

**AN ORDINANCE CREATING THE POSITION OF
CITY ADMINISTRATOR AND SETTING
FORTH THE DUTIES OF THAT OFFICE**

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
TOWN OF SPRING HILL:

SECTION 1. Pursuant to and under the authority of
Section 6-4-101 of Tennessee Code Annotated, Chapter 11 of Title 1
of the Spring Hill Municipal Code is amended to read as follows:

CHAPTER 11

CITY ADMINISTRATOR: CREATION OF POSITION AND DUTIES

SECTION
11-101. Office Established.

There is hereby created, pursuant to Section 6-4-101 of
Tennessee Code Annotated, the position of City Administrator. The
City Administrator shall be appointed by the Board of Mayor and
Aldermen and shall serve at the pleasure of this Board.

SECTION
11-102. Duties.

The City Administrator shall be under the control and
direction of the Board of Mayor and Aldermen to whom he shall
report and be responsible. The City Administrator is authorized to
perform all of the duties prescribed by 6-4-101 of Tennessee Code
Annotated as the same may from time to time be amended, including
specifically the following:

(a) The City Administrator shall be under the control and direction of the Board of Mayor and Aldermen. The City Administrator shall report and be responsible to this Board.

(b) The City Administrator shall be required to perform 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;

(7) Perform such other duties as may from time to time be designated or required by the Board; and

(c) The City Administrator shall oversee, manage and supervise the duties of all employees of the Town of Spring Hill including department heads, the Chief of Police, the City Recorder, the Building Inspector, the Superintendent of Public Works and the Superintendent of the Sewer Disposal System. All of these individuals shall perform any lawful orders or directions from the City Administrator. All employees shall be under the control and supervision of the City Administrator who may prescribe their

duties and responsibilities and the hours in which they discharge their duties. The Board of Mayor and Aldermen may modify or revoke any such orders or directives.

(d) The City Administrator may suspend any employee of the Town of Spring Hill, including department heads, for dereliction of duty or failure to perform duties prescribed by him, the Mayor, or the Board of Mayor and Aldermen. Any such suspension shall be reported to the next meeting of the Board of Mayor and Aldermen which shall act on this suspension. Any suspension can be with or without pay in the discretion of the City Administrator, which decision may be reversed or modified by subsequent action of the Board of Mayor and Aldermen.

(e) The City Administrator may 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 the laws of the State of Tennessee and the policies, practices and procedures established by the Board of Mayor and Aldermen.

(f) The City Administrator shall prepare and submit the initial proposed annual budget and capital programs to the Board of Mayor and Aldermen.

Section
11-103. Compensation.

Compensation of the City Administrator shall be fixed by the Board. Until such time as changed by the Board of Mayor and Aldermen the City Administrator shall be paid the sum of Two Thousand Five Hundred Dollars (\$2,500.00) per month.

SECTION 2. Each section, subsection, paragraph, sentence and clause of this ordinance is hereby declared to be separable and severable. The validity of any section, subsection, paragraph,

sentence, or clause shall not be effected by the invalidity of any other portion of this ordinance, and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted herefrom.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby amended to conform with this ordinance.

Passed and adopted, this 16th day of January, 1995.



FREEMAN COWHERD, MAYOR

ATTEST:



JUNE QUIRK, RECORDER

LEGAL FORM APPROVED:

ROBIN S. COURTNEY,
TOWN ATTORNEY

Passed on 1st Reading: 12-19-1994
Passed on 2nd Reading: 01-16-1995