



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

MEETING DATE: January 3, 2016

SUBJECT: PTO Payout
DEPT. OF ORIGIN: City Manager
DATE SUBMITTED: December 27, 2016
SUBMITTED BY: JJ Murphy, City Manager

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. 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%.

While the City ended FY16 with a budgeted general fund reserve of 31%, the general fund budgeted reserve is currently at 12%.

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

Fiscal Impact:

Reviewed By: 
Finance Department

The current PTO Payout would be \$243,124.95. The FY17 budget for the annual PTO Payout is currently set to \$233,067.11. The payout is 4% above the current budget.

Attachments:

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

Motion to approve.

Approved For Submittal By:

Department Director

City Manager

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Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied
Other _____ File No. _____