

TITLE 2

BOARDS AND COMMISSIONS, ETC.

CHAPTER

1. PARKS AND RECREATION COMMISSION.
2. LIBRARY BOARD.
3. FORT SOUTHWEST POINT COMMISSION.
4. TREE ADVISORY BOARD.
5. FINANCIAL REVIEW COMMITTEE.

CHAPTER 1

PARKS AND RECREATION COMMISSION¹

SECTION

- 2-101. Membership, tenure, compensation and vacancies.
- 2-102. Organization and general powers and duties.
- 2-103. Personnel.
- 2-104. Finances.
- 2-105. Reports to council.

2-101. Membership, tenure, compensation and vacancies. There is hereby created a parks and recreation commission which shall consist of nine (9) persons, to be appointed by the city council, to serve for terms of four (4) years (one (1) member must be a member of the city council who will serve during his or her term of office as councilman) or until their successors are appointed, except that all members serving at the time the ordinance comprising this section reducing the membership from twelve (12) to nine (9) becomes effective shall continue to serve until the expiration of their term. The members of such commission shall serve without pay. Vacancies in such commission occurring other than by expiration of term shall be filled only for the unexpired term, and such appointments shall be made by the mayor. Members shall live within the city limits. (1991 Code, § 2-101, modified, as replaced by Ord. #11-10-11-1, Nov. 2011)

2-102. Organization and general powers and duties. Immediately after the appointment of the members and annually thereafter, the parks and recreation commission shall organize by electing from its membership a chairman and such other officers as it may deem necessary. The commission may make recommendations to the city manager and city council regarding the rules and regulations for the proper conduct of public recreation for the city.

¹Municipal code reference
Regulation park hours: § 16-115.

The said commission may advise the city manager and city council regarding the conduct of any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner. The implementation of all facets of the recreation program of the city shall be the responsibility of the city manager. (1991 Code, § 2-102, modified)

2-103. Personnel. The parks and recreation commission may make recommendations to the city manager regarding the employment of all personnel necessary for a well rounded recreation program. Such personnel may include but shall not be limited to a director of recreation, baseball directors, maintenance and clean-up personnel, playground supervisors, etc. Such recommendations shall be considered but shall not be binding upon the city manager in the employment of personnel. Preference should be given to residents of the city. All personnel shall be under the supervision of the city manager. (1991 Code, § 2-103)

2-104. Finances. The parks and recreation commission may submit a proposed annual budget to the city manager with recommendations for the funding of the city recreation program by the city. The commission may also solicit or accept any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for playgrounds or recreation purposes.

All revenues received by the city from the rental or leasing of recreational areas and facilities such as concession stands, boat docks, etc., shall be turned over to the city to be applied to the parks and recreation budget for making capital improvements on and maintaining recreational areas. All purchases shall be made in accordance with the city's purchasing procedures. (1991 Code, § 2-104, modified)

2-105. Reports to council. The parks and recreation commission shall make such reports of the commission meetings to council as council may require and such reports shall be retained as permanent records at city hall. (1991 Code, § 2-105, modified)

CHAPTER 2

LIBRARY BOARD¹

SECTION

2-201. Membership and election.

2-202. Terms of office.

2-203. Officers and duties.

2-204. Board duties.

2-201. Membership and election. (1) The board of directors of the Kingston City Library shall consist of seven (7) members. Not more than one official of the city council shall serve on the board. In addition, the head librarian shall be an ex officio member of the board.

(2) All members of the board shall be appointed by the city council. The library board may submit recommendations to the city council for consideration. Notification of appointment shall be made by the council and by the board.

(3) Members of the board of directors shall be qualified voters and preferably residents of the City of Kingston. (1991 Code, § 2-201)

2-202. Terms of office. (1) The term of office shall be for a period of three years, except that the member of the city council shall serve during his or her term of office on city council. The incumbent members of the board at the time of passage of this section shall continue in their normal term of office until expiration. Thereafter, except for the council member, the board members shall be appointed such that at least two terms of office expire each year.

(2) Appointment to the library board shall be made by council prior to the close of the calendar year so that the terms of office may begin January 1 of the following year.

(3) Interim vacancies shall be declared upon the resignation, death or change of residency out of the region of the City of Kingston by a member or when a member misses fifty percent (50%) of the meetings within one (1) fiscal year without sufficient reason.

(4) In the event the council fails to appoint a successor to any member at the end of the normal term of office, that member shall continue in office as a qualified member of the board until officially replaced. (1991 Code, § 2-202, modified)

¹Charter reference

Advisory boards: art. IV, § 4.12.

State law reference:

Tennessee Code Annotated, title 10, chapter 3.

2-203. Officers and duties. (1) The board shall annually elect a chairman, a vice-chairman, a secretary and a treasurer from their number at the first regular meeting after the beginning of the fiscal year.

(2) The vice-chairman shall assume the duties of the chairman when the chairman is absent from the city, or unable to perform his duties for any reason.

(3) The secretary shall be responsible for keeping minutes of all meetings or business conducted by the board and these minutes shall be retained as a permanent record. The records shall be made available for inspection by any citizen in the presence of an officer of the board.

(4) The treasurer shall be responsible for ascertaining the validity of bills presented for payment, based upon budget appropriations and official board action, and presenting such valid bills to the city manager for payment from the library's account. The treasurer shall keep a financial account of income and approved disbursements and provide a quarterly record thereof to the board. The records of the treasurer shall be made available, if requested, for audit of the library's account. (1991 Code, § 2-203)

2-204. Board duties. (1) The board shall have jurisdiction over the affairs of the library. The board may, by agreement with the city, relinquish all personnel responsibilities to the city to be administered as if the the library board was a department of the city administration. In such event, the board may interview applicants for the position of head librarian, assistant librarian and other employees, and submit a list of qualified applicants to the city manager. Such recommendations shall be considered but shall not be binding upon the city manager in the employment of personnel. All library personnel shall be employees of the city and managed and paid as other city employees.

(2) It shall be the responsibility of the board in cooperation with the head librarian, to establish board policy, consistent with the city charter and Ordinances.

(3) The head librarian shall direct the internal affairs of the library subject to the direction of the board and of the city manager.

(4) It shall be the board's responsibility to approve payment to CETA or other temporary employees working under federal programs, as approved by the city manager. The board shall approve disbursement of funds which are donated for a designated purpose.

(5) The board shall submit a proposed detailed annual budget to the city council at least ninety (90) days before the end of the fiscal year.

(6) The board may solicit volunteers and funds from organizations, clubs and individuals for various educational and cultural programs. (1991 Code, § 2-204, modified)

CHAPTER 3

FORT SOUTHWEST POINT COMMISSION

SECTION

- 2-301. Membership, tenure, compensation and vacancies.
- 2-302. Organization and general powers and duties.
- 2-303. Personnel.
- 2-304. Finances.
- 2-305. Reports to council.

2-301. Membership, tenure, compensation and vacancies. There is hereby created a Fort Southwest Point Historic Commission which shall consist of seven (7) persons, one member of which must be a member of the city council, to be appointed by the city council, to serve for terms of four (4) years or until their successors are appointed (the one (1) member of the city council will serve during his or her term of office as councilman). Appointments shall be staggered so that two (2) citizen appointments shall expire annually. The members of such commission shall serve without pay. Vacancies in such commission occurring other than by expiration of term shall be filled only for the unexpired term, and such appointments shall be made by the mayor. A majority of the members shall live within the city limits. (1991 Code, § 2-401, modified)

2-302. Organization and general powers and duties. Immediately after the appointment of the members and annually thereafter, the Fort Southwest Point Commission shall organize by electing from its membership a chairman and such other officers as it may deem necessary. The commission shall make recommendations to the city manager and city council regarding the rules and regulations for the proper administration of the historic programs and facilities at Fort Southwest Point. The said commission shall advise the city manager and city council regarding any form of activity at the facility known as the Fort Southwest Point. The implementation of all facets of the program at Fort Southwest Point shall be the responsibility of the city manager. (1991 Code, § 2-402)

2-303. Personnel. The Fort Southwest Point Commission shall make recommendations to the city manager regarding the employment of all personnel necessary for a well rounded program at Fort Southwest Point. Such recommendations shall be considered but shall not be binding upon the city manager of the employment of personnel. Preference should be given to residents of the city. All personnel shall be under the supervision of the city manager. (1991 Code, § 2-403)

2-304. Finances. The Fort Southwest Point Commission shall submit a proposed annual budget to the city manager with recommendations for the funding of the historic program at Fort Southwest Point. The commission may also solicit or accept any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use at Fort Southwest Point. All revenues received by the city from the Fort Southwest Point historic facilities shall be turned over to the city to be applied to the Fort Southwest Point Commission budget for maintaining the historic facilities at Fort Southwest Point. All purchases shall be made in accordance with the city's purchasing procedures. (1991 Code, § 2-404)

2-305. Reports to council. The Fort Southwest Point Commission shall make monthly reports of the commission meetings in written form to council and such reports shall be retained as permanent records at city hall. (1991 Code, § 2-405)

CHAPTER 4

TREE ADVISORY BOARD

SECTION

2-401. Membership, tenure, compensation and vacancies.

2-402. Organization and general powers and duties.

2-403. Public tree care.

2-404. Interference.

2-405. Reports to council.

2-401. Membership, tenure, compensation and vacancies.

(1) There is hereby created a tree advisory board which shall consist of four (4) persons, as follows: two (2) citizens without special qualifications; one (1) person who serves as a member of the city council; and, the parks and recreation director during the time he or she holds such position. The two (2) citizen members are to serve for terms of four (4) years or until their successors are appointed (the one member of the city council will serve during his or her term of office as councilman), provided that the first board shall be appointed with one (1) member to serve for two (2) years and one (1) member for four (4) years. The city council member shall serve for the term of his or her term of office as councilman. All members shall be appointed by the city council. The members of such board shall serve without pay. Citizen vacancies of such board occurring other than by expiration of term shall filled only for the unexpired term, and such appointments shall be made by the mayor. Members shall live within the city limits. (Ord. #8-12-9-3, Jan. 2009)

2-402. Organization and general powers and duties. It shall be the responsibility of the board:

(1) To develop and update plan to promote and encourage the care, planting and preservation of trees and shrubs within the community. Said plan shall be submitted to city council for review and approval.

(2) To coordinate an annual urban forestry assessment and present findings to council.

(3) When requested by the city council or city manager to consider, investigate, make findings, report and make recommendations upon any special matter or question coming within the scope of its work. (Ord. #8-12-9-3, Jan. 2009)

2-403. Public tree care. (1) **Tree topping.** Tree topping is defined as aggressive pruning of a tree's canopy. It is the policy of the city to refrain from topping of trees located on public property, provided, however, tree topping is appropriate whenever needed for the sake of energy outage prevention or where trees are severely damaged by storms or other causes or where trees are located

under utility wires or other obstructions and other pruning practices are impractical.

(2) **Pruning and clearance.** The city shall have the right to prune, cut, clear, or remove any tree, shrub, bush, or flower on public property which overhangs any street, right-of-way, or public easement within the city that constitutes a hazard to the safety or property of any person upon such street right-of-way or easement. Such pruning or clearance can also be done if a tree, shrub, bush, or flower interferes with the spread of light along the street from a street light, or interferes with the visibility of any traffic control device or sign, or interferes with pedestrian travel, or interferes with the safe line of sight along any street or roadway, or which is injurious or a potential threat to sewers, electrical power lines, gas lines, water lines, or other public improvements. The city will attempt to minimize the amount of pruning, cutting, clearance, and removal of trees necessary to accomplish the safety objective undertaken. (Ord. #8-12-9-3, Jan. 2009)

2-404. Interference. It shall be unlawful for any person or persons to prevent, delay or interfere with the city, or any of its agents while engaging in the planting, cultivating, mulching, pruning, spraying, or removal of any trees on public property. (Ord. #8-12-9-3, Jan. 2009)

2-405. Reports to council. The tree advisory board shall make such reports as the city council shall require. (Ord. #8-12-9-3, Jan. 2009)

CHAPTER 5

FINANCIAL REVIEW COMMITTEE

SECTION

2-501. Membership, tenure and compensation.

2-502. Organization and general powers and duties.

2-503. Reports to council.

2-501. Membership, tenure and compensation. There is hereby created a financial review committee which shall be advisory in nature and the membership of which shall be composed of two (2) council members to be appointed by council and to serve for the term of his or her term of office as councilman. The members of such committee shall serve without pay and shall have no deliberate or administrative authority. (as added by Ord. #13-8-13-2, Sept. 2013)

2-502. Organization and general powers and duties. It shall be the responsibility of the committee:

(1) To meet with the city manager and his deputies; to review the financial affairs of the city; and to make reports to the city council to enable the city council to be cognizant of the administration of such financial affairs of the city.

(2) To meet at such times and at such places and with such frequency as the members of the committee shall deem to be in the best interest of the city.

(3) When requested by the city council or city manager, to consider, investigate and report to council upon any special matter or question coming within the scope of its work. (as added by Ord. #13-8-13-2, Sept. 2013)

2-503. Reports to council. The financial review committee shall make such reports to city council as the committee deems necessary or as council shall from time to time require. (as added by Ord. #13-8-13-2, Sept. 2013)