

House Bill 1818

By: Representative Hudson of the 95th

A BILL TO BE ENTITLED
AN ACT

1 To provide a new charter for the Town of Mitchell; to provide for incorporation, boundaries,
2 and powers of the town; to provide for a governing authority of such town and the powers,
3 duties, authority, election, terms, vacancies, compensation, expenses, qualifications,
4 prohibitions, conflicts of interest, and suspension and removal from office relative to
5 members of such governing authority; to provide for inquiries and investigations; to provide
6 for oaths, organization, meetings, quorum, voting, rules, and procedures; to provide for
7 ordinances and codes; to provide for a mayor, and mayor pro tempore and certain duties,
8 powers, and other matters relative thereto; to provide for administrative affairs and
9 responsibilities; to provide for boards, commissions, and authorities; to provide for a town
10 attorney, a town clerk, and other personnel and matters relating thereto; to provide for rules
11 and regulations; to provide for a municipal court and the judge or judges thereof and other
12 matters relative to those judges; to provide for the court's jurisdiction, powers, practices, and
13 procedures; to provide for the right of certiorari and appeal; to provide for elections; to
14 provide for taxation, licenses, and fees; to provide for franchises, service charges, and
15 assessments; to provide for bonded and other indebtedness; to provide for auditing,
16 accounting, budgeting, and appropriations; to provide for town contracts and purchasing; to
17 provide for the conveyance of property and interests therein; to provide for bonds for
18 officials; to provide for prior ordinances and rules, pending matters, and existing personnel;
19 to provide for penalties; to provide for definitions and construction; to provide for other
20 matters relative to the foregoing; to repeal specific Acts; to provide for severability; to
21 provide for effective dates; to repeal conflicting laws; and for other purposes.

22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

23 ARTICLE I
24 INCORPORATION AND POWERS

- 1 (1) Animal regulations. To regulate and license or to prohibit the keeping or running
2 at large of animals and fowl, and to provide for the impoundment of same if in violation
3 of any ordinance or lawful order; to provide for the disposition by sale, gift or humane
4 destruction of animals and fowl when not redeemed as provided by ordinance; and to
5 provide punishment for violation of ordinances enacted under this charter;
- 6 (2) Appropriations and expenditures. To make appropriations for the support of the
7 government of the town; to authorize the expenditure of money for any purposes
8 authorized by this charter and for any purpose for which a municipality is authorized by
9 the laws of the State of Georgia; and to provide for the payment of expenses of the town;
- 10 (3) Building regulation. To regulate and to license the erection and construction of
11 buildings and all other structures; to adopt building, housing, plumbing, electrical, gas,
12 and heating and air conditioning codes; and to regulate all housing and building trades;
- 13 (4) Business regulation and taxation. To levy and to provide for the collection of
14 regulatory fees and taxes on privileges, occupations, trades, and professions as authorized
15 by Title 48 of the O.C.G.A. or such other applicable laws as are or may hereafter be
16 enacted; to permit and regulate the same; to provide for the manner and method of
17 payment of such regulatory fees and taxes; and to revoke such permits after due process
18 for failure to pay any town taxes or fees;
- 19 (5) Condemnation. To condemn property, inside or outside the corporate limits of the
20 town, for present or future use and for any corporate purpose deemed necessary by the
21 governing authority, utilizing procedures enumerated in Title 22 of the O.C.G.A. or such
22 other applicable laws as are now or may hereafter be enacted;
- 23 (6) Contracts. To enter into contracts and agreements with other governmental entities
24 and with private persons, firms and corporations;
- 25 (7) Emergencies. To establish procedures for determining and proclaiming that an
26 emergency situation exists within or outside the town, and to make and carry out all
27 reasonable provisions deemed necessary to deal with or meet such an emergency for the
28 protection, safety, health, or well-being of the citizens of the town;
- 29 (8) Environmental protection. To protect and preserve the natural resources,
30 environment, and vital areas of the state through the preservation and improvement of air
31 quality, the restoration and maintenance of water resources, the control of erosion and
32 sedimentation, the management of solid and hazardous waste, and other necessary actions
33 for the protection of the environment;
- 34 (9) Fire regulations. To fix and establish fire limits and from time to time to extend,
35 enlarge, or restrict the same; to prescribe fire safety regulations not inconsistent with
36 general law, relating to both fire prevention and detection and to fire fighting; and to
37 prescribe penalties and punishment for violations thereof;

1 (10) Garbage fees. To levy, fix, assess, and collect a garbage, refuse, and trash collection
2 and disposal, and other sanitary service charge, tax, or fee for such services as may be
3 necessary in the operation of the town from all individuals, firms, and corporations
4 residing in or doing business therein benefiting from such services; to enforce the
5 payment of such charges, taxes, or fees; and to provide for the manner and method of
6 collecting such service charges;

7 (11) General health, safety, and welfare. To define, regulate, and prohibit any act,
8 practice, conduct, or use of property which is detrimental to health, sanitation,
9 cleanliness, welfare, and safety of the inhabitants of the town and to provide for the
10 enforcement of such standards;

11 (12) Gifts. To accept or refuse gifts, donations, bequests, or grants from any source for
12 any purpose related to powers and duties of the town and the general welfare of its
13 citizens, on such terms and conditions as the donor or grantor may impose;

14 (13) Health and sanitation. To prescribe standards of health and sanitation and to provide
15 for the enforcement of such standards;

16 (14) Motor vehicles. To regulate the operation of motor vehicles and exercise control
17 over all traffic, including parking upon or across the streets, roads, alleys, and walkways
18 of the town;

19 (15) Municipal agencies and delegation of power. To create, alter, or abolish
20 departments, boards, offices, commissions, and agencies of the town and to confer upon
21 such agencies the necessary and appropriate authority for carrying out all the powers
22 conferred upon or delegated to the same;

23 (16) Municipal debts. To appropriate and borrow money for the payment of debts of the
24 town and to issue bonds for the purpose of raising revenue to carry out any project,
25 program, or venture authorized by this charter or the laws of the State of Georgia;

26 (17) Municipal property ownership. To acquire, dispose of, lease, and hold in trust or
27 otherwise, any real, personal, or mixed property, in fee simple or lesser interest, inside
28 or outside the property limits of the town;

29 (18) Municipal property protection. To provide for the preservation and protection of
30 property and equipment of the town and the administration and use of same by the public;
31 and to prescribe penalties and punishment for violations thereof;

32 (19) Municipal utilities. To acquire, lease, construct, operate, maintain, sell, and dispose
33 of public utilities, including but not limited to a system of waterworks, sewers and drains,
34 sewage disposal, gas works, electric light plants, cable television and other
35 telecommunications, transportation facilities, public airports, and any other public utility;
36 and to fix the taxes, charges, rates, fares, fees, assessments, regulations and penalties, and
37 to provide for the withdrawal of service for refusal or failure to pay the same;

- 1 (20) Nuisance. To define a nuisance and provide for its abatement whether on public or
2 private property;
- 3 (21) Penalties. To provide penalties for violation of any ordinances adopted pursuant to
4 the authority of this charter and the laws of the State of Georgia;
- 5 (22) Planning and zoning. To provide comprehensive town planning for development by
6 zoning; and to provide subdivision regulation and the like as the town council deems
7 necessary and reasonable to ensure a safe, healthy, and esthetically pleasing community;
- 8 (23) Police and fire protection. To exercise the power of arrest through duly appointed
9 police officers, and to establish, operate, or contract for a police and a fire-fighting
10 agency;
- 11 (24) Public hazards; removal. To provide for the destruction and removal of any building
12 or other structure which is or may become dangerous or detrimental to the public;
- 13 (25) Public improvements. To provide for the acquisition, construction, building,
14 operation, and maintenance of public ways, parks and playgrounds, recreational facilities,
15 cemeteries, markets and market houses, public buildings, libraries, public housing,
16 airports, hospitals, terminals, docks, parking facilities, or charitable, cultural, educational,
17 recreational, conservation, sport, curative, corrective, detentional, penal, and medical
18 institutions, agencies, and facilities; and to provide any other public improvements, inside
19 or outside the corporate limits of the town; to regulate the use of public improvements;
20 and, for such purposes, property may be acquired by condemnation under Title 22 of the
21 O.C.G.A. or such other applicable laws as are now or may hereafter be enacted;
- 22 (26) Public peace. To provide for the prevention and punishment of drunkenness, riots,
23 and public disturbances;
- 24 (27) Public utilities and services. To grant franchises or make contracts for or impose
25 taxes on public utilities and public service companies and to prescribe the rates, fares,
26 regulations, and standards and conditions of service applicable to the service to be
27 provided by the franchise grantee or contractor, insofar as not in conflict with valid
28 regulations of the Georgia Public Service Commission;
- 29 (28) Regulation of roadside areas. To prohibit or regulate and control the erection,
30 removal, and maintenance of signs, billboards, trees, shrubs, fences, buildings, and any
31 and all other structures or obstructions upon or adjacent to the rights of way of streets and
32 roads or within view thereof, within or abutting the corporate limits of the town; and to
33 prescribe penalties and punishment for violation of such ordinances;
- 34 (29) Retirement. To provide and maintain a retirement plan for officers and employees
35 of the town;
- 36 (30) Roadways. To lay out, open, extend, widen, narrow, establish or change the grade
37 of, abandon or close, construct, pave, curb, gutter, adorn with shade trees, or otherwise

1 improve, maintain, repair, clean, prevent erosion of, and light the roads, alleys, and
2 walkways within the corporate limits of the town; and to grant franchises and
3 rights of way throughout the streets and roads, and over the bridges and viaducts for the
4 use of public utilities; and to require real estate owners to repair and maintain in a safe
5 condition the sidewalks adjoining their lots or lands, and to impose penalties for failure
6 to do so;

7 (31) Sewer fees. To levy a fee, charge, or sewer tax as necessary to assure the acquiring,
8 constructing, equipping, operating, maintaining, and extending of a sewage disposal plant
9 and sewerage system and to levy on those to whom sewers and sewerage systems are
10 made available a sewer service fee, charge, or sewer tax for the availability or use of the
11 sewers; to provide for the manner and method of collecting such service charges and for
12 enforcing payment of the same; and to charge, impose, and collect a sewer connection fee
13 or fees to those connected with the system;

14 (32) Solid waste disposal. To provide for the collection and disposal of garbage, rubbish,
15 and refuse, and to regulate the collection and disposal of garbage, rubbish, and refuse by
16 others; and to provide for the separate collection of glass, tin, aluminum, cardboard,
17 paper, and other recyclable materials, and to provide for the sale of such items;

18 (33) Special areas of public regulation. To regulate or prohibit junk dealers, pawn shops,
19 the manufacture, sale, or transportation of intoxicating liquors, and the use of firearms;
20 to regulate the transportation, storage, and use of combustible, explosive, and
21 inflammable materials, the use of lighting and heating equipment, and any other business
22 or situation which may be dangerous to persons or property; to regulate and control the
23 conduct of peddlers and itinerant traders, theatrical performances, exhibitions, and shows
24 of any kind, by taxation or otherwise; and to license, tax, regulate, or prohibit
25 professional fortunetelling, palmistry, and adult bookstores;

26 (34) Special assessments. To levy and provide for the collection of special assessments
27 to cover the costs for any public improvements;

28 (35) Taxes: ad valorem. To levy and provide for the assessment, valuation, revaluation,
29 and collection of taxes on all property subject to taxation;

30 (36) Taxes: other. To levy and collect such other taxes as may be allowed now or in the
31 future by law;

32 (37) Taxicabs. To regulate and license vehicles operated for hire in the town; to limit the
33 number of such vehicles; to require the operators thereof to be licensed; to require public
34 liability insurance on such vehicles in the amounts to be prescribed by ordinance; and to
35 regulate the parking of such vehicles;

36 (38) Other powers. To exercise and enjoy all other powers, functions, rights, privileges,
37 and immunities necessary or desirable to promote or protect the safety, health, peace,

1 security, good order, comfort, convenience, or general welfare of the town and its
 2 inhabitants; and to exercise all implied powers necessary or desirable to carry into
 3 execution all powers granted in this charter as fully and completely as if such powers
 4 were fully stated in this charter; and to exercise all powers now or in the future authorized
 5 to be exercised by other municipal governments under other laws of the State of Georgia;
 6 and no listing of particular powers in this charter shall be held to be exclusive of others,
 7 nor restrictive of general words and phrases granting powers, but shall be held to be in
 8 addition to such powers unless expressly prohibited to municipalities under the
 9 Constitution or applicable laws of the State of Georgia.

10 **SECTION 1.14.**

11 Exercise of powers.

12 All powers, functions, rights, privileges, and immunities of the town, its officers, agencies,
 13 or employees shall be carried into execution as provided by this charter. If this charter makes
 14 no provision, such shall be carried into execution as provided by ordinance or as provided
 15 by pertinent laws of the State of Georgia.

16 **ARTICLE II**

17 **GOVERNMENT STRUCTURE**

18 **SECTION 2.10.**

19 Town council creation; number; election.

20 The legislative authority of the government of this town, except as otherwise specifically
 21 provided in this charter, shall be vested in a town council to be composed of a mayor and five
 22 councilmembers. The town council established shall in all respects be successor to and
 23 continuation of the governing authority under prior law. The mayor and councilmembers
 24 shall be elected in the manner provided by general law and this charter.

25 **SECTION 2.11.**

26 Town council terms and qualifications for office.

27 The members of the town council shall serve for terms of four years and until their respective
 28 successors are elected and qualified. No person shall be eligible to serve as mayor or
 29 councilmember unless that person shall have been a resident of the town for 12 months prior
 30 to the date of election of mayor or members of the council and be at least 21 years of age;

1 each shall continue to reside therein during that member's period of service and to be
2 registered and qualified to vote in municipal elections of this town.

3 **SECTION 2.12.**

4 Vacancy; filling of vacancies.

5 (a) Vacancies. The office of mayor or councilmember shall become vacant upon the
6 occurrence of any event specified by the Constitution of the State of Georgia, Title 45 of the
7 O.C.G.A., or such other applicable laws as are now or may hereafter be enacted.

8 (b) Filling of vacancies. A vacancy in the office of mayor or councilmember shall be filled
9 for the remainder of the unexpired term, if any, by appointment if less than 12 months remain
10 in the unexpired term, otherwise by an election, as provided for in Section 4.14 of this charter
11 and in accordance with Titles 21 and 45 of the O.C.G.A. or such other laws as are now or
12 may hereafter be enacted.

13 **SECTION 2.13.**

14 Compensation and expenses.

15 The mayor and councilmembers shall receive compensation and expenses for their services
16 as provided by ordinance.

17 **SECTION 2.14.**

18 Holding other office; voting when financially interested.

19 (a) Elected and appointed officers of the town are trustees and servants of the residents of
20 the town and shall act in a fiduciary capacity for the benefit of such residents.

21 (b) Except as authorized by law, the mayor or any councilmember shall not hold any other
22 town office or town employment during the term for which that person was elected.

23 (c) Neither the mayor nor any member of the town council shall vote upon, sign, or veto any
24 ordinance, resolution, contract, or other matter in which that person is financially interested.

25 **SECTION 2.15.**

26 Inquiries and investigations.

27 Following the adoption of an authorizing resolution, the town council may make inquiries
28 and investigations into the affairs of the town and the conduct of any department, office, or
29 agency thereof and, for this purpose may subpoena witnesses, administer oaths, take

1 testimony, and require the production of evidence. Any person who fails or refuses to obey
2 a lawful order issued in the exercise of these powers by the town council shall be punished
3 as provided by ordinance. The inquiries and investigations authorized may only be
4 conducted by the council, not individual councilmembers, and only for the purposes of an
5 official investigation.

6 **SECTION 2.16.**

7 General power and authority of the town council.

8 Except as otherwise provided by law or this charter, the town council shall be vested with
9 all the powers of government of this town.

10 **SECTION 2.17.**

11 Eminent domain.

12 The town council is empowered to acquire, construct, operate, and maintain public ways,
13 parks, public grounds, cemeteries, markets, market houses, public buildings, libraries,
14 sewers, drains, sewage treatment, waterworks, electrical systems, gas systems, airports,
15 hospitals, and charitable, educational, recreational, sport, curative, corrective, detentional,
16 penal, and medical institutions, agencies, and facilities and any other public improvements
17 inside or outside the town and to regulate the use thereof, and, for such purposes, property
18 may be condemned under procedures established under general law applicable now or as
19 provided in the future.

20 **SECTION 2.18.**

21 Organizational meetings.

22 The town council shall hold an organizational meeting on the second Monday in January.
23 The meeting shall be called to order by the town clerk and the oath of office shall be
24 administered to the newly elected members as follows:

25 "I do solemnly swear affirm that I will faithfully perform the duties of mayor (or
26 councilmember, as the case may be) of this town and that I will support and defend the
27 charter thereof as well as the Constitution and laws of the State of Georgia and of the
28 United States of America."

SECTION 2.19.

Regular and special meetings.

(a) The town council shall hold regular meetings at such times and places as shall be prescribed by ordinance.

(b) Special meetings of the town council may be held on call of the mayor or three members of the town council. Notice of such special meetings shall be served on all other members personally, or by telephone personally, at least 48 hours in advance of the meeting. Such notice to councilmembers shall not be required if the mayor and all councilmembers are present when the special meeting is called. Such notice of any special meeting may be waived by a councilmember in writing before or after such a meeting, and attendance at the meeting shall also constitute a waiver of notice on any business transacted in such councilmember's presence. Only the business stated in the call may be transacted at the special meeting.

(c) All meetings of the town council shall be public to the extent required by law and notice to the public of special meetings shall be made fully as is reasonably possible as provided by Chapter 14 of Title 50 of the O.C.G.A. or other such applicable laws as are or may hereafter be enacted.

SECTION 2.20.

Rules of procedure.

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

(b) All committees and committee chairpersons and officers of the town council shall be appointed by the mayor and shall serve at the pleasure of the mayor. The mayor shall have the power to appoint new members to any committee at any time.

SECTION 2.21.

Quorum; voting.

The mayor and three councilmembers shall constitute a quorum or, in the absence of the mayor, the mayor pro tem. and three councilmembers shall constitute a quorum and shall be authorized to transact business of the town council. Voting on the adoption of ordinances shall be by voice vote and the vote shall be recorded in the journal, but any member of the town council shall have the right to request a roll-call vote and such vote shall be recorded

1 in the journal. Except as otherwise provided in this charter, the affirmative vote of a majority
2 of those present shall be required for the adoption of any ordinance, resolution, or motion.
3 An abstention shall not be counted.

4 **SECTION 2.22.**

5 Ordinance form; procedures.

6 (a) Any action of the council having a regulatory or penal effect or required to be done by
7 ordinance under this charter, shall be done only by ordinance. Each ordinance shall be in
8 written form before being introduced. The affirmative vote of at least three votes shall be
9 required to pass any resolution or ordinance. After adoption of ordinances, the town clerk
10 shall number ordinances consecutively, in the order of their final adoption, and shall copy
11 them into a permanent record book used solely for this purpose. No ordinance, except in the
12 case of an emergency ordinance which shall be stated in the ordinance, shall be approved and
13 adopted until it shall have been read at two consecutive meetings not less than seven days
14 apart, one of which readings must be at a regular monthly meeting.

15 (b) An ordinance may be introduced by any councilmember and be read at a regular or
16 special meeting of the town council. Ordinances shall be considered and adopted or rejected
17 by the town council in accordance with the rules which it shall establish; provided, however,
18 an ordinance shall not be adopted the same day it is introduced, except for emergency
19 ordinances provided in Section 2.24 of this charter. Upon introduction of any ordinance, the
20 clerk shall as soon as possible distribute a copy to the mayor and to each councilmember and
21 shall file a reasonable number of copies in the office of the clerk and at such other public
22 places as the town council may designate.

23 **SECTION 2.23.**

24 Action requiring an ordinance.

25 Acts of the town council which have the force and effect of law shall be enacted by
26 ordinance. Unless this charter requires the act to be done by ordinance, it generally may be
27 done by resolution.

28 **SECTION 2.24.**

29 Emergencies.

30 (a) To meet a public emergency affecting life, health, property, or public peace, the town
31 council may convene on call of the mayor or three councilmembers and promptly adopt an

1 emergency ordinance, but such ordinance may not levy taxes; grant, renew, or extend a
 2 franchise; regulate the rate charged by any public utility for its services; or authorize the
 3 borrowing of money except for loans to be repaid within 30 days. An emergency ordinance
 4 shall be introduced in the form prescribed for ordinances generally except that it shall be
 5 plainly designated as an emergency ordinance and shall contain, after the enacting clause,
 6 a declaration stating that an emergency exists and describing the emergency in clear and
 7 specific terms. An emergency ordinance may be adopted, with or without amendment, or
 8 rejected at the meeting at which it is introduced, but the affirmative vote of at least three
 9 councilmembers shall be required for adoption. It shall become effective upon adoption or
 10 at such later time as it may specify. Every emergency ordinance shall automatically stand
 11 repealed 30 days following the date upon which it was adopted, but this shall not prevent
 12 reenactment of the ordinance in the manner specified in this section if the emergency still
 13 exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance
 14 in the same manner specified in this section for adoption of emergency ordinances.

15 (b) Such meetings shall be open to the public to the extent required by law and notice to the
 16 public of emergency meetings shall be made as fully as is reasonably possible in accordance
 17 with Chapter 14 of Title 50 of the O.C.G.A. or such other applicable laws as are or may
 18 hereafter be enacted.

19 **SECTION 2.25.**

20 Codes of technical regulations.

21 (a) The town council may adopt any standard code of technical regulations by reference
 22 thereto in an adopting ordinance. The procedure and requirements governing such adopting
 23 ordinance shall be as prescribed for ordinances generally except that:

24 (1) The requirements of subsection (b) of Section 2.22 of this charter for distribution and
 25 filing of copies of the ordinance shall be construed to include copies of any code of
 26 technical regulations, as well as the adopting ordinance; and

27 (2) A copy of each adopted code of technical regulations, as well as the adopting
 28 ordinance, shall be authenticated and recorded by the clerk pursuant to Section 2.26 of
 29 this charter.

30 (b) Copies of any adopted code of technical regulations shall be made available by the clerk
 31 for inspection by the public.

SECTION 2.26.

Signing; authenticating; recording; codification; printing.

(a) The clerk shall authenticate by the clerk's signature and record in full in a properly indexed book kept for that purpose all ordinances adopted by the council.

(b) The town council shall provide for the preparation of a general codification of all the ordinances 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, together with all amendments 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 Mitchell, Georgia." Copies of the code shall 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 town 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 town council. Following publication of the first code under this charter 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 town council shall make such further arrangements as deemed desirable with reproduction and distribution of any current changes in or additions to codes of technical regulations and other rules and regulations included in the code.

SECTION 2.27.

Election of mayor; forfeiture; compensation.

The mayor shall be elected and serve for a term of four years and until a successor is elected and qualified. The mayor shall be a qualified elector of this town and shall have been a resident of the town for 12 months prior to the election and be at least 21 years of age. The mayor shall continue to reside in this town during the period of service. The mayor shall forfeit the office on the same grounds and under the same procedure as for councilmembers. The compensation of the mayor shall be established in the same manner as for councilmembers.

1 (e) Any vacancy on a board, commission, or authority of the town shall be filled for the
2 unexpired term in the manner prescribed in this charter for original appointment, except as
3 otherwise provided by this charter or by law.

4 (f) All board, commission, and authority members serve at will and may be removed at any
5 time by a vote of a majority of the members of the town council unless otherwise provided
6 by law.

7 (g) Except as otherwise provided by this charter or by law, each board, commission, or
8 authority of the town shall elect one of its members as chairperson and one member as
9 vice chairperson, and may elect as its secretary one of its own members or may appoint as
10 secretary an employee of the town. Each board, commission, or authority of the town
11 government may establish such bylaws, rules, and regulations not inconsistent with this
12 charter, ordinances of the town, or law as it deems appropriate and necessary for the
13 fulfillment of its duties or the conduct of its affairs. Copies of such bylaws, rules, and
14 regulations shall be filed with the clerk of the town.

15 **SECTION 3.12.**

16 Town attorney.

17 The mayor and council shall appoint a town attorney, together with such assistant town
18 attorneys as may be authorized, and shall provide for the payment of such attorney or
19 attorneys for services rendered to the town. The town attorney shall be responsible for
20 providing for the representation and defense of the town in all litigation in which the town
21 is a party; may be the prosecuting officer in the municipal court; shall attend the meetings
22 of the council as directed; shall advise the town council, mayor, and other officers and
23 employees of the town concerning legal aspects of the town's affairs; and shall perform such
24 other duties as may be required by virtue of the person's position as town attorney.

25 **SECTION 3.13.**

26 Town clerk.

27 The mayor and council shall appoint a town clerk who shall not be a councilmember. The
28 town clerk shall be custodian of the official town seal and town records; maintain town
29 council records required by this charter; and perform such other duties as may be required
30 by the town council.

SECTION 3.14.

Personnel policies.

All employees serve at will and may be removed from office at any time unless otherwise provided by ordinance.

ARTICLE IV**ELECTIONS AND REMOVAL****SECTION 4.10.**

Applicability of general law.

All primaries and elections shall be held and conducted in accordance with Chapter 2 of Title 21 of the O.C.G.A., the "Georgia Election Code," as now or hereafter amended.

SECTION 4.11.

Election of the town council and mayor.

(a) There shall be a municipal general election biennially in the odd years on the Tuesday next following the first Monday in November.

(b) There shall be elected the mayor and two councilmembers at one election and at every other election thereafter. The remaining town council seats shall be filled at the election alternating with the first election so that a continuing body is created. For the purpose of electing members of the council, the Town of Mitchell shall consist of one election district with five numbered posts. Each person seeking election shall designate the post for which such person seeks election. Such posts shall be numbered as follows:

(1) The seat held by Jacky Haywood on January 1, 2004, shall be designated Post 1;

(2) The seat held by W. A. Raley, Sr., on January 1, 2004, shall be designated Post 2;

(3) The seat held by Anthony Griswell on January 1, 2004, shall be designated Post 3;

(4) The seat held by Hubert L. Pulliam on January 1, 2004, shall be designated Post 4;

(5) The seat held by Mary Howell on January 1, 2004, shall be designated Post 5.

(c) The mayor in office on January 1, 2004, or any person selected to fill a vacancy in that office whose term normally expires on December 31, 2005, shall remain in office until December 31, 2005, and until such mayor's successor is elected and qualified. On the Tuesday next following the first Monday in November of 2005, and every four years thereafter, the successor to such mayor shall be elected and shall serve for a term of office

1 of four years and until such mayor's successor is elected and qualified and shall take office
2 on the first day of January following such mayor's election.

3 (d) The councilmembers representing Posts 3, 4, and 5 in office on January 1, 2004, or any
4 person selected to fill a vacancy in any such office whose terms normally expire on
5 December 31, 2005, shall remain in office until December 31, 2005, and until their
6 successors are elected and qualified. On the Tuesday next following the first Monday in
7 November of 2005, the successors to such three councilmembers shall be elected and shall
8 serve for terms of office of two years and until their successors are elected and qualified and
9 shall take office on the first day of January following their election. On the Tuesday next
10 following the first Monday in November of 2007, and every four years thereafter, the
11 successors to such three councilmembers shall be elected and shall serve for terms of office
12 of four years and until their successors are elected and qualified and shall take office on the
13 first day of January following their election.

14 (e) The councilmembers representing Posts 1 and 2 in office January 1, 2004, or any person
15 selected to fill a vacancy in any such office whose terms normally expire on December 31,
16 2005, shall remain in office until December 31, 2005, and until their successors are elected
17 and qualified. On the Tuesday next following the first Monday in November of 2005, and
18 every four years thereafter, the successors to such two councilmembers shall be elected and
19 shall serve for terms of office of four years and until their successors are elected and
20 qualified and shall take office on the first day of January following their election.

21 **SECTION 4.12.**

22 Nonpartisan elections.

23 Political parties shall not conduct primaries for town offices and all names of candidates for
24 town offices shall be listed without party designations.

25 **SECTION 4.13.**

26 Election by plurality.

27 The person receiving a plurality of the votes cast for any town office shall be elected.

28 **SECTION 4.14.**

29 Special elections; vacancies.

30 In the event that the office of the mayor or councilmember shall become vacant as provided
31 in Section 2.12 of this charter, the town council or those remaining shall order a special

1 election to fill the balance of the unexpired term of such official; provided, however, if such
 2 vacancy occurs within 12 months of the expiration of the term of that office, the town council
 3 or those remaining shall appoint a successor for the remainder of the term. In all other
 4 respects, the special election shall be held and conducted in accordance with Chapter 2 of
 5 Title 21 of the O.C.G.A., the "Georgia Election Code," as now or hereafter amended.
 6 Vacancies must be filled in accordance with the procedural requirements of subsection (b)
 7 of Code Section 45-5-1 of the O.C.G.A. and special elections held in accordance with
 8 Chapter 2 of Title 21 of the O.C.G.A.

9 **SECTION 4.15.**

10 Other provisions.

11 Except as otherwise provided by this charter, the town council shall, by ordinance, prescribe
 12 such rules and regulations it deems appropriate to fulfill any options and duties under
 13 Chapter 2 of Title 21 of the O.C.G.A., the "Georgia Election Code."

14 **SECTION 4.16.**

15 Removal of officers.

16 (a) The mayor, councilmembers, or other appointed officers provided for in this charter shall
 17 be removed from office for any one or more of the causes provided in Title 45 of the
 18 O.C.G.A., or such other applicable laws as are now or may hereafter be enacted.

19 (b) Removal of an officer pursuant to subsection (a) of this section shall be accomplished
 20 by one of the following methods:

21 (1) Following a hearing at which an impartial panel shall render a decision. In the event
 22 an elected officer is sought to be removed by the action of the town council, such officer
 23 shall be entitled to a written notice specifying the ground or grounds for removal and to
 24 a public hearing which shall be held not less than ten days after the service of such
 25 written notice. The town council shall provide by ordinance for the manner in which
 26 such hearings shall be held. Any elected officer sought to be removed from office as
 27 provided in this charter shall have the right of appeal from the decision of the town
 28 council to the Superior Court of Glascock County. Such appeal shall be governed by the
 29 same rules as govern appeals to the superior court from the probate court;

30 (2) By an order of the Superior Court of Glascock County following a hearing on a
 31 complaint seeking such removal brought by any resident of the Town of Mitchell.

1 (c) The municipal court may fix punishment for offenses within its jurisdiction not
2 exceeding a fine of \$1,000.00 or imprisonment for 180 days or both such fine and
3 imprisonment or may fix punishment by fine, imprisonment, or alternative sentencing, as
4 now or hereafter provided by law.

5 (d) The municipal court shall have authority to establish a schedule of fees to defray the cost
6 of operation and shall be entitled to reimbursement of the cost of meals, transportation, and
7 caretaking of prisoners bound over to superior courts for violations of state law.

8 (e) The municipal court shall have authority to establish bail and recognizances to ensure
9 the presence of those charged with violations before such court and shall have discretionary
10 authority to accept cash or personal or real property as surety for the appearance of persons
11 charged with violations. Whenever any person shall give bail for that person's appearance
12 and shall fail to appear at the time fixed for trial, that person's bond shall be forfeited by the
13 judge presiding at such time and an execution issued thereon by serving the defendant and
14 the defendant's sureties with a rule nisi at least two days before a hearing on the rule nisi.
15 In the event that cash or property is accepted in lieu of bond for security for the appearance
16 of a defendant at trial, and if such defendant fails to appear at the time and place fixed for
17 trial, the cash so deposited shall be on order of the judge declared forfeited to the town, or
18 the property so deposited shall have a lien against it for the value forfeited which lien shall
19 be enforceable in the same manner and to the same extent as a lien for town property taxes.

20 (f) The municipal court shall have the same authority as superior courts to compel the
21 production of evidence in the possession of any party; to enforce obedience to its orders,
22 judgments, and sentences; and to administer such oaths as are necessary.

23 (g) The municipal court may compel the presence of all parties necessary to a proper
24 disposal of each case by the issuance of summonses, subpoenas, and warrants which may be
25 served as executed by any officer as authorized by this charter or by law.

26 (h) Each judge of the municipal court shall be authorized to issue warrants for the arrest of
27 persons charged with offenses against any ordinance of the town, and each judge of the
28 municipal court shall have the same authority as a magistrate of the state to issue warrants
29 for offenses against state laws committed within the town.

30 **SECTION 5.14.**

31 **Certiorari.**

32 The right of certiorari from the decision and judgment of the municipal court shall exist in
33 all criminal cases and ordinance violation cases, and such certiorari shall be obtained under
34 the sanction of a judge of the Superior Court of Glascock County under the laws of the State
35 of Georgia regulating the granting and issuance of writs of certiorari.

SECTION 5.15.

Rules for court.

With the approval of the town council, the judge shall have full power and authority to make reasonable rules and regulations necessary and proper to secure the efficient and successful administration of the municipal court; provided, however, that the town council may adopt in part or in toto the rules and regulations applicable to municipal courts. The rules and regulations made or adopted shall be filed with the town clerk, shall be available for public inspection, and, upon request, a copy shall be furnished to all defendants in municipal court proceedings at least 48 hours prior to such proceedings.

ARTICLE VI**FINANCE****SECTION 6.10.**

Property tax.

The town council may assess, levy, and collect an ad valorem tax on all real and personal property within the corporate limits of the town that is subject to such taxation by the state and county. This tax is for the purpose of raising revenues to defray the costs of operating the town government, of providing governmental services, for the repayment of principal and interest on general obligations, and for any other public purpose as determined by the town council in its discretion.

SECTION 6.11.

Millage rate; due dates; payment methods.

The town council shall establish a millage rate for the town property tax, a due date, and the time period within which these taxes must be paid. The town council may provide for the payment of these taxes by installments or in one lump sum, as well as authorize the voluntary payment of taxes prior to the time when due.

SECTION 6.12.

Occupation and business taxes.

The town council by ordinance shall have the power to levy such occupation or business taxes as are not denied by law. The town council may classify businesses, occupations, or

1 professions for the purpose of such taxation in any way which may be lawful and may
2 compel the payment of such taxes as provided in Section 6.18 of this charter.

3 **SECTION 6.13.**

4 Regulatory fees; permits.

5 The town council by ordinance shall have the power to require businesses or practitioners
6 doing business within this town to obtain a permit for such activity from the town and pay
7 a reasonable regulatory fee for such permit as provided by general law. Such fees shall
8 reflect the total cost to the town of regulating the activity and, if unpaid, shall be collected
9 as provided in Section 6.18 of this charter.

10 **SECTION 6.14.**

11 Franchises.

12 (a) The town council shall have the power to grant franchises for the use of this town's
13 streets and alleys for the purposes of railroads, street railways, telephone companies, electric
14 companies, electric membership corporations, cable television and other telecommunications
15 companies, gas companies, transportation companies, and other similar organizations. The
16 town council shall determine the duration, terms, whether the same shall be exclusive or
17 nonexclusive, and the consideration for such franchises; provided, however, no franchise
18 shall be granted for a period in excess of 35 years and no franchise shall be granted unless
19 the town receives just and adequate compensation therefor. The town council shall provide
20 for the registration of all franchises with the town clerk in a registration book kept by the
21 clerk. The town council may provide by ordinance for the registration within a reasonable
22 time of all franchises previously granted.

23 (b) If no franchise agreement is in effect, the town council has the authority to impose a tax
24 on gross receipts for the use of this town's streets and alleys for the purposes of railroads,
25 street railways, telephone companies, electric companies, electric membership corporations,
26 cable television and other telecommunications companies, gas companies, transportation
27 companies, and other similar organizations. Since a franchise is a contract creating property
28 rights, in order for a town to collect a franchise fee there must be a contractual relationship
29 between the town and the party from whom the fee is sought.

SECTION 6.15.

Service charges.

The town council by ordinance shall have the power to assess and collect fees, charges, and tolls for sewers, sanitary, and health services or any other services provided or made available within and outside the corporate limits of the town for the total cost to the town of providing or making available such services. If unpaid, such charges shall be collected as provided in Section 6.18 of this charter.

SECTION 6.16.

Special assessments.

The town council by ordinance shall have the power to assess and collect the cost of constructing, reconstructing, widening, or improving any public way, street, sidewalk, curbing, gutters, sewers, or other utility mains and appurtenances from the abutting property owners under such terms and conditions as are reasonable. If unpaid, such charges shall be collected as provided in Section 6.18 of this charter.

SECTION 6.17.

Construction; other taxes and fees.

This town shall be empowered to levy any other tax or fee allowed now or hereafter by law, and the specific mention of any right, power, or authority in this charter shall not be construed as limiting in any way the general powers of this town to govern its local affairs.

SECTION 6.18.

Collection of delinquent taxes and fees.

The town council, by ordinance, may provide generally for the collection of delinquent taxes, fees, or other revenue due the town under Sections 6.10 through 6.17 of this charter by whatever reasonable means as are not precluded by law. This shall include providing for the dates when the taxes or fees are due; late penalties or interest; issuance and execution of fi. fa.'s; creation and priority of liens; making delinquent taxes and fees personal debts of the persons required to pay the taxes or fees imposed; revoking town permits for failure to pay any town taxes or fees; and providing for the assignment or transfer of tax executions.

SECTION 6.19.

General obligation bonds.

The town council shall have the power to issue bonds for the purpose of raising revenue to carry out any project, program, or venture authorized under this charter or the laws of the state. Such bonding authority shall be exercised in accordance with the laws governing bond issuance by municipalities in effect at the time said issue is undertaken.

SECTION 6.20.

Revenue bonds.

Revenue bonds may be issued by the town council as state law now or hereafter provides. Such bonds are to be paid out of any revenue produced by the project, program, or venture for which they were issued.

SECTION 6.21.

Short-term loans.

The town may obtain short-term loans and must repay such loans not later than December 31 of each year, unless otherwise provided by law.

SECTION 6.22.

Lease purchase contracts.

The town may enter into multiyear lease, purchase, or lease purchase contracts for the acquisition of goods, materials, real and personal property, services, and supplies, provided the contract terminates without further obligation on the part of the town at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. Contracts must be executed in accordance with the requirements of Code Section 36-60-13 of the O.C.G.A. or other such applicable laws as are now or may hereafter be enacted.

SECTION 6.23.

Fiscal year.

The town council shall set the fiscal year by ordinance or appropriate resolution. This fiscal year shall constitute the budget year and the year for financial accounting and reporting of each and every office, department, agency, and activity of the town government.

SECTION 6.24.

Preparation of budgets.

The town council shall provide by ordinance or appropriate resolution the procedures and requirements for the preparation and execution of an annual operating budget and a capital budget, including requirements as to the scope, content, and form of such budgets and plans.

SECTION 6.25.

Submission of budgets to town council.

On or before a date fixed by the town council but not later than 60 days prior to the beginning of each fiscal year, the mayor shall submit to the town council a proposed operating and capital budget for the ensuing fiscal year. The budgets shall be accompanied by a message from the mayor containing a statement of the general fiscal policies of the town, the important features of the budgets, explanations of major changes recommended for the next fiscal year, a general summary of the budgets, and such other pertinent comments and information. The operating budget and the capital budget hereinafter provided for, the budget message, and all supporting documents shall be filed in the office of the town clerk and shall be open to public inspection.

SECTION 6.26.

Action by town council on budget.

(a) The town council may amend the operating and capital budgets proposed by the mayor except that the budgets as finally amended and adopted must provide for all expenditures required by state law or by other provisions of this charter and for all debt service requirements for the ensuing fiscal year, and the total appropriations from any fund shall not exceed the estimated fund balance, reserves, and revenues.

(b) The town council by ordinance or appropriate resolution shall adopt the final operating budget for the ensuing fiscal year not later than December 31 of each year. If the town council fails to adopt the budget by this date, the amounts appropriated for operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items prorated accordingly until such time as the town council adopts a budget for the ensuing fiscal year. Adoption of the budget shall take the form of an appropriations ordinance setting out the estimated revenues in detail by sources and making appropriations according to fund and by organizational unit, purpose, or activity as set out in the budget preparation ordinance adopted pursuant to Section 6.24 of this charter.

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

5 **SECTION 6.27.**

6 Tax levies.

7 The town council shall levy by ordinance or appropriate resolution such taxes as are
 8 necessary. The taxes and tax rates set by such ordinance shall be such that reasonable
 9 estimates of revenues from such levy shall at least be sufficient, together with other
 10 anticipated revenues, fund balances and applicable reserves, to equal the total amount
 11 appropriated for each of the several funds set forth in the annual operating and capital
 12 budgets for defraying the expenses of the general government of this town.

13 **SECTION 6.28.**

14 Changes in appropriations.

15 The town council, by ordinance or appropriate resolution, may make changes in the
 16 appropriations contained in the current operating and capital budgets, at any regular meeting,
 17 special, or emergency meeting called for such purpose but any additional appropriations may
 18 be made only from an existing unexpended surplus.

19 **SECTION 6.29.**

20 Capital improvements.

21 (a) On or before the date fixed by the town council, but not later than 90 days prior to the
 22 beginning of each fiscal year, the mayor shall submit to the town council a proposed capital
 23 improvements plan with a recommended capital budget containing the means of financing
 24 the improvements proposed for the ensuing fiscal year. The town council shall have power
 25 to accept, with or without amendments, or reject the proposed plan and budget. The town
 26 council shall not authorize an expenditure for the construction of any building, structure,
 27 work, or improvement unless the appropriations for such project are included in the capital
 28 budget, except to meet a public emergency as provided in Section 2.24 of this charter.

29 (b) The town council shall adopt by ordinance the final capital budget for the ensuing fiscal
 30 year not later than 30 days prior to the beginning of that year. No appropriation provided for
 31 in a prior capital budget shall lapse until the purpose for which the appropriation was made

1 shall have been accomplished or abandoned; provided, however, the mayor may submit
2 amendments to the capital budget at any time during the fiscal year, accompanied by
3 recommendations. Any such amendments to the capital budget shall become effective only
4 upon adoption by ordinance.

5 **SECTION 6.30.**

6 Independent audit.

7 The Town of Mitchell shall provide an annual report of agreed upon procedures for that
8 fiscal year. The agreed upon procedures shall include as a minimum: proof and
9 reconciliation of cash, confirmation of cash balances, a listing of bank balances by bank, a
10 statement of cash receipts and cash disbursements, a review of compliance with state law,
11 and a report of agreed upon procedures. This agreed upon procedures report shall be in a
12 format prescribed by the state auditor and shall constitute an annual audit report for purposes
13 of and within the meaning of the requirements of Code Section 36-81-7 of the O.C.G.A.
14 Copies of annual financial reports shall be available at printing costs to the public.

15 **SECTION 6.31.**

16 Contracting procedures.

17 No contract with the town shall be binding on the town unless:

- 18 (1) It is in writing;
19 (2) It is drawn by or submitted and reviewed by the town attorney and, as a matter of
20 course, is signed by the town attorney to indicate such drafting or review; and
21 (3) It is made or authorized by the town council and such approval is entered in the town
22 council journal of proceedings pursuant to Section 2.21 of this charter.

23 **SECTION 6.32.**

24 Centralized purchasing.

25 The town council shall by ordinance prescribe procedures for a system of centralized
26 purchasing for the town.

SECTION 7.12.

Existing personnel and officers.

Except as specifically provided otherwise by this charter, all personnel and officers of the town and their rights, privileges, and powers shall continue beyond the time this charter takes effect for a period of 90 days before or during which the existing town council shall pass a transition ordinance detailing the changes in personnel and appointed officers required or desired and arranging such titles, rights, privileges, and powers as may be required or desired to allow a reasonable transition.

SECTION 7.13.

Pending matters.

Except as specifically provided otherwise by this charter, all rights, claims, actions, orders, contracts, and legal or administrative proceedings shall continue and any such ongoing work or cases shall be completed by such town agencies, personnel, or offices as may be provided by the town council.

SECTION 7.14.

Construction.

(a) Section captions in this charter are informative only and are not to be considered as a part thereof.

(b) The word "shall" is mandatory and the word "may" is permissive.

(c) The singular shall include the plural, the masculine shall include the feminine, and vice versa.

SECTION 7.15.

Severability.

If any article, section, subsection, paragraph, sentence, or part thereof of this charter shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair other parts of this charter unless it clearly appears that such other parts are wholly and necessarily dependent upon the part held to be invalid or unconstitutional, it being the legislative intent in enacting this charter that each article, section, subsection, paragraph, sentence, or part thereof be enacted separately and independent of each other.

