



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** May 27, 2025  
**SUBJECT:** Select members of the council to serve as Mayor Pro Tem, Deputy Mayor Pro Tem, and Associate Mayor Pro Tem for a term of one year.

**PRESENTER:** Alicia Richardson, City Secretary/Chief Governance Officer

### **SUMMARY:**

The purpose of this item is to select three members of the council to serve as Mayor Pro Tem, Deputy Mayor Pro Tem, and Associate Mayor Pro Tem for a one-year term.

### **GENERAL DESCRIPTION:**

Article VII of the City Charter provides for the powers and duties of the City Council. Pursuant to Article VI, Section 2 of the City Charter, the council shall select a Mayor Pro Tem from among the seven members of the council. The selection shall be made at the first regular meeting following the general city election. The Mayor Pro Tem shall, in the absence or disability of the Mayor, perform all the Mayor's duties.

In response to the COVID-19 pandemic, it was apparent the City Council needed more than two standing leadership positions. On March 23, 2020, staff introduced an amendment to the City Council's Rules of Procedure, Section 2-65, Chair and duties, to provide for the selection of a Deputy Mayor Pro Tem to serve in the absence of the Mayor and Mayor Pro Tem. At this meeting, the City Council directed staff to include an additional position to provide for four standing leadership positions.

On March 26, 2020, the City Council approved Ordinance No. 3642, amending Chapter 2, Article II, Division 2, of the City Code of Ordinances, Rules of Procedure, Section 2-65 (a) and (b) to provide for the selection of a Deputy Mayor Pro Tem and an Associate Mayor Pro Tem. Ordinance No. 3642 provides that the selection for the Deputy Mayor Pro Tem and Associate Mayor Pro Tem be from among the members of the council and at the same time as the selection for the Mayor Pro Tem.

### **RECOMMENDATION:**

Select members of the council to serve as Mayor Pro Tem, Deputy Mayor Pro Tem, and Associate Mayor Pro Tem for a one-year term.