

# Typical and Routine Mayoral Functions

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In addition to the Mayor presiding at City Council meetings and acting as the City's Ceremonial Representative, the following is a list of other typical and routine Mayoral duties and functions:

## Agenda Development and Pre-Meeting Responsibilities

**Setting the Regular Council Agenda** – On Monday or Tuesday of the week prior to a Council meeting, the Mayor, together with a rotating Council member, meets with the City Manager and his/her designee to set the agenda for the next Council meeting.

**Final Agenda Review and Sign-off** – The City Manager's Office staff strives to complete the final agenda by noon on Thursday, the week prior to the meeting. When completed, the agenda is emailed to the Mayor for final review and sign-off. Once staff receives the final Mayoral okay, the agenda packet is then produced for distribution and posting by noon on Friday.

**Setting Study Session Agendas** – Following the Council setting a date for a study session, the City Manager's Office staff prepares an agenda template for the Mayor, City Manager, and staff representative(s) to the study session. The Mayor works with the City Manager and staff representative(s) to set the agenda. The completed agenda must be returned to the City Manager's Office staff by 3:00 p.m., Wednesday the week prior to the meeting, for final preparation, posting and distribution by noon on Friday.

**Notice and Call of Special Meetings (24-hour notice)** – If a special meeting is called, the Mayor works directly with the City Manager and/or City Attorney to set the agenda. Once the agenda is determined, the City Manager's staff prepares a *Notice and Call of Special Meeting* to be signed by the Mayor, posted and distributed a minimum of 24 hours in advance of the meeting.

**Special Awards, Proclamations, and Certificates of Appreciation & Recognition** – Ceremonial items, as listed in 2.03(B) of the Council Protocol Manual, are prepared by City Manager's Office staff. Prior to a presentation date, the Mayor will be contacted when the documents are ready to be signed. Attached to the document is the name of the representative who will be present to receive the recognition. The Mayor may designate other Councilmembers to read or present these ceremonial items.

## Signing Documents and Post-Meeting Responsibilities

**Council-Authorized Letters and Documents** – The City Council votes as a body to authorize the Mayor to send a letter or sign a document on behalf of the City or City Council. Directly following the meeting, staff prepares the letters/documents for the Mayor's signature and places the originals for signature in a designated Mayor's signature folder. Staff strives to have all documents ready for signing and in the Mayor's mailbox by Friday following the meeting.

**Resolutions / Ordinances** – The City Council votes to adopt various City Resolutions and to enact Ordinances for incorporation into the City’s Municipal Code. On Thursday’s following the Council meeting, the Deputy City Clerk prepares the original “archival” documents for the Mayor’s and City Clerk’s signatures. Typically, these documents are available for signing on Friday following the meeting. If more time is required, the Deputy City Clerk will contact the Mayor to set a date.

**Correspondence with Commission and Committee Members** – Commission and Committee members serve at the pleasure of the City Council and all correspondence related to interviews, appointments, resignations, or recruitments is signed by the Mayor on behalf of the City Council. Staff will contact the Mayor when correspondence is placed in the Mayor’s mailbox for signature.

## The Mayor is the Council’s Representative to...

At the time a Councilmember is elected Mayor they also assume the role of the Council’s representative to both the **City of Arcata/HSU Liaison Meetings** and the **Humboldt County Association of Governments** (HCAOG). The outgoing Mayor will assist with the transition of duties and responsibilities of the City’s representative and provide the new Mayor with agendas, materials and project status briefings.