

**TO: Honorable Mayor and City Council**

**FROM: City Administrator Ron Johnson**

**SUBJECT: Elect Mayor Pro-tem**

**DATE: December 28, 2016**

**BACKGROUND**

The following is the content of SECTION 2.06 MAYOR PRO-TEM of the City Charter:

A Mayor pro-tem must be elected by the Council at its first regular meeting in January following the regular City election. The Mayor pro-tem presides at Council meetings in the Mayor's absence. The Mayor pro-tem may vote on all matters before the Council. The Mayor pro-tem serves until a successor is elected by the Council either upon its declaration of vacancy in the office of Mayor pro-tem or at the first regular Council meeting in January following the next regular City election. The Mayor pro-tem serves as Mayor in the event of the Mayor's disability or absence from the City or when a vacancy in the office of Mayor is declared by the Council.

**REQUESTED COUNCIL ACTION**

Approve a motion electing a Council member as Mayor pro-tem.

Attachment(s): N/A