

# City of Las Cruces<sup>6</sup>

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 1 Ordinance/Resolution# 11-126 Council District: N/A

For Meeting of December 6, 2010  
(Adoption Date)

**TITLE:** A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2011.

**PURPOSE(S) OF ACTION:** To set the holiday schedule for calendar year 2011 for the City of Las Cruces.

|                                                                |                        |                                        |                        |                           |              |
|----------------------------------------------------------------|------------------------|----------------------------------------|------------------------|---------------------------|--------------|
| <b>Drafter and Staff Contact:</b><br>Esther Martinez <i>EM</i> |                        | <b>Department:</b><br>Legal/City Clerk |                        | <b>Phone:</b><br>541-2115 |              |
| <b>Department</b>                                              | <b>Signature</b>       | <b>Phone</b>                           | <b>Department</b>      | <b>Signature</b>          | <b>Phone</b> |
| Department Director                                            |                        |                                        | Budget                 | <i>Richard Lybbert</i>    | 541-2107     |
| Other                                                          |                        |                                        | Assistant City Manager | <i>Donna</i>              | 541-2271     |
| Legal                                                          | <i>Esther Martinez</i> | 541-2128                               | City Manager           | <i>[Signature]</i>        | 541-2076     |

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The Las Cruces City Council determines on an annual basis, the schedule of holidays to be taken by city employees. On February 19, 2008, City Council amended the holiday schedule to include one additional holiday after Christmas Day allowing for a four day weekend and calling the additional day a "Winter Holiday". The past three years the City of Las Cruces has recognized twelve (12) holidays for employees.

The attached Exhibit "A" reflects the proposed holidays for 2011. The Town of Mesilla approved fourteen (14) holidays and Doña Ana County approved twelve (12) holidays for observance in 2010. In 2010, the State of New Mexico observed ten (10) holidays.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A".
3. Attachment "A" – Town of Mesilla 2010 Holiday Schedule
4. Attachment "B" – Doña Ana County 2010 Holiday Schedule
5. Attachment "C" – State of New Mexico 2010 Holiday Schedule
6. Attachment "D" – 2011 Federal Holidays

(Continue on additional sheets as required)

**SOURCE OF FUNDING:**

|                                             |                                         |                                                                                                                                                                                                                                                                      |
|---------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>N/A</b>                                  | <b>Is this action already budgeted?</b> |                                                                                                                                                                                                                                                                      |
|                                             | Yes                                     | <input type="checkbox"/> See fund summary below                                                                                                                                                                                                                      |
|                                             | No                                      | <input type="checkbox"/> If No, then check one below:                                                                                                                                                                                                                |
|                                             | <i>Budget Adjustment Attached</i>       | <input type="checkbox"/> Expense reallocated from:<br><input type="checkbox"/> Proposed funding is from a new revenue source (i.e. grant; see details below)<br><input type="checkbox"/> Proposed funding is from fund balance in the <u>(# and Fund Name)</u> Fund. |
| <b>Does this action create any revenue?</b> |                                         |                                                                                                                                                                                                                                                                      |
|                                             | Yes                                     | <input type="checkbox"/> Funds will be deposited into this fund: <u>(Fund #)</u> in the amount of \$ _____ for FY _____.                                                                                                                                             |
|                                             | No                                      | <input checked="" type="checkbox"/> There is no new revenue generated by this action.                                                                                                                                                                                |

**FUND EXPENDITURE SUMMARY:**

| Fund Name(s) | Account Number(s) | Expenditure Proposed | Available Budgeted Funds in Current FY | Remaining Funds | Purpose for Remaining Funds |
|--------------|-------------------|----------------------|----------------------------------------|-----------------|-----------------------------|
| N/A          | N/A               | N/A                  | N/A                                    | N/A             | N/A                         |

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will authorize 12 holidays for the period of January 1, 2011 through January 2, 2012.
2. Vote "No"; and no holidays will be authorized. The City of Las Cruces offices will be required to stay open during all holidays.
3. Vote to "Amend"; this could increase or decrease the number of holidays observed in calendar year 2011.
4. Vote to "Table"; this will delay the planning for other sections that are required to schedule holiday closures.

**REFERENCE INFORMATION**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution No. 10-145
2. Resolution No. 09-124
3. Resolution No. 08-148

(Continue on additional sheets as required)

RESOLUTION NO. 11-126

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2011.

The City Council is informed that:

WHEREAS, the City of Las Cruces observes and entitles its employees to twelve (12) holidays per year.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the days of observance as listed on the attached Exhibit "A", 2011 Holiday Schedule, be authorized and observed for the period beginning January 1, 2011 and ending January 2, 2012.

(II)

THAT the City Manager and staff are hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this 6th day of December 2010.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by: \_\_\_\_\_

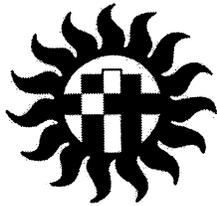
Seconded by: \_\_\_\_\_

Approved as to Form:

  
City Attorney

VOTE:

Mayor Miyagishima: \_\_\_\_\_  
Councillor Silva: \_\_\_\_\_  
Councillor Connor: \_\_\_\_\_  
Councillor Pedroza: \_\_\_\_\_  
Councillor Small: \_\_\_\_\_  
Councillor Sorg: \_\_\_\_\_  
Councillor Thomas: \_\_\_\_\_



# City of Las Cruces®

PEOPLE HELPING PEOPLE

## CITY OF LAS CRUCES 2011 HOLIDAY SCHEDULE

January 1, 2011 through January 2, 2012

| <u>HOLIDAY</u>              | <u>DATE OF OBSERVANCE</u> |          |
|-----------------------------|---------------------------|----------|
| Martin Luther King, Jr. Day | January 17, 2011          | Monday*  |
| Presidents' Day             | February 21, 2011         | Monday*  |
| Memorial Day                | May 30, 2011              | Monday   |
| Independence Day            | July 4, 2011              | Monday*  |
| Labor Day                   | September 5, 2011         | Monday*  |
| Columbus Day                | October 10, 2011          | Monday*  |
| Veterans Day                | November 11, 2011         | Friday   |
| Thanksgiving Day            | November 24, 2011         | Thursday |
| Thanksgiving Holiday        | November 25, 2011         | Friday   |
| Winter Holiday              | December 23, 2011         | Friday   |
| Christmas Day               | December 26, 2011         | Monday*  |
| New Year's Day              | January 2, 2012           | Monday*  |

\* The City Council Meeting or Work Session Scheduled for Monday will be postponed one day to the following Tuesday.

**RESOLUTION NO. 2009-xx****A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2010.**

**WHEREAS**, the Town of Mesilla annually adopts a holiday schedule to be observed by the Town; and

**WHEREAS**, the holidays proposed are authorized for observance by employees in Town service in accordance to the Town Personnel Policy.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees that the following schedule of holidays will be observed by the Town of Mesilla in 2010. Town Hall will be closed on these days:

|                          |           |                     |
|--------------------------|-----------|---------------------|
| New Years Day Observance | Thursday  | December 31, 2009 ✓ |
| Martin Luther King Day   | Monday    | January 18, 2010 ✓  |
| President's Day          | Monday    | February 15, 2010 ✓ |
| César Chávez Day         | Wednesday | March 31, 2010 ✓    |
| Spring Day               | Monday    | April 5, 2010 ✓     |
| Memorial Day             | Monday    | May 31, 2010 ✓      |
| Independence Day         | Monday    | July 5, 2010 ✓      |
| Labor Day                | Monday    | September 6, 2010 ✓ |
| Columbus Day             | Monday    | October 11, 2010 ✓  |
| Veterans Day             | Thursday  | November 11, 2010   |
| Thanksgiving Day         | Thursday  | November 25, 2010   |
| Thanksgiving Day         | Friday    | November 26, 2010   |
| Winter Holiday           | Thursday  | December 23, 2010   |
| Winter Holiday           | Friday    | December 24, 2010   |

**PASSED BY THE BOARD OF TRUSTEES** this 14<sup>th</sup> day of December 2009.

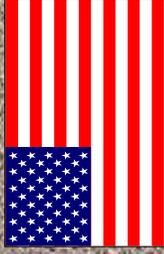
\_\_\_\_\_  
Michael Cadena  
Mayor

**ATTEST:**

\_\_\_\_\_  
Juan A. Fuentes, CMC  
Town Clerk-Treasurer



# DOÑA ANA COUNTY EMPLOYEE CALENDAR 2010



| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
|         | 3  | 4  | 5  | 6  | 7  | 8  |
|         | 9  | 10 | 11 | 12 | 13 | 14 |
|         | 15 | 16 | 17 | 18 | 19 | 20 |
|         | 21 | 22 | 23 | 24 | 25 | 26 |
|         | 27 | 28 | 29 | 30 | 31 |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      | 1  | 2  | 3  | 4  | 5  |    |
| 6    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27   | 28 | 29 | 30 |    |    |    |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    | 1  | 2  | 3  |    |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
| 1      | 2  | 3  | 4  | 5  | 6  | 7  |
| 8      | 9  | 10 | 11 | 12 | 13 | 14 |
| 15     | 16 | 17 | 18 | 19 | 20 | 21 |
| 22     | 23 | 24 | 25 | 26 | 27 | 28 |
| 29     | 30 | 31 |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  |    |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |



Pay Day

Pay Period Ending

Observed Holiday

New Hire Orientation

Half Day Orientation

Approved: 12/08/2009



**BILL RICHARDSON**  
GOVERNOR

**MARY LOU CAMERON**  
CHAIR

**RAY CAMP**  
VICE CHAIR

**New Mexico**  
**State Personnel Board**  
**State Personnel Office**

Post Office Box 26127  
2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127  
(505) 476-7759

**SANDRA K. PEREZ**  
DIRECTOR

**REESE FULLERTON**  
DEPUTY DIRECTOR

New Year's Day  
Martin Luther King Jr. Birthday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
President's Day  
Christmas Day

observed on January 1, 2010  
observed on January 18, 2010  
observed on May 31, 2010  
observed on July 5, 2010  
observed on Sept 6, 2010  
observed on October 11, 2010  
observed on November 11, 2010  
observed on November 25, 2010  
observed on November 26, 2010  
observed on Dec 24, 2010

## U.S. OFFICE OF PERSONNEL MANAGEMENT

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## OPERATING STATUS

[2020](#) | [2019](#) | [2018](#) | [2017](#) | [2016](#) | [2015](#) | [2014](#) | [2013](#) | [2012](#) | [2011](#) | **2010** | [2009](#)  
[2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#) | [1999](#) | [1998](#) | [1997](#)

## 2011 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

|                            |                                     |
|----------------------------|-------------------------------------|
| Friday, December 31, 2010* | New Year's Day                      |
| Monday, January 17         | Birthday of Martin Luther King, Jr. |
| Monday, February 21**      | Washington's Birthday               |
| Monday, May 30             | Memorial Day                        |
| Monday, July 4             | Independence Day                    |
| Monday, September 5        | Labor Day                           |
| Monday, October 10         | Columbus Day                        |
| Friday, November 11        | Veterans Day                        |
| Thursday, November 24      | Thanksgiving Day                    |
| Monday, December 26***     | Christmas Day                       |

\* January 1, 2011 (the legal public holiday for New Year's Day), falls on a Saturday. For most Federal employees, Friday, December 31, 2010, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)

\*\* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

\*\*\* December 25, 2011 (the legal public holiday for Christmas Day), falls on a Sunday. For most Federal employees, Monday, December 26, will be treated as a holiday for pay and leave purposes. (See section 3(a) of Executive order 11582, February 11, 1971.)

This page can be found on the web at the following url: [http://www.opm.gov/operating\\_status\\_schedules/fedhol/2011.asp](http://www.opm.gov/operating_status_schedules/fedhol/2011.asp)

U.S. Office of Personnel Management

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