

CITY OF WALNUT GROVE
City Council Work Session
1021 Park Street, Municipal Building
Thursday, November 7, 2024
Immediately Following Called Meeting
AGENDA

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. ACTION ITEM – Veteran’s Day Proclamation
- IV. PRESENTATION: Church at the Grove – Preliminary Site Plan Review
- V. DISCUSSION ITEM: Amendment to Chapter 31 of the Code of Ordinances (General Offenses) of Walnut Grove, GA, to amend certain Code Enforcement provisions.
- VI. DISCUSSION ITEM: Employee Retention Resolution
- VII. DISCUSSION ITEM: Update to Council/Staff Travel Expenses for training & conferences (hotel, per diem, mileage, etc.)
- VIII. ADJOURNMENT



A Proclamation for the City of Walnut Grove

WHEREAS we are pleased and honored that the City of Walnut Grove Mayor and Council has joined together again this year to pay tribute on this day to the dedicated veterans who have served this great nation with such distinction, both in peace time and in war; and

WHEREAS our community has a continuing sense of gratitude to those who have given so much in the defense of the freedoms which we all continue to enjoy; and

WHEREAS, Americans have an abiding faith in the ideals and strengths on which our great nation was founded, in our democratic process, and in the men and women of the armed forces who have served our country so well; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy; and

WHEREAS, on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country – “One nation, under God, indivisible, with liberty and justice for all.”

NOW, THEREFORE, I, Stephanie Moncrief, Mayor of the City of Walnut Grove, do hereby proclaim Monday, November 11, 2024, as:

Honor Our Veterans Day

in the City of Walnut Grove, and urge all our citizens to honor our veterans and rededicate themselves to the preservation of our liberties under the Constitution.

PROCLAIMED this 7th day of November 2024.

Stephanie Moncrief, Mayor
City of Walnut Grove



September 19, 2024

November 4, 2024

Ms. Chelsea Rose
Georgia Civil, Inc.
311 North Main Street
Madison, Ga 30650
chelsea@georgiacivil.com

PLANNING AND ENGINEERING
COMMENTS HAVE BEEN
ADDRESSED – DEPARTMENTAL
APPROVALS AND COUNCIL REVIEW
REMAIN.

Re: Walnut Grove Construction Plan Review – Church at the Grove Phase 2

Dear Ms. Rose:

The following are our additional review comments for the Church at the Grove Phase 2 commercial development, plans dated 10/24/2024. ~~Strikethrough text~~ indicates that a comment has been addressed. **Red text** indicates a new comment or request for clarification. If you have any questions with our comments, please feel free to contact us:

Zoning Comments

- ~~1. Sheet C-2 – Modify “metal building” label to read “existing church building.”~~
- ~~2. Sheet C-2 – dimension existing asphalt drive where proposed parking lot will connect.~~
- ~~3. Provide parking table to call out required spaces, spaces provided for regular and ADA spaces.~~
- ~~4. Note parking lot and area lighting will need to meet the requirements of Section 911.D.9.D.7 of the *Zoning Ordinance*. Submit lighting plans or indicate that lighting plans will be submitted with the building plans package.~~
- ~~5. Review parking lot landscaping requirements of Section 1102.1 of the *Zoning Ordinance* and verify submitted landscape plan meets those requirements. Specifically, vehicle use areas are to be screened by a decorative wall, earthen berm or landscaping screening (or combination thereof).~~

Grading, Drainage, Engineering Comments

- ~~1. Sidewalks are required along the frontage of Walnut Grove Parkway. DOD overlay requirements call for a six foot wide sidewalk.~~
- ~~2. Section 601.9 of the Land Development Ordinance calls for a four (4) foot chain link fence to surround stormwater management facilities. Plans call for a six (6) foot high fence.~~
- ~~3. Show end treatment for existing 18” HDPE pipe under parking area. If no end treatment present, a headwall or FES must be installed per the Land Development Ordinance.~~
- ~~4. Add 100 year WSE for structures A3A and A5A.~~

Hydrology Comments

1. Stormwater Management Report is acceptable as submitted.

General Process Comments

1. Obtain approval from Walton County Water Department for water supply plan.
2. Obtain approval from Walton County Fire Services for the site plan.
3. Obtain approval from Walton County Environmental Health.
4. Obtain approval from GASWCC for the ESPC Plan.
5. Please resubmit corrected plans electronically.
6. Provide proof of submittal of the NOI to EPD.
7. **Note – Owner, or owner’s representative, will have to present plans to the Walnut Grove City Council prior to receiving any permits. Owner will need to contact the City Clerk to request to be placed on a Council Work Session agenda.**

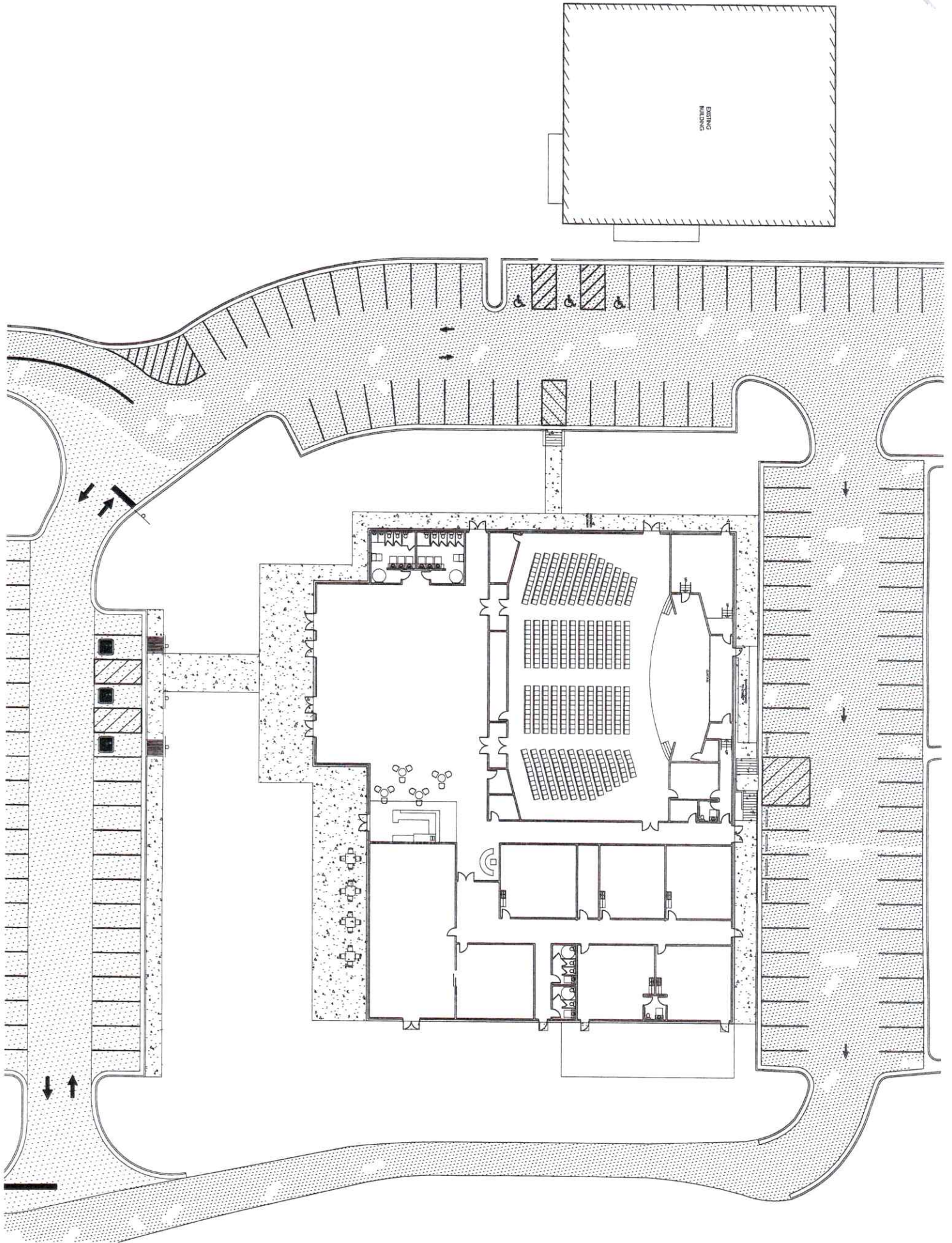
Sincerely,



Joseph. H. Walter, AICP
Principal Planner
JHW







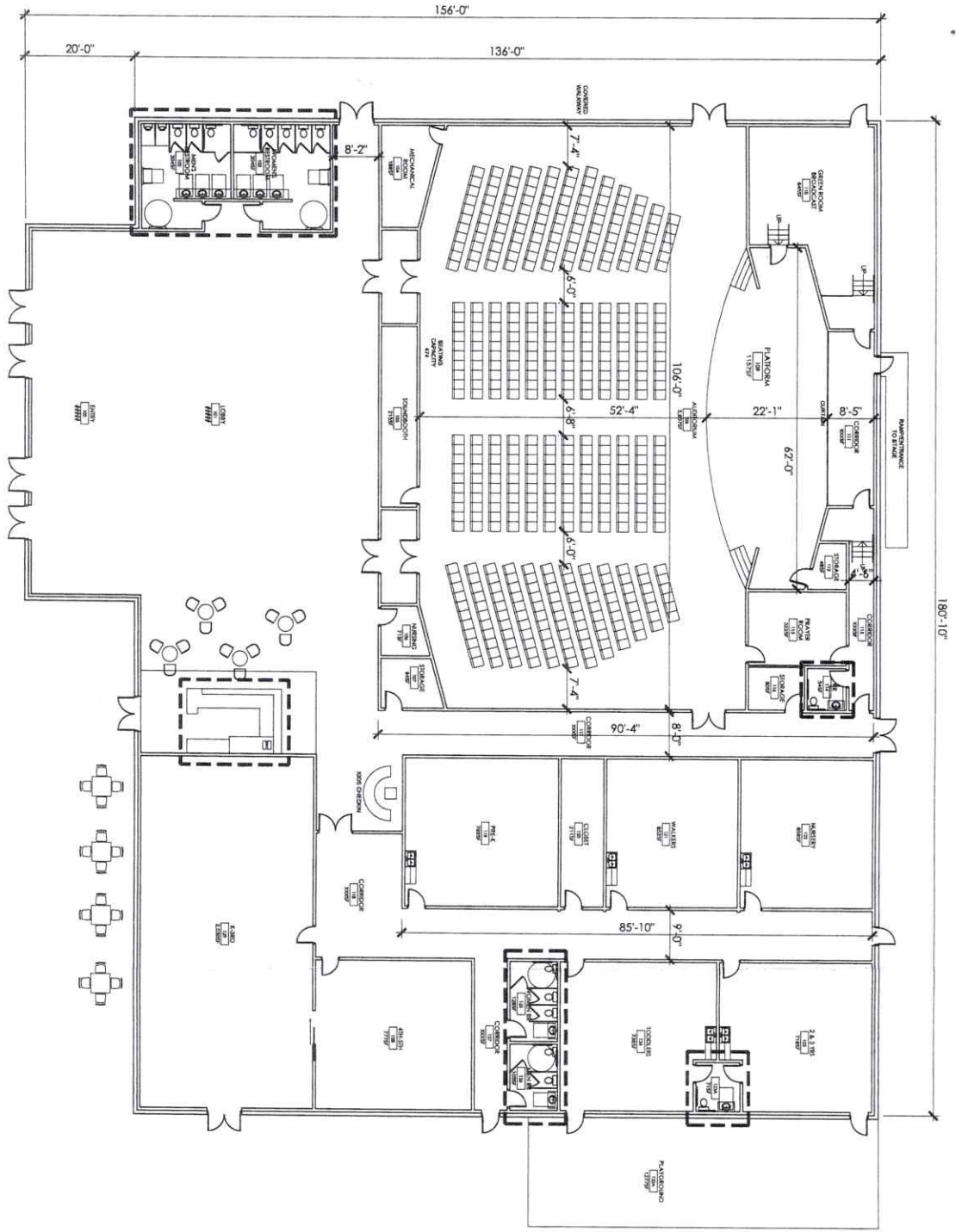
SHEET TITLE
SITE PLAN

PROJECT NAME & LOCATION
CHURCH AT THE GROVE
1050 WALNUT GROVE PKWY
WALNUT GROVE, GA 30052

REVISION	DATE	DESCRIPTION	BY



SCALE	AS SHOWN
PROJECT NO.	C241.0014
DATE	10-09-2024
BY	NB
SHEET	A0



SHEET TITLE
OVERALL FLOOR PLAN

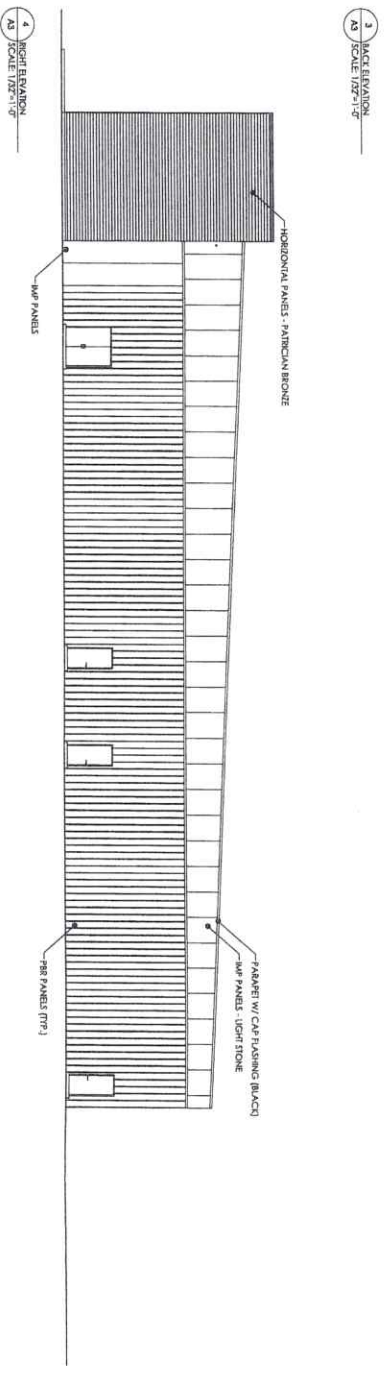
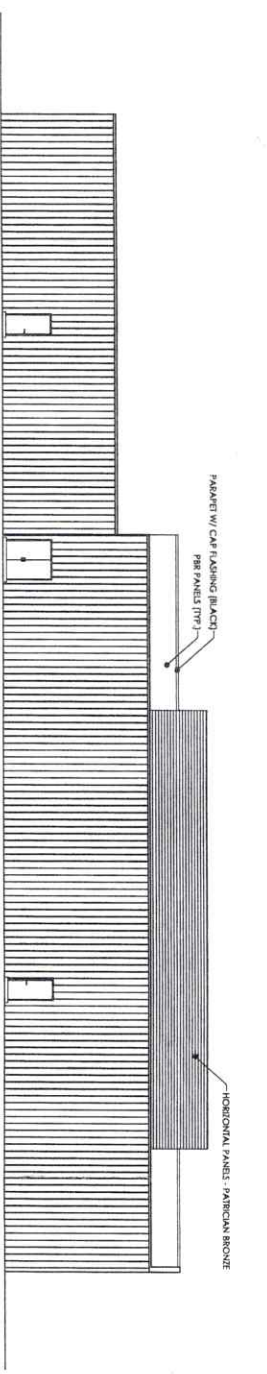
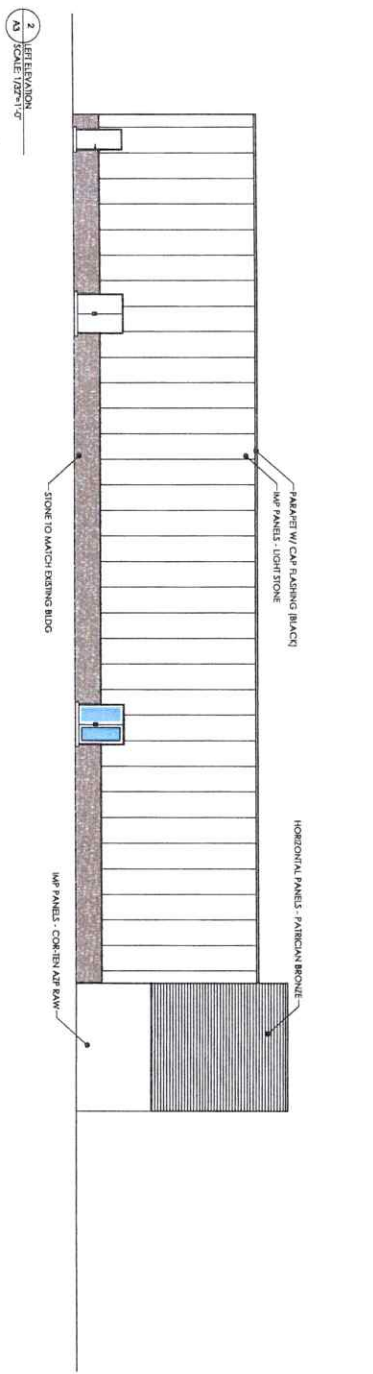
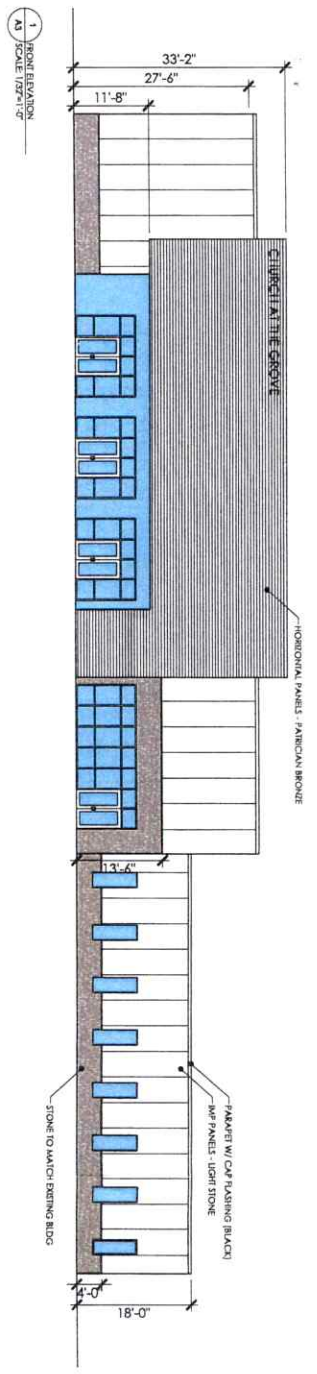
PROJECT NAME & LOCATION
CHURCH AT THE GROVE
1050 WALNUT GROVE PKWY
WALNUT GROVE, GA 30052

REVISION	DATE	DESCRIPTION	BY



Construction Group

SCALE	AS SHOWN
PROJECT NO.	C24-0014
BY	NB
DATE	10-09-2024
SHEET	A1



REVISION	DATE	DESCRIPTION	BY

SHEET TITLE
EXTERIOR ELEVATIONS

PROJECT NAME & LOCATION
CHURCH AT THE GROVE
1050 WALNUT GROVE PKWY
WALNUT GROVE, GA 30052

SCALE	AS SHOWN
PROJECT NO.	C24-0014
BY	NB
DATE	10-09-2024
SHEET	A3

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. _____

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE
CITY OF WALNUT GROVE, GEORGIA**

TO AMEND CHAPTER 31 OF THE CODE OF ORDINANCES (GENERAL OFFENSES) OF WALNUT GROVE, GEORGIA TO AMEND CERTAIN CODE ENFORCEMENT PROVISIONS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

WHEREAS, the governing authority of the City of Walnut, Georgia desires to amend its code of ordinances to clarify property maintenance violations; and

WHEREAS, the health, safety, and welfare of the citizens of Walnut Grove, Georgia, will be positively impacted by the adoption of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of same, as follows:

SECTION 1. That Section 31-108, Chapter 31 of Code of Ordinances of Walnut Grove, Georgia be hereby deleted in its entirety and replaced with the following:

“Sec. 31-108. – Open or Outdoor storage.

(a) The open or outdoor storage of appliances, building material or debris, equipment, garbage, glass, material, merchandise, rubbish, trash or similar items shall not be permitted, maintained or stored on any premises. When household items are placed outside structures inside the City pursuant to a lawful dispossessory/eviction process, the property owner shall remove all of said items from the property within three working days following the execution of the dispossessory/eviction.

(b) Exceptions to this section include:

- (1) Property where outdoor storage is authorized by the zoning ordinance or action;
- (2) Cut wood which is neatly stacked in lengths not to exceed three feet for the personal use of the owner or occupant and which is stored in a side or rear yard;
- (3) Rubbish, garbage, trash or other similar items placed outside for collection by an authorized waste hauler not more than 24 hours prior to the designated collection date for that property.”

SECTION 2. That Section 31-127, Chapter 31 of Code of Ordinances of Walnut Grove, Georgia be hereby deleted in its entirety and replaced with the following:

“Sec. 31-127. Junk Vehicles.

- (a) *Junk vehicle* means any vehicle, automobile, truck, van, trailer of any kind or type, or contrivance or part thereof which is wrecked, dismantled, partially dismantled, stripped, partially stripped, inoperative, abandoned, discarded, or kept parked, stored or maintained on any premises or public right-of-way without a current license plate and/or decal displayed on the vehicle.
- (b) Junk vehicles shall not be kept, permitted, parked, stored or maintained on any premises or public right-of-way.
- (c) Exceptions to this section include:
 - (1) Junk vehicles, which are kept within a fully enclosed building on property in residential zoning districts, provided the owner or occupant of the property is in the process of reconditioning the junk vehicle for personal use;
 - (2) Junk vehicles which are kept on property in zoning districts authorized by the zoning resolution for repairing, reconditioning or remodeling junk vehicles, and provided that such junk vehicles are not stored for the purpose of salvage of parts but are in the continual process of repair, reconditioning or remodeling;

(3) Junk vehicles which are kept on property in zoning districts as authorized by the zoning resolution for a junk or salvage yard.”

SECTION 3. That Section 31-136, Chapter 31 of Code of Ordinances of Walnut Grove, Georgia be hereby deleted in its entirety and replaced with the following:

“Sec. 31-136. – Grass, weeds and uncultivated vegetation.

(a) Premises and exterior property shall be maintained free from grass, weeds, or uncultivated vegetation in excess of 12 inches in height.

(b) Exceptions to this section include:

(1) Any parcel zoned AG (agriculture district) that is greater than three acres in size.

(2) Any parcel within a single-family residential zoning classification that is greater than three acres in size.

(c) Property owners abutting a right-of-way shall not allow yard trimmings to accumulate on a public street or sidewalk.

(d) The unpaved areas of front yards shall be maintained with grass, ground cover or other type of landscaping to such an extent that the soil is not subject to erosion.”

SECTION 4. That Section 31-143, Chapter 31 of Code of Ordinances of Walnut Grove, Georgia be hereby added with the following:

“Sec. 31-143. – Grass, weeds and uncultivated vegetation.

(a) A certain document, three copies of which are on file in the office of the City Clerk of the City of Walnut Grove, being marked and designated as the International Property Maintenance Code, 2012 edition, and the Georgia State Amendments thereto as revised January 1, 2015, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Walnut

Grove, in the State of Georgia for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code on file in the office of the City of Walnut Grove are hereby referred to, adopted, and made a part hereof, as if fully set out in this article, with the additions, insertions, deletions and changes, if any, prescribed in this Section.

(b) The following sections are hereby revised:

Section 101.1. Insert: City of Walnut Grove

Section 103.5. Insert: Fee Schedules of the City of Walnut Grove

Section 111. Insert: Appeals shall go to the Municipal Court of the City of Walnut Grove

Section 111.2. Delete this Section in its entirety

Section 111.7. Clarification: The Court referenced is the Municipal Court of the City of Walnut Grove”

SECTION 5. Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove, Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the Comprehensive Land Development Plan of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Plan in such a way as to be clear and orderly.

SECTION 6. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

SECTION 7. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

It is so ordained on this 10th day of October, 2024.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Sonya Cox, Acting City Clerk

APPROVED AS TO FORM:

**John J. Crowley, City Attorney
Powell & Edwards, P.C.**



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
31.1000 General Property Taxes (25)	23,262.52	365,000.00	-341,737.48	6.37 %
31.1310 Motor Vehicle (25)	18,987.63	1,500.00	17,487.63	1,265.84 %
31.1315 Motor Vehicle Ad Valorem Tax Fee (TAVT) (25)	470.35	50,000.00	-49,529.65	0.94 %
31.1340 Intangible Tax (Recording) (25)	1,792.47	3,600.00	-1,807.53	49.79 %
31.1600 Real Estate Transfer Tax	701.71		701.71	
31.1700 Franchise Taxes				
31.1710 Franchise Tax - Electric (25)		82,000.00	-82,000.00	
31.1730 Franchise Tax - Gas (25)		4,300.00	-4,300.00	
31.1750 Franchise Tax - Cable (25)	2,312.09	8,600.00	-6,287.91	26.88 %
31.1760 Franchise Tax - Telephone (25)	315.92	400.00	-84.08	78.98 %
Total 31.1700 Franchise Taxes	2,628.01	95,300.00	-92,671.99	2.76 %
31.3100 Local Option Sales and Use Taxes (LOST) (25)	26,316.43	275,000.00	-248,683.57	9.57 %
31.4200 Beer/Wine Alcoholic Beverage Excise Tax (25)	25,234.99	77,000.00	-51,765.01	32.77 %
31.6200 Insurance Premium Taxes (25)		120,000.00	-120,000.00	
31.9000 Penalties & Interest on Delinquent Taxes (25)	157.24	1,500.00	-1,342.76	10.48 %
32.1115 Alcohol Licenses - Beer Retail Sales (25)		750.00	-750.00	
32.1125 Alcohol Licenses - Wine Retail Sales (25)		750.00	-750.00	
32.1135 Alcohol Licenses - Liquor Retail Sales (25)		1,700.00	-1,700.00	
32.1200 General Business License (25)	250.00	11,000.00	-10,750.00	2.27 %
32.2000 Non-Business Licenses and Permits				
32.2200 Permits Building and Signs (25)	11,933.64	15,000.00	-3,066.36	79.56 %
Total 32.2000 Non-Business Licenses and Permits	11,933.64	15,000.00	-3,066.36	79.56 %
32.2990 Other Permits (25)	25.00	1,200.00	-1,175.00	2.08 %
32.4000 Late Fees-Permits & License (25)	25.00		25.00	
33.4000 State Government Grants (25)		25,000.00	-25,000.00	
34.7000 Cultural & Recreation Income (25)	1,430.00	3,000.00	-1,570.00	47.67 %
34.9999 Other Charges	4,619.10	1,000.00	3,619.10	461.91 %
35.1000 Fines and Forfeitures (25)	18,900.00	52,000.00	-33,100.00	36.35 %
38.9000 Other Miscellaneous Revenue (25)	620,000.00	1,000.00	619,000.00	62,000.00 %
39.2000 Proceeds of Sales of product Income		1,100.00	-1,100.00	
Sales of Product Income	4,093.04		4,093.04	
Total Income	\$760,827.13	\$1,102,400.00	\$-	69.02 %
			341,572.87	
Cost of Goods Sold				
Cost of Goods Sold	0.00		0.00	
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00 %
GROSS PROFIT	\$760,827.13	\$1,102,400.00	\$-	69.02 %

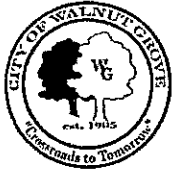


City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
			341,572.87	
Expenses				
51.1100 Regular Employees-Salaries & Wages (25)	38,574.96	299,500.00	-260,925.04	12.88 %
51.1100 Salaries and Wages	35,428.78		35,428.78	
51.1110 Council-Salaries & Wages (25)	3,000.00	20,400.00	-17,400.00	14.71 %
51.1200 Temporary Employees - Wages (25)	1,380.00	9,000.00	-7,620.00	15.33 %
51.1300 Overtime- Salaries & Wages (25)		10,000.00	-10,000.00	
51.2110 Medical Benefit - People Keep	123.11		123.11	
51.2110 Medical Benefit - People Keep (25)	1,350.91	21,000.00	-19,649.09	6.43 %
51.2200 Payroll Taxes - Social Security - (FICA) Contributions	4,471.49		4,471.49	
51.2200 Payroll Taxes - Social Security - (FICA) Contributions (25)	561.35	21,050.00	-20,488.65	2.67 %
51.2210 Payroll Taxes - Medicare		0.00	0.00	
51.2300 Payroll Taxes- Medicare (25)		4,950.00	-4,950.00	
51.2400 Retirement Benefits (25)		15,000.00	-15,000.00	
51.2600 Unemployment Insurance (25)		1,000.00	-1,000.00	
51.2700 Worker's Compensation (25)		9,500.00	-9,500.00	
52.1100 Office/Administrative	656.52		656.52	
52.1210 Municipal Court Judge (25)	3,100.00	15,000.00	-11,900.00	20.67 %
52.1220 Municipal Court Solicitor (25)	2,250.00	9,000.00	-6,750.00	25.00 %
52.1230 Code Enforcement (25)		26,000.00	-26,000.00	
52.1240 Engineering - City (25)	1,539.44	25,000.00	-23,460.56	6.16 %
52.1242 Engineering - Storm Water (25)		10,000.00	-10,000.00	
52.1245 Zoning Administrator (25)		30,000.00	-30,000.00	
52.1246 Inspections (25)	9,415.00	1,200.00	8,215.00	784.58 %
52.1260 Accounting - Bookkeeping (25)		18,000.00	-18,000.00	
52.1265 Accounting - Auditor (25)		15,000.00	-15,000.00	
52.1270 Legal - City Attorney (25)	2,698.50	25,000.00	-22,301.50	10.79 %
52.1275 Professional & Legal Services - Other (25)	4,153.00	6,000.00	-1,847.00	69.22 %
52.1280 Security (25)		2,000.00	-2,000.00	
52.1300 Technical	2,777.08		2,777.08	
52.1310 IT Service (25)	6,643.80	13,000.00	-6,356.20	51.11 %
52.1315 IT Service - Website (25)	40.00	2,000.00	-1,960.00	2.00 %
52.1320 Court Software (25)	180.00	4,200.00	-4,020.00	4.29 %
52.1330 Office Software (25)	311.00	4,000.00	-3,689.00	7.78 %
52.1340 Other Software (25)		1,500.00	-1,500.00	
52.1390 IT-Other (25)	233.36	2,000.00	-1,766.64	11.67 %
52.2100 Cleaning Services (25)	978.50	5,000.00	-4,021.50	19.57 %
52.2110 Disposal (i.e. Garbage Pickup) (25)	29,872.00	120,000.00	-90,128.00	24.89 %
52.2200 Repairs and Maintenance-NON-Employee Services (25)	1,206.60	15,000.00	-13,793.40	8.04 %
52.2210 Repairs and Maintenance - Vehicles-NON Employee Services (25)	4,467.10	3,500.00	967.10	127.63 %



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2220 Repairs & Maintenance-Streets, Roads & Bridges-NON-Employee Services(25)		12,000.00	-12,000.00	
52.2241 Professional Services - Engineering				
52.2241 - Code Enforcement	340.00		340.00	
52.2241 - Engineering Services	9,695.00		9,695.00	
52.2241 - Zoning Administration	5,607.50		5,607.50	
Total 52.2241 Professional Services- Engineering	15,642.50		15,642.50	
52.2242 Professional Services - Accounting	6,477.49		6,477.49	
52.2243 Professional Services - Legal	1,000.00		1,000.00	
52.2244 Professional Services - Security	141.29		141.29	
52.2250 Facility & Grounds Maintenance-NON-Employee Services (25)	59,508.30	10,000.00	49,508.30	595.08 %
52.3100 Insurance, Other than employee benefits (25)		32,000.00	-32,000.00	
52.3200 Communications (25)	1,662.76		1,662.76	
52.3210 Telephone		11,000.00	-11,000.00	
52.3230 Postage (25)	293.06	2,500.00	-2,206.94	11.72 %
52.3300 Advertising (25)	15.99	2,500.00	-2,484.01	0.64 %
52.3400 Printing & Binding (25)		3,000.00	-3,000.00	
52.3500 Travel (25)	4,220.72	7,000.00	-2,779.28	60.30 %
52.3510 Mileage reimbursement (25)	860.28	3,000.00	-2,139.72	28.68 %
52.3520 Per Diem or Meals (25)		2,000.00	-2,000.00	
52.3530 Hotel & Parking (25)		15,000.00	-15,000.00	
52.3540 Other Travel (25)		3,400.00	-3,400.00	
52.3600 Dues and fees (25)	1,435.53	7,000.00	-5,564.47	20.51 %
52.3610 Bank Charges (25)		500.00	-500.00	
52.3620 Membership Dues (25)		1,100.00	-1,100.00	
52.3700 Training and Education (25)	750.00	4,000.00	-3,250.00	18.75 %
52.3710 Conference Fees (25)		6,500.00	-6,500.00	
52.3850 Contract Labor (25)		1,000.00	-1,000.00	
53.1105 Cleaning Supplies (25)		1,000.00	-1,000.00	
53.1110 Office Supplies (25)	869.68	10,000.00	-9,130.32	8.70 %
53.1115 Pavilion Rental Expenses (25)		500.00	-500.00	
53.1125 Facility & Grounds Supplies (25)	1,235.57	20,000.00	-18,764.43	6.18 %
53.1130 OTHER - General Supplies (25)		10,000.00	-10,000.00	
53.1135 Employee Uniforms (25)	235.40	1,000.00	-764.60	23.54 %
53.1140 Community Events (25)		7,500.00	-7,500.00	
53.1210 Water/Sewerage - ENERGY (25)	554.72	2,500.00	-1,945.28	22.19 %
53.1220 Natural Gas - ENERGY (25)	67.20	1,000.00	-932.80	6.72 %
53.1230 Electricity - ENERGY (25)	7,543.09	45,000.00	-37,456.91	16.76 %
53.1235 Cable - ENERGY (25)		8,000.00	-8,000.00	
53.1240 Bottled Gas	289.08		289.08	



City of Walnut Grove

Budget vs. Actuals: FY25 Budget by Department - FY25 P&L Classes

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53.1270 Gasoline - ENERGY (25)	2,829.13	7,000.00	-4,170.87	40.42 %
53.1300 Food (25)	81.00	3,500.00	-3,419.00	2.31 %
53.1600 Small Equipment (25)		3,000.00	-3,000.00	
53.1700 Other Supplies (25)		500.00	-500.00	
53.9999 Miscellaneous Expenditures (25)	45.00	1,500.00	-1,455.00	3.00 %
54.2100 Machinery (25)		5,000.00	-5,000.00	
54.2300 Furniture and Fixtures (25)		2,000.00	-2,000.00	
57.1000 Intergovernmental (25)		500.00	-500.00	
57.1100 Walton County Board of Commissioners (25)	9,294.68	13,000.00	-3,705.32	71.50 %
57.3100 Library (25)		70,000.00	-70,000.00	
57.3300 Peace Officer Annuity/Benefit Fund (25)	1,090.34	4,000.00	-2,909.66	27.26 %
57.3320 Crime Lab Fees (25)		50.00	-50.00	
57.3340 Drivers Ed/Training Fund (25)		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education (25)		1,000.00	-1,000.00	
57.3375 County Jail Fund (25)	824.44	1,500.00	-675.56	54.96 %
57.3380 Peace Officer - Prosecutor's Fund (25)		1,500.00	-1,500.00	
57.3385 Local Victim Assist. Fund (25)	405.71	2,000.00	-1,594.29	20.29 %
57.3390 GA Crime Victims Assist. Program (25)		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund (25)		500.00	-500.00	
57.3392 Sheriff's Retirement Fund of GA (25)	142.00	600.00	-458.00	23.67 %
57.3393 GSCCCA Payouts (25)	1,774.08	12,000.00	-10,225.92	14.78 %
58.1000 Debt Service - Principal (25)	5,989.22	33,200.00	-27,210.78	18.04 %
58.2000 Debt Service - Interest (25)		2,800.00	-2,800.00	
Payroll Expenses	50.00		50.00	
Wages	3,475.00		3,475.00	
Total Payroll Expenses	3,525.00		3,525.00	
Payroll Taxes - Social Security	1,924.58		1,924.58	
Reimbursements	2,353.60		2,353.60	
Total Expenses	\$288,493.94	\$1,159,500.00	\$-	24.88 %
			871,006.06	
NET OPERATING INCOME	\$472,333.19	\$-57,100.00	\$529,433.19	-827.20 %
NET INCOME	\$472,333.19	\$-57,100.00	\$529,433.19	-827.20 %

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. _____

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE
CITY OF WALNUT GROVE, GEORGIA**

TO AMEND CHAPTER 3 OF THE CODE OF ORDINANCES (ADMINISTRATION) OF WALNUT GROVE, GEORGIA TO CREATE THE POSITION OF CITY ADMINISTRATOR; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

WHEREAS, the governing authority of the City of Walnut, Georgia desires to amend its code of ordinances to create the position of city administrator; and

WHEREAS, the health, safety, and welfare of the citizens of Walnut Grove, Georgia, will be positively impacted by the adoption of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of same, as follows:

SECTION 1. That Section 3, Article V of Code of Ordinances of Walnut Grove, Georgia be hereby added to create the following:

“ARTICLE V. - CITY ADMINISTRATOR

Sec. 3-501. - Selection and appointment.

The mayor and council shall appoint by affirmative vote of a majority of a quorum of its members a city administrator, who shall be the administrative head of the city government and shall be responsible for the administration of all departments.

Sec. 3-502 . - Term and compensation.

The city administrator shall serve at the pleasure of the mayor and council and shall receive such compensation and benefits as the mayor and council shall determine through an employment contract.

Sec. 3-503. - Role in city's organizational structure.

(a) The city administrator shall serve as the mayor and city council's liaison with the city's employees. The administrator shall serve as the immediate supervisor for each of the city's department heads.

(b) In keeping with the city's organizational structure, except for the purpose of informal inquiries or upon approval of the city council, the individual members of the city council shall deal with city officers and employees who are subject to the direction or supervision of the city administrator solely through the city administrator, and the members of the city council shall not give orders or job related direction to any such officer or employee, either publicly or privately.

(Ord. (W-6-13) of 5-7-13)

Sec. 3-504. - Purchasing limits.

(a) All purchases by the city administrator to pay out money in excess of the sum of one thousand dollars (\$1,000.00) shall be approved through the budget, or approved in writing by the mayor and city council.

(b) In case of accident, disaster, or other circumstance creating a public emergency, the city administrator may make purchases for the purpose of meeting the emergency up to ten thousand dollars (\$10,000.00).

(c) The city administrator shall file within two (2) business days with the mayor and council documentation showing the necessity for the action taken pursuant to subsection (a) or (b) above, together with an itemized account of all expenditures.

Sec. 3-505. - Powers and duties.

71.

The city administrator shall be the chief administrative officer of the city, and shall be responsible to the mayor and council for the proper administration of the city. To that end, the mayor and council delegate to and provide for the city administrator to have the following powers and duties:

(1) Direct and supervise the administration of all departments and employees of the city, except as otherwise provided by City Charter or by state and federal law.

(2) Hires employees and, when the city administrator deems it necessary for the good of the city, suspension or removal of city employees, except as otherwise provided by personnel policies.

(3) Shall have authority to approve the salaries and compensation for all city employees in accordance with the city budget and the city pay and classification plan approved by the mayor and council;

(4) Has the authority to appoint or temporarily act as a department head should the position be vacated;

(5) Prepare, revise and/or amend an employee personnel policy, subject to the approval of the mayor;

(6) Requiring any department or employee under the city administrator's supervision to submit written reports, attend meetings and to provide other information deemed necessary;

(7) Assists the mayor with preparing the budget annually and submitting it to the council for approval and be responsible for its administration after adoption;

(8) Prepare and submit to the mayor and council at the end of the fiscal year a complete report on the finances and administrative activities of the city;

(9) Keep the mayor and council advised of the financial condition and future needs of the city and make such recommendations as may be deemed fiscally responsible;

(10) Oversee the purchase of all materials, supplies, and equipment for which funds are provided in the budget pursuant to fiscal guidelines set forth by the mayor and council;

- 31.
- (11) Shall have the authority to sign checks on behalf of the city in accordance with fiscal guidelines established by the mayor and council;
 - (12) Attend all city council meetings, unless excused therefrom, and take part in the discussion of all matters coming before council, when requested;
 - (13) Assists the mayor in ensuring that all laws and ordinances are duly enforced;
 - (14) May investigate all non-criminal complaints or inquires in relation to matters concerning the administration of the government of the city;
 - (15) Shall have the right to request the counsel, advice or opinion of the city attorney concerning any matter affecting the interest of the city;
 - (16) Assist the mayor and council in developing long term goals for the city and strategies to implement these goals;
 - (17) Advise the mayor within a reasonable amount of time any reported situation in the city that would likely attract negative public attention and/or create press inquiries;
 - (18) Perform such other duties as may be required by the mayor and council, not inconsistent with the City Charter, law or ordinances.

Sec. 3-506. - Removal of city administrator.

- (a) The city administrator works at the pleasure of the mayor and city council and may be removed from office with or without cause by an affirmative vote of a majority of all its members.
- (b) The mayor and council shall provide the city administrator with notice of five (5) business days prior to any action for removal that does not involve cause for a criminal nature.

(Ord. (W-6-13) of 5-7-13)

Sec. 3-507. - Acting city administrator.

- (a) If, on account of the temporary absence or disability of the city administrator beyond thirty (30) days, it should be necessary in the judgment of the mayor and council to designate some

person to serve as acting city administrator during the temporary absence or disability of the city administrator, the mayor and council may appoint a temporary city administrator, and fix his compensation. The mayor and council may, by resolution, appoint any qualified person to perform the powers, duties, and functions of the city administrator until the city administrator shall return to the city, the disability ceases, or the mayor and council appoints a new city administrator.

(b) In the event of a vacancy in the position of the city administrator, the mayor and council may designate by resolution a person as acting city administrator, who shall exercise all powers, duties, and functions of the city administrator until a city administrator is appointed.

(c) No member of the city council shall be appointed city administrator during the term of office for which they are elected or for a period of one (1) year thereafter.”

SECTION 2. Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove, Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the Comprehensive Land Development Plan of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Plan in such a way as to be clear and orderly.

SECTION 3. This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

SECTION 4. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

It is so ordained on this ____ day of October, 2024.

City of Walnut Grove, Georgia

Stephanie Moncrief, Mayor

ATTEST:

Kimberly Whitlow, City Clerk

APPROVED AS TO FORM:

Anthony O. L. Powell, City Attorney
Powell & Edwards, P.C.

**FOR THE PURPOSES OF SATISFYING SECTION 2.26 OF THE CHARTER OF
WALNUT GROVE**

Clerk submitted this approved Ordinance to the Mayor- Date: _____

Mayor signed Ordinance (if applicable) - Date: _____

Mayor returned written statement for Veto (if applicable)- Date: _____

Council meeting Veto was presented back to Council (if applicable)- Date: _____