



DATE: December 16, 2025

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Adopt a Resolution: (1) Declaring a City Council Recess from December 22, 2025 through January 2, 2026; (2) Cancelling the Regular City Council Meetings Scheduled for December 23, 2025, and January 6, 2026; and (3) Authorizing the 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 December 22, 2025 through January 2, 2026 ("winter recess"); (2) Cancelling the regular City Council Meetings scheduled for December 23, 2025, and January 6, 2026; and (3) Authorizing the City Manager, or their Designee, to take action on administrative matters as necessary during the recess.

BACKGROUND/DISCUSSION

Staff recommends declaration of a City Council recess from December 22, 2025 through January 2, 2026 to allow the council members' time to rejuvenate and spend time with family and loved ones during the winter holiday period. In order to facilitate the winter recess, the regular City Council meetings currently scheduled for December 23, 2025, and January 6, 2026, must be cancelled. The cancellation 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 winter recess, there may still be matters that require administrative action in a timely manner, which cannot be deferred until after the winter recess. Staff requests that the City Council authorize the 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 winter recess, the 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 December 22, 2025 through January 2, 2026. The City Manager or their designee will have the authority to take action on administrative matters during the winter recess and will report back to the City Council when it reconvenes at the first regular City Council meeting following the recess, tentatively scheduled for January 20, 2026.

Prepared by: Michael Lawson, City Attorney

Recommended by: Jennifer Ott, City Manager

Approved by:

A handwritten signature in blue ink, appearing to read "Jennifer Ott", is written over a horizontal line.

Jennifer Ott, City Manager