

CITY MANAGER'S MONTHLY REPORT

October, 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 Vacant
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 Melody Maldonado

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 Dellinges

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

December 1, 2024

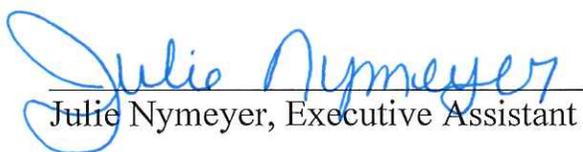
To: Mayor, City Commission, City Staff and Citizens of Hobbs

Attached is the City Manager's Monthly Report for the month of August, 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 their Annual City Picnic which was themed BACK TO THE 80's. It was located at the CORE where there were food trucks setup with many delicious foods to choose from. There was music, archery tag, 360 Photo Booth and Free Family Photos! The turn out was awesome and the City of Hobbs employees all had a great time. We would like to thank everyone who participated in making this event spectacular.

We also held a Halloween Costume Contest for the employees. Everyone really showed up for this event and there were many Spooktacular Costumes! We would like to congratulate the winners for the Scariest, Funniest and the Best Group costumes.

Sincerely,

A handwritten signature in blue ink that reads "Julie Nymeyer". The signature is written in a cursive style and is positioned above a horizontal line. Below the line, the text "Julie Nymeyer, Executive Assistant" is printed in a blue, sans-serif font.

Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - October 2024

	Aug-24	Sep-24	Oct-24
Business Registrations - New	13	12	21
Business Registrations - New Owner	0	0	2
Business Registrations- Change of Address	1	2	1
Renewals	2	0	3
Web Payment Renewals	1	0	0
Total Business Registrations Activity	15	14	24
Active Business Registrations for the Month	2310	2331	2342
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	0	7
Mobile Business Licenses	2	0	0
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	2	1	0
Solicitor's Permit	3	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	12	13	5
Public Documents Notarized	166	120	138
Public Records Request	38	31	42
Regular City Commission Meetings 10/7/24 10/21/24	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings 10/21/24	0	0	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	12	5	18
Consideration of Approval	6	5	2
Total Volume of Transactions on Tyler Cashiering	73	314	350
Total Amount	\$ 684,911.12	\$ 1,122,658.24	\$ 959,740.23
Web Payments Online for All Departments	\$ 35.00	\$ -	\$ -
Grand Total	\$ 684,946.12	\$ 1,122,658.24	\$ 959,740.23

COMMUNICATIONS DEPARTMENT

OCTOBER 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

24.1K ↓ 3.0%

Content Interactions

1.4K ↑ 35.5%

Followers

Lifetime

11.7K

Link Clicks

7 ↓ 61.1%

INSTAGRAM STATS

Reach

2k ↓ 16.5%

Content Interactions

265 ↓ 17.4%

Followers

Lifetime

2.4K

Link Clicks

0 0%

Our Facebook media reach and link clicks decreased in October, once again leading to the modest drop as fewer high-profile events and announcements occurred. Posts focusing on weekly events calendars, staff recognition, city notices, and community spotlight performed the best. The Communications Department stayed quite busy working on Halloween materials for the CORE throughout the month, as well as multiple photoshoots.

SIGNIFICANT ACTIONS THIS MONTH

**REACHED NEARLY 4,800
USES OF
TEXTMYGOV**

**CREATED MULTIPLE
SIGNS & FLYERS FOR
CORE SPOOKTACULAR**

**COVERED CORE
SPOOKTACULAR EVENT**

**PHOTOSHOOTS WITH HPD
& FINANCE DEPARTMENT**

Advertised CORE Spooktacular event with many signs & flyers. Covered event live, and event enjoyed record attendance this year. Published multiple videos for the event, as well as a Costume-themed Blasters War event.

Conducted photoshoot with HPD at HIAP to show off & highlight new units purchased with grant funds.

Began Community Spotlight feature to highlight positive interactions between community members & COH staff.

Creation of flyers and signage for CORE Veterans Appreciation Weekend.

Creation of custom seasonal cover photos for COH & CORE to help drive engagement with Facebook pages.

TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook. 5.9K reach for final weekly calendar of the month, 5.7k for Municipal Court closure, 4k for Finance Dept ghost photos, and 3.7k for Family Aquatics Center Meeting notice.



CITY OF HOBBS BUILDING REPORT

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

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	7	10,500.00	719.50
COMM PLUMBING	Commercial	11	16,500.00	1,483.50
COMM SEWER TAP & EXCAVATION	Commercial	2	3,000.00	840.00
COMMERCIAL CARPORT	Commercial	1	495,000.00	1,074.00
COMMERCIAL DEMOLITION	Commercial	1	30,000.00	150.00
COMMERCIAL ELECTRICAL	Commercial	23	34,500.00	5,045.00
COMMERCIAL REMODEL	Commercial	6	1,062,900.00	3,090.00
COMMERCIAL RE-ROOFING	Commercial	5	74,000.00	648.00
COMMERCIAL SIGN	Commercial	7	198,897.00	936.00
COMMERCIAL TOWERS	Commercial	2	61,000.00	384.00
FIRE ALARM SYSTEM	Commercial	4	4,500.00	380.00
FIRE EXTINGUISHING SYSTEM	Commercial	2	3,000.00	60.00
INDUSTRIAL EXCAVATION	Commercial	1	1,500.00	0.00
NEW COMMERCIAL	Commercial	1	850,000.00	1,500.00
TOTAL		73	2,845,297.00	16,310.00

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	26	37,500.00	1,970.00
RES PLUMBING	Residential	49	73,500.00	2,656.00
RES SEWER TAP & EXCAVATION	Residential	7	10,500.00	2,280.00
RESIDENTIAL ADDITION	Residential	4	251,900.00	1,044.00
RESIDENTIAL CARPORT	Residential	4	34,820.00	396.00
RESIDENTIAL CURB CUTS	Residential	1	4,000.00	20.00
RESIDENTIAL DEMOLITION	Residential	5	11,550.00	170.00
RESIDENTIAL DRIVEWAY	Residential	2	17,903.00	160.00
RESIDENTIAL ELECTRICAL	Residential	41	61,500.00	3,079.00
RESIDENTIAL FENCE	Residential	2	10,000.00	30.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	259,950.00	180.00
RESIDENTIAL REMODEL	Residential	3	192,855.00	596.00
RESIDENTIAL RE-ROOF	Residential	174	2,666,182.00	20,070.00
RESIDENTIAL SINGLE FAMILY	Residential	15	5,891,090.00	13,410.23
RESIDENTIAL SOLAR	Residential	1	28,000.00	180.00
TOTAL		337	9,551,250.00	46,241.23

COMMERCIAL	73	\$2,845,297.00	\$16,310.00
RESIDENTIAL	337	\$9,551,250.00	\$46,241.23
TOTAL	410	\$12,396,547.00	\$62,551.23



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 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	38

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)

October 2024

ArcGIS Server, Map, and Pro Licensing Update (Update): The GIS Division successfully updated most users' access codes before their expiration date. The Division expanded the City's GIS user base by installing ArcMap 10.8.2 and ArcGIS Pro 3.3.2 on several new PCs across various departments. Following these installations, the ArcGIS Server, Map, and Pro Licensing Update project was completed.

Excel Street Light Geolocating Project: The Assistant City Manager requested assistance from the GIS Division to geolocate a table of streetlight locations provided by Xcel. While most entries included XY coordinates, some streetlights had to be manually located based on their addresses. The geospatial dataset was provided to the Assistant City Manager. However, additional streetlight locations have since been identified, and further work will be necessary to complete the dataset.

Geocoding Addresses in Excel: During the Licensing Update process, an HPD Analyst requested assistance with geocoding a data spreadsheet. To support their efforts, the GIS Division provided a document that included detailed instructions on data formatting and a step-by-step guide for geocoding a table in ArcGIS Pro.

Waste Management Alley Project: The GIS division recently received the Insta360 Pro 2 camera from the Lea County Operations Office. The GIS Division used the camera to capture footage of alleyways in the W. Gold and N. Grimes neighborhoods of Hobbs. The videos were then processed and edited to address glare, saturation, and other visual factors, resulting in enhanced footage that provided the City and Waste Management with



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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a clearer view of alleyways of concern. Further testing is planned based on the results of the first two test areas.

Xcel Electric Meters: The Engineering Department assigned the GIS Division the task of creating a dataset for all electric meters funded by the Traffic Department. The initial list provided to the GIS Division included 60 meters. Completing this task required the GIS Division to physically locate each meter and match its meter number to those listed on an Xcel billing statement. The GIS Division captured GNSS data for the meter and any nearby control or pull boxes. To date, the GIS Division has completed work for 39 of the 60 electric meters.

303 W Marland Blvd: The GIS Division was contacted by an individual interested in purchasing property within the 300 block of W. Marland Blvd. for use as a cannabis establishment. The GIS Division worked closely with the requestor, their realtor, and the Engineering Department to gather the necessary details to complete the buffer map. As a result of this process, the GIS Division plans to expand its form letter templates to include approvals for both cannabis establishments and manufacturing locations.

The Month’s Buffer Maps: During the month of October 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.

Koi Asian Cuisine (220 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 October 15th at 10:00 a.m.

Planning Board Summary:

October 15th - The Planning Board reviewed and considered action on 3 items in a Regular Meeting:



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

- Review and Consider Subdivision Variance regarding ½ section roadway for 4120 E. Rose Road.
- Review and Consider Fence Variance for 2900 N. Lovington Highway on the front part of the property.
- Review and Consider Side yard Setback Variance for 1523 Breeze, Lot 4 Unit 2 of Trinity Estates.

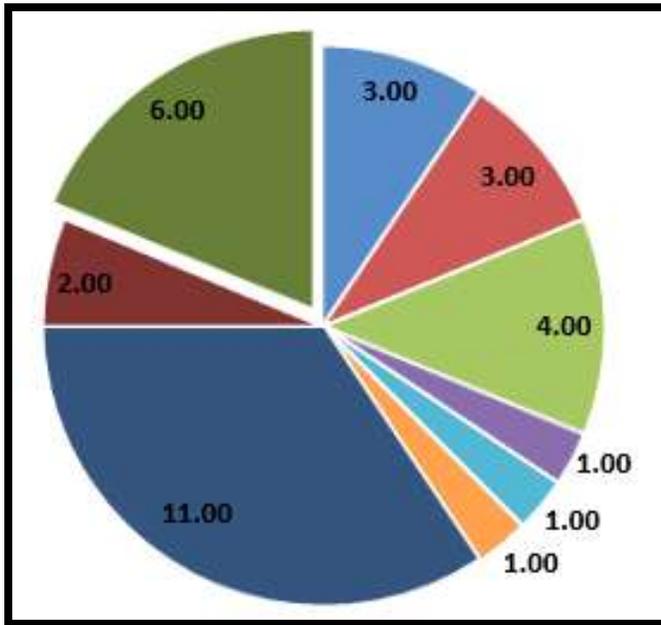


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 2024**

TRAFFIC DIVISION:

The City of Hobbs has 42 traffic signals, 5 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 = 3
- 19. Ped Push Button Repair / Replace = 4
- 21. School Zone Repaired = 1
- 23. New Sign Made = 11
- 28. Pole & Anchor Replace = 6

- 18. LED Module Replace = 3
- 02. Minor Traffic Signal Repair = 1
- 22. Cabinet Installed = 1
- 27. Pole Straighten / Re-bolted = 2

Major Damage:

- The Traffic cabinet located at the intersection of Sanger and Coleman was destroyed.

October 2024

General Services – Plumber

Work performed by City Plumber

10	Toilet Repairs
3	Sink/Faucet Repairs
3	Sink Stoppage
7	Drain Repairs
6	Sewer Main Stoppage
1	Hose Bib Repairs

Location of work performed

2	City hall
6	Police Dept.
3	Senior Center
4	Fire Stations
8	Parks
2	State Crime Lab
1	Animal Shelter

October 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
248 HRS.	Street Sweeping
256 HRS.	Hot Mix
208 HRS.	Cold Mix Patching
240 HRS.	Crack Sealing
48 HRS.	Cutting Grass
128 HRS.	Alley Maintenance
64 HRS.	Storm Sewers and Inlets
71.5 HRS.	Maintenance
56 HRS.	Work in Welding Shop
48 HRS.	Building Brooms
104 HRS.	Meetings
44 HRS.	Grading/Shaving Humps
48 HRS.	Hauling Trash
8 HRS.	Garage
117 HRS.	Stockpiling

The total amounts of material hauled or used:

Quantity	Material
324 YDS	Sweepings
672 YDS	Recycled Material
78 YDS	Alley Material
21.5 YDS	Cold Mix Used
96 YDS	Trash
18 YDS	Millings
285 Bags	Crack Seal
25 YDS	Hot Mix

Calls responded to:

Number	Type
19	Dispatched – accidents, spills, debris
9	Requests
7	Block Party

October 2024

General Services – Building Maintenance

Work performed by City Carpenters

44	Ceiling Tiles Removed
44	Ceiling Tiles Replaced
2	Window secure
76	Items installed
1	Drain clod
4	Furniture Assembled
6	A/C Vents Cleaned
4	Door Repairs
4	Doors Adjusted and grease
1	Baseboard Repair
1	T.V Installed
28	Furniture Move
24	Drywall Patches
1	Door Secure
5	Roof Inspections
2	Roof Repair
1	Items Removed from Walls
1	Measure

Location of work performed

152	City hall
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3	Senior Center
42	Fire department #3
17	Hobbs Police Dept. - HPD
2	Hobbs Express
2	Library
1	State Police
2	Adoption center
10	CORE
1	Annex
1	Forensic lab
4	Court
5	Shop
1	DMV
1	Del Norte pool
1	Police Call Door security

October 2024 General Services – Electrical Dept.

Break down of work performed by the Electricians.

19	Light repairs
21	AC repairs
7	Heater repairs
13	General electrical work
8	CORE work
0	Nonelectrical work

Location of work performed.

8	CORE
4	Library
4	City hall
0	Annex
1	PD
9	Fire stations
2	DA building
0	MVD
6	Rockwind
11	Parks
3	Senior center
0	Teen center
8	Garage
0	AAC
2	Streets

0	State police
0	Municipal Court
0	Crime Lab
2	Hobbs Express
0	National guard
0	
0	
0	
0	

October - 2024

General Services - Garage

In October - 2024 The City Garage had a total of 172 Repair Orders/Invoices. Of the 172 R.O./Invoices, 121 were repaired in house and 51 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 45,667.88 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	3	0	330.00	204.00	0.00	0.00	534.00
Accident Repair	0	2	0.00	0.00	180.00	130.00	310.00
APM/BPM/CPM	24	11	6,386.55	2,448.00	1,219.65	0.00	10,054.20
Brakes	2	3	710.78	136.00	1,770.10	1,650.00	4,266.88
Charging	8	0	957.12	544.00	0.00	0.00	1,501.12
Clutch	0	1	0.00	0.00	1,231.99	1,550.00	2,781.99
Engine	5	0	561.62	1,496.00	0.00	0.00	2,057.62
Filters	2	0	39.72	68.00	0.00	0.00	107.72
Fuel System	4	1	351.27	442.00	171.82	546.00	1,511.09
Ignition	1	0	123.34	68.00	0.00	0.00	191.34
Lighting	3	1	7.00	102.00	2,315.09	1,200.00	3,624.09
Miscellaneous Maintenance	29	5	1,837.40	3,465.00	1,584.37	888.75	7,775.52
Service Calls	15	0	0.00	850.00	0.00	0.00	850.00
Suspension	0	2	0.00	0.00	0.00	220.00	220.00
Tires	20	14	4,244.78	1,224.00	0.00	1,214.00	6,682.78
Towing Vehicles	0	5	0.00	0.00	0.00	955.00	955.00
Transmission	3	0	808.90	612.00	0.00	0.00	1,420.90
Wash Job	0	6	0.00	0.00	0.00	605.00	605.00
Wheels/Hubs/Bearings	1	0	116.63	102.00	0.00	0.00	218.63
Monthly Total	120	51	16,475.11	11,761.00	8,473.02	8,958.75	45,667.88

	# of R.O./Inv	Parts	Labor	Total
City Garage	120	16,475.11	11,761.00	28,236.11
Vendor	51	8,473.02	8,958.75	17,431.77
	171	24,948.13	20,719.75	45,667.88

Hobbs Fire Department

October 2024

Fire Alarms	Total
Alarms (City)	142
Alarms (County)	42
Alarms (Gaines)	5
Total	189

ZONES	Total
Zone 1 (NW City)	52
Zone 2 (NE City)	25
Zone 3 (SE City)	34
Zone 4 (SW City)	31
Zone 5 (NW County)	29
Zone 6 (NE County)	7
Zone 7 (SE County)	6
Zone 8 (SW County)	0
Out of District	5
Total	189

Dispatch to Enroute	Time
Station 1	4:21
Station 2	1:04
Station 3	0:54
Station 4	0:43
Average	1:45

Dispatch to Arrival	Time
Station 1	7:22
Station 2	6:11
Station 3	3:50
Station 4	5:37
Average	5:45

PREVENTION PROGRAMS	Total
Fire Investigations	4
Fire/Safety Inspections	60
Smoke Detectors Installed/Given	8
Public Education Activities	15
Plan Reviews	10
Burn Permits Issued	0
Total	97

Response By Station	Total
Station 1	70
Station 2	35
Station 3	56
Station 4	28
Total	189

Most Common	
Day	Tuesday
Time	15:00-15:59

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	4

FALSE ALARM RESPONSE	Total
False Alarms	29

Training Hours	Hours
Fire Training	1111.3
Hazmat Training	0.00
EMS Training	161.30
Officer Training	44.30
Total	1316.90



Hobbs Fire Department

October 2024

EMS Alarms	Total
Alarms (City)	663
Alarms (County)	54
Alarms (Gaines)	3
Total	720

ZONES	Total
Zone 1 (NW City)	264
Zone 2 (NE City)	126
Zone 3 (SE City)	174
Zone 4 (SW City)	99
Zone 5 (NW County)	17
Zone 6 (NE County)	24
Zone 7 (SE County)	7
Zone 8 (SW County)	6
Out of District	3
Total	720

Average Run Times	Time
Enroute	1:50
At Scene	4:54
On Scene Time	15:48
To Destination	14:35
Back in Service	21:07

Out of Town Transfers	Total
Lubbock	0
Midland	0
Odessa	0
Roswell	0
Carlsbad	2
Artesia	0
Airport/Helipad	26
Total	28

Most Common	
Day	Thursday
Time	15:00-15:59

Most Common Complaint Total	
MVC	13.06%
Falls	8.89%
Sick Person	7.50%

Cardiac Arrest Responses Total	
Cardiac Arrest	6
ROSC	2
ROSC = Return of Spontaneous Circulation	

EMS Billing	Amount
Billed	\$168,363.08
Collected	\$395,361.92





Hobbs Express

Monthly Report - OCTOBER 2024

Passenger Activity	Prior Month Sep-24	Reporting Month Oct-24
No. of Elderly Passengers	788	1003
No. of Non-Ambulatory Passengers	79	87
No. of Disabled Passengers	350	450
No. of Other Trips	3627	4064
Total Passenger Trips	4844	5604

Total Bus Route Trips	3064	3560
Total Demand Response/Paratransit Trips	1693	2044
Total Passenger Trips	4757	5604

Vehicle Statistics	Prior Month Sep-24	Reporting Month Oct-24
Total Vehicle Hours	435	497
Total Vehicle Miles	9,814	11,306

Revenue Collected	Prior Month Sep-24	Reporting Month Oct-24
Total Fares Collected	\$2,174.06	\$2,761.45



HOBBS POLICE DEPARTMENT

October 1, 2024

To: Chief August Fons
 Captain Chad Wright
 Lt. Alvin Mattocks
 Superintendent Jessica Silva

From: Code Enforcement Supervisor David Gough

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

CODE ENFORCEMENT END OF MONTH REPORT (OCTOBER 2024)

Code warnings	237	Community Cleanups	1
Code citations	14	Condemnations	1
Code calls	336		
Animal warnings	13		
Animal calls	341		
Animal citations	11		
Inoperable Vehicles	23		
Parking	12		
Search Warrants	5		
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

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

October 2, 2024

To: Chief Fons
 Lt. Mattocks
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

October 2024

Intake:	Cats	Dogs
Dead On Arrival	12	9
Sterilization Only	23	73
Stray	38	64
Transfers In		
Unwanted	22	52
Quarantine	2	32
Clinic Visit shots	7	17
Cat Trap, Neuter, Return	44	
Totals:	148	247
Dispositions:		
Adopted	62	48
Died at Facility	1	2
Dead on Arrival	18	12
Euthanized	9	43
Rescued		27
Return to Owner	1	17
Sterilization Only	32	68
Escaped		
Clinic visit shots	7	20
Cat Trap, Neuter, Return	36	
Totals:	166	237

Total Revenue Collected:	Animal Pick Ups:	\$ 525
	Permits/Tags:	\$ 80
	Reclaims:	\$ 390
	Adoptions	\$
	Cat traps	\$ 240
	<u>Sterilizations:</u>	<u>\$ 2142</u>
		\$ 4242

HAAC currently has 81 dogs in custody and 8 cats, 3 kittens are in foster

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 86+ 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.

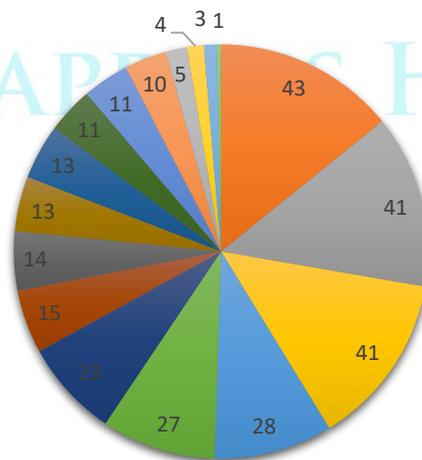
- ❖ **Technology Policies**
 - [AR 15-02 – Technology Policy](#)
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
 - Purchasing
 - Installation
 - Maintenance
 - Training
 - Research and Development/Planning
- ❖ **Computer**
 - Servers (62) (31 physical / 31 virtual)
 - Offsite replication
 - Desktops (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

The following IT projects are based on our strategic goals set forth by our Mayor, City Commission and City Manager. These projects progress over many months and help change the way our users handle day to day tasks. These projects are designed to make users jobs easier while improving efficiency. Each of these jobs take many hours to plan, design, configure and implement and are handled in addition to our regular workload of monthly user related tickets.

- ❖ CivicPlus Agenda Management Solution
 - 50+ hours of configuration and training users
 - 45+ hours of template design and implementation
 - 10+ hours of equipment replacement in Commission chamber
 - Trained clerk staff on minutes entry and management in CivicPlus
 - Displayed 10/21/2024 Commission Meeting in CivicPlus Portal
 - Community members are able to see the agenda and video in one portal
- ❖ Virtual Environment Replacement
 - 40+ hours of design and planning
 - 30+ hours network design and configuration
 - 20+ hours hardware installation
- ❖ Phone System Upgrade
 - 100+ hours of design and planning
 - 90+ hours coordinating and cleaning up old circuits and billing issues
 - 160+ hours upgrading old copper circuits to fiber connections
 - Deployed new phone system to City Hall staff. PD is the next facility on the list.
- ❖ Key Management System
 - 50+ hours to design and construct plan to replace all locks and keys at City Hall
 - 25+ hours to design and build new server to house new key management software to improve tracking and accountability for all keys issued to all City employees
 - Purchase and install key management boxes with audit tracking capabilities
- ❖ Finance and Court software Cloud Migrations
 - 15+ hours training staff to install and configure new hardware, including receipt printers, credit card machines
 - Installation and planning for deployment of cloud software
 - Configure all workstations for access and use of new software
 - Configure and implement new secure links for ExecuTime access

ISSUE TYPE	# OF TICKETS
2FA	19
Camera	2
Email	39
Hardware	42
Internet	3
Network	11
Other	6
Password Reset	10
PC Setup	8
Phone	8
Radio	4
Project	2
Research	0
Software	91
User Setup	27
Webpage	31
TOTAL	303

TOTAL TICKETS - 303



- Information Technology
- Human Resources
- Clerk
- Police Department
- Recreation
- Parks & Open Spaces
- Fire Department
- Municipal Court
- Finance
- Utilities
- Library
- City Manager
- Engineering/Planning
- Legal
- General Services
- Communications
- Commission



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

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

- ❖ Hobbs City Commission – Valerie Chacon (10/07; 10/21)
- ❖ Cemetery Board – Amber Leija (10/09)
- ❖ Community Affairs Board – Medjine Desrosiers-Douyon (N/A)
- ❖ Library Board – Amber Leija (N/A)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Medjine Desrosiers-Douyon (10/15)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations 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 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 2

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. Deputy City Attorney Medjine Desrosiers-Douyon and City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues, advising management and elected officials on legal issues and also overseeing the operations of the City Attorney's Office.

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

Criminal Litigation:

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 4
- ❖ Pretrials (Pro Se): 119
- ❖ Pretrials (Attorney): 47
- ❖ Trials: 55
- ❖ Dangerous Dogs/Petitions: 0
- ❖ DWI Cases: 15
- ❖ Shoplifting Cases: 1
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 133
- ❖ Subpoenas: 87
- ❖ Clio Case Entries: 193

❖ Discovery Submissions 85

Property Matters:

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

Civil Litigation:

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

Miscellaneous:

❖ Trainings: 0
❖ Witness Interviews: 4
❖ In-office consultations: 27
❖ Letters/Correspondence: 1,398

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

October, 2024

Hobbs Public Library

CIRCULATION: 9,468

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	5,913
Audio Books & Music	197
DVDs/CDs&DVDs(w/bks)/VOX	2,419
E-Books/E-Audio (OverDrive & Gale)	510
Kanopy	13
Hoopla	416

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	13	9
ELIN Loans	23	11

CIRCULATION BY PATRON TYPE:

Adult	5,049
Juvenile	541
Senior Citizen	539
Used in Library	3,340
Total Children's Items Circulated	2,687
Total Adult Items Circulated	6,781
Patron Visits	4785
Overdue Notices Sent	

PROGRAMS & PUBLIC SERVICES:

Programs Provided	44
Attendance	1541
Passive Programs Provided	12
Passive Programming Participation	565
Meeting Room Use	28

Facebook Page Reach	12,400
Web Site Usage	541
HPL Database Usage	226
Reference Questions	520
Public Computer Use	655
Board Games	21

PATRON PROFILES:

Adult	18,756
Juvenile (Under 18 Years)	3,642
Senior Citizens (62+ Years)	2,571
Total Active Borrowers	24,969
Library Patrons Added This Month	78

RECEIPTS:

Materials Paid For	\$29.99
Fines & Fees	\$63.42
Copy Machine & Public Printouts	\$547.30
Total	\$640.71

ITEMS ADDED:

Total Items Added	617
Items Weeded	1654

HOLDINGS:

Total Library Holdings	168,987
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City Manager's Report
Municipal Court – October 2024

Monthly Cases:

Traffic Citations	523
Misdemeanor Citations	35
Environmental Citations	29
Fire Code Violations	0
AGG. DWI	5
DWI – 1 st	2
DWI – 2 nd	<u>0</u>
Total	594

Courtroom Activity:

Video Arraignments (Jail)	87
Court Appearances – A.M.	48
Court Appearances- P.M.	103
Virtual Court	5
Special Settings	0
Pretrial Court Appearances	78
Trial/Change of Plea Cases/PV Hearing	<u>39</u>
Total	360

Other Activity:

Summons issued	698
Warrants issued	<u>62</u>
Total	760

Fines/Fees Assessed based on Conviction:

Fines	\$54,270.25
Fee	<u>\$6,537.75</u>
Total	\$60,808.00

Fines/Fees Collected:

Fines	\$33,226.00
Penalty Assessment Fee	3,563.00
Automation Fee	362.00
Judicial Education Fee	179.00
Correction Fee	1,256.00
DWI Prevention Fee	116.00
DWI Lab Fee	<u>211.00</u>
Total	\$38,913.00

Parks & Open Spaces Department

October 2024 Report



IT ALL HAPPENS HERE.™

1. POSD took part in the CORE Spooktacular and provided 2 pieces of equipment for the Touch A Truck event
2. Taos Wall project completed
3. Veterans Wall Project at Prairie Haven Cemetery has been completed
4. Cemeteries had 16 interments
5. POSD took delivery trailer mounted bleachers to be used for special events; also roll off trailer with additional bins for projects and cleanups
6. Sports filled cracks in walk path at MLK
7. Parks planted 6 dwarf pine trees at City Hall; topped off play surfacing at Mills, Clover, Clinton, Humble, Snyder Heizer City and Washington Parks
8. Golf fertilized course wide; renovated back practice sand bunkers
9. Installed 27 Disc Golf Signage Posts at McAdams; installed 11 park pavilion permit boxes at parks; installed 2 new backboards/rims/nets at Fire Station 2 Park
10. Graffiti received 16 reports this month





**THE CITY OF
HOBBS, NEW MEXICO**

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

**Recreation Department
Monthly Report – October 2024**

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

Participation in October increased by almost 1,200 from the previous month at the CORE, and when compared to October 2023 there was a substantial increase in participation (+7,500; +34%). The 2024 edition of the CORE’s Spooktacular was the largest special event ever held at the CORE with 2,215 in attendance. There were 18 vendor booths, 3 food trucks, 5 Touch-a-Truck entities, and a total of 36 entries in the No-Carve Pumpkin Contest. The CORE also hosted the City of Hobbs’ Annual Employee Picnic that was a full-facility rental with food trucks providing food for the City of Hobbs staff and family members who attended. The Blasters War (Costume Edition) also attracted 21 participants.

CORE Participation and Revenue:

October 2024 Participation 29,270
October 2024 Revenue \$71,549.68

For Comparison Purposes:

September 2024 Participation	28,091	October 2023 Participation	21,767
September 2024 Revenue	\$92,122.61	October 2023 Revenue	\$71,157.04

Additional October 2024 Details:

Annual Passes Sold	37	COREkids Participation	1,258
Monthly Passes Sold	227	Group Fitness Classes	569
Weekly Passes Sold	8	Tours/Participants	18/36
Day Passes Sold	1,829	Facility Rentals	27

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 October 2024:

	<u># Meals</u>	<u>Donations Received</u>
October 2024 Congregate Meals Served	1,870	\$1,882.94
October 2024 Home Delivered Meals	3,076	\$1,252.00
October 2024 Totals	4,946	\$3,134.94

For comparison September 2024 Totals 4,411 \$3,364.99

Duplicate Recreation Activities:	680	Exercise:	901
Transportation/Transportation Donations:	392/\$183.00	Assessment/Reassessment:	124

Recreation

- Hosted the annual Halloween Carnival at the Lea County Event Center
- Hosted an Adaptive Trick or Treat activity for adaptive recreation participants
- There were a total of 77 park pavilion rentals during the month
- Recreation staff begin to make plans for the events to be held in Fall 2024

Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Splash Pads have been winterized
- A Public Input Session was held regarding the proposed Family Aquatics Center with 40 participants in attendance
- Staff continues to assist the Family Aquatics Center design team with information/logistics
- The Tsunami Swim & Dive Team had 24 participants for the month

Rockwind Community Links Clubhouse

As the weather cools off, Rockwind's activity trends slightly downward in terms of the number of rounds played/revenue when compared to the previous month, but increased slightly when compared to October 2023. Gift cards also continue to contribute to an increase in participation when compared to October 2023 (+\$28,877; +37%). Rockwind also hosted five (5) tournaments during the month: First American Thunderbird Booster, USW Men's Fall Classic, City of Hobbs Employee Golf Tournament, The Hobbs High School Classic, and the Frenship (TX) Invitational which was a two-day event with 26 teams/120 golfers.

Rounds, October 2024: 2,110
Revenue, October 2024: \$107,170.66

For Comparison purposes:

Rounds, September 2024:	2,260	Rounds, October 2023:	2,092
Revenue, September 2024:	\$114,075.51	Revenue, October 2023:	\$78,293.57

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
- The Teen Center is continuing to see increased registrations for new teens
- The Teen Center served as a host for the City's Halloween Safe Stop program, and held a Halloween Party afterward for Teen Center members

RISK MANAGEMENT REPORT

October 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.
- Participated in a review of all open claims with City Attorney.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 application(s) for notary bond or inspection bond.
- Met with insurance agents to review TPA renewal applications/process
- Endorsed 1 new vehicle and/or equipment to city's insurance policy.
- Reviewed 30 incident reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 11 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 1 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	
CLASS	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2023</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2024</u>	
Residential	11,770	102,023,604	11,851	106,978,924	
Commercial	1,832	45,400,189	1,959	48,798,042	
City Accounts	213	16,896,561	213	18,549,600	
School Accounts	65	7,637,184	66	10,196,598	
Irrigation	265	9,282,014	297	9,806,294	
Unbilled Maintenance		2,800,000		3,500,000	
	14,145	184,039,552	14,386	197,829,458	

LABORATORY	October 2023	October 2024
Total Drinking Water Tests	52	41
Total Wastewater Tests	829	780
Liquid Waste Received (gallons)	122,160	87,130

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	99.041	98.809
Effluent (Million Gallons)	99.506	90.391
Solids Removed (Dry Pounds)	184,124	*0
* No centrifuge run in October 2024		

WATER PRODUCTION REPORT - OCTOBER 2024	
WATER PRODUCED	
Total monthly water produced, million gallons	229,897,000
Total monthly water distributed, million gallons	277,063,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,955
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 OCTOBER 2024

WORK DESCRIPTION

Meter lid replacement	65
Meter box replacement	20
Meter stop / valve replacement	10
Meter change out 3/4"	45
Meter change out 1"	0
Meter change out 2"	1
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	25
Set new 1" meter	0
Set new 2" meter	1
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	40
Service lateral replacement	5 qty - 40 feet
New Service Lateral	4 qty - 50 feet
Low water pressure investigation	1
Water quality investigations	0
Main line leaks/repair	3
Main line replacement (feet)	300
Valve maintenance	155
Valve new install/replacement	5
Fire hydrant maintenance	150
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	0
Fire hydrant meter set	2
New fire hydrant installed	15
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,200,000
Miscellaneous afterhour calls	10
Emergency Call Outs (From 6:00pm to 7:00am)	85

WORK DESCRIPTION

QUANTITY

Manhole maintenance	100
Manholes cleaned	150
Sewer main line cleaned (feet)	45,000
Sewer stoppages	20
Sewer main line video inspections	4
Odor complaints	2
Sewer pre-treatment additives	600 gallons
Property damage from sewer	0
Sewer main line repair/replacement	20 feet

New sewer main line installation	500 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	8/weekly