

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. ADMINISTRATIVE ORGANIZATION.
2. COUNCIL MEETINGS.
3. CODE OF ETHICS.

#### CHAPTER 1

### ADMINISTRATIVE ORGANIZATION<sup>2</sup>

#### SECTION

1-101. Departments.

**1-101. Departments.** Departments. The administrative organization shall consist of the following departments to be under the direction of the department heads and operated in accordance with the administrative regulations issued by the city manager:

- (1) Department of city manager's office
- (2) Department of administrative services
- (3) Department of financial services
- (4) Department of public services
- (5) Department of public safety
- (6) Department of public utilities
- (7) Department of information systems. (Ord. #2022-05, Jan. 2022)

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<sup>1</sup>Charter 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 and electrical inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

<sup>2</sup>Charter references: art. II, § 31 and art. VIII.

## CHAPTER 2

### COUNCIL MEETINGS

#### SECTION

1-201. Time of meeting.

1-202. Place of meeting.

**1-201. Time of meeting.** The time of the regular monthly meeting of the council as authorized under Article IV of the Charter of the City of Maryville is hereby fixed at 7:00 P.M. on the first Tuesday of each month except when such day falls on a legal holiday, then the meeting shall be held on the following day. (1999 Code, § 1-201)

**1-202. Place of meeting.** The place of the regular monthly meeting of the council as authorized under Article III of the Charter of the City of Maryville is hereby fixed at the Municipal Building, 400 West Broadway, Maryville, Tennessee, or at such other location as designated by the mayor and city manager, provided that public notice of such other location is given at least five (5) days prior to the meeting. (1999 Code, § 1-202)

## CHAPTER 3

### CODE OF ETHICS

#### SECTION

- 1-301. Applicability.
- 1-302. Definitions.
- 1-303. Disclosure of personal interest.
- 1-304. Prohibition of acceptance of gifts and gratuities.
- 1-305. Use of information.
- 1-306. Violations and penalty.

**1-301. Applicability.** (1) This is the code of ethics for officials and employees of the city. It applies to all full-time and part-time elected or appointed officials and employees of the city, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the city including, but not limited to, Maryville City Council, Maryville Regional Planning Commission, Maryville Board of Zoning Appeals, Code Review Committee, Construction Board of Adjustments and Appeals, Maryville Public Building Authority, Maryville Parking Authority, Maryville School Board, Big Springs Industrial Park Design Review Board, Historical Zoning Commission and Design Review Board. The words "city" and "municipal" include these separate entities. As provided by *Tennessee Code Annotated*, § 49-7-017, this code of ethics shall apply to the municipal board of education and its employees.

(2) In any situation in which a personal interest under this code of ethics is also a conflict of interest under state law, the provisions of the state law shall supersede § 1-303. (1999 Code, § 1-301, modified)

**1-302. Definitions.** As used in this chapter: (1) "City" means the City of Maryville, Tennessee.

(2) "City council" means the City Council of the City of Maryville.

(3) "Municipal board" means any board, commission, committee, authority, corporation, or other instrumentality appointed or created by the city.

(4) "Personal interest" means:

(a) Any financial, ownership, or employment interest which is the subject of a vote by a municipal board or city council, not otherwise regulated by state statutes on conflict of interest;

(b) Any financial, ownership, or employment interest in a matter to be regulated or supervised by the city council or a municipal board; or

(c) Any such financial, ownership, or employment interest of the official's or employee's spouse, parent(s), step parent(s), grandparent(s), sibling(s), child(ren), or step child(ren).

(5) The words "employment interest" includes a situation in which an official or employee, or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised. (1999 Code, § 1-302)

**1-303. Disclosure of personal interest.** (1) An official on city council or any municipal board with the responsibility to vote on a matter shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects, or that would lead a reasonable person to infer that it affects, the official's vote on the matter. In addition, the official may recuse himself or herself from voting on the matter.

(2) An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects, or that would lead a reasonable person to infer that it affects, the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a form provided by and filed with the recorder. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, recuse himself or herself from the exercise of discretion in the matter. (1999 Code, § 1-303)

**1-304. Prohibition of acceptance of gifts and gratuities.** An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the municipality:

(1) For the performance of an act, or refraining from performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties; or

(2) That might reasonably be interpreted as an attempt to influence his action, or reward him or her for past action, in executing municipal business. (1999 Code, § 1-304)

**1-305. Use of information.** (1) An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(2) An official or employee may not use or disclose information obtained in his or her official capacity or position of employment with the intent to result in financial gain for himself or herself or any other person or entity. (1999 Code, § 1-305)

**1-306. Violations and penalty.** An elected official or appointed member of a separate municipal board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the municipality's charter or other applicable law, and in addition is subject to censure by the governing body. An

appointed official or any employee who violates any provision of this chapter is subject to disciplinary action.