

ORDINANCE NO. 14-2017

**AN ORDINANCE AMENDING ORDINANCE NO. 01-1975
ESTABLISHING THE DUTIES AND RESPONSIBILITIES
OF TOWN MANAGER**

WHEREAS, the Town of Plainfield (the “Town”) has the authority to amend ordinances passed and adopted by the Town; and,

WHEREAS, the Town passed and adopted Ordinance No. 01-1975 on March 10, 1975; and,

WHEREAS, Ordinance No. 01-1975 is currently codified in the Town of Plainfield, Indiana Code of Ordinances as § 31.30 through 31.21; and

WHEREAS, the Town now desires to amend Ordinance § 31.21.

NOW, THEREFORE, BE IT ORDAINED by the Town Council, the Town of Plainfield, Indiana, that Ordinance § 31.21 is amended as follows:

§ 31.21 DUTIES AND RESPONSIBILITIES OF TOWN MANAGER.

Except as otherwise provided by applicable law, and unless directed otherwise by the Town Council, the Town Manager:

(A) Shall attend meetings of the Town Council, Board of Zoning Appeals, Plan Commission, and other such meetings as requested by the Town Council; shall advise the Town Council of all events, proposals, or inquiries that may have an impact on the Town; shall receive complaints and assemble available facts and information to aid the Town Council in responding to significant complaints and issues; and shall recommend actions he deems necessary or desirable;

(B) Shall serve as Secretary of the Plainfield Plan Commission and Board of Zoning Appeals;

(C) Shall hire town employees, other than those in the Town Police Department, Town Court, and Clerk-Treasurer’s office, to fill positions authorized by the Town Council in accordance with pay schedules and standards fixed by the Town Council or applicable law;

(D) Shall assist in the management of all Town departments, and shall receive reports from department heads with respect to day-to-day operations and administrative matters;

(E) Shall supervise all Town personnel, may impose discipline, and, subject to the approval of a majority of members of the Town Council, may

discharge or remove Town employees, except for members of the Plainfield Police Department, Town Court, and Clerk-Treasurer's office.

(F) Shall administer the execution and enforcement of all resolutions, orders, and ordinances of the Town Council and shall see that all state laws required to be administered by the Town Council, or other Town officer subject to the control of the Town Council, are faithfully administered;

(G) Shall assist in the preparation and presentation of the Town budget and shall keep the Town Council apprised of all budgetary expenditures and requirements as they occur;

(H) May, subject to all applicable state laws and Town ordinances, policies, and procedures, execute contracts and make purchases on behalf of the Town;

(I) May delegate any of his or her powers to employees responsible to him or her;

(J) May receive service of summons on behalf of the Town; and

(K) Perform such other legally permissible and appropriate duties and functions as may be required by the Town Council from time to time.

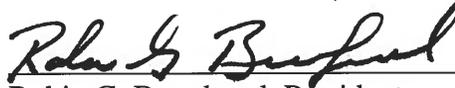
This Ordinance shall be in full force and effect from and after its adoption by the Town Council and upon publication as required by law.

[SIGNATURES ON NEXT PAGE]

PASSED AND ADOPTED by the Town Council of the Town of Plainfield, Indiana, this

24th day of July, 2017.

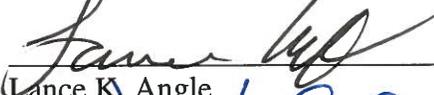
TOWN COUNCIL, TOWN OF PLAINFIELD,
HENDRICKS COUNTY, INDIANA:



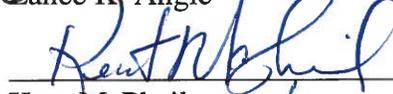
Robin G. Brandgard, President



Bill Kinchoff, Vice President



Lance K. Angle



Kent McPhail



Dan Bridget

ATTESTED BY:



Wesley R. Bennett, Clerk-Treasurer
Town of Plainfield, Indiana

for Wesley R. Bennett