

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

January 7, 2020

5:30 p.m.

AGENDA

1. Call to Order Mayor Scott Byrd
2. Invocation
3. Approval of Board Minutes from December 17, 2019 – Mayor Byrd
4. Adoption of 2020 Board Procedural Rules – Gary Brinkley
5. 2020 Holiday Calendar – Gary Brinkley
6. City Manager's Report – Gary Brinkley
7. Routine Business – Mayor Byrd
8. Adjournment – Mayor Byrd

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Boardroom

December 17, 2019

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director*
Chris Porter, *Ward 2 Director*
David Goodman, *Ward 3 Director*
Joann Nelson, *Ward 4 Director (Absent)*
Jason Jones, *Ward 5 Director*
Roland Gosey, *Assistant Mayor (Absent)*
Scott Byrd, *Mayor*

OTHERS:

Gary Brinkley, *City Manager*
Jessica Davis, *City Clerk*
Tammy Beeler, *City Treasurer*

CALL TO ORDER

The Mayor called the meeting to order at 5:30 p.m.

INVOCATION

Director Porter

INTRODUCTION OF WARD 3 CANDIDATES

Mr. Brinkley informed the Board there were two people that submitted a letter of interest to fill the Ward 3 vacancy. He invited each to the podium. Mr. Kyle Jones introduced himself to the Board and gave a brief background of himself. Next, Mr. David Goodman introduced himself to the Board and also gave a brief background of himself.

EXECUTIVE SESSION

A motion was made by Director Jones, seconded by Director Chaney to adjourn into Executive Session.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
Ward 3	Vacant		

Mayor Byrd adjourned the meeting to enter Executive Session at 5:34 pm.

VOTE TO FILL WARD 3 VACANCY

Mayor Byrd called the meeting back to order to 6:08 pm. Ballots were passed out by the Clerk and each Board member cast their vote. The ballots were collected by the Clerk and read aloud. All four votes were for David Goodman.

SWEARING IN OF WARD 3 DIRECTOR

Judge Randy Hill administered the oath of office and swore in David Goodman as the Ward 3 Director. Director Goodman took his seat at the dais.

APPROVAL OF BOARD MINUTES FROM DECEMBER 9, 2019

A motion was made by Director Porter, seconded by Director Jones to approve the minutes from the December 9, 2019 regular called meeting of the Board of Directors. **The motion passed on a roll call vote and the vote was as follows:**

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

CONSIDERATION AND APPROVAL OF REAL PROPERTY INSURANCE FOR FY 2020

Mr. Brinkley requested the Board approve a bid not to exceed \$68,500 received from Price and Company Insurance. A brief discussion was held. Mr. Brinkley will be negotiating for a lower price if possible. A motion was made by Director Jones, seconded by Director Porter to approve the bid from Price and Company in the amount not to exceed \$68,500 for the 2020 real property insurance.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

RESOLUTION TO DISSOLVE THE RE-USE COMMITTEE

Mr. Brinkley requested the Board approve a Resolution to dissolve the Re-Use Committee. All funds have been spent in accordance with the grant and the bank accounts for it have been closed. A motion was made by Director Porter, seconded by Director Jones to approve the Resolution to dissolve the Re-Use Committee.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

REQUEST TO SUSPEND THE RULES

Mr. Brinkley requested the Board suspend the rules to discuss and vote on two change orders from Boyles Construction Company for the Twin Rivers Drainage Improvement project. A motion was made by Mayor Byrd, seconded by Director Goodman to suspend the rules and discuss the change orders.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

Mr. Brinkley presented two time sensitive change orders from Boyles Construction:

Change Order #1	Project: LR19-5741	Amount: \$4,728.50
Change Order #2	Project: LR19-5741	Amount: \$6,802.00

A motion was made by Director Jones, seconded by Director Porter to approve the change orders from Boyles Construction.

The motion passed on a roll call vote and the vote was as follows:

Taylor Chaney	“Aye”	Roland Gosey	Absent
Chris Porter	“Aye”	Jason Jones	“Aye”
Joann Nelson	Absent	Mayor Byrd	“Aye”
David Goodman	“Aye”		

CITY MANAGER’S REPORT **December 17, 2019**

- We issued the building permit this afternoon for Pediatrics Plus. It has been a journey but we are glad it ended in a positive manner for the city and its children.
- We would like to thank Patterson Federal Credit Union for sponsoring our Employee Christmas Luncheon again this year at the Rec Center.
- I reported that FD Station 1 had lost the bay hot water heater which keeps the bays warm. It has been replaced so our million-dollar trucks with water are no longer in jeopardy.

Dates to Remember:

- We will host workshops in January for your final review and approval before February 1st.
- Town Hall will be closed December 24, 25 and January 1st in observance of the holidays.
- We wish all of you a safe and wonderful Holiday this year.

ROUTINE BUSINESS

Taylor Chaney, Ward 1 – He welcomed David Goodman to the Board and wished everyone a Merry Christmas.

Chris Porter, Ward 2 – He welcomed David to the Board. He said it is a good time to focus on the important stuff for the season as we get ready for a new year.

David Goodman, Ward 3 – He thanked everyone for the chance to serve on the Board. He is looking forward to working with everyone.

Joann Nelson, Ward 4 – Absent

Jason Jones, Ward 5 – He welcomed David as well. He spoke with an Administrator for Pediatrics Plus last week and was informed when they started they had 14 clients. In the next month and a half they will be at their state mandated capacity of 70 clients. They are serving children who have not been able to receive therapy and it is really great. This is a good thing for Arkadelphia in the long-term and he is glad to have them here.

Roland Gosey, Assistant Mayor – Absent

Scott Byrd, Mayor – He welcomed David and thanked Kyle for his interest in serving. He wished everyone a Merry Christmas and said there is a very important game coming up. The Sooners are going down. Go Tigers!

ADJOURNMENT

There being no further business to discuss, Director Porter made the motion, seconded by Director Jones to adjourn. **The motion passed unanimously and the meeting adjourned at 6:31 p.m.**

Scott Byrd, Mayor

Jessica Davis, City Clerk

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Boardroom

December 17, 2019

5:30 p.m.

Jason Jackson
Keith Beason
Don Roe
Junior Rodemeyer
Carrie Burt
David Goodman
Kyle Jones
Chuck Fitzsimmons
Bill Sutley – **Press**

DRAFT



Office of the City Manager
700 Clay Street
Arkadelphia, Arkansas 71923
870-246-9864 phone
870-246-1813 fax

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: 2020 Procedural Rules
Re: December 19, 2019

Attached are the Procedural Rules for 2020 for your approval.

This year there was an attempt to address three areas that were not properly noted. They are highlighted in yellow for your ease of review.

First, 2.1 f. – inserted a policy that allows for you to hear from Topical Experts. For example, when Stephens or the Chamber are here to discuss an issue, there was no acknowledgement that they could address the Board.

Second, 2.2 d. inserts a time limit for the Citizens who properly fill out the paperwork and have met the threshold to address the Board. Previously there was no time limit placed on this scenario. We inserted :10 which is twice as long as the Open Forum time, exclusive of Board questioning.

Third, editorial change from Vice Mayor to Assistant Mayor.

The changes are important as to the way we conduct business in Arkadelphia and staff welcomes any comments you may have regarding the insertions.

Staff recommends your approval.

City of Arkadelphia

Board of Directors Business Meeting Procedural Rules

Adopted January 7, 2020

Statement of Purpose - The term rules of order, or procedural rules refers to these written rules of parliamentary procedure formally adopted by an assembly or an organization. Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection. The object of rules of order is to facilitate the smooth functioning of the assembly of the assembly and to provide a firm basis for resolving questions of procedure that may arise.

Definitions

- Adjourn:** To terminate a meeting officially.
- Adopt:** To approve, to give effect to.
- Agenda:** The official list of business to be considered at a meeting.
- Amend:** To change, by adding, deleting, or substituting words or provisions.
- Annul:** To void or cancel an action previously taken.
- Appeal:** A decision of the presiding officer may be appealed from. An appeal requires that the decision be referred to the Board for its determination by a vote.
- Common law:** Law developed by court decisions. Judge-made law.
- Debatable:** Capable of being discussed.
- Division of question:** Separation of main motion into two or more independent parts each of which is capable of standing alone.
- General consent:** An informal method of disposing of routine and generally favored proposals by the city manager/mayor assuming the group's approval, unless objection is raised. Also called "unanimous consent."
- Gender:** A word importing the masculine gender only shall extend and be applied to females and to firms, partnerships corporations, as well as to males.
- Lay on the table:** To postpone a motion.
- Limit debate:** To place restrictions on the time to be devoted to debate on a question or the number of speakers or the time allotted each.

Main motion: A motion presenting a subject to the Board for discussion and decision.

Majority: Determined by ACA 14-47-123 and other state statutes

Object to consideration: To oppose discussion and decision on a main motion.

Order of business: The formal program of sequence of different business items or classes of business arranged in the order in which they are to be considered.

Ordinance: Law made by Legislative Body of a Municipality.

Pending question: A question, or motion, before the Board, which has not yet been voted upon.

Point of order: When a member thinks that the rules of the assembly are being violated, he can make a *Point of Order* (or “raise a question of order,” as it is sometimes expressed), thereby calling upon the chair for a ruling and an enforcement of the regular rules.

Precedence: The right of prior proposal and consideration of one motion over another, or the order or priority of consideration.

Refer to committee: Motion to delegate work to a small group of members for study, decision, or action.

Special committee: A committee appointed to accomplish a particular task and to submit a special report. It ceases to exist when its task is completed.

Special meeting: A meeting called to consider certain specific business which must be set forth in the call.

Standing committee: A committee to handle all business on a certain subject, which may be referred to it, and usually, having a term of service corresponding to the term of office of the officers of the organization.

Voice vote: A vote taken by calling for “yes” and “no” and judged by volume of voice response.

Vote immediately: Motion to close debate, shut off subsidiary motion, and take a vote at once.

Voting: A “Yes: vote to a question is a yes before the Board of Directors.
A “No” vote to a question is a no before the Board of Directors.
A “Present” vote is not a YES or a NO vote; it is acknowledging a motion without taking a stand one way or the other.

Withdraw: Motion by a member to remove his motion from consideration by the Board with consent of a second.

General Rules

- 1.1 Regular Meetings** – The City Board of Directors will hold business meetings on the first and third Tuesday of every month beginning at 5:30 p.m. If all scheduled business cannot be conducted during the allotted time the Board may set a date to complete their business based on convenience of a majority of members and at a time agreed upon by a majority vote of the Board.
 - a) Directors respond to motions by either a YES, NO, or PRESENT when voice voting.
- 1.2 Special Meetings** – Special meetings of the Board can be called at any time by the Mayor or by directors representing a majority of the elected membership of the Board.
- 1.3 Agenda** – The Agenda will be established by the City Manager in concurrence Mayor by Monday of the week prior to the week of the Board meeting. Agenda packages will be delivered on Friday of the week prior to the Board meeting, when a holiday conflicts the agenda packages will be delivered on Monday of the following week. The agenda will be released to the news media and posted on the web site immediately after delivery to Board Members.
- 1.4 Public Notice** – The agenda for all regular meetings shall be posted by the City Clerk in accordance with City ordinance and Arkansas state law. The Board packet will be posted on the city’s website by 6:00 pm on Friday before the Board meeting on Tuesday.
- 1.5 Executive Session** – The Board of Directors may adjourn into executive session by a motion, second and vote to discuss the consideration of employment issues, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee and other reasons granted by Arkansas state law 25-19-106. The specific purpose of the executive session shall be announced in public before going into executive session.
- 1.6 Quorum** – Four members of the board must be present to constitute a quorum for the transaction of business; five votes are required to suspend the rules.

- 1.7 **Routine business-** An opportunity for all Directors to present to the other Board of Directors all aspects concerning their ward and or any other city business they may feel is pertinent. This is an opportunity for discussion amongst the Directors, Mayor and City Manager. A 5-minute limit for each Board member.
- 1.8 **City Manager Participation** – The City Manager, or his/her designee, shall attend all meetings of the Board of Directors unless excused. The City Manager can make recommendations to the Board of Directors and has an opportunity to participate in all discussions, but shall have no vote.
- 1.9 **City Attorney Participation** – The City Attorney, or his/her designee, shall attend meetings of the Board of Directors upon the request of the presiding officer, City Manager or by majority of Arkadelphia City Directors. The City Attorney will upon request, give an opinion on questions of law, and act as the Board of Directors’ parliamentarian.
- 1.10 **City Clerk Participation** – The City Clerk or his designee shall attend all meetings of the Board of Directors. The City Clerk shall keep accurate records of all actions taken by the Board.
- 1.11 **Laws Governing Open Meetings** – The City of Arkadelphia and its Board of Directors is a political subdivision of the State of Arkansas, and consequently subject to the laws governing open meetings. The City Board of Directors pledges to comply with all provisions of state law governing these sessions.
- 1.12 **Application of Rules-**These rules shall be used to conduct business of committees/commissions when acceptable.

Regular Business Meeting Conduct

2.1 Board of Directors

- a) All Board Members are expected to assist the presiding officer to ensure smooth and orderly meeting. Members are expected to obey the orders of the presiding officer and the rules of the Board.
- b) Board Members wanting to speak; concerning the topic at hand shall request permission from the presiding officer.
- c) Board Members wanting to question city staff, other than City Attorney, shall address the City Manager. The City Manager will have the option of answering questions or designating a member of city staff to do so.
- d) Once a Board Member is recognized, he or she shall not be interrupted by other members unless called to order by the presiding officer, unless a point of order is raised or unless the speaker chooses to yield to questions.

- e) Board Members shall confine their questions and remarks to the particular matter being discussed by the Board.
- f) Topical experts who are asked shall be allowed to address the Board.
- g) If there is more than one speaker addressing a particular item, Board members shall hold all questions until all speakers have addressed the Board.
- h) If a Board Member will be absent or have to leave a meeting early, he/she is expected to notify the City Manager's office.
- i) The presiding officer has the right to close debate at any time and speak last on any issue if he/she so desires.
- j) Any Board member may appeal a ruling, by the presiding officer, provided it is done so immediately following the ruling in question. If the appeal is seconded, the member making the appeal may state his or her reason for doing so, and the presiding officer may briefly explain their decision. There is no further debate on the appeal.
- k) During Board meetings cell phones are to be turned off or silenced.
- l) If a Board of Directors leaves his/her position prior to the end of their term the following will apply. All applicants to fill the position are reviewed by the Arkadelphia Board of Directors. A decision by the Majority of the Board of Directors is needed to approve the Board of Director replacement. Mayor will contact any applicant who is absent during the selection meeting.

2.2 Citizens

- a) Citizens and visitors are welcomed and encouraged to attend all public Board of Directors business meetings.
- b) Any citizen may request to be placed on the agenda by notifying the City Manager or City Clerk in writing by no later than noon Monday the week prior to week of the meeting.
- c) Citizens wanting to address the Board must provide in writing:
 - a. The nature of business to be discussed
 - b. Describe results desired
 - c. If action is requested reasoning must be stated

- d) Citizens speaking to the Board of Directors shall have a speaking time limit of 10 minutes. The Board of Directors may ask follow up questions which may extend the time limit.
- e) Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to the Board of Directors. Any person making personal attacks, impertinent remarks, using profanity, employing disruptive tactics or language, or other similar remarks will be declared out of order, and ordered removed from the meeting. Presentation shall be less than 15 minutes.

2.3 City Staff

- a) Members of City staff shall observe the same rules of propriety; decorum and good conduct applicable to the Board of Directors and general public.
- b) Members of City staff who address the Board shall limit their remarks to the particular item being discussed. Staff will address their comments to the Board collectively, not a specific member.
- c) No City staff member shall address the Board without first being recognized by the presiding officer.

Order of Business

- 3.1 **Order of Business** – Unless otherwise dictated by the content of the meeting, the agenda shall reflect the following format:

- a) Call to order
- b) Invocation
- c) Consider the minutes of the previous meetings.
- d) Attending Citizens
- e) Agenda items
- f) City Manager's report
- g) Routine Business
- h) Adjournment

- 3.2 **Rules of Order** – The City Board will determine the rules of procedure they will follow, and may amend the rules with a 4/7ths majority vote.

- a) Rules shall be adopted every year or/and when new Directors are sworn in during the first meeting.

3.3 Ordinances and Resolutions – All ordinances and resolutions shall be presented to the Board with the agenda packet in writing. The city attorney shall review all the ordinances or resolutions to be considered by the Board to ensure that the proposed ordinances and resolutions are not in conflict with other ordinances and state laws in compliance with the enabling acts.

3.4 Consideration of an Ordinance

3.4.1 Standard Adoption Procedures

1. The Mayor will ask for any discussion about the proposed ordinance.
2. A Board Member makes a motion to hear the first reading of the ordinance.
3. A Board Member seconds the motion.
4. The Mayor asks for any discussion.
5. The Mayor calls for the vote.
6. The Clerk records the vote.
7. The Mayor calls for the Clerk to read the ordinance.
8. The Clerk reads the ordinance as directed.
9. A Board Member makes a motion to place the ordinance on its second reading title only in the next meeting.
10. A Board Member seconds the motion.
11. The Mayor calls for discussion.
12. The Mayor calls for the vote.
13. The Clerk records the vote.

At the next regular called Board of Directors meeting

14. Mayor calls for the Clerk to read the ordinance title only.
15. The Clerk reads the ordinance title only
16. A Board Member makes a motion to place ordinance on its third reading title only in the next meeting.
17. A Board Member seconds the motion.
18. The Mayor calls for discussion.
19. The Mayor calls for the vote.
20. The Clerk records the vote.

At the next regular called Board of Directors meeting

21. Mayor calls for the Clerk to read the ordinance title only.
22. The Clerk reads the ordinance title only.
23. A Board Member makes a motion to adopt the ordinance.
24. A Board Member seconds the motion.
25. The Mayor calls for discussion.
26. The Mayor calls for the vote.

27. The Clerk records the vote.

When this method is taken the ordinance takes effect 30 days after passage and publication.

3.4.2 Emergency Adoption Procedures

1. The Mayor will ask for any discussion about the proposed ordinance.
2. A Board Member makes a motion to hear the first reading of the ordinance.
3. A Board Member seconds the motion.
4. The Mayor asks for any discussion.
5. The Mayor calls for the vote.
6. The Clerk records the vote.
7. The Mayor calls for the Clerk to read the ordinance.
8. The Clerk reads the ordinance in its entirety.
9. A Board Member makes a motion to suspend the rules and place the ordinance on its second reading, title only.
10. A Board Member seconds the motion.
11. The Mayor asks for any discussion.
12. The Mayor calls for the vote.
13. The Clerk records the vote. (requires 5 yes votes)
14. The Mayor calls for the Clerk to perform the second reading, title only, of the ordinance.
15. The Clerk reads the title only of the ordinance.
16. A Board member makes a motion to suspend the rules and place the ordinance of its third and final reading, title only.
17. A Board Member seconds the motion.
18. The Mayor asks for any discussion.
19. The Mayor calls for the vote.
20. The Clerk records the vote. (requires 5 yes votes)
21. The Mayor calls for the Clerk to perform the third reading, title only of the ordinance.
22. The Clerk reads the title only of the ordinance.
23. A Board Member makes a motion to adopt the ordinance.
24. A Board Member seconds the motion.
25. The Mayor asks for any discussion.
26. The Mayor calls for the vote.
27. The Clerk records the vote. (simple majority passes)
28. The Mayor declares the ordinance adopted.
29. A Board Member makes a motion to adopt the emergency clause.
30. A Board member seconds the motion.
31. The Mayor asks for any discussion.
32. The Mayor calls for the vote.
33. The Clerk records the vote. (requires 5 yes votes)
34. The Mayor declares the emergency clause adopted.

When this method is taken the ordinance takes effect immediately upon passage.

- 3.5 Explaining a Vote During Voting** – Once all debates have been completed, the Board shall proceed to a vote. On any roll call vote, the Mayor shall vote last. At the time of voting, a Director shall vote for or against the proposition, Present or, in appropriate cases, may abstain. Neither a Director nor the Mayor is permitted to explain a vote at the time the vote is being made.
- 3.6 Motion to Lay on the Table** – To postpone a motion until a later, but as yet undetermined time.
- 3.7 Motion to Remove from the Agenda** – A motion to remove a matter from the agenda is a priority motion that requires a second. It is a debatable and is a priority motion that requires a majority vote to be successful. It is a means for deferring a matter set for consideration by the Board of Directors to an unspecified date. A motion to remove an ordinance from the agenda may occur at any time prior to the third reading of the ordinance; a motion to remove a resolution from the agenda may occur at any time prior to a vote on the resolution.
- 3.8 Votes other than Yea or Nay**- Any vote that is not a yea vote does not count towards passage of the motion.
- 3.9 Results of Vote** – Mayor to state the result.

Appendix A: After Meeting Open Forum Session

Open Forum Session Rules

The intent and spirit of the rules are to allow the Board of Directors to focus on creating an opportunity for Arkadelphia residents to engage in a positive, informal dialogue where speakers can offer their opinions; ask questions and converse with Board Members and City staff.

- Mayor, Assistant Mayor or Senior Board member to act as presiding officer
- Presiding officer shall end the meeting if rules are not followed
- Meetings not mandatory for Board Members or City staff
- Limited to citizens of Arkadelphia, or those owning land, or those owning a business inside the city limits of Arkadelphia - Speaker to give name and address after recognition by the presiding officer
- Speaking time limit is five minutes a speaker may not yield his or her time to another speaker
- No discussion allowed about personalities or personnel
- No personal attacks of "other citizens"
- No formal Board action can be taken

Meeting shall be immediately following each regular Board meeting and shall last no longer than 30 minutes.

Citizens and other visitors shall observe the same rules of propriety, decorum and good conduct applicable to the Board of Directors. Any person making personal attacks, impertinent remarks, using profanity, employing disruptive tactics or language, or other similar remarks will be declared out of order, and ordered removed from the meeting.



Director of Sanitation
419 Hemphill Road
Arkadelphia, Arkansas 71923
870-246-1803 phone

To: Mayor & Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley
Date: December 27, 2019
Re: 2020 Holiday Calendar

As required, attached please find the 2020 Holiday Calendar for your review.

This does not require a vote; we are simply required to present this to you for your review.

Most of the times it is done in the Information Only portion of your January packet.

Please let me know if you have any questions.

Thank you.



2020 Holiday List

- Jan. 1 – New Year’s Day - Wednesday
- Jan. 20 – Martin Luther King Jr. Day - Monday
- Feb. 17 - President’s Day - Monday
- Apr. 10 – Good Friday - Friday
- May 25 – Memorial Day - Monday
- Jul. 4 – Independence Day – Friday (Saturday)
- Sep. 7 – Labor Day - Monday
- Nov. 11 – Veteran’s Day – Wednesday
- Nov. 26 – Thanksgiving Day - Thursday
- Nov. 27 – Day After Thanksgiving - Friday
- Dec. 24 – Christmas Eve - Thursday
- Dec. 25 – Christmas Day - Friday
- Floating – Employee Birthday