



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Gregory Wade, City Manager
MEETING DATE: December 13, 2023
ORIGINATING DEPT: City Clerk's Office
SUBJECT: Annual Deputy Mayor Appointment

BACKGROUND:

On July 10, 2018, the City Council adopted Ordinance 488 establishing a By-District Election Process in four Council Districts and an Elective Office of Mayor. The November 3, 2020 General Election was the first election transitioning to district elections and a separately elected Mayor, for a full term of four years. On December 14, 2022, Councilmember David Zito was appointed Deputy Mayor for the term of December 14, 2022 through December 13, 2023.

Thus, an annual appointment of Deputy Mayor is needed to act in the Mayor's absence. Resolution 2023-057 (Attachment 1) provides a guide for rotation of the Deputy Mayor. It states that the City Council shall appoint a Deputy Mayor on an annual basis at the first City Council meeting of December. The Deputy Mayor shall be selected by the affirmative vote of not less than three members of the City Council.

This item is before Council to appoint a Deputy Mayor for the term of December 13, 2023 through December 11, 2024.

DISCUSSION:

Pursuant to Resolution 2023-057, the Council shall proceed with the nomination and appointment of the 2024 Deputy Mayor.

This is a summary of Resolution 2023-057 which provides some general guidelines for making an appointment of the Deputy Mayor:

- Each Councilmember has a specified position in the rotation sequence based on their electoral district. These districts are seated in the following sequence: District 1, District 3, District 2, District 4. Districts 1 and 3 are elected at the same election, whereas Districts 2 and 4 are elected at the next election. In any given year, the

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| CITY COUNCIL ACTION: |
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first person seated after the Mayor is typically selected as Deputy Mayor, subject to a majority vote.

- In non- election years, the presiding Deputy Mayor typically moves to the end of the rotation sequence on the dais and the remaining three councilmembers move forward in their current order.
- In election years, the newly elected, re-elected, or appointed Councilmembers are seated at the end of the dais in the sequence as stated above.
- After the Council has been seated, the City Council will proceed with appointing a Deputy Mayor.
- A Councilmember may decline to serve as Deputy Mayor. In this case, the office would pass to the next Councilmember in the dais seating sequence, pursuant to a majority vote.
- The Council may choose to appoint a person to the position of Deputy Mayor based on factors other than those set forth in the resolution.
- To the extent possible, each Councilmember shall be given the opportunity to serve as Deputy Mayor.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation and make necessary appointment.
- Approve Staff recommendation with alternative amendments / modifications.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council review and designate an appointment of the 2024 Deputy Mayor for a term of December 13, 2023 to December 11, 2024.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation



Gregory Wade, City Manager

Attachments:

1. Resolution 2023-057 - Guidelines regarding the Annual Appointment of the Deputy Mayor.

RESOLUTION 2023-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, ESTABLISHING GUIDELINES REGARDING APPOINTMENT OF THE DEPUTY MAYOR

WHEREAS, the City Council is authorized and directed by Government Code Section 36801 to meet after a general municipal election and choose one of its members as Deputy Mayor; and

WHEREAS, the City of Solana Beach has historically made an appointment of Deputy Mayor on an annual basis; and

WHEREAS, the City of Solana Beach refers to the Mayor Pro Tempore as the Deputy Mayor; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Solana Beach to establish guidelines regarding the appointment of the Deputy Mayor; and

WHEREAS, starting in November 2020, the election of District 1 and District 3 took place, and in November 2022 District 2 and District 4 were elected. The seating at the dais is in the following order: District 1, District 3, District 2, and District 4; and

WHEREAS, the Deputy Mayor is appointed by the City Council for a one-year term at a December City Council meeting. In an election year, it will occur at a meeting following the declaration of the election results for a general municipal election. (Gov. Code § 36801.); and

WHEREAS, to be eligible for appointment as Deputy Mayor, a Councilmember ideally would have completed at least one year of his or her current term on the Council. Experience as a Councilmember will assist those who are selected to serve as Deputy Mayor, and that it is in the City's best interest that these selections be made in a manner that acclimates the Deputy Mayor to the roll and task prior to assuming the respective office; and

WHEREAS, the City Council wishes to amend the selection process of the Deputy Mayor as was adopted per Resolution 1996-17, since an elected Mayor would no longer be included, as well as to consider the electoral districts.

NOW, THEREFORE, the City Council of the City of Solana Beach California, resolves as follows:

1. The mayor pro tempore shall be referred to as the Deputy Mayor.

2. The City Council shall appoint a Deputy Mayor on an annual basis.
3. The Deputy Mayor shall be selected by a majority vote of the City Council, or not less than three members of the City Council.
4. In the absence of the Mayor, the Deputy Mayor shall serve and perform the functions of the Mayor. If both the Mayor and Deputy Mayor are absent from a City Council meeting, the Councilmembers present shall select a Councilmember from those present to perform the functions of Mayor at that meeting.
5. Selection of the Deputy Mayor:
 - a. Each Councilmember has a specified position in the rotation sequence based on their electoral district. These districts are seated in the following sequence: District 1, District 3, District 2, District 4. Districts 1 and 3 are elected at the same election, whereas Districts 2 and 4 are elected at the next election. In any given year, the first person seated after the Mayor is typically selected as Deputy Mayor, subject to a majority vote.
 - i. In non-election years, the presiding Deputy Mayor typically moves to the end of the rotation sequence on the dais and the remaining three Councilmembers move forward in their current order.
 - ii. In election years, the newly elected, re-elected, or appointed Councilmembers are seated at the end of the dais in the sequence as stated above.
 - iii. After the Council has been seated, the City Council will proceed with appointing a Deputy Mayor.
 - b. If an appointment is made to fill a mid-term vacancy, the newly appointed Councilmember will be seated in the vacant seat. If that vacancy was the current Deputy Mayor, the Council may determine the experience of the appointed member or move this position to the end of the dais.
 - c. A Councilmember may decline to serve as Deputy Mayor. In this case, the office would pass to the next Councilmember in the dais seating sequence, pursuant to a majority vote.
 - d. If a member accepts a shared term of at least six months as Deputy Mayor, that term shall be deemed a full term as Deputy Mayor.
 - e. If a Deputy Mayor is not able to complete their term as Deputy Mayor, and a member is called upon to fill in for the remainder of the term and serves longer than six months, this Deputy Mayor may not be considered to have served a full term. The member called upon under such a situation may be allowed to continue serving as Deputy Mayor for the next full term, subject to a majority vote.
 - f. The Council may choose to appoint a person to the position of Deputy Mayor based on factors other than those set forth in this resolution.
6. To the extent possible, each Councilmember shall be given the opportunity to serve as Deputy Mayor.

7. This resolution shall supersede all prior resolutions concerning this matter.

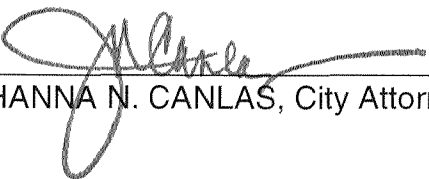
PASSED AND ADOPTED this 10th day of May 2023, at a regularly scheduled meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers – Heebner, Zito, Edson, Becker, MacDonald
NOES: Councilmembers – None
ABSTAIN: Councilmembers – None
ABSENT: Councilmembers – None



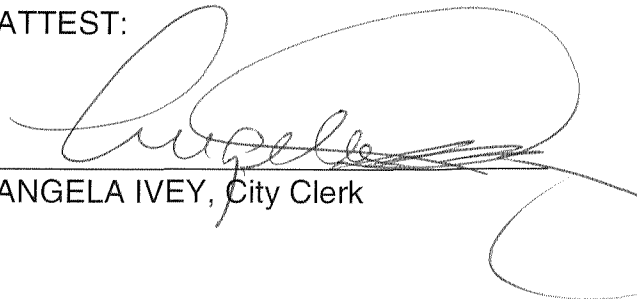
LESA HEEBNER, Mayor

APPROVED AS TO FORM:



JOHANNA N. CANLAS, City Attorney

ATTEST:



ANGELA IVEY, City Clerk



RESOLUTION CERTIFICATION

STATE OF CALIFORNIA }
COUNTY OF SAN DIEGO } SS.
CITY OF SOLANA BEACH }

I, ANGELA IVEY, City Clerk of the City of Solana Beach, California, **DO HEREBY CERTIFY** that the foregoing is a full, true and correct copy of **Resolution 2023-057** *establishing guidelines regarding appointment of the Deputy Mayor* as duly passed and adopted at a Regular Solana Beach City Council meeting held on the 10th day of May, 2023 and is the original on file in the City Clerk's Office.


ANGELA IVEY, CITY CLERK

CERTIFICATION DATE: May 17, 2023