

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. RECORDER.
4. ENGINEERING DEPARTMENT.
5. PLANNING AND CODES DEPARTMENT.
6. HUMAN RESOURCES DEPARTMENT.
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CHAPTER 1

CITY COUNCIL²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Compensation of members of city council.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings at 7:00 P.M. on the first Monday of each month at the city hall. (1980 Code, § 1-101)

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 references

Compensation: art. III, § 1.

Quorum: art. III, § 11.

Meetings: art. III, § 7.

1-102. Order of business. At each meeting of the city council 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) Roll call by the recorder.
- (3) Reading of minutes of the previous meeting by the recorder and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees members of the city council and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1980 Code, § 1-102)

1-103. 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 city council 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. (1980 Code, § 1-103, modified)

1-104. Compensation of members of city council. Commencing July 1, 2009, the monthly salary of each member shall be the sum of six hundred dollars (\$600.00). (as added by Ord. #600, May 1999, and amended by Ord. #07-14, May 2007)

CHAPTER 2

MAYOR¹

SECTION

- 1-201. Generally supervises city's affairs.
- 1-202. Executes city's contracts.
- 1-203. Salary and benefits of mayor.

1-201. Generally supervises city's affairs. The Mayor shall have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1980 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts authorized by the city council. (1980 Code, § 1-202)

1-203. Salary and benefits of mayor. The office of mayor for the City of Portland is a full-time position, requiring at least forty (40) hours per week. Commencing on December 1, 2022 the annual salary of the mayor shall be set to a sum that is equal to one hundred ten percent (110%) of the average combined salaries of all full-time city department heads, and the same calculation shall be used to adjust the mayor's salary at the beginning of each term. The salary shall be payable on the same schedule as that of other employees of the City of Portland. The following fringe benefits shall apply at time of passage:

- (1) Participation in Tennessee Consolidated Retirement System (TCRS) plan (optional by choice of mayor);
- (2) Health, dental, vision and life insurance provided at the same cost as provided to full-time employees;
- (3) Use of a city vehicle for city business, employee training and city events;
- (4) Use of a city cell phone or a cell phone allotment (optional by choice of mayor);
- (5) Two (2) weeks paid vacation per year, commencing at the beginning of the term and then given each year on the term anniversary date, and any

¹Charter references

Compensation: art VI, § 1.

Powers and duties: art. V, §§ 1 and 2.

Vacancy in office: art. III, § 9.

Veto power: art. V, § 4.

unused portion of annual vacation may be cashed in or carried over into the next year;

(6) All other benefits that are available to full-time employees are also available to the mayor, including Christmas bonus, sick leave, holidays, personal leave (day), Family Medical Leave (FMLA), and paid educational training. (as added by Ord. #600, May 1999, amended by Ord. #01-22, Sept. 2001, Ord. #04-49, Jan. 2005, and Ord. #07-13, May 2007, and replaced by Ord. #21-60, Dec. 2021 *Ch12_12-06-21*)

CHAPTER 3**RECORDER¹****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 such sum as may be fixed by, and with such surety as may be acceptable to, the city council. (1980 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the city council and shall preserve the original copy of all ordinances in a separate ordinance book. (1980 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the city council and for the city which are not assigned by the charter, this code, or the city council to another corporate officer. The recorder shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1980 Code, § 1-303)

¹Charter references

Appointment: art. III, § 2.

Bond required: art. VII, § 2.

Compensation: art. VII, § 3.

Powers and duties: art. VII, § 2.

CHAPTER 4

ENGINEERING DEPARTMENT

SECTION

1-401. Engineering department established.

1-402. Duties and responsibilities.

1-403. Department head to be licensed and certified.

1-401. Engineering department established. An engineering department is hereby established and shall be under the supervision of the city engineer. (as added by Ord. #589, Nov. 1998, and replaced by Ord. #04-43, Jan. 2005).

1-402. Duties and responsibilities. The engineering department shall have the following duties and responsibilities:

1. To provide such reviews of plans and specifications, surveys, drainage plans, water and sewer plans, subdivision plans, building plans and all related documents where knowledge of engineering is required to coordinate relationships with professional engineering firms the City of Portland deals with on a day-to-day basis;

2. To advise the mayor as to the engineering standards and other related standards required by contract(s) to which the City of Portland is a party;

3. To coordinate activities with other departments of the city and other government agencies involved in city projects, where engineering services are necessary and required, especially with respect to design of buildings used by the city and other infrastructure owned by the City of Portland, pertaining to delivery of such to its citizenry. (as added by Ord. #589, Nov. 1998, and replaced by Ord. #04-43, Jan. 2005)

4-403. Department head to be licensed and certified. The head of the new department shall hold such licenses and certifications as may be required by state and federal law to perform the duties and responsibilities set forth herein. (as added by Ord. #589, Nov. 1998, and replaced by Ord. #04-43, Jan. 2005)

CHAPTER 5

PLANNING AND CODES DEPARTMENT

SECTION

1-501. Planning and codes department established.

1-502. Duties and responsibilities.

1-503. Department head to be licensed and certified.

1-501. Planning and codes department established. A planning and codes department is hereby established and shall be under the supervision of the planning and codes director. (as added by Ord. #04-45, Jan. 2005)

1-502. Duties and responsibilities. The planning and codes department shall have the following duties and responsibilities:

1. To be responsible for administering planning and zoning ordinances of the City of Portland;

2. To administer all hereby attached codes as adopted by the City of Portland;

3. To collect all building permit fees and other fees required by ordinance of the City of Portland;

4. To provide such reports and studies as required by the Planning Commission of the City of Portland and the mayor;

5. To assist the planning commission in the implementation of long range plans for the City of Portland and take into account the laws of the State of Tennessee as they may pertain to growth. (as added by Ord. #04-45, Jan. 2005)

1-503. Department head to be licensed and certified. Department head shall have all requisite license and certificates required by the laws of the State of Tennessee and those qualifications set forth in the job description attached hereto.¹ (as added by Ord. #04-45, Jan. 2005)

¹Attachments to Ord. #04-45 are of record in the recorder's office.

CHAPTER 6**HUMAN RESOURCES DEPARTMENT****SECTION**

- 1-601. Human resources department established.
- 1-602. Duties and responsibilities.
- 1-603. Human resources manager to be certified.

1-601. Human resources department established. A new department for the City of Portland is hereby established and shall be known as the human resources department and shall be under the supervision of the human resources manager. (as added by Ord. #04-46, Jan. 2005)

1-602. Duties and responsibilities. The human resources department shall have the following duties and responsibilities:

1. To be responsible for administering all personnel programs;
2. To comply with all local, state and federal laws;
3. Prepare and present departmental reports, recommendations, budgets at stated intervals when requested by the mayor;
4. Plans and directs personnel programs, benefits and does related work as required;
5. Confers and coordinates with the mayor and city council on personnel matters. (as added by Ord. #04-46, Jan. 2005)

1-603. Human resources manager to be certified. The human resources manager shall be certified for this position as may be required by the laws of the State of Tennessee. (as added by Ord. #04-46, Jan. 2005)

CHAPTER 7

ELECTIONS¹

SECTION

1-701. Terms.

1-702. City council members and the mayor.

1-703. Effective date.

1-704. Non-resident property owners.

1-705. Date of installation and oath of office.

1-701. Terms. (1) The terms of office of the three (3) city council members elected in May 2009, shall be extended from the election in May, 2013 until Tuesday after the first Monday in November, 2014. This will result in an increase of approximately eighteen (18) months in the terms of the city council members elected in May, 2009.

(2) The terms of office of the four (4) city council members elected in May, 2011, shall be extended from the election in May, 2011 until Tuesday after the first Monday in November, 2016. This will result in an increase of approximately eighteen (18) months in the terms of office of the council members elected in May, 2011.

(3) The term of office of the mayor elected in May, 2009, shall be extended from the election date in May, 2013 until Tuesday after the first Monday in November, 2014. This will result in an increase of approximately eighteen (18) months in the term of the mayor elected in May 2009. (as added by Ord. #12-01, Feb. 2012)

1-702. City council members and the mayor. The city council members and the mayor are to be elected in the November general elections and every four (4) years thereafter shall be elected for a four (4) year term of office. (as added by Ord. #12-01, Feb. 2012)

1-703. Effective date. Upon final passage of the ordinance comprising this chapter, a copy shall be forwarded to the Sumner County Election Commission.

This chapter shall take effect immediately upon final passage, welfare requiring it. (as added by Ord. #12-01, Feb. 2012)

¹State law reference

Tennessee Code Annotated, § 6-54-138 permits the legislative body of a private act municipality, notwithstanding any provision in the private act to the contrary, to modify the date of municipal elections to coincide with the August or November election.

1-704. Non-resident property owners. Non-resident property owners of the municipality shall cast ballots as absentee by mail. (as added by Ord. #14-06, Feb. 2014)

1-705. Date of installation and oath of office. The date of December 1, following the date of the election and its certification by the Sumner County Election Commission, shall be the date for installation and taking the oath of office, unless this day is on a Sunday or if the certification has not been completed, then the first day thereafter. (as added by Ord. #14-08, March 2014)