

CITY OF MOUNT CARMEL, TENNESSEE  
BEFORE THE BOARD OF MAYOR AND ALDERMAN  
JUNE 24, 1993

RESOLUTION NO. 94

A RESOLUTION PURSUANT TO MT. CARMEL MUNICIPAL CODE, "CHARTER", CHAPTER 4, PART 1 -- CITY ADMINISTRATOR, SECTION 6-4-101, AUTHORIZING THE BOARD OF MAYOR AND ALDERMAN TO APPOINT A CITY ADMINISTRATOR

WHEREAS, the Town of Mount Carmel Board of Mayor and Alderman "collectively" are charged with the sole responsibility of providing, maintaining and improving the quality and quantity of public services which is advantageous to "all" inhabitants of the municipality; and

WHEREAS, with all due respect to all elected officials, none of which are employed either as part time or full time employees in any capacity and to act as such could be cumbersome to all inhabitants and municipal employees; and

WHEREAS, the Town of Mount Carmel has grown substantially after thirty (30) years of progress without "any" change in organizational structure in an every day changing environment, unlike our sister cities; and

WHEREAS, the founding fathers and framers of the Mount Carmel Charter envisioned the future need for a City Administrator for the prudent management of all business legally presented to the Board; and

WHEREAS, Rita Jones is a proven prudent Administrator of the Town of Mount Carmel and has expressed a willingness to return to work and work with and on behalf of the Board of Mayor and Alderman collectively as City Administrator conditioned upon the passage of an Ordinance adopting Section 6-4-101 et seq, as amended; and

WHEREAS, the public welfare requiring it;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Alderman of the Town of Mount Carmel, Tennessee, effective within ~~thirty~~ <sup>thirty (30)</sup> days of adoption of an ordinance as heretofore stated, the Town of Mount Carmel shall appoint Rita Jones as City Administrator reinstating her seniority or post the job and accept applications.

Approved this \_\_\_\_\_ day of June, 1993.

AYES \_\_\_\_\_

NAYES \_\_\_\_\_

OTHER \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
TOWN ATTORNEY

**AN ORDINANCE AMENDING MOUNT CARMEL MUNICIPAL CODE,  
"CHARTER", CHAPTER 4, PART 1 -- CITY ADMINISTRATOR,  
SECTION 6-4-101, et seq AUTHORIZING THE BOARD OF MAYOR  
AND ALDERMAN TO APPOINT A CITY ADMINISTRATOR**

WHEREAS, the Town of Mount Carmel has grown substantially after thirty (30) years of progress without "any" change in organizational structure in an every day changing environment, unlike our sister cities; and

WHEREAS, it is desirous of all Board members to work in a collectively progressive spirit as one body not part(s) of one, like our sister cities; and

WHEREAS, with all due respect to all elected officials, none of which are employed either as part time or full time employees in any capacity and to act as such could be cumbersome to all inhabitants and municipal employees; and

WHEREAS, the Town of Mount Carmel could be better served by having an experienced City Administrator; and

WHEREAS, the public welfare requiring it;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the Town of Mount Carmel, Tennessee, as follows:

**CHARTER, CHAPTER 4, PART 1 -- CITY ADMINISTRATOR**

Section 6-4-101. Duties of Administrator. shall be amended as hereinafter set forth:

Section 6-4-101. Duties of Administrator.--(a) The Board shall appoint a City Administrator who shall be under the control and direction of the Board. The City Administrator shall report and be responsible to the Board.

(b) The City Administrator shall perform all the following duties:

- (1) Administer the business of the municipality;
- (2) Make recommendations to the Board 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 fully advised as to the conditions and needs of the municipality;

(4) Report to the Board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;

(5) Recommend to the Board 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 may propose personnel policies and procedures for approval of the Board; and

\* (7) Prepare and provide each Board member a monthly comprehensive itemized financial statement, listing by departments, all expenditures for each item purchased from all funds, including all petty cash funds, and likewise, a listing of all income from all sources with full name of source;

\* (8) Act in the capacity of Office Manager and Executive Secretary and perform secretarial duties as required; and

(9) Perform such other duties as may from time to time be designated or required by the Board [Acts 1991, ch. 154, Section 1.]

*all other  
items*

This ordinance shall become effective upon passage, the public welfare requiring.

Passed First Reading \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Passed Second Reading \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
CITY RECORDER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

## PART 1 -- CITY ADMINISTRATOR

shall

6-4-101. Duties of city administrator.--(a) The board ~~may~~ appoint a city administrator who shall be under the control and direction of the board. The city administrator shall report and be responsible to the board.

(b) The ~~board may, by ordinance, require the~~ city administrator to perform ~~all~~ all the following duties:

shall

- (1) Administer the business of the municipality;
- (2) Make recommendations to the board 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 fully advised as to the conditions and needs of the municipality;
- (4) Report to the board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
- (5) Recommend to the board 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 may propose personnel policies and procedures for approval of the board; and
- (7) Perform such other duties as may from time to time be designated or required by the board. [Acts 1991, ch. 154, § 1.]