



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2Ordinance/Resolution# 17-103For Meeting of _____
(Ordinance First Reading Date)For Meeting of December 5, 2016
(Adoption Date)

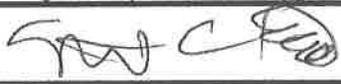
Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2017.

PURPOSE(S) OF ACTION:

Set holiday schedule for 2017.

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 2017.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 2017 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, 2017 through January 2, 2018.
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 2017.
4. Vote to "Table"; this will delay the planning for other department sections, which are required to schedule holiday closures.

REFERENCE INFORMATION:

N/A.



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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of December 5, 2016
(Adoption Date)

TITLE:

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2017.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2115	10-28-16
Department Director		541-2128	2 Nov 2016
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2078 541-2107	11-4-16
Assistant City Manager/COO		541-2271	11-8-16
City Attorney		541-2128	2 Nov 2016
City Clerk		541-2115	11-16-16

RESOLUTION NO. 17-103

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2017.

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", 2017 Holiday Schedule, be authorized and observed for the period beginning January 2, 2017 and ending January 2, 2018.

(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: _____

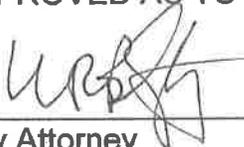
Councillor Pedroza: _____

Councillor Eakman: _____

Councillor Sorg: _____

Councillor Levatino: _____

APPROVED AS TO FORM:



City Attorney



City of Las Cruces[®]

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2017 HOLIDAY SCHEDULE

January 2, 2017 through January 2, 2018

HOLIDAY

DATE OF OBSERVANCE

Martin Luther King, Jr. Day	January 16, 2017 *Monday
Presidents Day	February 20, 2017 *Monday
Memorial Day	May 29, 2017 *Monday
Independence Day	July 4, 2017 Tuesday
Labor Day	September 4, 2017 *Monday
Veterans Day	November 10, 2017 Friday
Thanksgiving Day	November 23, 2017 Thursday
Thanksgiving Holiday	November 24, 2017 Friday
Christmas Day	December 25, 2017 *Monday
Winter Holiday	December 26, 2017 Tuesday
New Year's Day	January 1, 2018 *Monday

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