

Montgomery City Council
AGENDA REPORT

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| Meeting Date: July 14, 2025 | Budgeted Amount: N/A |
| Department: Administration | Prepared By: Ruby Beaven |

Subject

Discussion on an amendment to the City of Montgomery Policies and Procedures Manual, Section V. Attendance, Leaves, and Absence, Reference Number 5.04, Subject: Holidays as attached as Exhibit A.

Recommendation

Discussion on amending Section 5.04 of the Policies and Procedure Manual, as presented.

Discussion

On June 24, 2025, a Resolution was presented to Council for consideration to amend Section 5.04 of the Policies and Procedure Manual. The motion was to bring this item to the July 14 budget workshop for discussion and return the item on the July 22 regular meeting for a decision.

The City of Montgomery Policies and Procedures Manual sets forth policies and procedures for the employees of the City. It is the desire from staff to maintain the most up-to-date information in the City of Montgomery Policies and Procedures Manual. Staff is requesting to institute an update to the City of Montgomery Policies and Procedures Manual for its employees.

Currently, the city observes paid City holidays for Regular Full-Time Employees. The update to this policy is to observe New Year's Eve and Juneteenth as paid City holidays.

Approved By

City Administrator

Brent Walker

Date: 07/09/2025