



# CITY OF NEWNAN, GA ANNUAL BUDGET FY 2025



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# **EXECUTIVE SUMMARY**



The City of Newnan Approved 2025 Annual Budget includes financial and service delivery information combined with policy statements, in a means designed to easily communicate the information to the reader. The 2025 Approved Budget, therefore, is intended to serve four purposes:

## A Policy Document

This Budget indicates what services the City will provide during the next year. Additionally, the level of services and reasons for their provision are stated. The Transmittal Letter summarizes the City's mission statement, city-wide organizational goals, priorities, operating results, financial situations and how the budget will address specific issues in 2025. Specific policies are addressed in the Financial Policies and Capital Improvement sections, respectively. Within the Departmental Summaries, the five functions list specific priorities and goals, both short and long term. On a more detailed basis, within the same section, the Approved 2025 goals, objectives, tasks and performance measures are listed for each department, along with prior year goals accomplishments.

## A Financial Plan

This Budget summarizes and details the cost to the taxpayers for current and approved service levels and includes funding information. At the front of the document is the adopting ordinance summarizing revenue and expenditures at the fund level for the 2025 Approved Budget. Within the Manager's Message is a narrative of the 2025 budget assumptions, overview, highlights and a list of prior year accomplishments. Within this section is the City's goals, initiatives and a matrix showing the which department is responsible for these goals. Within the Budget Overview is a narrative description of the major revenue sources for each fund, expected receipts and summaries of approved expenditures. Detailed financial information is illustrated in the Revenue and Expenditure Details section in addition to data found within the Departmental Summaries section. Such information is typically listed in five columns: 2022 Actual, 2023 Actual, 2024 Budget, 2024 Estimated and 2025 Budget. This Budget includes several transfers between the General Fund, Tourism, Rental Motor Vehicles Fund and Newnan Water, Sewerage and Light Commission.

## An Operations Guide

This Budget indicates how departments and funds are organized to provide services to the citizens of Newnan and visitors to the community. Approved changes for 2025 are summarized in the Transmittal Letter and detailed in the Funds, Debt Summary & Financial Trends, Personnel Summary, and Departmental Summaries sections. Additionally, within the Departmental Summaries section, each department lists a mission statement, department description, approved budgetary additions and/or deletions, line-item history, year-end projections and approved funding for 2025. Performance measures are included for each applicable department so that service and output can easily be measured by Council and citizens.

## A Communication Device

This Budget is designed to be user friendly with summary information in text, charts, tables and graphs. A glossary of budget terms is included for the reader's reference. Additionally, a Table of Contents provides a listing in order of the sections within this document. Should the reader have any questions about the City of Newnan's Adopted 2025 Budget, he or she may contact the City Manager at (770)253-2682. This document is also available on our website at [www.newnanga.gov](http://www.newnanga.gov).



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Newnan**

**Georgia**

For the Fiscal Year Beginning

**January 01, 2024**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Newnan, Georgia, for its annual budget for the fiscal year beginning January 1, 2024. This is the City's thirty fifth consecutive year!

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan and communications device. The GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

*Christopher P. Morrill*

## City of Newnan CITY COUNCIL



Keith Brady, Mayor

Mayor Brady is elected at large and has been serving the Citizens of Newnan since 1994.



Paul Guillaume, Council Member

Paul was elected in November 2018 to begin serving in 2019. He represents the City of Newnan's District 1 - Post A. He currently holds the position of Mayor-Pro Tem.



Dustin Koritko, Council Member

Dustin was elected in November 2013 to begin serving in 2014. He represents the City of Newnan's District 1 - Post B.



Rhodes Shell, Council Member

Rhodes has served on the Newnan City Council since 2006 and represents District 2 - Post A.



Ray DuBose, Council Member

Ray has served on the Newnan City Council since 2006 and represents District 2 - Post B.



James J. "Jim" Thomasson III, Council Member

Jim was elected in December 2023 to begin serving in 2024. He represents the City of Newnan's District 3 - Post A.



Cynthia Jenkins, Council Member

Cynthia has served on the Newnan City Council since 2004 and represents District 3 - Post B.

## NEWNAN GOALS

### Goals and Strategies

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.” All departments are charged with action plans that maintain programs, create new programs based on current needs and services which support the mission and goals of the City. Each department has developed and monitors specific performance measures which provides us with a tool to accurately measure outputs and efficiencies. The 2025 Budget clearly aligns the City’s mission, goals and strategies with spending and shows the impact of operations and proposed capital projects.

The purpose of this document is to provide Council, citizens, and staff with detailed financial and performance information that will continue to:

- Improve public accountability and on-going relations between the City and our citizens.
- Provide information on tasks that have been completed and projects planned with the use of public funds.
- Provide a tool for operational decisions during the budget year.
- Enhance the delivery of public services and quality of life for our community.

In making decision on creating goals and strategies, the City relies upon documents such as our Comprehensive Plan, Greenway Master Plan, Parks Master Plan, Master Retreat Strategy, other planning documents created through professional consulting on current needs and future needs of the City that will maintain quality of life and what will allow the staff to continue to provide the best of services. These various studies are implemented depending on current environment.

On the following pages are list of strategic goals and strategies which influenced the development of the 2025 Budget for the City of Newnan. The goals and strategies serve as the mechanism for determining priorities over multiple years for consistent, quality services to our citizens.

#### Goal 1

Provide efficient, quality services to the City’s citizens, businesses and visitors while enabling managed growth and infrastructure.

### Strategies

- Maintain City services at established and professional standards.
- Improve service delivery strategies while maintaining healthy revenues.
- Seek ways to increase efficiencies and effectiveness through technological advancements.
- Actively promote downtown revitalization through resources and funding of business development and main street activities.
- Maintain a capital asset acquisition strategy which meets the city's infrastructure needs.
- Provide strong police and fire protection to ensure a safe community.
- Provide excellent, reliable customer service.
- Manage commercial and residential growth to ensure that required infrastructure needs are met.
- Maintain a formal acquisition and implementation strategy for parks and open space.
- Promote installation of infrastructure to support private development.
- Promote high quality development and attractive community appearances.

### Goal 2

Provide responsive and open government with a focus towards positive identity throughout the community.

### Strategies

- Develop and implement a technological infrastructure which facilitates communication with citizens and businesses and improves the effectiveness of City staff.
- Listen to citizens and remain responsive to their needs.
- Maintain high standards of integrity, honesty, openness and fairness in serving citizens.
- Maintain transparency through quality reporting and meetings.

### Goal 3

Promote and maintain a high quality of life for the residents, businesses and visitors of the City of Newnan.

### Strategies

- Ensure a high quality of life for our residents through sustainable, thriving neighborhoods, infrastructure maintenance and facility improvements.
- Provide and maintain a safe, secure and clean community.
- Commitment to preserving the City's financial and physical resources for current and future generations.
- Protect and enhance residential neighborhoods and commercial districts

**Goal 4**

Hire and maintain a highly qualified work force.

**Strategies**

- Employ, train and maintain a quality workforce of highly effective and efficient individuals.
- Treat City staff with fairness, respect and dignity.
- Create and foster a healthy work environment which promotes high morale, ethics and job satisfaction.
- Encourage employees to identify opportunities which will improve efficiency and effectiveness.

**Goal 5**

Promote community participation and involvement in local government.

**Strategies**

- Encourage citizens and businesses to participate in the City's planning and decision-making processes through volunteer opportunities, public meetings and appointments to the City's various boards, commissions and committees.
- Improve the methods of communication with citizens and businesses.
- Develop and maintain liaisons with regional and statewide elected officials, governments and agencies.
- Encourage active feedback and comments from the citizenry.

The chart below illustrates which departments/divisions are responsible for each of the City's Goals. These departments represent twenty service areas and the 2025 budget contains mission, goals and initiatives of the City of Newnan. This information is contained in the General Fund Departmental Summaries section of this document. Information on the scope of operations, priorities, goals, accomplishments, as well as results on departmental performance for the prior year. All departmental data was derived from the overall mission, goals and initiatives of the City of Newnan.

Department	Provide High Quality of Life	Provide Quality Services	Maintain Quality Workforce	Provide Responsive Open Government	Promote Community Participation in Local Government
City Manager's Office	X	X	X	X	X
Finance		X	X	X	
Information Technology		X	X	X	X
Human Resources		X	X	X	
Leisure Services	X	X	X		
Police	X	X	X	X	X
Fire	X	X	X	X	X
Public Works	X	X	X	X	
Streets	X	X	X	X	
Garage		X	X		
Cemetery		X	X	X	
Planning & Zoning	X	X	X	X	X
Beautification	X	X	X	X	X
Engineering		X	X		
Building Inspection	X	X	X	X	X
Facilities Maintenance		X	X	X	
Keep Newnan Beautiful	X	X		X	X
Business Development	X	X	X	X	X
Carnegie Library	X	X	X	X	X

## BUDGET ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE ADOPTION OF A BUDGET, ITS EXECUTION AND EFFECT FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

### Section I.

There is hereby adopted for the fiscal year January 1, 2025 through December 31, 2025, a budget for the City of Newnan, Georgia, based on the budget prepared by the City Manager, as amended by City Council.

**Section II. General Fund (100)** There is hereby established a General Fund for the City of Newnan with an appropriation of \$37,911,665 for the general operation and legal obligation in 2025.

<b>General Fund Revenues</b>	
Property Taxes	\$9,289,064
Sales Taxes	\$12,300,000
Excise (Franchise) Taxes	\$6,887,000
Occp. Tax & Alcohol Licenses	\$3,464,275
Inspections & Permits	\$529,400
Fines & Forfeitures	\$944,000
Other Local Revenue	\$564,700
Intergovernmental	\$1,080,500
Water & Light Transfers	\$1,850,000
Other Financing Sources	\$1,002,726
	<u>\$37,911,665</u>
<b>General Fund Expenditures</b>	
General Government	\$9,843,522
Public Safety	\$19,292,345
Public Works	\$3,544,068
Community Development	\$4,193,121
Other Services	\$1,038,609
	<u>\$37,911,665</u>

**Section III. Street Improvement Fund (200)** There is hereby established a Street Improvement Fund for the City of Newnan with an appropriation of \$515,514 for street improvements.

<b>Street Improvements Revenue</b>	
LMIG Contract Revenue	\$495,514
Interest Earnings	20,000
	<u>\$515,514</u>
<b>Street Improvements Expenditures</b>	
Major Streets Maintenance	\$515,514
	<u>\$515,514</u>

**Section IV. Confiscated Assets Fund (210)** There is hereby established a Confiscated Assets Fund for the City of Newnan with an appropriation of \$82,500 for Public Safety operations. This fund consists of confiscated and condemned funds released by the Superior Court for Police Department purchases.

<b>Confiscated Assets Revenue</b>	
DOT Condemnations	\$60,000
Other Police Seizures	\$50,000
Interest Earnings	\$3,180
Fund Balance Reserves	(\$30,680)
	<u>\$82,500</u>
<b>Confiscated Assets Expenditures</b>	
Other Seizures Expenditures	\$37,500
Dept. of Treasury Expenditures	\$45,000
	<u>\$82,500</u>

**Section V. Opioid Settlement Fund (213).** There is hereby established an Opioid Settlement Fund for the City of Newnan with an appropriation of \$100,000 to be transferred to Coweta F.O.R.C.E.

<b>Opioid Settlement Fund Revenue</b>	
Local Governments Share of Opioid Settlement	\$100,000
	<u>\$100,000</u>
<b>Opioid Settlement Fund Expenditures</b>	
Payment to Other Agencies	\$100,000
	<u>\$100,000</u>

**Section VI. Economic Development Initiative Community Empowerment Grant Fund (EDI-CEF Fund 223).** There is hereby established an EDI - CEF Grant Fund for the City of Newnan with an appropriation of \$766,000 for housing programs.

<b>EDI-CEF Grant Fund Revenues</b>	
Grant Funds Revenue	\$766,000
	<u>\$766,000</u>
<b>EDI-CEF Grant Fund Expenditures</b>	
Administrative Services	\$53,662
Professional Services	\$53,662
Other Contractual Services	\$658,676
	<u>\$766,000</u>

**Section VII. America Rescue Plan Act Fiscal Recovery Fund (ARPA - 230).** There is hereby established an ARPA Fiscal Recovery Fund for the City of Newnan with an appropriation of \$3,022,395 for various previously committed projects.

<b>ARPA Revenue</b>	
ARPA 2021- Local Fiscal Recovery Funds	\$3,022,395
Interest Earnings	\$0
	<u>\$3,022,395</u>
<b>ARPA Expenditures</b>	
Building Improvements	\$121,557
Drainage Improvements	\$2,632,317
Police Vehicle	\$202,800
Fire Vehicle	\$65,721
	<u>\$3,022,395</u>

**Section VIII. Community Home Investment Program Grant Fund (CHIP - Fund 224).** There is hereby established a CHIP Grant Fund for the City of Newnan with an appropriation of \$75,000 for housing programs.

<b>CHIP Grant Revenue</b>	
Grant Fund Revenue	\$75,000
	<u>\$75,000</u>
<b>CHIP Grant Expenditures</b>	
Professional Services	\$4,000
Other Contractual Services	\$71,000
	<u>\$75,000</u>

**Section IX. Hotel/Motel Tourism Fund (275)** There is hereby established a Hotel/Motel Tourism Fund for the City of Newnan with an appropriation of \$1,440,000 for Tourism Enhancement activities.

<b>Hotel/Motel Tourism Revenues</b>	
Hotel/Motel Tax	<u>\$1,440,000</u>
	<b><u>\$1,440,000</u></b>
<b>Hotel/Motel Tourism Expenditures</b>	
Transfer to Explore Newnan - Coweta	\$540,000
Transfer to General Fund	\$540,000
Transfer to Newnan Centre	<u>\$360,000</u>
	<b><u>\$1,440,000</u></b>

**Section X. Motor Vehicle Rental Excise Tax Fund (280)** There is hereby established a Motor Vehicle Rental Excise Tax Fund for the City of Newnan with an appropriation of \$115,000 for Newnan Centre activities.

<b>Motor Vehicle Rental Excise Tax Revenues</b>	
Excise Tax	<u>\$115,000</u>
	<b><u>\$115,000</u></b>
<b>Motor Vehicle Rental Excise Tax Expenditures</b>	
Transfer to Newnan Centre	<u>\$115,000</u>
	<b><u>\$115,000</u></b>

**Section XI. Miscellaneous Grants/Donations Fund (240)** There is hereby established a Miscellaneous Grants/Donations Fund for the City of Newnan with an appropriation of \$44,600 for Police and Human Resource grant/donation activities.

<b>Miscellaneous Grants/Donations Revenues</b>	
Wellness Incentive Donations	\$30,000
Grant Funds	<u>\$14,600</u>
	<b><u>\$44,600</u></b>
<b>Miscellaneous Grants/Donations Expenditures</b>	
Human Resources - Wellness Programs	\$30,000
Police Department - Materials & Supplies	\$6,000
Police Department - Protective Equipment	<u>\$8,600</u>
	<b><u>\$44,600</u></b>

**Section XII. Special Purpose Local Option Sales Tax Fund (310) Fund 310, SPLOST 2019,** was established in 2019 and will expire in 2024. This year's budget includes an appropriation of \$5,766,945 for capital projects.

**SPLOST 2019 Revenue:**

Interest Earnings	\$28,000
Fund Balance Reserves	\$5,738,945
	<u>\$5,766,945</u>

**SPLOST 2019 Expenditures:**

Information Technology	\$76,821
Streets, Drainage & Sidewalks	\$190,201
Street, Intersection & Parking Improvements	\$4,108,000
Public Works Equipment	\$318,189
Leisure Services	\$41,770
Parks & Recreation	\$1,031,964
	<u>\$5,766,945</u>

**Section XIII. Special Purpose Local Option Sales Tax Fund (315) Fund 315, SPLOST 2025,** was established in 2025 and will expire in 2030. This year's budget includes an appropriation of \$10,755,000 for capital projects and a transfer to Newnan Utilities in the amount of \$1,000,000 for a total of \$11,755,000.

**SPLOST 2025 Revenue:**

SPLOST 2025 Receipts	\$9,208,350
Interest Earnings	\$10,000
Transfer from General Fund	\$2,536,650
	<u>\$11,755,000</u>

**SPLOST 2025 Expenditures:**

Network Improvements	\$250,000
Cemetery Improvements	\$55,000
Streets, Drainage & Sidewalks Maint.	\$2,000,000
Public Works Equipment	\$350,000
Site Improvements	\$1,200,000
Pickleball Facility Additions	\$900,000
LINC Addition	\$2,000,000
Greenville Street Park Improvements	\$1,000,000
LINC Trailhead & Downtown Park	\$3,000,000
Transfer to Newnan Utilities	\$1,000,000
	<u>\$11,755,000</u>

**Section XIV. Impact Fees (375)** There is hereby established an Impact Fees Fund for the City of Newnan with an appropriation of \$242,500. In 2004, the City established an impact fee program with funds to be paid into the fund for four major areas of development: Roads and Bridges, Fire, Police and Parks.

<b>Impact Fees Revenues</b>	
Roads/Streets/Bridges	\$60,000
Fire Services	\$40,000
Parks/Recreation	\$150,000
Interest Earnings	\$16,500
Fund Balance Reserves	\$60,099
	<u>\$242,500</u>
<b>Impact Fees Expenditures</b>	
Lower Fayetteville Road Design	\$242,500
	<u>\$242,500</u>

**Section XV. Neighborhood Stabilization Program Grant Fund (NSP1 – Fund 221).** There is hereby established an NSP1 Grant Fund for the City of Newnan with an appropriation of \$401,000 for housing programs.

<b>NSP1 Grant Revenue</b>	
Grant Fund Revenue	\$400,000
Interest Earnings	\$1,000
	<u>\$401,000</u>
<b>NSP1 Grant Expenditures</b>	
Professional Services	\$20,000
Other Contractual Services	\$381,000
	<u>\$ 401,000</u>

**Section XVI. Neighborhood Stabilization Program Grant Fund (NSP3 – Fund 222).** There is hereby established an NSP3 Grant Fund for the City of Newnan with an appropriation of \$352,000 for housing programs.

<b>NSP3 Grant Revenue</b>	
NSP Program Income Revenue	\$350,000
Interest Earnings	\$2,000
	<u>\$352,000</u>
<b>NSP3 Grant Expenditures</b>	
Professional Services	\$5,000
Other Contractual Services	\$347,000
	<u>\$352,000</u>

### Section XVII. Sanitation Fund (540)

There is hereby established a Sanitation Fund for the City of Newnan with an appropriation of \$5,313,935. These funds will be used for Brush & Bulk, Administration and Refuse (downtown commercial district).

#### Sanitation Revenues

Yard Debris & Bulk Collections	\$1,261,245
Garbage Fees - Commercial	\$90,000
Garbage Fees Residential	\$3,525,690
Sanitation Administration	\$300,000
Interest Earnings	\$12,000
Transfer from General Fund	\$125,000
	<u>\$5,313,935</u>

#### Sanitation Expenditures Brush & Bulk

Wages & Benefits	\$405,901
Operations	\$501,114
Depreciation Expense	\$39,000
	<u>\$946,015</u>

#### Sanitation Expenditures Refuse

Wages & Benefits	\$168,406
Operations	\$73,577
	<u>\$241,983</u>

#### Sanitation Expenditures Administration

Wages & Benefits	\$396,494
Operations	\$3,729,443
	<u>\$4,125,937</u>

**Section XVIII.** All revenue received by the City of Newnan from Sources not restricted by law to expenditure for specific purposes may be used in meeting disbursements in Section II. Should the revenue received from such sources exceed the amount estimated, such excess shall be allocated to the General Fund subject to further action by City Council. The total disbursements in any fund shall not exceed the amount appropriated for that fund, including any available fund balances.

Done ratified and passed by the City Council of the City of Newnan, Georgia, in regular session assembled this seventh day of January 2025.

ATTEST:



Megan Shea, City Clerk

REVIEWED AS TO FORM:



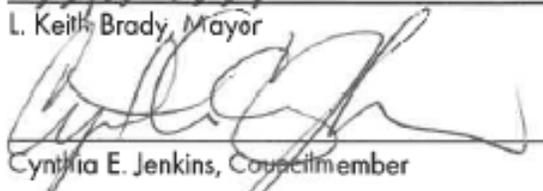
Cleatus Phillips, City Manager



C. Bradford Sears, Jr. City Attorney



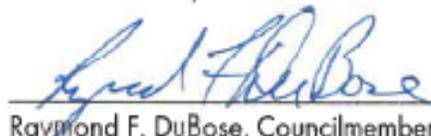
L. Keith Brady, Mayor



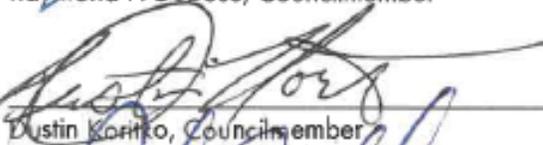
Cynthia E. Jenkins, Councilmember



Rhodes H. Shell, Councilmember



Raymond F. DuBose, Councilmember



Dustin Koritko, Councilmember



Paul Guillaume, Councilmember



James J. Thomason, III, Councilmember





# **MANAGER'S MESSAGE**





CITY OF NEWMAN  
OFFICE OF THE CITY MANAGER

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TO: Mayor and Council  
 FROM: Cleatus Phillips, City Manager  
 SUBJECT: 2025 Proposed Budget  
 DATE: November 18, 2025

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I am pleased to present the 2025 proposed budget for the City of Newnan. As in years past, the budget was established after lengthy collaboration with our staff and using conservative techniques to insure continued financial stability for the City of Newnan. A significant amount of time was spent analyzing departmental goals and objectives, identifying overhead costs and considering capital investments that will improve city operations. The budget document helps plan for and track income and expenses, without this planning, the city has no way of determining its financial health.

The operating budget is probably a municipality's most important work product. The budget serves several functions. At the most basic level, it is a legal document that gives local government officials the authority to incur obligations and pay expenses. It allocates resources among departments, reflecting the legislative body's priorities and policies, and controls how much each department may spend. The budget has evolved over the years to include more than just financial data. Newnan's budget includes the city's mission statement, goals, and objectives which convey a wider vision for the city's future. This budget also serves as an evaluation tool, comparing commitments made in the previous year's budget with actual accomplishments.

### 2025 Budget Issues and Priorities

The 2024 budget addressed recruitment and retention concerns within the city workforce. The city faced higher than normal vacancy and turnover rates within certain departments. Salary adjustments to competitive market rates, hiring bonuses and contributions for public safety annuity and benefit funds were implemented. I am pleased to report that the implementation of these changes has made a significant difference in staffing levels. As of Quarter 3 of 2024, the City was 97% full.

The new 2025 budget is extremely tight with only 3% increase in General Fund revenues and expenditures. Major revenue sources such as sales tax and property tax collections face economic and legislative challenges. While the City of Newnan's economy remains strong and vibrant, sales tax collections have struggled over the last several months. As sales tax is the leading source of revenue for the general fund, there are conservative estimates made in the FY 2025 budget. Other concerns center around the decrease in distribution of the tax from 31.19% to 30.28% due to LOST renegotiations. Property Tax in the 2025 budget shows little to no growth in the amount of \$27,772. This conservative approach is taken to address Georgia House Bill 581. In November of 2024, Georgia voters approved a Constitutional Amendment to uphold HB581 with more than 60% of votes counted in favor. This amendment caps property assessments at the inflation rate for the previous year. By holding down

assessment increases, property tax increases would also be limited since they are based on the assessed value of a home and the property tax rate. The change goes into effect Jan. 1, 2025. The City will have a few options to address revenue shortfalls. First, the City Council could vote to opt out of the cap which would require a resolution and three public hearings. Second, the Council could use revenue from a 1% sales tax increase to lower property taxes if voters approve a local referendum to increase sales tax.

Highlights of the 2025 budget are as follows:

### General Fund - Highlights

- \$37,911,665 Balanced Budget. No reserves were used to balance the budget.
- The budget increased \$1,141,015 or 3% from the previous budget. In comparison, the 2024 budget increased \$3,643,400 which was a 11% increase from the prior year.
- Sales Tax represents 33% of the budget, followed by Property Taxes at 25%, Occupational Licenses at 9%, Franchise Fee at 18%, and all other sources totaling 15%.
- Property tax revenues are budgeted at \$7,456,164 compared to \$7,400,000 from the prior year. The 2025 budget number is based on a combination of: a millage rate at 3.12, net Digest Growth of .37%, and a 95% collection rate for current year billing.
- 2024 Revenue is currently projected at \$38,205,917 therefore the 2025 budget is a conservative 99.2% of prior year projected revenue. For reference purposes, the 2024 budget was 98% of 2023 projected revenues at the time of budget presentation.
- Local Option Sales Tax budget of \$12,300,000 is an increase of \$300,000 over the 2024 budget amount. Sales tax collections have been trending \$300,00 over budget during 2024.
- Title Ad Valorem Tax (TAVT) revenue is budgeted \$75,000 over FY 2024 budget. Estimating FY 2024 will be 100,000 over budget.
- The budget for permit fees was decreased from \$627,750 to \$529,400. Estimated revenue for FY 2024 is \$518,200.00. The decrease is attributed to an decrease of residential lot inventory.
- Occupational Tax Receipts is budgeted with a slight increase of 4%. The change of City of Hope from 'for profit' status to 'non-profit' status has been incorporated into this budget category.
- Franchise fees are estimated to increase for FY 2024, continuing a trend of the past few years. The budget is increased slightly to \$269,000 up from \$945,000 in 2024.
- Insurance premium tax budget increased to \$3,920,000 because of statewide population distribution ratios.
- Water & Light revenue is budgeted at \$1,850,000, reflecting a slight increase from 2024.
- The pay plan is proposed to be moved by 2%, and employees will receive a 3% COLA raise effective January 1, 2025. This method allows starting pay to remain competitive in the market.
- FY 2024 Salary expenses are estimated to fall below budget by 1%. FY 2025 Salary expenses are 4.86% over estimated 2024 salary expenses.
- Workers Compensation expenses for FY 2024 are 15.8% below budget for a fully insured plan. FY 2025 contemplates purchasing a \$500,000 deductible to lower premium costs from \$400,000 down to \$110,000. Claims are budgeted for \$208,000. Based on prior year claims, the city will hopefully realize significant savings over the next several years. The City will establish a claims fund for Workers Compensation in the new budget.
- Retirement expenses under the Defined Benefit Plan will increase from 14.36% to 14.8% for FY 2025.
- In January of 2024, the City froze the Defined Benefit Plan for new employees. The City allocates 10% of gross salary into a 401a account and will match up to 3% an employee puts into a 457 account.
- Nonvested Employees were given the option to opt out of the Defined Benefit Plan during the fall of 2024. 26 employees elected to opt out.
- The 2025 Budget will realize the loss of 3 part time employees. Part Time positions were removed from Finance, Carnegie Library, and Building Inspection. No change to number of full-time positions.
- Health/Life Insurance budget was decreased 2% from 2024. This represents a change of \$105,384 for a total budget of \$5,000,000. Fiscal Year 2024 is estimated to see a decrease of 15.9% in medical claims from FY 2023.

- Benefits within the Health/Life Plan remain unchanged for the employees.
- The Stop-Loss Deductible for the Health Plan is being kept at \$250,000. This appears to be a balanced amount that keeps the premium less but also minimizes our exposure to a high-cost claim.
- Salaries and Benefits totals 78% of General Fund Expenditures, with full-time salaries being 52% of the budget. This is compared to 79% and 51% in 2024.
- Public Safety accounts for 51% of the budget, followed by General Government at 26%, Public Works at 9%, and Community Development at 11%. Other Services make up the additional 3%.
- An allocation of \$287,400 was included to purchase and outfit six (6) police vehicles. An additional vehicle will be purchased for the SRO program and will be reimbursed by the Board of Education. Capital overall purchases decreased 18% from \$924,107 to \$755,423. There are four (4) high mileage vehicles in the City's fleet that will be replaced for a total of \$160,800. The remaining \$307,223 in the General Fund capital will be utilized for building repairs/maintenance, purchase of protective equipment, and machinery for Streets and Beautification.
- \$125,000 was included as a transfer from the General Fund to the Sanitation Fund to supplement the Downtown Sanitation Program. This is a decrease of \$25,000 from FY 2024.

### All Other Funds – Highlights

- \$67,904,054 Budget for ALL FUNDS COMBINED
- IMPACT FEE FUND – \$242,500 is allocated for engineering plans for Lower Fayetteville Road.
- SANITATION FUN – Sanitation budget increased from \$4,883,624 to \$5,313,935. The total budget includes \$946,015 in Brush & Bulk, \$241,983 in Refuse and the remaining funds of \$4,125,937 in Administration. The largest expense of this fund will be the payments made to AmWaste, budgeted at \$3,672,549.
- STREET FUND – This fund increased slightly from \$498,576 to \$515,514. The annual LMIG project is the only project budgeted in 2025.
- TOURISM FUND – A flat budget of \$1,440,000 is projected for FY 2025. Of this amount \$540,000 is transferred to the General Fund, \$360,000 is transferred to the Newnan Centre, and \$540,000 will be transferred to Explore Newnan Coweta.
- The total Capital Improvements Budget is \$21,057,777, compared to \$13,512,162 in 2024. This includes eleven (11) projects and capital purchases funded through six (6) separate funds. Many of the larger projects are mentioned below.
- 2019 SPLOST – Terminates on December 31, 2024. The largest projects for 2025 include Street Improvement Projects \$4,108,000. Total budget for 2025 is \$5,766,945.
- SPLOST 2025 – Begins on January 1, 2025. Projects are for 2025 are centered around park development and redevelopment initiatives, addressing computer hardware and software needs, master planning for cemetery improvements, resurfacing city streets and purchasing capital equipment for public works. Council authorized an interfund loan from the general fund in the amount of \$3,000,000.
- ARPA funds will be fully expensed in FY 2025 in the amount of \$3,022,395. Expenditures will include police and fire vehicles, culvert improvements, and address city facility needs.

### 2025 Projects

- Paving of various streets per the 3 Year Paving Plan approved by Council.
- Construction of the Newnan Crossing Blvd Roundabout.
- Initiate design of Phase I, Operational Improvements on Lower Fayetteville Road.
- Construction of turn lanes on Newnan Crossing Blvd at Bullsboro
- Construction of Bi-Centennial Park (LINC Trailhead)
- Addition of 6 Pickle Ball Courts at the House of Pickleball
- Construction of Additional LINC trail segments
- Providing Additional Parking at Lynch Park
- Redevelopment of Stage at Greenville Street Park
- Rehabilitation of a Culvert at Savannah and Pinson Streets
- Rehabilitation of a Culvert within the Fairhaven Subdivision

SPLOST 25 projects will carry an interfund loan in the amount of \$3,000,000 from the General Fund to save on future development costs. All other projects will be funded under pay as you go. It is important to note that the City of Newnan carries no debt.

### Prior Year Operating Results and Accomplishments

Revenue collections for 2024 are projected to be 103% of the adopted budget. Expenditure control was maintained extraordinarily well at the department level. However, budget expenditures will exceed the 2024 budget by 7.7% primarily due to the allocation of assigned cash balances for street repaving (\$3.2 million).

During 2024, the City was able to accomplish many projects, some of which are listed below. The list provided is not all-inclusive and is shown in no particular order. A complete listing of prior year accomplishments is presented by department in the General Fund Departmental Budgets section of this document.

- Received the Distinguished Budget Presentation Award.
- Re-certification of the Newnan Police Department by the Georgia Association of Chiefs of Police
- Established and operated Probation Services
- New Fire Training Facility opened.
- New tornado sirens were placed city wide
- Completed repaving of various streets under the LMIG 2023 Program.
- Initiated repaving of various streets under the LMIG 2024 program.
- Completion rehabilitation work and repaving of LaGrange Street with LRA 2024 funding from the Georgia Department of Transportation.
- Completion of ADA Playground at Sprayberry Road Park
- Completed construction on three workforce targeted houses on Murray Street and began construction on 3 additional units.

### In Conclusion

The 2025 Budget is submitted to the Newnan City Council with confidence that resources will be allocated to best serve the needs of our community. This document achieves many goals set by the City, provides our employees with the resources to excel in the delivery of services to our constituents, and continues to strengthen recruitment and retention efforts to maintain a professional workforce. This proposed budget also positions us very well to provide necessary services that will enable us provide first class services to our citizens and to our visitors.

A tremendous amount of time and effort has gone into producing this budget document. Staff members from the Finance Department, City Manager's Office, and Human Resources dedicate themselves to see that the budget process is successful each and every year. I would like to thank all of them for their tremendous commitment to this process.

I am available to discuss the budget and answer any questions you may have, [please contact Megan Shea to schedule a time to meet with me.](#)

Respectfully Submitted,

  
Cleatus Phillips, City Manager



# **CITY INTRODUCTION**



## CITY GOVERNMENT

### SECTION I. City Government

Since 1960, the City of Newnan has operated under the Council-Manager form of government. The City Council sets policies and relies on the City Manager to implement policy direction. The City Council consists of a Mayor and six Council members. The Mayor is elected at large and serves a four-year term. Council members are elected by district and serve four-year staggered terms. The City Council represents the interests of citizens of Newnan by adopting public policies. City Council also determines the City's mission, scope of services, and tax levels, passing ordinances, approving new projects and programs and ratifying the budget.

The City Manager, who is appointed by and reports to the City Council, serves as the Chief Administrative Officer and is charged with the implementation of City Council adopted policies and directives and the day-to-day operations of the City. The City Manager is responsible for hiring directors to oversee each department.

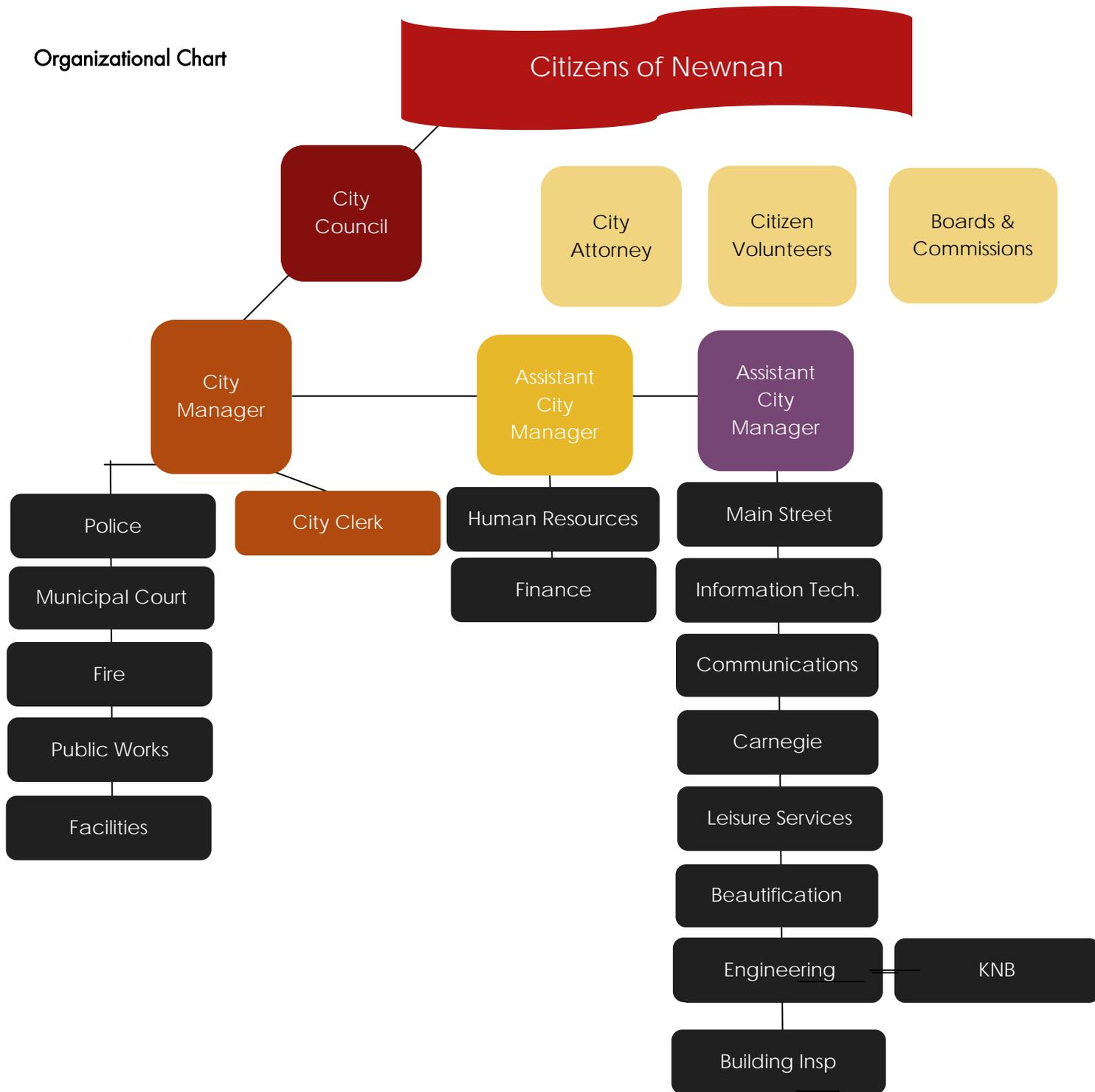
The city currently employs 324 (including part-time) staff organized into five functions: General Government, Public Safety, Public Works, Community Development and Other Services.



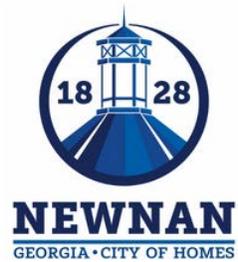
- General Government consists of City Manager, Human Resources, Finance, Information Technologies, and Facilities Maintenance
- Public Safety includes the Police, Municipal Court, Probation, and Fire Department
- Public Works includes the Street, Garage, Engineering, Cemetery and Sanitation Department
- Community Development includes Planning and Zoning, Building Inspection, Beautification and
- Other Services includes the Carnegie Library, Business Development, Keep Newnan Beautiful, Leisure Services and Main Street.

Also important in the operation of the City are the numerous boards and commissions. Preliminary issues are heard and considered before being presented to the Mayor and Council. Over one hundred citizen volunteers serve on the various boards, commissions, and authorities for the City of Newnan, including the Board of Zoning Appeals, Planning Commission, Downtown Development Authority, Ethics Commission, Housing Authority, Keep Newnan Beautiful Commission, Newnan Cultural Arts Commission, Newnan Convention Center Authority, Parks and Tree Commission, Retirement Plan Committee, Retirement Board, Christmas Commission, Bi-Centennial Park Commission, Farmer Street Cemetery Commission and Water & Light Commission. Members of these boards, commissions, and authorities aid in the effectiveness of local government. On the following page is the City's current organizational chart.

Organizational Chart



City of Newnan  
 25 LaGrange Street  
 Newnan, Georgia 30263  
 Phone Number: 770-253-2682  
 Fax Number: 770-254-2353  
 City website: [www.newnan.ga.gov](http://www.newnan.ga.gov)



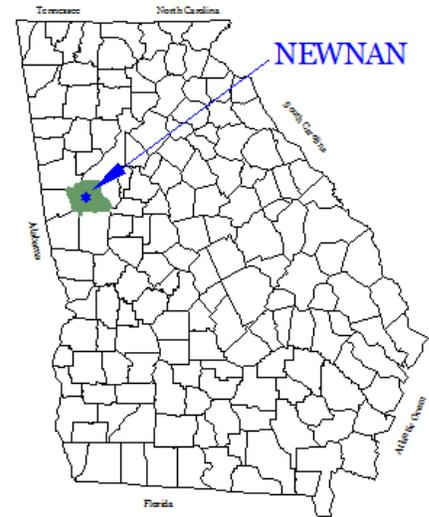
<u>Department</u>	<u>Contact</u>	<u>Physical Address</u>	<u>Phone</u>
Assistant City Manager	Hasco Craver	25 LaGrange Street	678-673-5439
Assistant City Manager	Meg Kelsey	25 LaGrange Street	678-673-5521
Beautification	Mike Furbush	25 LaGrange Street	678-673-5564
Building Inspection	Bryan Partin	25 LaGrange Street	678-673-5473
Carnegie Library	Susan Crutchfield	1 LaGrange Street	770-673-5389
Cemetery	John Martin	70 Jefferson Street	770-253-3744
City Clerk	Megan Shea	25 LaGrange Street	678-673-5540
City Manager	Cleatus Phillips	25 LaGrange Street	678-673-5484
Communications	Aimee Hadden	25 LaGrange Street	678-673-5512
Engineering	Michael Klahr	25 LaGrange Street	678-673-5560
Facilities Maintenance	Mark Johnston	55B Boone Drive	678-673-5528
Finance	Ronda Helton	25 LaGrange Street	678-673-5490
Fire	Stephen Brown	23 Jefferson Street	678-673-5491
Human Resources	Carole Ann Fields	25 LaGrange Street	678-673-5475
Information Technology	Bryan Lee	25 LaGrange Street	678-673-5555
Keep Newnan Beautiful	Page Beckwith	25 LaGrange Street	678-673-5505
Leisure Services	Brent Snodgrass	25 Jefferson Street	678-673-5507
Main Street	Abilgail Strickland	6 First Avenue	678-673-5438
Municipal Court	Jada Blankenship	1 Joseph Hannah Blvd	678-673-5364
Newnan Utilities		70 Sewell Road	770-683-5516
Planning & Zoning	Tracy Dunnivant	25 LaGrange Street	678-673-5481
Police	Brent Blankenship	1 Joseph Hannah Blvd	770-254-2386
Public Works	Ray Norton	55 Boone Drive	678-673-5487
Sanitation & Garage	Jason Burdette	27 Jefferson Street	678-673-5517
Streets	Chad Kiing	55 Boone Drive	678-673-5515

## INTRODUCTION

### SECTION II. Introduction to the City of Newnan

The City of Newnan is the county seat of Coweta County located in the west-central part of Georgia. The City is located approximately thirty-five miles southwest of Atlanta, with Interstate 85 running through the eastern part of the City.

The City of Newnan was carved out of the homeland of the proud Indian Creek Nation. Newnan stands in the preserved natural beauty of its surroundings, while thriving as an independent commercial and industrial trade center. As a residential community, Newnan has become widely known for its shady tree-lined streets and a large number of historic homes. Victorian and Classical Revival styles houses are prevalent, but Eclectic, Plantation Plain, and Plantation Variant styles are also common. Local builders have strived to maintain this quality in Newnan's modern homes, creating an aesthetic balance of old and new. A large number of recreational areas and the preservation of natural settings are the finishing touches to the City's picturesque landscape.



In 1828, eight streets were surveyed to form what would become downtown Newnan. The City was laid out in a grid pattern, and six of the streets still bear their original names, which honor famous Americans such as Jackson, Jefferson, Washington, and Madison. The new town was named in honor of General Daniel Newnan of Georgia. As one of the campaign leaders of the War of 1812, he survived severe wounds at Camp Defiance in 1813 to later become Georgia Adjutant General, Secretary of State, and a member of the United States Congress.

Newnan is home to six National Register historic districts, which contain some of Georgia's most beautiful houses and commercial buildings. Many houses are in the Antebellum and Victorian styles that dominated Newnan's early and mid-19<sup>th</sup>-century development. Buildings that make up the central business district comprise several architectural styles, including Neoclassical, Italianate, Classical Revival, Romanesque and Victorian. Newnan's six historic districts are Cole Town, College Temple, Downtown, Greenville-LaGrange, Newnan Cotton Mill, Mill Village, and Platinum Pointe.

## A. Public Safety

One major goal of the City of Newnan is to provide a safe, secure, and clean community through the presence of strong police and fire forces with 24-hour services.



The City of Newnan Police Department handles criminal investigations, traffic enforcement, and provides security for Newnan Municipal Court. The Department also utilizes bike patrol officers, motor unit officers, community resource unit officers, and school resource officers to promote a positive culture and interaction with our citizens and visitors of Newnan. There are a total of ten officers that make up our drug and vice unit which consists of investigators, uniformed officers, and special task force agents assigned to the GBI and ICE. Two animal control officers oversee the daily needs involving enforcement of City and State animal control laws. Personnel also assist with City approved events and community events throughout the year.

The City of Newnan Fire Department's mission is to have professionally trained career firefighters committed to saving lives and property, to minimize the loss and suffering in the community due to fire through public education, code enforcement, standards of conduct, and training certification of personnel, and to provide responses to fires, hazardous material incidents, and emergency medical calls with available resources.



The Fire department has three aerial fire trucks, five pumper trucks, one special operations truck, three rescue units, and one hazardous materials trailer. The aerial fire trucks are utilized to fight fires in buildings reaching 95 feet and higher. Currently, the City of Newnan operates four fire stations: Station 1 located at 23 Jefferson Street in the downtown area, Station 2 (McKenzie Station) located at 1516 Lower Fayetteville Road, Station 3 (Westside Precinct) located on Temple Avenue and Station 4 is located at 3 Farmer Commercial Park Drive.

## B. Component Units of the City of Newnan

Component units are legally created public organizations which function "separate" from the City, yet elected officials of the City of Newnan remain financially accountable. Component units are created by the City and exist to serve public purposes. Currently, the City of Newnan has three component units:

- Newnan Water, Sewerage and Light Commission (Newnan Utilities)
- Downtown Development Authority of the City of Newnan
- Newnan Convention Center Authority

### 1. Newnan Water, Sewerage and Light Commission/Newnan Utilities

The Newnan Water, Sewerage and Light Commission, also known as Newnan Utilities, is completely responsible for the control and management of the water, sewerage and lights of the City of Newnan.

The Newnan Water, Sewerage and Light Commission's governing board is appointed by the Newnan City Council. The Commission consists of three members appointed for three-year staggered terms. General management of the Commission is vested in a full-time general manager who is selected by the Commission. He reports to the Chairman of the Commission. The financial affairs of the Commission are handled on a day-to-day basis by the treasurer of the Commission. This position is an appointment by the

Commission and reports to the assistant general manager. The assistant general manager reports to the general manager.

The Commission's impoundment areas hold approximately two billion gallons of raw water – enough to serve the City's needs for a period in excess of three months should the area experience drought conditions. The Commission's wastewater treatment plants ensure the highest degree of treatment, preserving the cleanliness of the local environment.

## 2. Downtown Development Authority of the City of Newnan

In 1981, the City of Newnan created the Downtown Development Authority. The purpose of the Authority is to focus on the revitalization and redevelopment of the central business district in downtown Newnan. Specifically, the Authority is charged with promoting the public good and general welfare for trade, commerce, industry, employment opportunities, a climate favorable to the location of new industry, and the development of existing industry within the downtown business district. The Authority has the legal authority to issue bonds, notes and/or other obligations to fund projects aimed at achieving the aforementioned goals/objectives. The governing board of the Authority is composed of seven directors who are appointed by the Newnan City Council. All directors must be a merchant or own property or buildings in the downtown business district.



## 3. Newnan Convention Center Authority

Newnan Convention Center Authority was created to promote tourism, trade, and conventions for the City. The governing authority consists of 7 regular members. The Mayor and City Council members appoint the members of the Newnan Convention Center Authority. The City provides the major support to the Newnan Centre through the collections of hotel/motel taxes and motor vehicle excise taxes.



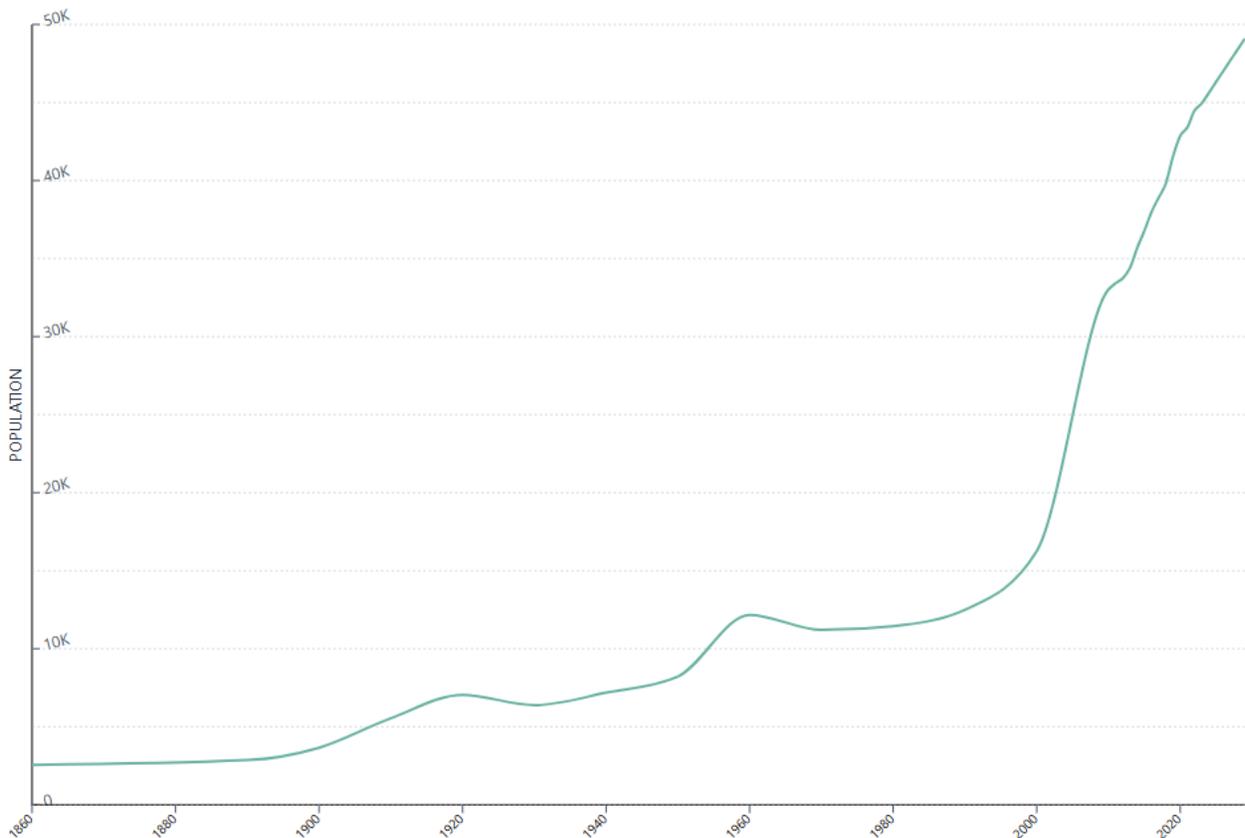
## Supplemental

### Section III: Community Overview & Demographics

Newnan's estimated population for 2024 is 45,632. The following charts were obtained from various sources but can be found at <https://worldpopulationreview.com/us-cities/georgia/newnan> along with a lot of other interesting statistics for the City of Newnan.

## Newnan, Georgia Population 2024

45,632



State:	Georgia
County:	Coweta
Land Area:	19.6 square miles
Density:	2,344.1 square miles
2024 Growth Rate:	1.56%
Growth Rate Since 2020:	6.46%
Rank in State:	21st

Age and Sex

Persons under 5 years, percent	6.60%
Persons under 18 years, percent	25.30%
Persons 65 years and over, percent	12.40%
Female persons, percent	54.70%

Race and Hispanic Origin

White alone, percent	52.10%
Black or African American alone, percent	35.00%
American Indian and Alaska Native alone, percent	0.30%
Asian alone, percent	3.60%
Native Hawaiian and Other Pacific Islander alone, percent	0.00%
Two or More Races, percent	6.90%
Hispanic or Latino, percent	8.40%
White alone, not Hispanic or Latino, percent	49.20%

Education

High school graduate or higher, percent of persons age 25 years+, 2018-2022	90.30%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	38.20%

(US Census Quick Facts - July 1, 2023 estimates)

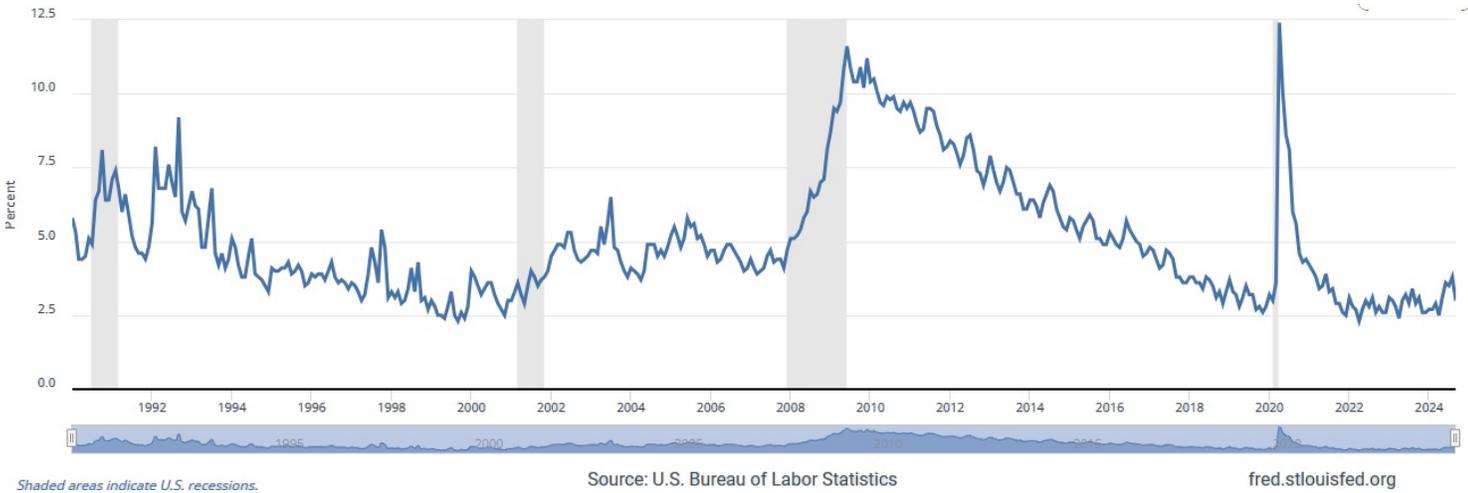
### Top Employers

Employer	Type of Industry	Employees	Rank	Percentage of Top Employers
Coweta County Schools	Education	3,600	1	31.48%
City of Hope Cancer Treatment	Healthcare	2,000	2	17.49%
Yamaha Motor Mfg	Manufacturing	1,800	3	15.74%
Piedmont Newnan Hospital	Healthcare	1,200	4	10.49%
Coweta, County GA	Government	950	5	8.31%
Pet Smart Distribution Center	Retail Distribution	430	6	3.76%
Wal-Mart Supercenter	Retail	400	7	3.50%
Cargill Meat Solutions	Packaging	375	8	3.28%
Yokogawa Corporation	Manufacturing	380	9	3.32%
Bonnell Aluminum	Manufacturing	300	10	2.62%

**Local Services**

<u>Entity</u>	<u>Service</u>	<u>Physical Address</u>	<u>Phone</u>
Newnan Utilities	Sewer, Water, Electricity	70 Sewell Road	770-683-5516
Coweta-Fayette EMC	Electricity	192 Temple Avenue	770-502-0226
The Newnan Centre	Convention Center	1515 Lower Fayetteville Road	678-673-5486
WOW!	Cable TV	70-B Sewell Road	866-496-9669
Piedmont Newnan Hospital	136 Bed Hospital	745 Poplar Road	770-400-1000
City of Hope	Cancer Specialist	600 Celebrate Life Parkway	770-746-3271

**Unemployment Rate in Coweta County**



Parks - Link to City Park Information: <http://www.newnan.ga.gov/residents/park/index.php>

Parks - Link to Reserve a Park:

[http://www.newnan.ga.gov/residents/park/to\\_book\\_a\\_city\\_park.php](http://www.newnan.ga.gov/residents/park/to_book_a_city_park.php)





# **POLICIES & PROCESSES**



## Financial Policies

### Section I. Financial Policies

The City of Newnan has a great responsibility to its citizens to provide quality services with adequate funding, manage growth, and account for public funds. The purchasing policies within our financial policies are adopted by City Council and are updated as needed through ordinances. Our budget process is driven by the City Charter.

The purpose of this section is to present the policies that the City follows in managing its financial and budgetary affairs. These policies represent long-standing principles, traditions, and practices that have guided the City in maintaining financial stability over the years.

#### A. Fiscal Policies

The following long-term financial policies and goals are employed by the City of Newnan. The City shall strive to maintain a broad and diversified revenue base that will equitably distribute the burden of supporting City services and will protect the City from short-term fluctuations in any one revenue source.

- The City will actively support economic and industrial development, recruitment and retention efforts to expand the revenue base.
- The City will maintain timely collection systems and implement necessary enforcement strategies to collect revenues.
- The City will project revenues on a conservative basis so that actual revenues will consistently meet or exceed budgeted revenues.
- Basic and essential services provided by the City will receive priority funding.
- The City will provide access to medical, dental and life insurance for its employees. The cost for these benefits will be shared between the City and its employees.
- The City will provide access to appropriate retirement plans for its employees. The City will make contributions for eligible employees at the percentage defined.
- The City will operate annually utilizing a balanced budget. The City defines a balanced budget as one where total appropriation from each fund do not exceed estimated fund balances, reserves and projected revenues for each of the City's respective funds.

## B. Fund Accounting

In governmental accounting all financial transactions are organized within “funds”. The City abides by Generally Accepted Accounting Principles (GAAP) governing the use of funds. First, a fund contains a group of accounts segregated for certain purposes. Second, the financial transactions related to these purposes will be recorded in the accounts of the fund. And third, these accounts must be self-balancing and must include information about all the financial resources (assets), liabilities, and equities for those purposes.

## C. Basis of Accounting

The basis of accounting determines when financial transactions are recorded in the accounts of the various funds used by the City. The basis of accounting is the same for the annual audit and the annual budget of the City of Newnan except for:

Governmental Fund types: The modified accrual basis is followed. Such funds include the General Fund, Special Revenue Funds, and Capital Improvements Funds. The modified basis of accounting recognizes revenues in the accounting period in which they become available and measurable as current assets. Sales taxes, licenses and permits, fines and forfeitures and miscellaneous revenues are recorded as revenues when received because they are not generally measurable until actually received. Expenditures are generally recognized when the obligation is incurred, with the exception of principal and interest on general long-term debt which is recognized when due.

Proprietary Fund type: The full accrual basis is followed. Such fund types include three sub-types: Enterprise Funds, Fiduciary Funds and Internal Services Funds. The full accrual basis of accounting recognizes transactions and events when they occur, regardless of the time of related cash flow. Exceptions include loans, loan payments, capital expenses and depreciation, which are budgeted on a cash basis.

## D. Budget Adjustments/Amendments

From time to time, it becomes necessary to modify the adopted budget. The procedure for amending the budget depends upon the type of change that is needed. One type of change (budget adjustment) does not affect the “bottom line” total for a department or fund. These adjustments may be authorized by the City Council at the written request of the City Manager. Circumstances requiring an amendment include but are not limited to:

- Approval of new expenditures from the miscellaneous spending account or unallocated surplus; or
- Substitution of budgeted items; or
- Transfer from one-line item to another within a department.

The second type of change is a budget amendment that alters the total appropriation for a department or fund. The Charter of the City, Article VI, Section 6.18, entitled “Changes in Appropriations,” permits the City Council, by ordinance, to make changes in the appropriations contained in the current operating budget. Circumstances requiring an amendment include but are not limited to:

- The appropriation of additional funding if expenditures are projected to exceed budgeted amounts; or
- The re-appropriation of monies from one department to another when deemed necessary.

Seldom, however, are budget amendments recommended by the City Manager. It is a standing policy that departments discipline themselves to initial appropriations made in the original budget ordinance passed at the beginning of the fiscal year.

### E. Purchasing Policy

Procurements of goods and services by the City are made in accordance with the purchasing policy of the City of Newnan found in the City's Code of Ordinances, Part II, Chapter 2, Article VI, Sections 2-251 through 2-350. The City's Purchasing Ordinance was updated during 2019 to reflect more current operating efficiencies and standards. Basically, the ordinance allows department heads to spend up to \$2,000 in budgeted funds without prior approval of the City Manager. Purchases exceeding \$2,000 require a purchase order and encumbrance of funds. Purchases costing over \$50,000 require an ITB/RFP process. For those expenditures between \$5,001 and \$50,000, three (3) written quotes are required, as well as the City Manager's approval. Most purchases over \$50,000 requires approval by City Council other than vehicles and equipment purchases between \$25,000 and \$65,000. These require three (3) quotes with a minimum of two (2) and must be approved by City Manager. The updated ordinance also addresses E-Verify requirements, performance, bid and payment bonds, ethical standards, RFP's and RFQ's, contracts, change orders, intergovernmental contracts and cooperative purchasing agreements and other related information.

The City does not have a centralized purchasing function. Each department enters requisitions in the City's operating program, LOGOs for goods and services, as needed and per budget. The requisition is approved or denied by three (3) additional reviewers before a purchase order is processed. This automated system also allows for denial or return of the requisition to the requesting department if funds are not available, bids are not acceptable or supplied, or additional information is needed. The City Manager approves all purchase orders prior to the purchase. The Finance Department is responsible for all purchase order and accounts payable processing. The intent of the City's purchasing policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

### F. Budgeting and Budgetary Accounting

Annual budgets are adopted for the General Fund, Street Improvement Fund, Special Local Option Sales Tax (SPLOST) Funds, Tourism Enhancement Fund and several other minor funds, such as Miscellaneous Grants and Confiscated Assets. These budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) plus encumbrances. Also, these budgets are adopted as balanced budgets, meaning projected revenues and fund balance equal to or greater than appropriations for a particular fund or entity.

Both the General Fund and Tourism Enhancement Fund budgets are prepared based on the modified accrual basis of accounting. Under this basis revenues are recognized when they become measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred with the exception of several items.

All appropriated budgets are prepared by fund, function and department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control is the department level; department managers have the authority to purchase budgeted items up to a \$2,000 maximum without prior approval of the City Manager. The City Manager is authorized to approve budget transfers among line items within a specific department. Such transfers, however, are infrequent as department directors are encouraged to stay within the approved line-item budgeted levels.

## G. Reporting Policy/Audit

Each fiscal year, an independent firm is contracted to perform an audit of the City's general-purpose financial statements. The City's fiscal year runs from January 1 to December 31. Audits are performed in accordance with Generally Accepted Auditing Standards (GAAS) and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. The annual audit report (or CAFR) is public record and, therefore, available to the public for review. Reports are available for the past several years on our website at [www.newnanga.gov](http://www.newnanga.gov)

The City produces monthly financial statements reporting the activity for the previous month and activity for all funds maintained by the City. These reports provide actual versus budgeted revenue and expense activity on a year-to-date basis, by fund and department. Additionally, these reports provide prior year-to-date information for comparison and reference

The City prepares an annual budget document providing basic understanding of the City's planned financial operations for the coming fiscal year. Copies of the proposed and final budget are made available to all interested parties for citizen review and input prior to final Council adoption of the budget. Budget documents are also available for review on the City's website at [www.newnanga.gov](http://www.newnanga.gov).

## H. Contract Policy

The Mayor or any other person designated by the City Council may sign on behalf of the City, any contract authorized by the City Council. No contract may be entered into without the authority of the City Council.

## I. Invoice Policy

All bills payable by the City, other than for the payment of salaries established by the City Council or recurring monthly expenditures for operations and bond payments, shall be submitted to the City Manager for approval before they are paid. Checks are mailed to vendors each Friday according to vendor terms.

## J. Capital Improvement Policy

A capital outlay is defined as an item or project that costs \$5,000 or more and has an "economic useful life" of one (1) year or more. All capital assets are tagged upon receipt with a City of Newnan Inventory tag and maintained in the City's Capital Asset system for accountability and protection of the capital investment.

The City will prepare annually and update a five-year Capital Improvements Program (CIP), which will provide for the orderly maintenance, replacement and expansion of capital needs. The CIP will identify long-range capital projects and capital improvements of all types that will be coordinated with the annual operating budget to maintain full utilization of available resources. Additionally, the City will seek federal, state and other funding to assist in financing capital projects and capital improvements.

## Section II. Fund Balance Policies

**Background:** The City of Newnan maintains its financial operations in a manner consistent with sound financial management principles, which require that sufficient funds be retained by the City to provide a stable financial base at all times. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the City's general operations, and enhances creditworthiness. Maintenance of sufficient levels of fund balance enables the City to stabilize funding for operations, stabilize taxes and fees, and realize cost savings if issuing debt. While adequate levels of fund balance are important, the City strives to maintain an appropriate amount that is neither too high nor low.

**Purpose:** The purpose of this policy is to specify the size and composition of the City's desired fund balance and to identify certain requirements for classifying fund balance in accordance with Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Fund balance is a surplus of funds accrued from unexpended operating budgets and unanticipated revenues.

### 1. Classifications

The fund balances of a local government's governmental funds shall be reported in the new classifications based on the definitions in the following table.

Classification	Definition	Examples
Non-spendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	Inventories Prepaid Items Long-term Receivables
Restricted	Fund Balance should be reported as restricted when constraints placed on the use of resources are: (a) Externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) Imposed by law through constitutional provisions or enabling legislation.	Restricted by State Statute Debt, Covenants Revenues restricted by enabling legislation Grants earned or not spent
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.	Amounts City Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed.	City Council delegates authority to the City Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other government funds would report deficit fund balance as unassigned.	

Committing fund balance: In order to commit fund balance, the City Council as the highest level of decision-making authority, must incorporate in a resolution the commitment of funds for specific purposes. These funds must be fully expended for their committed purpose or a separate action by Council for the funds to become uncommitted. The action taken to commit the funds must be taken prior to the end of the fiscal year, but the specific amount may be determined in the subsequent period.

Assigning fund balance: In order to assign fund balance, City Council designates the City Manager as the authority to assign fund balance. Unlike committed fund balance, the action taken to assign fund balance may be made after year end.

Classifying fund balance amounts: Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The General Fund may also include an unassigned amount.

Encumbrance reporting: Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in a separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

## 2. Minimum Level of Fund Balance

The City will establish and maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget. For purposes of this calculation, the budget will be originally adopted in January each year. Fund balance may be higher than this minimum to save for large, planned expenditures (i.e. capital projects) restructuring, emergencies, liquidity, cash flow issues related to revenue receipt timing, credit rating agency concerns, and to address volatility in economic conditions. This minimum balance will allow the City to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

## 3. Replenishment of the General Fund Minimum Requirements

Should the minimum balance (assigned and unassigned fund balances as a percentage of total budgeted expenditures) fall below the 50% requirement for the General Fund, the City Council shall approve and adopt a plan to restore this balance to the target level within a specific period of time.

## 4. Order of Resource Use

In general, restricted funds are used first when expenditure is incurred for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of use of fund balance shall generally be: 1) committed, 2) assigned and 3) unassigned.

### Section III. Budget Process

It is the responsibility of each department to control expenditures and expend funds only for items that are budgeted. The budget ordinance stipulates that expenditures shall not exceed the appropriation authorized by the budget. No increase in the overall budget for any one department shall be made without the approval of the City Council. Refer to "Budget Amendments" for additional details.

#### A. Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting other than the Sanitation fund which uses the full accrual basis of accounting. Modified accrual accounting recognizes revenues when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay liabilities of the current period. Expenditures are recorded when a liability is incurred. However, expenditures related to compensated absences are recorded only when payment is due.

#### B. Expenditure Control

An operational control of departmental budgets is maintained by a preliminary check of funds availability on a line-item basis. The City of Newnan purchasing system assures budget availability prior to the issuance of purchase orders. Each department has system access to real-time information as related to budgets, expenditures, encumbrances and available balances. Encumbrances are established when purchase orders are issued. In the event of insufficient funds within an account, requisitions are either denied or returned with a request for additional information. Budgetary control is established at the department level, not by individual line item within the department.

#### C. Budget Preparation Process

The City Manager's Office oversees the budget preparation process. The budget is composed of three levels: (1) Departmental Requests, (2) City Manager's Proposal, and (3) the Council Approved Budget. The City Manager is responsible for formulating finance and policy priorities. Specific steps in the budget preparation process include the following:

Budget Preparation Package: In early August, budget preparation packages are distributed to all department heads.

City Manager Overview: Later in August, after budget preparation packages are distributed, department heads meet with the City Manager for directions in preparation of the budget and identify funding priorities for the forthcoming fiscal year. This budget kick-off meeting is held to inform staff of any changes as related to forms, budget requests, goals, and submission of documents.

Goals, Objectives and Tasks: During the last week of August, department heads submit their budget requests to the City Manager. Goals, objectives and tasks are submitted to the City Manager for approval prior to inclusion in the budget document. Budget components include goals, objectives, tasks, performance measures, capital budgets, and operating budgets.

Analysis of Departmental Budgets: In mid-September, department heads meet with the City Manager to review their submitted budget requests. During October and November, the City Manager's Office compiles the proposed budget for submittal to City Council.

City Manager's Proposed Budget Formally Submitted to City Council for Review: City Ordinance (Article V., Section 2-226(b)) stipulates that the proposed budget document must be submitted by the City Manager to the City Council each year forty (40) days prior to the beginning of the next fiscal year. The proposed budget is made available to the public for review during this period.

Consideration of Budget: From the end of November through mid-December special budget meetings (i.e. work sessions) are scheduled with the City Council. These budget meetings afford the Council an opportunity to ask questions and revise the proposed budget document.

Public Hearing: A public hearing is held, typically in the second half of December, after the work sessions with City Council are complete. The public hearing permits direct input from citizens. The budget workshop(s) is (are) held prior to the public hearing and typically in the first half of December.

Budget Adoption: At the first regularly scheduled Council meeting in January, the City Council enacts an appropriation ordinance for the ensuing fiscal year. The ordinance details all anticipated revenues to be received during the fiscal year, all anticipated expenditures for the fiscal year and all payments to be applied toward the City's bonded indebtedness.

#### D. Fiscal Year

The fiscal year for the City of Newnan begins on January 1st of each year and ends on December 31st of the same year. On the following page is the steps in the City's budget preparation process.

#### Budget Calendar

##### Jan – July

Citizen, Staff and Council input and planning for upcoming year.

##### August

Budget preparation materials distributed to Department Directors. City Manager meets with Directors to discuss policy priorities and goals for the upcoming year.

##### September

Department Directors submit departmental budgets to the City Manager's Office, including Capital requests. City Manager analyzes requests and prioritizes funding; meets with Department Directors to review final draft.

##### October

Budget document is drafted and reviewed by Staff.

##### November

City Manager's proposed budget submitted to City Council. Document is available to public for inspection through advertising on our website, through social media and local paper.

##### December

Council reviews budget: budget work sessions held; Council holds public hearing(s) on proposed budget for citizen input.

#### JANUARY

City Council adopts final operating budget.

## Long-Term Financial Planning

### Section IV. Long-Term Financial Planning

#### A. Strategic Long-Term Planning

The City of Newnan has initiated processes to provide for the future and plan for services, programs and facilities to meet the needs of the citizens, visitors and businesses in the community as well assisting the city in being able to achieve strategic goals outline in this document. The most current budget process addresses both revenues and expenditures for operating programs for the current year. The five-year capital plan is developed to address future needs and project financial trends to plan for long-term needs of the City including personnel, equipment, facilities, operations and maintenance. This program establishes a continuing five-year look at facility and equipment needs.

The City also maintains a twenty-year Comprehensive Plan which provides a review of the issues and opportunities that will affect the future of the City, delineates and discusses character areas and areas of special concern, and provides a detailed analysis of existing conditions as well as future projections. The Comprehensive Plan can be viewed on the City of Newnan's website at [www.newnanga.gov](http://www.newnanga.gov).

Financial analysis and planning are essentially a process to assess the future and determine what needs of the City will be in future years. The Mayor and City Council have recognized the needs for this type of planning effort, which will in turn provide the roadmap for future budgeting and capital planning efforts. Such a plan provides guidance to the legislative and administrative arms of city government, but also provides a guideline for residents and businesses of the community to act upon in the development of private programs and services. Additionally, the City has adopted a comprehensive Disaster Preparedness Plan which will be implemented in the event of a catastrophic event which may occur in Newnan and Coweta County. All departments have been trained in this area.

The City of Newnan maintains a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one revenue source. The City estimates annual revenues by analytical processes and takes a conservative approach when projecting existing and potential revenue sources.

The projected General Fund revenue is estimated to increase 3% in Fiscal FY 2025. Revenues projections for FY 2026 and FY 2027 are conservatively estimated at 2%. The City remains in a strong financial position due to the conservative planning efforts of the leadership. As mentioned, the City has diversified revenue sources and operates on a lean budget while still maintaining excellent customer service. The chart on the following page indicates that the City financial position will continue to be in good shape over the next couple of years.

Major Funds Revenues	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2025 Budget	2026 Outlook	2027 Outlook
100 General Fund	\$33,314,666	\$42,596,919	\$37,163,382	\$38,205,917	\$37,911,665	\$39,049,015	\$40,220,485
221 NSP1 Grand Fund	\$4,859	\$15,835	\$583,434	\$601,278	\$401,000	\$413,030	\$425,421
222 NSP3 Grant Fund	\$57	\$3,492	\$0	\$787,263	\$352,000	\$362,560	\$373,437
223 EDI-CPF Grant Fund	\$0	\$0	\$0	\$0	\$766,000	\$766,000	\$766,000
230 ARPA Fund	\$161,230	\$9,660,738	\$1,380,023	\$1,303,471	\$3,022,395	\$0	\$0
323 SPLOST 2013	\$282,463	\$14,735	\$14,735	\$0	\$0	\$0	\$0
310 SPLOST 2019	\$8,707,625	\$9,814,421	\$10,107,250	\$9,989,874	\$28,000	\$0	\$0
315 SPLOST 2025	\$0	\$0	\$0	\$0	\$9,218,350	\$10,365,000	\$8,900,000
540 Sanitation Fund	\$968,360	\$1,010,951	\$4,975,297	\$5,567,615	\$5,313,135	\$5,472,529	\$5,636,705
Totals	\$43,439,260	\$63,117,091	\$54,224,120	\$56,455,418	\$57,012,545	\$56,428,134	\$56,322,048

Major Funds Expenditures	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2025 Budget	2026 Outlook	2027 Outlook
100 General Fund	\$42,443,053	\$35,501,163	\$37,449,407	\$39,603,166	\$37,911,665	\$39,049,015	\$40,220,485
221 NSP1 Grand Fund	\$4,916	\$15,835	\$583,434	\$601,278	\$401,000	\$413,030	\$425,421
222 NSP3 Grant Fund	\$0	\$3,492	\$0	\$787,263	\$352,000	\$362,560	\$373,437
223 EDI-CPF Grant Fund	\$0	\$0	\$0	\$0	\$766,000	\$766,000	\$766,000
230 ARPA Fund	\$149,075	\$8,875,092	\$1,380,023	\$2,101,271	\$3,022,395	\$0	\$0
323 SPLOST 2013	\$1,844,965	\$43,348	\$43,348	\$0	\$0	\$0	\$0
310 SPLOST 2019	\$9,655,889	\$3,697,993	\$7,257,770	\$10,355,583	\$5,766,945	\$0	\$364,656
315 SPLOST 2025	\$0	\$0	\$0	\$0	\$11,755,000	\$10,365,000	\$8,900,000
540 Sanitation Fund	\$1,284,713	\$1,465,733	\$5,046,959	\$5,097,943	\$5,313,135	\$5,472,529	\$5,636,705
Totals	\$55,382,611	\$49,602,656	\$51,760,940	\$58,546,504	\$65,288,140	\$56,428,134	\$56,686,704

## 1. Mobilization Phase & Analysis Phase

Annually the City organizes a City Council Retreat. An agenda of current issues and possible future concerns is generally put together by the City Manager. However, Council also brings issues to the table facing the local government. Long-Term visions are discussed and well as citizens concerns and service needs. The Department Heads input is also valuable at these sessions as they deal with the day-to-day issues.

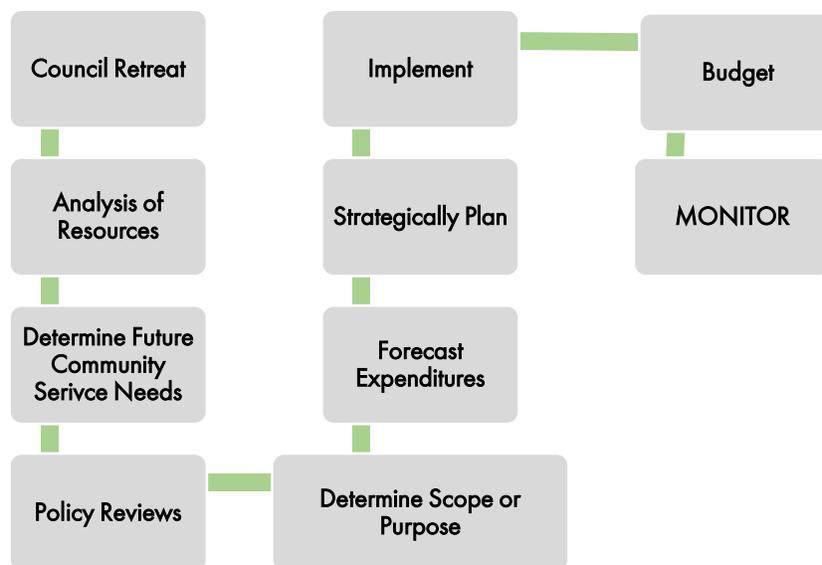
The Management Team has ample time before the retreat to put together data on financial trends, crime statistics, environmental factors, and if any, policy weaknesses. The team breaks up by Function and each Council Member gets the opportunity to sit down with the Department Heads of each function for a detailed overview of the financial condition, possible annexations (stimulating growth), environmental concerns, infrastructure needs or concerns as well as issues in Public Safety. At the end of the session a recap is presented by each Function of the most highlighted concerns facing the City. Everyone leaves the session with direction or a plan to implement.

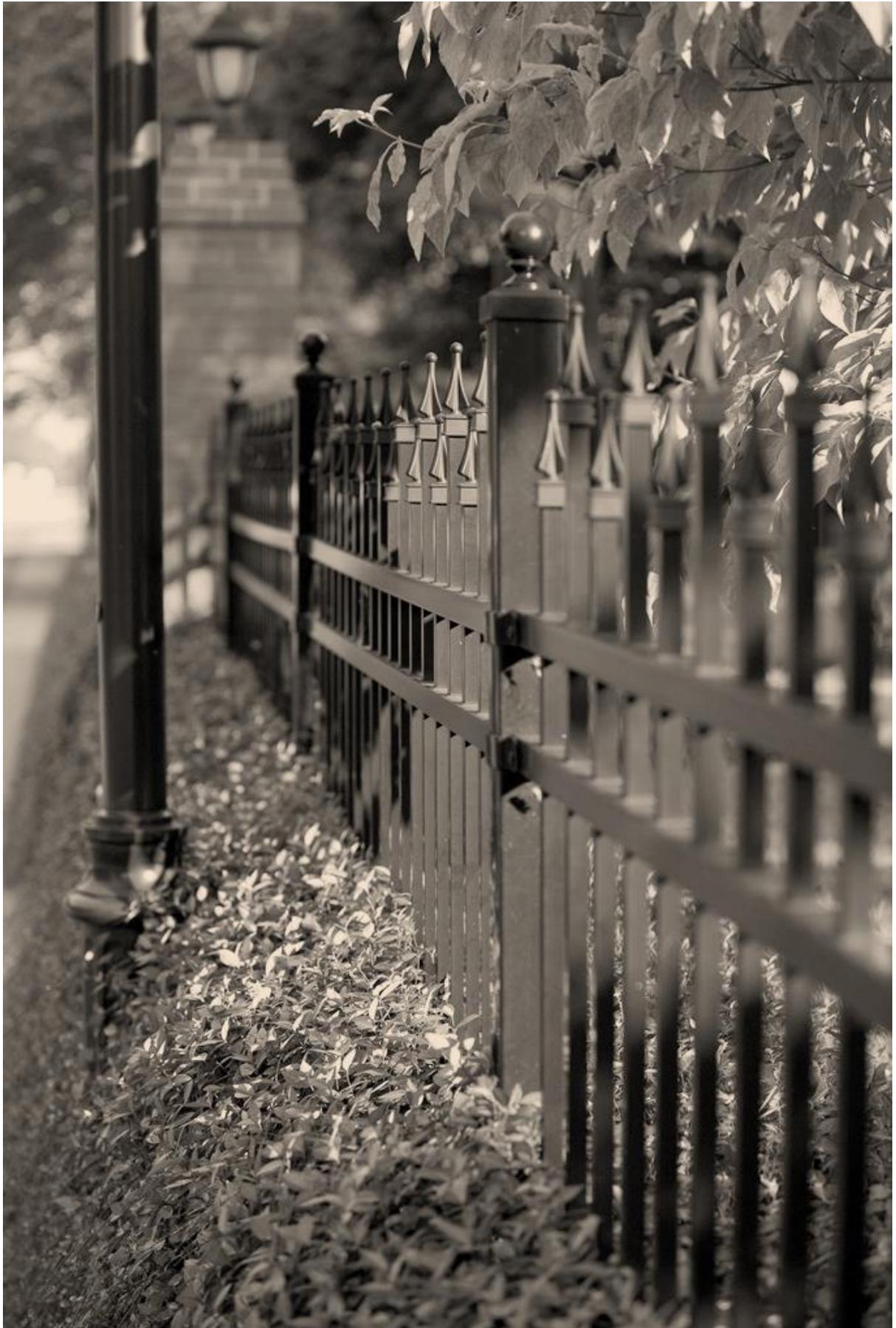
## 2. Decision Phase

After the retreats have been completed, usually in the spring; Administration and Staff have direction from Council, and the planning process begins. Depending on what the projects/tasks are; whether there is a need for an ordinance change, policy change, construction project or enhanced Public Safety; staff goes to work. Details are presented at public hearings through scheduled meetings (agendas always available for stakeholders). This is when decisions are made, and the plan is officially adopted to move forward.

### 3. Execution Phase

This phase can be implemented in many ways, depending on the project or task to be achieved. For example: during the Mobilization & Analysis Phase of an upcoming SPLOST referendum, the same concerns are addressed but with a specific funding source on the table. A budget is derived from the anticipated revenues based on future needs of the City which are determined in the first phase. These projects are planned over a six-year period as anticipated funds are available. Technically, at that time, these projects/tasks are approved to initiate but are not yet officially approved. This is done in the decision phase. Every project/task has an educated budget estimate that is not lightly assigned, but assigned through thorough discussions, analysis of the local economy and projected future revenues. The flow chart below articulates how the City implements Long-Term Financial Planning.







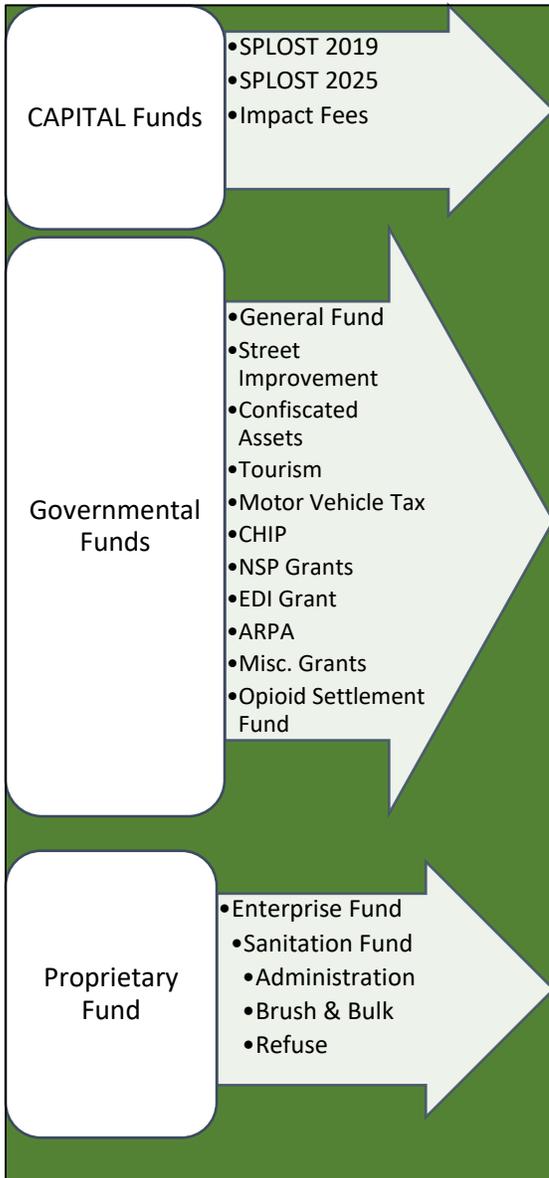
# **BUDGET OVERVIEW**



## FUND STRUCTURE & MAJOR FUND DESCRIPTIONS

### Section I. Fund Structure and Major Funds Descriptions

The accounts of the City are organized based on funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise the City’s assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriated. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Below is an organizational chart showing each fund and a description of the major funds.



### MAJOR FUND DESCRIPTIONS:

**General Fund:** The General Fund (GF) is the main operating fund of the City. It accounts for all transactions of the City which pertain to the general administration and services provided to citizens, including police and fire protection. This fund is used to account for all financial resources except those required to be in another fund. This fund accounts for the collection of most tax revenues, excise taxes, permits and licenses, fines and forfeitures, service charges and other local and intergovernmental revenues.

**2019 Special Local Option Sales Tax (SPLOST)** accounts for the proceeds of the 1 percent sales tax approved by the citizens of Newnan in 2017 for purpose of funding capital improvement projects. Approved projects include streets, drainage, sidewalk and equipment, public safety, parks, trails, and leisure service facilities and information systems.

**2025 Special Local Options Sales Tax (SPLOST)** accounts for proceeds of the 1 percent sales approved by the citizens of Newnan in 2023 for purpose of funding capital improvement projects. Approved projects include cemetery improvements, parks, streets, public safety projects, capital equipment, trails, and information systems.

**American Rescue Plan Act** accounts for the proceeds of direct funding to recover from the COVID pandemic. The city received roughly \$15.5 million dollars. Funds have been distributed for provision of government service, long term housing security, aid to tourism, administration, water and sewer improvements, addressing educational disparities, aid to non-profit organizations, and small business assistance.

**Sanitation Fund** accounts for the operation and maintenance of the city’s trash, leaf and limb collections and residential and commercial garbage.

**NSP Grant Funds (1 and 3)** accounts for funds received from the Georgia Department of Community Affairs Neighborhood Stabilization program (NSP) which are passed through to the Newnan Housing Authority and Newnan Coweta Habitat for Humanity.

**Economic Development Initiative (EDI), Community Project Funding (CPF) grant** is a congressionally legislated grant that was awarded to the City of Newnan in the amount of \$4.6 million. Grant funds are allocated for the construction of 16 affordable housing units and rehabilitation of 25 units. The City estimates this project will cover a 5-year period.

## SECTION II. DEPARTMENT/FUND RELATIONSHIPS

### A. Major Funds

The relationship between the City's various departments and 2025 funding sources is shown by the charts on the following pages. The funds have been organized into major and non-major fund categories, according to budget and audit reporting methods and requirement

The following matrix depicts the department/fund relationships of all Major Funds.

Department	General Fund	SPLOST 2019	SPLOST 2025	NSP 1 and 3	ARPA	EDI-CEF	Sanitation Fund
City Manager	X						
City Clerk	X						
Assistant City Manager	X						
Communications	X						
Finance	X						
Info Technology	X	X	X				
Human Resources	X						
Leisure Services	X	X	X				
Police	X				X		
Fire	X				X		
Public Works	X	X	X				X
Streets	X	X	X		X		
Garage	X						
Cemetery	X						
Planning & Zoning	X						
Beautification	X	X	X				
Engineering	X						
Bldg. Inspection	X						
Facilities Maintenance	X				X		
Bus. Development	X						
Keep Newnan Beautiful	X						
Carnegie	X						
Housing				X		X	

## B. Non-Major Funds

The following matrix depicts the department/fund relationships of all Non-Major Funds.

Department	Street Fund	Conf. Assets	Tourism	Motor Rental Vehicles	Impact Fees	Misc Grants	CHIP Grant	Opioid Fund
City Manager								X
Assistant City Manager								
City Clerk								
Communications								
Program Manager								
Finance								
Info Technology								
Human Resources						X		
Leisure Services								
Police		X				X		
Fire								
Public Works								
Streets	X				X			
Garage								
Cemetery								
Planning & Zoning								
Beautification								
Engineering								
Bldg. Inspection								
Facilities Maintenance			X	X				
Bus. Development								
Keep Newnan Beautiful								
Carnegie								
Housing							X	

## FY 2025 BUDGET – ALL FUNDS

### SECTION III. FY 2025 ALL FUNDS BUDGET HIGHLIGHTS

As mandated by the City Charter (§6.15), the FY 2025 Annual Budget represents a balanced budget. Management staff has developed budget proposals which meet current operating needs at an established level and in some cases, add certain new costs to the General Fund. Each department in the General Fund Department Summaries section of this budget document has included priorities: goals, objectives and performance measures, as related to the overall mission and goals of the organization.

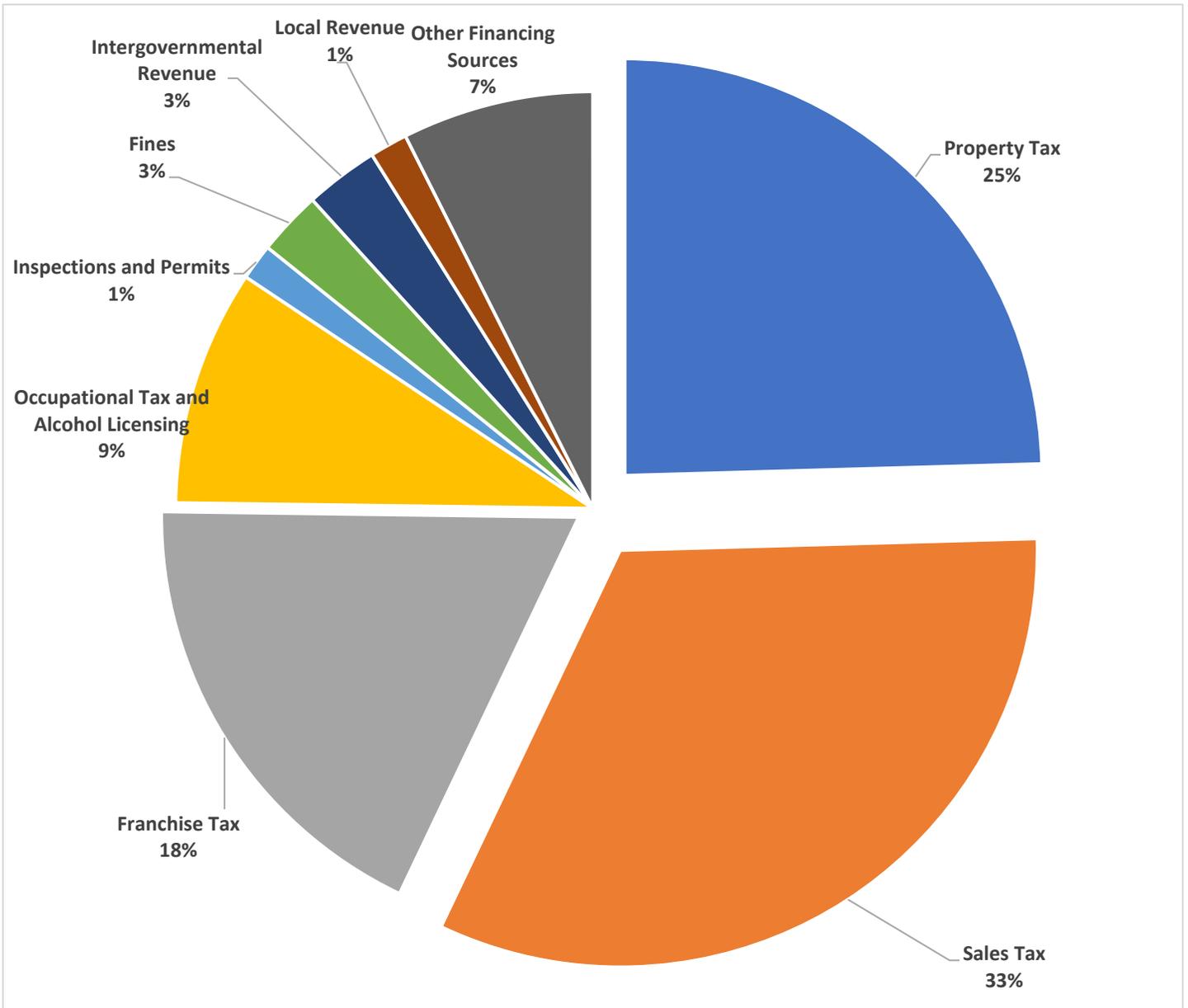
### All Funds Revenues & Expenditures

Revenues		2023	2024	2024	2025
Fund	Description	Actual	Budget	Estimated	Budget
100	General Fund	37,163,382	36,770,650	38,205,917	37,911,665
200	Street Fund	514,708	498,576	624,552	515,514
210	Confiscated Assets	145,530	85,060	64,543	113,180
213	Opioid Payment Fund	0	0	88,970	100,000
221	NSP1 Grant Fund	583,434	401,200	601,278	401,000
222	NSP3 Grant Fund	0	352,400	787,263	352,000
223	EDI-CPF Grant Fund	0	767,000	0	766,000
224	CHIP Grant	138,311	262,000	129,784	75,000
230	ARPA	1,380,023	3,258,992	1,303,471	3,022,395
240	Miscellaneous Grants	67,658	595,000	169,890	44,600
275	Hotel/Motel	1,452,823	1,454,000	1,470,018	1,440,000
280	Motor Vehicle Excise Tax	115,037	99,800	132,286	115,000
310	SPLOST 2019	10,107,250	9,220,000	9,989,874	28,000
315	SPLOST 2025	0	0	0	11,755,000
375	Impact Fees	270,498	316,500	234,875	242,500
540	Sanitation Fund	4,975,297	5,399,000	5,567,615	5,313,935
<b>Total Revenues</b>		<b>56,913,951</b>	<b>59,480,178</b>	<b>59,370,336</b>	<b>62,195,789</b>
Expenditures		2023	2024	2024	2025
Fund	Description	Actual	Budget	Estimated	Budget
100	General Fund	37,449,407	36,770,650	39,603,165	37,911,665
200	Street Fund	0	478,576	904,191	515,514
210	Confiscated Assets	95,166	25,200	95,000	82,500
213	Opioid Payment Fund	0	0	88,970	100,000
221	NSP1 Grant Fund	583,434	401,200	601,278	401,000
222	NSP3 Grant Fund	0	352,400	787,263	352,000
223	EDI-CPF Grant Fund	0	0	0	766,000
224	CHIP Grant	138,311	262,000	129,784	75,000
230	ARPA	1,380,023	3,258,992	2,101,271	3,022,395
240	Miscellaneous Grants	67,657	595,000	169,890	44,600
275	Hotel/Motel	1,724,578	1,440,000	1,470,018	1,440,000
280	Motor Vehicle Excise Tax	115,037	99,800	132,285	115,000
310	SPLOST 2019	7,257,770	12,647,000	10,355,583	5,766,945
315	SPLOST 2025	0	0	0	11,755,000
375	Impact Fees	296,946	376,599	378,544	242,500
540	Sanitation Fund	5,046,959	4,883,624	5,097,943	5,313,935
<b>Total Expenditures</b>		<b>54,155,288</b>	<b>61,591,041</b>	<b>61,915,185</b>	<b>67,904,054</b>

SECTION IV. 2025 REVENUES

A. General Fund Revenues

The four (4) largest revenue categories in the General Fund for the FY 2025 Budget are Property Taxes (all property tax categories) estimated at \$9,289,064 Sales Tax at \$12,300,000; Excise tax (Franchise Tax) at \$6,887,000 and Occupational Tax & Licensing at \$3,464,275. Other Financing Sources is the next highest at \$2,805,000. This includes \$1,850,000 in revenue from the City of Newnan’s Component Unit, Water & Light Commission; \$540,000 transfer from the Tourism Fund; and a \$25,000 transfer from Newnan Utilities for Business Development activities.



**B. Special Revenue Funds**

The FY 2025 Special Revenue Funds includes eleven funds.

The Street Fund revenue consists of Local Maintenance Improvement Grant monies from GDOT in the amount of \$515,514.

Confiscated Assets Fund includes Other Police Seizures, Dept. of Justice Condemnation, Dept. of Treasury Condemnations and minimal interest.

Tourism Fund is expected to garner \$1,440,000 in revenue to be with the City receiving \$540,000, the Newnan Centre receiving \$360,000 and \$540,000 being transferred to Explore Newnan-Coweta.

The Motor Vehicle Tax Fund is budgeted at \$115,000 with 100% being transferred to the Newnan Centre for operations. The chart reflects the revenues as well as the interest income for each fund.

ARPA funding was received in FY 2021 in the amount of \$15,527,856. These funds were designated for COVID relief projects. Funding also included provisions for \$10,000,000 of revenue replacement or provision of governmental services.

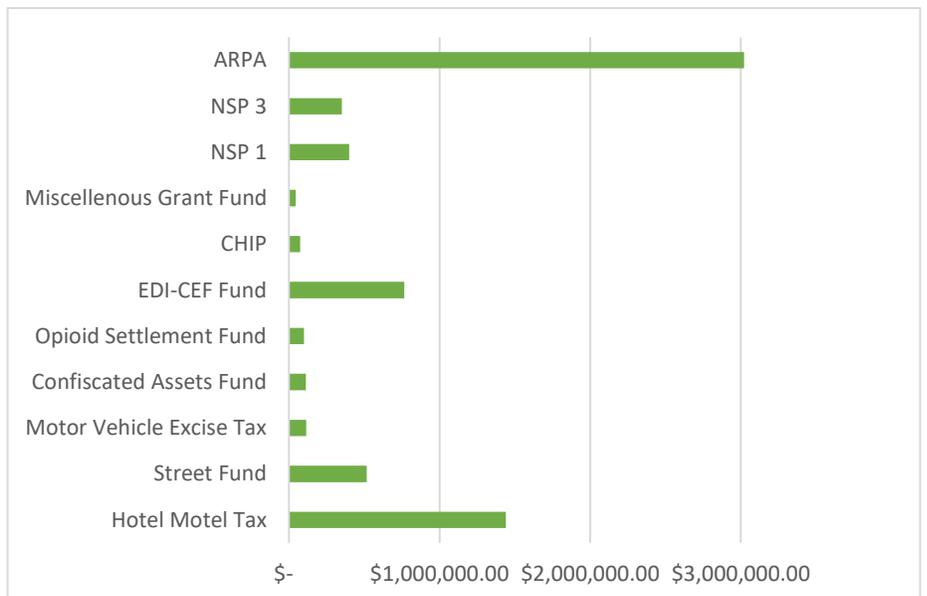
NSP 1 and NSP 3 funds are received from the Georgia Department of Community Affairs Neighborhood Stabilization grant. Estimated budgets for NSP 1 is \$401,000 and NSP 3 is \$352,000. These funds are passed through to the Newnan Housing Authority and Newnan Coweta Habitat for Humanity.

Miscellaneous grants are budgeted for FY 2025 for wellness and safety grants through the Georgia Municipal Association. Grants are competitive, but the City has been quite successful over the last several years. Budget projections for FY 2025 are \$44,600.

Opioid Settlement Funds were received in FY 2024 in the amount of \$88,970. These funds were received through a state settlement with several drug distribution and manufacturing companies. Council allocated these funds to Coweta Force to man a peer support program at Newnan Piedmont Hospital. Budget projections for FY 2025 are \$100,000.

EDI-CFP funds were budgeted for FY 2024, but revenue or expenses were incurred. Funds were allocated through a congressional grant. Estimating drawing down funds in the amount of \$766,000.

CHIP funds received by the Department of Community Affairs through competitive grant processes assist with the rehabilitation of housing units within the community. FY 2025 is budgeted for \$75,000.

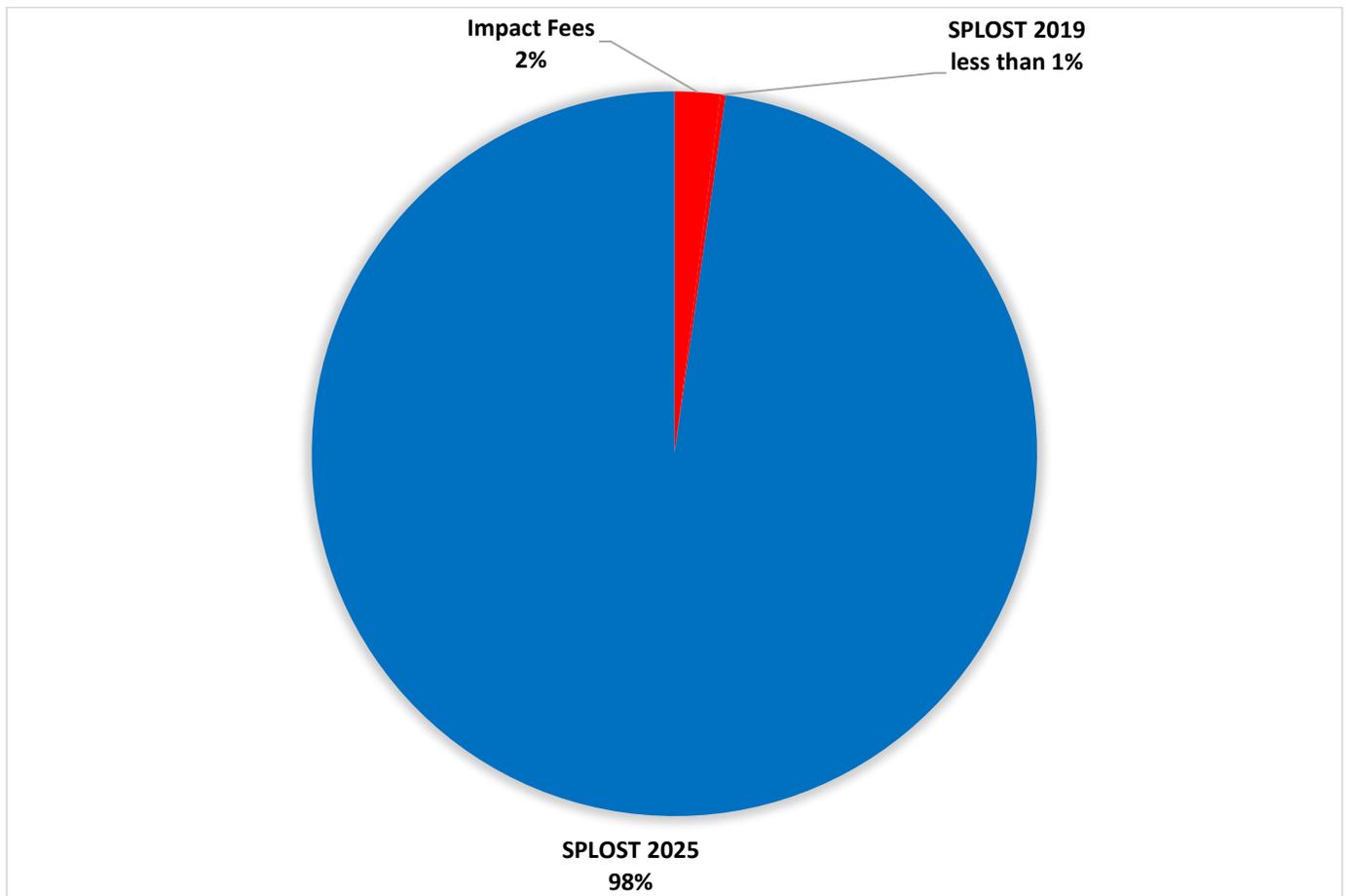


### C. Capital Projects Funds Revenue

SPLOST 2019 will expire on December 31, 2024. The fund still carries a significant cash balance and will continue to accrue interest. The budget for revenue for FY 2025 includes only interest revenue at \$28,000.

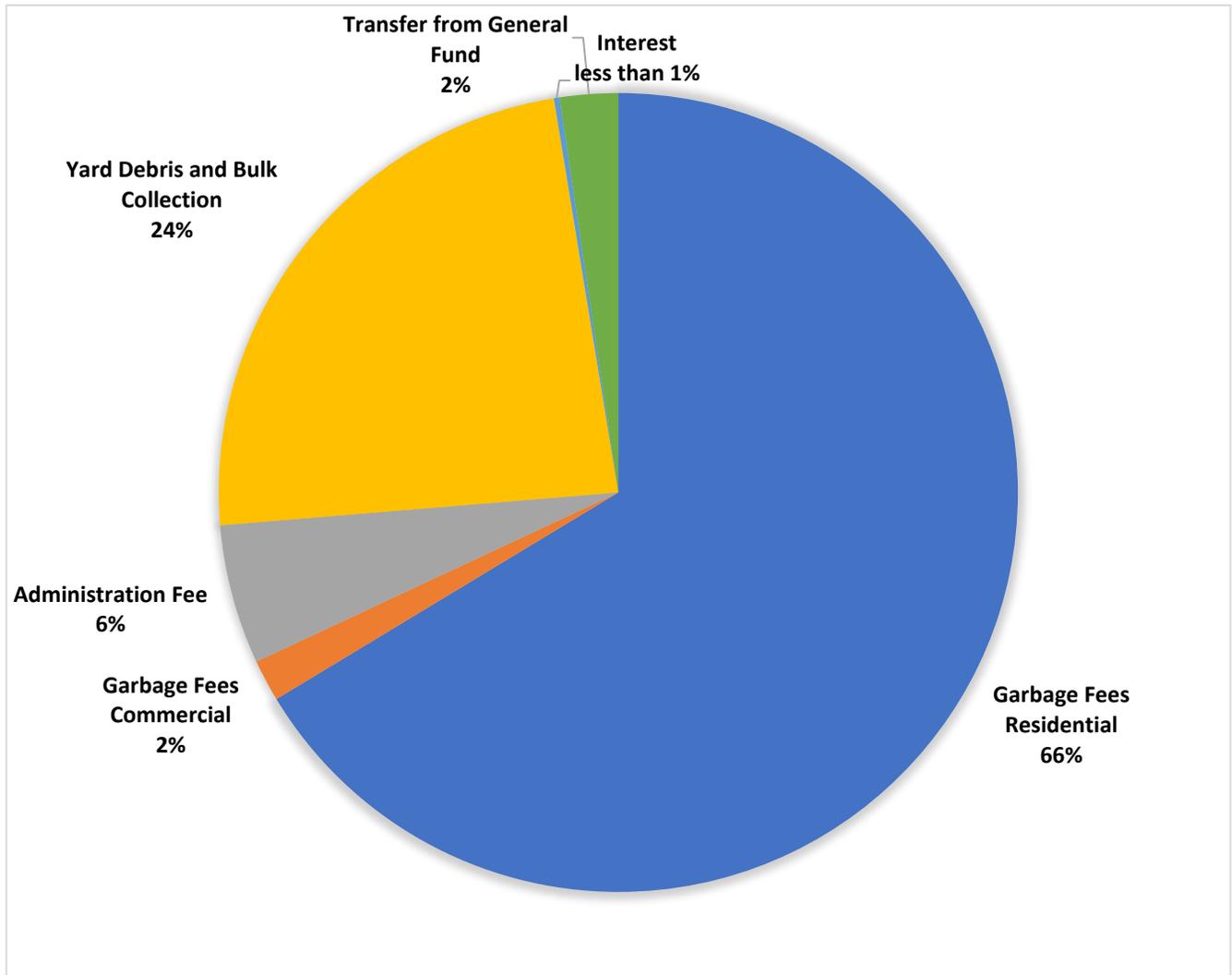
SPLOST 2025 will begin on January 1, 2025, revenue is budgeted at \$11,755,000. This amount includes estimated \$10,000 in interest income and \$2,536,650 of general fund transfers. The Council authorized through resolution the transfer to prefund SPLOST 25 projects through this interfund loan than to issue bonds to cover the capital costs.

Impact Fees are budgeted at \$242,500. Impact fees are one-time fees charged to land developers to help defray the costs of expanding capital facilities to serve new growth. Fees are collected for roads, fire services and parks and recreation.



**D. Enterprise Fund Revenues**

For FY 2025, the Enterprise Fund consists of five (5) difference revenue sources. These sources include a transfer from General Fund in the amount of 125,000. Additionally, there is an estimated 1,261,245 in Yard Debris & Brush & Bulk, Sanitation Administration fees, Commercial Garbage fees as well as 3,525,690 in Residential Garbage fees. In FY 2023, the City Council decided to change garbage collection services from GFL to AmWaste and to begin in-house residential garbage fee collections, thus creating a new department, Sanitation Administration. This move was to allow for better customer service and garbage collection accountability. Residential Garbage Fees are collected by the City and monthly remitted to AmWaste.



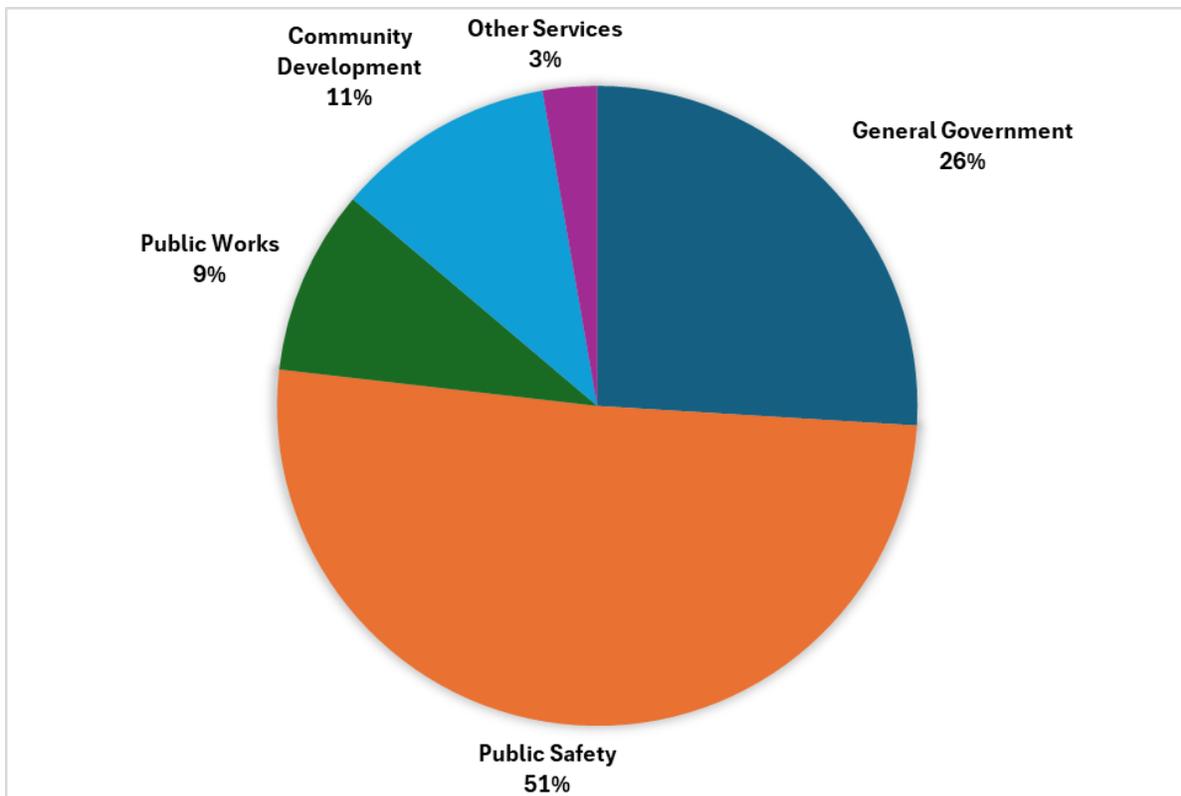
Garbage Fees Residential	\$	3,525,690.00
Garbage Fees Commercial	\$	90,000.00
Administration Fee	\$	300,000.00
Yard Debris and Bulk Collection	\$	1,261,245.00
Interest	\$	12,000.00
Transfer from General Fund	\$	125,000.00

## FY 2025 BUDGETED EXPENDITURES

### Section V. FY 2025 EXPENDITURES

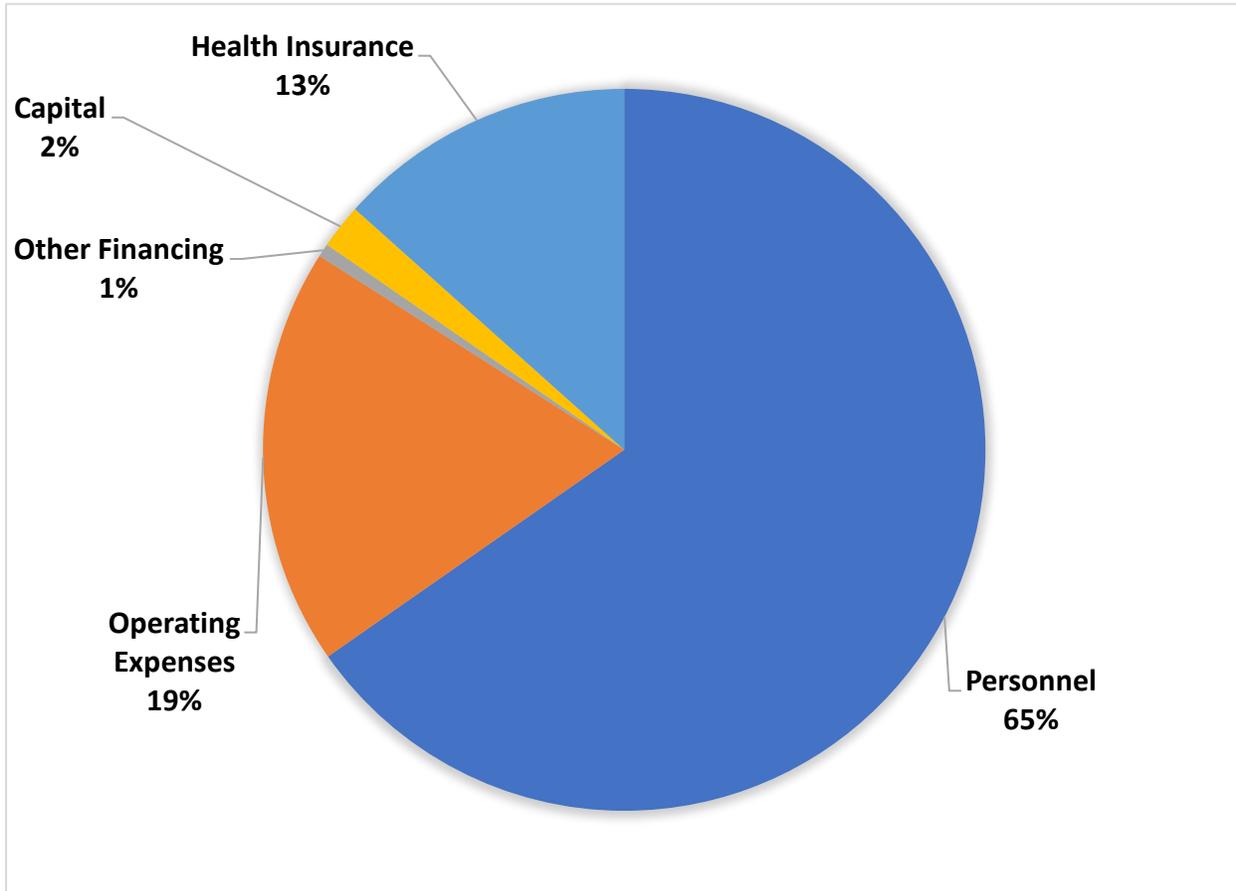
#### A. General Fund Expenditures Overview

The City is organized into five functions: General Government, Public Safety, Public Works, Community Development, and Other Services. The chart below shows an overview of General Fund expenditures and transfers. Public Safety is always the most important service any Government can provide its citizens. Therefore, it only makes sense that Public Safety is where the majority of tax payer dollars goes. In FY 2025, Public Safety expenditures are 51% of the total budget. General Government is second at 26%. The General Government function is responsible for implementing the services and comprised of the following departments: City Council, City Manager, Finance, Information Technology, Human Resources and Facilities. Public Works makes up 9% of the budget, consisting of Public Works Administration, Streets, Garage, and Cemeteries. Community Development is 11%, consisting of Parks and Beautification, Planning and Zoning, Building Inspection and Engineering. The remaining 3% is referenced as Other Services. These services include the Carnegie Library, Leisure Services and Main Street/Business Development. More detailed expenditures for each Department are shown in the Departmental Summaries section of this document.



General Government	\$ 9,843,522
Public Safety	\$ 19,292,345
Public Works	\$ 3,544,068
Community Development	\$ 4,193,121
Other Services	\$ 1,038,609

The following chart shows the breakdown of expenses within the General Fund by classification. Most of the expenses within the General Fund are allocated to Personnel at 65%. Personnel costs include wages and salary, FICA taxes, retirement, and workers compensation. Operating Expenses are 19% of fund which are allocated for contractual services, repairs, insurance, minor equipment and materials and supplies. Health Insurance costs for employees are 13% of fund expenditures. Only a small portion of the general fund is allocated for Capital Expenditures \$755,423 (2%). Other Financing (1%) includes transfers to Sanitation Fund, dues to the local RDC, and allocations to the Culture Arts Commission and Friends of the LINC.



Personnel	\$ 24,745,828.00
Operating Expenses	\$ 7,114,295.00
Other Financing	\$ 234,500.00
Capital	\$ 755,423.00
Health Insurance	\$ 5,061,621.00

In the charts below are the departments under each function's heading, as well as each function's General Fund expenditures summaries.

<b>General Government</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>\$\$</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
City Council	416,641	294,426	331,364	36,938
City Manager	2,709,219	1,502,680	1,450,394	-52,286
Finance	562,884	698,954	709,318	10,364
IT	634,455	775,700	819,958	44,258
HR	352,283	316,421	387,610	71,189
HR (Employee Insurance	5,255,527	5,167,005	5,061,621	-105,384
Facilities Maint.	1,413,044	1,030,764	1,083,257	52,493
Total General Govern.	11,344,053	9,785,950	9,843,522	57,572
<b>Community Dev.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>\$\$</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Beautification	1,621,738	1,710,225	1,782,543	72,318
Planning & Zoning	558,403	566,952	604,943	37,991
City Engineer	495,999	581,797	629,335	47,538
Keep Newnan Beautiful	225,804	140,574	161,160	20,586
Building Dept.	900,971	1,002,028	1,015,140	13,112
Total Community Dev.	3,802,915	4,001,576	4,193,121	191,545
<b>Public Safety</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>\$\$</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Police Department	10,328,720	11,028,879	11,595,714	566,835
Municipal Court	500,450	583,331	595,367	12,036
Probation	0	0	76,361	76,361
Fire Department	5,736,412	6,716,375	7,024,903	308,528
Total Public Safety	16,565,582	18,328,585	19,292,345	963,760
<b>Public Works</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>\$\$</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Public Works Admin.	214,767	298,379	242,157	-56,222
Garage	437,118	417,394	424,623	7,229
Cemetery	652,055	662,053	728,088	66,035
Streets	2,055,603	2,192,559	2,149,200	-43,359
Total Public Works	3,359,543	3,570,385	3,544,068	-26,317
<b>Other Services</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>\$\$</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Leisure Services	1,983,472	632,658	611,939	-20,719
Carnegie	233,650	272,858	247,987	-24,871
Busi. Dev. & Main Street	160,193	178,638	178,683	45
Total Other Services	2,377,315	1,084,154	1,038,609	-45,545
	37,449,408	36,770,650	37,911,665	1,141,015

**B. Special Revenue Funds Expenditures**

Special Revenue Funds expenditures for FY 2025 includes major street repairs totaling \$515,514. This amount comes from the LMIG (Local Maintenance Improvement Program) funded through GDOT.

Confiscated Assets Fund includes 25,200 of various expenditures for Police operations.

Hotel/Motel Tax Fund expenditures is budgeted at 1,440,000. This amount consists of transfers to the General Fund for operations of 540,000 and 360,000 to be transferred to the Newnan Centre for operations. An additional 540,000 is budgeted to transfer to Explore Newnan-Coweta.

The Motor Vehicle Tax Fund is budgeted at 115,000 with 100% being transferred to the Newnan Centre for operations.

The ARPA fund is budgeted at \$3,022,395 to purchase three police vehicles, vehicle for the fire department, drainage improvements in Fairhaven Subdivision and facility needs. These expenses will close out the remaining allocated dollars.

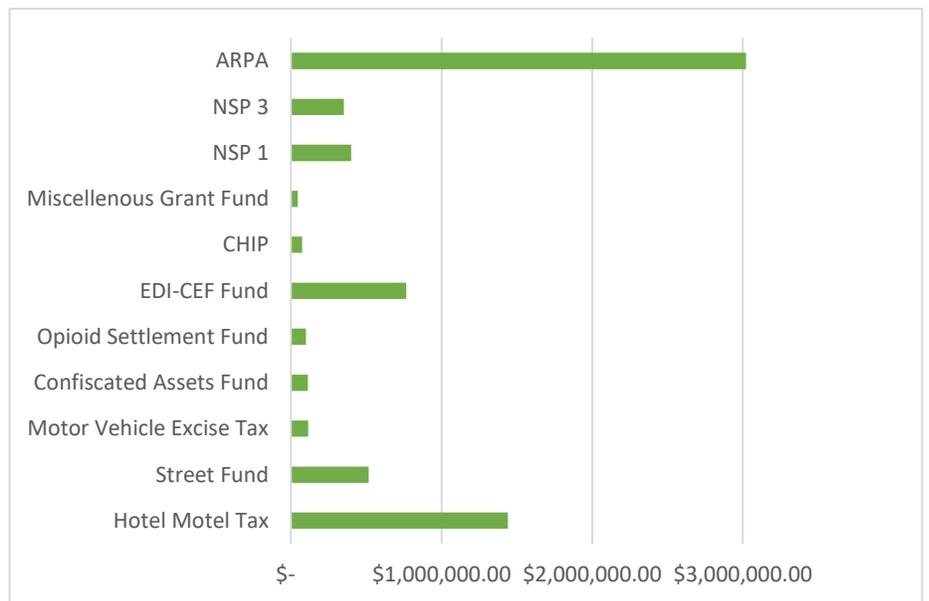
NSP 1 and NSP 3 funds are received from the Georgia Department of Community Affairs Neighborhood Stabilization grant. Estimated budgets for NSP 1 is \$401,000 and NSP 3 is \$352,000. These housing funds are passed through to the Newnan Housing Authority and Newnan Coweta Habitat for Humanity.

Miscellaneous grants are budgeted for FY 2025 for wellness and safety grants through the Georgia Municipal Association. Grants are competitive, but the City has been quite successful over the last several years. Budget projections for FY 2025 are \$44,600.

Opioid Settlement Funds were received in FY 2024 in the amount of \$88,970. These funds are allocated to Coweta Force to man a peer support program at Newnan Piedmont Hospital. Budget projections for FY 2025 are \$100,000.

EDI-CFP funds were budgeted for FY 2024, but revenue or expenses were incurred. Funding is estimated at 1/6 of the grant award for FY 2025 at \$766,000. Funds will be used to build and rehabilitate affordable housing units.

CHIP funds received by the Department of Community Affairs through competitive grant processes assist with the rehabilitation of housing units within the community. FY 2025 is budgeted for \$75,000



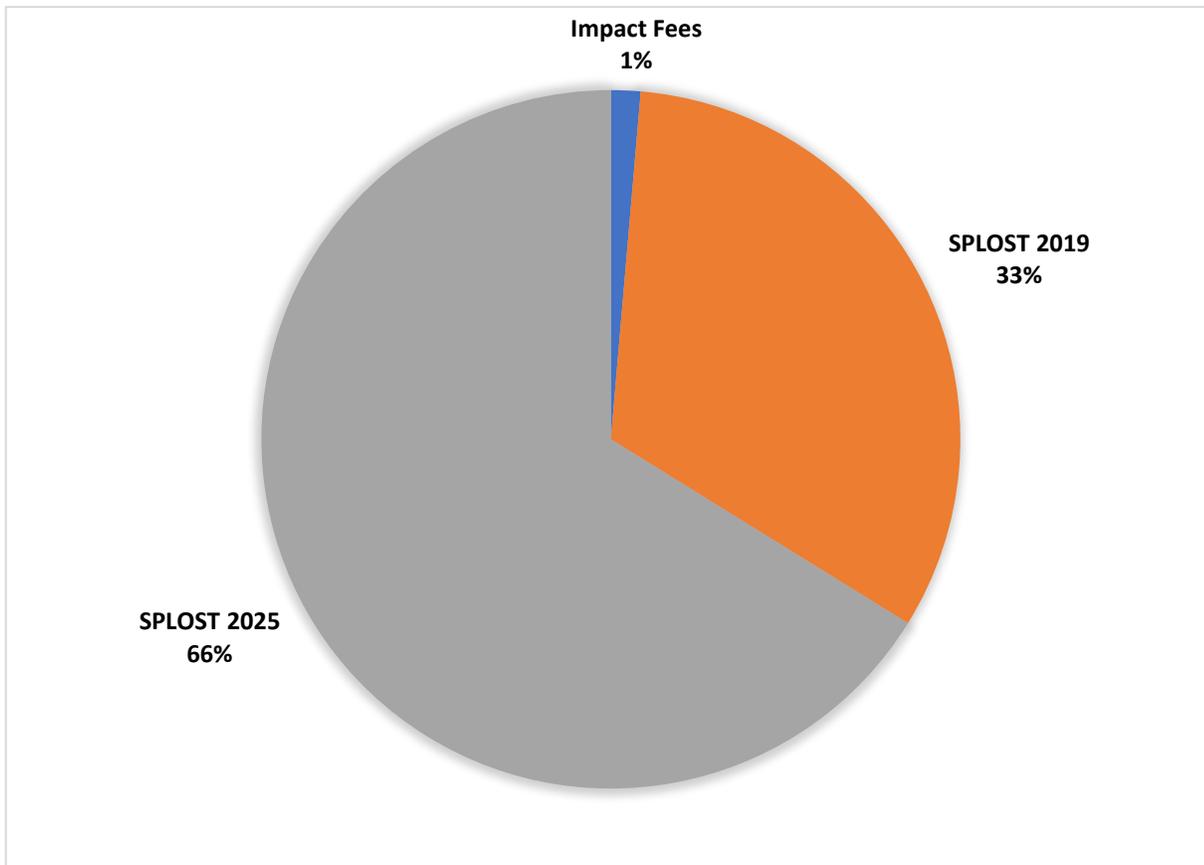
### C. Capital Projects Funds Expenditures

For FY 2025, there are three (3) funds to be utilized.

SPLOST 2019 fund will be allocated for transportation projects, namely Newnan Crossing Blvd Roundabout and Newnan Crossing turn lane improvements. Remaining funds will be used for computer hardware and software, Fairhaven Drainage Culvert and engineering for a host of park projects. Project costs are outlined in Capital and Debt section. Estimated Budget for FY 2025 is \$5,766,945

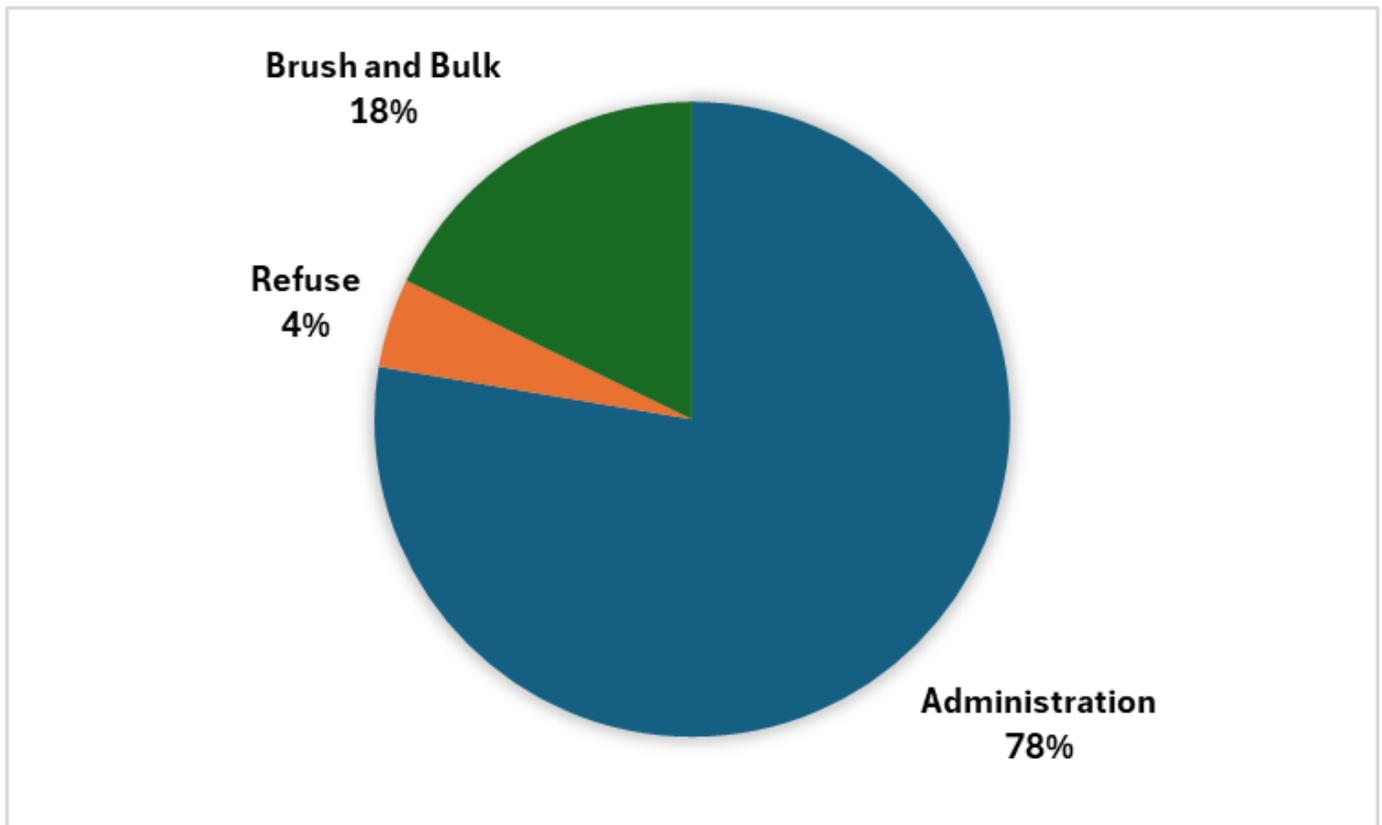
SPLOST 2025 fund will be used to create new park spaces, Bicentennial Park and LINC additions. Funds will also be used for upgrades in House of Pickleball, Lynch Park and Greenville Street park. Street Maintenance funds are allocated for every year in SPLOST 2025 at \$2,000,000 for street repaving. Funds are also available to purchase heavy equipment and computer hardware and software. A transfer is included to Newnan Utilities in the amount of 1,000,000. Project costs are outlined in Capital and Debt Section. Estimated Budget for FY 2025 is \$11,755,000.

Impact Fees is budgeted at \$242,500 to assist with plans for the widening of Lower Fayetteville Road.



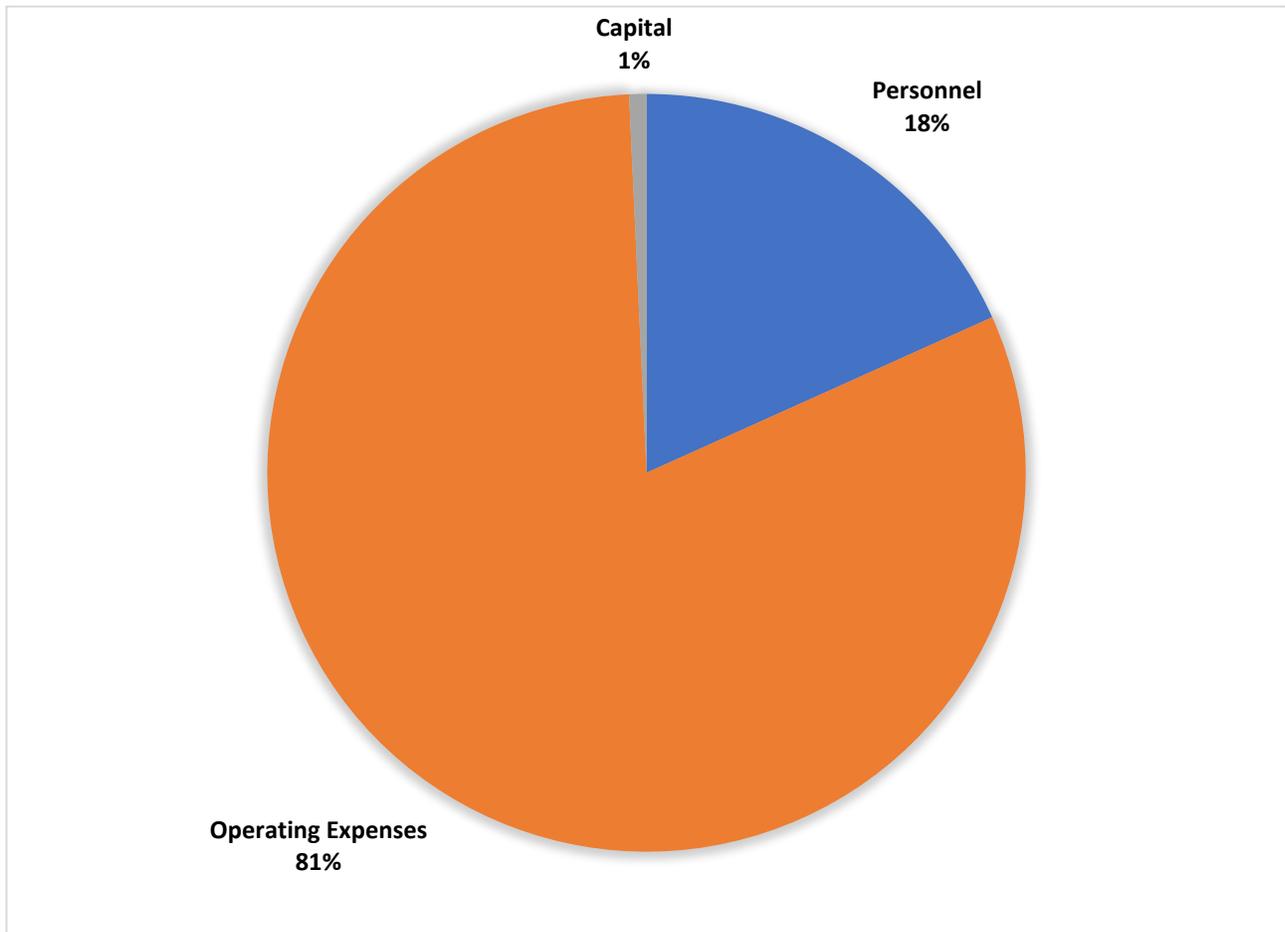
#### D. Enterprise Fund

An Enterprise Fund permits an organization to budget and account for a specific activity “like a business” and therefore represents the economic results of said activities. The City established the Sanitation Fund in FY 2001 as an Enterprise Fund. The Sanitation fund, the only non-governmental fund type, is a proprietary fund, which is structured more like a business than a governmental fund. In FY 2025 funds are budgeted for Administration, Brush & Bulk and Refuse include all operating expenses for the day-to-day operation of the Sanitation Fund. The total amount for all departments is \$5,313,935. A more detailed budget for each department is located in the Revenues and Expenditures Detail section of this document as well as in the Departmental Summaries Section.

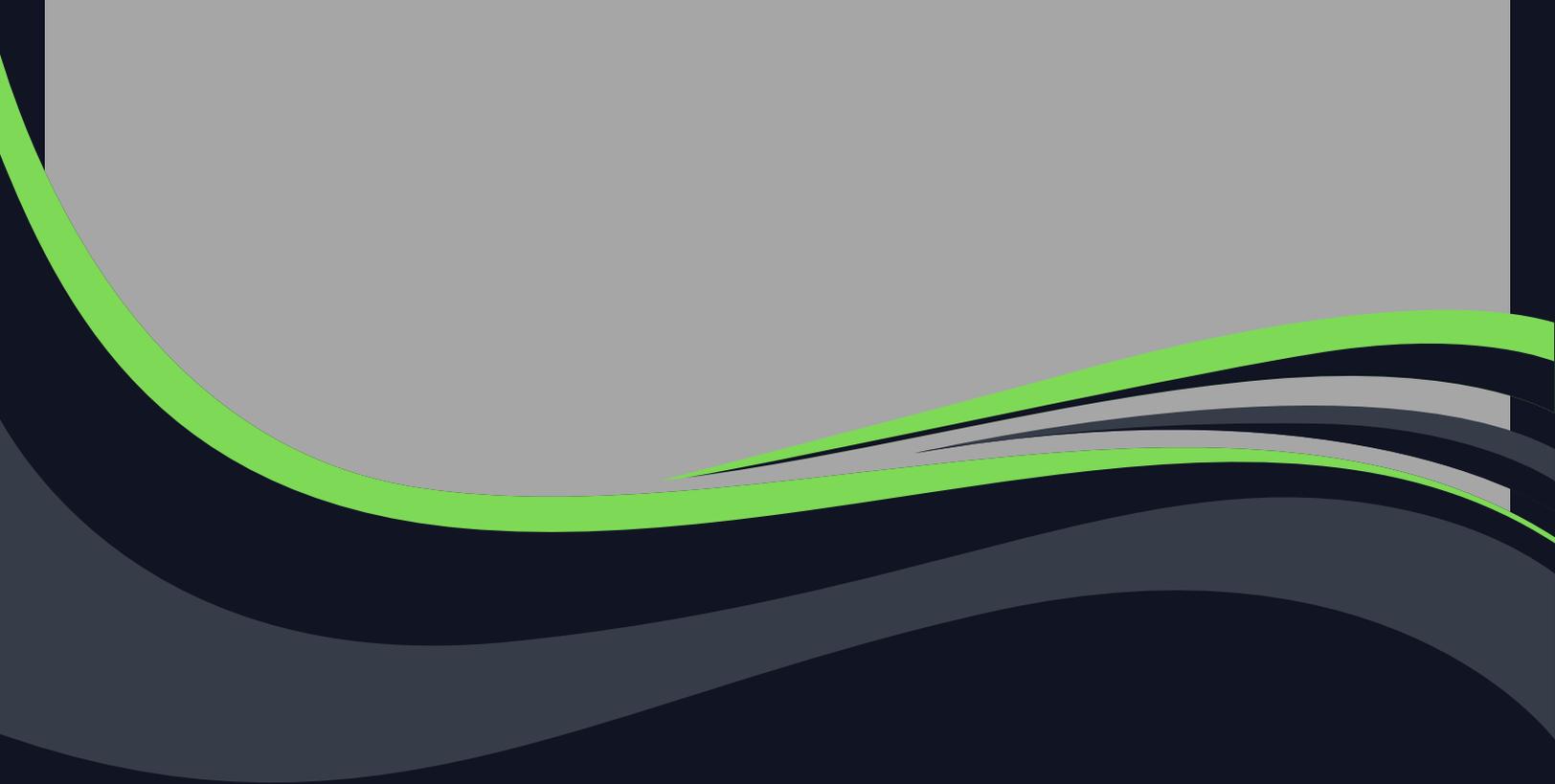


Administration	\$	4,125,937.00
Refuse	\$	241,983.00
Brush and Bulk	\$	946,015.00

The following chart below shows the breakdown of expenses within the Sanitation Fund by classification. Most of the expenses within the Fund are allocated to Operating Expense (81%) to pay the AmWaste Contract (\$3,665,049). Personnel costs account for 18% of the fund that include wages and salary, FICA taxes, retirement, and workers compensation. 1% of the fund is allocated for Capital expenditure. These expenses are directly related to depreciation.







# **REVENUE & EXPENDITURE DETAILS**



## Revenues & Expenditures Detail

### Section I. GENERAL FUND REVENUE TRENDS

Financial Trends offer a practical approach for monitoring the economic health of the City. This trend summary of General Fund Revenues provides a global view of the past and present financial resource of the City.

Overall, FY 2025 total budgeted revenues are projected to increase by 3% over the \$36,770,650 budget in FY 2024. which is an increase of \$1,141,015. General Fund resources available to the City of Newnan in FY 2025 include "revenues" of \$36,061,665 and an "operating transfer in" from Newnan Water & Light of \$1,850,000, an "operating transfer in" from the Hotel/Motel Tourism Fund of \$540,000 and an operating transfer in from Newnan Utilities for Business Development Activities of \$25,000.

The largest sources of General Fund resources are: Local Option Sales Tax - \$12,300,000, Property Taxes - \$9,289,064 and Excise (Franchise) Taxes - \$6,887,000. Excise tax includes \$3,920,000 in Insurance Premiums Tax. Occupational Taxes and Alcohol Licenses make up the fourth largest source at \$3,464,275 totaling \$31,940,339 or 84% of total General Fund Revenues. Other Financing Sources is the fifth largest source of revenue at \$2,805,000. Fines and forfeitures, intergovernmental revenues, inspections and permits, other local revenue and other financing revenues round out the diverse financial resource streams within the General Fund.

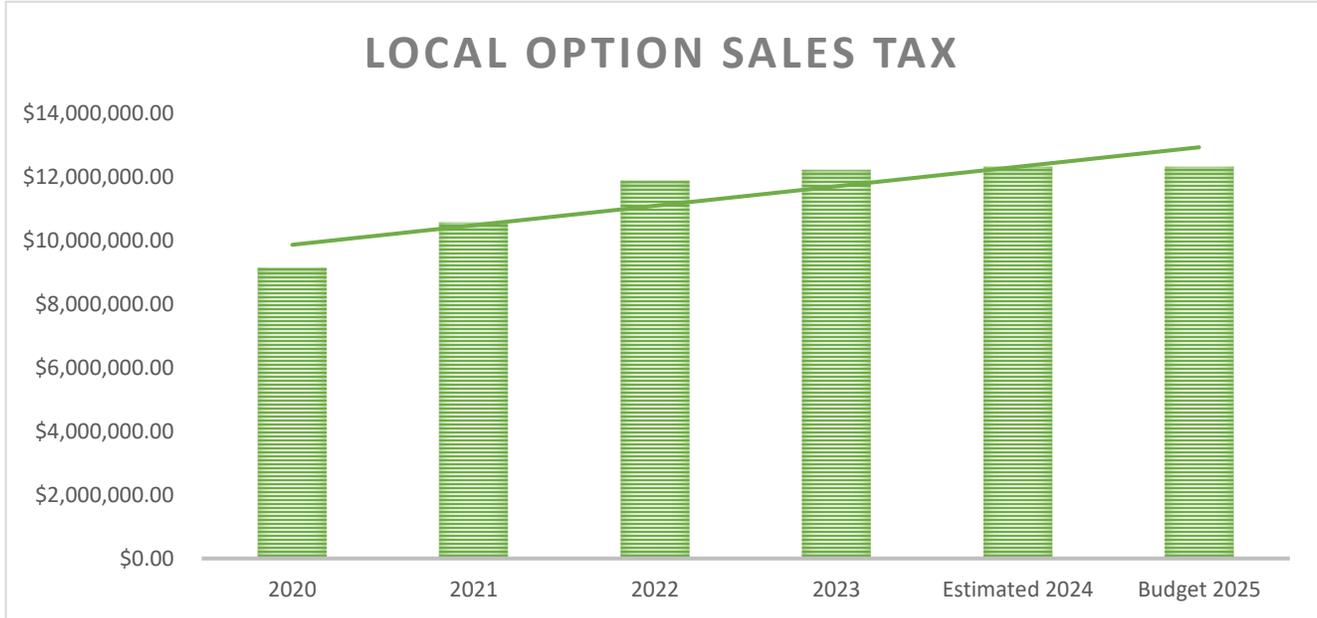
#### 1. Tax Revenues

The chart below shows the history of the City's actual tax revenues from FY 2021-2023, as well as the Amended FY 2024 Budget and FY 2025 Budget. There has been an increase of \$825,439 in tax revenues from the FY 2024 budget to FY 2025. A discussion of these individual revenue streams follows.

General Fund Tax Categories	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Property Tax	8,123,232	8,061,824	8,303,858	9,154,900	9,289,064
Local Option Sales Tax	10,547,226	11,862,277	12,200,741	12,000,000	12,300,000
Franchise Tax	5,358,253	6,349,148	6,536,139	6,618,000	6,887,000
Occupational Tax	3,289,574	3,688,206	3,346,045	3,342,000	3,464,275

2. Local Option Sales Tax

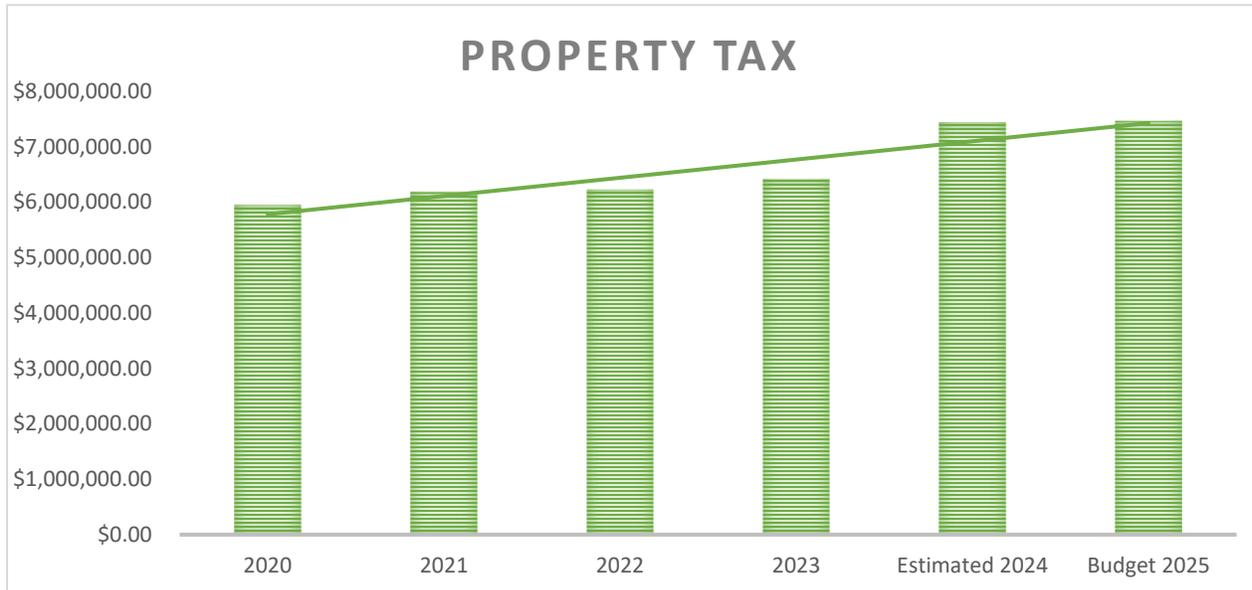
The City relies heavily on the Local Option Sales Tax (LOST) as is evidenced by the anticipated receipt of some \$12,300,000 estimated from this source in FY 2025, which is an increase of \$300,000 over the budget for FY 2024. In FY 2025, this source of revenue accounts for 33% of total general fund revenues, making this revenue source the largest for General Fund operations. The chart below illustrates the changes in sales tax collections from FY 2020 to projected Budget FY 2025. The sales tax distribution will decrease in FY 2025 from 31.19% to 30.28%. Sales Taxes rose by 34% from FY 2020 to FY 2023. Conservative estimates for FY 2025.



3. Property Taxes

Property tax revenues are comprised of the ad valorem tax on property and its associated penalties for delinquent tax, intangible taxes, motor vehicle tax and public Real property is assessed at 40% of its fair market value. Public utility assessments are finalized by the State of Georgia each year. The following chart illustrates five (5) year history of millage rates from FY 2019 through FY 2024 and on the following page, property tax revenue from FY 2020 through the FY 2025 estimated budget. City show a 16% increase in property taxes from FY 2023 to FY 2024. Conservative estimates of .37% increase for FY 2025.

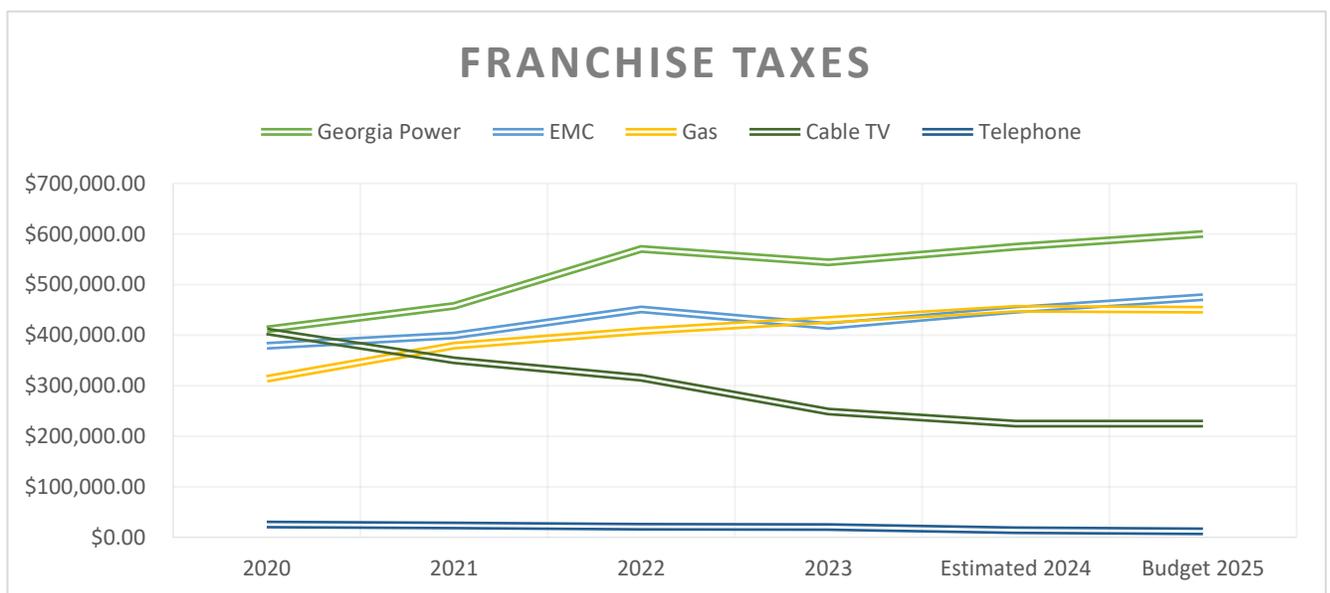
Property Tax Millage Rate	2019	2020	2021	2022	2023	2024
Gross M & O Millage	8.707	8.060	8.119	7.867	7.291	7.988
Less Rollback	4.718	4.417	4.545	4.817	4.539	4.868
Net M & O Millage	3.989	3.643	3.574	3.050	2.752	3.120



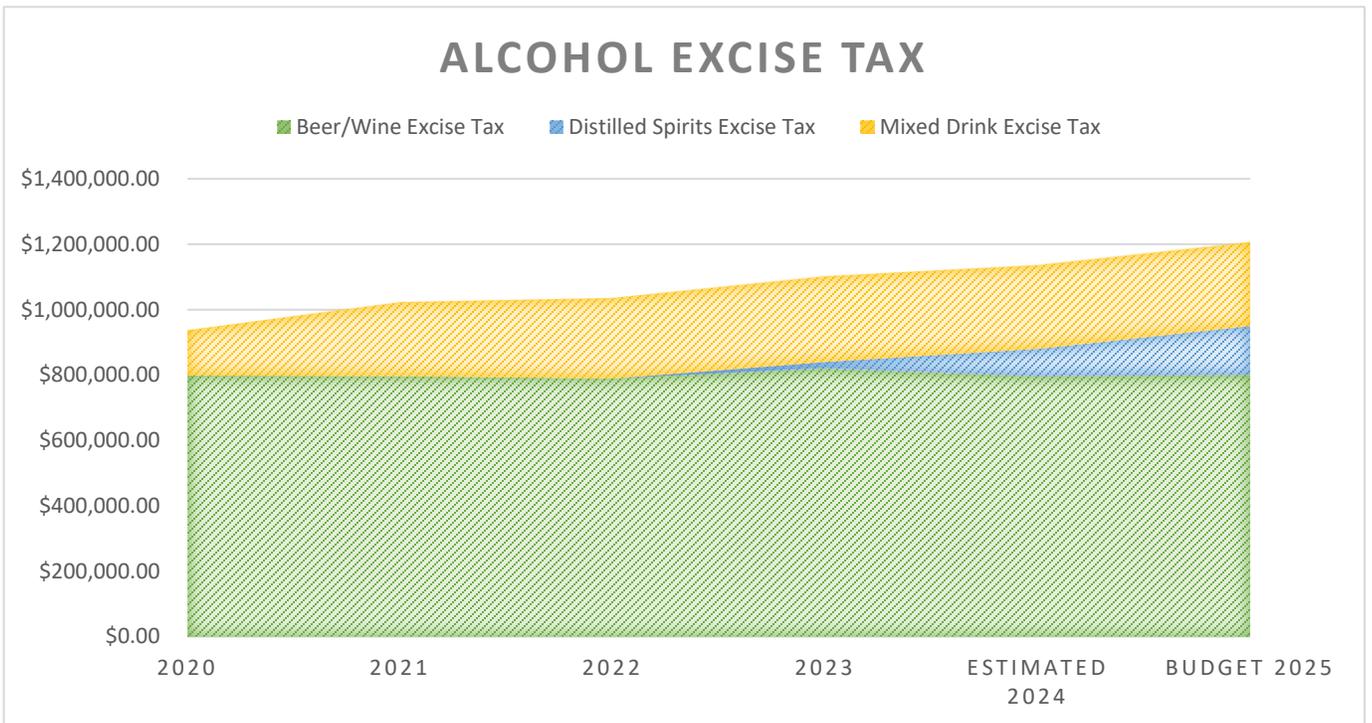
#### 4. Excise (Franchise) Taxes

Taxes in the Excise tax category include Insurance Premiums, Beer and Wine Tax, Alcoholic Beverage Tax and Franchise Taxes (Gas, Cable TV, Telephone and Electricity).

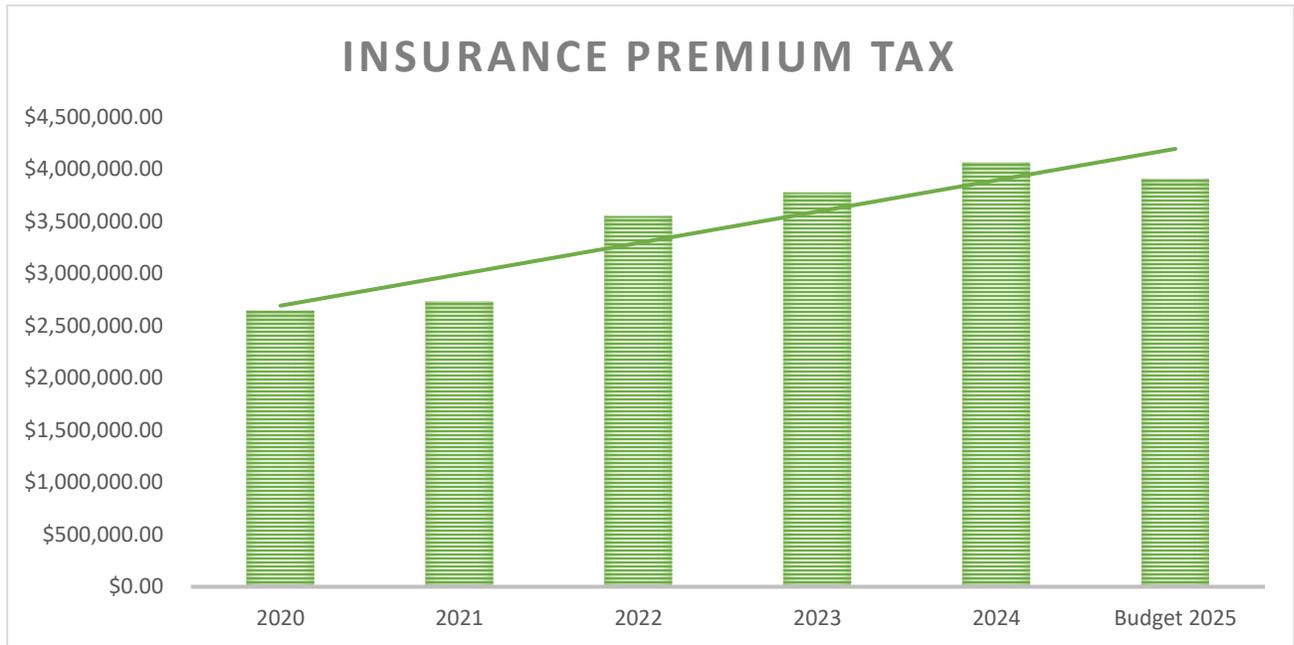
**Utility Franchise Tax** - Franchise taxes are the fees charged to utility companies for use of City streets and rights of way to conduct their private business of delivering telephone, cable television, gas and electric services. This tax represents 5.0% of the total FY 2025 general fund revenues. A cold winter and hot summer will produce additional power usage and cause the fees to increase.



**Alcohol Excise Tax** - Alcoholic beverage taxes are levied on the sale, distribution, or consumption of selected goods and services. Included are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. **Excise Beer Tax** - the city levies an excise tax on all wholesale dealers selling beer in the amount of \$0.004166 per ounce on malt beverages sold by each wholesale dealer except when sold in individual containers with a capacity of 15½ gallons or more, the excise tax is \$6.00 per 15½-gallon container, or if the container is larger than 15½ gallons, the tax shall be proportioned at the rate of \$0.387 per each additional gallon or portion of a gallon capacity of the container. **Excise Wine Tax** - An excise tax imposed on wine at the rate of \$0.22 per liter. **Distilled Spirits** - An excise tax on the first sale or use of distilled spirits at the rate of \$0.22 per liter and a proportionate tax at the same rate on all fractional parts of a liter. **Mixed Drink Excise Tax** - a tax of 3% of the purchase price of every sale of an alcoholic beverage (but not including malt beverages, fermented wines or fortified wines) purchased by the drink in the city.



**Insurance Premium Tax** - Tax collected by State of Georgia on premiums that insurance companies write. Cities receive 1% of taxes collected. This tax represents 10.0% of the total FY 2025 general fund revenues. A 43% increase from FY 2020 to FY 2023. An 8% increase is seen from FY 2023 to FY 2024. Conservative budget for FY 2025, estimating a 4% decrease from FY 2024.



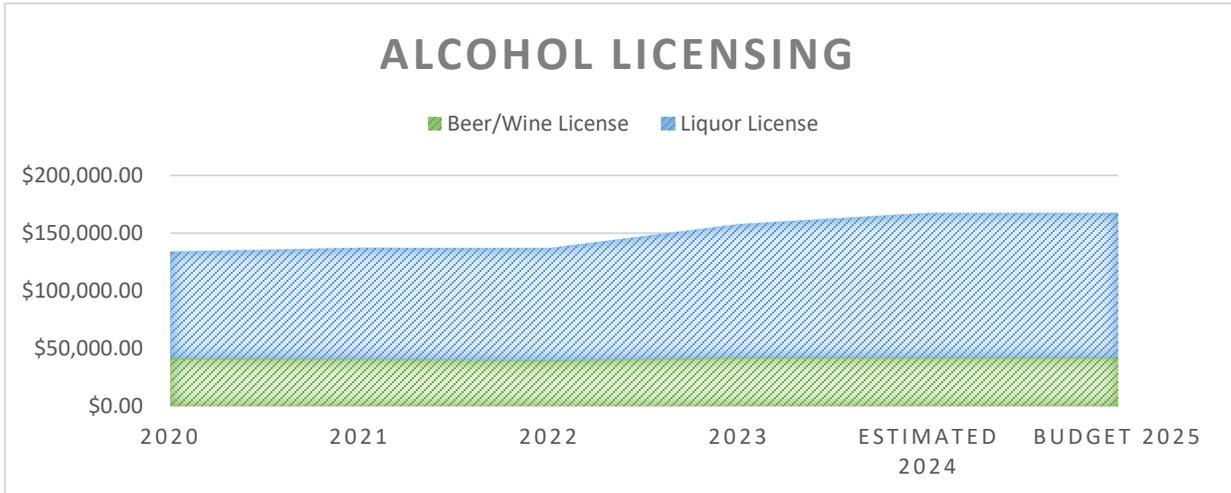
5. Occupational Tax and Alcohol Licenses

**Occupation Tax** -All businesses in the city are required to pay an occupation tax annually. The city uses gross receipts in combination with the profitability ratio for the type of business, profession or occupation to determine the rate paid by each business. The city saw a 1% increase from FY 2020 to FY 2023. Estimating a 5% increase from FY 2023 to FY 2024. Conservative budget for FY 2025, estimating a 1% decrease from FY 2024.



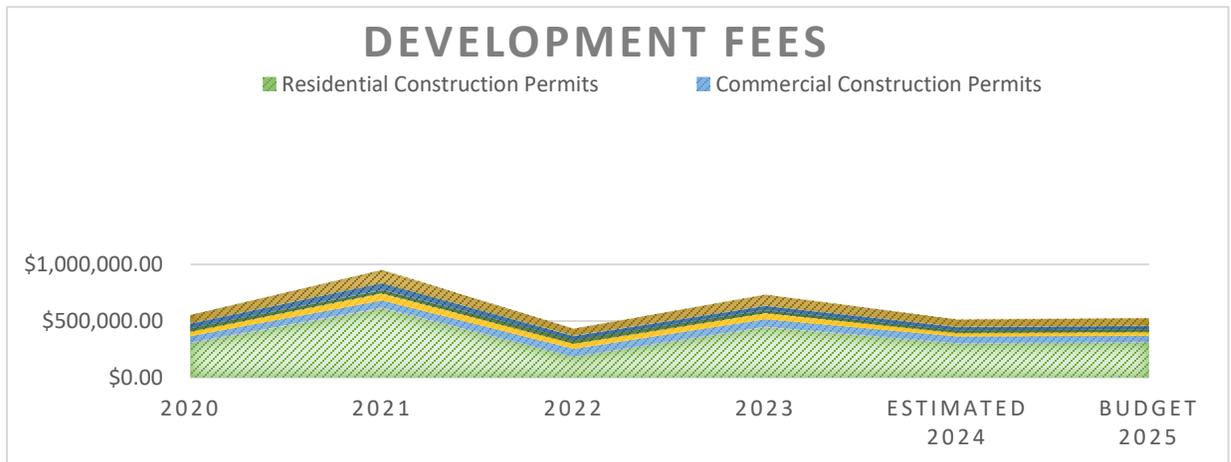
**Alcohol Licensing** - Licenses paid annually for the sale of alcoholic beverages. Retail consumption dealer (distilled spirits, malt beverage and wine) - \$2,500 Retail consumption – beer \$250, wine \$250. Retail package – beer \$250, wine \$250, Wholesale dealer – spirits \$100, beer \$100, wine \$100. Brewpub \$1,000, Growler \$1,000, Microbrewery \$1,000. Revenue projections are based on historical trends in conjunction with current economic indicators. Liquor licensing revenue has grown 36% from FY 2020 to FY 2023, while beer revenue has only seen a 2% growth. Estimating no growth for beer from FY 2023 to FY 2024, and 8% for liquor. Flat to no growth is budgeted for FY 2025.

6.



**Inspections and Permits**

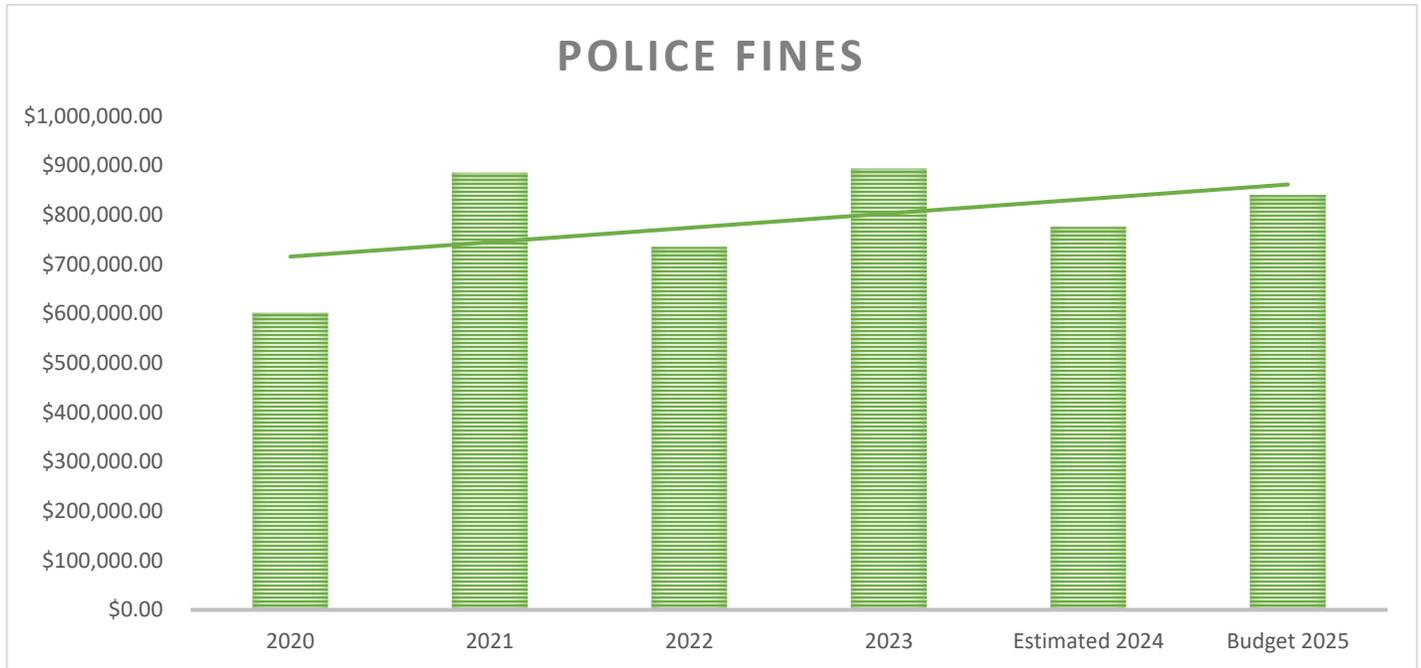
**Development Fees - Building Permits** - Required for new construction, completion of construction, or an interior finish. **Planning and Zoning Regulatory Fees** - Include fees for Site Development Plan Review, Subdivision plats, rezoning and annexation applications and miscellaneous development fees. **Site Improvements Fees** - Include fees for land disturbance, NPDES general permit for construction activity, site preparation for single family lots, subdivisions, commercial, office, intuitional and industrial tracts. **Utility Inspection Fees** - permits for electrical, gas, plumbing, and mechanical. **Plans Review** - fees established for reviewing residential, commercial and industrial development. The city saw a 33% increase from FY 2020 to FY 2023. FY 2021 was a peak year for development with revenues reaching over \$900,000. Estimating a 30% decrease from FY 2023 to FY 2024. Estimating FY 2025 with a 2% increase from 2024.



7. Fines and Forfeitures

Fines and forfeitures are projected to produce a total of \$944,000 in FY 2025. This is a slight decrease from the FY 2024 budget of \$941,000.

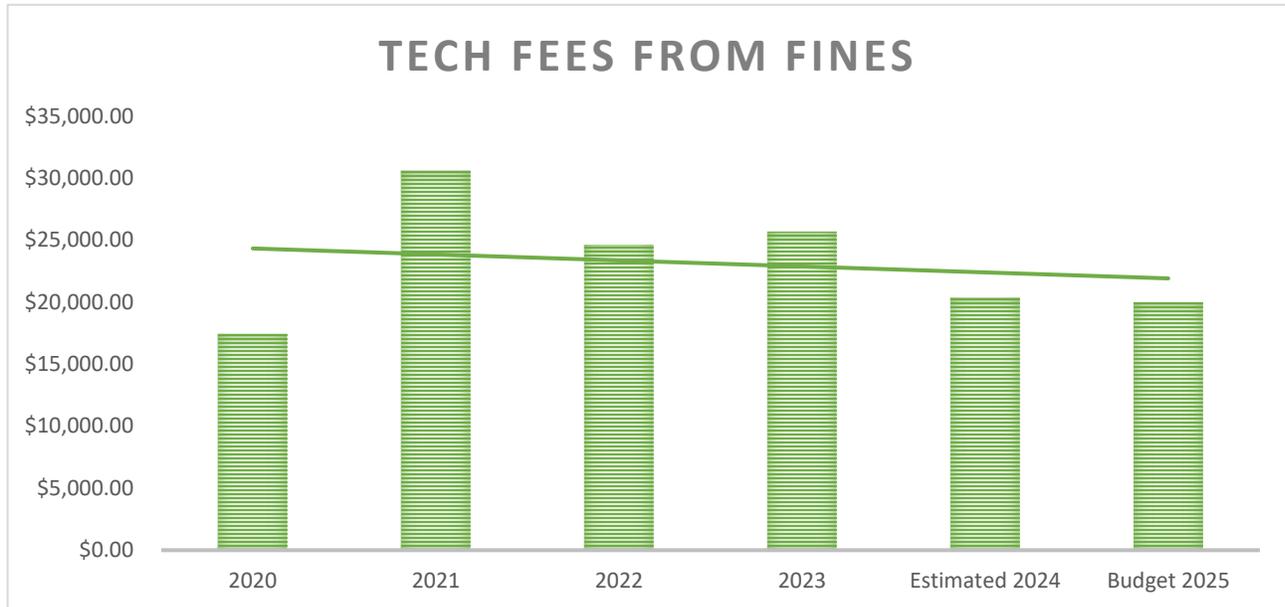
**Police Fines** - Revenues are related to fines and forfeitures resulting from tickets and investigations by the City of Newnan Police Department, some in conjunction with Coweta County Sheriff's Department. The city saw a 49% increase from FY 2020 to FY 2023. Estimating a 13% decrease from FY 2023 to FY 2024. Estimating FY 2025 with an 8% increase from FY 2024.



**Probation Fees** - Probation was a new service added in FY 2024. Estimating to end FY 2024 with roughly \$84,000 in fee revenue. Estimating FY 2025 with little to no growth. Note: An expense cost center for probation was established for FY 2025. Estimated revenue for FY 2025 is \$84,000 and expenses of \$76,361.24.



**Tech Fees** - A court cost collected from someone convicted of a crime. The fee is in addition to any other fines or fees imposed by the court. The city saw a 47% increase from FY 2020 to FY 2023. Estimating a 21% decrease from FY 2023 to FY 2024. Estimating FY 2025 with a 2% decrease from FY 2024.



## 8. Other Local Revenue

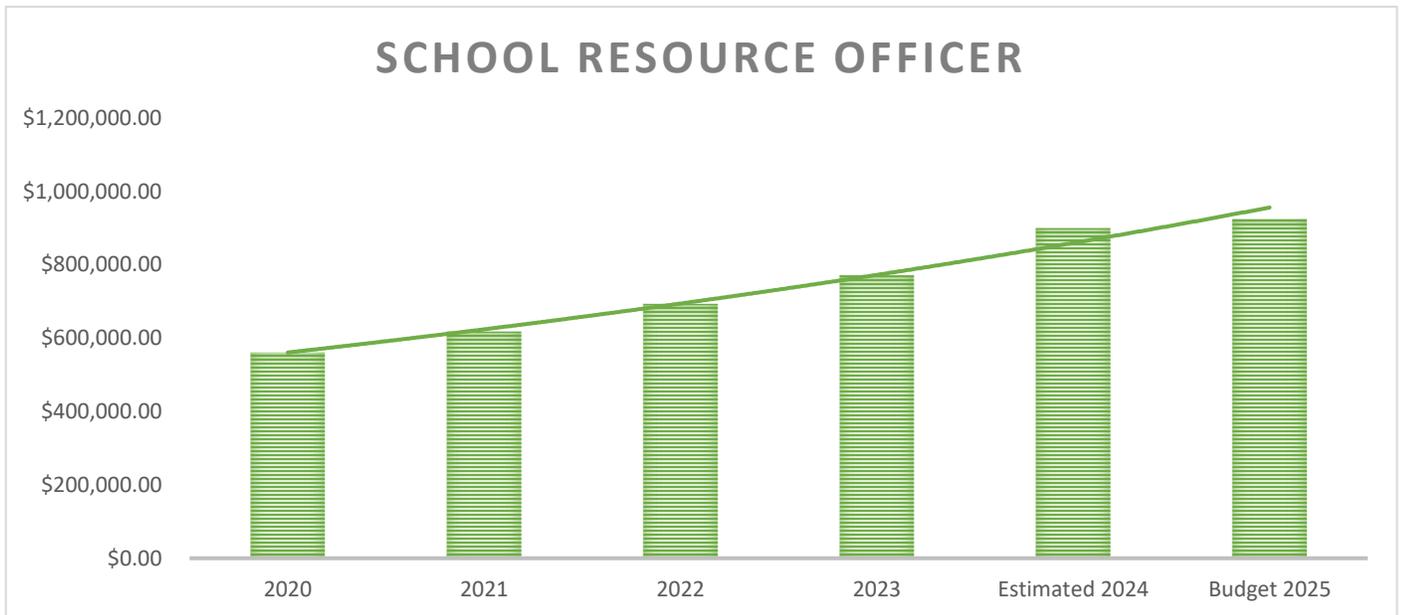
In FY 2025, this category was budgeted for \$564,700 in revenue which is an 28% increase over FY 2024. Increase is anticipated due to increases in cemetery and event/rental fees.

	2021	2022	2023	2024	2025
Other Local Revenue	Actual	Actual	Actual	Budget	Budget
Cultural Arts Commission	32,000	34,495	0	0	13,000
House Demolition by City Forces	50	3,454	0	0	0
Veterans Memorial Brick Sales	50	150	0	0	0
Sale of Recyclables	3,242	1,326	1,366	2,000	2,000
Event Fees	0	0	120	0	10,000
Admin Fee for Impact Fee Coll	29,999	7,196	7,541	7,500	7,500
Host Fee for Sanitation Collection Services	83,168	92,412	0	0	0
City Store Sales	1,777	486	716	500	700
Cemetery Lot Sales	154,985	137,503	120,449	120,000	140,000
Monument Setting Fee	580	560	430	500	1,500
Cemetery Services	123,750	113,350	100,400	100,000	120,000
Rental Fees	48,097	59,209	65,305	85,000	75,000
Miscellaneous Revenue	85,730	134,687	110,944	50,000	70,000
Contractor Registration Fees	28,300	0	0	0	0
Insurance Recoveries	186,126	122,708	164,694	75,000	125,000
<b>Totals</b>	<b>777,855</b>	<b>707,536</b>	<b>571,965</b>	<b>440,500</b>	<b>564,700</b>

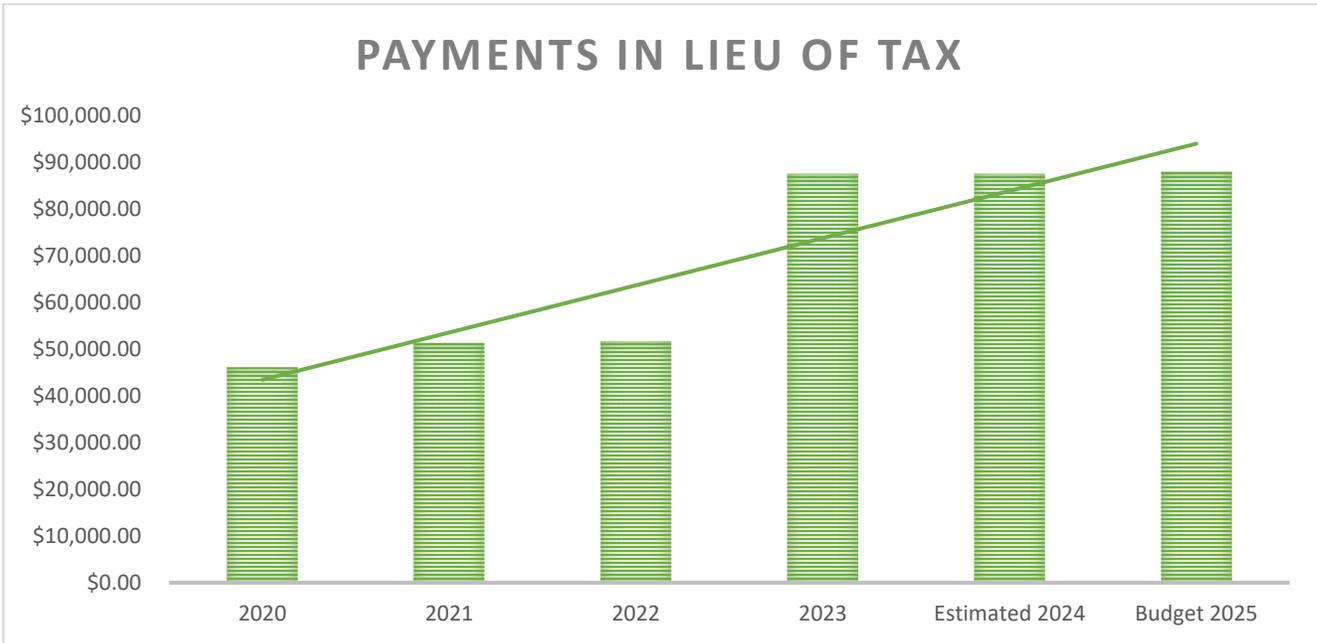
9. Intergovernmental Revenue

Intergovernmental revenues have totaled less than 1% of total governmental revenues over the past five years other than FY 2023. In FY 2023 the City received a large portion from GEMA as reimbursements related to the March EF 4 Tornado that left major destruction in portions of the City. Normally, intergovernmental revenues are mostly made up of revenues from real estate transfers and payments in lieu of tax agreements and revenue to support school resource officers.

**Police Resource Officer-** The Police Department contracts with the Board of Education to provide public safety personnel within the school system. The city provides resource officers to all schools within the city limits. The city saw a 60% increase from FY 2020 to 2023. Estimating a 17% increase from FY 2023 to FY 2024. Estimating FY 2025 with a 3% increase from FY 2024.

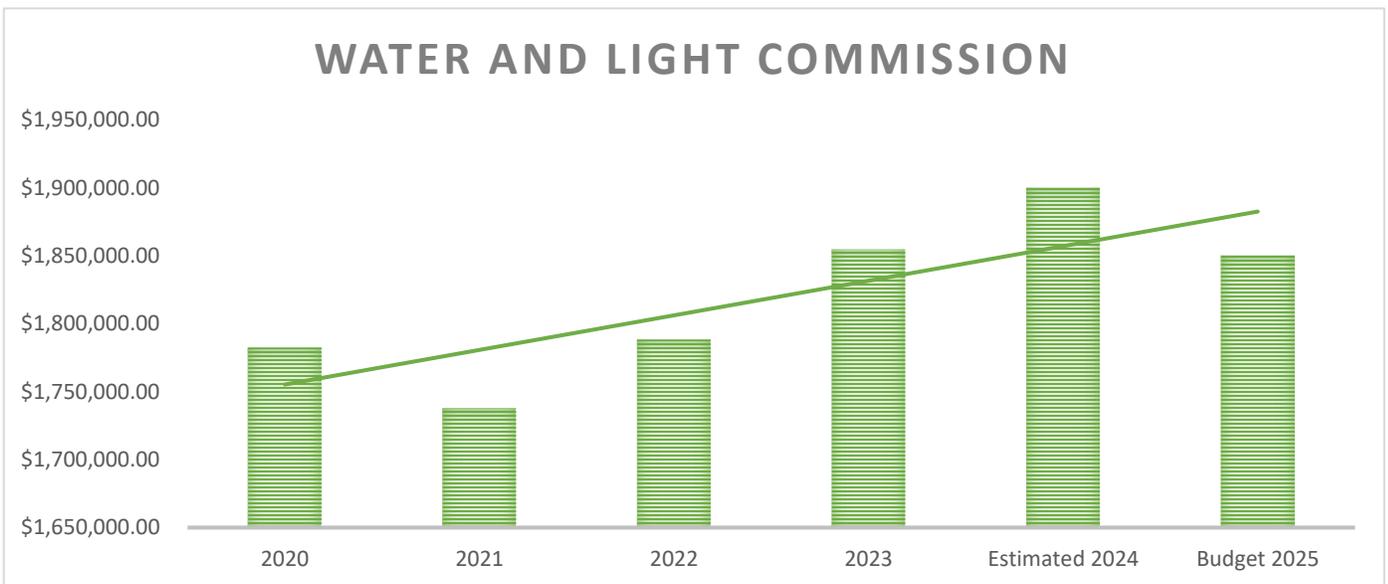


**Payment in Lieu of Taxes - PILOT** tax is payment made to compensate a government for some, or all of the property tax revenue lost due to tax exempt ownership from the Housing Authority. The city saw a 90% increase from FY 2020 to FY 2023. The city received \$87,531 for FY 2024. Estimating FY 2025 with an 1% increase from FY 2024.



10. Other Financing Sources

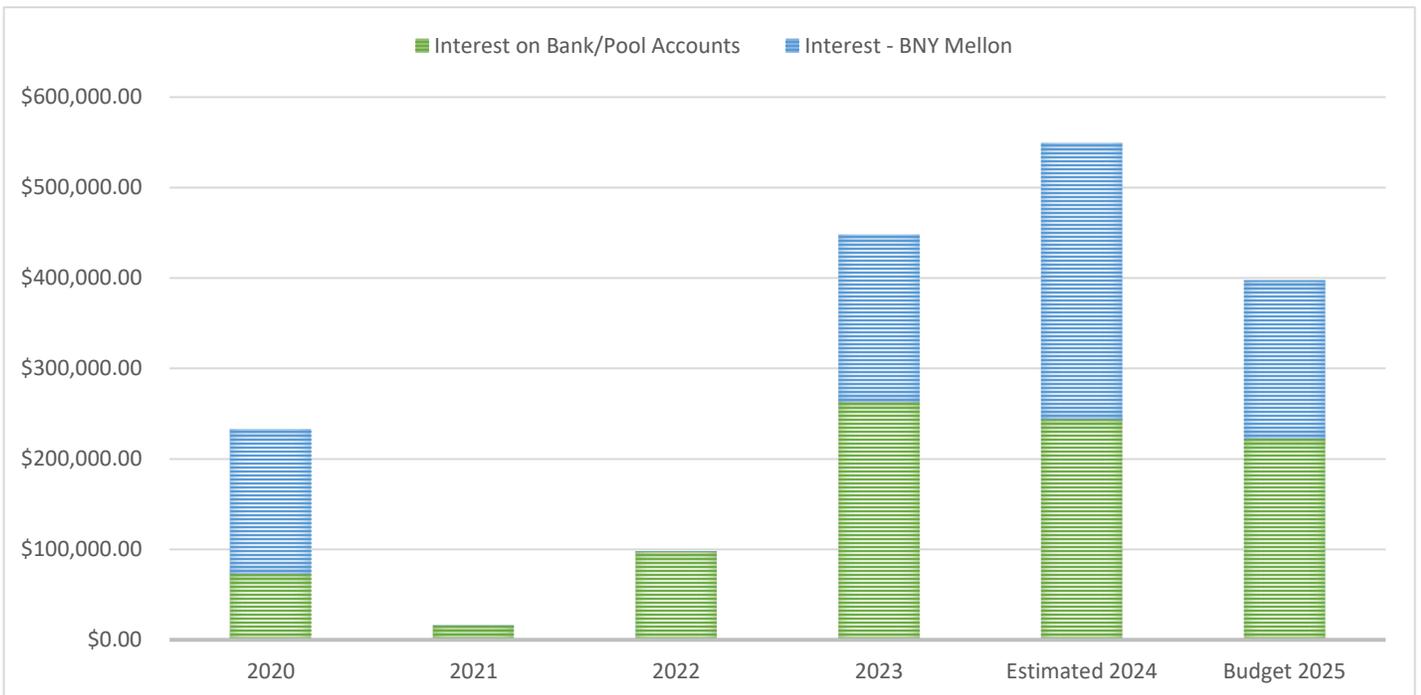
**Newnan Utilities:** There are two sources of revenue from Newnan Utilities. First, Newnan Utilities provides the city annually with \$25,000 to assist with business development. This revenue is found under intergovernmental revenue. Second, Newnan Utilities provides a monthly transfer equal to 5% of the prior month’s billing for electrical energy and 3% of the prior month’s billing for water and sewer. This revenue source represents 5.0% of the total FY 2025 general fund revenues. The city saw a 4% increase from FY 2020 to FY 2023. Estimating a 2% increase from FY 2023 to FY 2024. Estimating FY 2025 with a 3% decrease from 2024.



**Transfer from Tourism Fund:** State law allows hotel/motel taxes to be collected and distributed for the purpose of promoting tourism in our community. Hotel/motel tax is 8% of the taxable room rental revenue. (3% general fund, 2% Newnan Centre, 3% Explore Coweta) The city saw a 71% increase from FY 2020 to FY 2023. Flat growth to no growth is budgeted for FY 2025.



**Interest** - There are two main sources of interest revenue. The first is investment interest through BNY Mellon. Second is interest through local bank and state pool holdings. The city saw a 91% increase from FY 2020 to FY 2023. Estimating a 22% increase from FY 2023 to FY 2024. Conservative budgeting, estimating FY 2025 with a 28% decrease from FY 2024.



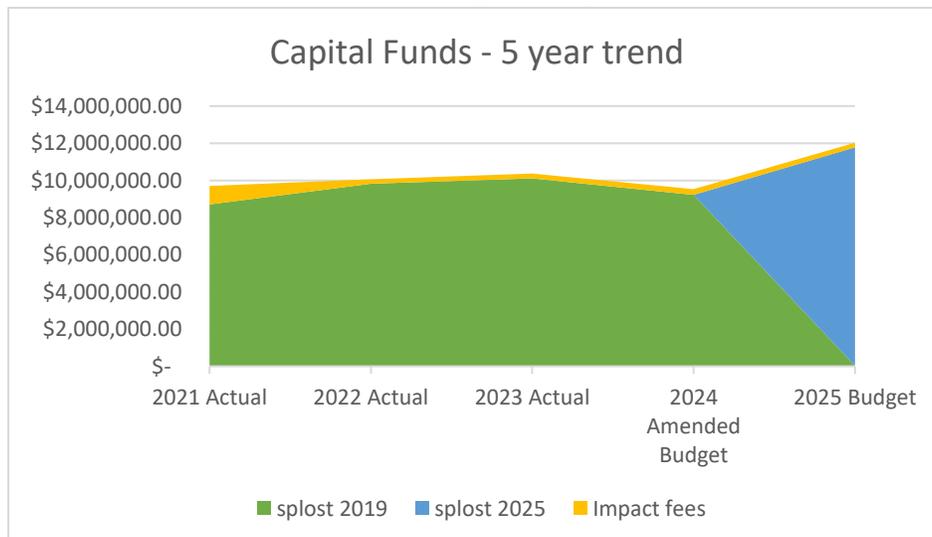
**Section II – SPECIAL REVENUE FUNDS TRENDS**

Fluctuation in grant funds and confiscated assets are reflected in the chart below. Grant funds fluctuate based on award of funding. The City has been the recipient of several housing grants that include NSP 1 and 3, EDI, and CHIP. Other grant funds below include ARPA and Miscellaneous Grants. Hotel/Motel and Rental Car vehicle taxes have seen small, but steady growth over the last five years. Street Improvement Fund has been consistently funded by LMIG state funding for road repaving. The chart below includes all Special Revenue Funds.

	2021 Actual Amount	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2025 Budget
Street Improvement Fund	\$1,891.48	\$876,066.30	\$514,707.61	\$498,576.00	\$515,514.00
Confiscated Assets	\$148,918.79	\$56,480.08	\$143,924.80	\$85,000.00	\$110,000.00
Opioid Settlement	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
NSP Grant Fund 1	\$4,859.28	\$15,835.43	\$583,433.53	\$401,200.00	\$401,000.00
NSP Grant Fund 3	\$57.01	\$3,492.00	\$0.00	\$352,400.00	\$352,000.00
EDI	\$0.00	\$0.00	\$0.00	\$767,000.00	\$766,000.00
CHIP	\$0.00	\$0.00	\$138,311.00	\$262,000.00	\$75,000.00
ARPA	\$161,229.74	\$9,660,737.73	\$1,380,022.57	\$3,258,992.00	\$3,022,395.00
Miscellaneous Grants	\$91,166.36	\$74,388.04	\$67,657.73	\$595,000.00	\$44,600.00
Hotel/Motel	\$1,293,577.94	\$1,418,837.07	\$1,452,822.96	\$1,454,000.00	\$1,440,000.00
Rental Car	\$89,670.50	\$93,647.10	\$115,036.65	\$99,800.00	\$115,000.00

**Section III – CAPITAL FUNDS REVENUE TRENDS**

The City of Newnan has been fortunate to be supported by its Citizens. The Citizens continue to vote for the 1% Special Purpose Local Option Sales tax to fund infrastructure needs and other capital improvements. The chart below shows the actual revenue from SPLOST 2019 Fund over the past three (3) years and the budgeted FY 2024 and FY 2025. SPLOST 2019 terminates on December 31, 2024. SPLOST 25 will begin in January of 2025. SPLOST Funds as well as Impact Fees assist in funding many capital projects. Impact Fees fluctuates depending on commercial and residential development activities. Over the last three years, the City received roughly \$10 million in revenue across SPLOST and Impact Fees. FY 2025 Budget will realize interest revenue for SPLOST 2019 and new SPLOST 2025 receipts. Revenue for FY 2025 includes an interfund loan from the General Fund as authorized by the Mayor and Council.



**General Fund  
FY 2025 Revenue & Expenditures**

**SECTION IV. GENERAL FUND – MAJOR FUND**

The chart spread over the next four (4) pages illustrates the details of General Fund Revenues and Expenditures for FY 2022 Actual, FY 2023 Actual, FY 2024 Amended Budget, FY 2024 Estimated and FY 2025 Budget.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
REVENUES						
Function / Activity: 00 - Revenue						
RE10 - Property Taxes						
31.1100	Property Taxes	6,215,633.54	6,404,648.64	7,400,000.00	7,428,392.00	7,456,164.00
31.1110	Public Utility Tax	1,898.04	1,848.17	1,900.00	1,848.17	1,900.00
31.1200	Delinquent Property Tax	156,279.28	211,256.64	125,000.00	215,000.00	175,000.00
31.1310	Vehicle Ad Valorem Tax	24,060.67	17,823.34	18,000.00	13,000.00	11,000.00
31.1315	Title Ad Valorem Tax (TAVT)	1,530,157.76	1,588,812.17	1,500,000.00	1,600,000.00	1,575,000.00
31.1340	Intangible Tax	123,752.55	58,310.83	100,000.00	45,000.00	55,000.00
31.9100	Interest and Penalties	10,041.93	21,158.04	10,000.00	19,000.00	15,000.00
Account Classification Total: RE10 - Property Taxes		\$8,061,823.77	\$8,303,857.83	\$9,154,900.00	\$9,322,240.17	\$9,289,064.00
RE20 - Sales Tax						
31.3100	Local Option Sales Tax	11,862,277.11	12,200,741.37	12,000,000.00	12,300,000.00	12,300,000.00
Account Classification Total: RE20 - Sales Tax		\$11,862,277.11	\$12,200,741.37	\$12,000,000.00	\$12,300,000.00	\$12,300,000.00
RE30 - Excise (Franchise) Taxes						
31.1710	Franchise Tax - Georgia Power	570,060.17	543,763.12	600,000.00	575,000.00	600,000.00
31.1711	Franchise Tax - EMC	451,028.95	418,263.35	475,000.00	450,000.00	475,000.00
31.1730	Franchise Tax - Gas	407,846.24	429,817.93	410,000.00	452,000.00	450,000.00
31.1750	Franchise Tax - Cable TV	315,762.35	249,059.42	300,000.00	225,000.00	225,000.00
31.1760	Franchise Tax - Telephone	21,319.79	20,330.74	18,000.00	14,000.00	12,000.00
31.4200	Beer/Wine Alcoholic Beverage Excise Tax	789,052.34	819,299.92	850,000.00	795,000.00	800,000.00
31.4250	Distilled Spirit Alcoholic Beverage Excise Tax	0.00	21,218.17	65,000.00	85,000.00	150,000.00
31.4300	Mixed Drink Excise Tax	246,122.55	260,646.78	250,000.00	255,000.00	255,000.00
31.6200	Insurance Premiums Tax	3,547,956.51	3,773,739.70	3,650,000.00	4,059,411.69	3,920,000.00
Account Classification Total: RE30 - Excise (Franchise) Taxes		\$6,349,148.90	\$6,536,139.13	\$6,618,000.00	\$6,910,411.69	\$6,887,000.00
RE35 - Occupational Taxes and Alcohol Licensing						
31.6100	Occupational Tax	3,298,239.09	2,930,103.22	2,900,000.00	3,070,000.00	3,025,000.00
31.6102	Professional Tax	72,800.00	68,800.00	70,000.00	67,500.00	67,000.00
31.6300	Financial Institution Tax	124,827.46	134,030.63	157,000.00	160,297.00	150,000.00
31.6400	Insurance Agents Tax	55,439.00	55,386.50	55,000.00	55,000.00	55,000.00
32.1110	Beer/Wine Licenses	39,600.00	42,275.00	40,000.00	42,275.00	42,275.00
32.1120	Liquor Licenses - Pouring/Pkg	97,300.00	115,450.00	120,000.00	125,000.00	125,000.00
Account Classification Total: RE35 - Occupational Taxes and Alcohol Licensing		\$3,688,205.55	\$3,346,045.35	\$3,342,000.00	\$3,520,072.00	\$3,464,275.00
RE40 - Inspections and Permits						
32.2100	Residential Construction Permits	182,523.00	446,487.40	375,000.00	300,000.00	310,000.00
32.2110	Commercial Construction Permits	72,127.00	69,950.00	60,000.00	65,000.00	60,000.00
32.2150	Plan Review Fees	43,541.89	49,014.81	40,000.00	28,000.00	30,000.00
32.2215	Planning & Zoning Regulatory Fees	39,689.28	28,349.20	25,000.00	25,000.00	28,000.00
32.2901	Site Improvement Fees	31,800.00	40,841.00	35,000.00	30,000.00	30,000.00
32.3101	Utility Inspection Fees	62,991.00	98,285.00	85,000.00	65,000.00	65,000.00
32.3125	FM - Plan Review	9,128.78	3,754.50	5,000.00	2,600.00	2,800.00
32.3135	FM - Inspections	4,375.00	2,175.00	2,500.00	2,500.00	3,500.00
32.3145	FM - Operational/Annual Licenses	1,500.00	100.00	250.00	100.00	100.00
Account Classification Total: RE40 - Inspections and Permits		\$447,675.95	\$738,956.91	\$627,750.00	\$518,200.00	\$529,400.00

**REVENUES & EXPENDITURES DETAIL**

## General Fund Revenues

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
<b>RE60 - Fines &amp; Forfeitures</b>						
35.1100	Probation Service Fees	0.00	0.00	94,000.00	84,000.00	84,000.00
35.1171	Police Fines	734,997.85	893,348.41	825,000.00	775,000.00	840,000.00
35.1173	Tech Fees from Fines	24,630.14	25,670.46	22,000.00	20,366.00	20,000.00
<b>Account Classification Total: RE60 - Fines &amp; Forfeitures</b>		<b>\$759,627.99</b>	<b>\$919,018.87</b>	<b>\$941,000.00</b>	<b>\$879,366.00</b>	<b>\$944,000.00</b>
<b>RE70 - Other Local Revenue</b>						
33.4113	Cultural Arts Commission	34,495.00	0.00	0.00	13,252.00	13,000.00
33.4114	Veterans Memorial Bricks Sales	150.00	0.00	0.00	0.00	0.00
34.2901	Event Activity Fees	0.00	120.00	0.00	11,000.00	10,000.00
34.3010	House Demolition by City Forces	3,454.27	0.00	0.00	0.00	0.00
34.4130	Sale of Recyclables	1,326.95	1,366.00	2,000.00	1,300.00	2,000.00
34.6901	Admin Fee for Impact Fee Coll	7,196.22	7,541.18	7,500.00	7,500.00	7,500.00
34.6902	Host Fee for Sanitation Collection Services	92,412.00	0.00	0.00	0.00	0.00
34.7901	City Store Sales	486.02	715.60	500.00	600.00	700.00
34.9110	Cemetery Lot Sales	137,502.65	120,449.22	120,000.00	128,000.00	140,000.00
34.9120	Monument Setting Fee	560.00	430.00	500.00	700.00	1,500.00
34.9130	Cemetery Services	113,350.00	100,400.00	100,000.00	92,000.00	120,000.00
34.9901	Rental Fees	59,208.52	65,304.93	85,000.00	55,000.00	75,000.00
38.0000	Miscellaneous Revenue	134,686.71	110,944.26	50,000.00	60,000.00	70,000.00
38.3001	Insurance Recoveries	122,707.52	164,693.67	75,000.00	175,000.00	125,000.00
<b>Account Classification Total: RE70 - Other Local Revenue</b>		<b>\$707,535.86</b>	<b>\$571,964.86</b>	<b>\$440,500.00</b>	<b>\$544,352.00</b>	<b>\$564,700.00</b>
<b>RE80 - Intergovernmental Revenue</b>						
33.1151	Indirect Grant - State of Georgia Pass Thru Funds	7,459,845.06	670,306.78	0.00	80,500.00	0.00
33.1600	Real Estate Transfer Tax	43,392.65	40,421.38	40,000.00	31,000.00	35,000.00
33.6000	School Resource Officer	693,611.22	770,927.89	775,000.00	900,000.00	925,000.00
33.6001	West Metro RDEO Reimbursement	8,428.00	7,606.76	0.00	5,656.00	7,500.00
33.8001	Payments in Lieu of Tax	51,713.00	87,530.78	52,000.00	87,531.00	88,000.00
39.1101	Transfer from NU for Bus Dev Activities	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<b>Account Classification Total: RE80 - Intergovernmental Revenue</b>		<b>\$8,281,989.93</b>	<b>\$1,601,793.59</b>	<b>\$892,000.00</b>	<b>\$1,129,687.00</b>	<b>\$1,080,500.00</b>
<b>RE90 - Other Financing Sources</b>						
36.1000	Interest on Bank/Pool Accts	97,760.93	263,324.68	175,000.00	244,174.00	222,726.00
36.1000A	Interest - BNY Mellon Custodial Accts	1.06	185,056.33	175,000.00	305,351.00	175,000.00
38.1000	Rents and Royalties	28,934.54	30,635.18	27,500.00	31,500.00	30,000.00
39.1105	Water & Light Commission	1,788,223.29	1,854,556.60	1,800,000.00	1,900,000.00	1,850,000.00
39.1205	Transfer from Tourism Fund	523,713.65	534,463.89	540,000.00	540,000.00	540,000.00
39.2100	Proceeds of Capital Asset Disposition	0.00	76,827.62	37,000.00	60,563.00	35,000.00
<b>Account Classification Total: RE90 - Other Financing Sources</b>		<b>\$2,438,633.47</b>	<b>\$2,944,864.30</b>	<b>\$2,754,500.00</b>	<b>\$3,081,588.00</b>	<b>\$2,852,726.00</b>
<b>REVENUES Total</b>		<b>\$42,596,918.53</b>	<b>\$37,163,382.21</b>	<b>\$36,770,650.00</b>	<b>\$38,205,916.86</b>	<b>\$37,911,665.00</b>

## General Fund Expenditures

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
51.1100	Wages - Full Time Employees	\$15,180,150.97	\$17,200,103.46	\$18,607,835.00	\$18,336,141.00	\$19,429,953.00
51.1200	Wages - Part Time Employees	\$257,325.23	\$267,753.45	\$302,332.00	\$276,827.00	\$305,058.00
51.1300	Wages - Overtime	\$269,686.34	\$356,417.86	\$274,000.00	\$357,618.00	\$337,000.00
51.2100	Employee Ins (Health/Basic Life)	\$4,511,944.00	\$5,179,031.28	\$5,105,384.00	\$5,121,849.00	\$5,000,000.00
51.2100A	Employee Opt-Out Insurance Payments	\$56,800.05	\$71,875.00	\$57,000.00	\$57,000.00	\$57,000.00
51.2100B	Cancer Insurance for Firemen	\$14,871.89	\$4,736.32	\$12,000.00	\$9,847.00	\$10,000.00
51.2150	Employee Flexible Spending Accounts	\$4,621.00	\$4,621.00	\$4,621.00	\$4,621.00	\$4,621.00
51.2200	FICA (Soc Sec)	\$1,155,319.41	\$1,315,718.18	\$1,476,751.00	\$1,413,634.00	\$1,421,049.00
51.2400	Retirement	\$1,962,061.20	\$2,056,970.08	\$2,327,578.00	\$2,325,624.00	\$2,881,997.00
51.2500	Tuition Reimbursement	\$10,311.25	\$15,243.49	\$15,000.00	\$15,000.00	\$15,000.00
51.2600	Unemployment Insurance	\$333.37	\$0.00	\$590.00	\$0.00	\$0.00
51.2700	Worker's Compensation	\$458,542.69	\$278,921.83	\$517,881.00	\$426,825.00	\$310,569.00
51.2910	Employee Recognition	\$19,409.15	\$30,650.24	\$35,200.00	\$34,600.00	\$35,200.00
<b>Salaries &amp; Benefits</b>		<b>\$ 23,901,376.55</b>	<b>\$ 26,782,042.19</b>	<b>\$ 28,736,172.00</b>	<b>\$ 28,379,586.00</b>	<b>\$ 29,807,447.00</b>
51.1200A	Contracted Labor - Non-Employees	\$105,053.77	\$140,685.02	\$137,215.00	\$106,522.00	\$113,600.00
51.2900	Taxable Employee Benefits	\$36,842.00	\$40,828.50	\$51,300.00	\$48,609.00	\$52,310.00
51.2900A	Non-Taxable Employee Benefits	\$121,640.45	\$179,509.62	\$203,760.00	\$201,151.00	\$185,800.00
52.1200	Professional Services	\$775,554.67	\$851,459.40	\$630,753.00	\$834,120.00	\$707,350.00
52.1201	Public Relations	\$51,037.69	\$55,739.66	\$66,755.00	\$61,100.00	\$70,905.00
52.1300	Other Contractual Services	\$839,397.97	\$839,890.18	\$1,101,434.00	\$1,071,300.00	\$1,217,097.00
52.1301	Elections	\$0.00	\$33,640.82	\$0.00	\$100.00	\$25,000.00
52.2110	Solid Waste Disposal	\$13,528.39	\$3,792.78	\$10,000.00	\$10,500.00	\$10,000.00
52.2200	Repairs and Maintenance	\$646,026.66	\$646,458.60	\$720,826.00	\$724,900.00	\$848,443.00
52.2205	Traffic Signal Maintenance/Repairs	\$9,978.17	\$41,968.25	\$25,000.00	\$25,000.00	\$25,000.00
52.2300	Equipment & Vehicle Rental	\$3,303.72	\$2,703.15	\$3,500.00	\$3,600.00	\$3,500.00
52.3101	Vehicle Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52.3102	Bldg & Pers Liability Insurance	\$144,485.82	\$132,069.39	\$143,450.00	\$159,341.00	\$172,706.00
52.3103	Surety Bonds	\$253,866.93	\$199,072.52	\$297,961.00	\$326,581.00	\$353,684.00
52.3200	Communications	\$257,127.40	\$269,272.41	\$324,708.00	\$318,519.00	\$314,339.00
52.3300	Advertising	\$29,481.26	\$27,061.61	\$32,675.00	\$30,440.00	\$30,100.00
52.3400	Printing & Binding	\$17,058.13	\$11,645.50	\$15,890.00	\$10,955.00	\$14,745.00
52.3500	Travel Expenses	\$90,306.83	\$116,751.11	\$132,711.00	\$132,324.00	\$127,411.00
52.3600	Dues and Fees	\$39,535.37	\$56,996.18	\$60,311.00	\$60,491.00	\$70,669.00
52.3700	Training	\$51,490.14	\$58,719.19	\$89,357.00	\$67,685.00	\$86,684.00
53.1100	Materials and Supplies	\$167,388.58	\$200,887.01	\$174,246.00	\$179,776.00	\$177,388.00
53.1101	Office Supplies	\$31,064.70	\$34,559.05	\$37,020.00	\$28,361.00	\$33,621.00
53.1102	Cleaning Supplies & Chemicals	\$34,213.99	\$41,325.05	\$45,886.00	\$45,200.00	\$47,394.00
53.1103	Medical Supplies	\$11,252.60	\$12,658.84	\$19,300.00	\$22,000.00	\$23,880.00
53.1104	Dog Food & Supplies	\$1,116.82	\$677.34	\$1,450.00	\$1,600.00	\$4,500.00
53.1105	Minor Street Rprs/Maint: Asphalt, Hot Mix &	\$23,267.30	\$15,782.93	\$42,000.00	\$20,000.00	\$30,000.00
53.1106	Protective Equipment	\$36,109.14	\$59,608.58	\$67,000.00	\$61,933.00	\$67,350.00
53.1107	Concrete Repairs: S/W, Curb & Gutter	\$36,595.53	\$58,198.41	\$70,000.00	\$56,000.00	\$60,000.00
53.1108	Traffic Signs & Devices	\$30,651.29	\$45,361.73	\$37,000.00	\$20,000.00	\$37,000.00
53.1109	Pavement Markings	\$3,269.64	\$0.00	\$0.00	\$0.00	\$0.00
53.1112	March 2021 Tornado	\$1,713,288.14	\$65,040.00	\$0.00	\$0.00	\$0.00
53.1220	Natural Gas	\$16,218.23	\$21,469.70	\$22,500.00	\$24,600.00	\$21,232.00
53.1230	Electricity	\$376,996.26	\$379,084.64	\$370,000.00	\$380,000.00	\$406,000.00
53.1270	Vehicle Gasoline/Diesel	\$625,730.99	\$504,346.58	\$628,400.00	\$597,419.00	\$626,100.00
53.1300	Food Supplies	\$14,571.32	\$15,849.10	\$19,626.00	\$14,600.00	\$18,080.00
53.1400	Books & Periodicals	\$9,725.49	\$13,340.29	\$17,055.00	\$15,245.00	\$18,445.00
53.1600	Minor Equipment	\$69,078.75	\$90,602.13	\$106,659.00	\$114,028.00	\$76,530.00
53.1600A	Vehicle Equipment Add Ons	\$63,849.53	\$110,582.92	\$105,496.00	\$105,000.00	\$124,491.00
53.1601	Computer Hardware & Software	\$104,084.27	\$116,527.18	\$233,497.00	\$148,622.00	\$75,705.00
53.1602	Office Furniture	\$12,693.83	\$9,569.72	\$7,900.00	\$9,152.00	\$8,430.00
53.1603	Fire Arms	\$3,840.00	\$21,265.40	\$8,030.00	\$6,600.00	\$5,560.00
53.1700	Other Supplies/Uniform Rental	\$14,860.37	\$19,513.59	\$25,400.00	\$19,700.00	\$25,400.00
53.1701	Vehicle Maintenance	\$426,879.37	\$507,399.07	\$440,500.00	\$504,810.00	\$475,000.00
53.1705	Landscaping Supplies	\$72,936.84	\$63,937.16	\$94,000.00	\$94,500.00	\$102,000.00
53.1706	Miscellaneous	\$15,403.88	\$129,464.54	\$15,600.00	\$7,945.00	\$11,000.00
53.1707	Planning Commission	\$0.00	\$0.00	\$350.00	\$250.00	\$350.00
53.1708	Other Boards & Commissions	\$65,209.80	\$81,962.36	\$31,350.00	\$28,500.00	\$60,995.00
53.1708A	Newnan Youth Council	\$15,148.36	\$16,113.65	\$18,500.00	\$6,500.00	\$18,500.00
53.1709	Grounds Repair & Maintenance	\$183,049.30	\$137,878.72	\$125,000.00	\$135,000.00	\$130,000.00
<b>Operating Expenditures</b>		<b>\$7,664,209.69</b>	<b>\$6,481,269.58</b>	<b>\$6,811,371.00</b>	<b>\$6,840,579.00</b>	<b>\$7,114,294.00</b>

## REVENUES &amp; EXPENDITURES DETAIL

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
54.1101	Caldwell Tanks Property	\$2,047,190.77	\$160,630.03	\$0.00	\$0.00	\$0.00
54.1200	Site Improvements	\$5,000.00	\$0.00	\$25,000.00	\$1,000.00	\$0.00
54.1300	Buildings/Building Improvements	\$436,026.93	\$1,488,940.83	\$217,000.00	\$206,587.00	\$130,000.00
54.1302	Other Improvements	\$25,127.00	\$24,442.00	\$32,000.00	\$32,000.00	\$0.00
54.1316	Downtown Parking	\$300,000.00	\$1,427,981.26	\$0.00	\$0.00	\$0.00
54.1317	Storage Facility	\$32,457.15	\$31,056.58	\$0.00	\$0.00	\$0.00
54.1406	Major Street Maint/Repairs	\$0.00	\$0.00	\$0.00	\$3,230,346.00	\$0.00
54.2100	Machinery	\$84,859.00	\$0.00	\$32,000.00	\$28,500.00	\$49,500.00
54.2200	Vehicles	\$407,295.41	\$607,259.92	\$449,400.00	\$411,446.00	\$448,200.00
54.2201	Vehicles/Equipment	\$48,597.67	\$24,977.97	\$29,500.00	\$23,625.00	\$0.00
54.2400	Computer Hardware/Software	\$24,299.81	\$0.00	\$28,059.00	\$36,446.00	\$0.00
54.2500	Other Equipment	\$55,341.00	\$99,723.14	\$0.00	\$0.00	\$0.00
54.2503	Protective Equipment	\$123,479.08	\$40,098.90	\$139,648.00	\$136,448.00	\$102,724.00
54.2504	Other Equipment	\$30,957.87	\$14,859.00	\$8,500.00	\$0.00	\$25,000.00
<b>Capital</b>		<b>\$3,620,631.69</b>	<b>\$3,919,969.63</b>	<b>\$961,107.00</b>	<b>\$4,106,398.00</b>	<b>\$755,424.00</b>
57.2000	Payments to Other Agencies	\$31,500.00	\$31,500.00	\$29,000.00	\$19,000.00	\$26,500.00
57.2006	Cultural Arts Commission	\$50,842.98	\$42,023.48	\$40,000.00	\$65,000.00	\$40,000.00
57.2010	Three Rivers Regional Commission	\$42,602.00	\$42,602.00	\$43,000.00	\$42,602.00	\$43,000.00
61.1540	Transfer to Sanitation Fund	\$190,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$125,000.00
<b>Other Financing Uses</b>		<b>\$314,944.98</b>	<b>\$266,125.48</b>	<b>\$262,000.00</b>	<b>\$276,602.00</b>	<b>\$234,500.00</b>
<b>EXPENDITURES Total</b>		<b>35,501,163</b>	<b>37,449,407</b>	<b>36,770,650</b>	<b>39,603,165</b>	<b>37,911,665</b>

**Special Funds  
FY 2025 Revenue & Expenditures**

**SECTION V. SPECIAL FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The following pages consist of revenue and expenditure summaries for the City’s eleven (11) special revenue funds: Street Improvement Fund, Confiscated Assets Fund, Hotel/Motel Tourism Fund and Rental Motor Vehicle Excise Tax Fund, Opioid Settlement Fund, NSP 1 and 3 Grant Funds, EDI-CPF Grant fund, Chip Grant, ARPA Grant, and Miscellaneous Grants.

1. Street Fund - The Street Improvement Fund is utilized to account for state grants and contracts for the purpose of maintaining City streets and roads. In FY 2025 the revenue stream consists of a Local Maintenance Improvement Grant (LMIG) from the Georgia Department of Revenue.

Street Improvement Fund - 200		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.4111	State DOT Contracts/LMIG	478,575	478,576	495,514
36.1000	Interest on Bank/Pool Accts	36,133	20,000	20,000
<b>REVENUES Total</b>		<b>514,708</b>	<b>478,576</b>	<b>515,514</b>
54.1425	LMIG Projects	0	478,576	515,514
<b>EXPENDITURES Total</b>		<b>0</b>	<b>478,576</b>	<b>515,514</b>

2. Confiscated Assets - The Confiscated Assets Fund consists solely of confiscated, condemned funds released by the Superior Court. The monies are used by the City of Newnan Police Department to purchase necessary equipment and supplies; it cannot be utilized for wages and benefits. Any projected fund balance automatically carries over the next year for budgeting purposes. The FY 2025 budget for these funds is for various equipment and supplies.

Confiscated Assets Fund - 210		2023	2024	2025
Account #	Description	Actual	Budget	Budget
35.1320	Other Police Seizures	101,833	30,000	50,000
35.1321	Dept. of Justice Condemnations	3,023	15,000	0
35.1322	Dept. of Treasury Condemnations	39,069	40,000	60,000
36.1150	Interest - Other Police Seizures	37	30	30
36.1151	Interest - DOJ Condemnations	11	5	150
36.1152	Interest - DOT Condemnations	1,557	25	3,000
<b>REVENUES Total</b>		<b>145,530</b>	<b>85,060</b>	<b>113,180</b>
35.1320A	Other Seizures Expenditures	79,000	6,000	37,500
35.1321A	DOJ Expenditures	0	19,200	0
35.1322A	DOT Expenditures	16,166	0	45,000
<b>EXPENDITURES Total</b>		<b>95,166</b>	<b>25,200</b>	<b>82,500</b>

3. Motor Vehicle Tax Fund - Revenues from the Motor Vehicle Rental Tax Fund are raised from an excise tax on motor vehicle rentals collected by businesses operating within the City limits. State statute prohibits use of proceeds for anything except for the promotion of tourism and tourism activities. These funds are specifically allocated to the Newnan Centre.

Rental Motor Vehicle Excise Taxes - 280		2023	2024	2025
Account #	Description	Actual	Budget	Budget
31.4400	Motor Vehicle Rental Excise Tax	112,529	98,000	115,000
36.1000	Interest on Bank/Pool Accts	2,508	1,800	0
<b>REVENUES Total</b>		<b>115,037</b>	<b>99,800</b>	<b>115,000</b>
61.2001	Transfer to Newnan Convention Center	115,037	99,800	115,000
<b>EXPENDITURES Total</b>		<b>115,037</b>	<b>99,800</b>	<b>115,000</b>

4. Hotel/Motel Tax Fund - Revenues for the Hotel/Motel Tourism Fund are raised from a hotel/motel tax that is placed on hotels/motels conducting business within city limits. State statute prohibits use of proceeds for anything except for the promotion of tourism and tourism activities. Monies collected through the Hotel/Motel tax are utilized for tourism activities. Of the revenue projected for FY 2025 \$360,000 will be transferred to the Newnan Centre, \$540,000 will be transferred to the General Fund and \$540,000 will be transferred to a newly formed entity; Explore Newnan - Coweta; a joint entity formed between the City of Newnan and Coweta County.

Hotel/Motel Tourism Fund - 275		2023	2024	2025
Account #	Description	Actual	Budget	Budget
31.4100D	Hotel/Motel Tax	1,425,237	1,440,000	1,440,000
36.1000	Interest on Bank/Pool Accts	12,814	4,000	0
36.1000C	Interest (Tourism Capital Portion)	13,446	8,000	0
36.1000D	Interest (Explore Newnan-Coweta Portion)	1,326	2,000	0
<b>REVENUES Total</b>		<b>1,425,237</b>	<b>1,454,000</b>	<b>1,440,000</b>
52.1200	Professional Services	36,000	0	0
54.1426	Tourism Capital Projects	263,341	0	0
61.1100	Transfer to General Fund	534,464	540,000	540,000
61.2001	Transfer to Newnan Convention Center	356,309	360,000	360,000
61.2002	Transfer to Explore Newnan-Coweta	534,464	540,000	540,000
<b>EXPENDITURES Total</b>		<b>1,724,578</b>	<b>1,440,000</b>	<b>1,440,000</b>

5. Opioid Settlement Fund - The City of Newnan elected to participate in a State of Georgia opioid settlement from manufacturers and distributors of the drugs. These funds will be allocated to Coweta Force to man a peer support program at Newnan Piedmont Hospital. Estimates of transfer to Coweta Force for FY 2025 is \$100,000.

Opioid Settlement Fund - 213		2023	2024	2025
Account #	Description	Actual	Budget	Budget
35.1920	Local Governments Share of Opioid Settlement Payments	0	0	100,000
<b>REVENUES Total</b>		<b>0</b>	<b>0</b>	<b>100,000</b>
57.2000	Payments to Other Agencies	0	0	100,000
<b>EXPENDITURES Total</b>		<b>0</b>	<b>0</b>	<b>100,000</b>

6. NSP 1 Grant Fund accounts for funds received from the Georgia Department of Community Affairs Neighborhood Stabilization program. These funds are passed through to the Newnan Housing Authority and Newnan Coweta Habitat for Humanity.

NSP 1 Grant Fund - 221		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.1150	NSP Program Income Revenue	581,790	400,000	400,000
36.1000	Interest on Bank/Pool Accounts	1,644	1,200	1,000
<b>REVENUES Total</b>		<b>583,434</b>	<b>401,200</b>	<b>401,000</b>
52.1200	Professional Services	0	0	20,000
52.1300	Other Contractual Services	0	0	381,000
52.2000	Program Income Expenditures	583,434	401,200	0
<b>EXPENDITURES Total</b>		<b>583,434</b>	<b>401,200</b>	<b>401,000</b>

7. NSP 3 Grant Fund accounts for funds received from the Georgia Department of Community Affairs Neighborhood Stabilization program. These funds are passed through to the Newnan Housing Authority and Newnan Coweta Habitat for Humanity.

NSP 3 Grant Fund - 222		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.1150	NSP Program Income Revenue	0	350,000	350,000
36.1000	Interest on Bank/Pool Accounts	0	2,400	2,000
<b>REVENUES Total</b>		<b>0</b>	<b>352,400</b>	<b>352,000</b>
52.1200	Professional Services	0	0	5,000
52.1300	Other Contractual Services	0	342,400	347,000
52.2000	Program Income Expenditures	0	10,000	0
<b>EXPENDITURES Total</b>		<b>0</b>	<b>352,400</b>	<b>352,000</b>

8. EDI-CFP Grant is a congressionally legislated grant allocated for the construction of 16 affordable housing units and the rehabilitation of 25 units within the community. The total grant award is \$4.6 million and is estimated to be expensed a 6-year period. The grant is reimbursable.

EDI-CFP Grant Fund - 223		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.4155	Grant Funds	0	0	766,000
33.1152	EDI-CPF Program Income	0	767,000	0
<b>REVENUES Total</b>		<b>0</b>	<b>767,000</b>	<b>766,000</b>
52.1100	Administrative Services	0	54,000	53,662

## REVENUES & EXPENDITURES DETAIL

52.1200	Professional Services	0	23,000	53,662
52.1300	Other Contractual Services	0	690,000	658,676
<b>EXPENDITURES Total</b>		<b>0</b>	<b>767,000</b>	<b>766,000</b>

9. CHIP Grant - The Community HOME Investment Program (CHIP) is a Georgia Department of Community Affairs (DCA) program that grants HOME funds to local governments, nonprofits, and public housing authorities during an annual competitive grant application process. The City has been awarded funds over the last several years and continue to compete for funding. Estimate FY 2025 at \$75,000.

CHIP Grant Fund - 224		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.4155	Grant Funds	138,311	262,000	75,000
<b>REVENUES Total</b>		<b>138,311</b>	<b>262,000</b>	<b>75,000</b>
52.1200	Professional Services	11,145	25,000	4,000
52.1300	Other Contractual Services	127,166	237,000	71,000
<b>EXPENDITURES Total</b>		<b>138,311</b>	<b>262,000</b>	<b>75,000</b>

#### 10. ARPA 2021

ARPA Grant Fund - 230		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.2100	ARPA 2021- Local Fiscal Recovery Funds	1,380,023	3,258,492	3,022,395
36.1000	Interest on Bank/Pool Accounts	0	500	0
<b>REVENUES Total</b>		<b>1,380,023</b>	<b>3,258,992</b>	<b>3,022,395</b>
51.1100	Wages- Full Time Employee	24,729	75,000	0
51.2200	FICA	1,796	1,600	0
51.2400	Retirement	7,472	7,900	0
51.2700	Worker's Compensation	100	105	0
52.2900	Taxable Employee Benefits	194	162	0
52.1300	Other Contractual Services	238,625	0	0
54.1302	Other Improvements	31,000	0	0
57.2000	Payments to Other Agencies	399,219	0	0
54.1323	Computers	(160)	0	0
52.2200	Repairs and Maintenance	64,890	150,000	0
54.1300	Buildings/Building Improvements	100,469	0	121,557
53.1600A	Vehicle Equipment Add Ons	1323	0	0
53.1601	Computer and Hardware	42,344	46,000	0
54.2200	Vehicles - Police	0	0	202,800
54.2200	Vehicles - Fire	0	0	65,721
54.1405	Drainage Improvements	438,668	2,951,000	2,632,317
52.1300	Other Contractual Services	0	6,000	0
53.1100	Materials and Supplies	5,253	225	0
54.1302	Other Improvements	24,100	21,000	0
<b>EXPENDITURES Total</b>		<b>1,380,022</b>	<b>3,258,992</b>	<b>3,022,395</b>

11. Miscellaneous Grants - The City competes for grant funding annually for wellness initiatives and safety. Funds are accounted for in the 240 Account. Additional grants for police and fire operations are reflected in this fund. FY 2025 shows conservative estimates for grant funding in the amount of \$44,600.

Miscellaneous Grant Fund – 240		2023	2024	2025
Account #	Description	Actual	Budget	Budget
37.000	Contributions/Donations	16	70,000	0
37.1001	Wellness Incentive Donations	0	0	30,000
33.4155	Grant Funds	67,642	525,000	14,600
<b>REVENUES Total</b>		<b>67,658</b>	<b>595,000</b>	<b>44,600</b>
53.1100	Materials and Supplies – HR	9,648	30,000	0
53.1106	Protective Equipment – HR	34,488	40,000	0
53.1706A	Miscellaneous Wellness Program Expenses	0	0	30,000
52.1300	Other Contractual Services – PD	18,379	0	0
53.1100	Materials and Supplies – PD	0	500,000	6,000
54.2503	Protective Equipment – PD	0	0	8,600
53.1100	Materials and Supplies – Fire	315	0	0
53.1106	Protective Equipment – Fire	4,828	25,000	0
<b>EXPENDITURES Total</b>		<b>67,658</b>	<b>595,000</b>	<b>44,600</b>

## FY 2025 Revenues & Expenses SECTION VI. SANITATION FUND

The Sanitation Fund will track all revenues, transfers and expenditures associated with the collection of brush (yard debris) and bulk and the collection for downtown commercial garbage.

### Sanitation Fund Revenue

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
<b>Fund: 540 - Sanitation Fund</b>						
<b>REVENUES</b>						
<b>Function / Activity: 00 - Revenue</b>						
<i>RE50 - Service Charges</i>						
34.4110	Garbage Fees - Residential	0.00	3,244,509.19	3,900,000.00	3,423,000.00	3,525,690.00
34.4111	Garbage Fees - Commercial	79,203.06	101,786.82	90,000.00	102,000.00	90,000.00
34.4112	Sanitation Administration Fee	0.00	248,675.12	300,000.00	326,500.00	300,000.00
34.4115	Yard Debris & Bulk Collection Fees	738,063.84	1,224,857.24	950,000.00	1,552,225.00	1,261,245.00
<i>Service Charges</i>		<b>\$817,266.90</b>	<b>\$4,819,828.37</b>	<b>\$5,240,000.00</b>	<b>\$5,403,725.00</b>	<b>\$5,176,935.00</b>
<i>RE70 - Other Local Revenue</i>						
34.4130	Sale of Recyclables	0.00	390.00	0.00	0.00	0.00
34.4190	Late Fees/Other Charges	0.00	90.00	0.00	90.00	0.00
<i>Other Local Revenue</i>		<b>\$0.00</b>	<b>\$480.00</b>	<b>\$0.00</b>	<b>\$90.00</b>	<b>\$0.00</b>
<i>RE90 - Other Financing Sources</i>						
36.1000	Interest on Bank/Pool Accts	3,684.58	12,233.52	9,000.00	13,800.00	12,000.00
39.1200	Transfer from General Fund	190,000.00	150,000.00	150,000.00	150,000.00	125,000.00
39.2100	Proceeds of Capital Asset Disposition	0.00	(7,245.00)	0.00	0.00	0.00
<i>Other Financing Sources</i>		<b>\$193,684.58</b>	<b>\$154,988.52</b>	<b>\$159,000.00</b>	<b>\$163,800.00</b>	<b>\$137,000.00</b>
<b>Revenues Total</b>		<b>\$1,010,951.48</b>	<b>\$4,975,296.89</b>	<b>\$5,399,000.00</b>	<b>\$5,567,615.00</b>	<b>\$5,313,935.00</b>

## Sanitation Fund Expense

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
51.1100	Wages - Full Time Employees	387,430.36	538,472.68	550,644.00	493,470.00	582,088.00
51.1200	Wages - Part Time Employees	0	6,154.25	5,000.00	4,600.00	4,000.00
51.1300	Wages - Overtime	21,089.51	25,952.29	15,900.00	24,500.00	20,500.00
51.2100	Employee Ins (Health/Basic Life)	107,379.63	190,000.00	209,000.00	209,000.00	209,000.00
51.2150	Employee Flexible Spending	84	220	220	220	220
51.2200	FICA (Soc Sec)	28,427.32	40,859.25	42,839.00	39,338.00	41,910.00
51.2400	Retirement	134,233.72	69,676.62	67,774.00	72,248.00	86,150.00
51.2600	Unemployment Insurance	10.33	0	20	0	0
51.2700	Worker's Compensation	23,561.92	21,937.44	40,516.00	33,563.00	24,433.00
51.2910	Employee Recognition	478.11	602.3	500	1,050.00	2,500.00
<b>Salaries &amp; Benefits</b>		<b>702,694.90</b>	<b>893,874.83</b>	<b>932,413.00</b>	<b>877,989.00</b>	<b>970,801.00</b>
51.2900	Taxable Employee Benefits	648	333	1,080.00	540	540
51.2900A	NonTaxable Employee Benefits	1,056.73	0	0	0	800
52.1200	Professional Services	0	0	0	150	0
52.1300	Other Contractual Services	105,043.39	3,508,554.15	3,307,001.00	3,565,800.00	3,672,549.00
52.2110	Solid Waste Disposal	341,448.66	376,103.12	352,000.00	394,400.00	392,000.00
52.2200	Repairs and Maintenance	2,100.00	1,500.00	2,400.00	2,000.00	2,400.00
52.3101	Vehicle Insurance	3,328.21	2,457.53	4,000.00	4,005.00	4,685.00
52.3102	Bldg & Pers Liability Insurance	4,160.31	2,954.76	6,600.00	6,275.00	7,730.00
52.3200	Communications	700.07	7,988.91	1,080.00	1,751.00	13,880.00
52.3300	Advertising	0	0	2,000.00	0	0
52.3400	Printing & Binding	0	5,304.17	40,000.00	48,000.00	48,000.00
52.3500	Travel Expenses	0	0	2,000.00	0	2,000.00
52.3600	Dues and Fees	0	0	500	0	500
52.3700	Training	0	0	1,500.00	0	1,500.00
53.1100	Materials and Supplies	48,184.26	32,490.90	7,000.00	21,600.00	7,500.00
53.1101	Office Supplies	686.04	116.36	600	300	600
53.1112	March 2021 Tornado	13,406.17	349.25	0	1,433.00	0
53.1270	Vehicle Gasoline/Diesel	93,957.44	79,284.16	89,500.00	83,000.00	89,500.00
53.1300	Food Supplies	249.94	0	0	0	0
53.1600	Minor Equipment	0	0	500	0	500
53.1601	Computer Hardware & Software	10,540.73	0	0	3,600.00	0
53.1700	Other Supplies/Uniform Rental	2,932.03	3,099.48	2,950.00	3,100.00	2,950.00
53.1701	Vehicle Maintenance	49,682.68	81,739.06	45,500.00	54,000.00	56,500.00
53.1706	Miscellaneous	0	3,177.81	0	0	0
<b>Operating Expenses</b>		<b>\$678,124.66</b>	<b>\$4,105,452.66</b>	<b>\$3,866,211.00</b>	<b>\$4,189,954.00</b>	<b>\$4,304,134.00</b>
54.2500	Other Equipment	0	1,511.98	0	0	0
56.1000	Depreciation	84,913.75	46,119.09	85,000.00	30,000.00	39,000.00
<b>Capital</b>		<b>\$84,913.75</b>	<b>\$47,631.07</b>	<b>\$85,000.00</b>	<b>\$30,000.00</b>	<b>\$39,000.00</b>
<b>EXPENSES TOTAL</b>		<b>\$1,465,733.31</b>	<b>\$5,046,958.56</b>	<b>\$4,883,624.00</b>	<b>\$5,097,943.00</b>	<b>\$5,313,935.00</b>

**Capital Project Funds**  
**FY 2025 Revenue & Expenditures**

**SECTION VII. CAPITAL PROJECTS FUNDS**

Capital Projects Funds are used to budget and account for the acquisition or construction of all capital equipment or facilities costing \$5,000 or more and having an economic useful life of one year or more (other than those financed by Proprietary Funds, Special Assessment Funds, and Trust Funds). The City currently uses 3 capital project funds for FY 2025: SPLOST 2019, SPLOST 2025 and Impact Fees Fund.

Consequentially, the City of Newnan relies on SPLOST funding for the majority of its capital projects requirements. Without the additional revenue generated by this tax, the City would have to find alternate means of funding such projects. This could potentially lead to increased property taxes and other fees, along with a decrease in the quality and types of services the City is able to offer. The City will continue to utilize these revenues as long as possible to minimize the impact on its citizens.

1. SPLOST 2019 projects include culvert repairs, street improvements, heavy equipment and engineering for park designs.

2019 SPLOST Fund – 310		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.7100	SPLOST Receipts	10,076,007	9,200,000	9,200,000
36.1000	Interest on Bank/Pool Accts	31,243	20,000	20,000
<b>REVENUES Total</b>		<b>10,107,250</b>	<b>9,220,000</b>	<b>9,220,000</b>
54.1300	Fire Training Facility Renovations	3,726,933	0	0
54.1322B	Fire Engine	0	889,000	0
54.1401A	Major Street, Sidewalk & Drainage Maintenance	1,120,450	2,300,000	190,201
54.1401C	Lower Fayetteville Road	0	250,000	0
54.1401D	Street, Intersection, Sidewalk & Parking Improvements	488,361	7,750,000	4,108,000
54.2504D	Public Works/Street Equipment	478,122	178,000	318,189
54.1201	CJ Smith Park	269,032	0	0
54.1203	Pickett Field	0	0	0
54.1207	Path and Linear Parks	121,047	10,000	239,669
54.1302	Other Improvements	0	350,000	834,065
54.2400	Computer Hardware and Software	46,225	0	76,820
61.2000	Transfer to Newnan W & L	1,007,601	920,000	0
<b>EXPENDITURES Total</b>		<b>2,849,479</b>	<b>12,647,000</b>	<b>5,766,944</b>

2. SPLOST 2025 projects include engineering for cemetery improvements, street resurfacing, heavy equipment, computer hardware and software, and five park projects.

2025 SPLOST Fund – 315		2023	2024	2025
Account #	Description	Actual	Budget	Budget
33.7100	SPLOST Receipts	0	0	9,208,350
36.1000	Interest on Bank/Pool Accts	0	0	10,000
<b>REVENUES Total</b>		<b>0</b>	<b>0</b>	<b>9,218,350</b>
54.1300	Fire Training Facility Renovations	0	0	0
54.1305	Cemetery Improvements	0	0	55,000
54.1322B	Fire Engine	0	0	0
54.1401A	Major Street, Sidewalk & Drainage Maintenance	0	0	2,000,000
54.1401C	Lower Fayetteville Road	0	0	0

**REVENUES & EXPENDITURES DETAIL**

54.1401D	Street, Intersection, Sidewalk & Parking Improvements	0	0	0
54.2504D	Public Works/Street Equipment	0	0	350,000
54.1200	Site Improvements	0	0	1,200,000
54.1204	Pickle Ball Facility	0	0	900,000
54.1207	Path and Linear Parks	0	0	2,000,000
54.1209	Greenville Street Park Improvements	0	0	1,000,000
54.1213	LINC Trailhead and Downtown Park	0	0	3,000,000
54.2400	Computer Hardware and Software	0	0	250,000
61.2000	Transfer to Newnan W & L	0	0	1,000,000
<b>EXPENDITURES Total</b>		<b>0</b>	<b>0</b>	<b>11,755,000</b>

3. Impact Fees - Impact Fees budget for FY 2025 include the design of Lower Fayetteville Widening Project.

Impact Fees Fund - 375		2023	2024	2025
Account #	Description	Actual	Budget	Budget
34.1323	Road/St/Bridges Impact Fee	51,627	75,000	60,000
34.1324	Fire Services Impact Fee	45,845	75,000	40,000
34.1326	Parks/Recreation Impact Fee	153,746	150,000	130,000
36.1003	Interest - Roads/Streets/Bridges	6,222	6,000	7,000
36.1004	Interest - Fire Services	9,365	7,500	1,500
36.1006	Interest - Parks/Recreation	3,693	3,000	4,000
<b>REVENUES Total</b>		<b>270,498</b>	<b>316,500</b>	<b>242,500</b>
54.2200	Vehicles	294,975	376,599	0
54.1400	Streets, Sidewalks, Lights, Etc.	0	0	242,500
54.1215A	Recreation Improvements	1,971	0	0
<b>EXPENDITURES Total</b>		<b>296,946</b>	<b>376,599</b>	<b>242,500</b>

## Fund Balance & Consolidated Schedule Section VIII – FUND BALANCE

### Fund Balance – All Funds

Fund Balance is the remainder of funds that have not been reserved or designated. In accounting it is excess of assets over liabilities. The following charts shows the changes in fund balance for all funds and explanations where fund balance has changed more that 10%.

	2024 Budget Beginning Fund Balance (non audited)	2024 Projected Revenues	2024 Projected Expenditures	2025 Budget Projected Beginning Fund Balance	% Change	\$\$ Change
<b>Major Funds</b>						
General Fund	30,597,248	38,205,917	39,603,165	29,200,000	-5%	-1,397,248
SPLOST 2019	11,959,271	28,000	5,766,944	6,220,327	-48%	-5,738,944
SPLOST 2025	0	0	0	0	0%	0
ARPA	3,820,195	1,303,471	2,101,271	3,022,395	-21%	-797,800
Sanitation Fund	-119,915	5,567,615	5,097,943	349,757	392%	469,672
NSP 1 Grant	0	601,078	601,078	0	0%	0
NSP 3 Grant	0	787,263	787,263	0	0%	0
EDI-CPF	0	0	0	0	n/a	0
<b>Non-Major Funds</b>						
Impact Fees	1,240,431	242,500	242,500	1,240,431	0%	0
Street Improvement	1,217,449	515,514	515,514	1,217,449	0%	0
Confiscated Assets	150,537	113,180	82,500	181,217	20%	30,680
Tourism Enhancement	0	1,440,000	1,440,000	0	0%	0
Motor Vehicle Rental	0	115,000	115,000	0	0%	0
CHIP	0	129,784	129,784	0	0%	0
Miscellaneous Grants	0	154,328	154,328	0	0%	0
Opioid Settlement Fund	0	88,970	88,970	0	0%	0

1. SPLOST 2019 – There is a 48% decrease simply due to expenditures exceeding revenues. SPLOST 2019 expires on 12/31/24. Over the next few years, fund balance will be expensed in its entirety.
2. ARPA – There is a 21% decrease simply due to expenditures exceeding revenues. Remaining ARPA funds in the amount of 3,022,395 will be expensed in Fiscal Year 2025. This will close out the grant fund. All funds have been allocated as of 12/31/2024.
3. Sanitation Fund - Sanitation Fund ended Fiscal Year 2023 with a negative 119,915. Estimating that revenues will exceed expenditures that bring the fund balance to a positive 349,757.
4. Confiscated Assets – There is a 20% increase in fund balance. Estimated increase in assets over the next year. Expenses for funds have not yet been fully identified.

Section IX – CONSOLIDATED SCHEDULES

This chart illustrates major funds resources and expenditures for FY 2025 and includes the Sanitation Fund. The major fund and minor funds schedules were separated in order for the charts to be smaller and more legible. Additional details on revenue sources and expenditures can be found throughout this document.

Major Funds Consolidated Schedule & Sanitation Fund FY 2025									
	General Fund	Sanitation Fund	SPLOST 2019	NSP1 Grant	NSP 3 Grant	EDI-CEF	ARPA	SPLOST 2025	Total
<b>Resources</b>									
<b>Revenues</b>									
Grants				401,000	352,000	766,000	3,022,395		4,541,395
Sanitation Fees		5,188,935							5,188,935
Impact Fees									-
SPLOST			28,000					9,218,350	9,246,350
Property Taxes	9,289,064								9,289,064
Sales Taxes	12,300,000								12,300,000
Excise (Franchise) Tax	6,887,000								6,887,000
Occp Tax/Alcohol License	3,464,275								3,464,275
Inspections & Permits	529,400								529,400
Fines & Forfeitures	944,000								944,000
Other Local Revenue	564,700								564,700
Intergovernmental	1,080,500								1,080,500
Other Financing Sources	462,726								462,726
<b>Total Revenues</b>	<b>35,521,665</b>	<b>5,188,935</b>	<b>28,000</b>	<b>401,000</b>	<b>352,000</b>	<b>766,000</b>	<b>3,022,395</b>	<b>9,218,350</b>	<b>54,498,345</b>
<b>Operating Transfers In</b>									
Water & Light	1,850,000								1,850,000
General Fund	-	125,000							125,000
Hotel/Motel Tourism	540,000								540,000
<b>Total Transfers In</b>	<b>2,390,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,515,000</b>
<b>TOTAL RESOURCES</b>	<b>37,911,665</b>	<b>5,313,935</b>	<b>28,000</b>	<b>401,000</b>	<b>352,000</b>	<b>766,000</b>	<b>3,022,395</b>	<b>9,218,350</b>	<b>57,013,345</b>
<b>Expenditures</b>									
General Government	10,313,888		76,820				121,557	305,000	10,817,265
Public Safety	18,696,979						268,521		18,965,500
Public Works	3,544,068	5,313,935	4,616,390				2,632,317	2,350,000	18,456,710
Community Development	4,193,121		1,073,734	401,000	352,000	766,000		8,100,000	14,885,855
Other Services	1,038,609								1,038,609
Tourism Capital	-								-
<b>Total Expenditures</b>	<b>37,786,665</b>	<b>5,313,935</b>	<b>5,766,944</b>	<b>401,000</b>	<b>352,000</b>	<b>766,000</b>	<b>3,022,395</b>	<b>10,755,000</b>	<b>64,163,939</b>
<b>Operating Transfers Out</b>									
Convention Center									-
Explore Newnan Coweta									-
General Fund									-
Street Improvement Fund									-
Sanitation Fund	125,000								125,000
Water & Light								1,000,000	1,000,000
<b>Total Transfers Out</b>	<b>125,000</b>							<b>1,000,000</b>	<b>1,125,000</b>
<b>TOTAL USES</b>	<b>37,911,665</b>	<b>5,313,935</b>	<b>5,766,944</b>	<b>401,000</b>	<b>352,000</b>	<b>766,000</b>	<b>3,022,395</b>	<b>11,755,000</b>	<b>65,288,939</b>
<b>Net Resources</b>	<b>-</b>	<b>-</b>	<b>(5,738,944)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,536,650)</b>	<b>(8,275,594)</b>

The chart below illustrates minor funds revenues and expenditures budgeted for FY 2025.

Minor Funds Consolidated Schedule									
FY 2025									
	Impact Fees	Misc. Grants	Opiod	CHIP	Hotel/Motel Tourism	Confiscated Assets	Motor Vehicle Rental	Street Fund	Total
<b>Resources</b>									
<b>Revenues</b>									
Confiscated Assets						113,180			113,180
Impact Fees	242,500								
Grants		44,600	100,000	75,000				515,514	735,114
Hotel / Motel Tax					1,440,000				1,440,000
Motor Vehicle Tax							115,000		115,000
<b>Total Revenues</b>	<b>242,500</b>	<b>44,600</b>	<b>100,000</b>	<b>75,000</b>	<b>1,440,000</b>	<b>113,180</b>	<b>115,000</b>	<b>515,514</b>	<b>2,645,794</b>
<b>Operating Transfers In</b>									
Water & Light									-
General Fund									-
Hotel/Motel Tourism									-
<b>Total Transfers In</b>									-
<b>TOTAL RESOURCES</b>	<b>242,500</b>	<b>44,600</b>	<b>100,000</b>	<b>75,000</b>	<b>1,440,000</b>	<b>113,180</b>	<b>115,000</b>	<b>515,514</b>	<b>2,645,794</b>
<b>Expenditures</b>									
General Government		30,000	100,000						130,000
Public Safety		14,600				82,500			97,100
Public Works	242,500							515,514	758,014
Community Development				75,000					75,000
Other Services									-
Tourism Capital									-
<b>Total Expenditures</b>	<b>242,500</b>	<b>44,600</b>	<b>100,000</b>	<b>75,000</b>	<b>-</b>	<b>82,500</b>	<b>-</b>	<b>515,514</b>	<b>1,060,114</b>
<b>Operating Transfers Out</b>									
Convention Center					360,000		115,000		475,000
Explore Newnan Coweta					540,000				540,000
General Fund					540,000				540,000
Street Improvement Fund									-
Sanitation Fund									-
Water & Light									-
<b>Total Transfers Out</b>					<b>1,440,000</b>		<b>115,000</b>		<b>1,555,000</b>
<b>TOTAL USES</b>	<b>242,500</b>	<b>44,600</b>	<b>100,000</b>	<b>75,000</b>	<b>1,440,000</b>	<b>82,500</b>	<b>115,000</b>	<b>515,514</b>	<b>2,615,114</b>
<b>Net Resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,680</b>	<b>-</b>	<b>-</b>	<b>30,680</b>



# **DEPARTMENTAL BUDGETS**



## Personnel

### SECTION I. PERSONNEL POSITION COUNTS

The following charts depict the City's personnel position counts beginning with full-time.

#### CITY OF NEWNAN, GEORGIA FULL-TIME PERSONNEL BY DEPARTMENT

Department	FY 2023	FY 2024	Positions Added for FY 2025	FY 2025	Variance FY 2024 vs FY 2025
City Manager	8	8	-1	7	-1
Finance	6	6	0	6	0
Human Resources	3	3	-1	2	-1
Information Technology	3	3	0	3	0
Facilities Maintenance	4	4	0	4	0
Police:					
Officers	96	96	0	96	0
Civilians	7	8	0	8	0
Administrative	5	5	0	5	0
Municipal Court	4	5	1	6	1
Fire Department:					
Firefighters	69	70	0	70	0
Administrative	1	1	0	1	0
Planning & Zoning	5	5	1	6	1
Parks & ROW Beautification	20	20	0	20	0
Building Inspection	10	10	1	11	1
Public Works Administration	2	2	0	2	0
Streets	21	21	-1	20	-1
Garage	6	6	-1	5	-1
Cemetery	8	8	0	8	0
Sanitation Admin	4	4	0	4	0
Sanitation Refuse	2	2	0	2	0
Sanitation Brush & Bulk	4	4	1	5	1
Engineering	4	4	1	5	1
Carnegie Building	2	2	0	2	0
Business Development & Main	3	3	-1	2	-1
Street (& Special Events)					
Leisure Services	4	5	0	5	0
<b>Full-Time Employees</b>	<b>301</b>	<b>305</b>	<b>0</b>	<b>305</b>	<b>0</b>

**CITY OF NEWNAN, GEORGIA**  
**PART - TIME PERSONNEL BY DEPARTMENT**

<b>Department</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>Positions Added for FY 2025</b>	<b>FY 2025</b>	<b>Variance FY 2024 vs FY 2025</b>
City Council	7	7	0	7	0
Finance	1	1	-1	0	-1
Streets	2	2	-2	0	-2
Police:					
Crossing Guards	2	2	0	2	0
Administrative	1	0	0	0	0
Municipal Court	1	0	0	0	0
Building Inspection	1	1	-1	0	-1
Cemetery	2	2	0	2	0
Carnegie Building	4	4	-1	3	-1
Leisure Services	3	4	2	6	2
<b>Part-Time Employees</b>	<b>24</b>	<b>23</b>	<b>-3</b>	<b>20</b>	<b>-3</b>

There are no additional full-time positions in the FY 25 budget. However, 3 Part time positions were removed. The chart below depicts staffing changes and impacts.

**2025 Staffing Changes Impact**

<b><u>Position</u></b>	<b><u>Function</u></b>	<b><u>Dept</u></b>	<b><u>Wages</u></b>
Senior Finance Technician	Finance	Finance	22,006
Code Enforcement Officer	Code Enforcement	Building	23,078
Reference Assistant	Library	Carnegie	18,450
<b>Net Impact on Operations</b>			<b>(63,534)</b>

## SECTION II. General Government

General Government consist of 6 Functions/Departments:

- City Council
  - City Attorney
- City Manager
  - City Clerk
  - Communications
- Information Technology
- Finance
- Human Resources
- Facilities Maintenance

The following is a list of the City's short and long-term priorities and goals for the General Government function of the City of Newnan. These priorities and goals support the mission of the City of Newnan. Departmental goals for the 2025 budget year are in this section of the budget document underneath each respective department's budget information.

### Short Term Priorities

- Work with the City Council to provide necessary resources to develop programs that will enhance the quality of living in the City of Newnan.
- Monitor operations of City's departments to see that services are provided in the most efficient and cost-effective manner.
- Provide and monitor City's financial data to ensure that revenues and expenditures are within the ranges appropriated by Council.

### Short Term Goals

- Procure and pay for needed goods and services in a timely, efficient manner, including processing payments to, and on behalf of, City staff and all associated reporting.
- Bill and collect all revenues due to the City in a professional and timely manner.
- Utilize new technologies to develop cost effective means of interactive communications between staff and citizens.
- Provide an annual CAFR for the Citizens and Council of the City of Newnan in accordance with GAAP and GASB requirements.
- Prepare high-quality budget documents worthy of the GFOA Distinguished Budget Presentation Award annually.
- Increase visibility of the City and its operations and services through positive and consistent communication with the public and staff.
- Maintain a City of Newnan Listserv through the City's website for public alerts and announcements to increase awareness and provide transparency of governmental practices to its citizens.

### Long Term Priorities

- Develop programs to improve the delivery of city services and to expand services as required by city growth for Council's consideration.
- Focus on quality customer service in all contacts with citizens and customers.

- Offer a work environment which allows the city to recruit, attract and support quality employees dedicated to serving the citizens and businesses in the City of Newnan.
- Develop and maintain policies and procedures to govern the employees of the City of Newnan.
- Continue to add programs that will enhance the quality of life for all residence.
- Continue to provide and maintain outdoor recreation amenities through capital projects

### Long Term Goals

- Provide opportunities for staff members to develop themselves to better serve the citizens of the City.
- Develop and maintain policies and procedures to govern the employees of the City of Newnan.
- Provide coordinated, accurate information to the City, media and general public in a timely and effective fashion through news releases and other forms of communication.
- Maintain compliance with all state and federal regulations.
- Develop programs to enhance risk management effectiveness.
- Continuously update and enhance current operating practices and procedures utilizing new technologies to increase efficiency and effectiveness.
- Utilize volunteer boards, authorities and commissions to their fullest extent.
- Utilize plans, studies, projections and reports to formulate long-term plans, both programmatic and financial, to effectively handle growth in the City.
- Continue to work toward retro fitting all facilities and to make all new facilities ADA compliant.

## CITY COUNCIL

### Department Description

Since 1960, the City of Newnan has operated under the Council-Manager form of government. The City Council sets policy and relies on the City Manager to implement policy direction. The City Council consists of a Mayor and 6 Council members. The Mayor is elected at large and serves a four-year term. Council members are elected by district and serve four-year staggered terms.

The City Attorney's professional services are also included in the City Council's budget. In previous years the City Attorney had his own budget but was not considered a department. Therefore to simplify the process, it was decided to allocate these costs as a City Council expense.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1110 - City Council						
Department: 10 - City Council						
EX01 - Salaries and Benefits						
51.1200	Wages - Part Time/Temp Employees	44,654.22	43,000.36	43,000.00	43,558.00	43,000.00
51.2200	FICA (Soc Sec)	3,362.75	3,227.22	2,869.00	3,266.85	3,225.00
51.2400	Retirement	5,835.72	5,525.66	16,433.00	21,381.00	6,364.00
51.2700	Worker's Compensation	120.32	72.68	124.00	103.00	75.00
Account Classification Total: EX01 - Salaries and Benefits		\$53,973.01	\$51,825.92	\$62,426.00	\$68,308.85	\$52,664.00
EX02 - Operating Expenditures						
51.2900 A	Non-Taxable Employee Benefits	736.50	783.11	700.00	1,480.00	1,400.00
52.1200	Professional Services	168,832.52	174,463.02	105,000.00	175,000.00	150,000.00
52.1201	Public Relations	12,339.19	12,816.66	10,500.00	12,000.00	12,000.00
52.3400	Printing & Binding	195.99	379.52	300.00	200.00	300.00
52.3500	Travel Expenditures	30,293.98	48,733.90	32,000.00	60,000.00	35,000.00
52.3600	Dues and Fees	15,953.71	16,480.52	16,500.00	18,500.00	18,500.00
52.3700	Training	7,750.68	5,732.61	7,000.00	4,000.00	5,000.00
53.1300	Food Supplies	250.08	2,405.13	3,000.00	1,000.00	2,000.00
53.1600	Minor Equipment	399.99	303.40	500.00	0.00	0.00
53.1601	Computer Hardware & Software	0.00	43,615.25	2,000.00	0.00	0.00
Account Classification Total: EX02 - Operating Expenditures		\$236,752.64	\$305,713.12	\$177,500.00	\$272,180.00	\$224,200.00
EX05 - Other Financing Uses						
57.2000	Payments to Other Agencies	16,500.00	16,500.00	11,500.00	1,500.00	11,500.00
57.2010	Three Rivers Regional Commission	42,602.00	42,602.00	43,000.00	42,602.00	43,000.00
Account Classification Total: EX05 - Other Financing Uses		\$59,102.00	\$59,102.00	\$54,500.00	\$44,102.00	\$54,500.00
Department Total: 10 - City Council		\$349,827.65	\$416,641.04	\$294,426.00	\$384,590.85	\$331,364.00

<https://www.newnanga.gov/259/City-Manager>

## CITY MANAGER

### Department Description

#### Management

The Office of the City Manager is responsible for coordinating the varied functions of the city. Appointed by and reporting to the City Council, the City Manager serves as the Chief Administrative Officer, charged with the implementation of City Council adopted policies and directives and the day-to-day operations of the City. He also has several direct report departments shown in the organizational chart within the City Introduction Section of this document. The Assistant City Manager, Hasco Craver, is responsible for Community & Economic Development. Assistant City Manager for Financial Services, Meg Kelsey, is responsible for the Finance Department and Human Resource Department's day-to-day operations.



Cleatus Phillips  
City Manager



Hasco Craver  
Assistant  
City Manager



Meg Kelsey  
Assistant  
City Manager

### Communications

The Office of Communications connects the media and citizens of Newnan to the city government. We handle all media inquiries, the city website, all city social media platforms, stream the city council meetings, handle city branding, and manage all filming requests. We also facilitate the Newnan Citizens Academy twice a year (spring and fall) for citizens who want to learn more about their local government.

### City Clerk

The City Clerk is responsible for maintaining all City records including minutes of all City Council meetings, ordinances and resolutions. City Clerk is also the Open Records Officer and presides over election qualifying and holds the City Seal. City Clerk also assists the City Council and City Manager with day-to-day administrative tasks.



Aimee Hadden  
Communications Manager



Megan Shea  
City Clerk

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1320 - City Manager						
Department: 11 - City Manager						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	589,891.62	689,410.70	797,579.00	831,585.53	804,692.00
51.1200	Wages - Part Time/Temp Employees	2,016.00	3,213.00	0.00	0.00	0.00
51.1300	Wages - Overtime	0.00	67.20	0.00	75.00	0.00
51.2200	FICA (Soc Sec)	42,048.08	48,766.10	64,841.00	58,210.99	57,938.00
51.2400	Retirement	78,872.52	81,930.86	101,349.00	118,180.00	119,094.00
51.2600	Unemployment Insurance	7.75	0.00	0.00	0.00	0.00
51.2700	Worker's Compensation	5,229.60	3,252.88	7,904.00	6,547.00	4,870.00
51.2910	Employee Recognition	46.19	0.00	0.00	0.00	0.00
Account Classification Total: EX01 - Salaries and Benefits		\$718,111.76	\$826,640.74	\$971,673.00	\$1,014,598.52	\$986,594.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	15,980.00	16,830.00	24,240.00	23,425.00	23,700.00
51.2900 A	Non-Taxable Employee Benefits	0.00	128.75	550.00	20.00	500.00
52.1200	Professional Services	211,211.09	278,115.74	147,803.00	185,000.00	80,000.00
52.1201	Public Relations	1,666.60	2,614.93	4,000.00	3,800.00	10,000.00
52.1300	Other Contractual Services	51,521.25	11,042.41	10,000.00	27,000.00	36,000.00
52.1301	Elections	0.00	33,640.82	0.00	100.00	25,000.00
52.2200	Repairs and Maintenance	836.47	31.98	2,750.00	0.00	500.00
52.3102	Bldg & Pers Liability Insurance	1,664.13	1,181.90	1,750.00	1,907.44	2,050.00
52.3200	Communications	13,722.58	17,829.60	30,750.00	32,000.00	25,500.00
52.3300	Advertising	2,008.40	3,477.34	1,500.00	8,500.00	1,500.00
52.3400	Printing & Binding	1,780.59	3,369.16	1,700.00	1,700.00	2,000.00
52.3500	Travel Expenditures	18,988.46	21,837.09	17,550.00	20,000.00	15,500.00
52.3600	Dues and Fees	7,019.34	16,252.83	16,855.00	18,500.00	18,930.00
52.3700	Training	5,957.26	7,257.11	8,000.00	6,000.00	6,250.00
53.1100	Materials and Supplies	796.93	367.22	500.00	1,500.00	1,000.00
53.1101	Office Supplies	3,275.75	4,540.64	1,000.00	3,200.00	3,000.00
53.1112	March 2021 Tornado	0.00	50,000.00	0.00	0.00	0.00
53.1270	Vehicle Gasoline/Diesel	479.34	532.36	700.00	27.00	0.00
53.1300	Food Supplies	2,314.62	2,172.12	3,500.00	2,500.00	3,000.00
53.1400	Books & Periodicals	883.86	942.38	1,700.00	1,700.00	2,320.00
53.1600	Minor Equipment	403.93	518.66	500.00	0.00	500.00
53.1601	Computer Hardware & Software	6,701.71	2,815.68	4,600.00	5,600.00	4,050.00
53.1602	Office Furniture	9,858.45	0.00	0.00	1,007.00	0.00
53.1701	Vehicle Maintenance	289.80	70.00	500.00	210.00	0.00
53.1706	Miscellaneous	15,255.95	129,260.48	15,000.00	6,500.00	10,000.00
53.1708	Other Boards and Agencies	0.00	0.00	0.00	0.00	12,500.00
Account Classification Total: EX02 - Operating Expenditures		\$372,616.51	\$604,829.20	\$295,448.00	\$350,196.44	\$283,800.00
EX04 - Capital Outlays						
54.1101	Caldwell Tanks Property	2,047,190.77	160,630.03	0.00	0.00	0.00
54.1300	Buildings/Building Improvements	0.00	910,095.24	0.00	0.00	0.00
54.2400	Computer Hardware and Software	0.00	0.00	28,059.00	28,000.00	0.00
Account Classification Total: EX04 - Capital Outlays		\$2,047,190.77	\$1,070,725.27	\$28,059.00	\$28,000.00	\$0.00
EX05 - Other Financing Uses						
57.2000	Payments to Other Agencies	15,000.00	15,000.00	17,500.00	17,500.00	15,000.00
57.2006	Cultural Arts Commission	50,842.98	42,023.48	40,000.00	65,000.00	40,000.00
61.1540	Transfer to Sanitation Fund	190,000.00	150,000.00	150,000.00	150,000.00	125,000.00
Account Classification Total: EX05 - Other Financing Uses		\$255,842.98	\$207,023.48	\$207,500.00	\$232,500.00	\$180,000.00
Department Total: 11 - City Manager		\$3,393,762.02	\$2,709,218.69	\$1,502,680.00	\$1,625,294.96	\$1,450,394.00

## DEPARTMENTAL SUMMARIES

## Communications – FY 2025 Goals and Objectives

### Goal 1: Promote Community Engagement

#### Objectives:

- Continue to connect citizens and media to the city through regularly scheduled reminders of meetings, events, and general information through our social media platforms (A. Urda ongoing)
- Provide regular highlights of city council, city services, initiatives, the trolley, parks, etc. on our social media platforms (A. Urda ongoing)
- Produce a weekly newsletter via email subscription and also share the newsletter on the website and social media channels listing the upcoming city events, meetings and news (A. Hadden/A. Urda ongoing)
- Participate in Georgia Cities Week (A. Hadden)
- Share city council meetings on social media and add recordings of all city council meetings to an external hard drive (A. Hadden ongoing)
- Offer the Newnan Citizens Academy twice a year (spring and fall) (A. Hadden ongoing)
- Feature the artist of the month at City Hall and share with the media and the citizens via social media and the newsletter (A. Hadden/A. Urda ongoing)
- Enhanced communication regarding boards and commissions, highlighting their meeting times and encouraging citizen participation (A. Urda ongoing)

### Goal 2: Excellent Internal Communications

#### Objectives:

- Provide a monthly internal email update for staff with news articles featuring the City of Newnan (A. Hadden ongoing)
- Offer social media training in best practices to all city employees who handle departmental social media (A. Hadden)
- Offer First Amendment Audit training to City Council and staff (A. Hadden ongoing)
- Create brief videos introducing each City Council member and add to their respective pages on the website (A. Urda)

### Goal 3: Professional External Communications

#### Objectives:

- Regularly update and maintain the city's website and calendar so that accurate information is always available (A. Urda ongoing)
- Produce quarterly reports containing photos and relevant information to highlight the important work of the city (A. Hadden ongoing)
- Share important updates using the News Flash section of the website (A. Hadden)
- Respond to all media inquiries from journalists in a professional, timely manner (A. Hadden ongoing)
- Reply to open records requests from media, coordinating with various city departments as needed for relevant information (A. Hadden ongoing)
- Assist City Clerk with open records requests, as needed (S. Beck ongoing)
- Welcome and direct visitors to City Hall and answer phone calls in a professional and courteous manner (S. Beck)
- Maintain the City Hall entry welcome station with brochures and information about city events and departments (S. Beck ongoing)

- Routinely update the City Hall lobby television with relevant information regarding city events, career opportunities, etc. (A. Urda ongoing)
- Facilitate tours of City Hall and provide educational materials and swag to visitors (S. Beck ongoing)
- Provide highlight reels featuring city services and staff (A. Urda ongoing)
- Manage filming requests (A. Hadden ongoing)
- Stream and record all City Council meetings and any other relevant meetings (A. Hadden)

#### **Goal 4: Serve as City of Newnan's Brand Manager**

##### **Objectives:**

- Serve as the city's brand manager (A. Hadden ongoing)
- Continuously update city documents to reflect the current logo (A. Urda ongoing)
- Install logo behind reception desk in City Hall (A. Hadden)
- Provide excellent swag to new city employees, current employees, and designated city events (S. Beck)

#### **City Clerk – FY 2025 Goals and Objectives**

**Goal 1: To provide essential legislative support and liaison services to the City Council enabling effective and efficient decision and actions and to provide access to the City's official records and documents utilizing the best available technologies in a courteous, professional manner.**

##### **Objectives:**

- Attend all Council meetings and record minutes. Prepare official records for council approval, scan to archives and make available to general public, staff and Council. (M. Shea)
- Prepare all ordinance and resolution documents to Council's approval. Record and file as required. (M. Shea)
- Ensure all open records requests are responded to within the required 3 business days and continue to try and streamline the open records process to make it more efficient and easier for citizens. (M. Shea)
- Continue to implement new software for digital records management and work with departments on record retention. (M. Shea)
- Further utilization of Civic Clerk software by City Council and Board members. (M. Shea)

**Goal 2: To administer municipal elections and serve as filing officer for the City when applicable.**

##### **Objectives:**

- File all required reports for elected officials with the State Ethics Board. (M. Shea 12/31/2025)
- Assist Coweta County with coordination of elections as required. (M. Shea 12/31/2025)
- Serve as Qualifying Officer for 2025 City elections and file all necessary paperwork. (M. Shea)
- Assist newly elected officials with training, if applicable, after November 4, 2025 election. (M. Shea)

## FY 2024 Goals Accomplished

### Communications

- ✓ Responded to media requests from journalists in a timely manner and with professional courtesy.
- ✓ Provided strategic guidance regarding media relations to city leadership.
- ✓ Prepared press releases and news alerts, sharing vital information to the media and citizens.
- ✓ Updated internal phone directory for staff.
- ✓ Provided welcome bags with swag for new city employees.
- ✓ Provided a monthly email to city employees featuring "Newnan in the news."
- ✓ Participated in City Hall Selfie Day.
- ✓ Assisted city departments by photographing and highlighting their community events on our social media platforms.
- ✓ Created social media content to celebrate and publicly recognize city departments and staff.
- ✓ Streamed and archived City Council meetings and Public Hearings.
- ✓ Responded to filming requests and coordinated filming within the city of Newnan.
- ✓ Facilitated tours of City Hall.
- ✓ Promoted the Artist of the Month program at City Hall.
- ✓ Produced the Quarterly Reports, highlighting the important work occurring in the city.
- ✓ Assisted with open records requests.
- ✓ PIO Training with the Police Department leadership.
- ✓ Participated in training sessions with the Georgia Municipal Association and Carl Vinson Institute to enhance staff skills.
- ✓ Attended Media Training with Police Dept. Captains (UGA Extension Campus).
- ✓ Posted career opportunities and information regarding events and meetings on our website, socials, and the City Hall lobby TV.
- ✓ Updated City Council and Management Team headshots (photography by Susan Crutchfield).
- ✓ Regularly updated information on the website and city calendar.
- ✓ Carefully monitored frequently used web pages and created a new search button to assist with ease of searches.
- ✓ Advertised the Christmas Parade to the public and provided staff support for event.
- ✓ Added NextDoor to our list of social media we use to connect with the community.
- ✓ Shared valuable content on our social media channels.
- ✓ Routinely highlighted on our social media the various members of our City Council.
- ✓ Provided staff assistance for Newnan Cultural Arts Commission events and advertising.
- ✓ Participated in the Events Committee and assisted Human Resources with various staff events.
- ✓ Provided staff support to the Bicentennial Celebration Committee.
- ✓ Assisted with the Fire Training Facility Ribbon Cutting.
- ✓ Staff support for the Murray Street Groundbreaking.
- ✓ Community Event for new Fire Training Facility.
- ✓ Provided City support for local Bravo Company Deployment.
- ✓ Facilitated the Ribbon Cutting for ADA Playground at Sprayberry Park.
- ✓ Participated in Georgia Cities Week with hosting and participating in multiple events: water pop-up on the LINC, Coffee with a Cop, touch a truck event with the Newnan Fire Department, "pizza in the park" event at C. Jay Smith Skate Park, movie night at the Wadsworth featuring *The Sheriff and the Satellite Kid*, Keep Newnan Beautiful trash pick up for Earth Day, City t-shirt giveaway at Gentle Yoga, DEA Drug Takeback event.

- ✓ Provided a whimsical and fun booth for the City at the Munchkin Masquerade.
- ✓ Photography and staff support at Police Department Golf Tournament.
- ✓ Provided staff support for Millage Rate Public Hearings, including a press release, information on the website, social media posts and streaming of meetings.
- ✓ Provided staff support for Mayor Brady's Arbor Day tree planting at a local elementary school.
- ✓ Photographed the Police Department at a local Juneteenth Celebration.
- ✓ Provided staff support for Arbor Day tree planting at CJ Smith Park.

#### Clerk

- ✓ Helped implement new records management system to move toward more digitally available records
- ✓ Oversaw digitization of current records

#### City Manager

- ✓ Received the "Distinguished Budget Award" for 34 consecutive years.
- ✓ Participated in multiple training sessions with the Georgia Municipal Association to enhance staff skills.

**FINANCE DEPARTMENT**



**Department Description**

Ronda Helton, Finance Manager, and her team is charged with the administration of all financial affairs of the city. In addition, the Finance Manager, along with the Assistant City Manager, is responsible for investment of all City funds as approved and authorized by Council and the supervision of all accounts, including occupational taxes, alcohol licensing, banking, grants, revenue collections, accounts payable, accounts receivable, capital assets and purchasing. The Finance Department handles the year-end closing and adjustments and prepares the annual CAFR.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1510 - Finance						
Department: 13 - Finance						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	283,249.81	290,324.61	375,404.00	342,171.00	416,562.00
51.1200	Wages - Part Time/Temp Employees	13,302.83	25,376.27	23,382.00	9,000.00	0.00
51.2200	FICA (Soc Sec)	22,676.16	24,359.80	28,991.00	26,108.00	29,992.00
51.2400	Retirement	53,197.20	50,541.86	43,033.00	53,750.00	61,651.00
51.2600	Unemployment Insurance	9.04	0.00	14.00	0.00	0.00
51.2700	Worker's Compensation	1,143.72	612.47	823.00	682.00	496.00
51.2910	Employee Recognition	0.00	0.00	0.00	0.00	500.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$373,578.76</b>	<b>\$391,215.01</b>	<b>\$471,647.00</b>	<b>\$431,711.00</b>	<b>\$509,201.00</b>
EX02 - Operating Expenditures						
51.1200 A	Contracted Labor - Non-Employees	0.00	27,808.59	25,000.00	5,522.00	0.00
51.2900	Taxable Employee Benefits	225.00	360.00	600.00	405.00	540.00
51.2900 A	Non-Taxable Employee Benefits	610.57	0.00	0.00	700.00	900.00
52.1200	Professional Services	109,346.50	81,245.89	68,550.00	73,000.00	68,625.00
52.1300	Other Contractual Services	24,539.19	41,274.32	107,300.00	105,000.00	100,300.00
52.2200	Repairs and Maintenance	24,750.60	3,581.25	0.00	0.00	1,000.00
52.3102	Bldg & Pers Liability Insurance	291.21	206.83	0.00	103.00	0.00
52.3200	Communications	54.29	0.00	0.00	0.00	0.00
52.3400	Printing & Binding	2,131.09	1,099.55	1,600.00	1,200.00	2,810.00
52.3500	Travel Expenditures	2,175.15	690.27	5,800.00	2,500.00	5,550.00
52.3600	Dues and Fees	1,003.12	3,652.74	1,250.00	1,250.00	1,250.00
52.3700	Training	2,080.13	3,252.13	5,007.00	2,700.00	6,007.00
53.1100	Materials and Supplies	493.16	377.72	1,500.00	400.00	1,500.00
53.1101	Office Supplies	4,162.69	4,427.27	5,700.00	2,500.00	4,500.00
53.1300	Food Supplies	0.00	0.00	900.00	700.00	900.00
53.1400	Books & Periodicals	125.00	125.00	350.00	0.00	350.00
53.1600	Minor Equipment	0.00	252.83	500.00	450.00	750.00
53.1601	Computer Hardware & Software	2,465.77	3,148.60	3,000.00	3,500.00	3,636.00
53.1602	Office Furniture	0.00	0.00	0.00	2,400.00	1,000.00
53.1706	Miscellaneous	0.00	166.09	250.00	500.00	500.00
<b>Account Classification Total: EX02 - Operating</b>		<b>\$174,453.47</b>	<b>\$171,669.08</b>	<b>\$227,307.00</b>	<b>\$202,830.00</b>	<b>\$200,118.00</b>
<b>Department Total: 13 - Finance</b>		<b>\$548,032.23</b>	<b>\$562,884.09</b>	<b>\$698,954.00</b>	<b>\$634,541.00</b>	<b>\$709,318.00</b>

## FY 2025 Goals and Objectives

**Goal 1: Provide a healthy work environment for staff emphasizing excellent, seamless customer service and expertise in the collection of City revenues and delinquent accounts.**

**Objectives:**

- Maintain cross training for all positions so that every position has always at least one back up. (Staff, Ongoing)
- Maintain Standard Operating Procedures to guide and assist staff in the performance of their duties. (Staff, Ongoing)
- Maintain guidelines, training and codes of conduct for superior customer service. (Finance Manager, Ongoing)

**Goal 2: Monitor and protect the City's assets by maximizing resources, minimizing costs and maintaining cash flows.**

**Objectives:**

- Ensure accounts receivable reconciliations monthly; Mail delinquent notices and follow through with other collection efforts as required. (Accounts Receivable, Ongoing)
- Monitor procurement activities to ensure that the city obtains quality goods and services at the lowest cost within specified periods. (Staff, Ongoing)
- Reconcile all bank accounts monthly; ensure that all accounts maintain healthy balances to provide the city with necessary funding for operations. (Staff Accountant, Ongoing)
- Effectively monitor and manage all investments for the city to ensure maximum returns while minimizing risk to capital resources. (Finance Manager, Ongoing)

**Goal 3: Successfully manage and coordinate all financial functions of the City including Accounts Payable, Accounts Receivable, Cemetery Records, Occupational Taxes, Alcohol Licenses, and all associated reporting and auditing, both internally and externally.**

**Objectives:**

- Ensure that the City's bills are paid in a timely and efficient manner. (Accounts Payable, On-going)
- Ensure that all Receivable accounts are managed effectively and efficiently. (Accounts Receivable, Ongoing)
- Ensure that all Licensing and Occupational Tax renewals, including Alcohol, are processed and maintained effectively and efficiently. Ensure that business tax returns are audited as necessary. (Licensing Technician, Ongoing)
- Ensure that all required reporting requirements, including the annual audit, are followed and deadlines are met both internally and externally. (Finance Manager, Staff as needed)
- Ensure that all new GASB requirements for the annual audit are implemented as required by keeping abreast of changes through training and Department of Audits conferences. (Finance Manager and Staff, On-going)
- Review and process biweekly payrolls, including deductions, taxes and other withholdings, after hours approval and entry into system. Distribute withholdings and taxes to appropriate third party as necessary. (Staff Accountant, Ongoing)
- Complete all associated monthly, quarterly and annual reporting requirements associated with payroll processing by due dates. (Staff Accountant and Finance Manager, Ongoing)

**Goal 4: Prepare and disseminate quarterly and annual financial reports to Council and Management to aid in their assessment of financial and performance matters.**

**Objectives:**

- Ensure that quarterly and annual reports are provided with enough detail and analysis to assist in evaluating the data, determining operating priorities and projecting year-end budget performance. (Manager and Staff, Ongoing)
- Ensure that CAFR is prepared and submitted by June 30 due date annually. (Manager, Ongoing)

**Goal 5: Seek training and career development opportunities which enable the department to provide quality services and excellent financial reporting to the Council, City Manager and citizens of Newnan.**

**Objectives:**

- Attend GASB, GAAP and other related conferences that specifically address changes to the reporting and processing requirements as they occur. (Manager and Staff Ongoing)
- Attend Annual GFOA and GGFOA conferences to stay abreast of changes affecting governments and reporting, as well as keeping in touch with other governmental finance professionals who are invaluable contacts. (Manager and Staff, Ongoing)
- Retain membership in GGFOA and GFOA so that all training opportunities are immediately available to the department, along with the awards programs for the annual CAFR. (Manager, Ongoing)
- Attend annual New World Systems User Conference to stay abreast of changes and enhancements to software, confer with fellow users, and offer suggestions for improvements at hands-on labs and participate in one-on-one training sessions for new software developments. (Manager, Ongoing)
- Provide training opportunities for subordinate staff when needed, which are pertinent to government entities and operations and job-related. (Manager and Staff Ongoing)

**FY 2024 Goals Accomplished**

- ✓ The property tax collection rate for the prior year was 97.94%. We expect to end FY 2024 somewhere around 97.0%.
- ✓ Researched best practices, Federal and GASB guidelines to correctly establish and account for the City's new ARPA (American Rescue Plan Act) Fund. (in process)
- ✓ Finance Department hired 2 positions in FY 2024. Accountant I and Accountant II.
- ✓ Satisfied all annual financial reporting requirements for the City of Newnan including Report of Local Government Finances, Hotel/Motel Tax Report, MEAG Report, SPLOST Annual Reports, Sales Tax Returns, and 1099 Tax Forms for Vendors. (in process)
- ✓ Staff attended several virtual training sessions and conferences throughout the year, covering topics such as Hotel/Motel Tax Changes, GASB & GAAP Changes and/or requirements, and various courses and conferences sponsored by CVIOG, GFOA, GABTO and/or GGFOA.
- ✓ Finance Department is working with McNair, Nichols, Cauley & Associates, LLC. to complete the Annual Audit and CAFR.

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Total Assessed Property Tax Valuation (40%)	\$2,417,132,444	\$2,255,467,190	\$2,265,679,850
Percentage of total collected at year-end	97.94%	97.00%	97.00%
Number of Occupational Tax Certificates Issued (includes renewals and new applications)	1,750	1,852	1,880
Occupational Taxes collected	\$2,930,103	\$3,100,000	\$3,115,000
Number of Alcohol Licenses issued	106	110	119
Alcohol License revenue collected	\$133,885	\$120,000	\$125,000
Alcohol Excise Taxes collected	\$1,101,163	\$1,105,063	\$1,100,000
Number of Accounts Payable payments issued	3,800	3,840	3,900
Number of A/P Checks voided	19	20	20
Received GFOA Excellence in Financial Reporting Award - CAFR	No	Yes	Yes
Number of Bank/Investment accounts maintained	27	29	30
Total Annual Expenditures managed including capital and transfers (all funds)	\$68,827,184	\$46,024,724	\$56,000,000
Total Annual Revenues managed including capital and transfers (all funds)	\$63,827,184	\$49,059,000	\$48,000,000

**INFORMATION TECHNOLOGY**

**Department Description**

Bryan Lee, Information Technology Director and his team is responsible for designing and maintaining the City's computer network, keeping the network secure, phone systems and various other computer programming and support systems. IT staff reports to the Assistant City Manager.



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1535 - Information Tec						
Department: 21 - Information Technology						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	199,466.97	215,737.62	220,852.00	220,622.00	227,478.00
51.2200	FICA (Soc Sec)	15,216.38	16,492.60	17,019.00	16,828.00	16,378.00
51.2400	Retirement	24,747.60	25,297.50	26,697.00	25,828.00	33,667.00
51.2600	Unemployment Insurance	3.87	0.00	6.00	0.00	0.00
51.2700	Worker's Compensation	506.38	297.75	526.00	436.00	317.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$239,941.20</b>	<b>\$257,825.47</b>	<b>\$265,100.00</b>	<b>\$263,714.00</b>	<b>\$277,840.00</b>
EX02 - Operating Expenditures						
	Non Taxable Employee Benefits	0.00	0.00	0.00	375.00	300.00
51.2900	Taxable Employee Benefits	1,620.00	1,620.00	1,620.00	1,620.00	1,620.00
52.1300	Other Contractual Services	5,096.02	693.10	13,000.00	12,000.00	10,500.00
52.2200	Repairs and Maintenance	265,302.29	222,100.16	245,450.00	225,000.00	350,950.00
52.2300	Equipment & Vehicle Rental	3,303.72	2,703.15	3,500.00	3,600.00	3,500.00
52.3101	Vehicle Insurance	166.40	118.19	200.00	201.00	234.00
52.3102	Bldg & Pers Liability Insurance	166.40	118.19	200.00	209.00	234.00
52.3200	Communications	110,045.16	122,679.69	140,500.00	137,200.00	140,800.00
52.3500	Travel Expenditures	4,246.73	4,349.73	6,000.00	3,200.00	6,000.00
52.3600	Dues and Fees	1,677.38	1,805.57	1,780.00	2,083.00	1,830.00
52.3700	Training	5,129.95	800.00	1,800.00	1,200.00	2,200.00
53.1100	Materials and Supplies	251.40	498.47	500.00	500.00	500.00
53.1101	Office Supplies	1,598.28	1,140.81	1,500.00	1,540.00	1,500.00
53.1270	Vehicle Gasoline/Diesel	239.09	216.82	600.00	250.00	500.00
53.1400	Books & Periodicals	0.00	53.77	200.00	0.00	200.00
53.1600	Minor Equipment	2,489.58	1,594.85	2,500.00	2,500.00	2,500.00
53.1601	Computer Hardware & Software	37,627.68	12,917.83	90,500.00	80,000.00	18,000.00
53.1602	Office Furniture	0.00	0.00	250.00	0.00	250.00
53.1701	Vehicle Maintenance	301.97	3,218.73	500.00	300.00	500.00
<b>Account Classification Total: EX02 - Operating</b>		<b>\$439,262.05</b>	<b>\$376,629.06</b>	<b>\$510,600.00</b>	<b>\$471,778.00</b>	<b>\$542,118.00</b>
<b>Department Total: 21 - Information Technology</b>		<b>\$679,203.25</b>	<b>\$634,454.53</b>	<b>\$775,700.00</b>	<b>\$735,492.00</b>	<b>\$819,958.00</b>

## FY 2025 Goals and Objectives

**Goal 1: Develop, enhance and modify the City's technological assets and investments in a sufficient manner to minimize data loss and ensure back-up data exists and is available in the event of natural disaster or equipment failure.**

### **Objectives:**

- Consistently check server health via diagnostics to replace equipment as needed prior to failure. (B. Lee 12/31/2025)
- Monitor and maintain backups daily to ensure data integrity is preserved. (B. Lee, A. Simpkins 12/31/2025)
- Review current contracts to ensure the best price is being given and features we are paying for are being utilized. (B. Lee 12/31/2025)

**Goal 2: Replace aging critical infrastructure where budget permits.**

### **Objectives:**

- Replace edge network switches in City as budget permits. (B. Lee 12/31/2025)
- Maintain the 5-year replacement cycle on office workstations. (B. Lee 12/31/2025)

**Goal 3: Network Infrastructure mapping and monitoring.**

### **Objectives:**

- Develop documentation of all infrastructure including location and how it interconnects. (B. Lee 12/31/2025)
- Expand our network monitoring solution to alert IT staff of problems before the phone rings. (B. Lee 12/31/2025)

**Goal 4: Incorporate industry standard security measures which ensure that information and systems are protected and secure from unauthorized access or use.**

### **Objectives:**

- Look into securing another layer of security for our network to ensure data integrity from growing threat of possible attacks. (B. Lee 12/31/2025)
- Review our group policy in accordance with CIS Controls (B. Lee 12/31/2025)
- Monitor existing MDR system for threat detection and response. (B. Lee 12/31/2025)
- Deploy a Vulnerability scanner to maintain controls. (B. Lee 12/31/2025)

**Goal 5: Effectively and efficiently maintain the City's computer systems and network and provide timely and sufficient technological resources and support to staff so that work can be productively and efficiently performed.**

### **Objectives:**

- Utilize the City's Help Desk software so that problem tickets are prioritized and handled in a manner that enables staff to conduct business and provide excellent customer service. (B. Lee, A. Simpkins 12/31/2025)
- Provide technical assistance to staff in the development of custom reports, databases, and processes to improve efficiency and effectiveness. (B. Lee, A. Simpkins 12/31/2025)
- Research adding a secondary internet connection for when our primary has problems. (B. Lee 12/31/2025)

FY 2024 Goals Accomplished

- ✓ Replaced 35 workstations according to the 5-year replacement cycle
- ✓ Migrated from on-prem Exchange to Office 365
- ✓ Completed phase 1 of Laserfiche deployment
- ✓ Changed from Seamless Docs to Laserfiche Forms
- ✓ Installed new A/V equipment in Carnegie Library
- ✓ Moved NPD flee to a tiered data plan and new network within FirstNet
- ✓ Implemented a network vulnerability scan through Tenable

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Number of Help desk problem tickets received	490	500	550
Number of Help Desk tickets resolved in 72 hours	390	430	475
Number of computers maintained city-wide	245	255	260

## HUMAN RESOURCES

### Department Description

Carole Ann Fields, HR Manager and team provides administrative support to city departments in the recruitment, selection, development, and retention of staff through the design and implementation of an equitable personnel management system. The department is also responsible for providing risk management services including employee group insurance programs, workers' compensation administration, general liability insurance programs, and safety and loss control efforts.



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1540 - Human Resources						
Department: 20 - Human Resources						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	173,233.12	190,067.63	154,952.00	134,323.00	151,594.00
51.2200	FICA (Soc Sec)	12,815.21	14,280.64	11,895.00	10,140.00	10,915.00
51.2400	Retirement	26,529.36	24,958.64	18,659.00	25,067.00	22,434.00
51.2500	Tuition Reimbursement	10,311.25	15,243.49	15,000.00	15,000.00	15,000.00
51.2600	Unemployment Insurance	3.87	0.00	6.00	0.00	0.00
51.2700	Worker's Compensation	546.16	280.75	369.00	162.00	101.00
51.2910	Employee Recognition	16,540.80	25,529.26	28,000.00	28,000.00	28,000.00
Account Classification Total: EX01 - Salaries and Benefits		\$239,979.77	\$270,360.41	\$228,881.00	\$212,692.00	\$228,046.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	540.00	540.00	540.00	720.00	1,080.00
51.2900 A	Non-Taxable Employee Benefits	320.80	188.67	300.00	446.00	300.00
52.1200	Professional Services	8,323.25	12,179.34	10,000.00	20,000.00	34,000.00
52.1300	Other Contractual Services	160.00	412.86	300.00	300.00	30,955.00
52.3102	Bldg & Pers Liability Insurance	59,144.85	60,645.69	68,000.00	75,863.00	79,650.00
52.3300	Advertising	150.00	0.00	300.00	0.00	0.00
52.3400	Printing & Binding	0.00	86.58	350.00	61.00	1,000.00
52.3500	Travel Expenditures	1,133.53	1,804.47	3,000.00	3,000.00	4,004.00
52.3600	Dues and Fees	679.00	150.00	500.00	706.00	825.00
52.3700	Training	2,259.00	1,710.00	3,000.00	4,000.00	4,750.00
53.1100	Materials and Supplies	302.40	79.35	150.00	0.00	100.00
53.1101	Office Supplies	557.98	588.28	600.00	600.00	600.00
53.1300	Food Supplies	1,026.23	334.77	300.00	150.00	300.00
53.1400	Books & Periodicals	0.00	53.77	100.00	0.00	0.00
53.1600	Minor Equipment	0.00	0.00	100.00	0.00	0.00
53.1601	Computer Hardware & Software	139.96	3,148.57	0.00	75.00	2,000.00
Account Classification Total: EX02 - Operating Expenditures		\$74,737.00	\$81,922.35	\$87,540.00	\$105,921.00	\$159,564.00
Department Total: 20 - Human Resources		\$314,716.77	\$352,282.76	\$316,421.00	\$318,613.00	\$387,610.00
Department: 30 - Employee Insurance						
EX01 - Salaries and Benefits						
51.2100	Employee Ins (Health/Basic Life)	4,511,944.00	5,179,031.28	5,105,384.00	5,121,849.00	5,000,000.00
51.2100 A	Employee Opt-Out Insurance Payments	57,000.00	71,875.00	57,000.00	57,000.00	57,000.00
51.2150	Employee Flexible Spending Accounts	4,621.00	4,621.00	4,621.00	4,621.00	4,621.00
Account Classification Total: EX01 - Salaries and Benefits		\$4,573,565.00	\$5,255,527.28	\$5,167,005.00	\$5,183,470.00	\$5,061,621.00
Department Total: 30 - Employee Insurance		\$4,573,565.00	\$5,255,527.28	\$5,167,005.00	\$5,183,470.00	\$5,061,621.00
Function / Activity Total: 1540 - Human Resources		\$4,888,281.77	\$5,607,810.04	\$5,483,426.00	\$5,502,083.00	\$5,449,231.00

## FY 2025 Goals and Objectives

**Goal 1: Retain, develop, and attract highly competent employees through consistent selection while providing a desirable quality of work life, and competitive salary and benefits.**

**Objectives:**

- Review and update vacation and sick time policies for all new and active employees, including allowing new team members to use time off upon earning hours.
- Utilize Cigna and other resources to provide employees with opportunities to become healthier to improve quality of life, with a goal to lower insurance exposure for the City. (Ongoing)
- Continue utilizing Social Media platforms to reach a broader, more diverse group of candidates and increase the number of qualified candidates. (Ongoing)
- Provide Biometric Screening services to all team members through the Wellness initiative.
- Work with Department Heads to consistently update job descriptions, job postings, obtaining necessary certifications, background review and pre-employment screenings. (Ongoing)

**Goal 2: Protect the City's assets and resources by minimizing the internal and external exposures and associated risks.**

**Objectives:**

- Assist City Manager, Assistant City Manager and all Department Heads with employee related issues and legal issues. (Ongoing)
- Reduce Liability Claims through training, risk awareness and sharing information with Department Heads. (Ongoing)
- Administer the City's Risk Management Liability programs when loss occurs and recovering any money owed to the City. (Ongoing)

**Goal 3: Administer Human Resources policies, procedures and related programs to ensure compliance with applicable State and Federal laws.**

**Objectives:**

- Update Human Resources Standard Operating Procedures (SOP) to ensure consistency in processes and compliance with all applicable laws. (Ongoing)
- Review and update all Job Descriptions (Ongoing)
- Review, evaluate and keep Personnel Policy Manual updated (Ongoing)

**Goal 4: Increase knowledge and skill in the Human Resources Department while keeping abreast of the changing legal environment.**

**Objectives:**

- Attend GMA trainings, GLGPA conferences and webinars, LGRMS Risk Management Control training, online training, and other programs and conferences as available. (Ongoing)

**Goal 5: Strive for continuous improvement in Human Resource department efficiency, effectiveness, and customer service, utilizing technology as available and affordable.**

**Objectives:**

- Continued implementation of Employee Exit Process to include Exit Clearance Form and HR Offboarding.
- Increase knowledge and usage of ApplicantPro Applicant Tracking & Hiring System.

- Increase safety awareness, compliance and practices throughout City of Newnan through education, training

### FY 2024 Goals Accomplished

- ✓ Revised Pay Plan to reflect a 4% COLA (cost of living), a percentage for longevity up to 2%, a percentage for merit up to 2%, along with public safety market adjustments.
- ✓ Froze the GMEBS retirement pension as of December 31, 2023. New employees are now offered a 401a defined contribution plan, whereby the city provides 10% contribution of base salary and up to 3% additional with employee match into a 457 account.
- ✓ Created retirement financial sessions for non-vested to explain GMEBS retirement and 401a retirement options, allowing them a one-time opt out option from the defined benefit plan.
- ✓ Moved Deferred Compensation (457 plan) from Mission Square to Corebridge.
- ✓ Added Deferred Compensation representative to new hire orientation meetings.
- ✓ Coordinated Employee Recognition Events to include Spring/Fall/Holiday luncheons and appreciation gifts.
- ✓ Scheduled individual enrollment benefit meetings to all departments to inform employees of Health, Dental, Vision, FSA, Life Insurance benefit options and all supplemental voluntary benefits.
- ✓ Worked with employees and increased awareness of Tuition Reimbursement program.
- ✓ Coordinated wellness events and activities to pro-actively encourage improved overall health of employees and their families with Cigna MotivateMe Program.
- ✓ Assist employees with questions regarding authorization and payment of claims through all lines of coverage
- ✓ Coordinated the 8 Pillars of financial Greatness in partnership with GMA and Truist Bank, open to all team members.
- ✓ Filled the Human Resource Manager position in April of 2024.
- ✓ Evaluated providing gap insurance coverage.
- ✓ City received a safety grant totaling \$20,000 from Georgia Municipal Association through the LGRMS for safety equipment throughout the city.
- ✓ Managed and tracked property and liability incidents and claims.
- ✓ Newnan Police and Fire Departments trained City employees on the proper usage of Naloxone at all City facilities and HR created a city-wide policy.
- ✓ Coordinated multiple training programs with LGRMS, Abby's Angels, and GMA to increase safety awareness. Training programs included addressing driver distractions.
- ✓ Newnan Police Department provided Active Shooter Training and Self-Defense for all City employees.
- ✓ Provided Anti-Harassment Awareness Training for all employees, with virtual options for those not able to attend.
- ✓ Revised 2016 Personnel Policy handbook
- ✓ Revised outdated Job Descriptions
- ✓ HR Specialist completed Crisis Management with GMA, LEAN training and attended the Georgia Safety conference.
- ✓ HR Specialist completed HRAC (Human Resources Administration Certification) and attended GLGPA (Georgia Local Government Personnel Association) in partnership with Carl Vinson Institute.
- ✓ HR Manager completed LEAN training, inclusion training and attended Georgia Safety Conference.
- ✓ Implemented online self-onboarding for new hires.
- ✓ The City received over 1,800 applications and filled approximately 40 positions.
- ✓

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Applications received and processed	1294	1800	2000
Annual employee turnover	12%	8%	9%
Annual City-paid health care estimate per/ee	15,000	16,500	17,000
Total number of liability claims city-wide	44	55	55
Number of Work Comp claims	25	30	30
Number of employees utilizing FMLA	25	30	25

[http://www.newnanga.gov/business/facility\\_maintenance.php](http://www.newnanga.gov/business/facility_maintenance.php)



## FACILITIES MAINTENANCE

### Department Description

Mark Johnston, Facilities Maintenance Director and his team is responsible for the maintaining of City buildings, parks and recreational facilities. In addition, Facilities Maintenance is responsible for maintaining of City traffic signals.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1565 - Facilities Maintenance						
Department: 23 - Facilities						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	205,503.07	233,115.51	237,722.00	215,903.00	251,755.00
51.1300	Wages - Overtime	0.00	0.00	500.00	0.00	500.00
51.2100	Employee Opt-Out Insurance	(199.95)	0.00	0.00	0.00	0.00
A	Payments					
51.2200	FICA (Soc Sec)	15,049.41	17,101.27	18,224.00	15,995.00	18,126.00
51.2400	Retirement	26,450.76	26,870.74	28,587.00	29,962.00	37,260.00
51.2600	Unemployment Insurance	3.87	0.00	8.00	0.00	0.00
51.2700	Worker's Compensation	17,263.26	10,072.17	17,922.00	14,846.00	10,808.00
Account Classification Total: EX01 - Salaries and Benefits		\$264,070.42	\$287,159.69	\$302,963.00	\$276,706.00	\$318,449.00
EX02 - Operating Expenditures						
51.2900	Non-Taxable Employee Benefits	2,118.25	2,131.69	2,000.00	2,000.00	2,000.00
A						
52.1300	Other Contractual Services	141,917.03	157,125.74	219,451.00	192,000.00	248,895.00
52.2200	Repairs and Maintenance	140,804.99	174,204.93	165,500.00	200,000.00	187,000.00
52.2205	Traffic Signal Maintenance/Repairs	6,432.62	40,246.42	25,000.00	25,000.00	25,000.00
52.3101	Vehicle Insurance	1,664.11	1,181.90	2,000.00	2,010.00	2,343.00
52.3102	Bldg & Pers Liability Insurance	22,465.60	15,955.66	27,000.00	28,289.00	31,625.00
52.3200	Communications	3,079.53	3,656.49	3,500.00	3,600.00	3,600.00
52.3500	Travel Expenditures	0.00	106.11	500.00	50.00	0.00
52.3600	Dues and Fees	622.00	1,065.77	900.00	850.00	800.00
52.3700	Training	425.00	1,758.16	2,200.00	775.00	3,236.00
53.1100	Materials and Supplies	1,175.52	996.37	1,200.00	1,300.00	1,200.00
53.1101	Office Supplies	709.26	203.55	750.00	300.00	500.00
53.1102	Cleaning Supplies & Chemicals	7,539.49	8,447.99	7,500.00	6,200.00	9,027.00
53.1220	Natural Gas	15,669.57	19,524.08	18,500.00	18,000.00	14,232.00
	Electricity	0.00	0.00	0.00	0.00	16,000.00
53.1270	Vehicle Gasoline/Diesel	16,024.42	13,304.08	15,000.00	14,400.00	15,000.00
53.1300	Food Supplies	1,103.90	1,510.83	1,100.00	1,100.00	1,100.00
53.1600	Minor Equipment	14,085.99	13,653.62	8,200.00	7,000.00	5,250.00
53.1601	Computer Hardware & Software	1,356.21	1,118.58	1,500.00	1,137.00	3,000.00
53.1602	Office Furniture	1,058.92	297.98	0.00	0.00	0.00
53.1700	Other Supplies/Uniform Rental	(5.00)	0.00	0.00	0.00	0.00
53.1701	Vehicle Maintenance	12,118.01	8,068.34	9,000.00	3,500.00	5,000.00
Account Classification Total: EX02 - Operating Expenditures		\$390,365.42	\$464,558.29	\$510,801.00	\$507,511.00	\$574,808.00
EX04 - Capital Outlays						
54.1300	Buildings/Building Improvements	436,026.93	578,845.59	217,000.00	206,587.00	130,000.00
54.1302	Other Improvements	0.00	24,442.00	0.00	0.00	0.00
54.2200	Vehicles	0.00	58,038.63	0.00	0.00	60,000.00
54.2500	Other Equipment	8,945.00	0.00	0.00	0.00	0.00
Account Classification Total: EX04 - Capital Outlays		\$444,971.93	\$661,326.22	\$217,000.00	\$206,587.00	\$190,000.00
Department Total: 23 - Facilities		\$1,099,407.77	\$1,413,044.20	\$1,030,764.00	\$990,804.00	\$1,083,257.00

## FY 2025 Goals and Objectives

**Goal 1: Preserve and improve City facilities, along with City-owned structures to ensure a high quality of life and a safe, secure environment for both citizens and employees of the City of Newnan. (M. Johnston 12/31/2025)**

### Objectives:

- Replace the roof at 54 Perry Street
- Update Wadsworth dressing rooms
- Replace the entrance Auditorium doors at Wadsworth
- Install new gas hot water heater at Fire Station 1
- Replace HVAC at 72 Wesley Street
- Resurface the Pickleball Courts

**Goal 2: Broaden departmental responsibilities by implementing cost control initiatives and increasing oversight of various projects, thereby reducing reliance of contractual services. (M. Johnston 12/31/2025)**

### Objectives:

- Add new lay-in LED lights in lower level at City Hall
- Work with IT Department to expand city access control/camera installations

**Goal 3: Continue to enhance and expand our Preventative Maintenance programs to prolong the lifespan of the City's buildings, grounds, and Traffic Management System. (M. Johnston 12/31/2025)**

### Objectives:

- Keep necessary stock of Traffic Control parts
- Implement Evaporator/Condense Coil cleaning throughout the city
- Build a filter room at FM offices
- Add Generator PM to in-house operation

**Goal 4: Collaborate with the YMCA to improve the swimming experience for everyone who enjoys the Lynch Park Pool. (M. Johnston 12/31/2025)**

### Objectives:

- Re-strap the remainder of the lounge chairs for the pool deck
- Move forward with potential chemical Control System at Pool

**Goal 5: Assist city staff in fostering a safe and vibrant atmosphere in new parks, ensuring guests have an enjoyable and memorable experience. (M. Johnston 12/31/2025)**

### Objectives:

- Keeping the Splash Pad free of debris and the water chemically balanced.
- Visually inspecting the skating area once a week.
- Continue to support the Leisure Services Department to provide quality events for Newnan citizens.
- Add CO2 component to Splash Pad for simplifying chemical treatment process.

**Goal 6: Establish a comprehensive online training program designed to empower FM staff to enhance and expand their mechanical skill set, enabling them to stay current with industry best practices and improve overall operational efficiency. (M. Johnston, 12/31/2025)**

### Objectives:

- Partnering with Vector Solutions

**FY 2024 Goals Accomplished**

- ✓ Remodeled Office space at Wadsworth Auditorium into Concession area
- ✓ Vinyl wrapped and painted Mushroom feature at the Pool
- ✓ Replaced HVAC system at the Cemetery building
- ✓ Replaced the RTU HVAC unit at City Hall
- ✓ Remodeled interior of the Beautification dept
- ✓ Ground and stained floors at the Beautification dept
- ✓ Remodeled area at PSC for new Probation Offices
- ✓ Added a door/wall for new office for Chief Blankenship's assistant
- ✓ Replaced 2 HVAC units to the Dressing Rooms at the Wadsworth Auditorium
- ✓ Added two 3.5-ton Mini splits to the Wadsworth foyer area
- ✓ Painted the interior of the Cemetery building
- ✓ Worked with IT to install server rack and rewire components at CJ Smith Park
- ✓ Replaced the Roof at 92 Farmer St, the African American Alliance
- ✓ Built and installed a gun rack for the Evidence Team at the PSC
- ✓ Covered parapet walls at the Wesley St Boys and Girls Club location
- ✓ Replaced and installed new Cooling Tower for City Hall
- ✓ Replaced Storefront door at the Wesley St Boys and Girls Club location
- ✓ Remodeled the interior; new LVT floors, new ceiling tiles, new lights at Wesley St B/G Club
- ✓ Remodeled the restrooms, new fixtures, new FRP on walls at Wesley St B/G Club
- ✓ Added new Cascade System wiring for the new Fire Training Center
- ✓ New 7.5-ton HVAC unit for the Hope Center
- ✓ Ground and stained the lower-level floors behind HR at City Hall
- ✓ Added 3 new back decks at Wesley Boys and Girls Club
- ✓ Replaced the sand in the Sand Filter at Lynch Park Pool
- ✓ Added a Door Lock Mechanism at the Municipal Building Elevator
- ✓ Replaced thermostats at PSC
- ✓ Added a vapor barrier to Art-Rez Cabin at 23 Clark St
- ✓ Repaired floor in front room of Art-Rez Cabin at 23 Clark St
- ✓ Painted offices throughout City Hall
- ✓ Added new Fire Alarm monitoring equipment at City Hall and Howard Warner Complex
- ✓ Replaced controllers in the RTU's at the PSC
- ✓ Replaced the Splash Pad Sand Filter at CJ Smith Park
- ✓ Wired and added lighted signs in alley behind the Carnegie
- ✓ Graduated 2 FM technicians from CPO training
- ✓ Hung American Flags on light poles in front of the newly renovated NHS
- ✓ Added a new return air vent to the Wadsworth Auditorium HVAC unit
- ✓ Added new drip guards to the HVAC unit at the Carnegie
- ✓ Decommissioned boiler at Wadsworth

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Buildings/Structures Maintained	57	52	53
Traffic Signals Maintained	17	17	17
School Flashers	4	6	6
Work Order Requests	650	650	675

### SECTION III. PUBLIC SAFETY

Public Safety consist of 3 Functions/Departments:

- Police Department
- Municipal Court
- Fire Department

The following is a list of the City's short and long-term priorities and goals for the Public Safety function of the City of Newnan. These priorities and goals support the mission of the City of Newnan. Departmental goals for the FY 2025 budget year are in this section of the budget document underneath each respective department's budget information.

#### Short Term Priorities

- Provide proper education, training, equipment and materials so that staff can perform their duties in the safest, most proactive manner possible utilizing the best and most cost-effective technology and equipment.

#### Short Term Goals

- Ensure that all fire personnel complete the mandated 240 hours of certified core competency training annually.
- Establish a Professional Standards Division to conduct internal investigations and maintain certification guidelines in the police department.
- Update and replace equipment as needed and specified by manufacturers' guidelines.
- Maintain a full-time in-house Drug and Vice Unit which focuses mainly on street-level drug dealers and other vices.

#### Long Term Priorities

- Promote the safety and security of the community and citizens through tough proactive law enforcement operations and strategies.
- Minimize the loss and suffering of our community through public education, code enforcement and high standards of training in fire suppression, hazardous materials and emergency medical calls.
- Ensure acceptable response times through the acquisition of additional personnel, equipment and create designated zones and satellite locations as required by the continuing growth of the city.
- Provide security and maintain standard of living conditions at all fire stations.

#### Long Term Goals

- Maintain Standard Operating Guidelines (SOG's) to ensure quality training and safety of personnel.
- Promote health and wellness of all Fire personnel through physical fitness and health programs.
- Aggressively promote public education programs through school visits, public events and station tours.
- Maintain the Certified Law Enforcement Agency certification status for the State of Georgia.
- Maintain a full-time in-house Drug and Vice Unit which focuses mainly on street-level drug dealers and other vices.

**POLICE DEPARTMENT**



**Department Description**

Brent Blankenship, Police Chief and his team provides administrative control, logistical support, policy setting and decision making relative to all aspects of law enforcement operations; a full range of police patrol services, including crime prevention, suppression, detection of criminal activity, traffic enforcement and traffic accident investigations; follow-up investigations of all types of crime; and initial and follow-up investigations concerning drug-related crime/intelligence reports, including all leads about the illicit manufacturing, distribution and use of controlled substances.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
<b>EXPENDITURES</b>						
Function / Activity: 3200 - Police						
Department: 40 - Police Department						
<b>EX01 - Salaries and Benefits</b>						
51.1100	Wages - Full Time Employees	5,689,627.39	6,656,578.03	6,898,138.00	6,938,957.00	7,268,849.00
51.1200	Wages - Part Time/Temp Employees	33,476.95	34,297.26	16,120.00	13,215.00	22,485.00
51.1300	Wages - Overtime	212,649.42	279,699.39	200,000.00	273,173.00	250,000.00
51.2200	FICA (Soc Sec)	437,739.49	516,286.64	547,304.00	538,641.00	524,976.00
51.2400	Retirement	735,321.48	768,681.28	880,582.00	884,379.00	1,075,790.00
51.2600	Unemployment Insurance	125.55	0.00	220.00	0.00	0.00
51.2700	Worker's Compensation	208,120.56	126,197.13	240,013.00	198,820.00	144,740.00
51.2910	Employee Recognition	915.01	1,275.01	2,000.00	1,500.00	2,000.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$7,317,975.85</b>	<b>\$8,383,014.74</b>	<b>\$8,784,377.00</b>	<b>\$8,848,685.00</b>	<b>\$9,288,840.00</b>
<b>EX02 - Operating Expenditures</b>						
51.2900	Taxable Employee Benefits	1,080.00	1,575.00	2,700.00	2,700.00	2,700.00
51.2900 A	Non-Taxable Employee Benefits	68,243.31	96,526.51	109,300.00	105,000.00	118,620.00
52.1200	Professional Services	19,221.66	18,865.91	27,750.00	25,750.00	27,575.00
52.1201	Public Relations	11,491.45	13,742.63	17,500.00	17,000.00	17,500.00
52.1300	Other Contractual Services	282,336.28	278,876.08	317,595.00	317,000.00	309,500.00
52.2200	Repairs and Maintenance	146,856.21	184,112.52	221,951.00	221,000.00	217,443.00
52.3101	Vehicle Insurance	86,045.39	98,090.53	95,000.00	111,805.00	111,272.00
52.3102	Bldg & Pers Liability Insurance	143,938.20	100,461.53	178,000.00	184,140.00	208,487.00
52.3200	Communications	97,442.81	87,419.52	95,580.00	90,000.00	85,996.00
52.3300	Advertising	2,751.98	2,770.00	3,000.00	2,700.00	3,000.00
52.3400	Printing & Binding	6,046.18	3,484.75	7,265.00	5,000.00	4,990.00
52.3500	Travel Expenditures	16,476.49	13,853.61	19,900.00	15,000.00	17,000.00
52.3600	Dues and Fees	3,872.50	4,403.01	8,930.00	6,000.00	12,055.00
52.3700	Training	9,121.46	13,950.60	19,200.00	17,000.00	17,400.00
53.1100	Materials and Supplies	31,496.03	38,611.60	51,595.00	50,000.00	52,165.00
53.1101	Office Supplies	9,217.17	9,605.77	10,000.00	7,000.00	7,000.00
53.1102	Cleaning Supplies & Chemicals	3,070.65	3,461.11	4,500.00	4,500.00	4,500.00
53.1104	Dog Food & Supplies	1,116.82	677.34	1,450.00	1,600.00	4,500.00
53.1106	Protective Equipment	23,571.45	13,050.00	28,300.00	28,000.00	33,600.00
53.1270	Vehicle Gasoline/Diesel	351,143.27	296,061.42	377,000.00	374,000.00	377,000.00
53.1300	Food Supplies	4,073.51	2,804.95	3,500.00	3,500.00	3,500.00
53.1400	Books & Periodicals	90.00	493.77	720.00	720.00	720.00
53.1600	Minor Equipment	4,744.78	20,618.11	22,840.00	22,000.00	10,900.00
53.1600 A	Vehicle Equipment Add Ons	63,849.53	110,582.92	105,496.00	105,000.00	124,491.00
53.1601	Computer Hardware & Software	14,958.04	13,630.40	20,000.00	20,000.00	17,000.00
53.1603	Fire Arms	3,840.00	21,265.40	8,030.00	6,600.00	5,560.00
53.1701	Vehicle Maintenance	228,833.13	214,363.52	200,000.00	250,000.00	225,000.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$1,634,928.30</b>	<b>\$1,663,358.51</b>	<b>\$1,957,102.00</b>	<b>\$1,993,015.00</b>	<b>\$2,019,474.00</b>
<b>EX04 - Capital Outlays</b>						
54.2200	Vehicles	296,500.00	282,346.32	287,400.00	260,000.00	287,400.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$296,500.00</b>	<b>\$282,346.32</b>	<b>\$287,400.00</b>	<b>\$260,000.00</b>	<b>\$287,400.00</b>
<b>Department Total: 40 - Police Department</b>		<b>\$9,249,404.15</b>	<b>\$10,328,719.57</b>	<b>\$11,028,879.00</b>	<b>\$11,101,700.00</b>	<b>\$11,595,714.00</b>

## FY 2025 Goals and Objectives

**Goal 1: Provide safe and secure neighborhoods and street environments for citizens, employees, and visitors to our City.**

**Objective:**

- Reduce violent, high, and aggravated crimes by implementing Operation Safe Streets and undercover operations in high crime areas within the City of Newnan.
  - To maintain patrol and undercover surveillance in high-crime areas. (Deputy Chief, Captains, Uniform Division Supervisors, Traffic, CID, Newnan Drug and Vice Unit 12/31/2025)
  - To maintain parking lot details during high crime/seasonal locations by the placement of Officers and Detectives for high visibility in areas prone to entering autos (Deputy Chief, Captains, Uniform Division Supervisors, Traffic, CID, Newnan Drug and Vice Unit 12/31/2025)
  - To actively investigate suspicious activities by individuals. (Deputy Chief, Captains, Uniform Division Supervisors, Traffic, CID, Newnan Drug and Vice Unit 12/31/2025)
  - To pursue the prosecution of offenders. (Deputy Chief, Captains, Uniform Division Supervisors, Traffic, CID, Newnan Drug and Vice Unit 12/31/2025)
  - To increase drug and gang arrests with the advanced training of Officers. (Deputy Chief, Captains, Uniform Division Supervisors, Traffic, CID, Newnan Drug and Vice Unit 12/31/2025)
- Reduce motor vehicle accidents by the continued enforcement of State and Local Laws by all divisions.
  - To aggressively enforce traffic laws in high accident locations. (Uniform Division, Traffic Unit 12/31/2025)
  - To actively enforce hands-free law and distracted driving offenses. (Uniform Division, Shift Commanders, Traffic Unit 12/31/2025)
  - Conduct Fatal Vision classes and traffic safety awareness classes (Traffic Unit, SRO Unit 12/31/2025)
  - Conduct road checks and develop programs to actively reduce DUI cases and traffic accidents. (Uniform Division, Traffic Unit, Bike Unit 12/31/2025)
  - To continue the advanced DUI Enforcement Training for Officers. (Uniform Division Officers, Shift Commanders, Traffic Unit 12/31/2025)
  - To continue the partnership with the Governor's Office of Highway Safety

**Goal 2: Provide an environment that foster a positive relationship with the community we serve.**

**Objective:**

- Increase positive public relations and contacts
  - Command and Administration staff will educate and encourage staff to increase positive public relational contacts. (Command Staff 12/31/2025)
  - Continue the partnership with the Newnan Community Resource Inc. to promote free community programs to at-risk youth. (Command Staff, Uniform Division, Community Relations Division, CID, Drug and Vice Unit, Training Division & OPS 12/31/2025)
  - Encourage staff to attend community events while on duty to foster positive relationships. (Command Staff, Uniform Division, Community Relations Division, CID, Drug and Vice Unit, Training Division & OPS 12/31/2025)
  - Encourage staff to attend City-sponsored events. (Command Staff, Uniform Division, Community Relations Division, CID, Drug and Vice Unit, Training Division & OPS 12/31/2025)

- Provide opportunity and time for community relations. (Command Staff, Uniform Division, Community Relations Division, CID, Drug and Vice Unit, Training Division & OPS 12/31/2025)
- Establish Community Immersion Program (Command Staff, Community Relations Division, Training Division 12/31/2025)
- Provide programs for adults and children that bring awareness and understanding of police encounters.
  - Conduct citizen academy and awareness classes at the Newnan Police Department Training Room based on community needs. (Drug and Vice Unit, CRO, Training Division & OPS, Uniform Division 12/31/2025)
  - To schedule training sessions at area schools for students in elementary, middle, and high school. (SRO Unit, CRO Unit, Uniform Division, Drug and Vice 12/31/2025)
  - Create Public Service Announcements and videos about safety and police encounters. (Command Staff 12/31/2025)
  - Continue a Community Connection Program with further development of our Community Connection Group that was implemented in 2023 (Community Relations Division 12/31/2025)
  - Develop and implement a Junior K9 Program in collaboration with the Newnan Boys and Girls Club (Command Staff, K9 Unit, Community Relations Division 12/31/2025)

### **Goal 3: Maintain social media networks.**

#### **Objective:**

- Broaden social media networks to better communicate with businesses and citizens of ongoing activities and public safety concerns. (CID, Community Relations Division, Uniform Division, Command Staff 12/31/2025)

### **Goal 4: Maintain a police presence in High Schools, Middle Schools, and Elementary Schools in the City of Newnan.**

#### **Objective:**

- Protect and ensure the safety of the students, visitors, and faculty at assigned schools.
  - Advanced training for School Resource Officers with an emphasis on school safety and security. (SRO Unit 12/31/2025)
  - Train officers and faculty in the observance of suspicious persons and activity. (SRO Unit, Uniform Division 12/31/2025)
  - Continue the "See Something Say Something" campaign. (SRO Unit 12/31/2025)
- Provide a positive resource and approachable role model for students. (SRO Unit 12/31/2025)
  - Make positive contact with students. (Community Relations Division 12/31/2025)
  - Work on developing new programs to implement with students that educates them on police procedures and policies. (Community Relations Division 12/31/2025)

### **Goal 5: Increase education and training for staff.**

#### **Objective:**

- Provide staff the opportunity to receive advanced training and education. (Command Staff, Uniform Division, CID, Community Relations Division, Drug and Vice Unit, Training Division & OPS 12/31/2025)
- Seek opportunity for supervisory staff to attend the Professional Management Program. (PMP) (Command Staff 12/31/2025)

- Encourage officers to work towards attaining their Intermediate and Advanced Certifications. (Command Staff, Uniform Division, CID, Community Relations Division, Drug and Vice Unit, Training Division & OPS 12/31/2025)
- Promote the city offered tuition assistance program in continuing education. (Command Staff and Supervisors 12/31/2025)

**Goal 6: Decrease the number of animals picked up and taken to the animal shelter.**

**Objective:**

- To educate the public on proper care of their pets. (ACO 12/31/2025)
  - Educate the public on the importance of having proper tags and installing microchips on their animals. (ACO 12/31/2025)
  - Educate the public about the importance of having their pets spayed or neutered. (ACO 12/31/2025)

**Goal 7: Decrease the number of feral cats in the City.**

**Objectives:**

- To trap feral cats and dispose of them humanely. (ACO 12/31/2025)
- Educate the public and special interest groups on the proper use of trap, neuter, and release and the dangers posed by wild cats running loose. (ACO 12/31/2025)

**FY 2024 Goals Accomplished**

- ✓ Successfully implemented a Community Connection Group.
- ✓ Successfully continued Operation Safe Streets in our Citizen Connection Program.
- ✓ In 2023, 1,044 criminal investigation cases were assigned, with 535 cleared, 201 arrests/prosecutions. In 2024, 1,000 criminal investigation cases are projected to be assigned, 500 cases are projected to be cleared, 200 by arrests/prosecutions.
- ✓ Conducted Concentrated Patrol on texting and driving during the Teen Driving Safety Week, Move Over law and Hands-Free Awareness.
- ✓ Successfully conducted road checks throughout the city for DUI enforcement and other traffic violations.
- ✓ Patrolled the parking lots for vehicle safety for the shoppers over 276 hours during the 2023 holiday season. With the combined efforts of both extra patrol on the on-duty shifts, only 4 entering auto case was reported.
- ✓ All Officers are continuing certification to do Field Sobriety Testing for DUI.
- ✓ Continued the Gang Intelligence Network with surrounding agencies.
- ✓ Conducted training for adults and children through the Community Resource Unit, all other division's contact with the citizens in the community, and visitors in the area.
- ✓ Citizens are being taught the dangers and signs of destructive decisions, safety habits to observe while out in the community, how to contact us during times of emergency, safety features of the residences to help provide extra protection, and public safety announcements.
- ✓ CIT training for all Law Enforcement personnel, with 78% completed in August. The goal for 2024 is to maintain 78% and increase it to 85%.
- ✓ The School Resource Unit took advanced training in Criminal Procedures, Criminal Investigation, Alert Active Shooter, Interviews and Interrogations, First Responder, Officer Survival, Health and Wellness, Stress Management, Advanced Firearms, and Crisis Intervention, Annual SRO Training, Defensive Driving Awareness, and School Resource Officer Training.
- ✓ School Resource Officers attended Active Shooter and Door Breaching Training.
- ✓ The Drug and Vice Unit attended the Georgia Gang Investigator Association Training in Athens, Ga

- ✓ The Drug Unit Supervisor was appointed by the President of Georgia Gang Investigator Association to Sergeant at Arms.
- ✓ The Chief, Deputy Chief, and Captains attended Executive Training, including the GACP Chief Conference and District Meetings.
- ✓ The Chief, Deputy Chief, and Captain participated in Community Service Programs, including the Rotary Club, Kiwanis Club, and the Boys and Girls Club.
- ✓ Continued a community outreach program for youth.
- ✓ Used social media outlets to post public safety announcements to the citizens of Newnan.
- ✓ Responded to citizens' requests for stepped-up traffic enforcement in their neighborhoods.
- ✓ Continued the school walk-through program for all schools located in the City of Newnan.
- ✓ Reviewed and updated school safety and traffic plans.
- ✓ Continued NARCAN Training for all sworn new hires.
- ✓ Successfully utilized NARCAN for 16 incidents in 2023, and so far, in 2024, there have been 10 uses.
- ✓ Maintained the Georgia Association Chief of Police State Certification.
- ✓ Continued a yearly Physical Fitness Program and testing for the department.
- ✓ The return of animals to homeowners has increased due to proper tags or microchips on animals.
- ✓ The Animal Control Officers promote spay and neuter clinics to help reduce the number of unwanted pets in the City of Newnan.
- ✓ Command Staff continues an annual policy review and updates all Newnan Police Department's policies and procedures.
- ✓ Continued implementation on Mental Health and Resiliency Training with the Peer Support Team.
- ✓ Continued implementation of a program strategy to review all Open Records and Record Retention

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Number of violent, high, and aggravated crimes	2,613	2,766	2,850
Average response time	5	5	5
Number of calls for service	71,836	78,988	81,500
Number of miles patrolled	566,893	659,320	744,320
Number of traffic stops	13,600	13,900	14,200
Number of traffic violations	7,398	7,448	7,700
Number of DUI's issued	123	142	175
Number of motor vehicle accidents	1,915	2,000	2,050
Number of criminal investigations	1,044	1,050	1,100
Number of retail thefts reported	263	262	265
Number of SRO student contacts	3,303	3,605	3,785
Number of SRO criminal investigations	89	107	112
Number of SRO instructional periods	370	325	325
Number of training hours attended by Officers	13,607	14,000	14,550
Number of Animal Warden public education classes	10	12	14
Number of animals taken to the shelter	172	244	250
Number of Animal Warden calls for service	3,194	3,657	3,700
Number of Animal Warden citations issued	80	65	70
Number of feral cats cases handled	64	80	85

<https://www.newnanga.gov/237/Municipal-Court>



## MUNICIPAL COURT AND PROBATION

### Department Description

**Court** In the Municipal Court, Jada Blankenship and her team conduct hearings over traffic cases arising within the city limits, cases involving municipal ordinances, and certain specified misdemeanor offenses. This court has the power to compel the attendance of parties and witnesses and to compel the production of papers; to issue all processes and writs necessary to exercise jurisdiction; to punish contempt by fine or imprisonment or both, and to levy a fine of up to \$1,000 along with imprisonment of a convicted person for a period of up to one year, or both. They also have jurisdiction over certain high and aggravated misdemeanors that mandate a fine up to \$5,000.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 2650 - Municipal Court						
Department: 14 - Municipal Court						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	179,017.55	199,383.11	251,516.00	253,142.00	249,988.00
51.1200	Wages - Part Time/Temp Employees	842.49	0.00	0.00	0.00	0.00
51.1300	Wages - Overtime	148.80	401.85	0.00	0.00	0.00
51.2200	FICA (Soc Sec)	13,817.45	15,354.29	19,741.00	19,426.00	17,999.00
51.2400	Retirement	22,382.28	24,374.66	30,967.00	29,959.00	36,998.00
51.2600	Unemployment Insurance	1.29	0.00	8.00	0.00	0.00
51.2700	Worker's Compensation	445.27	275.48	599.00	496.00	361.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$216,655.13</b>	<b>\$239,789.39</b>	<b>\$302,831.00</b>	<b>\$303,023.00</b>	<b>\$305,347.00</b>
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	180.00	540.00	540.00	540.00	540.00
51.2900 A	Non-Taxable Employee Benefits	1,216.00	1,172.00	1,600.00	1,600.00	1,600.00
52.1200	Professional Services	216,741.07	247,179.26	246,500.00	220,220.00	231,500.00
52.1300	Other Contractual Services	0.00	0.00	12,000.00	12,000.00	44,500.00
52.2200	Repairs and Maintenance	1,600.00	1,700.00	1,850.00	1,850.00	1,850.00
52.3200	Communications	0.00	64.31	150.00	20.00	100.00
52.3400	Printing & Binding	42.90	50.91	750.00	450.00	350.00
52.3500	Travel Expenditures	0.00	350.22	1,000.00	1,000.00	1,000.00
52.3600	Dues and Fees	91.56	153.77	160.00	120.00	180.00
52.3700	Training	300.00	736.85	1,500.00	1,300.00	2,000.00
53.1100	Materials and Supplies	0.00	0.00	0.00	0.00	1,500.00
53.1101	Office Supplies	3,092.93	3,108.14	4,000.00	2,600.00	3,000.00
53.1300	Food Supplies	162.91	0.00	200.00	150.00	200.00
53.1600	Minor Equipment	1,161.66	591.32	600.00	500.00	850.00
53.1601	Computer Hardware & Software	5,402.39	5,013.83	9,500.00	8,061.00	850.00
53.1706	Miscellaneous	147.93	0.00	150.00	445.00	0.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$230,139.35</b>	<b>\$260,660.61</b>	<b>\$280,500.00</b>	<b>\$250,856.00</b>	<b>\$290,020.00</b>
<b>Department Total: 14 - Municipal Court</b>		<b>\$446,794.48</b>	<b>\$500,450.00</b>	<b>\$583,331.00</b>	<b>\$553,879.00</b>	<b>\$595,367.00</b>

**Probation** Probation Officer, Stacey Fuller, supervises all defendants that are sentenced to probation in Municipal Court. Probation allows a person convicted of a crime to remain in the community while following court-ordered rules and conditions. Common conditions include regular check-ins, community service, employment or education requirements, restitution payments, refraining from drug or alcohol use, and maintaining good behavior. If a probationer violates any of the conditions of their probation, they may face serious consequences, such as getting summoned to court, having a warrant issued for their arrest, or having their probation revoked. If probation is revoked, the court may sentence the probationer to jail for the remainder of their original sentence.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: Probation						
Department: Probation						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	0.00	0.00	0.00	0.00	50,132.00
51.1300	Wages - Overtime	0.00	0.00	0.00	0.00	0.00
51.2200	FICA (Soc Sec)	0.00	0.00	0.00	0.00	3,610.00
51.2400	Retirement	0.00	0.00	0.00	0.00	7,411.00
Account Classification Total: EX01 - Salaries and Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$61,161.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	0.00	0.00	0.00	0.00	0.00
51.2900 A	Non-Taxable Employee Benefits	0.00	0.00	0.00	0.00	400.00
52.1200	Professional Services	0.00	0.00	0.00	0.00	0.00
52.1300	Other Contractual Services	0.00	0.00	0.00	0.00	12,000.00
52.2200	Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00
52.3200	Communications	0.00	0.00	0.00	0.00	0.00
52.3400	Printing & Binding	0.00	0.00	0.00	0.00	350.00
52.3500	Travel Expenditures	0.00	0.00	0.00	0.00	0.00
52.3600	Dues and Fees	0.00	0.00	0.00	0.00	0.00
52.3700	Training	0.00	0.00	0.00	0.00	0.00
53.1100	Materials and Supplies	0.00	0.00	0.00	0.00	750.00
53.1101	Office Supplies	0.00	0.00	0.00	0.00	1,200.00
53.1300	Food Supplies	0.00	0.00	0.00	0.00	0.00
53.1600	Minor Equipment	0.00	0.00	0.00	0.00	0.00
53.1601	Computer Hardware & Software	0.00	0.00	0.00	0.00	500.00
53.1706	Miscellaneous	0.00	0.00	0.00	0.00	0.00
Account Classification Total: EX02 - Operating Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$15,200.00
Department Total: 17 -Probation		\$0.00	\$0.00	\$0.00	\$0.00	\$76,361.00

**Court FY 2025 Goals, Objectives and Performance Measures**

**Goal 1: Provide fair and impartial hearings and trials in matters brought before the Court.**

**Objectives:**

- Ensure defendants are aware of the rights they have during hearings/trials.
  - Provide an Indigent Defense Program. (J. Blankenship, Jim Strickland Law Firm, LLC 12/31/2025)
  - Provide defendants an opportunity for a Bench Trial. (Judge, 12/31/2025)
  - Provide the means to transfer a case to State Court for a Jury Trial. (Judge, 12/31/2025)
- Maintain first appearance program as prescribed by law. (J. Blankenship, Judge, 12/31/2025)
- Provide and maintain a Pre-Trial Diversion Program by screening candidates and monitoring the progress of participants. (D. Sewell, S. Fuller 12/31/2025)

- Complete Record Restrictions. Assure accurate and timely updates in GCIC. (M. Shirley, 12/31/2025)

**Goal 2: Maintain the State of Georgia's Retention schedule.**

**Objective:**

- Shred/Destroy all documents outside the mandatory schedule. (Court Administration, 12/31/2025)
- Dead Docket standard misdemeanor cases after 2 years, and all high and aggravated misdemeanors after 5 years. This will assist in keeping our outstanding balances to a minimum. (J. Blankenship, 12/31/2025)

**Goal 3: Provide Annual Skills-based training for staff**

**Objective:**

- Attend 8 hour continuing education for all court clerk's through UGA's Institute of Continuing Judicial Education (J. Blankenship, M. Shirley 12/31/2025)
- Attend open records training updates (A. Davis, 12/31/2025)

**Goal 4: Open Records Maintenance**

**Objective:**

- Work to monitor all open records request through the Next Request software system. Gather statistical data on records. (A. Davis, 12/31/2025)

**Goal 5: Newnan Municipal Court and Police Department Warrant/Training Program**

**Objective:**

- Adopt a warrant software system for officers to obtain city warrants as well as blood search warrants more efficiently. (J. Blankenship, 12/31/2025)
- Update new officer training procedures. (J. Blankenship, 12/31/2025)

**FY 2024 Accomplishments**

- ✓ The rights afforded to each defendant during their trials and hearings are displayed before Court on a television monitor. The judge verbally reads the rights before Court, and an interpreter presents the rights to non-English speaking defendants in Court.
- ✓ During the reading of the defendant's rights, they are advised that they have an opportunity to be represented by an attorney, the opportunity for a bench trial, and the ability to transfer their case for a jury trial.
- ✓ Those that desire an attorney, but cannot afford one, may complete an application for an Indigent Defense Attorney. If the judge approves the application, then the Indigent Defense Attorney is assigned.
- ✓ Maintained the 48-hour first appearance hearing immediately after an arrest. Complied with SB-63 that passed 7/1/24 that prohibits an unsecured judicial release without a hearing.
- ✓ The Pretrial Diversion Program continues to be successful. It is monitored by the City probation department. The probation department monitors the progress of each participant. The Pretrial Diversion Program allows young first offenders an opportunity to restrict charges/convictions from being accessed on their criminal history.
- ✓ In 2024, we had 13 Pretrial Diversion members. 85% completed the program successfully.
- ✓ All 2015 citations, except DUI's, were shredded and destroyed. 2013 DUI case were destroyed.
- ✓ Attended 16 hours of collective ICJE training, 80 hours of collective probation training, and 16 hours of collective open records training.
- ✓ Completed 129 open records requests through 7/31/24.

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Number of indigent Defense Attorney's assigned	189	160	175
Number of scheduled bench trails	273	270	270
Number of requests for jury trails	92	156	150
Pre-Trial diversion programs successfully completed	27	20	25

### Probation FY 2025 Goals, Objectives and Performance Measures

**Goal 1: Promote public safety by helping people under supervision successfully complete their case management plan and void committing further crimes:**

**Objectives:**

- Provide and maintain a Pre-Trial Diversion Program by screening candidates and monitoring the progress of participants. (D. Sewell, S. Fuller 12/31/2025)
- Ensure individuals placed on probation adhere to the conditions set by the court. (D. Sewell, S. Fuller 12/31/2025)
- Prepare reports for the court detailing the progress of each probationer. (S. Fuller, 12/31/2025)

**Goal 2: Maintain the State of Georgia's Retention schedule.**

**Objective:**

- Shred/Destroy all documents outside the mandatory schedule. (S. Fuller, J. Blankenship, 12/31/2025)

**Goal 3: Attend annual Skills-based training.**

**Objective:**

- Attend continuing education mandated by MPOU (J. Blankenship, S. Fuller, A. Davis, 12/31/2025)

**Goal 4: Newnan Municipal Probation SOP**

**Objective:**

- Create and maintain newly developed probation department SOP. (J. Blankenship, S. Fuller 12/31/2025)

### FY 2024 Accomplishments

- ✓ Established and structured this new department
- ✓ Probation supervised 6,328 community service hours through 7/31/24.
- ✓ Serviced 632 probations through 7/31/2024 with a 75% success rate.
- ✓ Attended 80 hours of collective probation training.
- ✓ All 2015 probation case files, except DUI's, were shredded and destroyed. 2013 DUI cases were destroyed.
- ✓ The Pretrial Diversion Program continues to be successful. The probation department monitors the progress of each participant. The Pretrial Diversion Program allows young first offenders an opportunity to restrict charges/convictions from being accessed on their criminal history.
- ✓ In 2024, we had 13 Pretrial Diversion members. 85% completed the program successfully.

**FIRE DEPARTMENT**

**Department Description**

Stephen Brown, Fire Chief and his team currently consist of seventy-one (71) active employees, including Fire Fighters, the Fire Chief and one Office Assistant. This department consists of four Stations: 23 Jefferson



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
<b>EXPENDITURES</b>						
Function / Activity: 3500 - Fire						
Department: 50 - Fire Department						
<b>EX01 - Salaries and Benefits</b>						
51.1100	Wages - Full Time Employees	3,920,429.98	4,302,272.17	4,934,400.00	4,877,145.00	5,163,455.00
51.1300	Wages - Overtime	34,647.03	49,066.98	40,000.00	54,000.00	55,000.00
51.2100	Cancer Insurance for Firemen	14,871.89	4,736.32	12,000.00	9,847.00	10,000.00
B						
51.2200	FICA (Soc Sec)	288,150.63	318,563.28	381,914.00	368,500.00	371,769.00
51.2400	Retirement	474,939.36	516,241.54	599,081.00	584,991.00	764,191.00
51.2600	Unemployment Insurance	77.45	0.00	134.00	0.00	0.00
51.2700	Worker's Compensation	77,928.20	49,501.59	94,571.00	78,340.00	57,031.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$4,811,044.54</b>	<b>\$5,240,381.88</b>	<b>\$6,062,100.00</b>	<b>\$5,972,823.00</b>	<b>\$6,421,446.00</b>
<b>EX02 - Operating Expenditures</b>						
51.2900	Taxable Employee Benefits	4,725.00	4,860.00	4,860.00	5,220.00	5,400.00
A						
51.2900	Non-Taxable Employee Benefits	38,811.45	67,406.24	76,100.00	76,000.00	46,200.00
52.1300	Other Contractual Services	44,069.47	34,958.86	54,720.00	54,000.00	56,220.00
52.2200	Repairs and Maintenance	43,286.90	29,913.56	28,875.00	35,000.00	30,000.00
52.3101	Vehicle Insurance	14,977.06	10,637.11	18,000.00	13,096.00	21,083.00
52.3102	Bldg & Pers Liability Insurance	7,072.48	5,023.07	8,500.00	16,168.00	9,956.00
52.3200	Communications	6,213.17	6,307.00	25,800.00	25,000.00	25,800.00
52.3500	Travel Expenditures	0.00	168.00	2,000.00	24.44	2,000.00
52.3600	Dues and Fees	2,780.34	3,758.33	4,321.00	2,500.00	5,695.00
52.3700	Training	3,407.10	4,319.08	8,100.00	8,100.00	8,700.00
53.1100	Materials and Supplies	12,729.62	16,228.56	14,000.00	10,500.00	14,000.00
53.1101	Office Supplies	2,163.49	2,563.37	3,500.00	2,100.00	3,000.00
53.1102	Cleaning Supplies & Chemicals	13,076.46	17,612.42	17,000.00	16,800.00	17,000.00
53.1103	Medical Supplies	10,784.57	12,658.84	19,200.00	22,000.00	23,780.00
53.1106	Protective Equipment	11,417.00	44,809.00	34,800.00	31,033.00	29,850.00
53.1220	Natural Gas	548.66	1,945.62	4,000.00	6,600.00	7,000.00
53.1270	Vehicle Gasoline/Diesel	54,065.08	42,379.24	50,000.00	47,142.00	50,000.00
53.1300	Food Supplies	3,807.45	3,693.03	3,500.00	2,500.00	3,500.00
53.1400	Books & Periodicals	93.95	614.43	1,500.00	800.00	1,500.00
53.1600	Minor Equipment	22,285.97	20,562.84	20,150.00	20,000.00	20,150.00
53.1601	Computer Hardware & Software	4,852.79	4,522.87	8,701.00	7,328.00	6,000.00
53.1602	Office Furniture	0.00	6,083.70	5,000.00	5,000.00	6,100.00
53.1701	Vehicle Maintenance	40,954.51	70,308.68	57,000.00	110,000.00	75,000.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$342,122.52</b>	<b>\$411,333.85</b>	<b>\$469,627.00</b>	<b>\$516,911.44</b>	<b>\$467,934.00</b>
<b>EX04 - Capital Outlays</b>						
54.1302	Other Improvements	25,127.00	0.00	0.00	0.00	0.00
54.2200	Vehicles	38,460.80	44,597.00	45,000.00	47,621.00	32,800.00
54.2400	Computer Hardware and Software	24,299.81	0.00	0.00	8,446.00	0.00
54.2503	Protective Equipment	123,479.08	40,098.90	139,648.00	136,448.00	102,723.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$211,366.69</b>	<b>\$84,695.90</b>	<b>\$184,648.00</b>	<b>\$192,515.00</b>	<b>\$135,523.00</b>
<b>Department Total: 50 - Fire Department</b>		<b>\$5,364,533.75</b>	<b>\$5,736,411.63</b>	<b>\$6,716,375.00</b>	<b>\$6,682,249.44</b>	<b>\$7,024,903.00</b>

Street (Station #1), 1516 Lower Fayetteville Road (McKenzie Station #2), 138 Temple Ave (Station #3) and 3 Farmer Commercial Park Drive (Station #4).

### FY 2025 Goals and Objectives

**Goal 1: Provide for the health, safety and wellness of fire personnel in an on-going effort to meet the growing demands of the City and Fire Department.**

**Objectives:**

- Review SOGs for update (Batt. Chief – Feb 2025 ongoing)
- Replace bunker gear. (Fire Chief Apr 2025 ongoing)
- Hold monthly safety meeting with guidance from HR (Batt. Chief – monthly 2025 ongoing)
- Review SOG's on health and wellness program (Batt. Chief – 2025)
- Work-out Program (Capt. Hall – daily ongoing)

**Goal 2: Maintain an aggressive maintenance program to ensure that all departmental apparatus and facilities are safe, properly working and meet ISO Standards.**

**Objectives:**

- Captain Travis Hall to work with Ray Norton have all Engines at City Shop on daily maintenance issues (Capt. Travis Hall 2025 ongoing)
- Purchase new BA's to update and replace out of date BA's (Chief Brown – ongoing)
- Purchase new Rescue tools to replace out of date current rescue tools (Chief Brown – ongoing)
- Purchase new fire hoses (Captain Hall)

**Goal 3: Continue aggressive training programs for personnel to meet the growing demands of City and Fire Department.**

**Objectives:**

- Revise training schedule to address ISO requirements (Capt. Travis Hall Feb 2025)
- Use the Rescue 1 Training System to maintain all EMS certifications (Capt. Travis Hall 2025 ongoing)
- Assign Captain on each shift to work along with Captain Travis Hall to maintain all training records and reports. (Shift Captain's ongoing)
- Opened new Training Facility. (Chief Brown and Captain ongoing)
- Host Regional State Level classes at new Training facility (Captain Hall)

**Goal 4: Continue aggressive fire inspections; provide public education and arson investigation programs which meet all applicable state and federal requirements.**

**Objectives:**

- Send Fire Marshall Cox and 1 fire fighter from each shift to schools, assisted living facilities, nursing homes businesses, etc. for public fire education. (Fire Marshall Cox, 2025 ongoing)
- All fires will be investigated in the city to determine cause and origin. (Fire Marshall Cox, Chain of Command, 2025 ongoing)
- Begin placing all pre-fire plans on Imagine Trend software for easy access. (Fire Marshall Cox, Batt. Chief 2025 ongoing)
- Schedule events upon request for the public (Renee Windom 2025 ongoing)
- Continue training personnel for backup arson investigations and building inspections. (Fire Marshall Cox and Fire Chief 2025 ongoing)
- Conduct on-site fire inspections to 120 businesses per month/1440 per year (Fire Inspector Hoilman 2025 ongoing)

**Goal 5: Maintain an average response time (ART) that provides our citizens with the best chance of a positive outcome in the event of fire or medical emergency. City Goal pg. 2–Goal 1. (a, b, f, g)**

**Objectives:**

- Continue to maintain a safe and timely response time. (all Shifts 2025 ongoing)
- Drivers training program (Capt. Hall – 2025 ongoing)
- Continue training with street and building familiarization, update all electronic equipment on fleet. (Chief Jan. 2025)

**FY 2024 Accomplishments**

- ✓ Completed inspections and maintenance of all fire hydrants in the city.
- ✓ Completed Third Party inspection of ladder and Aerial Platform.
- ✓ New Rescue was put in service at Station 2.
- ✓ Purchased and put into service new BA's.
- ✓ Provide a robust Fire Inspection Program for Community.
- ✓ Completed Hose and pump service tests.
- ✓ Pre-Incident Tours.
- ✓ Specialized Training with Williams Gas; transmission pipeline.
- ✓ Opened new Training Facility.
- ✓ Delivered 70 ft. Sutphen Quint and put into service for Station 2.
- ✓ New tornado sirens were placed city wide, 8 installed.
- ✓ Went online with West Net; new alerting system.
- ✓ Participated in Safety Video with Bonnell Mock drill.
- ✓ Hosted State Region Rope Rescue training at the Training Tower; multi-agencies.
- ✓ Participated in mock disaster mock drill with Newnan Utilities at the Training Tower.
- ✓ Installed and put in service new Cascade System at the Training Tower.

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Number of Annual building inspections	200	300	375
Number of training hours provided	400	400	400
Total numbers of fires reported	92	100	120
Total EMS calls answered	4240	4300	4500
Total calls (all inclusive) for service	6106	6300	6500
% of personnel who completed 240 hours of mandatory training	100	100	100

## Section IV. Public Works

Public Works consist of 7 Functions/Departments:

- Public Works Administration
- City Garage
- Streets
- Cemetery
- Sanitation
  - Administration
  - Brush & Bulk
  - Refuse

The following is a list of the City's short and long-term priorities and goals for the Public Works function of the City of Newnan. These priorities and goals support the mission of the City of Newnan. Departmental goals for the 2025 budget year are in this section of the budget document underneath each respective department's budget information.

### Short Term Priorities

- Maintain the city's investment in its garage and maintenance facilities, cemeteries, streets, bridges, sidewalks, and storm water drainage systems.
- Maintain the cleanliness and aesthetics of the city's rights-of-way.
- Provide safe, effective, efficient and environmentally sensitive mosquito control services.
- Ensure development within the city meets current design criteria and standards through the prompt, efficient and accurate review of plans and studies.

### Short Term Goals

- Manage operations efficiently by acquiring and utilizing new equipment and technologies.
- Manage resources by maximizing the utilization of available personnel, equipment and materials.
- Bring into compliance with Federal and State standards, all signs, pavement markings, and other devices used to regulate, warn, or guide traffic on the city's streets, to promote safety and efficiency by providing for the orderly movement of all road users.
- Maintain the City's cemeteries in an efficient, effective manner while providing prompt, professional services to those in need.

### Long Term Priorities

- Attract, recruit, retain and support a responsible workforce of employees dedicated to providing quality services to residents, businesses, and visitors to the City of Newnan.
- Demonstrate a commitment to excellence in customer services through improved access to information, friendly service and prompt responses.
- Develop and maintain a responsible street and road surface management program.

### Long Term Goals

- Anticipate, identify and plan for future needs in providing a clean, sanitary and safe community.
- Meet the requirements assigned to Public Works for the City's Storm Water Management Program, including educational outreach, and the execution of our plan for protecting the environment by preventing contaminants and other pollutants from entering waterways through the storm water drainage systems.
- Anticipate future needs and plan for maintenance and improvements to ensure the city requirements and expectations for minimum standards and specifications for public infrastructure are met.

<https://www.newnanga.gov/268/Public-Works>

## PUBLIC WORKS

### Department Descriptions

**Public Works Administration:** Ray Norton, Public Works Director and staff in the Public Works Administration Department, oversee the operations of all departments within the Public Works Function. These departments include, Garage, Streets, Cemetery, Sanitation – Brush & Bulk as well as Refuse. Below is a description of each department in which Mr. Norton is directly responsible for budgeting



**Street Department:** Ray Norton, Public Works Director and his team maintains and repairs the City's streets and drainage infrastructure, including curbs, gutters, sidewalks, inlets, manholes, catch basins, storm sewers and culverts. Street cleaning operations include sweeping, litter control, flushing and leaf collection. The Street Department installs and maintains all traffic control devices. Maintenance of rights-of-way, including mowing operations and mosquito control, are responsibilities of the Street Department.

**Garage:** Mr. Norton's team is responsible for the effective management of equipment and fleet services by maintaining sufficient and adequate equipment, performing equipment inspections and repairs, scheduling preventative and routine maintenance, recording maintenance histories, analyzing equipment costs and defining replacement cycles, drafting specifications and procuring all mechanized equipment. Responsibilities include establishing procedures to ensure equipment maintenance technicians have appropriate training, licenses and certifications, that underground storage tanks are inspected and maintained to meet federal and state regulations, that parts and materials are inventoried and controlled to prevent loss and meet service and repair needs, and that the service and repair facilities are maintained to meet federal and state safety regulation. The City Garage is a division of Public Works and reports to the Public Works Director.

**Sanitation Administration:** This department will be responsible for sanitation billing for all of Sanitation as well as providing customer service to all citizens. They will also monitor the garbage collection services to make sure they are providing the best possible service.

**Sanitation Brush & Bulk** This department (Brush & Bulk) provides weekly pick up of yard waste, including leaves, grass clippings for the residents of Newnan. This department also provides weekly pick up of bulk items such as appliances, furniture, mattresses and box springs. The Brush and Bulk was combined with the Refuse Division in FY 2023. Mid-year it was separated again therefore in both Refuse and Brush & Bulk budgets.

**Sanitation Refuse:** Lastly this department (Refuse) provides a daily pick up for the downtown commercial area. This department was created in FY 2023 and was combined with the Sanitation Brush & Bulk Department. In the middle of FY 2023 the City decided in order to account for and understand the true monetary implications on starting this service was to separate the service from Brush and Bulk.

**Cemetery:** The Cemetery Director and his team operates and maintains Oak Hill, Presbyterian, East View and East View Annex Cemeteries. Additionally, general maintenance of West View Cemetery (Boone Drive) is now routinely provided. Operating responsibilities include aiding in the selection and purchase of a burial site (Presbyterian excluded), coordinating logistics with the family and the funeral home, preparing gravesites for interment, inurnment, or exhumation as may be needed and aiding visitors in locating specific gravesites. Maintenance activities include grooming of the grounds and landscaping and repairing gravesites.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 4100 - Public Works						
Department: 67 - Public Works						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	121,065.92	164,693.55	176,823.00	176,216.00	182,131.00
51.1300	Wages - Overtime	0.00	445.60	0.00	0.00	0.00
51.2200	FICA (Soc Sec)	8,707.92	11,957.15	13,568.00	13,085.00	13,113.00
51.2400	Retirement	14,770.56	17,910.28	21,284.00	20,591.00	26,955.00
51.2600	Unemployment Insurance	3.87	0.00	4.00	0.00	0.00
51.2700	Worker's Compensation	1,543.38	1,067.28	2,038.00	1,688.00	1,229.00
Account Classification Total: EX01 - Salaries and Benefits		\$146,091.65	\$196,073.86	\$213,717.00	\$211,580.00	\$223,429.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	432.00	531.00	540.00	810.00	1,080.00
	Professional Services	0.00	0.00	0.00	0.00	0.00
52.2200	Repairs and Maintenance	1,050.00	900.00	1,600.00	1,600.00	1,600.00
52.3101	Vehicle Insurance	91.52	65.00	110.00	43.00	129.00
52.3102	Bldg & Pers Liability Insurance	226.30	160.75	272.00	389.00	319.00
52.3200	Communications	1,456.45	2,338.63	1,440.00	1,506.00	900.00
52.3400	Printing & Binding	2,551.02	0.00	0.00	0.00	0.00
52.3500	Travel Expenditures	347.38	2,649.69	5,000.00	2,500.00	5,000.00
52.3600	Dues and Fees	122.00	504.00	600.00	600.00	600.00
52.3700	Training	1,165.00	1,300.00	1,500.00	850.00	1,500.00
53.1100	Materials and Supplies	272.47	1,883.42	400.00	485.00	400.00
53.1101	Office Supplies	0.00	231.09	200.00	200.00	200.00
53.1270	Vehicle Gasoline/Diesel	5,976.71	4,793.43	5,500.00	4,800.00	5,500.00
53.1400	Books & Periodicals	0.00	53.77	0.00	0.00	0.00
53.1601	Computer Hardware & Software	0.00	1,856.65	65,000.00	0.00	0.00
53.1701	Vehicle Maintenance	1,412.16	1,425.41	2,500.00	4,010.00	1,500.00
Account Classification Total: EX02 - Operating Expenditures		\$15,103.01	\$18,692.84	\$84,662.00	\$17,793.00	\$18,728.00
Department Total: 67 - Public Works		\$161,194.66	\$214,766.70	\$298,379.00	\$229,373.00	\$242,157.00

**Public Works - FY 2025 Goals, Objectives and Performance Measures**

**Goal 1:** Provide training to maintain certifications for successfully performing the responsibilities of the various departments within Public Works.

**Objectives:**

- Identify individual employees who need training and other requirements for certification/re-certification and facilitate enrollment, payment of fees and other logistics for each department in Public Works. (R. Norton, 12/31/2025)
- Coordinate between departments, not only within Public Works, but Citywide, to ensure the requirements for our NPDES, Phase II Permit for discharging stormwater into a separate storm sewer system are met. (R. Norton, 12/31/2025)
- Review and prepare revisions to City ordinances as needed for compliance with agencies of the State of Georgia, to be submitted to the Mayor and City Council for adoption. (R. Norton, 12/31/2025)

**Goal 2:** Minimize injuries, worker's compensation claims, and downtime for employees, and property damage as a result of operational activities.

**Objective:**

- Conduct a series of monthly meetings involving all employees within Public Works on safety issues and safety-related policies and procedures. (R. Norton, 12/31/2025)

**Goal 3: Implement and manage each annual budget as adopted by the Mayor and City Council, and to operate each department within Public Works within the adopted budget.**

**Objectives:**

- Procure, review/approve and monitor purchasing for needed goods and services and prepare and submit invoices in a timely manner to the Finance Department for payments. (R. Norton, 12/31/2025)
- Submit monthly progress reports for capital projects to the City Manager, or as directed, and submit monthly updates of the activities of the departments within Public Works to the Public Information Office for distribution to the Mayor and City Council. (R. Norton, 12/31/2025)

**Goal 4: Maintain the City’s investment in its garage and maintenance facilities, cemeteries, streets, bridges, sidewalks, and storm sewer infrastructure.**

**Objectives:**

- Maintain a list of streets, prioritized for resurfacing, sidewalks and other accessibility improvements. (R. Norton, 12/31/2025)
- Maintain a list of culverts, prioritized for needed repairs/replacement. (R. Norton, 12/31/2025)
- Manage capital public works projects. (R. Norton, 12/31/2025)

**Goal 5: Attract and maintain a competent and well-trained staff dedicated to serving the needs of residents and businesses by meeting the goals and objectives of the departments.**

**Objective:**

- Identify, recruit, and retain personnel for the various positions within the departments of Public Works. (R. Norton, 12/31/2025)

**FY 2024 Goals Accomplished**

- ✓ Conducted monthly safety meetings and training
- ✓ Minimized injuries and worker’s compensation claims
- ✓ Recertified department personnel in flagging procedures and chainsaw safety course
- ✓ Rehabilitated or replaced multiple drainage culverts
- ✓ Created a position to manage Telcom use of City rights of way

Performance Measures	2022 Actual	2023 Estimate	2024 Projected
Number of monthly capital projects progress reports submitted	12	12	12
Number of monthly financial progress reports submitted	12	12	12
Number of quarterly progress reports of departmental goals submitted	4	4	4
Number of Certifications Maintained	6	6	6
Number of Monthly Safety Meetings conducted	12	12	12

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 4200 - Streets						
Department: 60 - Streets						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	794,678.80	883,187.39	943,753.00	882,523.00	929,343.00
51.1200	Wages - Part Time/Temp Employees	22,735.45	1,134.38	0.00	0.00	0.00
51.1300	Wages - Overtime	6,210.90	5,265.46	10,500.00	7,500.00	10,500.00
51.2200	FICA (Soc Sec)	59,295.42	63,924.68	73,207.00	65,494.00	66,913.00
51.2400	Retirement	107,807.88	109,025.70	114,834.00	111,097.00	137,543.00
51.2600	Unemployment Insurance	24.53	0.00	42.00	0.00	0.00
51.2700	Worker's Compensation	60,115.85	33,544.36	58,998.00	48,872.00	35,579.00
51.2910	Employee Recognition	954.99	2,159.14	3,000.00	3,000.00	3,000.00
Account Classification Total: EX01 - Salaries and Benefits		\$1,051,823.82	\$1,098,241.11	\$1,204,334.00	\$1,118,486.00	\$1,182,878.00
EX02 - Operating Expenditures						
51.1200 A	Contracted Labor - Non-Employees	77,556.74	93,614.34	100,215.00	88,000.00	100,000.00
51.2900	Taxable Employee Benefits	2,520.00	2,659.50	2,700.00	2,700.00	2,700.00
51.2900 A	Non-Taxable Employee Benefits	3,174.91	3,102.84	3,500.00	3,500.00	3,500.00
52.2110	Solid Waste Disposal	13,528.39	3,792.78	10,000.00	10,500.00	10,000.00
52.2200	Repairs and Maintenance	3,850.00	4,600.00	11,200.00	11,200.00	11,200.00
52.2205	Traffic Signal Maintenance/Repairs	3,545.55	1,721.83	0.00	0.00	0.00
52.3101	Vehicle Insurance	9,289.73	9,483.96	10,500.00	10,557.00	12,298.00
52.3102	Bldg & Pers Liability Insurance	6,010.01	6,165.64	3,000.00	3,143.00	3,514.00
52.3200	Communications	3,640.71	3,678.79	2,460.00	2,460.00	2,460.00
52.3500	Travel Expenditures	0.00	24.41	4,000.00	3,000.00	4,000.00
52.3700	Training	135.00	1,600.24	6,000.00	1,500.00	6,000.00
53.1100	Materials and Supplies	33,385.89	38,794.30	45,000.00	45,000.00	45,000.00
53.1101	Office Supplies	296.89	57.66	750.00	500.00	750.00
53.1102	Cleaning Supplies & Chemicals	0.00	0.00	500.00	0.00	0.00
53.1105	Minor Street Rprs/Maint: Asphalt, Hot Mix & Gravel	23,267.30	15,782.93	42,000.00	20,000.00	30,000.00
53.1106	Protective Equipment	940.97	629.60	3,000.00	2,000.00	3,000.00
53.1107	Concrete Repairs: S/W, Curb & Gutter	36,595.53	58,198.41	70,000.00	56,000.00	60,000.00
53.1108	Traffic Signs & Devices	30,651.29	45,361.73	37,000.00	20,000.00	37,000.00
53.1109	Pavement Markings	3,269.64	0.00	0.00	0.00	0.00
53.1112	March 2021 Tornado	1,597,590.89	15,040.00	0.00	0.00	0.00
53.1230	Electricity	376,996.26	379,084.64	370,000.00	380,000.00	390,000.00
53.1270	Vehicle Gasoline/Diesel	112,648.89	73,703.14	85,000.00	75,000.00	85,000.00
53.1600	Minor Equipment	5,771.38	3,553.38	7,500.00	5,000.00	6,000.00
53.1601	Computer Hardware & Software	1,828.06	29.99	0.00	0.00	0.00
53.1700	Other Supplies/Uniform Rental	8,012.78	8,638.83	8,900.00	8,900.00	8,900.00
53.1701	Vehicle Maintenance	102,046.35	145,246.44	120,000.00	90,000.00	120,000.00
Account Classification Total: EX02 - Operating Expenditures		\$2,456,553.16	\$914,565.38	\$943,225.00	\$838,960.00	\$941,322.00
EX04 - Capital Outlays						
54.1406	Major Street Maintenance/Repairs	0.00	0.00	0.00	3,230,346.00	0.00
54.2200	Vehicles	36,597.00	42,797.00	45,000.00	42,500.00	0.00
54.2504	Other Equipment	13,200.00	0.00	0.00	0.00	25,000.00
Account Classification Total: EX04 - Capital Outlays		\$49,797.00	\$42,797.00	\$45,000.00	\$3,272,846.00	\$25,000.00
Department Total: 60 - Streets		\$3,558,173.98	\$2,055,603.49	\$2,192,559.00	\$5,230,292.00	\$2,149,200.00

## DEPARTMENTAL SUMMARIES

## Street Department Goals, Objectives and Performance Measures

### FY 2025 Goals and Objectives

**Goal 1: Maintain the City's Stormwater infrastructure; including meeting, all the requirements of the City has approved Stormwater Management Plan, as assigned to the Street Department.**

**Objectives:**

- Inspect, clean and repair, as needed, 20 percent of the storm sewer infrastructure annually. (C. King, 12/31/2025)
- Sweep and clean City streets with curb and gutter, per approved plan, schedule and frequency. (C. King, 12/31/2025)

**Goal 2: Bring into compliance with the Manual on Uniform Traffic Control Devices (MUTCD) all traffic control devices including regulatory, warning, street name and guidance signs, as well as pavement markings.**

**Objectives:**

- Create an inventory of all existing regulatory, warning, street name and guidance signs. (M. Klahr, C. King, 12/31/2025)
- Implement an approved assessment or management method to maintain traffic sign retro reflectivity at or above the established minimum levels (Federal Highway Association, (FHWA) mandated deadline is January 22, 2017). (M. Klahr, C. King, 1/22/2025)
- Replace regulatory, warning, and ground-mounted guide (except street name) signs that are identified using the assessment or management method as failing to meet the established minimum levels of retro reflectivity. (M. Klahr, C. King, 1/22/2025)

**Goal 3: Achieve zero lost time accidents.**

**Objectives:**

- Measured from September through August. (C. King, 08/31/2025)
- To ensure that personnel are issued and use appropriate protective equipment, including eye and ear protection, and wearing visible reflective clothing when working within the right-of-way or operating equipment. (C. King, 12/31/2025)
- To conduct monthly safety meetings reinforcing policies and procedures for safely performing work and operating equipment. (C King, 12/31/2025)

**Goal 4: Improve pedestrian accessibility throughout the City by installing new sidewalks and compliant handicap ramps, and repairing existing sidewalks and driveway aprons.**

**Objective:**

- To maintain a prioritized list of street segments that would benefit from improved accessibility. (C. King, 12/31/2025)
- Continue to utilize the online form submittal for reported damages to city sidewalks

**Goal 5: Expand on responsibilities for the newly created position of Street Maintenance Inspector/Trainer.**

**Objective:**

- Improve communication with local contractors/telecommunication companies. (C. Rushton, 12/31/2025)
- Continue working with local utilities to remove old/abandoned utility lines around the City.
- Manage Special Projects.

- Continue to reduce Right of Way damage caused by contractors. (C. Rushton, 12/31/2025)
- Build and develop a program for new drivers earning their Class E and Class F noncommercial driver's license. (C. Rushton, 12/31/2025)

#### FY 2024 Street Dept Goals Accomplished

- ✓ Inspected storm drains during winter months
- ✓ Replaced non-conforming traffic/street signs
- ✓ Identified and repaired damaged sidewalks/driveway aprons
- ✓ Reduced right of way damage
- ✓ Held monthly safety meetings

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Street Sweeping (miles)	7684	7500+	7500+
Cubic yards of concrete poured for sidewalks & Driveways	127	150	300
New compliant accessibility ramps	14	16	30
Tons of asphalt placed for utility cuts and pot holes	67	85	125

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 4900 - Garage						
Department: 68 - Garage						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	220,337.89	259,446.98	256,467.00	255,016.00	276,089.00
51.1300	Wages - Overtime	575.13	4,866.13	12,000.00	5,000.00	5,000.00
51.2200	FICA (Soc Sec)	16,377.99	19,862.82	20,735.00	19,301.00	19,878.00
51.2400	Retirement	36,877.56	38,778.94	32,526.00	31,467.00	40,861.00
51.2600	Unemployment Insurance	7.75	0.00	12.00	0.00	0.00
51.2700	Worker's Compensation	4,808.61	2,864.85	3,984.00	3,300.00	2,403.00
51.2910	Employee Recognition	106.88	70.67	1,000.00	500.00	500.00
Account Classification Total: EX01 - Salaries and Benefits		\$279,091.81	\$325,890.39	\$326,724.00	\$314,584.00	\$344,732.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	1,980.00	3,001.50	4,320.00	2,000.00	3,870.00
52.1300	Other Contractual Services	573.52	1,475.00	1,500.00	0.00	1,500.00
52.2200	Repairs and Maintenance	11,108.31	13,076.59	18,500.00	12,500.00	18,500.00
52.3101	Vehicle Insurance	1,248.10	886.43	1,500.00	1,508.00	1,757.00
52.3102	Bldg & Pers Liability Insurance	1,040.06	738.70	1,250.00	1,310.00	1,464.00
52.3200	Communications	0.00	405.00	0.00	0.00	0.00
52.3500	Travel Expenditures	0.00	0.00	6,000.00	2,400.00	6,000.00
52.3700	Training	0.00	0.00	3,000.00	1,000.00	3,000.00
53.1100	Materials and Supplies	14,055.23	17,654.79	22,000.00	22,000.00	22,000.00
53.1101	Office Supplies	160.65	161.49	600.00	250.00	300.00
53.1106	Protective Equipment	63.02	1,070.00	500.00	500.00	500.00
53.1270	Vehicle Gasoline/Diesel	3,026.70	2,338.62	4,000.00	1,000.00	4,000.00
53.1600	Minor Equipment	1,823.13	2,282.99	5,000.00	13,500.00	5,000.00
53.1601	Computer Hardware & Software	0.00	2,054.95	2,000.00	2,815.00	0.00
53.1602	Office Furniture	1,776.46	2,793.47	0.00	0.00	0.00
53.1700	Other Supplies/Uniform Rental	3,481.86	3,241.52	8,500.00	3,000.00	8,500.00
53.1701	Vehicle Maintenance	1,748.29	5,490.20	3,500.00	2,500.00	3,500.00
Account Classification Total: EX02 - Operating Expenditures		\$42,085.33	\$56,671.25	\$82,170.00	\$66,283.00	\$79,891.00
EX04 - Capital Outlays						
54.2200	Vehicles	1,249.01	39,697.00	0.00	0.00	0.00
54.2504	Other Equipment	17,757.87	14,859.00	8,500.00	0.00	0.00
Account Classification Total: EX04 - Capital Outlays		\$19,006.88	\$54,556.00	\$8,500.00	\$0.00	\$0.00
Department Total: 68 - Garage		\$340,184.02	\$437,117.64	\$417,394.00	\$380,867.00	\$424,623.00

**Garage FY 2025 Goals, Objectives and Performance Measures**

**Goal 1: Track the preventative maintenance and repairs on all City-owned equipment.**

**Objectives:**

- To maintain service records for each vehicle and motorized piece of equipment. (J. Burdette, 12/31/2025)
- To monitor service and repair costs for each vehicle and piece of equipment in order to recommend appropriate time for replacement. (J. Burdette, 12/31/2025)

**Goal 2: Conduct weekly housekeeping inspections of the Garage facility to insure safety, cleanliness and organization in the Garage area.**

**Objectives:**

- Weekly inspections to be made by the Garage Supervisor and noted deficiencies corrected. (J. Burdette, 12/31/2025)

- Quarterly facility inspection reports to be submitted to the Human Resources Department. (J. Burdette, 12/31/2025)

**Goal 3: Maintain inventory of the City’s fleet of motorized vehicles.**

**Objectives:**

- To assign inventory control numbers for each unit in the fleet. (J. Burdette, 12/31/2025)
- To obtain certification of compliance with clean-fueled emission standards through the Georgia Clean Fuel Fleet Program (CFFP) for the current model year ending August 3, as established by the Georgia Environmental Protection Division (EPD), by documenting and reporting that the appropriate number of Clean Fueled Vehicles purchased and added to the fleet for the model year. (J. Burdette, 12/31/2025)

**Goal 4: Strive for no lost time from accidents or injuries.**

**Objectives:**

- To be measured from September through August. (J. Burdette, 08/31/2025)
- To ensure that personnel are issued and use appropriate protective equipment, including eye and ear protection. (J. Burdette, 12/31/2025)
- To conduct monthly safety meetings reinforcing policies and procedures for safely performing work and operating equipment. (J. Burdette, 12/31/2025)
- To inspect all vehicles involved in an accident for safety (J. Burdette, 12/31/2025)
- To cross train employees for personal and professional growth.

**FY 2024 Accomplishments**

- ✓ Preventive maintenance and repairs are tracked with our Fleet Software.
- ✓ Spare parts inventory is well stocked and managed.

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Number of service request performed	1308	1358	1400
Number of vehicles/major pieces of equipment maintained by the City Garage	327	336	340
Number of quarterly safety inspections conducted	4	4	4

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 540- Sanitation Fund						
EXPENDITURES						
Department: 62 - Sanitation Administration						
<i>EX01 - Salaries and Benefits</i>						
51.1100	Wages - Full Time Employees	0.00	215,270.93	239,020.00	203,200.00	248,497.00
51.1200	Wages - Part Time/Temp Employees	0.00	6,154.25	5,000.00	4,600.00	4,000.00
51.1300	Wages - Overtime	0.00	2,579.47	1,500.00	1,000.00	1,500.00
51.2100	Employee Ins (Health/Basic Life)	0.00	60,000.00	76,000.00	76,000.00	76,000.00
51.2200	FICA (Soc Sec)	0.00	15,641.15	18,326.00	15,337.00	17,892.00
51.2400	Retirement	0.00	20,190.80	28,747.00	30,961.00	36,778.00
51.2600	Unemployment Insurance	0.00	0.00	8.00	0.00	0.00
51.2700	Worker's Compensation	0.00	8,077.08	16,296.00	13,499.00	9,827.00
51.2910	Employee Recognition	0.00	574.66	0.00	250.00	2,000.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$0.00</b>	<b>\$328,488.34</b>	<b>\$384,897.00</b>	<b>\$344,847.00</b>	<b>\$396,494.00</b>
<i>EX02 - Operating Expenses</i>						
51.1200A	Contracted Labor - Non-Employees	0.00	0.00	0.00	0.00	0.00
51.2900	Taxable Employee Benefits	0.00	279.00	540.00	540.00	540.00
52.1200	Professional Services	0.00	0.00	0.00	150.00	0.00
52.1300	Other Contractual Services	171.00	3,491,052.72	3,307,001.00	3,558,300.00	3,665,049.00
52.3102	Bldg & Pers Liability Insurance	0.00	0.00	1,600.00	1,204.00	1,874.00
52.3200	Communications	0.00	6,188.27	1,080.00	1,485.00	8,880.00
52.3300	Advertising	0.00	0.00	2,000.00	0.00	0.00
52.3400	Printing & Binding	0.00	5,304.17	40,000.00	48,000.00	48,000.00
52.3500	Travel Expenses	0.00	0.00	2,000.00	0.00	2,000.00
52.3600	Dues and Fees	0.00	0.00	500.00	0.00	500.00
52.3700	Training	0.00	0.00	1,500.00	0.00	1,500.00
53.1100	Materials and Supplies	0.00	19,409.10	0.00	4,000.00	500.00
	Computer Hardware and Software	0.00	0.00	0.00	3,600.00	0.00
53.1101	Office Supplies	0.00	116.36	600.00	300.00	600.00
53.1706	Miscellaneous	0.00	3,177.81	0.00	0.00	0.00
<b>Account Classification Total: EX02 - Operating Expenses</b>		<b>\$171.00</b>	<b>\$3,525,527.43</b>	<b>\$3,356,821.00</b>	<b>\$3,617,579.00</b>	<b>\$3,729,443.00</b>
<i>EX04 - Capital Outlays</i>						
54.2400	Computer Hardware and Software	0.00	0.00	0.00	0.00	0.00
54.2500	Other Equipment	0.00	1,511.98	0.00	0.00	0.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$0.00</b>	<b>\$1,511.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Department Total: 62 - Sanitation Administration</b>		<b>\$171.00</b>	<b>\$3,855,527.75</b>	<b>\$3,741,718.00</b>	<b>\$3,962,426.00</b>	<b>\$4,125,937.00</b>

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 540- Sanitation Fund						
EXPENDITURES						
Department: 65 - Brush & Bulk						
<i>EX01 - Salaries and Benefits</i>						
51.1100	Wages - Full Time Employees	273,686.09	230,978.00	230,333.00	218,420.00	238,254.00
51.1300	Wages - Overtime	16,201.14	10,223.39	9,000.00	8,000.00	9,000.00
51.2100	Employee Ins (Health/Basic Life)	75,450.93	80,000.00	95,000.00	95,000.00	95,000.00
51.2150	Employee Flexible Spending Accounts	42.00	165.00	165.00	165.00	165.00
51.2200	FICA (Soc Sec)	20,329.81	17,936.48	18,294.00	17,387.00	17,154.00
51.2400	Retirement	99,976.04	36,159.14	28,696.00	27,762.00	35,262.00
51.2600	Unemployment Insurance	0.00	0.00	12.00	0.00	0.00
51.2700	Worker's Compensation	17,494.16	10,584.06	18,350.00	15,201.00	11,066.00
51.2910	Employee Recognition	290.62	0.00	0.00	600.00	0.00
<i>Account Classification Total: EX01 - Salaries and Benefits</i>		\$503,470.79	\$386,046.07	\$399,850.00	\$382,535.00	\$405,901.00
<i>EX02 - Operating Expenses</i>						
51.2900	Taxable Employee Benefits	594.00	49.50	540.00	0.00	0.00
51.2900A	Non-Taxable Employee Benefits	832.00	0.00	0.00	0.00	800.00
52.1300	Other Contractual Services	4,600.00	0.00	0.00	0.00	0.00
52.2110	Solid Waste Disposal	311,934.60	339,044.57	320,000.00	350,000.00	350,000.00
52.2200	Repairs and Maintenance	2,100.00	1,500.00	2,000.00	2,000.00	2,000.00
52.3101	Vehicle Insurance	2,496.16	1,866.59	3,000.00	3,000.00	3,514.00
52.3102	Bldg & Pers Liability Insurance	2,912.21	2,068.33	3,500.00	3,500.00	4,100.00
52.3200	Communications	190.05	1,316.74	0.00	266.00	5,000.00
53.1100	Materials and Supplies	1,422.87	854.24	4,000.00	3,000.00	4,000.00
53.1101	Office Supplies	172.31	0.00	0.00	0.00	0.00
53.1112	March 2021 Tornado	13,406.17	349.25	0.00	1,433.00	0.00
53.1270	Vehicle Gasoline/Diesel	81,827.93	70,291.27	80,000.00	75,000.00	80,000.00
53.1300	Food Supplies	249.94	0.00	0.00	0.00	0.00
53.1601	Computer Hardware & Software	90.00	0.00	0.00	0.00	0.00
53.1700	Other Supplies/Uniform Rental	1,740.79	1,781.22	1,700.00	1,800.00	1,700.00
53.1701	Vehicle Maintenance	40,134.76	69,836.59	40,000.00	48,000.00	50,000.00
<i>Account Classification Total: EX02 - Operating Expenses</i>		\$464,703.79	\$488,958.30	\$454,740.00	\$487,999.00	\$501,114.00
<i>EX04 - Capital Outlays</i>						
56.1000	Depreciation Expenses	84,913.75	46,119.09	85,000.00	30,000.00	39,000.00
<i>Account Classification Total: EX04 - Capital Outlays</i>		\$84,913.75	\$46,119.09	\$85,000.00	\$30,000.00	\$39,000.00
<b>Department Total: 65 - Brush &amp; Bulk</b>		<b>\$1,053,088.33</b>	<b>\$921,123.46</b>	<b>\$939,590.00</b>	<b>\$900,534.00</b>	<b>\$946,015.00</b>

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 540- Sanitation Fund						
EXPENDITURES						
<b>Function / Activity: 4520 - Sanitation Refuse</b>						
<b>Department: 63 - Sanitation Refuse</b>						
<i>EX01 - Salaries and Benefits</i>						
51.1100	Wages - Full Time Employees	113,744.27	92,223.75	81,291.00	71,850.00	95,337.00
51.1300	Wages - Overtime	4,888.37	13,149.43	5,400.00	15,500.00	10,000.00
51.2100	Employee Ins (Health/Basic Life)	31,928.70	50,000.00	38,000.00	38,000.00	38,000.00
51.2150	Employee Flexible Spending Accounts	42.00	55.00	55.00	55.00	55.00
51.2200	FICA (Soc Sec)	8,097.51	7,281.62	6,219.00	6,614.00	6,864.00
51.2400	Retirement	34,257.68	13,326.68	10,331.00	13,525.00	14,110.00
51.2600	Unemployment Insurance	10.33	0.00	0.00	0.00	0.00
51.2700	Worker's Compensation	6,067.76	3,276.30	5,870.00	4,863.00	3,540.00
51.2910	Employee Recognition	187.49	27.64	500.00	200.00	500.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$199,224.11</b>	<b>\$179,340.42</b>	<b>\$147,666.00</b>	<b>\$150,607.00</b>	<b>\$168,410.00</b>
<i>EX02 - Operating Expenses</i>						
51.2900	Taxable Employee Benefits	54.00	4.50	0.00	0.00	0.00
51.2900A	Non-Taxable Employee Benefits	224.73	0.00	0.00	0.00	0.00
52.1300	Other Contractual Services	100,272.39	17,501.43	0.00	7,500.00	7,500.00
52.2110	Solid Waste Disposal	29,514.06	37,058.55	32,000.00	44,400.00	42,000.00
52.2200	Repairs and Maintenance	0.00	0.00	400.00	0.00	400.00
52.3101	Vehicle Insurance	832.05	590.94	1,000.00	1,005.00	1,171.00
52.3102	Bldg & Pers Liability Insurance	1,248.10	886.43	1,500.00	1,571.00	1,756.00
52.3200	Communications	510.02	483.90	0.00	0.00	0.00
53.1100	Materials and Supplies	46,761.39	12,227.56	3,000.00	14,600.00	3,000.00
53.1101	Office Supplies	513.73	0.00	0.00	0.00	0.00
53.1270	Vehicle Gasoline/Diesel	12,129.51	8,992.89	9,500.00	8,000.00	9,500.00
53.1600	Minor Equipment	0.00	0.00	500.00	0.00	500.00
53.1601	Computer Hardware & Software	10,450.73	0.00	0.00	0.00	0.00
53.1700	Other Supplies/Uniform Rental	1,191.24	1,318.26	1,250.00	1,300.00	1,250.00
53.1701	Vehicle Maintenance	9,547.92	11,902.47	5,500.00	6,000.00	6,500.00
<b>Account Classification Total: EX02 - Operating Expenses</b>		<b>\$213,249.87</b>	<b>\$90,966.93</b>	<b>\$54,650.00</b>	<b>\$84,376.00</b>	<b>\$73,577.00</b>
<b>Department Total: 63 - Sanitation Refuse</b>		<b>\$412,473.98</b>	<b>\$270,307.35</b>	<b>\$202,316.00</b>	<b>\$234,983.00</b>	<b>\$241,983.00</b>

**Sanitation Brush & Bulk & Refuse FY 2025 Goals, Objectives and Performance Measures**

**Goal 1:** Provide education and public outreach to the citizens and other stakeholders in Newnan regarding the proper disposal of waste items.

**Objectives:**

- Maintain the web page for the Sanitation Department within the City’s website to include important information regarding the collection of yard waste and bulk items. (J. Burdette, 12/31/2025)
- Develop a door knob hanger style flier for distribution and education purposes. (J. Burdette, 12/31/2025)

**Goal 2:** Minimize injuries, worker’s compensation claims, down time for employees, and property damage as a result of operational activities.

**Objective:**

- Conduct a series of monthly meetings involving all employees within the Sanitation Department on safety issues and safety related policies and procedures. (J. Burdette, 12/31/2025)

**Goal 3: Minimize missed pick-ups.****Objective:**

- Maintain a log of reported missed pick-ups. (J. Burdette, 12/31/2025)

**Goal 4: Minimize complaints.****Objective:**

- Maintain a log of complaints, complete with a resolution and time to resolve a complaint. (J. Burdette, 12/31/2025)
- To cross train employees for personal and professional growth (J. Burdette, 12/31/2025)

**FY 2024 Accomplishments**

- ✓ Door hangers are currently being distributed informing customer of rules.
- ✓ Complaint log was maintained.
- ✓ Reduced amount past due balances by implementing a comprehensive collection procedure
- ✓ Continued to maintain garbage removal in the downtown
- ✓ Pressure washed all central business district sidewalks

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Number of missed pick-ups	27	20	20
Yard waste & bulk items collected (tons)	4439	4200	4500

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 4950 - Cemetery						
Department: 69 - Cemetery						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	318,851.65	347,865.36	357,819.00	353,703.00	367,999.00
51.1200	Wages - Part Time/Temp Employees	0.00	12,198.74	21,222.00	30,000.00	36,936.00
51.1300	Wages - Overtime	15,455.06	15,576.30	11,000.00	16,000.00	16,000.00
51.2200	FICA (Soc Sec)	24,333.99	27,273.11	29,962.00	29,777.00	29,155.00
51.2400	Retirement	43,884.36	44,104.88	44,453.00	45,765.00	54,464.00
51.2600	Unemployment Insurance	10.33	0.00	20.00	0.00	0.00
51.2700	Worker's Compensation	13,111.38	7,575.36	12,677.00	10,501.00	7,645.00
51.2910	Employee Recognition	845.28	1,616.16	1,200.00	1,600.00	1,200.00
Account Classification Total: EX01 - Salaries and Benefits		\$416,492.05	\$456,209.91	\$478,353.00	\$487,346.00	\$513,399.00
EX02 - Operating Expenditures						
51.1200 A	Contracted Labor - Non-Employees	5,113.36	0.00	0.00	0.00	0.00
51.2900	Taxable Employee Benefits	1,620.00	1,620.00	1,620.00	1,620.00	1,620.00
51.2900 A	Non-Taxable Employee Benefits	194.44	0.00	0.00	0.00	0.00
	Professional Services	0.00	0.00	0.00	2,500.00	0.00
52.1300	Other Contractual Services	61,498.00	96,735.81	92,830.00	95,000.00	103,729.00
52.2200	Repairs and Maintenance	0.00	428.21	2,200.00	3,200.00	2,200.00
52.3101	Vehicle Insurance	3,328.22	2,363.81	4,000.00	4,022.00	4,685.00
52.3102	Bldg & Pers Liability Insurance	3,328.22	2,363.81	4,000.00	4,191.00	4,685.00
52.3200	Communications	0.00	948.05	600.00	1,000.00	1,140.00
52.3600	Dues and Fees	0.00	399.00	0.00	350.00	400.00
53.1100	Materials and Supplies	9,546.29	11,763.30	8,000.00	22,000.00	8,000.00
53.1101	Office Supplies	195.89	575.01	600.00	500.00	600.00
53.1102	Cleaning Supplies & Chemicals	672.35	617.85	750.00	600.00	750.00
53.1103	Medical Supplies	59.28	0.00	100.00	0.00	100.00
53.1106	Protective Equipment	116.70	49.98	400.00	400.00	400.00
53.1270	Vehicle Gasoline/Diesel	16,235.81	14,614.98	12,000.00	13,500.00	13,500.00
53.1600	Minor Equipment	3,229.53	3,331.46	9,880.00	13,000.00	9,880.00
53.1601	Computer Hardware & Software	1,635.29	0.00	1,720.00	1,117.00	0.00
53.1700	Other Supplies/Uniform Rental	3,370.73	7,633.24	8,000.00	7,800.00	8,000.00
53.1701	Vehicle Maintenance	12,392.86	11,663.30	8,000.00	10,000.00	8,000.00
53.1705	Landscaping Supplies	5,181.39	15,759.73	12,000.00	12,500.00	12,000.00
Account Classification Total: EX02 - Operating Expenditures		\$127,718.36	\$170,867.54	\$166,700.00	\$193,300.00	\$179,689.00
EX04 - Capital Outlays						
54.1200	Site Improvements	5,000.00	0.00	25,000.00	1,000.00	0.00
54.2201	Vehicles/Equipment	14,865.00	24,977.97	0.00	0.00	35,000.00
Account Classification Total: EX04 - Capital Outlays		\$19,865.00	\$24,977.97	\$25,000.00	\$1,000.00	\$35,000.00
Department Total: 69 - Cemetery		\$564,075.41	\$652,055.42	\$670,053.00	\$681,646.00	\$728,088.00

**Cemetery FY 2025 Goals, Objectives and Performance Measures**

**Goal 1:** Provide essential burial services via timely grave openings and closings.

**Objective:**

- To quantify burials, available inventory, and prepare for additional inventory by developing new blocks and sections when approximately 75% of current inventory is utilized. (J. Martin, 12/31/2025)

**Goal 2:** Provide excellence in cemetery grounds and maintenance of landscaping during growth season.

**Objectives:**

- To ensure grounds are mowed and trimmed in a 11-day cycle, maximum, weather permitting. (J. Martin, 12/31/2025)
- To beautify the front drive entrance of the cemetery by flower bed plantings. To address special needs identified in routine inspections of the grounds. (J. Martin, 12/31/2025)

**Goal 3:** Strive for no lost time from accidents or injuries.

**Objectives:**

- To be measured from September through August (J. Martin, 08/31/2025)
- To ensure that personnel are issued and use appropriate protective equipment, including eye and ear protection. (J. Martin, 12/31/2025)
- To conduct monthly safety meetings reinforcing policies and procedures for safely performing work and operating equipment. (J. Martin, 12/31/2025)
- To have three employees get their Class E heavy noncommercial driver's license

**Goal 4:** Maintain the mapping of blocks, sections, lots and spaces and a database of records identifying burial details.

**Objective:**

- All new cemetery records are to be added to an electronic database and backed up by hard copy. (J. Martin, 12/31/2025)
- To have all cemetery records moved to our Cemetery information management system for online public use.

**FY 2024 Accomplishments**

- ✓ Maintained digital records for burials and spaces in all cemeteries
- ✓ Maintained membership in the Georgia Municipal Cemetery Association
- ✓ Continued turf improvement/ ant control program, installed quality sod
- ✓ Maintained essential burial services via timely grave opening and closing

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Average number of working days to complete a mowing/ trimming cycle	14	12	11
Number of gravesites prepared for burials	163	185	190
Number of burial spaces sold	153	160	165
Number of acres maintained	105	105	105

## Section V. Community Development & Other Services

Community Development consist of 9 Functions/Departments:

- Parks & ROW Beautification
- Planning & Zoning
- Building Inspection
- Engineering
- Business Development
  - Main Street
- Keep Newnan Beautiful
- Leisure Services
- Carnegie

The following is a list of the City's short and long-term priorities and goals for the Community Development function of the City of Newnan. These priorities and goals support the mission of the City of Newnan. Departmental goals for the 2024 budget year are located in this section of the budget document underneath each respective department's budget information.

### Short Term Priorities

- Continue excellence in planning, building inspections, and beautification to insure safe, desirable, and quality development within Newnan, while working to preserve, maintain, and enhance the aesthetic qualities of the City of Newnan.
- Provide a high level of support services to elected officials, boards, commissions, and other volunteer groups.
- Properly utilize the operating and capital improvement budgets to allocate funds and resources that will provide a level of service to meet community needs.

### Short Term Goals

- Provide for continuing education and training opportunities so that staff can further develop the skills necessary to provide quality and efficient service and programs and to effectively handle the growth of the City of Newnan.
- Develop plans, studies, and reports for use by city officials and other decision-making bodies.
- Implement and complete assignments quickly and efficiently and with the highest level of professional standards.

### Long Term Priorities

- Manage department operations to see that they are executed in an efficient and professional manner.
- Construct, maintain, and enhance public facilities to insure quality of life and safety for the citizens and employees of the City of Newnan.

### Long Term Goals

- Provide excellence in all aspects of project management and project implementation.
- Monitor areas that lend themselves to departmental improvements, such as interdepartmental communication, public relation efforts, and quality customer service.
- Ensure safe, desirable, and quality development within Newnan, while working to preserve the historic character of the community.
- Administer programs with the highest degree of efficiency, integrity and professionalism.



**BEAUTIFICATION**

**Department Description**

Mike Furbush, Landscape Architect and his team maintains and enhances City parks, public grounds, and limited road rights-of-way. Their activities include, but are not limited to, general lawn and grounds maintenance, planting design and installation and overall beautification.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 6200 - Parks & ROW B						
Department: 61 - Beautification						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	740,273.05	842,607.31	912,758.00	880,467.00	935,974.00
51.1200	Wages - Part Time/Temp Employees	0.00	2,996.00	0.00	0.00	0.00
51.1300	Wages - Overtime	0.00	143.69	0.00	1,200.00	0.00
51.2200	FICA (Soc Sec)	55,660.95	64,079.78	70,285.00	66,945.00	67,390.00
51.2400	Retirement	93,510.36	103,129.48	110,250.00	110,813.00	138,524.00
51.2600	Unemployment Insurance	20.65	0.00	36.00	0.00	0.00
51.2700	Worker's Compensation	30,406.67	19,750.48	34,706.00	28,750.00	20,930.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$919,871.68</b>	<b>\$1,032,706.74</b>	<b>\$1,128,035.00</b>	<b>\$1,088,175.00</b>	<b>\$1,162,819.00</b>
EX02 - Operating Expenditures						
51.1200 A	Contracted Labor - Non-Employees	22,383.67	19,262.09	12,000.00	13,000.00	13,600.00
51.2900	Taxable Employee Benefits	0.00	0.00	540.00	0.00	0.00
51.2900 A	Non-Taxable Employee Benefits	4,895.08	5,093.50	6,300.00	6,300.00	6,300.00
52.1300	Other Contractual Services	170,027.46	169,513.94	191,000.00	191,000.00	193,000.00
52.2200	Repairs and Maintenance	4,705.94	10,165.40	18,000.00	10,000.00	18,000.00
52.3101	Vehicle Insurance	18,537.29	3,368.43	5,700.00	5,900.00	6,676.00
52.3102	Bldg & Pers Liability Insurance	1,206.50	856.89	1,450.00	1,850.00	1,698.00
52.3200	Communications	843.06	694.43	600.00	600.00	600.00
52.3500	Travel Expenditures	924.34	360.00	1,000.00	1,000.00	1,000.00
52.3600	Dues and Fees	165.00	577.95	850.00	850.00	850.00
52.3700	Training	540.00	230.00	2,000.00	2,000.00	2,000.00
53.1100	Materials and Supplies	378.90	1,452.10	4,250.00	1,500.00	2,000.00
53.1101	Office Supplies	452.33	471.16	400.00	400.00	400.00
53.1102	Cleaning Supplies & Chemicals	7,134.29	6,541.90	8,000.00	6,000.00	8,000.00
53.1103	Medical Supplies	408.75	0.00	0.00	0.00	0.00
53.1112	March 2021 Tornado	32,650.00	0.00	0.00	0.00	0.00
53.1270	Vehicle Gasoline/Diesel	40,955.68	33,853.81	45,000.00	40,000.00	45,000.00
53.1300	Food Supplies	720.43	608.42	1,000.00	1,000.00	1,000.00
53.1400	Books & Periodicals	0.00	53.77	100.00	100.00	100.00
53.1600	Minor Equipment	9,910.25	16,106.45	9,000.00	12,000.00	8,000.00
53.1601	Computer Hardware & Software	0.00	0.00	1,500.00	0.00	0.00
53.1701	Vehicle Maintenance	13,516.39	27,507.83	15,000.00	20,000.00	18,000.00
53.1705	Landscaping Supplies	67,755.45	48,177.43	82,000.00	82,000.00	90,000.00
53.1708	Other Boards & Commissions	0.00	0.00	1,000.00	500.00	500.00
53.1708 A	Newnan Youth Council	15,148.36	16,113.65	18,500.00	6,500.00	18,500.00
53.1709	Grounds Repair & Maintenance	183,049.30	137,878.72	125,000.00	135,000.00	130,000.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$596,308.47</b>	<b>\$498,887.87</b>	<b>\$550,190.00</b>	<b>\$537,500.00</b>	<b>\$565,224.00</b>
EX04 - Capital Outlays						
54.1317	Storage Facility	32,457.15	31,056.58	0.00	0.00	0.00
54.2100	Machinery	84,859.00	0.00	32,000.00	28,500.00	14,500.00
54.2200	Vehicles	0.00	59,086.97	0.00	0.00	40,000.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$117,316.15</b>	<b>\$90,143.55</b>	<b>\$32,000.00</b>	<b>\$28,500.00</b>	<b>\$54,500.00</b>
<b>Department Total: 61 - Beautification</b>		<b>\$1,633,496.30</b>	<b>\$1,621,738.16</b>	<b>\$1,710,225.00</b>	<b>\$1,654,175.00</b>	<b>\$1,782,543.00</b>

## FY 2025 Goals and Objectives

**Goal 1: Improve the quality of life and safety of City residents through improved pedestrian accessibility.**

**Objective:**

- To evaluate the possibility of any additional streetscapes type projects within the City of Newnan. (M. Furbush, May 2025)
- Continue to be part of the design and construction team that reviews various future phases of the LINC system. (M. Furbush, Ongoing for 2025)
- Manage construction and design for proposed select portions of seating for Downtown Streetscapes. (M. Furbush, July 2025)

**Goal 2: Create a working environment that emphasizes safety in order to reduce dangers to departmental employees and property.**

**Objectives:**

- To reduce worker's compensation incidents and their severity by being safety conscious and informed. (Departmental Crews, Ongoing for 2025)
- To reduce liability incidents, including motor vehicle incidents, by being safety conscious and informed. (Departmental Crews, Ongoing for 2025)
- To continue to provide departmental staff with safety information through monthly safety meetings. (J. Payne, Ongoing for 2025)
- To continue to provide twice a year self-inspections and evaluations of departmental facilities (J. Payne, Ongoing for 2025)

**Goal 3: Establish and maintain initiatives that preserve and enhance the overall aesthetic qualities of the City of Newnan.**

**Objectives:**

- To continue to evaluate and monitor the overall departmental plan of action to provide improved beautification efforts within the City, including high visibility areas that could result in further enhancement. (M. Furbush, February 2025)
- To continue to evaluate existing parks and public grounds for potential areas of reductions in maintenance costs and operations. (M. Furbush, March 2025)
- Identify and follow up on sites that have sub-standard landscaping and are not compliant with the City's newly revamped Tree Conservation and Landscape Ordinance. (M. Furbush, August 2025)
- To continue to monitor & evaluate year to year lawn improvement & maintenance plan for Bullsboro Drive. (M. Furbush, March 2025)
- To continue to install new trees and shrubs within Greenville Street Park and First Avenue Park in areas that were adversely affected by the 2021 tornado. (M. Furbush, March & October 2025)
- To continue to design and install additional landscaping needs at all three of the newer park projects (C. Jay Smith, Pickleball, and Pickett Field) that were unable to be completed during construction. (M. Furbush, March & October 2025)

**Goal 4: Improve the quality of life of City residents through improved recreational improvements and public awareness.**

**Objectives:**

- Continue evaluation and determination of the maintenance requirements for the constructed first four phases of the LINC (M. Furbush, February 2025)

- Continue to be part of the design and construction team that reviews various upcoming park improvement projects at Lynch Park, Greenville Street Park, and the Pickleball Complex. (M. Furbush, Ongoing for 2025)
- Continue to be part of the design and construction team that reviews new Bicentennial park project. (M. Furbush, Ongoing for 2025).
- Continue to observe, evaluate and improve operating and maintenance procedures to C. Jay Smith Park (M. Furbush – April 2025)
- Continue to observe, evaluate, and improve operating and maintenance procedures at Sprayberry Road Dog Park. (M. Furbush, April 2025)
- Continue to improve public awareness and communication through brochures and updating the City website. (M. Furbush, February 2025)

**FY 2024 Accomplishments**

- ✓ Received the 34th consecutive Tree City USA award designation.
- ✓ Participated in the 17th year of the annual Kindergarten Tree Planting Program.
- ✓ Successfully completed the 15th year of the Newnan Youth Council.
- ✓ Completed construction on ADA playground at Sprayberry Road Park.
- ✓ Completed design and hopefully construction of second gated entrance and pavilion at Sprayberry Road Dog Park.
- ✓ Improved Bullsboro Drive corridor with landscape mulch.
- ✓ Secured design and pricing for Downtown Streetscapes seating options.
- ✓ Implementation of Tree Management Plans as part of the rezoning and annexation process.
- ✓ Designed and installed landscape trees at new Fire Training Center.

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
% of man hours devoted to maintenance activities	85%	85%	85%
% of man hours devoted to installation activities	9%	6%	7%
% of man hours devoted to misc. activities	6%	9%	8%
% of tree inspections completed w/in 48 hours	95%	97%	89%
Percentage of total major City grounds maintenance completed w/in 10 day working cycle	85%	86%	87%
Miles of planted medians maintained	3.7 miles	3.7 miles	3.7 miles
Number of City parks maintained	10	12	13
Number of public grounds maintained	50	53	58
Number of Worker’s Comp incidents reported	1	1	1



## PLANNING AND ZONING

### Department Description

Tracy Dunnavant, Planning Director and her team is responsible for a wide range of tasks related to growth and development in the City of Newnan. Community development services provided by the Planning and Zoning Department include handling of public inquiries, subdivision and site plan review, short and long-range planning, grants administration, mapping services, zoning administration, composition of land use regulations, serving as advisor to the City Council, City Manager, Urban Redevelopment Authority, Board of Zoning Appeals and the Planning Commission plus other tasks as they arise or are assigned. This department reports directly to the Assistant City Manager.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 7400 - Planning & Zoning						
Department: 70 - Planning & Zoning						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	333,503.72	407,624.68	441,929.00	428,873.00	455,201.00
51.1200	Part Time/Temp Employees	0.00	0.00	0.00	3,682.00	0.00
51.2200	FICA (Soc Sec)	24,218.89	30,032.76	33,808.00	32,201.00	32,774.00
51.2400	Retirement	41,502.48	40,456.04	53,031.00	57,532.00	67,310.00
51.2600	Unemployment Insurance	6.45	0.00	12.00	0.00	0.00
51.2700	Worker's Compensation	2,023.54	1,261.88	2,232.00	1,849.00	1,346.00
Account Classification Total: EX01 - Salaries and Benefits		\$401,255.08	\$479,375.36	\$531,012.00	\$524,137.00	\$556,692.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	0.00	346.50	0.00	459.00	540.00
	Nontaxable Employee	0.00	0.00	0.00	420.00	420.00
52.1200	Professional Services	0.00	11,470.00	0.00	(1,750.00)	10,000.00
52.2200	Repairs and Maintenance	654.00	719.00	1,200.00	1,200.00	1,200.00
52.3101	Vehicle Insurance	665.65	472.75	800.00	804.00	937.00
52.3102	Bldg & Pers Liability Insurance	1,331.30	945.53	1,600.00	1,676.00	1,874.00
52.3200	Communications	544.21	543.90	660.00	550.00	660.00
52.3300	Advertising	4,921.67	3,860.93	3,675.00	3,000.00	4,400.00
52.3400	Printing & Binding	444.50	10.28	645.00	200.00	645.00
52.3500	Travel Expenditures	3,591.21	2,681.17	5,500.00	3,000.00	5,500.00
52.3600	Dues and Fees	1,334.65	2,005.00	2,155.00	2,050.00	2,195.00
52.3700	Training	2,177.32	1,791.56	3,100.00	2,700.00	3,250.00
53.1100	Materials and Supplies	0.00	1,210.08	3,305.00	2,000.00	3,305.00
53.1101	Office Supplies	420.32	1,150.74	1,300.00	800.00	1,000.00
53.1270	Vehicle Gasoline/Diesel	219.40	363.53	600.00	600.00	600.00
53.1400	Books & Periodicals	125.00	125.00	200.00	125.00	200.00
53.1601	Computer Hardware & Software	8,774.44	9,750.15	10,000.00	8,750.00	10,325.00
53.1701	Vehicle Maintenance	107.80	581.37	500.00	200.00	500.00
53.1707	Planning Commission	0.00	0.00	350.00	250.00	350.00
53.1708	Other Boards & Commissions	0.00	0.00	350.00	0.00	350.00
Account Classification Total: EX02 - Operating Expenditures		\$25,311.47	\$38,027.49	\$35,940.00	\$27,034.00	\$48,251.00
EX04 - Capital Outlays						
54.2200	Vehicles	0.00	41,000.00	0.00	0.00	0.00
Account Classification Total: EX04 - Capital Outlays		\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00
Department Total: 70 - Planning & Zoning		\$426,566.55	\$558,402.85	\$566,952.00	\$551,171.00	\$604,943.00

## FY 2025 Goals and Objectives

**Goal 1: Identify training opportunities which will allow staff to build upon existing skills and keep current on changing trends within the Planning, Housing and GIS professions.**

### **Objectives:**

- Ensure that each staff member attends at least one Planning or Zoning, Housing or GIS related training or conference (either in person or virtually) relevant to issues currently or potentially impacting the city. (Planning Director, 12/31/2025)
- Identify potential courses, conferences, etc. that are cost efficient in an effort to minimize budget impact while providing quality training. (Planning Director, 12/31/2025)

**Goal 2: Continue to work toward providing better customer service.**

### **Objectives:**

- Monitor staff's interaction with the public and provide guidance as to how they can improve their level of service. (Planning Director, 12/31/2025)
- Solicit input from Staff on ways to improve customer service. (Planning Director, 12/31/2025)

**Goal 3: Continue to be responsive to the City Council as well as the other Boards, Commissions, Departments and volunteer groups who work with planning related issues.**

### **Objectives:**

- Research planning related topics and provide information to these groups relevant to their role in the planning process. (Department Staff, 12/31/2025)
- Offer training opportunities to board members to further assist them in making decisions and better understanding their role. (Planning Director, 12/31/2025)

**Goal 4: Review and develop/amend plans, ordinances and other planning documents to ensure quality development with minimal impact on Newnan's historic resources.**

### **Objectives:**

- Update the Comprehensive Plan's CIE and Short-Term Work Program to ensure that it adequately reflects the projects identified by the department staff and City Council. (Department Staff, 10/31/2025)
- Review new case law and ordinances from other jurisdictions for possible amendments to the Zoning Ordinance that will further enhance Newnan's planning objectives. (Department Staff, 12/31/2025)
- Continue to seek approval for the Chalk Level National Register District nomination. (Department Staff, 12/31/2025)

**Goal 5: Further address housing needs throughout the City.**

### **Objectives:**

- Work with the Newnan Urban Redevelopment Agency (NURA) to identify areas of need, specific programs, and available tools to promote housing. (Department Staff, 12/31/2025)
- Continue to implement the Neighborhood Stabilization Program (NSP) and Economic Development Initiative (EDI) grants. (Department Staff, 12/31/2025)
- Apply for CHIP funding to address housing needs in the Rocky Hill Community. (Consultant and Department Staff, 01/31/2025)
- Continue to construct and sell affordable homes on City owned lots within identified redevelopment areas to promote homeownership using seed money from the American Rescue Plan Act (ARPA) funding. (Department Staff, NURA members, 12/31/2025)
- Work toward maintaining GICH alumni certification. (Department Staff, 12/31/2025)

- Continue to assist NURA in holding two paint days and a housing fair through NURA. (Department Staff, 12/21/2025)

**Goal 6: Identify grants and other funding sources which will allow the City to pursue identified projects.**

**Objectives:**

- Submit applications for grants related to projects identified in the City's planning documents. (Department Staff, 12/31/2025)
- Continue to submit applications for additional funding related to housing needs. (Department Staff, 12/31/2025)

**Goal 7: Increase awareness of the City's Stormwater management program through educational opportunities for students and various service organizations.**

**Objectives:**

- Continue to manage and implement the storm drain marker program. (Department Staff, 10/31/2025)
- Work with various youth organizations and clubs in the implementation of the program and educate them on its benefits. (Department Staff, 10/31/2025)

**Goal 8: Identify opportunities to utilize GIS capabilities to enhance City services.**

**Objectives:**

- Identify ways to expand citizen and department accessibility to GIS via the City's website. (Department Staff, 12/31/2025)
- Continue to meet with City departments to ascertain GIS needs and provide information on how GIS can assist in meeting departmental goals and objectives. (Department Staff, 12/31/2025)

**FY 2024 Accomplishments**

- ✓ Updated the Zoning Ordinance to address changes in state law and reoccurring issues that have arisen throughout the year.
- ✓ Continued to rehab and sell/rent houses to low-income families through the Neighborhood Stabilization Programs, and CHIP programs.
- ✓ Conducted two paint days and a housing resource fair through NURA.
- ✓ Completed construction on three workforce targeted houses on Murray Street and began construction on three additional homes.
- ✓ Continued to improve GIS interactive maps on the City's website
- ✓ Updated the City's Bicycle and Pedestrian Facilities Plan.
- ✓ Submitted second revisions to the application form for the Chalk Level national register district nomination.
- ✓ Adopted updates to the Comprehensive Plan's Capital Improvement Element and Short-Term Work Program that allows the City to collect impact fees.

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Number of training classes or seminars attended by staff	9	8	9
Number of customer service meetings	2	2	2
Number of Ordinance updates	1	4	2
Number of Storm Drain Markers installed	100	100	100
Percent of major projects completed	95%	95%	95%
Number of houses rehabbed/constructed	4	12	10
Number of grants applied for	0	1	1



**BUILDING INSPECTION**

**Department Description**

Chief Building Official, Bryan Partin and his team provides for administration and enforcement of building, housing, plumbing, and electrical, health and zoning codes as adopted by the City Council. For new construction and alteration to existing facilities, the department issues the necessary permits and examines all plans and proactively inspects properties for code compliance. This department reports directly to the Assistant City Manager.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 7200 - Building Inspect						
Department: 71 - Building Inspection						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	604,565.21	654,567.89	716,222.00	628,704.00	730,773.00
51.1200	Wages - Part Time/Temp Employees	24,124.48	9,672.66	0.00	0.00	0.00
51.2200	FICA (Soc Sec)	46,881.37	49,281.96	55,186.00	46,958.00	52,616.00
51.2400	Retirement	75,833.52	77,458.36	86,566.00	55,110.00	108,154.00
51.2600	Unemployment Insurance	14.20	0.00	22.00	0.00	0.00
51.2700	Worker's Compensation	10,212.86	6,013.99	10,487.00	6,658.00	4,601.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$761,631.64</b>	<b>\$796,994.86</b>	<b>\$868,483.00</b>	<b>\$737,430.00</b>	<b>\$896,144.00</b>
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	2,160.00	2,565.00	2,700.00	2,205.00	2,600.00
51.2900 A	Non-Taxable Employee Benefits	405.57	731.81	850.00	750.00	800.00
52.1300	Other Contractual Services	20,809.00	17,588.56	28,000.00	26,750.00	22,948.00
52.3101	Vehicle Insurance	6,442.11	3,841.17	7,000.00	6,889.00	8,199.00
52.3102	Bldg & Pers Liability Insurance	3,120.22	2,216.07	3,500.00	3,740.00	4,100.00
52.3200	Communications	7,595.07	6,958.87	7,440.00	6,000.00	7,000.00
52.3300	Advertising	2,075.35	166.00	1,200.00	500.00	1,200.00
52.3400	Printing & Binding	0.00	187.02	480.00	400.00	450.00
52.3500	Travel Expenditures	0.00	2,336.57	5,200.00	3,500.00	4,000.00
52.3600	Dues and Fees	675.00	991.00	1,225.00	1,200.00	1,700.00
52.3700	Training	4,332.08	5,625.89	7,500.00	7,500.00	7,000.00
53.1100	Materials and Supplies	61.00	206.31	1,000.00	1,000.00	1,300.00
53.1101	Office Supplies	1,072.02	687.99	1,260.00	1,000.00	1,000.00
53.1270	Vehicle Gasoline/Diesel	15,431.75	13,714.49	15,000.00	13,000.00	15,000.00
53.1300	Food Supplies	849.03	1,472.03	1,620.00	1,300.00	1,600.00
53.1400	Books & Periodicals	346.40	249.77	1,200.00	1,750.00	2,500.00
53.1600	Minor Equipment	252.21	172.12	220.00	0.00	200.00
53.1601	Computer Hardware & Software	6,346.23	69.59	4,500.00	3,339.00	3,000.00
53.1602	Office Furniture	0.00	0.00	650.00	245.00	400.00
53.1701	Vehicle Maintenance	6,879.29	4,498.97	6,000.00	8,000.00	6,000.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$78,852.33</b>	<b>\$64,279.23</b>	<b>\$96,545.00</b>	<b>\$89,068.00</b>	<b>\$90,997.00</b>
EX04 - Capital Outlays						
54.2200	Vehicles	34,488.60	39,697.00	37,000.00	24,935.00	28,000.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$34,488.60</b>	<b>\$39,697.00</b>	<b>\$37,000.00</b>	<b>\$24,935.00</b>	<b>\$28,000.00</b>
<b>Department Total: 71 - Building Inspection</b>		<b>\$874,972.57</b>	<b>\$900,971.09</b>	<b>\$1,002,028.00</b>	<b>\$851,433.00</b>	<b>\$1,015,141.00</b>

## FY 2025 Goals and Objectives

### Goal 1: Improve public relations and provide quality customer service.

#### Objectives:

- Review all applications and revise as needed to improve customer use (permit tech (PT), TM, VK)
- Update and maintain checklists for each type of inspection performed, and have available to customers (PT,VK)
- Evaluate current permit software for ability/compatibility to accept on-line submittals and payments (PT,VK,TM,IT)
- Maintain inspector qualifications posting for public review (VK)

### Goal 2: Preserve the historical character of the community.

#### Objectives:

- Perform plan reviews and inspections with the focus of maintaining the historical construction materials and methods while complying with today's codes. (Staff)

### Goal 3: Provide continuing education and training opportunities to inspectors to enhance the quality and efficiency of inspections.

#### Objectives:

- Fund membership with professional organization that offers continuing education and require building department staff to attend continuing education classes (BP)
- Fund process and require each department position to obtain certification from ICC (BP)
- Support non-profit ICC preferred provider organization to professionalize our department staff (BP)
- Design course material for approval by ICC and provide for the teaching of classes (BP)
- Provide location to hold meetings at the Newnan Centre and hold 4 classes annually (BP)
- Sponsor at least one inspector association meeting

### Goal 4: Provide an electronic format for customers to apply and pay for Building Permits on-line

#### Objectives:

- Maintain/update electronic devices for inspectors to perform inspections and access information from field (VK,IT)
- Evaluate current software for ability to receive, review and process permit applications on-line (BP,VK,IT)
- Evaluate current permit software for ability to include all other department reviews and approvals (VK,IT)

## FY 2024 Accomplishments

- ✓ Developed and instructed 4 CEU classes (16 hours) at local inspectors' association
- ✓ Posted inspectors qualifications for public review
- ✓ Updated all building department forms
- ✓ Funded and participated in local inspectors' association for CEU's
- ✓ Provided funding opportunity and incentive for staff to obtain certifications
- ✓ Fully sponsored one inspector association meeting

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Percentage commercial plans submitted electronically	95%	95%	100%
Number of training/CE hours attended by staff total hours	188	180	150
Number of participants in GABI	134	156	150
Number of Certifications obtained	25	12	15

<https://www.newnanga.gov/172/City-Engineer>



**ENGINEERING**

**Department Description**

Michael Klahr, City Engineer along with his team is also responsible for reviewing civil and structural plans for proposed development; construction inspections, inspections of soil erosion and sedimentation control measures including an on-going evaluation of the effectiveness of measures in place; the implementation and enforcement of good engineering standards for the city; the design and management of engineering projects for the city; and the response to calls from the general public about drainage and other engineering related issues.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 1575 - City Engineer						
Department: 22 - City Engineer						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	345,202.36	374,457.45	380,289.00	381,903.00	395,961.00
51.2200	FICA (Soc Sec)	25,370.58	27,559.99	29,175.00	28,493.00	28,509.00
51.2400	Retirement	43,053.60	43,565.52	52,057.00	50,363.00	58,602.20
51.2600	Unemployment Insurance	3.87	0.00	8.00	0.00	0.00
51.2700	Worker's Compensation	6,152.14	3,969.67	7,629.00	7,053.00	4,601.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$419,782.55</b>	<b>\$449,552.63</b>	<b>\$469,158.00</b>	<b>\$467,812.00</b>	<b>\$487,673.00</b>
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00
52.1200	Professional Services	23,550.00	5,063.84	0.00	114,600.00	100,000.00
52.1300	Other Contractual Services	19,050.75	10,665.00	30,250.00	19,400.00	6,700.00
52.2200	Repairs and Maintenance	1,115.00	0.00	0.00	0.00	0.00
52.3101	Vehicle Insurance	532.53	378.21	640.00	643.44	750.00
52.3102	Bldg & Pers Liability Insurance	507.57	360.47	610.00	639.00	714.00
52.3200	Communications	10,912.68	13,866.86	12,620.00	16,584.00	16,620.00
52.3400	Printing & Binding	797.09	61.00	600.00	77.20	100.00
52.3500	Travel Expenditures	1,331.93	2,228.81	4,650.00	1,650.00	3,570.00
52.3600	Dues and Fees	1,213.60	1,850.42	820.00	1,600.00	1,662.00
52.3700	Training	1,884.20	2,547.52	3,200.00	2,000.00	2,016.00
53.1100	Materials and Supplies	1,620.84	579.39	1,200.00	1,200.00	1,250.00
53.1101	Office Supplies	707.28	2,130.89	750.00	1,186.00	1,200.00
53.1112	March 2021 Tornado	83,047.25	0.00	0.00	0.00	0.00
53.1270	Vehicle Gasoline/Diesel	3,496.70	2,543.76	3,000.00	2,600.00	3,000.00
53.1400	Books & Periodicals	0.00	895.00	500.00	0.00	0.00
53.1600	Minor Equipment	165.83	19.96	13,719.00	12,719.00	1,000.00
53.1601	Computer Hardware & Software	2,279.17	438.86	2,000.00	1,996.00	0.00
53.1602	Office Furniture	0.00	394.57	0.00	0.00	0.00
53.1701	Vehicle Maintenance	2,641.92	1,341.75	2,000.00	1,090.00	2,000.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$155,934.34</b>	<b>\$46,446.31</b>	<b>\$77,639.00</b>	<b>\$179,064.64</b>	<b>\$141,662.00</b>
EX04 - Capital Outlays						
54.2200	Vehicles	0.00	0.00	35,000.00	36,390.00	0.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$36,390.00</b>	<b>\$0.00</b>
<b>Department Total: 22 - City Engineer</b>		<b>\$575,716.89</b>	<b>\$495,998.94</b>	<b>\$581,797.00</b>	<b>\$683,266.64</b>	<b>\$629,335.00</b>

## FY 2025 Goals and Objectives

**Goal 1: To maintain in good repair, an attractive, efficient transportation network, improving the safety of all users of the system for all modes of travel**

### **Objectives:**

- To assess the conditions of the pavements of the street and road network, with a goal Pavement Condition Index (PCI) rating of 75, in accordance with standard evaluation techniques and methods. City Council, at their 2022 workshop, committed additional resources with the goal of raising the network rating from 70 to 75 in the next three years. (M. Klahr 12/31/2025)
- To determine and plan for funding needs and utilize available funding, including Federal Highway funds, Georgia Department of Transportation (GDOT) grant funds, SPLOST funds, and General funds, to maintain a safe and efficient street and road network, equitably (M. Klahr 12.31.2025)
- To maintain LAP (Local Administered Projects) certification with GDOT, to be eligible to administer transportation projects, locally, utilizing Federal funding (M. Klahr, S. Henriquez 12.31.2025)
- To coordinate and manage capital improvement projects that will improve the safety, operations, and capacity of the street and road network (M. Klahr, S. Henriquez 12.31.2025)
- To assess walkability, bicycle and other modes of transportation to identify the needs for sidewalks, bicycle facilities and pathways, in compliance with ADA (Americans with Disabilities Act) standards (M. Klahr, S. Henriquez 12.31.2025)
- To evaluate warrants for traffic signals, coordinate signals, and upgrade existing signals, utilizing the latest technology to optimize operations at intersections (ITS, Intelligent Traffic Systems) (M. Klahr 12.31.2025)
- To maintain an MUTCD (Manual on Uniform Traffic Control Devices) compliant inventory of traffic control devices, including regulatory and warning signs, and pavement markings (M. Klahr 12.31.2025)
- To conduct traffic volume and speed studies, to ensure that posted speed limits are appropriate, and to identify the needs for traffic calming measures, including the use of radar feedback speed limit systems (M. Klahr, S Henriquez 12.31.2025)

**Goal 2: To manage stormwater runoff in order to protect the environment; reduce flooding to protect people and property; reduce the demand on public stormwater drainage systems, supporting healthy streams and rivers, creating a healthier, more sustainable community**

### **Objectives:**

- To review development plans for compliance with State of Georgia, the Metropolitan North Georgia Water Planning District, and standards and regulations per City of Newnan ordinances for post-construction stormwater management, and floodplain management (M. Klahr, R. Hill, S. Henriquez 12.31.2025)
- To maintain a Municipal Separate Storm Sewer System (MS4) Permit with the EPD, permitting the City of Newnan to discharge stormwater runoff to waters of the State
  - To meet the annual requirements for reporting stormwater management activities in accordance with the approved Stormwater Management Plan (SWMP), to the Georgia Environmental Protection Division (GaEPD) (R. Hill, 12.31.2025)
  - To ensure the required ordinances are adopted in a timely manner (M. Klahr 12.31.2025)
  - To inspect the various physical facilities and components of the stormwater management system, completion of which in a five (5) year cycle, in compliance

- with the SWMP, including mapping and recording additions and other changes to the existing system (M. Klahr, R. Hill, M. Kessler 12.31.2025)
- To investigate complaints relating to stormwater runoff and offer assistance to property owners, in accordance with the adopted *Extent of Service Policy* (EOS) (M. Klahr, R. Hill 12.31.2025)
- To maintain certification as Certified Floodplain Manager (M. Klahr, S. Henriquez 12.31.2025)

**Goal 3: To manage the prevention and reduction of the movement of eroded soil sediments off-site through an Erosion Sedimentation and Pollution Control plan, supporting healthy streams and rivers, creating a healthier, more sustainable community**

**Objectives:**

- To maintain status as a Local Issuing Authority (LIA), for issuance of permits for land-disturbing activities (LDA) in the City of Newnan
  - To ensure the required ordinances are adopted in a timely manner (M. Klahr 12.31.2025)
  - To maintain certifications (Georgia Soil and Water Conservation Commission, GSWCC, Level Ib) for regulatory enforcement inspections, to inspect land disturbance areas for compliance with State erosion and sedimentation regulations (M. Klahr 12.31.2025)
  - To ensure timely reporting to appropriate agencies, documenting regulatory activities, complaints and complaint resolutions, violations, and LDA permitting (M. Klahr, M. Kessler 12.31.2025)
- To maintain a Memorandum of Agreement (MOA) with the Georgia Soil and Water Conservation Commission (GSWCC), for in-house review and approval of Erosion Sedimentation & Pollution Control Plans as submitted for permit for land-disturbing activities (LDA) in the City of Newnan
  - To maintain certifications (GSWCC, Level II) for plan review and approval for compliance with EPD established minimum requirements for design and plan presentation (M. Klahr 12.31.2025)
  - To ensure timely reporting to appropriate agencies, documenting the level of permit activity within the City of Newnan (M. Klahr, M. Kessler 12.31.2025)

**Goal 4: To ensure good engineering principles and practices are utilized in proposed development and redevelopment, through a review and permitting process**

**Objectives:**

- To maintain a set of design standards in accordance with generally accepted engineering principles and standards
  - To maintain a list of general notes, details, check lists and other standards and requirements for engineers and design professionals to utilize in preparing site and construction drawings for proposed development in the City of Newnan (M. Klahr 12.31.2025)
- To review development plans in a timely manner, providing clear and concise review comments when applicable, including traffic impact studies (M. Klahr, S. Henriquez, R. Hill, M. Kessler 12.31.2025)
- To assist in the permitting process for Site Prep, Land Disturbance Activities, and for work within the public Right-of-Way (M. Klahr 12.31.2025)
  - To conduct inspections for conformance with development plans (S. Henriquez, R. Hill, M. Kessler 12.31.2025)

- To conduct inspections for compliance with ADA standards (S. Henriquez, R. Hill 12.31.2025)
- To ensure any additional permits are obtained from outside agencies, when applicable, including FEMA, USACOE, EPD, and GDOT (M. Klahr, S. Henriquez 12.31.2025)
- To review variance requests from standards, and provide commentary and recommendation for consideration (M. Klahr 12.31.2025)

**Goal 5: Maintain associations with professional and technical groups for networking and sharing of knowledge**

**Objectives:**

- Continue memberships with professional organizations, including the American Society of Civil Engineers (ASCE), the Institute of Transportation Engineers (ITE), the Association of State Floodplain Managers (ASFPM), the American Public Works Association (APWA) (M. Klahr, S. Henriquez 12.31.2025)
- Continue an advisory position for the Technical Coordinating Committee for the Metropolitan North Georgia Water Planning District (M. Klahr, S. Henriquez, R. Hill 12.31.2025)
- Continue participation with meetings of the Georgia Soil and Water Conservation Commission (R. Hill, M. Kessler, S. Henriquez 12.31.2025)
- Continue leadership positions with the Georgia Utility Coordinating Council (R. Hill, M. Kessler 12.31.2025)

**FY 2024 Accomplishments**

- ✓ Maintained our Local Issuing Authority for permitting land-disturbing activities
- ✓ Maintained our Memorandum of Agreement with the Georgia EPD and the GSWCC for in-house review of erosion, sedimentation and pollution control plans
- ✓ Maintained certification as ASFPM floodplain managers (2)
- ✓ All required environmental ordinances are up to date
- ✓ Continue to monitor both the 811 locate tickets and the street cut notification system
- ✓ Continue the expansion and use of radar feedback speed limit signs as effective measures for speed calming. Added two new units in 2024
- ✓ Revised and updated development check lists, particularly related to the new edition of the MUTCD
- ✓ Received approval for the Annual Report of activities of the Stormwater Management Plan
- ✓ Successful in obtaining Federal funding for Preliminary Engineering for a roundabout intersection at Sprayberry Rd/ Greison Tr/ Jefferson St - Issued Notice to Proceed
- ✓ Successful in obtaining Federal funding for Preliminary Engineering for Improvement to Lower Fayetteville Rd - Issued Notice to Proceed
- ✓ LAP - recertified 2024
- ✓ Completed Year 1 of the 3-year paving plan; Year 2 under contract; extended the plan an additional year to 2027. Paved approximately 2,799 centerline miles on 10 streets and performed the full depth reclamation of 71,129 square yards for another 7 streets.
- ✓ Continue to upgrade existing traffic signals to include the latest hardware and software
  - New Signals installed in 2024- Martinn Luther King Jr Blvd/Dodson Street/Mary Ann Street and Fourth Street/Sunset Lane

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Land Disturbance Activities (LDP), permits, issued	11	15	15
Total acres disturbed, development*	164	336	200
Storm Sewer pipes, inventory, miles	87	97	101
Number of drainage investigations	14	18	26
Number of traffic volume and speed studies	20	22	20
Overall Network Pavement Condition Rating	73.5	75.0	76.3

\* DENOTES ACRES, ACTIVE PERMITS

<https://www.keepnewnanbeautiful.org/>

**KEEP NEWNAN BEAUTIFUL (KNB)**

**Department Description**

Page Beckwith’s service to the community is to educate, motivate, and empower the individuals of Newnan, Ga to take greater responsibility for improving our local community environment through litter prevention, waste reduction, recycling, and beautification. As an affiliate of the Keep America Beautiful program and the Keep Georgia Beautiful program, KNB has access to grants and other programs that assist with helping achieve our goals. KNB sponsors electronics recycling, paper shredding, tire recycling, and paint recycling programs on site at City Hall. KNB also hosts the Great American Cleanup for our community. KNB works closely with the Coweta County School system to assist with environmental education classes and activities. KNB partners with various businesses in the city and county to help incorporate the KNB mission throughout our community. KNB manages the Adopt- A- Street program and two downtown gardens. KNB also works as a resource for hard to recycle items like batteries, electronics, house hazardous waste, and other various items that should not be placed in the landfill. Page reports directly to the City Engineer.



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Department: 82 - Keep Newnan Beautiful						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	48,718.40	51,689.19	53,548.00	55,327.00	55,145.00
51.1300	Wages - Overtime	0.00	866.16	0.00	154.00	0.00
51.2200	FICA (Soc Sec)	3,206.11	3,571.07	4,138.00	3,936.00	3,970.00
51.2400	Retirement	5,783.40	6,116.56	6,491.00	6,280.00	8,161.00
51.2600	Unemployment Insurance	1.29	0.00	2.00	0.00	0.00
51.2700	Worker's Compensation	818.71	501.69	885.00	0.00	534.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$58,527.91</b>	<b>\$62,744.67</b>	<b>\$65,064.00</b>	<b>\$65,697.00</b>	<b>\$67,811.00</b>
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	540.00	540.00	540.00	540.00	540.00
52.1201	Public Relations	8,364.03	6,471.77	12,100.00	12,000.00	12,600.00
52.1300	Other Contractual Services	1,275.00	293.50	1,000.00	850.00	850.00
52.3102	Bldg & Pers Liability Insurance	332.81	236.37	400.00	418.00	469.00
52.3300	Advertising	7,675.41	8,856.49	10,500.00	10,500.00	10,500.00
52.3400	Printing & Binding	3,068.77	2,373.09	1,000.00	1,000.00	1,250.00
52.3500	Travel Expenditures	2,431.40	4,250.49	4,497.00	4,000.00	3,390.00
52.3600	Dues and Fees	805.88	680.00	800.00	800.00	814.00
52.3700	Training	1,120.00	1,431.89	1,360.00	1,360.00	1,250.00
53.1100	Materials and Supplies	47,487.04	52,968.07	12,320.00	12,000.00	13,238.00
53.1101	Office Supplies	283.88	550.34	200.00	200.00	200.00
53.1400	Books & Periodicals	18.14	69.81	50.00	50.00	100.00
53.1600	Minor Equipment	237.47	232.69	0.00	0.00	0.00
53.1601	Computer Hardware & Software	638.90	2,142.37	743.00	743.00	503.00
53.1708	Other Boards & Commissions	32,781.73	81,962.36	30,000.00	28,000.00	47,645.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$107,060.46</b>	<b>\$163,059.24</b>	<b>\$75,510.00</b>	<b>\$72,461.00</b>	<b>\$93,349.00</b>
<b>Department Total: 82 - Keep Newnan Beautiful</b>		<b>\$165,588.37</b>	<b>\$225,803.91</b>	<b>\$140,574.00</b>	<b>\$138,158.00</b>	<b>\$161,160.00</b>
<b>Function / Activity Total: 1575 - City Engineer</b>		<b>\$741,305.26</b>	<b>\$721,802.85</b>	<b>\$722,371.00</b>	<b>\$821,424.64</b>	<b>\$790,495.00</b>

FY 2025 Goals & Objectives**Goal 1: Enhance and Develop New and Existing Community-Wide Partnerships****Objectives:**

- Continue to develop existing partnership with Coweta County Schools collaborating on projects that improve our community.
  - Identify student volunteer groups to assist in aiding with projects and city events.
  - Provide support and coordination for school related recycling events, stem activities, outdoor classroom, and garden events.
  - Provide Away from Home recycling bins and bags to schools as needed.
  - Maintain membership on the Coweta Water Extension Team and the Coweta Stem Institute Executive Board.
  - Conduct at least 2 KNB Water Education programs at 2 local elementary schools.
  - Assist schools in establishing on-site garden programs; provide recycling information and establish on-site recycling programs where able.
- Build and maintain relationships with businesses, groups and individuals.
  - Recruit a minimum of 6 additional volunteer groups to participate in Adopt-A-Street program.
  - Engage 8 new groups to participate in a Clean Team litter pickup project within the city limits.
  - Continue to remove the old Adopt a street signs and replace with new logo signs. Create a live GIS map with adopted streets and post on KNB website.
  - Work with existing and new groups to educate them on litter prevention, water conservation, recycling, native plants, and beautification.
  - Provide Away from Home recycling bins and bags to businesses and groups as needed.
  - Conduct Water in Your World programming. Host community information sessions that educate residents on storm water systems, local water supply, the water utility, water conservation activities for homeowners; litter/trash how they affect the water supply.
  - Provide at least two programs/activities onsite at the Outdoor Classroom or partner location.
  - Participate in at least 2 Main Street Events with KNB activities for children or adults when possible
  - Collaborate with DDA and Beautification to stock the dog waste stations with dog bags on the LINC, in downtown, and at the parks.
  - Host Educational table at the Coweta County Fair.

**Goal 2: Improve and Maintain the Integrity of the Keep Newnan Beautiful Program.****Objectives:**

- Complete Affiliate Certification.
  - Attend required training.
  - Complete Semi-Annual and Annual Reports.
  - Complete Litter Index Survey.
  - Maintain the Presidential Certification with KAB.
- Participate in Keep America Beautiful Great American Cleanup.
- Maintain memberships in appropriate environmental and nonprofit groups.
- Collaborate with Chattahoochee River Keepers to sample creeks and streams within the city limits of Newnan.
- Host educational seminars and presentations to local community organizations
  - Utilize Enviroscape model.

- Assist with Storm Water Management classes
- Provide garden information and support
- Participate in Coweta County Water Team's Teacher Training workshops.
- Clean at least 1 local stream
- Provide battery recycling drop off
- Provide HHW (household hazardous waste) recycling or disposal information to residents and businesses.
- Continue to organize and host the following events: Electronic Recycling (1), Paper Shredding (4), Great American Cleanup Event (1), Paint Recycling (2), and Trex plastic bag recycling program event.
- Maintain Outdoor Classroom, Pollinator Garden, Community Garden, and Community Orchard.
- Facilitate upkeep and registry for Little Libraries at First Ave Park, Ray Park, and Cranford Park
- Compile some appropriate activities that can be "checked out" by local schools and groups to be used at KNB locations.
- Collaborate with local groups to assist in growing the Community Garden movement.

### FY 2024 Accomplishments

- ✓ Obtained Keep Georgia Beautiful certification
- ✓ Obtained Keep America Beautiful Presidential certification
- ✓ Completed Litter Index Survey.
- ✓ Coordinated 8 City Hall On-Site Recycling Events and 2 DEA events held at the Newnan Police Department.
- ✓ Increased Marketing/Public Relations Campaign to include PSA, Print, social media
- ✓ Continued implementing new logo and added new signage to Adopt- A- Street program.
- ✓ Collaborated with local schools to teach appropriate grade-level classes based on Georgia standards relating to stormwater, recycling, pollution, erosion, pollination, water quality, gardening, and other environmental issues.
- ✓ Maintained Community Orchard at 121 Spring St by adding additional plants.
- ✓ Assisted 4 local schools with Stem Garden installations.
- ✓ Taught 17 classes to educate students about recycling, waste reduction, litter prevention, water conservation and green activities at Middle and Elementary schools.
- ✓ Recruited 6 new Adopt- A- Street sponsors
- ✓ Held 1 summer camp program at Children's Connect Museum

Performance Measures	2023 Actual	2024 Estimate	2025 Projected
Number of Electronic Recycling Events Hosted	2	1	1
Number of Document Shredding Events Hosted	4	4	4
Number of new Adopt-A-Street groups	5	8	8
Maintained Memberships in CWET & STEM teams	YES	YES	YES
Keep Newnan Beautiful certification maintained?	YES	YES	YES
President's Circle Achieved?	YES	YES	YES
Number of classes taught with Enviroscope	10	12	16

<https://www.mainstreetnewnan.com/>

**BUSINESS DEVELOPMENT AND MAIN STREET**

**Department Description**

Abigail Strickland and her team serves as a liaison between the City of Newnan and the Chamber of Commerce, Economic Development agencies, non-profit groups and other governmental agencies. The department’s primary function is to operate the Main Street Program overseen by the Downtown Development Authority (DDA) and to lease existing commercial space within the community.



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 7500 - Business Dev &						
Department: 80 - Business Dev & MainStre						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	116,732.93	113,845.08	125,565.00	125,690.00	129,336.00
51.2200	FICA (Soc Sec)	9,154.31	8,982.00	9,918.00	9,700.00	9,312.00
51.2400	Retirement	14,916.00	14,888.84	15,557.00	15,051.00	19,142.00
51.2600	Unemployment Insurance	2.58	0.00	4.00	0.00	0.00
51.2700	Worker's Compensation	2,059.44	1,179.83	2,074.00	1,718.00	1,251.00
Account Classification Total: EX01 - Salaries and Benefits		\$142,865.26	\$138,895.75	\$153,118.00	\$152,159.00	\$159,041.00
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00
52.1200	Professional Services	1,875.00	729.89	2,500.00	2,500.00	2,000.00
52.1201	Public Relations	228.47	760.81	2,000.00	1,500.00	1,000.00
52.2200	Repairs and Maintenance	105.95	0.00	1,000.00	500.00	1,000.00
52.3102	Bldg & Pers Liability Insurance	665.65	472.75	800.00	839.00	937.00
52.3200	Communications	339.49	239.64	240.00	240.00	250.00
52.3300	Advertising	4,000.00	4,500.00	5,000.00	0.00	2,000.00
52.3400	Printing & Binding	0.00	543.64	1,200.00	667.00	500.00
52.3500	Travel Expenditures	4,029.37	7,438.10	5,000.00	4,500.00	5,000.00
52.3600	Dues and Fees	675.00	875.00	1,000.00	875.00	1,000.00
52.3700	Training	1,327.50	1,900.00	2,900.00	1,700.00	2,275.00
53.1100	Materials and Supplies	38.51	73.09	400.00	491.00	200.00
53.1101	Office Supplies	336.40	296.10	750.00	600.00	500.00
53.1400	Books & Periodicals	0.00	53.77	250.00	0.00	200.00
53.1600	Minor Equipment	181.89	596.93	200.00	0.00	200.00
53.1601	Computer Hardware & Software	3,857.78	1,699.32	1,000.00	0.00	1,000.00
53.1706	Miscellaneous	0.00	37.97	200.00	500.00	500.00
Account Classification Total: EX02 - Operating Expenditures		\$18,741.01	\$21,297.01	\$25,520.00	\$15,992.00	\$19,642.00
<b>Department Total: 80 - Business Dev &amp; MainStreet</b>		<b>\$161,606.27</b>	<b>\$160,192.76</b>	<b>\$178,638.00</b>	<b>\$168,151.00</b>	<b>\$178,683.00</b>

**FY 2025 Goals & Objectives**

**Goal 1: Foster Business Retention & Expansion**

**Objectives:**

- Develop and Maintain a Knowledge Base.
- Engage Local Businesses
- Build a Support Network for Small/Entrepreneurial Businesses.
- Create/Expand partnerships with local businesses

**Goal 2: Recruit Quality Employment and Investment Opportunities.****Objectives:**

- Attract New Businesses within Newnan's Targeted Industry Clusters.
- Lead Development and Prospect Management.
- Support and Collaborate with Regional, State and National Business Organizations.
- Aggressively Market the Redevelopment of Existing Commercial Corridors.
- Educate and Engage Private Sector Leaders to Serve as Ambassadors.
- Develop and Maintain a Property Database.
- Support Newnan's Tourism/Hospitality Industry (Collaboration with Explore-Newnan Coweta).
- Prepare for Future Development (Including Branding/Development Prep of the Railroad District).
- Develop business friendly policies

**Goal 3: Catalyze Redevelopment of Existing Assets.****Objectives:**

- Implement Catalytic Development Projects.
- Focus Redevelopment Recruitment Efforts on Newnan's Targeted Industry Clusters.
- Leverage Public-Private Partnerships.
- Promote mixed use development with a focus on second-story activation.

**Goal 4: Market Newnan's Competitive Advantages.****Objectives:**

- Support the City of Newnan's Brand Identity.
- Develop Distinctive Marketing Materials.
- Develop a Public Relations Strategy for Business Development.
- Grow our Experience Economy.
- Showcase Success Stories

**Goal 5: Improve Capacity of Business Development.****Objectives:**

- Align Strategies, Operations and Resources of Partners.
- Serve as a Catalyst for Sharing Information and Intelligence.
- Enhance Communication among Organizations in the City that Impact Business Development.
- Provide Support and Leadership to the Development Authority and Downtown Development Authority.
- Identify Additional Resources for Business Development.
- Garner Volunteer Support.
- Improve Data Sharing

**FY 2024 Goals Accomplished**

- ✓ 1/23 - 12/23, \$13,210,680 Private/Public Investment - Downtown District
- ✓ Obtained National Main Street Certification
- ✓ Redesignated as a GEMS (Georgia Exceptional Main Street) Community
- ✓ Adopted Main Street Annual Work Plan in conjunction with the Downtown Development Authority (DDA)
- ✓ Increased Main Street event vendor participation and satisfaction.
- ✓ MS Program hosted 30+ Events, drawing >25,000 visitors to historic downtown.

- ✓ Utilized "I 'Heart' Local" Advertising Campaign.
- ✓ Secured Main Street program and event sponsors.
- ✓ Assisted with downtown relocation/expansion/redevelopment for 23 new businesses.



**LEISURE SERVICES**

**Department Description**

Brent Snodgrass and his staff strives to effectively and efficiently provide services and activities that will improve the overall quality of life for the residents and visitors of Newnan. Our goal is to promote and enhance the usage of city owned parks and facilities by simplifying the rental process, hosting public events and programs in the available spaces, and increasing advertisement to the community.

Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 6100 - Leisure Services						
Department: 95 - Leisure Services						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	190,473.56	210,126.63	256,813.00	238,600.00	268,765.00
51.1200	Wages - Part Time/Temp Employees	68,775.33	82,228.60	137,214.00	121,092.00	140,525.00
51.1300	Wages - Overtime	0.00	19.10	0.00	516.00	0.00
51.2200	FICA (Soc Sec)	19,915.46	22,428.89	30,414.00	27,591.00	29,469.00
51.2400	Retirement	23,090.88	23,951.04	31,242.00	34,611.00	39,777.00
51.2600	Unemployment Insurance	2.58	0.00	20.00	0.00	0.00
51.2700	Worker's Compensation	15,586.98	10,390.42	18,900.00	15,656.00	11,398.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$317,844.79</b>	<b>\$349,144.68</b>	<b>\$474,603.00</b>	<b>\$438,066.00</b>	<b>\$489,934.00</b>
EX02 - Operating Expenditures						
51.2900	Taxable Employee Benefits	540.00	540.00	540.00	945.00	1,080.00
51.2900 A	Non-Taxable Employee Benefits	913.57	2,244.50	2,560.00	2,560.00	2,560.00
52.1200	Professional Services	14,328.58	19,801.54	19,000.00	15,000.00	0.00
52.1201	Public Relations	15,250.74	16,556.34	17,850.00	12,000.00	15,000.00
52.1300	Other Contractual Services	16,525.00	19,235.00	19,000.00	19,000.00	39,500.00
52.2200	Repairs and Maintenance	0.00	925.00	750.00	1,850.00	6,000.00
52.3101	Vehicle Insurance	1,497.71	1,181.90	2,000.00	1,863.00	2,343.00
52.3200	Communications	973.02	1,354.68	1,420.00	1,051.00	1,750.00
52.3300	Advertising	5,898.45	3,430.85	7,500.00	5,000.00	7,500.00
52.3500	Travel Expenditures	3,821.19	2,336.59	3,150.00	2,000.00	3,000.00
52.3600	Dues and Fees	577.29	1,116.27	1,360.00	1,350.00	1,062.00
52.3700	Training	1,300.00	1,936.55	2,100.00	2,000.00	1,960.00
53.1100	Materials and Supplies	2,092.46	3,721.29	3,500.00	4,500.00	4,500.00
53.1101	Office Supplies	1,232.42	1,273.36	1,575.00	1,300.00	1,500.00
53.1102	Cleaning Supplies & Chemicals	1,972.07	3,207.22	6,500.00	10,000.00	6,750.00
53.1270	Vehicle Gasoline/Diesel	5,788.15	5,926.90	15,000.00	11,100.00	12,000.00
53.1600	Minor Equipment	1,935.16	5,195.52	5,250.00	5,359.00	5,000.00
53.1601	Computer Hardware & Software	0.00	3,025.03	1,500.00	1,500.00	0.00
53.1602	Office Furniture	0.00	0.00	2,000.00	500.00	500.00
53.1701	Vehicle Maintenance	3,636.89	13,614.53	16,000.00	5,000.00	10,000.00
53.1708	Other Boards & Commissions	32,428.07	0.00	0.00	0.00	0.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$110,710.77</b>	<b>\$106,623.07</b>	<b>\$128,555.00</b>	<b>\$103,878.00</b>	<b>\$122,005.00</b>
EX04 - Capital Outlays						
54.1316	Downtown Parking	300,000.00	1,427,981.26	0.00	0.00	0.00
54.2201	Vehicles/Equipment	33,732.67	0.00	29,500.00	23,625.00	0.00
54.2500	Other Equipment	46,396.00	99,723.14	0.00	0.00	0.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$380,128.67</b>	<b>\$1,527,704.40</b>	<b>\$29,500.00</b>	<b>\$23,625.00</b>	<b>\$0.00</b>
<b>Department Total: 95 - Leisure Services</b>		<b>\$808,684.23</b>	<b>\$1,983,472.15</b>	<b>\$632,658.00</b>	<b>\$565,569.00</b>	<b>\$611,939.00</b>

## FY 2025 Goals and Objectives

### **Goal 1: Continue to promote safe usage of our facilities and strive to increase public use and rentals**

#### **Objectives:**

- Continue working with facility attendants to ensure facilities remain clean, stocked, and prepared for reservations
- Communicate effectively with Facility Maintenance about any repairs or maintenance issues within our parks and facilities
- Maintain individual and standing use rental agreements for available facilities to provide equitable services to the community
- Promote and manage food/beverage/alcohol policy for the Wadsworth Auditorium.
- Regularly communicate how to use CivicRec via phone, e-mail, and social media.

### **Goal 2: Continue to create, grow, and build upon a diverse set of programs and activities**

#### **Objectives:**

- Provide attractive and well-planned events for the citizens and visitors of Newnan
  - Plan a variety of programs and events targeting multiple interests, demographics, and abilities
  - Utilize community partnerships and different facilities for each program/event
- Place focus on building successful, reoccurring programs and annual events
  - Example - Adaptive Sports and Fitness in the Park

### **Goal 3: Market the department to maximize usage for facility rentals and program registration**

#### **Objectives:**

- Develop and maintain Leisure Services page on City website (A. Urda)
- Develop and maintain a Leisure Service social media presence
- Maintain updates to CivicRec software and maximize usage of all available features
- Increase presence at events outside of department for each other groups in the community

### **Goal 4: Increase usage and awareness of City Trolley (L. Denney)**

#### **Objectives:**

- Provide consistent and regular customer service to those who ride the trolley
- Promote and advertise through social media, trolley swag, and video production
- Continue to review and evaluate the trolley route and service areas to determine if more stops are necessary
- Implement a new trolley tracking system for public use

### **Goal 5: Continue to provide support to the Newnan Cultural Arts Commission**

#### **Objectives:**

- Work with the commission chairperson to put out timely communication to the commission about meetings and upcoming events
- Continue to support and maintain budget structure
- Improve the event planning and management system for the 2025 season
- Continue to encourage and promote the event proposal process to gain more community input and feedback
- Diversity programming variety in type of mediums as well as artists selected

## FY 2024 Accomplishments

- ✓ Successfully maintained and operated all City owned parks, pavilions, and facilities
- ✓ Retained and managed all current standing agreement times for all facilities
- ✓ Created and implemented a new successful Trolley route to include a hotel stop and additional stop signage
- ✓ Increased trolley ridership from the highest riding record of 42/weekend in 2023 to 114/weekend in 2024.
- ✓ Continued work and communication with Facility Maintenance to address necessary repairs in a timely manner as the needs arise.
- ✓ Worked with the Communications Manager and Coordinator to reestablish presence on City website and social media to increase visibility of Leisure Services
- ✓ Continued to promote and maintain the use of the online facility management system
- ✓ Upgraded and installed a new stage communication system at the Wadsworth Auditorium
- ✓ Successfully grew the Adaptive Sports Program which included basketball, soccer, kickball, and swimming for adults with disabilities
- ✓ Successfully hosted the following Leisure Services events:
  - 8 free movie events at the Wadsworth Auditorium
    - The Little Mermaid, Elemental, Super Mario Brothers Movie, Migration, Wonka, Up, Haunted Mansion, and Polar Express
  - Lucky Ducks (promoted participation within the parks)
  - Glow Golf at Wesley Street Gym
  - Family Health Day at First Ave Park
  - Movie Night at Lynch Park Pool (Moana)
  - Santa on the Square and Christmas Carnival with Main Street Newnan
  - Bring Home the Gnome
  - Polar Express Day to include Trolley Rides with Santa
- ✓ Assisted the Newnan Cultural Arts Commission with the following:
  - Maintaining the event proposal, planning, and implementation structure
  - Developed an event season and timeframe for events
  - Successfully hosted a number of events including Jazz in the Park, Step Afrika!, and Sean Dietrich in association with the Southern Lit Fest
  - Development a plan with the City's Communication Department to assist with and continue to successfully promote NCAC events
- ✓ Conducted the following related professional development:
  - Attended webinars as they pertain to Leisure Services trends
  - Attended various Programmer's Roundtable sessions
  - Attended the National Recreation and Parks Association Annual Conference (B. Snodgrass)
  - Attended the Georgia Recreation and Parks Association Annual Conference (B. Snodgrass)
    - Presented on 'The Incredible Impact of All Wheel Skateparks' (B. Snodgrass)

Leisure Services

\*Numbers shown for rentals of specific facilities includes standing agreement uses

Performance Measures	2023 Actual	2024 Estimated	2025 Projected
Number of rentals in the parks	322	363	380
Number of rentals at House of Pickleball	33	97	100
Number of rentals at Pickett Field	623	710	750
Number of Standing Agreements (weekly programming) Parks - Including Pickett Field	9	8	8
Number of rentals at Howard Warner Facility	356	442	450
Number of Standing Agreements (weekly programming) Howard Warner Facility	8	5	5
Number of rentals at Wadsworth Auditorium	228	260	275
Number of rentals at Wesley Street and Howard Warner Gyms	1,225	1,173	1,200
Number of Standing Agreements (weekly programming) Wesley Street Gymnasium	8	4	4
Number of programs sponsored by Leisure Services	13	41	60
Number of Newnan Cultural Arts Commissions Events	8	7	8
Numbers of attendees of NCAC Events	*Not recorded in entirety	2,850	3,600
Trolley Rentals	16	36	40
Individual/Private Rentals @ HW, Parks, and Gyms (Showers, Birthday Parties, etc.)	112	114	150
Revenue from HW, Parks, and Gym Rentals	\$12,660	\$22,769	\$25,000
Revenue from Wadsworth Auditorium	\$25,800	\$31,000	\$37,200

<https://www.newnancarnegie.com/>

**CARNEGIE**

**Department Description**

Susan Crutchfield and her staff at the Carnegie reading library strives to serve the informational, educational, cultural, and recreational needs of all members of the community by providing access to professional staff, up-to-date technology, and quality material, programs and services.



Account Number	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Department
Fund: 100 - General Fund						
EXPENDITURES						
Function / Activity: 6500 - Carnegie Building						
Department: 90 - Library						
EX01 - Salaries and Benefits						
51.1100	Wages - Full Time Employees	105,327.97	113,102.57	115,286.00	115,270.00	118,732.00
51.1200	Wages - Part Time/Temp Employees	47,397.48	53,636.18	61,394.00	56,280.00	62,112.00
51.2200	FICA (Soc Sec)	11,320.86	12,332.13	13,557.00	13,037.00	13,021.00
51.2400	Retirement	12,754.32	13,161.70	13,899.00	13,447.00	17,572.00
51.2600	Unemployment Insurance	2.58	0.00	12.00	0.00	0.00
51.2700	Worker's Compensation	399.66	239.12	420.00	348.00	253.00
<b>Account Classification Total: EX01 - Salaries and Benefits</b>		<b>\$177,202.87</b>	<b>\$192,471.70</b>	<b>\$204,568.00</b>	<b>\$198,382.00</b>	<b>\$211,690.00</b>
<i>EX02 - Operating Expenditures</i>						
51.2900	Taxable Employee Benefits	540.00	540.00	540.00	540.00	540.00
52.1200	Professional Services	2,125.00	2,344.97	3,650.00	2,300.00	3,650.00
52.1201	Public Relations	1,697.21	2,776.52	2,805.00	2,800.00	2,805.00
52.1300	Other Contractual Services	0.00	0.00	3,488.00	0.00	0.00
52.3102	Bldg & Pers Liability Insurance	1,355.42	962.67	1,629.00	1,707.00	1,908.00
52.3200	Communications	265.17	286.95	948.00	948.00	1,163.00
52.3500	Travel Expenditures	515.67	551.88	964.00	0.00	897.00
52.3600	Dues and Fees	268.00	275.00	305.00	307.00	320.00
52.3700	Training	1,078.46	839.00	890.00	0.00	890.00
53.1100	Materials and Supplies	11,204.89	13,421.58	3,426.00	3,400.00	3,480.00
53.1101	Office Supplies	1,129.07	795.39	1,585.00	1,585.00	1,671.00
53.1102	Cleaning Supplies & Chemicals	748.68	1,436.56	1,136.00	1,100.00	1,367.00
53.1300	Food Supplies	263.16	847.82	1,006.00	700.00	980.00
53.1400	Books & Periodicals	8,043.14	9,556.28	10,185.00	10,000.00	10,255.00
	Office Furniture	0.00	0.00	0.00	0.00	180.00
53.1600	Minor Equipment	0.00	1,015.00	0.00	0.00	350.00
53.1601	Computer Hardware & Software	5,219.85	5,528.66	3,733.00	2,661.00	5,841.00
<b>Account Classification Total: EX02 - Operating Expenditures</b>		<b>\$34,453.72</b>	<b>\$41,178.28</b>	<b>\$36,290.00</b>	<b>\$28,048.00</b>	<b>\$36,297.00</b>
<i>EX04 - Capital Outlays</i>						
54.1302	Other Improvements	0.00	0.00	32,000.00	32,000.00	0.00
<b>Account Classification Total: EX04 - Capital Outlays</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>	<b>\$0.00</b>
<b>Department Total: 90 - Library</b>		<b>\$211,656.59</b>	<b>\$233,649.98</b>	<b>\$272,858.00</b>	<b>\$258,430.00</b>	<b>\$247,987.00</b>

**FY 2025 Goals and Objectives****Goal 1: Build and maintain quality collections based on community needs.****Objectives:**

- Use professional sources to help determine collection development decisions.
  - Evaluate recommendations in Library Journal & online resources. (S. Crutchfield, B. Moselina, E. Ruppel Ongoing)
  - Review collections of comparable facilities. (S. Crutchfield, B. Moselina, E. Ruppel Ongoing)
  - Monitor listservs such as CHLIB-L and GLA. (S. Crutchfield, B. Moselina, E. Ruppel Ongoing)
  - Maintain a relevant collection through purchases, donations, and periodic weeding. (S. Crutchfield, B. Moselina, E. Ruppel, S. Phelps)
- Collect information from community regarding print and electronic needs.
  - Take purchase suggestions to request materials. (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington, S. Phelps Ongoing)
  - Conduct annual survey to solicit community feedback. (S. Crutchfield 4th quarter 2025)

**Goal 2: Communicating the value of the library.****Objectives:**

- Use ongoing programs to discuss the impact of the library
  - Making announcements at the beginning of programs on what is upcoming at the library (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington Ongoing)
  - Discussing programs that have happened in the past with patrons in person and via social media (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington, S. Phelps Ongoing)
  - Maintain an ongoing archive and record of the library through scrapbooks (S. Crutchfield Ongoing)
  - Maintain an active and friendly relationship with local media with the support of the City Communications Department (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington Ongoing)
- Use monthly newsletter/email lists to share what the library is doing and what is upcoming
  - Send out quarterly email to patrons. (S. Crutchfield Quarterly)
  - Send out specific adult, young adult and children program emails to mailing lists (S. Crutchfield Ongoing)
- Maintain a strong website and social media presence
  - Maintain the library website and keep it up to date and fresh (S. Crutchfield, J. Dunnington Ongoing)
  - Maintain a strong Facebook and Instagram presence and keep it updated (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington Ongoing)
  - Maintain an online presence by recording in-person programs and lectures and creating virtual content. (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington Ongoing)
- Create a new mission statement and strategic plan
  - Use collected feedback from 2024 patron, staff, and community input to format these documents. (2<sup>nd</sup> quarter 2025 S. Crutchfield)

**Goal 3: Offer City of Newnan merchandise for sale to public.****Objectives:**

- Monitor City Store inventory and keep public informed of items available.
- Track merchandise currently available and consider other items to be sold
  - Maintain display in building and advertise through websites, mailings and programs. (S. Crutchfield, E. Ruppel, B. Moselina, J. Dunnington Ongoing)
  - Track what merchandise patrons would like by doing a yearly survey (S. Crutchfield, 1<sup>st</sup> quarter 2025)

**Goal 4: Attract, employ and retain highly competent, friendly volunteers and employees to provide excellent customer service to residents and visitors of the City.****Objectives:**

- The Carnegie will be staffed with highly competent, friendly employees and volunteers.
  - Offer a pleasant work environment to recruit and retain highly competent qualified staff. (S. Crutchfield Ongoing)
  - Schedule adequate staff and volunteers to cover services and programs. (S. Crutchfield Ongoing)
- Staff members & volunteers will have training, technology, and other tools needed to perform their assigned duties.
  - Provide training and tools needed to complete job assignments. (S. Crutchfield Ongoing)
  - Answer reference questions accurately and efficiently. (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington, S. Phelps Ongoing)
  - Staff will attend online conferences, trainings, and webinars for professional development (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington, S. Phelps Ongoing)

**Goal 5: Provide a multi-use facility for diverse community needs.****Objectives:**

- Offer a variety of programs to children, young adults, and adults. (S. Crutchfield, B. Moselina, J. Dunnington, E. Ruppel Ongoing)
- Increase the number of participants in children, adult, and young adult programs. (B. Moselina, J. Dunnington, E. Ruppel Ongoing)
- Coordinate meeting rooms and display areas. (S. Crutchfield, E. Ruppel Ongoing)
- Offer both print and electronic resources. (S. Crutchfield, B. Moselina Ongoing)
- Increase programs offered on nights and weekends (E. Ruppel, J. Dunnington, B. Moselina Ongoing)

**Goal 6: Assist in City events and programs.****Objectives:**

- Participate in committees. (S. Crutchfield Ongoing)
- Create program(s) for Georgia Cities Week. (B. Moselina, J. Dunnington, E. Ruppel)
- Participate in Main Street Newnan special events (S. Crutchfield, E. Ruppel, B. Moselina, J. Dunnington, S. Phelps)

- Participate with other City departments to provide programming and marketing support. (S. Crutchfield, J. Dunnington, B. Moselina, E. Ruppel Ongoing)
- Participate creatively in City Hall Selfie Day (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington, S. Phelps August 2025)

### Goal 7: Create and maintain community partnerships

#### Objectives:

- Partner with community organizations and non-profits to support and enhance artistic, cultural and technological activities which benefit the local community. (S. Crutchfield, B. Moselina, E. Ruppel, J. Dunnington Ongoing)
- Participate in community outreach with non-profits, community organizations, and local businesses (S. Crutchfield, E. Ruppel, B. Moselina, J. Dunnington, Ongoing)

### Goal 8: Strengthen partnership and communication between Newnan Carnegie Library Foundation & Library

#### Objectives:

- Participate in NCLF Board meetings (S. Crutchfield, E. Ruppel Ongoing)
- Participate in NCLF special events (S. Crutchfield, E. Ruppel, J. Dunnington, B. Moselina Ongoing)
- Provide marketing support for NCLF special events (S. Crutchfield, E. Ruppel, J. Dunnington Ongoing)

### FY 2024 Accomplishments

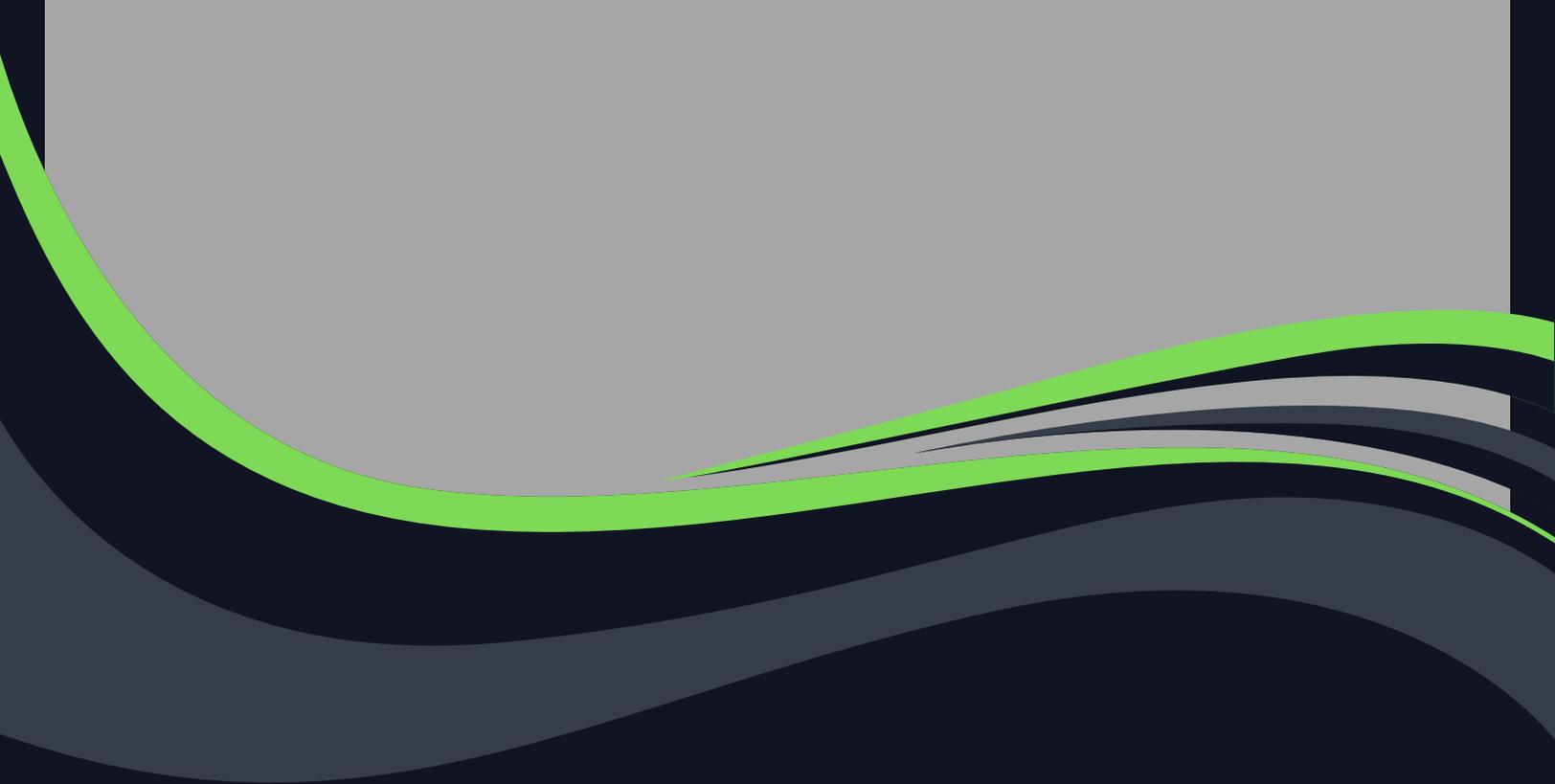
- ✓ Partnered with other City of Newnan departments by hosting the following meetings and events: Newnan Youth Council, Main Street Rock & Road Festival Meetings, Spring Seed Library with KNB, Main Street Spring & Fall Art Walk, Citizens Academy, Summer Wined Up & Oktoberfest Registration, and Polar Express Day with Leisure Services. (Goal 2, Goal 5, Goal 6, Goal 7)
- ✓ Provided a variety of children's, young adult and adult programming. Programs were provided by staff and outside providers. Through 7/31/24, there was a total of 220 programs. (Goal 2, Goal 5, Goal 8)
- ✓ Collaborated with community organizations and partners: First Baptist Church, Hometown Novel Writers Association, Kiwanis Club, Elm Street Elementary, Heritage School, Just Believe, Coweta County Master Gardener, Newnan Cultural Arts Commission, Southern States Bank, Newnan Art Rez, Newnan Theatre Company, Home Helpers Home Care, and Piedmont Fitness Center. (Goal 2, Goal 5, Goal 7)
- ✓ We had a total of 15 rentals scheduled through August 2024 (Goal 5, Goal 7)
- ✓ Annual survey will be conducted in the 4th quarter. We had 104 respondents for the 2023 survey (Goal 1)
- ✓ Director has attended numerous training webinars throughout the year. Staff attended webinars and online courses. (Goal 4)
- ✓ S. Crutchfield participated in Christmas Parade Committee (Goal 2, Goal 6)
- ✓ S. Crutchfield, E. Ruppel, B. Moselina attended collection development webinars. (Goal 1, Goal 4)
- ✓ Partnered with the NCLF to hold 2024 Southern LitFest with 6 programs in two days and 1,113 attendees. NCLF Friday Lunch & Learn programs including Reporter Jedwin Smith on Israel/Gaza War, Photographer Gordon Kilgore on North Pole visits, How FDR vanquished Polio. 2024 Edgar B. Hollis Distinguished Author Series features authors, Frank D. Murphy,

Brad Taylor, Deborah Royce, Katherine Reay, Terah Shelton Harris, Tracey Enerson Wood, Karen White, Beatriz Williams and Lauren Willig. (Goal 2, Goal 5, Goal 8)

- ✓ Created new quarterly rotating artwork display with the Newnan Coweta Art Association in a downstairs display case (Goal 2, Goal 5, Goal 7)

<b>Performance Measures</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Projected</b>
Reference questions answered	9,558	10,000	10,200
Meeting room usage	344	365	370
Meeting Room fees collected	\$5,875	\$3,800	\$4,500
Number of programs	328	360	380
Number of program attendees	9,907	11,124	11,000
Computer Usage	4,409	4,700	4,850
Public Fax, copier usage	12,824	11,800	12,000
Cost of speakers	\$2,400	\$2,925	\$3,650
Number of materials in collection	17,496	18,300	18,500
Dollar volume of store sales	\$715.60	\$600	\$850





# **CAPITAL & DEBT**



## FY 2025 Budgeted Capital

### Section I. Introduction to Capital

#### A. CIP Purposes and Advantages

The City annually invests a large portion of its budget to capital projects. The City realizes that such an investment is required to maintain and enhance public facilities and infrastructure, thus enhancing the viability and overall quality of life within the City. Due to this significance, the CIP is developed to facilitate the following:

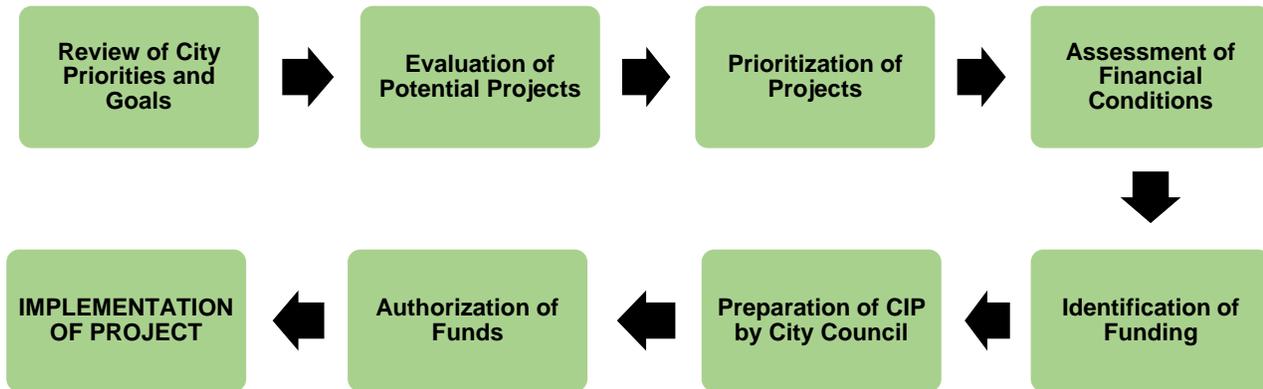
- Promotes advance planning and programming by department heads.
- Provides for orderly replacement of facilities and equipment.
- Forecasts need for new capital investments.
- Helps the City Council and administrative staff gain an overall view of growth and development within the City; and, coordinates capital improvements with this growth.
- Helps plan for balanced development and capital expenditures without concentrating too heavily on any one area or department within the City.
- Becomes a fiscal planning tool to forecast capital demands on local revenue, to foresee future borrowing needs, if any, and to identify State or Federal aid that will be needed.
- Ensures projects and spending will be carried out in a prioritized fashion in accordance with the City's fiscal ability.
- Ensures capital projects will be implemented in accordance with all of the objectives set by the City Council and as expressed by the citizenry.
- Allows adequate time for projects to be planned and designed carefully, including the opportunity for public input in the process.

#### B. CIP Process

Preparation of the CIP begins with a review of the priorities, goals, and potential capital projects that have been developed by the City through a very comprehensive planning process. This planning process includes the development of long-range documents such as the 2021-2041 Comprehensive Plan, the 2006 Coweta County Joint Comprehensive Transportation Plan, and the 2009 Parks and Recreation Master Plan – all of which involved substantial input from the citizens of Newnan and Coweta County. After potential projects have been identified, they are evaluated to determine their impacts in a variety of critical areas such as:

- Legal mandates;
- Fiscal and budget impacts;
- Health and Safety impacts;
- Economic Development impacts;
- Environmental impacts;
- Project feasibility;
- Disruption of services;
- Impacts of project deferral; and,
- Risk Assessment.

Projects that perform well in the evaluation stage often rank high in the areas of ‘fiscal and budget impacts’ and ‘project feasibility’. After projects are evaluated and prioritized, City staff will assess the financial conditions of the City to determine potential implementation strategies and schedules. The flow chart on the following page outlines the planning and preparation process utilized by the City to implement the CIP.



### C. Impact on City Service Levels

As shown in the table below, the City has invested \$69,423,900 into capital improvements during the past five (5) years of the CIP plus the budgeted \$21,057,777 for FY 2025; bringing a six (6) year total to \$90,481,677. Based upon an estimated 2025 population of 45,632, the average capital investment was \$1,983 per city resident over the 6-year period. This tremendous investment has allowed the City to develop extraordinary service provisions. Services such as public safety, parks and recreation, permitting, cemetery maintenance and traffic operations all provide high levels of service to our citizens.

<b>Fund</b>	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Estimated	2025 Budget
General Fund	1,054,780	6,698,195	3,620,631	3,919,970	4,078,398	755,423
Street Improvement Fund	617,746	388,555	428,193	-	904,191	515,514
Hotel/Motel Tourism Fund	60,415	-	-	-	-	-
SPLOST 2013	1,079,281	1,840,718	43,348	-	-	-
SPLOST 2019	7,379,970	8,785,216	2,717,959	6,250,170	6,271,553	5,766,945
SPLOST 2025	-	-	-	-	-	10,755,000
Impact Fees Fund	50,874	858,663	726,740	296,946	378,544	242,500
ARPA	-	-	3,897,077	5,940,177	1,134,078	3,022,395
Sanitation Fund	-	-	-	1,512	-	-
<b>6- Year Total Capital</b>		<b>\$90,481,677</b>				

## D. Funding Sources

Funding of the City's CIP is made available from three (3) major governmental fund types: 1) General Fund, 2) Special Revenue Funds, and 3) Capital Project Funds. An overview of the fund types are provided below. For a detailed description of each fund, please refer to the *Revenues & Expenditures Detail* section of this budget document.

### 1. General Fund

The General Fund is the general operating fund of the City. It accounts for all transactions of the City which pertain to general administration of the City and services provided to citizens, which includes police and fire protection. By definition, the City has only one General Fund. This fund accounts for the collection of most tax revenues, excise taxes, permits and licenses, fines and forfeitures, service charges and other local and intergovernmental revenues.

### 2. Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City has two special revenue funds for capital expenditures: Street Improvement Fund, Confiscated Assets Fund.

### 3. Capital Project Funds

Capital Project Funds are used to budget and account for the acquisition or construction of all capital equipment or facilities, costing \$5,000 or more and having an economic useful life of one (1) year or more (other than those financed by Proprietary Funds, Special Assessment Funds, and Trust Funds). The City uses three capital project funds for FY 2025: Street Fund, SPLOST 2019 Fund and Impact Fees Fund.

## E. Capital Expenditure Definition

Capital expenditures are expenditures of \$5,000 or more that have an economic useful life in excess of one year. The expenditure can be classified into one of the following three (3) categories: 1) self-contained or stand-alone projects, 2) a phase of multifaceted projects, or 3) capitalized repairs or renovations. Repairs or renovations are only capitalized when the useful life of an asset is significantly extended by repair or renovation and the total cost of the work exceeds \$5,000.

## F. Useful Life Schedule

The City of Newnan has developed the following useful life schedule to assist in the depreciation of capital assets acquired by the City and plan for replacement of said assets. Depreciation of all assets is recorded annually.

Asset Class	Useful Life	Months
Bridges	75 Years	900
Buildings	25-50 Years	300-600
Building Improvements	15 Years	180
Computer Equipment	3 Years	36
Culverts	30 Years	360
Curb and Gutter	20 Years	240
Equipment (Heavy, Non-Office)	10 Years	120
Fire Trucks (Pumper Aerials)	12-15 Years	144-180
Grounds Equipment	7 Years	84
Land Improvements	20-25 Years	240-300
Machinery	10 Years	120
Motor Vehicles (Cars & Light Trucks)	5 Years	60
Office Furnishings	7 Years	84
Other Office Equipment	5 Years	60
Outdoor Equipment (Playgrounds, Parks)	12-15 Years	144-180
Roads (Paved, Asphalt, Non-Paved)	50 Years	600
Repaving Streets	25 Years	300
Road Improvements	20 Years	240
Special Equipment - Police/Fire	5-10 Years	60-120
Traffic Signals	40 Years	480

## Section II. FY 2025 Budgeted Capital

### A. Summary of FY 2025 Capital Expenditures

Major objectives during the budgetary process focused on controlling day-to-day operating costs so funds could be made available for capital equipment and needed public facilities. Capital improvements provided in the FY 2025 Budget total \$21,057,777. The following tables detail the capital improvement expenditures for all City funds in FY 2025.

The FY 2025 Capital Improvements Program (CIP) encompasses six (6) funds: SPLOST 2019, SPLOST 2025, ARPA, Impact Fees, General Fund, and Street Fund. Spending projections were calculated by analyzing expenditures during FY 2024, along with future needs assessments and projects outlined in the referendums for SPLOST. All prior year balances, except for the General Fund, are automatically carried forward to the next year for budgeting purposes.

SPLOST 2019s allocation for the FY 2025 Capital Budget is \$5,766,945. The 2019 SPLOST will terminate on December 31, 2024. As there are remaining funds, the city will continue to expense the remaining balance over the coming years. The fiscal year of FY 2025 will see the start of new SPLOST projects focusing on park development, street maintenance, computer and public works equipment and cemetery improvements in the amount of \$10,755,000 (not including the transfer to Newnan Utilities). Additionally, Impact Fees will provide \$242,500 for use during FY 2025 for engineering design work for the expansion of Lower Fayetteville Road. There is also \$515,514 in the Street Fund for repaving of streets through LMIG grant funds from the Georgia Department of Transportation. ARPA will also contribute \$3,022,395 toward capital enhancements assisting with two major culvert repairs. Lastly, there is \$755,423 budgeted in the General Fund for a host of different capital expenditures. The chart below shows a summary of the approved capital budget and sources in which the capital expenditures are funded. On the following pages will detail the FY 2025 capital budget by projects and capital purchases.

Fund Source	Expenditures
General Fund	755,423
Impact Fees	242,500
Street Fund	515,514
SPLOST 2019	5,766,945
SPLOST 2025	10,755,000
ARPA	3,022,395
Total Capital Expenditures 2025	21,057,777

## B. FY 2025 Capital Expenditures

General Fund Capital			2025	
Acct #	Dept.	Description	Budget	
54.1300	Facilities	Buildings/Building Imp.	95,000	Replace Roof at 54 Perry Street
54.1300	Facilities	Buildings/Building Imp.	35,000	Replace HVAC at Wesley Gym
54.2200	Facilities	Vehicles	60,000	Replace High Mileage Vehicle
54.2200	Police	Vehicles	287,400	Replace High Mileage Vehicles
54.2200	Fire	Vehicles	32,800	Replace High Mileage Vehicle
54.2503	Fire	Protective Equipment	45,000	Replace Breathing Apparatus
54.2503	Fire	Protective Equipment	57,723	Replace Extraction Rescue Tools
54.2504	Streets	Other Equipment	25,000	New Concrete Buggy
54.2201	Cemetery	Vehicles/Equipment	35,000	Replace Compact Tractor with loader/backhoe
54.2100	Parks & ROW Beautification	Machinery	8,500	Replace Riding Mowers
54.2100	Parks & ROW Beautification	Machinery	6,000	Replace Brush Cat Attachment
54.2200	Parks & ROW Beautification	Vehicles	40,000	Replace High Mileage Vehicle
54.2200	Building	Vehicles	28,000	Replace High Mileage Vehicle
<b>Total General Fund Capital</b>			<b>755,432</b>	

Street Fund			2025	
Acct #	Dept./Function	Description	Budget	
54.1425		LMIG Projects	515,514	Repaving of Streets
<b>Total Street Fund Capital</b>			<b>515,514</b>	

SPLOST 2019			2025	
Acct #	Dept./Function	Description	Budget	
54.2400	Information Technology	Computer Hardware	76,821	Computer Upgrades to Council Chambers
54.1401A	Streets	Major Street, Sidewalk & Drainage Maintenance	190,201	Culvert Rehabilitation/Repairs- Fairhaven
54.1401D	Streets	Street, Intersection, Sidewalk & Parking Improvements	713,000	Newnan Crossing Bypass Turn Lanes
54.1401D	Streets	Street, Intersection, Sidewalk & Parking Improvements	150,000	Jefferson Street Roundabout - Engineering (Year 1 of 3)
54.1401D	Streets	Street, Intersection, Sidewalk & Parking Improvements	3,245,000	Stillwood Roundabout Construction
54.2504D	Streets	Equipment/Machinery	318,189	
54.1302	Leisure Services	Other Improvements	41,770	Remaining Design Work for Lynch Parking Improvements
54.1204	Parks	Pickleball Facility	233,780	Design/Engineering for Additional Pickleball Courts
54.1207	Parks	Parks & Linear Path	418,886	Engineering/Design - Bicentennial Park
54.1207	Parks	Parks & Linear Path	239,669	Engineering/Design - LINC Segment
54.1302	Parks	Other Improvements	139,629	Engineering/Design - Greenville Street Park - stage
<b>Total SPLOST 2019</b>			<b>5,766,945</b>	

SPLOST 2025			2025	
Acct #	Dept./Function	Description	Budget	
54.1024	Parks	Pickleball Facility	900,000	Expansion of 6 additional pickleball courts at House of Pickleball (HOP)
54.1207	Parks	Path and Linear Parks	2,000,000	Expansion of LINC Trail
54.1209	Parks	Greenville Street Improvements	1,000,000	Stage Improvements to Greenville Street Park

## CAPITAL AND DEBT

54.1213	Parks	Bicentennial Park	3,000,000	LINC Trailhead – celebrating Newnan’s Bicentennial
54.1220	Parks	Site Improvements	1,200,000	Parking Improvements to Lynch Park
54.1305	Cemetery	Cemetery Improvements	55,000	Cemetery Master Plan
54.1401A	Streets	Street, Intersection, Sidewalk & Parking Improvements	2,000,000	Resurfacing of City Street (provides matching LMIG funds)
54.2400	Information Technology	Computer Hardware & Software	250,000	Network Upgrades
54.2504D	Public Works	Public Works/Street Equipment	110,000	Lowboy Trailer – Addition to fleet
54.2504D	Public Works	Equipment	240,000	Replacement of Boom Truck
<b>Total SPLOST 2025 Fees</b>			<b>10,755,000</b>	

ARPA			2025	
Acct #	Dept./Function	Description	Budget	
54.1300	City Hall	Building/Building Imp	121,557	Repairs to HVAC systems
54.2200	Police Department	Vehicles	202,800	New Police Vehicles
52.2200	Fire Department	Vehicles	65,721	Replace High Mileage Vehicle
54.1405	Streets	Drainage Improvements	2,632,317	Culvert Rehabilitation and Repair – Savannah/Pinson and Fairhaven
<b>Total ARPA Fees</b>			<b>3,022,395</b>	

Impact Fees			2025	
Acct #	Dept./Function	Description	Budget	
54.1400	Streets, Sidewalks, Lights	Lower Fayetteville Road	242,500	Design work for Lower Fayetteville Road widening
<b>Total Impact Fees</b>			<b>242,500</b>	

**C. Operating Impacts**

The 2025 budget is absorbing an estimated \$4,000 in operating expenses for maintenance due to the addition of police vehicles and equipment for public works. Construction for major projects listed in Section III will be ongoing in FY 2025. Operating impacts won’t hit budgets until FY 2026. The remaining impacts are minimal due to the minor equipment. Also, the majority of the budget capital is replacing equipment that have surpassed useful life. This action in turns reduces operational cost by reducing short term cost. Highlighted in the charts above in Yellow are the capital expenditures deemed to have some operating cost as projected in this section.

### Section III. 2025 Major Budgeted Capital Projects

#### A. Newnan Crossing Blvd. Roundabout



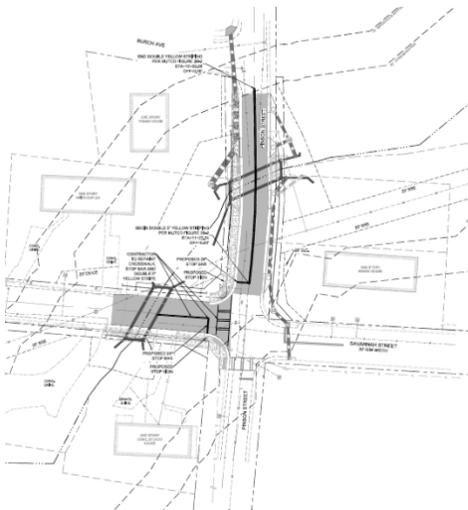
This project consists of constructing a roundabout at Stillwood Drive, eliminating the 3 way stop and creating access for a future development. The Funding will be SPLOST 2019.

#### B. Bicentennial Park



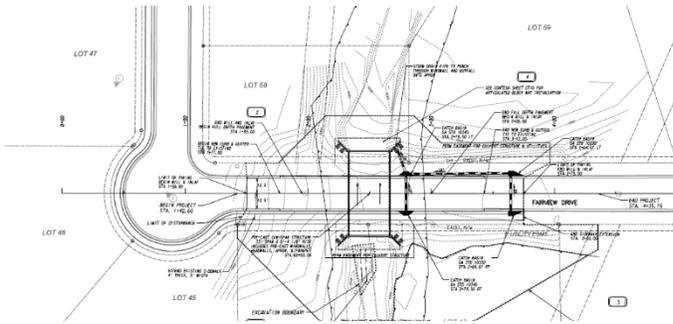
A new 1.3-acre park located between E. Washington Street and E. Broast that will commemorate Newnan's Bicentennial. The park will serve as a Trail Head for the LINC. Design Funding will be from SPLOST 2019 and Construction funding from SPLOST 2025.

#### C. Savannah/Pinson Culvert



Rehabilitation and repair of Savannah and Pinson Culvert. Project consists of installation of a new precast box culvert including reconstruction of the roadway, sidewalks and related structures. Funding will be from ARPA.

**D. Fairhaven Culvert**



Rehabilitation and repair of a Fairhaven Subdivision Culvert. Project will consist of the construction of a prefabricated concrete arch that will span over the Mineral Springs Branch. Funding will be from ARPA and SPLOST 2019.

**E. LINC Trail Expansion**



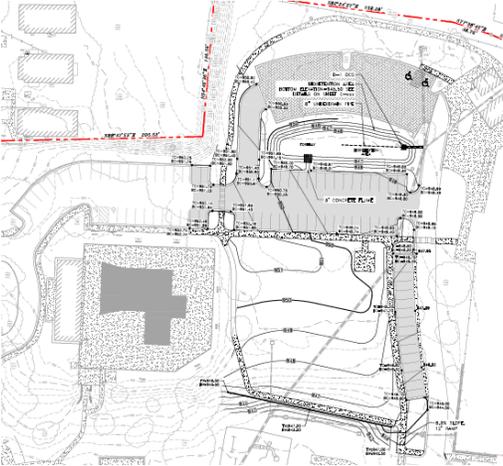
Expansion of the LINC trail system into the western part of the City. Funding will be from SPLOST 2019 and Construction funding from SPLOST 2025.

**F. Pickleball Courts**



Project includes adding 6 additional courts to the House of Pickleball Complex. Funding will be from SPLOST 2019 and Construction funding from SPLOST 2025.

### G. Lynch Park



Project will provide roughly 50 additional parking spaces to Lynch Park. Funding will be from SPLOST 2019 and Construction funding from SPLOST 2025.

### H. Greenville Street Park



Project will consist of stage expansion that will include a cover. It will also include power/AV/LV upgrades to enhance public performances. Funding will be from SPLOST 2019 and Construction funding from SPLOST 2025.

## Section IV. Capital Planning

The chart on the following page is the estimation of capital needs three years past the current budget. As technology changes there is always a need to budget for network upgrades. The equipment - machinery category includes various items needed in different departments such as lawnmowers for maintaining facility grounds, equipment needed for maintenance of the City's fleet, and other equipment. There is always a need for replacement of vehicles, thus a line items for vehicles will be proposed in each budget cycle. Protective equipment is budgeted in our Public Safety departments. These include breathing apparatus for first responders and other safety equipment. As long as GDOT continues to provide the LMIG program, the City will budget for the required match in the SPLOST fund and the LMIG monies in the Street Fund. SPLOST 2019 and 2025 projects are listed as projects that were approved and voted on by Coweta County/Newnan Citizens. Lastly, Impacts Fees that are collected are allocated to certain categories. These funds are slow to be collected and are collected as new housing and developments erect in Newnan.

Funding Source	Project	2026 Estimate	2027 Estimate	2028 Estimate
<b>General Fund</b>				
	Network improvements	10,000	10,000	10,500
	Equipment - Machinery	70,000	80,000	84,000
	Vehicles	450,000	525,000	551,250
	Building Improvements	0	160,000	168,000
	Equipment - Protective	90,000	167,000	175,350
	<b>Total General Fund Capital</b>	<b>620,000</b>	<b>942,000</b>	<b>989,100</b>
<b>Street Fund</b>				
	Major Street Repairs (LMIG)	525,000	550,000	550,000
	<b>Total Street Fund Capital</b>	<b>525,000</b>	<b>550,000</b>	<b>550,000</b>
<b>SPLOST 2019</b>				
	Street Improvements	0	364,656	4,981,046
	<b>Total SPLOST 2019 Capital</b>	<b>0</b>	<b>364,656</b>	<b>4,981,046</b>
<b>SPLOST 2025</b>				
	Street Improvements	2,000,000	2,000,000	2,000,000
	Network Improvements	0	0	250,000
	Firearms Training Center	1,100,000	0	0
	Fire Station Reserve Facility and Station Upgrades	1,250,000	1,250,000	0
	Fire Flashover Training Simulator	165,000	0	0
	Cemetery Upgrades	1,250,000	0	0
	LINC trail	0	0	2,000,000
	Public Safety Complex Expansion	0	0	3,000,000
	Wadsworth Upgrades	0	650,000	0
	Infrastructure Upgrades - Downtown	1,750,000	1,750,000	0
	Park Playground Upgrades	250,000	0	0
	Streetscapes	0	1,250,000	0
	Improvements to Greenville/Sewell Intersection	1,250,000	0	0
	Fire Engines	0	1,000,000	2,300,000
	Equipment - Machinery	350,000	0	350,000
	<b>Total SPLOST 2025 Capital</b>	<b>9,365,000</b>	<b>7,900,000</b>	<b>9,900,000</b>
<b>Impact Fees</b>				
	Street Improvements	400,000	300,000	0
	Parks	500,000	0	0
	Heavy Rescue Unit	0	0	0
	<b>Total Impact Fees Capital</b>	<b>900,000</b>	<b>300,000</b>	<b>0</b>
<b>3 - Year Capital Expenditure Estimates</b>		<b>11,410,000</b>	<b>10,056,656</b>	<b>16,420,146</b>

## Debt Summary

### SECTION I. Primary Government

#### A. Long -Term Debt

The City of Newnan normally operates on a pay-as-you-go basis. As of December 31, 2023, (audited) the City's governmental activities had no outstanding long-term debt, other than compensated absences and net pension liabilities as follows:

For governmental activities, compensated absences and net pension liabilities are generally liquidated by the general fund. For the business-type activities, compensated absences and net pension liabilities are generally liquidated by the proprietary fund.

#### B. Limitations on City Debt

The Constitution of the State of Georgia provide that the City may not incur long-term obligations payable out of general property taxes without the approval of a majority of the qualified voters of the City voting at an election called to approve the obligations. In addition, under the Constitution of the State of Georgia, the City may not incur long-term obligations payable out of general property taxes in excess of ten percent of the assessed value of all taxable property within the City. The County and school district may also incur general obligation debt up to the ten percent limitation. According to the tax digest for FY 2024, the assessed value of taxable property in the City was \$2,506,205,133 Therefore, the City's long-term obligations payable could not exceed \$250,620,513 (or 10% of the assessed value).

Short-term obligations (those payable within the same calendar year in which they are incurred), lease and installment purchase obligations subject to annual appropriation and intergovernmental obligations are not subject to the legal limitations described above. In addition, refunded obligations cease to count against the City's debt limitations.

### Section II. Component Units

#### A. Newnan Water, Sewerage and Light Commission (NWSL)

The Newnan Water, Sewerage and Light Commission had long-term debt outstanding on December 31, 2023 revenue bonds.

- a) Long-Term Debt - The Newnan Water, Sewerage and Light Commission had three types of long-term debt outstanding at December 31, 2023

#### B. Revenue Bonds

##### 1. Series 2006 Bonds

During the year 2006, the NWSL Commission issued revenue bonds, Series 2006A, for the purpose of refinancing the 1998 and 2001 revenue bonds and Series B for the purpose of capital improvements. The

bonds are dated December 1, 2006 with a face value of \$28,080,000 and bear interest from 3.55% to 5.25%.

As of December 31, 2023, total debt service requirements to maturity for the Series 2006A Bonds were as follows:

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2024	1,040,000	145,425	1,185,425
2025	1,100,000	89,250	1,189,250
2026	1,150,000	30,188	1,180,188
Totals	\$3,290,000	\$264,863	\$3,554,863

## 2. Series 2015

On April 21, 2015 the Commission issued \$7,050,000 of City of Newnan, Georgia Water, Sewage and Light Commission Public Utilities Refunding Revenue Bonds (the "Series 2015A Bonds") and \$3,860,000 of City of Newnan, Georgia Water, Sewage and Light Commission Public Utilities Refunding Revenue Bonds (the Series 2015B Bonds" and together with the Series 2015A Bonds, the Series 2015 Bonds") jointly with the City.

The Series 2015 Revenue Bonds were issued to provide funds to (i) refund and defease a portion of the City and Commissions outstanding Public Utilities Revenue Bonds, Series 2006 (the "refunding Bonds"), (ii) pay the premium for a debt service reserve surety bond respecting the Series 2015 Bonds, and (iii) pay the costs of issuance of the Series 2015 Bonds.

The Series Bonds bear interest at rates ranging from 2.00 percent to 4.00 percent and mature at various dates through January 1, 2036. The Series 2015 Bonds are payable solely from the net revenues of the System, as defined.

The net proceeds of \$11,508,370 were used to purchase securities that were deposited in an irrevocable trust with an escrow agent to provide for future debt service payments on the 2006 Series Bonds. As a result, the portions of the Series 2006 Bonds refunded are considered legally defeased and have been removed from Commission's books.

As of December 31, 2023, total debt service requirements to maturity for the Series 2015 Bonds were as follows:

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2024	10,000	257,975	267,975
2025	10,000	257,625	267,625
2026	15,000	257,188	272,188
2027-2036	6,920,000	1,385,388	8,305,388
Totals	\$6,955,000	\$2,158,176	\$9,113,176

### 3. Series 2017

On January 9, 2017, the Commission issued a \$9,421,000 of City of Newnan, Georgia Water, Sewerage and Light Commission Public Utilities Refunding Revenue Bonds (Series 2017A Bonds) and \$4,090,000 of the City of Newnan, Georgia Water, Sewerage and Light Commission Public Utilities Refunding Bonds (Series 2017B and together with Series 2017A Bonds, Series 2017 Bonds) jointly with the City.

The Series 2017 Revenue Bonds were issues to provide funds to (i) refund and defease a portion of the City and Commission's outstanding Public Utilities Revenue Bonds, Series 2006 (Refunding Bonds), (ii) payoff the GEFA loan, (iii) pay the premium for a debt service reserve surety bond respecting the Series 2017 Bonds, and pay the costs of issuance of the Series 2017 bonds.

As of December 31, 2023, total debt service requirements to maturity for the Series 2017 Bonds were as follows:

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2024	500,874	84,848	585,722
2025	512,644	72,940	585,584
2026	524,691	60,751	585,442
2027-2031	2,322,801	116,436	2,439,237
<u>Totals</u>	<u>3,861,010</u>	<u>334,975</u>	<u>4,195,985</u>



# **GLOSSARY**



**AASHTO** - American Association of State Highway and Transportation Officials.

**ACCOUNT GROUP** - A self-balancing set of accounts which are not a fund or a fiscal entity. General Fixed Assets Account Group and General Long-Term Debt Account Group are such examples.

**ACCOUNTABLE** - Answerable for one's conduct, discharge of assigned responsibilities, or performance.

**ACCOUNTING SYSTEM** - The total structure of records and procedures that identify, record, classify, summarize and report information on the financial position and results of operations of a governmental unit or any of its funds.

**ACCRUAL BASIS ACCOUNTING** - A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

**ACCRUED EXPENSE** - An expense incurred during the current accounting period which will not be paid until a subsequent accounting period.

**ACCRUED REVENUE** - Revenue earned during the current accounting period which will not be collected until a subsequent accounting period.

**ACQUISITION** - The act of acquiring something.

**ADAAA** - Americans with Disabilities Act Amendments Acts.

**AD VALOREM** - A basis for levying taxes upon property based on value.

**AD VALOREM TAX** - A tax levied on the assessed value of real property. This tax is also known as property tax.

**AGENCY FUND** - A fund consisting of resources received and held by the governmental unit as an agent for others.

**ALIGN** - To place something in a straight line or in an orderly position in relation to something else, or be placed in this way.

**AMORTIZE** - To write off a regular portion of an asset's cost over a fixed period of time.

**ANNEXATION** - To take over territory or property and incorporate it into another political entity or government jurisdiction.

**APPEAL** - An earnest or urgent request to somebody for something.

**APPROPRIATION** - An authorization by the City Council to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

**ARPA** - American Rescue Plan Act.

**ASSESSMENT** - (1) The act of assessing; an appraisal. (2) An amount assessed, as for taxation.

**ASSETS** - Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

**AQUATIC** - Connected with, consisting of, or dependent on water.

**AUDIT** - A methodical examination of the utilization of and changes in resources. It concludes in a written report of the findings. A financial audit is a test of the management's financial statements and internal accounting control procedures to determine the extent to which: internal accounting controls are both available and being used; and to determine whether the financial statements fairly present the City's financial condition and results of operations.

**AUTHORITY** - A government or public agency created to perform a single function of a restricted group of related activities. Usually, such units are financed from service charges, fees and tools, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers.

**AUTOMATE** - The act of implementing the control of equipment with advanced technology; usually involving electronic hardware and software; "automation replaces human workers by machines".

**AVAILABLE (UNDESIGNATED) FUND BALANCE** - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**BALANCED BUDGET** - When the sum of the projected revenues and fund balance is equal to or greater than, appropriations for a particular fund or entity.

**BMP** - Best Management Practices.

**BOND** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specific rate.

**BOND DISCOUNT** - The excess of the face value of a bond over the price for which it is acquired or sold.

**BOND PREMIUM** - The excess of the price at which a bond is acquired or sold over its face value.

**BONDED DEBT** - The portion of indebtedness represented by outstanding bonds.

**BUDGET** - A plan of financial operation embodying estimates of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**BUDGET ADJUSTMENT** - A legal procedure to be utilized by the City Manager to adjust expenditures within a departmental budget but with no change to the total budget. Budget Policy requires the City Manager to make a written request to the City Council for approval to make a budget adjustment.

**BUDGET AMENDMENT** - A budget amendment alters the total appropriation for a department or fund and requires approval by an ordinance passed by the Newnan City Council.

**BUDGET CONTROL** - The control or management of the approved Budget for the purpose of keeping

expenditures within the limitations of available appropriations and available revenues.

**BUDGET DOCUMENT** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

**BUDGET MESSAGE** - A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the coming year.

**BUFFER** - Somebody or something that reduces shock or impact or protects against other harm, usually by interception.

**BUILDING CODES** - Provincial or locally adopted regulations that control the design, construction, repair, quality of building materials, use, and occupancy of any structure under its jurisdiction.

**CAFI** - Community Action for Improvement, whose mission is to enhance the quality of life of individuals and families by providing services and resources that will facilitate the building of self-esteem and self-sufficiency through the active involvement of the total community.

**CAFR** - Comprehensive Annual Financial Report. This is the official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate on a combined, combining, and individual basis: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balances, budget and actual (for government fund types); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

**CAPITAL EXPENDITURES** - Capital outlay of five thousand dollars (\$5,000) or more that has a useful life in excess of one year.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A multi-year plan developed for capital improvements, which is updated annually. All improvements are to be made in accordance to this plan.

**CAPITAL LEASE** - One in which the lessee obtains significant property rights. Although *not* legally a purchase, theoretical substance governs over legal form and requires that the leased property be recorded as an asset on the lessee's books.

**CAPITAL PROJECTS FUND** - A fund used to account for financial resources used for the acquisition or construction of major capital equipment or facilities.

**CAPITAL OUTLAY** - Expenditures that result in the acquisition of/or addition to fixed assets, defined as costing at least \$5,000 and having an economic useful life of one year or more.

**CDBG** - Community Development Block Grant.

**CENTRAL BUSINESS DISTRICT** - The downtown section of a city, generally consisting of retail, office, hotel, entertainment, and governmental land uses with some high density housing.

**CERTIFICATION** - A document attesting to the truth of certain stated facts.

**CEU** - Continuing Education Unit for credit to maintain a degree or certification.

**CHECKLIST** - A list of tasks to be completed.

**CHIP** - Community Home Investment Program

**CIE** - Capital Improvement Element.

**CIP** - Capital Improvement Program

**CITA** - City Information Technology Assistance. This is the City's official computer help desk where problem tickets are filed electronically by staff and prioritized by the IT department for handling. The status of all tickets can also be electronically viewed at any time by users and staff.

**CITY COUNCIL** - Comprised of the Mayor and six (6) Council members who are elected by a vote of the citizens of the City of Newnan and who each serve staggered four-year terms. The Council sets policy, represents the interests of the citizens and relies on the City Manager to implement policy direction.

**COMMERCIAL** - Connected with or engaged in or sponsored by or used in commerce or commercial enterprises.

**COMMITMENT** - An agreement to perform a particular activity at a certain time in the future under certain circumstances.

**COMPEL** - To require somebody to do something.

**COMPLIANCE** - Conformity: acting according to certain accepted standards.

**COMPONENT UNIT** - A special-purpose government (such as a school district) that meets all of the following criteria: has a separately elected governing body, is legally separate and is fiscally independent of other state and local governments.

**COMPOUNDED** - To compute (interest) on the principal and accrued interest; to add to, or increase.

**COMPREHENSIVE PLAN** - A master plan to guide the long-term development of a government subdivision, such as a city or country to ensure that social and economic needs are balanced against environmental and aesthetic concerns.

**CONSTRUCTION WORK IN PROGRESS** - The cost of construction work that has been started but not yet completed.

**CONTRACTUAL SERVICE** - An agreement to perform a service or task by external organizational units. A group of accounts which cover the above as well as travel and training and other miscellaneous services.

**CONTINGENT FUND** - Funds set aside to provide for unforeseen expenditures of uncertain amounts.

**DAT** - District Assessment Team.

**DCA** - Department of Community Affairs, provides a variety of community development programs to help the state's communities realize their growth and development goals.

**DEBT SERVICE** - Expenditures for principal and interest payments on loans, notes, and bonds.

**DEFICIENCY** - The state of needing something that is absent or unavailable.

**DELINQUENT TAXES** - Taxes remaining unpaid after the due date. Unpaid taxes continue to be delinquent until paid, abated, or converted into a lien on property.

**DEPARTMENT** - Departments are the major functional sub-divisions and correspond roughly to functional hierarchy used by the City. Each department has been assigned to one of the functions according to the type of activity it performs.

**DEPRECIATION** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) The portion of the cost of a capital asset which is charged as an expense during a fiscal period.

**DEVELOPMENT** - (1) The act of improving by expanding or enlarging or refining. (2) A process in which something passes by degrees to a different stage.

**DISBURSEMENT** - The act of spending money for goods or services.

**DISPOSITION** - The final settlement of a matter.

**DISSEMINATE** - To distribute or spread something, especially information, widely, or become widespread.

**DISTRICT** - A division of an area, as for administrative purposes; a geographical or political division made for a specific purpose.

**DISTURBANCE** - The disruption of a peaceful or ordered environment, or something that causes such disruption.

**DIVERSION** - A change in the purpose or use of something from what was intended or from what it was previously.

**DOT** - Department of Transportation.

**DRUG CONDEMNATION** - Confiscated and condemned funds released by the Superior Court for use specifically by the police department. These funds cannot be used to reduce the operating budget of the police department.

**ECONOMIC GROWTH** - Steady growth in the productive capacity of the economy.

**EDI-CEF** - Economic Development Initiative Community Empowerment Grant Fund

**EFFECTIVENESS** - The measure of the ability to accomplish a purpose; works well as a means or remedy.

**EFFICIENCY** - The ability to do something well or achieve a desired result without wasted energy or effort, often measured as the ratio of inputs to outputs.

**ENCUMBRANCE** - An amount of money committed for the payment of goods and/or services not yet received or paid for and chargeable to an appropriation.

**ENFORCEMENT** - Ensure observance of laws and rules.

**ENGINEERING** - The discipline, art and profession of acquiring and applying technical, scientific and mathematical knowledge to design and implement materials, structures, machines, devices, systems, and processes that safely realize a desired objective or inventions.

**ENHANCEMENT** - To make greater, as in value, beauty, or effectiveness; augment.

**ENTERPRISE FUND** - A self-supporting fund designated to account for activities supported by user charges; examples include: Water, Solid Waste and Sewer Funds.

**ENTITLEMENT** - The amount of payment to which a state or local government is entitled as determined by the Federal Government pursuant to an allocation formula contained in applicable statutes.

**EPD** - Environmental Protection Division, the state division of the federal Environmental Protection Agency located within the state Department of Natural Resources.

**EXCISE TAX** - A tax that is measured, or assessed, by the volume of business accomplished.

**EXPENDITURE** - This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

**EXPENSE** - Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations; for example, depreciation

**FAÇADE** - The front of a building; also, any face of a building given special architectural treatment.

**FERAL** - Describes animals that live in the wild after having been domestically reared.

**FIDUCIARY FUND** - Any fund held by a governmental unit as an agent or trustee.

**FISCAL PERIOD** - Any period at the end of which a governmental unit determines its financial position and the results of its operations.

**FISCAL YEAR** - A 12-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

**FIXED (CAPITAL) ASSETS** - Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, and improvements other than building, machinery, and equipment.

**FMLA** - Family and Medical Leave Act, designed to enable employees to take maternity leave, as well as qualifying medical leaves of absence to care for themselves or others.

**FORMAT** - The organization of information according to preset specifications (usually for computer processing).

**FORMULATE** - To express or communicate something carefully or in specific words.

**FRANCHISE TAX** - Fees levied on a corporation in return for granting a privilege sanctioning a monopoly or permitting the use of public property, usually subject to regulation set by the governing body.

**FRINGE BENEFITS** - Employers share of F.I.C.A taxes, health and dental insurance, disability insurance, life insurance, workmen compensation, unemployment taxes, and retirement contributions made on behalf of the City employees.

**FULL-TIME POSITON** - A position which qualifies for full City benefits, usually required to work 40 hours per week.

**FUNCTION** - The intended role or purpose of a department, person or thing.

**FUND** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** - Fund equity (excess of assets over liabilities) available for appropriation.

**FUND EQUITY** - The excess of assets over liabilities. A portion of the equity may be reserved or designated; the remainder is Fund Balance.

**FY** - Fiscal Year.

**GAAP** - Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.

**GASB** - Governmental Accounting Standards Board, an organization which formulates accounting standards for governmental units. It is under the auspices of the Financial Accounting Foundation and replaced the National Council on Government Accounting.

**GDOT** - Georgia Department of Transportation.

**GENERAL FIXED ASSETS ACCOUNT GROUP** - A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.

**GENERAL FUND** - A fund used to account for all transactions of a governmental unit that are not accounted for in another fund, typically.

**GENERAL LONG-TERM DEBT ACCOUNT GROUP** - A self-balancing group of accounts set up to account for long-term debt that is legally payable from general revenues.

**GFOA** - Government Finance Officers Association.

**GIS** - A Geographic Information System is a system of hardware and software used for storage, retrieval, mapping and analysis of geographic data (linked to location). Technically, GIS is geographic information systems which includes mapping software and its application with remote sensing, land surveying, aerial photography, mathematics, photogrammetry, geography, and tools that can be implemented with GIS software.

**GLGPA** - Georgia Local Government Personnel Association.

**GMA** - Georgia Municipal Association, an organization whose purpose is to anticipate and influence the forces shaping Georgia's communities and to provide leadership, tools and services that assist local governments in becoming more innovative, effective and responsive.

**GOAL** - A goal is a statement of desired conditions to be maintained or achieved through the efforts of an organization. The goal is a standard against which to measure progress toward ideal conditions. A goal is a definition of results toward which the work of the organization is directed.

**GOVERNMENTAL FUND** - A generic classification adopted by the National Council on Governmental Accounting to refer to all funds other than proprietary and fiduciary funds. General fund, special revenue funds and capital projects funds are all examples of governmental fund types.

**GRANT** - A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function, activity or for the acquisition or construction of fixed assets.

**HARASSMENT** - Threatening or tormenting behavior: behavior that threatens or torments somebody, especially persistently.

**HAZARD** - A source of danger; a possibility of incurring loss or misfortune.

**HB** - House Bill

**HISTORIC DISTRICT** - A group of buildings recognized for historic importance based on the application of at least one of several criteria so that property owners are assured that their investment in their property will be not be harmed by inappropriate alterations or construction on adjacent properties.

**HOTEL/MOTEL TAX** - A tax imposed on short-term lodging at hotels/motels within the City to generate revenues for funding tourism-related activities.

**ILLICIT** - Not sanctioned by custom or law; unlawful.

**INITIATIVE** - The ability to act and make decisions without the help or advice of other people; a plan or strategy designed to deal with a particular problem.

**IMPACT FEES** - Fees charged to a new development to offset the cost of infrastructure improvements in the areas of fire, police, parks and transportation. Fees are based upon the developments proportionate share of demand placed upon the infrastructure.

**IMPLEMENT** - To follow through: pursue to a conclusion or bring to a successful issue.

**INCORPORATED** - Organized as a legal corporation; combined into one body or unit. Inside the legal boundaries of the City.

**INDIGENT** - Extremely poor: lacking the necessities of life, e.g. food, clothing, and shelter.

**INFRASTRUCTURE** - An underlying base or foundation; the basic facilities needed for the functioning of the City.

**INSPECTION** - The act of examining something, often closely; an examination of something that assures certain laws or rules are obeyed.

**INTERFUND LOAN** - A loan made by one fund to another to be repaid at a later date.

**INTERFUND TRANSFER** - An amount transferred from one fund to another as expenditure to one fund and revenue to the other fund.

**INTERGOVERNMENTAL REVENUE** - Revenue from other governments in the form of entitlements, grants, shared revenues or payments in lieu of taxes.

**INTERRELATED** - To place in or come into mutual relationship.

**INTERSECTION** - A place where two roads or paths cross each other.

**INVESTMENT** - Securities held for the production of income in the form of interest and dividends.

**ISO** - International Standardization Organization.

**JURISDICTION** - The area over which legal authority extends.

**LARP** - Local Assistance Road Projects.

**LEVY** - (1) To impose taxes, special assessments or service charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

**LGRMS** - Local Government Risk Management Services, a Service Organization of the Association County Commissioners of Georgia and the Georgia Municipal Association.

**LIABILITY** - Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**LIAISON** - A linking up or connecting of two or more separate entities or of the parts of a whole so that they can work together effectively.

**LINE-ITEM** - A detailed classification of an expense or expenditures classified within each Department.

**LINE-ITEM BUDGET** - A budget featuring things to be purchased. By relating appropriations to commodities, line-item budgets represent a "shopping-list" approach to allocation problems. This approach is believed to express official and citizen interest in the values of economy and control. Also known as traditional budgeting.

**LISTSERV** - A trademark for a mailing list management system that allows subscribers to take part in e-mail discussions.

**LMIG** - Local Maintenance Improvement Grant.

**LOGOS** - The City's main operating system, Logos.NET, a web-based software system provided by New World Systems.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**LOST** - Local Option Sales Tax.

**MAIN STREET** - A program coordinated by the Department of Community Services and the Georgia Main Street and Better Hometown programs. These programs assist Georgia cities and neighborhoods in the development of their core commercial areas. Assistance provided by the Office of Downtown Development emphasizes community-based, self-help efforts grounded in the principles of professional, comprehensive management of core commercial districts. Communities are expected to work within the context of historic preservation and the National Main Street Center's Four-point Approach to Downtown Revitalization™: Organization, Design, Economic Restructuring and Promotion.

**MANDATE** - An authoritative order or command, especially a written one.

**MASTER PLAN** - A document that describes, in narrative and with maps, an overall development concept including both present property uses as well as future land development plans.

**MEASURE** - A basis for comparison; a reference point against which other things can be evaluated.

**MGD** - Millions of Gallons per Day.

**MEDIAN** - One type of average, found by arranging the values in order and then selecting the one in the middle.

**MILLAGE RATE** - The tax rate on property based on \$1 per \$1,000 of assessed property value.

**MISSION STATEMENT** - Defines what an organization is, why it exists, and its reason for being.

**MOA** - Memorandum of Agreement.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** - Governmental funds use the modified accrual basis of accounting. Revenues are recognized in the period in which they become both available and measurable. Expenditures are recognized at the time a liability is incurred

**MODULE** - A self-contained component of a system (e.g., a product) which has a well-defined interface to other components of the system.

**MUTCD** - Manual on Uniform Traffic Control Devices.

**NET ASSETS** - The difference between a company's total assets and liabilities; another way of saying *owner's equity* or net worth.

**NEWMAN CITIZEN ACADEMY** - An annual program; approximately 20 – 25 citizens of the City of Newnan are educated about the functions and duties of local government and its departments through an intensive six-week, hands-on course of study.

**NEXTGEN** - Next Generation.

**NFD** - Newnan Fire Department.

**NPD** - Newnan Police Department.

**NPDES** - National Pollutant Discharge Elimination System.

**NON-OPERATING EXPENSE** - Proprietary fund expenses incurred in performance of activities not directly related to supplying the basic service by a governmental enterprise.

**NON-OPERATING INCOME** - Propriety fund income that is not derived from the basic operations of such enterprises.

**NOTE PAYABLE** - Written promise to pay a certain amount of money at a certain time.

**NSP** - Neighborhood Stabilization Program.

**OBJECT CODE** - Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, materials & supplies, contractual services, and capital.

**OBJECTIVE** - Objectives are defined as the steps to be taken to achieve the specified goal.

**OBLIGATION** - A social, legal, or moral requirement, such as a duty, contract, or promise that compels one to follow or avoid a particular course of action.

**OCCUPATIONAL TAXES** - Fees levied on all businesses operating within the City of Newnan based on gross receipts and due annually by April 1<sup>st</sup>.

**OPERATING TRANSFER** - Legally authorized inter-fund transfers from a fund receiving revenue to the fund that makes expenditures.

**ORDINANCE** - A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

**OUTPUT** - The number or amount of services, units or work produced within a given time.

**PAFR** - Popular Annual Financial Report. This is prepared as a supplement to the CAFR, but is typically much easier to read and understand. Its primary focus is the general fund and governmental functions and statistics, rather than complete fund reporting.

**PART-TIME** - Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

**PATROL** - The act of moving about an area especially by an authorized and trained person or group, for purposes of observation, inspection, or security.

**PAYABLE** - Money which a company owes to vendors for products and services purchased on credit.

**PER ANNUM** - By the year, or annually.

**PER CAPITA** - By or for each individual person.

**PERMIT** - A legal document giving official permission to do something.

**PERFORMANCE MEASURES** - Measures which identify how an organization defines and measures progress toward its goals; typically measured as efficiency, effectiveness or output.

**PERSONNEL** - The body of persons employed by or active in an organization, business, or service.

**PERSONNEL COST** - Refers to all costs directly associated with employee, including salaries and fringe benefits.

**PRIORITIES** - (1) The most important thing that must be dealt with first. (2) Precedence, especially established by order of importance or urgency.

**PROFESSIONAL SERVICES** - Expenditures incurred by the City to obtain the services of recognized, licensed professionals such as Doctors, Engineers, Certified Public Accountants, etc.

**PROPRIETARY FUND** - One having profit and loss aspects; therefore, it uses the *accrual* rather than modified accrual accounting method. The two types of proprietary funds are the enterprise fund and the internal service fund.

**RDC** - Regional Development Center; a focal point for regional issues concerning local government and a resource for those governments in a variety of specialized areas, such as planning, economic development and grants.

**RATIFIED** - Formally approved and invested with legal authority.

**RECEIVABLE** - Money which is owed to a company by a customer for products and services provided on credit.

**REFERENDUM** - A vote by the whole of an electorate on a specific question or questions put to it by a government or similar body.

**REFORESTED** - To replant an area with trees after its original trees have been cut down.

**RESERVE** - (1) An account used to earmark a portion of fund balance to indicate that it has been earmarked for a particular purpose; and (2) an account used to earmark a portion of fund equity as legally segregated for a future use.

**RESIDENTIAL** - Used or designed for residence or limited to residences.

**RESIDUAL EQUITY TRANSFERS** - Additions to or deductions from the beginning fund balance of governmental funds.

**RESTRICTED ASSET** - Account or other balance with limited right of access or withdrawal.

**RETENTION** - The act of retaining something or the condition of being retained.

**RETROREFLECTIVITY** - A device or surface that reflects light back to its source with a minimum scattering of light.

**RETURN "A" CRIME** - Aggravated felony such as rape, murder, drug trafficking, sexual abuse of a minor, etc.

**REVENUE** - Additions to fund financial resources other than from inter-fund transfers and debt issue proceeds.

**REVENUE BONDS** - Revenue bonds are issued to finance industrial and commercial growth projects. Projects can include land acquisition, new-facility construction, improvements to existing facilities, and purchase and renovation of existing structures.

**REVISION** - The act of revising or rewriting.

**REVITALIZATION** - Renew somebody or something: to give new life or energy to somebody or something.

**REVOLVING LOAN** - Arrangement which allows for the **loan** amount to be withdrawn, repaid, and redrawn again in any manner and any number of times, until the arrangement expires.

**SALARIES & BENEFITS** - The cost of all salaries, wages, and associated fringe benefits required to provide a governmental service.

**SOG** - Standard Operating Guidelines, typically in reference to public safety.

**SBA** - Small Business Administration. This agency is a business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market.

**SEDIMENTATION** - The removal, transport, and deposition of detached soil particles by flowing water or wind.

**SOIL EROSION** - The washing away of soil by the flow of water.

**SOP** - Standard Operating Procedures.

**SPLOST** - Special Purpose Local Option Sales Tax, approved by the citizens of the City and allocated to certain capital projects which were identified in the original referendum and usually limited to five (5) years, but may run longer on some capital projects.

**SPECIAL REVENUE FUND** - A fund established to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government.

**SRO** - School Resource Officer.

**STANDARDS** - An established norm or requirement; it is usually a formal document that establishes uniform engineering or technical criteria, methods, processes and practices.

**STEWARDSHIP** - The conducting, supervising, or managing of something.

**STORMWATER UTILITY** - A Utility which has primary authority and responsibility for carrying out the City's comprehensive drainage and storm sewer plan, maintenance, administration, and operation of all City storm and surface water facilities, as well as establishing standards for design, construction, and maintenance of improvements on private property where these may affect storm and surface water and management.

**STRATEGY.** - An elaborate and systematic plan of action.

**STREETSCAPES** - The visual elements of a street, including the road, adjoining buildings, trees, sidewalks, street furniture and open spaces, that combine to form the street's character.

**STREET MILES** - Total square miles.

**SUBDIVISION** - An area composed of subdivided lots.

**SUPPRESSION** - Conscious and forceful action to put an end to something, destroy it, or prevent it from becoming known.

**TASK** - An activity that needs to be accomplished within a defined period of time.

**TAX** - A compulsory charge levied by a governmental unit for the purpose of raising revenue. These revenues are used to pay for services or improvements provided for the general public benefit.

**TEA** - The Transportation Economic Assistance (TEA) program provides state grants to governing bodies, private businesses, and consortiums for road, rail, harbor and airport projects that help attract employers, or encourage business and industry to remain and expand in the state.

**TEMPORARY POSITION** - A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

**TOURISM ENHANCEMENT FUND** - Commonly referred to as the Hotel/Motel Tax fund; created in 1999 for the purpose of promoting tourism in the City of Newnan. Revenues are raised from taxes imposed on hotels/motels conducting business in the City. Appropriations are strictly designated for promotional purposes as detailed in O.C.G.A., section 48-13-51 (a) (3), with 60% transferred to the General Fund and 40% retained.

**TREND ANALYSIS** - Method of time series data (information in sequence over time) analysis involving comparison of the same item (such as monthly or annual revenue figures) over a significantly long period to (1) detect general pattern of a relationship between associated factors or variables, and (2) project the future direction of this pattern.

**UNRESERVED FUND BALANCE** - The amount remaining in a fund that is not designated for some future use and which is available for further appropriation or expenditure.

**UNAPPROPRIATED FUND BALANCE** - The amount remaining in a fund that is not designated for some future use and which is available for further appropriation or expenditure.

**UNIFORM STRENGTH** - Capacity in terms of personnel available.

**UNINCORPORATED** - Outside the legal boundaries of the City.

**USER CHARGES** - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**VARIANCE** - A measure of the difference between two data points. In Accounting, this can be defined as the difference in a set of numbers from one fiscal year to the next, actual versus budget, or budget versus budget.

**VESTED** - Having the rights of ownership, although enjoyment of those rights may be delayed until a future date.

**VoIP** - Voice Over Internet Protocol; a general term for a family of transmission technologies for delivery of voice communications over IP networks such as the Internet or other packet-switched networks.

**W & L** - Water and Light Commission of the City of Newnan; more formally Newnan Utilities.

**WRIT** - A written court order demanding that the addressee do or stop doing whatever is specified in the order.

**ZONING** - Legislative action, usually at the municipal level, that divides municipalities into districts for the purpose of regulating the use of private property and the construction of buildings within the zones established. Zoning is said to be part of the state **police power**, and therefore must be for the furthering of the health, morals, safety, or general welfare of the community.





