



DATE: June 24, 2025

TO: Mayor and City Council

FROM: Acting City Manager

SUBJECT: Adopt a Resolution: (1) Declaring a City Council Recess from July 1, 2025, through August 15, 2025; (2) Cancelling the Regular City Council Meetings Scheduled for July 1, 15 and 22, and August 5, 2025; and (3) Authorizing the Acting City Manager, or their Designee, to take Action on Administrative Matters as Necessary During the Recess

RECOMMENDATION

That the City Council adopts a resolution (Attachment II): (1) Declaring a City Council recess from July 1, 2025 through August 15, 2025 ("summer recess"); (2) Cancelling the regular City Council Meetings scheduled for July 1, 15 and 22 and August 5, 2025; and (3) Authorizing the Acting City Manager, or their Designee, to take action on administrative matters as necessary during the recess.

BACKGROUND/DISCUSSION

Each year, the Hayward City Council takes a summer recess which provides the members' time to rejuvenate and spend time with family and loved ones. This year, the City Council will recess from July 1 through August 15, 2025. The regular City Council meetings that would have occurred on July 1, 15, 22 and August 5, 2025 will be cancelled. Cancellation of these meetings does not preclude the Mayor from calling a special or emergency meeting during the recess if necessary. Any meetings scheduled during the recess will comply with Brown Act noticing requirements.

Although the City Council will be taking a summer recess, there may still be matters that require administrative action in a timely manner, which cannot be deferred until after the summer recess. Staff requests that the City Council authorize the Acting City Manager, or their designee, to take action on administrative matters as necessary during the recess. This would involve authority to execute documents, such as contracts, and authority to submit or file documents, that would normally require City Council action. Following the summer recess, the Acting City Manager or their designee will report to the City Council any administrative approvals made during the recess.

FISCAL IMPACT

The recommendations provided herein will have no fiscal impact.

NEXT STEPS

Upon adoption of the Resolution, the City Council will recess from July 1 through August 15, 2025. The Acting City Manager or their designee will have the authority to take action on administrative matters during the summer recess and will report back to the City Council when it reconvenes on August 19, 2025

Prepared by: Michael Vigilia, Acting City Attorney

Recommended by: Michael Lawson, J.D., Acting City Manager

Approved by:

A handwritten signature in blue ink, appearing to read 'M. Lawson', is positioned above a horizontal line.

Michael Lawson, J.D.
Acting City Manager