

## **Roles and Responsibilities**

### **Role of the Mayor and City Council**

Residents elect the mayor and 11 city council members every two years.

- The mayor and four council members are elected at-large by a citywide vote.
- Seven council members are elected from districts by voters who reside in each district.

City council adopts policy, approves the financing of all city operations and enacts ordinances, resolutions and orders. They also authorize contracts and rezone property. Council also appoints the city manager, city attorney, city clerk and members of various boards and commissions.

The mayor presides at city council meetings and officially represents the city at special ceremonies and events. The mayor pro tem, elected by a vote of the city council, assumes all duties of the office in the mayor's absence.

### **Role of the City Manager**

The city manager administers the policy set by the mayor and city council and oversees the day-to-day operations of city government.

It is the city manager's responsibility to ensure that all city services are delivered in a timely and cost-effective manner, and to provide vision and leadership to the city organization.