

Ordinance #173

AN ORDINANCE TO AMEND TITLE 1 OF THE ASHLAND CITY MUNICIPAL CODE BY ADDING A NEW CHAPTER 4 CREATING THE POSITION OF CITY ADMINISTRATOR

WHEREAS, Section 18 of the Charter of the Town of Ashland City provides in part that, "The council by ordinance may establish, abolish, merge, or consolidate offices, positions of employment, departments and agencies of the city..."; and,

WHEREAS, the city council recognizes that hiring a trained management professional to oversee the day-to-day operations of the town is the best way to ensure the town's services are provided in the most efficient and effective manner;

NOW THEREFORE, be it ordained by the Council of the Town of Ashland City, Tennessee as follows:

Section 1

Title 1 of the Ashland City Municipal Code is amended by adding the following new Chapter 4:

Chapter 4

City Administrator

Section

- 1-401. Position created
- 1-402. Qualifications and selection
- 1-403. Tenure and compensation
- 1-404. Duties
- 1-405. To be bonded
- 1-406. Residency requirement

1-401. Position Created. There is hereby created the office and official position of city administrator.

1-402. Qualifications and selection. The city administrator shall, at a minimum, have a bachelor's degree in public administration, business administration, political science, or related field from an accredited college or university with a minimum of three years management or supervisory experience in government or a closely related field, or seven years management or supervisory experience in government or closely related field.

The city administrator shall be appointed by the Mayor and confirmed by majority of city council, and said appointment shall be based solely upon merit, taking into account each candidate's education, work experience, personal skills and technical skills. Provided however, the Mayor and city council members will participate in interviews for the city administrator position and city council members may advise the Mayor as to their preferred candidate.

1-403. Tenure and compensations. The city administrator shall be an officer of the town and serve at the will of the Mayor and city council. The city council shall determine appropriate employee benefits and compensation of the city administrator, and said salary and benefits shall be provided for in the annual budget approved by the council. Nothing in this section shall prohibit the city council from entering into an employment agreement or contract for the position of city administrator.

1-404. Duties. The primary duties of the city administrator include, but are not limited to, the following:

1. Responsible for the daily and efficient operation of city functions and services.
2. Supervise and coordinate all administrative activities of each department and function.
3. Prepares the agenda for city council meetings in consultation with Mayor, council members and department heads.
4. Attend all official meetings of the Council and its committees with the right to take part in all discussions, but not vote.
5. Recommend to the Council the adoption of all such ordinances, resolutions or other action he/she deems necessary.
6. Assist Mayor with preparation and implementation of annual budget for all funds and departments. Charged with oversight of departmental budget development.
7. Coordinate long-range budget planning efforts and prepare capital projects budget for city.
8. Nominate individuals to Mayor for appointment as department head, and supervise the activities of all department heads.
9. Initiate discipline and discharge proceedings against department heads and employees with the concurrence of the Mayor.
10. Make recommendations to the City Council on policies and procedures for an efficient business-like operation of city government.
11. Act as purchasing agent for the city and implement/enforce all purchasing policies and procedures adopted by the Council.
12. Make recommendations to the Council for improving quality and quantity of services to be rendered by the employees to the public.
13. Keep the Council advised as to the condition and needs of the City.
14. Report to the Council the condition of all equipment, buildings and real estate.
15. Monitor all available grant opportunities and administer and coordinate all state and federal grants received by the city.

16. To implement personnel ordinances, rules and regulations as adopted by the Council.
17. Prevent the incurring of expenditure obligations without approval unless funds are available for the expenditure.
18. Responsible for maintaining property and liability insurance.
19. Keep the Council advised as to the financial condition and future needs of the City and make recommendations concerning the affairs of the City.
20. Perform other duties as directed by the Mayor and Council.

1-405. To be bonded. The city administrator shall be bonded in such sum as may be fixed, by and with such surety as may be acceptable to, the city council. The town shall pay the cost of said bond.

1-406. Residency requirement. The city administrator need not be a resident of Ashland City at the time of his or her appointment, but shall establish residency within the town limits within six months after permanently assuming the duties of city administrator.

Section 2

If any provision of this ordinance is held invalid, the remainder shall not be affected thereby.

Section 3

This ordinance shall take effect twenty (20) days from and after its final passage.

Passed 1st reading November 11, 1997

Passed 2nd reading December 9, 1997

Mary Grey Jenkins
Mayor Mary Grey Jenkins

Demetra O'Neal
Demetra O'Neal, City Recorder