



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL
FROM: Arturo Vela, Interim City Manager
PREPARED BY: Sandra Calderon, Acting Deputy City Clerk
MEETING DATE: December 9, 2025
SUBJECT: Annual City Council Reorganization

RECOMMENDATION:

Staff respectfully recommends that the City Council appoint one of its members as Mayor and a second as Mayor Pro Tem to serve for a period of one year consistent with Banning Municipal Code, Chapter 2.04.070.

BACKGROUND:

The annual process of Council reorganization is set by the Banning Municipal Code, Chapter 2.04.070, which dictates that City Council appoint one of its members as Mayor and a second as Mayor Pro Tem.

The term of service for both Mayor and Mayor Pro Tem shall be for a period of one year from date of appointment or until a successor is appointed. No person may become Mayor or Mayor Pro Tem unless a majority of Council members votes to approve the action. A Council Member may be elected to a maximum of two consecutive one-year terms in the same position.

JUSTIFICATION:

In accordance with statute, these appointments are made at the meeting the municipal elections results are declared and new elected officials sworn in and seated. In non-election years, reorganization occurs at the first meeting in December.

Finally, City code dictates that the Council Member appointed to Mayor shall serve as the Chair of the City's Successor Agency and Housing Authority. The member appointed as Mayor Pro Tem will serve as the Vice Chair to each of these bodies. The Mayor Pro Tem serves as Mayor or Chair only in instances where the Mayor is absent, or the position vacated.

FISCAL IMPACT:

N/A

ALTERNATIVES:

There are no alternatives since the City's Municipal Code requires this annual process.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Municipal Code - Appointment of Mayor and Mayor Pro Tem.pdf](#)