

**THE
MANCHESTER
MUNICIPAL
CODE**

Prepared by the

**MUNICIPAL TECHNICAL ADVISORY SERVICE
INSTITUTE FOR PUBLIC SERVICE
THE UNIVERSITY OF TENNESSEE**

in cooperation with the

TENNESSEE MUNICIPAL LEAGUE

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CITY OF MANCHESTER, TENNESSEE

MAYOR

Marilyn Howard

VICE MAYOR

Mark Messick

ALDERMEN

Julie Anderson
Bob Bellamy
Ryan P. French
Joey Hobbs
Donny Parsley

FINANCE DIRECTOR

Lisa Myers

CITY ATTORNEY

Craig Johnson

PREFACE

The Manchester Municipal Code contains the codification and revision of the ordinances of the City of Manchester, Tennessee. By referring to the historical citation appearing at the end of each section, the user can determine the origin of each particular section. The absence of a historical citation means that the section was added by the codifier. The word "modified" in the historical citation indicates significant modification of the original ordinance.

The code is arranged into titles, chapters, and sections. Related matter is kept together, so far as possible, within the same title. Each section number is complete within itself, containing the title number, the chapter number, and the section of the chapter of which it is a part. Specifically, the first digit, followed by a hyphen, identifies the title number. The second digit identifies the chapter number, and the last two digits identify the section number. For example, title 2, chapter 1, section 6, is designated as section 2-106.

By utilizing the table of contents and the analysis preceding each title and chapter of the code, together with the cross references and explanations included as footnotes, the user should locate all the provisions in the code relating to any question that might arise. However, the user should note that most of the administrative ordinances (e.g. Annual Budget, Zoning Map Amendments, Tax Assessments, etc...) do not appear in the code. Likewise, ordinances that have been passed since the last update of the code do not appear here. Therefore, the user should refer to the city's ordinance book or the finance director for a comprehensive and up to date review of the city's ordinances.

Following this preface is an outline of the ordinance adoption procedures, if any, prescribed by the city's charter.

The code has been arranged and prepared in loose-leaf form to facilitate keeping it up to date. MTAS will provide updating service under the following conditions:

- (1) That all ordinances relating to subjects treated in the code or which should be added to the code are adopted as amending, adding, or deleting specific chapters or sections of the code (see section 8 of the adopting ordinance).
- (2) That one copy of every ordinance adopted by the city is kept in a separate ordinance book and forwarded to MTAS annually.
- (3) That the city agrees to pay the annual update fee as provided in the MTAS codification service charges policy in effect at the time of the update.

When the foregoing conditions are met MTAS will reproduce replacement pages for the code to reflect the amendments and additions made by such ordinances. This service will be performed at least annually and more often if

justified by the volume of amendments. Replacement pages will be supplied with detailed instructions for utilizing them so as again to make the code complete and up to date.

The able assistance of Sandy Selvage, Administrative Services Assistant, Linda Dean, the MTAS Sr. Word Processing Specialist, and Bobbie J. Sams, Word Processing Specialist who did all the typing on this project, and Tracy Gardner, Administrative Services Assistant, is gratefully acknowledged.

Steve Lobertini
Codification Specialist

**ORDINANCE ADOPTION PROCEDURES PRESCRIBED BY THE
CITY CHARTER**

Section 6. ...Except as otherwise provided, ordinances shall be passed in the following manner. Every proposed ordinance shall be in writing with copies for the Mayor and each Alderman, and complete in the form in which it is finally passed, provided however, that amendments which do not materially change the ordinance may be made at any time before final passage, and amendments which materially change the ordinance as introduced shall not be made except by vote of five of the Aldermen. After adoption of a Code of Ordinances, each of a general and permanent nature shall be adopted as amending and or adding a numbered section of the Code. Each ordinance shall be passed on three (3) separate days at a regular, adjourned or special meetings. In the first two meetings, a brief summary shall be given of the proposed ordinance, and the meeting shall be open for questions and discussion of it. It shall be read in its entirety at the third meeting before passage. The record of how each Alderman voted, and the Mayor if voting, shall be spread on the minutes. A summary of the material provisions of the ordinance shall be published in a newspaper circulating in the City and a notice that the ordinance is on file in the Finance Director's office for anyone wishing to see it. the effective date of the ordinance may be at any time within ninety days of final passage, but in no case shall it be effective until such summary and notice are published. After passage, each ordinance shall be authenticated by the Mayor and Finance Director or in their absence, two of the Aldermen, and placed in a binder. It shall not be necessary to copy the ordinance in the minutes, but reference to it shall be made in the minutes. ...

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