

HAYWARD CITY COUNCIL

RESOLUTION NO. 24-___

Introduced by Council Members _____

RESOLUTION (1) DECLARING A CITY COUNCIL RECESS FROM DECEMBER 23, 2024 THROUGH JANUARY 5, 2025 FOR THE CITY'S ANNUAL HOLIDAY CLOSURE; and (2) AUTHORIZING THE INTERIM CITY MANAGER OR THEIR DESIGNEE TO TAKE ACTION ON ADMINISTRATIVE MATTERS AS NECESSARY DURING THE RECESS

WHEREAS, annually the City Council declares a holiday business closure and recess which provides members with time to rejuvenate and spend time with family and loved ones; and

WHEREAS, during the holiday closure certain administrative matters that typically require City Council approval may require action which cannot be deferred until after the holiday business closure and recess; and

WHEREAS, the Interim City Manager or their designee may be authorized by the City Council to take action on administrative matters involving execution, submission, or filing of documents, as necessary during the business closure and recess.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby declares that it shall be on recess from December 23, 2024 through January 5, 2025;

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the Interim City Manager or their designee to take action on administrative matters requiring execution, submission, or filing of documents during the City Council's 2024 recess which cannot be deferred until the next regularly scheduled City Council meeting; and

BE IT FURTHER RESOLVED, that all actions taken by the Interim City Manager or their designee pursuant to this resolution shall be reported to the City Council at the first regular City Council meeting following the 2024 holiday closure and winter recess.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2024

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 Miriam Lens, City Clerk

APPROVED AS TO FORM:

Michael Lawson, City Attorney