



CITY OF POMONA COUNCIL REPORT

July 1, 2024

To: Honorable Mayor and Members of the City Council

From: Anita D. Gutierrez, City Manager

Submitted By: Mark J. Gluba, Assistant City Manager

SUBJECT: ADOPTION OF A RESOLUTION APPROVING THE CLOSURE OF CITY HALL DURING THE 2024 HOLIDAY SEASON AND RESCHEDULING 2025 CITY COUNCIL MEETING DATES DUE TO HOLIDAY CONFLICTS

RECOMMENDATION:

It is recommended that the City Council Adopt proposed Resolution No. 2024-104 (Attachment) to approve the following actions:

1. Authorize the closure of City Hall from Monday, December 23, 2024 through Thursday, January 2, 2025, to account for observance of the Christmas Eve, Christmas Day and New Year's Day Holidays and to avoid potential staff shortages during the holidays; and,
2. Amend the ongoing calendar for regularly scheduled City Council Meetings and 2024 City Council Meetings by cancelling and rescheduling meetings, as noted below, due to holiday conflicts:
 - A. Cancelling the January 20, 2025, regular City Council Meeting and rescheduling to Monday, January 27, 2025, to be conducted as a regular meeting of the City Council
 - B. Cancelling the regular City Council Meeting of February 17, 2025, and rescheduling to Monday, February 24, 2025, to be conducted as a regular meeting of the City Council
 - C. Cancelling the September 1, 2025, regular City Council Meeting and rescheduling to Monday, September 8, 2025, to be conducted as a regular meeting of the City Council

EXECUTIVE SUMMARY:

Traditionally, the Council has authorized the closure of City Hall between the Christmas and New Year Holidays and rescheduled Council Meetings that conflict with observed holidays. The recommendations contained herein are in line with these past practices.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$250 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT: NONE

Previous Related Action – On September 11, 2023, the City Council adopted Resolution No. 2023-155 authorizing the closure of City Hall during the 2023 holiday season, canceling meetings between January 2024 and September 2024, to avoid potential holiday conflicts and amending the Regular City Council Meeting schedule to go “dark” annually for the second Monday in August.

DISCUSSION

In the past, the Council has authorized the closure of City Hall for up to two weeks around the Christmas and New Year Holidays. The last such closure was approved on September 11, 2023 for the 2023 Holiday Season.

Resolution number 2004-32 established that regular City Council meetings were to be held on the 1st and 3rd Mondays of each month and study sessions were to be held, as needed, on the second Monday of each month. City Council meetings are rescheduled, as needed, to accommodate holidays and other conflicts.

2024 Holiday Closure

City Hall will already be closed on Tuesday, December 24th and Wednesday, December 25th in observance of the Christmas Eve and Christmas Day holidays as well as Wednesday, January 1st in observance of the New Year’s Day Holiday. As proposed, City Hall would reopen for normal business on Monday, January 6, 2025.

During this period, employees will need to use their own accrued time to cover the five days not designated as holidays. Those who prefer not to use accruals may take the time off without pay. New employees who may not have sufficient accruals to cover the days off will be advanced future accruals, which will then be deducted as they are earned.

2025 Holiday Meeting Conflicts

After reviewing the calendar for 2025, staff has determined there are three (3) holiday conflicts that could occur. Per Council direction, staff has herein recommended rescheduling any meetings conflicting with national observed holidays to the subsequent Monday.

Proposed Resolution No. 2024-104 would cancel and reschedule the following regularly scheduled Council Meetings due to holiday conflicts:

- The regularly scheduled meeting on January 20, 2025, conflicts with observance of the Martin Luther King Jr. Holiday.
- The regularly scheduled meeting on February 17, 2025, conflicts with the Presidents' Day Holiday.
- The regularly scheduled meeting on September 1, 2025, would conflict with the Labor Day Holiday.

Prepared by:

Mark J. Gluba
Assistant City Manager

ATTACHMENT: Resolution No. 2024-104 Rescheduling 2025 Holiday Conflicting Meetings