

HAYWARD CITY COUNCIL

RESOLUTION NO. 25-__

Introduced by Council Member _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAYWARD DECLARING A CITY COUNCIL RECESS FROM DECEMBER 22, 2025 THROUGH JANUARY 2, 2026; CANCELLING THE REGULAR CITY COUNCIL MEETING SCHEDULED FOR DECEMBER 23, 2025; AND AUTHORIZING THE CITY MANAGER, OR THEIR DESIGNEE, TO TAKE ACTION ON ADMINISTRATIVE MATTERS AS NECESSARY DURING THE RECESS

WHEREAS, staff recommends a winter recess be declared from December 22, 2025 through January 2, 2026, ("Winter Recess") to allow councilmembers time to rejuvenate and spend time with family and loved ones during the winter holiday period; and

WHEREAS, the City Council typically holds regular meetings on the first, third and fourth Tuesdays of each month; and

WHEREAS, in order to facilitate the Winter Recess, the regular Hayward City Council meeting currently scheduled for December 23, 2025 must be cancelled; and

WHEREAS, during the Winter Recess, certain administrative matters that typically require City Council approval may require action which cannot be deferred until after the Winter Recess; and

WHEREAS, the 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 Winter Recess.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hayward, California, that the City Council hereby declares that it shall be on recess from December 22, 2025 through January 2, 2026

BE IT FURTHER RESOLVED, that the regular City Council meeting currently scheduled for December 23, 2025 is hereby cancelled.

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

BE IT FURTHER RESOLVED, that all actions taken by the 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 Winter Recess.

IN COUNCIL, HAYWARD, CALIFORNIA, _____, 2025

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward