



## Staff Reports

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**File #:** 775-2017, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Mike Parness, City Manager

**Prepared By:** Desiree Brun, Assistant to the City Manager

**TITLE:**

Pro Tem City Manager and Pro Tem Treasurer

**RECOMMENDED ACTION:**

Adopt a resolution extending appointment of Police Chief Steve Potter to serve as Pro Tem City Manager and Pro Tem City Treasurer through May 3, 2017.

**DISCUSSION:**

City Charter Section 85 authorizes the City Council to temporarily designate a qualified person as Pro Tem City Manager in the case of absence or disability of the City Manager. On February 7, 2017, City Council adopted Resolution No. 2017-12 appointing Police Chief Steve Potter to serve as Pro Tem City Manager and Pro Tem City Treasurer during the City Manager's scheduled absence from February 6 through March 10, 2017. The City Manager's scheduled absence has been extended through the end of March; therefore, it is requested that the City Council extend the appointment of Police Chief Steve Potter to serve as Pro Tem City Manager and Pro Tem City Treasurer through May 3, 2017.

**FINANCIAL IMPACTS:**

No financial impacts to the City have been identified with approving this action.

**CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1 - Resolution extending appointment of Police Chief Steve Potter to serve as Pro Tem City Manager and Pro Tem City Treasurer through May 3, 2017.

**NOTIFICATION:**

None.