

## **COUNCIL AGENDA REPORT**

**TO:** Mayor and City Council

**FROM:** Donna G. Schwartz, Chief Deputy City Clerk

**DATE:** December 2, 2025

**SUBJECT: Annual Appointment of Mayor Pro Tem**

Description:

The City Council will consider the annual appointment of a Mayor Pro Tem to serve a one-year period

Environmental Notice: The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

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**RECOMMENDATION:**

Appoint a Councilmember as the Mayor Pro Tem for the next one-year period, pursuant to Council practice.

**BACKGROUND:**

On December 21, 1999, the City Council considered and approved a change to the informal practice previously used to appoint the Mayor Pro Tem. The City Council modified the practice to allow the appointment to occur yearly instead of a term concurrent with the term of the mayor.

The assignment of Mayor Pro Tem has been periodically rotated amongst Councilmembers on an annual basis each calendar year. Currently, there are no formal rules, policies, or procedures regarding how the Mayor Pro Tem is selected. The guidance currently adhered to comes from the California Government Code Section 36801 of the California Government Code, “The city council shall meet at the meeting at which the declaration of the election results for a general municipal election [...] following the declaration of the election results and the installation of elected officials, choose one of its number as mayor, and one of its number as mayor pro tempore.”

The duties of the Mayor Pro Tem include acting on behalf of the Mayor in the Mayor’s absence. Section 36802 of the California Government Code states, “The mayor shall preside at the meetings of the council. If s/he is absent or unable to act, the mayor pro tempore shall serve until the mayor returns or is able to act. The mayor pro tempore has all of the powers of the duties of the mayor.”

**DISCUSSION:**

On January 21, 2025, Mayor Patino nominated Councilmember Carlos Escobedo to serve as Mayor Pro Tem for the calendar year 2025. The Council approved Councilmember Escobedo's nomination. Based on past Council practice, the Mayor shall consider nominating a Councilmember to serve as Mayor Pro Tem for the calendar year 2026. A majority of the City Council will be required to approve the nomination and appointment.

Alternative(s)

1) Approve and appoint the Mayor's nominee as the Mayor Pro Tem for the next one-year period; 2) Do not approve and appoint the Mayor's nominee and provide staff with direction to modify the appointment process; or 3) Provide staff direction.