

**RITTMAN CITY COUNCIL – AGENDA
REGULAR MEETING
October 24, 2022 at 7:00 p.m.**

- 1. Invocation**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes**
 - a. October 10, 2022**
- 5. Workshop**
 - a. Discussion of the 5 Year Capital Improvement Plan**
 - b. Discussion of the 2023 Budget**
- 6. Citizens Forum**
- 7. Old Business**

None
- 8. New Business**
 - a. Motion to Approve the 5 Year Capital Plan.**
 - b. Ord. No. 8318 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and state of Ohio, to Make Appropriations for Current Expenses and other Expenditures of the City of Rittman, State of Ohio, During the Fiscal Year Ending December 31, 2023 and Declaring an Emergency. First Reading.**
 - c. Ord. No. 8319 An Ordinance of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending the Annual Appropriation Ordinance No. 8258, as Amended According to the Attached Sheet(s) and Declaring an Emergency. Three Readings.**
 - d. Motion to Approve the 2023 Holiday Schedule.**
 - e. Motion to Cancel November 28, 2022 Council Meeting.**
- 9. City Manager's Remarks**

10. Finance Director's Remarks

11. Council Remarks

a. Motion to Go into Executive Session – in Accordance with Any Subject Under ORC 121.22 (if needed).

b. Motion to Come out of Executive Session.

12. Adjournment

RECORD OF PROCEEDINGS

Minutes of Council

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 16148

Held October 10,

20 22

**Rittman City Council Met in a
REGULAR MEETING
Monday, October 10, 2022
7:00 p.m.**

Members Present: Chuck Wyatt, Amanda Nelson, Ken Park, Dave Williams, Josh Carey and Melissa Shows

Members Absent: None

Presiding: Mayor William Robertson

The invocation was given by Dave Williams followed by the pledge of allegiance.

Approval of Minutes - September 26, 2022

Shows moved to approve, upon roll call Williams – Yes, Park – Yes, Shows – Yes, Nelson – Yes, Carey – Abstain, Wyatt - Yes and **motion carried.**

Citizens Forum

None

Old Business

a. **Ord. No. 8314 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending Section 735.06 License Issuance; Effective Period; Fee of the Codified Ordinances of the City of Rittman. Third Reading.** Ord. No. 8314 was read on third reading. Nelson moved to adopt, all Yeas on roll call and **motion carried.**

New Business

a. **Proclamation – Fire prevention and Education Week.**

b. **Res. No. 8317 A Resolution of the City of Rittman, Wayne and Medina Counties and State of Ohio, Certifying that When a Municipals Obligation was Incurred Sums were Lawfully Appropriated in the Funds to Satisfy the Obligation and Sufficient Sums Currently Exist to Satisfy this Obligation According to the Attached Sheet(s) and Declaring an Emergency. Three Readings.** Ord. No. 8317 was read on first reading. Shows moved to suspend the rules, all Yeas on roll call and **motion carried.** Williams moved to adopt, all Yeas on roll call and **motion carried.**

City Managers Remarks

Tomorrow I am attending the APA Conference in Cleveland which is the American Planning Association Conference. On Wednesday and Thursday, I will be in Columbus for the Ohio Municipal League Conference. It's a great learning tool and Council's always invited to go. Last Friday I attended the AMATS Annual Meeting which is where we receive our funding for our main roads and streets through grants. Rittman was on one of the slides as being thanked as well as Wayne County for Eastern Road because those were separate projects. Those were ARPA Funds, and thanks to our engineers who put the bid documents together to send timely to AMATS, we were able to capitalize on those onetime funds.

Library Ground Breaking Ceremony - The Wayne County-Rittman Branch Library groundbreaking ceremony was held on Friday, September 30th. There was a great crowd to celebrate the ground breaking and on the following Monday, a pre-construction meeting was

RECORD OF PROCEEDINGS

Minutes of Council

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held October 10,

20 22

held. Our Rittman team attended and the construction crew commenced work immediately following the meeting. We look forward to this beautiful new library to Rittman!

Krabill Road Bid Opening - We had the Krabill bid opening on Monday, October 3rd and the lowest and best bidder is Melway Paving with a bid of \$138,401.00. We are working with our engineers as to next steps which includes a pre-construction meeting, signing of the contract and a tentative schedule of when the work will commence. As a reminder the monies for this project came from ARPA funds so many thanks to Council for approving this much needed resurfacing project for our citizens.

Roof work at the Recreation Center - The flat part of the Recreation Center roof is being patched as there were holes causing water to enter certain parts of the building. Following that work, a new membrane is being put down and then the sealant that will protect the work, will be applied. The warranty on this work is 15 years.

Solar Panel Project - I am happy to report that the solar panel project has been finalized and is generating power to the Waste Water Treatment Plant. I am not certain yet how much our electric bills will be reduced, however we will let Council know the savings in the near future. Thank you to Mike Brown and Matt Simpson and to Verde and especially Shannon of Verde who has been great to work with on this joint venture.

Trick or Treat - As a reminder, Trick or treat will be held on Saturday, October 29th from 4-6 PM.

Finance Director's Remarks

Nothing

a. **Approval of Financial Report for September, 2022.** Shows moved to approve, all Yeas on roll call and **motion carried.**

Council Remarks

Carey – nothing tonight.

Park – nothing tonight.

Nelson – you've noticed that all the pots are getting done, those should be finishing up pretty soon. If they aren't all decorated, I'll put pumpkins in them so they don't look empty. Out Meet and Treat which is the business Trick or Treat is October 22, from 9:00 to noon. If there are businesses that want to participate, they need to email me so I can get them on the list.

Wyatt – I appreciate Amanda and everything she is doing with the Chamber. It's looking good out there. I appreciate you guys coming tonight.

Williams – I also would like to thank Amanda for the projects she is doing with the Chamber and just helping the city look better. In theme with the Proclamation tonight, thank all of the first responders for what they do daily for us. I was glad this week to see Officer Kopinsky was at the C.I.T. Training in Wooster. It teaches officers how to deal with people in mental health crisis which is something we deal with every day. It's good to see our officers locally being trained to work with the folks in need and this Saturday night we have band show at the stadium and will be hosting a number of bands coming from afar, Milan, Sandusky area and also the Cleveland areas. And, thanks guys for coming out.

Shows – thanks Rudy and Cliff for coming this evening to this quick and exciting meeting. Again, I want to echo Dave and thank the RFD and all of their hard work. The training that they do and the work that they do with other departments, making sure that all of our first responders are trained. It was nice seeing them in the school recently when we did our fire drill. They often show up and are visual for the kids as we exit the building and practice the drill. The band show is Saturday. Also, tomorrow at the high school from 2 – 7 Ott's Coffee Truck is coming. They are donating proceeds to Rittman High School and

RECORD OF PROCEEDINGS

Minutes of

Council

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ October 10,

20 22

Rittman Middle School Student Council. They are always a real big hit. A lot of the kids are planning on being there.

Mayor Robertson – shout out to Jim Trogdon he saved the oak tree on the corner of the library property. They were going to cut it down and he didn't wan to see that happen so he talked to Jennifer and they are actually rearranging a few things.

a. Approval of Voucher #'s 16365 thru 16546 and Memo Expense #'s M92201 thru M92216. Wyatt moved to approve, upon roll call Williams – Yes, Park – Yes, Shows – Yes, Nelson – Abstain, Carey – Yes, Wyatt - Yes and **motion carried.**

b. Motion to go Into Executive Session in Accordance with ORC 121.22 to Discuss the Purchase of Property and to Invite the Mayor, City Manager and the Law Director– 7:14 p.m. Shows so moved. Wyatt seconded the motion, all Yeas on roll call and **motion carried.**

c. Motion to Come Out of Executive Session – 7:59 p.m. Carey so moved, all Yeas on roll call and **motion carried.**

Adjourn: 8:01 p.m. Wyatt moved to adjourn, all Yeas on roll call and **motion carried.**

Mayor

Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 8318

Passed: _____, 2023

ORDINANCE NO. 8318

ANNUAL APPROPRIATION ORDINANCE

AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF RITTMAN, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023 AND DECLARING AN EMERGENCY.

NOW THEREFORE, be it ordained by the Council of the City of Rittman, Counties of Wayne and Medina, and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

SECTION ONE.

That to provide for the current expenses and other expenditures of the City of Rittman, during the fiscal year ending December 31, 2023, the following sums be and they are hereby set aside and appropriated.

SECTION TWO.

That appropriations for ALL FUNDS and REVENUE shall be made pursuant to the attached Exhibit "A".

SECTION THREE.

That the City Finance Director is hereby authorized to draw his warrants for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the board or officers authorized by law to approve the same or an ordinance or resolution of council to

RECORD OF ORDINANCES

Ordinance No. 8318

Passed: _____, 2023

make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except the persons employed by authority of and in accordance with law or ordinance. Provided, further, that the appropriation for contingencies can only be expended upon approval of the Municipal Manager and the Finance Director for items of expense consisting of a legal obligation against the city, and for the purposes other than those covered by the other specific appropriations herein made.

SECTION FOUR.

That because of the immediate need for the appropriation of such funds, this ordinance is hereby declared to be an emergency measure necessary for the public peace, health and safety and shall go into immediate force and effect upon its passage.

Passed: _____, 2022

Mayor

Attest:

Clerk of Council

City of Rittman
2023 Appropriations

100 - GENERAL FUND

Council and Mayor

| | |
|-------------------|------------------|
| Personal Services | 45,740.00 |
| Other | 0.00 |
| | <u>45,740.00</u> |

Administration

| | |
|-------------------|-------------------|
| Personal Services | 162,265.00 |
| Other | 176,363.00 |
| | <u>338,628.00</u> |

Finance

| | |
|-------------------|-------------------|
| Personal Services | 191,945.00 |
| Other | 70,000.00 |
| | <u>261,945.00</u> |

Land and Buildings

| | |
|-------------------|-----------------|
| Personal Services | 0.00 |
| Other | 2,600.00 |
| | <u>2,600.00</u> |

Law

| | |
|-------------------|------------------|
| Personal Services | 38,875.00 |
| Other | 10,000.00 |
| | <u>48,875.00</u> |

Misc General Government

| | |
|-------------------|------------------|
| Personal Services | 5,300.00 |
| Other | 33,800.00 |
| | <u>39,100.00</u> |

Police

| | |
|-------------------|---------------------|
| Personal Services | 1,055,695.00 |
| Other | 179,438.00 |
| | <u>1,235,133.00</u> |

Street Lighting

| | |
|-------------------|------------------|
| Personal Services | 0.00 |
| Other | 28,247.00 |
| | <u>28,247.00</u> |

Cemetery

| | |
|-------------------|-------------------|
| Personal Services | 80,819.00 |
| Other | 24,120.00 |
| | <u>104,939.00</u> |

| | | |
|-------------------|--|------------------|
| Board of Health | | |
| Personal Services | | 0.00 |
| Other | | 20,832.00 |
| | | <u>20,832.00</u> |

| | | |
|-------------------------|--|------------------|
| Pest and Animal Control | | |
| Personal Services | | 354.00 |
| Other | | 10,000.00 |
| | | <u>10,354.00</u> |

| | | |
|--------------------|--|------------------|
| Street Maintenance | | |
| Personal Services | | 77,795.00 |
| Other | | 13,764.00 |
| | | <u>91,559.00</u> |

| | | |
|-------------------|--|-------------------|
| Parks | | |
| Personal Services | | 73,720.00 |
| Other | | 33,710.00 |
| | | <u>107,430.00</u> |

| | | |
|-------------------|--|------------------|
| Nature Preserve | | |
| Personal Services | | 58,223.00 |
| Other | | 10,500.00 |
| | | <u>68,723.00</u> |

| | | |
|-------------------|--|-------------------|
| Recreation | | |
| Personal Services | | 214,656.00 |
| Other | | 170,088.00 |
| | | <u>384,744.00</u> |

| | | |
|--------------|--|-------------------|
| Tranfers Out | | 405,000.00 |
| | | <u>405,000.00</u> |

TOTAL GENERAL **3,193,849.00**

210 - EMERGENCY MEDICAL SERVICES

| | | |
|-------------------|--|-------------------|
| Personal Services | | 494,245.00 |
| Other | | 218,220.00 |
| | | <u>712,465.00</u> |

220 - STREET MAINTENANCE & REPAIR

| | | |
|-------------------|--|-------------------|
| Personal Services | | 377,288.00 |
| Other | | 68,650.00 |
| | | <u>445,938.00</u> |

225 - STATE HIGHWAY

| | |
|-------------------|------------------|
| Personal Services | 10,000.00 |
| Other | 20,000.00 |
| | <u>30,000.00</u> |

230 - PERMISSIVE TAX

| | |
|-------------------|------------------|
| Personal Services | 0.00 |
| Other | 45,000.00 |
| | <u>45,000.00</u> |

235 - PERMISSIVE TAX II

| | |
|-------------------|-------------------|
| Personal Services | 0.00 |
| Other | 134,000.00 |
| | <u>134,000.00</u> |

240 - POLICE PENSION

| | |
|-------------------|------------------|
| Personal Services | 30,000.00 |
| Other | 600.00 |
| | <u>30,600.00</u> |

251 - LAW ENFORCEMENT

| | |
|-------------------|------------------|
| Personal Services | 10,000.00 |
| Other | 0.00 |
| | <u>10,000.00</u> |

400 - CAPITAL IMPROVEMENTS

| | |
|-------------------|---------------------|
| Personal Services | 0.00 |
| Other | 1,696,424.00 |
| | <u>1,696,424.00</u> |

410 - FIRE LEVY

| | |
|-------------------|-------------------|
| Personal Services | 183,340.00 |
| Other | 93,760.00 |
| | <u>277,100.00</u> |

500 - DEBT RETIREMENT

| | |
|-------------------|-----------------|
| Personal Services | 0.00 |
| Other | 9,363.00 |
| | <u>9,363.00</u> |

700 - CEMETERY ENDOWMENT

| | |
|-------------------|-----------------|
| Personal Services | 0.00 |
| Other | 5,000.00 |
| | <u>5,000.00</u> |

600 - WATER

| | |
|-------------------|---------------------|
| Personal Services | 475,758.00 |
| Other | 4,522,126.00 |
| | <u>4,997,884.00</u> |

650 - SEWER

| | |
|-------------------|---------------------|
| Personal Services | 475,236.00 |
| Other | 664,121.00 |
| | <u>1,139,357.00</u> |

655 - SEWER SURPLUS

| | |
|-------------------|---------------------|
| Personal Services | 0.00 |
| Other | 5,728,468.00 |
| | <u>5,728,468.00</u> |

680 - SOLID WASTE

| | |
|-------------------|-------------------|
| Personal Services | 81,576.00 |
| Other | 516,356.00 |
| | <u>597,932.00</u> |

681 - STORM SEWER

| | |
|-------------------|-------------------|
| Personal Services | 75,731.00 |
| Other | 45,000.00 |
| | <u>120,731.00</u> |

801 - RETURNABLE BONDS

| | |
|-------------------|------------------|
| Personal Services | 0.00 |
| Other | 12,919.00 |
| | <u>12,919.00</u> |

802 - DARE

| | |
|-------------------|-----------------|
| Personal Services | 0.00 |
| Other | 2,500.00 |
| | <u>2,500.00</u> |

GRAND TOTAL**19,189,530.00**

RECORD OF ORDINANCES

Ordinance No. 8319

Passed: _____, 2022

ORDINANCE NO. 8319

AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE NO. 8258, AS AMENDED ACCORDING TO THE ATTACHED SHEET(S) AND DECLARING AN EMERGENCY.

WHEREAS, certain appropriations are necessary for the continued operations of Municipal Services; and

WHEREAS, this Ordinance will provide for the efficient and lawful appropriations to fund Municipal Services; and

NOW THEREFORE, be it ordained by the Council of the city of Rittman, Counties of Wayne and Medina and State of Ohio, two-thirds of all members elected and appointed thereto concurring:

SECTION ONE.

That the annual Appropriation Ordinance is amended pursuant to the attached Exhibit "A".

SECTION TWO.

That a certified copy of this Ordinance be delivered to the Wayne County Auditor.

SECTION THREE.

That because of the immediate need for the appropriation of said funds, this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health and safety and shall go into immediate force and effect upon its passage.

RECORD OF ORDINANCES

Ordinance No. 8319

Passed: _____, 2022

Passed: _____, 2022

Mayor

Attest:

Clerk of Council

2022 APPROPRIATIONS AMENDMENT #10

| Fund | Department | Amount | Description |
|-----------------|-------------------|---------------|--------------------|
| 228 ARPA | Utilities | 84,053 | Kubota Track Hoe |
| 280 SAFER Grant | Fire | 40,755 | Advertising |

2022 ESTIMATED RESOURCES AMENDMENT #5

| | | | |
|-----------------|------|--------|-------------|
| 280 SAFER Grant | Fire | 40,755 | SAFER Grant |
|-----------------|------|--------|-------------|

2022 Budget

| FUND | 2022 | 2022 |
|-----------------------------------|---------------------|---------------------|
| | Budget Revenues | Budgeted Expenses |
| 100 General Fund | 2,880,995 | 3,047,004 |
| 101 Budget Stabilization | 0 | 0 |
| 210 Emergency Med. Serv. | 511,610 | 654,378 |
| 220 Street Maint. & Repair | 372,200 | 429,529 |
| 225 State Highway | 29,230 | 50,000 |
| 227 Coronavirus Relief | 0 | 0 |
| 228 American Rescue Plan Act | 340,000 | 545,978 |
| 230 Permissive Tax | 896,932 | 871,500 |
| 235 Permissive Tax II | 52,000 | 89,000 |
| 240 Police Pension | 36,400 | 30,600 |
| 250 Law Enforcement & Educ. | 300 | 0 |
| 251 Law Enforcement | 9,000 | 22,000 |
| 255 Law Enforcement Assist. Grant | 0 | 0 |
| 256 Cont Professional Training | 0 | 0 |
| 270 Educ. & Recreation Assist. | 0 | 0 |
| 271 Baseball Field Maintenance | 0 | 0 |
| 280 SAFER Grant | 177,428 | 177,587 |
| 400 Capital Improvements | 1,869,266 | 1,892,128 |
| 410 Fire Dept. Capital Impr. | 107,000 | 278,203 |
| 500 Debt Retirement | 0 | 35,653 |
| 600 Water | 6,271,000 | 6,202,302 |
| 603 Water Bond Retirement | 0 | 0 |
| 650 Sewer | 1,128,000 | 1,302,297 |
| 655 Sewer Surplus | 991,794 | 1,241,083 |
| 656 Sewer Revenue Bond Ret. | 0 | 0 |
| 657 Sewer Revenue Bond Reserve | 0 | 0 |
| 680 Solid Waste | 610,000 | 611,185 |
| 681 Storm Sewer | 160,000 | 82,460 |
| 700 Cemetery | 7,000 | 30,000 |
| 710 Recreation Trust | 5,500 | 0 |
| 801 Returnable Bonds | 0 | 49,540 |
| 802 DARE | 2,500 | 2,500 |
| 803 Police Association | 1,500 | 2,000 |
| | <u>\$16,459,655</u> | <u>\$17,646,927</u> |

| General Fund | | Personal | Other | Total |
|---------------------------|------------------------|------------------|----------------|------------------|
| | | Services | Expenses | |
| Safety Service | Police | 1,112,682 | 175,438 | 1,288,120 |
| Safety Service | St. Lighting | 0 | 33,800 | 33,800 |
| Public Health & Welfare | Cemetery | 80,728 | 20,132 | 100,860 |
| Public Health & Welfare | County Health | 0 | 20,120 | 20,120 |
| Public Health & Welfare | Public Health | 0 | 0 | 0 |
| Public Health & Welfare | Pest & Animal Control | 920 | 10,000 | 10,920 |
| Leisure Time | Parks | 136,717 | 37,570 | 174,287 |
| Leisure Time | Recreation Center | 210,778 | 170,930 | 381,708 |
| Leisure Time | Nature Preserve | 53,305 | 10,000 | 63,305 |
| Transportation | Street Maint. & Repair | 100,689 | 14,018 | 114,707 |
| Transportation | Veh. Maint. | 0 | 0 | 0 |
| General Govt | City Council & Mayor | 45,028 | 0 | 45,028 |
| General Govt | Administration | 163,955 | 221,451 | 385,406 |
| General Govt | Finance & Income Tax | 194,407 | 86,201 | 280,608 |
| General Govt | Lands & Buildings | 0 | 4,500 | 4,500 |
| General Govt | Law | 37,800 | 10,860 | 48,660 |
| General Govt | Other General | 8,439 | 86,536 | 94,975 |
| | Other Uses | 0 | 0 | 0 |
| Total General Fund | | <u>2,145,448</u> | <u>901,556</u> | <u>3,047,004</u> |

| Other Funds | | | | |
|-----------------------------------|--|--------------------|---------------------|---------------------|
| 101 Budget Stabilization | | 0 | 0 | 0 |
| 210 EMS | | 477,408 | 176,970 | 654,378 |
| 220 Street Maint. & Repair | | 325,059 | 104,470 | 429,529 |
| 225 State Highway | | 10,000 | 40,000 | 50,000 |
| 227 Coronavirus Relief | | 0 | 0 | 0 |
| 228 American Rescue Plan Act | | 0 | 545,978 | 545,978 |
| 230 Permissive Tax | | 0 | 871,500 | 871,500 |
| 235 Permissive Tax II | | 0 | 89,000 | 89,000 |
| 240 Police Pension | | 30,000 | 600 | 30,600 |
| 250 Law Enforcement & Educ. | | 0 | 0 | 0 |
| 251 Law Enforcement | | 22,000 | 0 | 22,000 |
| 255 Law Enforcement Assist. Grant | | 0 | 0 | 0 |
| 256 Cont Professional Training | | 0 | 0 | 0 |
| 270 Educ. & Recreation Assist. | | 0 | 0 | 0 |
| 271 Baseball Field Maintenance | | 0 | 0 | 0 |
| 280 SAFER Grant | | 110,257 | 67,330 | 177,587 |
| 400 Capital Improvements | | 0 | 1,892,128 | 1,892,128 |
| 410 Fire Dept. Capital Impr. | | 210,303 | 67,900 | 278,203 |
| 500 Debt Retirement | | 0 | 35,653 | 35,653 |
| 600 Water | | 508,402 | 5,693,900 | 6,202,302 |
| 650 Sewer | | 444,647 | 857,650 | 1,302,297 |
| 655 Sewer Surplus | | 0 | 1,241,083 | 1,241,083 |
| 680 Solid Waste | | 58,985 | 552,200 | 611,185 |
| 681 Storm Sewer | | 37,460 | 45,000 | 82,460 |
| 700 Cemetery | | 0 | 30,000 | 30,000 |
| 710 Recreation Trust | | 0 | 0 | 0 |
| 801 Returnable Bonds | | 0 | 49,540 | 49,540 |
| 802 DARE | | 0 | 2,500 | 2,500 |
| 803 Police Association | | 0 | 2,000 | 2,000 |
| Total Budget | | <u>\$4,379,969</u> | <u>\$13,266,958</u> | <u>\$17,646,927</u> |

MEMORANDUM

To: Rittman City Council Members
From: Bobbie Beshara, City Manager
Subject: 2023 Holidays

The following days are for your consideration for the official holidays in 2022 for all city employees and officers with the exception of such personnel as may be employed in continuous operations:

- | | |
|--------------------------------|--|
| 1. Monday, January 2, 2023 | New Year's Day |
| 2. Monday, January 16, 2023 | Martin Luther King, Jr. Day |
| 3. Monday, February 20, 2023 | Presidents' Day |
| 4. Friday, April 7, 2023 | Good Friday |
| 5. Monday, May 29, 2023 | Memorial Day |
| 6. Monday, June 19, 2023 | Juneteenth |
| 7. Tuesday, July 4, 2023 | Independence Day |
| 8. Monday, September 4, 2023 | Labor Day |
| 9. Thursday, November 23, 2023 | Thanksgiving Day |
| 10. Friday, November 24, 2023 | Thanksgiving Holiday |
| 11. Friday, December 22, 2023 | Christmas Holiday |
| 12. Tuesday, December 26, 2023 | Christmas Holiday |
| 13. Personal Day | Employees Discretion - Must be taken in 2023 |
| 14. Personal Day | Employees Discretion - Must be taken in 2023 |
| 15. Personal Day | Employees Discretion - Must be taken in 2023 |