

**CITY OF WRENS  
CODE OF ORDINANCES  
TITLE 2  
CHAPTER 4**

**CHAPTER 4**

**Administration**

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Sec. 2-4-1 City Clerk; duties.

In addition to the duties of the City Clerk under the City charter, the City Clerk shall perform the following duties:

- a. be the custodian of the City seal and affix its impression on documents whenever required;
- b. preserve the codes, records and documents belonging to the City and maintain a proper index to all records and documents;
- c. receive all money due the City, including taxes, licenses and fees, and payout the same only upon orders of the mayor and council; and
- d. perform any other duties as may be required by the mayor and council.

Sec. 2-4-2 City attorney; duties.

The City attorney shall be the legal advisor and representative of the City and in that capacity shall:

- a. prepare ordinances when so requested by the mayor and council;
- b. prepare for execution all contracts and instruments to which the City is a party when so requested and approve, as to form, all ordinances, bonds and City contracts; and
- c. render any other legal services as may be required by the mayor and council.

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Sec. 2-4-3 City Administrator; qualifications; duties; removal.

- a. It shall be the duty of the City Administrator to execute and administer the policies of the City government fixed by the mayor and council, and to have authority over all administrative matters of the City and to be accountable only to the mayor and council. The City Administrator shall be selected by the mayor and council on the basis of ability, experience in or his/her knowledge of practice in respect to the duties of his/her office and experience and familiarity in dealing with state and federal agencies in City-related matters. During his/her tenure of office, the City Administrator shall reside within the City of Wrens, normal moving and transfer of residence time excepted, and shall devote his entire time to the duties of his office and shall not engage in any other business or profession.
  
- b. The City Administrator shall:
  1. see that the laws of the state and the ordinances, resolutions, rules and regulations of the City are faithfully executed and enforced;
  2. prepare the agenda and attend meetings of the mayor and council and recommend for adoption any measure deemed proper and suitable for the City;
  3. make reports to the mayor and council from time to time upon the affairs of the City and keep the mayor and council fully advised of the City's financial condition and its future needs;
  4. correspond with state and federal agencies and departments, regarding state or federal qualifications or rules for the City, or grants or loans available to the City, and report such correspondence to the mayor and council;
  5. upon the direction and advice of the mayor and council, appoint and suspend or remove all City employees, except the City recorder, recorder pro-tem, City attorney, City treasurer, or City Clerk, in accordance with such general rules, regulations, policies or ordinances as the mayor and council may adopt;
  6. prepare and submit the annual budget and capital program to the mayor and council;
  7. direct and supervise the administration of all departments, properties, and operations of the City, subject to the general direction and control of the mayor and council;
  8. investigate the affairs, records, accounts, and expenditures of the various commissions and boards created by the City and report thereon at least once a year to the mayor and council;
  9. have the right to request the council, advice or opinion of the City attorney concerning any matter affecting the interest of the City;
  10. act in a liason capacity on behalf of the mayor and council with boards, offices, agencies, and commissions of the City;
  11. attest contracts, deeds, licenses, and other public documents on behalf of the City with the City Clerk as an alternate attesting signatory, after approval of the mayor and council;

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12. exercise any other powers and perform any other duties required or authorized by the mayor and council and not inconsistent with the charter, code or ordinances of the City.
- c. The City Administrator may be removed:
  1. The mayor and council may remove the City Administrator by a majority vote adopting a resolution to that effect. In the event the Administrator is sought to be removed by the action of the mayor and council, he shall be entitled to a written notice specifying the ground or grounds for removal, with termination to become effective not sooner than 30 days from receipt of said notice. The City Administrator, may within 10 days after notice of adoption of such resolution, reply in writing and may request a public hearing, which shall be held not earlier than 15 or later than 25 days after the filing of such request. The action of the mayor and council in removing the City Administrator, however, shall be final.
  2. When there shall be a vacancy in the office of the City Administrator, the duties and functions of the City Administrator shall be discharged by the mayor and council.

Sec. 2-4-4 Departments established.

The following departments of the City are hereby established:

- a. administrative:
- b. police:
- c. fire:
- d. gas;
- e. public works;
- f. water;
- g. sanitation; and
- h. building and grounds.

Sec. 2-4-5 Personnel policies and procedures.

- a. The City of Wrens Personnel Policy adopted November 9, 1999 is hereby enacted and made an ordinance of the City and all provisions of previous ordinances and resolutions in conflict herewith are repealed. Said personnel policy is incorporated

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into this code and made a part hereof as fully as if set out at length herein and amendments made thereto.

- b. One (1) copy of the personnel policy shall remain permanently in the office of the City Clerk and one (1) copy permanently in the office of the City Administrator. Any employee of the City or resident thereof may copy all or a portion of the personnel policy upon paying such reasonable copying fees as the City may from time to time establish. Copies shall be distributed to department heads and employees pursuant to those provisions established within the personnel policy.

Sec. 2-4-6 Holidays.

The following days are designated as official holidays of the City:

- a. New Year's Day (January 1)
- b. National Memorial Day (last Monday in May);
- c. Independence Day (July 4);
- d. Labor Day;
- e. Thanksgiving Day and the following Friday; and
- f. Christmas Eve and Christmas Day (December 24, 25).

Secs. 2-4-7 through 2-4-10 reserved.

Sec. 2-4-11 Social Security coverage extended.

It is hereby declared to be the policy and purpose of the City to extend at the earliest date possible under the agreement entered into by the State of Georgia and the Federal Social Security Administration, to the employees and officials thereof, and its instrumentalities, not excluded by law or by Section 2-4-11 through 2-4-16, the benefits of the System of Old Age and Survivors Insurance as authorized by the Federal Social Security Act, the State Enabling Act, and amendments thereto. In pursuance of said policy, and for that purpose, the City shall take such action as may be required by applicable state or federal laws or regulations.

Sec. 2-4-12 Social Security agreements; coverage of firefighters.

The mayor, or other chief executive officer, of the City is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Employees' Retirement System of Georgia for coverage of said City employees and officials as provided for in Section 2-4-11 hereof, to include any employees that are in positions covered by a public retirement

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system, in the manner provided by said law. Specifically, employees covered by the Georgia Firemen's Pension Fund are included in the City's social security program.

Sec 2-4-13 Social Security salary deductions.

Withholdings from salaries or wages of employees and officials for the purpose provided for in Section 2-4-11 hereof are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the appropriate agency.

Sec 2-4-14 Social Security Appropriations by City.

There shall be appropriated from general funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions and administrative expenses, and such funds shall be paid over to the Employees' Retirement System of Georgia in accordance with regulations established by said agency.

Sec. 2-4-15 Social Security records and reports.

The City shall keep such records and make such reports as may be required by applicable state or federal laws or regulations.

Sec. 2-4-16 Social Security excluded personnel.

There is hereby excluded from Section 2 any authority to make any agreement with respect to any position, or any employee or official not authorized to be covered by applicable state or federal laws or regulations.