



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 24, 2022

FROM: CITY MANAGER'S OFFICE WARDS: ALL

SUBJECT: APPOINTMENT OF CITY MANAGER PRO TEMPORE

ISSUE:

Appoint the Assistant City Managers to serve as City Manager Pro Tempore during temporary absences or disabilities of the City Manager.

RECOMMENDATIONS:

That the City Council:

1. Confirm the appointment of Assistant City Manager, Kris Martinez, as City Manager Pro Tempore;
2. Confirm the appointment of Assistant City Manager, Rafael Guzman, as City Manager Pro Tempore; and
3. Confirm the appointment of Interim Assistant City Manager, Edward Enriquez, as City Manager Pro Tempore.

BACKGROUND:

Section 603 of the City Charter states, "The City Manager shall appoint, subject to the approval of the City Council, one of the other officers or department heads of the City to serve as manager pro tempore during any temporary absence or disability of the City Manager."

DISCUSSION:

It is being requested that the City Council confirm the appointments of Assistant City Manager Kris Martinez, Assistant City Manager Rafael Guzman, and Interim Assistant City Manager Edward Enriquez to serve as City Manager's Pro Tempore. If approved, the City Manager may then appoint one of these individuals to act in his place if he is temporarily absent or disabled and they may assume all of the responsibilities of the City Manager under the City Charter.

STRATEGIC PLAN ALIGNMENT:

This action supports Strategic Priority No. 5 – *High Performing Government* and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust and encourage shared decision-making.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Al Zelinka, AICP, City Manager
Certified as to
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved by: Al Zelinka, AICP, City Manager
Approved as to form: Phaedra A. Norton, City Attorney