

ORDINANCE 2025-9

AN ORDINANCE TO AMEND SECTIONS 5-105 AND 5-109 OF THE BELLE MEADE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO CONTRACTS ON BEHALF OF THE CITY, TO BE ADDED AS AN AUTHORIZED SIGNATORY ON CHECKS, DRAFTS OR OTHER WITHDRAWALS ON CITY BANK ACCOUNTS, AND FURTHER TO PROVIDE THAT VENDOR INVOICES MAY BE PAID WITHOUT COMMISSION APPROVAL.

WHEREAS, Section 6-19-104 (a) of the city charter makes the city manager responsible for all city purchasing; and

WHEREAS, Section 6-21-108 of the city charter empowers the city manager to act as purchasing agent for the city and to purchase all materials, equipment, and supplies necessary for the conduct of the city's business; and

WHEREAS, Section 6-19-104 (f) of the charter provides that the board of commissioners may by ordinance delegate to the city manager the authority to enter into binding contracts without specific board approval in routine matters and matters having insubstantial long-term consequences, which has been defined to mean any contract for which expenditure during the fiscal year will be less than twenty-five thousand dollars (\$25,000), under such guidelines and limitations as the board may impose; and

WHEREAS, the board has not previously exercised the authority to delegate the power of contract to the city manager, which has led at times to inefficiencies and delays in the conduct of routine city business; and

WHEREAS, Section 5-105 of the municipal code contains specific provisions as to which officers or elected officials are authorized to sign city checks, drafts, or other obligations, including the mayor, vice mayor, and city recorder, but makes no provision for the city manager to sign checks, despite their being given primary responsibility for city purchasing; and

WHEREAS, Section 5-105 (5) of the municipal code requires that all vendor invoices greater than Five Thousand Dollars (\$5,000) require approval by the board; and

WHEREAS, Section 5-109 (3) of the municipal code requires that all contracts in excess of Three Thousand Dollars (\$3,000) require board approval; and

WHEREAS, the foregoing code provisions are not in keeping with the clear authority given the city manager under the charter, are out of date as to the amounts of money involved, and have likewise led to inefficiency and delay in the conduct of the city's business;

NOW THEREFORE, BASED UPON THE FOREGOING PREMISES, IT IS ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BELLE MEADE AS FOLLOWS:

SECTION 1. Section 5-105 of the municipal code (Withdrawals From Account, Etc.) is hereby amended to add the words "or city manager" at the end of subsections (1) and (2).

SECTION 2. Section 5-105 is further amended to delete subsection (5) in its entirety and to substitute the following therefor:

- (5) A monthly check register shall be provided by the city manager to the board of commissioners on a monthly basis for the board's review.

SECTION 3. Section 5-109 of the municipal code (Purchases and Public Contracts) is hereby amended to delete subsection (3) in its entirety and to substitute the following therefor:

- (3) All contracts involving expenditures of \$25,000 or less and which in the opinion of the city manager, after consultation with the city attorney, are of a routine nature and do not create long-term consequences or liabilities for the city, may be executed by the city manager. The city manager shall require at least three quotations when possible for purchases less than \$25,000. All other contracts shall require board approval, as provided in subsection (4) of this section.

SECTION 4. This ordinance shall become effective fifteen days after its passage, the health, safety, and welfare of the citizens of Belle Meade requiring it.

Passed on First Reading: September 17, 2025

Passed on Second Reading: October 15, 2025

Rusty Moore, Mayor

Rusty Terry, City Recorder