



CITY OF BURNET

P.O. Box 1369 • 1001 Buchanan Drive, Suite 4 • Burnet, TX 78611 • (512) 756-6093

March 24, 2025

To all Council Members:

Section 4.01(E) of the City Charter states, “The City Manager, within sixty (60) days after taking office, shall designate by letter filed with the City Secretary, an administrative officer of the City to perform the duties of the City Manager in the absence or disability of the City Manager. The designee shall be subject to the consent of the City Council. The designee may be changed at the discretion of the City Manager, with the consent of the City Council.”

In accordance with Section 4.01(E) of the City Charter, I hereby designate _____ to serve as Acting City Manager and respectfully request Council’s consent.

Sincerely,

David Vaughn

City Manager

