



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 10 Ordinance/Resolution# 16-120

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 7, 2015
(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 2016.

PURPOSE(S) OF ACTION:

Set holiday schedule for 2016.

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

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The 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 2016.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2016 Holiday Schedule.

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, 2016 through January 2, 2017.
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 2016.
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. 16-120

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2016.

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", 2016 Holiday Schedule, be authorized and observed for the period beginning January 2, 2016 and ending January 2, 2017.

(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

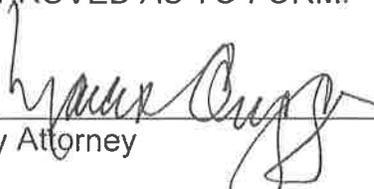
(SEAL)

Moved by: _____

Seconded by: _____

VOTE:
Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

APPROVED AS TO FORM:

Se. Ast.  _____
City Attorney



2016 HOLIDAY SCHEDULE

January 2, 2016 through January 2, 2017

HOLIDAY

DATE OF OBSERVANCE

Martin Luther King, Jr. Day	January 18, 2016 *Monday
Presidents Day	February 15, 2016 *Monday
Memorial Day	May 30, 2016 *Monday
Independence Day	July 4, 2016 *Monday
Labor Day	September 5, 2016 *Monday
Veterans Day	November 11, 2016 Friday
Thanksgiving Day	November 24, 2016 Thursday
Thanksgiving Holiday	November 25, 2016 Friday
Winter Holiday	December 22, 2016 Thursday
Christmas Day	December 23, 2016 Friday
New Year's Day	January 2, 2016 *Monday

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



City of Las Cruces[®]

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of December 7, 2015
 (Adoption Date)

TITLE: **A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2016.**

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2115	11-19-15
Department Director		541-2128	19 NOV 2015
Other			
Assistant City Manager /CAO		541-2078	11/20/15
Management & Budget Manager		541-2106	11/20/15
Assistant City Manager/COO		541-2271	11/23/15
City Attorney		541-2128	19 NOV 2015
City Clerk - Interim		541-2115	12-2-15