

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Barbara McDaniel, CMC, Assistant Town Clerk (954) 797-1023

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE HOLIDAYS TO BE OBSERVED BY THE TOWN OF DAVIE DURING FISCAL YEAR 2003-2004; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The Town Code, Chapter 2, Article II, Section 2-21, and the Personnel Rules and Regulations, Rule X, Section 2(a), requires the Town to designate the holidays to be observed during the upcoming fiscal year by resolution.

Note: This holiday schedule is observed by non-represented employees in accordance with the Personnel Rules and Regulations. Bargaining unit employees observe the holidays listed in the holiday schedule in their applicable collective bargaining agreement.

PREVIOUS ACTIONS: not applicable

CONCURRENCES: not applicable

FISCAL IMPACT: Has request been budgeted? yes
What account will funds be appropriated from: Salary Accounts
Additional Comments: Part of employees' benefit package

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s): Resolution and Town of Davie Holiday Schedule

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE HOLIDAYS TO BE OBSERVED BY THE TOWN OF DAVIE DURING FISCAL YEAR 2003-2004; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Town Code, Chapter 2, Article II, Section 2-21, and the Personnel Rules and Regulations, Rule X, Section 2(a), the Town must designate by resolution the holidays to be observed during the upcoming fiscal year; and

WHEREAS, the Town Council wishes to approve the attached holiday schedule for fiscal year 2003-2004.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby approve the attached Town of Davie Holiday Schedule for Fiscal Year 2003-2004.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

**TOWN OF DAVIE HOLIDAY SCHEDULE
FOR FISCAL YEAR 2003-2004***

Veterans Day	Tuesday, November 11, 2003
Thanksgiving Day	Thursday, November 27, 2003
Day after Thanksgiving	Friday, November 28, 2003
Christmas Eve Day	Wednesday, December 24, 2003
Christmas Day	Thursday, December 25, 2003
1/2 Day New Year's Eve	Wednesday, December 31, 2003
New Year's Day	Thursday, January 1, 2004
Martin Luther King, Jr. Day	Monday, January 19, 2004
Presidents' Day	Monday, February 16, 2004
Memorial Day	Monday, May 31, 2004
Independence Day	Monday, July 5, 2004
Labor Day	Monday, September 6, 2004
Employee's Birthday**	
Quality Service Day***	

* This holiday schedule is observed by non-represented employees in accordance with Rule X, Section 2(a) of the Town of Davie Personnel Rules and Regulations. Bargaining unit employees adhere to the holiday schedule in their applicable collective bargaining agreement.

** Or another day as mutually agreed upon by the Department Director and the employee. (Employee must be employed at least six (6) months.)

*** An employee who has no written disciplinary actions in a full fiscal year (beginning October 1, 2002 through September 30, 2003) shall receive a Quality Service Day during the following fiscal year. The day must be mutually agreed upon by the Department Director and the employee.

