TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER
1. BOARD OF COMMISSIONERS.
2. PURCHASING.
3. COPIES OF PUBLIC RECORDS.

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 the commissioners present, either from day to day or from time to time, but not

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.

²Charter references
Compensation of mayor and commissioners: art. 3, § 5.
Election of commissioners - terms: art. 3, § 1.
Election of mayor: art. 3, § 2.
Quorum: art. 3, § 11.
Restrictions on commissioners: art. 3, § 15.
Vacancies in office: art. 3, § 9.
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. 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

COPIES OF PUBLIC RECORDS

SECTION
1-301. Viewing documents.
1-302. Fees for copied records.

1-301. Viewing documents. Under the Tennessee Public Records Act, as explained in Tennessee Code Annotated, § 10-7-503, a citizen of Tennessee should have access during regular business hours to documents of public record concerning the official business of the City of Alcoa in its capacity as a governmental agency. The records custodian may require that the requestor of public record show a government issued photo identification with an address, and the custodian may prohibit access to persons that are not citizens of the State of Tennessee. A citizen may view the public record in many formats including, but not limited to, documents, papers, letters, maps, books, and electronic data processing files as well as in other forms as stated in Tennessee Code Annotated, § 10-7-301(6). A citizen may view and inspect these files free of charge. The presence of confidential information in a record cannot be used to limit or deny access to a citizen. The records custodian should redact records before the requestor views or receives a copy of the information. (as added by Ord. #10-238, Sept. 2010)

1-302. Fees for copied records. It shall be lawful for a citizen to request a copy of any open public record. If a citizen should request such a copy, the City of Alcoa may charge the requestor for the copies according to the following guidelines:
   (1) Fifteen cents ($0.15) per page for black and white copies of eight and one-half inches by eleven inches (8 1/2"x11") or eight and one-half inches by fourteen inches (8 1/2"x14") in size, except for victims requesting copies of accident reports from the Alcoa Police Department.
   (2) If the original document is in color, the requestor should be advised that said document can be copied in color for a higher fee.
   (3) Fifty cents ($0.50) per page for color copies of eight and one-half inches by eleven inches (8 1/2"x11") or eight and one-half inches by fourteen inches (8 1/2"x14") in size.
   (4) Duplex copies will be charged as two (2) separate pages for both black and white and color copies.
   (5) In the event that the original public record is in some format other than a document, such as DVDs, CDs, audio tapes, etc., the city will reproduce the record at actual cost. The Alcoa Police Department may charge thirty dollars ($30.00) to reproduce each DVD. If the city does not possess the means to


reproduce the record, the city may use a private vendor that is the most cost effective.

(6) An additional cost of five dollars ($5.00) will be charged for the certification of any copies.

(7) The city may charge the requestor for labor costs to cover the time taken to make copies and redact confidential information. The first hour of labor will be free of charge with each additional hour costing the normal hourly wage of the employee without benefits. If an employee is not paid on an hourly rate, then the rate should be calculated by dividing the employee’s yearly salary by how many hours said employee is required to work for the year. In order to calculate total labor cost for the requestor, a city official should add up the hours spent for each employee and subtract one (1) hour from the time spent by the highest paid employee. Then, the official should multiply the hourly wage for each employee by the hours spent on the project by each employee; finally, the official should add up the total cost incurred by all employees.

(8) The requestor will be expected to pick up the copied records at no cost. However, if the requestor indicates that he/she would like them mailed through the U.S. Postal Service, the city will charge him/her for the actual cost of sending the copied records.

(9) The City of Alcoa reserves the right to waive these fees when public officials request copies of public record or whenever it is in the best interest of the city to do so. (as added by Ord. #10-238, Sept. 2010)