



City of San Leandro

Meeting Date: April 7, 2014

Staff Report

File Number: 14-114

Agenda Section: ACTION ITEMS

Agenda Number: 10.A.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution Amending Section II of the City of San Leandro Councilmembers Handbook to Add the Vice Mayor Selection Process

SUMMARY AND RECOMMENDATION

At the City Council meeting of November 18, 2013, the City Council discussed the process for selection of the Vice-Mayor. At the conclusion of the discussion, the City Council directed staff to draft guidelines for selection of a Vice-Mayor based on seniority, and by rotation.

Staff recommends approval of the Resolution Amending Section II of the City of San Leandro Councilmembers Handbook to Add the Vice-Mayor Selection Process.

BACKGROUND

Section 310 of the San Leandro City Charter specifies that, "At its first regular meeting in May of each year, the City Council shall designate one of its members Vice-Mayor, to serve for a period of one year and until a successor is elected and qualified." The City Council has no other written procedures or guidelines for the selection of the Vice-Mayor.

At the City Council meeting of June 3, 2013, the City Council by consensus agreed to schedule a discussion of the process for selection of the Vice-Mayor. The City Council discussed the matter at the November 18, 2013 City Council meeting, and directed staff to prepare guidelines for a process that include the following:

- Annual rotation of the position;
- The nominee should be the most senior Councilmember by tenure who has not previously served as Vice-Mayor; and
- In the event of a tie, the nomination would go to the member representing the City Council district that has had the greatest length of time elapse since the district's Councilmember had served as Vice-Mayor.

A resolution adopting the proposed amendment to Section II of the City of San Leandro Councilmembers Handbook has been drafted for the City Council's consideration .

TIMING OF VICE MAYOR SELECTION

Cities generally make their Vice-Mayor selections in the month after their elections are held. Until 2000, San Leandro held its General Municipal Election in April of even-numbered years, and made the Vice-Mayor selection in May. In 2000, the City's General Municipal Election was moved from April to November; however, the City Charter still specifies that the Vice-Mayor selection is made in May.

Changes to the City Charter can only be made by a vote of the people. If the City Council wishes to move the selection of the Vice-Mayor to December, it must vote to place a Charter amendment on the ballot. The cost of placing such an amendment on the November 2014 election ballot is estimated to be \$6,000-\$7,000.

Current Agency Policies

City Charter Section 305 reads: At its first regular meeting in May of each year, the Council shall designate one of its members Vice-Mayor, to serve for a period of one year and until a successor is elected and qualified.

Previous Actions

- June 3, 2013 City Council meeting--the City Council by consensus agreed to schedule a discussion of the process for selection of Vice-Mayor.
- November 18, 2013 City Council meeting--the City Council discussed the process for selection of Vice-Mayor, and directed staff to draft guidelines for a Vice-Mayor selection process based on seniority, and by rotation.

Fiscal Impacts

No fiscal impact is associated with the amendment to the Vice-Mayor selection process.

If the City Council wishes to consider placing a Charter amendment on the ballot to change the timing of the Vice-Mayor selection to coincide with the General Municipal Election, the cost of placing such an amendment on the November 2014 election ballot is estimated to be \$6,000-\$7,000. Funding for the November 2014 General Municipal Election, in Account No. 010-11-031-5890, was approved with the 2013-15 biennial budget.

ATTACHMENTS

None.

PREPARED BY: Marian Handa, City Clerk, City Manager's Office



City of San Leandro

Meeting Date: April 7, 2014

Resolution - Council

File Number: 14-115

Agenda Section: ACTION ITEMS

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Amending Section II of the City of San Leandro Councilmembers Handbook to Add Vice-Mayor Selection (provides for the annual selection of Vice-Mayor by a process of rotation)

WHEREAS, the City Council desires to determine the selection of Vice-Mayor through a system of rotation based on seniority of tenure on the City Council; and

WHEREAS, Section II--MAYOR of the City of San Leandro Councilmembers Handbook ("the Handbook") contains a subsection entitled, "Vice-Mayor"; and

WHEREAS, the City Council desires to amend Section II of the Handbook to specify the process by which the Vice-Mayor position is determined annually.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE that Section II of the City of San Leandro Councilmembers Handbook is hereby amended to add the following to the subsection entitled "Vice-Mayor Selection":

Vice-Mayor Selection

The member with the most seniority as a Councilmember, and who has not previously served as Vice-Mayor, shall be automatically nominated Vice-Mayor. In the event two members have served as Councilmembers for the same length of time, the member whose Council district has had the greatest length of time elapse since its Councilmember served as Vice-Mayor shall receive the nomination.

If a vacancy occurs in the office of the Councilmember who was serving as Vice-Mayor, then the Councilmember who is the immediate past Vice-Mayor shall serve as Vice-Mayor until the following May.

The City Clerk shall schedule the appointment of the Vice-Mayor for the first regular City Council meeting in May of each year (or at the next regular meeting following a vacancy), and

shall publish in the agenda the name of the Councilmember nominated for appointment.