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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 4 Ordinance/Resolution# 10-145 Council District:

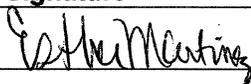
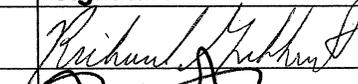
For Meeting of December 7, 2009

(Adoption Date)

TITLE: A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2010.

PURPOSE(S) OF ACTION:

To set the holiday schedule for calendar year 2010 for the City of Las Cruces.

Name of Drafter: Esther Martinez		Department: Legal/City Clerk		Phone: 541-2115	
Department	Signature	Phone	Department	Signature	Phone
Originating Department		541-2115	Budget		2300
			Assistant City Manager		2271
Legal		541-2128	City Manager		2076

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 it a Winter Holiday. The past two years the City of Las Cruces has recognized twelve (12) holidays for employees.

The attached Exhibit "A" reflects the proposed holidays for 2010. The Town of Mesilla approved fourteen (14) holidays and Doña Ana County approved twelve (12) holidays for observance in 2009. In 2009, the State of New Mexico observed ten (10) holidays and 4 hours of administrative leave.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

List your exhibits and attachments after the fund box just like the example below.

1. Resolution/Ordinance.
2. Exhibit "A" – 2010 Holiday Schedule
3. Attachment "A" – Town of Mesilla 2009 Holiday Schedule.
4. Attachment "B" – Doña Ana County 2009 Holiday Schedule.

(Continue on additional sheets as required)

5. Attachment "C" – State of New Mexico 2009 Holiday Schedule.

OPTIONS / ALTERNATIVES:

1. Approve the Resolution and authorize 12 holidays for the period of January 2, 2010 through December 31, 2010.
2. Modify the Resolution.

RESOLUTION NO. 10- 145

A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR CITY EMPLOYEES IN 2010.

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 the attached Exhibit "A", 2010 Holiday Schedule, be authorized and observed for the period beginning January 2, 2010 and ending December 31, 2010.

(II)

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

DONE AND APPROVED this 7th day of December 2009.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

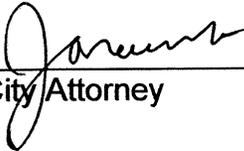
VOTE:

Mayor Miyagishima:	___
Councillor Silva:	___
Councillor Connor:	___
Councillor Pedroza:	___
Councillor Small:	___
Councillor Sorg:	___
Councillor Thomas:	___

Moved by: _____

Seconded by: _____

Approved as to Form:



City Attorney



**CITY OF LAS CRUCES
2010 HOLIDAY SCHEDULE**

January 2, 2010 through December 31, 2010

<u>HOLIDAY</u>	<u>DATE OF OBSERVANCE</u>	
Martin Luther King, Jr. Day	January 18, 2010	Monday*
Presidents' Day	February 15, 2010	Monday*
Memorial Day	May 31, 2010	Monday
Independence Day	July 5, 2010	Monday*
Labor Day	September 6, 2010	Monday*
Columbus Day	October 11, 2010	Monday*
Veterans Day	November 11, 2010	Thursday
Thanksgiving Day	November 25, 2010	Thursday
Thanksgiving Holiday	November 26, 2010	Friday
Winter Holiday	December 23, 2010	Thursday
Christmas Day	December 24, 2010	Friday
New Year's Day	December 31, 2010	Friday

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

RESOLUTION NO. 2008-28**A RESOLUTION ESTABLISHING DATES FOR HOLIDAY OBSERVANCE FOR THE TOWN OF MESILLA IN 2009.**

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 2009. Town Hall will be closed on these days:

New Years Day	Thursday	January 1, 2009
Martin Luther King Day	Monday	January 19, 2009
President's Day	Monday	February 16, 2009
César Chávez Day	Tuesday	March 31, 2009
Spring Friday	Friday	April 10, 2009
Memorial Day	Monday	May 25, 2009
Independence Day	Friday	July 3, 2009
Labor Day	Monday	September 7, 2009
Columbus Day	Monday	October 12, 2009
Veterans Day	Wednesday	November 11, 2009
Thanksgiving Day	Thursday	November 26, 2009
Thanksgiving Day	Friday	November 27, 2009
Winter Holiday	Thursday	December 24, 2009
Winter Holiday	Friday	December 25, 2009

PASSED BY THE BOARD OF TRUSTEES this 22nd day of December 2008.

ATTEST:

Michael Cadena
Mayor

Juan A. Fuentes, CMC
Town Clerk-Treasurer

Exhibit A**2009 DOÑA ANA COUNTY HOLIDAY SCHEDULE**

<u>HOLIDAY</u>	<u>OBSERVANCE DATE</u>	
New Year's Day	January 1, 2009	Thursday
Day after New Year's Day	January 2, 2009	Friday
Martin Luther King, Jr. Day	January 19, 2009	Monday
Presidents Day	February 16, 2009	Monday
Memorial Day	May 25, 2009	Monday
Independence Day (4 th of July)	July 3, 2009	Friday
Labor Day	September 7, 2009	Monday
Columbus Day	October 12, 2009	Monday
Veterans Day	November 11, 2009	Wednesday
Thanksgiving Day	November 26, 2009	Thursday
Day after Thanksgiving	November 27, 2009	Friday
Christmas Day	December 25, 2009	Friday



BILL RICHARDSON
GOVERNOR

New Mexico
State Personnel Board
State Personnel Office

Post Office Box 26127
2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127
(505) 476-7759

SANDRA K. PEREZ
DIRECTOR

MARY LOU CAMERON
CHAIR

TERRI HOLLAND
DEPUTY DIRECTOR

TO: Cabinet Members
FROM: Sandra K. Perez, State Personnel Director
DATE: December 1, 2008
RE: Holiday Schedule

In accordance with NMSA 1978, Section 10-9-13 and SPB Rule NMAC 1.7.6.9, the following are the proposed dates in which legal holidays prescribed in NMSA 1978, 12-5-2 are being asked to be adopted by the Board to be observed by state government agencies covered by the Personnel Act and SPB Rules and Regulations during calendar year 2009:

New Year's Day	observed on January 1, 2009
Martin Luther King Jr. Birthday	observed on January 19, 2009
Memorial Day	observed on May 25, 2009
Independence Day	observed on July 3, 2009
Labor Day	observed on Sept 7, 2009
Columbus Day	observed on October 12, 2009
Veteran's Day	observed on November 11, 2009
Thanksgiving Day	observed on November 26, 2009
President's Day	observed on November 27, 2009
Christmas Day	observed on Dec 25, 2009



BILL RICHARDSON
GOVERNOR

MARY LOU CAMERON
BOARD CHAIR

RAY CAMP
BOARD VICE-CHAIR

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SANDRA K. PEREZ
DIRECTOR

TERRI HOLLAND
DEPUTY DIRECTOR

MEMORANDUM

TO: Cabinet Secretaries and Agency Directors
FROM: 
Sandra K. Perez, Director
DATE: December 11, 2008
SUBJECT: Administrative Leave – Winter Holidays

In recognition of the holidays of Christmas and New Year's Day, Governor Richardson has authorized 4 hours of administrative leave for state government exempt and classified employees to be utilized on **either** Wednesday, December 24, 2008 **or** Wednesday, December 31, 2008.

Agency heads should ensure that the proper public notice is given in advance of any times that agency operations are interrupted and/or closed during these dates.

Cabinet Secretaries and Agency Heads should ensure that all employees required to maintain necessary services and otherwise not able to observe the administrative leave during this time are credited with the time. Your past practice and agency policies should guide you in the administration of this.

cc: Brian Condit, Chief of Staff