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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 14-097

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of December 2, 2013
 (Adoption Date)

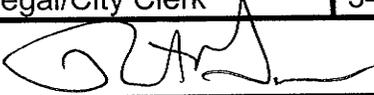
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2014.

PURPOSE(S) OF ACTION:

Set holiday schedule for 2014.

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

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

The attached Exhibit "A" reflects the proposed holidays for 2014. The Town of Mesilla approved fifteen (15) holidays and Doña Ana County approved fourteen (14) holidays for observance in 2013. In 2013, the State of New Mexico observed ten (10) holidays.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2014 Holiday Schedule.
3. Attachment "A", Town of Mesilla 2013 Holiday Schedule.
4. Attachment "B", Doña Ana County 2013 Holiday Schedule.
5. Attachment "C", State of New Mexico 2013 Holiday Schedule.
6. Attachment "D", 2014 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:
	Budget Adjustment Attached	<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, 2014 through January 1, 2015.
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 2014.
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. 14-097

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2014.

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", 2014 Holiday Schedule, be authorized and observed for the period beginning January 2, 2014 and ending January 1, 2015.

(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 _____, 2013.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:

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

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney



2014 HOLIDAY SCHEDULE

January 2, 2014 through January 1, 2015

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
Martin Luther King, Jr. Day	January 20, 2014	Monday*
Presidents' Day	February 17, 2014	Monday*
Memorial Day	May 26, 2014	Monday*
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday*
Columbus Day	October 13, 2014	Monday*
Veterans Day	November 11, 2014	Tuesday*
Thanksgiving Day	November 27, 2014	Thursday
Thanksgiving Holiday	November 28, 2014	Friday
Winter Holiday	December 24, 2014	Wednesday
Christmas Day	December 25, 2014	Thursday
New Year's Day	January 1, 2015	Thursday

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

RESOLUTION NO. 2012-24**A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2013.**

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 2013. Town Hall will be closed on these days:

New Year's Eve Observance	Monday	December 31, 2012
New Year's Day Observance	Tuesday	January 1, 2013
Martin Luther King Day	Monday	January 21, 2013
President's Day	Monday	February 18, 2013
Spring Day	Friday	March 29, 2013
César Chávez Day	Monday	April 1, 2013
Memorial Day	Monday	May 27, 2013
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013
Columbus Day	Monday	October 14, 2013
Veterans Day	Monday	November 11, 2013
Thanksgiving Day	Thursday	November 28, 2013
Thanksgiving Day	Friday	November 29, 2013
Winter Holiday	Tuesday	December 24, 2013
Winter Holiday	Wednesday	December 25, 2013
New Year's Eve Observance	Tuesday	December 31, 2013

PASSED BY THE BOARD OF TRUSTEES this 10th day of December, 2012.

ATTEST:

Nora L. Barraza
Mayor

Nick Eckert, Town Clerk-Treasurer



New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ
GOVERNOR**

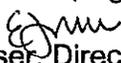
Eugene J. Moser
Director

Nivia L. Thames
Deputy Director

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

Devon Day Chris Sanchez
Rebecca Long

General Memorandum 2012 - 003

Date: November 16, 2012
 To: Cabinet Secretaries, Agency Heads and Elected Officials
 From: Eugene J. Moser,  Director
 Subject: 2013 Paid Holiday Schedule

<u>Holiday</u>	<u>Observed</u>
New Year's Day	January 1, 2013
Martin Luther King Jr. Birthday	January 21, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 2, 2013
Columbus Day	October 14, 2013
Veteran's Day	November 11, 2013
Thanksgiving Day	November 28, 2013
President's Day	November 29, 2013
Christmas Day	December 25, 2013

cc: HR Managers

2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759



AGENCY PARTNER
NEW MEXICO STATE PERSONNEL BOARD

U.S. OFFICE OF PERSONNEL MANAGEMENT

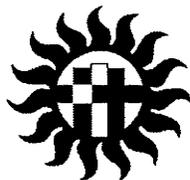
SNOW & DISMISSAL PROCEDURES FEDERAL HOLIDAYS

2014

2014 Holiday Schedule

Date	Holiday
Wednesday, January 1	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17 *	Washington's Birthday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

*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.



City of Las Cruces®

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 2, 2013
(Adoption Date)

TITLE: **A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2014.**

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>Esther Martinez-Camacho</i>	541-2115	10/21/13
Department Director		541-2128	
Other			
Assistant City Manager /CAO	<i>[Signature]</i>	541-2078	10/24/13
Management & Budget Manager	<i>Richard Schubert</i>	541-2107	10/24/13
Assistant City Manager/COO	<i>[Signature]</i>	541-2271	10/24/13
City Attorney	<i>Az S (Pat) Kennedy</i>	541-2128	10/23/13
City Clerk	<i>Esther Martinez-Camacho</i>	541-2128	10/31/13