



CITY OF VENICE COUNCIL MEMBER JOB DESCRIPTION

DEFINITION

The City Council is the policymaking (legislative) body for the City of Venice with all legislative powers of the city vested therein. Administrative (operational) functions are the responsibility of the Charter Officers and their staff. Council members exercise their authority only when acting in concert with other Council members at publicly noticed meetings. Individual Council members have no authority to act independently or give direction to city employees.

POSITION DESCRIPTION

Enact appropriate legislation and perform any and all other acts which may be necessary and proper to carry out these powers or any other of the provisions of the city of Venice Charter and Code of Ordinances.

QUALIFICATIONS

Any resident of the city who has been a registered voter in the city for 12 consecutive months prior to the first day of qualifying shall be eligible to hold the office of Mayor or Council Member. A resident, for the purpose of qualifying for office, shall be a person whose principal place of physical residence is in the city on a continuing basis.

DUTIES

Council members will assume the duties of office and attend all meetings of the Council. Council meetings are held the second and fourth Tuesday of each month and begin at 9:00 a.m.

The principal job of the Council is to provide a forum for the discussion of community issues, to build consensus, and to adopt policies. It is legislative in nature, and is accomplished primarily through ordinances, resolutions and motions that define community policies and standards to guide program development and implementation.

Council members should define their philosophy and purpose of government, which should be specific enough for commitment, while being general enough to allow for the flexibility needed to consider all alternative courses of action.

Council members have the responsibility of representing the citizens, listening to both the requests and grievances of local citizens, and responding to the needs of the residents of the community within the realm of local decision-making powers.

Council members should become educated to the City of Venice government and policies, procedures and practices.

Council members are encouraged to read Council agenda packet materials and be prepared to make decisions to benefit the city at large.

Council members are expected to contact Charter Officers and department heads with questions and comments in regard to the agenda packet prior to Council meetings.

Council members are responsible for the annual evaluations of the Charter Officers.

Council members should ensure that adequate infrastructure development in such areas as the water and sewer system, the solid waste disposal system and street and building maintenance, keep pace with the growth of the community.

Council members should familiarize themselves with the Florida Public Records and Open Meeting Laws to preserve the democratic quality of local government proceedings by not making decisions or discussing the business of Council with other Council members except in a meeting, which is open to the public.

Council members should become familiar with expenditure limitations, fund structure, revenue sources, capital financing, debt management policy and the budget process to use as tools to establish fiscal policies and a financial plan to set the maximum limits on the amount of money that can be spent as set forth in the published budget.

Council members are expected to participate in local interests such as civic organizations and other organizations that promote the quality of life in Venice. They are expected to serve as Council Liaison on one or more intergovernmental and/or public committees.

Council members are encouraged to read, "Government in the Sunshine Manual", "Reference Guide for City Council Members", "Roberts' Rules of Order", and "Code of Ethics for Public Officers and Employees."

Council members will attend an annual Strategic Planning Workshop to review program achievements and results in fulfilling Council adopted mission, vision, values, goals and policies. This review will help Council to determine priorities, future policies and programs.

New Council members are encouraged to attend the Florida League of Cities Conference and the Institute for Elected Municipal Officials during the first year in office after election.

TERMS OF SERVICE

Council members shall serve three-year overlapping terms in the manner provided by state statute. Members are eligible for election to no more than three consecutive terms.

FY 23-24 Salary:

- Council members \$21,108.20 annual
- Mayor \$22,308.20 annual