

COUNCIL AGENDA REPORT

TO: City Council

FROM: City Manager and City Attorney
Prepared by: Assistant City Attorney

SUBJECT: ORDINANCE CONFIRMING AND ESTABLISHING THE ADDITIONAL DUTIES AND OBLIGATIONS OF THE MAYOR'S OFFICE

RECOMMENDATION:

That the City Council introduce for first reading, and continue to the next meeting for second reading and adoption, an ordinance confirming and establishing the unique duties of the Mayor's office.

BACKGROUND:

As is usually the case in cities throughout California, the office of the Mayor carries with it certain additional duties and obligations. In the City of Santa Maria, many of these additional duties and obligations have been established by long, historic, practice, but have not been described in a policy statement or in the Santa Maria Municipal Code (SMMC). In light of the City Council's recent adoption of an ordinance establishing a by-district election process with the Mayor to be elected citywide, staff recommends the adoption of an ordinance setting forth and describing the additional duties and obligations of the City's Mayor as established by past practice in addition to those already set forth in the SMMC.

DISCUSSION:

In the City, the Mayor is responsible for presiding over council meetings as the Chair, and represents the City as its official leader in both ceremonial and other occasions such as League of California Cities meetings. The Mayor approves the Agenda for all Council meetings in consultation with the City Manager. Historically, the City Manager determines what is placed on the Council's Agenda; however, the Mayor may request items to be placed on the Council's Agenda, whereas three Councilmembers at a public meeting must request an item to be placed on the Agenda. The Mayor also is responsible for approving all Proclamations.

Significantly, pursuant to City Council Policies 88-2, 95-1 and 97-1, with the exception of the Measure U2012 Citizens' Oversight Committee, upon nominations by individual Councilmembers, the Mayor makes all appointments to all City boards and commissions, subject to confirmation by the City Council. The Mayor also names the *Mayor Pro Tem* who, pursuant to Government Code section 36802, has all of the authority of the Mayor in the event the Mayor is absent or unable to act. In addition, the

Mayor approves all cost reimbursement requests and time cards for the City Manager and City Attorney.

The Mayor signs all ordinances, resolutions, and minutes that have been passed by the City Council, and must sign all contracts unless the Council has designated other City officers to do so. In the event of an accident, disaster, or other reason the City Council Chambers are not fit for the holding of a meeting therein, the Mayor is authorized to designate an alternative place to hold any City Council meeting (SMMC § 2-1.05).

In recognition of the additional duties and obligations of the office of the Mayor, the SMMC provides that the Mayor shall receive an additional \$250 per month in salary above what the other Councilmembers receive (SMMC § 2-2.03).

Fiscal Considerations:

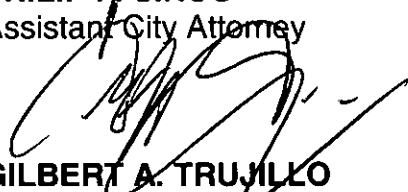
None.

Impact to the Community:

During the process to establish a by-district election system, there was strong support from the community for the Mayor to continue to be elected citywide based on a consensus that at least one (1) Councilmember should be answerable to City residences as a whole. The proposed ordinance will confirm the additional duties and obligations of the Mayor's office that illustrate why the Mayor should continue to be elected citywide.



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