

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 27, 2025

FROM: Adam Hamric, Assistant Town Administrator

SUBJECT: Ordinance 2025-13 - **First Reading** - An Ordinance to Amend the Town Ethics Code for Officials and Employees of the Town of Collierville (§§35.10(B)(9) & 35.11(B)(2)(a))

INTRODUCTION:

The Town is proposing to update its Code of Ethics to transition from a “nominal value” gift standard to a comprehensive “no gifts” policy for all Town officials and employees. This change aligns with guidance from the Tennessee Municipal Technical Advisory Service (MTAS), which encourages municipalities to adopt clear, uniform policies that eliminate ambiguity and reduce the potential for perceived conflicts of interest.

BACKGROUND:

In 2006, the State of Tennessee passed legislation (SB 7001/HB 7001) requiring all local governments to formally adopt a code of ethics by July 2007. In response, the Town codified its ethics policies for officials and employees through Resolution 2006-10. The following year, Ordinance 2007-03 refined these standards by defining what constituted a “nominal” gift, setting specific monetary limits: no single gift could exceed \$25 in value, and multiple gifts from the same source could not total more than \$100 within a twelve-month period. Gifts within these limits have to be disclosed and tracked through the Town Clerk’s office. While these provisions provided clarity at the time, in practice they have proven administratively burdensome and difficult to apply consistently, creating unnecessary risk and the potential for public scrutiny over items of minimal value.

DISCUSSION:

Adopting a no-gift policy ensures equal ethical expectations across the organization, regardless of job title or professional affiliation. This is particularly important for employees who are also bound by professional codes, which restrict or prohibit the acceptance of gifts. A uniform standard strengthens organizational integrity, simplifies compliance, and removes grey areas or potential misinterpretations associated with the previous “nominal value” standard.

The policy includes a single, narrow exception: employees may accept consumable food items, provided they are shared collectively among coworkers in the workplace. This allowance maintains a long-standing cultural tradition of community members expressing appreciation, while ensuring gestures remain communal, transparent, and without individual benefit. Overall, these revisions reinforce the Town’s commitment to transparency, fairness, and public trust in the ethical conduct of Town business.

ATTACHMENTS:

[Ordinance 2025-13.pdf](#)

[Section 35 - Clean Version](#)

[Section 35 - Redline Version](#)

Chapter 18 - Code of Ethical Conduct for Town Employees

PROPOSED MOTION:

To approve Ordinance 2025-13 on first reading.

Board Action: **Motion By**_____ **Seconded By**_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						