



CITY OF SANTA MARIA



ELIGIBILITY FOR OFFICE LEGISLATIVE STRUCTURE AND POSITION DESCRIPTION FOR CITY ELECTED OFFICIALS

NOTE: *For the General Municipal Election of November 8, 2022, one (1) member of the City Council from District 3 and one (1) member of the City Council from District 4 will be on the ballot for election.*

ELIGIBILITY FOR OFFICE

No persons shall hold or be eligible for nomination to office as a member of the City Council, City Clerk or City Treasurer unless at the time of his or her nomination papers are issued, or at the time of the person's appointment, he or she is a resident of the City of Santa Maria, registered voter at their current place of residence.

LEGISLATIVE STRUCTURE

The City Council serves as the legislative branch of City government and consists of four Councilmembers and a Mayor. Each is elected by the electorate at a general municipal election to serve the needs and desires of the people and provide the citizenry a better, more attractive and healthier place in which to live. Councilmembers are elected by-district (1-4) and the Mayor is elected at-large and all on a non-partisan basis, serving a four-year overlapping (staggered) term.

The City Council meets regularly on the first and third Tuesday of each month at 5:30 p.m., and at other times as necessary to conduct City business. All regular meetings are held in the City Hall Council Chambers located at 110 E. Cook Street, Santa Maria. At least three (3) members of the City Council must be present to constitute a quorum.

All meetings are open to the public, except when the Council is considering certain types of personnel or legal matters – items that the law permits the Council to discuss in closed session. Closed session meetings are held either immediately prior to or immediately following Council meetings. All meetings are publicly noticed.

Council Meeting Agendas

The agenda for Council Meetings is prepared under the direction of the City Manager. The City Council receives background information and reports with recommendations for each item on the agenda. Councilmembers receive a complete agenda packet on the Friday prior to the City Council meeting. This information is available for public review in the City Clerk's Office, at the Santa Maria Public Library, and on the City's website at [City Council Meeting Portal](#) beginning the Friday before the City Council meeting.

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Compensation – Councilmembers/Mayor

Each member of the Council shall receive, exclusive of any money paid as reimbursement for actual and necessary expenses incurred in the performance of official City duties, as salary, the sum of \$1,706.90 per month, effective December 31, 2022. The Mayor receives \$1,956.90 per month, effective December 31, 2022.

- Automobile Allowance – TIER III for Councilmembers and TIER II for Mayor (monthly amount is based on the Internal Revenue Service (IRS) approved mileage rate, updated yearly)
- Health Benefits – City paid dental and vision insurance; optional health insurance contribution.
- Retirement Benefits – CalPERS retirement system (Optional Membership): City makes contribution based on the CalPERS annual actuarial valuations.

DUTIES OF ELECTED OFFICIALS

Councilmembers

Duties may include, but are not limited to, the following:

Takes and files with the City Clerk the constitutional oath of office before assuming his/her duties.

Holds regularly scheduled public meetings (Council meetings), held within the corporate limits of the City at a place designated by ordinance, to consider and act upon those specific items of business that have been appropriately agendaized.

Debates openly on matters before the Council, hears public testimony and acts in good faith.

Attends special meetings and work sessions, within the limitations of the Ralph Brown Act, for in-depth review and discussion of major projects or policies.

During the Councilmembers term of office, represents the City at various meetings and functions that require an elected official. Councilmembers may be reimbursed for actual and necessary expenses incurred in the performance of official duties.

Responds to questions from the media and citizens regarding their interpretation of policy and programs of City government.

Establishes Council committees from among its membership that it deems advisable for administration of City business.

Delegates certain authority to boards, commissions and committees as provided by the City of Santa Maria Municipal Code. Appointments of such boards, commissions and committees to be made according to Council approved procedures established by order.

Directs and deals with the administrative services of the City through the City Manager, designating this position as the administrative head of the government of the City responsible for the efficient administration of all affairs of the City and with ultimate administrative authority over all City-appointed employees and all City operations. Orders and instructions from the City Council will be

LEGISLATIVE STRUCTURE AND POSITION DESCRIPTION FOR ELECTED OFFICIALS CONTINUED

given only when sitting in a duly held meeting and no individual Councilmember shall give orders or instructions to the City Manager or any staff member outside of meetings.

Votes and decides issues legally, fairly, and without favor.

As a voting member of the City Council, it takes a majority vote of the City Council to:

- Enact local laws by Ordinance and formulate policies consistent with the intent of the Municipal Code, General Plan and other relevant legal requirements.
- Appropriate funds and approve the annual budget of revenues and expenditures, and levy local taxes and benefit assessments as allowed by the general laws of the State and the City Charter in order to provide quality programs and municipal services for residents of the community.
- Initiate City laws, policies and programs to be implemented by the City Manager.
- Appoint the City Manager and City Attorney based on administrative, executive, and professional abilities and qualifications.
- Establish the compensation of all appointed officers and employees by resolution or ordinance.
- Serve as the City's representative on one or more of the following organizations and agencies:

Air Pollution Control District/Board of Directors
Association of Water Agencies of Santa Barbara County
Central Coast Water Authority
Housing Advisory and Appeals Board
Multi-jurisdictional Solid Waste Task Group
Santa Barbara County Association of Governments

Mayor

In addition to all the duties and responsibilities outlined above for Councilmembers, the Mayor also:

- Acts as official representative of the City for ceremonial purposes.
- Acts as the presiding officer at the meetings of the City Council.
- Preserves strict order and decorum at all regular and special meetings of the Council, stating each question that comes before the Council.
- Controls public debate so that repetitive or irrelevant remarks are not made, provides everyone the opportunity to speak and expedites the business at hand.

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- Has the authority to sign on behalf of the City Council all resolutions, ordinances and other documents approved, adopted by a majority vote of the City Council in his/her presence.
- Performs all the functions and has the powers and rights of a duly elected Councilmember, retains the same voting rights as other elected Councilmembers and votes on all questions, with the Mayor's vote being called last.
- Performs such other duties consistent with the office as prescribed by state law.
- Directs inquiries and requests for administrative or staff action to the City Manager for disposition.

Mayor Pro Tempore

The Mayor Pro Tempore position rotates every year at the second meeting in December. The Mayor appoints the Mayor Pro Tempore, and the City Council confirms the appointment. The Mayor Pro Tempore serves in the absence of the Mayor or when the Mayor is unable to perform his/her duties, continuing to serve until the Mayor returns and is able to act. The Mayor Pro Tempore has all the rights and privileges afforded the Mayor in similar circumstances.

City Clerk

The City Clerk in the City of Santa Maria is a ceremonial position. The powers and duties of the City Clerk that are set forth in the California Code, and that are not outlined as follows, shall be performed by the City Manager or his/her designee [SMMC §2-5.01].

Administers oaths or affirmations, and takes and certifies affidavits and depositions pertaining to City affairs and business.

Appoints deputies for acts that he/she is responsible, and shall hold office at the pleasure of the City Clerk.

City Treasurer

The City Treasurer in the City of Santa Maria is a ceremonial position. The powers and duties of the City Treasurer that are set forth in the California Code, and that are not outlined as follows, shall be performed by the Director of Administrative Services or his/her designee [SMMC §2-6.01].

Authorizes by signature the payment of warrants for obligations approved by legally designated persons.

Authorizes by signature a report prepared by the Director of Administrative Services that provides an accounting of all receipts, disbursements and fund balances.

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Nominates deputies for acts that he/she is responsible. Nominations are approved by the City's Director of Administrative Services, and confirmed by minute order of the City Council. Deputies shall hold office at the pleasure of the City Treasurer.