



**DATE:** December 17, 2024

**TO:** Mayor and City Council

**FROM:** Interim City Manager

**SUBJECT:** Adopt a Resolution: (1) Declaring a City Council Recess from December 23, 2024 through January 5, 2025 for the City's annual holiday business closure; and (2) Authorizing the Interim 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 23, 2024 through January 5, 2025 (holiday business closure); and (2) Authorizing the Interim City Manager, or their Designee, to take action on administrative matters as necessary during the recess.

### **BACKGROUND/DISCUSSION**

Each year, the Hayward City Council authorizes a December holiday recess and business closure which provides the members' time to rejuvenate and spend time with family and loved ones. This year, the City Council will recess from December 23, 2024 through January 5, 2025. Any special meetings scheduled during the recess will comply with Brown Act noticing requirements.

Although the City Council does not schedule regular meetings during the holiday recess and business closure, there might still be matters that require administrative action in a timely manner, which cannot be deferred. Staff requests that the City Council authorize the Interim 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 recess and business closure, the Interim City Manager or their designee will report to the City Council on any administrative approvals made during the recess.

## **FISCAL IMPACT**

The recommendation in this report will have no fiscal impact.

## **NEXT STEPS**

Upon adoption of the Resolution, the City Council will recess from December 23, 2024 through January 5, 2025. The Interim 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 after January 5, 2025.

*Prepared by:* Michael Lawson, City Attorney

*Recommended by:* Dustin Claussen, Interim City Manager

Approved by:



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Dustin Claussen, Interim City Manager