

AN ORDINANCE TO SET MEETING TIMES AND PLACES FOR THE CITY COUNCIL, TO PRESCRIBE FUNCTIONS OF DEPARTMENTS, TO PROVIDE FOR THE APPOINTMENT OF HEADS OF DEPARTMENTS, TO SET TIMES FOR CONVENING MUNICIPAL COURT, TO PRESCRIBE RULES AND REGULATIONS FOR ELECTIONS, TO ELECT METHOD OF PROPERTY ASSESSMENT, DATE WHEN TAXES FALL DUE, AND METHOD OF PAYMENT, TO ESTABLISH THE FISCAL YEAR, TO PROVIDE FOR THE PREPARATION OF A BUDGET, TO PRESCRIBE PURCHASING PROCEDURES, AND TO MAKE ALL PROVISIONS NECESSARY FOR COMPLYING WITH THE PROVISIONS OF THE CITY CHARTER OF THE CITY OF HAMPTON ENACTED BY THE STATE LEGISLATURE IN THE 1975 SESSION AND TO BE EFFECTIVE JULY 1, 1975:

THE COUNCIL OF THE CITY OF HAMPTON HEREBY ORDAINS:

THAT the City Council shall meet at 7:30 PM on the second Tuesday of each month in the City Hall.

THAT the services of the City of Hampton shall be provided through three departments: The maintenance department under the charge of the superintendent; the police department under the charge of the chief of police; and the administrative department under the charge of the assistant city clerk. The maintenance department shall repair, operate and maintain the sewerage system, the water system, the electrical system, all city streets and all city property, The police department shall enforce the ordinances of the City Council, the laws of the State of Georgia, and maintain order in the City of Hampton. The administrative department shall assist the city clerk, collect all taxes, maintain the city accounting system, collect all sums due the city, pay obligations due from the city when properly

certified as due and payable, maintain custody of all city funds, keep all personnel records and perform all personnel services, and perform such other administrative functions as directed by the mayor or the city clerk.

THAT all heads of departments shall be appointed by the mayor with the concurrence of no less than three members of the City Council.

THAT the Municipal Court of the City of Hampton shall convene the first Monday in each month at 6:00 PM.

THAT City elections of the City of Hampton shall be held as prescribed in the city charter, in accordance with the laws of the state of Georgia, at the usual voting place for city elections in the City of Hampton unless changed by the City Council. The qualifying fee for candidates for the post of mayor shall be \$25.00 and for councilmen \$20.00, payable no later than fifteen days but not more than 45 days prior to the election and paid at the time notice of candidacy is filed in the city clerk's office. The notice of candidacy shall comply with section 34A-901 (c) of the State Municipal Election Code. Elections in the City of Hampton shall be non-partisan. No primaries shall be held. Absentee ballots shall be provided at the office of the city clerk eight days before the election.

THAT the property assessments made by the county for tax purposes shall also be used by the city for tax purposes in accordance with the laws of the State of Georgia.

THAT all property taxes shall be paid in full on or before the due date, December 20. After the due date interest shall be charged

on unpaid taxes at the maximum rate permitted by the State law. The city clerk shall cause fi fas to be served and liens placed on property at his discretion when taxes are more than one year due.

THAT the fiscal year of the City of Hampton shall be from December 1 through November 30.

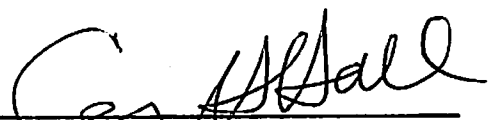
THAT an operating budget and a capital improvements budget shall be prepared as set forth in the city charter each year by the chairman of the finance committee of the city council and submitted to the Mayor who shall further submit the budgets to the city council with such recommendations as he deems fitting.

THAT purchasing procedures shall be as set forth in regulations passed by resolution of the city council.

THAT all provisions of the city charter effective July 1, 1975 that are required to be amplified by ordinance have been herein covered or are adequately covered by another ordinance.

Adopted as amended at a regular meeting of the Mayor and City Council on July 8, 1975.


MAYOR GLENN MITCHELL


CITY CLERK CARY H. HALL