



Office of the City Manager Memorandum

Date: December 2, 2010

To: Charter Review Committee Members

From: Laura A. Fitzpatrick, Assistant City Manager

Subject: Research re: Mayor/Council Salaries & Mayor/City Manager Job Duties

Per your request, attached find research on salaries of mayors and governing body members for 18 mid-sized cities. Also included are job duties delineated in the charters and codes for 11 of these municipalities. In most cases, job duties were collected from charters or codes.

Notes:

- There is a broad range of both salaries and duties.
- It should be noted that the trend in Oregon is to compensate elected officials at very low levels.
- In order for the comparison to be relevant, these communities were selected based on population and form of government (council-manager). (The only strong mayor form of government included is Albuquerque. This is provided for context.) Rapids City, SD was mentioned at the last meeting, but it was not included because it is a strong mayor form of government.

CC: James C. Jimenez, City Manager

Mayor & Councilmember Salaries of Mid-Sized Cities with a Council-Manager Form of Government

City	Pop.	Mayor's Salary	Councilor's Salary	How is the salary established?
Rio Rancho, NM	83,000	\$24,000	\$12,000	Per ordinance
Albuquerque, NM <i>*strong Mayor form of govt</i>	850,000	\$105,000	\$10,500	<i>Salary was previously set by ordinance; however, a 2009 election amended the charter to read: "The Mayor's salary shall be determined by a citizens' independent salary commission."</i>
Farmington, NM	46,000	\$15,000	\$10,000	Per ordinance
Las Cruces, NM	75,000	\$74,000	\$29,600	Per ordinance, Mayor's salary is to be 2 ½ times salary of councilors. (Councilors' salary set by ordinance.)
Santa Fe, NM	62,000	\$25,811	\$25,811 (same as Mayor)	Per ordinance
Ann Arbor, MI	78,000	\$41,200	\$0	Per ordinance
Avondale, AZ	69,356	\$14,400	\$7,200	Per charter
Flagstaff, AZ	61,185	\$36,000	\$24,000	Per ordinance
Surprise, AZ	88,265	\$34,032	\$20,244	Per ordinance
Sparks, NV	90,000	\$52,160	\$41,728	Per ordinance, <ul style="list-style-type: none"> ▪ The annual salary of the office of mayor shall be equal to that of a county commissioner of Washoe County. ▪ The annual salary of city council members shall be eighty percent (80%) of that of a county commissioner of Washoe County.
Bend, OR	82,000	\$1,200	\$1,200	Per charter
Gresham, OR	101,000	\$0	\$0	NA
Clovis, CA	95,000	\$13,224	\$13,224	Per ordinance
Madera, CA	58,000	\$4,140	\$4,140	Per ordinance

City	Pop.	Mayor's Salary	Councilor's Salary	How is the salary established?
Merced, CA	77,000	\$0	\$0	<i>Code Language: The members of the city council shall receive no compensation for their services as such, but shall receive reimbursement on order of the city council for council authorized traveling and other expenses when on official duty. In addition, each member shall receive the sum of twenty dollars per month, which amount shall be deemed to be reimbursement of other out-of-pocket expenditures and costs imposed upon him in serving as a city councilman. Absence of a councilman from all regular and special meetings of the council during any calendar month shall render such councilman ineligible to receive such sum for such calendar month.</i>
Olathe, KS	125,000	\$9,000	\$7,200	Per ordinance
Greenville, NC	82,000	\$11,500	\$7,500	Per annual budget ordinance
Loveland, CO	60,000	\$12,000	\$7,200	Per ordinance
Greely, CO	77,000	\$14,400	\$9,600	Per ordinance
Portsmouth, VA	99,000	\$25,000	\$23,000	Per ordinance

Las Cruces, NM

1 mayor elected at large and 6 councilors elected by district

Charter states that the mayor *shall not have any administrative duties*. It also states that *Neither the mayor, council nor individual councilors shall in any manner usurp the administrative authority of the city manager.*

Mayor's duties as outlined in Charter:

- Chair the council
- Vote on all matters coming before the council
- Recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law
- Propose programs and policies to the council annually in a formal statement

City Manager's Duties:

The city manager shall be the chief administrator of the city and shall be responsible to the council for the administration of all city affairs, including but not limited to the administration of all organizational units placed in the city manager's charge by this Charter and by ordinance.

Duties. The city manager shall have, in addition, the following powers and duties:

- To appoint, suspend or remove all administrative officers and employees of the city subject to the limitations and procedures established in this Charter and in any personnel rules adopted by the council.
- To attend all meetings of the council unless excused by it and participate in discussions. The city manager shall have no vote.
- To prepare and submit the annual budget and the capital improvements program to the council.
- To submit annually to the council and make available to the public a complete report of the finances and administrative activities of the city for the preceding year.
- To keep the council fully advised of the current and future needs of the city.
- To make whatever additional reports the council may require and to perform other duties as may be specified by this Charter or may be required by the council.

Santa Fe, NM

1 mayor elected at large and 8 councilors elected by district (2 per district with 4 districts)

Mayor's Duties:

- Vote only in the case of a tie or when his or her vote will provide the necessary number of votes required by law for taking action on an issue before the governing body
- Be the chief executive officer of the city
- Appoint and remove, subject to the approval of the governing body, the city manager, city attorney, city clerk, and members of advisory commissions
- Cause the ordinances and regulations of the city to be faithfully and constantly obeyed
- Have, within the city limits, the power conferred on the sheriffs of counties to suppress disorders and keep the peace
- Propose programs and policies to the governing body
- Represent the city in intergovernmental relationships
- Present an annual state of the city message

- Perform other duties compatible with the nature of the office as the governing body may from time to time require
- Be recognized as head of the city government for all ceremonial purposes
- Be recognized by the governor for purposes of military law.

City Manager's Duties:

- Be the chief administrative officer of the city
- Have the power to hire and fire all city employees
- Have such other powers as are provided for in city ordinances and state law

Farmington, NM

1 mayor elected at large and 4 councilors elected by district

Mayor's Duties:

- Presiding officer of the governing body
- Mayor shall vote only when there is a tie vote
- The mayor is the chief executive officer and shall:
 - A. cause the ordinances and regulations of the municipality to be obeyed;
 - B. exercise, within the municipality, powers conferred upon sheriffs of counties to suppress disorders and keep the peace; and
 - C. perform other duties, compatible with his office, which the governing body may require.

City Manager's Duties:

The city manager shall be responsible to the mayor and council for the administration of all units of the city government...Except for the purpose of inquiry, the mayor and council shall deal with employees solely through the manager. The mayor and council shall establish policy, and the city manager shall execute and administer such policy.

- Attend all meetings of the city council and committees thereof and take part in the discussion of matters coming before the council
- Supervise and be responsible for the effective management of the administrative affairs of the city
- Give general direction to the programs and activities of all city departments
- Responsible for the proper execution of the policies set by the mayor and council and the enforcement of all laws and ordinances
- Keep the mayor and council informed of the conditions and needs of the city
- Make such reports and recommendations as he may deem desirable or as may be requested by the mayor or council
- References powers and duties as set out in the New Mexico Code *NMSA 1978, § 3-13-3* – as follows:

3-14-14. Manager; duties; attendance at meetings; budget. (referenced in 3-13-3)

- A. The manager shall:
 - (1) enforce and carry out all ordinances, rules and regulations enacted by the commission;
 - (2) employ and discharge all persons engaged in the administrative service of the municipality;
 - (3) prepare and submit an annual budget; and

(Farmington continued)

- (4) make recommendations to the commission on all matters concerning the welfare of the municipality.

B. The manager shall have a seat, but no vote, at every meeting of the commission. Except when clearly undesirable or unnecessary, the commission shall request the opinion of the manager on any proposed measure.

Ann Arbor, MI

1 mayor and 10 councilmembers

Mayor's Duties:

- Be the presiding officer of the Council
- Have all the powers and duties of a Council Member, including the power and the duty to vote
- Have the veto powers as provided in Section 4.5 of this charter
- Give the Council information concerning the affairs of the City and recommend such measures as deemed expedient
- In emergencies, have the powers conferred by law upon sheriffs to prevent disorder, preserve the public peace and health, and provide for the safety of persons and property;
- Execute or authenticate by signature such instruments as the Council, this charter, or any State or federal law shall require
- Be the ceremonial head of the City
- Appoint all Council Committees and be a member thereof and make other appointments as provided in this charter or by the Council

City Administrator's Duties:

The City Administrator shall be the administrative agent of the Council, shall perform the duties of office under its authority, and shall be accountable to the Council for the performance of those duties. The City Administrator shall be chosen on the basis of executive and administrative qualifications.

- Direct, supervise, and coordinate the work of the Police Department, the Fire Department, the Department of Public Works, the Utilities Department, the Department of Parks and Recreation, the Department of Building and Safety Engineering, the Clerk, the Controller, and such additional administrative units as the Council may, from time to time, designate
- Assume the duties of any administrative officer who is required to be appointed upon the City Administrator's recommendation, when so directed by the Council
- Assemble the budgets prepared by the several administrative units and present the same to the Council, with the City Administrator's recommendations, in accordance with the provisions of Chapter 8 of this charter
- Establish and maintain a central purchasing service for the several administrative units of the City
- Maintain an employment office and central personnel service for the several administrative units
- Maintain an inventory of city-owned property
- Keep informed concerning the administration of the several administrative units; and, to that end, the heads of all administrative units shall furnish the City Administrator such information and periodical or special reports as the City Administrator or the Council may deem necessary

(Ann Arbor continued)

- In case of conflict of authority between administrative units, or in case of absence of administrative authority occasioned by inadequacy of charter or ordinance provisions, resolve the conflict or supply the necessary authority, so far as may be consistent with law, this charter, and the ordinances of the City, and direct the necessary action to be taken in conformance therewith, making a full report immediately to the Council of the problem and the action taken thereon, with a recommendation for corrective legislation;
- Attend all meetings of the Council, with the right to take part in all discussions, but without the right to vote
- Recommend to the Council, from time to time, such measures as deemed necessary or appropriate for the improvement of the City or its services
- Furnish the Council with information respecting the City's affairs and prepare and submit such reports as may be required, including an annual report which shall consolidate the reports of the several administrative units
- Possess such further powers and perform such additional duties as may be granted or required, from time to time, by the Council, so far as may be consistent with State law and this charter
- Do everything necessary and proper to execute the foregoing powers

Avondale, AZ

1 mayor and 6 councilmembers elected at large

Mayor's Duties:

- Chairman of the council and preside over its meetings
- Make and second motions and shall have a voice and vote in all its proceedings
- Recognized as head of the city government for all ceremonial purposes and by the Governor for the purposes of military law and shall govern the city by proclamation during times of emergency
- Shall have limited regular administrative duties including signing contracts and other documents as necessary and as approved by the council
- Represent the city on regional, state and national boards and committees as necessary
- On behalf of the council, confer with and advise the city manager to ensure that council programs and policies are being fully implemented

City Manager's Duties:

The city manager shall be the chief executive officer and head of the administrative branch of the city government. He shall be responsible for the proper administration of all affairs of the city and to that end, subject to the provisions of this charter.

- Devote his entire time to the discharge of his official duties. Prepare the agenda for and attend all meetings of the council unless excused there from by the council or the mayor
- See that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are observed
- Appoint and, when necessary for the good of the service, lay-off, suspend, transfer, demote or remove all officers and employees of the city except as otherwise provided by this charter and except as he may authorize the head of a department or office to appoint and remove subordinates in such department or office, subject to such merit system regulations as the council may adopt
- Prepare the annual budget estimates and submit them to the council and be responsible for the administration of the budget after adoption

(Avondale continued)

- Keep the council advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the council, of all the affairs of the city
- Have such other powers, duties and functions as this charter may prescribe, and such powers, duties and functions consistent with this charter as council may prescribe.

Flagstaff, AZ

1 mayor and 6 councilmembers, all elected at large

Mayor's Duties:

- Be the Chairperson of the Council, and preside over its meetings
- Make and second motions and shall have a voice and vote in all its proceedings
- Recognized as head of the City government for all ceremonial purposes, and by the Governor for purposes of martial law
- Shall have executive but no regular administrative duties

City Manager's Duties:

- Devote entire time to the discharge of official duties
- Prepare the agenda for meetings of the Council
- Attend all meetings of the Council, unless excused there from by the Council or the Mayor
- See that all ordinances are enforced, and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are observed
- Appoint and, when necessary for the good of the service, lay off, suspend, transfer, demote, or remove all officers and employees of the City, except as otherwise provided by this Charter, and except as the Manager may authorize the head of a department or office to appoint and remove subordinates in such department or office, subject to such merit system regulations as the Council may adopt
- Prepare the annual budget estimates and submit them to the Council, and be responsible for the administration of the budget after adoption
- Keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently, if requested by the Council, of all affairs of the City;
- Act as purchasing agent for all departments of the City, giving due consideration to the recommendations and counsel of department heads
- Have such other powers, duties, and functions as this Charter may prescribe, and such powers, duties, and functions consistent with this Charter that the Council may prescribe

Surprise, AZ

1 mayor directly elected at large and 6 councilmembers elected by district

Mayor's Duties:

- The code specifies that the mayor shall be the presiding officer at the common council meetings. No other duties are delineated in the Code.

City Manager's Duties:

The city manager shall be the chief administrative officer of the city. The city manager shall be responsible to the city council for the proper administration of all affairs of the city.

(Surprise continued)

- Except as otherwise provided in subsection (2) of this section, appoint, supervise, direct, discipline, and terminate all officers and employees of the city except those who, by statute, are appointed by the city council. The city manager shall exercise and maintain administrative control of all city employees, including those appointed by the city council, and may make recommendations to the council regarding retention or termination of such appointive officers. The city manager may delegate the authority to department heads to appoint, supervise, direct, discipline or terminate subordinates in any department
- The city council hereby delegates to the city manager the council's statutory authority to appoint the police chief, fire chief, and city engineer. The city manager shall appoint, direct and control the duties for each of these offices based upon the person's qualifications to perform the duties of each respective office taking into account the person's experience, training, education, skills and any other factors the city manager deems relevant to performing the duties of the respective offices. The city manager shall supervise, direct, and discipline the police chief, fire chief, and city engineer in the performance of their duties. The police chief, fire chief, and city engineer shall serve at the pleasure of the city manager, and the city manager may terminate the police chief, fire chief, and city engineer for any reason not prohibited by law. The city manager may delegate the authority to supervise, direct or discipline the police chief, fire chief, and city engineer to the assistant city manager
- Prepare the budget annually and submit it to the council together with a message describing the important features and be responsible for its administration after adoption
- Prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year
- Keep the council advised of the financial condition and future needs of the city, and make such recommendations as he may deem desirable
- Recommend to the council a standard schedule of pay for each appointive office and position in the city service, including minimum, intermediate, and maximum rates
- Recommend to the council from time to time adoption of such measures as he may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services
- Consolidate or combine offices, positions, departments, or units under his jurisdiction, with the approval of the city council
- Attend all meetings of the city council, unless excused there from, and take part in the discussion of all matters coming before the council. He shall be entitled to notice of all regular and special meetings of the council
- Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget, as provided in chapter 2
- See that all laws and ordinances are duly enforced
- Investigate the affairs of the city or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city and in regard to service maintained by the public utilities in the city, and see that all franchises, permits, and privileges granted by the city are faithfully observed
- Devote his entire time to the discharge of his official duties
- Perform such other duties as may be required by the council, not inconsistent with state law or city ordinances.

Sparks, NV

1 mayor and 5 councilmembers elected at large

Mayor's Duties:

- Preside over the meetings of the City Council, but is not entitled to vote on any procedural, substantive or other matter
- Act as the head of the government of the City for all purposes.
- Perform such emergency duties as may be necessary for the general health, welfare and safety of the City
- Perform such other duties as may be prescribed by ordinance or by the provisions of Nevada Revised Statutes that apply to a mayor
- The Mayor may veto all matters passed by the City Council if he gives notice in writing to the City Clerk within 10 days of the action taken by the City Council. A veto may be overturned only by a vote of at least four-fifths of the City Council. An action requiring the expenditure of money is not effective without the approval of the Mayor, unless he does not disapprove the action within 10 days after it is taken by the City Council, or the City Council by a four-fifths majority approves such expenditure at a regular meeting

City Manager's Duties:

The City Manager is responsible to the Council for the efficient administration of all the affairs of the City.

- Exercise a careful supervision of the City's general affairs
- Enforce all laws and all acts of the Council, which are subject to enforcement by him or by persons under his supervision
- Exercise control over all departments of the City government and its officers and employees, except any department whose chief executive officer is not appointed by the City Manager
- Attend all meetings of the Council and its committees, except when the Council is considering his removal, with the right to take part in discussions, but without power to vote
- Recommend to the Council the adoption of such measures and bills as he considers necessary or expedient
- Make investigations into:
 - (1) The affairs of the City;
 - (2) Any department or division of the City;
 - (3) Any contract; or
 - (4) The proper performance of any obligation owed to the City.
- Prepare and submit to the Council the annual budget
- Keep the Council fully informed as to the financial condition and needs of the City
- Submit to the Council, at least once each month, a summary of all claims and bills approved for payment by him
- Not engage in any other business or occupation without the approval of the City Council.
- Perform such other duties as prescribed by this Charter or be required by ordinance or resolution of the Council

Bend, OR

7 councilmembers (Mayor appointed from the council)

Mayor's Duties:

- Preside over deliberations of the council
- Preserve order at council meetings

(Bend continued)

- Enforce council rules at council meetings
- Determine the order of business at council meetings under the rules
- Voting member of the council
- The mayor shall appoint, with the advice and consent of the council, members of committees established by council rules, and other persons required by the council to be so appointed.
- The mayor, or in his or her absence or inability to act, the mayor pro-tem, shall sign all ordinances and resolutions; and all other official documents, including but not limited to contracts and deeds, unless the council has specifically authorized other city personnel to sign such official documents.

City Manager's Duties:

The city manager is the administrative head of the city government, and may be removed by the council at its pleasure.

- Attend all council meetings unless excused by the council or mayor
- Keep the council advised of the affairs and needs of the city
- See that the provisions of all ordinances are administered to the satisfaction of the council
- See that all terms of franchises, leases, contracts, permits and privileges granted by the city are fulfilled
- Appoint, discipline and remove city personnel, except appointees of the mayor or council
- Supervise and control the manager's appointees in their service to the city
- Organize and reorganize the departmental structure of city government
- Prepare and transmit to the council an annual city budget
- Supervise city contracts
- Supervise operation of all city- owned public utilities and property
- Perform other duties as the council prescribes.

Greshman, OR

1 mayor and 6 councilors elected at large

Mayor's Duties:

- Chairperson of the council and preside over its deliberations (at Council meetings)
- Vote on all questions before the council (at Council meetings)
- Shall have authority to preserve order (at Council meetings)
- Enforce the rules of the council (at Council meetings)
- Determine the order of business under the rules of the council (at Council meetings)
- With the consent of the council, appoint the committees and commissions provided by the rules of the council and ordinances of the city
- Sign all records of proceedings approved by the council
- The mayor has no veto power and shall sign all ordinances passed by the council within three days after their passage
- After the council approves a bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond

City Manager's Duties:

The manager shall be the administrative head of the government of the city. He or she shall be chosen by the council without regard to political considerations or residency, and solely with reference to his or her executive and administrative qualifications.

(Greshman continued)

- Devote entire time to the discharge of official duties, attend all meetings of the council unless excused therefrom by the council or mayor, keep the council advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the council, of all the affairs and departments of the city and citizen involvement
- See that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are observed
- Appoint and may remove appointive city officers and employees and have general supervision and control over them and their work
- Supervise the departments to the end of obtaining the utmost effectiveness.
- Prepare the annual budget
- Make all purchases
- Act as business agent for the council for the sale of real estate and other matters relating to franchises, leases and other business and property transactions
- Prepare and furnish all reports requested by the council.
- Perform such other duties as the council directs
- Direct, organize and, as he or she deems necessary, disband or reorganize the various city departments. The manager shall have no control over the council or the judicial activities of the municipal judge.

Olathe, KS

1 mayor and 2 councilmembers elected at large and 4 councilmembers elected by wards

Mayor's Duties:

- With the consent of the Governing Body, appoint members to serve on boards and commissions
- During a declared state of emergency, he Mayor may in the interest of public safety and welfare make a variety of declarations or actions (delineated in code – examples: order discontinuance of sale of beer or liquor in city, order the discontinuance of selling, distributing, transporting, or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle)
- Take a lead role on the City Governing Body

City Manager's Duties:

- Responsible for the administration of all of the affairs of the city.
- See that the laws and ordinances are enforced
- Appoint and remove all heads of departments, city treasurer, and all subordinate officers and employees of the city.
- Responsible for the discipline of all appointive officers, and may, without notice, cause the affairs of any department or the conduct of any officer or employee to be examined.
- Prepare and submit the annual budget to the Governing Body
- Keep the city fully advised as to the financial condition and needs of the city
- Make recommendations to the commissioners on all matters concerning the welfare of the city
- Have a seat, but no vote, in all of the public meetings of the Governing Body
- Perform such other and further duties as may be required by law or ordinance