



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: September 15, 2020

Agenda Item Wording: Approval of the City of Dripping Springs 2021 Holiday Calendar.

Agenda Item Requestor: Andrea Cunningham, City Secretary

Summary/Background: Annually the City prepares the holiday calendar for City Hall closures. Pursuant to the Personnel Manual Section 5.03 Leave:

Employees are generally not required to work on city holidays. The City may choose to observe the day preceding or following a holiday's official date. City holidays are as follows: New Year's Day, MLK Birthday, Presidents Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

The City will be able to take all holidays as listed above, and maintain the standard of twelve (12) holidays for calendar year 2021. The attached calendar is prepared using the following information:

- Federal, State & County observed holidays
- DSISD holidays and breaks such as Spring Break, Winter Break, etc.

The approved holiday calendar will be used to schedule City Council, Board, Commission and Committee meetings for 2021.

Recommended Council Actions: It is the pleasure of the City Council to approve the calendar as attached or make changes such as adding holidays or removing holidays.

Attachments: Proposed City Holiday Calendar

Next Steps/Schedule:

1. Prepare final holiday calendar and submit to Administration for final review.
2. Distribute calendar to staff and update website calendar, meeting room calendar and prepare holiday invites for staff and City Council.
3. Prepare 2021 meeting calendar for review and approval.