

CHAPTER 4. OFFICERS AND DEPARTMENT HEADS

PART 1. CITY ADMINISTRATOR

Sec. 6-4-101. Duties of city administrator.

(a) The board may appoint a city administrator who shall be under the control and direction of the board. The city administrator shall report and be responsible to the board.

(b) The board may, by ordinance, require the city administrator to perform any or all the following duties:

- (1) Administer the business of the municipality;
- (2) 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 municipality;
- (3) Keep the board fully advised as to the conditions and needs of the municipality;
- (4) Report to the board the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
- (5) Recommend to the board and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
- (6) Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and may propose personnel policies and procedures for approval of the board; and
- (7) Perform such other duties as may from time to time be designated or required by the board.

(Acts 1991, ch. 154, § 1)

PART 2. CITY RECORDER

Sec. 6-4-201. City recorder--Appointment.

The board shall appoint a city recorder, who also may be appointed to the positions of finance director or treasurer, or both.

(Acts 1991, ch. 154, § 1)

Sec. 6-4-202. Recorder's functions at board meeting.

The recorder or his designee shall be present at all meetings of the board, and keep a full and accurate record of all business transacted by the board to be preserved in permanent form.

(Acts 1991, ch. 154, § 1)

Sec. 6-4-203. Custody of official records.

(a) The recorder or the recorder's designee shall have custody of, and preserve in the recorder's office, the city seal, the public records, original rolls of ordinance, ordinance books, minutes of the board, contracts, bonds, title deeds, certificates, and papers, all official indemnity or security bonds (except the recorder's 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.

(b) All such records shall be the property of the municipality.

(Acts 1991, ch. 154, § 1)

Sec. 6-4-204. Copies of records and ordinances.

(a) The recorder shall provide, copy, and, when required by any officer or person, certify copies or records, papers and documents in the recorder's office.

(b) Fees for copying and certification shall be charged as established by ordinance.

(Acts 1991, ch. 154, § 1)

PART 3. CITY JUDGE--CITY COURT

Sec. 6-4-301. City judge; jurisdiction; appointment; qualifications and compensation; elections.

(a) There shall be a city court presided over by a city judge appointed by the board or elected as provided in subsection (c).

(b) (1) (A) Where the city judge is appointed, the city judge shall have the qualifications, term of office, if any, and receive the compensation the board may provide by ordinance.

(B) The board may appoint the general sessions court judge of the county or counties in which the municipality lies to act as city judge.

(2) In the absence or disability of the city judge, the mayor may designate a qualified person to serve as city judge or may designate the general sessions court judge of the county or counties in which the municipality lies to be acting city judge until one can be appointed at the next regularly scheduled meeting of the board, or as otherwise provided by ordinance.

(c) (1) The board may require, by ordinance, that the city judge meet the constitutional qualifications and be elected in the same manner as a judge of an inferior court. Constitutional provisions applicable to judges of inferior courts shall apply to the elected city judge.

(2) If an elected city judge is unable, temporarily, to preside over city court for any reason, then the judge shall appoint a general sessions judge of the county or counties within which the municipality lies to sit in the judge's place. If no general sessions judge is available, then the city judge shall appoint an attorney, meeting the same qualifications as a general sessions judge, to sit temporarily.

(Acts 1991, ch. 154, § 1; Acts 1992, ch. 612, § 10; Acts 1996, ch. 652, §§ 2, 3; Acts 2004, ch. 914, § 6)

Sec. 6-4-302. Power to enforce ordinances.

(a) The city judge may impose fines, costs and forfeitures, and punish by fine for violation of city ordinances.

(b) The judge may preserve and enforce order in the court and enforce the collection of all fines, costs and forfeitures imposed.

(c) In default of payment, or good and sufficient security given for the payment of any fines or forfeitures imposed, the judge shall commit the offender to the workhouse or other place provided for this purpose, and to any labor provided by ordinance until the fines or forfeitures are fully paid at the rate set in section 40-24-104. No such imprisonment shall exceed the period of time established in section 40-24-104, for any one (1) offense. Fines may be paid in installments in the manner provided by ordinance. The city judge may remit, with or without condition, fines and costs imposed for violation of any ordinance provision.

(Acts 1991, ch. 154, § 1; Acts 1995, ch. 13, § 5)

PART 4. TREASURER--DEPOSITS OF MUNICIPAL FUNDS

Sec. 6-4-401. Appointment and duties of treasurer.

- (a) The board shall appoint a treasurer.
 - (b) The treasurer shall collect, receive and receipt for the taxes and all other revenue (and bonds) of the municipality, and the proceeds of its bond issues, and disburse them.
 - (c) The board may appoint the recorder as treasurer.
- (Acts 1991, ch. 154, § 1)

Sec. 6-4-402. Depositories of municipal funds.

Depositories of the municipal funds shall be designated by ordinance. The board shall require any financial institution that becomes a depository of municipal funds to secure such funds by collateral in the same manner and under the same conditions as state deposits under Title 9, Chapter 4, Parts 1 and 4, or as provided in a collateral pool created under Title 9, Chapter 4, Part 5.

(Acts 1991, ch. 154, § 1; Acts 1994, ch. 752, § 4)