



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Charleena Cox, Human Resources Director

**DATE:** 12/3/2020

**RE:** Consideration of adopting Christmas Eve (December 24) as an official holiday observed by the City of Palm Bay. (Deputy Mayor Johnson)

Human Resources is requesting to add Christmas Eve (December 24) as an official holiday in accordance with Administrative Code 31.5 Holidays (Rule 5). All other rules would be applicable under the guidelines of an Official Holiday (31.5.1) per the Human Resources Administrative Code. In collaboration with the Finance/Budget Department, there was a comparison and calculation based on a previous one-day holiday period to a two-day holiday period for FY20. By subtracting one-time expenses such as: Vacation, Sick and Fire Holiday Payouts, coupled with Buybacks, it was determined the estimated cost would be \$95,000. While taking into consideration FY21 3% Cost of Living Allowance (COLA), the cost is estimated to be \$97,925.

**REQUESTING DEPARTMENT:**

Finance, Human Resources

**FISCAL IMPACT:**

The fiscal impact would be \$95,072.86 plus the FY21 – 3% increase (1.03); an approximate total of \$97,925.05.

**RECOMMENDATION:**

Motion to adopt Christmas Eve (December 24) as an Official Holiday observed by the City of Palm Bay.

**ATTACHMENTS:**

**Description**

Approximate Calculations

Pay Dates 11/29/19 (includes 1 holiday) and 12/13/19 (includes 2 holidays)

Pay Date	Gross Pay	OT	Total
12/13/2019*	1,709,259.59	106,252.28	
11/29/2019	<u>1,631,142.44</u>	<u>89,296.57</u>	
Difference	78,117.15	16,955.71	95,072.86
		FY 21 - 3% increase	1.03
		<b>Estimated Cost</b>	<b>97,925.05</b>

**\*One-time expenses backed out of 12/13/2019 payroll amount**

12/13/2019 Payroll	1,992,121.59
Vacation Payout	-52,081.00
Sick Payout	-29,632.00
Fire Holiday Payout	-172,679.00
Buyback	<u>-28,470.00</u>
Adjusted 12/13/19 Payroll	1,709,259.59