

# **CITY MANAGER'S MONTHLY REPORT**

January, 2024

200 East Broadway  
Hobbs, NM 88240  
[www.hobbsnm.org](http://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

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**CITY MANAGER**

City Manager  
Executive Assistant

Manny Gomez  
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  
Vacant  
Amber Leja

**CITY ENGINEER**

City Engineer  
Development Director  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**LIBRARY SERVICES**

Library Director  
Assistant Library Director

Nichole Lawless  
Vacant

**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  
Motor Vehicle Dept.

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 Doport  
Vacant

**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 Woomeer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis



## *CITY MANAGER'S OFFICE*

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200 East Broadway  
Hobbs, NM 88240

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

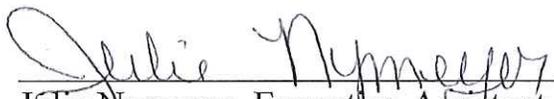
**Julie Nymeyer**  
Executive Assistant

February 28, 2024

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

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

Sincerely,

  
Julie Nymeyer, Executive Assistant



**CITY CLERK'S OFFICE**  
*Monthly Report - January 2024*

	Nov-23	Dec-23	Jan-24
Business Registrations - New	19	5	16
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	1	2	14
Renewals	10	109	1112
Web Payment Renewals	0	0	0
Total Business Registrations Activity	30	116	1142
Active Business Registrations for the Month	2216	2216	2199
Fireworks	0	0	0
Junk Yard Licenses	0	0	2
Liquor License	4	1	0
Mobile Business Licenses	1	1	39
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	39	21	11
Public Documents Notarized	101	95	114
Public Records Request	24	17	47
Regular City Commission Meetings <b>1/8/24 and 1/22/24</b>	2	2	2
Special City Commission Meetings	1	1	0
City Commission Work Session/Closed Meetings <b>1/22/24</b>	0	0	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	12	3	8
Consideration of Approval	1	3	2
Total Volume of Transactions on Tyler Cashiering	313	377	1,467
Total Amount	\$ 504,767.20	\$ 569,896.85	\$ 1,093,309.26
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 504,767.20	\$ 569,896.85	\$ 1,093,309.26

**CITY OF HOBBS BUILDING DEPT**

**Total Type of Construction**

**for period ending January 01, 2024-January 31, 2024**

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
COMM MECHANICAL	Commercial	6	\$9,000.00	\$762.50
COMM PLUMBING	Commercial	12	\$18,000.00	\$780.50
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$290.00
COMMERCIAL DEMOLITION	Commercial	1	\$2,000.00	\$40.00
COMMERCIAL ELECTRICAL	Commercial	48	\$102,043.00	\$2,540.00
COMMERCIAL REMODEL	Commercial	7	\$517,690.00	\$2,250.00
COMMERCIAL RE-ROOFING	Commercial	2	\$27,600.00	\$190.00
COMMERCIAL SIGN	Commercial	3	\$114,949.00	\$660.00
COMMERCIAL STORAGE	Commercial	1	\$140,000.00	\$420.00
COMMERCIAL TOWERS	Commercial	1	\$15,000.00	\$144.00
FIRE EXTINGUISHING SYSTEM	Commercial	1	\$1,500.00	\$30.00
NEW COMMERCIAL	Commercial	4	\$4,971,000.00	\$7,632.00
<b>TOTAL</b>		<b>87</b>	<b>\$5,920,282.00</b>	<b>\$15,739.00</b>

<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
RES MECHANICAL	Residential	18	\$27,000.00	\$1,445.00
RES PLUMBING	Residential	39	\$57,150.00	\$1,553.00
RES SEWER TAP & EXCAVATION	Residential	13	\$33,000.00	\$5,270.00
RESIDENTIAL ADDITION	Residential	1	\$55,000.00	\$300.00
RESIDENTIAL DEMOLITION	Residential	3	\$22,965.00	\$40.00
RESIDENTIAL DRIVEWAY	Residential	2	\$5,200.00	\$40.00
RESIDENTIAL ELECTRICAL	Residential	50	\$75,000.00	\$4,037.00
RESIDENTIAL FENCE	Residential	3	\$12,000.00	\$30.00
RESIDENTIAL MANUFACTURED HOME	Residential	2	\$285,900.00	\$120.00
RESIDENTIAL REMODEL	Residential	5	\$343,000.00	\$1,236.00
RESIDENTIAL RE-ROOF	Residential	12	\$153,144.00	\$1,120.00
RESIDENTIAL SOLAR	Residential	1	\$59,433.00	\$300.00
RESIDENTIAL STORAGE	Residential	3	\$53,340.00	\$432.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$70,000.00	\$300.00
<b>TOTAL</b>		<b>153</b>	<b>\$1,252,132.00</b>	<b>\$16,223.00</b>

COMMERCIAL	87	\$5,920,282.00	\$15,739.00
RESIDENTIAL	153	\$1,252,132.00	\$16,223.00
<b>TOTAL COMBINED</b>	<b>240</b>	<b>\$7,172,414.00</b>	<b>\$31,962.00</b>



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
JANUARY 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
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	4	40	4

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's 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)

**January 2024**

**New GIS Tech:** The new GIS Tech, Tony Cabrales, joined the City of Hobbs with previous GIS experience from the Colorado Department of Agriculture. The GIS Division has completed training to get Tony experience with many aspects of being a GIS Tech at the City of Hobbs. One of Tony's tasks will be to assist the Building and Permitting Department with putting a map together for their brochure.

**BAS:** The City of Hobbs received the first post-2020 Census BAS (Boundary and Annexation Survey). The GIS Division and the Lea County Planner, Bruce Reid, had a meeting to lay out a plan to ensure the 7 missing annexations get added to the BAS. A follow-up is planned sometime in February (Deadline for BAS data submission is March 31<sup>st</sup>).

**GPS Basics Training:** The GIS Division held a half-day 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, Traffic, Utilities, Parks & Open Spaces, and Engineering Departments attended the training.

**Building and Permitting Brochure Map:** The Building and Communication Departments reached out to the GIS Division to get a map put together for the Building and Permitting Brochure. The map will show the permitting boundary with enough detail to allow citizens



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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to figure out if they need to contact the City of Hobbs or not, and be able to do that in 3” x 3” area.

**NM811 Update:** NM811 reached out to the City of Hobbs to see if we needed to update our response polygon for One Calls. As we have had several new subdivisions on the outer edge of the previous response polygon, the GIS Division created an updated polygon which is in review. The final updated response polygon will go out to NM811 in February.

**The Month’s Buffer Maps:** During the month of January the GIS Division completed the following buffer maps (1) 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.

Black Gold Distilling, LLC (1010 W. Joe Harvey Blvd.)

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

*City Commission Planning Summary:*

**City of Hobbs Growth Statistics**

<b>Land Development</b>	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

January - The City Commission reviewed and considered the following:

The Planning Board meeting was canceled due to a lack of items on the agenda.

*Planning Board Summary:*

January - The Planning Board reviewed and considered action on no items in a Regular Meeting:



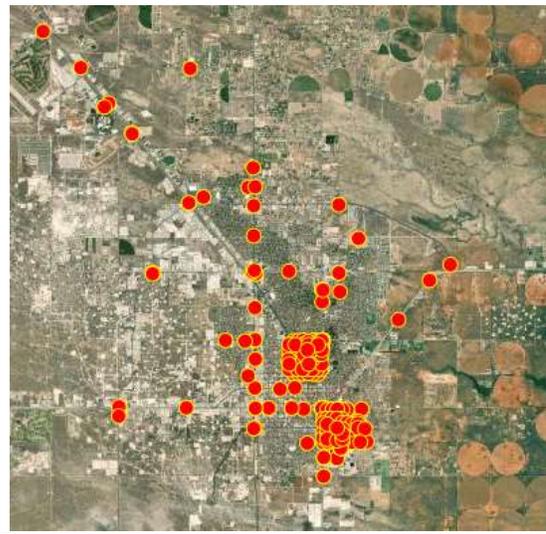
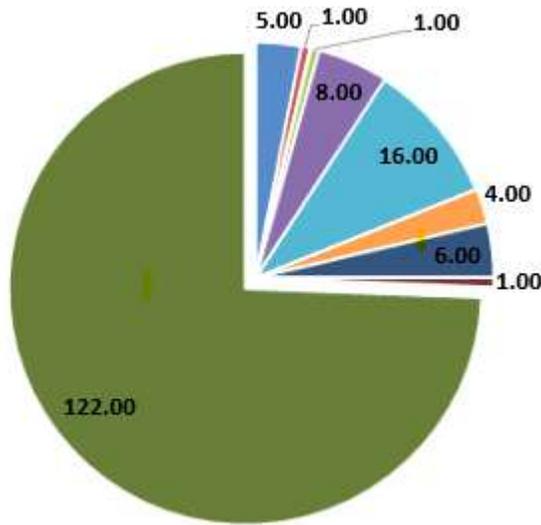
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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**TRAFFIC DIVISION:**

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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**



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13. Camera Service = 5	02. Minor Traffic Signal Repair = 1	20. Repair Communication = 1
23. New Sign Made = 8	26. Sign Install / Service = 16	27. Pole Straighten / Re-bolted = 4
28. Pole & Anchor Replace = 6	03. Wiring Problem Repair = 1	31. Inspected Intersections = 122

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**Major Damage:**

- No major damages to report for the month of January.

**Monthly Measurement  
Finance Department  
Fiscal Year 2024**

Cash Statistics	January 2023	January 2024
Beginning Cash Balance	155,771,997	184,778,865
Monthly Cash In (Revenue - all funds)	10,907,424	13,286,539
Monthly Cash Out (Expenditures - all funds)	9,729,684	10,328,274
<b>Ending Cash Balance</b>	<b>156,949,737</b>	<b>187,938,907</b>

**Finance Transaction Statistics**

	January 2023	January 2024
Total Number of PO's issued	315	536
Total Number of Invoices Processed	1789	1706
Total Number of Checks Written (A/P)	770	787
Total Number of Checks Written (Payroll)	1202	1175

daily average	26
daily average	81
weekly average	197
bi-weekly average	588

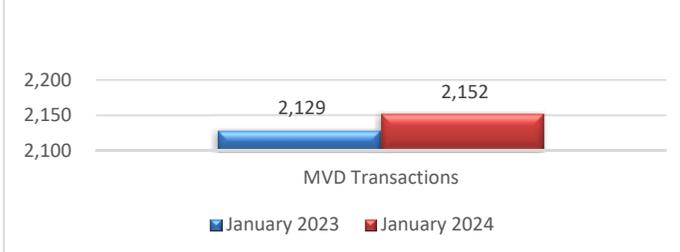
**Financial Transaction Averages**



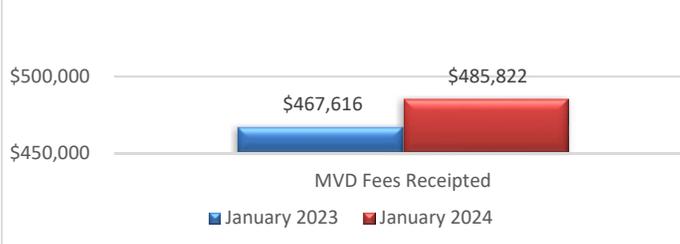
MVD Statistics	January 2023	January 2024
MVD Transactions	2,129	2,152
MVD Fees Received	\$ 467,616	\$ 485,822

daily average	102
daily average	\$ 23,134

**MVD Transaction Averages**



**MVD Fees Received**



# January 2024

## General Services – Building Maintenance

Work performed by City Carpenters

82	Tile repairs
9	Cabinet Repairs
11	Items hung
2	Doorknobs changed
1	Sign Repairs
3	Toilet Seat Replacement/Repair
20	Soap Dispensers Installed
3	Window Inspection
1	Carpet Tile Repairs
1	Glass Door Repair
1	Roof Inspection/Repair
24	Furniture Moved
1	Furniture Built
2	Ceiling Tiles Replaced
1	Backsplash Installation
1	Metal Door Frame Removal
12	Masonry Blocks Placed
28	AC/Heating Unit Count for Replacement
1	Water Softener Leak Repair
1	Contractor Job Inspection

### Location of work performed

36	City Hall
1	City Hall Annex
1	City Garage
1	Senior Center
17	Library
2	Street Department
8	Municipal Court
43	Hobbs Police Dept. - HPD
94	City Jail
2	Forensics Lab

Break down of work performed by the Electricians.

18	Light repairs
41	Heater repairs
9	General electrical work
5	CORE work
6	Nonelectrical work

Location of work performed.

5	CORE
11	Library
14	City hall
3	Annex
4	PD
1	Fire stations
6	DA building
8	Parks
3	Garage
4	AAC
3	Streets
2	Municipal Court
3	Crime Lab
3	Hobbs Express

**January - 2024**

**General Services - Garage**

In January - 2024 The City Garage had a total of 193 Repair Orders/Invoices. Of the 193 R.O./Invoices, 149 were repaired in house and 44 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 59,827.55 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	6	0	1,136.08	1,020.00	0.00	0.00	2,156.08
Accident Repair	0	2	0.00	0.00	9,929.67	3,465.00	13,394.67
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	33	13	3,166.81	2,516.00	1,719.66	0.00	7,402.47
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	5	1	1,716.57	748.00	375.00	225.00	3,064.57
Charging	13	0	2,972.04	1,326.00	0.00	0.00	4,298.04
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	1	1	100.00	34.00	113.93	525.00	772.93
Drive Shaft	0	0	0.00	0.00	0.00	0.00	0.00
Engine	6	0	946.90	1,224.00	0.00	0.00	2,170.90
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Filters	5	0	238.12	204.00	0.00	0.00	442.12
Front Axle	0	1	0.00	0.00	69.85	274.50	344.35
Fuel System	3	0	799.04	1,394.00	0.00	0.00	2,193.04
Hydraulics	1	0	349.78	204.00	0.00	0.00	553.78
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	1	0	69.19	34.00	0.00	0.00	103.19
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	7	4	2,543.30	952.00	2,073.63	800.00	6,368.93
Miscellaneous Maintenance	29	4	1,300.45	1,819.00	535.00	465.00	4,119.45
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	13	0	0.00	1,360.00	0.00	0.00	1,360.00
Steering	2	0	39.24	68.00	0.00	0.00	107.24
Suspension	0	2	0.00	0.00	0.00	239.95	239.95
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	19	11	3,972.89	1,904.00	1,826.44	851.00	8,554.33
Towing Vehicles	0	3	0.00	0.00	0.00	529.00	529.00
Transmission	1	0	201.94	170.00	0.00	0.00	371.94
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	1	0	0.00	34.00	0.00	0.00	34.00

Wheels/Hub	3	1	372.58	170.00	614.99	89.00	1,246.57
<b>Monthly Total</b>	<b>149</b>	<b>44</b>	<b>19,924.93</b>	<b>15,181.00</b>	<b>17,258.17</b>	<b>7,463.45</b>	<b>59,827.55</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		149	19,924.93	15,181.00	35,105.93
Vendor		44	17,258.17	7,463.45	24,721.62
		<b>193</b>	<b>37,183.10</b>	<b>22,644.45</b>	<b>59,827.55</b>

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# January 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
302 HRS.	Street Sweeping
34 HRS.	Building Brooms
208 HRS.	Cold Mix Patching
32 HRS.	Crack Seal
96 HRS.	Hot Mix
136 HRS.	Alley Maintenance
48 HRS.	Storm Sewers and Inlets
48 HRS.	Maintenance
72 HRS.	Stocking Material
95 HRS.	Shoulder Work
80 HRS.	Meetings
136 HRS.	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
276 YDS	Sweepings
6 BLOCKS	Crack Seal
288 YDS	Caliche
192 YDS	Alley Material
21 YDS	Cold Mix Used
426 YDS	Trash Hauled
120 YDS	Millings
9 YDS	Hot Mix Used

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
9	Requests

# FIRE SUPPRESSION/PREVENTION

January 2024

## ALARMS

Alarms (City)	143
Alarms (County)	54
Total Alarms	197

## FIRE RESPONSE BY STATION

Station 1	70
Station 2	61
Station 3	43
Station 4	23

## ZONES

Zone 1 (NW City)	45	Zone 5 (NW County)	24
Zone 2 (NE City)	38	Zone 6 (NE County)	17
Zone 3 (SE City)	8	Zone 7 (SE County)	4
Zone 4 (SW City)	52	Zone 8 (SW County)	2
Out of District 7			

## MOST COMMON DAY/TIME

Monday / 1400 – 1459 hours

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:51
Station 2	1:26
Station 3	0:49
Station 4	2:54
<b>Average</b>	<b>1:45</b>

## STRUCTURE FIRES

Structure Fires - 14

## FALSE ALARM RESPONSE

False Alarms - 42

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:54
Station 2	6:21
Station 3	4:08
Station 4	7:56
<b>Average</b>	<b>5:47</b>

## TRAINING HOURS

Fire Training	803:30
EMS Training	908:00
HR Training	54:45
Officer Training	41:00

## PREVENTION PROGRAMS

Fire Investigations	8
Fire/Safety Inspections	60
Smoke Detectors Installed	3 given/2 installed
Public Education Activities	3
Plan Reviews	8

# EMERGENCY MEDICAL SERVICES

January 2024

## EMS RUN BREAKDOWN

City Response	700
County Response	60
Total Responses	760

## ZONES

Zone 1 (NW City)	322	Zone 5 (NW County)	16
Zone 2 (NE City)	136	Zone 6 (NE County)	33
Zone 3 (SE City)	143	Zone 7 (SE County)	3
Zone 4 (SW City)	98	Zone 8 (SW County)	3

## AVERAGE RUN TIMES

Enroute:	1:86
At Scene:	8:44
On Scene Time:	33:40
To Destination:	14:17
Back in Service:	29:29

## MOST COMMON DAY/TIME

Tuesday / 1800-1859 hours

## MOST COMMON COMPLAINT

Respiratory Problem - 67

## OUT OF TOWN TRANSFERS

Lubbock	6
Midland	0
Odessa	0
Roswell	8
Carlsbad	8
Artesia	0
Airport	41

## CARDIAC ARREST RESPONSES

Cardiac Arrest	21
ROSC	3
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Billed	\$421,155.10
Collected	\$421,076.37



# Hobbs Express

Monthly Report - JANUARY 2024

<b>Passenger Activity</b>	<b>Prior Month Dec-23</b>	<b>Reporting Month Jan-24</b>
No. of Elderly Passengers	721	856
No. of Non-Ambulatory Passengers	99	110
No. of Disabled Passengers	320	335
No. of Other Trips	3308	3473
<b>Total Passenger Trips</b>	<b>4448</b>	<b>4774</b>

<b>Total Bus Route Trips</b>	2655	2872
<b>Total Demand Response/Paratransit Trips</b>	1793	1902
<b>Total Passenger Trips</b>	<b>4448</b>	<b>4774</b>

<b>Vehicle Statistics</b>	<b>Prior Month Dec-23</b>	<b>Reporting Month Jan-24</b>
Total Vehicle Hours	644.75	661.25
Total Vehicle Miles	7,471	8,073

<b>Revenue Collected</b>	<b>Prior Month Dec-23</b>	<b>Reporting Month Jan-24</b>
Total Fares Collected	\$0.00	\$0.00

# CITY MANAGER'S REPORT

January, 2024

Hobbs Public Library

**CIRCULATION:** 7,641

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,539
Audio Books & Music	132
DVDs	3,441
E-Books/E-Audio (OverDrive & Gale)	529

**CIRCULATION BY PATRON TYPE:**

Adult	4,989
Juvenile	598
Senior Citizen	1,278
Used in Library	776

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	22	14
ELIN Loans	43	11

*Total Children's Items Circulated* 2,129  
*Total Adult Items Circulated* 5,512

Patron Visits 3280

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	24
Attendance	474
Passive Programs Provided	4
Passive Programming Participation	382
Hoopla	133
Meeting Room Use	19

Facebook Post Reach	6519
Web Site Usage	479
HPL Database Usage	224
Reference Questions	206
Public Computer Use	491
Kanopy	111
Board Games	9

**PATRON PROFILES:**

Adult	15,909
Juvenile (Under 18 Years)	3,489
Senior Citizens (62+ Years)	2,572
Temp ELIN	2,237
<b>Total Active Borrowers</b>	<b>24,207</b>

**RECEIPTS:**

Materials Paid For	\$11.00
Fines & Fees	\$200.34
Copy Machine & Public Printouts	\$603.80
<b>Total</b>	<b>\$815.14</b>

Library Patrons Added This Month 78

**ITEMS ADDED:**

Total Items Added	599
Items Weeded	1672

**HOLDINGS:**

Total Library Holdings 164,791



# HOBBS POLICE DEPARTMENT

February 2, 2024

To: Chief August Fons  
 Deputy Chief Shane Blevins  
 Captain Marina Barrientes  
 Superintendent Jessica Silva

From: Code Enforcement Officer David Gough

Subject: Code Enforcement End of Month Report (January)

## CODE ENFORCEMENT END OF MONTH REPORT (JANUARY 2024)

Code warnings	149
Code citations	23
Code calls	243
Animal warnings	32
Animal calls	332
Animal citations	14
Inoperable Vehicles	7
Parking Violations	8
Search Warrants	4

*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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 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

February 5, 2024

To: Chief Fons  
 Deputy Chief Blevins  
 Captain Barrientes  
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

January 2024

Intake:	Cats	Dogs
Dead On Arrival	21	14
Sterilization Only	50	
Stray	9	72
Transfers In		
Unwanted	16	35
Quarantine		21
Clinic Visit		70
Cat Trap, Neuter, Return	31	
<b>Totals:</b>	<b>127</b>	<b>212</b>
Dispositions:		
Adopted	20	60
Died at Facility		1
Dead on Arrival	21	13
Euthanized	6	45
Rescued		
Return to Owner	4	44
Sterilization Only		45
Escaped		
Clinic visit shots	48	2
Cat Trap, Neuter, Return	27	
<b>Totals:</b>	<b>126</b>	<b>210</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 760
	Permits/Tags:	\$ 675
	Reclaims:	\$ 1549
	Adoptions	\$
	Cat traps	\$ 540
	<u>Sterilizations:</u>	<u>\$ 3845</u>
		\$ 7369

HAAC currently has 49 dogs and 2 cats in custody, 2 dogs in foster



# HOBBS POLICE DEPARTMENT

February 5, 2024

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: January 24 Records Numbers

- Uniform Traffic Citations 457
- Warning Citations 160
- Misdemeanor Citations 0
- Arrest Reports 215
- Completed Reports 772
- Completed Supplements 290
- Completed Accident reports 81
- Criminal Trespass 70
- Warrants 216
- Recalled warrants 25
- IPRA Requests 433
- Discovery Requests 161

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# HOBBS POLICE DEPARTMENT



February 5, 2024

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

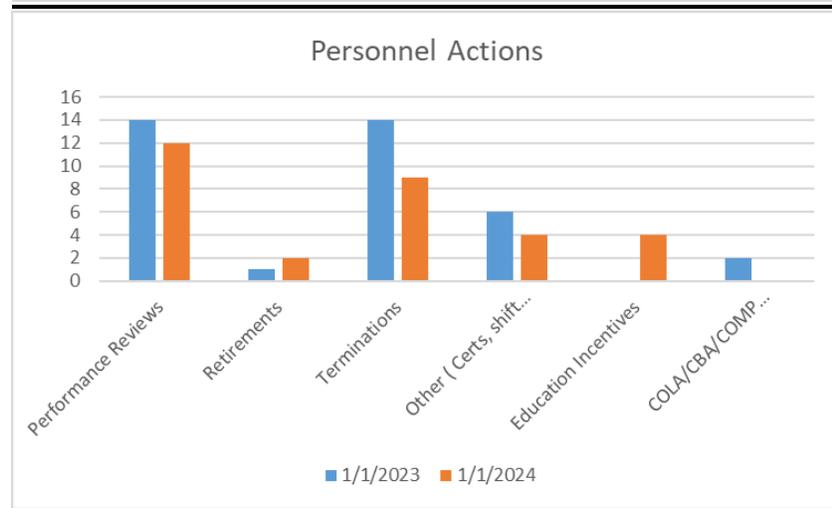
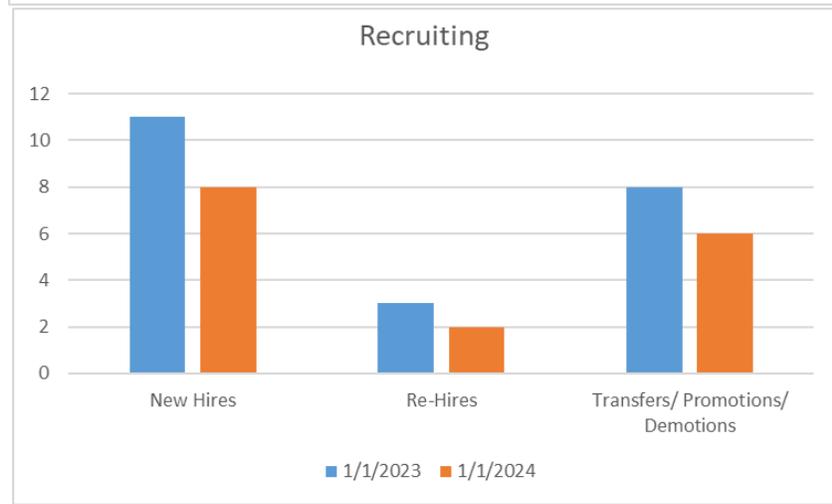
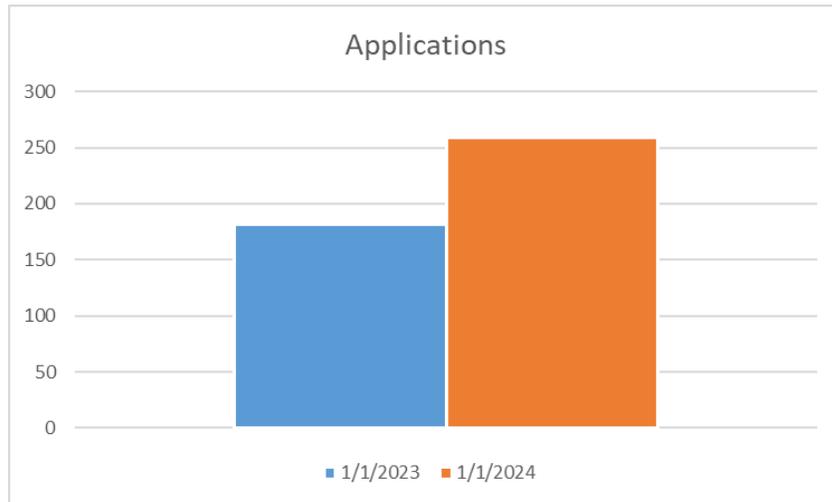
Re: January 24 Records Stats

	TOTAL	TOTAL	%CHNG
January 2023/2024	RPTS	RPTS	2023/2024
	<b>2023</b>	<b>2024</b>	
REPORTED CRIMES	393	369	-6%
CALLS FOR SERVICE	3,911	3,931	1%
ARRESTS	217	215	-1%
MURDER	0	1	100%
RAPE	3	0	-100%
ROBBERY	2	3	100%
ASSAULTS AND BATTERY	84	79	-6%
BURGLARY	71	30	-58%
LARCENY	53	62	17%
SHOPLIFTING	33	34	3%
AUTO THEFT	14	16	14%
ARSON	0	0	0%
FORGERY	0	0	0%
FRAUD	7	5	-29%
EMBEZZLEMENT	0	4	400%
REC. STOLEN PROPERTY	0	0	0%
VANDALISM	93	71	-24%
WEAPONS OFFENSES	2	5	150%
DOMESTIC VIOLENCE	28	37	32%
ASSAULTS/BATTERY ON PO	3	6	100%
SHOOTING AT/FM MV OR DWELLING	21	2	-90%
CITATIONS ISSUED	356	457	28%
DWI	7	8	14%
TRAFFIC CRASHES	80	81	1%

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## Application Source

source	total
<a href="#">Billboard / Sign</a>	0
<a href="#">Chamber of Commerce Website</a>	0
<a href="#">City of Hobbs Website</a>	95
<a href="#">Facebook</a>	10
<a href="#">Friend / Family</a>	37
<a href="#">Governmentjobs.com</a>	11
<a href="#">Indeed.com</a>	57
<a href="#">Job Fair</a>	20
<a href="#">LinkedIn</a>	0
<a href="#">Municipal League</a>	0
<a href="#">New Mexico Department of Labor</a>	0
<a href="#">Newspaper</a>	3
<a href="#">Other</a>	22
<a href="#">Radio</a>	1
<a href="#">Recruiter</a>	3
<a href="#">Unknown</a>	0
<b>Totals</b>	<b>259</b>

## New Position Postings

CORE FITNESS SPECIALIST
DEVELOPMENT DIRECTOR
ACCOUNTS PAYABLE TECHNICIAN
CERTIFIED FIREFIGHTER
NON-CERTIFIED FIREFIGHTER-EMT
POSD SPECIALIST

## Safety Skills Training:

- Sexual Harassment and Discrimination for Employees

## Team Involvement:

- Diana Campos, HR Specialist participated in the Social Wellbeing Committee
- HR Team members participated in a Job Fair at the Lea County Event Center
- The HR Team held their 2024 goal planning sessions
- New Hire Orientation was held

## 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 78+ 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)**
- ❖ **Outdoor Public Bulletin Boards (3 units)**
- ❖ **Audio/Video**
  - Commission Chambers
  - Livestream regular, special and work session meetings
  - Meeting Rooms
  - Portable
  - Cable TV
  - Video/Virtual Conferencing
  - KHBX LP radio station and remotes

Total Tickets ⓘ

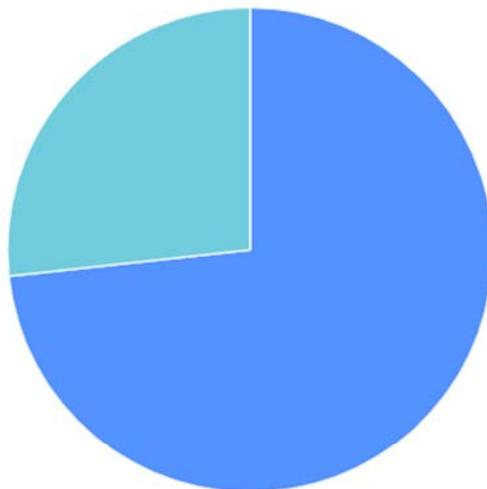
247

Avg Tickets/day ⓘ

8

### Inflow by Channel ↗

Pie Chart



- Email 181
- Admin Panel 66
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MSTeams 0
- Phone 0
- Scheduled Ticket 0
- Slack 0
- Others 0

### Issue Type ↗

Donut Chart



- Software 46
- Email 42
- Webpage 36
- Hardware 33
- Phone 20
- PC Setup 13
- User setup 11
- Network 8
- Password Reset 8
- 2FA 5
- Radio 4
- 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**

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

- ❖ Hobbs City Commission – Valerie Chacon (01/08; 01/22)
- ❖ Cemetery Board – Valerie Chacon (01/10)
- ❖ Community Affairs Board – Amber Leija (01/23)
- ❖ Library Board – Amber Leija (N/A)
- ❖ Lodger's Tax Board – Valerie Chacon (01/10)
- ❖ Planning Board – Valerie Chacon (N/A)
- ❖ Utilities Board – Valerie Chacon (01/11)
- ❖ Labor Relations Board – Valerie Chacon (N/A)
- ❖ Veterans Advisory Board – Valerie Chacon (01/17)

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

- ❖ Public Hearings/Presentations 1
- ❖ Agenda Items drafted 1
- ❖ Resolutions Drafted 1

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 11

**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. 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 January 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): 187
- ❖ Pretrials (Attorney): 25
- ❖ Trials: 131
- ❖ Dangerous Dogs/Petitions: 3
- ❖ DWI Cases: 15
- ❖ Shoplifting Cases: 9
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 173
- ❖ Subpoenas: 127
- ❖ Clio Case Entries: 142
- ❖ Discovery Submissions 101

**Property Matters:**

❖ Condemnation Reviews	10
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Released	2

**Civil Litigation:**

❖ Civil Pleadings	0
❖ Civil Depositions	0
❖ Civil ADR:	0
❖ Demand Letters:	0
❖ Misc. Hearings (State/Fed.):	0
❖ Discovery Submissions:	3

**Miscellaneous:**

❖ Trainings:	1
❖ Witness Interviews:	12
❖ In-office consultations:	29
❖ Letters/Correspondence:	947

**Areas of Notoriety:**

- ❖ The City Attorney's Office presented in a closed session Commission meeting regarding Civil Litigation cases involving the City of Hobbs.
- ❖ The City Attorney Office continues in its progress in revamping the City Ordinances.

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  
Municipal Court – January 2024

Monthly Cases:

Traffic Citations	538
Misdemeanor Citations	41
Environmental Citations	38
Fire Code Violations	2
AGG. DWI	6
DWI – 1 <sup>st</sup>	1
DWI – 2 <sup>nd</sup>	<u>0</u>
Total	626

Courtroom Activity:

Video Arraignments (Jail)	81
Court Appearances – A.M.	34
Court Appearances- P.M.	102
Virtual Court	0
Special Settings	2
Pretrial Court Appearances – A.M.	34
Pretrial Court Appearances – P.M.	32
Attorney Pretrial	17
Trial/Change of Plea Cases/PV Hearing	<u>27</u>
Total	329

Other Activity:

Summons issued	336
Warrants issued	<u>100</u>
Total	436

Fines/Fees Assessed based on Conviction:

Fines	\$58,939.00
Fee	<u>\$18,079.00</u>
Total	\$77,018.00

Fines/Fees Collected:

Fines	\$34,026.39
Penalty Assessment Fee	3,286.00
Automation Fee	2,367.00
Judicial Education Fee	1,143.00
Correction Fee	7,563.11
DWI Prevention Fee	166.00
DWI Lab Fee	<u>349.00</u>
Total	\$48,900.50

# Parks & Open Spaces Department

## January 2024 Report



IT ALL HAPPENS HERE.™

1. POSD kicked off the new year with implementing a new Mobile Elevating Work Platform (MEWP) certification program
2. Cemeteries had 20 interments
3. Graffiti had 11 reported locations
4. All holiday decor was taken down and stored until next year
5. Del Norte Volleyball Court renovation is underway
6. Sports removed a couple shade fabrics at MLK due to structure rusting out and failing
7. Golf installed new storage racks in HIAP Hangers to increase storage capabilities
8. Golf completed annual preventative maintenance service on all golf carts
9. Sports removed rusted soccer goals at Washington Park and replaced with new movable goals
10. Lots of training with POSD employees



Parks & Open Spaces Department





THE CITY OF
HOBBS, NEW MEXICO

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

Recreation Department
Monthly Report - January 2024

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

January 2024 was a busy month at the CORE with participation increasing some 15% from December 2023. Youth Sports 101, Homeschool PE, and the Adaptive Avengers programs all began. The CORE also hosted a Pickleball Tournament that was facilitated by Pro Sports Pickleball New Mexico which had 107 participants. COREfit started a 60-day fitness challenge, and an Adult Soccer League started back up for the first time since the COVID pandemic. Finally, the security services at the CORE began in January and have proven to be beneficial thus far.

CORE Participation and Revenue:

January 2024 Participation 25,523
January 2024 Revenue \$90,847.15

For Comparison Purposes:

December 2023 Participation 22,250 January 2023 Participation 28,067
December 2023 Revenue \$63,897.84 January 2024 Revenue \$96,557.88

Additional January 2024 Details:

Annual Passes Sold/Renewed 792 COREkids Participation 1,553
Monthly Passes Sold/Renewed 264 Group Fitness Classes 309
Weekly Passes Sold 10 Tours/Tour Participants 35/71
Day Passes Sold 2,826 Facility Rentals 38

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 January 2024:

Table with 3 columns: Description, # Meals, Donations Received. Rows include January 2024 Congregate Meals Served (1,449 meals, \$1,693.69), January 2024 Home Delivered Meals (2,588 meals, \$1,655.00), and January 2024 Totals (3,901 meals, \$4,998.16).

For comparison December 2023 Totals 3,901 \$4,998.16

Duplicate Recreation Activities: 512 Exercise: 466
Transportation/Transportation Donations: 191/\$45 Assessment/Reassessment: 90

## Recreation

- Ticket sales for the Father/Daughter Dance started
- There was 1 Park Pavilion rental during the month
- Adult Art Classes had 36 students during the month

## Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Aquatics staff is working to procure several splash pad features which need replacing
- Administrative staff started taking reservations for end-of-school-year splash pad parties
- Tsunami Swim & Dive had a total of 28 participants for the month, and conducted their first mock meet of the season

## Rockwind Community Links Clubhouse

Rockwind experienced a lot of cold weather and windy conditions for a large portion of the month. Resulting rounds played were a bit lower than average for January. Staff is working on completing the Tournament Schedule for 2024 and has two tournaments planned for February. New inventory is arriving in the golf shop, and the Rockwind Grill is hosting a Super Bowl Party on the evening of the 2024 Super Bowl.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	3	\$14.28	\$0.00	\$14.28	\$0.00	\$0.72	\$15.00
Driving Range	333	\$961.66	\$0.00	\$961.66	\$0.00	\$48.84	\$1,010.50
Golf Cart Rental Fees	619	\$9,343.59	\$0.00	\$9,343.59	\$0.00	\$471.33	\$9,814.92
Green Fees	956	\$9,307.14	\$14,811.44	\$24,118.58	\$0.00	\$1,206.69	\$25,325.27
Hard Goods Sales	280	\$6,528.47	(\$65.12)	\$6,463.35	\$4,707.81	\$323.19	\$6,786.54
Membership Fees	2	\$1,609.51	\$0.00	\$1,609.51	\$0.00	\$80.49	\$1,690.00
Soft Goods Sales	157	\$4,491.46	(\$210.43)	\$4,281.03	\$2,623.73	\$214.25	\$4,495.28
Food & Beverage	7	\$16.18	\$0.00	\$16.18	\$6.62	\$0.82	\$17.00
Totals for Revenue	2357	\$32,272.29	\$14,535.89	\$46,808.18	\$7,338.16	\$2,346.33	\$49,154.51
<b>Grand Total:</b>	<b>2357</b>	<b>\$ 32,272.29</b>	<b>\$ 14,535.89</b>	<b>\$ 46,808.18</b>	<b>\$ 7,338.16</b>	<b>\$ 2,346.33</b>	<b>\$ 49,154.51</b>

## KEY PERFORMANCE INDICATORS

**Jan-24**

<b>Total Pre-Tax Revenue</b>	<b>\$46,808.18</b>
<b>Total Rounds</b>	<b>956</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$36.69</b>
<b>Total Merchandise Sales</b>	<b>\$10,744.38</b>
<b>Merchandise Sales Per Round</b>	<b>\$11.24</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.02</b>
<b>COGS Hard Goods</b>	<b>73%</b>
<b>COGS Soft Goods</b>	<b>61%</b>
<b>COGS F&amp;B</b>	<b>41%</b>
<b>Rounds w/Carts</b>	<b>65%</b>
<b>Total Revenue per Round</b>	<b>\$ 48.96</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	0
Player's Pass 18 Walk	142
Summary for Player's Pass	142
Li'l Rock Adult Resident	81
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	81
Public 18	32
Public 9	0
Public Junior	0
Public Senior	1
Public Twilight	0
Public Replay	0
Specials	0
Youth on Course	3
PGA/GCSAA COMP	0
Summary for Public	36
Punch Pass	39
Summary for Punch Pass	39
Rain Check	0
Summary for Rain Check	0
Resident 18	416
Resident Junior	4
Resident Senior 18	38
League Fee	0
Complimentary Round	10
Resident Twilight	17
Team Practice Round	58
Resident 9	43
Marshal/Team Green Fee	31
Resident Replay	1
Summary for Resident	618
Tournament Fees	40
Summary for Tournament - Public	40
Grand Total:	<b>956</b>

## **Teen Center**

- 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

## RISK MANAGEMENT REPORT

January 2024

---

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers, CCMSI.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 2 applications for notary bond.
- Met with insurance agents to discuss coverage and limits.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 37 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 4 property damage incidents on behalf of the City of Hobbs.
- 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 December 2022</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2023</u>	
Residential	11,810	73,291,308	11,819	67,440,635	
Commercial	1,802	44,004,158	1,592	70,385,369	
City Accounts	210	3,537,151	212	4,937,175	
School Accounts	62	1,199,996	65	3,085,711	
Irrigation	254	3,201,568	288	2,582,267	
Unbilled Maintenance		1,200,000		2,800,000	
	<b>14,138</b>	<b>126,434,181</b>	<b>13,976</b>	<b>151,231,157</b>	

LABORATORY	January 2023	January 2024
Total Drinking Water Tests	52	51
Total Wastewater Tests	761	795
Liquid Waste Received (gallons)	105,530	146,885

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)

Effluent (Million Gallons)

Solids Removed (Dry Pounds)

11/2022 - Centrifuge out of service for repairs.

11/2023 - Centrifuge run ongoing at time of report.

## WATER PRODUCTION REPORT - JANUARY 2024

### WATER PRODUCED

Total monthly water produced, million gallons 164,409,000

Total monthly water distributed, million gallons 159,139,000

### CHLORINE

Monthly chlorine average residual, milligrams/liter 0.55

Monthly chlorine gas dosed to system (lbs) 1,467

### 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 JANUARY 2024

### WORK DESCRIPTION

Meter lid replacement	35
Meter box replacement	25
Meter stop / valve replacement	30
Meter change out 3/4"	50
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	65
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	120
Service lateral replacement	6 qty - 120 feet
New Service Lateral	6 qty - 200 feet
Low water pressure investigation	5
Water quality investigations	0
Main line leaks/repair	8
Main line replacement (feet)	85
Valve maintenance	150
Valve new install/replacement	0
Fire hydrant maintenance	180
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	2
Fire hydrant meter set	3
New fire hydrant installed	28
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,800,000
Miscellaneous afterhour calls	15
Emergency Call Outs (From 6:00pm to 7:00am)	82

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	100
Manholes cleaned	65
Sewer main line cleaned (feet)	10,000
Sewer stoppages	40
Sewer main line video inspections	3
Odor complaints	5
Sewer pre-treatment additives	110 gallons
Property damage from sewer	0
Sewer main line repair/replacement	0

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	2

<b>UTILITIES MONTHLY PLUMBER REPORT JANUARY 2024</b>	<b>QUANTITY</b>
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Sewer stoppages	11
Odor complaints	2
Water leaks	24
Pool maintenance	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27