

Chapter 6

(Title 2, Chapter 6 adopted by Ordinance 2008-12, effective March 11, 2008)

Mayor

Sections:

- 2-6-1. Powers of mayor.
- 2-6-2. Mayor as presiding officer.
- 2-6-3. No vote except in case of a tie.
- 2-6-4. No veto.
- 2-6-5. Sign for city.

Section 2-6-1. Powers of mayor.

The Mayor:

- A. Penalties: May release any person imprisoned for violation of any municipal ordinance.
- B. Reporting Penalties: Shall report to the city council at its next regular meeting when a prisoner is released.
- C. Performance Of Duties: Shall perform all duties prescribed by law, resolution, or ordinance.
- D. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- E. Records: May at any reasonable time examine and inspect the books, papers, records, or documents of the city, or of any officer, employee, or agent of the city.
- F. Reports: Shall report to the city council the condition of the city and recommend for city council consideration any measures as deemed to be in the best interests of the city.
- G. Enforcement Assistance: Shall, when necessary, call on the residents of the city over the age of twenty one (21) years to assist in enforcing the laws of the state and the ordinances of the city.
- H. Appointing Power: Shall appoint, with the advice and consent of the city council, persons to fill municipal offices or vacancies on commissions or committees of the city
- I. Administration: Shall exercise the administrative powers, authority and duties as the city's chief executive officer and all city employees shall report to the mayor.
- J. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- K. Management: Be responsible for managing the internal affairs of the city; develop, recommend and implement city policies, practices, rules, regulations and procedures; report to the city council; advise the city council regarding policy options and implementation procedures; carry out legislative directives and decisions; be responsible for contract administration.
- L. Goals: Be responsible for the full and effective use of city personnel by establishing, in consultation with department heads and other management employees, overall department objectives, priorities and standards consistent with the goals and objectives of the city council; serve as a facilitator in the achievement by city departments of city

council goals and in coordinating with management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations and directives; exercise managerial control to ensure that the city government and its respective departments function in the most efficient and effective manner.

M. Finances: Plan, organize and supervise city financial operations and keep the city council at all times advised as to the financial condition and needs of the city; prepare and deliver financial reports to the city council as needed; supervise the preparation and administration of the city budget; ensure that all executive procedures and activities are in compliance with the uniform fiscal procedures act for Utah cities and Utah money management act as passed and amended by the state legislature; perform as internal auditor to assure conformity to financial goals and budgets and coordinate with external auditors.

N. Representative: Represent the city at various meetings or other functions and respond to requests or inquiries about city policies, rules, ordinances, regulations, resolutions or services rendered by the city government.

O. Planning: Recommend and prepare for consideration by the city council and advisory committees long range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the city council as requested.

P. Personnel: Be responsible for the overall personnel management function; implement city personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel functions with management employees such as recruitment, selection and appointment; have authority to appoint and remove all employees of the city, except the city recorder and the city treasurer; occupy a step in the appeals process available to employees with grievances; monitor personnel actions, promotion, discipline, demotion, separation and reclassification; coordinate personnel decisions with division heads; coordinate activities of individuals rendering professional services under contract with the city.

Q. Other Duties: Perform all other duties, obligations and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the city council.

R. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the mayor in administering the affairs of the city efficiently, economically and harmoniously.

Section 2-6-2. Mayor as Presiding Officer.

The mayor shall be the chairperson and preside at the meetings of the city council.

In the absence of the mayor or because of his or her inability or refusal to act, the city council may elect a member of the city council to preside over the meeting as mayor pro tempore, who shall have all the powers and duties of the mayor during the mayor's absence or disability. The election of a mayor pro tempore shall be entered in the minutes of the city council meeting at which he or she officiates.

Section 2-6-3. No Vote Except in Case of a Tie.

The mayor shall not vote except in case of a tie vote of the city council.

Section 2-6-4. No Veto.

The mayor of the city shall have no power to veto any act of the city council, unless otherwise specifically authorized by statute.

Section 2-6-5. Sign For City.

The mayor shall sign all ordinances, resolutions, proclamations, contracts, leases, deeds, and other writings on behalf of the city which are authorized by the city council or required by law. The City Council may authorize other persons to sign any of the foregoing referenced writings as deemed necessary.