

CHARTER FOR THE TOWN OF TRACY CITY, TENNESSEE¹

PRIVATE CHAPTER NO. 27

HOUSE BILL NO. 1449

By Representative Sherrell

Substituted for: Senate Bill No. 1458

By Senator Bowling

AN ACT to amend Chapter 158 of the Private Acts of 1945; as amended by Chapter 228 of the Private Acts of 1947; Chapter 320 of the Private Acts of 1955; Chapter 257 of the Private Acts of 1957; Chapter 433 of the Private Acts of 1968; Chapter 333 of the Private Acts of 1972; Chapter 316 of the Private Acts of 1980; Chapter 6 of the Private Acts of 1987 and Chapter 35 of the Private Acts of 2010; and any other acts amendatory thereto, relative to the charter of the Town of Tracy City.

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¹Private Acts of 2017, Chapter 27 is the current basic charter act for the Town of Tracy City, Tennessee. The text of the basic charter act set out herein includes all its amendments through the 2017 session of the Tennessee General Assembly. Sections of the charter which have been amended contain at the end of those sections the citation to the official act or acts constituting the amendment or amendments. No other changes have been made to the charter except the addition of a table of contents to facilitate its use. A list of all the acts appears at the end of the charter.

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BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. The Charter of the Town of Tracy City, that being Chapter 158 of the Private Acts of 1945, as amended by Chapter 228 of the Private Acts of 1947, Chapter 320 of the Private Acts of 1955, Chapter 257 of the Private Acts of 1957, Chapter 433 of the Private Acts of 1968, Chapter 333 of the Private Acts of 1972, Chapter 316 of the Private Acts of 1980, Chapter 6 of the Private Acts of 1987, Chapter 35 of the Private Acts of 2010, and any other acts amendatory thereto, is amended by deleting the Charter in its entirety and substituting instead the following:

ARTICLE I CORPORATE CAPACITY

Section 1. Incorporation. That the Town of Tracy City, in the County of Grundy, and the inhabitants thereof, are hereby constituted a body politic and corporate, under and by the name of the "Town of Tracy City" and under that name they shall have perpetual succession as a municipal corporation, and by the corporate name may sue and be sued; grant, receive and purchase and hold real estate, mixed and personal property, and dispose of the same for the use and benefit of the said Town of Tracy City, and may have and use a common seal and alter the same at pleasure.

Section 2. Boundaries. The boundaries of Tracy City located in the Fourth and Fifth Civil Districts of Grundy County, Tennessee, be, and the same hereby is, bounded as follows:

"Beginning at a point being the intersection of the Grundy Lakes Road (formerly the old East Fork Railroad right-of-way) and the old Pryor Ridge Railroad right-of-way (now the Tracy City-Sequatchie Road) and running northwardly with the said Grundy Lake Road to a point opposite the outcrop of the Sewanee seam of coal; thence westwardly with the said coal level to what is known as Flury's old slaughter pen; thence westwardly crossing the old Colony Road and continuing westwardly to the northeast corner of the R. M. Crick property; thence continuing westwardly, crossing the N., C. & St. L. Railway right-of-way on the northern side of the plant of the Tracy City Ice Company, and continuing northwardly passing the Tobe Brazile property, to the coal level; thence northwestwardly around the hill following and with said coal level to a point eastwardly of the residence of Ernest Cantrell; thence westwardly along and with the street immediately south of Ernest Cantrell's residence, crossing the old Tracy City Altamont Road, and continuing westwardly north of the property of Will Levan, crossing the N., C. & St. L. Railway right-of-way and State Highway No. 56; to the top of the hill westwardly from said State Highway No. 56; thence southwardly along and with the water shed to the north line of the Grundy County High School property; thence west to Little Firey Gizzard Creek; thence southwardly with the meanders of the said Little Firey Gizzard Creek to the bluff; thence eastwardly around and with the said bluff to Harris Creek; thence up and with the meanders of the said Harris Creek, passing Harris Bridge, to a point southwardly from and opposite the beginning point of this description; thence northwardly in a direct line to the point of beginning."

ARTICLE II POWERS

Section 1. Powers enumerated. The Board of Mayor and Aldermen shall have the power to

- (1) Assess, levy and collect taxes for all general and special purposes on all subjects or objects of taxation, and privileges taxable by law for state, county or municipal purposes;
- (2) Adopt classifications of the subjects and objects of taxation that are not contrary to law;
- (3) Make special assessments for local improvements;
- (4) Contract and be contracted with;

(5) Incur debts by borrowing money or otherwise, and give any appropriate evidence thereof, in the manner hereinafter provided;

(6) Provide for municipal planning and zoning control;

(7) Appoint boards, commissions and committees not in conflict with provisions of this Charter or state law;

(8) Use tax incentives allowed by statute to promote economic and community development;

(9) Issue and give, sell, pledge or in any manner dispose of, negotiable or nonnegotiable interest-bearing or noninterest-bearing bonds, warrants, promissory notes or orders of the municipality, upon the credit of the municipality or solely upon the credit of specific property owned by the municipality or solely upon the credit of income derived from any property used in connection with any public utility owned or operated by the municipality, or solely upon the credit of the proceeds of special assessments for local improvements, or upon any two (2) or more such credits;

(10) Expend the money of the municipality for all lawful purposes;

(11) Acquire or receive and hold, maintain, improve, sell, lease, mortgage, pledge or otherwise dispose of property, real or personal, and any estate or interest therein, within or without the municipality or state;

(12) Condemn property, real or personal, or any easement, interest, or estate or use therein, either within or without the municipality, for present or future public use; the condemnation shall be effected in accordance with the terms and provisions of state law, or in any other manner provided by law;

(13) Take and hold property, within or without the municipality or state, upon trust; and administer trusts for the public benefit;

(14) Acquire, construct, own, operate, and maintain, or sell, lease, mortgage, pledge or otherwise dispose of public utilities or any estate or interest therein, or any other utility of service to the municipality, its inhabitants, or any part thereof, and, further, may issue debt for these purposes under the state law;

(15) Grant to any person, firm, association or corporation (including municipality) franchises for public utilities and public services to be furnished the municipality and those therein. The power to grant franchises embraces the power to grant exclusive franchises. Whenever an exclusive franchise is granted,

it shall be exclusive not only as against any other person, firm, association, or corporation, but also against the municipality itself. Franchises may be granted for a period of twenty-five (25) years or less, but not longer. The Board may prescribe in each grant of a franchise, the rate, fares, charges and regulations that may be made by the grantee of the franchise in accordance with state and federal law. Franchises may by their terms apply to the territory within the corporate limits of the municipality at the date of the franchises, and as the corporate limits may be enlarged, and to the existing streets, alleys and thoroughfares that thereafter may be opened;

(16) Make contracts with any person, firm, association or corporation for public utilities and public services to be furnished the municipality and those therein. The power to make contracts embraces the power to make exclusive contracts. When an exclusive contract is entered into, it shall be exclusive against any other person, firm, association or corporation. These contracts may be entered into for a period of twenty-five (25) years or less, but not longer. The Board may prescribe in each such contract entered into, the rates, fares, charges, and regulations that may be made by the person, firm, association or corporation with whom the contract is made in accordance with state and federal law. Such contracts may by their terms apply to the territory within the corporate limits of the municipality at the date of the contract, and as the corporate limits may be enlarged, and to the then existing streets, alleys and thoroughfares and to any other streets, alleys and other thoroughfares that thereafter may be opened;

(17) Prescribe reasonable regulations regarding the construction, maintenance, equipment, operation and service of public utilities, compel reasonable extensions of facilities for these services, and assess fees for the use of or impact upon these services. Nothing herein shall be construed to permit the alteration or impairment of any of the terms or provisions of any exclusive franchise granted or of any exclusive contract entered into under subdivisions (15) and (16);

(18) Establish, open, relocate, vacate, alter, widen, extend, grade, improve, repair, construct, reconstruct, maintain, light, sprinkle and clean public highways, streets, boulevards, parkways, sidewalks, alleys, parks, public grounds, public facilities, libraries and squares, wharves, bridges, viaducts, subways, tunnels, sewers and drains within or without the corporate limits, regulate their use within the corporate limits, assess fees for the use of or impact upon such property and facilities, and take and appropriate property therefore under the provisions of state law or any other manner provided by general laws;

(19) Construct, improve, reconstruct and re-improve by opening, extending, widening, grading, curbing, guttering, paving, graveling, macadamizing, draining or otherwise improving any streets, highways, avenues, alleys or other public places within the corporate limits, and assess a portion of the cost of these improvements on the property abutting on or adjacent to these streets, highways or alleys under, and as provided by, state law or any other manner provided by general laws;

(20) Assess against abutting property within the corporate limits the cost of planting shade trees; removing from sidewalks all accumulations of snow, ice, and earth; cutting and removing obnoxious weeds and rubbish; street lighting, street sweeping, street sprinkling, street flushing, and street oiling; the cleaning and rendering sanitary or removal, abolishing, and prohibiting of closets and privies, in such manner as they may be provided by general law or by ordinance of the Board;

(21) Acquire, purchase, provide for, construct, regulate and maintain and do all things relating to all marketplaces, public buildings, bridges, sewers and other structures, works and improvements;

(22) Collect and dispose of drainage, sewage, ashes, garbage, refuse or other waste, or license and regulate their collection and disposal, and the cost of collection, regulation, or disposal may be funded by taxation, special assessment to the property owner, user fees or other charges;

(23) License and regulate all persons, firms, corporations, companies and associations engaged in any business, occupation, calling, profession or trade not prohibited by law;

(24) Impose a license tax upon any animal, thing, business, vocation, pursuit, privilege or calling not prohibited by law;

(25) Define, prohibit, abate, suppress, prevent and regulate all acts, practices, conduct, business, occupations, callings, trades, use of property and all other things whatsoever detrimental, or liable to be detrimental, to the health, morals, comfort, safety, convenience or welfare of the inhabitants of the municipality, and exercise general police powers;

(26) Prescribe limits within which business occupations and practices liable to be nuisances or detrimental to the health, morals, security or general welfare of the people may lawfully be established, conducted or maintained;

(27) Regulate the location, bulk, occupancy, area, lot, location, height, construction and materials of all buildings and structures, and inspect all

buildings, lands and places as to their condition for health, cleanliness and safety, and when necessary, prevent their use and require any alteration or changes necessary to make them healthful, clean or safe;

(28) Provide and maintain charitable, educational, recreative, curative, corrective, detentive, or penal institutions, departments, functions, facilities, instrumentalities, conveniences and services;

(29)

(A) Enforce any ordinance, rule or regulation by fines, forfeitures, and penalties, and by other actions or proceedings in any court of competent jurisdiction.

(B) No fine may exceed fifty dollars (\$50.00) or the maximum allowable under general state law, whichever is greater, for violation of municipal ordinances.

(30) Regulate, tax, license or suppress the keeping or going at large of animals within the municipality, impound them, and in default of redemption, sell or dispose of in accordance with state regulations;

(31) Call elections as herein provided;

(32) By ordinance, assess, impose, levy and collect impact fees from new land developments within the municipal limits, provided that the impact fees are limited to the reasonably anticipated costs of public improvements generated by such developments, and provided that the impact fee system and formula is prescribed by ordinance;

(33) To make regulations to secure the general health, safety and welfare of the inhabitants, and to require the owners of property to keep, maintain and repair their property in a manner both safe and conducive to the good health, safety and welfare of the citizens of the town. For that purpose the town shall have the right to adopt ordinances requiring property owners at their expense to repair, close or demolish unsafe and unhealthy structures on their property and requiring property owners at their expense to remove from their property unsafe and unhealthy man-made and natural material, including junk motorized and non-motorized vehicles and carriages of every kind and description, debris, trash, litter and garbage, and growth of vegetation, including weeds, trees, vines, grass, and underbrush, and upon the failure or refusal of any property owner to comply with such ordinances, to repair, close or demolish such structures, or to remove from the property such man-made and natural material at the town's expense. The town shall file with the register of

deeds in the county where the property lies notice of the town's expense, which notice shall be a lien on the property in favor of the town, second only to liens of the state, county and town for property taxes, any lien of the town, for special assessments, and any valid lien, right or interest in such property duly recorded or perfected, prior to the filing of such notice, and the expenses shall be collected by the town's tax collector at the same time and in the same manner as property taxes are collected;

(34) Borrow money to purchase, acquire, construct, extend, improve, repair or equip any such system and issue its bonds or notes therefor, including refunding bonds, in such form and upon such terms as it may determine. Any such bonds or notes shall be issued pursuant to the procedures set forth in and shall be governed by title 9, chapter 21, including provisions dealing with covenants permitted in bond resolutions, security and remedies of bondholders, and the system described in this subdivision shall be deemed to be a "public works project," as defined in title 9, chapter 21; and

(35) Have and exercise all powers that now or hereafter it would be competent for this Charter specifically to enumerate, as fully and completely as though these powers were specifically enumerated.

ARTICLE III ELECTIONS

Section 1. Date of general town election. A general town election shall be held on the first Tuesday after the first Monday in November and each even-numbered year thereafter.

Section 2. General election laws apply. All elections shall be conducted by the Commissioners of Elections of Grundy County in accordance with the general election laws and this Charter.

Section 3. Voter qualification requirements. Any person who is a resident of the Town of Tracy City and qualified to vote for members of the General Assembly and other civil officers for Grundy County shall be entitled to vote in elections for Mayor and Aldermen. The same qualifications for voting in all other town elections or referenda shall apply unless otherwise provided by law.

ARTICLE IV BOARD OF MAYOR AND ALDERMEN

Section 1. Composition, eligibility, election, terms, and re-election.

(a) Composition. There shall be a Board of Mayor and Aldermen composed of the Mayor and four (4) Aldermen.

(b) Eligibility. Only registered voters for the town who will be at least twenty-one (21) years of age prior to taking office, who are bona fide citizens, and residents of the town, for at least twelve (12) months prior to the election shall be eligible to seek and hold the office of Alderman or Mayor.

(c) Election and Terms.

(1) The Mayor and two (2) Aldermen elected in the general town election held on the first Tuesday after the first Monday in November of 2014 shall continue to hold office until their successors are elected in the general town election held on the first Tuesday after the first Monday in November of 2018. The two (2) Aldermen elected in the general town election held on the first Tuesday after the first Monday of November of 2016 shall continue to hold office until their successors are elected in the general town election held on the first Tuesday after the first Monday of November, 2020.

(2) It is the intent of this Charter to continue the existing pattern of staggered four-year terms for the positions of Mayor and Alderman. The term of office for those town officials elected in November of 2014 and in all even numbered years thereafter shall commence with them taking their oath of office at the December regular meeting of the Board of Mayor and Aldermen following the certification of the election by the Grundy County Election Commission.

Section 2. Compensation; Expenses. Until otherwise established by ordinance by the Board of Mayor and Aldermen, the Mayor shall receive compensation in the amount of two hundred fifty dollars (\$250) per month, and the Aldermen two hundred dollars (\$200) each per month. Any ordinance increasing salaries must receive final approval at least ninety (90) days prior to the next general town election and shall become effective for those officials elected at the next general town election and for the remaining officials elected two (2) years later. The Board of Mayor and Aldermen may receive their actual and necessary expenses incurred in the performance of their duties of office, if authorized by ordinance.

Section 3. Mayoral duties.

(a) Executive duties. The Mayor:

(1) Shall be the chief executive officer of the municipality and shall preside at meetings of the Board;

(2) Shall communicate any information needed, and recommend measures the Mayor deems expedient, to the Board;

(3)

(A) May call special meetings of the Board upon adequate notice to the Board and adequate public notice; and

(B) Shall state the matters to be considered at the special meeting and the action of the Board shall be limited to those matters submitted;

(4) Shall countersign checks and drafts drawn upon the treasury by the treasurer and sign all contracts to which the municipality is a party unless this duty has been assigned to some other officer of the town by the Board;

(5) As a member of the Board, shall not make motions and shall have a vote only in the case of a tie; and

(6) Shall make appointments to Boards and commissions as authorized by law.

(b) Administrative duties. In addition, as the chief administrator for the town, additional duties for the Mayor shall be to:

(1) Ensure that the laws and ordinances are enforced, and upon knowledge or information of any violation thereof, see that prosecutions are instituted in the town court;

(2) As provided by ordinance, employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with personnel policies and procedures, if any, adopted by the Board;

(3) Nothing in this Charter or in any personnel policies and procedures adopted by the Board shall be construed as granting a property interest to employees or department heads in their continued employment, and all such employees and

department heads shall serve at the pleasure of the Board of Mayor and Aldermen;

(4) Supervise and control the work of the recorder, the chief of police, treasurer, and all other officers, and of all departments and divisions created by this Charter or that hereafter may be created by the Board;

(5) Direct the work of the town attorney;

(6) Act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business; provided, that all purchases shall be made in accordance with policies, practices and procedures established by the Board, in accordance with state law;

(7) Prepare and submit the annual budget and capital program to the Board for its adoption by ordinance;

(8) Make recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the town;

(9) Keep the Board fully advised as to the conditions and needs of the town;

(10) Report to the Board the condition of all property, real and personal, owned by the town and recommend repairs or replacements as needed;

(11) Recommend to the Board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the town;

(12) Recommend specific personnel positions, as may be required for the needs and operations of the town, and may propose personnel policies and procedures for approval of the Board; and

(13) Perform such other duties as may from time to time be designated or required by the Board.

Section 4. Vice-mayor.

(a) The Board of Mayor and Aldermen, upon adoption of this Private Act and at the first regular meeting following each regular town election shall elect a member of the Board to the office of Vice-mayor who shall serve as Mayor when the Mayor is absent or unable to discharge the duties of the Mayor's office, and, in case of a vacancy in the office of Mayor, for the remainder of the unexpired term.

(b) If the Vice-mayor fills a vacancy in the office of Mayor, a majority of the remaining members of the Board shall fill a vacancy in the office of Alderman as provided in Section 6(c) of Article IV.

(c) Upon the Vice-mayor filling the vacancy for Mayor, the Vice-mayor shall receive the Mayor's salary for the duration of the vacancy.

(d) In the absence of the Mayor and Vice-mayor, the Board of Mayor and Aldermen shall designate one (1) of its number to preside at meetings, and who shall retain all of the voting rights of an Alderman.

Section 5. Prohibitions. No member of the Board of Mayor and Aldermen shall hold any compensated appointive office or employment with the town while a member of the Board of Mayor and Aldermen.

Section 6. Vacancies; forfeiture of office; filling of vacancies.

(a) Vacancies. The office of Mayor or Alderman shall become vacant upon the member's death, resignation, removal from office, or forfeiture of office in any manner authorized by law.

(b) Forfeiture of Office. The Mayor or Alderman shall forfeit that office if the Mayor or Alderman:

(1) Lacks at any time during the term of office for which elected any qualification for the office prescribed by this Charter or by law;

(2) Violates any express prohibition of this Charter;

(3) Is convicted of a state or federal felony, appeals notwithstanding; or

(4) Fails to maintain a bona fide residence within the town.

(c) Filling of Vacancies. A vacancy in the Office of Mayor shall be filled as provided in Section 4 of this Article. A vacancy in the Office of Alderman shall be filled until the next regular town election by a majority vote of all of the remaining members of the Board of Mayor and Aldermen. Said election shall be for the unexpired term. If the Board of Mayor and Aldermen fails to fill the vacancy within sixty (60) days following the occurrence of the vacancy, the Mayor shall fill the vacancy. If the Mayor fails to fill the vacancy within sixty (60) days, either the Mayor or any two (2) Aldermen shall notify the Grundy County Election Commission, who shall call a special election to fill the vacancy for the unexpired term. A special election shall be held not sooner than seventy-five (75) days and not later than eighty (80) days thereafter, and shall be governed by the general election laws of the state, except that no special election shall be held within one hundred eighty (180) days of the next regular election.

Section 7. Investigations. The Board of Mayor and Aldermen may make investigations into the affairs of the town and the conduct of any town department, office or agency and, for this purpose, may subpoena witnesses, administer oaths, take testimony and require the production of evidence.

Section 8. Time and place of meetings. The Board of Mayor and Aldermen shall, by ordinance, fix the time and place at which the regular meetings of the Board of Mayor and Aldermen shall be held. Until otherwise provided by ordinance, the regular meeting of the Board of Mayor and Aldermen shall be held at 6:30 P.M. on the second Tuesday of each month. When such day falls on a legal holiday, the meeting shall be on the following day unless otherwise prescribed by the Board of Mayor and Aldermen. Whenever, in the opinion of the Mayor, the Vice-mayor when acting as Mayor, or of any two (2) Aldermen, the welfare of the town demands it, the Recorder shall call a special meeting of the Board of Mayor and Aldermen, by publishing, posting or broadcasting a notice at least three (3) business days before the meeting, except in emergency situations. The notice shall state the matters to be considered at the special meeting and the action of the Board shall be limited to those matters.

Section 9. Oath of office. The Mayor and Aldermen, before entering upon their duties, shall, at the first Board of Mayor and Aldermen meeting following the election, each take an oath before an official authorized to administer oath in the state of Tennessee, which shall be on file with the town recorder. The oath shall include the following:

"I do solemnly swear (or affirm) that I will impartially and faithfully carry out the duties of the office of (Mayor/Alderman) to which I have been elected, (or appointed in the event of a vacancy)."

Section 10. Quorum. Three (3) members of the Board of Mayor and Aldermen shall constitute a quorum for the transaction of business, but any smaller number may adjourn from day to day. The affirmative vote of a majority of the members of the Board of Mayor and Aldermen present and constituting a quorum, will be necessary to adopt any motion, resolution or ordinance, or to pass any measure.

Section 11. Procedure for adopting ordinances. All ordinances shall begin with the clause, "Be it ordained by the Board of Mayor and Aldermen of the Town of Tracy City, Tennessee." An ordinance may be introduced by the Mayor or any of the four (4) Aldermen. The body of ordinances may be omitted from the minutes on first passage, but reference therein shall be made to the ordinance by title and subject matter. Every ordinance shall be passed on two (2) different days, at regular, special or adjourned meetings, with at least seven (7) days having elapsed between first and second passage and with at least one (1) passage occurring at a regular meeting. Copies of the text of every ordinance must be made available to the public during every meeting in which the ordinance is subject to passage. Every ordinance must receive at least a majority vote on each passage, as defined in Section 10 of this Article. Every ordinance shall be effective upon final passage unless, by its terms, the effective date is deferred. Once final passage is affirmed the ordinance shall be signed by the Mayor, immediately taken charge of by the Recorder and numbered, copied in an ordinance book and thereby authenticated by the signature of the Recorder, and filed and preserved in the Recorder's office. In case the Mayor vetoes an ordinance, he shall return same to the Board at its next meeting, with his reasons stated in writing for his refusal, and said ordinance shall not take effect unless the Board, by the affirmative vote of three (3) members, shall pass the same and thereby override the Mayor's veto.

Section 12. Legislative action which must be exercised by ordinance. Except as otherwise provided by general law or this Charter, legislative action of the Board of Mayor and Aldermen shall be by ordinance when granting, renewing or extending public franchises; creating, abolishing or combining departments or offices; authorizing the borrowing of money; regulating the rate charged for its services by a public utility; fixing fees, service charges and utility rates; levying taxes; providing a fine or other penalty or establishing a rule or regulation for violation of which a fine or other penalty is imposed; or amending or repealing an existing ordinance.

Section 13.

(a) Appointments and Removals. No member of the Board of Mayor and Aldermen shall, in any manner, dictate the appointment or

removal of any town administrative officer or employee whom the Mayor or any subordinate of the Mayor is empowered to appoint, but members of the Board of Mayor and Aldermen may express their views and fully and freely discuss with the Mayor anything pertaining to the appointment and removal of such officers and employees.

(b) Interference with Administration. Except for the purpose of inquiries and investigations under Article IV, Section 7, the Board of Mayor and Aldermen or its members shall deal with town officers and employees who are subject to the direction and supervision of the Mayor solely through the Mayor, and neither the Board of Mayor and Aldermen nor its members shall give orders to any such officer or employee, either publicly or privately.

ARTICLE V TOWN ATTORNEY

Section 1. Qualifications. The Town Attorney shall be an attorney at law entitled to practice in the courts of the state of Tennessee.

Section 2. Appointment, duties, and compensation. The Town Attorney shall be appointed by the Board of Mayor and Aldermen and, when authorized, shall direct the management of all litigation in which the town is a party, including the function of prosecuting attorney in the Town Court; represent the town in all legal matters and proceedings in which the town is a party or interested, or in which any of its officers is officially interested; and upon request, by the Board of Mayor and Aldermen, attend all regular and special Board of Mayor and Aldermen meetings and any other meetings when requested by the Board of Mayor and Aldermen; advise the Board of Mayor and Aldermen, and committees or members thereof, the Mayor, and the heads of all departments and divisions as to all legal questions affecting the town's interests; and approve as to form all contracts, deeds, bonds, ordinances, resolutions and other documents to be signed in the name of or made by or with the town. His compensation shall be as fixed by the Board of Mayor and Aldermen and he shall serve at the will of the Board of Mayor and Aldermen.

ARTICLE VI RECORDER

Section 1. Appointment, compensation, and specific requirements, powers and duties of office. The Recorder shall be appointed by and serve at the will and pleasure of the Board of Mayor and Aldermen. He shall, unless otherwise provided by ordinance, be the head of the department of finance. He shall receive a salary to be fixed by the Board of Mayor and Aldermen. At the discretion of the Board, a bond can be required and an amount will be set. The

cost of such bond shall be an expense of the town. When required he shall, by his signature and the town seal, attest instruments signed in the name of the town and official acts of the Mayor. He shall have power to administer oaths.

Section 2. Shall keep minutes. It shall be the duty of the Recorder to be present at all meetings of the Board of Mayor and Aldermen and to keep a full and accurate record of all business transacted by the same, to be preserved in permanent book form.

Section 3. Shall be custodian of public records, bonds, etc. The Recorder shall have custody of and preserve in his office, the town seal, the public records, ordinance books, minutes of the Board of Mayor and Aldermen, contracts, bonds, title deeds, certificates and papers, all official indemnity or security bonds (except his own bond, which shall be in the custody of the Mayor), and all other bonds, oaths and affirmations, and all other records, papers and documents not required by this Charter or by ordinance to be deposited elsewhere, and register them by numbers, dates and contents, and keep an accurate and modern index thereof.

Section 4. Shall provide and certify copies of records, papers, etc. The Recorder shall provide, and, when required by any officer or person, certify copies of records, papers and documents in his office and charge therefore, for the use of the town, such fees as may be provided by ordinance and cause copies of ordinances to be printed, as may be directed by the Board of Mayor and Aldermen, and kept in his office for distribution.

Section 5. Shall generally supervise and keep records of fiscal affairs. The Recorder as head of the department of finance shall exercise general supervision over the fiscal affairs of the town, and general accounting supervision over all the town's property, assets and claims. He shall be the general accountant and auditor of the town and shall have custody of all papers, records and vouchers relating to the fiscal affairs of the town, and the records in his office shall show the financial operations and condition, property, assets, claims and liability of the town, all expenditures authorized and all contracts in which the town is interested.

Section 6. Shall be Treasurer. The Recorder shall be the Treasurer of the town; as such it shall be his duty to collect, receive and receipt for the taxes and all other revenues and bonds of the town, and the proceeds of its bond issues, and to disburse the same.

Section 7. Shall perform any other duties imposed by the Board of Mayor and Aldermen.

ARTICLE VII ADMINISTRATION

Section 1. Departments, offices, and agencies generally. The Board of Mayor and Aldermen may establish town departments, offices, or agencies in addition to those created by this Charter, and may prescribe the functions of all departments, offices and agencies not inconsistent with this Charter. Departments, offices and agencies created by the town may be abolished or combined.

Section 2. Personnel rules. The Board of Mayor and Aldermen shall adopt personnel rules which may include, but not be limited to:

- (1) A job classification plan;
- (2) A pay plan; and
- (3) The hours of work, attendance regulations and provisions for sick leave and vacation leave.

Section 3. Officers, employees, etc., who handle money, may be required by the Board of Mayor and Aldermen to be bonded. Every officer, agent and employee having duties embracing the receipt, disbursement, custody, or handling of money shall, before entering upon his duties, execute a surety bond with some surety company authorized to do business in the state of Tennessee, as surety, in such amount as shall be prescribed by ordinance or this Charter. All such bonds and sureties shall be subject to the approval of the Board of Mayor and Aldermen, and the Board of Mayor and Aldermen may provide for blanket bonds. The cost of all bonds shall be an expense of the town.

ARTICLE VIII FINANCE

Section 1. Fiscal year. The fiscal year of the town shall begin on the first day of July and end on the last day of June.

Section 2. Annual departmental budgets required. The adoption of an annual budget for all departments shall be a prerequisite to the appropriation of money for municipal purposes and the levy of property taxes.

Section 3. Town required to prepare and submit annual budget. Prior to the beginning of the fiscal year, there shall be prepared and submitted to the Board of Mayor and Aldermen a budget for the ensuing fiscal year.

Section 4. Required content and organization of budget. The budget shall provide a complete financial plan of all town funds and activities for the ensuing

fiscal year, and, except as required by law or this Charter, shall be in such form as deemed desirable by the Board of Mayor and Aldermen, including a history of the current year estimated and the two (2) prior year actuals.

Section 5. Amendments to budget, when budget must be adopted, and effect of adoption. The Board of Mayor and Aldermen shall adopt the budget by ordinance. The Board of Mayor and Aldermen may amend the budget by ordinance, but no amendment shall decrease expenditures required by law for debt service. The budget shall be adopted for the ensuing fiscal year before the end of the current fiscal year. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated. The Board of Mayor and Aldermen shall also adopt an ordinance establishing a property tax levy.

Section 6. Supplemental appropriations. If, during the fiscal year, the Head of the Department of Finance certifies that there are available, for appropriation, revenues in excess of those estimated in the budget, the Board of Mayor and Aldermen may, by ordinance, make supplemental appropriations for the year up to the amount of such excess.

Section 7. Deficits. If, at any time during the fiscal year, it appears probable to the Head of the Department of Finance that the revenues available will be insufficient to meet the amount appropriated, he shall report to the Board of Mayor and Aldermen without delay, indicating the estimated amount of the deficit, any remedial action taken by him, and his recommendations as to any other steps to be taken. The Board of Mayor and Aldermen shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may, by resolution, reduce appropriations.

Section 8. Transfer of unencumbered appropriations. At any time during the fiscal year, the Board of Mayor and Aldermen may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency; and the Board of Mayor and Aldermen may, by resolution, transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another.

Section 9. Lapsing of appropriations. Every appropriation shall lapse at the end of the fiscal year to the extent that it has not been expended or encumbered.

Section 10. Incurrence and discharge of obligations. No payment shall be made or obligation incurred against any appropriation unless the Head of the Department of Finance or an officer designated by him first certifies that an appropriation has been made for that purpose and that there is unexpended and

unencumbered in the appropriation for that purpose an amount sufficient to meet the obligation or to make the expenditure. However, except where prohibited by law, nothing herein shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year.

Section 11. Accounting records and audits. There shall be installed and maintained adequate accounting records in accordance with generally accepted principles of municipal accounting. The same account titles shall be used throughout the accounting records, the budget and financial statements. Constant and comprehensive budgetary control shall be maintained. An audit of the financial affairs of the town shall be required by action of the Board of Mayor and Aldermen and same be made after the end of each fiscal year by a public accountant skilled in such work. Any taxpayer may file a bill in chancery court to compel the Board of Mayor and Aldermen to have the audit made if such accountant has not been employed within one (1) month after the end of the fiscal year.

ARTICLE IX TAXATION

Section 1. Assessment and levy. All property within the town not exempt by general law shall be assessed for taxation upon the same principles established in regard to state and county taxation.

Section 2. Due and delinquent dates; penalties and interest. Property taxes shall be payable on and after October 1 in the year for which assessed and shall become delinquent on March 1 following. Unless otherwise provided by ordinance, an interest and penalty of one and one-half percent (1.5%) per month of the amount of the delinquent taxes shall also be added on the first day of March, in which the taxes become delinquent, and one and one-half percent (1.5%) shall be added on the first day of each month thereafter.

Section 3. Collection of delinquent taxes. The Board of Mayor and Aldermen may provide, by ordinance, for the collection of delinquent real property taxes by the Recorder as provided by general law, or by the Town Attorney acting in accordance with general laws providing for the collection of delinquent town or county taxes. If not otherwise collected, the Town Attorney, or other attorney designated by the Board of Mayor and Aldermen, shall file suit for collection of all delinquent taxes not later than eighteen (18) months following date of delinquency.

Section 4. County may collect taxes. The town may contract with the county for the collection of town taxes in accordance with general law.

ARTICLE X TOWN COURT

Section 1. Town Court established. A Town Court is hereby established and granted jurisdiction over all infractions of municipal ordinances of the Town of Tracy City.

Section 2. Appointment, qualifications, oath, compensation, and restrictions on the office of Town Judge. The Town Judge shall be appointed by the Board of Mayor and Aldermen at the first regular meeting in January following the regular town election in November of each even-numbered year and shall serve until the first regular meeting in January following the next general town election or until his successor is appointed and has taken his oath of office. Qualifications for the Town Judge shall be established by ordinance by the Board of Mayor and Aldermen. The Town Judge shall be eligible for re-appointment. He shall take the same oath required of the Board of Mayor and Aldermen. The Board shall establish the compensation of the Town Judge by ordinance. The Town Judge shall not be eligible to hold elective offices or employment for the Town of Tracy City.

Section 3. Duties and powers of the Town Judge. The Town Judge shall try all persons charged with violation of the ordinances of the town. He shall have the power to levy fines, penalties and forfeitures in accordance with such offense and to impose such costs as the Board may by ordinance provide, to issue all necessary process, to administer oaths, and to punish for contempt.

Section 4. Court policies and procedures. The policies and procedures governing the day to day operations of the Court shall be provided by ordinance. Section 5. Town Judge to be the exclusive judge of law and facts. The Town Judge shall be the exclusive judge of the law and facts in every case before him, and no official or employee of the town shall attempt to influence his decision except through pertinent facts presented in court.

ARTICLE XI BOARD OF PUBLIC UTILITIES

Section 1. Creation. That the custody, administration, operation, maintenance and control of the waterworks plant and system acquired or to be acquired and owned by the Town of Tracy City, Tennessee, shall be vested in the Board of Public Utilities of the Town of Tracy City, Tennessee, which Board is hereby created.

Section 2. Board structure. That said Board of Public Utilities of the Town of Tracy City, shall consist of three (3) members as follows, each of whom is a property holder, or who is and has been a resident of the Town of Tracy City, Tennessee, for not less than one (1) year preceding the date hereof, and none of

whom is an officer or employee of the Town of Tracy City, nor has been such during the year preceding the date hereof.

Section 3. Board appointments and terms. The Utility Board members shall be appointed by a majority vote of the governing body of the town. The original appointees shall serve from their date of appointment for two (2), four (4), and six (6) years, respectively, from the next succeeding July 1st. Successors to retiring members of the Board shall be appointed for a term of six (6) years in the same manner, at the first regular meeting of the governing body of the town in June next preceding expiration of the term of office of the retiring member. Appointments to complete unexpired terms of office, vacant for any cause, shall be made in the same manner as original appointments.

Section 4. Surety bonds, meetings, compensation. Each member shall give such bond, if any, as may be required by ordinance, and shall qualify by taking the same oath of office as required for governing officials of the town. Within ten (10) days after the appointment and qualification of members, the Utility Board shall hold a meeting to elect a chairman, and designate a secretary, and treasurer or a secretary-treasurer who need not be a member or members of the Utility Board. Regular meetings of the Utility Board shall be held at least once per month, and more often in the discretion of the chairman. The governing body of the town shall fix the amount of the surety bond, which shall be required of the treasurer. Unless provided by ordinance by the Board of Mayor and Aldermen, the members of the Board of Public Utilities shall serve without compensation.

Section 5. Removal of Board members. Any member of the Utility Board may be removed from office for cause, but only after preferment of formal charges and trial before a court of proper jurisdiction. Charges may be preferred by resolution of the governing body of the town, by any member of the Utility Board, or by a petition signed by at least two percent (2%) of the owners of property served by the works, with such petition including not less than twenty-five (25) signatures.

Section 6. Powers. The Board of Public Utilities, constituted and appointed as provided in this Act and herein referred to as the Utility Board, shall have the power to take all steps and proceedings and to make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Act, subject only to limitations on matters requiring approval by the governing body of the town in question. From and after its first meeting the Utility Board shall act in an advisory capacity to the governing body of said town in all matters pertaining to the financing of the enterprise and the acquisition of any or all parts of the proposed works or extensions thereto by purchase, condemnation or

construction, and it shall be its duty to collect and furnish all necessary data and information, and to recommend such appropriate action by the said governing body as may appear to the Utility Board to be necessary from time to time. Subject to and after approval by the governing body of the said town, the Utility Board shall have power and it shall be its duty to proceed with all matters pertaining to construction, extensions, improvements and repairs necessary to proper completion of the works. After completion and acceptance of the works by the Utility Board, and approval of such acceptance by the governing body of the town the Utility Board shall have the power, and it shall be its duty, to proceed with the operation of the works and collections of charges for service rendered, subject only to the limitation of funds available for operation and maintenance and, to this end, the Utility Board may employ such employees as in its judgment may be necessary and may fix their compensation, all of whom shall do such work as the Utility Board shall direct. The Utility Board shall have the power and is hereby authorized to employ engineers and attorneys whenever, in its judgment, such services are necessary.

ARTICLE XII MISCELLANEOUS AND TRANSITIONAL PROVISIONS

Section 1. Corporate existence, existing ordinances and resolutions. The corporate existence of the Town of Tracy City is continued. All existing ordinances, resolutions or other actions of the Board of Mayor and Aldermen not inconsistent with this Charter shall remain in full force and effect until amended or repealed in the manner herein provided.

Section 2. Expiration of terms of elected officers. The Board of Mayor and Aldermen in office when this Act is ratified shall continue in office as the Board of Mayor and Aldermen until their successors are elected and qualified.

Section 3. Legal effect of this Act. This Act is declared to be a Public Act, and may be read in evidence in all courts of law and equity. All ordinances and resolutions and proceedings of the Board of Mayor and Aldermen created by this Charter may be proven by the seal of said corporation, attested by the Recorder, and, when printed and published by the authority of said corporation and certified by the Recorder, shall be received in evidence in all courts and places without further proof.

Section 4. Severability. If any article, section, subsection, paragraph, sentence, or part of this Charter shall be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not effect or impair any other parts of this Charter unless it clearly appears that such other parts are necessarily dependent upon the part or parts held to be invalid or unconstitutional. It is the legislative intent in enacting this Charter that each article, section, subsection,

paragraph, sentence, or part be enacted separately and independently of each other.

Section 5. Gender. Wherever, in this Charter, "man, men, him, his, he" or their related pronouns may appear, either as words or as parts of words, they have been used for literary purposes and are meant in their generic sense (i.e., to include all humankind, both female and male sexes).

SECTION 2. Nothing in this act shall be construed as having the effect of removing any incumbent from office or abridging the term of any official prior to the end of the term for which such official was elected.

SECTION 3. This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the legislative body of Tracy City. Its approval or non-approval shall be proclaimed by the presiding officer of the legislative body and certified to the secretary of state.

SECTION 4. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 3.

HOUSE BILL NO. 1449

PASSED: May 8, 2017


BETH HARWELL, SPEAKER
HOUSE OF REPRESENTATIVES


RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 17th day of May 2017


BILL HASLAM, GOVERNOR

PRIVATE ACTS COMPRISING THE CHARTER OF THE TOWN OF
TRACY CITY, TENNESSEE

YEAR	CHAPTER	SUBJECT
2017	27	Basic charter act.
