

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF COMMISSIONERS.
2. MAYOR.
3. RECORDER.
4. CITY MANAGER.
5. MUNICIPAL ELECTIONS.

¹Charter reference

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 inspections: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Water and sewers: title 18.

Zoning: title 14.

CHAPTER 1

BOARD OF COMMISSIONERS¹

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Ordinance procedure.
- 1-105. Date of town elections.
- 1-106. Five member commission.

1-101. Time and place of regular meetings. The board of commissioners shall hold regular monthly meetings at 7:00 P.M. on the first Thursday of each month at the town hall. (1975 Code, § 1-102)

1-102. Order of business. At each meeting of the board of commissioners, 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.

¹Charter reference

For detailed provisions of the charter related to the election, and to general and specific powers and duties of, the board of commissioners, see Tennessee Code Annotated, title 6, chapter 20. (There is an index at the beginning of chapter 20 which provides a detailed breakdown of the provisions in the charter.) In addition, see the following provisions in the charter that outline some of the powers and duties of the board of commissioners:

- Appointment and removal of city judge: § 6-21-501.
- Appointment and removal of city manager: § 6-21-101.
- Compensation of city attorney: § 6-21-202.
- Creation and combination of departments: § 6-21-302.
- Removal of mayor and commissioners: § 6-20-220.
- Subordinate officers and employees: § 6-21-102.
- Taxation
 - Power to levy taxes: § 6-22-108.
 - Change tax due dates: § 6-22-113.
 - Power to sue to collect taxes: § 6-22-115.

- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from the city manager, other officers, and committees.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1975 Code, § 1-103)

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 board of commissioners 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. (1975 Code, § 1-104, modified)

1-104. Ordinance procedure. Pursuant to Tennessee Code Annotated, § 6-20-215, only the caption of proposed ordinances shall be read on first reading. At the final reading, ordinances shall be read in their entirety.

1-105. Date of town elections. The terms of office for city commissioners elected in the years 2003 and 2005 shall be five (5) year terms, and thereafter all election dates for city commissioners shall take place on even numbered years. With the exception of those commissioners elected in 2003 and 2005, all terms of city commissioners shall remain four (4) year terms.

(1) **2003 election.** For purpose of the 2003 election only, the three (3) candidates who receive the highest, second-highest, and third-highest number of votes shall take the three (3) seats on the board of commissioners which have five (5) year terms. The candidate who receives the fourth-highest number of votes shall take the vacant seat for the remaining two (2) years of that term of office. (1975 Code, § 1-101, as replaced by Ord. #09-02, Feb. 2002, and amended by Ord. #21-03, Feb. 2003)

1-106. Five member commission. Under the authority of Tennessee Code Annotated, § 6-20-101 the number of commissioners is increased from three to five. (Ord. #220, _____)

CHAPTER 2

MAYOR¹

SECTION

- 1-201. Duties and powers.
 1-202. Elected by popular vote.

1-201. Duties and powers.² The mayor shall preside at all meetings of the board of commissioners, sign the journal of the board and all ordinances on their final passage, execute all deeds, bonds, and contracts made in the name of the town, and perform all acts that may be required of him by the charter, and any ordinances duly enacted by the board of commissioners, consistent with the charter.

1-202. Elected by popular vote. Beginning with the 2008 election, the mayor of Spring City shall be elected by popular vote for a term of four (4) years. The mayor elected by popular vote shall have the same powers and duties as a mayor chosen by the board of commissioners. (as added by Ord. #52-06, June 2006)

¹Charter reference

For general charter provisions dealing with the election and duties of the mayor and vice mayor, see Tennessee Code Annotated, title 6, chapter 20, part 2, particularly §§ 6-20-201 and 6-20-203.

²Charter references

For detailed provisions of the charter outlining the election, power and duties of the mayor see Tennessee Code Annotated, title 6, chapter 20, part 2, particularly, §§ 6-20-209, 6-20-213, and 6-20-219. For specific charter provisions in part 2 related to the following subjects, see the section indicated:

Election: § 6-20-201.

General duties: §§ 6-20-213 and 6-20-219.

May introduce ordinances: § 6-20-213.

Presiding officer: §§ 6-20-209 and 6-20-213.

Seat, voice and vote on board: § 6-20-213.

Signs journal, ordinances, etc.: § 6-20-213.

CHAPTER 3

RECORDER¹

SECTION

1-301. To keep minutes, etc.

1-302. To perform general administrative duties, etc.

1-303. To be bonded.

1-304. To charge for copies of records.

1-301. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book.

1-302. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of commissioners, the city manager, and for the town which are assigned him. He shall also have custody of, and be responsible for, maintaining all corporate bonds, records, and papers of the town.

1-303. To be bonded. Pursuant to Tennessee Code Annotated, § 6-21-104, the recorder shall, before entering upon his duties, execute a fidelity bond in the amount of at least five thousand dollars (\$5,000.00), with a surety company authorized to do business in the State of Tennessee as surety. The amount of such bond shall be set by the board of commissioners.

The cost of this bond shall be paid by the Town of Spring City. (1975 Code, § 1-301, modified)

1-304. To charge for copies of records. When the recorder provides copies of records, papers, and documents in his office he shall charge therefor the following fees:

- | | | |
|-----|--|--------|
| (1) | For accident reports | \$3.00 |
| (2) | For other records, papers, and documents | \$.25 |
- per page. (1975 Code, § 1-302, modified)

¹Charter references

For charter provisions outlining the duties and powers of the recorder, see Tennessee Code Annotated, title 6, chapter 21, part 4, and title 6, chapter 22. Where the recorder also serves as the treasurer, see Tennessee Code Annotated, title 6, chapter 22, particularly § 6-22-119.

CHAPTER 4

CITY MANAGER

SECTION

- 1-401. Duties and powers.
- 1-402. To be bonded.
- 1-403. Spending authority.

1-401. Duties and powers.¹ The city manager shall be the chief administrative officer of the town and shall exercise such authority and control over law and ordinance violations, departments, officers and employees, and town purchases and expenditures as the charter prescribes, and shall perform all other duties required of him pursuant to the charter.

1-402. To be bonded. Pursuant to Tennessee Code Annotated, § 6-21-104, the city manager shall, before entering upon his duties, execute a fidelity bond in the amount of at least five thousand dollars (\$5,000.00), with a surety company authorized to do business in the State of Tennessee as surety. The amount of such bond shall be set by the board of commissioners. (1975 Code, § 1-201, modified)

1-403. Spending authority. Under the authority of Tennessee Code Annotated, § 6-19-104, the city manager shall have the authority to make purchases for the city without obtaining sealed competitive bids, provided the amount of the purchase does not exceed \$5,000. (Ord. #_____, _____, modified)

¹Charter references

For specific charter provisions related to the duties and powers of the city manager, see the sections indicated:

Administrative head of city: § 6-21-107.

Appointment and removal of officers and employees: §§ 6-21-102, 6-21-108, 6-21-401, 6-21-601, 6-21-701 and 6-21-704, 6-22-101.

General and specific administrative powers: § 6-21-108.

School administration: § 6-21-801.

Supervision of departments: § 6-21-303.

CHAPTER 5**MUNICIPAL ELECTIONS****SECTION**

1-501. Nonresident property owner voting.

1-501. Nonresident property owner voting. (1) In accordance with Tennessee Code Annotated, § 2-6-205, the Town of Spring City, Tennessee nonresident property owners that are registered to vote within the municipality shall be directed to cast their municipal ballots as absentee by mail ballots.

(2) The county election commission shall be requested to mail an application for absentee by mail ballot to each nonresident property owner registered to vote in the Town of Spring City and shall include, therein, a notice advising the voter of the absentee ballot voting process and that it is the only voting process available to nonresident property owner voters. (as added by Ord. #2016-01, Feb. 2016 *Ch10_2-6-20*)