

# Staff Summary Report



Council Meeting Date: 02/07/08

Agenda Item Number: \_\_\_\_\_

**SUBJECT:** Approve the designation of Assistant City Manager, Jeff Kulaga, as Acting City Manager.

**DOCUMENT NAME:** 20080207casv01 **POSITIONS AUTHORIZED (0302-01)**

**SUPPORTING DOCS:** No

**COMMENTS:** Approval of the letter designates Assistant City Manager Jeff Kulaga as the qualified city administrative officer to exercise the powers and perform the duties of the Manager during his temporary absence or disability.

**PREPARED BY:** Andrew B. Ching, City Attorney (350-8575)

**REVIEWED BY:** Charlie Meyer, City Manager (350-8884)

**LEGAL REVIEW BY:** N/A

**FISCAL NOTE:** None.

**RECOMMENDATION:** Approve the designation.

**ADDITIONAL INFO:** Pursuant to Section 3.03 of the Tempe City Charter, the City Manager shall, by letter filed with the City Clerk, designate, subject to approval of the City Council, a qualified city administrative officer to exercise the powers and perform the duties of the Manager during his temporary absence or disability. The Manager has designated Assistant City Manager, Jeff Kulaga, as the qualified city administrative officer to act as City Manager.

# Memorandum



---

## City Manager

DATE: February 7, 2008

TO: Jan Hort, City Clerk

FROM: Charlie Meyer, City Manager

CC: Jeff Kulaga, Assistant City Manager  
Mayor and City Council

SUBJECT: Designation of Jeff Kulaga as Acting City Manager

Pursuant to Section 3.03 of the Tempe City Charter, the City Manager shall designate, subject to approval of the City Council, a qualified city administrative officer to exercise the powers and perform the duties of the Manager during his temporary absence or disability. I hereby designate Jeff Kulaga as Acting City Manager for the purposes and subject to the conditions as specified in Section 3.03.