



CITY OF POMONA COUNCIL REPORT

June 21, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Mark J. Gluba, Deputy City Manager

SUBJECT: APPROVAL OF CITY HALL CLOSURE DURING THE 2021 HOLIDAY SEASON AND ADOPTION OF A RESOLUTION APPROVING PROPOSED CHANGES TO 2022 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 Wednesday, December 22, 2021 through Thursday, December 30, 2021, to avoid potential staff shortages during the holidays; and,
2. Adopt the proposed Resolution No. 2021-79:
 - A. Cancelling the January 3, 2022, regular City Council Meeting and rescheduling it to Monday, January 10, 2022, to be conducted as a regular meeting of the City Council
 - B. Cancelling the January 17, 2022, regular City Council Meeting
 - C. Cancelling the regular City Council Meeting of February 21, 2022
 - D. Cancelling the regular City Council Meeting of July 4, 2022
 - E. Cancelling the September 5, 2022, 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 September 14, 2020, the City Council authorized the closure of City Hall during the 2020 holiday season and adopted a resolution canceling meetings between January 2021 and September 2021, to avoid potential holiday conflicts.

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 14, 2020 for the 2020 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 cancel Council meetings in order to avoid potential holiday conflicts for 2020, were also approved on September 9, 2019.

Resolution number 2004-32 also establishes that the City Council goes “dark” in the month of August, only conducting the first regularly scheduled meeting to ensure compliance with City Charter provisions that the City Council meet at least once every calendar month. Staff has received a Council inquiry about possibly changing the month where City Council goes dark from August to July. However, no formal direction has been given on this matter, nor has critical mass of the Council been achieved to bring such a change forward for Council consideration. If it is the Council’s desire to otherwise amend the regular meeting schedule and/or Resolution 2004-32, staff will prepare that consideration under separate cover upon Council consensus.

2021 Holiday Closure

City Hall will already be closed on Wednesday, December 22nd and Thursday, December 23rd in observance of the Christmas Eve and Christmas Day holidays as well as Thursday, December 30th in observance of the New Year’s Day Holiday. As proposed, City Hall would reopen for normal business on Monday, January 3, 2022.

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.

2022 Holiday Meeting Conflicts

After reviewing the calendar for 2021, staff has determined there are four (4) holiday conflicts that could occur and one other meeting rescheduling. Staff has herein recommended canceling any meetings conflicting with national observed holidays to avoid the need of preparing Council agendas and conducting Council Meetings on back to back weeks. Additionally, staff has recommended cancelling and rescheduling the January 3, 2022 Meeting to allow for agenda finalization upon return from the proposed holiday closure.

Proposed Resolution No. 2021-79 (**Attachment**) would cancel the following regularly scheduled Council Meetings due to holiday conflicts:

- The first regularly scheduled meeting in January 2022, would be cancelled and rescheduled to Monday, January 10, 2022, to allow for Agenda finalization upon return from the holiday closure.

2021 City Hall Holiday Closure and Rescheduling of Meetings with Holiday Conflicts

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- The second regularly scheduled meeting in January, 2022, conflicts with observance the Martin Luther King Jr. Holiday.
- The third regularly scheduled meeting in February, 2022, would conflict with the Presidents' Day Holiday.
- The first regularly scheduled meeting in July, 2022, would conflict with the observance of the Independence Day Holiday.
- The first regularly scheduled meeting in September, 2022 would conflict with the Labor Day Holiday.

Prepared by:

Mark J. Gluba
Deputy City Manager

ATTACHMENT: Resolution No. 2021-79 Rescheduling 2022 Holiday Conflicting Meetings