

CITY MANAGER'S MONTHLY REPORT

February, 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
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

200 East Broadway
Hobbs, NM 88240

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

Julie Nymeyer
Executive Assistant

March 25, 2024

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

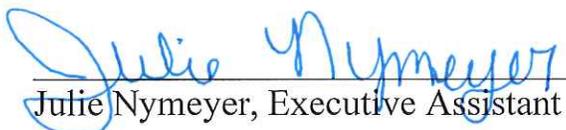
Attached is the City Manager's Monthly Report for the month of February, 2024. This report provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving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

This month the City of Hobbs Social Well Being Committee held a Sweet Treat Bake-Off. The winners were as follows:

- 1st Place: Stephanie Ledezma, IT Department with Cowboy Cookies.
- 2nd Place: Nancy Lara, Water Office with Tres Leches Cake.
- 3rd Place: Crystal Tello, Library Office with Pecan Nutella Thumbprint Cookies.

Congratulations to the winners and to all who participated in our February Sweet Treat Bake-Off.

Sincerely,


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - February 2024

	Dec-23	Jan-24	Feb-24
Business Registrations - New	5	16	20
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	2	14	2
Renewals	109	1112	95
Web Payment Renewals	0	0	0
Total Business Registrations Activity	116	1142	117
Active Business Registrations for the Month	2216	2199	2218
Fireworks	0	0	0
Junk Yard Licenses	0	2	1
Liquor License	1	0	0
Mobile Business Licenses	1	39	7
Pawn Brokers	0	0	1
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	1
Cemetery Deeds Issued/Processed	21	11	42
Public Documents Notarized	95	114	131
Public Records Request	17	47	46
Regular City Commission Meetings <i>2/5/24 and 2/29/24</i>	2	2	0
Special City Commission Meetings	1	0	0
City Commission Work Session/Closed Meetings	0	1	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	3	8	8
Consideration of Approval	3	2	1
Total Volume of Transactions on Tyler Cashiering	377	1,467	449
Total Amount	\$ 569,896.85	\$ 1,093,309.26	\$ 411,170.38
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 569,896.85	\$ 1,093,309.26	\$ 411,170.38

COMMUNICATIONS DEPARTMENT

FEBRUARY 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

16.9K ↓ 28.9%

Content interactions

873 ↓ 37.2%

Followers

Lifetime

11.1K

Link clicks

14 ↓ 65%

INSTAGRAM STATS

Reach

1.3K ↓ 17.6%

Content interactions

285 ↓ 18.1%

Followers

Lifetime

2.3K

Link clicks

0 0%

Our social media activity stats are typically low during the months of January and February due to start-of-year deadlines and assignments in other areas for the department.

Additionally, the high increase of activity with events and significant dates during October - December are hard to compete with. Activity is expected to balance out in March.

SIGNIFICANT ACTIONS THIS MONTH

REACHED 1,015 USES OF
TEXTMYGOV

DESIGN OF SUMMER
EDITION OF *THE GUIDE*

ANNUAL HDS&J
PLANNING COMMITTEE
MEMBERS

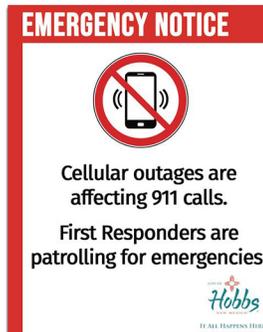
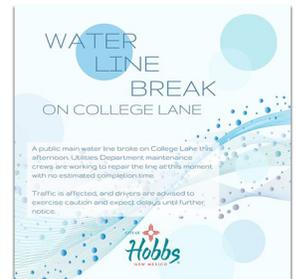
PARTICIPATION ON
COMMUNITY-WIDE RURAL
CARDIOVASCULAR
COMMITTEE

Meetings regarding annual budget planning, the second quarter of 2024 marketing strategy, annual goal-setting with other department Media Managers, and regional advertising were held this month. An emphasis will be placed on the increase of activity at the Rockwind golf course. Overall, the organization's brands and a firmer, more consistent presentation of our brands will be carried throughout this year.

By the end of February, the new Marketing Coordinator had designed and worked in every area of the Communications Department's duties to an extent, now being considered fully trained. The addition of this employee has resulted in a quicker turnaround and redesigns of many elements (including most pages in *The Guide*). We are ecstatic to have his expertise, initiative, and passion on board.

TOP SOCIAL POSTS THIS MONTH

All occurred
on Facebook.
Over 4K
reach each.



CITY OF HOBBS BUILDING DEPARTMENT REPORT

Total Type of Construction

for period ending February 01, 2024-February 29, 2024

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	8	\$12,000.00	\$700.00
COMM PLUMBING	Commercial	9	\$13,500.00	\$1,285.50
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$540.00
COMMERCIAL ADDITION	Commercial	1	\$10,000.00	\$108.00
COMMERCIAL CANOPY	Commercial	1	\$55,890.00	\$300.00
COMMERCIAL ELECTRICAL	Commercial	24	\$36,000.00	\$2,280.00
COMMERCIAL FENCE	Commercial	2	\$136,000.00	\$840.00
COMMERCIAL REMODEL	Commercial	12	\$493,667.00	\$3,012.00
COMMERCIAL SIGN	Commercial	2	\$75,000.00	\$420.00
NEW COMMERCIAL	Commercial	3	\$2,233,696.00	\$3,784.44
SPRINKLER SYSTEM	Commercial	1	\$1,500.00	\$100.00
TOTAL		64	\$3,068,753.00	\$13,369.94

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	10	\$15,000.00	\$582.50
RES PLUMBING	Residential	33	\$48,000.00	\$1,835.00
RES SEWER TAP & EXCAVATION	Residential	8	\$12,000.00	\$2,320.00
RESIDENTIAL ADDITION	Residential	3	\$75,800.00	\$636.00
RESIDENTIAL CURB CUTS	Residential	2	\$2,714.00	\$35.00
RESIDENTIAL DEMOLITION	Residential	4	\$6,500.00	\$100.00
RESIDENTIAL ELECTRICAL	Residential	28	\$40,500.00	\$2,040.00
RESIDENTIAL FENCE	Residential	7	\$30,000.00	\$60.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	\$291,953.00	\$300.00
RESIDENTIAL REMODEL	Residential	7	\$661,964.00	\$3,576.00
RESIDENTIAL RE-ROOF	Residential	18	\$284,513.00	\$1,980.00
RESIDENTIAL SINGLE FAMILY	Residential	9	\$3,869,750.00	\$8,741.42
RESIDENTIAL SOLAR	Residential	3	\$156,217.00	\$890.00
RESIDENTIAL STORAGE	Residential	4	\$40,108.00	\$450.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$101,000.00	\$420.00
TOTAL		140	\$5,636,019.00	\$23,965.92

COMMERCIAL	64	\$3,068,753.00	\$13,369.94
RESIDENTIAL	140	\$5,636,019.00	\$23,965.92
TOTAL COMBINED	204	\$8,704,772.00	\$37,335.86



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2023 Total	2024 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	4	40	8

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)

February 2024

HPD Incident Map: The GIS Division put together two maps for the Hobbs Police Department showing the area around the shootings, that happened in Hobbs, so that officers could use the maps to mark down possible surveillance camera locations.

Citizen Hand Map: The Communications Department reached out to the GIS Division to review and update the citizen hand map for the newest edition of “The GUIDE” publication. The map is meant to provide citizens with locations of various points of interest and amenities available within the City. A new version of the citizen hand map was reconstructed based on a PDF of a previous version.

CORE Irrigation: The GIS Division was informed that there was an irrigation installation project that was taking place at the CORE to add irrigation to the south and east of the property. The GIS Division used this as an opportunity to train our new GIS Tech in the aspects of field data collection to GIS workflow.

Auction: The GIS Division reviewed outdated equipment that has reached its end of life to be sent to the auction. There were four types of equipment put on the list for the auction: outdated and broken GPS equipment (unfixable due to age); dead digital level; obsolete Total Station (superseded by the robotic total station); and random outdated tablets/GNSS antennas/cables from the 2000s. The GIS Division spent time locating accessories, manuals, and other items from around City Hall to be included with the items being sent to auction, along with started clearing any proprietary data from the device.



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

The Month’s Buffer Maps: During the month of February the GIS division completed the following buffer maps (3) 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.

TBA (801 N. Turner St.); TBA (205 W. Sanger St.); Bud Board Dispensary (2206 W. Marland Blvd.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City Commission Planning Summary:

City of Hobbs Growth Statistics

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

February - The City Commission reviewed and considered the following:

The Planning Board meeting was scheduled for February 20th at 10am.

Planning Board Summary:

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

- Review and Consider a proposed Vacation\Replat within the ETJ for property located within Block 46 of the First Unit of the Humble City Subdivision, as submitted by property owner.
- Review and Consider Front Yard Setback Variance as submitted by property owner for property located at 1126 E. Aventura.
- Review and Consider Notice Stating the Reasonable Notice Procedures for The City of Hobbs Planning Board Pursuant to The New Mexico Open Meetings Act.

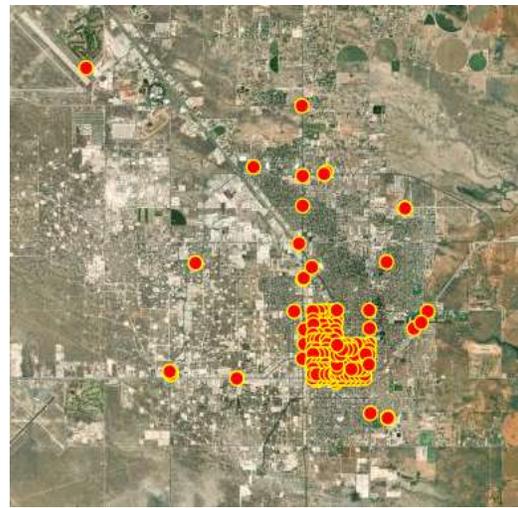
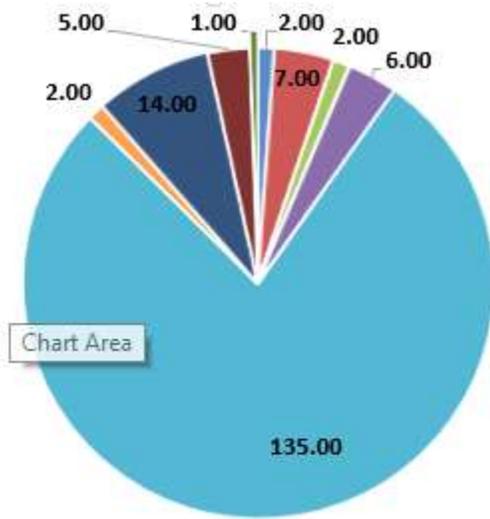


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
FEBRUARY 2024**

TRAFFIC DIVISION:

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

Total 1,326 tracked intersections



-
- | | |
|---------------------------------------|-------------------------------------|
| 18. LED Module Replace = 2 | 26. Sign Install / Service = 7 |
| 27. Pole Straighten / Re-bolted = 2 | 28. Pole & Anchor Replace = 6 |
| 31. Inspected Intersections = 135 | 32. Int in Flash or Malfunction = 2 |
| 34. Test MMU's = 14 | 36. 811 / Line Spot Hours = 5 |
| 37. Traffic Counter / Speed Study = 1 | |
-

Major Damage:

- Eastbound signal traffic arm destroyed by an oversize load at the intersection of Turner and Marland.

**Monthly Measurement
Finance Department
Fiscal Year 2024**

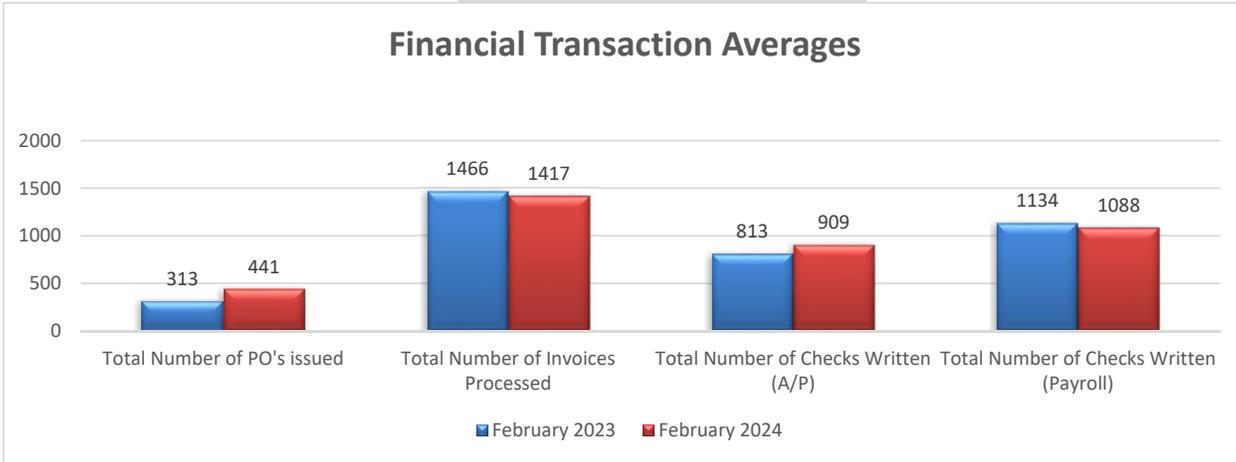
Cash Statistics	February 2023	February 2024
Beginning Cash Balance	156,949,737	188,051,113
Monthly Cash In (Revenue - all funds)	10,645,435	10,594,922
Monthly Cash Out (Expenditures - all funds)	8,350,616	9,746,800
Ending Cash Balance	159,244,556	188,391,120

Finance Transaction Statistics

	February 2023	February 2024
Total Number of PO's issued	313	441
Total Number of Invoices Processed	1466	1417
Total Number of Checks Written (A/P)	813	909
Total Number of Checks Written (Payroll)	1134	1088

daily average	23
daily average	75
weekly average	227
bi-weekly average	544

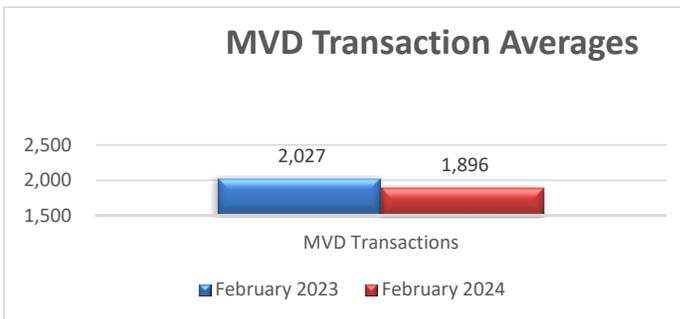
Financial Transaction Averages



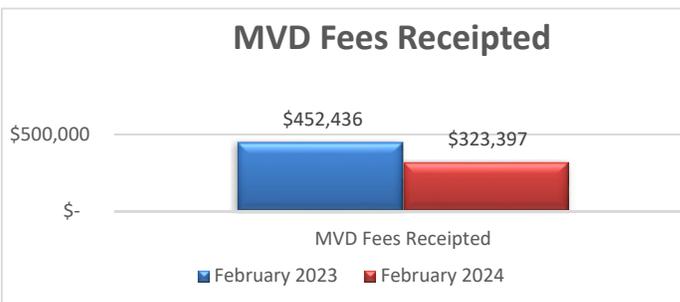
MVD Statistics	February 2023	February 2024
MVD Transactions	2,027	1,896
MVD Fees Received	\$ 452,436	\$ 323,397

daily average	100
daily average	\$ 17,021

MVD Transaction Averages



MVD Fees Received



Hobbs Fire Department

February 2024

Fire Alarms	Total
Alarms (City)	119
Alarms (County)	43
Total	162

ZONES	Total
Zone 1 (NW City)	39
Zone 2 (NE City)	18
Zone 3 (SE City)	34
Zone 4 (SW City)	28
Zone 5 (NW County)	25
Zone 6 (NE County)	8
Zone 7 (SE County)	4
Zone 8 (SW County)	1
Out of District	5
Total	162

Dispatch to Enroute	Time
Station 1	1:54
Station 2	1:04
Station 3	0:55
Station 4	1:11
Average	1:16

Dispatch to Arrival	Time
Station 1	6:44
Station 2	4:43
Station 3	4:32
Station 4	5:40
Average	5:24

PREVENTION PROGRAMS	Total
Fire Investigations	19
Fire/Safety Inspections	60
Smoke Detectors Installed	6
Public Education Activities	3
Plan Reviews	8
Burn Permits Issued	0
Total	96

Response By Station	Total
Station 1	71
Station 2	24
Station 3	41
Station 4	26
Total	162

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

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	1

STRUCTURE FIRES	Total
Structure Fires	10

FALSE ALARM RESPONSE	Total
False Alarms	31

Training Hours	Hours
Fire Training	301.00
EMS Training	168.20
HR Training	72.00
Officer Training	20.00



Hobbs Fire Department

February 2024

EMS Alarms	Total
Alarms (City)	586
Alarms (County)	43
Alarms (Gaines)	4
Total	633

ZONES	Total
Zone 1 (NW City)	256
Zone 2 (NE City)	139
Zone 3 (SE City)	96
Zone 4 (SW City)	95
Zone 5 (NW County)	15
Zone 6 (NE County)	15
Zone 7 (SE County)	2
Zone 8 (SW County)	11
Out of District	4
Total	633

Average Run Times	Time
Enroute	04:22
At Scene	11:52
On Scene Time	28:58
To Destination	16:17
Back in Service	27:56

Out of Town Transfers	Total
Lubbock	0
Midland	0
Odessa	0
Roswell	6
Carlsbad	1
Artesia	0
Airport/Helipad	43
Total	50

Most Common	
Day	Thursday
Time	13:00 - 13:59

Most Common Complaint	Total (Percent)
Motor Vehicle Crash (MVC)	63 (9.95%)
Falls	57 (9.00%)
Sick Person	56 (8.85%)

Cardiac Arrest Responses	Total
Cardiac Arrest	8
ROSC	0
ROSC = Return of Spontaneous Circulation	

EMS Billing	Amount
Billed	\$258,971.73
Collected	\$237,889.24





Hobbs Express

Monthly Report - February 2024

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Jan-24	Feb-24
No. of Elderly Passengers	856	1009
No. of Non-Ambulatory Passengers	110	105
No. of Disabled Passengers	335	358
No. of Other Trips	3473	3648
Total Passenger Trips	4774	5120

Total Bus Route Trips	2872	3029
Total Demand Response/Paratransit Trips	1902	2091
Total Passenger Trips	4774	5120

Vehicle Statistics	<i>Reporting Month</i>	<i>Reporting Month</i>
	Jan-24	Feb-24
Total Vehicle Hours	661.25	607.25
Total Vehicle Miles	8,073	7,635

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
Total Fares Collected	\$0.00	\$0.00



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 (February 2024)

CODE ENFORCEMENT END OF MONTH REPORT (FEBRUARY 2024)

Code warnings	49
Code citations	7
Code calls	90
Animal warnings	10
Animal calls	297
Animal citations	10
Inoperable Vehicles	1
Parking Violations	0
Search Warrants	1

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

March 6, 2024

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

February 2024

Intake:	Cats	Dogs
Dead On Arrival	17	17
Sterilization Only	19	35
Stray	10	104
Transfers In		
Unwanted	10	39
Quarantine		18
Clinic Visit shots	50	47
Cat Trap, Neuter, Return	15	
Totals:	121	260
Dispositions:		
Adopted	12	54
Died at Facility	1	1
Dead on Arrival	16	20
Euthanized	3	55
Rescued		34
Return to Owner	8	29
Sterilization Only	51	56
Escaped		
Clinic visit shots	2	4
Cat Trap, Neuter, Return	17	
Totals:	110	253

Total Revenue Collected:	Animal Pick Ups:	\$ 445
	Permits/Tags:	\$ 160
	Reclaims:	\$ 705
	Adoptions	\$
	Cat traps	\$
	<u>Sterilizations:</u>	<u>\$ 335</u>
		\$ 1645

HAAC currently has 60 dogs in custody and 3 cats, 6 dogs and 3 kittens in foster



HOBBS POLICE DEPARTMENT

March 4, 2024

To: Marina Barrientes, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: February 24 Records Numbers

- Uniform Traffic Citations 402
- Warning Citations 188
- Misdemeanor Citations 4
- Arrest Reports 185
- Completed Reports 700
- Completed Supplements 221
- Completed Accident reports 95
- Criminal Trespass 36
- Warrants 153
- Recalled warrants 28
- IPRA Requests 396
- Discovery Requests 116

August Fons, Chief of Police
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Dispatch (575) 397-9265 • Fax (575) 397-3867
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HOBBS POLICE DEPARTMENT

March 4, 2024

To: Marina Barrientes, Captain of Agency Support

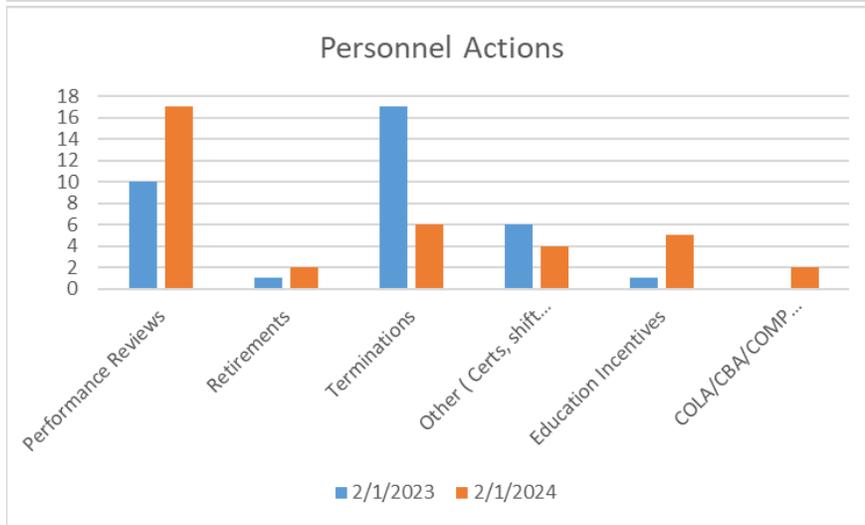
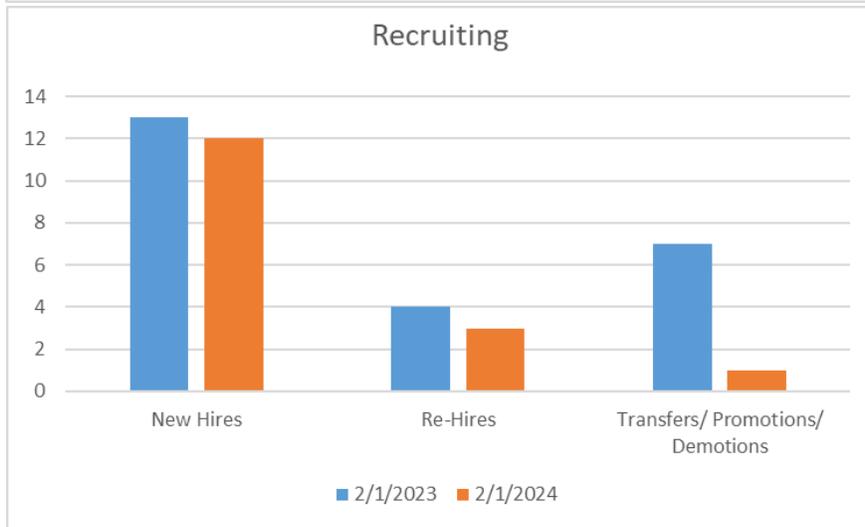
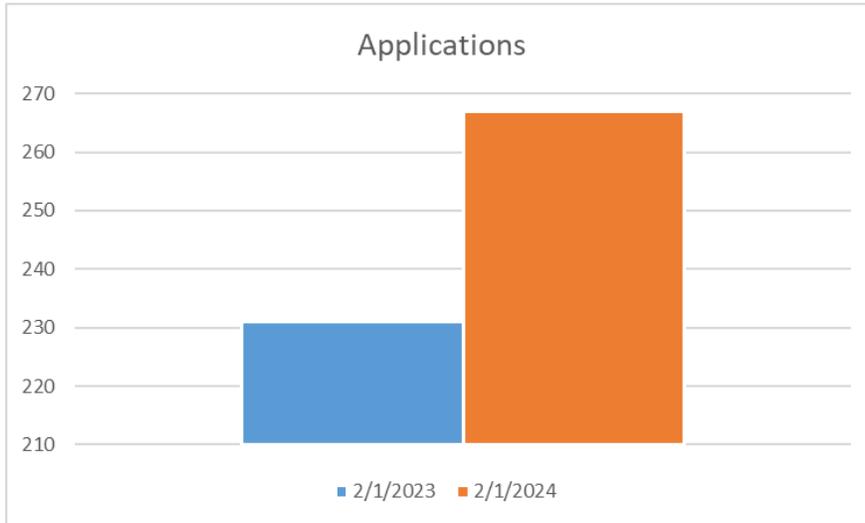
From: Linda Saiz, Records Administrator

Re: February 24 Records Numbers

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
February 2023/2024	RPTS	RPTS		2023	2024	
			2023/2024			
	2023	2024				
REPORTED CRIMES	401	344	-14%	794	713	-10%
CALLS FOR SERVICE	3,366	3,682	9%	7,277	7,613	5%
ARRESTS	195	185	-5%	412	400	-3%
MURDER	2	0	-100%	2	1	-50%
RAPE	2	0	-100%	5	0	-100%
ROBBERY	1	2	100%	3	5	100%
ASSAULTS AND BATTERY	82	54	-34%	166	133	-20%
BURGLARY	63	55	-13%	134	85	-37%
LARCENY	62	47	-24%	115	109	-5%
SHOPLIFTING	27	44	63%	60	34	-43%
AUTO THEFT	13	14	8%	27	30	11%
ARSON	1	1	0%	1	1	0%
FORGERY	1	1	0%	1	1	0%
FRAUD	5	6	20%	12	11	-8%
EMBEZZLEMENT	1	3	200%	1	7	600%
REC. STOLEN PROPERTY	0	0	0%	0	0	0%
VANDALISM	104	82	-21%	197	153	-22%
WEAPONS OFFENSES	3	2	-33%	5	7	40%
DOMESTIC VIOLENCE	39	24	-38%	67	61	-9%
ASSAULTS/BATTERY ON PO	2	5	150%	5	11	120%
SHOOTING AT/FM MV OR DWELLING	3	4	33%	24	6	-75%
CITATIONS ISSUED	329	402	22%	685	859	25%
DWI	3	4	33%	10	12	20%
TRAFFIC CRASHES	73	95	30%	153	176	15%

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





Application Source

source	total	total %
Billboard / Sign	1	0.37
Chamber of Commerce Website	0	0.00
City of Hobbs Website	81	30.34
Facebook	10	3.75
Friend / Family	67	25.09
Governmentjobs.com	15	5.62
Indeed.com	63	23.60
Job Fair	4	1.50
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	1	0.37
Newspaper	1	0.37
Other	22	8.24
Radio	0	0.00
Recruiter	2	0.75
Unknown	0	0.00
Totals	267	100.00

New Position Postings

ACTIVITY SUPERVISOR	SEASONAL POOL CASHIER
CORE KIDS SPECIALIST	SEASONAL SLIDE ATTENDANT
CORE LIFEGUARD (FULL TIME)	ACTIVITY LEADER
CORE SPORTS SPECIALIST (PART TIME)	ASSISTANT ACTIVITY SUPERVISOR
DEVELOPMENT DIRECTOR	ASSISTANT SUMMER PROGRAM COORDINATOR
EQUIPMENT OPERATOR	BASKETBALL COORDINATOR
HEAVY EQUIPMENT SPECIALIST	GOLF PLAYER SERVICES (SEASONAL)
POSD SUPERVISOR	LEARN TO SWIM COORDINATOR
DEPUTY CITY ATTORNEY	OFFICE ASSISTANT
LIBRARY PAGE	POOL MAINTENANCE ATTENDANT
NUTRITION SPECIALIST/OUTREACH SUPERVISOR	SEASONAL POOL MANAGER
CODE ENFORCEMENT SUPERVISOR	SUMMER PROGRAM COORDINATOR
POLICE LIEUTENANT	SUMMER SPORTS INSTRUCTOR
AQUATICS SPECIALIST	SUMMER SPORTS PROGRAM COORDINATOR
HEAD LIFEGUARD SEASONAL	SUMMER SPORTS SUPERVISOR
SEASONAL LIFEGUARD (RECREATION)	

Safety Skills Training:

- Municipal Employee Safety

Team Involvement:

- HR Recorded a radio advertisement for the upcoming Seasonal Season
- Nicholas Goulet and Tracy South participated in budget training
- The HR Team met with the IT leadership team to go over FY25 IT needs
- 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 82+ years of combined experience with the City of Hobbs.

Christa Belyeu – IT Director
Matt Blandin – Asst. IT Director
Joe Amador – Webpage Specialist
Jeff Sanford – Communications Specialist
Frank Porras – IT Network Administrator
Gabriel Jurado – Computer Specialist
Stephanie Ledezma – Computer Specialist
Justin Munoz – IT Network Specialist

IT Responsibilities:

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

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

Total Tickets ⓘ

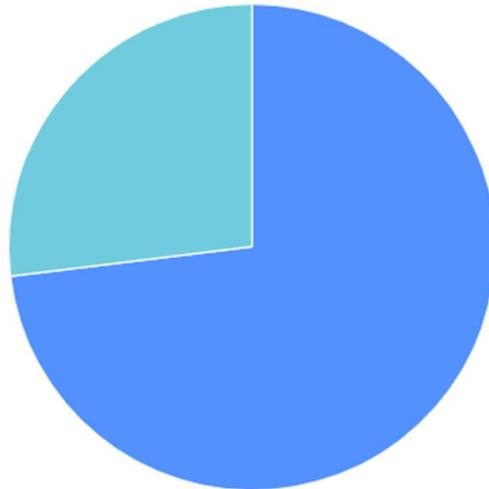
219

Avg Tickets/day ⓘ

8

Inflow by Channel ↗

Pie Chart ▾



- Email 160
- Admin Panel 59
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Slack 0
- Others 0

Issue Type ↗

Donut Chart ▾



- Software 44
- Webpage 34
- Email 32
- Hardware 23
- PC Setup 16
- Phone 12
- User setup 11
- Network 9
- 2FA 7
- Password Reset 7
- Radio 6
- Others 7



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

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

- ❖ Hobbs City Commission – Valerie Chacon (2/5; 2/20)
- ❖ Cemetery Board – Amber Leija (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (02/07)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (02/20)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Veterans Advisory Board – Valerie Chacon (N/A)

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

- ❖ Public Hearings/Presentations 0
- ❖ Agenda Items drafted 2
- ❖ Resolutions Drafted 2

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 10

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 February 2024, the litigation activity of the City Attorney's Office was as follows:

Criminal Litigation:

- ❖ Pretrial Release Hearings: 1
- ❖ Probation Violations: 1
- ❖ Pretrials (Pro Se): 105
- ❖ Pretrials (Attorney): 11
- ❖ Trials: 140
- ❖ Dangerous Dogs/Petitions: 1
- ❖ DWI Cases: 9
- ❖ Shoplifting Cases: 3
- ❖ Appeals in District Court: 1
- ❖ Criminal Pleadings (Mun/Dist.) 131
- ❖ Subpoenas: 70
- ❖ Clio Case Entries: 123
- ❖ Discovery Submissions 72

Property Matters:

❖ Condemnation Reviews	0
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	2
❖ Property Correspondence	4
❖ Foreclosures Filed	0
❖ Property Liens Filed	0

Civil Litigation:

❖ Civil Pleadings	1
❖ Civil Depositions	0
❖ Civil ADR:	0
❖ Demand Letters:	0
❖ Misc. Hearings (State/Fed.):	0
❖ Discovery Submissions:	1

Miscellaneous:

❖ Trainings:	2
❖ Witness Interviews:	11
❖ In-office consultations:	7
❖ Letters/Correspondence:	994

Areas of Notoriety:

- ❖ Record number of court hearings prosecuted in one month in Hobbs Municipal Court

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

February, 2024

Hobbs Public Library

CIRCULATION: 7,960

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,557
Audio Books & Music	116
DVDs	3,780
E-Books/E-Audio (OverDrive & Gale)	507
Kanopy	43
Hoopla	170

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	5	12
ELIN Loans	28	4

CIRCULATION BY PATRON TYPE:

Adult	5,569
Juvenile	726
Senior Citizen	999
Used in Library	914

Total Children's Items Circulated 2,257

Total Adult Items Circulated 5,951

Patron Visits	3463
Overdue Notices Sent	

PROGRAMS & PUBLIC SERVICES:

Programs Provided	37
Attendance	814
Passive Programs Provided	3
Passive Programming Participation	535
Meeting Room Use	29

Facebook Post Reach	4500
Web Site Usage	443
HPL Database Usage	141
Reference Questions	212
Public Computer Use	535
Board Games	23

PATRON PROFILES:

Adult	15,990
Juvenile (Under 18 Years)	3,499
Senior Citizens (62+ Years)	2,578
Temp ELIN	452
Total Active Borrowers	22,519

RECEIPTS:

Materials Paid For	\$5.00
Fines & Fees	\$203.64
Copy Machine & Public Printouts	\$380.18
Total	\$588.82

Library Patrons Added This Month

ITEMS ADDED:

Total Items Added	
Items Weeded	698

HOLDINGS:

Total Library Holdings	165,246
------------------------	---------

City Manager's Report
Municipal Court – February 2024

Monthly Cases:

Traffic Citations	389
Misdemeanor Citations	27
Environmental Citations	14
Fire Code Violations	0
AGG. DWI	3
DWI – 1 st	1
DWI – 2 nd	<u>0</u>
Total	434

Courtroom Activity:

Video Arraignments (Jail)	97
Court Appearances – A.M.	32
Court Appearances- P.M.	102
Virtual Court	2
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	345

Other Activity:

Summons issued	249
Warrants issued	<u>72</u>
Total	321

Fines/Fees Assessed based on Conviction:

Fines	\$51,578.00
Fee	<u>\$18,988.00</u>
Total	\$70,566.00

Fines/Fees Collected:

Fines	\$37,992.11
Penalty Assessment Fee	3,647.00
Automation Fee	2,550.00
Judicial Education Fee	1,272.00
Correction Fee	8,482.89
DWI Prevention Fee	209.00
DWI Lab Fee	<u>305.00</u>
Total	\$54,458.00



THE CITY OF
HOBBS, NEW MEXICO

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

**Recreation Department
 Monthly Report - February 2024**

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

The CORE continued to be a very busy place in February with participation increasing by 25% compared to the previous month. The Racing For Rescues 5K Run attracted 35 participants, and had more than 890 total vaccinations that were given to local pets. Additionally, there were seven animals that were adopted at this event. The Tsunami Swim Team conducted their first Mock Meet of the year. Group Fitness class participation increased by more than 100 participants for the month. The CORE Quarterly TREX Training Event for staff was held with Facility Rentals staff reviewing all of their policies related to their operations.

CORE Participation and Revenue:

February 2024 Participation 31,866
 February 2024 Revenue \$92,570.04

For Comparison Purposes:

January 2024 Participation	25,523	February 2023 Participation	26,397
January 2024 Revenue	\$90,847.15	February 2023 Revenue	\$82,247.58

Additional January 2024 Details:

Annual Passes Sold	30	COREkids Participation	1,577
Monthly Passes Sold	237	Group Fitness Classes	441
Weekly Passes Sold	10	Tours/Tour Participants	22/46
Day Passes Sold	2,853	Facility Rentals	44

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 February 2024:

	<u># Meals</u>	<u>Donations Received</u>
February 2024 Congregate Meals Served	1,546	\$1,646.92
February 2024 Home Delivered Meals	2,466	\$1,897.00
February 2024 Totals	4,012	\$3,543.92
For comparison January 2024 Totals	3,901	\$4,998.16

Duplicate Recreation Activities:	487	Exercise:	479
Transportation/Transportation Donations:	341/\$118.01	Assessment/Reassessment:	106

Recreation

- The Father Daughter Dance had a total of 407 participants for the two sessions
- There were 5 field reservations, 1 banner display reservation, and 2 park pavilion reservations
- Summer Seasonal positions have been opened and applications are being accepted

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 38 participants for the month, and conducted their first mock meet of the season

Rockwind Community Links Clubhouse

The weather in February was quite a bit milder than in January and led to a good number of rounds of golf. Two events were hosted during the month: The Super Bogey Bowl and the NMJC Invitational. Both events were a strong success with great participation and course conditions thanks to the efforts of the Rockwind maintenance team.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	5	\$23.80	\$0.00	\$23.80	\$0.00	\$1.20	\$25.00
Driving Range	558	\$1,986.56	\$0.00	\$1,986.56	\$0.00	\$100.44	\$2,087.00
Golf Cart Rental Fees	858	\$13,190.53	\$0.00	\$13,190.53	\$0.00	\$664.93	\$13,855.46
Green Fees	1359	\$13,610.17	\$0.00	\$13,610.17	\$0.00	\$682.83	\$14,293.00
Hard Goods Sales	368	\$18,083.69	(\$212.07)	\$17,871.62	\$27,808.35	\$893.57	\$18,765.19
Membership Fees	1	\$690.47	\$0.00	\$690.47	\$0.00	\$34.53	\$725.00
Soft Goods Sales	323	\$10,166.03	(\$1,283.43)	\$8,882.60	\$5,879.28	\$444.51	\$9,327.11
Food & Beverage	62	\$4.00	\$9.52	\$9.52	\$3.80	\$0.48	\$10.00
Totals for Revenue	3534	\$57,755.25	(\$1,485.98)	\$56,265.27	\$33,691.43	\$2,822.49	\$59,087.76
Grand Total:	3534	\$ 57,755.25	(\$1,485.98)	\$ 56,265.27	\$ 33,691.43	\$2,822.49	\$ 59,087.76

KEY PERFORMANCE INDICATORS

Feb-24

Total Pre-Tax Revenue	\$56,265.27
Total Rounds	1359
Avg Green Fee plus Cart Fee per Round	\$20.23
Total Merchandise Sales	\$26,754.22
Merchandise Sales Per Round	\$19.69
F&B Sales Per Round	\$ 0.01
COGS Hard Goods	156%
COGS Soft Goods	66%
COGS F&B	40%
Rounds w/Carts	63%
Total Revenue per Round	\$ 41.40

GREEN FEE BREAKDOWN

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	107
Summary for Player's Pass	<u>107</u>
Li'l Rock Adult Resident	140
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	2
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	20
Summary for Par 3	<u>162</u>
Public 18	64
Public 9	0
Public Junior	2
Public Senior	2
Public Twilight	3
Public Replay	0
Specials	0
Youth on Course	20
PGA/GCSAA COMP	0
Summary for Public	<u>91</u>
Punch Pass	49
Summary for Punch Pass	<u>49</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	508
Resident Junior	1
Resident Senior 18	52
League Fee	0
Complimentary Round	4
Resident Twilight	55
Team Practice Round	26
Resident 9	70
Marshal/Team Green Fee	18
Resident Replay	10
Summary for Resident	<u>744</u>
Tournament Fees	206
Summary for Tournament - Public	<u>206</u>
Grand Total:	1359

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 hosted a Valentine's Day Party for members



RISK MANAGEMENT REPORT

February 2024

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Met with insurance agents to review renewal applications/process.
- Provided updated information to insurance carriers for upcoming insurance renewals.
- Endorsed 0 new vehicles and/or equipment to city's insurance policy.
- Reviewed 39 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 15 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 January 2023</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons January 2024</u>	
Residential	11,772	60,534,001	11,620	71,312,781	
Commercial	1,798	36,933,800	1,947	43,951,351	
City Accounts	210	3,450,165	212	2,958,550	
School Accounts	62	1,171,942	65	1,661,003	
Irrigation	254	2,059,414	304	1,939,291	
Unbilled Maintenance		1,200,000		2,800,000	
	14,096	105,349,322	14,148	124,622,976	

LABORATORY	February 2023	February 2024
Total Drinking Water Tests	51	42
Total Wastewater Tests	683	712
Liquid Waste Received (gallons)	88,240	109,570

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	82.794	91.650
Effluent (Million Gallons)	80.990	87.343
Solids Removed (Dry Pounds)	0	117,757
No Centrifuge run in February 2023		

WATER PRODUCTION REPORT - FEBRUARY 2024

WATER PRODUCED	
Total monthly water produced, million gallons	155,629,000
Total monthly water distributed, million gallons	147,832,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.61
Monthly chlorine gas dosed to system (lbs)	1,276
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 FEBRUARY 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

UTILITIES MONTHLY PLUMBER REPORT FEBRUARY 2024	QUANTITY
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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