

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF COMMISSIONERS.
2. PURCHASING.
3. [REPEALED.]

CHAPTER 1

BOARD OF COMMISSIONERS²

SECTION

- 1-101. Time and place of meetings.
- 1-102. Attendance at meetings.
- 1-103. General rules of order.

1-101. Time and place of meetings. The regular meetings of the board of commissioners shall be held at seven (7:00) o'clock, p.m. on the second Tuesday of each month, and in case any such Tuesday shall fall upon a legal holiday, then at seven (7:00) o'clock p.m. on the succeeding day. Any regular meetings at which a quorum is present may be adjourned by a majority vote of

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 of mayor and commissioners: art. 3, § 5.
 Election of commissioners - terms: art. 3, § 1.
 Election of mayor: art. 3, § 2.
 Powers of commissioners: art. 3, § 6.
 Quorum: art. 3, § 11.
 Removal of commissioners: art. 3, § 14.
 Restrictions on commissioners: art. 3, § 15.
 Vacancies in office: art. 3, § 9.

the commissioners present, either from day to day or from time to time, but not over the day before that appointed for the next regular meeting and shall continue as a regular meeting throughout such adjournments.

The regular, special, and adjourned meetings of the board of commissioners shall be held at the municipal building unless otherwise ordered by the board. (1971 Code, § 1-201, as amended by Ord. #99-030, Nov. 1999, and Ord. #02-004, Jan. 2002)

1-102. Attendance at meetings. Members of the board of commissioners may be compelled to attend any meeting of the board by subpoena issued by the recorder under the direction of the mayor and one commissioner and served by a policeman. On refusal of such member to answer such summons by his immediate attendance he shall be fined the sum of ten dollars (\$10.00) by the recorder for each offense. (1971 Code, § 1-202)

1-103. General rules of order. The board of commissioners may, by resolution, regulate the conduct of its members during its meetings and prescribe its own rules of procedure, except as provided in the city charter, and in all cases where there is no established rule, Robert's Rules of Order, Newly Revised, shall be the guide. (1971 Code, § 1-203, modified)

CHAPTER 2

PURCHASING

SECTION

- 1-201. Purchases less than \$2,500.
- 1-202. Purchases from \$2,500 to \$10,000 general fund/\$25,000 utility operations.
- 1-203. Purchases greater than \$10,000 general fund/\$25,000 utility operations.
- 1-204. Sealed bids and public advertisement.

1-201. Purchases less than \$2,500.00. (1) All purchases of any single item or multiple items totaling less than two thousand five hundred dollars (\$2,500.00) are at the discretion of the respective department head and require no public advertisement or competitive bidding. Nonetheless, the department head should obtain at least three (3) quotes from vendors or service providers, unless this requirement is waived by the city manager.

(2) Department heads or others authorized to make purchases on behalf of the city will not divide the quantity of items required into multiple purchases totaling less than two thousand five hundred dollars (\$2,500.00) or otherwise contrive to circumvent the provisions of this section and/or subsequent sections. (as added by Ord. #02-006, March 2002, and replaced by Ord. #14-343, Dec. 2014)

1-202. Purchases from \$2,500 to \$10,000 general fund/\$25,000 utility operations. Purchases greater than two thousand five hundred dollars (\$2,500.00) but less than ten thousand dollars (\$10,000.00) for general fund operations or twenty-five thousand dollars (\$25,000.00) for utility operations will be made only after obtaining at least three (3) documented bids unless there are less than three (3) vendors that can supply the good or service. For purposes of this section, a vendor that fails to respond to an invitation to bid, resulting in a no bid, constitutes a documented bid. Competitive bidding and public advertisement are not required. Bids may be received via fax, telephone, internet, and the like. The bid will be awarded to the lowest and best bidder conforming to the specifications and delivery requirements, provided that the city manager or his/her designee approves the bid and purchase. (as added by Ord. #14-343, Dec. 2014)

1-203. Purchases greater than \$10,000 general fund/\$25,000 utility operations. Unless otherwise provided by statute, competitive bidding and public advertising will be required for all purchases over ten thousand dollars (\$10,000.00) for general fund operations and over twenty-five thousand dollars (\$25,000.00) for utility operations, except for:

(1) Purchases for goods or services that are subject to daily price changes (e.g., gasoline). Such purchases will be made pursuant to the provisions of § 1-202;

(2) Purchases for goods or services that are sold, distributed or manufactured by a single source ("single source purchases"); and

(3) Purchases made during a declared area-wide emergency or for immediate delivery in actual emergencies arising from unforeseen causes, including delays by contractors or transportation or an unanticipated volume of work ("emergency purchases"). (as added by Ord. #14-343, Dec. 2014)

1-204. Sealed bids and public advertisement. Formal sealed bids will be obtained and public advertisement will be issued for all purchases requiring competitive bidding, as follows:

(1) Formal sealed bids will be received by the purchasing division or user department up to the date and time scheduled for the opening at which time the bids will be opened and read aloud. The purchasing agent or, when authorized, the director of the user department will select a date, time and place where the bids will be publicly opened.

(2) Correct and complete specifications and a formal invitation to bid will be submitted/offered to all vendors on the bidders' list for the particular material, supply or service.

(3) A public notice of the time, date and place set for the public opening of bids will be published in a newspaper of general circulation for a minimum of five (5) days prior to the opening.

(4) Bids will be awarded to the lowest and best bidder(s) conforming to the bid evaluations, specifications, qualities, delivery requirements and other appropriate considerations.

(5) For purposes of this section, approval by the City of Alcoa Board of Commissioners will be required for all budgeted capital expenditures which:

(a) Exceed the amount previously appropriated by the board of commissioners; or

(b) Result in the lowest bid being rejected. (as added by Ord. #14-343, Dec. 2014)

CHAPTER 3

[This chapter was repealed by Ord. #17-412, June 2017]