
City Council Regular Meeting

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: October 5, 2026

SUBJECT:

Consider and take possible action on a minute order electing a councilmember to serve as Mayor Pro Tem for a term of one year. *(Staff Contact: Monica Solko, Deputy City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

Mayor Pro Tem is defined in the City Charter Section 22 and a process to elect the Mayor Pro Tem is outlined in City Council Policy #17. The term of the Mayor Pro Tem is one year and must be elected each year by the city council by August 31st of each year.

City Council Policy #17 outlines the process for the election of Mayor Pro Tem as follows:

- Must be a councilmember who has served at least 2 years on the city council
- Nominations and councilmembers interested in serving shall notify the City Secretary in writing at least 5 business days prior to the council meeting the election will be held

Must be at a regular council meeting and all action by the city council shall be in open session and done by a clear action.

RECOMMENDATION:

Nominate a Mayor Pro Tem for one-year term (September 2026 to August 2027).

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

City Charter Section 22

City Council Policy #17

FISCAL IMPACT:

N/A

STAFF CONTACT:

Monica Solko
Deputy City Secretary
msolko@burlesontx.com
817-426-9682