



CITY OF POMONA COUNCIL REPORT

August 6, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Mark J. Gluba, Deputy City Manager

Subject: **Approval of City Hall Closure during the 2018 Holiday Season and Adoption of a Resolution Approving Proposed Changes to 2019 City Council Meeting Dates Due to Holiday Conflicts and Establishing Rescheduled Meetings as “Regular” Meetings of the City Council**

OVERVIEW

Recommendation – That the City Council:

1. Authorize the closure of City Hall from Monday, December 24, 2018 through Tuesday, January 1, 2019 to avoid potential staff shortages during the holidays; and,
2. Adopt the attached proposed Resolution:
 - A. Cancelling the January 21, 2019, regular City Council Meeting and rescheduling it to January 28, 2019, to be conducted as a regular meeting;
 - B. Cancelling the regular City Council Meeting of February 18, 2019 and rescheduling it to February 25, 2019;
 - C. Cancelling the September 2, 2019, regular City Council Meeting and rescheduling it to September 9, 2019, to be conducted as a regular City Council Meeting.

Fiscal Impact – None with this action.

Previous Related Action – On September 18, 2017, the City Council authorized the closure of City Hall during the 2017 holiday season and adopted a resolution canceling meetings between January 2018 and September 2018, to avoid potential holiday conflicts.

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.

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 12, 2016, for the 2016 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. Requests to reschedule Council meetings in order to avoid potential holiday conflicts were approved on September 12, 2016 and June 5, 2017.

2018 Holiday Closure

City Hall will already be closed on Monday, December 24th and Tuesday, December 25th in observance of the Christmas Eve and Christmas Day holidays as well as Tuesday, January 1st in observance of the New Year's Day Holiday. As proposed, City Hall would reopen for normal business on Wednesday, January 2, 2019.

During this period, employees will need to use their own accrued time to cover the three 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 in the future.

2019 Holiday Meeting Conflicts

After reviewing the calendar for 2017, staff has determined there are three (3) holiday conflicts that could occur. Staff has herein recommended canceling and rescheduling any meetings conflicting with national observed holidays. In the past, the Council has authorized canceling conflicting meetings where they could not be rescheduled without the need to process agenda packets in adjacent weeks. This practice has resulted in protracted time periods in between meetings and large Council Agendas causing excessively lengthy meetings. As such, staff is recommending rescheduling all feasible meetings in a manner that will facilitate the timely conducting of City business.

The second regularly scheduled meeting in January, 2019, conflicts with observance the Martin Luther King Jr. Holiday. The third regularly scheduled meeting in February, 2019, would conflict with the Presidents' Day Holiday. Finally, the first regularly scheduled meeting in September, 2019 would conflict with the Labor Day Holiday.

Attachment: Resolution Rescheduling Conflicting Meetings