



## MEMORANDUM

**To:** Mayor and City Council

**From:** Ashley Owens, City Secretary

**Date:** May 13, 2025

**Reference:** Discussion regarding the designation of a Mayor Pro Tem and City Council committee assignments.

**2040:** Sustainable Government

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**Introduction:**

As required by Section 3.05 of the Home Rule Charter, City Council elects a councilmember to fill the role of Mayor Pro Tem following either each regular city election or runoff election if such occurs. City elections are held in a cycle where every third year there is no election due to the staggered terms of the Mayor and Council members. In addition, the Mayor assigns liaisons to regional committees and school boards.

**Community Benefit:**

Ensure business continuity.

**Legal Review:**

N/A

**Fiscal Impact:**

N/A

**Recommendation:**

N/A