



## MEMORANDUM

**TO: CITY COUNCIL**

**FROM: DIANNE THOMPSON, CITY MANAGER**

**SUBJECT: CONSIDERATION OF SELECTION OF COUNCIL MEMBER HARMON AS MAYOR PRO TEM**

**DATE: DECEMBER 8, 2015**

### **RECOMMENDATION:**

It is recommended the City Council appoint Council Member Harmon as the Mayor Pro Tem for the next one-year period, pursuant to Council policy.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

There is no cost or staffing impact from this action.

### **BACKGROUND:**

At the December 10, 2002 meeting, the City Council established a policy regarding the selection of the Mayor Pro Tem. At that time, the City Council agreed to appoint the Mayor Pro Tem on a one-year rotational basis by seniority of those members who have not yet served as Mayor Pro Tem. In 2005, the policy was modified to include additional language to address circumstances in which two members have the same tenure on the City Council. If this situation exists, the order of rotation is then based upon time served on a City Council appointed Commission and/or Committee prior to being elected to the City Council. In January 2014, the policy was again modified so that newly elected and/or appointed Council Members wait a period of one year before being appointed as Mayor Pro Tem to provide time for more experience with the Council meetings.

### **ANALYSIS OF ISSUES:**

Based on the rotation and Council policy, Council Member Harmon would be the next in line for the position of Mayor Pro Tem.

### **ADVANTAGES:**

The current process provides an orderly and fair procedure for alternating the position of Mayor Pro Tem. The proposed recommendations are consistent with the current policy.

### **DISADVANTAGES:**

No disadvantages have been identified regarding this item.

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**ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Appoint Council Member Harmon as the Mayor Pro Tem for the next one-year period;
2. Do not appoint Council Member Harmon and provide staff with direction on modifications to the policy; or
3. Provide staff direction.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The staff report was posted in front of City Hall and on the City's website on Friday, December 4, 2015.