

**Agenda Item:** 3.a

**Meeting Date:** December 4, 2025

## **MEMORANDUM**

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Michelle Wells

**Date:** 2024-09-23

**Subject:** Annual Selection of Vice Mayor

**Presenter(s):** Michelle Wells, Acting City Clerk

**Staff Recommendation:** Staff recommends to appoint a Commissioner to serve as Vice Mayor for one year.

**Strategic Themes:** Good Governance

**Boards & Committees:** N/A

**Budget Impact:** N/A

**Past Action:** On December 3, 2024, Commissioner Gow was appointed Vice Mayor to serve for one year.

**Next Action:** Revisit annually at the first meeting in December.

**Attachments:** [A. res-25-11-est.-rules-procedure-for-commission-repeal-res-24-02-04.17.25 \(1\).pdf](#)  
[B. 12-03-2024 Chart of Vice Mayor Appointments Since 1996.pdf](#)

**Background:** Resolution 25-11, outlines the nomination and selection process to be used for the annual selection of the Vice Mayor.

The Dunedin City Charter, Section 3.05 reads: "The Mayor shall preside at meetings of the City Commission, shall be recognized as head of City government for all ceremonial purposes, by the Governor for the purposes of military law, for service of process, execution of contracts, deeds and other documents and as the City Official designated to represent the City in all agreements with other governmental entities or certifications to other governmental entities, but shall have no administrative duties, except as required to carry out the responsibilities herein".

The City Commission shall select from among its elected members a Vice Mayor. Selection of the Vice Mayor shall be done annually at the first regular meeting of the City Commission in December. The selection of the Vice Mayor shall be done on a rotating basis unless there are extenuating circumstances. The Vice Mayor shall act as Mayor during the absence or the inability of the Mayor to perform the duties of the office of the Mayor.