



Staff Reports

File #: 63-2022, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Steve Potter, City Manager

Prepared By: Steve Potter, City Manager

TITLE:

Designation of City Manager Pro Tem

RECOMMENDED ACTION:

Adopt a resolution designating Assistant City Manager Liz Habkirk as the City Manager Pro Tem, in accordance with City Charter Section 85, to perform the duties of the City Manager if there is a future temporary absence of the City Manager

DISCUSSION:

In the past, the City Council has taken action to designate an individual as City Manager Pro Tem when unforeseen circumstances required the appointed City Manager to be absent from their duties. During the City Manager's temporary absence, the City Manager Pro Tem oversees the day-to-day operations of the City and assumes the responsibilities of the City Manager to allow for the uninterrupted provision of City services and clear reporting lines among staff. This designation by the City Council of a qualified person to serve as the City Manager Pro Tem is authorized by City Charter Section 85.

The City Council's designation of a city manager pro tem is also consistent with the City Manager's delegation of authority to other City employees throughout the organization, pursuant to City Charter Section 85 (b) and (m) and Napa Municipal Code Section 1.04.160.

As the staffing in the City Manager's Office has changed in the last year, the City Manager is recommending the City Council proactively adopt a resolution naming Liz Habkirk as the City Manager Pro Tem. Ms. Habkirk has served in the City Manager's Office since January 2020 and was appointed to the Assistant City Manager position on December 25, 2021.

The Resolution would require the City Manager Pro Tem to provide written notice of the planned return date of the City Manager to the City Council in situations where the absence exceeds fourteen (14) days. This would allow for the City Council to schedule a special meeting to discuss alternative approaches, as needed, for an extended absence of the City Manager.

FINANCIAL IMPACTS:

None

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:

ATCH 1- Resolution

NOTIFICATION:

None