

## **City Commission Roles, Responsibilities, and Activities**

1. Regulatory Authority --- The City Commission is the ultimate authority in City affairs, excluding any litigation or legislation decisions from higher authorities. The City Commission is the contract review board for the City. The City Commission is also the final local appeal in City land use actions

### a. Regulatory Actions and Activities

- i. Hold public hearings
- ii. Develop and implement other public involvement processes to aid in considerations of proposed ordinances, policies, and procedures
- iii. Pass ordinances, approve policies and procedures
- iv. Convene as quasi-judicial body to hear land use appeals and render decisions

2. Financial Authority

### a. Fiduciary Actions and Activities

- i. Approve contracts for city work (Contract Review Board)
- ii. Levy Taxes
- iii. Assess fees and other charges for service
- iv. Sell bonds
- v. Consider and approve annual or bi-annual budget
- vi. Monitor budget throughout the year
- vii. Ensure rationality and legality between where money comes from and where money is spent
- viii. Ensure cost effectiveness and efficiency in local government service costs, where feasible

3. Employer Authority

### a. Employer Actions and Activities

- i. Hire, evaluate, and fire if necessary the City Manager (The Commission has only two employees. The City

Manager and the Municipal Court Judge are the Commission's two employees they hire and supervise. All other city employees work for the City Manager. The Commission works through the City Manager to accomplish its directives.

- ii. Provide resources to accomplish the work of the city and the goals and direction set by the Commission
- iii. Ensure a competitive and responsible wage and benefit programs to aid retention and recruitment, where financial feasible
- iv. Provide means that City can provide a safe work place for all its employees
- v. Evaluates performance of Municipal Court Judge and discusses desired direction for Court --- Judge is final authority on Court proceedings

#### 4. Representative Authority

##### a. Representative Actions and Activities

- i. Be the eyes, ears, and voice for the community
- ii. Represent all citizens
- iii. Understand community issues and assist the community in understanding the issues
- iv. Communicate city issues and position of the Commission and City on those issues
- v. Communicate city issues and concerns to other governmental agencies
- vi. Provide transparency in all city deliberations where feasible and practical
- vii. Make all decisions in public
- viii. Adhere to all local, state, and federal laws in the execution of the office of City Commissioner
- ix. Be an effective member and representative of the entire Commission
- x. Make decisions in the best interest of the City versus just what is popular or specific to a vocal minority.
- xi. Appoints citizens to advisory committees and receives their recommendations for deliberation and possible action

## 5. Visioning and Planning Responsibility

- a. Visioning and Planning Actions and Activities
  - i. Set direction for community and organization
  - ii. Determines mission and vision for community
  - iii. Communicate, and gain support for City's mission, vision, projects, programs, services, and actions
  - iv. Decide on implementation plan to accomplish mission and vision
  - v. Determine branding for community

## Responsibilities of City Manager

- a. Hires, directs, and fires all City employees including Department Heads with the exception of Municipal Court Judge
- b. Oversees day to day operations and activities of City
- c. Ensures Commission direction, goals, and policies are carried out
- d. Develops policy and program actions for Commission consideration and action
- e. Advises Commission on policy issues and business operations of City organization
- f. Communicates and explains action and activities of the City
- g. Performs as organizational spokesperson when necessary
- h. Acts as City liaisons to citizens and citizen groups
- i. Represents the City to state, regional, and county organizations and to other Cities.
- j. Acts as Economic Development/Urban Renewal Director for City
- k. Acts as Emergency Management Director in Emergencies
- l. Is Budget Director for City --- Prepares and delivers budget to Budget Committee and City Commission for their consideration, recommendations, modifications, and approval. Monitors budget and ensure all actions are with budget as approved by City Commission.