



CITY MANAGER'S MONTHLY REPORT

June, 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
Assistant City Manager
Executive Assistant

Manny Gomez
Todd Randall
Julie Nymeyer

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Christa Belyeu
Matt Blandin

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation Super.

Jan Fletcher
Amelia Maldonado
Jacque Pennington

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Valerie Chacon
Medjine Douyon
Amber Leja

CITY ENGINEER

Acting City Engineer
Development Director
Building Official

Anthony Henry
Vacant
Scott Shed

LIBRARY SERVICES

Library Director
Assistant Library Director

Nichole Lawless
Melody Maldonado

COMMUNICATIONS DEPT.

Communications Director
Marketing Coordinator

Meghan Mooney
Chad Littlejohn

MUNICIPAL COURT

Municipal Judge
Court Administrator

Bobby Arther
Shannon Arguello

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
MVD Manager

Toby Spears
Deborah Corral
Anna Villalobos

PARKS & OPEN SPACES DEPT.

POSD Director
Rockwind Superintendent
Parks Superintendent
Sports Fields Supervisor

Bryan Wagner
Matt Hughes
Lou Maldonado
Josh Dellinges

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Mark Doporto
Ryan Herrera

RECREATION DEPT.

Recreation Director
CORE Facility Director
Rockwind PGA Prof.
Recreation Supt./Teen Center
Senior Center Coordinator

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Mary Puccio

GENERAL SERVICES DEPT.

Gen. Services Director
Building Maintenance
Electrician
Garage Fleet Manager
Streets Superintendent

Shelia Baker
Mario Silva
Shawn Smith
Eddie Trevino
Bryan Ussery

POLICE DEPARTMENT

Police Chief
Deputy Chief
Code Enforcement Supt.
HAAC Superintendent

August Fons
Shane Blevins
Jessica Silva
Missy Funk

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director
Risk Management Director

Nicholas Goulet
Tracy South
Selena Estrada

UTILITIES DEPARTMENT

Utilities Director
WWRF Supt.
WWRF Maint. Supt.
Water Office Manager

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

Julie Nymeyer
Executive Assistant

July 31, 2024

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

Attached is the City Manager's Monthly Report for the month of June, 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.

The Social Wellbeing Committee held an Employee Ice Cream Float Social on June 27th, at Fire Station 2. They had basketball, volleyball and lawn games. There was a good turn out by City of Hobbs Employees and everyone got to enjoy an ice cream float!


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - June 2024

	Apr-24	May-24	Jun-24
Business Registrations - New	26	23	22
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	1	4	3
Renewals	5	16	2
Web Payment Renewals	4	6	2
Total Business Registrations Activity	31	39	24
Active Business Registrations for the Month	2245	2257	2276
Fireworks	0	0	3
Junk Yard Licenses	0	0	0
Liquor License	0	0	41
Mobile Business Licenses	1	1	4
Pawn Brokers	0	0	1
Secondhand Dealer's Licenses	0	0	1
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	32	26	16
Public Documents Notarized	89	115	148
Public Records Request	27	30	27
Regular City Commission Meetings 6/3/24 6/17/24	2	2	2
Special City Commission Meetings	0	1	0
City Commission Work Session/Closed Meetings 6/3/24 6/17/24	1	1	2
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	7	19	22
Consideration of Approval	3	4	3
Total Volume of Transactions on Tyler Cashiering	341	337	328
Total Amount	\$ 436,426.01	\$ 492,284.56	\$ 903,398.74
Web Payments Online for All Departments	\$ 140.00	\$ 447.00	\$ 70.00
Grand Total	\$ 436,566.01	\$ 492,731.56	\$ 903,468.74

COMMUNICATIONS DEPARTMENT

JUNE 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

32.8K ↑ 1.4%

Content Interactions

1 K ↓ 40.6%

Followers

Lifetime
11.6K

Link Clicks

81 ↑ 44.6%

INSTAGRAM STATS

Reach

2.5k ↓ 17.7%

Content Interactions

220 ↑ 59.7%

Followers

Lifetime
2.4K

Link Clicks

0 0%

While our Facebook media reach and link clicks increased in June, content interaction dropped noticeably. We had fewer high-profile posts compared to the previous month (baby-box), and fewer "National Day Of" posts. We are working to create more regular "National Day Of" posts to drive engagement with unique or fun material, as well as posting more material from non-profit partners.

SIGNIFICANT ACTIONS THIS MONTH

REACHED OVER 3,000
USES OF
TEXTMYGOV

COVERED 6TH ANNUAL
COREFEST
AT THE CORE

EXPANDED
BILLBOARD ADVERTISING
OPPORTUNITIES

INCREASED
COLLABORATION WITH
OTHER DEPARTMENTS
& NON-PROFITS

We covered the 6th anniversary of COREfest at the CORE. The event featured fun games, interactions, giveaways, and sign-ups.

A promotional video was created and posted for the Black Gold Pickleball Tournament at the CORE from the previous month.

Our department worked on a new contract to increase billboard advertising, securing ongoing billboard space outside of Lea County, which will be implemented soon.

Began working on a variety of flyers for the Hobbs Public Library after excellent internal feedback from a previous flyer we created for their Summer Reading Program kickoff.

TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook. Over 15.9K reach for Independence Day Celebration Schedule, 8.9K for Independence Day Overview, 6.5k for the Lea County check for housing projects post, and 5.9k for the hiring post.



CITY OF HOBBS BUILDING DEPARTMENT REPORT

**Total Type of Construction
for period ending June 01, 2024-June 30, 2024**

Commercial		<u>#OF PERMITS</u>	<u>VALUATION</u>
COMM MECHANICAL	Commercial	12	\$18,000.00
COMM PLUMBING	Commercial	13	\$19,500.00
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00
COMMERCIAL ADDITION	Commercial	1	\$340,000.00
COMMERCIAL ELECTRICAL	Commercial	13	\$19,500.00
COMMERCIAL FENCE	Commercial	1	\$52,850.00
COMMERCIAL REMODEL	Commercial	20	\$866,900.00
COMMERCIAL RE-ROOFING	Commercial	2	\$76,000.00
COMMERCIAL RIGHT OF WAY	Commercial	1	\$1,500.00
COMMERCIAL SIGN	Commercial	4	\$112,500.00
NEW COMMERCIAL	Commercial	4	\$1,616,690.00
TEMPORARY TENTS AND CANOPIES	Commercial	2	\$3,000.00
TOTAL		74	\$3,127,940.00

Residential		<u>#OF PERMITS</u>	<u>VALUATION</u>
RES MECHANICAL	Residential	12	\$18,000.00
RES PLUMBING	Residential	22	\$33,000.00
RES SEWER TAP & EXCAVATION	Residential	5	\$7,500.00
RESIDENTIAL ADDITION	Residential	2	\$125,300.00
RESIDENTIAL CANOPY	Residential	2	\$58,625.00
RESIDENTIAL CARPORT	Residential	1	\$10,060.00
RESIDENTIAL CURB CUTS	Residential	2	\$2,900.00
RESIDENTIAL DEMOLITION	Residential	9	\$127,263.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$12,000.00
RESIDENTIAL ELECTRICAL	Residential	39	\$58,500.00
RESIDENTIAL FENCE	Residential	2	\$6,700.00
RESIDENTIAL MANUFACTURED HOME	Residential	4	\$349,812.00
RESIDENTIAL REMODEL	Residential	9	\$155,976.00
RESIDENTIAL RE-ROOF	Residential	50	\$650,605.00
RESIDENTIAL SINGLE FAMILY	Residential	5	\$1,705,150.00
RESIDENTIAL SOLAR	Residential	1	\$56,925.00
TOTAL		166	\$3,378,316.00

COMMERCIAL	74	\$3,127,940.00
RESIDENTIAL	166	\$3,378,316.00
TOTAL COMBINED	240	\$6,506,256.00

FEES

\$1,148.50

\$1,527.00

\$290.00

\$1,848.00

\$1,278.00

\$300.00

\$4,474.40

\$420.00

\$744.00

\$3,426.00

\$50.00

\$15,505.90

FEES

\$895.00

\$1,023.00

\$1,450.00

\$600.00

\$384.00

\$144.00

\$40.00

\$562.00

\$144.00

\$2,870.00

\$30.00

\$300.00

\$1,218.00

\$5,280.00

\$4,061.85

\$300.00

\$19,301.85

\$15,505.90

\$19,301.85

\$34,807.75



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JUNE 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>	5	40	23

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)

June 2024

Golf Course Sprinkler: The Parks & Open Spaces Department (POSD) needed help creating a dataset of sprinkler locations for use in the new RainBird app. The GIS Division and Golf Course staff gathered a significant amount of data (1150 points) and created the necessary dataset (in different formats) for POSD.

Cemetery Fiber: The IT Department needed assistance with capturing data related to a new fiber line being installed by Windstream. This required the GIS Division to go out on multiple days over the month to collect data. Once all the data is collected it will be added to the GIS for one call marking/locating.

Independence Day Map: The GIS Division completed the maps needed for the Independence Day event on June 27th. The base information was then used to make a wall map for Parks & Open Spaces Department for their internal usage.

Fire EMS Zones: The GIS Division received a request for information related to the EMS and Fire response zone for the Hobbs Fire Department. The GIS Division worked with the Fire Marshal and the County to obtain the latest Mutual Aid Agreement boundaries. The GIS Division incorporated the 2017 version of the Mutual Aid Agreement in the GIS. In a follow-up to the original request, HFD requested information related to our “legally defined boundary” for ISO purposes.

2024 Roadway Maintenance Map: The General Services reached out to the GIS Division about getting a set of maps put together for their planned Roadway Maintenance



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

for 2024. The GIS Division created two sets of four maps, one for use when presenting the areas of work to the Commission and the other one for internal usage.

Everglade Cemetery Map: The GIS Division received a request from the Cemetery Division for help with digitizing a pen on paper map. The map contains all the names of the people buried at Everglades Cemetery. The GIS Division worked on digitizing the map using Blue Beam and photo scanning.

The Month’s Buffer Maps: The GIS Division completed the following buffer maps (2) 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.

Primo's Raw Organics, LLC (718 E. Bender Blvd.); Hild and Reid Investments, LLC (1201 W. Bender Blvd.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics								
	2016	2017	2018	2019	2020	2021	2022	2023
Land Development								
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

The Planning Board meeting was scheduled for June 18th at 10 a.m.

Planning Board Summary:

June - The Planning Board reviewed and considered action on 6 items in a Regular Meeting:

- Review and Consider RV Park Map Amendment Nuevo Amanecer RV Park located off of US Highway 62, just South of Willow Bend Villas.
- Review and Consider RV Park Map Amendment for a proposed RV Park located off East Main Street.
- Review and Consider Proposed Subdivision for Northland Estates West with a Letter of Credit.
- Review and Consider Final Plat for Trinity Estates Unit 2 Subdivision with a Letter of Credit.
- Review and Consider Preliminary Plans for a Subdivision for Zia Crossing Unit 10.



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

- Review and Consider Subdivision Plat for Habitat for Humanity Spears Subdivision Block 1.

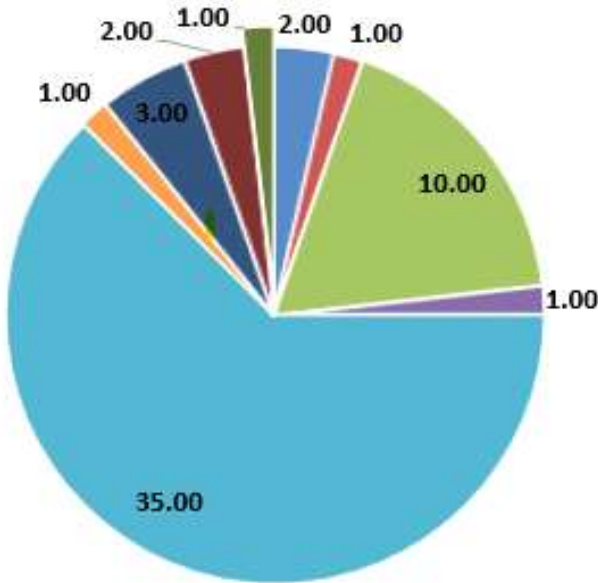
TRAFFIC DIVISION:



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

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



- | | | |
|---------------------------------|--|---------------------------------------|
| ■ 18. LED Module Replace = 2 | ■ 27. Pole Straighten / Re-bolting = 1 | ■ 28. Pole & Anchor Replace = 10 |
| ■ 03. Wiring Problem Repair = 1 | ■ 31. Inspected Intersections = 35 | ■ 32. Int in Flash or Malfunction = 1 |
| ■ 36. 811 / Line Spot Hours = 3 | ■ 38. Solar Flasher / Speed Sign = 2 | ■ 39. Call Outs = 1 |

Major Damage:

- No major damage for the month of June.

**Monthly Measurement
Finance Department
Fiscal Year 2024**

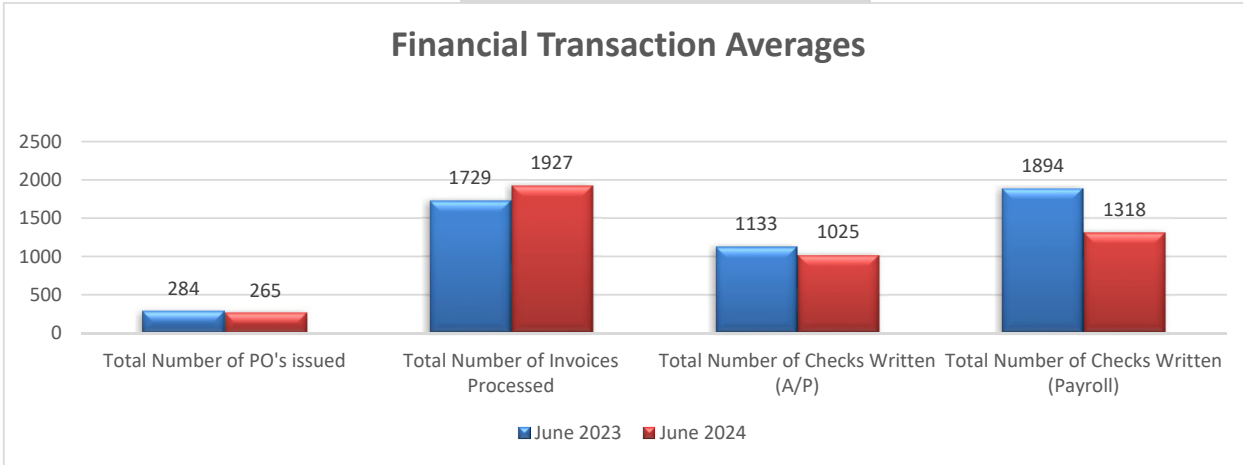
Cash Statistics	June 2023	June 2024
Beginning Cash Balance	161,231,977	191,263,744
Monthly Cash In (Revenue - all funds)	30,410,661	11,829,025
Monthly Cash Out (Expenditures - all funds)	12,464,947	10,686,233
Ending Cash Balance	179,177,691	191,898,421

Finance Transaction Statistics

	June 2023	June 2024
Total Number of PO's issued	284	265
Total Number of Invoices Processed	1729	1927
Total Number of Checks Written (A/P)	1133	1025
Total Number of Checks Written (Payroll)	1894	1318

daily average	13
daily average	96
weekly average	256
bi-weekly average	659

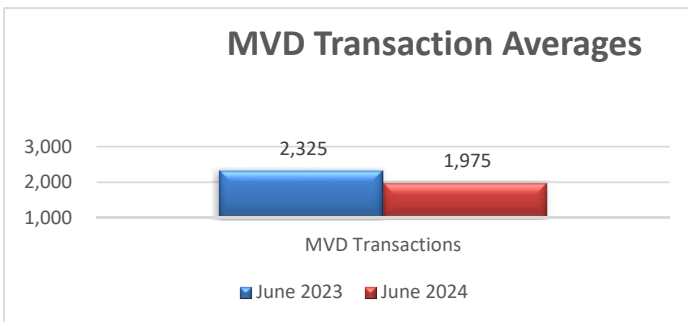
Financial Transaction Averages



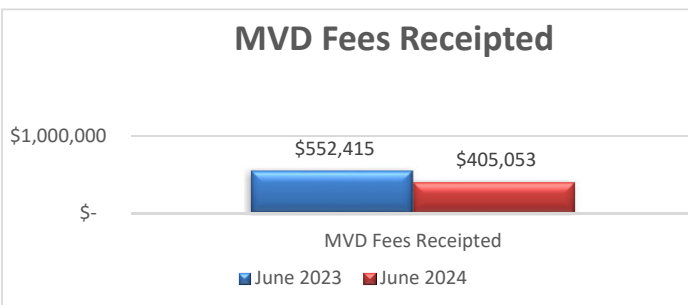
MVD Statistics	June 2023	June 2024
MVD Transactions	2,325	1,975
MVD Fees Received	\$ 552,415	\$ 405,053

daily average	99
daily average	\$ 20,253

MVD Transaction Averages



MVD Fees Received



June 2024

General Services – Building Maintenance

Work performed by City Carpenters

2	Locks Installed/Switched
2	Items remove from walls
10	Ceiling Tiles Replaced
1	Trim Repairs
25	Items hung
4	Roof Inspections
7	Furniture Assembled
2	Cabinets Repaired
2	Door Repairs
3	Doors Adjusted
1	Baseboard Repair
3	Items building
6	Pvc fix and cooper A/C drains
10	Drywall Patches
21	Roof patches

Location of work performed

34	City Hall
14	Municipal Court
40	HPD
3	Shop
4	Sr. Center
2	MVD
2	State Police

Break down of work performed by the Electricians.

6	Light repairs
50	AC repairs
17	General electrical work
10	CORE work
3	Nonelectrical work

Location of work performed.

10	CORE
4	Library
6	City hall
4	Annex
5	PD
9	Fire stations
4	DA building
1	MVD
6	Parks
2	Senior center
2	Teen center
20	AAC
2	Hobbs Express

June - 2024

General Services - Garage

In June - 2024 The City Garage had a total of 126 Repair Orders/Invoices. Of the 126 R.O./Invoices, 94 were repaired in house and 32 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 51,383.81 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	3,038.80	1,275.00	449.60	732.00	5,495.40
Accident Repair	0	2	0.00	0.00	5,402.78	1,443.00	6,845.78
APM/BPM/CPM	10	9	1,368.02	799.00	954.51	325.00	3,446.53
Brakes	7	1	1,925.74	578.00	590.92	422.50	3,517.16
Charging	14	1	2,957.72	918.00	305.90	40.00	4,221.62
Clutch	0	1	0.00	0.00	1,485.00	1,600.00	3,085.00
Engine	2	1	0.00	306.00	484.08	6,710.00	7,500.08
Exhaust	2	0	48.11	136.00	0.00	0.00	184.11
Filters	2	0	26.44	0.00	0.00	0.00	26.44
Fuel System	3	0	1,202.63	646.00	0.00	0.00	1,848.63
Instrument/Gauges	1	0	0.00	34.00	0.00	0.00	34.00
Lighting	6	0	394.11	289.00	0.00	0.00	683.11
Miscellaneous Maintenance	22	3	4,453.94	1,377.00	255.00	291.00	6,376.94
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Service Calls	4	0	0.00	340.00	0.00	0.00	340.00
Tires	9	5	1,331.50	663.00	0.00	287.50	2,282.00
Transmission	1	0	4,216.83	102.00	0.00	0.00	4,318.83
Wash Job	0	6	0.00	0.00	0.00	565.00	565.00
Wheels/Hub	1	0	545.18	68.00	0.00	0.00	613.18
Monthly Total	94	32	21,509.02	7,531.00	9,927.79	12,416.00	51,383.81

	# of R.O./Inv	Parts	Labor	Total
City Garage	94	21,509.02	7,531.00	29,040.02
Vendor	32	9,927.79	12,416.00	22,343.79
	126	31,436.81	19,947.00	51,383.81

June 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
165 HRS.	Street Sweeping
35 HRS.	Building Brooms
80 HRS.	Cold Mix Patching
16 HRS.	Warehouse
128 HRS.	Alley Maintenance
96 HRS.	Storm Sewers and Inlets
180 HRS.	Maintenance
56 HRS.	Work in Welding Shop
32 HRS.	Cemetery
8 HRS.	Administrative
96 HRS.	Meetings
48 HRS.	Shoulders
160 HRS.	Hauling Trash
32 HRS.	Hauling Caliche
88 HRS.	Stockpiling
111 HRS.	Parks

The total amounts of material hauled or used:

Quantity	Material
180 YDS	Sweepings
1104 YDS	Rough Caliche
168 YDS	Alley Material
9 YDS	Cold Mix Used
828 YDS	Trash
282 YDS	Millings
72 YDS	Recycled Material

Calls responded to:

Number	Type
20	Dispatched – accidents, spills, debris
5	Requests
3	Block Party

Hobbs Fire Department

June 2024

Fire Alarms	Total
Alarms (City)	129
Alarms (County)	42
Alarms (Gaines)	1
Total	172

ZONES	Total
Zone 1 (NW City)	40
Zone 2 (NE City)	32
Zone 3 (SE City)	33
Zone 4 (SW City)	24
Zone 5 (NW County)	20
Zone 6 (NE County)	7
Zone 7 (SE County)	10
Zone 8 (SW County)	5
Out of District	1
Total	172

Dispatch to Enroute	Time
Station 1	1:48
Station 2	1:23
Station 3	1:03
Station 4	1:04
Average	1:19

Dispatch to Arrival	Time
Station 1	5:25
Station 2	4:18
Station 3	4:26
Station 4	4:37
Average	4:41

PREVENTION PROGRAMS	Total
Fire Investigations	6
Fire/Safety Inspections	62
Smoke Detectors Installed	4
Public Education Activities	3
Plan Reviews	8
Burn Permits Issued	0
Total	83

Response By Station	Total
Station 1	70
Station 2	42
Station 3	41
Station 4	19
Total	172

Most Common	
Day	Saturday
Time	10:00-10:59

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	2

FALSE ALARM RESPONSE	Total
False Alarms	18

Training Hours	Hours
Fire Training	602.30
EMS Training	174.00
Officer Training	21.00
Total	797.30



Hobbs Fire Department

June 2024

EMS Alarms	Total
Alarms (City)	635
Alarms (County)	72
Alarms (Gaines)	3
Total	710

ZONES	Total
Zone 1 (NW City)	284
Zone 2 (NE City)	123
Zone 3 (SE City)	146
Zone 4 (SW City)	82
Zone 5 (NW County)	19
Zone 6 (NE County)	40
Zone 7 (SE County)	1
Zone 8 (SW County)	12
Out of District	3
Total	710

Average Run Times	Time
Enroute	1:59
At Scene	4:43
On Scene Time	26:82
To Destination	11:23
Back in Service	21:43

Out of Town Transfers	Total
Lubbock	0
Midland	0
Odessa	1
Roswell	4
Carlsbad	0
Artesia	0
Airport	28
Total	33

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

Most Common Complaint Total	
MVC	11.27%
Falls	8.45%
Breathing/Respiratory	7.46%

Cardiac Arrest Responses Total	
Cardiac Arrest	10
ROSC	2
ROSC = Return of Spontaneous Circulation	

EMS Billing	Amount
Billed	\$135,767.77
Collected	\$100,102.00





Hobbs Express

Monthly Report - JUNE 2024

Passenger Activity	Prior Month May-24	Reporting Month Jun-24
No. of Elderly Passengers	931	787
No. of Non-Ambulatory Passengers	121	92
No. of Disabled Passengers	412	345
No. of Other Trips	4251	2489
Total Passenger Trips	5715	3713

Total Bus Route Trips	3721	3193
Total Demand Response/Paratransit Trips	1994	520
Total Passenger Trips	5715	3713

Vehicle Statistics	Prior Month May-24	Reporting Month Jun-24
Total Vehicle Hours	581.75	485.25
Total Vehicle Miles	10,873	9,379

Revenue Collected	Prior Month May-24	Reporting Month Jun-24
Total Fares Collected	\$0.00	\$0.00



HOBBS POLICE DEPARTMENT

July 1, 2024

To: Chief August Fons
 Deputy Chief Shane Blevins
 Captain Chad Wright
 Lt. Joshua James
 Superintendent Jessica Silva

From: Code Enforcement Supervisor David Gough

Subject: Code Enforcement End of Month Report (June 2024)

CODE ENFORCEMENT END OF MONTH REPORT (June 2024)

Code warnings	228
Code citations	16
Code calls	318
Animal warnings	20
Animal calls	264
Animal citations	8
Inoperable Vehicles	6
Parking	6
Search Warrants	5
POSD	25

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

July 2, 2024

To: Chief Fons
 Deputy Chief Blevins
 Captain Wright
 Lt. James
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

June 2024

Intake:	Cats	Dogs
Dead On Arrival	23	14
Sterilization Only	20	78
Stray	35	33
Transfers In		
Unwanted	21	22
Quarantine		33
Clinic Visit shots	3	86
Cat Trap, Neuter, Return	27	
Totals:	129	266
Dispositions:		
Adopted	49	36
Died at Facility	7	5
Dead on Arrival	20	11
Euthanized	11	32
Rescued		14
Return to Owner		12
Sterilization Only	20	79
Escaped		
Clinic visit shots	3	86
Cat Trap,Neuter,Return	26	
Totals:	136	275

Total Revenue Collected:	Animal Pick Ups:	\$ 225
	Permits/Tags:	\$ 270
	Reclaims:	\$1070
	Adoptions	\$
	Cat traps	\$300
	<u>Sterilizations:</u>	<u>\$2440</u>
		\$4305

HAAC currently has 57 dogs in custody and 7 cats, 1 dog and 5 kittens in foster

HOBBS POLICE DEPARTMENT



July 2, 2024

To: Chad Wright, Captain of Agency Support

From: Linda Saiz, Records Administrator

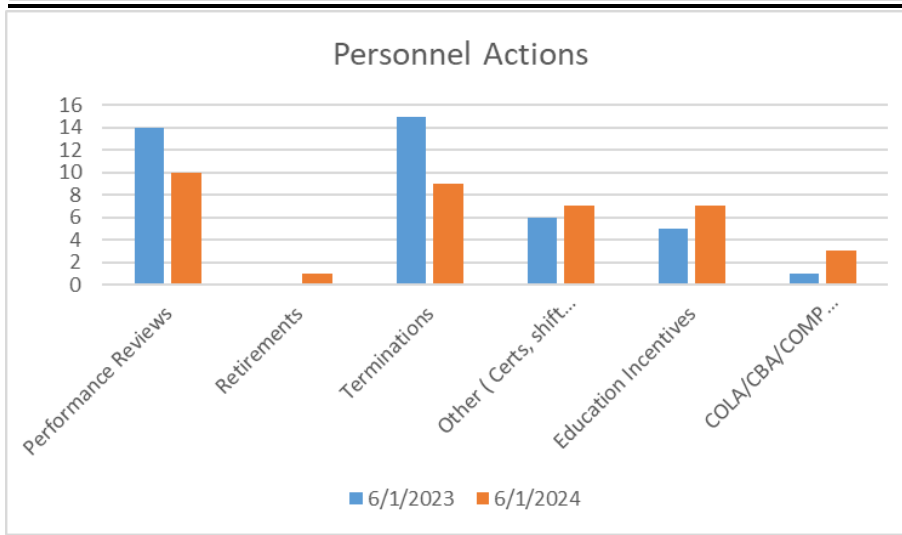
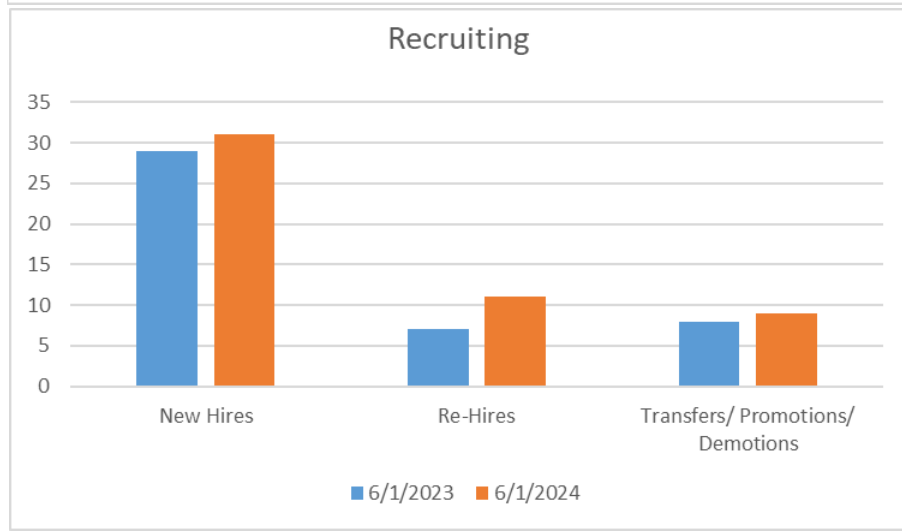
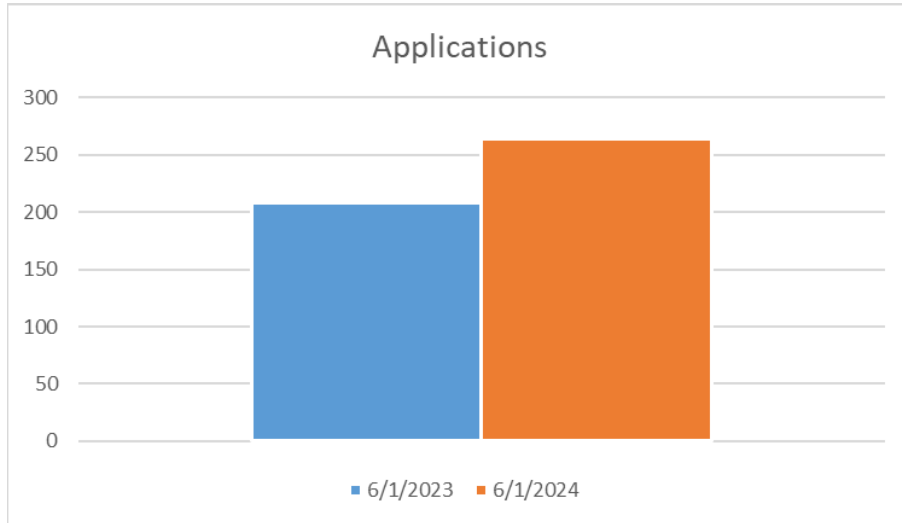
Re: June 24 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
June 2023/2024	RPTS	RPTS		2023	2024	
	2023	2024	2023/2024			
REPORTED CRIMES	358	336	-6%	2,512	2,237	-11%
CALLS FOR SERVICE	4,280	4,025	-6%	24,609	23,877	-3%
ARRESTS	196	244	24%	1200	1,362	14%
MURDER	1	1	0%	6	6	0%
RAPE	0	5	500%	17	14	-18%
ROBBERY	2	1	-50%	16	10	-38%
ASSAULTS AND BATTERY	94	77	-18%	499	467	-6%
BURGLARY	30	49	63%	425	257	-40%
LARCENY	51	39	-24%	388	297	-23%
SHOPLIFTING	34	24	-29%	177	162	-8%
AUTO THEFT	18	10	-44%	112	82	-27%
ARSON	0	0	-100%	7	1	-86%
FORGERY	0	0	0%	3	1	-67%
FRAUD	5	8	60%	40	43	8%
EMBEZZLEMENT	0	1	0%	7	13	86%
REC. STOLEN PROPERTY	2	1	200%	4	4	0%
VANDALISM	71	61	-14%	644	442	-31%
WEAPONS OFFENSES	2	8	300%	19	28	47%
DOMESTIC VIOLENCE	36	44	22%	206	214	4%
ASSAULTS/BATTERY ON PO	7	5	-29%	23	33	43%
SHOOTING AT/FM MV OR DWELLING	4	3	-25%	55	30	-45%
CITATIONS ISSUED	320	416	30%	2,214	2,382	8%
DWI	10	13	30%	38	51	34%
TRAFFIC CRASHES	80	59	-26%	533	502	-6%

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





Application Source

	total	total %
Billboard / Sign	5	1.89
Chamber of Commerce Website	1	0.38
City of Hobbs Website	97	36.74
Facebook	5	1.89
Friend / Family	30	11.36
Governmentjobs.com	16	6.06
Indeed.com	70	26.52
Job Fair	7	2.65
LinkedIn	2	0.76
Municipal League	0	0.00
New Mexico Department of Labor	0	0.00
Newspaper	0	0.00
Other	29	10.98
Radio	0	0.00
Recruiter	2	0.76
Unknown	0	0.00
Totals	264	100.00

New Position Postings

CORE KIDS SPECIALIST	PROJECT MANAGER
ACCOUNTING OPERATIONS ANALYST	CRIME SCENE TECHNICIAN
FIRE BATTALION CHIEF	TRAFFIC TECHNICIAN

Safety Skills Training:

- Hazard Communication

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
- The Team assisted with all facilities receiving additional/replacement AED's and provided bloodborne pathogen kits.

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 ⓘ

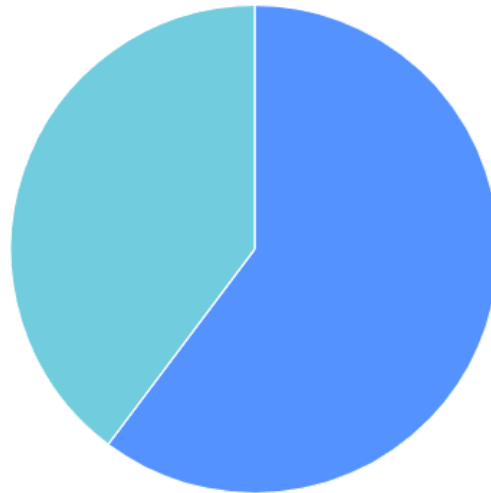
244

Avg Tickets/day ⓘ

8

Inflow by Channel ↗

Pie Chart ▾



- Email 147
- Admin Panel 97
- 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 52
- Email 35
- Webpage 30
- User setup 25
- Hardware 24
- 2FA 17
- PC Setup 11
- Phone 11
- Password Reset 8
- Network 7
- Other 6
- Others 2



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

June 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 June. 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 June 2024, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Valerie Chacon (6/3; 6/17)
- ❖ Cemetery Board – Amber Leija (N/A)
- ❖ Community Affairs Board – Medjine Desrosiers-Douyon (N/A)
- ❖ Library Board – Amber Leija (6/5)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Medjine Desrosiers-Douyon (N/A)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Veterans Advisory Board – Valerie Chacon (N/A)

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

- ❖ Public Hearings/Presentations 1
- ❖ Agenda Items drafted 6
- ❖ 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 0
- ❖ Contract Review 47

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. Assistant City Attorney, Amber Leija, prosecutes all criminal matters filed in the Hobbs Municipal Court and represents the City of Hobbs in property disputes. Deputy City Attorney Medjine Desrosiers-Douyon . City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues, advises management and elected officials on legal issues and also oversees the operations of the City Attorney's Office.

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

Criminal Litigation:

- ❖ Pretrial Release Hearings: 2
- ❖ Probation Violations: 1
- ❖ Pretrials (Pro Se): 115
- ❖ Pretrials (Attorney): 20
- ❖ Trials: 73
- ❖ Dangerous Dogs/Petitions: 1
- ❖ DWI Cases: 9
- ❖ Shoplifting Cases: 1
- ❖ Appeals in District Court: 2
- ❖ Criminal Pleadings (Mun/Dist.) 129
- ❖ Subpoenas: 88
- ❖ Clio Case Entries: 82
- ❖ Discovery Submissions 49

Property Matters:

❖ Condemnation Reviews	0
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Property Lien Release	1

Civil Litigation:

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

Miscellaneous:

❖ Trainings:	1
❖ Witness Interviews:	9
❖ In-office consultations:	43
❖ Letters/Correspondence:	1057

Areas of Notoriety:

- ❖ Legal Assistant Heather Barr began her certification session one. As a legal team we strive to continuously learn new laws and obtain certifications.
- ❖ The Legal team along with City Staff was instrumental in the LEDA projects accepted by the City Commission.

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 Chacon
City Attorney

CITY MANAGER'S REPORT

June, 2024

Hobbs Public Library

CIRCULATION: **6,789**

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,774
Audio Books & Music	173
DVDs	1,850
E-Books/E-Audio (OverDrive & Gale)	640
Kanopy	42
Hoopla	310

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	7	0
ELIN Loans	29	4

CIRCULATION BY PATRON TYPE:

Adult	4,318
Juvenile	955
Senior Citizen	555
Used in Library	961

Total Children's Items Circulated **2,533**
Total Adult Items Circulated **4,256**

Patron Visits	4196
Overdue Notices Sent	

PROGRAMS & PUBLIC SERVICES:

Programs Provided	32
Attendance	1869
Passive Programs Provided	10
Passive Programming Participation	517
Meeting Room Use	30

Facebook Post Reach	7400
Web Site Usage	515
HPL Database Usage	129
Reference Questions	174
Public Computer Use	128
Board Games	19

PATRON PROFILES:

Adult	18,491
Juvenile (Under 18 Years)	3,576
Senior Citizens (62+ Years)	2,577
Temp ELIN	
Total Active Borrowers	24,644

Library Patrons Added This Month 83

RECEIPTS:

Materials Paid For	\$25.00
Fines & Fees	\$108.43
Copy Machine & Public Printouts	\$459.68
Total	\$593.11

ITEMS ADDED:

Total Items Added	585
Items Weeded	1039

HOLDINGS:

Total Library Holdings 167,037

Parks & Open Spaces Department

June 2024 Report



IT ALL HAPPENS HERE™

1. Sports made turf repairs to JV Field
2. Sports replaced 48 light bulbs for fields
3. Cemeteries had 19 interments
4. Cemetery planted 4 trees
5. Graffiti had 14 reported locations
6. POSD Construction Crew removed old pavilion at Charlie Brown; repaired and painted hand railings at City Hall; repairing Fighter Jet; repaired broken windows at Del Norte Performance Pavilion; poured sidewalk at Washington Height Park
7. Provided Mobile Stage for Juneteenth Event at Washington Park
8. Golf Course assisted with GIS Project to update sprinkler heads locations; hosted 6 major tournaments; removed weeds at CORE; installed upgraded Rainbird Irrigation System
9. Parks completed 20 environmental lots; installed new controller and decoders at Health-walk; replaced controller at McAdams; installed plants at Marque and Turner



RISK MANAGEMENT REPORT

June 2024

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability Insurers.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 application(s) for notary bond or inspection bond.
- Met with insurance agents to review renewal applications/process. Completed supplemental applications and assessments.
- Endorsed 11 new vehicles and/or equipment to city's insurance policy.
- Reviewed 49 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 8 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 2 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 May 2023</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons May 2024</u>	
Residential	11,845	123,906,762	11,851	143,851,724	
Commercial	1,826	48,929,580	1,830	50,063,511	
City Accounts	211	26,617,634	212	14,543,411	
School Accounts	62	10,358,277	66	6,666,087	
Irrigation	258	9,320,839	303	10,031,436	
Unbilled Maintenance		1,200,000		2,200,000	
	14,202	220,333,092	14,262	227,356,169	

LABORATORY	June 2023	June 2024
Total Drinking Water Tests	48	43
Total Wastewater Tests	743	620
Liquid Waste Received (gallons)	125,055	105,980

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	98.062	102472.000
Effluent (Million Gallons)	91.859	97.420
Solids Removed (Dry Pounds)	80,689	43,804

WATER PRODUCTION REPORT - JUNE 2024

WATER PRODUCED	
Total monthly water produced, million gallons	252,211,000
Total monthly water distributed, million gallons	256,951,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.54
Monthly chlorine gas dosed to system (lbs)	2,070
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)	2

UTILITY MAINTENANCE JUNE 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 JUNE 2024	QUANTITY
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