

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. DEPARTMENTS.

#### CHAPTER 1

### BOARD OF MAYOR AND ALDERMEN

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. General rules of order.

**1-101. Time and place of regular meetings.** The board of mayor and aldermen shall hold regular monthly meetings on the date and time specified by ordinance. (1988 Code, § 1-101, modified)

**1-102. General rules of order.** The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the board of mayor and aldermen at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1988 Code, § 1-102, modified)

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<sup>1</sup>Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, and plumbing: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

## CHAPTER 2

### MAYOR<sup>1</sup>

#### SECTION

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

1-203. To be bonded.

**1-201. Generally supervises city's affairs.** The mayor shall have general supervision of all city affairs. He shall have control of all municipal improvements and property; shall have exclusive power to make expenditures; shall appoint, subject to confirmation, all department heads; and shall appoint all employees. He may require such reports from officers and employees as he may deem necessary to carry out his responsibilities. (1988 Code, § 1-201)

**1-202. Executes city's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1988 Code, § 1-202)

**1-203. To be bonded.** The mayor shall be bonded in an amount to be determined by the board of mayor and aldermen, with surety acceptable to the board, before assuming the duties of his office. (1988 Code, § 1-203)

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<sup>1</sup>Charter references

Administrative duties of mayor: section 14.

Bond: section 22.

Board of mayor and aldermen: section 7.

Mayor as presiding officer: section 8.

Municipal elections: section 5.

Oath of office: section 21.

Restrictions on candidates: section 6.

**CHAPTER 3****RECORDER<sup>1</sup>****SECTION**

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

**1-301. To be bonded.** The recorder shall be bonded in an amount to be determined by the board of mayor and aldermen with surety acceptable to the board before assuming his duties. (1988 Code, § 1-301)

**1-302. To keep minutes, etc.** The recorder shall keep the minutes of all meetings of the board of mayor and aldermen and shall preserve the original copy of all ordinances in a separate ordinance book. (1988 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the board of mayor and aldermen and for the city which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. He shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers. (1988 Code, § 1-303)

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<sup>1</sup>Charter references

Bond: section 22.

City recorder: section 15.

Oath of office: section 21.

## CHAPTER 4

### DEPARTMENTS

#### SECTION

1-401. Purpose.

1-402. Departments and offices for the City of Dresden.

**1-401. Purpose.** This chapter establishes departments and offices for the city consistent with the provisions of the existing charter for the City of Dresden. (Ord. #2001-04, June 2001)

**1-402. Departments and offices for the City of Dresden.** The City of Dresden Municipal Ordinances are amended by declaring and where necessary adding the following as departments and offices for the city with functions and duties as currently being performed by those employees.

- (1) City recorder.
- (2) Police chief.
- (3) Fire chief.
- (4) Public works director.
- (5) Water plant director.
- (6) General administration--city hall.
- (7) Water department--city hall.
- (8) Park director. (Ord. #2001-04, June 2001)