



17
City of Las Cruces[®]
PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 12-085

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 5, 2011
(Adoption Date)

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2012.

PURPOSE(S) OF ACTION:

To set the holiday schedule for calendar year 2012 for the City of Las Cruces.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Esther Martinez	<u>Department/Section:</u> Legal/City Clerk	<u>Phone:</u> 541-2115
<u>City Manager Signature:</u>		

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 four years the City of Las Cruces has recognized twelve (12) holidays for employees.

The attached Exhibit "A" reflects the proposed holidays for 2012. The Town of Mesilla approved thirteen (13) holidays and Doña Ana County approved fourteen (14) holidays for observance in 2011. In 2011, the State of New Mexico observed ten (10) holidays.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2012 Holiday Schedule.
3. Attachment "A", Town of Mesilla 2011 Holiday Schedule.
4. Attachment "B", Doña Ana County 2011 Holiday Schedule.
5. Attachment "C", State of New Mexico 2011 Holiday Schedule.
6. Attachment "D", 2012 Federal Holidays.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted? N/A	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: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.	
Does this action create any revenue? N/A	Yes <input type="checkbox"/>		Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No <input type="checkbox"/>		There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

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 3, 2012 through January 1, 2013.
2. Vote "No"; and no holidays will be authorized. The City of Las Cruces offices will be required to remain open during all holidays.
3. Vote to "Amend"; this could increase or decrease the number of holidays observed in calendar year 2012.
4. Vote to "Table"; this will delay the planning for other department sections which are required to schedule holiday closures.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 12-085

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2012.

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 attached Exhibit "A", 2012 Holiday Schedule, be authorized and observed for the period beginning January 3, 2012 and ending January 1, 2013.

(II)

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

DONE AND APPROVED this 5th day of December, 2011.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:

Mayor Miyagishima: _____

Councillor Silva: _____

Councillor Smith: _____

Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney



2012 HOLIDAY SCHEDULE

January 3, 2012 through January 1, 2013

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
Martin Luther King, Jr. Day	January 16, 2012	Monday*
Presidents' Day	February 20, 2012	Monday*
Memorial Day	May 28, 2012	Monday*
Independence Day	July 4, 2012	Wednesday
Labor Day	September 3, 2012	Monday*
Columbus Day	October 8, 2012	Monday*
Veterans Day	November 12, 2012	Monday*
Thanksgiving Day	November 22, 2012	Thursday
Thanksgiving Holiday	November 23, 2012	Friday
Winter Holiday	December 24, 2012	Monday
Christmas Day	December 25, 2012	Tuesday
New Year's Day	January 1, 2013	Tuesday

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

RESOLUTION NO. 2011-04

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2011.

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 2011. Town Hall will be closed on these days:

New Years Day Observance	Friday	December 31, 2010
Martin Luther King Day	Monday	January 17, 2011
President's Day	Monday	February 21, 2011
César Chávez Day	Thursday	March 31, 2011
Spring Day	Friday	April 22, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Columbus Day	Monday	October 10, 2011
Veterans Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Thanksgiving Day	Friday	November 25, 2011
Winter Holiday	Monday	December 26, 2011

PASSED BY THE BOARD OF TRUSTEES this 14th day of February, 2011.

ATTEST:

Nora L. Barraza
Mayor

Nick Eckert
Town Clerk-Treasurer

2011 DOÑA ANA COUNTY HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>OBSERVANCE DATE</u>	
New Year's Day	January 3, 2011	Monday
Martin Luther King, Jr. Day	January 17, 2011	Monday
President's Day	February 21, 2011	Monday
Spring Holiday	April 22, 2011	Friday
Memorial Day	May 30, 2011	Monday
Independence Day (4 th of July)	July 4, 2011	Monday
Labor Day	September 5, 2011	Monday
Columbus Day	October 10, 2011	Monday
Veteran's Day	November 11, 2011	Friday
Thanksgiving Day	November 24, 2011	Thursday
Day after Thanksgiving	November 25, 2011	Friday
Christmas Eve	December 23, 2011	Friday
Christmas Day	December 26, 2011	Monday
New Year's Eve	December 30, 2011	Friday

New Mexico State Personnel Board



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Governor

RAY CAMP
Board Chair

MARY LOU CAMERON
Board Member

SANDRA K. PEREZ
Director

MICHELLE WELBY
Board Vice Chair

ROBERT GUILLEN
Board Member

REESE FULLERTON
Deputy Director

TO: Cabinet Secretaries and Agency Heads

FROM: Sandra K. Perez, State Personnel Director

DATE: November 12, 2010

SUBJECT: 2011 Paid Holiday Schedule

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 Dec. 31, 2010
 observed on January 17, 2011
 observed on May 30, 2011
 observed on July 4, 2011
 observed on Sept 5, 2011
 observed on October 10, 2011
 observed on November 11, 2011
 observed on November 24, 2011
 observed on November 25, 2011
 observed on Dec 26, 2011

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](#)

2012 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).

Monday, January 2*	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20**	Washington's Birthday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12***	Veterans Day
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas Day

* January 1, 2012 (the legal public holiday for New Year's Day), falls on a Sunday. For most Federal employees, Monday, January 2, will be treated as a holiday for pay and leave purposes. (See section 3(a) of Executive order 11582, February 11, 1971.)

** 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.

*** November 11, 2012 (the legal public holiday for Veterans Day), falls on a Sunday. For most Federal employees, Monday, November 12, 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/2012.asp