



**CITY OF WALTON, KENTUCKY
ORDINANCE NO. 2025-12**

**AN ORDINANCE OF THE CITY OF WALTON, KENTUCKY,
AMENDING CHAPTER 31 OF THE WALTON CODE OF
ORDINANCES BY AMENDING SECTION 31.35 THEREIN, AND
CREATING SECTION 31.38 THEREIN, IN ORDER TO
ESTABLISH THE NONELECTED CITY OFFICE OF CITY
ADMINISTRATOR.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WALTON,
KENTUCKY AS FOLLOWS:

SECTION ONE

Section 31.35 of the City of Walton Code of Ordinances is hereby amended as follows:

§ 31.35 ESTABLISHMENT OF NONELECTED CITY OFFICES.

(A) All nonelected city offices shall be created by ordinance which shall specify:

- (1) Title of office;
- (2) Powers and duties of office;
- (3) Oath of office; and
- (4) Bond, if required;

(B) All nonelected city officers shall be appointed by the Mayor with approval of City Council.

(C) All non-elected officers may be removed by the Mayor at will unless otherwise provided by statute or ordinance. Upon removal of a non-elected officer at will, the Mayor shall give the officer a written statement setting forth the reason or reasons for the removal. However, this requirement shall not be construed as limiting in any way the at-will dismissal power of the Mayor.

(D) The following are nonelected city officers:

- (1) City Clerk.
- (2) City Attorney.

(3) City Administrator

SECTION TWO

New Section 31.38 of Chapter 31 of the City of Walton Code of Ordinances is hereby created as follows:

§ 31.38 CITY ADMINISTRATOR.

(A) The city hereby establishes the office of City Administrator.

(B) The characteristics of the office of City Administrator are as follows: Under general administrative, executive and legislative direction, coordinates all phases of city operation, serves as personnel officer, purchasing agent, and chief financial officer of the city, and performs other work as required.

(C) The duties and responsibilities of the City Administrator are as follows: Develop agenda for all City Council meetings; attend regular and special meetings of Council; implement and execute directives of the Mayor and policy formulation of overall problems of the city; serve as Personnel Administrator under the Personnel Policy for the city, with authorization to hire part-time, seasonal and full-time temporary employees; responsible for preparation and administration of budgets; prepare and present status and disposition reports on Council directives, for the condition of the city, and new business to be considered; plans for, directs, and evaluates all phases of municipal operations including legal, engineering, fiscal, personnel, police and fire protection, tax assessments and fee collection, building and zoning, parks and recreation, and maintenance programs; serve as representative and liaison with other governmental and service agencies; address civic and social groups on municipal programs and projects; meet with residents on matters relating to municipal services; and act as spokesperson for the city with news media.

(D) Training and experience for the position of City Administrator are as follows: Graduation from an accredited college or university with a degree in public administration, business or closely related field supplemented by three years of progressively responsible experience in management; or any combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform effectively the duties of the position.

(E) Knowledge, skills and abilities for the office of City Administrator are as follows: Extensive knowledge of the principles and practices of contemporary private or public administration; working knowledge of legal and technical aspects of operations and equipment; working knowledge of executive and legislative policies, procedures and practices; ability to establish and maintain effective working relationships with employees, public and private officials, and the general public; ability to communicate effectively, orally and in writing; initiative and resourcefulness; leadership and administrative abilities; analytical ability; tact; diplomacy; patience; integrity; and sound judgment.

(F) Performance of all other duties and responsibilities required of the City Administrator by statute or Ordinance; and as delegated by the Mayor.

(G) Before entering on the duties of his office, the City Administrator shall take the oath as required by Section 228 of the State Constitution.

(H) Bond for the City Administrator shall be required in the amount as set forth in KRS 65.067.

(I) Compensation for the office of City Administrator shall be as provided by separate Ordinance of the City, the annual budget, or by separate contract.

SECTION THREE

This Ordinance shall take effect and shall be in full force upon adoption and publication according to law.

SECTION FOUR

All Ordinances or parts of any Ordinances in conflict herewith, to the extent of the conflict, if any, are hereby repealed.

SECTION FIVE

If any sentence, clause, section or part of this Ordinance or the application thereof to any particular situation is, for any reason, found to be unconstitutional, illegal or invalid, the invalidity of any provision of this Ordinance shall not affect the validity of any other provisions hereof, and such other provisions shall remain in full force and effect as long as they remain valid in the absence of that provision determined to be invalid.

SECTION SIX

This Ordinance may be read and published in summary form.

PASSED AND APPROVED ON FIRST READING BY 4 OF 6 MEMBERS OF CITY COUNCIL ON THE 26th DAY OF June, 2025.

PASSED AND APPROVED ON SECOND READING BY 5 OF 6 MEMBERS OF CITY COUNCIL ON THE 1st DAY OF July, 2025.

APPROVED:

TERRI COURTNEY, MAYOR

ATTEST:

REBECCA McCLURE, CITY CLERK

DATE OF PUBLICATION: _____