

Working Together in Mayor-Council Municipalities

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Primary Concepts

- Nature of Local Government Authority
- The Charter
- Perpetual Existence



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Key Statutes

- G.S. 160A-67 – General powers of mayor and council
- G.S. 160A-69 – Mayor to preside over council
- G.S. 160A-146 – Council to organize city government
- G.S. 160A-155 – Council to provide for administration in mayor-council cities



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The Major Players:

- The Mayor
- The Council Members
- The Clerk
- The Attorney
- The Administrator (sometimes)
- Other Employees



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The Mayor:

- Recognized as official head of the town
- Holds powers and duties as conferred by law
- Holds powers and duties conferred by council
- Presides at council meetings
- Generally votes only in the event of a tie
- Exercises influence based on tradition and office



The Council Members:

- Vested with the government and general management of the town
- May confer powers and duties upon the mayor
- Organizes the town government
- In mayor-council towns, provides for the administration of town employees
- Works with others in community and in town government to define community goals and to pursue the public good



May Elected Officials Be Employees of the Town?

- Yes, but only if
 - The town has less than 5,000 people *and*
 - It operates under the mayor-council form of government.
- In that case, mayor and council members may serve as department heads or other employees and be paid accordingly.
- They may not be employees of council-manager cities.



The Town Clerk:

- Appointment (G.S. 160A-171 and -172)
- Runs the administrative office
- Professionally trained and certified
- Citizen relations; communications with other groups ("hub of the wheel")
- Official records/documents
- Minutes and minutes books
- Ordinance books and codes (G.S. 160A-77, 79)
- Meeting notices



The Town Clerk: (continued)

- Other Duties (G.S. 160A-76 to -83)
- Responsibility and Authority
- Other "Hats"
 - Financial functions
 - Planning and zoning
 - Personnel
 - Special projects
 - Purchasing
 - Etc.

The City Attorney:

- Appointment (G.S. 160A-173)
- Retained or Full-Time?
- Attend all meetings?
- Routine legal services
- Special matters
- "An ounce of prevention is worth a pound of cure."

Basic Personnel Administration

- Authority of the Council (G.S. 160A-162)
- Pay & Classification (G.S. 160A-162 (a))
- Benefits (G.S. 160A-163)
- Personnel Policy Development (G.S. 160A-164)

Employment Life Cycle

- Recruitment/Selection
- Managing Performance
- Disciplinary Actions
- Separations
- Grievance and Appeals
- Post Employment Actions



Recruitment / Selection

- Advertising Positions
- Screening Applicants
- Interviewing Process
- Checking References
- Background Checks
- Employment Offers (at-will)
- Orientation---benefits & responsibilities



Managing Performance

- Determine Job Related Expectations
- Determine Measurable Outcomes
- Evaluate Performance Periodically
- Conduct Formal Evaluation (annually)
- Provide Necessary Feedback (follow up)
- Document



Disciplinary Actions

- Clearly Identify Reason For Action
- Gather All The Facts Relevant To Action
- Conduct Interview In Non Threatening Manner
- Allow Employee To Provide Feedback (pre-dismissal hearing)
- Explain Action---Follow UP (if necessary)
- Document



Separations From Employment

- Resign
- Retire (regular or disability)
- Termination



Grievance And Appeals

- Grievance: Process that allow employees to offer grievance (point out) problems or concerns with policy, actions, etc. Determine what is right, not who is right.
- Appeals: Process that allow employees to appeal a decision that has already been made. Who is right.



Post Employment Actions

- Unemployment Claims (Employment Security Commission)
- REDA Claims
- EEOC Claims
- DOL Claims



NEED HELP HAVE QUESTIONS??

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NEED HELP?



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