

RESOLUTION NO. 64

DESIGNATING ADMINISTRATIVE DUTIES

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

WHEREAS, the Board of Mayor and Aldermen wants to continue the present method of operation;

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Mount Carmel as follows:

Section 1. The administrative duties set forth in Tennessee Code Annotated, §6-4-101, shall be performed by the mayor.

Section 2. The mayor shall employ, promote, discipline, suspend, and discharge all employees and department heads, subject to approval by the Board of Mayor and Aldermen. Any personnel action taken by the mayor shall be in accordance with personnel policies and procedures adopted by the board.

Section 3. The city recorder shall 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, provided that all purchases shall be made in accordance with policies, practices, and procedures established by the board.

Section 4. The mayor shall prepare and submit the annual budget and capital program to the board for its adoption by ordinance.

THIS RESOLUTION will take effect from the date it is approved, the public welfare requiring it.

Ronnie L. Davis
MAYOR

Rita J. Jones
CITY RECORDER

APPROVED AS TO FORM:

Michael A. Faulk
TOWN ATTORNEY