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City of Las Cruces

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3 Ordinance/Resolution# 15-097For Meeting of _____
(Ordinance First Reading Date)For Meeting of December 1, 2014
(Adoption Date)

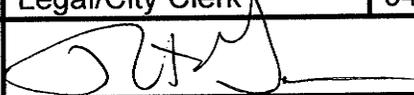
Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2015.

PURPOSE(S) OF ACTION:

Set holiday schedule for 2015.

COUNCIL DISTRICT: N/A		
Drafter/Staff Contact: Christine Rivera	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 attached Exhibit "A" reflects the proposed holidays for 2015. The Town of Mesilla approved fifteen (15) holidays and Doña Ana County approved thirteen (13) holidays for observance in 2014. In 2014, the State of New Mexico observed ten (10) holidays.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2015 Holiday Schedule.
3. Attachment "A", Town of Mesilla 2014 Holiday Schedule.
4. Attachment "B", Doña Ana County 2014 Holiday Schedule.
5. Attachment "C", State of New Mexico 2014 Holiday Schedule.
6. Attachment "D", 2015 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 11 holidays for the period of January 2, 2015 through January 1, 2016.
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 2015.
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. 15-097

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2015.

The City Council is informed that:

WHEREAS, the City of Las Cruces observes and entitles its employees to eleven (11) 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", 2015 Holiday Schedule, be authorized and observed for the period beginning January 2, 2015 and ending January 1, 2016.

(II)

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

DONE AND APPROVED this _____ day of _____, 20____.

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



2015 HOLIDAY SCHEDULE

January 2, 2015 through January 1, 2016

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
Martin Luther King, Jr. Day	January 19, 2015	Monday*
Presidents' Day	February 16, 2015	Monday*
Memorial Day	May 25, 2015	Monday*
Independence Day	July 3, 2015	Friday
Labor Day	September 7, 2015	Monday*
Veterans Day	November 11, 2015	Wednesday
Thanksgiving Day	November 26, 2015	Thursday
Thanksgiving Holiday	November 27, 2015	Friday
Winter Holiday	December 24, 2015	Thursday
Christmas Day	December 25, 2015	Friday
New Year's Day	January 1, 2016	Friday

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

** Columbus Day has been removed and in place each employee will receive an additional 8 hour personal day.

Town of Mesilla, New Mexico

RESOLUTION NO. 2013-13

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2014.

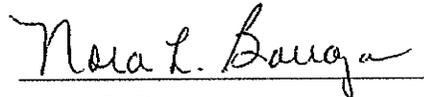
WHEREAS, the Town of Mesilla annually adopts a holiday schedule to be observed by the Town; and

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 2014. Town Hall will be closed on these days:

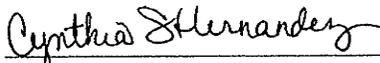
New Year's Day Observance	Wednesday	January 1, 2014
Martin Luther King Day	Monday	January 20, 2014
President's Day	Monday	February 17, 2014
César Chávez Day	Monday	March 31, 2014
Spring Day	Friday	April 18, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Columbus Day	Monday	October 13, 2014
Veterans Day	Tuesday	November 11, 2014
Thanksgiving Day	Thursday	November 27, 2014
Thanksgiving	Friday	November 28, 2014
Winter Holiday	Wednesday	December 24, 2014
Winter Holiday	Thursday	December 25, 2014
New Year's Eve Observance	Wednesday	December 31, 2014

PASSED BY THE BOARD OF TRUSTEES this 12th day of November, 2013.



Nora L. Barraza
Mayor

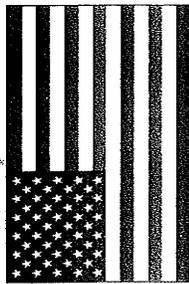
ATTEST:



Cynthia Stoehner-Hernandez
Town Clerk-Treasurer



Doña Ana County Employee Calendar 2014



January

S	M	T	W	T	F	S
				2		4
5	6	7	8	9	10	
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February

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April

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May

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June

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July

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August

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September

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November

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December

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21	22	23			26	27
28	29	30				

Approved: 11.13.13

New Hire Orientation

Observed Holiday

Pay Period End

Pay Day

2014 STATE EMPLOYEE CALENDAR

Pay Period Ends Paydays Holidays

JANUARY 2014						
S	M	T	W	T	F	S
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FEBRUARY 2014						
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MARCH 2014						
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APRIL 2014						
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MAY 2014						
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JUNE 2014						
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JULY 2014						
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AUGUST 2014						
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31						

SEPTEMBER 2014						
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OCTOBER 2014						
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NOVEMBER 2014						
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DECEMBER 2014						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



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OPERATING STATUS

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

2015 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).

Thursday, January 1	New Year's Day
Monday, January 19	Birthday of Martin Luther King, Jr.
Monday, February 16*	Washington's Birthday
Monday, May 25	Memorial Day
Friday, July 3**	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, 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.

** July 4, 2015 (the legal public holiday for Independence Day), falls on a Saturday. For most Federal employees, Friday, July 3, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103 (b).)

This page can be found on the web at the following url:

http://archive.opm.gov/operating_status_schedules/fedhol/2015.asp

U.S. Office of Personnel Management
 1900 E Street, NW, Washington, DC 20415 | (202) 606-1800 | TTY (202) 606-2532