



City of Milton
georgia



City of Milton
Interim Government Commission
Regular Meeting

September 26, 2006

AGENDA

- Call meeting to order
- Minutes
- Previous business
- New business
 - Update and Presentation from Interim City Manager
 - Update and Presentation from CH2M HILL
 - Questions and Discussions
- Other new business
- Public Comment
- Adjourn



Interim City Manager, Aaron J. Bovos

- Update and Presentation
 - Office Space
 - Interim and Final
 - Banking Services
 - Audit Services
 - Franchise Agreements
 - Scope of Services
 - IGAs with County
- Questions?



CH2M HILL OMI Vice President Rick Hirsekorn

- Update and Presentation

- Communications
 - Web site
 - Domain status
- Logo / Temporary Letterhead
- Software Systems
- Other

- Questions?



AGENDA

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Candidate Interactive Information Sessions

Welcome!



Introduction

“We make a living by what we get,
but we make a life by what we give.”

~ Winston Churchill



Candidate Interactive Information Sessions

■ Introductions

- Aaron J. Bovos, CGFM, CTP, Interim City Manager
 - aaron@miltoncommission.com; 404-867-2058
- Rick Hirsekorn, VP, CH2M HILL OMI
 - Rick.Hirsekorn@ch2m.com; 770-331-2301

■ Candidates for Mayor

- Joe Lockwood
- George Ragsdale



Candidate Interactive Information Sessions

- Candidate for District One
 - Karen Thurman
- Candidates for District Two
 - Julie Zainer Bailey
 - Gordon Hunter
 - Roger Santi



Candidate Interactive Information Sessions

- Candidates for District Three
 - Jon Carroll
 - Clint Johnson
 - Marty Lock
 - Bill Lusk
 - Paul Moore



Candidate Interactive Information Sessions

- Candidates for District Four
 - Sam Bottoms
 - Tim Enloe
 - Eddie Moore
 - Neal O'Brien
 - Vince Pisano



Candidate Interactive Information Sessions

- Candidate for District Five
 - Tina D'Aversa-Williams

- Candidate for District Six
 - Rick Mohrig



Candidate Interactive Information Sessions

- At the conclusion of each Governor's Commission Meeting
- Anticipated to be 1½ hours in length
- Will include review of important topics as they relate to the incorporation of the City of Milton and deployment of associated municipal services



Candidate Interactive Information Sessions Meeting Schedule

- September 26, 2006
 - Governor's Commission followed by a Candidate Interactive Information Session
- October 10, 2006
 - Governor's Commission followed by a Candidate Interactive Information Session
- October 24, 2006
 - Governor's Commission followed by a Candidate Interactive Information Session
- October 31, 2006
 - Candidate Interactive Information Session
- Begin City Council Meetings in November
 - 14th, 21st, and 28th (last three Tuesdays in November)
- Continuation of Meetings in December
 - 5th, 12th, and 19th (first three Tuesdays in November)



Tonight's Agenda

- Distribute Reports from Committees
- Review Charter
- City Council Agenda Format



City of Milton Charter

- HB 1470
- Municipal Powers
 - Air and water pollution
 - Animal regulations
 - Appropriations and expenditures
 - Building regulations
 - Business regulations and taxation
 - Condemnation
 - Contracts
 - Emergencies
 - Environmental protection



City of Milton Charter

- Municipal Powers, continued
 - Ethics
 - Fire regulations
 - Garbage fees
 - General health, safety, and welfare
 - Gifts
 - Health and sanitation
 - Homestead exemption
 - Jail sentences
 - Motor vehicles
 - Municipal agencies and delegation of power



City of Milton Charter

- Municipal Powers, continued
 - Municipal debts
 - Municipal property ownership
 - Municipal property protection
 - Municipal utilities
 - Nuisances
 - Penalties
 - Planning and zoning
 - Police and fire protection
 - Public hazards; removal
 - Public improvements



City of Milton Charter

- Municipal Powers, continued
 - Public peace
 - Public transportation
 - Public utilities and services
 - Regulation and roadside areas
 - Retirement
 - Roadways
 - Sewer fees
 - Solid waste disposal
 - Special areas of public regulation
 - Special assessments



City of Milton Charter

- Municipal Powers, continued
 - Taxes (ad valorem)
 - Taxes (other)
 - Taxicabs
 - Urban redevelopment
 - Other powers



City of Milton Charter

■ Government Structure

- Mayor and Six Council Members
 - Mayor elected at large
 - Council runs by district, elected at large
 - Districts 2, 4, 6 initial terms expire on December 31, 2007
 - Mayor and Districts 1, 3, and 5 shall expire on December 31, 2009
 - Thereafter, all elections shall be for four (4) year terms
- Election by majority vote
- Compensation and expenses
 - Mayor -\$23,000 per year
 - City Council - \$13,000 per year



City of Milton Charter

■ Government Structure

- Prohibitions
- General power and authority
 - Establish Departments/Agencies
 - Ordinances, Resolutions, Rules and Regulations (POLICY)
- Removal of officers
- Organization
 - First meeting in January following an election
 - Elect a Mayor Pro Tempore
- Inquires and Investigations



City of Milton Charter

■ Government Structure

- Meetings
 - At least one business meeting per month
- Special meeting provisions
 - Called by Mayor or four members of the City Council
- Public Meetings
- Rules and Procedures
- Voting
 - 4 Council Members constitute quorum (includes Mayor)
 - Voice voting
 - Majority vote wins, including Mayor's vote



City of Milton Charter

■ Government Structure

- Ordinances
 - Introduced and read at separate meetings to be valid
 - Emergencies
 - Have the force and effect of law
- Emergencies
- Codes
- Codification



City of Milton Charter

■ Government Structure

- Submission to Mayor
 - Administrative process to become approved
 - Mayor holds veto power
 - Veto item automatically placed on next agenda for consideration
 - City Council may override veto by majority vote
 - Mayor may approve or disapprove of any appropriation



City of Milton Charter

■ Government Structure

- Power and duties of Mayor
 - Chief Executive Officer
 - Preside at all meetings as a voting member
 - Official spokesperson and chief advocate of public policy
 - Administer oaths and take affidavits
 - Sign contracts, ordinances, resolutions and other instruments which are required to have such signature
 - Laws and ordinances are faithfully executed
 - Vote on all motions, other than a veto override
 - Obtain short-term loans when authorized by the City Council



City of Milton Charter

■ Government Structure

- Power and duties of Mayor
 - Appoint City Council Committees and Appoint Council Members to oversee and report on the functions of the various departments of the City
 - Meet with City Manager
 - Nominate City Manager, City Attorney, Chief Judge of Municipal Court, City Clerk, and City Treasurer, subject to ratification by City Council
 - Select and hire an executive aide
 - Have prepared an agenda for each meeting
 - Other duties as outlined within the Charter



City of Milton Charter

■ Government Structure

- Appointment of the City Manager
 - Appointed by Mayor as ratified by City Council
 - Removal of the City Manager and associated process
- Acting City Manager
 - During absence or leave
- Powers and duties of the City Manager
 - Authority to hire persons to act as department heads and fill positions within the City
 - Suspend employment or remove city employees



City of Milton Charter

■ Government Structure

- Powers and duties of the City Manager (continued)
 - Direct and supervise the administration of all departments, offices, and agencies
 - Attend all City Council meetings
 - See that laws, provisions of the charter, acts of the council are faithfully executed
 - Prepare and submit the annual operating budget and capital budget
 - Submit and make available an annual report on finances of the government
 - Make reports as the city council or mayor requests concerning the operations of the government



City of Milton Charter

■ Government Structure

- Powers and duties of the City Manager (continued)
 - Keep the city council and mayor advised on financial condition and future needs of the city
 - Make recommendations to the city council and mayor on affairs of the organization
 - Perform other such duties as specified in the charter or assigned by the Mayor and City Council
- Executive Aide
 - Appointed by Mayor, ratified by City Council



City of Milton Charter

■ Government Structure

- Executive Aide (continued)
 - Annual salary not less than twice Mayor's salary
 - Can be removed from office by Mayor
 - Reports directly to Mayor
 - Duties and responsibilities as assigned by the Mayor
 - Can act on behalf of Mayor during ceremonial or administrative capacity
 - Cannot act on behalf of Mayor in a legislative or executive capacity
- City Council Interference with Administration



City of Milton Charter

■ Government Structure

- Mayor Pro Tempore
 - Initial term until December 31, 2007
 - Acts as Mayor in Mayor's absence with all powers and duties except veto power (unless Mayor is mentally disabled as declared by a majority vote of all council members)
 - Sign all contracts and ordinances in which the Mayor has a disqualifying interest
- Department Heads
 - Appointed solely on the basis of their administrative and professional qualifications
 - Compensation prescribed by the City Council
 - Responsible for the administration and the operation of the department



City of Milton Charter

■ Government Structure

• Boards

- Created as needed
- Ordinance to establish composition, period of existence, duties and powers
- All members appointed by a majority vote of city council
- Compensation as approved by city council
- All members required to take oath
- Removal by vote of the city council
- Election of Chairperson, Vice Chairperson, and Secretary (employee of the City)



City of Milton Charter

■ Government Structure

• City Attorney

- Nominated by Mayor, ratified by majority vote of the City Council
- Member of the State Bar of Georgia, must have practiced for one year
- Serves at the pleasure of the City Council
- Responsible for representing and defending the City in litigation
- May be the prosecuting officer in the municipal court
- Attend City Council Meetings
- Advise Mayor, City Council, and Staff on legal matters
- Performs other duties as requested
- Compensation set by Mayor and City Council



City of Milton Charter

■ Government Structure

- City Clerk
 - Nominated by Mayor, ratified by majority vote of the City Council
 - Custodian of the official city seal
 - Maintain records
 - Compensation set by Mayor and City Council



City of Milton Charter

■ Government Structure

- City Treasurer
 - Nominated by Mayor, ratified by majority vote of the City Council
 - Collect taxes, licenses, fees, and other money (revenue)
 - Fiscal officer
 - Compensation set by Mayor and City Council



City of Milton Charter

■ Government Structure

- Rules and regulations

- Employee selection, probationary periods of employment
- Administration of a pay plan and position classification, methods of promotion, transfers of employees within the organization
- Hours of work, vacation, sick leave, and other leaves of absence, overtime pay, layoffs
- Dismissal hearings
- PERSONNEL POLICIES



City of Milton Charter

■ Government Structure

- Municipal Court
 - Created
- Judge
 - Nominated by Mayor and ratified by City Council
 - Chief Judge, part-time, full-time and stand-by judges
 - 21 years of age or older
 - Member of State Bar for minimum of 3 years
 - Compensation fixed by City Council
 - Shall serve a term of 4 years consistent with the Mayor but may be removed by a vote of five members of the City Council or upon action taken by the Judicial Qualification Commission
 - Each judge must take oath administered by the Mayor



City of Milton Charter

■ Government Structure

- Convening of court
 - Convene at regular intervals as provided by ordinance
- Court powers
 - Punish violators of the charter, ordinances, and other such violations as provided by law
 - Ability to punish those in contempt
 - Fix the fines and sentencing for offenses within its jurisdiction
 - Entitled to reimbursement of the actual cost of meals, transportation, and caretaking of prisoners bound over to superior courts for violation of state law



City of Milton Charter

■ Government Structure

• Court powers (continued)

- Establish bail and recognizance to ensure the presence of those charged with violations
- Accept cash, personal, or real property as surety bond
- Compel the production of evidence
- Administer oaths as necessary
- Bind prisoners to appropriate court
- Compel the presence of parties by issuance of summons, subpoenas, and warrants
- Issue warrants
- Right of certiorari



City of Milton Charter

■ Government Structure

- Court rules
 - Judge shall have full power and authority to make reasonable rules necessary
 - City Council approved
 - Must be filed with the City Clerk



City of Milton Charter

■ Government Structure

- Finance / Property Tax
 - Assess, levy, and collect ad valorem tax on all real and personal property within the corporate limits
 - Establish millage rate by ordinance
 - Millage rate shall not exceed 4.731 unless a referendum by the eligible voters is approved
- Finance / Occupation Taxes and Business License Fees
 - Ability to collect this revenue source under the constraints defined in the state law
- License Fees
 - Exchange revenue type



City of Milton Charter

■ Government Structure

• Finance / Franchises

- City shall have the ability to grant franchises for the use of the city's streets, alleys, rights-of-way
- For railroads, street railways, telephone companies, electric companies, cable television companies, gas companies, transportation companies, and other similar organizations
- Cannot exceed a period of 35 years

• Sewer Fees

- City Council by ordinance can assess and collect fees, charges, tools for sewers, sanitary and health services



City of Milton Charter

■ Government Structure

- Roads
 - City Council by ordinance shall have the power to assess, charge, and collect for improvements
- Other Taxes
 - City shall have the ability to assess, levy, and collect all taxes available under state law
- Collection of delinquent taxes
 - All powers granted under the state law, including Fi Fa's



City of Milton Charter

■ Government Structure

- Borrowing
 - Issuance of bonds (general obligation bonds)
- Revenue Bonds
 - Issuance of bonds
- Loans
 - Ability to obtain short-term financing/loans
- Accounting and Budgeting
 - Fiscal year set by ordinance



City of Milton Charter

■ Government Structure

- Budget ordinance
 - Ordinance on the procedures and requirements for the preparation and execution of an annual operating budget and capital improvement program
- Operating budget
 - Delivered to the Mayor and Council not later than 60 days prior to the start of the fiscal year
 - Includes budget message, fiscal policies, operating budget, capital improvement program



City of Milton Charter

■ Government Structure

- Adoption of budget
 - Must occur by the beginning of fiscal year, or prior year budget rolls forward on a month by month basis until a new budget can be adopted
 - Can be amended by the City Council
 - Total appropriations cannot exceed available revenues, reserves, and fund balance
 - Amount set out by organizational unit (department) shall constitute the annual appropriation
 - No expenditures to be made which exceed the unencumbered balance of the appropriations or allotments thereof to which it is chargeable



City of Milton Charter

■ Government Structure

- Levy of taxes
 - City Council shall levy taxes necessary to fund operating budget as approved in a subsequent ordinance
- Changes in budget
 - By majority vote, changes can be made to appropriations
- Capital Improvements
 - Delivered to the Mayor and Council not later than 60 days prior to the start of the fiscal year
 - No authorization for expenditures can occur for projects not previously approved within the Capital Improvement Budget
 - No lapse in appropriations



City of Milton Charter

■ Government Structure

- Audit
 - Annual external audit in compliance with generally accepted accounting principles (GAAP).
 - Audit firm selected by City Council after procurement process
 - Copies available to the public
- Procurement and property management
 - Contracts must:
 - Be in writing
 - Reviewed by the City Attorney
 - Made and authorized by the City Council



City of Milton Charter

■ Government Structure

- Purchasing
 - City Council shall proscribe by ordinance procedures for a centralized purchasing system
- Sale of property
 - Sell, convey, or lease rights in real or personal property
 - Quitclaim rights to not needed property
 - Capital construction



City of Milton Charter

■ Government Structure

• General Homestead Exemption

- Applies only to General Government portion of taxes
- \$15,000 deducted from the assessed value
- Owner occupied
- Application must be filed
- Automatically renewable
- Does not apply to other taxing jurisdictions
- Effective for tax years beginning January 1, 2007



City of Milton Charter

■ Government Structure

- General Homestead Exemption age 65 or Older
 - Applies only to General Government portion of taxes
 - Senior Citizen means a person who is 65 or older on or before January 1 of the tax year
 - \$15,000 deducted from the assessed value
 - Owner occupied
 - Application must be filed
 - Automatically renewable
 - Does not apply to other taxing jurisdictions
 - Effective for tax years beginning January 1, 2007



City of Milton Charter

■ Government Structure

- Homestead Exemption age 65 or Older and Meeting Income Requirements
 - Applies only to General Government portion of taxes
 - Senior Citizen means a person who is 65 or older on or before January 1 of the tax year
 - Income limitations as defined by the IRS
 - \$10,000 deducted from the assessed value
 - Owner occupied
 - Application must be filed
 - Automatically renewable
 - Does not apply to other taxing jurisdictions
 - Effective for tax years beginning January 1, 2007



City of Milton Charter

■ Government Structure

- Homestead Exemption age 70 or Older and Disabled Persons Meeting Income Requirements
 - Applies only to General Government portion of taxes
 - Senior Citizen means a person who is 70 or older on or before January 1 of the tax year
 - Income limitations as defined by the IRS
 - Disability as proved by doctor's certification
 - Full value of homestead
 - Owner occupied
 - Application must be filed
 - Automatically renewable
 - Does not apply to other taxing jurisdictions
 - Effective for tax years beginning January 1, 2007



City of Milton Charter

■ Government Structure

- Bonds
 - Shall be required as prescribed by ordinance or as may be provided by law.
- Effective Dates
 - Mayor and City Council take effect immediately following certification of election results (November)
- Transition
 - December 1, 2006 through November 30, 2008
 - City able to conduct business as defined in charter
 - 30 day notice to county on the assumption of services/functions



City of Milton Charter

- Government Structure

- Charter Commission

- 5 years after city inception
- Review and recommend changes to the City's experience



City Council Meetings

- Work Session
 - Brief Mayor and City Council about policy related items
 - Update on priorities of the Mayor and City Council
 - Discuss business related items to give staff direction and feedback
- City Council Meeting
 - Formal approval through vote of agenda items
 - Proclamations, Resolutions, Ordinances
 - Policy setting process
 - Business related items
 - Committees, boards, task forces, commissions, etc.
 - Zoning related items



City Council Meetings

- Executive Session
 - Litigation matters
 - Real estate matters
 - Personnel issues
- Special Called Meeting
 - Discuss topics as called by Mayor or Four City Council Members



City Council Meetings

- City Council Meetings:
 - First and Third Tuesday of each month
 - Beginning January 2007, First and Third Thursday of each month
 - Begin at 5:30 p.m.
 - City Council room
- Work session:
 - Second Thursday of each month (as needed)
 - Begin at 5:30 p.m.
 - City Council room



City Council Meetings

- Executive Sessions:
 - Traditionally before or after regularly scheduled meeting
- Special Called:
 - Can be any time as requested by Mayor



Agenda Format

- Invocation?
- Call to Order/Roll Call
- Approval of Meeting Agenda
- Consent Agenda
- Reports & Presentations
- Zoning Agenda
- First Presentation and Reading
- Unfinished Business
- New Business
- Mayor and Council Reports
- Staff Reports
- Public Comment



Agenda Item

- Cover Memorandum
 - Discussion
 - What goal does this action support
 - What staff process got to this point
 - Who does this impact
 - Who was involved in the process
 - How was the decision made
 - How was the process deployed
 - What will happen after approval
 - What is the timeline
 - Fiscal Impact – Must be submitted in advance and approved by the City Treasurer
 - What impact does the City incur
 - Was the expense budgeted
 - Long and short-term financial implications



Agenda Item

- Cover Memorandum
 - Alternatives
 - What other options exist for the city
 - Concurrent Review
 - Brainstorm of affected departments/operations
 - Review and approval of applicable staff
 - Attachments
 - Pertinent information and supporting detail



Agenda Item

■ ADDITIONAL DOCUMENTS

- Resolution
- Ordinance (red-line if amendment)
- Contracts
- Franchise Agreements
- Intergovernmental Agreements
- Other agreements or memorandum's of understanding
- BID/RFP
- Zoning Packet
- Power point presentations
- Pictures/graphics
- Site plans
- **BASICALLY, any and all supporting documents!**



Conclusion

- Questions

