



DATE: June 16, 2026

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Adopt a Resolution: (1) Declaring a City Council Recess from July 1, 2026 through August 14, 2026; (2) Cancelling the Regular City Council Meetings Scheduled for July 7 and 21, and August 4, 2026; and (3) Authorizing the City Manager, or her 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, 2026 through August 14, 2026 (“summer recess”); (2) Cancelling the regular City Council Meetings scheduled for July 7 and 21 and August 4, 2026; and (3) Authorizing the City Manager, or her 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 14, 2026. The regular City Council meetings that would have occurred on July 7 and 21 and August 4, 2026 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 City Manager, or her 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 City Manager or her 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.

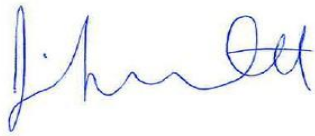
NEXT STEPS

Upon adoption of the Resolution, the City Council will recess from July 1 through August 14, 2026. The City Manager or her 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 18, 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".

Jennifer Ott, City Manager