



## ITEM SUMMARY

**MEETING DATE:** May 16, 2022  
**FROM:** Andrea McCue, City Manager, Administration  
**SUBJECT:** Ordinance 2022-12 – Appointment of Deputy Mayor

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### BACKGROUND

Article II, Section 2 of the City's Charter requires that the City Council designate one (1) of its members as Deputy Mayor. Council Policy 12 which was adopted in 1997, outlined a process for the appointment but it was rescinded in 2016. Outside of the Charter requirements, the City has no other policies or guidelines in place that provide a process for the appointment of Deputy Mayor.

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### ANALYSIS

At the April 18<sup>th</sup> the Council directed staff to prepare an Ordinance outlining a process that mirrors the recommendation made by the Charter Review Committee. The process for appointment of Deputy Mayor is as follows:

Beginning with the first meeting in April 2023, the appointment of the Deputy Mayor shall rotate annually among the Councilmembers with the initial appointment to Council Seat 1. Any Councilmember in his/her first term will defer the appointment as Deputy Mayor for a one (1) year period, at which point the appointment will be assigned to the next sequential Council seat and the deferring Councilmember shall serve the subsequent year. Should any Councilmember decline the appointment, the appointment will go to the next sequential Council seat and the deferring Council member will not be appointed until the rotation returns to his/her seat. Should the Councilmember serving as Deputy Mayor vacate his/her Council seat for any reason, the Deputy Mayor appointment will rotate to the next sequential Council seat and the incumbent therein shall complete the unexpired term followed by his/her own term as Deputy Mayor. In the event the Deputy Mayor is serving as Mayor pro-tem pursuant to Article II, Section 3 of the Charter, the Deputy Mayor's position will not rotate until a new Mayor is elected.

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### FINANCIAL INFORMATION

Minimal cost associated with Deputy Mayor appointment

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### LEGAL

The City Attorney has reviewed Ordinance 2022-12 and supporting documents for for legal sufficiency and compliance.

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### STAFF RECOMMENDATION

Staff is recommending approval of Ordinance 2022-12.