

ORDINANCE NO. 17-463

AN ORDINANCE APPOINTING A CITY ADMINISTRATOR FOR THE TOWN OF MOUNT CARMEL, TENNESSEE

WHEREAS, *Tennessee Code Annotated* § 6-3-106 gives the Mayor of the Town of Mount Carmel certain duties unless otherwise designated by the Board of Mayor and Aldermen; and

WHEREAS, the Board of Mayor and Aldermen of the Town of Mount Carmel wish to modify the present method of operation to provide for the administration of the Town's affairs by a full-time city administrator rather than by a part-time city administrator; and

WHEREAS, the position of City Administrator has already been created and codified in the Mount Carmel Code of Ordinances at Chapter 6, § 1-601; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE AS FOLLOWS:

Section 1. The Board of Mayor and Aldermen shall hire a City Administrator to serve at a salary set by the Board of Mayor and Aldermen.

Section 2. The City Administrator position shall be endowed with the following duties, as set forth in *Tennessee Code Annotated* §§ 6-3-106 and 6-4-101;

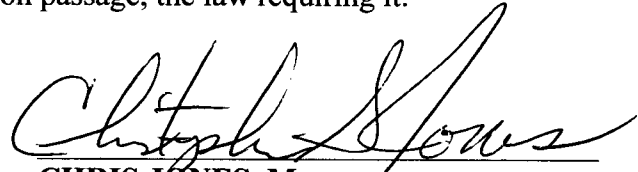
- (1) Administer the business of the municipality;
- (2) Make recommendations to the Board of Mayor and Aldermen for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
- (3) Keep the Board of Mayor and Aldermen fully advised as to the conditions and needs of the municipality;
- (4) Report to the Board of Mayor and Aldermen the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
- (5) Recommend to the Board of Mayor and Aldermen and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
- (6) Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and propose personnel policies and procedures for approval of the Board of Mayor and Aldermen; and
- (7) Act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business;

- (8) Prepare and submit the annual budget and capital program to the Board of Mayor and Aldermen for their adoption by ordinance;
- (9) Employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with personnel policies and procedures, if any, adopted by the board; and
- (10) Perform such other duties as may from time to time be designated or required by the board.

Section 3. In performing the duties outlined in Section 2 of this Ordinance, the City Administrator shall be answerable only to the Board of Mayor and Aldermen acting as a body at an open meeting.

Section 4. If any provision within this Ordinance is found to be in conflict with prior Ordinances, the contents of this Ordinance shall be deemed to control. Additionally, this Ordinance specifically overturns Ordinance No. 16-432 which granted the Board of Mayor and Aldermen, as well as the Town's department heads, the authority to employ, promote, discipline, suspend and discharge employees.

Section 5. This ordinance shall take effect upon passage, the law requiring it.

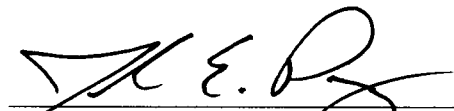

CHRIS JONES, Mayor

ATTEST:


MARIAN SANDIDGE, City Recorder



APPROVED AS TO FORM:


JOHN E. PEVY, Town Attorney

MOTION: Alderman Eugene Christian			
SECOND: Alderman Margaret Christian			
FIRST READING	AYES	NAYS	OTHER
ALDERMAN DIANE ADAMS	X		
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON	X		
ALDERMAN JENNIFER WILLIAMS	X		
VICE-MAYOR CARL WOLFE	X		
MAYOR CHRISTOPHER JONES	X		
TOTALS	7	0	0

PASSED FIRST READING: October 24, 2017

MOTION: Alderman Margaret Christian			
SECOND: Alderman Diane Adams			
SECOND READING	AYES	NAYS	OTHER
ALDERMAN DIANE ADAMS	X		
ALDERMAN EUGENE CHRISTIAN	X		
ALDERMAN MARGARET CHRISTIAN	X		
ALDERMAN WANDA DAVIDSON	X		
ALDERMAN JENNIFER WILLIAMS	X		
VICE-MAYOR CARL WOLFE	X		
MAYOR CHRISTOPHER JONES	X		
TOTALS	7	0	0

PASSED FIRST READING: November 28, 2017

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