



# **CITY MANAGER'S MONTHLY REPORT**

March, 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

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Amelia Maldonado  
Jacque Pennington

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Vacant  
Scott Shed

**COMMUNICATIONS DEPT.**

Communications Director  
Marketing Coordinator

Meghan Mooney  
Chad Littlejohn

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Anna Villalobos

**FIRE DEPARTMENT**

Acting Fire Chief  
Deputy Fire Chief

Mark Doporto  
Vacant

**GENERAL SERVICES DEPT.**

Gen. Services Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Mario Silva  
Shawn Smith  
Eddie Trevino  
Bryan Ussery

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Christa Belyeu  
Matt Blandin

**LEGAL DEPARTMENT**

Acting City Attorney  
Deputy City Attorney  
Assistant City Attorney

Valerie Chacon  
Vacant  
Amber Leja

**LIBRARY SERVICES**

Library Director

Nichole Lawless

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Matt Hughes  
Josh Dellinges

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**POLICE DEPARTMENT**

Police Chief  
Deputy Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Shane Blevins  
Jessica Silva  
Missy Funk

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maint. Supt.  
Utilities Admin.

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

April 29, 2024

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

Attached is the City Manager's Monthly Report for the month of March, 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 was a busy month for the City of Hobbs. The Social Well Being Committee held a March Madness Employee Watch Party with Pizza, basketball and games. The Annual Easter Egg Hunt had 30,000 eggs for the community to hunt and the Easter Egg Dive had 371 participants. The Teen Center also hosted a St. Patrick's Day Party for members.

Sincerely,

  
Julie Nymeyer, Executive Assistant



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

	Jan-24	Feb-24	Mar-24
Business Registrations - New	16	20	30
Business Registrations - New Owner	0	0	10
Business Registrations- Change of Address	14	2	2
Renewals	1112	95	6
Web Payment Renewals	0	0	4
Total Business Registrations Activity	1142	117	36
Active Business Registrations for the Month	2199	2218	2233
Fireworks	0	0	0
Junk Yard Licenses	2	1	0
Liquor License	0	0	0
Mobile Business Licenses	39	7	5
Pawn Brokers	0	1	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	1
Temporary Vendor's Licenses	0	1	0
Cemetery Deeds Issued/Processed	11	42	23
Public Documents Notarized	114	131	81
Public Records Request	47	46	38
Regular City Commission Meetings <i>3/4/2024 3/18/2024</i>	2	0	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	0	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	8	8	11
Consideration of Approval	2	1	4
Total Volume of Transactions on Tyler Cashiering	1,467	449	355
Total Amount	\$ 1,093,309.26	\$ 411,170.38	\$ 769,552.25
Web Payments Online for All Departments	\$ -	\$ -	\$ 140.00
Grand Total	\$ 1,093,309.26	\$ 411,170.38	\$ 769,692.25

# COMMUNICATIONS DEPARTMENT

## MARCH 2024 CITY MANAGER'S REPORT

### SOCIAL MEDIA STATS AT A GLANCE

City of Hobbs Instagram and Facebook pages only  
(other departments not included)

#### FACEBOOK STATS

##### Reach

32.4K ↑ 73.8%

##### Content Interactions

1.3 K ↑ 36%

##### Followers

Lifetime  
11.2K

##### Link Clicks

100 ↑ 566.7%

#### INSTAGRAM STATS

##### Reach

1.4k ↑ 9.1%

##### Content Interactions

286 ↓ 2.4%

##### Followers

Lifetime  
2.3K

##### Link Clicks

0 0%

Our social media activity stats have balanced out to normal expected levels after dropping during the less active months. Activity is expected to increase during a busy Spring season as we approach events like the Hobbs Downtown Slam & Jam Gus Macker Tournament. We are focusing on featuring more regular, diverse, engaging content to drive engagement.

### SIGNIFICANT ACTIONS THIS MONTH

REACHED 1,419 USES OF  
TEXTMYGOV

THE GUIDE HIT CITY  
FACILITIES AND  
MAILBOXES

DISTRIBUTED  
ROCKWIND  
TOURNAMENT POSTERS  
TO 12+ LOCATIONS

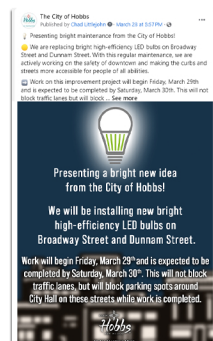
BEGAN CREATING  
FUN/INFORMATIVE  
"NATIONAL DAY OF"  
POSTS FOR SOCIALS

We continued to work with other departments to work on regular, diverse content to grow engagement both online and in-person at various City events. We are focusing on working even closer to ensure a consistent design language and branding.

By the end of March, our Marketing Coordinator was enthusiastically working on "National Day Of" posts to inform and entertain, brainstorming new ideas to expand the scope of the posts' reach. They also restarted our department's initiative of compiling and designing information for weekly posts highlighting City events for the upcoming week.

### TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook.  
Over 3.5K reach each (OVER 8.4K for lifeguards).



# CITY OF HOBBS BUILDING DEPT

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

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
COMM MECHANICAL	Commercial	15	\$22,500.00	\$2,132.00
COMM PLUMBING	Commercial	10	\$15,000.00	\$505.00
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$540.00
COMMERCIAL ADDITION	Commercial	3	\$8,199,481.00	\$10,773.58
COMMERCIAL CANOPY	Commercial	1	\$16,000.00	\$288.00
COMMERCIAL ELECTRICAL	Commercial	18	\$27,000.00	\$2,317.00
COMMERCIAL FENCE	Commercial	1	\$7,000.00	\$72.00
COMMERCIAL REMODEL	Commercial	8	\$1,482,500.00	\$3,420.00
COMMERCIAL RE-ROOFING	Commercial	1	\$62,000.00	\$300.00
COMMERCIAL SIGN	Commercial	2	\$10,472.00	\$120.00
NEW COMMERCIAL	Commercial	2	\$2,100,000.00	\$3,264.00
SPRINKLER SYSTEM	Commercial	1	\$1,500.00	\$100.00
<b>TOTAL</b>		<b>63</b>	<b>\$11,944,953.00</b>	<b>\$23,831.58</b>

<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
RES MECHANICAL	Residential	14	\$21,000.00	\$1,110.00
RES PLUMBING	Residential	35	\$52,500.00	\$1,772.00
RES SEWER TAP & EXCAVATION	Residential	6	\$7,500.00	\$1,740.00
RESIDENTIAL ADDITION	Residential	2	\$15,985.00	\$180.00
RESIDENTIAL CANOPY	Residential	4	\$66,040.00	\$504.00
RESIDENTIAL CURB CUTS	Residential	6	\$12,290.00	\$105.00
RESIDENTIAL DEMOLITION	Residential	4	\$2,550.00	\$124.00
RESIDENTIAL DRIVEWAY	Residential	1	\$11,700.00	\$20.00
RESIDENTIAL ELECTRICAL	Residential	28	\$42,000.00	\$1,870.00
RESIDENTIAL FENCE	Residential	9	\$20,700.00	\$220.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	\$420,844.00	\$180.00
RESIDENTIAL REMODEL	Residential	10	\$511,622.00	\$2,058.00
RESIDENTIAL RE-ROOF	Residential	11	\$100,507.00	\$890.00
RESIDENTIAL SINGLE FAMILY	Residential	8	\$2,509,750.00	\$5,875.60
RESIDENTIAL SOLAR	Residential	1	\$72,000.00	\$828.00
RESIDENTIAL STORAGE	Residential	4	\$180,129.00	\$816.00
<b>TOTAL</b>		<b>146</b>	<b>\$4,047,117.00</b>	<b>\$18,292.60</b>

COMMERCIAL	63	\$11,944,953.00	\$23,831.58
RESIDENTIAL	146	\$4,047,117.00	\$18,292.60
<b>TOTAL COMBINED</b>	<b>209</b>	<b>\$15,992,070.00</b>	<b>\$42,124.18</b>





**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
MARCH 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>	6	40	14

**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)

**March 2024**

**Auction (update):** The GIS Division continued getting items ready for auction. This includes getting the proper documentation taken care of and making sure all the proprietary information is removed from the controllers.

**Copper and Lead Survey Support:** The Water Production reached out to the GIS Division to see about getting access to the GIS to assist with the EPA' Copper and Lead survey. The GIS Division installed ArcGIS Desktop and created a custom MXD to look at when Subdivisions were recorded, to create a best guess at what customers would have lead pipes. In addition, the GIS Division worked on recreating and verifying the old Waterline Replacement Maps, so Water Production could see where the City of Hobbs has replaced waterlines since starting in 1997. The GIS Division also went through our Subdivision dataset to ensure the "effective date" attribute was populated for as many subdivisions as possible.

**Field Maps Outage:** On March 14<sup>th</sup> the GIS Division discovered, with the help of the Utilities Dept., that an update to ESRI's Field Map application had broken compatibility with our version of ArcGIS Server (10.6.1). As this came without warning from ESRI, this was an unintentional side effect of the update. However, at the end of March ESRI had not announced a fix and it is unclear when the next update will be available. Until the app is fixed, the GIS Division has instructed everyone to use the Emergency Portal Outage Map if they run into the log-in error that was discovered.



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

**Waterline Replacement Maps:** The Water Productions reached out to get information on when the different Waterline Replacement Phases were completed so this information could be used as part of the EPA' Copper and Lead survey. As the existing dataset and map were unverified, the GIS Division went through all the Waterline Replacement plan sets they could find to verify where each phase took place.

**Phase 13 Data Entry:** The Utilities Department brought in their GPS unit to get the data offloaded and added to the GIS. The GIS Division has been working on data entry so that the GIS data can be shared with an outside vendor that will use the data to complete the Phase 12 Waterline replacement plans.

**The Month's Buffer Maps:** The GIS Division completed the following buffer maps (1) for use in Cannabis or Liquor License applications. 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.

Downtown Reverse Buffer Map (Cain to White & Linam to McKinley)

**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

March - The City Commission reviewed and considered the following:

The Planning Board meeting was scheduled for March 19<sup>th</sup> at 10am.

*Planning Board Summary:*

March - The Planning Board reviewed and considered action on 2 items in a Regular Meeting:

- Review and Consider Proposed Annexation of land located east of Zia RVillas and south of W De Baca Street.





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

- Review and Consider Final Preliminary Plan for College Square Subdivision with a Cash Bond Security (\$12,500) of those improvements not finalized, located northwest of the intersection of College Lane and Grimes St., as submitted by property owner, Lemke Development, Inc.



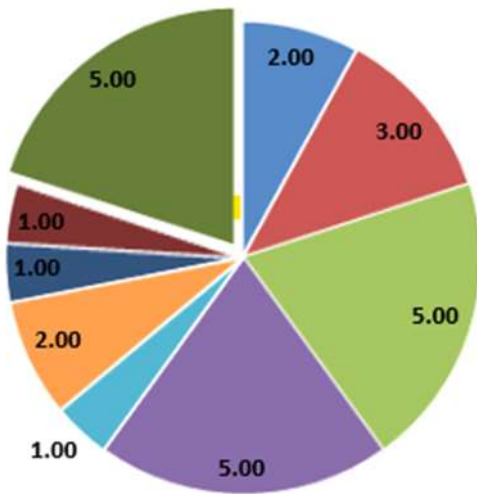
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
MARCH 2024**

**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**



- 
- |                                   |  |
|-----------------------------------|--|
| ■ 13. Camera Service = 2          | ■ 19. Ped Push Button Repair / Replace = 3 |
| ■ 26. Sign Install / Service = 5  | ■ 27. Pole Straighten / Re-bolted = 5      |
| ■ 28. Pole & Anchor Replace = 1   | ■ 03. Wiring Problem Repair = 2            |
| ■ 39. Call Outs = 1               | ■ 08. Signal Head Straightened = 1         |
| ■ 09. Breakaway Base Replaced = 5 |  |
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**Major Damage:**

- No major damage for the month of March.

**Monthly Measurement  
Finance Department  
Fiscal Year 2024**

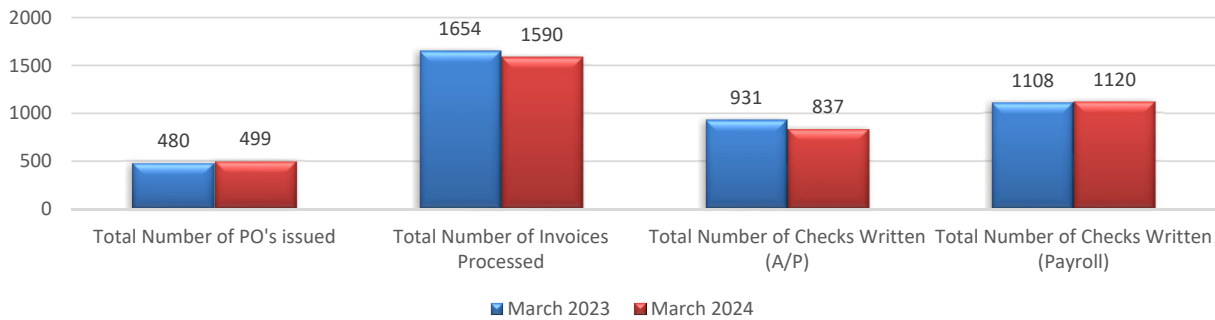
Cash Statistics	March 2023	March 2024
Beginning Cash Balance	159,244,556	188,391,120
Monthly Cash In (Revenue - all funds)	12,485,829	21,813,650
Monthly Cash Out (Expenditures - all funds)	10,535,707	19,064,789
<b>Ending Cash Balance</b>	<b>161,194,678</b>	<b>190,631,866</b>

**Finance Transaction Statistics**

	March 2023	March 2024
Total Number of PO's issued	480	499
Total Number of Invoices Processed	1654	1590
Total Number of Checks Written (A/P)	931	837
Total Number of Checks Written (Payroll)	1108	1120

daily average	24
daily average	76
weekly average	209
bi-weekly average	560

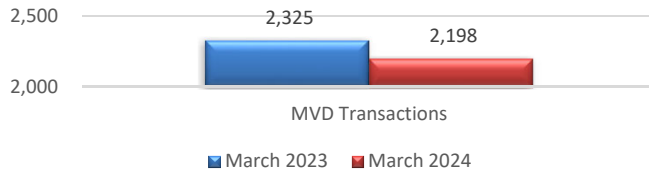
**Financial Transaction Averages**



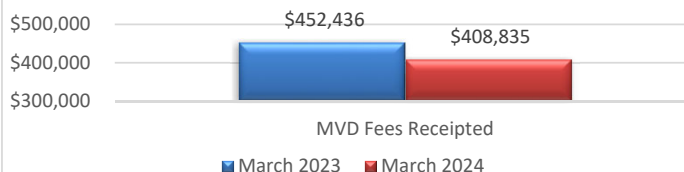
MVD Statistics	March 2023	March 2024
MVD Transactions	2,325	2,198
MVD Fees Received	\$ 452,436	\$ 408,835

daily average	105
daily average	\$ 19,468

**MVD Transaction Averages**



**MVD Fees Received**



**March - 2024**

**General Services - Garage**

In March - 2024 The City Garage had a total of 138 Repair Orders/Invoices. Of the 138 R.O./Invoices, 100 were repaired in house and 38 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 40,400.37 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	3	1	78.01	272.00	558.62	1,606.50	2,515.13
Accident Repair	0	3	0.00	0.00	5,316.72	2,758.00	8,074.72
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	20	12	1,476.92	1,428.00	1,079.43	0.00	3,984.35
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	3	1	954.65	442.00	831.60	742.50	2,970.75
Charging	15	0	2,667.67	986.00	0.00	0.00	3,653.67
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	0	0	0.00	0.00	0.00	0.00	0.00
Engine	1	1	0.00	102.00	2,377.10	2,200.50	4,679.60
Exhaust	1	0	1,863.08	102.00	0.00	0.00	1,965.08
Filters	1	0	44.17	34.00	0.00	0.00	78.17
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	1	0	51.90	136.00	0.00	0.00	187.90
Hydraulics	1	1	67.65	136.00	133.39	495.00	832.04
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	6	2	92.98	425.00	1,036.80	400.00	1,954.78
Miscellaneous Maintenance	32	3	1,121.59	1,377.00	285.00	315.00	3,098.59
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	5	0	0.00	442.00	0.00	0.00	442.00
Steering	3	0	106.66	272.00	0.00	0.00	378.66
Suspension	1	1	350.36	170.00	403.20	544.99	1,468.55
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	7	11	1,715.50	510.00	791.88	735.00	3,752.38
Towing Vehicles	0	1	0.00	0.00	0.00	239.00	239.00
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	1	0.00	0.00	0.00	125.00	125.00

Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>100</b>	<b>38</b>	<b>10,591.14</b>	<b>6,834.00</b>	<b>12,813.74</b>	<b>10,161.49</b>	<b>40,400.37</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		100	10,591.14	6,834.00	17,425.14
Vendor		38	12,813.74	10,161.49	22,975.23
		138	23,404.88	16,995.49	40,400.37

# March 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
280 HRS.	Street Sweeping
8 HRS.	Building Brooms
160 HRS.	Cold Mix Patching
32 HRS.	Crack Seal
24 HRS.	Alley Maintenance
148 HRS.	Storm Sewers and Inlets
80 HRS.	Maintenance
48 HRS.	Work in Welding Shop
80 HRS.	Hot Mix
24 HRS.	Hauling Caliche
184 HRS.	Stockpiling Material
88 HRS.	Meetings
48 HRS.	Work for Garage
40 HRS.	Work for Cemetery

The total amounts of material hauled or used:

Quantity	Material
252 YDS	Sweepings
6 BLOCKS	Crack Seal
30 YDS	Alley Material
20 YDS	Cold Mix Used
228 YDS	Recycling Material
5 YDS	Hot Mix Used

Calls responded to:

Number	Type
14	Dispatched – accidents, spills, debris
15	Requests
0	Block Party



# March 2024

## General Services – Building Maintenance

Work performed by City Carpenters

2	Locks Installed/Switched
2	Rooms Painted
3	Ceiling Tiles Replaced
1	TV Installed
19	Items Hung
22	Furniture Moved
2	Furniture Assembled
2	Cabinets Repaired
2	Door Repairs
2	Doors Adjusted
14	Replace Soap Dispensers
5	Chairs Stripped/Sanded
1	Tables Stripped/Sanded
38	Drywall Patches/Paint
8	Cinder Block Installed
2	Roof Inspections
1	Roof Repair
5	Items Removed from Walls
6	Carpet Floor Tiles
38	Drawer Repairs

Location of work performed

62	City Hall
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38	Jail
28	Annex
12	Senior Center
1	Municipal Court
15	Hobbs Police Dept
9	Hobbs Express
1	Garage

Break down of work performed by the Electricians

25	Light repairs
3	AC repairs
16	Heater repairs
13	General electrical work
10	CORE work
3	Nonelectrical work

Location of work performed.

10	CORE
3	Library
15	City hall
3	Annex
4	Fire stations
2	DA building
3	Rockwind
6	Parks
4	Streets
3	Municipal Court
6	Hobbs Express

# Hobbs Fire Department

March 2024

Fire Alarms	Total
Alarms (City)	91
Alarms (County)	32
Alarms (Gaines)	2
<b>Total</b>	<b>125</b>

ZONES	Total
Zone 1 (NW City)	22
Zone 2 (NE City)	32
Zone 3 (SE City)	17
Zone 4 (SW City)	20
Zone 5 (NW County)	15
Zone 6 (NE County)	10
Zone 7 (SE County)	5
Zone 8 (SW County)	2
Out of District	2
<b>Total</b>	<b>125</b>

Dispatch to Enroute	Time
Station 1	0:53
Station 2	1:15
Station 3	0:41
Station 4	1:26
<b>Average</b>	<b>1:03</b>

Dispatch to Arrival	Time
Station 1	5:23
Station 2	4:22
Station 3	3:37
Station 4	4:31
<b>Average</b>	<b>4:28</b>

PREVENTION PROGRAMS	Total
Fire Investigations	10
Fire/Safety Inspections	90
Smoke Detectors Installed	0
Public Education Activities	2
Plan Reviews	9
Burn Permits Issued	2
<b>Total</b>	<b>113</b>

Response By Station	Total
Station 1	45
Station 2	44
Station 3	20
Station 4	16
<b>Total</b>	<b>125</b>

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

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	6

FALSE ALARM RESPONSE	Total
False Alarms	29

Training Hours	Hours
Fire Training	554.50
EMS Training	180.00
HR Training	36.50
Officer Training	55.00
<b>Total</b>	<b>826.00</b>



# Hobbs Fire Department

March 2024

EMS Alarms	Total
Alarms (City)	693
Alarms (County)	59
Alarms (Gaines)	7
<b>Total</b>	<b>759</b>

ZONES	Total
Zone 1 (NW City)	280
Zone 2 (NE City)	150
Zone 3 (SE City)	149
Zone 4 (SW City)	114
Zone 5 (NW County)	9
Zone 6 (NE County)	39
Zone 7 (SE County)	1
Zone 8 (SW County)	10
Out of District	7
<b>Total</b>	<b>759</b>

Average Run Times	Time
Enroute	01:47.4
At Scene	04:59.4
On Scene Time	30:03.0
To Destination	13:38.4
Back in Service	21:40.8

Out of Town Transfers	Total
Lubbock	4
Midland	0
Odessa	0
Roswell	4
Carlsbad	3
Artesia	0
Airport/Helipad	46
<b>Total</b>	<b>57</b>

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

Most Common Complaint Total	
Falls	75 (9.88%)
Sick Person	70 (9.22%)
MVC	64 (8.43%)

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

EMS Billing	Amount
Billed	\$290,711.44
Collected	\$257,628.16





# Hobbs Express

Monthly Report - MARCH 2024

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Feb-24</b>	<b>Mar-24</b>
No. of Elderly Passengers	1009	1052
No. of Non-Ambulatory Passengers	105	144
No. of Disabled Passengers	358	374
No. of Other Trips	3648	3353
<b>Total Passenger Trips</b>	<b>5120</b>	<b>4923</b>

<b>Total Bus Route Trips</b>	3029	3038
<b>Total Demand Response/Paratransit Trips</b>	2091	1885
<b>Total Passenger Trips</b>	<b>5120</b>	<b>4923</b>

<b>Vehicle Statistics</b>	<i>Reporting Month</i>	<i>Reporting Month</i>
	<b>Feb-24</b>	<b>Mar-24</b>
Total Vehicle Hours	607.25	599
Total Vehicle Miles	7,635	8,192

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





# HOBBS POLICE DEPARTMENT

April 1, 2024

To: Chief August Fons  
 Deputy Chief Shane Blevins  
 Captain Marina Barrientes  
 Lt. Jason Herrera  
 Superintendent Jessica Silva

From: Code Enforcement Supervisor David Gough

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

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

Code warnings	62
Code citations	21
Code calls	128
Animal warnings	13
Animal calls	252
Animal citations	2
Inoperable Vehicles	9
Parking Violations	4
Search Warrants	6

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

Accredited By The  
 New Mexico Law Enforcement Professional Standards Council





## *Hobbs Animal Adoption Center*

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

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

April 2, 2024

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

From: HAAC Manager Missy Funk

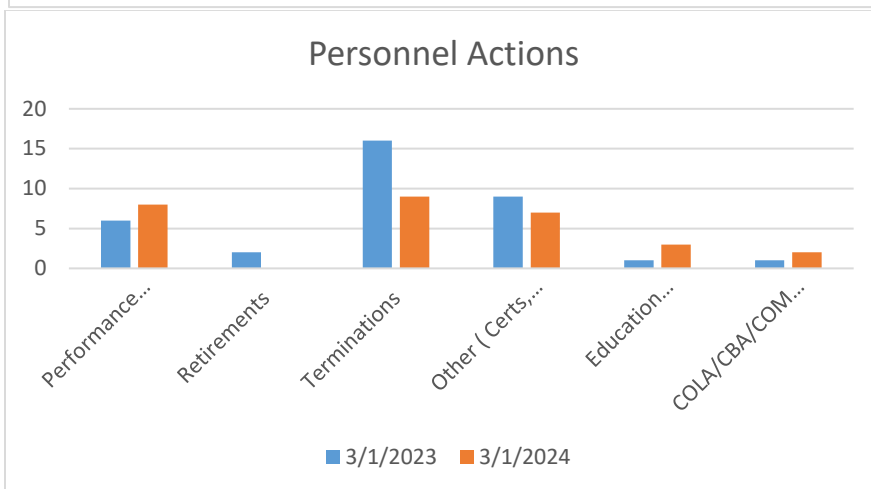
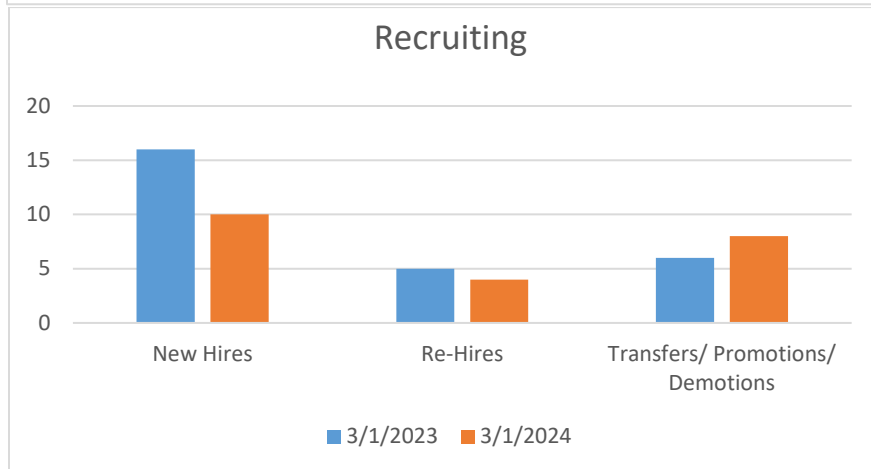
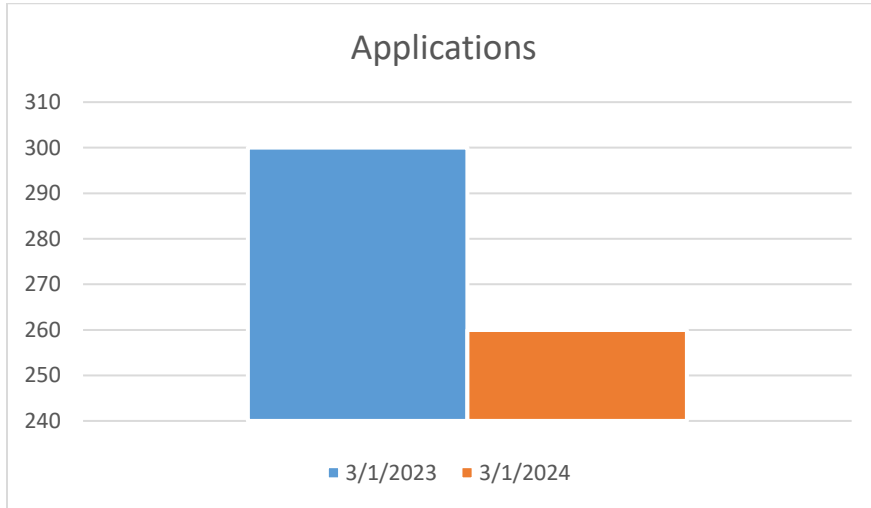
Subject: Monthly Statistics HAAC

March 2024

Intake:	Cats	Dogs
Dead On Arrival	7	6
Sterilization Only	69	79
Stray	13	64
Transfers In		41
Unwanted	17	
Quarantine		25
Clinic Visit shots	1	19
Cat Trap, Neuter, Return	34	
<b>Totals:</b>	<b>141</b>	<b>234</b>
Dispositions:		
Adopted	27	61
Died at Facility		1
Dead on Arrival	8	9
Euthanized	3	33
Rescued		15
Return to Owner		24
Sterilization Only	77	87
Escaped		
Clinic visit shots	1	21
Cat Trap, Neuter, Return	35	
<b>Totals:</b>	<b>151</b>	<b>251</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 850
	Permits/Tags:	\$ 890
	Reclaims:	\$ 665
	Adoptions	\$
	Cat traps	\$ 60
	<u>Sterilizations:</u>	<u>\$ 200</u>
		\$ 2665

HAAC currently has 72 dogs in custody and 1 cat, 2 dogs and 3 kittens in foster



## Application Source

source	total
<a href="#">Billboard / Sign</a>	3
<a href="#">Chamber of Commerce Website</a>	0
<a href="#">City of Hobbs Website</a>	64
<a href="#">Facebook</a>	16
<a href="#">Friend / Family</a>	58
<a href="#">Governmentjobs.com</a>	9
<a href="#">Indeed.com</a>	64
<a href="#">Job Fair</a>	15
<a href="#">LinkedIn</a>	0
<a href="#">Municipal League</a>	0
<a href="#">New Mexico Department of Labor</a>	2
<a href="#">Newspaper</a>	0
<a href="#">Other</a>	27
<a href="#">Radio</a>	0
<a href="#">Recruiter</a>	2
<a href="#">Unknown</a>	0
<b>Totals</b>	<b>260</b>

## New Position Postings

CORE ATTENDANT	OUTREACH WORKER FULL TIME
GUEST SERVICES SPECIALIST	SENIOR CENTER LUNCH/DANCE REGISTRAR
FIRE CAPTAIN	POSD MAINTENANCE LEAD WORKER
AUTOMOTIVE TECHNICIAN	POSD Technician
POLICE SERGEANT - CID	AQUATICS COORDINATOR

## Safety Skills Training:

- Violence in the Workplace

## Team Involvement:

- The HR Team participated in the College and Community Career Fair
- The annual seasonal hiring process began
- The HR Team met two times to go over the strategic goal progress
- AON presented their benefits strategic plan for 2025
- 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 ⓘ

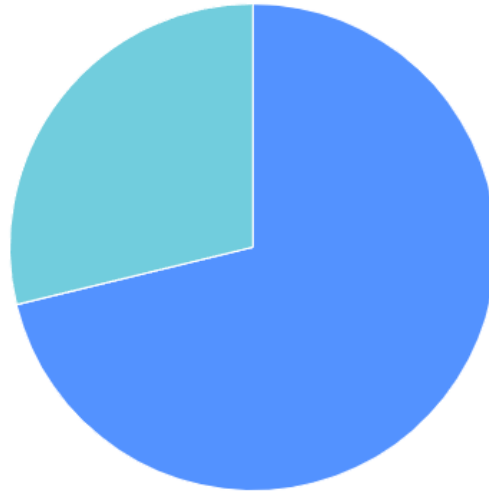
264

Avg Tickets/day ⓘ

9

### Inflow by Channel ↗

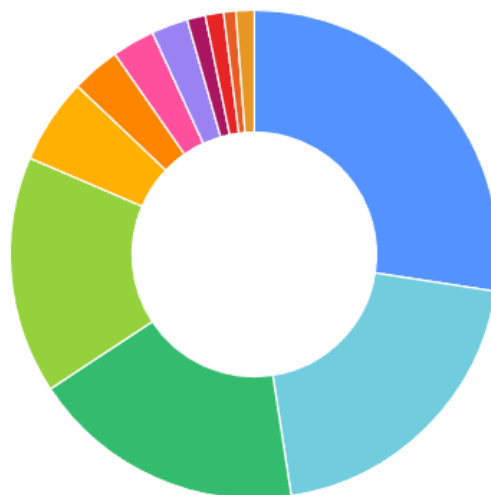
Pie Chart ▾



- Email 188
- Admin Panel 76
- 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 68
- Hardware 50
- Webpage 45
- Email 39
- PC Setup 14
- User setup 8
- 2FA 7
- Phone 6
- Network 3
- Other 3
- Password Reset 2
- Others 3

# CITY MANAGER'S REPORT

March, 2024

Hobbs Public Library

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**CIRCULATION:** 7,690**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	4,127
Audio Books & Music	99
DVDs	2,852
E-Books/E-Audio (OverDrive & Gale)	612
Kanopy	19
Hoopla	237

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	16	3
ELIN Loans	32	2

**CIRCULATION BY PATRON TYPE:**

Adult	4,633
Juvenile	1,235
Senior Citizen	1,033
Used in Library	1,073

**Total Children's Items Circulated** 2,677

**Total Adult Items Circulated** 5,297

Patron Visits 3499

Overdue Notices Sent

---

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	29
Attendance	660
Passive Programs Provided	4
Passive Programming Participation	571
Meeting Room Use	30

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Facebook Post Reach	3200
Web Site Usage	489
HPL Database Usage	89
Reference Questions	331
Public Computer Use	505
Board Games	19

---

**PATRON PROFILES:**

Adult	18,262
Juvenile (Under 18 Years)	3,518
Senior Citizens (62+ Years)	2,577
Temp ELIN	
<b>Total Active Borrowers</b>	<b>24,357</b>

Library Patrons Added This Month 79

**RECEIPTS:**

Materials Paid For	\$0.00
Fines & Fees	\$90.05
Copy Machine & Public Printouts	\$525.80
<b>Total</b>	<b>\$615.85</b>

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**ITEMS ADDED:**

Total Items Added	650
Items Weeded	1309

**HOLDINGS:**

Total Library Holdings 166,122

04/01/2024

City Manager's Report  
Municipal Court – March 2024

Monthly Cases:

Traffic Citations	414
Misdemeanor Citations	43
Environmental Citations	26
Fire Code Violations	0
AGG. DWI	5
DWI – 1 <sup>st</sup>	0
DWI – 2 <sup>nd</sup>	<u>0</u>
Total	488

Courtroom Activity:

Video Arraignments (Jail)	53
Court Appearances – A.M.	34
Court Appearances- P.M.	75
Virtual Court	0
Special Settings	2
Pretrial Court Appearances – A.M.	41
Pretrial Court Appearances – P.M.	30
Attorney Pretrial	17
Trial/Change of Plea Cases/PV Hearing	<u>24</u>
Total	276

Other Activity:

Summons issued	504
Warrants issued	<u>78</u>
Total	582

Fines/Fees Assessed based on Conviction:

Fines	\$50,648.00
Fee	<u>\$18,804.00</u>
Total	\$69,452.00

Fines/Fees Collected:

Fines	\$43,260.50
Penalty Assessment Fee	4,100.00
Automation Fee	2,742.00
Judicial Education Fee	1,371.00
Correction Fee	9,025.00
DWI Prevention Fee	502.00
DWI Lab Fee	<u>640.00</u>
Total	\$61,640.50

# Parks & Open Spaces Department

## March 2024 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 17 interments
2. Graffiti had 19 reported locations
3. Sports Crew had SprintTurf out for a field training
4. Youth Soccer League started at MLK
5. POSD taking landscape maintenance duties back on from HFD
6. Golf course cleaned up HIAP Hangers
7. Rockwind hosted 5 tournaments
8. Del Norte Volleyball Court renovation completed
9. POSD partnered with Hobbs Youth Rotary Club to install book boxes at City Park, Booker T. Washington Park and Heizer Park
10. POSD celebrated National Flapjack Day on March 7 by providing breakfast to the department
11. Customer Service Training
12. One new employees started: Emmanuel Wright (JR)





THE CITY OF
HOBBS, NEW MEXICO

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

Recreation Department
Monthly Report - March 2024

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

March was a very eventful month at the CORE with three (3) separate weeks of Spring Break held by various school districts in the region. Additional, free, programming was added during the week that the Hobbs Municipal Schools were off for Spring Break to include a magician, foam party, the Urenco science workshop, story time, kid's fitness, and moving fitness classes to the gym for exposure. Several food vendors were also stationed outside the CORE throughout the month. Aquatics hours were extended during Spring Break and the CORE's annual Easter Egg Dive attracted 371 participants.

CORE Participation and Revenue:

March 2024 Participation 35,261
March 2024 Revenue \$116,467.72

For Comparison Purposes:

February 2024 Participation 31,866 March 2023 Participation 38,059
February 2024 Revenue \$92,570.04 March 2023 Revenue \$112,235.90

Additional January 2024 Details:

Annual Passes Sold 49 COREkids Participation 1,485
Monthly Passes Sold 224 Group Fitness Classes 524
Weekly Passes Sold 24 Tours/Tour Participants 19/48
Day Passes Sold 4,709 (+65%) Facility Rentals 31

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 March 2024:

Table with 3 columns: Item, # Meals, Donations Received. Rows include March 2024 Congregate Meals Served (1,686, \$2,039.54), March 2024 Home Delivered Meals (2,619, \$1,126.00), and March 2024 Totals (4,305, \$3,165.54).

For comparison February 2024 Totals 4,012 \$3,543.92

Duplicate Recreation Activities: 571 Exercise: 535
Transportation/Transportation Donations: 267/\$128.00 Assessment/Reassessment: 94

## **Recreation**

- Adult Art Classes had 33 participants
- The 2024 Community Egg Hunt had 30,000 eggs which were collected by participants
- An Adaptive Egg Hunt was held at City Park.
- Interviews and hiring continue for Summer Seasonal positions.

## **Aquatics**

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- End of school year splash pad reservations have begun.
- Aquatics staff is working preparing splash pads and seasonal pools for annual inspections by the State of New Mexico which are needed prior to operations starting in Summer 2024.
- Tsunami Swim & Dive had a total of 32 participants for the month.

## **Rockwind Community Links Clubhouse**

In March 2024, the Rockwind Community Clubhouse had a new point-of-sale system installed by the EZLinks software. While an exact count on the number of rounds cannot be determined, Golf Professional Ben Kirkes, believes it was in excess of 2,000.

Rounds, March 2024: 2,000+  
Revenue, March 2024: 106,903.65 (the highest for any March on record!)

For Comparison purposes:

Rounds, February 2024:	1,359	Rounds, March 2023:	2,190
Revenue, February 2024	\$59,087.76	Revenue, March 2023:	\$105,606.58

Rockwind also hosted five (5) tournaments in March 2024: Buck Brandon Classic, Golfweek Major Championship, Sands High School Invitational, Andrews High School District Championship, Permian Pipeliners Association of the Delaware Basin

## **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 St. Patrick's Day Party for members



## RISK MANAGEMENT REPORT

March 2024

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability insurers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 application(s) for notary bond or inspection bond.
- Met with insurance agents to review renewal applications/process.
- Updated all schedules and filled out all necessary applications for upcoming insurance renewals.
- Endorsed 0 new vehicles and/or equipment to city's insurance policy. Removed 3 vehicles and/or equipment from city's insurance policy
- Reviewed 52 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 14 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 3 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</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>February 2023</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>February 2024</u>	
Residential	11,772	60,534,001	11,614	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	
	<b>14,096</b>	<b>105,349,322</b>	<b>14,142</b>	<b>124,622,976</b>	

LABORATORY	March 2023	March 2024
Total Drinking Water Tests	52	43
Total Wastewater Tests	850	670
Liquid Waste Received (gallons)	109,520	121,750

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	100.114	92.091
Effluent (Million Gallons)	94.536	88.224
Solids Removed (Dry Pounds)	312,310	0*
No Centrifuge run in February 2023		
*No centrifuge run in March 2024		

WATER PRODUCTION REPORT - MARCH 2024	
<b>WATER PRODUCED</b>	
Total monthly water produced, million gallons	165,000,000
Total monthly water distributed, million gallons	161,883,000
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.55
Monthly chlorine gas dosed to system (lbs)	1,291
<b>MICROBIOLOGY</b>	
Bacteria tests, routine	40
Positive results	0
<b>PUBLIC SERVICE</b>	
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 MARCH 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 MARCH 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