



CITY MANAGER'S MONTHLY REPORT

May, 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 Doporto
Deputy Fire Chief Ryan Herrera

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 Medjine Douyon
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

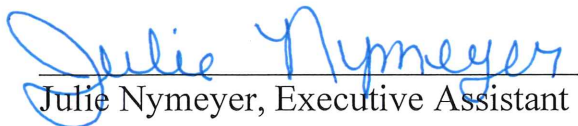
June 27, 2024

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

Attached is the City Manager's Monthly Report for the month of May, 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 held a Memorial Day Ceremony at the Hobbs Veterans Memorial Park. There were 124 additional brick pavers that were laid for the Path of Freedom. The Veteran's Path of Freedom is a path of brick pavers with Veteran's names inscribed in their honor. This event was well attended and thanks to everyone who participated!

Sincerely,


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - May 2024

	Mar-24	Apr-24	May-24
Business Registrations - New	30	26	23
Business Registrations - New Owner	10	0	0
Business Registrations- Change of Address	2	1	4
Renewals	6	5	16
Web Payment Renewals	4	4	6
Total Business Registrations Activity	36	31	39
Active Business Registrations for the Month	2233	2245	2257
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	0	0
Mobile Business Licenses	5	1	1
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	1	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	23	32	26
Public Documents Notarized	81	89	115
Public Records Request	38	27	30
Regular City Commission Meetings 5/6/24 5/20/24	2	2	2
Special City Commission Meetings 5/13/24	0	0	1
City Commission Work Session/Closed Meetings 5/6/24	0	1	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	11	7	19
Consideration of Approval	4	3	4
Total Volume of Transactions on Tyler Cashiering	355	341	337
Total Amount	\$ 769,552.25	\$ 436,426.01	\$ 492,284.56
Web Payments Online for All Departments	\$ 140.00	\$ 140.00	\$ 447.00
Grand Total	\$ 769,692.25	\$ 436,566.01	\$ 492,731.56

COMMUNICATIONS DEPARTMENT

MAY 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

32.4K ↑ 27.9%

Content Interactions

1.7 K ↑ 44.9%

Followers

Lifetime

11.4K

Link Clicks

56 ↑ 33.3%

INSTAGRAM STATS

Reach

3.1k ↑ 144.1%

Content Interactions

549 ↑ 32.3%

Followers

Lifetime

2.3K

Link Clicks

0 0%

Engagement with our social media posts increased across all metrics in May. We continue to increase the diversity of posts and have begun to focus more on scheduling them to run at particular time intervals, so as not so overwhelm the reader with a "shotgun" speed of content. Posts focusing on City of Hobbs facility offerings and updates, alongside human interest stories, continue to drive the most engagement, and we are focused on continuing to increase this coverage.

SIGNIFICANT ACTIONS THIS MONTH

REACHED 2,073 USES OF
TEXTMYGOV

COORDINATED
MEMORIAL DAY
CEREMONY AT VETERANS
MEMORIAL PARK

COVERED CORE BLASTERS
WAR, WHICH HAD RECORD
ATTENDANCE FOR FIRST
EVER THEMED EVENT

INCREASED
COLLABORATION WITH
OTHER DEPARTMENTS
& NON-PROFITS

We covered the Blasters War event at the CORE, which was presented with a theme for the first time (Star Wars Edition - "May the 4th be with you"). Attendance for this event was its highest yet by a significant margin.

Multiple promotional videos were created and posted for the Downtown Slam & Jam Gus Macker Tournament, CORE Adaptive Sports Expo, and CORE Blasters War.

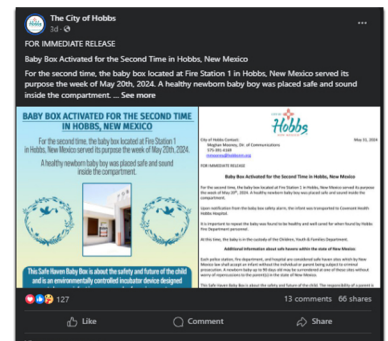
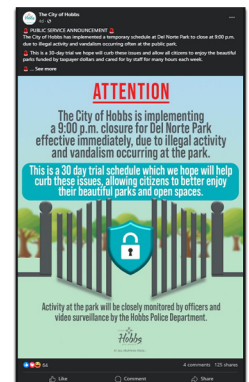
More concrete discussions of new formats of *The Guide* have taken place to reassess its viability and sustainability as a community publication funded by taxpayer dollars.

The Memorial Day ceremony at the Hobbs Veterans Memorial Park was very well attended with collaboration from several outside entities and received an overwhelming level of feedback from veterans and others expressing its significance and appreciation.

TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook.
Over 9.0K reach for Baby Box,
13.5k for Spay/Neuter post, &
18k for Del Norte PSA.

Baby Box had
most reactions even though
posted on last day of the
month.



CITY OF HOBBS BUILDING DEPARTMENT REPORT

Total Type of Construction for period ending May 01, 2024-May 31, 2024

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	4	\$6,000.00	\$410.00
COMM PLUMBING	Commercial	11	\$16,500.00	\$877.50
COMMERCIAL ADDITION	Commercial	1	\$18,000.00	\$144.00
COMMERCIAL DEMOLITION	Commercial	1	\$40,000.00	\$0.00
COMMERCIAL ELECTRICAL	Commercial	12	\$18,000.00	\$1,415.00
COMMERCIAL REMODEL	Commercial	4	\$62,479.00	\$456.00
COMMERCIAL RE-ROOFING	Commercial	4	\$1,288,879.00	\$4,345.60
COMMERCIAL SIGN	Commercial	5	\$49,852.00	\$468.00
NEW COMMERCIAL	Commercial	1	\$336,000.00	\$840.00
TOTAL		43	\$1,835,710.00	\$8,956.10

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	21	\$31,500.00	\$1,590.00
RES PLUMBING	Residential	32	\$48,000.00	\$1,879.00
RES SEWER TAP & EXCAVATION	Residential	6	\$9,000.00	\$1,990.00
RESIDENTIAL ADDITION	Residential	4	\$240,074.00	\$1,524.00
RESIDENTIAL CANOPY	Residential	1	\$2,500.00	\$96.00
RESIDENTIAL CARPORT	Residential	2	\$75,660.00	\$444.00
RESIDENTIAL CURB CUTS	Residential	1	\$2,800.00	\$20.00
RESIDENTIAL DEMOLITION	Residential	7	\$47,500.00	\$240.00
RESIDENTIAL DRIVEWAY	Residential	4	\$19,200.00	\$80.00
RESIDENTIAL DUPLEX	Residential	5	\$3,000,000.00	\$6,000.00
RESIDENTIAL ELECTRICAL	Residential	43	\$64,500.00	\$3,200.00
RESIDENTIAL FENCE	Residential	5	\$10,400.00	\$70.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	1	\$16,000.00	\$144.00
RESIDENTIAL MANUFACTURED HOME	Residential	11	\$646,537.00	\$660.00
RESIDENTIAL REMODEL	Residential	10	\$344,074.00	\$1,846.00
RESIDENTIAL RE-ROOF	Residential	28	\$328,311.00	\$2,500.00
RESIDENTIAL SINGLE FAMILY	Residential	11	\$3,682,700.00	\$7,765.70
RESIDENTIAL SOLAR	Residential	1	\$44,000.00	\$240.00
RESIDENTIAL STORAGE	Residential	2	\$66,900.00	\$72.00
RESIDENTIAL STRUCTURE RELOCATE	Residential	1	\$1,500.00	\$60.00
TOTAL		196	\$8,681,156.00	\$30,420.70

COMMERCIAL		43	\$1,835,710.00	\$8,956.10
RESIDENTIAL		196	\$8,681,156.00	\$30,420.70
TOTAL COMBINED		239	\$10,516,866.00	\$39,376.80



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
MAY 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>	4	40	18

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)

May 2024

New GIS Tech: The new GIS Tech, Markus Rodriguez, joined the City of Hobbs after completing his Master's in Landscape Architecture from the University of Hawaii at Manoa. The GIS Division has completed training to get Markus to experience many aspects of being a GIS tech at the City of Hobbs. This includes training on field data collection; GIS software installation; GIS data editing; GIS map creation; regulator map creation (Buffer Map); data export & transmission; and equipment calibration.

Solar Maximum and GNSS Firmware: The GIS Division spent time in May preparing for the 2025 Solar Maximum. During the next 2-ish years, the sun will be more active than normal, with more solar flares and coronal mass ejections. These events will degrade the City's ability to collect high accuracy GNSS data and may make it impossible to collect any data from time to time. To help protect from these outages, The GIS Division has deployed Trimble's newest firmware to our GNSS units, which should help by calculating corrections for the ionosphere disruptions.

County Centerline Update: The GIS Division was made aware that a street name change had not been entered into the GIS. The street in question is N. Jerry Ln. (east of Hobbs) becoming N. Reyna St. with a roadway dedication and subdivision of the original large parcel. The GIS Division and Engineering Department are working with the County to ensure we can get this into the GIS without causing emergency services dispatching issues.

HPD Intersection Maps (Update): The final PDF and hard copy versions of the intersection map were provided to HPD's Traffic Enforcement.

FTP Outage: The GIS Division discovered our real-time correction base station was no longer uploading to our FTP provider. While resolving the ongoing issues, the provider announced a



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

price increase of more than three times the current rate for their service. As such, the GIS Division is now finding an alternative solution to sharing our base station’s log files, which may include developing a Python script to handle it automatically.

GPS Basics Training: The GIS division held a three quarters day (6+ hours) training for several members of the City of Hobbs. The GPS Basics Training course covers GPS theory and the City of Hobbs field data collection standards and procedures. The training also includes an obstacle course that each participant must complete before finishing the course. Members of the GIS and Utilities Department attended the training.

The Month’s Buffer Maps: During the month of February the GIS Division completed the following buffer maps (4) for use in Cannabis or Liquor License application. 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.

OCC ABQ, LLC (1706 N. Dal Paso St.); Wonderland (616 E. Bender Blvd.); Couth Cannabis (312 W. Navajo Dr.); El Bazucazo Restaurant (205 W. Sanger 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

May - The City Commission reviewed and considered the following:

The Planning Board meeting was scheduled for May 21st at 10am.

Planning Board Summary:

May - The Planning Board reviewed and considered action on 5 items in a Regular Meeting:

- Review and Consider ICIP Top 10 recommendations. ICIP entry deadline is July 12th, 2024.



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
MAY 2024

- Review and Consider proposed Subdivision for Gutierrez Claim of Exemption Tract 1-C. The property is located west off of Knowles Road and North East of the Wind Song Subdivision.

- Review and Consider Preliminary Plans for Northland Estates Unit 1 East and West.

- Review and Consider a Fence Variance for a residential property located at 1301 S Houston Street.

- Review and Consider a Setback Variance for monument signs in the College Square Subdivision.

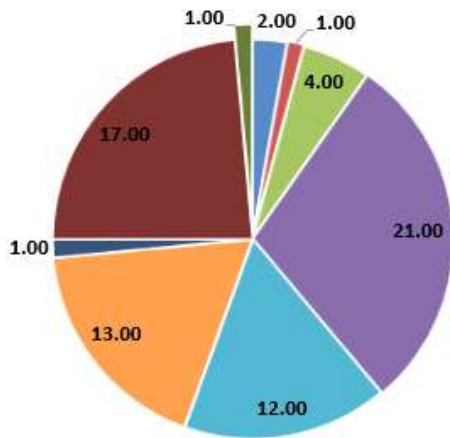


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
MAY 2024**

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 = 2 | 02. Minor Traffic Signal Repair = 1 | 23. New Sign Made = 4 |
| 26. Sign Install / Service = 21 | 28. Pole & Anchor Replace = 12 | 31. Inspected Intersections = 13 |
| 32. Int in Flash or Malfunction = 1 | 36. 811 / Line Spot Hours = 17 | 38. Solar Flasher / Speed Sign = 1 |

Major Damage:

- No major damage for the month of May.

**Monthly Measurement
Finance Department
Fiscal Year 2024**

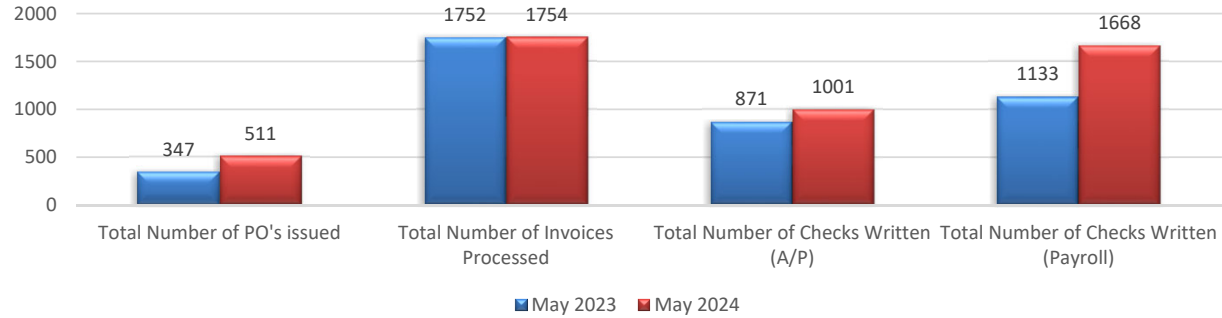
Cash Statistics	May 2023	May 2024
Beginning Cash Balance	160,514,364	190,269,368
Monthly Cash In (Revenue - all funds)	11,139,381	13,698,346
Monthly Cash Out (Expenditures - all funds)	10,421,768	12,195,856
Ending Cash Balance	161,231,977	191,263,744

Finance Transaction Statistics

	May 2023	May 2024
Total Number of PO's issued	347	511
Total Number of Invoices Processed	1752	1754
Total Number of Checks Written (A/P)	871	1001
Total Number of Checks Written (Payroll)	1133	1668

daily average	22
daily average	76
weekly average	200
bi-weekly average	556

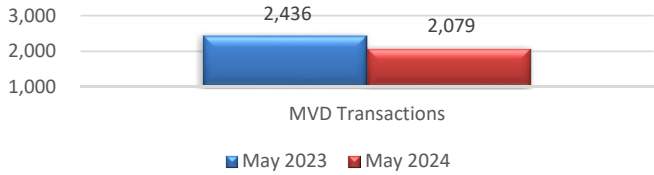
Financial Transaction Averages



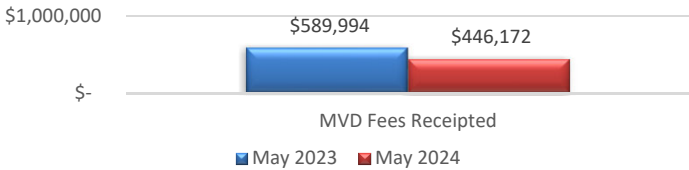
MVD Statistics	May 2023	May 2024
MVD Transactions	2,436	2,079
MVD Fees Received	\$ 589,994	\$ 446,172

daily average	90
daily average	\$ 19,399

MVD Transaction Averages



MVD Fees Received



May 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
216 HRS.	Street Sweeping
48 HRS.	Building Brooms
96 HRS.	Cold Mix Patching
496 HRS.	Crack Seal
88 HRS.	Alley Maintenance
48 HRS.	Storm Sewers and Inlets
88 HRS.	Maintenance
40 HRS.	Work in Welding Shop
24 HRS.	Work for Cemetery
8 HRS.	Administrative
96 HRS.	Meetings
72 HRS.	Stock Piling
136 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
256 YDS	Sweepings
523 BOXES	Crack Seal Material
54 YDS	Alley Material
7 YDS	Cold Mix Used
495 YDS	Trash

Calls responded to:

Number	Type
19	Dispatched – accidents, spills, debris
12	Requests
3	Block Party

May 2024

General Services – Building Maintenance

Work performed by City Carpenters

1	Locks Installed/Switched
2	Remove items from Wall
20	Ceiling Tiles Replaced
1	Trim Repair
4	Items Hung
4	Roof Inspections
2	Furniture Assembled
3	Cabinets Repaired
4	Door Repairs
4	Doors Adjusted
1	Baseboard Repair
63	Blocks Installed
15	Drywall Patches/Paint
3	TV Installed

Location of work performed

17	City Hall
1	Jail
33	Municipal Court
9	Hobbs Police Dept.
1	Hobbs Express
6	Shop
1	MVD
3	Sr. Center

Break down of work performed by the Electricians

13	Light repairs
37	AC repairs
27	General electrical work
9	CORE work
3	Nonelectrical work

Location of work performed

9	CORE
4	Library
6	City Hall
4	Annex
10	Fire stations
5	DA building
2	Rockwind
21	Parks
2	Sr. Center
3	Teen Center
4	HAAC
2	Hobbs Express

May - 2024

General Services - Garage

In May - 2024 The City Garage had a total of 185 Repair Orders/Invoices. Of the 185 R.O./Invoices, 130 were repaired in house and 55 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 30,462.52 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	10	2	1,540.88	1,173.00	325.85	1,098.00	4,137.73
Accident Repair	0	0	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	17	15	2,986.94	1,224.00	1,406.80	0.00	5,617.74
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	3	1	570.33	272.00	423.52	300.00	1,565.85
Charging	13	0	1,993.16	748.00	0.00	0.00	2,741.16
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	0	0	0.00	0.00	0.00	0.00	0.00
Engine	1	2	766.93	408.00	10.21	170.00	1,355.14
Exhaust	1	0	104.48	34.00	0.00	0.00	138.48
Filters	2	0	73.55	102.00	0.00	0.00	175.55
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	3	2	53.74	136.00	374.90	1,377.00	1,941.64
Hydraulics	0	0	0.00	0.00	0.00	0.00	0.00
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	4	0	0.00	136.00	0.00	0.00	136.00
Lighting	4	0	14.49	187.00	0.00	0.00	201.49
Miscellaneous Maintenance	39	6	628.69	1,462.00	793.77	1,242.00	4,126.46
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	0	0.00	0.00	0.00	0.00	0.00
Service Calls	9	0	0.00	867.00	0.00	0.00	867.00
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	1	0	265.00	68.00	0.00	0.00	333.00
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	22	12	2,700.45	1,530.00	0.00	828.00	5,058.45
Towing Vehicles	0	2	0.00	0.00	0.00	599.00	599.00
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	0	12	0.00	0.00	0.00	1,380.00	1,380.00

Wheels/Hub	1	0	19.83	68.00	0.00	0.00	87.83
Monthly Total	130	55	11,718.47	8,415.00	3,335.05	6,994.00	30,462.52

		# of R.O./Inv	Parts	Labor	Total
City Garage		130	11,718.47	8,415.00	20,133.47
Vendor		55	3,335.05	6,994.00	10,329.05
		185	15,053.52	15,409.00	30,462.52

Hobbs Fire Department

May 2024

Fire Alarms	Total
Alarms (City)	139
Alarms (County)	45
Alarms (Gaines)	8
Total	192

ZONES	Total
Zone 1 (NW City)	59
Zone 2 (NE City)	29
Zone 3 (SE City)	33
Zone 4 (SW City)	18
Zone 5 (NW County)	26
Zone 6 (NE County)	11
Zone 7 (SE County)	7
Zone 8 (SW County)	1
Out of District	8
Total	192

Dispatch to Enroute	Time
Station 1	1:12
Station 2	2:07
Station 3	1:49
Station 4	0:52
Average	1:30

Dispatch to Arrival	Time
Station 1	7:50
Station 2	7:04
Station 3	5:39
Station 4	6:44
Average	6:49

PREVENTION PROGRAMS	Total
Fire Investigations	4
Fire/Safety Inspections	68
Smoke Detectors Installed	2
Public Education Activities	5
Plan Reviews	9
Burn Permits Issued	0
Total	88

Response By Station	Total
Station 1	64
Station 2	43
Station 3	58
Station 4	27
Total	192

Most Common	
Day	Thursday
Time	16:00-16:59

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	7

FALSE ALARM RESPONSE	Total
False Alarms	32

Training Hours	Hours
Fire Training	597.30
EMS Training	32.00
HR Training	82.00
Officer Training	22.00
Total	733.30



Hobbs Fire Department

May 2024

EMS Alarms	Total
Alarms (City)	646
Alarms (County)	65
Alarms (Gaines)	4
Total	715

ZONES	Total
Zone 1 (NW City)	301
Zone 2 (NE City)	119
Zone 3 (SE City)	139
Zone 4 (SW City)	87
Zone 5 (NW County)	16
Zone 6 (NE County)	23
Zone 7 (SE County)	11
Zone 8 (SW County)	15
Out of District	4
Total	715

Average Run Times	Time
Enroute	02:24.0
At Scene	05:09.6
On Scene Time	34:04.2
To Destination	13:29.4
Back in Service	22:13.8

Out of Town Transfers	Total
Lubbock	5
Midland	0
Odessa	0
Roswell	8
Carlsbad	3
Artesia	0
Airport	35
Total	51

Most Common	
Day	Friday
Time	16:00-16:59

Most Common Complaint Total	
Sick Person	63 (8.81%)
MVC	60 (8.39%)
Falls	50 (6.99%)

Cardiac Arrest Responses Total	
Cardiac Arrest	12
ROSC	2
ROSC = Return of Spontaneous Circulation	

EMS Billing	Amount
Billed	\$230,169.44
Collected	\$141,726.78





Hobbs Express

Monthly Report - MAY 2024

Passenger Activity	<i>Prior Month</i> Apr-24	<i>Reporting Month</i> May-24
No. of Elderly Passengers	973	931
No. of Non-Ambulatory Passengers	139	121
No. of Disabled Passengers	391	412
No. of Other Trips	4431	4251
Total Passenger Trips	5934	5715

Total Bus Route Trips	3385	3721
Total Demand Response/Paratransit Trips	2549	1994
Total Passenger Trips	5934	5715

Vehicle Statistics	<i>Reporting Month</i> Apr-24	<i>Reporting Month</i> May-24
Total Vehicle Hours	590.5	581.75
Total Vehicle Miles	9,284	10,873

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



HOBBS POLICE DEPARTMENT

June 1, 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 (May 2024)

CODE ENFORCEMENT END OF MONTH REPORT (MAY 2024)

Code warnings	85
Code citations	19
Code calls	168
Animal warnings	11
Animal calls	325
Animal citations	7
Inoperable Vehicles	1
Parking	2
Search Warrants	4
POSD	0

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

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Hobbs Animal Adoption Center

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

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

June 3, 2024

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

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

May 2024

Intake:	Cats	Dogs
Dead On Arrival	21	14
Sterilization Only	45	102
Stray	58	68
Transfers In		
Unwanted	37	56
Quarantine	1	10
Clinic Visit shots		3
Cat Trap, Neuter, Return	16	
Totals:	178	261
Dispositions:		
Adopted	60	45
Died at Facility	4	
Dead on Arrival	21	16
Euthanized	15	43
Rescued	2	25
Return to Owner	2	14
Sterilization Only	50	110
Escaped		
Clinic visit shots	1	6
Cat Trap,Neuter,Return	19	
Totals:	174	259

Total Revenue Collected:	Animal Pick Ups:	\$ 250
	Permits/Tags:	\$ 30
	Reclaims:	\$2075
	Adoptions	\$
	Cat traps	\$ 120
	<u>Sterilizations:</u>	<u>\$ 400</u>
		\$2875

HAAC currently has 68 dogs in custody and 17 cats, 2 dogs and 8 kittens in foster



HOBBS POLICE DEPARTMENT

June 3, 2024

To: Marina Barrientes, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: May 24 Records Numbers

- Uniform Traffic Citations 379
- Warning Citations 121
- Misdemeanor Citations 1
- Arrest Reports 266
- Completed Reports 780
- Completed Supplements 484
- Completed Accident reports 81
- Criminal Trespass 66
- Warrants 253
- Recalled warrants 81
- IPRA Requests: 538
- Discovery Requests 157

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HOBBS POLICE DEPARTMENT



To: Marina Barrientes, Captain of Agency Support

From: Linda Saiz, Records Administrator

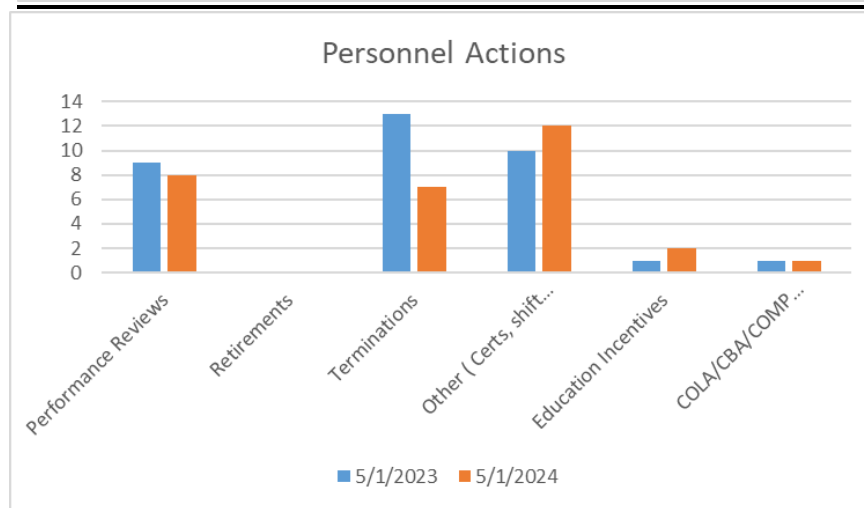
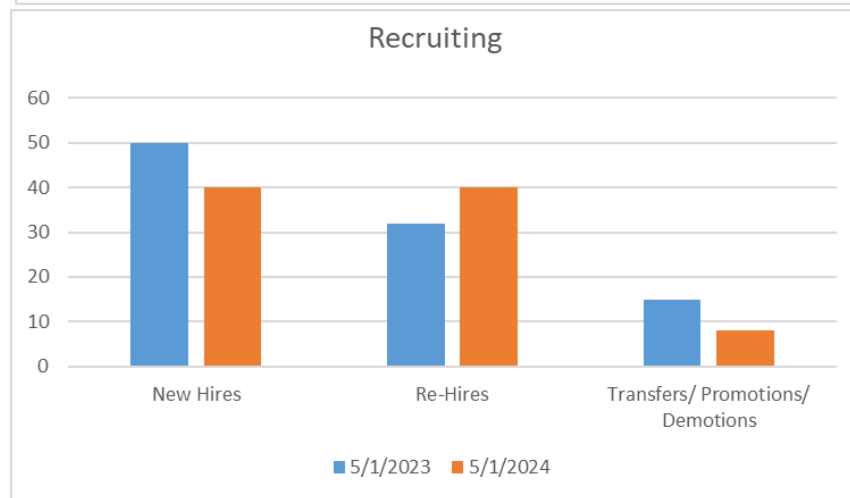
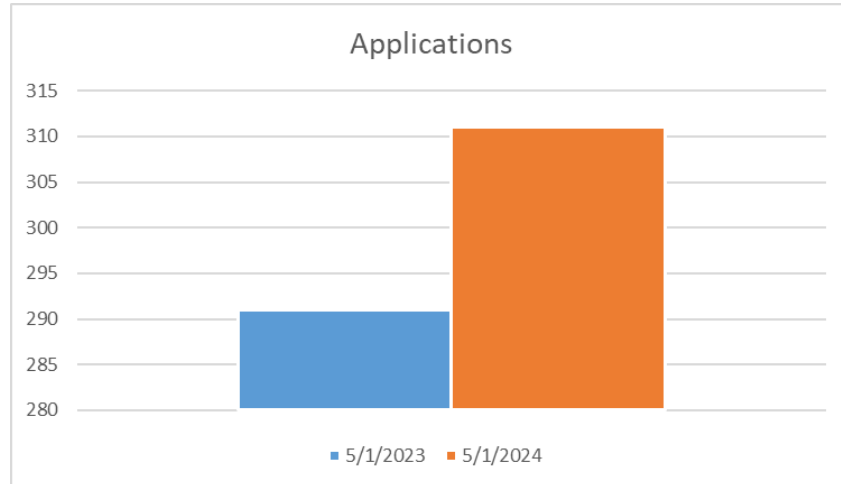
RE: Records Stats May 2024

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
May 2023/2024	RPTS	RPTS		2023	2024	
			2023/2024			
	2023	2024				
REPORTED CRIMES	469	435	-7%	2,136	1,901	-11%
CALLS FOR SERVICE	4,887	4,190	-14%	18,946	19,852	5%
ARRESTS	193	266	38%	881	1,118	27%
MURDER	2	3	100%	2	5	150%
RAPE	2	0	-100%	22	9	-59%
ROBBERY	7	1	-86%	13	9	-31%
ASSAULTS AND BATTERY	65	100	54%	441	390	-12%
BURGLARY	76	38	-50%	246	208	-15%
LARCENY	66	56	-15%	297	258	-13%
SHOPLIFTING	31	34	10%	194	138	-29%
AUTO THEFT	26	10	-62%	123	72	-41%
ARSON	2	0	100%	9	1	-89%
FORGERY	1	0	100%	4	1	-75%
FRAUD	10	6	-40%	67	42	-37%
EMBEZZLEMENT	1	3	200%	9	12	33%
REC. STOLEN PROPERTY	0	2	200%	5	3	-40%
VANDALISM	152	83	-45%	500	381	-24%
WEAPONS OFFENSES	3	6	100%	16	20	25%
DOMESTIC VIOLENCE	30	45	50%	172	170	-1%
ASSAULTS/BATTERY ON PO	3	7	133%	24	28	17%
SHOOTING AT/FM MV OR DWELLING	7	5	-29%	44	27	-39%
CITATIONS ISSUED	336	379	13%	2,293	1,966	-14%
DWI	7	11	57%	28	38	36%
TRAFFIC CRASHES	110	81	-26%	462	443	-4%

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Application Source

source	total
Billboard / Sign	1
Chamber of Commerce Website	0
City of Hobbs Website	97
Facebook	9
Friend / Family	71
Governmentjobs.com	8
Indeed.com	67
Job Fair	7
LinkedIn	2
Municipal League	0
New Mexico Department of Labor	1
Newspaper	4
Other	39
Radio	0
Recruiter	5
Unknown	0
Totals	311

New Position Postings

CORE FITNESS SPECIALIST	MVD SPECIALIST
CORE KIDS LEAD SPECIALIST	SENIOR CENTER CUSTODIAN
CORE LEAD FITNESS SPECIALIST	EQUIPMENT OPERATOR
LEAD CORE KIDS SPECIALIST	

Safety Skills Training:

- Slips/Trips/Falls

Team Involvement:

- The annual seasonal hiring process is continuing
- Nicholas Goulet and Tracy South participated in the RFP process for the insurance agent of record proposal
- Attended the Officer Down Memorial
- Tracy South completed the PRSHA Leadership Certificate Course
- Organized CPR and AED Training
- Diana Campos attended an HR Law 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 ⓘ

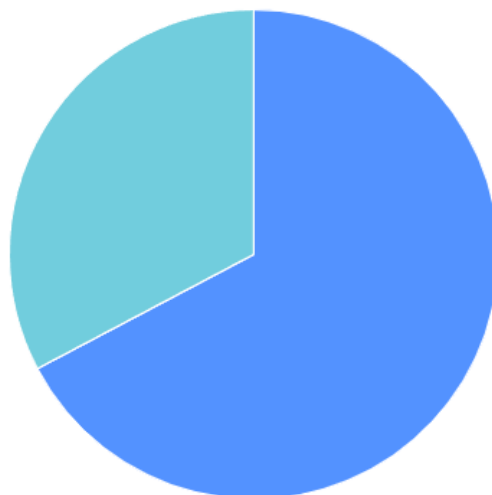
275

Avg Tickets/day ⓘ

9

Inflow by Channel ↗

Pie Chart ▾



- Email 185
- Admin Panel 90
- 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 ▾



- Software 51
- Webpage 51
- Email 44
- Hardware 39
- User setup 18
- Password Reset 13
- PC Setup 13
- 2FA 10
- Network 10
- Phone 10
- Radio 10
- Others 6



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA

CITY ATTORNEY'S REPORT

May 2024

Mission Statement:

To zealously represent the City of Hobbs and its departments in all legal matters. To create a culture of adherence to the strictest standards of ethics; and to foster an atmosphere where laws are formulated and enforced equally, with respect and dignity for all people.

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads, and staff on various legal topics for the month of May. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

Public Meetings:

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as a legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of May 2024, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Valerie Chacon (5/6; 5/20);
- ❖ Cemetery Board – Valerie Chacon (N/A)
- ❖ Community Affairs Board – Medjine Desrosiers-Douyon (5/21)
- ❖ Library Board – Amber Leija (5/1)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Medjine Desrosiers-Douyon (5/21)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Amber Leija (N/A)
- ❖ Veterans Advisory Board – Amber Leija (5/15)

The contributions to the public meetings by the City Attorney's Office were:

❖ Public Hearings/Presentations	1
❖ Agenda Items drafted	5
❖ Resolutions Drafted	6

The City Attorney’s Office is charged with ensuring compliance with New Mexico State Statutes requiring local government compliance. Some of these laws include the Inspection of Public Records Act (NMSA 1978, §14-2-1, et seq.), the Governmental Conduct Act (NMSA 1978, 10-16-1, et seq.), the Procurement Code (NMSA 1978, §13-1-1, et seq.), and the Open Meetings Act (NMSA 1978, §10-15-1, et seq.)

❖ Procurement Review	1
❖ Contract Review	24

Litigation:

The City Attorney’s Office engages in litigation both in the criminal and civil settings. Unlike many public law offices, the City Attorney’s Office engages in the practice of law in a multitude of legal disciplines. The spectrum of cases handled by the City Attorney’s Office requires that each attorney in the office develop and retain a variety of skills and abilities so as to provide competent representation to the organization in any given case.

Legal Assistants, Courtney Packer and Heather Bara, calendar all events for the attorneys, gather all necessary documents for litigation, assist in the management of the budget, and conduct various other tasks that greatly assist operations for the City Attorney’s Office. Municipal Prosecutor, Amber Leija, prosecutes all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Medjine Desrosiers-Douyon, represents the City of Hobbs in property disputes, employment matters, and other civil issues. City Attorney, Valerie S. Chacon, advises management and elected officials on legal issues and also oversees the operations of the City Attorney’s Office.

For the month of May 2024, the litigation activity of the City Attorney’s Office was as follows:

Criminal Litigation:

❖ Pretrial Release Hearings:	26
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	59
❖ Pretrials (Attorney):	26
❖ Trials:	51
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	9
❖ Shoplifting Cases:	0
❖ Appeals in District Court:	1
❖ Criminal Pleadings (Mun/Dist.)	79
❖ Subpoenas:	73
❖ Clio Case Entries:	145
❖ Discovery Submissions	23

Property Matters:

❖ Condemnation Reviews	3
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0

Civil Litigation:

❖ Civil Pleadings	0
❖ Civil Depositions	0
❖ Civil ADR:	0
❖ Demand Letters:	4
❖ Misc. Hearings (State/Fed.):	0
❖ Discovery Submissions:	0

Miscellaneous:

❖ Trainings:	9
❖ Witness Interviews:	5
❖ In-office consultations:	39
❖ Letters/Correspondence:	1,198

Areas of Notoriety:

- ❖ **The attorneys participated in Law Day at the Lovington High School on May 1, 2024 where they represented the Lea County Bar Association in lively discussions with students. Many of the students expressed interest in criminal process and disparate treatment based on age, sex, race, religion, and ethnic background.**
- ❖ **Legal Assistant II Courtney Packer successfully completed the first session of her Paralegal certification.**

Thank you for your time and consideration regarding the matter. On behalf of the staff of the City Attorney's Office, it is a sincere honor to serve the City of Hobbs as its legal team.

Respectfully,

/s/ Valerie S. Chacon
Valerie S. Chacon
City Attorney

CITY MANAGER'S REPORT

May, 2024

Hobbs Public Library

CIRCULATION: **6,542**

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,892
Audio Books & Music	92
DVDs	1,592
E-Books/E-Audio (OverDrive & Gale)	588
Kanopy	40
Hoopla	338

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	19	6
ELIN Loans	24	2

CIRCULATION BY PATRON TYPE:

Adult	3,486
Juvenile	1,202
Senior Citizen	802
Used in Library	1,052

Total Children's Items Circulated **2,592**
Total Adult Items Circulated **3,950**

Patron Visits	4018
Overdue Notices Sent	0

PROGRAMS & PUBLIC SERVICES:

Programs Provided	23
Attendance	553
Passive Programs Provided	5
Passive Programming Participation	353
Meeting Room Use	36

Facebook Post Reach	8100
Web Site Usage	521
HPL Database Usage	132
Reference Questions	471
Public Computer Use	364
Board Games	20

PATRON PROFILES:

Adult	18,420
Juvenile (Under 18 Years)	3,557
Senior Citizens (62+ Years)	2,578
Temp ELIN	
Total Active Borrowers	24,555
Library Patrons Added This Month	103

RECEIPTS:

Materials Paid For	\$15.00
Fines & Fees	\$47.25
Copy Machine & Public Printouts	\$529.80
Total	\$592.05

ITEMS ADDED:

Total Items Added	661
Items Weeded	2495

HOLDINGS:

Total Library Holdings	166,898
------------------------	---------

City Manager's Report
Municipal Court – May 2024

Monthly Cases:

Traffic Citations	432
Misdemeanor Citations	62
Environmental Citations	28
Fire Code Violations	0
AGG. DWI	3
DWI – 1 st	3
DWI – 2 nd	<u>0</u>
Total	528

Courtroom Activity:

Video Arraignments (Jail)	96
Court Appearances – A.M.	39
Court Appearances- P.M.	81
Virtual Court	3
Special Settings	2
Pretrial Court Appearances – A.M.	17
Pretrial Court Appearances – P.M.	13
Attorney Pretrial	11
Trial/Change of Plea Cases/PV Hearing	<u>24</u>
Total	286

Other Activity:

Summons issued	614
Warrants issued	<u>102</u>
Total	716

Fines/Fees Assessed based on Conviction:

Fines	\$47,636.00
Fee	<u>\$16,146.00</u>
Total	\$63,782.00

Fines/Fees Collected:

Fines	\$35,158.00
Penalty Assessment Fee	3,329.00
Automation Fee	2,187.00
Judicial Education Fee	1,091.00
Correction Fee	7,143.00
DWI Prevention Fee	379.00
DWI Lab Fee	<u>472.00</u>
Total	\$49,759.00

Parks & Open Spaces Department

May 2024 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 19 interments
2. Cemetery is hydroseeding in a few bare areas
3. New 5 Person Crew Started at the Cemetery this month to enhance appearance and conditions
4. POSD hosted kid activities at 4 parks on May 18 for Kids to Parks Day
5. Graffiti had 5 reported locations
6. POSD Construction Crew made repairs and painted hand railings and repaired rock walls at Senior Center; repaired fencing at PHMP along 14th Street; removed a fence and painted the old office building at PHC; and stained fencing at Turner Landscaping that was burnt down last summer
7. POSD had a booth at Library for Summer kickoff event
8. Rockwind hosted NJCAA Men's Championship Tournament
9. POSD had a cookout for employees to celebrate the upcoming summer
10. Two new employees started: Jacob Cervantes and Christopher Martinez





THE CITY OF
HOBBS, NEW MEXICO

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

Recreation Department
Monthly Report - May 2024

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

May 2024 was a busy month at the CORE with participation having increased both over April 2024 and May 2023. The Star Wars-themed Blaster Wars drew the largest participation to date for this event with 52 youth. A total of six day care facilities participated in HPD's Bike Safety Week which was held at the CORE. A total of 90 participants played in the Black/Gold Pickleball Tournament which drew participants from Farmington, Lubbock and Midland. A total of 375 participants came to the CORE for the two senior bash events that were hosted for Eunice High School and Hobbs High School.

CORE Participation and Revenue:

May 2024 Participation 35,421
May 2024 Revenue \$120,819.42

For Comparison Purposes:

April 2024 Participation 33,402 May 2023 Participation 30,539
April 2024 Revenue \$104,263.62 May 2023 Revenue \$125,056.70

Additional May 2024 Details:

Annual Passes Sold 28 COREkids Participation 1,689
Monthly Passes Sold 236 Group Fitness Classes 437
Weekly Passes Sold 15 Tours/Participants 19/44
Day Passes Sold 4,462 Facility Rentals 50

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 May 2024:

Table with 3 columns: Description, # Meals, Donations Received. Rows include May 2024 Congregate Meals Served (1,825 meals, \$2,185.39), May 2024 Home Delivered Meals (2,737 meals, \$1,245.00), and May 2024 Totals (4,562 meals, \$3,430.39).

For comparison April 2024 Totals 4,701 \$3,028.95

Duplicate Recreation Activities: 670 Exercise: 587
Transportation/Transportation Donations: 261/\$75.00 Assessment/Reassessment: 104

Recreation

- Adult Art Classes had 29 participants in April
- Recreation staff continued with the hiring process for summer seasonal positions
- Administrative staff planned and organized an orientation for all Summer Recess staff
- Administrative staff continue to make preparations for Summer 2024 activities and events
- Registration began for summer swim lessons, pool parties, and youth art classes

Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Aquatics staff continue to offer Red Cross Lifeguard Training classes
- End of school year parties were held at various splash pads
- Aquatics staff continue to prepare aquatics facilities for the summer season
- Tsunami Swim & Dive had a total of 28 participants for the month.

Rockwind Community Links Clubhouse

May 2024 was the largest revenue producing month in the history of Rockwind Community Links! More than 2,400 rounds were played, and a total of \$150,229.35 in revenue was collected during the month. Rockwind hosted three events during the month that brought 513 golfers to Rockwind: the Devon Energy Scramble (180 golfers), St. Helena's Charity Scramble (200 golfers), and the 2024 NJCAA National Championship Golf Tournament (133 golfers). The NJCAA event was the longest event ever hosted at Rockwind spanning 6 days with 24 teams, 150 spectators per day. New Mexico Junior College won the National Championship and coaches and players from all teams raved about the course conditions.

Rounds, May 2024:	2,400+
Revenue, May 2024:	\$150,229.35 (the most revenue of any month, ever)

For Comparison purposes:

Rounds, April 2024:	2,137	Rounds, May 2023:	2,698
Revenue, April 2024:	\$109,152.35	Revenue, May 2023:	\$106,388.36

Teen Center

- The Teen Center hosted several practices by local volleyball clubs
- Teen Center staff collaborated with New Mexico Child, Youth, and Family Services 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 hosted end of school year fieldtrips

RISK MANAGEMENT REPORT

May 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's Office.
- 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 and completed supplemental applications.
- Endorsed 5 new vehicles and/or equipment to city's insurance policy.
- Reviewed 75 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 35 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 7 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 April 2023</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons April 2024</u>	
Residential	11,797	97,276,788	11,859	119,521,630	
Commercial	1,814	44,469,548	1,813	51,396,310	
City Accounts	211	8,111,968	211	12,317,457	
School Accounts	62	7,698,044	65	8,858,065	
Irrigation	257	5,295,618	305	8,519,990	
Unbilled Maintenance		1,200,000		2,200,000	
	14,141	164,051,966	14,253	202,813,452	

LABORATORY	May 2023	May 2024
Total Drinking Water Tests	46	57
Total Wastewater Tests	771	729
Liquid Waste Received (gallons)	119,350	127,595

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	94.857	105.429
Effluent (Million Gallons)	87.422	99.598
Solids Removed (Dry Pounds)	0*	174,344
*No centrifuge run in May 2023		

WATER PRODUCTION REPORT - MAY 2024	
WATER PRODUCED	
Total monthly water produced, million gallons	249,608,000
Total monthly water distributed, million gallons	246,141,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.62
Monthly chlorine gas dosed to system (lbs)	2,084
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 MAY 2024

WORK DESCRIPTION

Meter lid replacement	50
Meter box replacement	20
Meter stop / valve replacement	35
Meter change out 3/4"	870
Meter change out 1"	0
Meter change out 2"	4
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	20
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	80
Service lateral replacement	6 qty - 150 feet
New Service Lateral	10 qty - 110 feet
Low water pressure investigation	2
Water quality investigations	0
Main line leaks/repair	15
Main line replacement (feet)	50
Valve maintenance	75
Valve new install/replacement	22
Fire hydrant maintenance	100
Fire hydrant repair/replacement	12
Fire hydrant meter maintenance	5
Fire hydrant meter set	3
New fire hydrant installed	5
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,200,000
Miscellaneous afterhour calls	8
Emergency Call Outs (From 6:00pm to 7:00am)	67

WORK DESCRIPTION

QUANTITY

Manhole maintenance	858
Manholes cleaned	170
Sewer main line cleaned (feet)	15,000
Sewer stoppages	45
Sewer main line video inspections	2
Odor complaints	10
Sewer pre-treatment additives	400 gallons
Property damage from sewer	0
Sewer main line repair/replacement	20 feet

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	8

UTILITIES MONTHLY PLUMBER REPORT MAY 2024	QUANTITY
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Sewer stoppages	15
Odor complaints	0
Water leaks	15
Pool maintenance	Daily
Emergency call outs (from 5:00 pm to 7:00 am)	16
Core	30