

STATE OF GEORGIA

CITY OF WALNUT GROVE

ORDINANCE NO. 2024-05

**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 Groves, 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.

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;

(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.

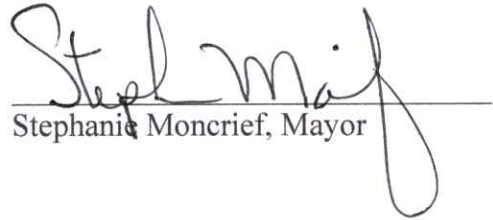
SECTION 4. It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase,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

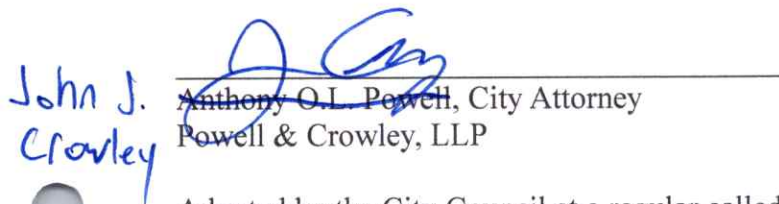
SO ORDAINED 27 this of March 2025.
(this ordinance was passed by council on July 11, 2024)


Stephanie Moncrief, Mayor

ATTEST:


Lynn Heard, City Clerk

APPROVED AS TO FORM:


John J. Crowley
Anthony O.L. Powell, City Attorney
Powell & Crowley, LLP

Adopted by the City Council at a regular called meeting on July 11, 2024

4 Council members voting in favor

0 Council members voting against

0 Council members voting abstaining