

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. GOVERNING BODY.
2. MAYOR.
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CHAPTER 1

GOVERNING BODY²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Compelling attendance of board meetings.
- 1-103. Order of business.
- 1-104. General rules of order.
- 1-105. [Deleted.].

1-101. Time and place of regular meetings. The regular meetings of the board of mayor and aldermen shall be held in the city council room located in the Pulaski City Hall on the second (2nd) and fourth (4th) Tuesday of each month at twelve o'clock (12:00) noon commencing on the second (2nd) Tuesday

¹Charter references

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

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter reference

Board of mayor and aldermen: Art. V.

of May, 2003. (1977 Code, § 1-101, as replaced by Ord. #3, 2003, Feb. 2003, and amended by Ord. #6, 2012, Sept. 2012)

1-102. Compelling attendance of board members. Any member of the board of aldermen and/or the mayor of said city who shall absent himself from any regular or regularly called special meeting of the board of mayor and aldermen for more than 3 consecutive meetings without any reason therefor other than illness shall be subject to be tried before the city judge under charges preferred by the city attorney as in a misdemeanor case wherein he shall show cause that any such absences were unavoidable, and in the event said absences, or any one of them, are found to be wilful and/or avoidable then any alderman, aldermen, or mayor shall be subject to a fine not to exceed fifty (\$50.00) dollars for any future absences of a like nature at a regular or regularly called special meeting or shall be subject to impeachment and dismissal under the general law of the State of Tennessee.

Every person seeking the office of alderman or mayor from and after the passage of this ordinance shall sign an agreement provided by the city recorder that he has been apprised of this ordinance and that he agrees to abide thereby. (1977 Code, § 1-102)

1-103. Order of business. At each meeting of the governing body the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Approval of minutes of prior meeting.
- (3) Receipt of city administrator and department reports.
- (4) Concerned citizens remarks regarding agenda items.
- (5) Old business.
- (6) New business.
- (7) Adjournment. (1977 Code, § 1-102, as amended by Ord. #6, 2012, Sept. 2012)

1-104. 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 governing body 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.

It shall be unlawful for any person to interrupt the proceedings of the board or any committee thereof by any noise or disturbance of any kind or by any contemptuous acts, words or conduct.

It shall be unlawful for any person not a member of the board to address the board or to speak before the board without first asking and obtaining permission. (1977 Code, § 1-103, modified)

1-105. [Deleted.] (1977 Code, § 1-105, as amended by Ord. #4, 2001, Feb. 2001, replaced by Ord. #7, 2001, April 2001, amended by Ord. #13, 2001, June 2001, and deleted by Ord. #6, 2012, Sept. 2012)

CHAPTER 2**MAYOR¹****SECTION**

- 1-201. Generally supervises municipality's affairs.
- 1-202. Executes municipality's contracts.
- 1-203. May appoint advisory committees.
- 1-204. Recommendations to board.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all the officers and affairs of the municipality and may require such reports from the various officers and employees of the municipality as he may reasonably deem necessary to carry out his executive responsibilities. (1977 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts as authorized by the governing body. (1977 Code, § 1-202)

1-203. May appoint advisory committees. The mayor may, from time to time, by and with the approval of the board, appoint advisory committees for the purpose of obtaining information and making recommendations to the board. (1977 Code, § 1-203)

1-204. Recommendations to board . The mayor shall, from time to time, recommend to the board such measures as he may deem necessary for the better government of the city. (1962 Code, § 1-204)

¹Charter reference
Mayor: Art. IV.

CHAPTER 3

RECORDER¹

SECTION

- 1-301. To be bonded.
- 1-302. To keep minutes, etc.
- 1-303. To be custodian of city hall.
- 1-304. To maintain inventory of real estate.
- 1-305. Payment of money.
- 1-306. To perform general administrative duties, etc.
- 1-307. Assistant recorder.

1-301. To be bonded. The recorder shall be bonded in the sum of then thousand dollars (\$10,000.00), with surety acceptable to the governing body, before assuming the duties of his office. (1977 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the governing body and shall preserve the original copy of all ordinances in a separate ordinance book. (1977 Code, § 1-302)

1-303. To be custodian of city hall. The city recorder shall be ex officio custodian of the city hall and it shall be his responsibility to see that the same is maintained in the proper manner. (1977 Code, § 1-303)

1-304. To maintain inventory of real estate. The city recorder shall maintain a current inventory of all real estate belonging to the city. (1977 Code, § 1-304)

1-305. Payment of money. It shall be the duty of the city recorder to pay to each officer and employee of the city such salary as has been prescribed. He shall likewise pay current operating expenses, but otherwise, shall pay out money only upon authorization of the board of mayor and aldermen. (1977 code, § 1-305, as amended by Ord. #1, 2002, Feb. 2002)

¹Ord. #10, 1994, available in the office of the recorder, adopts by reference the requirements of Public Acts of 1994, chapter 648, providing for certification of the recorder.

Municipal code reference

To collect parks and recreation usage fees: title 20, chapter 3.

1-306. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the governing body and for the municipality which are not expressly assigned by the charter or this code to another corporate officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the municipality shall provide. (1977 Code, § 1-306)

1-307. Assistant recorder. (1) There is hereby created and established the office of assistant city recorder of the City of Pulaski, Tennessee, who shall be elected by the board of mayor and aldermen.

(2) [Repealed.] This subsection repealed by Ord. #5, 1993, § 2.

(3) The salary of said officer shall be fixed by said board.

(4) Said officer shall be bonded in the sum of ten thousand dollars (\$10,000.00) with surety acceptable to the board before assuming the duty of said office.

(5) The duties of said officer shall be assigned by the recorder.

(6) The assistant recorder of the City of Pulaski, Tennessee, may be assigned additional duties by the board of mayor and aldermen and may hold additional offices at the discretion of the board. (1977 Code, § 1-307)

CHAPTER 4

DEPARTMENT MANAGERS

SECTION

1-401. Department supervisors.

1-402. [Deleted].

1-401. Department supervisors. There are hereby created and established the offices of supervisor of the street and sanitary department, supervisor of airport facilities, supervisor of parks and recreation, supervisor of building and codes, supervisor of the water and sewer department and supervisor of the natural gas department. All such supervisors shall be deemed employees pursuant to the Personnel Rules and Regulations of the City of Pulaski and shall serve under the director of public works. Any vacancies in such supervisor positions shall be filled according to said personnel rules and regulations. (1977 Code, § 1-401, as replaced by Ord. #8, 2001, April 2001, and amended by Ord. #6, 2012, Sept. 2012)

1-402. [Deleted]. This section was deleted by Ord. #3, 2000, July 2000. (1977 Code, § 1-402, as deleted by Ord. #3, 2000, July 2000)

CHAPTER 5

[DELETED]

This chapter was deleted by Ord. #3, 2001, Feb. 2001.

CHAPTER 6

PURCHASING AGENT

SECTION

1-601. Office created; recorder to discharge duties or make appointment.

1-602. Duties.

1-603. Public advertisement and competitive bidding.

1-601. Office created; recorder to discharge duties or make appointment. As provided in Tennessee Code Annotated, 6-56-301, et. seq., the office of purchasing agent is hereby created and the city recorder shall faithfully discharge the duties of said office or appoint an individual to make purchases for the City of Pulaski. Purchases shall be made in accordance with the Municipal Purchasing Law of 1983 and amendments thereto, this chapter and purchasing procedures approved by the governing body. (1977 Code, § 1-1601)

1-602. Duties. The purchasing agent, or designated representative, as provided herein, shall purchase materials, supplies, services and equipment, provide for leases and lease-purchases and dispose of surplus property in accordance with purchasing procedures approved by the governing body and filed with the city recorder. (1977 Code, § 1-1602)

1-603. Public advertisement and competitive bidding. Public advertisement and competitive bidding. All purchases made by the City of Pulaski shall be preceded by public advertisement and competitive bidding when the dollar amount is over twenty-five thousand dollars (\$25,000.00). At least three (3) written quotations shall be required whenever possible for purchases costing less than twenty-five thousand dollars (\$25,000.00) but more than ten thousand dollars (\$10,000.00). Purchases of like items shall be aggregated for purposes of the bid threshold. (as added by Ord. #10, 2001, April 2001, amended by Ord. #6, 2012, Sept. 2012, and replaced by Ord. #2, 2015, Feb. 2015, and Ord. #7, 2015, Sept. 2015)

CHAPTER 7

DIRECTOR OF PUBLIC SAFETY

SECTION

1-701. Creation of director of public safety position.

1-702. Appointment.

1-703. Duties.

1-704. [Deleted.]

1-705. [Deleted.]

1-701. Creation of director of public safety position. There is hereby established in the city a position of director of public safety. (1977 Code, § 1-1701)

1-702. Appointment. The duties of the director of public safety shall incorporate the management of both the police and fire departments within the city. (1977 Code, § 1-1702)

1-703. Duties. It shall be the duty of the director of public safety to coordinate all the efforts of both the city police and fire departments in fulfilling the mandates of both departments as provided by ordinances of this body, the rules and regulations of the State of Tennessee and its statutory duties and all federal laws and regulations applicable to both agencies. (1977 Code, § 1-1703)

1-704. [Deleted]. (1977 Code, § 1-1704, as deleted by Ord. #6, 2012, Sept. 2012)

1-705. [Deleted.] (1977 Code, § 1-1705, as deleted by Ord. #6, 2012)

CHAPTER 8

DELETED

(this chapter was deleted by Ord. #14,2016, Dec. 2016)

CHAPTER 9

CITY ADMINISTRATOR

SECTION

1-901. Office created.

1-902. Appointment.

1-903. Duties.

1-901. Office created. There is hereby created the office of city administrator. (as added by Ord. #12, Aug. 2007)

1-902. Appointment. The city administrator shall be appointed by the board of mayor and aldermen and shall be provided with an employment agreement that spells out the terms of employment, salary, benefits, and procedures for termination. (as added by Ord. #12, Aug. 2007)

1-903. Duties. The city administrator shall perform the following duties subject to the direction and approval of the board of mayor and aldermen:

(1) Advise the board of mayor and aldermen about the conditions, needs, and recommended improvements of the city;

(2) Make periodic reports to the board of mayor and aldermen concerning the financial condition of the city and needs of the city's facilities and equipment;

(3) To serve as city purchasing agent.

(4) To supervise and coordinate all administrative functions of the city;

(5) Establish a priority schedule for projects involving public works;

(6) To serve as personnel director with the authority to promote, demote, employ, and terminate employment consistent with the personnel policies and the city charter;

(7) To prepare and submit the annual budget and a capital program to the board of mayor and aldermen.

(8) Approve municipal expenditures only if funds are available for such expenditures.

(9) Perform other duties as may be required by the city charter or as directed by the board of mayor and aldermen in official session from time to time. (as added by Ord. #12, Aug. 2007)