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## **CITY COUNCIL MEMBER RESPONSIBILITIES**

### **INTRODUCTION:**

Thank you for your interest in serving on the Bridgeport City Council. The citizens and stakeholders of our community desire and deserve council members who are proud of our past accomplishments and have a passion for our futures opportunities. Each council member is expected to reach out to all segments of our City.

In anticipation of serving on the City Council, you are strongly encouraged to give serious consideration to several critical questions. They are as follows:

- Why are you interested in serving on the Bridgeport City Council?
- What strengths would you bring to the Council?
- Have you thought through your highest priority issues for the City?
- Do you have any past or current community involvement in Bridgeport?
- What is your vision for our community?

### **CITY COUNCIL DUTIES:**

The City Council has seven primary responsibilities. They are as follows:

1. Policy Making & Implementation
  - Listen to city residents – keep track of their concerns and wishes
  - Discuss, develop and adopt city policies governing many aspects of city operations
2. Personnel Matters
  - Adopt personnel policies, establish positions, set wages/benefits
3. City Budget
  - Establish goals and priorities which provide the framework for the budget – discuss and adopt final budget – amend budget as needed
  - Set city tax rates, to the extent permitted by statutes
  - Set utility rates and other fees as required
4. Council Meetings
  - Prepare to discuss session agenda items
  - Make decisions at meetings
5. Land Use and Planning
  - Adopt and amend zoning, development regulations, and comprehensive plan after receiving input from staff, planning commission, and residents
  - Amend planning documents as necessary
6. City Expenditures and Contracts
  - Approve contracts and all city expenditures
7. Relationships with Other Entities
  - Decide whether the City will participate in optional government organizations and provide guidance to Mayor or other City representatives
  - Serve as Council/City representative on local boards and commissions plus intergovernmental body's as needed.
  - Serve as a Board member of the Bridgeport Transportation Benefit District

**COUNCIL TIME COMMITMENT**

The City Council meets monthly for their regular meeting the third Wednesday of each month at 7:00 p.m. Special meetings or workshops are called infrequently as needed.

Bridgeport Transportation Benefit District has a regular meeting every September, the same day as the City Council meeting. Other special meetings may be called as needed.

**COUNCIL TRAVEL AND EDUCATION**

Some travel is expected locally, regionally, and/or state wide. Council members may also attend training/educational opportunities. Such activities are reimbursed strictly in accordance with City policy, and only up to the budgetary limit.

**COUNCIL PAY**

Council pay is \$45 per meeting attended.

**KEEP SOME PERSPECTIVE**

The job of the Council Member is a unique combination of responsibilities and joy. Remember that there is a tremendous amount of discomfort in making very important public decisions. You won't be able to satisfy all of the people all of the time. You must strive to do what's right. Your job is to make the best decision for the long term interest of the public and entire community.