



## MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443 ♦ FRISCOGOV.COM

**TO:** MAYOR AND TOWN COUNCIL

**FROM:** STACEY NELL, TOWN CLERK

**RE:** Town of Frisco Mayor Pro Tem Nomination & Selection Procedure

**DATE:** APRIL 23, 2024

**Summary and Background:** [Frisco's Home Rule Charter](#), Article 2, Section 10, states: "Section HRC-2-10. - Mayor Pro-Tem. At the first meeting, regular or special, following each regular election, the Council, by a majority vote of the entire Council, shall appoint a Councilmember as Mayor Pro-Tem for a two-year term. The Mayor Pro-Tem shall have the Mayor's powers and perform the Mayor's duties whenever the Mayor is not available."

**Analysis:** On occasion, the Mayor will not be available to perform official duties, for one reason or another. It's important and expected for Frisco town Council to designate a Mayor Pro Tem to act in their stead, in order to keep the Town's business moving forward in a timely manner. Such duties can be, but are not limited to: 1) Executing official documents, 2) Conducting Council Meetings, or 3) Attending events of any kind, in an official capacity.

**Financial Impact:** None.

**Alignment with Strategic Plan:** The selection of a Mayor Pro Tem aligns directly with Frisco's Home Rule Charter, Article 2, Section 10. Complying with our Home Rule Charter relates to the **Strategic Objective of providing progress-driven Quality Core Services**. A peaceful transition of power is a required and crucial step in our local government.

**Staff Recommendation:** Staff recommends that the Town Council undergo a nomination and selection process to select a Mayor Pro Tem, in accordance with Frisco's Home Rule Charter, Article 2, Section 10, at their first Regular Meeting.

**Approved By:**

Thad Renaud, Town Attorney  
Tom Fisher, Town Manager  
Stacey Nell, Town Clerk

**Attachments:** None