

**TOWN OF SHARPSBURG
MINUTES OF THE TOWN COUNCIL MEETING**

June 1, 2015

A regular scheduled meeting of the Sharpsburg Town Council was held Monday, June 1, 2015, at 7:00pm, in the Town of Sharpsburg at the Sharpsburg Recreation Center.

Present were the following: Wendell Staley, Mayor; Keith Rhodes, Council Member; Clay Cole, Council Member; Celene Davenport, Council Member; Donna Camp, Town Clerk. Council Member McElwaney was absent.

Also in attendance were: Tommy Knight, Mr. & Mrs. Lassiter, Joe Bridges and Polly & Shelby Garlington.

The Mayor verified there was a quorum present.

The minutes of the May 4, 2015 Council Meeting were reviewed and Council Member Cole motioned and Council Member Davenport seconded. The minutes were changed under the polling of the council where Council Member Rhodes stated "it will include better sound system for the council meeting" to be stricken and add a new digital recorder for the use at meetings. A new motion was made by Council Member Cole and seconded by Council Member Davenport, motion carried with new changes. The first motion was still on the floor and it was approved unanimously and will be filed in the minute book.

Mayor Staley called for second reading and adoption of the Building and Construction Code Ordinance. Council Member motioned to adopt second reading and Council Member Rhodes seconded. Motion carried, unanimously.

Mayor Staley called for a motion to allow for the business and alcohol license name transfer for Sharpsburg Take Out. Council Member Davenport motioned to approve transfer and Council Member Rhodes seconded. Motion carried, unanimously.

Public Comments -

- Polly Garlington - see attached notes
- Joe Bridges - see attached notes

Polling of the Council -

- Clay Cole - n/a
- Celene Davenport - n/a
- Keith Rhodes - n/a

Clerks Comments - n/a

Mayor's Minutes -

- Received a complaint about a house on Sunset Drive. The violations were not taken care of and a letter to the owner of the house will be sent.

There being no further business coming before the Council, the meeting was adjourned.

Donna M. Camp
Town Clerk

DRAFT

Comments for Town Council Meeting June 1, 2015

By request of the Mayor my comments are being presented in Public Comments and not on the Agenda as I had first requested. I am requesting that these comments be included in the minutes. I have a copy for Donna.

I have handed each of you a packet of information on which I base my statements. There are underlined portions to which I will refer.

First: Designating the Sharpsburg Mayor as a "strong mayor" is not the problem.

The problem arises when the mayor either presumes or chooses to assume more authority in the fiscal/financial areas than is assigned in the Charter or is made reference to in the Georgia Municipal Association descriptions. More disturbing is that the Town Council Members allow this misrepresentation by their silence...or worse.

(BTW, the "strong/weak mayor" designation is an invented description by the Georgia Municipal Association and not a legal designation by Charter nor Georgia Law.)

If you read the underlined sections of the Charter or GMA documents, it clearly states that the Mayor (strong mayor) is an Administrative position, while the remaining four members of the Town Council have the FISCAL (financial) Legislative responsibility. NOTE: the vocabulary used in the GMA explanation.

(Read from the handouts)

How would you like it if the Senate and the House turned to the President and said, You do whatever you like with financial decisions! OR the State Senate and State Legislature said to Governor Deal, "Gov. Deal, just do whatever you want with financial issues.....?"

NOT ONE BIT I WOULD EXPECT.

That is exactly what the Town Council Members are doing when they abdicate their responsibility of fiscal matters to the Mayor. If that's the case the rest of you can just go home...you are not performing the duties that the residents elected you to do...which begs the question....why did you run for office in the first place?

Nothing is more important than the financial matters of the Town! Why would any one of you neglect that responsibility!

....Or is that being elected is just to have a title and to fill a slot at a table once a month...one has to wonder..... Thank you for the time. Polly Garlington

Dolly

Municipal Government Structure

A municipal government's structure, or form of government, assigns formal authority among the city's elected and appointed officials. To this end, municipal government structure determines the primary *policymaking* and *executive* responsibilities among municipal officials.

ROLES OF MUNICIPAL OFFICIALS

A municipality's elected officials act in a *policymaking* role when they pass ordinances, resolutions, and formally adopted motions. Examples of the policymaking roles include the adoption of the municipality's annual budget, its personnel policy, and its land use plan. Such examples represent the legislative responsibility of the municipality.

The *executive* role typically refers to administrative responsibilities, particularly with regard to the day-to-day operations of the municipality. Examples of executive responsibility include implementation of council policies, service delivery, and personnel management.

In some municipalities, these roles - policymaking and executive - are combined, while in other municipalities there is a clear division of these roles to provide for a separation of powers.

FORMS OF MUNICIPAL GOVERNMENT

In Georgia, most municipalities utilize one of three forms of government:

- Mayor-Council (Strong Mayor) Form
- Mayor-Council (Weak Mayor) Form
- Council-Manager Form

These forms of government divide executive and policy-making roles and responsibilities between the municipality's elected officials - the mayor and council - and appointive staff. While there are distinct differences between these forms of government, there are many variations on structure and policy roles depending on the provisions of the municipality's charter and the philosophy of the municipality.

Mayor-Council Form (Strong Mayor)

Under this form of government, the city council provides the primary policy role, while the mayor provides the primary executive role. This form provides for a distinguishable separation of powers between the city's executive branch (mayor) and its legislative branch (city council). Thus, the separation of powers contained in the "strong" mayor form is similar to those found in the national and state governments, with the office of mayor being similar to the President of the United States or a governor of a state. Likewise, the council acts as a legislative body similar to the Congress of the United States or a state legislature.

Under this form, the mayor serves as the city's chief executive officer and has full responsibility for the city's daily operations. As such, the mayor normally possesses the power to hire and fire

department heads and other city staff, prepare and administer of the city's budget, and execute contracts. The mayor may also have the authority to appoint council committees, veto legislation passed by the council, and appoint members to city advisory boards. In some cities, particularly larger ones, the mayor may appoint a professional administrator (chief administrative officer, city administrator, etc.) to assist in carrying out the daily operations of the city.

The city council is responsible for enacting the city's policies, through the adoption of ordinances and/or resolutions. While the mayor may possess the authority to veto actions of the city council, the council may possess authority to override the mayor's veto.

Mayor- Council Form (Weak Mayor)

Under this form of government, the mayor and city council normally share the primary policy-making role, while the mayor provides the primary executive role. However, in many cities, the "weak" mayor's role is primarily ceremonial, with the "weak" mayor possessing few, if any, of the executive powers provided to a "strong" mayor. For example, the mayor may not have the authority to appoint council committees, develop the city's budget, or veto actions of the city council. Also, the mayor may have limited authority to appoint department heads, subject to confirmation by the city council. However, the mayor may not possess the authority to fire department heads.

The primary advantage of this form is that it keeps control of the government out of the hands of any single person, so that a corrupt or incompetent individual could do little harm to the city.

Gma ref.

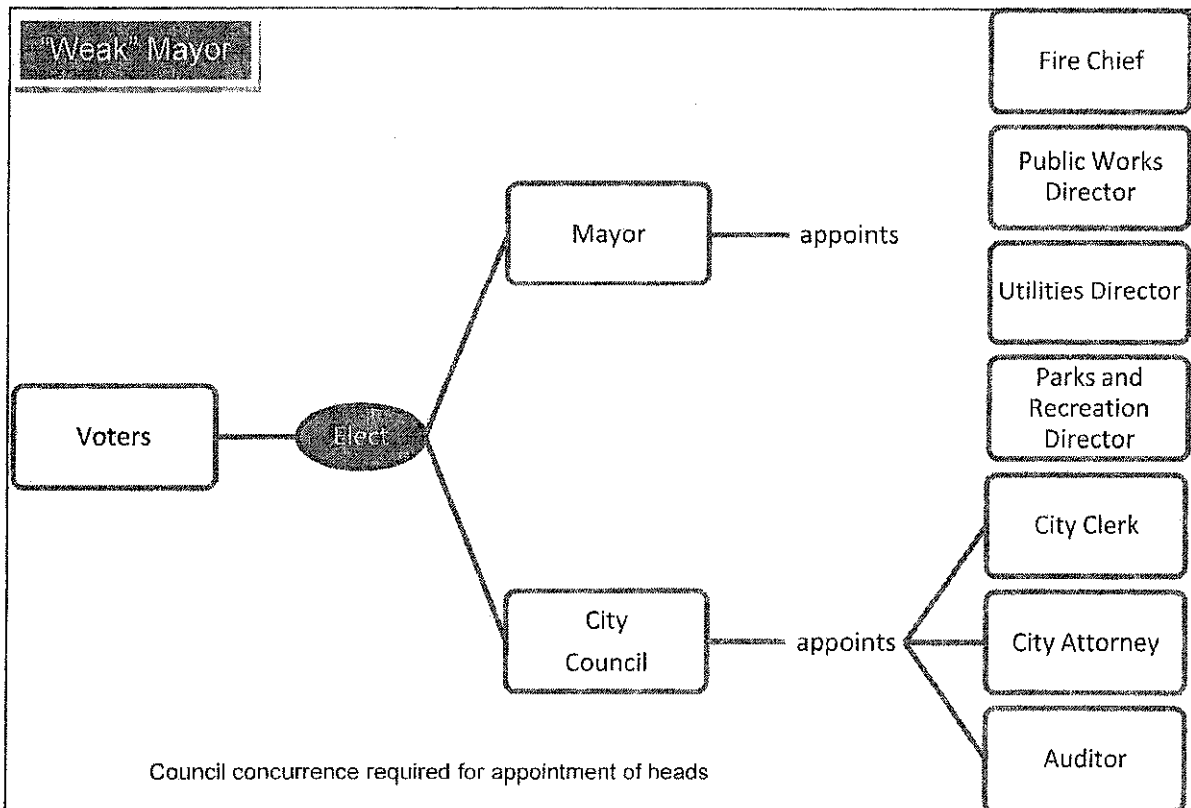
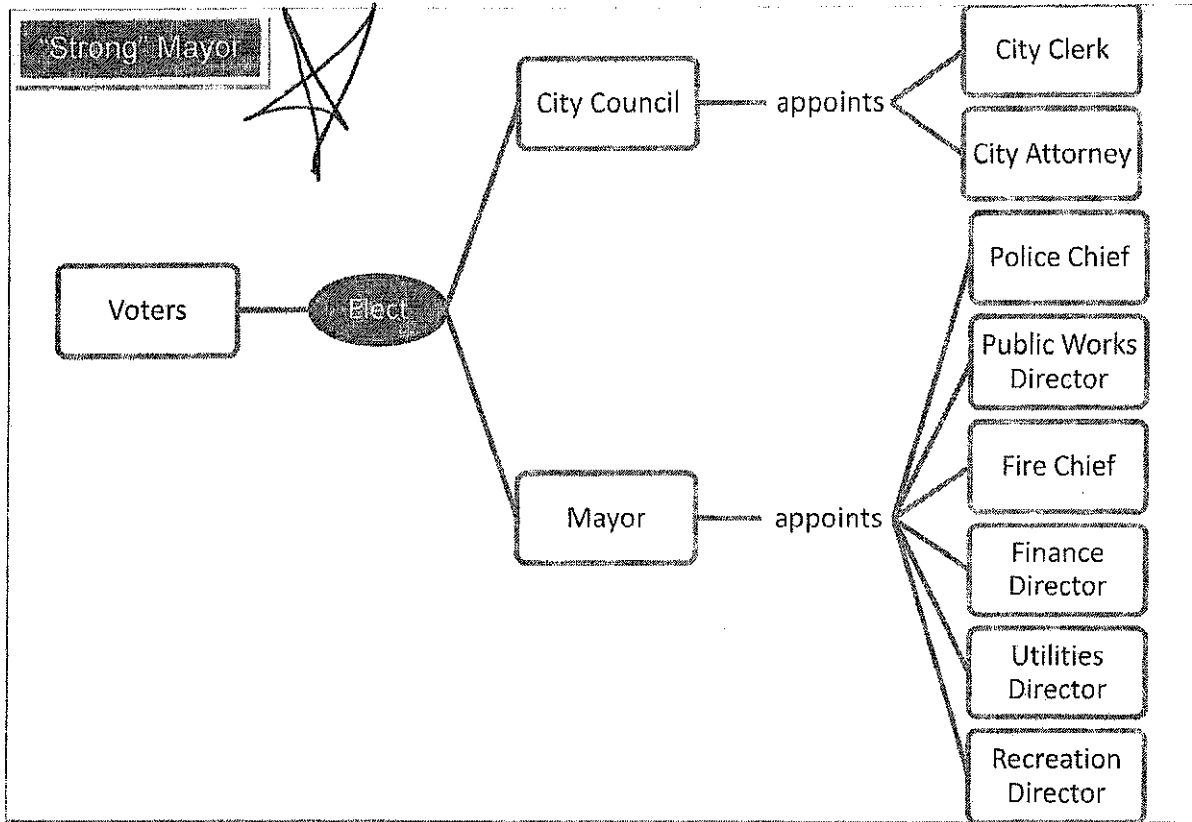
Council – Manager Form

Under this form of government, the city council provides the primary policy-making role, and an appointed city manager provides the primary executive role. It combines the strong political leadership of the elected mayor and council with the strong managerial experience of an appointed local government manager.

The council-manager form of government was developed in the early 1900s by reformers who envisioned a more business-like approach to municipal government. Thus, the structure of a municipality operating under the council-manager form of government is similar to the structure of a corporation. To this end, the municipality's citizens are treated as shareholders that elect a city council to serve as their board of directors. The city council establishes the city's policies, while a professional city manager, hired by the city council, is charged with implementing the council's policies. In this capacity, the city manager functions similarly to a corporation's chief executive officer, or CEO.²

Primary Features of the Council-Manager Form of Government

Generally, the council-manager form of government deviates from the traditional separation of powers structure that exists at the national, state, and local levels of government. Instead of having an elected chief executive (president, governor, etc.), the council-manager form of government gives formal governmental authority to an elected city council. The city council then hires a professional city manager to oversee all administrative and executive functions.



Weak Mayor/ Strong Mayor/ Commission Forms of Government

In the weak mayor and strong mayor forms of government, the mayor fulfills the primary executive role. With the weak mayor form, executive authority is diluted by the requirement that the city council must vote to approve certain administrative actions. With the strong mayor form, the mayor may appoint an administrator to assist in carrying out the day-to-day duties associated with oversight of municipal operations and service delivery. Under the commission form of government, the board of commissioners as a whole shares the executive role, although in some cities the mayor may have additional administrative authority, and some cities using the commission form have an appointed administrator.



Powers and Duties of the Mayor

The responsibilities of the mayor include presiding over all meetings of the council, generally insuring that city departments run smoothly, helping to build a sense of community, and providing leadership and services to municipal citizens. The mayor serves as the official spokesperson for the city government. The mayor is often empowered with the authority to vote in the event of a tie, and may or may not have veto power over legislation approved by council. The mayor is also responsible for signing contracts, ordinances and other instruments executed by the governing body which by law are required to be in writing.¹

Depending on the form of government the city has, the mayor's executive duties range from largely ceremonial (as in the council-manager form of government) to managing day-to-day operations (as with the "strong mayor"/ Mayor-Council form of government). Under the council-manager form of government, the mayor provides general oversight for executive functions but assigns day-to-day administrative duties to an appointed, professional manager.

Powers and Duties of the Mayor Pro-Tem

Many city charters allow the selection of a Mayor Pro-Tem from among the council members. This individual is responsible for fulfilling the duties of the mayor in the event that the mayor is absent. The mayor pro-tem also fills any vacancy in the office of mayor until that office can be filled through a special or general election.

Powers and Duties of Council Members

Council members are empowered to make policy decisions and to approve ordinances, resolutions, and other local legislation to govern the health, welfare, comfort, and safety of the city's residents. City council sets policy guidelines for the administrative and fiscal operations of the city.

While the commission form is used by a majority of the county governments in Georgia, the City of Trenton is the only municipality in Georgia to use the commission form in its purest sense. A small number of cities in Georgia, including Cedartown, Cordele, Decatur, Rome, and Toccoa, refer to their legislative body as "city commissions" rather than as "city councils." However, each of these cities operates under the council-manager form of government, and each has an appointed city manager.

Table 2. Form of Government Comparison

Mayor-council "strong" mayor	<i>He</i>	} Shared by city council and mayor	Mayor (perhaps with the assistance of an appointed administrator)
Mayor-council "weak" mayor	<i>Same</i>		} Shared by city council and mayor
Council-manager		City council	Appointed manager is held accountable for executive functions by city council. In pure form, manager reports to full council rather than primarily to the mayor.

* In the "weak" mayor form, the typical existence of several separately elected administrative officers, who often operate beyond effective control of the mayor or city council, generally dilutes policy-making and executive authority.

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of Sharpsburg and conduct of any department, board, commission, authority, office or agency created by act of said council or any officer or employee thereof and for this purpose may subpoena witnesses, documents, records or other evidence, subpoena witnesses, administer oaths, take testimony, and require the production of evidence. Any subpoena shall be issued by the clerk of the town council upon its application. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the town council shall be guilty of contempt and fined not more than twenty-five dollars (\$25.00) or imprisoned not more than five (5) days in jail or both in the discretion of the town council.

Section 2.17. Independent Audit. The town council may provide for an independent annual audit of all accounts of the Town of Sharpsburg and may provide for much more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants, licensed by the State of Georgia. Neither the accountant nor the firm or any member thereof shall have any interest, direct or indirect, in the fiscal affairs of the town government or any of its officers. The town council may, without requiring competitive bids, designate such accountant or firm annually or for a period not exceeding three years; provided, however, that such designation shall be made no later than thirty (30) days after the beginning of a fiscal year.

Section 2.20. Powers and Duties of Mayor. The mayor shall be the official spokesman for the town and the chief advocate of policy. He shall preside at meetings of the town council and may vote on any question. He shall sign ordinances and resolutions on their final passage; shall sign deeds, bonds, contracts, and other documents or instruments when authorized by the council to do so. He shall have the power to declare emergencies in the event of civil or other disorder which might prove detrimental to the welfare of the inhabitants of the Town of Sharpsburg. The mayor shall be recognized as the official head of the town by the courts for the purpose of serving civil process and by the public for all ceremonial purposes. He shall have power to administer oaths and he shall perform such other duties imposed by this Charter or by ordinance not inconsistent therewith.

Section 2.21. Mayor Pro Tem. During the absence or disability of the mayor for any cause, the mayor pro tem, or in his absence or

*Nothing
about
fiscal
manual
here*

Charter

Section 3.11. Administrative Duties of Mayor. The mayor shall be executive head of the town government, responsible for the efficient and orderly administration of the town's affairs. As the chief executive of the town government, the mayor shall:

(a) See that all laws of this State, provisions of this Charter, rules and regulations, ordinances and franchises in the town are faithfully executed;

(b) Except as otherwise provided herein, nominate and with the advice and consent of the council appoint, suspend, and remove all officers, department heads and employees in the administrative service of the city;

(c) Supervise the administration of the affairs of the Town of Sharpsburg;

(d) Submit to the council at least once each year a statement of finances and general conditions of the affairs of the Town of Sharpsburg and from time to time such other information as the council may request;

* (e) Recommend to the council such measures connected with the affairs of the Town of Sharpsburg, the protection and improvement of its government and finances, and promotion of the welfare of its citizens as he shall deem desirable;

(f) Call special meetings of the council as provided for in Article II, Section 2.31 of this Charter;

(g) Examine and inspect all books, records and official papers of any department or agency of the town as he deems necessary;

(h) Submit to the council a recommended annual operating budget and capital improvement budget as provided for in Article IV of this Charter;

(i) Require any officer, department or agency of the town to submit written reports and information in connection with the business and affairs thereof, as he shall deem necessary;

(j) Keep the council advised on the financial conditions and the future needs of the town;

(k) Conduct inquiries and investigations into the conduct of the affairs of any department or agency which he shall deem necessary;

(l) Perform such other executive and administrative responsibilities as may be required by law, this Charter, or by ordinance of the council.

Section 3.12. Town Attorney. The mayor and council shall appoint a town attorney who shall be responsible for representing and defending the city in all litigation in which the town is a party. The town attorney shall serve at the pleasure of the mayor and council and shall receive such compensation as it shall determine. The town attorney shall advise the mayor and council and other officials of the town with respect to its affairs; draw all legal documents relating to the affairs of the town; draw proposed ordinances when requested by the mayor and council; inspect and pass on all agreements, contracts, franchises, and other instruments with which the town may be concerned; attend all meetings of the council when requested by the council, and perform such other duties as may be required of him by the mayor and council.

Section 3.13. Town Clerk. Mayor and council shall appoint a town clerk. The town clerk shall be responsible for keeping and preserving the town seal and all records of the council. He shall attend meetings of the council and keep a journal of its proceedings at such meetings. He shall maintain and keep in a safe place all records and documents pertaining to the affairs of the town and perform such other duties as may be required by the mayor and council. The salary of the clerk and his term of office shall be as prescribed by the mayor and council. The council may require the clerk, before entering upon discharge of his duties, to give good and sufficient bond in the amount to be decided by the council, but not less than \$1,000.00, said bond payable to the Town of Sharpsburg, for the faithful performance of his duties and to secure against corruption, malfeasance, misappropriations or unlawful expenditures. Said security bond shall be obtained from a surety company licensed to do business in the State of Georgia and approved by the council and the premiums thereon shall be paid by the town. The clerk shall be entitled to receive his actual and necessary expenses incurred in the performance of his duties of office.

fiscal

adjective

- 1. of or relating to the public treasury or revenues:
fiscal policies.
- 2. of or relating to financial matters in general.

noun

- 3. (in some countries) a prosecuting attorney.
- 4. *Philately.* a revenue stamp.

Executive

noun

- 1. a person or group of persons having administrative or supervisory authority in an organization.
- 2. the person or persons in whom the supreme executive power of a government is vested.
- 3. the executive branch of a government.

adjective

- 4. of, relating to, or suited for carrying out plans, duties, etc.:
executive ability.
- 5. pertaining to or charged with the execution of laws and policies or the administration of public affairs:
executive appointments; executive committees.
- 6. designed for, used by, or suitable for executives:

Administrator

noun

- 1. the management of any office, business, or organization; direction.
- 2. the function of a political state in exercising its governmental duties.
- 3. the duty or duties of an administrator in exercising the executive functions of the position.
- 4. the management by an administrator of such duties.
- 5. a body of administrators, especially in government.
- 6. (often initial capital letter) the executive branch of the U.S. government as headed by the president and in power during his or her term of office:

Mayor-council government can be broadly divided into two types: strong and weak. The difference centers on the scope of the mayor's executive authority and legal power.

Strong mayor-council

Strong mayor-council governments reflect the organization of most state governments. The mayor is the city's chief executive, while city council is the city's primary legislative body. The general characteristics of the strong mayor-council governments are as follows:^[3]

- The mayor may appoint and remove departmental heads.
- The mayor drafts and proposes a budget to city council.
- The mayor possesses veto or line-item veto power.
- The mayor officially represents the city on the state, national and international levels.
- The mayor exercises oversight of the city's day-to-day operations.
- The mayor enforces city laws and ordinances.
- The mayor is not a member of city council.

Weak mayor-council

In a weak mayor-council government, the executive authority of the mayor is less expansive and more power is shared with the city council. The general characteristics of the weak mayor-council government are as follows:^[3]

- City council appoints and approves departmental heads.
- City council (usually in consultation with the mayor or an appointed administrative officer) drafts a budget.
- The mayor possesses limited or no veto power.
- The mayor officially represents the city on the state, national and international levels.
- The mayor shares oversight of the city's day-to-day operations with city council, an appointed administrative officer or both.
- The mayor works together with city council, an appointed administrative officer or both to enforce laws and ordinances.
- The mayor may be a member of city council or the presiding officer of city council.

Sent from my iPad

of

TOWN OF SHARPSBURG
CHARTER - March 24, 1978
(Repealed Charter August 4, 1913)

ARTICLE I - INCORPORATION, CORPORATE LIMITS, AND CORPORATE POWERS

Section 1.10	Incorporation
Section 1.11	Corporate Limits
Section 1.12	Specific Powers
Section 1.13	General Powers
Section 1.14	Construction
Section 1.15	Exercise of Powers
Section 1.16	Ordinances

ARTICLE II - ~~TOWN~~ CITY COUNCIL

Section 2.10	Creation and Composition - Number
Section 2.11	Terms and Qualifications of Office
Section 2.12	Vacancy; Forfeiture of Office; Filling of Vacancies
Section 2.13	Compensation and Expenses
Section 2.14	General Powers of the Mayor and Council
Section 2.15	Judge of Qualifications
Section 2.16	Inquiries and Investigations
Section 2.17	Independent Audit
Section 2.20	Powers and Duties of Mayor
Section 2.21	Mayor Pro Tem
Section 2.30	Organizational Meeting
Section 2.31	Regular and Special Meetings
Section 2.32	Rules of Procedure
Section 2.33	Quorum; Voting
Section 2.40	Action Requiring an Ordinance or Resolution
Section 2.41	Emergency Ordinances
Section 2.42	Codes of Technical Regulations
Section 2.43	Signing, Authenticating and Recording; Codification; Printing

ARTICLE III - ORGANIZATION AND PERSONNEL

Section 3.10	Administrative Departments - Creation
Section 3.11	Administrative Duties of Mayor
Section 3.12	Town Attorney
Section 3.13	Town Clerk
Section 3.14	Personnel Policies
Section 3.15	Political Activities Prohibited
Section 3.16	Personal Financial Interest

ARTICLE IV - FINANCE AND FISCAL

Section 4.10	Property Taxes
Section 4.11	Tax Levy
Section 4.12	Tax Due Dates and Tax Bills
Section 4.13	Collection of Delinquent Taxes
Section 4.14	Special Assessments
Section 4.15	Transfer of Executions
Section 4.20	General Obligation Bonds
Section 4.21	Revenue Bonds
Section 4.22	Short-term Notes
Section 4.30	Fiscal Year
Section 4.31	Preparation of Budgets
Section 4.32	Submission of Budget to Town Council
Section 4.33	Action by Town Council on Budget
Section 4.34	Property Tax Levies
Section 4.35	Additional Appropriations
Section 4.36	Lapse of Appropriations
Section 4.37	Capital Improvements Budget
Section 4.40	Contracting Procedures
Section 4.41	Centralized Purchasing
Section 4.42	Sale and Disposition of Town Property

ARTICLE V - ELECTION AND REMOVAL OF OFFICERS

Section 5.10	Regular Elections; Time for Holding
Section 5.11	Qualifying; Nomination of Candidates; Absentees
Section 5.12	Limitation Terms of Service

Section 5.20	Applicability of General Laws
Section 5.21	Special Elections; Vacancies
Section 5.30	Grounds for Removal
Section 5.31	Procedure for Removal

ARTICLE VI - JUDICIAL BRANCH

Section 6.10	Municipal Court; Creation
Section 6.11	Judge
Section 6.12	Convening
Section 6.13	Jurisdiction; Powers
Section 6.14	Appeal
Section 6.15	Rules for Court

ARTICLE VII - MISCELLANEOUS PROVISIONS

Section 7.10	Restrictions on Actions for Damages Against the Town
Section 7.11	Official Bonds
Section 7.12	Existing Ordinances and Regulations
Section 7.13	General Laws May be Used
Section 7.14	Section Captions
Section 7.15	Penalties
Section 7.16	Severability
Section 7.17	Specific Repealer
Section 7.18	Gender
Section 7.19	Effective Date
Section 7.20	Repealer

**ARTICLE II
CITY COUNCIL**

Section 2.10. Creation and Composition: Number. The legislative authority of the government of the Town of Sharpsburg, except as otherwise specifically provided in this Charter, shall be vested in a mayor and four town councilpersons, who together shall be known as the town council. The mayor and councilpersons shall be elected in the manner provided by Article V of this Charter.

Section 2.11. Terms and Qualifications of Office. The mayor and members of the town council shall serve for terms of four (4) years and until their respective successors are elected and qualified. No person shall be eligible to serve as mayor or councilperson unless he shall have attained the age of twenty-one (21) years at the beginning of his term of office and unless he shall have been a resident of the town for a period of one (1) year immediately prior to the date of the election of mayor or members of the council and shall continue to reside therein during his period of service, and shall be registered and qualified to vote in municipal elections of the Town of Sharpsburg.

Section 2.12. Vacancy; Forfeiture of Office; Filling of Vacancies.
(a) **Vacancies**—The office of mayor or councilperson shall become vacant upon the incumbent's death, resignation, forfeiture of office or removal from office in any manner authorized by this Charter or the laws of the State of Georgia.

(b) **Forfeiture of Office**—The mayor or any councilperson shall forfeit his office if he: (1) lacks at any time during his term of office any qualifications of the office as prescribed by this Charter or the laws of the State of Georgia; (2) wilfully and knowingly violates any express prohibition of this Charter; or (3) is convicted of a crime involving moral turpitude.

(c) **Filling of Vacancies**—A vacancy in the office of mayor or councilperson shall be filled for the remainder of the unexpired term, if any, as provided for in Article V.

Section 2.13. Compensation and Expenses. The mayor and councilpersons shall receive as compensation for their services an amount fixed by ordinance; provided, however, no ordinance in-

creasing such compensation shall become effective until the date of the commencement of the terms of the mayor or councilpersons elected at the next regular election. The mayor and councilpersons shall be entitled to receive their actual and necessary expenses incurred in the performance of their duties of office.

Section 2.14. General Powers of the Mayor and Council. (a) Except as otherwise provided by law or this Charter, all the powers of the Town of Sharpsburg shall be vested in the town council.

(b) In the exercise of its powers, the town council shall adopt and provide for the execution of such ordinances, resolutions, rules and regulations, not inconsistent with this charter or the laws of the State of Georgia as may be necessary, expedient or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, morals, prosperity and well-being of the inhabitants of the Town of Sharpsburg and may enforce such ordinances by imposing penalties for violations thereof.

(c) The town council may by ordinance create, change, alter, abolish and consolidate offices, agencies, and departments, and may assign additional functions to any of the offices, agencies, departments, boards or commissions created by or pursuant to this Charter.

Section 2.15. Judge of Qualifications. The town council shall be the judge of the election and qualification of its members and shall determine the existence of any ground for forfeiture of office. For such purposes the town council is authorized to give notice and hold hearings, to subpoena witnesses, administer oaths and require the production of evidence. The mayor or any councilperson charged with conduct constituting grounds for forfeiture of his office shall be entitled to a public hearing on demand. Where a public hearing is held to determine the grounds of forfeiture of office, notice of such hearing shall be published in the newspaper in which legal advertisements are published in Coweta County at least two (2) weeks in advance of the hearing. Decisions made by the town council under this Section shall be subject to review by the Superior Court of Coweta County upon writ of certiorari.

Section 2.16. Inquiries and Investigations. The town council may make inquiries and investigations into the affairs of the Town

of Sharpsburg and conduct of any department, board, commission, authority, office or agency created by act of said council or any officer or employee thereof and for this purpose may subpoena witnesses, documents, records or other evidence, subpoena witnesses, administer oaths, take testimony, and require the production of evidence. Any subpoena shall be issued by the clerk of the town council upon its application. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the town council shall be guilty of contempt and fined not more than twenty-five dollars (\$25.00) or imprisoned not more than five (5) days in jail or both in the discretion of the town council.

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Section 2.21. Mayor Pro Tem. During the absence or disability of the mayor for any cause, the mayor pro tem, or in his absence or

(b) The town council may provide for the preparation of a general codification of all of the ordinances and resolutions of the town having the force and effect of law. The general codification shall be adopted by the town council by ordinance and shall be published promptly in loose-leaf form, together with all amendments thereto, with this Charter and any amendment thereto, and such codes of technical regulations and other rules and regulations as the town council may specify. This compilation shall be known and cited officially as "The Code of the Town of Sharpsburg, Georgia". Copies of the code may be furnished to all officers, departments, and agencies of the town and made available for purchase by the public at a reasonable price as fixed by the council.

(c) The town council shall cause each ordinance and each amendment to this Charter to be printed promptly following its adoption, and the printed ordinances and Charter amendments shall be made available for purchase by the public at reasonable prices to be fixed by the council. Following publication of the first Code of the Town of Sharpsburg and at all times thereafter, the ordinances and Charter amendments shall be printed in substantially the same style as the code currently in effect and shall be suitable in form for incorporation therein. The council shall make such further arrangements as deemed desirable with respect to reproduction and distribution of any current changes in or additions to the codes of technical regulations and other rules and regulations included in the code.

ARTICLE III ORGANIZATION AND PERSONNEL

Section 3.10. Administrative Departments: Creation. The government of Sharpsburg shall continue as presently organized, unless and until otherwise provided by ordinance. The mayor and council, by ordinance, may establish, abolish, merge, or consolidate offices, positions of employment, departments and agencies of the town, as they shall deem necessary for the proper administration of the affairs and government of the town. The mayor and council shall prescribe the functions and duties of existing or future departments, offices and agencies; may provide that the same person shall fill any number of offices and positions of employment; and may transfer or change the function or duties of offices, positions of employment, departments and agencies of the town.

Section 3.11. Administrative Duties of Mayor. The mayor shall be executive head of the town government, responsible for the efficient and orderly administration of the town's affairs. As the chief executive of the town government, the mayor shall:

(a) See that all laws of this State, provisions of this Charter, rules and regulations, ordinances and franchises in the town are faithfully executed;

(b) Except as otherwise provided herein, nominate and with the advice and consent of the council appoint, suspend, and remove all officers, department heads and employees in the administrative service of the city;

(c) Supervise the administration of the affairs of the Town of Sharpsburg;

(d) Submit to the council at least once each year a statement of finances and general conditions of the affairs of the Town of Sharpsburg and from time to time such other information as the council may request;

(e) Recommend to the council such measures connected with the affairs of the Town of Sharpsburg, the protection and improvement of its government and finances, and promotion of the welfare of its citizens as he shall deem desirable;

(f) Call special meetings of the council as provided for in Article II, Section 2.31 of this Charter;

(g) Examine and inspect all books, records and official papers of any department or agency of the town as he deems necessary;

(h) Submit to the council a recommended annual operating budget and capital improvement budget as provided for in Article IV of this Charter;

(i) Require any officer, department or agency of the town to submit written reports and information in connection with the business and affairs thereof, as he shall deem necessary;

(j) Keep the council advised on the financial conditions and the future needs of the town;

(k) Conduct inquiries and investigations into the conduct of the affairs of any department or agency which he shall deem necessary;

(l) Perform such other executive and administrative responsibilities as may be required by law, this Charter, or by ordinance of the council.

Section 3.12. Town Attorney. The mayor and council shall appoint a town attorney who shall be responsible for representing and defending the city in all litigation in which the town is a party. The town attorney shall serve at the pleasure of the mayor and council and shall receive such compensation as it shall determine. The town attorney shall advise the mayor and council and other officials of the town with respect to its affairs; draw all legal documents relating to the affairs of the town; draw proposed ordinances when requested by the mayor and council; inspect and pass on all agreements, contracts, franchises, and other instruments with which the town may be concerned; attend all meetings of the council when requested by the council, and perform such other duties as may be required of him by the mayor and council.

Section 3.13. Town Clerk. Mayor and council shall appoint a town clerk. The town clerk shall be responsible for keeping and preserving the town seal and all records of the council. He shall attend meetings of the council and keep a journal of its proceedings at such meetings. He shall maintain and keep in a safe place all records and documents pertaining to the affairs of the town and perform such other duties as may be required by the mayor and council. The salary of the clerk and his term of office shall be as prescribed by the mayor and council. The council may require the clerk, before entering upon discharge of his duties, to give good and sufficient bond in the amount to be decided by the council, but not less than \$1,000.00, said bond payable to the Town of Sharpsburg, for the faithful performance of his duties and to secure against corruption, malfeasance, misappropriations or unlawful expenditures. Said security bond shall be obtained from a surety company licensed to do business in the State of Georgia and approved by the council and the premiums thereon shall be paid by the town. The clerk shall be entitled to receive his actual and necessary expenses incurred in the performance of his duties of office.

making appropriations according to fund and by organizational unit, purpose or activity as set out in the budget document.

(c). The amount set out in the adopted operating budget for each organizational unit, purpose of activity shall constitute the annual appropriation for such item, and no expenditure shall be made or encumbrance created in excess of the otherwise unencumbered balance of the appropriation, or allotment thereof, to which it is chargeable.

Section 4.34. Property Tax Levies. As the next order of business following adoption of an operating budget, the town council shall levy by ordinance an annual tax on all real and personal property within the Town of Sharpsburg. The tax rate set by such ordinance shall be such that reasonable estimate of revenues from such levy shall at least be sufficient, together with other anticipated revenues, fund balances, and applicable reserves, to equal the total amount appropriated for each of the several funds set forth in the annual operating budget for defraying the expenses of the general government of the Town of Sharpsburg.

Section 4.35. Additional Appropriations. The town council may make appropriations in addition to those contained in the current operating budget, at any regular or special meeting called for such purpose, but any such additional appropriation may be made only from an existing unappropriated surplus in the fund to which it applies.

Section 4.36. Lapse of Appropriations. All unencumbered balances of appropriations in the current operating budget at the end of the fiscal year shall lapse into the unappropriated surplus or reserves of the fund or funds from which such appropriations were made.

Section 4.37. Capital Improvements Budget. (a) On or before the date fixed by town council but not later than thirty (30) days prior to the beginning of each fiscal year when requested by the council, the mayor shall submit to the town council a proposed capital improvements budget with his recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. The town council shall have power to accept with or without amendments or reject the proposed program and proposed means of

TOWN OF SHARPSBURG

2015 GENERAL FUND BUDGET

Revenues		
Local Option Sales Tax	\$	56,000
Real Property Tax - Current Year		17,000
Real Property Tax - Prior Year		3,000
Personal Property - Motor Vehicle		9,000
Personal Property - Mobile Home		-
Intangible Tax		140
Railroad Equipment Tax		75
Real Estate Transfer Tax		80
Franchise Taxes - Electric		14,000
Franchise Taxes - Gas		500
Franchise Taxes - Cable		8,325
Alcoholic Beverage Excise Tax		12,000
Business and Occupation Tax		3,000
Insurance Premium Tax		18,000
Financial Institution Tax		4,500
Alcoholic Beverage Business License		1,500
Insurance Business Licenses		3,500
Permits and Fees		6,830
Community Center Rental		11,000
Recreation Instructional Fees		3,000
Rental Property Income		12,000
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Total Revenues	\$	183,450

Expenditures		
Personal Services-Employee	\$	41,600
Personal Services - Mayor	\$	1,200
Employee Benefits - Insurance		11,000
Employee Benefits - FICA		3,300
Professional Services		200
Contracted Svcs - Tax Collect		250
Legal Fees		28,000
Accounting Fees		13,500
Contracted Services-ADP Payroll		1,150
Garbage Disposal - Residents		16,250
Cleaning Services - Custodial		6,250
Lawn Care		4,200
Roadside Trimming		12,500
Repairs and Maintenance - Building		2,500
Insurance Coverage		3,500
Communications		4,400
Advertising		1,200
Printing Services		200
Travel		1,500
Dues and Fees		2,000
Education and Training		1,500
Contract Labor-Bldg. Official		250
Supplies - Festival\Holidays		-
General Supplies & Materials		2,000
General Supplies & Materials - Library		2,400
Street Light Expense		6,500
Traffic Light Expense		1,400
Utilities - Water		400
Utilities - Electricity		7,000
Utilities - Gas		800
Highway/Street Repair		500
Furniture & Fixtures		500
Computer & Printers		500
Contingencies		5,000

Total Expenditures \$ 183,450

**EXCESS (DEFICIENCY) OF
REVENUES OVER EXPENDITURES** \$ -

TOWN OF SHARPSBURG
2015 PROPOSED SPLOST FUND PROGRAM BUDGET

SPLOST 2007 - 2012

Balance on Hand Beginning of Year (Est)	\$	83,250
Estimated Revenue	\$	-
Estimated Interest Income	\$	<u>100</u>

SPLOST 2013 - 2018

Balance on Hand at 2014 Year End (Est)	\$	101,800
Estimated Revenue thru 2015	\$	53,250
2015 Estimated Interest Income	\$	<u>250</u>

**Total 2015 Estimated Available
 Project Expenditures**

\$238,650

Planned Projects for 2015:

Utility Project	\$	25,000
Roads and Streets	\$	25,000
Cultural, Recreation and Historical Fac	\$	150,000

Total Planned Projects for 2015

\$200,000

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