

CITY MANAGER'S  
OFFICE

TO: Councilman Tolmach

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☐ Answer For My Signature  
☐ Investigation and Report  
☐ Recommendation and Return  
☐ Additional Info on Reverse

REMARKS: per your request

DATE: \_\_\_\_\_

SIG: [Signature]

CITY COUNCIL

(April 1970)  
proposed - but  
not formally  
adopted

Subject: City Council-Mayor Relationship

The Mayor of the city is a member of the City Council selected by the other members of Council, to preside at Council meetings, and to be the ceremonial head of city government. The Mayor serves at the pleasure of the City Council.

In order to avoid possible misunderstandings and hard feelings, the office of mayor will be filled on a rotational basis with the change occurring at the first meeting following a councilmanic election and in the intervening years at the second meeting in the month of April. The order of rotation will normally be based on seniority, however, the rotational order may be changed if the senior councilman, or a majority of the Council, determine that the senior councilman does not have the personal time, good health, or interest to fully carry out the social and ceremonial obligations of the office of mayor. The seniority ranking of councilmen, coming on the council from the same election, will be based on the number of votes received at the election (the greater number of votes, the higher the seniority).

For purposed of further clarifying the responsibilities of the Mayor it is the policy of the City Council that the Mayor is expected to welcome distinguished visitors, address civic gatherings of all kinds, preside over luncheons and dinners, and attend conferences and meetings relating to city projects and programs. The Mayor has no greater authority or responsibility than any other member of Council for policy making. The Mayor's responsibilities differ from other Council members only in that the Mayor is expected to devote more time and effort to communicate, and explain established Council policy to the public and work to win popular support for the city's programs. Each member of Council has a duty to share the responsibility for educating the citizens by explaining the city's programs at every opportunity. Each Councilman is also expected to represent the city at many social functions to help maintain the public relations program of the city.

The Mayor and City Councilmen will share the use of an office. The clerical and stenographic needs will be

provided by the secretarial staff serving the City Manager. In event of conflict in the scheduled use of the Mayor-Councilmen's office, precedence will be given to any meeting the Mayor has scheduled in connection with his official duties. The Administrative Conference Room or other suitable facilities will be made available to members of the Council should there be a conflict in the scheduled use of the Mayor-Councilmen's office.

April, 1972