



Hobbs City Commission
Regular Meeting
City Hall, City Commission Chamber
200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico

Monday, January 6, 2025 - 6:00 PM

R. Finn Smith
Commissioner - District 1
Joseph D. Calderón
Commissioner - District 4

Sam D. Cobb, Mayor
Christopher R. Mills
Commissioner - District 2
Dwayne Penick
Commissioner - District 5

Larron B. Fields
Commissioner - District 3
Don R. Gerth
Commissioner - District 6

AGENDA

City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio and
View Online at www.hobbsnm.org

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the December 16, 2024, Regular Commission Meeting (*Jan Fletcher, City Clerk*)
2. Minutes of the December 16, 2024, Commission Work Session (*Jan Fletcher, City Clerk*)

PROCLAMATIONS AND AWARDS OF MERIT

PUBLIC COMMENTS (Citizens who wish to speak must sign the Public Comment

Registration Form located in the Commission Chamber prior to the beginning of the meeting.)

CONSENT AGENDA (The consent agenda is approved by a single motion. Any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.)

DISCUSSION

3. Recreation Department 2024 Annual Report (*Doug McDaniel, Recreation Director*)

ACTION ITEMS (Ordinances, Resolutions, Public Hearings)

4. Resolution No. 7577 - Authorizing the Mayor to Make Appointments to Various City Advisory Boards (*Sam Cobb, Mayor*)
5. Consideration of Approval of the Paid Time Off (PTO) Payout for Calendar Year 2024 (*Toby Spears, Finance Director*)

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

6. Next Meeting Dates:

City Commission Regular Meeting:

- Tuesday, January 21, 2025, at 6:00 p.m.
- Monday, February 3, 2025, at 6:00 p.m.

ADJOURNMENT

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the above meeting, please contact the City Clerk's Office at (575) 397-9200 at least 72 hours prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk's Office if a summary or other type of accessible format is needed.



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
January 6, 2025

SUBJECT: Minutes of the December 16, 2024, Regular Commission Meeting

DEPT OF ORIGIN: City Clerk

DATE SUBMITTED: 12/26/2024

SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

Minutes of the regular Commission meeting held on December 16, 2024.

Fiscal Impact:

N/A

Attachments:

December 16 2024 - Minutes

Recommendation:

Motion to approve the minutes.

Approved By:

Jan Fletcher, City Clerk 12/30/2024

Manny Gomez, City Manager 12/30/2024

Minutes of the regular meeting of the Hobbs City Commission held on Monday, December 16, 2024, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico. This meeting was also broadcast via Livestream on the City's website at www.hobbsnm.org.

Call to Order and Roll Call

Mayor Sam Cobb called the meeting to order at 6:00 p.m. and welcomed everyone to the meeting. The City Clerk called the roll and the following answered present:

Mayor Sam D. Cobb
Commissioner Joseph D. Calderón
Commissioner Chris Mills
Commissioner Dwayne Penick
Commissioner Don Gerth
Commissioner R. Finn Smith

Absent: Commissioner Larron B. Fields

Also present: Todd Randall, Assistant City Manager
Valerie Chacon, City Attorney
August Fons, Police Chief
Marina Barrientes, Police Captain
Mark Doporto, Fire Chief
Ryan Herrera, Deputy Fire Chief
Chris Henry, Battalion Chief
Adam Marinovich, Deputy Fire Chief of Support
Shawn Williams, Fire Marshal
Tony Alarcon, Fire Inspector
Bobby Arther, Municipal Judge
Shelia Baker, General Services Director
Toby Spears, Finance Director
Anthony Henry, City Engineer
Nikki Lawless, Library Director
Bryan Wagner, Parks and Open Spaces Director
Lou Maldonado, Parks Superintendent
Matt Hughes, Rockwind Superintendent
Michal Hughes, Recreation Superintendent
Doug McDaniel, Recreation Director
Tim Woomer, Utilities Director
Nicholas Goulet, Human Resources Director
Tracy South, Assistant Human Resources Director
Selena Estrada, Risk Management
Christa Belyeu, I.T. Director
Matt Blandin, Assistant I.T. Director
Julie Nymeyer, Executive Assistant
Jan Fletcher, City Clerk
Rose Galavez, Assistant Deputy City Clerk
Alyxandra Salas, City Clerk Record Specialist
19 citizens

Invocation and Pledge of Allegiance

Commissioner Penick delivered the invocation and Commissioner Mills led the Pledge of Allegiance.

Approval of Minutes

Commissioner Calderón moved the minutes of the regular meeting of November 18, 2024, and the work session of November 12, 2024 be approved as written. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

Mr. Todd Randall, Assistant City Manager, recognized the following employees for their Milestone Service Awards for the month of December, 2024:

- 5 years - Nancy Lara, Utilities Department
- 5 years - Lucas Salmon, Hobbs Fire Department
- 10 years - Elda Gonzalez, Recreation Department
- 10 years - Nikolas Mann, Hobbs Police Department
- 10 years - Michal Hughes, Recreation Department
- 15 years - Shelly Raulston, Parks and Open Spaces Department

Mr. Randall thanked the Commission for recognizing the employees. Mr. Randall reviewed highlights about the work of each employee. He expressed gratitude to each employee for their hard work and also thanked the employees' families for their contributions to the organization

Public Comments

None.

Consent Agenda

Mayor Cobb explained the process for the consent agenda which is reserved for items which are routine when the agenda is lengthy. He stated any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.

Commissioner Calderón moved for approval of the following Consent Agenda item(s):

Resolution No. 7574 - Approving FY 24 Capital Asset Inventory (Deb Corral, Assistant Finance Director)

Resolution No. 7575 - Authorizing the Submission of an Application for the New Mexico Department of Health EMS Fund Act Local Funding Program Fiscal Year 2025 (Mark Doporto, Fire Chief)

Commissioner Mills seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, and Cobb yes. The motion carried. Copies of the resolutions and supporting documentation are attached and made a part of these minutes.

Discussion

New Mexico Municipal League - Hobbs Police Department Accreditation Status

Mr. August Fons, Police Chief, stated Ms. Roberta Baca was not able to attend tonight's meeting. On her behalf, he stated the Hobbs Police Department went through the accreditation process in Ruidoso several months ago and received their accreditation at the Municipal Meeting two weeks ago, so they are in good standing for another 3 years. He thanked the Hobbs Police Department for being able to make this process happen as it takes a whole team.

Mayor Cobb stated the accreditation document is available for the Commission to review or they can get with Chief Fons and he can provide it for review.

Action Items

Consideration of Approval of the Purchase of Office 365 from Insight Public Sector Using NM State Contract Pricing in the Amount of \$141,428.00

Mr. Matt Blandin, Assistant I.T. Director, stated the IT Department is requesting to purchase an Office 365 yearly subscription from Insight Public Sector on New Mexico State Contract. Microsoft has changed their subscription model since the initial quote, received during the yearly budgeting process. He stated the Teams App has been separated into an additional subscription. The I. T. Department is requesting 100 licenses with Microsoft Teams and 500 licenses without Microsoft Teams. This subscription will replace the legacy Office product suite, giving additional capabilities and user mobility. The amount of the purchase is \$141,428.00.

There being no discussion, Commissioner Penick moved to approve the Purchase of Office 365 from Insight Public Sector as presented. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the supporting documentation is attached.

Consideration of Approval of the Purchase of WWRF Biosolids Sludge Dryer Bearing Replacement/Repair by AIT Services in the Amount of \$87,877.22

Mr. Tim Woomer, Utilities Director, stated there was a main rotor bearing failure on their current biosolids dryer. He stated the WWRF Sludge Dryer dries biosolids produced at the WWRF into a Class A product that is 100% beneficially reused. Due to the unanticipated main rotor bearing failure, the sludge dryer is out of service and biosolids must be disposed of at the Lea County Landfill. This is both cost prohibitive and the biosolids must also be temporarily stored on site which could lead to offensive odors. This project requires proprietary knowledge to both source and install the rotor bearings. AIT Services of Brownwood, Texas, is the OEM designer and builder of the WWRF Sludge Dryer and is able to provide both the parts and service expertise for this project. This project will cost \$87,877.22.

In response to Commissioner Smith's question, Mr. Woomer stated they will be brand new bearings sourced from the original manufacturer. The old bearings cannot be rebuilt but once the technician gets it off, they can better assess if some of the parts can be salvaged to have a spare.

In response to Commissioner Penick's inquiry, Mr. Woomer stated the parts and labor were priced together so he does not have individual pricing.

There being no further discussion, Commissioner Smith moved to approve the purchase of WWRF Biosolids Sludge Dryer Bearing Replacement/Repair by AIT Services in the amount of \$87,877.22. Commissioner Penick seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the resolution and supporting documentation are attached.

Consideration of Approval of the Purchase of a Caterpillar 305 Mini Excavator from Wagner CAT in the Amount of \$97,418.81 Utilizing a CES Contract

Mr. Bryan Wagner, Parks and Open Spaces Director, stated the Cemetery is requesting approval to purchase a CAT 305 Mini-Excavator for cemetery operations. This unit provides more breakout force and digging capabilities than the backhoe which is currently being used. Additionally, this excavator is narrower and shorter than the current backhoe, which will assist staff with digging in tight areas and eliminate the need to move headstones to access an area. This request includes two additional buckets that can help staff outside the cemetery for projects and maintenance. This item will have features that we can add additional attachments in the future.

Mr. Wagner stated, for the record, he is not related to Wagner CAT in any manner. He also stated a company representative is present tonight if the Commission has any questions about the equipment.

Commissioner Mills stated for the last several years the cemetery has been an area of concern for the citizens and this is a strategic investment in maximizing hours and labor and this will be a big step in the right direction.

Mr. Wagner stated there was a good amount of research done with this Wagner CAT. He stated they were permitted to try out the unit for a week to see if it was going to do the job. There were different people operating it and digging in different areas to assess the capabilities of the unit.

There being no further discussion, Commissioner Penick moved to approve the Purchase of a Caterpillar 305 Mini Excavator from Wagner CAT in the amount of \$97,418.81. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the supporting documentation is attached.

Consideration of Approval of the Purchase of a New Fence at Boone Cemetery from Guadalupe Mountain Fence in the Amount of \$113,798.90 Utilizing a CES Contract

Mr. Bryan Wagner, Parks and Open Spaces Director, stated the Cemetery is continuing to install new fences at the cemeteries per the request of the Cemetery Advisory Board. He stated they have received numerous compliments about the appearance of the new fencing. The staff wants to continue with the same product, Ameristar Montage, as it provides a 20-year warranty and to stay consistent with its appearance across all cemeteries. Everglade Cemetery was the first to be completed back in 2020, then Prairie Haven Park and Prairie Haven Memorial Park were both completed in 2023. Mr. Wagner stated Boone Cemetery is next on the list. This project will complete the north and east sides of the cemetery at this time. The south and west sides will be completed in the near future when funds are available. This project will cost \$113,798.90.

There being no discussion, Commissioner Gerth moved to approve the Purchase of a New Fence at Boone Cemetery from Guadalupe Mountain Fence in the Amount of \$113,798.90. Commissioner Calderón seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the supporting documentation is attached.

Consideration of Approval of Contract Amendment #1 with Halff Associates, Inc. for Design Services for the Hobbs Family Aquatics Center

Mr. Doug McDaniel, Recreation Director, stated the City of Hobbs entered into a contract with Halff Associates, Inc., in Fort Worth, Texas, on March 18, 2024, for professional design services for a proposed multi-generational family aquatics center. This contract amendment will continue the contract between the City of Hobbs and Halff Associates, Inc., for the second phase of professional design services. Included in the scope of this amendment will be Design Support Services at a cost of

\$251,175.00; Schematic Design Services at a cost of \$303,850.00; and reimbursement for Direct Expenses in the amount of \$10,000.00. The total increase in design fees for this amendment is \$529,025.00, not including NMGRT. These amendments will bring the total contract cost to \$707,147.00. The City of Hobbs received 600,000.00 from the Regional Recreation Center grant funding for professional design services for this project.

There being no discussion, Commissioner Mills moved to approve Contract Amendment #1 with Halff Associates, Inc., for Design Services for the Hobbs Family Aquatics Center. Commissioner Smith seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the contract amendment and supporting documentation are attached.

Resolution No. 7576 - Authorizing a Large Entity Discount at the CORE (Center of Recreational Excellence) (Doug McDaniel, Recreation Director)

Mr. Doug McDaniel, Recreation Director, stated to expand the CORE's current membership program and afford large entities, who have a minimum of 300 employees, a discount that would be beneficial for both the large entity and the CORE, a Large Entity Membership Program and associated fees is being proposed. Large Entities will pay for an Annual Family Membership, at a discount of 50%, for a minimum of 300 employees. If a Large Entity Membership pays for Annual Family Memberships for 300 employees, this will generate \$94,050.00 in revenue (\$313.50 x 300). With an enrollment fee of \$4,000.00, minimum revenue per entity will be \$98,050.00. The total revenue will depend on the number of entities participating and the number of employees for each entity.

Mr. Randall stated the plans are all family plans and the first 300 will be paid at 100%. The first large entity who has expressed interest in participating is URENCO. Mr. Randall stated there are a handful of businesses within city limits that have over 300 employees. He stated the companies think this will be a great opportunity for their staff.

Commissioner Penick commented that some URENCO members may already have a membership so this could be a loss of revenue to the CORE if they cancel and go with the membership that URENCO has.

Mr. Randall stated the company would provide a roster of all their employees and they would have to track as far as the first 300 and note who is getting the deal and who is not.

Mayor Cobb stated when the fees for Rockwind and the CORE were designed, it was designed as a Resolution. He explained this is a marketing effort on behalf of the City to generate revenue and encourage people to live and work in Hobbs. If this does not

work out, it can be changed and brought before the next Commission meeting if there needs to be a modification or change made.

Commissioner Mills stated a company who has a lot of employees like URENCO may have employees who are probably choosing to live in other places like Seminole and Andrews, Texas. He stated there are a lot of quality of life issues that cause people to live somewhere else. It should hit us hard that someone would rather live in Seminole than in Hobbs. Commissioner Mills stated one of the nicest things we have in Hobbs is the CORE. When young people choose to live here they see the CORE and may choose to live in Hobbs only because of this facility.

There being no further discussion, Commissioner Penick moved to approve Resolution No. 7576 as presented. Commissioner Mills seconded the motion and roll call vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the resolution and supporting documentation are attached.

Comments by City Commissioners, City Managers

Mr. Randall stated all Department Heads and City staff wish the Commission and citizens the happiest of holidays a very Merry Christmas. He stated City Hall will be open until noon on December 24th and closed all day on Christmas Day.

Commissioner Smith wished everyone a Merry Christmas and stated he will see everyone here next year.

Mayor Cobb wished everyone a Merry Christmas and safe travels for those traveling this season.

ADJOURNMENT

There being no further business or comments, Commissioner Calderón moved that the meeting adjourn. Commissioner Penick seconded the motion and the vote was recorded as follows: Smith yes, Mills yes, Calderón yes, Penick yes, Gerth yes, Cobb yes. The motion carried and the meeting adjourned at 6:40 p.m.

SAM COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS
STAFF SUMMARY FORM

MEETING DATE:
January 6, 2025

SUBJECT: Minutes of the December 16, 2024, Commission Work Session

DEPT OF ORIGIN: City Clerk

DATE SUBMITTED: 12/26/2024

SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

Minutes of the Commission work session held on December 16, 2024.

Fiscal Impact:

N/A

Attachments:

December 16, 2024 - work session minutes

Recommendation:

Motion to approve the minutes.

Approved By:

Jan Fletcher, City Clerk 12/30/2024

Manny Gomez, City Manager 12/30/2024

Minutes of the work session of the Hobbs City Commission held on Monday, December 16, 2024, in the City Commission Chamber, 200 East Broadway, 1st Floor Annex, Hobbs, New Mexico. The meeting was also viewable to the public via Livestream on the City's website at www.hobbsnm.org.

Mayor Cobb called the work session to order at 5:00 p.m. and welcomed everyone in attendance. The City Clerk called the roll and the following were present:

Mayor Sam D. Cobb
Commissioner Finn Smith
Commissioner Christopher Mills (*arrived at 5:15 p.m.*)
Commissioner Joseph D. Calderón
Commissioner Dwayne Penick (*arrived at 5:10 p.m.*)
Commissioner Don Gerth

Absent: Commissioner Larron B. Fields

Also present were Mr. Todd Randall, Assistant City Manager, and Ms. Jan Fletcher, City Clerk. Other staff members and public were also present.

Mayor Cobb stated the purpose of today's work session is to discuss the design for the Hobbs Family Aquatics Center. He stated Mr. Layne Olivo from Halff & Associates is present to view the final design concept along with Mr. Doug McDaniel, Recreation Director.

Mr. McDaniel stated this final concept presentation will fulfill all of the contractual obligations of the first phase of the design for the proposed Aquatics Center. He stated Mr. Olivo is available to answer questions on this final design.

Mr. Olivo, the Design Team Lead from Halff & Associates, briefly went over the history of the master plan before reviewing the updated final design. He presented a PowerPoint Presentation which displayed the Final Concept for the Hobbs Family Aquatics Center. He stated it first started in June with a kick off meeting followed by a vision session with stakeholders along with a public meeting engagement. From there, they went into a preliminary master plan development. He showed the Commission an area on the map which is the Taylor Ranch area off of Bender Blvd. This area is light industrial, residential and open spaced. Two concepts were developed from this plan, Concept A and Concept B. These two concepts have about 2 acres inside the fence, with one layout being a more linear concept and one being more of a natural concept. Based off of the last meeting, the more natural layout was the preferred layout. Mr. Olivo stated that feedback was considered when developing the final plan.

Mr. Olivo presented a picture of the final concept, which he explained goes right to left. The left side presents the lower energy activities and off to the right, presents the higher energy activities. He gave an overview of each section with example pictures of how the pool and play area would look.

In response to Mayor Cobb's question, the estimated budget for the capital cost of the facility is approximately \$17 million dollars.

In reply to Commissioner Smith's inquiry about the estimated operating costs, Mr. Olivo stated he hopes to have that amount at the next phase of design.

In answer to Commissioner Gerth's inquiry, one of the aquatic consultants stated approximately 500,000 gallons of water is an estimate of the amount of the water which will be needed to operate this facility.

Mayor Cobb stated the number of lifeguards required would be determined on the final design and the function of activities there would be at the facility.

Commissioners Penick and Mills arrived to the work session at 5:10 p.m. and 5:15 p.m., respectively.

In response to Mayor Cobb's inquiry, Mr. Olivo quickly advanced through the slides a second time.

Mayor Cobb inquired about the shaded parking areas and if people will be able to enter the complex in their vehicle.

Mr. Olivo stated the entry will be through one designated entry area and vehicles can then park on either side of the facility as shown on the map.

In response to Commissioner Gerth's inquiry, Mr. Olivo stated there is a food truck area inside and outside of the fenced aquatics area. They wanted to give people the option of being able to purchase food inside the facility without having to walk outside of the facility and risk not being able to get back in.

Mr. McDaniel stated he appreciated the efforts of Halff & Associates in getting the City to this point. He stated they did a great job at listening to those in the community and to staff in terms of the amenities we would like to see in a regional aquatics center which would draw people from the region into the area. He stated it is a step up from anything we currently have. Mr. McDaniel stated there are a lot of opportunities for those to come and participate in everything this aquatics center will have to offer.

Mr. McDaniel stated there will be an item on the regular Commission agenda tonight for consideration to get through the next phase of this whole process, in terms of the grant fund dollars the City received through the Regional Recreation Center Grant solicited by the State a couple of years ago. He stated he looks forward to the process and hearing any additional feedback from the Commission.

There being no further discussion, Mayor Cobb adjourned the work session at 5:25 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS

STAFF SUMMARY FORM

MEETING DATE:
January 6, 2025

SUBJECT: Resolution No. 7577 - Authorizing the Mayor to Make Appointments to Various City Advisory Boards

DEPT OF ORIGIN: City Manager

DATE SUBMITTED: 12/16/2024

SUBMITTED BY: Julie Nymeyer, Executive Assistant

Summary:

Resolution No. - Authorizing the Mayor to Make Appointments to Various City Advisory Boards

Summary:

LIBRARY BOARD (Two-year terms expiring March 31, 2027)

Carley Pettigrew appointed to fill the vacancy for Sandy Goad

VETERANS BOARD (Two-year terms expiring March 31, 2026)

Angela Courter appointed to fill the vacancy for Clarence Benford

LODGERS' TAX BOARD (Three-year terms expiring January 1, 2028)

Thomas K. Wilson - re-appoint

Terry Sowell – re-appoint

Fiscal Impact:

There is no Fiscal Impact

Attachments:

Reso for Advisory Boards 1-6-2025

Recommendation:

Recommend to approve Resolution

Approved By:

Manny Gomez, City Manager 12/23/2024

Toby Spears, Finance Director 12/27/2024

Valerie Chacon, City Attorney 12/30/2024

Manny Gomez, City Manager 12/30/2024

CITY OF HOBBS

RESOLUTION NO. 7577

A RESOLUTION AUTHORIZING THE MAYOR
TO MAKE APPOINTMENTS TO
THE CITY OF HOBBS ADVISORY BOARDS

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to make appointments to the following advisory boards:

LIBRARY BOARD (Two-year terms expiring March 31, 2027)

Carley Pettigrew is appointed to fill the vacancy for Sandy Goad

VETERANS BOARD (Two-year terms expiring March 31, 2026)

Angela Courter is appointed to fill the vacancy for Clarence Benford

LODGERS' TAX BOARD (Three-year terms expiring January 1, 2028)

Thomas K. Wilson II – re-appoint

Terry Sowell – re-appoint

PASSED, ADOPTED AND APPROVED this 6th day of January, 2025.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CITY OF HOBBS

STAFF SUMMARY FORM

MEETING DATE:
January 6, 2025

SUBJECT: Consideration of Approval of the Paid Time Off (PTO) Payout for Calendar Year 2024

DEPT OF ORIGIN: City Manager

DATE SUBMITTED: 12/19/2024

SUBMITTED BY: Toby Spears, Finance Director

Summary:

Section 2.56 of the Hobbs Municipal Code, Article 8 sets the Paid Time Off Cap at 320 hours for all general employees and 456 hours for all fire department employees and allows police the option to buy down to 320 from their 456 cap. At the end of the calendar year, any employee who is over his/her Paid Time Off Cap shall be paid for every hour over his/her Paid Time Off Cap.

Article 8 additionally states that in the event the City's general fund cash reserve dips below 20% at the end of a fiscal year, the City may elect to increase Paid Time Off Caps until the following year in which general fund cash reserve is above 20%.

Budgeted general fund reserve after BAR # 1 is currently 59%

The City of Hobbs would like to proceed with the PTO Payout for the current calendar year

Fiscal Impact:

The current PTO payout would be between \$334,197.54 and \$368,485.69 depending on potential police buy down options. The FY 25 budget for the annual PTO Payout is currently set to \$267,619.00 The payout is between 25% and 38% above the current budget.

A re-class of salary will be used to cover the difference

Attachments:

PTO Buyout FY25

Recommendation:

Motion to approve

Approved By:

Manny Gomez, City Manager 12/30/2024

Toby Spears, Finance Director	12/30/2024
Valerie Chacon, City Attorney	12/31/2024
Manny Gomez, City Manager	

FY25 PTO Buyout

Regular Employees:															
Emp #	Last Name	First Name	Loc	Table Desc	Liability	SOY Balance	Earned	Used	Balance	Limit	Balance over limit	Hourly Rate	PTO Buyout		
3140	RANDALL	THOMAS	0110	PTO R G	44,760.81	359.0000	240.0000	150.00	449.0000	320.00	129.0000	99.69	12,860.01		
2969	ENRIQUEZ	ADRIAN	0220	PTO FIRE	32,028.46	723.4800	339.4800	339.48	723.4800	456.00	267.4800	44.27	11,841.34		
3509	HENRY	CHRISTOPHER	0220	PTO FIRE	37,955.11	450.8200	305.8800	95.00	661.7000	456.00	205.7000	57.36	11,798.95		
2844	SPEARS	TOBY	0140	PTO TS	43,048.80	359.0000	232.0000	159.00	432.0000	320.00	112.0000	99.65	11,160.80		
2481	RAY	TODD	4610	PTO REG	30,985.12	512.0000	240.0000	256.00	496.0000	320.00	176.0000	62.47	10,994.72		
1652	GOMEZ	MANUEL	0110	PTO R G	43,739.52	424.0000	240.0000	246.00	418.0000	320.00	98.0000	104.64	10,254.72		
4632	GUERRERO	RICKY	0203	PTO REG	28,976.08	460.0000	184.0000	172.00	472.0000	320.00	152.0000	61.39	8,840.16		
3653	HUGHES	MATTHEW	4315	PTO REG	28,579.96	423.0000	216.0000	187.00	452.0000	320.00	132.0000	63.23	8,346.36		
5269	CONTRERAS-VALENZUELA	JUAN	0220	PTO FUNION	24,049.48	684.7350	238.6800	232.74	690.6800	456.00	234.6800	34.82	8,171.56		
3601	BROTHERTON	KENNETH	4370	PTO REG	21,629.89	453.0000	216.0000	158.50	510.5000	320.00	190.5000	42.37	8,071.49		
4932	CREED	LONNIE	0220	PTO FUNION	24,770.59	527.0400	269.4800	123.04	673.4800	456.00	217.4800	36.78	7,998.91		
5882	WILLIAMS	JERRY	0422	PTO REG	19,520.00	453.7500	168.0000	133.75	488.0000	320.00	168.0000	40.00	6,720.00		
4531	MARINOVICH	ADAM	0220	PTO REG	26,147.88	446.0000	192.0000	212.00	426.0000	320.00	106.0000	61.38	6,506.28		
3516	WARNER	NANCY	0326	PTO REG	16,304.06	498.0000	216.0000	182.75	531.2500	320.00	211.2500	30.69	6,483.26		
3833	SANFORD	JEFFREY	0145	PTO REG	20,499.52	450.5000	216.0000	202.50	464.0000	320.00	144.0000	44.18	6,361.92		
4742	BLANDIN	MATTHEW	0145	PTO REG	22,924.00	448.0000	192.0000	200.00	440.0000	320.00	120.0000	52.10	6,252.00		
4504	CORRAL	DEBORAH	0140	PTO REG	28,755.84	444.0000	184.0000	220.00	408.0000	320.00	88.0000	70.48	6,202.24		
3088	HERRERA	RYAN	0220	PTO FIRE	34,658.77	369.4250	293.2800	115.00	547.7050	456.00	91.7050	63.28	5,803.09		
3108	HAMILTON	ROBERT	0310	PTO REG	20,592.72	445.0000	240.0000	241.00	444.0000	320.00	124.0000	46.38	5,751.12		
5433	PUCCIO	MARY	4017	PTO REG	19,689.12	434.0000	168.0000	150.00	452.0000	320.00	132.0000	43.56	5,575.68		
3465	USSERY	BRYAN	0423	PTO REG	19,994.24	436.2500	216.0000	204.25	448.0000	320.00	128.0000	44.63	5,712.64		
3069	LEWIS	DEBRA	4630	PTO REG	20,886.80	480.0000	240.0000	280.00	440.0000	320.00	120.0000	47.47	5,696.40		
4930	MALDONADO	LOU	0320	PTO REG	18,690.48	352.5000	191.0000	84.50	459.0000	320.00	139.0000	40.72	5,660.08		
2549	DOMINGUEZ	ELENA	4016	PTO REG	17,140.28	442.0000	168.0000	136.25	473.7500	320.00	153.7500	36.18	4,631.04		
4597	ANDERSON	JOEL	0326	PTO REG	14,530.56	509.5000	192.0000	189.50	512.0000	320.00	192.0000	28.38	5,448.96		
4909	SILVA	JESSICA	0209	PTO REG	17,363.10	329.7500	192.0000	56.75	465.0000	320.00	145.0000	37.34	5,414.30		
4502	MAYNARD	CHRISTOPHER	4620	PTO REG	16,920.46	474.0000	192.0000	200.00	466.0000	320.00	146.0000	36.31	5,301.26		
3615	VASQUEZ	JOSEPH	0220	PTO FIRE	26,140.40	459.6250	305.8800	195.63	569.8800	456.00	113.8800	45.87	5,223.68		
5702	MUNIZ	BARRY	4016	PTO REG	16,809.06	414.0000	168.0000	130.75	451.2500	320.00	131.2500	37.25	4,889.06		
3480	NYMEYER	JULIE	0110	PTO REG	17,321.06	412.0000	216.0000	192.25	435.7500	320.00	115.7500	39.75	4,601.06		
3853	FUNK	MELISSA	0208	PTO REG	15,966.72	381.0000	216.0000	149.00	448.0000	320.00	128.0000	35.64	4,561.92		
4392	DOPORTO	MARK	0220	PTO REG	26,867.80	305.1550	201.0000	122.00	384.1550	320.00	64.1550	69.94	4,487.00		
2149	WILLIAMS	SHAWN	0220	PTO REG	22,655.22	439.0000	240.0000	280.00	399.0000	320.00	79.0000	56.78	4,485.62		
4781	YOUNGBLOOD	SCOT	0415	PTO REG	16,235.77	442.7500	360.0000	371.75	431.0000	320.00	111.0000	37.67	4,181.37		
3369	CLAY	TENNIE	0207	PTO REG	14,301.28	469.7500	222.0000	239.75	452.0000	320.00	132.0000	31.64	4,176.48		
3652	DUNFORD	BARBARA	0330	PTO REG	10,207.49	480.0000	216.0000	163.25	532.7500	320.00	212.7500	19.16	4,076.29		
3196	QUIROZ	JESSICA	0203	PTO REG	13,773.86	392.0000	215.0000	155.25	451.7500	320.00	131.7500	30.49	4,017.06		
4710	GUTIERREZ	MARTIN	4610	PTO REG	16,543.80	470.0000	192.0000	242.00	420.0000	320.00	100.0000	39.39	3,939.00		
3650	HENRY	JULIA	0125	PTO REG	12,422.75	429.0000	216.0000	182.50	462.5000	320.00	142.5000	26.86	3,827.55		
2871	ADCOCK	WALTER	0413	PTO REG	11,902.80	512.0000	240.0000	297.00	455.0000	320.00	135.0000	26.16	3,531.60		

FY25 PTO Buyout

1937	TREVINO	EDWARD	0420	PTO REG	16,996.56	448.0000	240.0000	286.00	402.0000	320.00	82.0000	42.28	3,466.96		
5539	VITT	DOUGLAS	4019	PTO REG	9,272.00	460.2500	168.0000	140.25	488.0000	320.00	168.0000	19.00	3,192.00		
3793	SPROUSE	TERRY	0423	PTO REG	13,162.33	344.0000	216.0000	141.75	418.2500	320.00	98.2500	31.47	3,091.93		
4588	SANTA	SUSAN	0204	PTO REG	10,790.90	480.0000	192.0000	229.75	442.2500	320.00	122.2500	24.40	2,982.90		
6212	TREVINO	EDWARD	0220	PTO FUNION	14,285.84	426.8200	210.1800	71.00	566.0000	456.00	110.0000	25.24	2,776.40		
3523	NELSON	MICHAEL	0220	PTO FIRE	22,082.40	551.7200	305.8800	339.72	517.8800	456.00	61.8800	42.64	2,638.56		
5829	PORRAS	FRANCISCO	0145	PTO REG	15,885.71	378.2500	168.0000	163.00	383.2500	320.00	63.2500	41.45	2,621.71		
6246	SALMON	LUCAS	0220	PTO FUNION	14,070.80	516.0000	204.4800	163.00	557.4800	456.00	101.4800	25.24	2,561.36		
2443	RAMIREZ	PLACIDO	0320	PTO REG	14,452.40	357.5000	240.0000	212.00	385.5000	320.00	65.5000	37.49	2,455.60		
3508	AMADOR	JOSEFF	0145	PTO REG	14,376.96	424.0000	216.0000	256.00	384.0000	320.00	64.0000	37.44	2,396.16		
3815	VILLALOBOS	ANNA	0190	PTO REG	12,616.11	224.7500	216.0000	46.25	394.5000	320.00	74.5000	31.98	2,382.51		
3864	FINNEY	ROYCE	0423	PTO REG	12,952.26	363.0000	208.0000	184.25	386.7500	320.00	66.7500	33.49	2,235.46		
3491	CAMPOS	JACOB	0410	PTO REG	12,440.09	428.5000	216.0000	259.00	385.5000	320.00	65.5000	32.27	2,113.69		
5441	KIRKES	BENJAMIN	4316	PTO REG	15,021.36	352.2500	168.0000	148.25	372.0000	320.00	52.0000	40.38	2,099.76		
3564	OWENS	ROSIANNA	4017	PTO REG	9,022.64	415.0000	171.0000	169.25	416.7500	320.00	96.7500	21.65	2,094.64		
2688	BELYEU	CHRISTA	0145	PTO REG	22,292.16	388.0000	240.0000	276.00	352.0000	320.00	32.0000	63.33	2,026.56		
3763	MUNRO	MARK	0203	PTO REG	15,725.95	356.0000	216.0000	205.00	367.0000	320.00	47.0000	42.85	2,013.95		
5682	PALMER	AARON	0421	PTO REG	15,066.53	338.5000	168.0000	142.75	363.7500	320.00	43.7500	41.42	1,812.13		
3138	TARANGO	CECILIA	4630	PTO REG	9,647.20	358.0000	240.0000	209.00	389.0000	320.00	69.0000	24.80	1,711.20		
4081	ZACHARIAS	PETER	4685	PTO REG	16,964.50	383.0000	212.0000	245.00	350.0000	320.00	30.0000	48.47	1,454.10		
5115	HUGHES	MICHAL	0330	PTO REG	17,495.84	420.0000	168.0000	244.00	344.0000	320.00	24.0000	50.86	1,220.64		
3425	BILANO	JONATHAN	0220	PTO FIRE	18,568.71	545.6400	305.8800	363.64	487.8800	456.00	31.8800	38.06	1,213.35		
5484	EDWARDS	CUTTER	0220	PTO FUNION	11,947.02	530.4600	238.6800	270.10	499.0400	456.00	43.0400	23.94	1,030.38		
5851	SALCIDO ALCANTAR	ANABEL	4016	PTO REG	7,564.21	210.2500	168.0000	8.00	370.2500	320.00	50.2500	20.43	1,026.61		
5624	GILL	KATERINA	4017	PTO REG	7,581.53	275.7500	161.0000	69.25	367.5000	320.00	47.5000	20.63	979.93		
6157	PITTMAN	BRANDON	0220	PTO FUNION	12,758.20	307.9700	218.7300	36.00	490.7000	456.00	34.7000	26.00	902.20		
5030	MCDANIEL	DOUGLAS	0330	PTO DPT HD	22,816.15	272.0000	201.0000	140.50	332.5000	320.00	12.5000	68.62	857.75		
4774	WILSON	CHANTLEY	4650	PTO REG	15,119.40	222.5000	192.0000	75.50	339.0000	320.00	19.0000	44.60	847.40		
4404	CORLEY	DUSTIN	0220	PTO FUNION	11,762.64	341.0700	273.6800	124.64	490.1100	456.00	34.1100	24.00	818.64		
4501	INMAN	RYAN	0220	PTO FUNION	17,816.11	412.9500	272.2800	210.64	474.5900	456.00	18.5900	37.54	697.87		
3648	LIKINS	AUDREY	4027	PTO REG	9,804.33	239.0000	216.0000	115.75	339.2500	320.00	19.2500	28.90	556.33		
6625	MILLER	CODY	0220	PTO FUNION	10,216.95	310.9300	204.4800	36.64	478.7700	456.00	22.7700	21.34	485.91		
6392	GAYTAN	KYLE	0412	PTO REG	9,450.74	278.0000	144.0000	96.00	326.0000	320.00	6.0000	28.99	173.94		
4912	KIBAD	ROGER	4370	PTO REG	9,901.50	429.5000	192.0000	299.50	322.0000	320.00	2.0000	30.75	61.50		
													318,856.99		
Part Time Employees:															
Emp #	Last Name	First Name	Loc	Table Desc	Liability	SOY Balance	Earned	Used	Balance	Limit	Hours over limit	Hourly Rate	PTO Buyout		
6371	BARRETT	JORDAN	4016	PTO REG	3,769.92	189.2500	72.0000	37.25	224.0000	160.00	64.0000	16.83	1,077.12		
6528	FERNANDEZ MARQUEZ	LAURA	4016	PTO REG	3,297.15	143.5000	72.0000	0.00	215.5000	160.00	55.5000	15.30	849.15		
5244	DE LA ROSA	HALEY	0335	PTO REG	5,341.41	55.7500	144.0000	15.50	184.2500	160.00	24.2500	28.99	703.01		
													2,629.28		

FY25 PTO Buyout

HPD Employees:															
Emp #	Last Name	First Name	Loc	Table Desc	Liability	SOY Balance	Earned	Used	Balance	Limit	Hours over 456	Rate of Pay	456 buyout	Hours over 320	320 Buyout
3236	BUTLER	STEVEN	0206	PTO POLICE	28,459.09	535.0000	240.0000	85.25	689.7500	456.00	233.75	41.26	9,644.53	369.75	15,255.89
5081	SEAY	DUSTIN	0202	PTO POLICE	19,140.75	518.0000	175.0000	150.00	543.0000	456.00	87.00	35.25	3,066.75	223.00	7,860.75
4440	BERDOZA	ERIC	0202	PTO POLICE	21,967.20	474.0000	192.0000	234.00	432.0000	456.00		50.85	-	112.00	5,695.20
3925	MARINOVICH	BRANDON	0202	PTO POLICE	21,559.44	299.0000	192.0000	60.50	430.5000	456.00		50.08	-	110.50	5,533.84
4015	ENGLISH	MILDRED	0206	PTO POLICE	11,754.48	355.5000	216.0000	163.50	408.0000	456.00		28.81	-	88.00	2,535.28
5110	MANN	NIKOLAS	0202	PTO POLICE	15,371.00	420.5000	168.0000	184.00	404.5000	456.00		38.00	-	84.50	3,211.00
6394	TEAGUE	JAMES	0202	PTO POLICE	12,364.40	327.2500	144.0000	84.50	386.7500	456.00		31.97	-	66.75	2,134.00
6167	GUERRERO	MANUEL	0202	PTO POLICE	12,260.50	270.5000	153.0000	40.00	383.5000	456.00		31.97	-	63.50	2,030.10
3999	BLANCHARD	ROBERT	0207	PTO POLICE	14,611.36	408.5000	168.0000	200.50	376.0000	456.00		38.86	-	56.00	2,176.16
4060	HERRERA	JASON	0203	PTO POLICE	18,282.00	298.0000	138.0000	106.00	330.0000	456.00		55.40	-	10.00	554.00
4378	CLEMMER	JOSEPH	0202	PTO POLICE	12,448.41	309.3400	205.0000	194.00	320.3400	456.00		38.86	-	0.34	13.21
													12,711.28		46,999.42
											Total PTO Buyout at set limit		334,197.54		
											Plus Potential HPD buyout to 320		34,288.15		
											Potential PTO Buyout		368,485.69		
											FY25 Budget PTO Buyout (41109)		267,618.99		
											BAR #2 Budget Adjustment (from salary)		100,866.70		