



MEMORANDUM

TO: City Council

FROM: Jessica Matson, Legislative & Information Services Director/City Clerk

SUBJECT: Consideration of Selection of Council Member Guthrie as Mayor Pro Tem for Calendar Year 2024

DATE: December 12, 2023

SUMMARY OF ACTION:

Annual appointment of a Mayor Pro Tem to serve for the next one-year period.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no financial or staffing impact from this action.

RECOMMENDATION:

Appoint Council Member Guthrie as the Mayor Pro Tem for the next one-year period, pursuant to Council policy.

BACKGROUND:

At its 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 become eligible to serve as Mayor Pro Tem after serving on the City Council for a period of one year (Attachment 1 – Section 2.3 of the City Council Handbook).

ANALYSIS OF ISSUES:

Council Member Barneich has served as Mayor Pro Tem for the 2023 calendar year. Council Member George served as Mayor Pro Tem for the 2022 calendar year. Based on Council policy regarding seniority of those members who have not yet served as Mayor Pro Tem and the eligibility of newly elected Council Members to serve after one year on

Item 9.h.

City Council

**Consideration of Selection of Council Member Guthrie as Mayor Pro Tem for
Calendar Year 2024**

December 12, 2023

Page 2

the City Council, Council Member Guthrie would be the next in line for the position of Mayor Pro Tem for the 2024 calendar year.

ALTERNATIVES:

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

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

ADVANTAGES:

Appointment of Council Member Guthrie as Mayor Pro Tem is consistent with Council policy, which was developed to provide an orderly and fair procedure for alternating the position of Mayor Pro Tem. The proposed recommendation is consistent with the current policy.

DISADVANTAGES:

No disadvantages have been identified regarding this item.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Section 2.3 of City Council Handbook