

City of Las Cruces²⁰
PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 13-068

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of November 19, 2012
 (Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2013.

PURPOSE(S) OF ACTION:

To set holiday schedule for 2013.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Esther Martinez-Carrillo	<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". Last year the additional holiday was established on December 24th the day before Christmas.

The attached Exhibit "A" reflects the proposed holidays for 2013. The Town of Mesilla approved fourteen (14) holidays and Doña Ana County approved fourteen (14) holidays for observance in 2012. In 2012, the State of New Mexico observed ten (10) holidays.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2013 Holiday Schedule.
3. Attachment "A", Town of Mesilla 2012 Holiday Schedule
4. Attachment "B", Doña Ana County 2012 Holiday Schedule.
5. Attachment "C", State of New Mexico 2012 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 2, 2013 through January 1, 2014.
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 2013.
4. Vote to "Table"; this will delay the planning for other department sections which 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.

N/A

RESOLUTION NO. 13-068

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2013.

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", 2013 Holiday Schedule, be authorized and observed for the period beginning January 2, 2013 and ending January 1, 2014.

(II)

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

DONE AND APPROVED this _____ day of _____, 2012.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

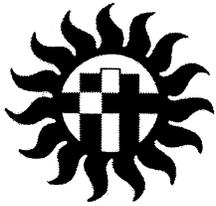
APPROVED AS TO FORM:



City Attorney

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____



City of Las Cruces®

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2013 HOLIDAY SCHEDULE

January 2, 2013 through January 1, 2014

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
Martin Luther King, Jr. Day	January 21, 2013	Monday*
Presidents' Day	February 18, 2013	Monday*
Memorial Day	May 27, 2013	Monday*
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday*
Columbus Day	October 14, 2013	Monday*
Veterans Day	November 11, 2013	Monday*
Thanksgiving Day	November 28, 2013	Thursday
Thanksgiving Holiday	November 29, 2013	Friday
Winter Holiday	December 24, 2013	Tuesday
Christmas Day	December 25, 2013	Wednesday
New Year's Day	January 1, 2014	Wednesday

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

RESOLUTION NO. 2011-24**A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2012.**

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	Monday	January 2, 2012
Martin Luther King Day	Monday	January 16, 2012
President's Day	Monday	February 20, 2012
César Chávez Day	Friday	March 30, 2012
Spring Day	Friday	April 6, 2012
Memorial Day	Monday	May 28, 2012
Independence Day	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Columbus Day	Monday	October 8, 2012
Veterans Day	Monday	November 12, 2012
Thanksgiving Day	Thursday	November 22, 2012
Thanksgiving Day	Friday	November 23, 2012
Winter Holiday	Monday	December 24, 2012
Winter Holiday	Tuesday	December 25, 2012

PASSED BY THE BOARD OF TRUSTEES this 28th day of November, 2012.

ATTEST:

Nora L. Barraza
Mayor

Nick Eckert
Town Clerk-Treasurer

2012 DOÑA ANA COUNTY HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>OBSERVANCE DATE</u>	
New Year's Day	January 2, 2012	Monday
Martin Luther King, Jr. Day	January 16, 2012	Monday
President's Day	February 20, 2012	Monday
Spring Holiday	April 6, 2012	Friday
Memorial Day	May 28, 2012	Monday
Independence Day (4 th of July)	July 4, 2012	Wednesday
Labor Day	September 3, 2012	Monday
Columbus Day	October 8, 2012	Monday
Veteran's Day	November 12, 2012	Monday
Thanksgiving Day	November 22, 2012	Thursday
Day after Thanksgiving	November 23, 2012	Friday
Christmas Eve	December 24, 2012	Monday
Christmas Day	December 25, 2012	Tuesday
New Year's Eve	December 31, 2012	Monday



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

**SUSANA MARTINEZ
GOVERNOR**

Eugene J. Moser
Director

Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Chris Sanchez
Rebecca Long

General Memorandum 2011 - 007

Date: December 16, 2011

To: Cabinet Secretaries, Agency Heads, Elected Officials and Agency Human Resource Managers

From: Eugene J. Moser, State Personnel Director

Subject: 2012 Paid Holiday Schedule

<u>Holiday</u>	<u>Observed</u>
New Year's Day	January 2, 2012
Martin Luther King Jr. Birthday	January 16, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Columbus Day	October 8, 2012
Veteran's Day	November 12, 2012
Thanksgiving Day	November 22, 2012
President's Day	November 23, 2012
Christmas Day	December 25, 2012

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[2010](#) | [2009](#)
[2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#) | [1999](#) |
[1998](#) | [1997](#)

2013 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).

Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18*	Washington's Birthday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

NOTE: Inauguration Day, January 20, 2013, falls on a Sunday. Therefore, the next succeeding day selected for the public observance of the inauguration of the President is a legal public holiday for an employee who works in the District of Columbia, Montgomery or Prince George's Counties in Maryland, Arlington or Fairfax Counties in Virginia, or the cities of Alexandria or Fairfax in Virginia, and who is regularly scheduled to perform nonovertime work on Inauguration Day. (See 5 U.S.C. 6103(c).) There is no in-lieu-of holiday for employees who are not regularly scheduled to work on Inauguration Day. In addition, employees for whom January 21, 2013, is the legal public holiday for the Birthday of Martin Luther King, Jr., are not entitled to an in-lieu-of holiday for Inauguration Day if the day selected for the public observance of the inauguration of the President is January 21, 2013.

* 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.