

# **CITY MANAGER'S MONTHLY REPORT**

November, 2023

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

Library Director

Nichole Lawless

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Amelia Maldonado  
Jacque Pennington

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Matt Hughes  
Dustin Sharp

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**POLICE DEPARTMENT**

Police Chief  
Deputy Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Shane Blevins  
Jessica Silva  
Missy Funk

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Mark Doport  
Vacant

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Vacant  
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**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Valerie Chacon  
Vacant  
Amber Leja

**LIBRARY SERVICES**



## *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

November 27, 2023

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

Attached is the City Manager's Monthly Report for the month of November, 2023. This report provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.

This month the City of Hobbs held a Veterans Day Ceremony at the Veterans Memorial Park. On this day the first brick pavers were laid for the Path of Freedom. The Veterans Path of Freedom is a path of brick pavers with Veteran's names inscribed to honor all Veterans living or deceased.

The Social Wellbeing Committee held an Employee Chili Cook-Off and several employees participated with some delicious homemade Chili. The winners of the Chili Cook-off were as follows: 1<sup>st</sup> Place: Nancy Lara from the Water Office, 2<sup>nd</sup> Place: Michal Hughes from the Recreation Department, and 3<sup>rd</sup> Place: Doug McDaniel with the Recreation Department. Congratulations to all our winners!!

  
Julie Nymeyer, Executive Assistant



**CITY CLERK'S OFFICE**  
*Monthly Report - November 2023*

	Sep-23	Oct-23	Nov-23
Business Registrations - New	22	15	19
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	2	1	1
Renewals	3	9	10
Web Payment Renewals	0	0	0
Total Business Registrations Activity	27	25	30
Active Business Registrations for the Month	2184	2196	2216
Fireworks	0	0	0
Junk Yard Licenses	0	1	0
Liquor License	0	8	4
Mobile Business Licenses	5	3	1
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	32	23	39
Public Documents Notarized	174	115	0
Public Records Request	39	32	24
Regular City Commission Meetings <b>11/6/23 and 11/20/23</b>	2	2	2
Special City Commission Meetings <b>11/28/23</b>	0	0	1
City Commission Work Session/Closed Meetings	0	0	0
Notice of Potential Quorum	0	1	0
Resolutions and Ordinances Attested	12	13	12
Consideration of Approval	1	2	1
Total Volume of Transactions on Tyler Cashiering	285	364	0
Total Amount	\$ 446,153.54	\$ 615,433.97	\$ 504,767.20
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 446,153.54	\$ 615,433.97	\$ 504,767.20

# CITY OF HOBBS BUILDING DEPARTMENT

## Total Type of Construction

for period ending November 01, 2023-November 30, 2023

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
COMM SEWER TAP & EXCAVATION	Commercial	1	\$150.00	\$540.00
COMMERCIAL ADDITION	Commercial	1	\$30,000.00	\$180.00
COMMERCIAL ELECTRICAL	Commercial	14	\$21,000.00	\$1,713.00
COMMERCIAL FENCE	Commercial	1	\$2,400.00	\$48.00
COMMERCIAL REMODEL	Commercial	6	\$353,500.00	\$2,284.00
COMMERCIAL SIGN	Commercial	2	\$32,039.00	\$252.00
COMMERCIAL STORAGE	Commercial	1	\$17,000.00	\$144.00
NEW COMMERCIAL	Commercial	6	\$3,542,300.00	\$6,472.80
<b>TOTAL</b>		<b>32</b>	<b>\$3,998,389.00</b>	<b>\$11,633.80</b>

<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
RES SEWER TAP & EXCAVATION	Residential	7	\$10,500.00	\$2,530.00
RESIDENTIAL ADDITION	Residential	2	\$297,000.00	\$876.00
RESIDENTIAL CANOPY	Residential	1	\$48,000.00	\$240.00
RESIDENTIAL CARPORT	Residential	1	\$11,400.00	\$144.00
RESIDENTIAL DEMOLITION	Residential	3	\$37,393.00	\$40.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$31,500.00	\$240.00
RESIDENTIAL ELECTRICAL	Residential	45	\$67,500.00	\$3,181.00
RESIDENTIAL FENCE	Residential	1	\$0.00	\$10.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	1	\$7,350.00	\$60.00
RESIDENTIAL REMODEL	Residential	6	\$180,238.00	\$1,220.00
RESIDENTIAL RE-ROOF	Residential	19	\$221,897.00	\$1,900.00
RESIDENTIAL SINGLE FAMILY	Residential	9	\$2,888,825.00	\$6,355.00
RESIDENTIAL SOLAR	Residential	6	\$270,381.00	\$1,584.00
RESIDENTIAL STORAGE	Residential	1	\$5,000.00	\$48.00
RESIDENTIAL SWIMMING POOL	Residential	2	\$194,000.00	\$720.00
<b>TOTAL</b>		<b>105</b>	<b>\$4,270,984.00</b>	<b>\$19,148.00</b>

COMMERCIAL		32	\$3,998,389.00	\$11,633.80
RESIDENTIAL		105	\$4,270,984.00	\$19,148.00
<b>TOTAL COMBINED</b>		<b>137</b>	<b>\$8,269,373.00</b>	<b>\$30,781.80</b>



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
NOVEMBER 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
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>		0	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)

**November 2023**

**Tree Lighting Map (update):** On November 29, 2023, the GIS Division provided the 2023 Tree Lighting map to the Communications Department for production on November 29, 2023.

**Automated GIS (update):** The GIS Division started work on a script that will track when street names are added or removed from the GIS. This is a stepping-stone script that is designed to be leveraged into automating the generation of our Street Index list and updating the Street Name domain.

**Law Enforcement Dashboard Project (update):** The GIS Division reached out to Motorola to see what can and can't be done with the GIS server that is part of the Spillman Flex Computer Aided Dispatch (CAD) system. We learned that there are a large number of limitations to what the Spillman Flex server can do. This means for this project to move forward a full ArcGIS Enterprise Deployment will be required (something the City has but the County does not). On November 10, 2023, the GIS Division created the first project update report for the key stakeholders (HPD, LCCA, LCSO) so they can see where we stand, and provide action items for each stakeholder. On November 28, 2023, the GIS Division installed ArcGIS Pro (a key software component for this project) on a PC at HPD so they could play around with it and start training on it.



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

**The Month’s Buffer Maps:** During November the GIS Division completed the following buffer maps (2) 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.

Enchantment Growth Co. (1912 N. Grimes St.); Bryan's Green Care (502 W. Navajo Dr.)

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

<b>Land Development</b>	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:

November - The Planning Department did not have any items for the City Commission.

Planning Board Summary:

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

- Reviewed and Considered Side Yard Setback Variance as submitted by property owner for property located at 2805 Cielo Azul.
- Reviewed and Considered proposed variance from MC 15.20 – Off-Street Parking for proposed development of property located north of 4401 N. Grimes, as requested by Developer Property Management Plus.
- Reviewed and Considered proposed variance from MC 15.20 – Off-Street Parking for proposed development of TI’s located at 2401 N. Grimes, as requested by Developer Tuong Thai Ta.



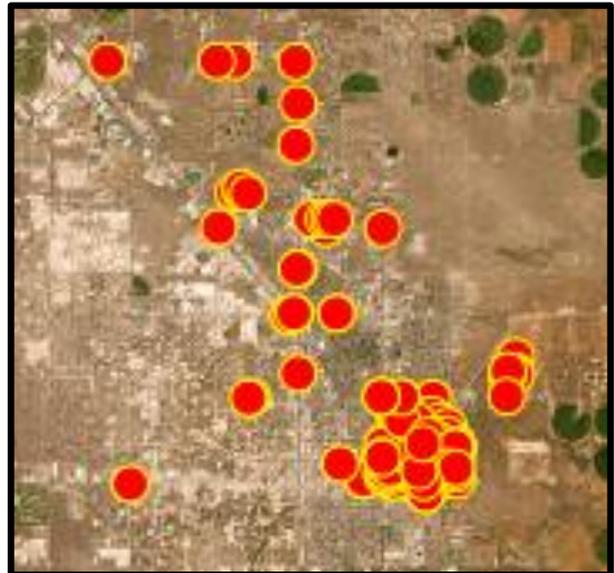
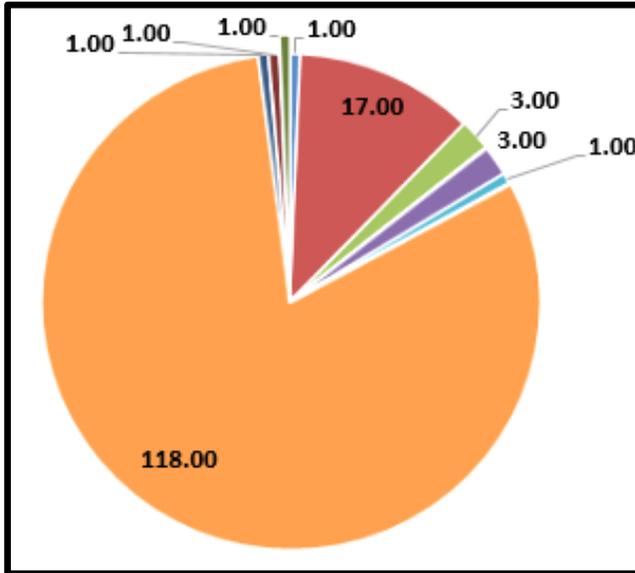
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
NOVEMBER 2023**

**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 = 1              | ■ 26. Sign Install / Service = 17    | ■ 27. Pole Straighten / Re-bolted = 3 |
| ■ 28. Pole & Anchor Replace = 3       | ■ 29. Safe Hit Install / Replace = 1 | ■ 31. Inspected Intersections = 118   |
| ■ 32. Int in Flash or Malfunction = 1 | ■ 38. Solar Flasher / Speed Sign = 1 | ■ 39. Call Outs = 1                   |

**Major Damage:**

- No major damages for the month of November.

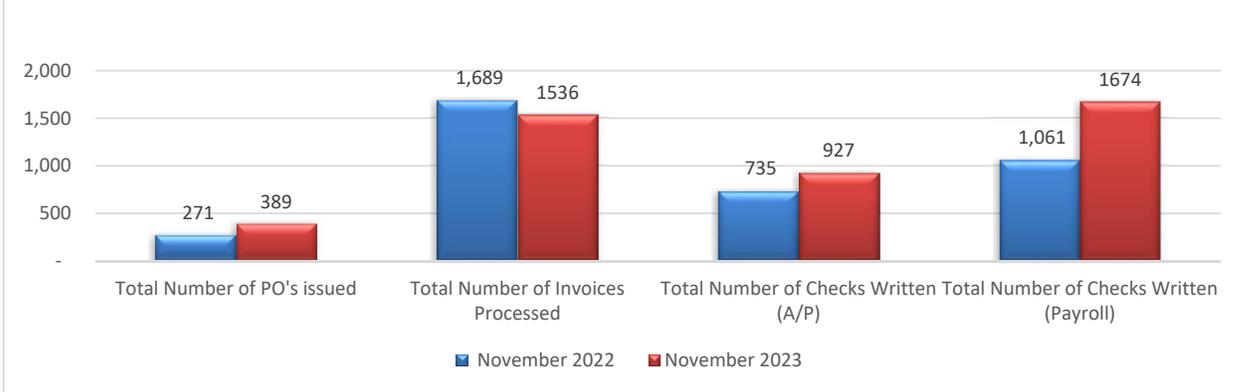
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2024**

Cash Statistics	November 2022	November 2023
Beginning Cash Balance	151,751,830	182,791,783
Monthly Cash In (Revenue - all funds)	12,675,809	10,525,820
Monthly Cash Out (Expenditures - all funds)	8,743,214	11,579,302
<b>Ending Cash Balance</b>	<b>155,684,425</b>	<b>181,738,301</b>

**Finance Transaction Statistics**

	November 2022	November 2023		
Total Number of PO's issued	271	389	daily average	26
Total Number of Invoices Processed	1,689	1536	daily average	102
Total Number of Checks Written (A/P)	735	927	weekly average	232
Total Number of Checks Written (Payroll)	1,061	1674	bi-weekly average	558

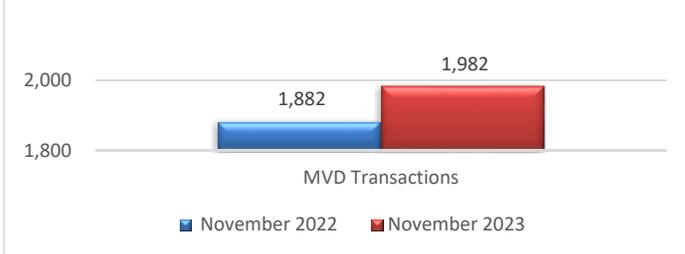
**Financial Transaction Averages**



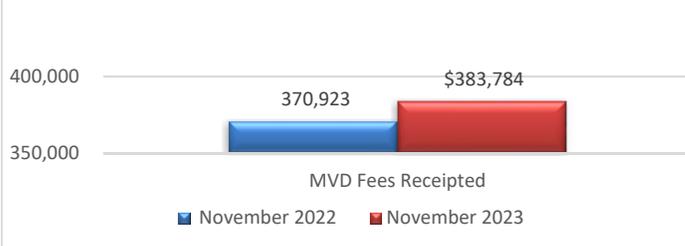
MVD Statistics	November 2022	November 2023
MVD Transactions	1,882	1,982
MVD Fees Received	370,923	\$ 383,784

daily average	132
daily average	\$ 25,586

**MVD Transaction Averages**



**MVD Fees Received**



## November 2023

### General Services – Building Maintenance

Work performed by City Carpenters

6	Bronze Plate Installations
5	Drywall Repairs
2	Rooms Painted
1	Building repaired/ceiling
9	Adjusted Door Closers
1	Installed Door Closers
1	Door Installation
60	Ceiling tile replaced
5	Furniture Moved
1	Fence Repair
14	Items hung
1	Partition Door Repair

Location of work performed

6	City Hall
6	Veteran Memorial Park
1	Traffic Department
5	Police Department
2	Martin Luther King Complex
11	CORE
7	Rockwind Clubhouse
68	Animal Adoption

Break down of work performed by the Electricians.

32	Light repairs
4	AC repairs
24	Heater repairs
27	General electrical work
9	CORE work

Location of work performed.

9	CORE
10	Library
2	City hall
5	Annex
8	PD
4	Fire stations
5	DA building
2	MVD
33	Parks
4	AAC
4	State police
1	Crime Lab
3	National guard

**November - 2023**

**General Services - Garage**

In November - 2023 The City Garage had a total of 246 Repair Orders/Invoices. Of the 246 R.O./Invoices, 192 were repaired in house and 54 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 67,494.32 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	9	1	1,814.91	1,020.00	1,533.46	840.00	5,208.37
Accident Repair	0	2	0.00	0.00	1,450.13	2,879.00	4,329.13
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	36	15	4,985.22	3,162.00	1,413.68	855.00	10,415.90
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	10	0	3,383.92	1,411.00	0.00	0.00	4,794.92
Charging	18	0	4,199.38	1,802.00	0.00	0.00	6,001.38
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	1	2	2,162.46	238.00	1,265.19	3,861.00	7,526.65
Drive Shaft	1	1	0.00	170.00	0.00	140.00	310.00
Engine	4	0	475.43	578.00	0.00	0.00	1,053.43
Exhaust	2	0	516.59	102.00	0.00	0.00	618.59
Filters	4	0	331.13	204.00	0.00	0.00	535.13
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	13	1	1,927.63	748.00	0.00	270.00	2,945.63
Hydraulics	4	0	695.45	204.00	0.00	0.00	899.45
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	1	0	0.00	816.00	0.00	0.00	816.00
Lift Mechanism	1	0	0.00	17.00	0.00	0.00	17.00
Lighting	11	0	1,626.36	918.00	0.00	0.00	2,544.36
Miscellaneous Maintenance	37	7	1,318.95	2,354.50	1,249.20	661.00	5,583.65
Radio Equipment	1	1	351.68	34.00	1,657.06	175.00	2,217.74
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	18	0	11.98	1,870.00	0.00	0.00	1,881.98
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	0	1	0.00	0.00	0.00	110.00	110.00
Sweeper Brooms	1	0	200.00	0.00	0.00	0.00	200.00
Tires	15	14	2,552.77	1,088.00	2,551.94	997.00	7,189.71
Towing Vehicles	0	1	0.00	0.00	0.00	231.00	231.00
Transmission	2	0	165.40	714.00	0.00	0.00	879.40
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	0	6	0.00	0.00	0.00	455.00	455.00
Wheels/Hub	3	1	286.50	408.00	14.40	21.00	729.90

Monthly Total            192            54            27,005.76    17,858.50    11,135.06    11,495.00    67,494.32

		# of R.O./Inv	Parts	Labor	Total
City Garage		192	27,005.76	17,858.50	44,864.26
Vendor		54	11,135.06	11,495.00	22,630.06
		246	38,140.82	29,353.50	67,494.32

# November 2023 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
168 HRS.	Street Sweeping
48 HRS.	Building Brooms
32 HRS.	Cold Mix Patching
56 HRS.	Alley Maintenance
64 HRS.	Storm Sewers and Inlets
124 HRS.	Maintenance
40 HRS.	Work in the Welding Shop
144 HRS.	Meetings
256 HRS.	Shaving Humps
104 HRS.	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
180 YDS	Sweepings
12 YDS	Alley Material
1 YDS	Cold Mix Used
1294 YDS	Trash Hauled
18 YDS	Millings

Calls responded to:

Number	Type
8	Dispatched – accidents, spills, debris
7	Requests
1	Block Party Barricades

# FIRE SUPPRESSION/PREVENTION

November 2023

## ALARMS

Alarms (City)	125
Alarms (County)	22
Total Alarms	147

## FIRE RESPONSE BY STATION

Station 1	55
Station 2	32
Station 3	47
Station 4	13

## ZONES

Zone 1 (NW City)	55	Zone 5 (NW County)	7
Zone 2 (NE City)	32	Zone 6 (NE County)	9
Zone 3 (SE City)	42	Zone 7 (SE County)	2
Zone 4 (SW City)	12	Zone 8 (SW County)	4
Out of District 0			

## MOST COMMON DAY/TIME

Wednesday (1700 - 1759 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
<b>Average</b>	<b>1:04</b>

## STRUCTURE FIRES

Structure Fires - 6

## FALSE ALARM RESPONSE

False Alarms - 29

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	9:28
Station 2	5:20
Station 3	5:51
Station 4	5:56
<b>Average</b>	<b>6:56</b>

## TRAINING HOURS

Fire Training	290
EMS Training	255

## 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

November 2023

## EMS RUN BREAKDOWN

City Response	676
County Response	67
Total Responses	745

## ZONES

Zone 1 (NW City)	311	Zone 5 (NW County)	12
Zone 2 (NE City)	108	Zone 6 (NE County)	39
Zone 3 (SE City)	148	Zone 7 (SE County)	0
Zone 4 (SW City)	109	Zone 8 (SW County)	16

## AVERAGE RUN TIMES

Enroute:	2:06
At Scene:	4:89
On Scene Time:	26:16
To Destination:	15:72
Back in Service:	27:09

## MOST COMMON DAY/TIME

Wednesday @1700

## MOST COMMON COMPLAINT

Motor Vehicle Accident - 66

## OUT OF TOWN TRANSFERS

Lubbock	6
Midland	1
Odessa	2
Roswell	8
Carlsbad	1
Artesia	0
Airport	31

## CARDIAC ARREST RESPONSES

Cardiac Arrest	10
ROSC	4
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

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

\*\*there was an error in imagetrend monthly breakdown\*\*



# Hobbs Express

Monthly Report - NOVEMBER 2023

<b>Passenger Activity</b>	<i>Prior Month</i> <b>Oct-23</b>	<i>Reporting Month</i> <b>Nov-23</b>
No. of Elderly Passengers	739	689
No. of Non-Ambulatory Passengers	122	98
No. of Disabled Passengers	354	305
No. of Other Trips	3957	3670
<b>Total Passenger Trips</b>	<b>5172</b>	<b>4762</b>

<b>Total Bus Route Trips</b>	3084	2729
<b>Total Demand Response/Paratransit Trips</b>	2088	2033
<b>Total Passenger Trips</b>	<b>5172</b>	<b>4762</b>

<b>Vehicle Statistics</b>	<i>Reporting Month</i> <b>Oct-23</b>	<i>Reporting Month</i> <b>Nov-23</b>
Total Vehicle Hours	721	629
Total Vehicle Miles	8,582	7,219

<b>Revenue Collected</b>	<i>Prior Month</i> <b>Oct-23</b>	<i>Reporting Month</i> <b>Nov-23</b>
Total Fares Collected	\$0.00	\$0.00



# HOBBS POLICE DEPARTMENT

December 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 (November)

## CODE ENFORCEMENT END OF MONTH REPORT (NOVEMBER 2023)

Code warnings	117
Code citations	17
Code calls	209
Animal warnings	30
Animal calls	327
Animal citations	21
Inoperable Vehicles	3
Parking Violations	20
Search Warrants	5

*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***

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

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

December 1, 2023

To: Chief Fons  
 Deputy Chief Blevins  
 Captain Barrientes  
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

November 2023

Intake:	Cats	Dogs
Dead On Arrival	34	9
Sterilization Only		19
Stray	19	97
Transfers In		
Unwanted	11	36
Quarantine		14
Clinic Visit shots	15	
Cat Trap, Neuter, Return	20	
<b>Totals:</b>	<b>99</b>	<b>175</b>
Dispositions:		
Adopted	21	33
Died at Facility		2
Dead on Arrival	35	9
Euthanized	11	37
Rescued		30
Return to Owner	2	15
Sterilization Only	8	13
Escaped		
Clinic visit shots	6	3
Cat Trap, Neuter, Return	20	
<b>Totals:</b>	<b>103</b>	<b>142</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 975
	Permits/Tags:	\$ 105
	Reclaims:	\$ 580
	Adoptions	\$
	Cat traps	\$
	<u>Sterilizations:</u>	<u>\$1625</u>
		\$3285

HAAC currently has 67 dogs in custody, 10 dogs in foster and 1 cat



# HOBBS POLICE DEPARTMENT

December 5, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: November 23 Records Numbers

- Uniform Traffic Citations 238
- Warning Citations 123
- Misdemeanor Citations 3
- Arrest Reports 210
- Completed Reports 750
- Completed Supplements 319
- Completed Accident reports 95
- Criminal Trespass 36
- Warrants 201
- Recalled warrants 16
- IPRA Requests 413
- Discovery Requests 128

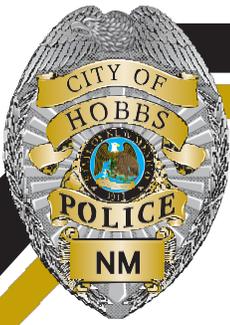
*August Fons, Chief of Police*  
300 N. Turner • Hobbs, New Mexico 88240  
Dispatch (575) 397-9265 • Fax (575) 397-3867  
[www.hobbspd.com](http://www.hobbspd.com)

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Accredited By The  
New Mexico Law Enforcement Professional Standards Council



# HOBBS POLICE DEPARTMENT



December 5, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

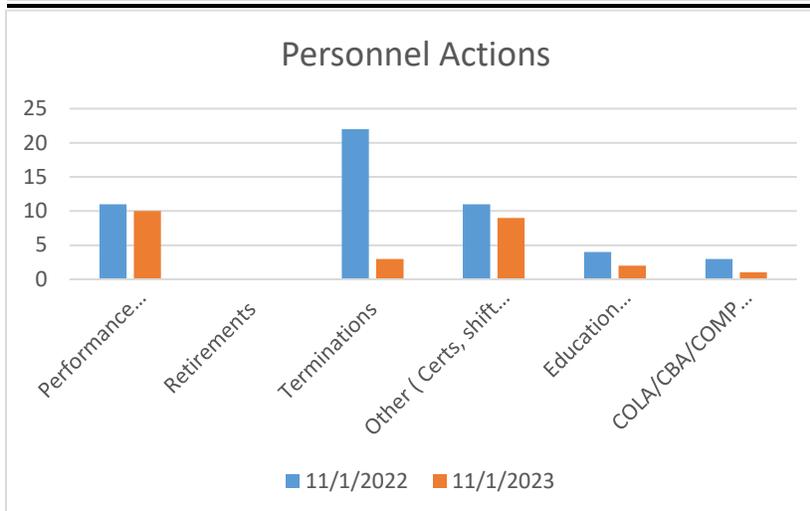
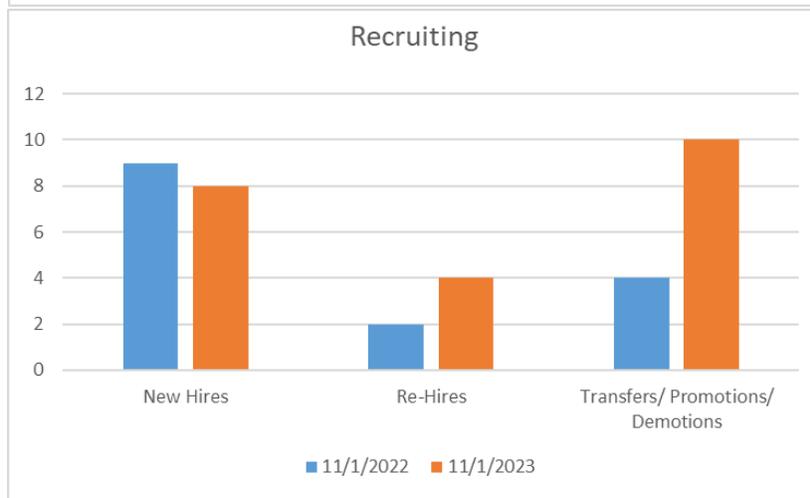
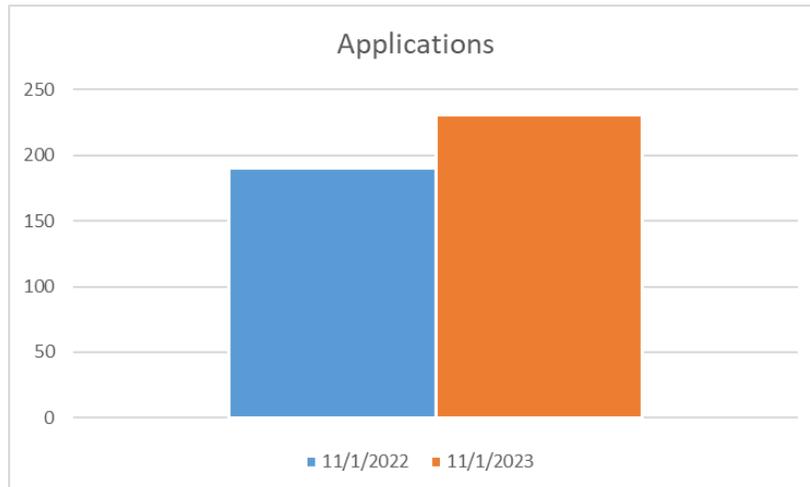
Re: November 23 Stats

	TOTAL RPTS	TOTAL RPTS	%CHNG	Year to Date 2022	Year to Date 2023	%CHNG
November 2022/2023			2022/2023			
	2022	2023				
REPORTED CRIMES	381	351	-8%	4,683	4,387	-6%
CALLS FOR SERVICE	3,611	3,616	0%	45,540	44,191	-3%
ARRESTS	177	210	19%	2,021	2218	10%
MURDER	1	1	0%	4	10	150%
RAPE	6	2	-67%	56	31	-45%
ROBBERY	1	1	0%	31	30	-3%
ASSAULTS AND BATTERY	67	73	9%	944	913	-3%
BURGLARY	44	41	-7%	500	647	29%
LARCENY	73	73	0%	714	703	-2%
SHOPLIFTING	24	35	46%	345	337	-2%
AUTO THEFT	20	20	0%	246	216	-12%
ARSON	1	1	0%	13	13	0%
FORGERY	1	0	-100%	7	4	-43%
FRAUD	11	8	-27%	111	80	-28%
EMBEZZLEMENT	2	4	100%	19	22	16%
REC. STOLEN PROPERTY	0	0	0%	6	6	0%
VANDALISM	99	53	-46%	1133	985	-13%
WEAPONS OFFENSES	1	6	500%	34	34	0%
DOMESTIC VIOLENCE	25	30	20%	364	386	6%
ASSAULTS/BATTERY ON PO	2	7	250%	61	43	-30%
SHOOTING AT/FM MV OR DWELLING	13	2	-85%	94	74	-21%
CITATIONS ISSUED	304	238	-22%	4,846	3,871	-20%
DWI	3	6	100%	69	85	23%
TRAFFIC CRASHES	99	95	-4%	1023	993	-3%

August Fons, Chief of Police  
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 Dispatch (575) 397-9265 • Fax (575) 397-3867  
 www.hobbspd.com

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## Application Source

source	total	total %
<a href="#">Billboard / Sign</a>	0	0.00
<a href="#">Chamber of Commerce Website</a>	0	0.00
<a href="#">City of Hobbs Website</a>	78	33.77
<a href="#">Facebook</a>	15	6.49
<a href="#">Friend / Family</a>	32	13.85
<a href="#">Governmentjobs.com</a>	8	3.46
<a href="#">Indeed.com</a>	55	23.81
<a href="#">Job Fair</a>	4	1.73
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	5	2.16
<a href="#">Newspaper</a>	1	0.43
<a href="#">Other</a>	29	12.55
<a href="#">Radio</a>	0	0.00
<a href="#">Recruiter</a>	4	1.73
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>231</b>	<b>100.00</b>

## New Position Postings for November

CLERK RECORDS SPECIALIST	ANIMAL CONTROL OFFICER
CORE ATTENDANT	CIVILIAN INVESTIGATOR
MARKETING COORDINATOR	EAGLE OFFICER - CIVILIAN
BATTALION CHIEF (TRAINING / SAFETY OFFICER)	HPD MEDIA SPECIALIST - CIVILIAN
POSD MAINTENANCE LEAD WORKER	

## Safety Skills Training:

- Safety Data Sheets

## Team Involvement:

- The HR Team worked diligently with the finance department and the team from AON on insurance rates
- Steve Saucedo presented "Generations" to the City of Hobbs Team members
- Participated in the Local Labor Relations Board meeting
- New Hire Orientation was held

## Information Technology Department

### IT Mission Statement:

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

### IT Staff Experience:

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

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

### IT Responsibilities:

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

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

Total Tickets ⓘ

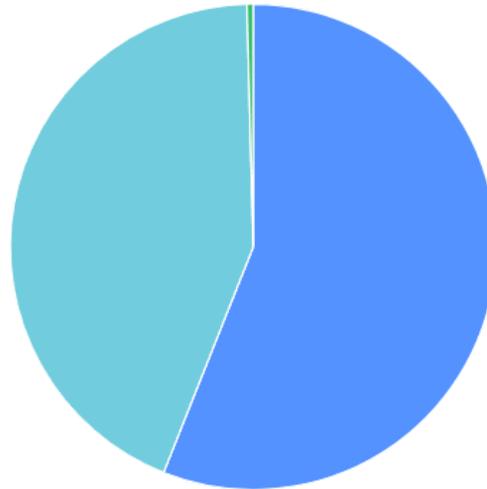
241

Avg Tickets/day ⓘ

8

Inflow by Channel ↗

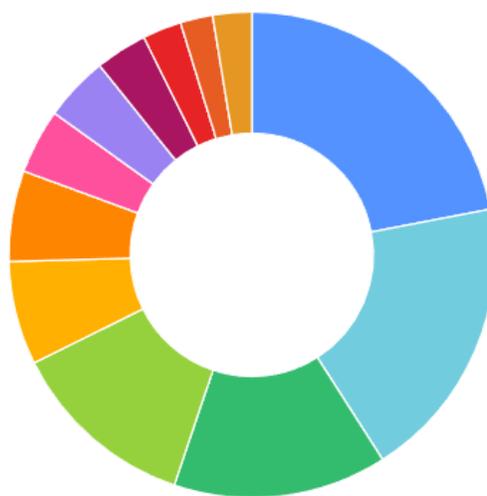
Pie Chart ▾



- Email 135
- Admin Panel 105
- Support Center 1
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Others 0

Issue Type ↗

Donut Chart ▾



- Software 51
- Hardware 44
- Email 33
- Webpage 29
- User setup 16
- Password Reset 14
- PC Setup 10
- Radio 10
- 2FA 8
- Network 6
- Other 5
- Others 6



## CITY ATTORNEY'S OFFICE

200 East Broadway  
Hobbs, New Mexico 88240

575-397-9226  
575-391-7876 fax

### **ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA**

#### **CITY ATTORNEY'S REPORT**

November 2023

##### **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 November. 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 November 2023, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Valerie Chacon (11/6; 11/20, special 11/28)
- ❖ Cemetery Board – Amber Leija (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (11/7)
- ❖ Lodger's Tax Board – Valerie Chacon (10/11)
- ❖ Planning Board – Valerie Chacon (11/21)
- ❖ Utilities Board – Valerie Chacon (10/5)
- ❖ Labor Relations Board – Valerie Chacon (11/9)
- ❖ 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	3
❖ Resolutions Drafted	3

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	9

**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 November 2023, the litigation activity of the City Attorney's Office was as follows:

**Criminal Litigation:**

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	2
❖ Pretrials (Pro Se):	110
❖ Pretrials (Attorney):	55
❖ Trials:	71
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	11
❖ Shoplifting Cases:	8
❖ Appeals in District Court:	2
❖ Criminal Pleadings (Mun/Dist.)	111
❖ Subpoenas:	67
❖ Clio Case Entries:	73

❖ Discovery Submissions 39

**Property Matters:**

❖ Condemnation Reviews 3  
❖ Property Purchases Reviews 0  
❖ Property Contract Doc Reviews 0  
❖ Property Correspondence 0  
❖ Foreclosures Filed 0  
❖ Property Liens Filed 0

**Civil Litigation:**

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

**Miscellaneous:**

❖ Trainings: 2  
❖ Witness Interviews: 19  
❖ In-office consultations: 3  
❖ Letters/Correspondence: 672

**Areas of Notoriety:**

- ❖ Valerie Chacon was named City Attorney for the City of Hobbs!!!
- ❖ Amber attended the New Mexico Municipal Attorney's Association Winter Conference in Albuquerque.

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

**November, 2023**

**Hobbs Public Library**

**CIRCULATION: 6,267**

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,241
Audio Books & Music	102
DVDs	2,411
E-Books/E-Audio (OverDrive & Gale)	513

**CIRCULATION BY PATRON TYPE:**

Adult	3,868
Juvenile	777
Senior Citizen	950
Used in Library	672

*Total Children's Items Circulated 2,100*

*Total Adult Items Circulated 4,167*

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	14	7
ELIN Loans	11	19

Patron Visits 2,839

Overdue Notices Sent 850

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	19
Attendance	362
Passive Programs Provided	3
Passive Programming Participation	451
Meeting Room Use	10

Facebook Page Reach	2,104
Web Site Usage	440
HPL Database Usage	180
Reference Questions	136
Public Computer Use	377
Board Games	12
Kanopy	28

**PATRON PROFILES:**

Adult	15,822
Juvenile (Under 18 Years)	3,463
Senior Citizens (62+ Years)	2,571
Temp ELIN	2,233
<b>Total Active Borrowers</b>	<b>24,089</b>

Library Patrons Added This Month 39

**RECEIPTS:**

Materials Paid For	\$10.00
Fines & Fees	\$370.38
Copy Machine & Public Printouts	\$346.90
<b>Total</b>	<b>\$727.28</b>

**ITEMS ADDED:**

Total Items Added	638
Items Weeded	1,063

**HOLDINGS:**

Total Library Holdings 164,178

City Manager's Report  
Municipal Court – November 2023

Monthly Cases:

Traffic Citations	354
Misdemeanor Citations	25
Environmental Citations	37
Fire Code Violations	0
AGG. DWI	2
DWI – 1 <sup>st</sup>	0
DWI – 2 <sup>nd</sup>	<u>0</u>
Total	418

Courtroom Activity:

Video Arraignments (Jail)	85
Court Appearances – A.M.	31
Court Appearances- P.M.	104
Virtual Court	2
Special Settings	2
Pretrial Court Appearances – A.M.	18
Pretrial Court Appearances – P.M.	19
Attorney Pretrial	14
Trial/Change of Plea Cases/PV Hearing	<u>30</u>
Total	305

Other Activity:

Summons issued	448
Warrants issued	<u>114</u>
Total	562

Fines/Fees Assessed based on Conviction:

Fines	\$37,368.00
Fee	<u>\$14,698.00</u>
Total	\$52,066.00

Fines/Fees Collected:

Fines	\$29,295.00
Penalty Assessment Fee	2,787.00
Automation Fee	1,924.00
Judicial Education Fee	964.00
Correction Fee	6,523.00
DWI Prevention Fee	375.00
DWI Lab Fee	<u>350.00</u>
Total	\$42,218.00

# Parks & Open Spaces Department

## November 2023 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 16 interments
2. Last 4 solar lights for roadways at PHMP and PHC were installed
3. Graffiti had 6 reported locations
4. Parks completed 8 environmental lots
5. Holiday decorations were installed around the city
6. Youth soccer league at MLK ended
7. Bricks installed at Veterans Memorial Park and ceremony held on Nov 11<sup>th</sup>
8. Parks participated in the Lea County's Operation Green Light
9. Red sand installed at #14 and #16 bunkers at Rockwind
10. Picnic tables and bbq grill were installed at Charlie Brown Park under the new pavilion
11. POSD participated two parades this month Lovington Lighted Parade and Hobbs Christmas Parade with a Chili Pepper float and decorated tractor
12. Fall zone material replaced at the playground at Jefferson Park



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 - November 2023

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

Participation increased slightly, and revenue decreased slightly during November 2023 when compared to the previous month. However, both totals increased when compared to November 2022. Youth Sports began this month with a total of 65 participants. The Body Slide in COREsplash was repaired, and the artificial turf in COREturf was sanitized. During November the CORE hosted the following events: Military Appreciation Pickleball Tournament, Tori Invite Swim Meet. Also, during the month CORE Administrative Staff conducted an Emergency Action Plan training session for all CORE staff.

CORE Participation and Revenue:

November 2023 Participation 24,508
November 2023 Revenue \$68,508.21

For Comparison Purposes:

October 2023 Participation 21,767 November 2022 Participation 18,500
October 2023 Revenue \$71,157.04 November 2022 Revenue \$57,838.49

Additional November 2023 Details:

Annual Passes Sold/Renewed 749 KidFit Participation 424
Monthly Passes Sold/Renewed 543 Group Fitness Classes 171
Weekly Passes Sold 16 Tours/Tour Participants 26/48
Day Passes Sold 1,999 Facility Rentals 21
KidWatch Participation 689

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 November 2023:

Table with 3 columns: Description, # Meals, Donations Received. Rows include November 2023 Congregate Meals Served (1,299), November 2023 Home Delivered Meals (2,280), November 2023 Totals (3,579), and For comparison October 2023 Totals (4,225).

Duplicate Recreation Activities: 444 Exercise: 560
Transportation/Transportation Donations: 126/\$83 Assessment/Reassessment: 71

## Recreation

- Staff conducted a citizen survey seeking input on Recreation Department Dances
- Staff assisted with the large item pick-up/Community Clean-up
- Staff assisted with logistics for the Employee Chili Cook-off
- There were 22 Park Pavilion rentals during the month
- Adult Art Classes had 29 students during the month

## Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Aquatics staff assisted with logistic for hosting the Tori Invite Swim Meet
- Tsunami Swim & Dive had a total of 27 participants for the month

## Rockwind Community Links Clubhouse

There were 1,400 rounds played at Rockwind during the month. As for revenue, November 2023 was the most successful of all Novembers since November 2015 with just over \$52,000 in revenue. There were no events held at the course during November.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	20	\$99.96	\$0.00	\$99.96	\$0.00	\$5.04	\$105.00
Driving Range	386	\$2,844.34	\$0.00	\$2,844.34	\$0.00	\$144.16	\$2,988.50
Golf Cart Rental Fees	908	\$13,703.78	(\$7.61)	\$13,696.17	\$0.00	\$690.91	\$14,387.08
Green Fees	1404	\$19,238.47	\$0.00	\$19,238.47	\$0.00	\$963.02	\$20,201.49
Hard Goods Sales	325	\$7,089.87	(\$23.68)	\$7,066.19	\$4,970.64	\$353.43	\$7,419.62
Membership Fees	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soft Goods Sales	238	\$7,621.84	(\$243.04)	\$7,378.80	\$4,505.16	\$369.21	\$7,748.01
Food & Beverage	5	\$10.94	\$0.00	\$10.94	\$4.69	\$0.56	\$11.50
Totals for Revenue	3286	\$50,609.20	(\$274.33)	\$50,334.87	\$9,480.49	\$2,526.33	\$52,861.20
<b>Grand Total:</b>	<b>3286</b>	<b>\$50,609.20</b>	<b>\$ (274.33)</b>	<b>\$50,334.87</b>	<b>\$ 9,480.49</b>	<b>\$ 2,526.33</b>	<b>\$ 52,861.20</b>

## KEY PERFORMANCE INDICATORS

Nov-23

<b>Total Pre-Tax Revenue</b>	<b>\$50,334.87</b>
<b>Total Rounds</b>	<b>1404</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$23.46</b>
<b>Total Merchandise Sales</b>	<b>\$14,444.99</b>
<b>Merchandise Sales Per Round</b>	<b>\$10.29</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.01</b>
<b>COGS Hard Goods</b>	<b>70%</b>
<b>COGS Soft Goods</b>	<b>61%</b>
<b>COGS F&amp;B</b>	<b>43%</b>
<b>Rounds w/Carts</b>	<b>65%</b>
<b>Total Revenue per Round</b>	<b>\$ 35.85</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	82
Summary for Player's Pass	<u>82</u>
Li'l Rock Adult Resident	112
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	7
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>119</u>
Public 18	88
Public 9	5
Public Junior	1
Public Senior	6
Public Twilight	0
Public Replay	2
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>102</u>
Punch Pass	18
Summary for Punch Pass	<u>18</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	591
Resident Junior	2
Resident Senior 18	82
League Fee	0
Complimentary Round	2
Resident Twilight	2
Team Practice Round	57
Resident 9	94
Marshal/Team Green Fee	8
Resident Replay	4
Summary for Resident	<u>842</u>
Tournament Fees	241
Summary for Tournament - Public	<u>241</u>
Grand Total:	<b>1404</b>

## **Teen Center**

- Staff continues to offer rides home for teens who attend the Teen Center in the evening
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center
- The Teen Center served as the host site for the Employee Chili Cook-off
- The Teen Center hosted a Thanksgiving Meal to Teen Center members
- The climbing wall at the Teen Center continues to be available to families every Tuesday

## RISK MANAGEMENT REPORT

November 2023

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- 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 1 applications for notary bond.
- Met with insurance agents to review insurance program and services.
- Finalized TPA contract with CCMSI.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 45 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 11 property damage incidents on behalf of the City of Hobbs.
- 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 and leadership training.
- Attended Commission meetings.

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2022		2023	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>October 2022</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>October 2023</u>	
Residential	11,795	75,782,393	11,748	87,199,205	
Commercial	1,802	43,373,711	1,832	44,166,132	
City Accounts	210	12,004,316	211	9,952,291	
School Accounts	62	4,895,956	63	5,436,889	
Irrigation	259	7,379,123	259	6,468,372	
Unbilled Maintenance		1,500,000		2,800,000	
	<b>14,128</b>	<b>144,935,499</b>	<b>14,113</b>	<b>156,022,889</b>	

LABORATORY	November 2022	November 2023
Total Drinking Water Tests	44	47
Total Wastewater Tests	729	649
Liquid Waste Received (gallons)	96,340	135,170

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	89.532	99.041
Effluent (Million Gallons)	87.781	99.506
Solids Removed (Dry Pounds)	0	0
11/2022 - Centrifuge out of service for repairs.		
11/2023 - Centrifuge run ongoing at time of report.		

WATER PRODUCTION REPORT - NOVEMBER 2023	
<b>WATER PRODUCED</b>	
Total monthly water produced, million gallons	147,526,000
Total monthly water distributed, million gallons	159,485,000
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.51
Monthly chlorine gas dosed to system (lbs)	1,156
<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 NOVEMBER 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

<b>UTILITIES MONTHLY PLUMBER REPORT NOVEMBER 2023</b>	<b>QUANTITY</b>
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