance needs or hazardous conditions existing at the facility and gymnasium.
- f) To provide all equipment and supplies necessary to properly conduct the activities and programs offered the YMCA members.
- g) Assume responsibility for any transportation needs of YMCA members.
- h) Notify the City Manager or his/her designee within three (3) hours upon learning of any program or facility or gymnasium related issue that involves the media, police, fire departments, or emergency medical services.

5. Failure to adhere to the above listed operating terms will constitute grounds for immediate termination of this agreement.

6. Each of the City and YMCA will be responsible for insuring its property, including the facility and gymnasium, and neither party shall have any liability for any damage to the other party's property that would be covered by a standard policy of "All Risk" insurance for full insurable value, regardless of any negligence of either party.

7. It is further agreed that any permanent improvement or any equipment which is permanently affixed on the facility and gymnasium shall remain the property of the City.

8. This agreement will expire at midnight June 30, 2018 unless terminated sooner. City or YMCA may terminate this Agreement at any time for its convenience by giving the other party thirty (30) days written notice of its intention to so terminate.

IN WITNESS WHEREOF, and pursuant to the authority granted by duly recorded resolutions, the parties hereto have caused this agreement to be executed on their behalf.

CITY OF NEWMAN

By:   
Title: City Manager

Summit Family YMCA

By:  SHANE GANN  
Title: EXECUTIVE DIRECTOR



## City of Newnan, Georgia - Mayor and Council

Date: January 14, 2019

Agenda Item: Consider Agreement renewal with DeAndre Franklin – the Cobra Foundation (TCF) – use of Howard Warner Gym on the following dates:

Tuesdays: 7:00pm – 9:30pm

Thursdays: 7:00pm – 9:30pm

Sundays: 1:00pm – 6:00pm

Prepared by: Katie Mosley

**Purpose:** The Cobra Foundation (TCF) is requesting to renew rental agreement for 2019.

**Background:** See attached.

**Funding:** None

**Recommendation:** Approve agreement

**Previous Discussion with Council:** N/A

The Howard Warner Gym has been such a blessing to The Cobra Foundation (TCF). In 2018 with the time we have been given we have been able to serve the youth and young adults in Coweta County in a greater capacity. The Howard Warner Gym afforded us the opportunity to host a;

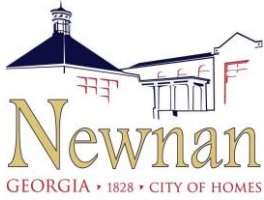
- A Traveling Basket Ball Program - A publicly open basketball program for all youth ages 6 - 14
- A Dance Program - A publicly open step dance program for youth ages 6-18
- Our Blueprint Program - A Bi-weekly youth enrichment program develop for girls ages 8-18
- Our Boys to Men Program - A Monthly youth enrichment program develop for boys ages 10 - 18
- Prep Rallies for our Youth Football Teams - An event where the Kids had a chance to be acknowledged like the Local High School players
- Individual Team Banquets

The Howard Warner Gym has afforded us the much need facility to remove our youth from the streets into a safe place where they can better themselves. Going into 2019 we are hoping to renew our standard contract of Tuesdays and Thursdays 7:00pm - 9:30pm. We can reduce our times on Sunday's from 1pm - 8pm to 1pm -6pm in an effort to allow someone else to use the gym from 6pm - 8pm. **We are also in the hopes we can add Mondays from 7:00pm -9:30pm to our request, provided no one else is requesting that day. \*This day/time is already reserved for YMCA basketball through Monday, March 11, 2019. – KM**

In 2019 we plan to continual the same youth enrichment programs and physical fitness programs, with the expectation of a larger audience. We have already experience a 200% Growth in our Basketball Program which is currently underway. It is our hope that we can continue to work with the City of Newnan towards our common goal of enriching the lives of our Youth and Young Adults.

Sincerely

DeAndre Franklin  
Founder / President / Coach  
The Cobra Foundation  
678-827-3063  
[cobraskill@gmail.com](mailto:cobraskill@gmail.com)  
[www.thecobrafoundation.org](http://www.thecobrafoundation.org)  
[www.tcfoutlaws.com](http://www.tcfoutlaws.com)



## City of Newnan, Georgia - Mayor and Council

Date: January 14, 2019

Agenda Item: Consider New Agreement with Tatiyana White and Leshedia Bussie – The Majestic Pearls – use of Howard Warner Facility on the following dates for one calendar year:

Mondays: 6:00pm – 8:30pm

Wednesday: 6:00pm – 8:30pm

Prepared by: Katie Mosley

**Purpose:** The Majestic Pearls is requesting a new rental agreement for 2019.

**Background:** See attached.

**Funding:** None

**Recommendation:** Approve agreement

**Previous Discussion with Council:** N/A

Name - Majestic Pearl

CEO- Tatiyana White & Leshedia Bussie

The Majestic Pearls is the first competitive majorette dance team in Coweta County. The mission of MP is to embody excellence, grace, poise and acceptance of all backgrounds. We are a creative outlet for girls ages 8 -18 years old to meet and dance, as well as empowering each other and our community. We promote confidence and discipline through the art of dance. The Majestic Pearls travel once or twice a month to different states competing, because of this the girls practice two to three times a week for long hours. The ultimate goal of the team is to bond all walks of life into a sisterhood that creates everlasting memories through dance. Being a MP reflects an individual that is disciplined, classy, and confident inside and out. The Pearls plan to not only dance but to also make an impact in the community by hosting events and giving back. We would like to practice every Monday and Wednesday of each week from 6:00 pm to 8:30 pm We make it mandatory for the kids to participate in community service twice a month such as visiting nursing homes, Cleaning up trash around our city and teaching about recycling, Washing Cars for the Seniors etc... Our intention is to get children in a positive environment setting and off the street and to impact them in a positive way and hopefully it will better our community. We also will be tutoring the kids that have problems with keeping their grades up because it is mandatory that all the kids have a passing grade to stay on the team because we do believe in education first. We will be participating in the Stop the Violence Parade and Martin Luther King Jr. Parade. Our goal is to one day open up our own dance studio and to be able to have a chain of studios in different areas so that we can make a difference in more children lives in different areas and to be able to impact the world in a positive way.





January 15, 2019

City of Newnan  
25 LaGrange Street  
Newnan, Georgia 30263

January 11, 2019

Petition for Catering of Alcoholic Beverages off Premise.

We are asking that the City establish an off-premise catering license.

- The state has outlined the following.
  - “Any licensed alcoholic beverage caterer who additionally holds a valid license from a county or municipality which authorizes the licensee so sell malt beverages, wine or distilled spirits by the drink for consumption on premises may be issued from the same licensing authority an off-premise license which authorizes such licensed alcoholic beverage caterer to sell malt beverages, wine or distilled spirits by the drink off-premises and in connection with an authorized catering function.”
- Currently the county has such a license in place. Due to the state ordinance the county cannot continue to issue any permits to any city food caterer or city food establishment without an off-premise license.
- The wedding industry is booming, and this will behoove any restaurant in the city of Newnan to tap into this opportunity.
- We are asking the license to be available to both catering establishments and or food service establishments who possess a valid business license and a valid alcohol license.
- I have been catering these weddings and events for over 5 years and it has proven to be beneficial to the over 20 venues around the city and county.
- We appreciate your consideration of this petition. I have attached both the state and county ordinance for your review.

County

Sec. 6-114. - Caterers; off-site sale and consumption licenses.

(a) *[Eligibility.]* To be eligible for an alcohol license for the sale of alcohol for off-site consumption by the drink, the applicant must meet one of the following:

- (1) The applicant is a food caterer, or food service establishment who possesses a valid business certificate to prepare food for on-site or off-site consumption where such business is located in a C, C-4, C-6, C-7, LM or M zoning district; or
- (2) The applicant possesses a valid license for the sale and consumption of alcoholic beverages on the premises in accordance to article IV of this chapter. In such case, the off-site sale and consumption license may only be issued for the sale of the type of alcohol permitted under the existing county license; or
- (3) The applicant possesses a valid business license certificate and a valid license for the sale and consumption of alcoholic beverages by the drink issued by a municipality or county located in the State of Georgia. In such case, the off-site sale and consumption license may only be issued for the sale of the type of alcohol permitted to be sold under the existing municipal license.

(b) *Permit requirements—Resident caterers.*

- (1) To be eligible for an off-site sale and consumption license, the applicant must derive at least 55 percent of his or her annual gross sales from the sale of meals or food prepared on the premises of the caterer and otherwise qualify with the provisions of O.C.G.A. Title 3, Chapter 11.
- (2) Sales, consumption or distribution of alcoholic beverages by the drink on the premises of the food caterer's location is prohibited unless the food caterer also possesses a license for on-premises sales pursuant to article IV, regulation of sales by the drink, section 6-9.
- (3) The applicant and the applicant's location shall comply with all provisions of this chapter with the exception of sections 6-37, 6-43(a), 6-44, 6-46 (unless made applicable pursuant to section (b)(2) above), 6-51, 6-91, 6-92, 6-93, 6-94, and 6-100. Where the applicant already possesses a valid alcohol license for the selling and dispensing of alcoholic beverages by the drink, the addition of a license for sale of alcohol for off-site sale and consumption of the same type of alcoholic beverage shall not be considered a new license and shall be exempt from noticing requirements and approval by the board of commissioners as required for the issuance of a new license under sections 6-47 and 6-54.
- (4) Excise taxes are imposed upon the sale of alcoholic beverages by a resident caterer as provided in article VII of this chapter.

(c) *Permit requirements—Nonresident caterers.*

- (1) To be eligible for an off-site sale and consumption license, the applicant must derive at least 55 percent of his or her annual gross sales from the sale of meals or food prepared on the premises of the caterer and otherwise qualify with the provisions of O.C.G.A. Title 3, Chapter 11.

- (2) A nonresident alcoholic beverage caterer shall submit an application for an off-premises event permit to the business license director. The fee for each permit shall be established by the board of commissioners as authorized by O.C.G.A. § 3-11-3.
- (3) An application for an off-premises event permit shall include the name of the caterer, the date, address, time, the licensed alcoholic beverage caterer's state and local license number and expiration date, and name of the event and the quantity and type of alcoholic beverages to be transported from the licensee's primary location to the location of the authorized catered event or function.
- (4) The original off-premises event permit shall be kept in the vehicle transporting the alcoholic beverages to the catered event or function.
- (5) A nonresident alcoholic beverage caterer shall only sell or otherwise dispense only that which is authorized by his or her alcoholic beverage license. For example, if the alcoholic beverage caterer possesses a valid license to sell malt beverages, he may sell or otherwise dispense only malt beverages at the catered function or event.
- (6) Excise taxes are imposed upon the total of the individual alcoholic beverage drinks served by a nonresident caterer in the amounts set forth in article VII of this chapter and shall be paid within 30 days after the conclusion of the catered event or function.

(Ord. No. 014-11, § 11, 6-21-11; Ord. No. 023-12, § 1, 8-7-12; Ord. No. 037-13, § 6, 11-19-13)



STATE

## CHAPTER 11

### SALES OFF PREMISES FOR CATERED FUNCTIONS

#### Section

- 3-11-1. Definitions.
- 3-11-2. Licensing by local governing authorities.
- 3-11-3. Event permits for catered functions.
- 3-11-4. Unlawful acts.
- 3-11-5. Rules and regulations.

#### § 3-11-1. Definitions

As used in this chapter, the term:

- (1) "Food caterer" means any person who prepares food for consumption off the premises.
- (2) "Licensed alcoholic beverage caterer" means any retail dealer who has been licensed pursuant to Article 2 of Chapter 4, Article 2 of Chapter 5, or Article 2 of Chapter 6 of this title.
- (3) "Person" means any individual, company, corporation, association, partnership, or other legal entity.

Laws 1992, p. 1145, § 1.

#### § 3-11-2. Licensing by local governing authorities

(a) Any licensed alcoholic beverage caterer who additionally holds a valid license from a county or municipality which authorizes the licensee to sell malt beverages or wine by the drink for consumption on the premises may be issued from the same licensing authority an off-premise license which authorizes such licensed alcoholic beverage caterer to sell malt beverages or wine by the drink off premises and in connection with an authorized catered function.

(b) Any licensed alcoholic beverage caterer who additionally holds a valid license from a county or municipality which authorizes the licensee to sell malt beverages or wine by the package for consumption off the premises may be issued from the same licensing authority an off-premise license which authorizes such licensed alcoholic beverage caterer to sell malt beverages or wine by the drink off premises and in connection with an authorized catered function.

(c) Any licensed alcoholic beverage caterer who additionally holds a valid license from a county or municipality which authorizes the licensee to sell distilled spirits by the drink for consumption on the premises may be issued from the same licensing authority an off-premise license which authorizes such licensed alcoholic beverage caterer to sell distilled spirits by the drink off premises and in connection with an authorized catered function.

(d) Any licensed alcoholic beverage caterer who additionally holds a valid license from a county or municipality which authorizes the licensee to sell distilled spirits by the package for consumption off the premises may be issued from the same licensing authority an off-premise license which authorizes such licensed alcoholic beverage caterer to sell distilled spirits by the drink off premises and in connection with an authorized catered function.

(e) An alcoholic beverage caterer shall make application for an off-premise license as provided in subsections (a) and (c) or subsections (b) and (d) of this Code section with the appropriate local licensing authority and shall pay to the local licensing authority an annual



license fee as fixed by the local licensing authority, provided that the total of such local license fees shall not exceed \$5,000.00 for any one licensed location.

Laws 1992, p. 1145, § 1.



**§ 3-11-3. Event permits for catered functions**

In order to distribute or sell distilled spirits, malt beverages, or wine at an authorized catered function, a licensed alcoholic beverage caterer shall be required to:

(1) Apply to the local governing authority of the jurisdiction where the function is to be catered for an event permit. The application shall include the name of the caterer; the date, address, and time of the event; and the licensed alcoholic beverage caterer's license number. When the catered function is domiciled in a local political subdivision other than that which issues the alcoholic beverage caterer's license, that local governing authority shall be authorized to charge an event permit fee of \$50.00 and levy local excise taxes on the total quantity of alcoholic beverages brought into such political subdivision by the caterer;

(2) Provide satisfactory reports to the commissioner on forms provided by the department stating the quantity of any and all alcoholic beverages transported from the licensee's primary premises to the location of the authorized catered function and such other information as required by the commissioner; and

(3) Maintain original local event permits and documents required by the department in the vehicle transporting the alcoholic beverages to the catered function at all times.

Laws 1992, p. 1145, § 1.

**§ 3-11-4. Unlawful acts**

(a) It shall be unlawful for a food caterer to distribute or sell distilled spirits, malt beverages, or wine off the premises of the food caterer's business without a license issued pursuant to this chapter. This subsection shall not affect any other provisions of this title which may require a food caterer who has a license to sell alcoholic beverages on the premises of the food caterer's business.

(b) It shall be unlawful for a licensed alcoholic beverage caterer licensed under this chapter to distribute or sell distilled spirits, malt beverages, or wine off premises except in connection with an authorized catered function within the scope of the event permit.

(c)(1) It shall be unlawful for a licensed alcoholic beverage caterer to distribute or sell distilled spirits in any jurisdiction which does not permit the sale of distilled spirits by the drink for consumption only on the premises.

(2) It shall be unlawful for a licensed alcoholic beverage caterer to distribute or sell malt beverages or wine in any jurisdiction which does not permit the sale of malt beverages or wine by the drink for consumption only on the premises.

(d) It shall be unlawful for a licensed alcoholic beverage caterer to distribute or sell distilled spirits, malt beverages, or wine during any hours in which the sale of alcoholic beverages by the drink for consumption only on the premises is not permitted in the jurisdiction.

(e) It shall be unlawful for a licensed alcoholic beverage caterer to employ any person under 21 years of age who, in the course of such employment, would dispense, serve, sell, or handle alcoholic beverages. It is the intent of this subsection to prevent any person employed by such caterer, or any other employee, to knowingly violate any prohibitions contained in Code Section 3-3-23, relating to furnishing alcoholic beverages to, and purchase and possession of alcoholic beverages by, a person under 21 years of age.

**§ 3-11-4**

**GEORGIA CODE**

(f) Nothing in this chapter shall be construed to authorize the sale of alcoholic beverages by a caterer in any jurisdiction where the sale of distilled spirits by the drink for consumption only on the premises has not been legalized.

(g) Any person violating the provisions of this Code section shall be guilty of a misdemeanor.  
Laws 1992, p. 1145, § 1.

**§ 3-11-5. Rules and regulations**

The commissioner shall be authorized to promulgate rules and regulations to implement and carry out the provisions of this chapter.

Laws 1992, p. 1145, § 1.



Foundation Christian Church  
30-A East Washington St.  
Newnan, GA 30263  
Tel (770) 396-2220  
Jason@FoundationNewnan.com  
www.FoundationNewnan.com



**FOUNDATION  
CHRISTIAN  
CHURCH**

JANUARY 14, 2019

**Libby Winn**  
**c/o: Newnan City Council**  
**25 LaGrange Street**  
**Newnan, GA 30263**

Dear Libby,

Foundation Christian Church is requesting to block South Court Square on both ends from 3pm to 11pm and reserve all parking on that side of the square on Friday April 19th, 2019. In addition we would like to request the reserving of all parking spots on the inner portion of the Courthouse Square on South Court from 8:00am-11:00pm that day as well.

We are planning to host a Good Friday gathering for the community on the Court Square. In keeping with City protocol, we plan to rent portable restrooms and line up trash services for the event. If needed, we can also provide security. We are expecting over 300 people for this gathering. We are asking for the reservation of the parking spots so that we can begin to set up our staging and production equipment early in the day.

We have read and signed the Street Usage form and it is attached to this request letter. As a part of this event, we also plan to offer a coupon card of sorts for those that attend to use that day only at businesses on the square as a way to offset any business losses as well as encourage people to support our Downtown Newnan merchants. We are still working on this portion of the event. We have also begun talking to business owners about the event and will continue communicating with them until the event.

I have also attached to this letter a map detailing our stage layout for this event. Please let me know if you need anything else for these items.

Warm regards,

A handwritten signature in black ink, appearing to read 'Jason Walton'. The signature is fluid and cursive, with a large initial 'J' and 'W'.

Jason Walton

**COMMUNITY OUTREACH PASTOR**



**FOUNDATION**

**GOOD FRIDAY 2019**

**STREET CLOSURE PROPOSAL**



**ROAD CLOSURE**



**RESERVED PARKING SPOT**





**GUIDELINES FOR USING THE DOWNTOWN NEWMAN SQUARE OR ANY CITY STREETS**

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| NAME OF AGENCY                        | Foundation Christian Church           |
| NAME OF PERSON IN CHARGE OF EVENT     | Jason Walton                          |
| ADDRESS OF PERSON IN CHARGE           | 30-A East Washington St. Newnan 30263 |
| CELL PHONE NUMBER OF PERSON IN CHARGE | (078) 378-3927                        |
| TYPE OF EVENT                         | Community Wide Good Friday Gathering  |
| PURPOSE OF EVENT                      | on attached letter                    |
| DATE OF EVENT                         | 4/19/19                               |
| TIME OF EVENT                         | <del>7pm - 8:30pm</del> 7:30p - 9pm   |

**CONDITIONS OF PERMIT**

If permit is for any type utilizing streets of the city other than just the square area, a map shall be submitted to indicate routes of the event. If road race, walk or similar event, a fee will be charged based on number of police officers required to provide safety for the event; and all events of this type should be scheduled to end by 10:00 AM. If officers are required for other events, a fee will be charged based on number of officers requested by agency sponsoring event.

Applicants for permits for the square area only which require the setting of booths or selling goods should be aware that homegrown or handmade goods are preferred and that other goods sold should not be in conflict with goods that merchants on the square have for sale, excluding restaurant style prepared food items. Personal information from those attending the event should not be solicited. Subscription based businesses, home improvement companies, insurance companies, etc., that approach those attending the event for solicitation for future services are not allowed. It is recommended that a 10x10 booth space be assigned to each participant with the participants name written in chalk at each sidewalk location. Permanent marking on the square is not allowed. You must provide your own tent, chairs and tables. If your event requires electricity, it must be requested in advance. If it is used from the light poles, then the cover must be put back on after the event. If a cover is lost the event coordinator and vendor are liable for the cost of replacing the lost cover. All cords must be duct taped down to the sidewalks to prevent accidents.

**EVENT STAFFING**

The coordinator of the event on the square must remain on site throughout the set up and clean up of the event. The event coordinator must make sure that the square is returned to normal after the event is over.

**GARBAGE**

Additional rolling trash cans by CLM need to be around the court square. Contact CLM to coordinate. We recommend that you cover the permanent cans surrounding the square and use the rolling cans. If the decorative cans are overflowing at the end of the event, they should be emptied into the rolling cans.

**PUBLIC NOTICE SIGNAGE**

The coordinator of the event is responsible for obtaining and displaying Special Event Notice signs as provided by City staff. Public notice along/near the event location shall be provided at least 72 hours in advance of the event.

**BATHROOMS**

A portable restroom, or more depending on the size of the event, must be provided for the public to use. Downtown shops only allow restroom facilities to be used by paying customers. Main Street can assist with contact information on a Main Street member that provides port-a-potties for a fee. We recommend these be placed on the side of NuLink on West Washington Street.

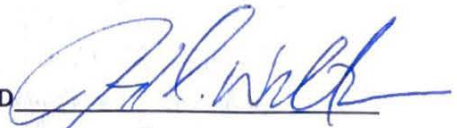
**PARKING**

Vendors can park on the square to unload, but once unloaded they will need to move their vehicles to a city lot. Parking on the square or in front of stores is prohibited. This includes on side streets. Parking is for customers and event attendees.

**AGREEMENT**

I, Jason W. White, agree to these guidelines for use of the Newman Square and/or city streets.

SIGNED



DATE

1/14/18

EVENT - 100.00.34.2901 – Event Activity Fees

**JANUARY 22, 2019 – CITY COUNCIL MEETING**

**From:** Mitchell, Clyde [<mailto:CMitchell1@dds.ga.gov>]

**Sent:** Friday, January 11, 2019 7:32 AM

**To:** Libby Winn <[LWinn@cityofnewnan.org](mailto:LWinn@cityofnewnan.org)>

**Cc:** Gardner, Sasha <[SGardner@dds.ga.gov](mailto:SGardner@dds.ga.gov)>

**Subject:** Being place on Agenda

Good morning,

My name is Clyde K. Mitchell and I manage the Georgia Department of Driver Service, DDS, Newnan Customer Service Center. I am also a former City Councilman and Mayor Pro Tempore from the City of East Point. After talking to Della on yesterday I am requesting to be placed on the January 22, 2019 agenda. As a former elected official I know how important it is to get feedback from the community. I would like to compliment Mayor and Council on the positive experience that I have received in Newnan since taking over the Newnan CSC in 2013. I would also like to enlighten them on the new exciting things that this office and other state offices of DDS are about to embark on. Looking forward to your reply. Have an Awesome day!

*Sincerely*

*Clyde K. Mitchell, MBA*

**Manager - CSC #024 Newnan**

Field Operations Division

Georgia Department of Driver Services

128 Bullsboro Drive

Newnan, Georgia 30265

Center: 770-254-7308

Fax: 770-254-7270

Mobile: 404-510-8498

Email: [cmitchell1@dds.ga.gov](mailto:cmitchell1@dds.ga.gov)

Mission Statement:

Our mission at DDS is to provide secure driver and identity credentials to our customers with Excellence and Respect.

**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).