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# CITY OF POMONA COUNCIL REPORT

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September 9, 2019

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 2019 HOLIDAY SEASON AND ADOPTION OF A RESOLUTION APPROVING PROPOSED CHANGES TO 2020 CITY COUNCIL MEETING DATES DUE TO HOLIDAY CONFLICTS AND ESTABLISHING RESCHEDULED MEETINGS AS “REGULAR” MEETINGS OF THE CITY COUNCIL**

**RECOMMENDATION:**

It is recommended that the City Council take the following actions:

1. Authorize the closure of City Hall from Tuesday, December 24, 2019 through Wednesday, January 1, 2020 to avoid potential staff shortages during the holidays; and,
2. Adopt the attached proposed Resolution:
  - A. Cancelling the January 20, 2020, regular City Council Meeting and rescheduling it to January 27, 2020, to be conducted as a regular meeting;
  - B. Cancelling the regular City Council Meeting of February 17, 2020 and rescheduling it to February 24, 2020;
  - C. Cancelling the September 7, 2020, regular City Council Meeting and rescheduling it to September 14, 2020, to be conducted as a regular City Council Meeting.

**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.

**FISCAL IMPACT:** *NONE*

**Previous Related Action** – On August 5, 2018, the City Council authorized the closure of City Hall during the 2018 holiday season and adopted a resolution canceling meetings between January 2019 and September 2019, to avoid potential holiday conflicts.

## 2019 City Hall Holiday Closure and Rescheduling of Meetings with Holiday Conflicts

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### ***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 August 5, 2018, for the 2018 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 for 2019, were also approved on August 5, 2018.

### ***2019 Holiday Closure***

City Hall will already be closed on Tuesday, December 24<sup>th</sup> and Wednesday, December 25<sup>th</sup> in observance of the Christmas Eve and Christmas Day holidays as well as Wednesday, January 1<sup>st</sup> in observance of the New Year's Day Holiday. As proposed, City Hall would reopen for normal business on Thursday, January 2, 2020.

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.

### ***2020 Holiday Meeting Conflicts***

After reviewing the calendar for 2020, 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 adoption of the proposed resolution (**Attachment**) rescheduling all feasible meetings in a manner that will facilitate the timely conducting of City business.

The second regularly scheduled meeting in January, 2020, conflicts with observance the Martin Luther King Jr. Holiday. The third regularly scheduled meeting in February, 2020, would conflict with the Presidents' Day Holiday. Finally, the first regularly scheduled meeting in September, 2020 would conflict with the Labor Day Holiday.

Prepared by:

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Mark J. Gluba  
Deputy City Manager

**ATTACHMENT:** Resolution No. 19-129 Rescheduling 2020 Holiday Conflicting Meetings