



CITY MANAGER'S MONTHLY REPORT

October, 2023

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

LEGAL DEPARTMENT

Acting City Attorney
Deputy City Attorney
Assistant City Attorney

Valerie Chacon
Vacant
Amber Leja

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Amelia Maldonado
Jacque Pennington

LIBRARY SERVICES

Library Director

Nichole Lawless

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

PARKS & OPEN SPACES DEPT.

POSD Director
Golf Course/Trail
Sports Fields

Bryan Wagner
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Mark Doport
Vacant

POLICE DEPARTMENT

Police Chief
Deputy Chief
Code Enforcement
Animal Adoption Center

August Fons
Shane Blevins
Jessica Silva
Missy Funk

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Vacant
Shawn Smith
Eddie Trevino
Bryan Ussery

UTILITIES DEPARTMENT

Utilities Director
WWRF Supt.
WWRF Maint. Supt.

Tim Woomer
Bill Griffin
Todd Ray

HUMAN RESOURCES DEPT.

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

Nicholas Goulet
Tracy South
Selena Estrada

Utilities Admin.

Kaylyn Lewis

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Christa Belyeu
Matt Blandin



CITY CLERK'S OFFICE
Monthly Report - October 2023

	Aug-23	Sep-23	Oct-23
Business Registrations - New	26	22	15
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	6	2	1
Renewals	28	3	9
Web Payment Renewals	0	0	0
Total Business Registrations Activity	60	27	25
Active Business Registrations for the Month	2174	2184	2196
Fireworks	0	0	0
Junk Yard Licenses	0	0	1
Liquor License	0	0	8
Mobile Business Licenses	6	5	3
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	3	0	0
Solicitor's Permit	1	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	32	32	23
Public Documents Notarized	178	174	115
Public Records Request	41	39	32
Regular City Commission Meetings <i>10/2/23 and 10/16/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	0	0
Notice of Potential Quorum	0	0	1
Resolutions and Ordinances Attested	13	12	13
Consideration of Approval	3	1	2
Total Volume of Transactions on Tyler Cashiering	386	285	364
Total Amount	\$ 599,023.76	\$ 446,153.54	\$ 615,433.97
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 599,023.76	\$ 446,153.54	\$ 615,433.97

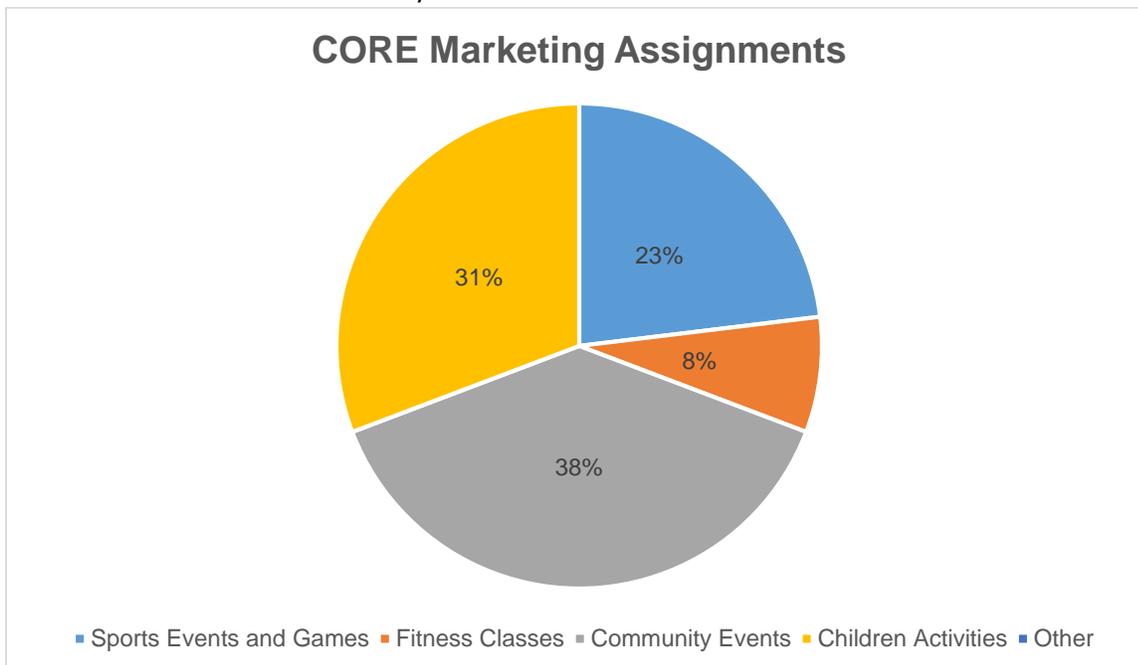
COMMUNICATIONS DEPARTMENT

Monthly Report October 2023

DEPARTMENT HIGHLIGHTS

All public information is regularly shared on social media, on the website, on billboards we hold contracts, via print materials, and more; some information locations are dependent on the topic. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. Most of the information is also translated into Spanish by a court-certified translator. In addition to the daily duties carried out by the Communications Department, the following unique tasks or advertising campaigns were performed:

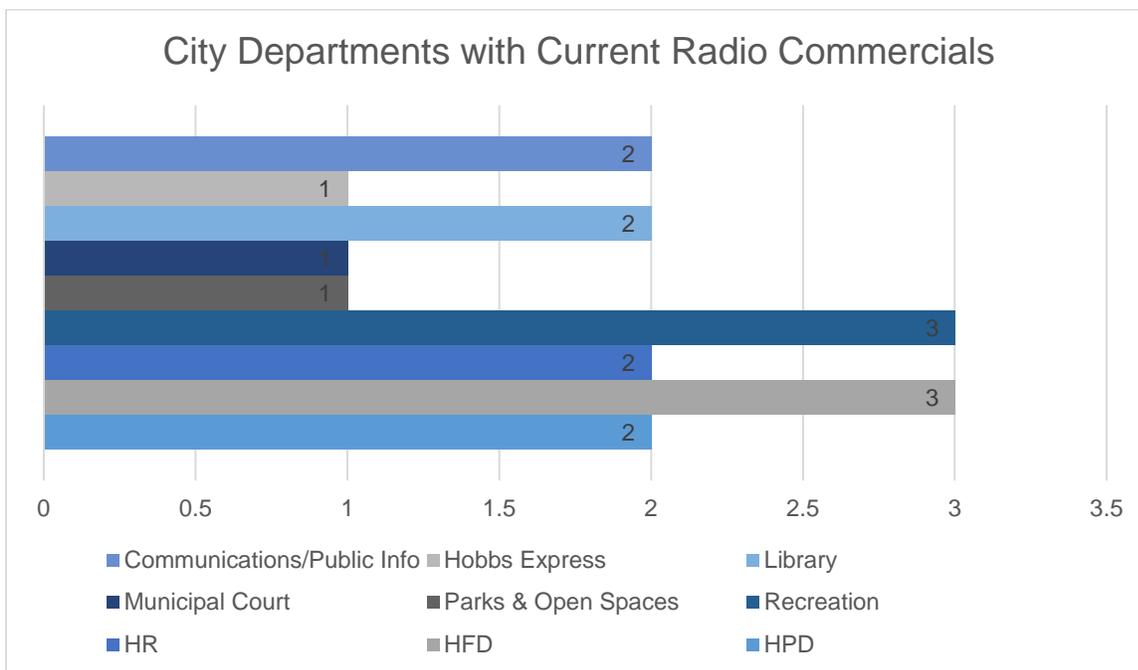
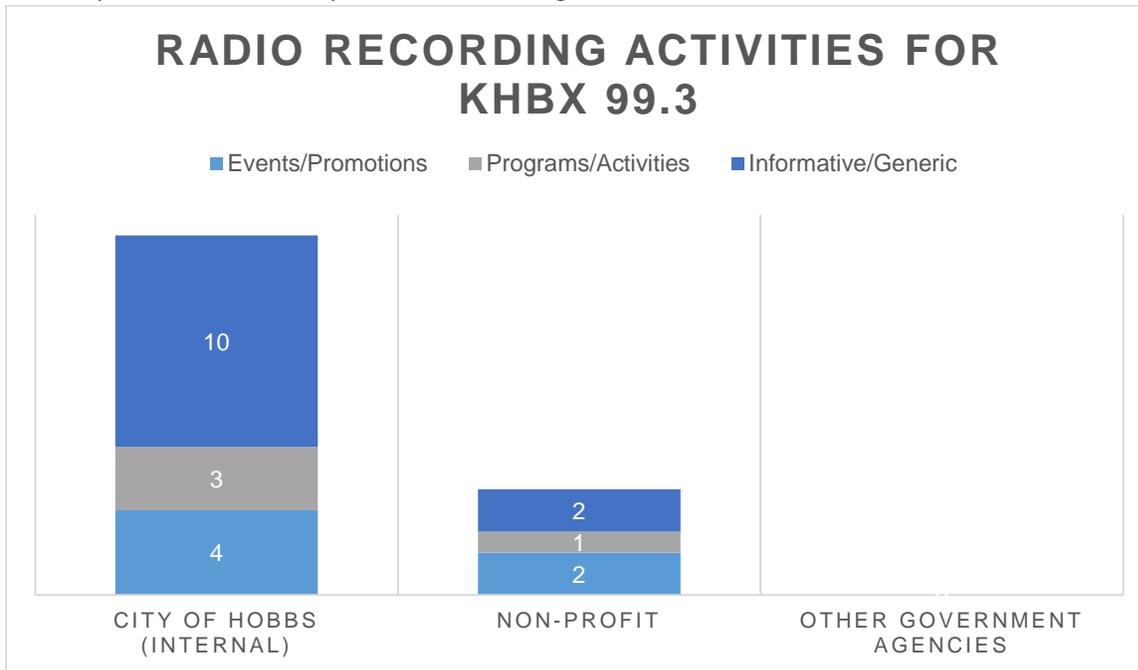
- Press releases and PSA’s this month (includes social media posts and other advertising actions):
 - Large Item Pickup
- Social Wellbeing Committee:
 - Held Monthly Social Wellbeing Event – City Picnic Events – Oct. 6th Kickball Tournament & Oct. 21 Employee Golf Tournament
- Special attention on the following high-volume events:
 - Halloween Spooktacular Event – October 31st
 - Registration open for Veterans Appreciation Pickleball Tournament on Nov. 4.
 - Homeschool PE is held every Tuesday and Thursday beginning in August for the 2023-2024 school year



COMMUNICATIONS DEPARTMENT Monthly Report October 2023

RADIO STATION, 99.3 KHBX

Biweekly radio recordings with City departments, local nonprofits, and other government agencies are held to promote community functions for all ages and interests.



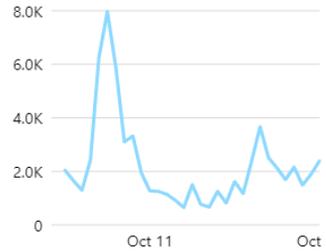
COMMUNICATIONS DEPARTMENT Monthly Report October 2023

SOCIAL MEDIA INSIGHTS for City of Hobbs Facebook and Instagram Pages

Reach

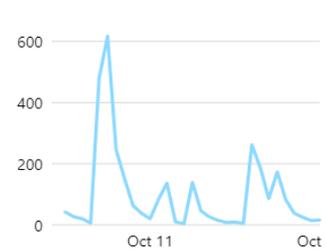
Facebook reach ⓘ

34,701 ↓ 67.9%



Instagram reach ⓘ

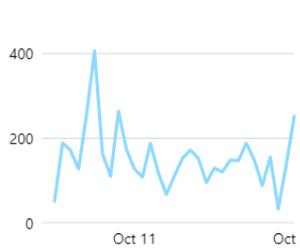
1,078 ↓ 60.4%



Page and profile visits

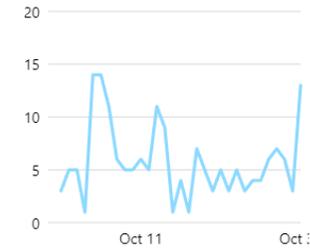
Facebook visits ⓘ

4,744 ↓ 50%



Instagram profile visits ⓘ

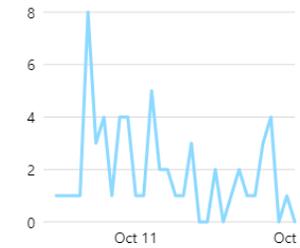
180 ↓ 55.7%



New likes and follows

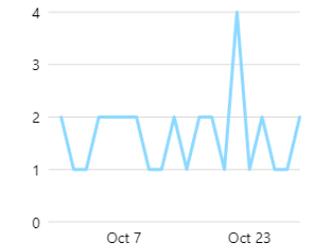
Facebook Page new likes ⓘ

59 ↓ 73.7%



New Instagram followers ⓘ

33 ↓ 13.2%



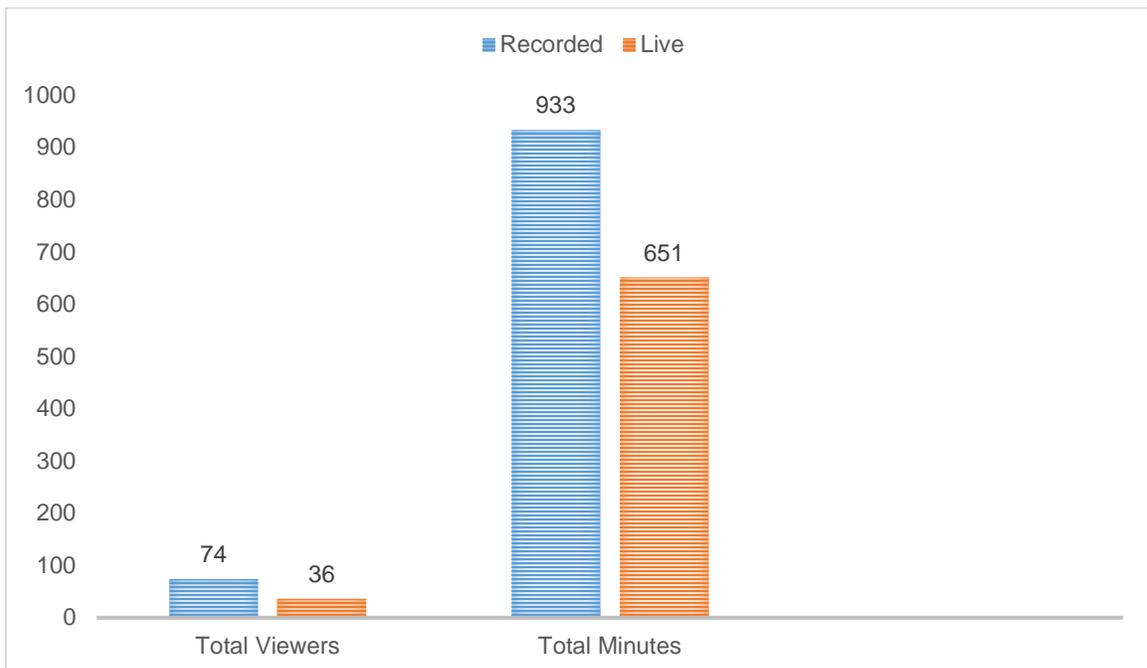
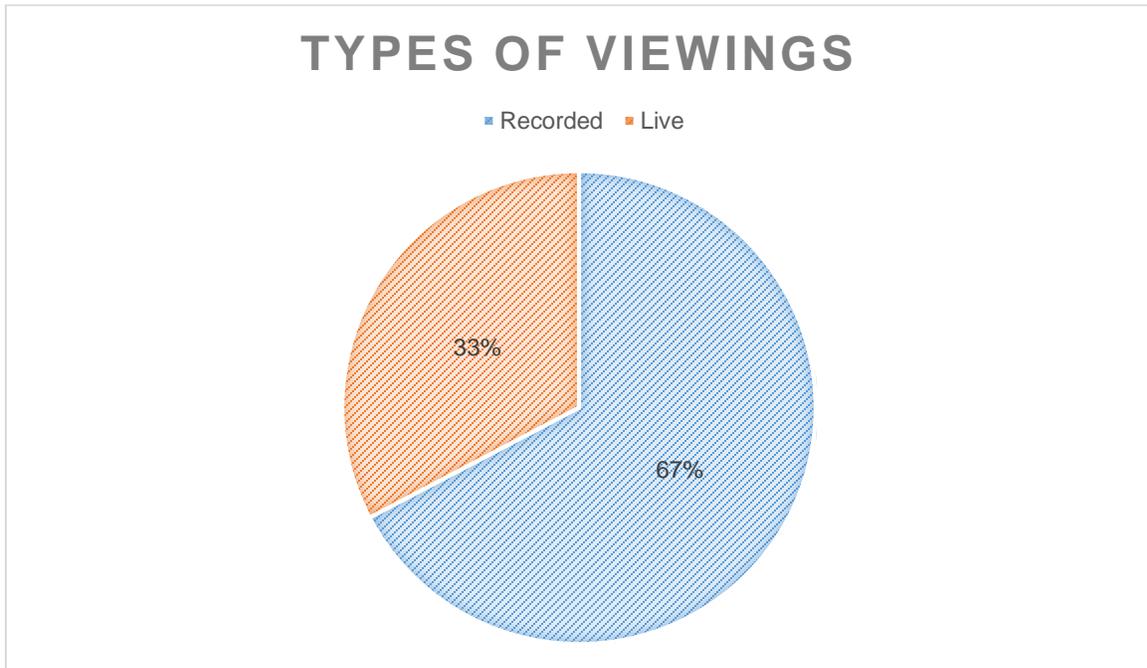
DATA ANALYSIS AND CONCLUSION SUMMARY:

During October, we made fewer posts than the prior month yet our stories received higher results than that of September. The lack of consistent posts is likely the cause of lower reach, visits, and new likes/followers. The highest performing content (with great numbers, most all over 1,000) included the Tree Lighting Ceremony ad (first time this year to be posted), Library’s Family of the Year, Eclipse Party at the Library, Path of Freedom brick application ad, and “City Park Heroes.” Again, people and events receive the most attention on social media.

COMMUNICATIONS DEPARTMENT Monthly Report October 2023

Livestreamed City Commission Meetings for October 2023 Insights

View Hobbs City Commission Meeting online at www.hobbsnm.org/videos.html.



CITY OF HOBBS BUILDING DEPARTMENT

Total Type of Construction
for period ending October 01, 2023-October 31, 2023

Commercial		#OF PERMITS	VALUATION	FEES
COMMERCIAL ADDITION	Commercial	1	\$44,000.00	\$240.00
COMMERCIAL CANOPY	Commercial	1	\$60,000.00	\$300.00
COMMERCIAL ELECTRICAL	Commercial	17	\$25,500.00	\$1,818.00
COMMERCIAL FENCE	Commercial	3	\$21,000.00	\$20.00
COMMERCIAL REMODEL	Commercial	3	\$268,600.00	\$1,044.00
COMMERCIAL RE-ROOFING	Commercial	1	\$20,000.00	\$120.00
COMMERCIAL SIGN	Commercial	4	\$107,800.00	\$624.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$0.00
NEW COMMERCIAL	Commercial	5	\$2,454,400.00	\$5,039.28
SPRINKLER SYSTEM	Commercial	1	\$1,500.00	\$30.00
TOTAL		37	\$3,004,300.00	\$9,235.28

Residential		#OF PERMITS	VALUATION	FEES
RES SEWER TAP & EXCAVATION	Residential	6	\$8,000.00	\$2,030.00
RESIDENTIAL ADDITION	Residential	4	\$278,750.00	\$972.00
RESIDENTIAL CARPORT	Residential	1	\$11,520.00	\$144.00
RESIDENTIAL DEMOLITION	Residential	1	\$1,125.00	\$20.00
RESIDENTIAL DETACHED GARAGE	Residential	4	\$80,000.00	\$600.00
RESIDENTIAL DRIVEWAY	Residential	1	\$6,800.00	\$72.00
RESIDENTIAL ELECTRICAL	Residential	52	\$78,000.00	\$4,182.00
RESIDENTIAL FENCE	Residential	5	\$10,100.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	\$222,999.00	\$180.00
RESIDENTIAL REMODEL	Residential	9	\$132,281.00	\$904.00
RESIDENTIAL RE-ROOF	Residential	20	\$176,852.00	\$1,490.00
RESIDENTIAL SINGLE FAMILY	Residential	6	\$1,881,815.00	\$4,076.00
RESIDENTIAL SOLAR	Residential	3	\$178,512.00	\$984.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$0.00	\$384.00
TOTAL		116	\$3,066,754.00	\$16,088.00

COMMERCIAL		37	\$3,004,300.00	\$9,235.28
RESIDENTIAL		116	\$3,066,754.00	\$16,088.00
TOTAL		153	\$6,071,054.00	\$25,323.28



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 2023**

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	2022 Total	2023 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>		5	52	34

GIS-MAPPING DIVISION:

The Division manages a Geo-database, which encompasses 1,000's data features for the various categories. The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). A technical demonstration of our Mobile Lidar points is being hosted on a third-party website visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

October 2023

ArcGIS Enterprise Server (Update):

ArcGIS Pro Licensing: Upgraded the ArcGIS License Manager to help with the migration over to ArcGIS Pro. After the upgrade, the City of Hobbs gained access to ArcGIS Pro 3.1 licensing via our ArcGIS Enterprise Deployment (formally we were limited to ArcGIS Pro 2.4).

360 Camera: Researched a replacement for the Kodak PIXPRO 180-degree camera. The new 360-degree camera is meant to be used to create pre-construction videos of corridors and allies.

Tree Lighting Map: Updated the Tree Lighting map for this year's event. A final revision will be completed on the week of November 20th once the number of vendors and food trucks is final.

Automated GIS (update): Worked on creating the first ArcGIS Pro map. Additionally, the GIS Division worked on creating a new ArcGIS Pro version of the Ground Water Model maps that will allow us to automate up to 80% of the creation of this map. The next major automation project is to create a script that will automatically send emails with attachments through the City's email server and upload files to the NM911 portal.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 2023**

HPD GIS Special Project: The GIS Division had a meeting with the Lea County Communication Authority (LCCA) and the Lea County Sheriff’s Department on what it would take to get access to dispatch’s incident information. Someone will need to be trained in Criminal Justice Information Services (CJIS) and Crime Analysis Solutions. After the meeting, the GIS Division reached out to ESRI to get more information about their public safety solutions. The next step is to get info from Motorola about accessing data from the Flex server (CAD/dispatch software).

The Month’s Buffer Maps: The GIS Division completed the following buffer maps (4) for use in Cannabis or Liquor License applications.

Dispensary Near Me (Tract D Bender Trails); Bud Board Dispensary (2206 W. Marland St.); TBA (2507 W. Bender Blvd.); Roadrunner Greens (4401 N. Grimes St., Suite 300);

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

Land Development	2015	2016	2017	2018	2019	2020	2021	2022
Annexations	1.37	1.31	0	163.23	0	1.3	0	95.44
Subdivisions	8	1	3	1	5	4	6	10
Lots Gained	304	102	13	42	186	197	160	196
Summary Subdivisions	44	33	42	31	47	41	31	40

City Commission Planning Summary:

October - The City Commission reviewed and considered the following:

- Approved Resolution #7407, approving a MRSF Development Agreement with French Brothers.
- Approved Resolution #7408, approving a MRSF Development Agreement with Lemke Development, Inc.
- Approved Resolution #7409, approving the Final Plan of Meadowlands, Unit II Subdivision.
- Approved Resolution #7410, authorizing Modification of a Lease Agreement between the City of Hobbs and the Economic Development Corporation of Lea County Containing the Lea County Convenience Center Located at 4401 West Business Park Blvd.



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 2023

Planning Board Summary:

October - The Planning Board reviewed and considered action on 1 items in a Regular Meeting:

- Reviewed and Considered a Development Agreement for the extension of public infrastructure (Water public participation & Sewer capture future fair share amount) within the Comanche ROW in the ETJ.
- Discussed ETJ Summary Subdivision Plats dedicating County Maintained Public ROW's.

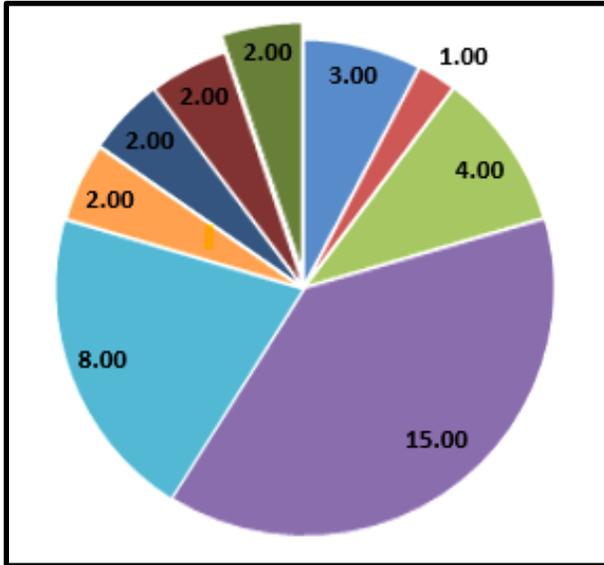


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
OCTOBER 2023**

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



- | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|
| ■ 13. Camera Service = 3 | ■ 20. Repair Communication = 1 | ■ 23. New Sign Made = 4 |
| ■ 26. Sign Install / Service = 15 | ■ 28. Pole & Anchor Replace = 8 | ■ 29. Safe Hit Install / Replace = 2 |
| ■ 32. Int in Flash or Malfunction = 2 | ■ 38. Solar Flasher / Speed Sign = 2 | ■ 39. Call Outs = 2 |

Major Damage:

- No major damages for the month of October.

October 2023

General Services – Building Maintenance

Work performed by City Carpenters

2	Door lock repaired
1	Building repaired/ceiling
56	Adjusted Door Closers
2	Installed Door Closers
6	Door adjustments
7	Roof inspection
40	Ceiling tile replaced
7	Furniture Assembled
15	Carpet tiles replaced/repared
2	Concrete repairs
16	Skylight Installs
1	Toilet Install
16	Chairs/Tables Sanded & Stained
71	Items hung
2	Stuck Valve Repair

Location of work performed

93	City Hall
33	Municipal Court
1	Old National Guard Building
46	Police Department
30	Senior Center
1	Hobbs Express
3	CORE
16	Rockwind Clubhouse
1	Animal Adoption
1	Street Dept. Building
7	Utilities Building
11	Building Maintenance Shop Building
1	F.S. 2

October - 2023

General Services - Garage

In October - 2023 The City Garage had a total of 274 Repair Orders/Invoices. Of the 274 R.O./Invoices, 206 were repaired in house and 68 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 92,813.78 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	11	2	1,284.92	1,428.00	1,829.08	2,560.00	7,102.00
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
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	37	18	5,538.82	3,774.00	1,931.11	1,311.25	12,555.18
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	3	2	1,422.68	340.00	959.72	1,294.50	4,016.90
Charging	27	1	4,664.49	2,006.00	2,094.41	990.00	9,754.90
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
Differential	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	0	1	0.00	0.00	494.99	400.00	894.99
Engine	5	3	126.53	238.00	3,228.39	6,155.00	9,747.92
Exhaust	1	0	0.00	102.00	0.00	0.00	102.00
Filters	0	0	0.00	0.00	0.00	0.00	0.00
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	6	0	1,370.96	1,139.00	0.00	0.00	2,509.96
Hydraulics	3	0	1,024.96	1,666.00	0.00	0.00	2,690.96
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	1	1	67.99	272.00	0.00	255.00	594.99
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	11	0	2,745.95	986.00	0.00	0.00	3,731.95
Miscellaneous Maintenance	38	6	7,349.96	3,706.00	766.00	1,533.50	13,355.46
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	1	0.00	0.00	0.00	0.00	0.00
Service Calls	26	0	0.00	2,482.00	0.00	0.00	2,482.00
Steering	1	0	234.04	272.00	0.00	0.00	506.04
Suspension	0	1	0.00	0.00	0.00	89.99	89.99
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	31	22	6,563.72	2,805.00	510.00	1,299.95	11,178.67
Towing Vehicles	0	1	0.00	0.00	0.00	400.00	400.00
Transmission	1	2	180.56	68.00	7,009.00	2,425.00	9,682.56
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	7	0.00	0.00	0.00	520.00	520.00

Wheels/Hub	4	0	421.31	476.00	0.00	0.00	897.31
Monthly Total	206	68	32,996.89	21,760.00	18,822.70	19,234.19	92,813.78

		# of R.O./Inv	Parts	Labor	Total
City Garage		206	32,996.89	21,760.00	54,756.89
Vendor		68	18,822.70	19,234.19	38,056.89
		274	51,819.59	40,994.19	92,813.78

October 2023 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
160 HRS.	Street Sweeping
64 HRS.	Building Brooms
106 HRS.	Cold Mix Patching
240 HRS.	Alley Maintenance
264 HRS.	Storm Sewers and Inlets
88 HRS.	Maintenance
74 HRS.	Work in the Welding Shop
80 HRS.	Meetings
48 HRS.	Administration
76 HRS.	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
150 YDS	Sweepings
72 YDS	Alley Material
9 YDS	Cold Mix Used
33 YDS	Recycling Material
210 YDS	Trash Hauled
36 YDS	Millings

Calls responded to:

Number	Type
20	Dispatched – accidents, spills, debris
20	Requests
4	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

October 2023

ALARMS

Alarms (City)	131
Alarms (County)	24
Total Alarms	155

FIRE RESPONSE BY STATION

Station 1	81
Station 2	44
Station 3	53
Station 4	19

ZONES

Zone 1 (NW City)	52	Zone 5 (NW County)	10
Zone 2 (NE City)	39	Zone 6 (NE County)	4
Zone 3 (SE City)	38	Zone 7 (SE County)	3
Zone 4 (SW City)	14	Zone 8 (SW County)	5
Out of District 7			

MOST COMMON DAY/TIME

Tuesday (1200 - 1259 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:54
Station 2	1:08
Station 3	1:05
Station 4	1:10
Average	1:04

STRUCTURE FIRES

Structure Fires - 7

FALSE ALARM RESPONSE

False Alarms - 33

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	9:28
Station 2	5:20
Station 3	5:51
Station 4	5:56
Average	6:56

TRAINING HOURS

Fire Training	453
EMS Training	433

PREVENTION PROGRAMS

Fire Investigations	10
Fire/Safety Inspections	70
Smoke Detectors Installed	6
Public Education Activities	4
Plan Reviews	8
Burn Permits Issued	2

EMERGENCY MEDICAL SERVICES

October 2023

EMS RUN BREAKDOWN

City Response	682
County Response	49
Total Responses	731

ZONES

Zone 1 (NW City)	335	Zone 5 (NW County)	11
Zone 2 (NE City)	112	Zone 6 (NE County)	28
Zone 3 (SE City)	149	Zone 7 (SE County)	0
Zone 4 (SW City)	93	Zone 8 (SW County)	16

AVERAGE RUN TIMES

Enroute:	1:91
At Scene:	4:54
On Scene Time:	26:16
To Destination:	14:83
Back in Service:	20:79

MOST COMMON DAY/TIME

Tuesday @1900-2000

MOST COMMON COMPLAINT

Motor Vehicle Accident - 76

OUT OF TOWN TRANSFERS

Lubbock	6
Midland	0
Odessa	0
Roswell	0
Carlsbad	1
Artesia	0
Airport	36

CARDIAC ARREST RESPONSES

Cardiac Arrest	15
ROSC	1
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Billed	\$*****
Collected	\$*****

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Hobbs Express

Monthly Report - OCTOBER 2023

Passenger Activity	<i>Prior Month</i> Sep-23	<i>Reporting Month</i> Oct-23
No. of Elderly Passengers	803	739
No. of Non-Ambulatory Passengers	143	122
No. of Disabled Passengers	353	354
No. of Other Trips	3487	3957
Total Passenger Trips	4786	5172

Total Bus Route Trips	2811	3084
Total Demand Response/Paratransit Trips	1975	2088
Total Passenger Trips	4786	5172

Vehicle Statistics	<i>Reporting Month</i> Sep-23	<i>Reporting Month</i> Oct-23
Total Vehicle Hours	676.5	721
Total Vehicle Miles	7,634	8,582

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



HOBBS POLICE DEPARTMENT

November 1, 2023

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 (October)

CODE ENFORCEMENT END OF MONTH REPORT (OCTOBER 2023)

Code warnings	178
Code citations	14
Code calls	294
Animal warnings	25
Animal calls	342
Animal citations	26
Inoperable Vehicles	11
Parking Violations	9
Search Warrants	3

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

November 1, 2023

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

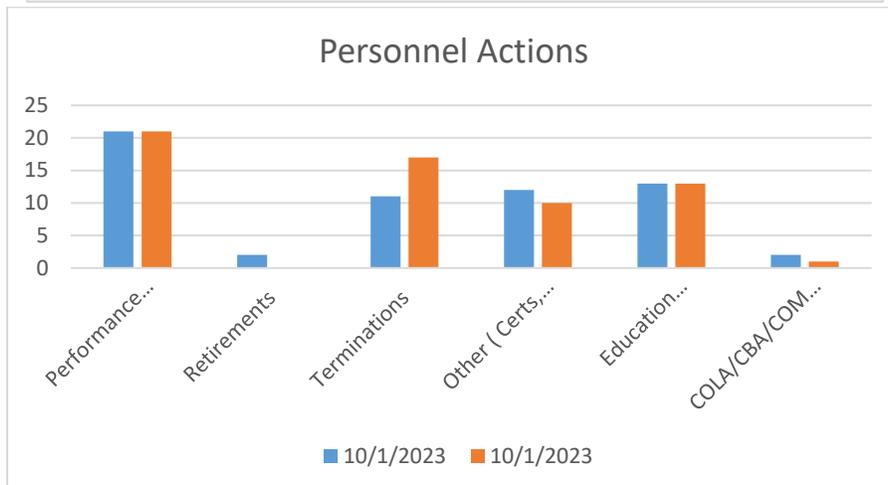
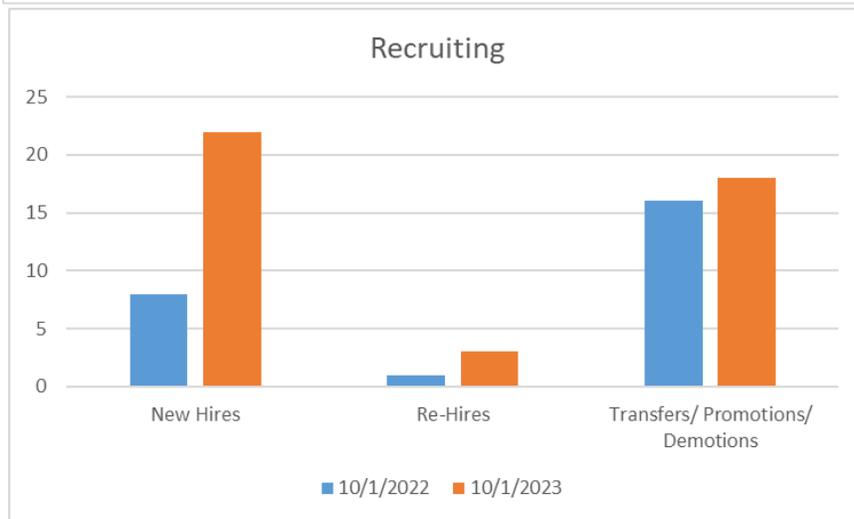
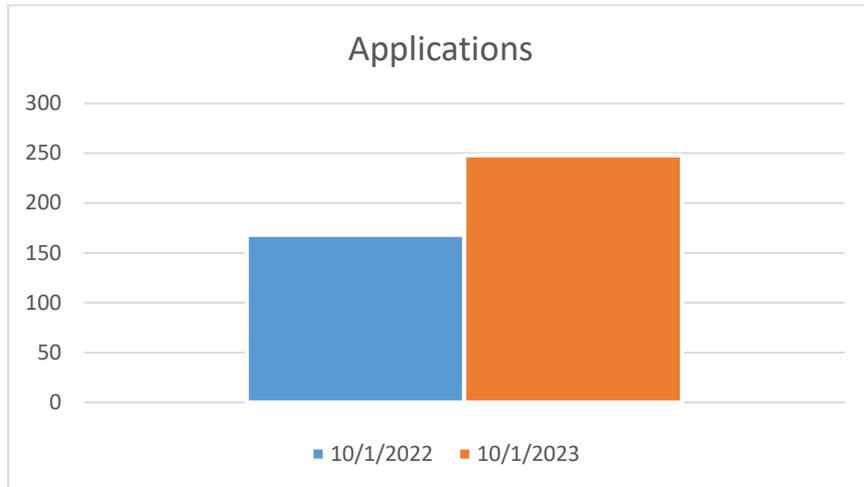
October 2023

Intake:	Cats	Dogs
Dead On Arrival	36	14
Sterilization Only	23	41
Stray	24	70
Transfers In		
Unwanted	19	34
Quarantine	1	15
Clinic Visit shots		
Cat Trap, Neuter, Return	31	174
Totals:	134	
Dispositions:		
Adopted	45	59
Died at Facility		1
Dead on Arrival	38	15
Euthanized	4	44
Rescued		11
Return to Owner	2	24
Sterilization Only	20	28
Escaped		1
Clinic visit shots		7
Cat Trap, Neuter, Return	31	
Totals:	140	190

Total Revenue Collected:	Animal Pick Ups:	\$ 795
	Permits/Tags:	\$ 800
	Reclaims:	\$2170
	Adoptions	\$
	Cat traps	\$ 300
	<u>Sterilizations:</u>	<u>\$2160</u>
		\$ 6225

HAAC currently has 47 dogs and 7 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning & Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	76634-76802	168
0864	2005/Dodge	Spare	95913-95913	0
0833	2004/Chevy	Spare	96501-96526	25



Application Source

source	total	total %
Billboard / Sign	1	0.40
Chamber of Commerce Website	2	0.81
City of Hobbs Website	105	42.34
Facebook	6	2.42
Friend / Family	35	14.11
Governmentjobs.com	10	4.03
Indeed.com	62	25.00
Job Fair	3	1.21
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	2	0.81
Newspaper	6	2.42
Other	13	5.24
Radio	0	0.00
Recruiter	3	1.21
Unknown	0	0.00
Totals	248	100.00

New Position Postings for October

CORE ATTENDANT	POLICE SERGEANT - FIELD SERVICE DIVISION
CORE KIDS SPECIALIST	HOBBS EXPRESS TRANSPORTATION DRIVER
CORE KIDS SPECIALIST	SEASONAL GOLF SHOP CLERK
CORE LIFEGUARD PART TIME	POSD SUPERVISOR (FIELDS/CEMETERY)
LIBRARY SPECIALIST	POSD SUPERVISOR (GOLF)
SENIOR CENTER DIRECTOR	CEMETERY MAINTENANCE WORKER

Safety Skills Training:

- Portable Fire Extinguishers

Team Involvement:

- Tracy South attended the annual IPMA Conference in San Diego
- Nicholas Goulet attended the Rocky Mountain Public Employer Labor Relations Conference
- The HR Team attended a training on leadership provided by Southern NM SHRM
- AON presented the renewal and marketing report for 2024 insurance products

Information Technology Department

IT Mission Statement:

The Information Technology Department strives to provide high quality technology-based services, in the most cost-effective manner, to facilitate the City of Hobbs operations and its services to the community.

IT Staff Experience:

The Information Technology Department is a support department comprised of 8 team members. We have 78+ years of combined experience with the City of Hobbs.

Christa Belyeu – IT Director

Matt Blandin – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Communications Specialist

Frank Porras – IT Network Administrator

Gabriel Jurado – Computer Specialist

Stephanie Ledezma – Computer Specialist

Justin Munoz – IT Network Specialist

IT Responsibilities:

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

- ❖ **Technology Policies**
 - [AR 15-02 – Technology Policy](#)
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
 - Purchasing
 - Installation
 - Maintenance
 - Training
 - Research and Development/Planning
- ❖ **Computer**
 - Servers (62) (31 physical / 31 virtual)
 - Offsite replication
 - Desktops (500)
 - Laptops (250)
 - Tablets (130)
 - Point of Sale systems
 - Credit Card devices
 - Peripherals
 - Data backup
- ❖ **Public Safety**
 - Police
 - 2-way radio communications
 - Emergency Alert System (Radio/TV)
 - Communications interoperability equipment
 - Document Imaging
 - Fire
 - 2-way radio communications
 - Paging/Tone out equipment
 - Emergency Operations Center
 - Radio communications
 - Logistical Support
- ❖ **Two-way radio equipment (620)**
 - Administration
 - Programming
 - Repair
 - Installation
 - Control Equipment (7 sites)
 - Mobile (250 radios)
 - Portable (370 radios)
- ❖ **Copy Machines (35) (all locations)**
- ❖ **Wide/Local area networking administration**
 - Firewalls
 - Routers
 - Switches
 - Security appliances
 - Cabling
 - Fiber Optic connectivity (*leased and City owned*)
 - Cyber Security
- ❖ **Email**
 - Account Administration
 - SPAM filtering
 - Intrusion protection
- ❖ **Internet Access**
 - Web access and content filtering
 - DSL connections
 - Remote access
- ❖ **Wireless Networking**
 - Point to point
 - Wi-Fi Access points
- ❖ **Web Page Design (City of Hobbs, Police, Fire, CORE, Library)**
- ❖ **Telephone Equipment (all City locations)**
 - Splash Pad 911 Call boxes
- ❖ **Outdoor Warning Equipment (33 locations)**
 - Warning Siren/Public Address
- ❖ **Facility alarm systems (all locations)**
- ❖ **Outdoor Public Bulletin Boards (3 units)**
- ❖ **Audio/Video**
 - Commission Chambers
 - Livestream regular, special and work session meetings
 - Meeting Rooms
 - Portable
 - Cable TV
 - Video/Virtual Conferencing
 - KHBX LP radio station and remotes

Total Tickets ⓘ

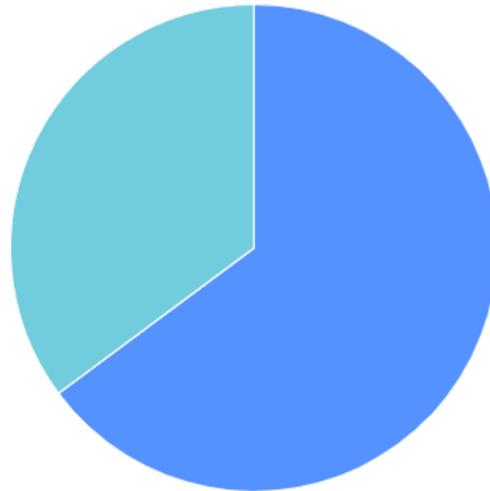
307

Avg Tickets/day ⓘ

10

Inflow by Channel ↗

Pie Chart ▾



- Email 199
- Admin Panel 108
- 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 66
- Email 47
- Webpage 37
- Hardware 36
- PC Setup 24
- User setup 20
- Password Reset 17
- Phone 15
- 2FA 14
- Network 8
- Radio 8
- Others 8

CITY MANAGER'S REPORT

October, 2023

Hobbs Public Library

CIRCULATION: 6,416

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,389
Audio Books & Music	100
DVDs	2,448
E-Books/E-Audio (OverDrive & Gale)	479

CIRCULATION BY PATRON TYPE:

Adult	4,104
Juvenile	711
Senior Citizen	1,003
Used in Library	598

Total Children's Items Circulated 2,073

Total Adult Items Circulated 4,343

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	18	25
ELIN Loans	25	7

Patron Visits 4,874

Overdue Notices Sent 985

PROGRAMS & PUBLIC SERVICES:

Programs Provided	24
Attendance	568
Passive Programs Provided	3
Passive Program Participation	553
Meeting Room Use	25

Facebook Page Reach	18,819
Web Site Usage	661
HPL Database Usage	267
Reference Questions	256
Public Computer Use	461
Board Games	12
Kanopy	20

PATRON PROFILES:

Adult	15,801
Juvenile (Under 18 Years)	3,456
Senior Citizens (62+ Years)	2,570
Temp ELIN	2,225
Total Active Borrowers	24,052

RECEIPTS:

Materials Paid For	\$10.00
Fines & Fees	\$267.35
Copy Machine & Public Printouts	\$578.87
Total	\$856.22

Library Patrons Added This Month 91

ITEMS ADDED:

Total Items Added	446
Items Weeded	1,354

HOLDINGS:

Total Library Holdings 163,798

11/2/2023

City Manager's Report
Municipal Court – October 2023

Monthly Cases:

Traffic Citations	382
Misdemeanor Citations	2
Environmental Citations	46
Fire Code Violations	0
AGG. DWI	0
DWI – 1 st	0
DWI – 2 nd	<u>0</u>
Total	430

Courtroom Activity:

Video Arraignments (Jail)	65
Court Appearances – A.M.	14
Court Appearances- P.M.	112
Virtual Court	4
Special Settings	3
Pretrial Court Appearances – A.M.	52
Pretrial Court Appearances – P.M.	50
Attorney Pretrial	20
Trial/Change of Plea Cases/PV Hearing	<u>28</u>
Total	348

Other Activity:

Summons issued	710
Warrants issued	<u>400</u>
Total	1110

Fines/Fees Assessed based on Conviction:

Fines	\$41,061.00
Fee	<u>\$17,276.00</u>
Total	\$58,337.00

Fines/Fees Collected:

Fines	\$33,045.75
Penalty Assessment Fee	3,388
Automation Fee	2,467
Judicial Education Fee	1,230
Correction Fee	8,108
DWI Prevention Fee	133.00
DWI Lab Fee	<u>359.00</u>
Total	\$48,730.75

Parks & Open Spaces Department

October 2023 Report



IT ALL HAPPENS HERE.™

1. Cemeteries had 13 interments
2. 58 tree canopies lifted at Prairie Haven Memorial Park
3. Graffiti had 6 reported locations
4. Parks completed 12 environmental lots
5. Kimball Midwest hosted a Cutting Tool Safety Training for the department
6. Adult Softball Fall League ended
7. Williams Field received new backstop
8. POSD assisted with the Large Item Pick Up
9. Golf Course hosted Junior College National Champion Preview
10. Golf Course installing Weather Station
11. POSD participated in the Halloween Costume Contest and won first place
12. McAdams hosted 3 cross country track meets
13. POSD participated in CORE's Spooktacular and Touch-A-Truck Events



Parks & Open Spaces Department





THE CITY OF
HOBBS, NEW MEXICO

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

Recreation Department
Monthly Report - October 2023

Divisions

CORE Rockwind Clubhouse Recreation
Senior Center Teen Center

CORE

Participation at the CORE's Spooktacular event totaled 2,150 which was an increase of approximately 500 when compared to the 2022 event.

Participation and Revenue

October 2023 Participation 21,767
October 2023 Revenue \$71,157.04

For Comparison Purposes:

September 2023 Participation 28,367
September 2023 Revenue \$74,374.78

October 2022 Participation 36,845
October 2022 Revenue \$74,833.29

Additional October 2023 Details

Weekly Passes Sold 14
Monthly Passes Sold 205
Day Passes Sold 1,665
KidWatch Participation 766
KidFit Participation 415
Drop-in Fitness Participation 177
Tours/Tour Participants 25/55

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 2023:

Table with 3 columns: Description, # Meals, Donations Received. Rows include October 2023 Congregate Meals Served, October 2023 Home Delivered Meals, October 2023 Totals, and For comparison September 2023 Totals.

Duplicate Recreation Activities: 548 Exercise: 593
Transportation/Transportation Donations: 215/\$237 Assessment/Reassessment: 115

Recreation

- Hosted a Movie Under the Stars event at the CORE's Competition Pool
- Hosted the annual Halloween Carnival at the Lea County Event Center
- Hosted the annual Adaptive Trick-or-Treat event at the Teen Center
- Recreation staff assisted with the Community Clean-up
- There were 81 Park Pavilion rentals during the month
- Adult Art Classes had 37 students during the month

Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Splash Pads have been drained, cleaned, and the winterization process has begun
- The tube slide at the CORE has been repaired and resurfaced
- The scoring/timing system in the CORE's Competition Pool has been replaced
- Tsunami Swim & Dive had a total of 28 participants for the month

Rockwind Community Links Clubhouse

The month of October was a solid month for Rockwind with October 2023 with both rounds played and revenue being at their highest for the month of October since the course opened in 2015. Rockwind hosted the following events during the month: First American Thunderbird Booster Tournament, the Duel in the Desert, the City of Hobbs Employee Golf Tournament, the NJCAA National Championship Preview, and the Frenship High School Invitational.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	26	\$147.56	\$0.00	\$147.56	\$0.00	\$7.44	\$155.00
Driving Range	422	\$1,958.70	\$0.00	\$1,958.70	\$0.00	\$99.30	\$2,058.00
Golf Cart Rental Fees	1055	\$17,398.15	\$0.00	\$17,398.15	\$0.00	\$876.23	\$18,274.38
Green Fees	2092	\$28,814.22	\$0.00	\$28,814.22	\$0.00	\$1,266.10	\$30,080.32
Hard Goods Sales	658	\$14,367.93	(\$113.96)	\$14,253.97	\$10,178.16	\$682.69	\$14,936.66
Membership Fees	2	\$1,380.94	\$0.00	\$1,380.94	\$0.00	\$69.06	\$1,450.00
Soft Goods Sales	420	\$11,154.66	(\$386.24)	\$10,768.42	\$6,651.85	\$538.79	\$11,307.21
Food & Beverage	14	\$30.44	\$0.00	\$30.44	\$13.12	\$1.56	\$32.00
Totals for Revenue	4689	\$75,252.60	(\$500.20)	\$74,752.40	\$16,843.13	\$3,541.17	\$78,293.57
Grand Total:	4689	\$ 75,252.60	\$ (500.20)	\$ 74,752.40	\$ 16,843.13	\$3,541.17	\$ 78,293.57

KEY PERFORMANCE INDICATORS

Oct-23

Total Pre-Tax Revenue	\$74,752.40
Total Rounds	2092
Avg Green Fee plus Cart Fee per Round	\$22.75
Total Merchandise Sales	\$25,022.39
Merchandise Sales Per Round	\$11.96
F&B Sales Per Round	\$ 0.01
COGS Hard Goods	71%
COGS Soft Goods	62%
COGS F&B	43%
Rounds w/Carts	50%
Total Revenue per Round	\$ 35.73

GREEN FEE BREAKDOWN

EZLinks Prepaid	
GolfNow Prepaid	1
Summary for EZLinks Prepaid	<u>1</u>
Player's Pass 18 Walk	36
Summary for Player's Pass	<u>36</u>
Li'l Rock Adult Resident	138
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	5
Li'l Rock Junior Resident	4
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>147</u>
Public 18	121
Public 9	11
Public Junior	5
Public Senior	5
Public Twilight	0
Public Replay	1
Specials	0
Youth on Course	4
PGA/GCSAA COMP	0
Summary for Public	<u>148</u>
Punch Pass	38
Summary for Punch Pass	<u>38</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	699
Resident Junior	4
Resident Senior 18	54
League Fee	0
Complimentary Round	17
Resident Twilight	20
Team Practice Round	177
Resident 9	61
Marshal/Team Green Fee	8
Resident Replay	0
Summary for Resident	<u>1040</u>
Tournament Fees	682
Summary for Tournament - Public	<u>682</u>
Grand Total:	2092

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 served as a Safe Stop location for Halloween Trick-or-Treat activities
- The Teen Center also hosted a Halloween Party for Teen Center members
- The Teen Center hosted a variety of games and events during October
- The climbing wall at the Teen Center is now open to families every Tuesday



RISK MANAGEMENT REPORT

October 2023

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability and other lines of coverage.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 applications for notary bond.
- Met with insurance agents to finalize renewal applications/process.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 22 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 9 property damage incidents on behalf of the City of Hobbs.
- 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		2022	2023	
CLASS	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2022</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2023</u>
Residential	11,780	110,836,652	11,770	102,023,604
Commercial	1,800	50,132,094	1,832	45,400,189
City Accounts	210	19,608,106	213	16,896,561
School Accounts	62	10,881,524	65	7,637,184
Irrigation	264	10,833,200	265	9,282,014
Unbilled Maintenance		1,500,000		2,800,000
	14,116	203,791,576	14,145	184,039,552

LABORATORY	October 2022	October 2023
Total Drinking Water Tests	46	52
Total Wastewater Tests	758	829
Liquid Waste Received (gallons)	56,970	122,160

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	92.657	99.041
Effluent (Million Gallons)	91.148	99.506
Solids Removed (Dry Pounds)	0	184,124
Centrifuge out of service for repairs		

WATER PRODUCTION REPORT - OCTOBER 2023

WATER PRODUCED	
Total monthly water produced, million gallons	209,049,000
Total monthly water distributed, million gallons	205,719,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.48
Monthly chlorine gas dosed to system (lbs)	1,594
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 2023

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 OCTOBER 2023	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