

CITY MANAGER'S MONTHLY REPORT

April, 2024

200 East Broadway
Hobbs, NM 88240
www.hobbsnm.org



Mayor
Sam D. Cobb

City Commission
R. Finn Smith – District 1
Christopher Mills – District 2
Larron Fields – District 3
Joseph D. Calderón – District 4
Dwayne Penick – District 5
Don Gerth – District 6

CITY MANAGER

City Manager Manny Gomez
Assistant City Manager Todd Randall
Executive Assistant Julie Nymeyer

CITY CLERK’S OFFICE

City Clerk Jan Fletcher
Deputy City Clerk Amelia Maldonado
Public Transportation Super. Jacque Pennington

CITY ENGINEER

Acting City Engineer Anthony Henry
Development Director Vacant
Building Official Scott Shed

COMMUNICATIONS DEPT.

Communications Director Meghan Mooney
Marketing Coordinator Chad Littlejohn

FINANCE DEPARTMENT

Finance Director Toby Spears
Assistant Finance Director Deborah Corral
MVD Manager Anna Villalobos

FIRE DEPARTMENT

Fire Chief Mark Doport
Deputy Fire Chief Vacant

GENERAL SERVICES DEPT.

Gen. Services Director Shelia Baker
Building Maintenance Mario Silva
Electrician Shawn Smith
Garage Fleet Manager Eddie Trevino
Streets Superintendent Bryan Ussery

HUMAN RESOURCES DEPT.

H. R. Director Nicholas Goulet
Assistant H.R. Director Tracy South
Risk Management Director Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director Christa Belyeu
Assistant I.T. Director Matt Blandin

LEGAL DEPARTMENT

City Attorney Valerie Chacon
Deputy City Attorney Vacant
Assistant City Attorney Amber Leja

LIBRARY SERVICES

Library Director Nichole Lawless
Assistant Library Director Vacant

MUNICIPAL COURT

Municipal Judge Bobby Arther
Court Administrator Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director Bryan Wagner
Rockwind Superintendent Matt Hughes
Parks Superintendent Lou Maldonado
Sports Fields Supervisor Josh Dellings

RECREATION DEPT.

Recreation Director Doug McDaniel
CORE Facility Director Lyndsey Henderson
Rockwind PGA Prof. Ben Kirkes
Recreation Supt./Teen Center Michal Hughes
Senior Center Coordinator Mary Puccio

POLICE DEPARTMENT

Police Chief August Fons
Deputy Chief Shane Blevins
Code Enforcement Supt. Jessica Silva
HAAC Superintendent Missy Funk

UTILITIES DEPARTMENT

Utilities Director Tim Woomer
WWRF Supt. Bill Griffin
WWRF Maint. Supt. Todd Ray
Water Office Manager Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

Office: (575) 397-9206
Email: jnymeyer@hobbsnm.org

Julie Nymeyer
Executive Assistant

May 29, 2024

To: Mayor, City Commission, City Staff and Citizens of Hobbs

Attached is the City Manager's Monthly Report for the month of April, 2024. This report provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.

This month the City of Hobbs Social Well Being Committee and the Department Heads held the Annual Employee Breakfast at the Senior Center. The Employee Breakfast was very well attended by City of Hobbs employees who received a hot breakfast and some time to enjoy hanging out with fellow employees.

The City of Hobbs also assisted with the Downtown Slam & Jam Gus Macker Tournament this month with a record setting 246 teams. The event was a huge success and a big thank you to everyone who participated!

Sincerely,


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - April 2024

	Feb-24	Mar-24	Apr-24
Business Registrations - New	20	30	26
Business Registrations - New Owner	0	10	0
Business Registrations- Change of Address	2	2	1
Renewals	95	6	5
Web Payment Renewals	0	4	4
Total Business Registrations Activity	117	36	31
Active Business Registrations for the Month	2218	2233	2245
Fireworks	0	0	0
Junk Yard Licenses	1	0	0
Liquor License	0	0	0
Mobile Business Licenses	7	5	1
Pawn Brokers	1	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	1	0
Temporary Vendor's Licenses	1	0	0
Cemetery Deeds Issued/Processed	42	23	32
Public Documents Notarized	131	81	89
Public Records Request	46	38	27
Regular City Commission Meetings <i>4/1/24 4/15/24</i>	0	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	0	0	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	8	11	7
Consideration of Approval	1	4	3
Total Volume of Transactions on Tyler Cashiering	449	355	341
Total Amount	\$ 411,170.38	\$ 769,552.25	\$ 436,426.01
Web Payments Online for All Departments	\$ -	\$ 140.00	\$ 140.00
Grand Total	\$ 411,170.38	\$ 769,692.25	\$ 436,566.01

CITY OF HOBBS BUILDING DEPARTMENT REPORT

Total Type of Construction

for period ending April 01, 2024-April 30, 2024

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	6	\$9,000.00	\$590.00
COMM PLUMBING	Commercial	15	\$22,500.00	\$1,213.00
COMM SEWER TAP & EXCAVATION	Commercial	2	\$3,000.00	\$830.00
COMMERCIAL ADDITION	Commercial	1	\$16,800.00	\$144.00
COMMERCIAL ELECTRICAL	Commercial	16	\$24,000.00	\$1,540.00
COMMERCIAL FENCE	Commercial	1	\$65,000.00	\$300.00
COMMERCIAL FOOTING/FOUNDATION	Commercial	1	\$10,123.00	\$144.00
COMMERCIAL REMODEL	Commercial	6	\$359,020.00	\$1,428.00
COMMERCIAL RE-ROOFING	Commercial	1	\$18,700.00	\$120.00
COMMERCIAL SIGN	Commercial	2	\$42,000.00	\$348.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	3	\$583,293.00	\$1,480.32
TOTAL		55	\$1,154,936.00	\$8,162.32

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	9	\$13,500.00	\$645.00
RES PLUMBING	Residential	32	\$48,000.00	\$1,606.00
RES SEWER TAP & EXCAVATION	Residential	6	\$9,000.00	\$1,990.00
RESIDENTIAL ADDITION	Residential	3	\$259,000.00	\$984.00
RESIDENTIAL CANOPY	Residential	1	\$1,400.00	\$24.00
RESIDENTIAL CARPORT	Residential	3	\$33,400.00	\$396.00
RESIDENTIAL CURB CUTS	Residential	3	\$29,200.00	\$40.00
RESIDENTIAL DEMOLITION	Residential	1	\$4,000.00	\$0.00
RESIDENTIAL ELECTRICAL	Residential	34	\$51,000.00	\$2,478.00
RESIDENTIAL FENCE	Residential	5	\$36,500.00	\$100.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	2	\$12,700.00	\$108.00
RESIDENTIAL MANUFACTURED HOME	Residential	2	\$236,149.00	\$180.00
RESIDENTIAL REMODEL	Residential	11	\$120,477.00	\$816.00
RESIDENTIAL RE-ROOF	Residential	23	\$253,676.00	\$2,256.00
RESIDENTIAL SINGLE FAMILY	Residential	8	\$3,619,100.00	\$7,903.85
RESIDENTIAL SOLAR	Residential	1	\$55,000.00	\$300.00
RESIDENTIAL STORAGE	Residential	4	\$126,090.00	\$1,092.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$90,000.00	\$384.00
TOTAL		149	\$4,998,192.00	\$21,302.85

COMMERCIAL		55	\$1,154,936.00	\$8,162.32
RESIDENTIAL		149	\$4,998,192.00	\$21,302.85
TOTAL COMBINED		204	\$6,153,128.00	\$29,465.17

COMMUNICATIONS DEPARTMENT

APRIL 2024 CITY MANAGER'S REPORT

SOCIAL MEDIA STATS AT A GLANCE

City of Hobbs Instagram and Facebook pages only
(other departments not included)

FACEBOOK STATS

Reach

25.2K ↓ 20%

Content Interactions

1.2 K ↑ 1.6%

Followers

Lifetime

11.3K

Link Clicks

24 ↓ 73%

INSTAGRAM STATS

Reach

1.2k ↓ 11%

Content Interactions

411 ↑ 48.4%

Followers

Lifetime

2.3K

Link Clicks

0 0%

Citizens continue to engage with our posts in a variety of ways, particularly with local-interest stories and those that display the human side of various City departments, particularly when displaying staff photos. We are increasing the frequency of these posts, as well as working with other departments and non-profits to promote information. We are working on using positive "doer" language in posts to encourage viewers to take action, e.g. "Be a Voter!" instead of "Go Vote!"

SIGNIFICANT ACTIONS THIS MONTH

REACHED 1,761 USES OF
TEXTMYGOV

WORKED ON VIDEO
SCRIPT WITH HPD FOR
UPCOMING PSA AD

COVERED DTS&J GUS
MACKER TOURNAMENT
& CORE ADAPTIVE
SPORTS EXPO

INCREASED WORK FOR
OTHER DEPARTMENTS
REQUIRING DESIGNS

We covered the Downtown Slam & Jam Gus Macker Tournament this month (a record 246 teams), as well as the Adaptive Sports Expo at the CORE, which brought in multiple out-of-town organizations to participate and show off equipment.

We continue to work on expanding the keywords, phrases, and responses from TextMyGov as more citizens engage with it.

We continue to create a greater variety of posts for various days to highlight other departments, events, and special days on a regular basis.

Usage of videography in advertising of CORE events and recaps of successes has increased throughout the year.

Planning for the 2024 Memorial Day Ceremony has begun with multi-department involvement.

TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook.
Over 4.0K reach each (OVER 7K for DS&J Gus Macker Tournament).



April 2024

General Services – Building Maintenance

Work performed by City Carpenters

1	Locks Installed/Switched
2	Remove items from Wall
30	Ceiling Tiles Replaced
1	Trim Repair
60	Items Hung
4	Roof Inspections
2	Furniture Assembled
3	Cabinets Repaired
6	Door Repairs
6	Doors Adjusted
1	Baseboard Repair
5	Chairs Stripped/Sanded
29	Drywall Patches/Paint
1	TV Installed

Location of work performed

87	City Hall
7	Jail
5	Municipal Court
38	Hobbs Police Dept.
5	Shop
1	Utilities
6	MVD
2	State Police

Break down of work performed by the Electricians

3	Light repairs
25	AC repairs
3	Heater repairs
13	General electrical work

Location of work performed

3	Library
3	Annex
3	PD
14	Fire stations
3	DA building
7	Parks
3	AAC
5	Streets
2	Municipal Court
2	Hobbs Express

Break down of work performed by the Electricians

25	Light repairs
3	AC repairs
16	Heater repairs
13	General electrical work
10	CORE work
3	Nonelectrical work

Location of work performed.

10	CORE
3	Library
15	City hall
3	Annex
4	Fire stations
2	DA building
3	Rockwind
6	Parks
4	Streets
3	Municipal Court
6	Hobbs Express



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
APRIL 2024**

ENGINEERING DEPARTMENT

The Engineering Department provides technical support to internal Departments & Public and oversees numerous major/minor capital improvement projects.

Community Programs & Services:

Addressing Assignment:

	This Month	2023 Total	2024 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	0	40	14

GIS-MAPPING DIVISION:

The Division manages a Geo-database, which encompasses 1,000 data features for the various categories. The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). A technical demonstration of our Mobile Lidar points is being hosted on a third-party website visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

April 2024

911 Conference: The GIS Division attended the New Mexico NENA and APCO conference for the Next Gen 911 training being offered by DFA. During the 3.5 day training, the GIS Division gained useful insight into the NG911 requirements, and the necessary steps to prepare for its implementation. Some of the key takeaways from the training: the MSAG is key to NG911 success, the State is planning on providing us an NG911 compatible dataset based on our existing data, the City will need to collaborate with Lea and Gaines county to ensure there are no overlapping boundaries and that our data matches up perfectly.

Hobbs MSAG Project: The GIS Division shared the current MSAG error report (from the DFA) with the City Engineering Department. The GIS Division had a Zoom meeting with the DFA to better understand the MSAG report. The Engineering Department and GIS Division will continue working on fixing MSAG errors as we work towards NG911. The DFA is considering possibly using its funds to assist the City of Hobbs in resolving these errors with the help of an outside vendor.

Field Maps Outage (Update): On April 3rd, 2024 ESRI published an update to their Field Maps application that fixed the outage. The GIS sent an email out to affected users to let them know to update the software and switch back to using the Portal to access web maps.

HPD Intersection Maps: The Hobbs Police Department reached out to the GIS Division for a set of intersection maps for use in crash recreations. The maps cover all the signalized intersections along with a select number of intersections that represent common roadway configurations. The GIS Division is waiting for the final review before the production of the maps, in both a hard copy 24"x24" set and a PDF set.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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Utilities Paper Maps: The GIS Division is working on ¼ section field maps for the Utilities Department. The purpose of these maps is to provide the Utilities Department with a hardcopy reference for the location of sewer lines, sewer manholes, water lines, valves, and fire hydrants. These maps will look somewhat similar to the paper maps the Utilities Department already has, but with updated data for water and sewer utilities.

Phase 13 Data Entry (update): The GIS Division has been periodically working on data entry from the Utilities Department’s GPS unit. Some of the data on the GPS unit went as far back as 2019. Due to the varying data quality on this GPS unit, the GIS Division has had to coordinate with the Utilities Dept. for clarification on GPS shots taken with this unit.

The Month’s Buffer Maps: The GIS division completed the following buffer maps (3) for use in Cannabis or Liquor License applications. These maps required a detailed search for church and school properties in the area of the requested address to comply with the City of Hobbs’ regulations.

Royal Boys LLC (1520 E. Alameda St.); Pecos Valley Production (2620 N. Lovington Hwy.); House of Flavor LLC (800 E. Broadway St.);

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City Commission Planning Summary:

City of Hobbs Growth Statistics

Land Development	2016	2017	2018	2019	2020	2021	2022	2023
Annexations	1.31	0	163.23	0	1.3	0	95.44	0.86
Subdivisions	1	3	1	5	4	6	10	4
Lots Gained	102	13	42	186	197	160	196	103
Summary Subdivisions	33	42	31	47	41	31	40	26

April - The City Commission reviewed and considered the following:

The Planning Board meeting was scheduled for April 16th at 10am.

Planning Board Summary:

April - The Planning Board reviewed and considered action on 2 items in a Regular Meeting:

- Review and Consider Plat Vacation and Dedication for roadway located in Carswell Addition Block 190 as submitted by owner, Lea County State Bank.



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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- Review and Consider Preliminary Plan for Dedication Plat for Adell Drive located off Millen Drive East of Lovington Highway.

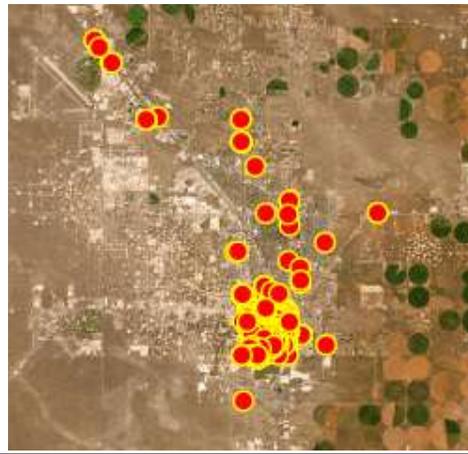
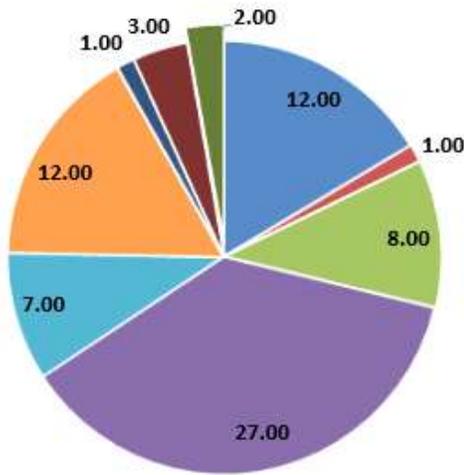


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
APRIL 2024**

TRAFFIC DIVISION:

The City of Hobbs has 42 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1829 STOP signs, 354 warning signs, 2489 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

Total 1,326 tracked intersections



- | | | |
|--------------------------------------|---------------------------------------|----------------------------------|
| ■ 13. Camera Service = 12 | ■ 21. School Zone Repaired = 1 | ■ 23. New Sign Made = 8 |
| ■ 26. Sign Install / Service = 27 | ■ 27. Pole Straighten / Re-bolted = 7 | ■ 28. Pole & Anchor Replace = 12 |
| ■ 29. Safe Hit Install / Replace = 1 | ■ 32. Int in Flash or Malfunction = 3 | ■ 36. 811 / Line Spot Hours = 2 |
-

Major Damage:

- No major damage for the month of April.

**Monthly Measurement
Finance Department
Fiscal Year 2024**

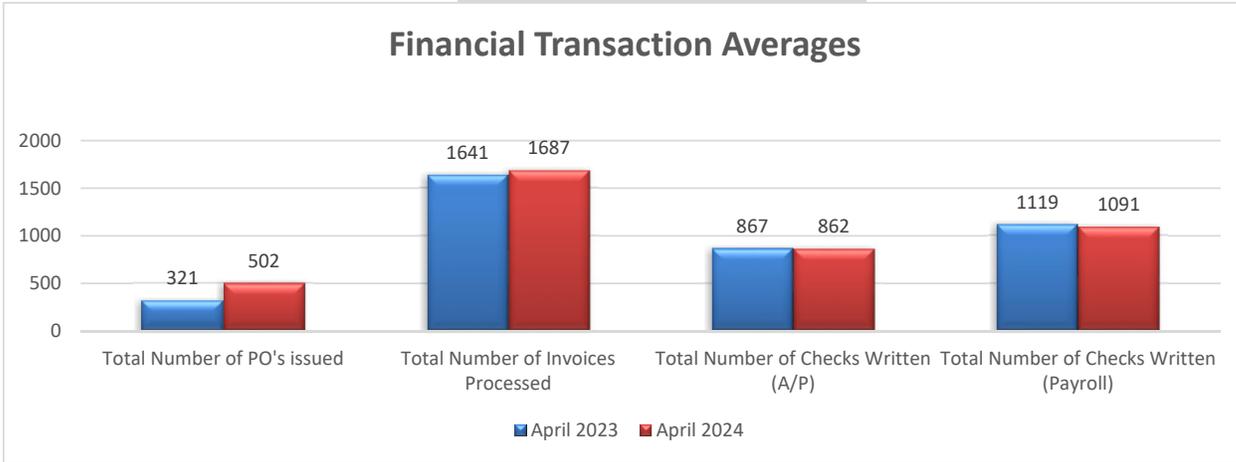
Cash Statistics	April 2023	April 2024
Beginning Cash Balance	161,194,678	190,631,866
Monthly Cash In (Revenue - all funds)	9,267,210	10,695,218
Monthly Cash Out (Expenditures - all funds)	9,947,523	10,549,601
Ending Cash Balance	160,514,364	190,269,368

Finance Transaction Statistics

	April 2023	April 2024
Total Number of PO's issued	321	502
Total Number of Invoices Processed	1641	1687
Total Number of Checks Written (A/P)	867	862
Total Number of Checks Written (Payroll)	1119	1091

daily average	23
daily average	77
weekly average	216
bi-weekly average	546

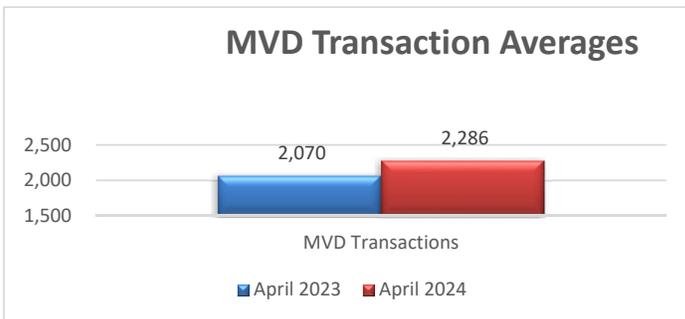
Financial Transaction Averages



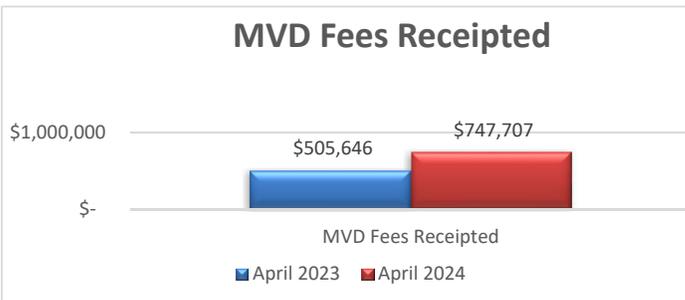
MVD Statistics	April 2023	April 2024
MVD Transactions	2,070	2,286
MVD Fees Received	\$ 505,646	\$ 747,707

daily average	104
daily average	\$ 33,987

MVD Transaction Averages



MVD Fees Received



April 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
272 HRS.	Street Sweeping
16 HRS.	Building Brooms
96 HRS.	Cold Mix Patching
496 HRS.	Crack Seal
48 HRS.	Alley Maintenance
120 HRS.	Storm Sewers and Inlets
32 HRS.	Maintenance
8 HRS.	Work in Welding Shop
40 HRS.	Work for PD
8 HRS.	Administrative
88 HRS.	Meetings
112 HRS.	Work for Garage
24 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
276 YDS	Sweepings
673 BOXES	Crack Seal Material
48 YDS	Alley Material
9 YDS	Cold Mix Used
252 YDS	Trash

Calls responded to:

Number	Type
16	Dispatched – accidents, spills, debris
10	Requests
3	Block Party

April - 2024

General Services - Garage

In April - 2024 The City Garage had a total of 189 Repair Orders/Invoices. Of the 189 R.O./Invoices, 122 were repaired in house and 67 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 70,089.26 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	11	0	1,026.69	1,020.00	0.00	0.00	2,046.69
Accident Repair	0	1	0.00	0.00	0.00	0.00	0.00
Air Intake	0	0	0.00	0.00	0.00	0.00	0.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	13	12	2,256.85	952.00	1,395.15	299.00	4,903.00
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	6	3	3,995.27	680.00	8,295.05	2,443.50	15,413.82
Charging	15	0	2,244.96	884.00	0.00	0.00	3,128.96
Clutch	1	0	5.00	204.00	0.00	0.00	209.00
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	1	0	77.86	34.00	0.00	0.00	111.86
Engine	2	2	544.19	238.00	1,854.30	3,290.00	5,926.49
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Filters	0	0	0.00	0.00	0.00	0.00	0.00
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	1	1	5.00	34.00	1,015.72	990.00	2,044.72
Hydraulics	0	3	0.00	0.00	1,399.39	3,445.00	4,844.39
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	1	0	0.00	34.00	0.00	0.00	34.00
Lighting	5	3	161.35	272.00	1,355.20	600.00	2,388.55
Miscellaneous Maintenance	36	6	2,860.09	1,972.00	1,718.34	2,278.49	8,828.92
PTO & Controls	0	0	0.00	0.00	0.00	0.00	0.00
Radio Equipment	0	0	0.00	0.00	0.00	0.00	0.00
Rear Axle/Drive	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Service Calls	6	0	0.00	578.00	0.00	0.00	578.00
Steering	1	0	43.42	34.00	0.00	0.00	77.42
Suspension	0	2	0.00	0.00	4,150.59	1,893.53	6,044.12
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Tires	20	17	3,500.50	1,564.00	0.00	1,480.00	6,544.50
Towing Vehicles	0	3	0.00	0.00	0.00	355.50	355.50
Transmission	1	1	16.54	34.00	2,490.00	1,125.00	3,665.54
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	10	0.00	0.00	0.00	865.00	865.00

Wheels/Hub	1	2	434.21	68.00	926.07	400.00	1,828.28
Monthly Total	122	67	17,371.93	8,653.00	24,599.81	19,465.02	70,089.76

		# of R.O./Inv	Parts	Labor	Total
City Garage		122	17,371.93	8,653.00	26,024.93
Vendor		67	24,599.81	19,465.02	44,064.83
		189	41,971.74	28,118.02	70,089.76

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Hobbs Fire Department

April 2024

Fire Alarms	Total
Alarms (City)	127
Alarms (County)	38
Alarms (Gaines)	2
Total	167

ZONES	Total
Zone 1 (NW City)	53
Zone 2 (NE City)	30
Zone 3 (SE City)	26
Zone 4 (SW City)	18
Zone 5 (NW County)	21
Zone 6 (NE County)	10
Zone 7 (SE County)	7
Zone 8 (SW County)	0
Out of District	2
Total	167

Dispatch to Enroute	Time
Station 1	1:04
Station 2	0:31
Station 3	1:09
Station 4	0:52
Average	0:54

Dispatch to Arrival	Time
Station 1	4:56
Station 2	4:05
Station 3	4:12
Station 4	5:18
Average	4:37

PREVENTION PROGRAMS	Total
Fire Investigations	5
Fire/Safety Inspections	60
Smoke Detectors Installed	5
Public Education Activities	2
Plan Reviews	9
Burn Permits Issued	0
Total	81

Response By Station	Total
Station 1	53
Station 2	39
Station 3	55
Station 4	20
Total	167

Most Common	
Day	Monday
Time	17:00-17:59

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	5

FALSE ALARM RESPONSE	Total
False Alarms	16

Training Hours	Hours
Fire Training	696.30
EMS Training	209.00
HR Training	75.00
Officer Training	59.00
Total	1039.30



Hobbs Fire Department

April 2024

EMS Alarms	Total
Alarms (City)	654
Alarms (County)	87
Alarms (Gaines)	3
Total	744

ZONES	Total
Zone 1 (NW City)	276
Zone 2 (NE City)	139
Zone 3 (SE City)	166
Zone 4 (SW City)	73
Zone 5 (NW County)	30
Zone 6 (NE County)	42
Zone 7 (SE County)	3
Zone 8 (SW County)	12
Out of District	3
Total	744

Average Run Times	Time
Enroute	01:52.8
At Scene	04:28.2
On Scene Time	27:58.8
To Destination	12:16.2
Back in Service	23:43.2

Out of Town Transfers	Total
Lubbock	0
Midland	0
Odessa	0
Roswell	4
Carlsbad	2
Artesia	0
Airport	38
Total	44

Most Common	
Day	Monday
Time	14:00-14:59

Most Common Complaint Total	
MVC	99 (13.31%)
Sick Person	73 (9.81%)
Falls	66 (8.87%)

Cardiac Arrest Responses Total	
Cardiac Arrest	15
ROSC	0
ROSC = Return of Spontaneous Circulation	

EMS Billing	Amount
Billed	\$235,453.59
Collected	\$199,649.76





Hobbs Express

Monthly Report - APRIL 2024

Passenger Activity	<i>Prior Month</i> Mar-24	<i>Reporting Month</i> Apr-24
No. of Elderly Passengers	1052	973
No. of Non-Ambulatory Passengers	144	139
No. of Disabled Passengers	374	391
No. of Other Trips	3353	4431
Total Passenger Trips	4923	5934

Total Bus Route Trips	3038	3385
Total Demand Response/Paratransit Trips	1885	2549
Total Passenger Trips	4923	5934

Vehicle Statistics	<i>Reporting Month</i> Mar-24	<i>Reporting Month</i> Apr-24
Total Vehicle Hours	599	590.5
Total Vehicle Miles	8,192	9,284

Revenue Collected	<i>Prior Month</i> Mar-24	<i>Reporting Month</i> Apr-24
Total Fares Collected	\$0.00	\$0.00



HOBBS POLICE DEPARTMENT

May 6, 2024

To: Chief August Fons
Deputy Chief Shane Blevins
Captain Marina Barrientes
Lt. Jason Herrera
Superintendent Jessica Silva

From: Code Enforcement Supervisor David Gough

Subject: Code Enforcement End-of-Month Report (April 2024)

CODE ENFORCEMENT END OF MONTH REPORT (APRIL 2024)

Code warnings	93
Code citations	8
Code calls	163
Animal warnings	6
Animal calls	305
Animal citations	7
Inoperable Vehicles	2
Parking	3
Search Warrants	4
POSD	11

August Fons, Chief of Police
300 N. Turner • Hobbs, New Mexico 88240
Dispatch (575) 397-9265 • Fax (575) 397-3867
www.hobbspd.com

Accredited By The
New Mexico Law Enforcement Professional Standards Council





Hobbs Animal Adoption Center

Mailing Address:
 700 N. Grimes
 Hobbs, New Mexico
 575-397-9323

Adoption Center Location:
 700 N. Grimes
 Hobbs, New Mexico

May 2, 2024

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes
 Lt. Herrera
 Superintendent Silva

From: HAAC Manager Missy Funk

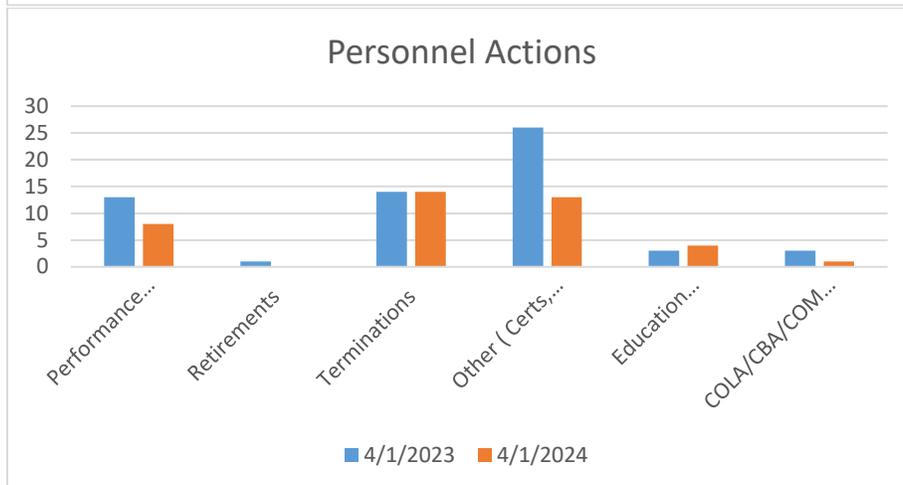
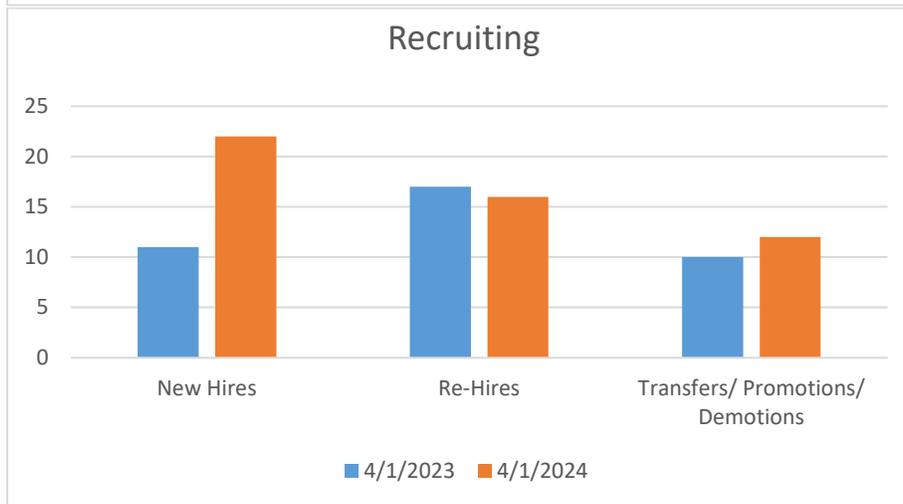
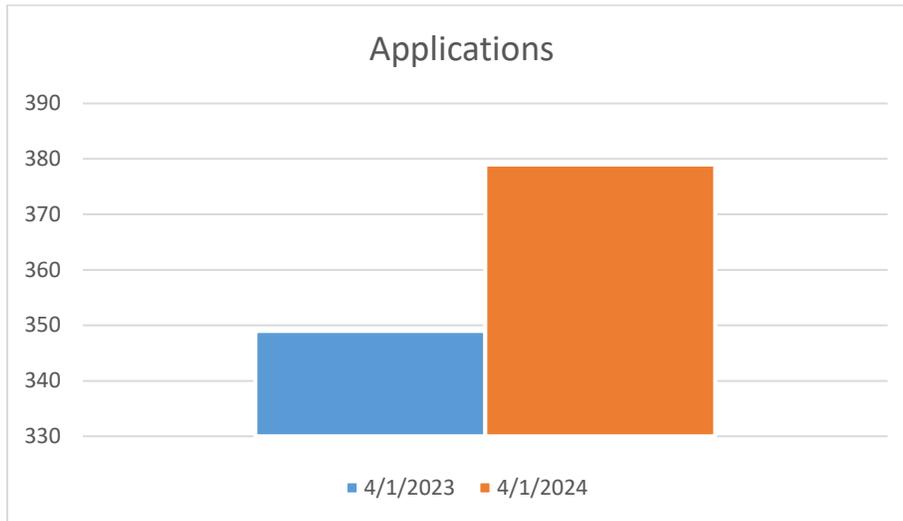
Subject: Monthly Statistics HAAC

April 2024

Intake:	Cats	Dogs
Dead On Arrival	14	12
Sterilization Only	62	80
Stray	34	67
Transfers In		
Unwanted	15	52
Quarantine	2	20
Clinic Visit shots		10
Cat Trap, Neuter, Return	17	
Totals:	144	
Dispositions:		
Adopted	37	44
Died at Facility	1	
Dead on Arrival	16	13
Euthanized	4	38
Rescued		49
Return to Owner		23
Sterilization Only	59	77
Escaped		
Clinic visit shots		9
Cat Trap, Neuter, Return	14	
Totals:	131	253

Total Revenue Collected:	Animal Pick Ups:	\$ 600
	Permits/Tags:	\$ 10
	Reclaims:	\$ 840
	Adoptions	\$
	Cat traps	\$ 120
	<u>Sterilizations:</u>	<u>\$ 200</u>
		\$1770

HAAC currently has 58 dogs in custody and 2 cats, 1 dog and 9 kittens in foster



Application Source

source	total
Billboard / Sign	6
Chamber of Commerce Website	0
City of Hobbs Website	127
Facebook	10
Friend / Family	66
Governmentjobs.com	15
Indeed.com	91
Job Fair	4
LinkedIn	0
Municipal League	0
New Mexico Department of Labor	1
Newspaper	2
Other	50
Radio	0
Recruiter	7
Unknown	0
Totals	379

New Position Postings

CORE KIDS SPECIALIST	FACILITY MAINTENANCE SPECIALIST
CORE POOL MANAGER	ANIMAL SHELTER ASSISTANT
CORE SPORTS SPECIALIST	POLICE SERGEANT - PATROL
STAFF ENGINEER/PROJECT MANAGER	ASSISTANT LIBRARY DIRECTOR
TRAFFIC SUPERVISOR	LIBRARY PAGE (PART TIME)
FINANCIAL ANALYST-PAYROLL	POSD MAINTENANCE WORKER
DRIVER ENGINEER	POSD MECHANIC - GOLF
FIRE DEPUTY CHIEF	

Safety Skills Training:

- Hazard Communication

Team Involvement:

- The HR Team participated in the hiring process for Assistant City Manager resulting in the promotion of Todd Randall
- The annual seasonal hiring process is continuing
- Diana Campos worked with Voya to bring a representative on site for group and individual meetings
- The HR Team started site visits to city facilities in order to gain knowledge about their departments
- The Department Heads provided all employees with a great breakfast
- Nicholas Goulet and Tracy South attended the NM State SRHM conference

Information Technology Department

IT Mission Statement:

The Information Technology Department strives to provide high quality technology-based services, in the most cost-effective manner, to facilitate the City of Hobbs operations and its services to the community.

IT Staff Experience:

The Information Technology Department is a support department comprised of 8 team members. We have 82+ years of combined experience with the City of Hobbs.

Christa Belyeu – IT Director

Matt Blandin – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Communications Specialist

Frank Porras – IT Network Administrator

Gabriel Jurado – Computer Specialist

Stephanie Ledezma – Computer Specialist

Justin Munoz – IT Network Specialist

IT Responsibilities:

The Information Technology Department is responsible for the research, development and implementation of all City technological equipment and programs.

- ❖ **Technology Policies**
 - [AR 15-02 – Technology Policy](#)
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
 - Purchasing
 - Installation
 - Maintenance
 - Training
 - Research and Development/Planning
- ❖ **Computer**
 - Servers (62) (31 physical / 31 virtual)
 - Offsite replication
 - Desktops (500)
 - Laptops (250)
 - Tablets (130)
 - Point of Sale systems
 - Credit Card devices
 - Peripherals
 - Data backup
- ❖ **Public Safety**
 - Police
 - 2-way radio communications
 - Emergency Alert System (Radio/TV)
 - Communications interoperability equipment
 - Document Imaging
 - Fire
 - 2-way radio communications
 - Paging/Tone out equipment
 - Emergency Operations Center
 - Radio communications
 - Logistical Support
- ❖ **Two-way radio equipment (620)**
 - Administration
 - Programming
 - Repair
 - Installation
 - Control Equipment (7 sites)
 - Mobile (250 radios)
 - Portable (370 radios)
- ❖ **Copy Machines (35) (all locations)**
- ❖ **Wide/Local area networking administration**
 - Firewalls
 - Routers
 - Switches
 - Security appliances
 - Cabling
 - Fiber Optic connectivity (*leased and City owned*)
 - Cyber Security
- ❖ **Email**
 - Account Administration
 - SPAM filtering
 - Intrusion protection
- ❖ **Internet Access**
 - Web access and content filtering
 - DSL connections
 - Remote access
- ❖ **Wireless Networking**
 - Point to point
 - Wi-Fi Access points
- ❖ **Web Page Design (City of Hobbs, Police, Fire, CORE, Library)**
- ❖ **Telephone Equipment (all City locations)**
 - Splash Pad 911 Call boxes
- ❖ **Outdoor Warning Equipment (33 locations)**
 - Warning Siren/Public Address
- ❖ **Facility alarm systems (all locations)**
- ❖ **KHBX LP Radio Station**
- ❖ **Audio/Video**
 - Commission Chambers
 - Livestream regular, special and work session meetings
 - Meeting Rooms
 - Portable
 - Cable TV
 - Video/Virtual Conferencing
 - Radio station and remotes

Total Tickets ⓘ

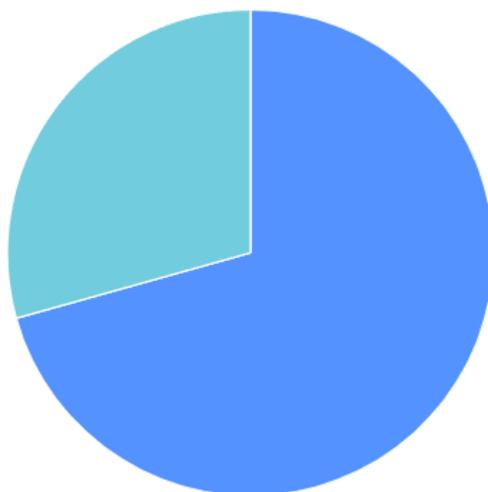
242

Avg Tickets/day ⓘ

8

Inflow by Channel ↗

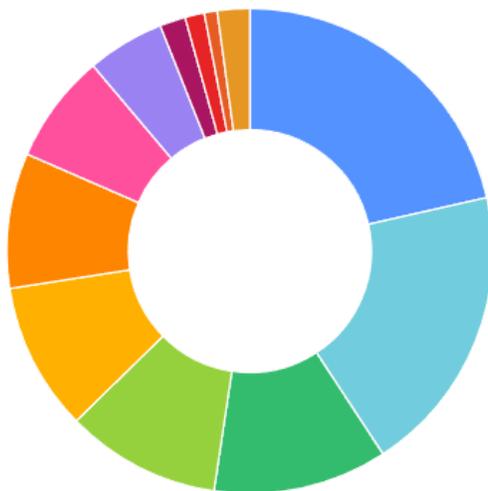
Pie Chart ▾



- Email 171
- Admin Panel 71
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Slack 0
- Others 0

Issue Type ↗

Donut Chart ▾



- Webpage 50
- Software 45
- Hardware 27
- User setup 24
- Email 23
- Phone 21
- PC Setup 17
- Password Reset 12
- 2FA 4
- Project 3
- Internet 2
- Others 5

CITY MANAGER'S REPORT

April, 2024

Hobbs Public Library

CIRCULATION: 6,434

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,859
Audio Books & Music	87
DVDs	1,505
E-Books/E-Audio (OverDrive & Gale)	677
Kanopy	54
Hoopla	252

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	2	15
ELIN Loans	15	6

CIRCULATION BY PATRON TYPE:

Adult	3,520
Juvenile	919
Senior Citizen	941
Used in Library	1,054
Total Children's Items Circulated	2,440
Total Adult Items Circulated	3,994

Patron Visits	3900
Overdue Notices Sent	0

PROGRAMS & PUBLIC SERVICES:

Programs Provided	39
Attendance	1219
Passive Programs Provided	3
Passive Programming Participation	464
Meeting Room Use	31

Facebook Post Reach	5800
Web Site Usage	546
HPL Database Usage	227
Reference Questions	259
Public Computer Use	490
Board Games	27

PATRON PROFILES:

Adult	18,340
Juvenile (Under 18 Years)	3,540
Senior Citizens (62+ Years)	2,580
Temp ELIN	
Total Active Borrowers	24,460
Library Patrons Added This Month	98

RECEIPTS:

Materials Paid For	\$30.00
Fines & Fees	\$19.61
Copy Machine & Public Printouts	\$444.95
Total	\$494.56

ITEMS ADDED:

Total Items Added	820
Items Weeded	3299

HOLDINGS:

Total Library Holdings	166,582
------------------------	---------

05/01/2024

City Manager's Report
Municipal Court – April 2024

Monthly Cases:

Traffic Citations	374
Misdemeanor Citations	32
Environmental Citations	20
Fire Code Violations	0
AGG. DWI	6
DWI – 1 st	0
DWI – 2 nd	<u>0</u>
Total	432

Courtroom Activity:

Video Arraignments (Jail)	101
Court Appearances – A.M.	36
Court Appearances- P.M.	76
Virtual Court	3
Special Settings	3
Pretrial Court Appearances – A.M.	51
Pretrial Court Appearances – P.M.	29
Attorney Pretrial	5
Trial/Change of Plea Cases/PV Hearing	<u>24</u>
Total	328

Other Activity:

Summons issued	475
Warrants issued	<u>74</u>
Total	549

Fines/Fees Assessed based on Conviction:

Fines	\$44,017.00
Fee	<u>\$16,226.00</u>
Total	\$60,243.00

Fines/Fees Collected:

Fines	\$38,997.00
Penalty Assessment Fee	3,668.00
Automation Fee	2,443.00
Judicial Education Fee	1,218.00
Correction Fee	8,160.00
DWI Prevention Fee	196.00
DWI Lab Fee	<u>260.00</u>
Total	\$54,942.00

Parks & Open Spaces Department

April 2024 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 19 interments
2. Graffiti had 8 reported locations
3. POSD started National Safety Council – Defensive Driving Training for it's employees
4. Zia Plex hosted it's first Autism Awareness Slow-Pitch Softball Tournament
5. Rockwind prepared for the upcoming NJCAA Men's Championship
6. POSD assisted Recreation with Easter events
7. Adult slow pitch softball league started
8. POSD cleaned up 19 Environmental Lots
9. Parks irrigation team getting systems ready for warming temperatures
10. One new employees started: Robert Quesada





THE CITY OF
HOBBS, NEW MEXICO

4827 NORTH LOVINGTON HIGHWAY • HOBBS, NEW MEXICO 88240
RECREATION DEPARTMENT • (575) 397-9291

Recreation Department
Monthly Report - April 2024

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

While participation and revenue decreased slightly (5% and 10%, respectively) compared to March 2024, with March traditionally being the busiest month at the CORE, when compared to April 2023, participation and revenue both increased (15% and 25%, respectively). Another season of youth sports began in April. The inaugural Pickleball League concluded and was a big success. The CORE hosted its first Adaptive Sports Expo which attracted 64 participants. End of year school parties also began which saw the CORE host students from both Portales and St. Helena's Catholic School here in Hobbs. These parties will continue into May.

CORE Participation and Revenue:

April 2024 Participation 33,402
April 2024 Revenue \$104,263.62

For Comparison Purposes:

March 2024 Participation 35,261 April 2023 Participation 29,025
March 2024 Revenue \$116,467.22 April 2023 Revenue \$83,429.61

Additional April 2024 Details:

Annual Passes Sold 35 COREkids Participation 1,485 (up 20%)
Monthly Passes Sold 270 Group Fitness Classes 456
Weekly Passes Sold 10 Tours/Participants 30/64
Day Passes Sold 2,961 Facility Rentals 33

Senior Center

The Senior Center continues the very important mission of providing services to the senior citizens in the community. Below is some information for April 2024:

Table with 3 columns: Description, # Meals, Donations Received. Rows include April 2024 Congregate Meals Served (1,938 meals, \$1,896.95), April 2024 Home Delivered Meals (2,763 meals, \$1,132.00), April 2024 Totals (4,701 meals, \$3,028.95), and For comparison March 2024 Totals (4,305 meals, \$3,165.54).

Duplicate Recreation Activities: 604 Exercise: 575
Transportation/Transportation Donations: 299/\$97.00 Assessment/Reassessment: 95

Recreation

- Adult Art Classes had 33 participants in April
- Recreation staff continued with the hiring process for summer seasonal positions
- Recreation staff continued planning for 2024 summer special events
- The Hobbs Downtown Slam & Jam featured a record-breaking 243 teams in the Gus Macker 3-on-3 Basketball Tournament

Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- The hiring process was completed for the Aquatics Coordinator position
- Aquatics staff is working preparing splash pads and seasonal pools for annual inspections by the State of New Mexico which are needed prior to operations starting in Summer 2024
- Reservations continue for end of school year parties at the splash pads
- Tsunami Swim & Dive had a total of 31 participants for the month.

Rockwind Community Links Clubhouse

In April 2024, Rockwind hosted six tournaments and one outing. Tournaments: USW Invitational, The Kinder Morgan Jesse Espinoza Memorial, The WCJAC (NMJC) Conference Championship, The New Mexico Oil and Gas Open, The Faith in Action Charity Scramble, Hobbs High School Varsity Event; Outing: USSSA Super Slam Golf Outing. The course realized a record amount of revenue for the month of April with \$109,152.45. The course also had very solid hard goods and soft goods revenue with over \$34,000 in golf shop sales.

Looking into the month of May Rockwind will be hosting 3 events: Devon Energy Open, The St. Helena Scramble, and The NJCAA National Championship. The course will also look to stock up on inventory for the busiest months of the year: June - October.

Rounds, April 2024: 2,137
Revenue, April 2024: \$109,152.45 (the highest for any April on record!)

For Comparison purposes:

Rounds, March 2024:	2,000+	Rounds, April 2023:	2,212
Revenue, March 2024:	\$106,903.65	Revenue, April 2023:	\$97,764.41

Teen Center

- The Teen Center hosted several practices by local volleyball clubs
- Teen Center staff collaborated with The Guidance Center of Lea County to assist with getting those teens involved in the community
- Staff continues to offer rides home for teens who attend the Teen Center in the evening
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center
- Teen Center staff continued to plan for summer field trips (local) and programs

RISK MANAGEMENT REPORT

April 2024

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability Insurers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Conducted monthly review of all open claims with City Attorney.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 application(s) for notary bond or inspection bond.
- Met with insurance agents to review renewal applications/process.
- Endorsed 0 new vehicles and/or equipment to city's insurance policy. Removed 2 vehicles and/or equipment from city's insurance policy.
- Reviewed 28 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 12 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 3 demand letters for at fault claims.
- Received and reviewed Tort Notices.
- Issued multiple purchase orders to repair city vehicles.
- Completed required monthly safety training.
- Attended Commission meetings.

UTILITIES DEPARTMENT

WATER DEPARTMENT		2023		2024	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2023</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2024</u>	
Residential	11,893	109,501,017	11,898	85,049,316	
Commercial	1,822	41,161,980	1,852	33,300,011	
City Accounts	211	14,759,101	207	14,625,766	
School Accounts	62	9,215,131	66	1,661,003	
Irrigation	259	8,326,224	302	4,727,328	
Unbilled Maintenance		1,200,000		2,800,000	
	14,247	184,163,453	14,325	142,163,424	

LABORATORY	April 2023	April 2024
Total Drinking Water Tests	53	42
Total Wastewater Tests	720	750
Liquid Waste Received (gallons)	106,260	124,285

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	94.857	96.629
Effluent (Million Gallons)	87.422	90.961
Solids Removed (Dry Pounds)	145,597	143,801

WATER PRODUCTION REPORT - APRIL 2024

WATER PRODUCED	
Total monthly water produced, million gallons	230,538,000
Total monthly water distributed, million gallons	236,031,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.63
Monthly chlorine gas dosed to system (lbs)	1,964
MICROBIOLOGY	
Bacteria tests, routine	40
Positive results	0
PUBLIC SERVICE	
Customer complaints, investigated	0
Customer complaints, resolved	0
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

UTILITY MAINTENANCE APRIL 2024

WORK DESCRIPTION

Meter lid replacement	40
Meter box replacement	30
Meter stop / valve replacement	35
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	0
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	30
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	1
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	65
Service lateral replacement	5 qty - 55 feet
New Service Lateral	5 qty - 75 feet
Low water pressure investigation	2
Water quality investigations	2/Customer Issues
Main line leaks/repair	14
Main line replacement (feet)	15
Valve maintenance	150
Valve new install/replacement	40
Fire hydrant maintenance	200
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	3
Fire hydrant meter set	5
New fire hydrant installed	10
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,200,000
Miscellaneous afterhour calls	15/Line Spots
Emergency Call Outs (From 6:00pm to 7:00am)	70

WORK DESCRIPTION

QUANTITY

Manhole maintenance	35
Manholes cleaned	150
Sewer main line cleaned (feet)	15,000
Sewer stoppages	5
Sewer main line video inspections	2
Odor complaints	3
Sewer pre-treatment additives	400 gallons
Property damage from sewer	0
Sewer main line repair/replacement	50 feet

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	5

UTILITIES MONTHLY PLUMBER REPORT APRIL 2024	QUANTITY
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Sewer stoppages	10
Odor complaints	2
Water leaks	8
Pool maintenance	Daily
Emergency call outs (from 5:00 pm to 7:00 am)	8
Core	30