



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 5

Section Name: {{section.name}}

Account Number: 10-1511

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** City Clerk's Office

**MEETING DATE:** October 17, 2022

**SUBJECT:**  
City Council Guidelines – Amendment

**RECOMMENDATION:**

Adopt a Resolution to approve revised City Council Guidelines to amend the process governing the succession of the Mayor and Deputy Mayor to reflect the City's transition to district-based elections.

**BACKGROUND:**

At its October 3, 2022 study session, Council reviewed and provided direction to staff on adjusting Chapter 5 "Selection of Mayor and Deputy Mayor" of the City Council Guidelines. This administrative update to City Council Guidelines is intended to reflect the City's change to district-based elections. The proposed revisions, as seen in Attachment 2, would provide that if two or more Council Members are newly elected or appointed at the same time, the newly elected or appointed Council Members shall draw lots to determine their position relative to one another in the rotational sequence.

**BUDGET IMPACT:**

There is no budget impact from this administrative action.

**ENVIRONMENTAL DETERMINATION:**

This approval of guidelines is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Proposed Resolution  
Att 2 - Proposed Guidelines - Track Changes

**STAFF CONTACT**

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