

## ORGANIZATION OF CITY GOVERNMENTS

<p><b>MAYOR</b></p> <p><b>Executive/Administrative Functions</b></p> <ul style="list-style-type: none"> <li>♦ Hire employees</li> <li>♦ Supervise daily conduct of employees</li> <li>♦ Discipline employees</li> <li>♦ Terminate employees</li> <li>♦ Appoint nonelected officers (with council approval)</li> <li>♦ Supervise daily conduct of nonelected officers</li> <li>♦ Discipline nonelected officers</li> <li>♦ Terminate nonelected officers</li> <li>♦ Establish office hours</li> <li>♦ Set employee work schedules</li> <li>♦ Assign offices</li> <li>♦ Require[s] officers &amp; employees to make reports</li> <li>♦ Establish work procedures &amp; regulations to govern work activities (subject to council disapproval)</li> <li>♦ Report to council on the activities of employees and departments of city government and recommend legislative action by the council</li> <li>♦ Make and sign contracts, notes, checks, purchase orders, &amp; other legal documents</li> <li>♦ Prepare a budget and submit the proposed budget to legislative body</li> <li>♦ Administer the budget once passed</li> <li>♦ Delegate authority to subordinate officers and employees when necessary</li> </ul> <p><b>Legislative Functions</b></p> <ul style="list-style-type: none"> <li>♦ Preside at council meetings</li> <li>♦ Veto/approve ordinances</li> <li>♦ Vote when necessary to break a tie</li> <li>♦ Call special meetings of council</li> </ul>	<p><b>COUNCIL</b></p> <p><b>Legislative Functions</b></p> <ul style="list-style-type: none"> <li>♦ Enact rules &amp; regulations that apply to the general public to ensure the public's health, safety, and welfare</li> <li>♦ Levy taxes and establish fees for city services</li> <li>♦ Establish nonelected offices and employment positions</li> <li>♦ Establish the basic duties of nonelected officers and employees</li> <li>♦ Set the compensation for all officers and employees</li> <li>♦ Hire employees to work solely for the council to assist it to perform legislative and other authorized functions (e.g., investigative function)</li> <li>♦ Investigate the activities of government and officers and employees in furtherance of its legislative function</li> <li>♦ Adopt an annual budget appropriating funds to operate city government and amend the budget as necessary</li> <li>♦ Set contract specifications and authorize the acceptance and execution of contracts</li> <li>♦ Authorize property to be purchased; declare property surplus and determine its value for sale</li> <li>♦ Approve appointment of nonelected officers</li> <li>♦ Disapprove mayoral regulations</li> <li>♦ Majority may call special meetings in writing</li> </ul>
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