



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 17, 2021  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of Mayor Pro Tem to serve a one-year term.

### BACKGROUND/SUMMARY:

Per City Charter - **Section 4.02. - Mayor Pro-Tem.**

At its first regular meeting after all the members of the council elected at a general election have taken office, or after a vacancy in the office of mayor pro-tem, the council shall elect one of its members to be mayor pro-tem for a one year term, or to fill the unexpired term resulting from the vacancy. The mayor pro-tem shall be the council member who receives a majority of the votes cast but not less than four votes. In the absence of the mayor, the mayor pro-tem shall perform the duties of the mayor and in such capacity shall be vested with all powers conferred on such office. In the event of the failure, inability or refusal of the mayor to act in respect to any matter or duty, the mayor pro-tem shall act. In the event the office of mayor becomes vacant, the mayor pro-tem shall serve as mayor until the office is filled.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** Not Applicable  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council appoint a Mayor Pro Tem to serve a one-year term.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**