



CITY MANAGER'S MONTHLY REPORT

August 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

Acting 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 - August 2023

	Jun-23	Jul-23	Aug-23
Business Registrations - New	12	23	26
Business Registrations - New Owner	1	1	0
Business Registrations- Change of Address	4	2	6
Renewals	6	60	28
Web Payment Renewals	0	0	0
Total Business Registrations Activity	23	26	60
Active Business Registrations for the Month	2167	2163	2174
Fireworks	6	0	0
Junk Yard Licenses	0	0	0
Liquor License	41	5	0
Mobile Business Licenses	3	2	6
Pawn Brokers	1	1	0
Secondhand Dealer's Licenses	2	0	3
Solicitor's Permit	3	4	1
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	33	24	32
Public Documents Notarized	136	157	178
Public Records Request	39	21	41
Regular City Commission Meetings <i>8/8/23 and 8/21/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <i>8/7/23</i>	0	1	1
Notice of Potential Quorum	1	0	0
Resolutions and Ordinances Attested	18	21	13
Consideration of Approval	3	3	3
Total Volume of Transactions on Tyler Cashiering	350	369	386
Total Amount	\$ 724,239.14	\$ 746,270.39	\$ 599,023.76
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 724,239.14	\$ 746,270.39	\$ 599,023.76

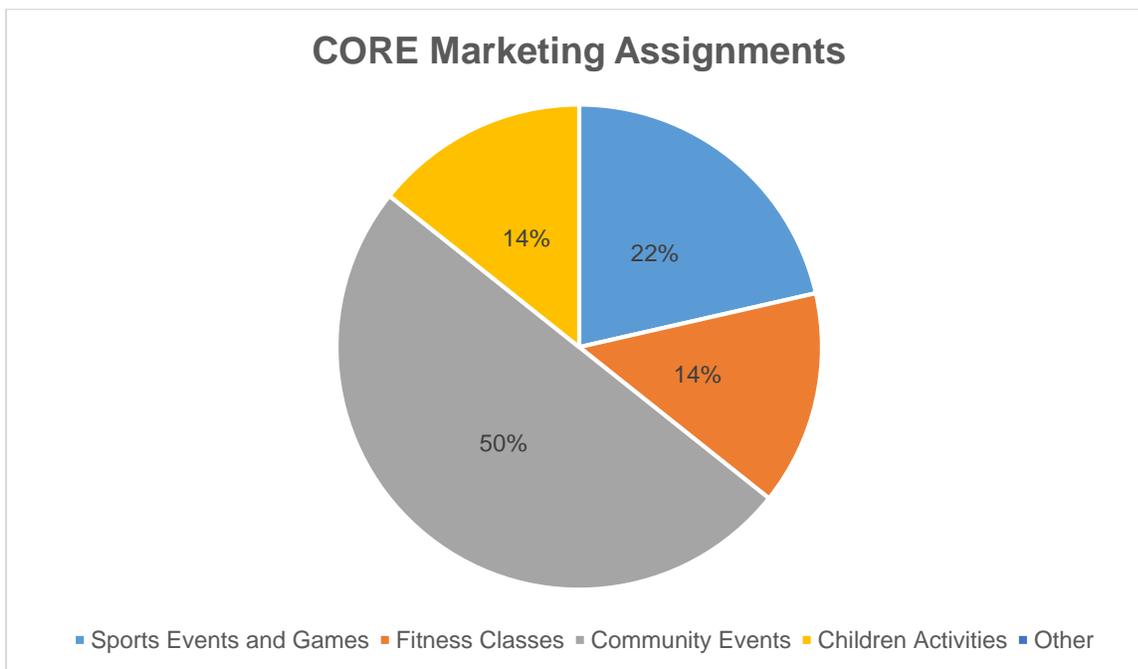
COMMUNICATIONS DEPARTMENT

Monthly Report August 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:

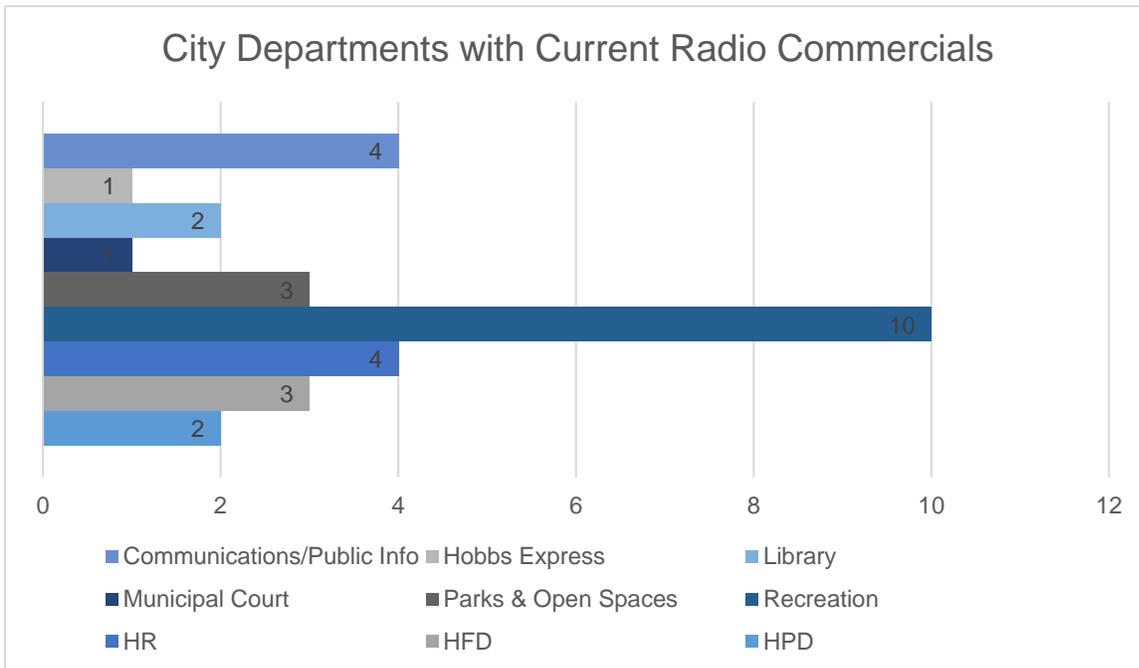
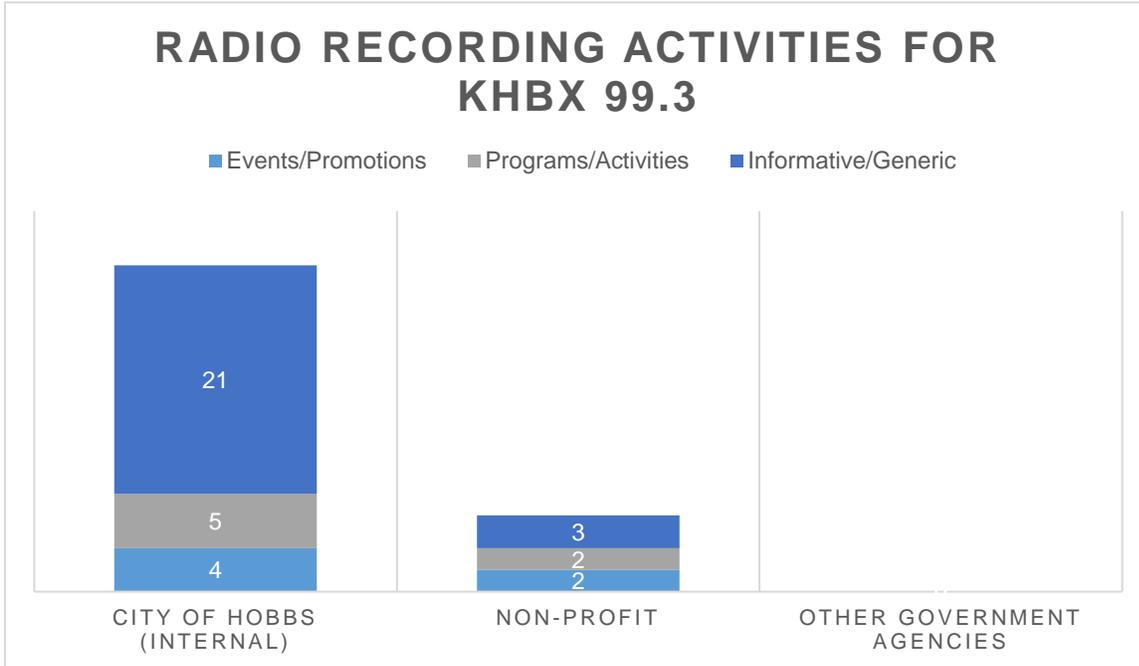
- Press releases and PSA’s this month (includes social media posts and other advertising actions):
 - Large Item Pickup
 - College Lane Closure Notice
- Social Wellbeing Committee:
 - Held Monthly Social Wellbeing Event – Employee Watermelon Social – August 17th
- Special attention on the following high-volume events:
 - Registration open for Fall Youth Sports (Season begins on September 5th)
 - Wheelchair 101 – held every Wednesday in August at the CORE
 - Homeschool PE is held every Tuesday and Thursday beginning in August for the 2023-2024 school year



COMMUNICATIONS DEPARTMENT Monthly Report August 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.



SOCIAL MEDIA INSIGHTS

COMMUNICATIONS DEPARTMENT

Monthly Report

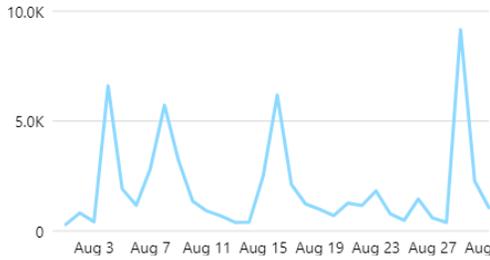
August 2023

for The City of Hobbs Facebook and Instagram Pages

Reach

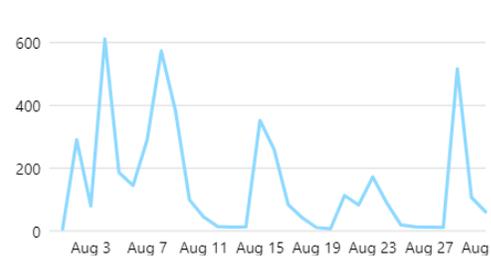
Facebook reach ⓘ

28,883 ↑ 22.7%



Instagram reach ⓘ

1,205 ↓ 24.9%



Page and profile visits

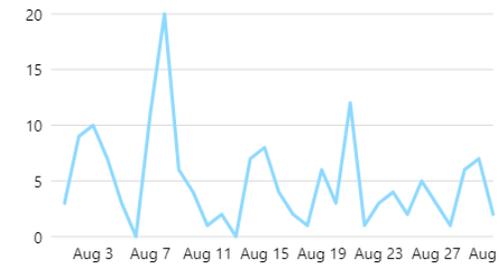
Facebook visits ⓘ

3,201 ↓ 48.8%



Instagram profile visits ⓘ

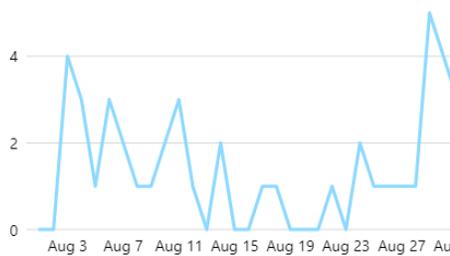
153 ↓ 35.7%



New likes and follows

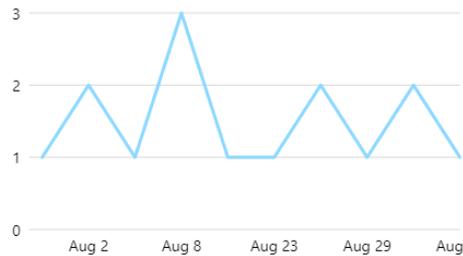
Facebook Page new likes ⓘ

44 ↓ 57.7%



New Instagram followers ⓘ

15 ↓ 28.6%



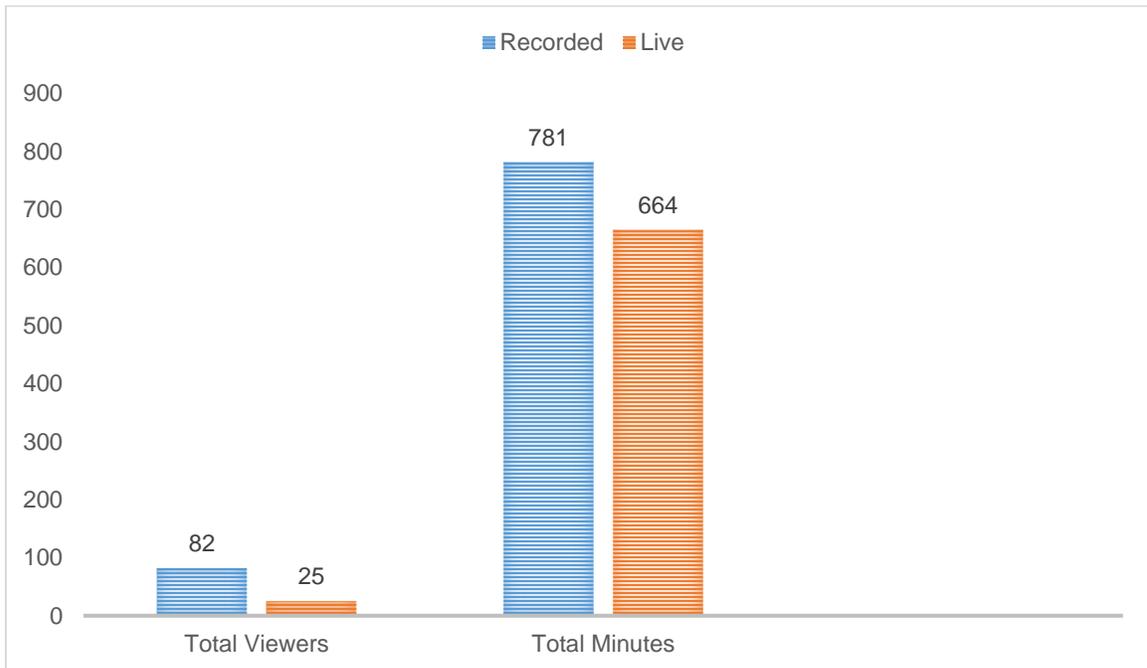
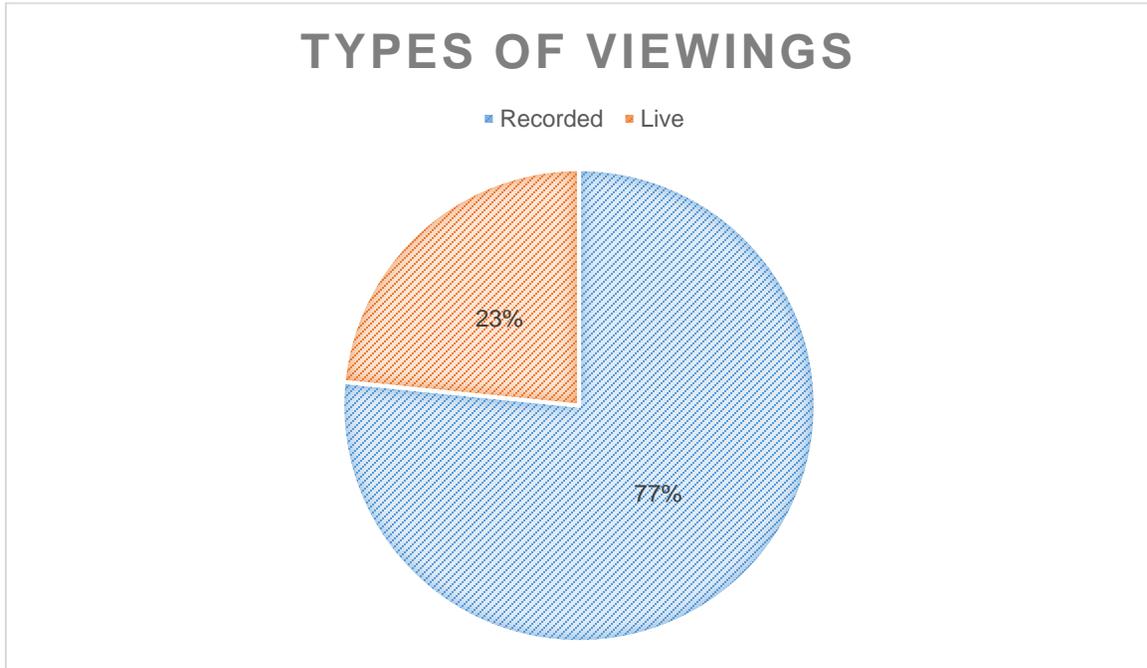
DATA ANALYSIS AND CONCLUSION SUMMARY:

We experienced lower numbers this month than usual. The highest performing content revolved around employees (WHI pudding cup drive) and the event Splash Bash. Content this month was a little low, hence lower numbers. Stronger efforts will be made next month to create/find content if needed.

COMMUNICATIONS DEPARTMENT Monthly Report August 2023

Livestreamed City Commission Meetings for July 2023 Insights

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



CITY OF HOBBS BUILDING DEPARTMENT REPORT

Total Type of Construction

for period ending August 01, 2023-August 31, 2023

Commercial		<u>#OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
COMM SEWER TAP & EXCAVATION	Commercial	2	\$3,000.00	\$1,080.00
COMMERCIAL ADDITION	Commercial	4	\$1,127,200.00	\$2,508.00
COMMERCIAL ELECTRICAL	Commercial	20	\$30,000.00	\$1,258.00
COMMERCIAL REMODEL	Commercial	5	\$1,843,433.00	\$4,152.57
COMMERCIAL RE-ROOFING	Commercial	3	\$256,841.00	\$1,010.00
COMMERCIAL SIGN	Commercial	5	\$181,717.00	\$960.00
COMMERCIAL TOWERS	Commercial	1	\$25,000.00	\$180.00
INDUSTRIAL EXCAVATION	Commercial	3	\$4,500.00	\$100.00
NEW COMMERCIAL	Commercial	7	\$16,240,063.00	\$21,867.67
TOTAL		50	\$19,711,754.00	\$33,116.24

Residential		<u>#OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
RES SEWER TAP & EXCAVATION	Residential	4	\$6,000.00	\$1,410.00
RESIDENTIAL ADDITION	Residential	4	\$228,400.00	\$1,428.00
RESIDENTIAL CARPORT	Residential	3	\$54,360.00	\$432.00
RESIDENTIAL CURB CUTS	Residential	1	\$5,000.00	\$20.00
RESIDENTIAL DEMOLITION	Residential	2	\$49,350.00	\$0.00
RESIDENTIAL ELECTRICAL	Residential	64	\$165,150.00	\$4,967.00
RESIDENTIAL FENCE	Residential	4	\$9,811.00	\$40.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	1	\$8,400.00	\$108.00
RESIDENTIAL MANUFACTURED HOME	Residential	5	\$140,000.00	\$300.00
RESIDENTIAL REMODEL	Residential	7	\$47,533.00	\$524.00
RESIDENTIAL RE-ROOF	Residential	11	\$99,560.00	\$940.00
RESIDENTIAL RIGHT OF WAY	Residential	1	\$1,500.00	\$510.00
RESIDENTIAL SINGLE FAMILY	Residential	19	\$6,849,290.00	\$15,238.53
RESIDENTIAL SOLAR	Residential	4	\$237,484.00	\$1,248.00
RESIDENTIAL STORAGE	Residential	1	\$160,000.00	\$456.00
TOTAL		131	\$8,061,838.00	\$27,621.53

COMMERCIAL		50	\$19,711,754.00	\$33,116.24
RESIDENTIAL		131	\$8,061,838.00	\$27,621.53
TOTAL COMBINED		181	\$27,773,592.00	\$60,737.77



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
AUGUST 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>		1	52	25

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)

August 2023

ArcGIS Enterprise Server (Update):

GIS Server Issues (Update): After reducing the server load in late July, the GIS Division contacted ESRI on August 1st to get further guidance on other steps that can be taken to resolve the server issues. On August 2nd ESRI said there was nothing else that could be done, and they were going to temporarily close the case. However, on August 3rd, the server performance issues returned taking the GIS offline. In an attempt to solve this issue once and for all, the GIS Division was on several multi-hour long phone calls with ESRI on August 4th, 8th, and 9th troubleshooting the issues and trying different solutions. After these phone calls/troubleshooting sessions, we were unable to find the root cause of the ongoing issues. As we had been offline for a week, the GIS Division decided to restart the servers on August 10th and is planning to get ESRI involved the next time the server issues return.

ADA Transition Plan Data (Update): After the first of August was spent working on the GIS servers, the GIS Division spent the rest of the month working on the ADA Transition Plan. As the Engineering Department never provided approvals for the new dataset, the GIS Division worked to build a fully updated dataset based on the original 2011 spreadsheet. As we had to fall back to the old spreadsheet as the template for the dataset, the GIS Division is already planning to make a major update to this project in the next 6 months to try to make the ADA Transition Plan data more sustainable to maintain long-



**ENGINEERING / PLANNING
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term. After the dataset was locked down, the GIS Division spent a few meetings with the City Engineer to come up with how to classify the intersections. On August 28th the GIS Division turned over the dataset (in an Excel format) to the Engineering Department for their final usage.

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

Dispensary Near Me (118 ½ E Broadway St.); Motavated Producers (700 S. Grimes St., Bldg. C)

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:

August - The City Commission reviewed and considered the following:

- Approved Resolution #7383, Amending an Infrastructure Extension DA concerning the Projection of Ranchland.
- Approved Resolution #7386, Approving the 2025-2029 Infrastructure Capital Improvement Plan (ICIP).
- Published a Proposed Annexation Ordinance of +/- 0.806 acres being a portion of a parent parcel located southwest of the intersection of Millen and Grimes.
- Approved Resolution #7387, a MRSFIR Development Agreement with Sombra Homes, LLC.

Planning Board Summary:

August - The Planning Board reviewed and considered action on 4 items in a Regular Meeting:



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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- Review and Consider FY 2023-2024 Market Rate Multi-Family & Single-Family Housing Municipal Infrastructure Reimbursement Incentive & Public Participation Infrastructure Extension Development Agreement Policy.
- Review and Consider a Fair Share Development Agreement for the extension of complete public infrastructure (Water, sewer, street, curb and gutter) within the Roth Road ROW.
- Review and Consider an Infrastructure Oversize and Over Depth Development Agreement for public infrastructure within the Del Norte Parkway ROW (west of Grimes).
- Review and Consider an ADA Transition Plan Update (Infrastructure within Public Right of Way).

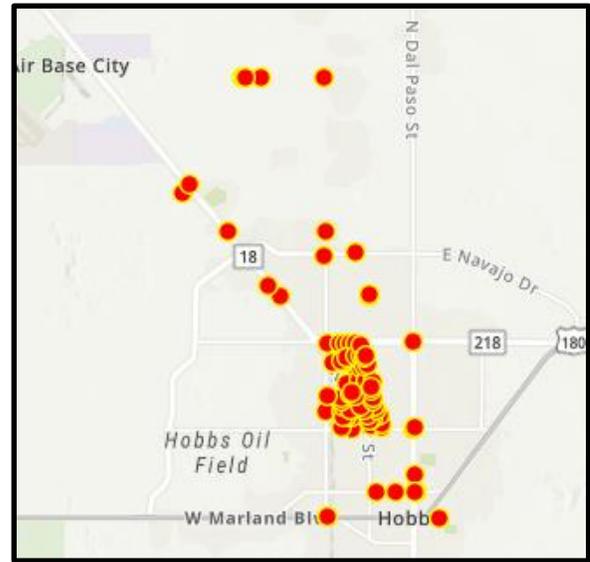
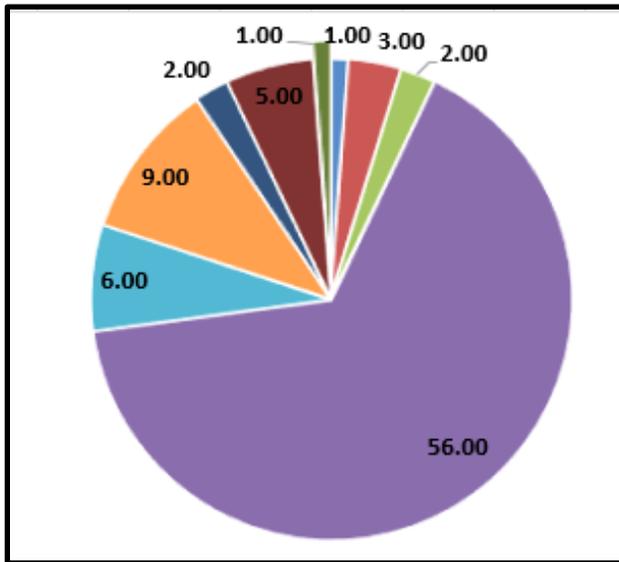


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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TRAFFIC DIVISION:

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



- | | | |
|--------------------------------------|---------------------------------------|------------------------------------|
| ■ 14. Cabinet Service = 1 | ■ 21. School Zone Repaired = 3 | ■ 26. Sign Install / Service = 2 |
| ■ 31. Inspected Intersections = 56 | ■ 32. Int in Flash or Malfunction = 6 | ■ 36. 811 / Line Spot Hours = 9 |
| ■ 38. Solar Flasher / Speed Sign = 2 | ■ 39. Call Outs = 5 | ■ 08. Signal Head Straightened = 1 |

Major Damage:

- No major damages for the month of August.

**Monthly Measurement
Finance Department
Fiscal Year 2024**

Cash Statistics	August 2022	August 2023
Beginning Cash Balance	143,371,075	178,753,347
Monthly Cash In (Revenue - all funds)	10,855,908	9,952,835
Monthly Cash Out (Expenditures - all funds)	10,109,794	8,499,230
Ending Cash Balance	144,117,189	180,206,951

Finance Transaction Statistics

	August 2022	August 2023		
Total Number of PO's issued	425	579	daily average	25
Total Number of Invoices Processed	1,744	1737	daily average	76
Total Number of Checks Written (A/P)	866	977	weekly average	244
Total Number of Checks Written (Payroll)	1,117	1120	bi-weekly average	560

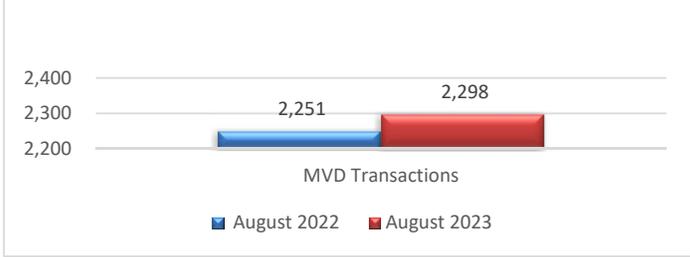
Financial Transaction Averages



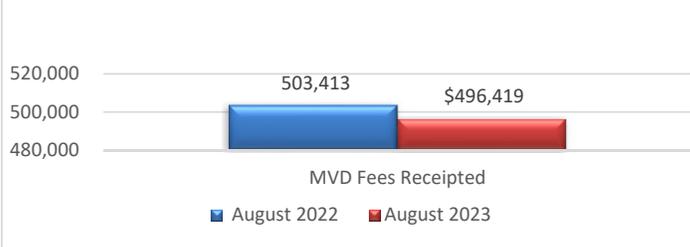
MVD Statistics	August 2022	August 2023
MVD Transactions	2,251	2,298
MVD Fees Received	503,413	\$ 496,419

daily average	100
daily average	\$ 21,583

MVD Transaction Averages



MVD Fees Received



August - 2023

General Services - Garage

In August - 2023 The City Garage had a total of 247 Repair Orders/Invoices. Of the 247 R.O./Invoices, 175 were repaired in house and 72 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 95,024.05 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	15	3	2,168.97	1,887.00	1,006.90	1,428.50	6,491.37
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	34	12	4,692.63	2,924.00	1,172.96	0.00	8,789.59
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	6	1	2,462.20	1,139.00	180.57	280.00	4,061.77
Charging	20	1	3,650.10	1,632.00	142.95	0.00	5,425.05
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	0	0.00	0.00	0.00	0.00	0.00
Engine	12	1	2,091.87	1,904.00	3,598.71	4,998.71	12,593.29
Exhaust	1	0	0.00	34.00	0.00	0.00	34.00
Filters	8	0	156.35	272.00	0.00	0.00	428.35
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	7	0	603.37	850.00	0.00	0.00	1,453.37
Hydraulics	1	0	50.00	34.00	0.00	0.00	84.00
Ignition	1	0	989.68	68.00	0.00	0.00	1,057.68
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	1	0	0.00	34.00	0.00	0.00	34.00
Lighting	6	0	65.03	476.00	0.00	0.00	541.03
Miscellaneous Maintenance	33	16	870.83	1,870.00	4,407.58	2,583.00	9,731.41
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	12	0	0.00	1,156.00	0.00	0.00	1,156.00
Steering	1	1	24.99	34.00	758.87	225.00	1,042.86
Suspension	0	1	0.00	0.00	0.00	179.90	179.90
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	16	24	3,304.50	1,428.00	7,357.67	1,721.00	13,811.17
Towing Vehicles	0	2	0.00	0.00	0.00	598.00	598.00
Transmission	0	4	0.00	0.00	21,887.40	4,225.19	26,112.59
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	5	0.00	0.00	0.00	825.00	825.00

Wheels/Hub	1	0	505.62	68.00	0.00	0.00	573.62
Monthly Total	175	72	21,636.14	15,810.00	40,513.61	17,064.30	95,024.05

		# of R.O./Inv	Parts	Labor	Total
City Garage		175	21,636.14	15,810.00	37,446.14
Vendor		72	40,513.61	17,064.30	57,577.91
		247	62,149.75	32,874.30	95,024.05

August 2023 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
280 HRS.	Street Sweeping
16 HRS.	Building Brooms
240 HRS.	Cold Mix Patching
24 HRS.	Alley Maintenance
227 HRS.	Storm Sewers and Inlets
84 HRS.	Maintenance
20 HRS.	Work in the Welding Shop
104 HRS.	Hot Mix
80 HRS.	Meetings
32 HRS.	Traffic Control
168 HRS.	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
322 YDS	Sweepings
15 YDS	Cold Mix
450 YDS	Trash Hauled
14 YDS	Hot Mix Used

Calls responded to:

Number	Type
25	Dispatched – accidents, spills, debris
14	Requests
2	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

August 2023

ALARMS

Alarms (City)	146
Alarms (County)	26
Total Alarms	172

FIRE RESPONSE BY STATION

Station 1	66
Station 2	41
Station 3	45
Station 4	20

ZONES

Zone 1 (NW City) 66	Zone 5 (NW County) 7
Zone 2 (NE City) 40	Zone 6 (NE County) 7
Zone 3 (SE City) 32	Zone 7 (SE County) 3
Zone 4 (SW City) 14	Zone 8 (SW County) 5
Out of District 3	

MOST COMMON DAY/TIME

Thursday (2000 - 2059 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:09
Station 2	5:20
Station 3	2:30
Station 4	1:18
Average	1:03

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 27

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:47
Station 2	9:19
Station 3	5:16
Station 4	5:20
Average	6:15

TRAINING HOURS

Fire Training	1390
EMS Training	137

PREVENTION PROGRAMS

Fire Investigations	15
Fire/Safety Inspections	60
Smoke Detectors Installed	3
Public Education Activities	2
Plan Reviews	7
Burn Permits Issued	0

EMS RUN BREAKDOWN

City Response	730
County Response	61
Total Responses	792

ZONES

Zone 1 (NW City)	328	Zone 5 (NW County)	16
Zone 2 (NE City)	151	Zone 6 (NE County)	29
Zone 3 (SE City)	138	Zone 7 (SE County)	0
Zone 4 (SW City)	113	Zone 8 (SW County)	16

AVERAGE RUN TIMES

Enroute:	1.65
At Scene:	4.67
On Scene Time:	10.25
To Destination:	12.73
Back in Service:	24.94

MOST COMMON DAY/TIME

Thursday from 1600-1700
Sunday – 26 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Sick person 81

OUT OF TOWN TRANSFERS

Lubbock	7
Midland	0
Odessa	1
Roswell	4
Carlsbad	1
Airport	14
Helipad	46

CARDIAC ARREST RESPONSES

Cardiac Arrest	5
ROSC	0
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Billed	\$267,660.39
Collected	\$100,588.25

Highlights for the month of July

- All HFD personnel completed MRI training with CHH
- All supervisory staff attended Steve Sauceda leadership training
- 8 firefighters completed Driver Engineer Academy
- 5 personnel completed IFSAC Instructor I
- 1 personnel completed IFSAC pump operator
- Chief Young retirement



Hobbs Express

Monthly Report - AUGUST 2023

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Jul-23	Aug-23
No. of Elderly Passengers	642	842
No. of Non-Ambulatory Passengers	158	156
No. of Disabled Passengers	282	363
No. of Other Trips	1649	3183
Total Passenger Trips	2731	4544

Total Bus Route Trips	2254	2948
Total Demand Response/Paratransit Trips	477	1596
Total Passenger Trips	2731	4544

Vehicle Statistics	<i>Reporting Month</i>	<i>Reporting Month</i>
	Jul-23	Aug-23
Total Vehicle Hours	664.5	741.75
Total Vehicle Miles	6,973	8,665

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



Hobbs Animal Adoption Center

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

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

September 5, 2023

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

August 2023

Intake:	Cats	Dogs
Dead On Arrival	23	23
Sterilization Only	18	2
Stray	46	49
Transfers In		
Unwanted	13	28
Quarantine	2	36
Clinic Visit shots	18	57
Totals:	120	200
Dispositions:		
Adopted	43	32
Died at Facility	2	1
Dead on Arrival	22	24
Euthanized	8	44
Rescued	6	1
Return to Owner		25
Sterilization Only-TNR	38	4
Escaped		
Clinic visit shots	5	55
Totals:	124	186

Total Revenue Collected:	Animal Pick Ups:	\$ 610
	Permits/Tags:	\$ 640
	Reclaims:	\$ 550
	Adoptions	\$
	Cat traps	\$300
	<u>Sterilizations:</u>	<u>\$835</u>
		\$ 2935

HAAC currently has 58 dogs and 6 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	76069-76452	383
0864	2005/Dodge	Spare	95882-95913	31
0833	2004/Chevy	Spare	96339-96416	77



HOBBS POLICE DEPARTMENT

September 5, 2023, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: August 23 Records Numbers

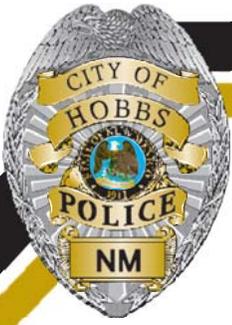
- Uniform Traffic Citations 376
- Warning Citations 58
- Misdemeanor Citations 0
- Arrest Reports 215
- Completed Reports 765
- Completed Supplements 282
- Completed Accident reports 100
- Criminal Trespass 45
- Warrants 215a
- Recalled warrants 220
- IPRA Requests 486
- Discovery Requests 148

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 POLICE DEPARTMENT



August 3, 2023

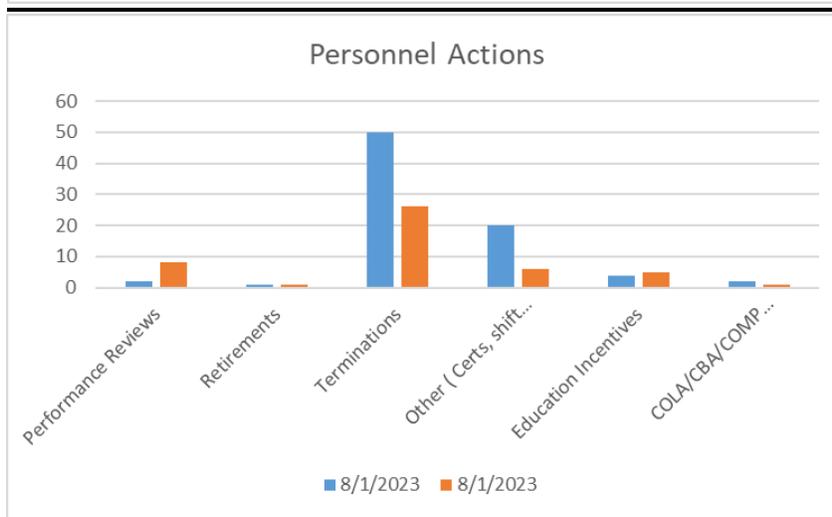
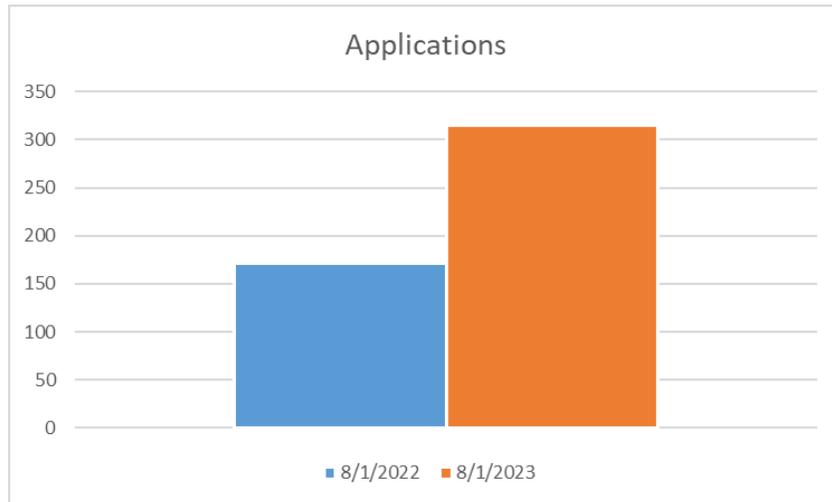
To: Danny Garrett, Captain of Agency Support
 From: Linda Saiz, Records Administrator
 Re: August 23 Monthly Stats

Aug 2022/2023	TOTAL RPTS	TOTAL RPTS	%CHNG	Year to Date	Year to Date	%CHNG
	2022	2023	2022/2023	2022	2023	
REPORTED CRIMES	415	391	-6%	3,422	3336	-3%
CALLS FOR SERVICE	4,751	4,012	-16%	31,987	32,580	2%
ARRESTS	162	215	33%	1,397	1625	16%
MURDER	0	0	0%	3	6	100%
RAPE	5	5	0%	39	23	-41%
ROBBERY	4	3	-25%	26	27	4%
ASSAULTS AND BATTERY	94	88	-6%	713	688	-4%
BURGLARY	32	51	59%	389	522	34%
LARCENY	64	64	0%	508	515	1%
SHOPLIFTING	25	33	32%	267	244	-9%
AUTO THEFT	19	19	0%	183	158	-14%
ARSON	1	1	0%	11	9	-18%
FORGERY	0	0	0%	5	3	-40%
FRAUD	8	9	13%	93	59	-37%
EMBEZZLEMENT	2	3	50%	13	16	23%
REC. STOLEN PROPERTY	0	0	0%	5	6	20%
VANDALISM	88	60	-32%	837	794	-5%
WEAPONS OFFENSES	2	5	150%	21	25	19%
DOMESTIC VIOLENCE	33	42	27%	280	295	5%
ASSAULTS/BATTERY ON PO	12	7	-42%	54	33	-39%
SHOOTING AT/FM MV OR DWELLING	6	1	-83%	70	65	-7%
CITATIONS ISSUED	415	376	-9%	3,400	2,917	-14%
DWI	5	13	160%	42	60	43%
TRAFFIC CRASHES	97	100	3%	730	722	-1%

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Application Source

source	total
Billboard / Sign	0
Chamber of Commerce Website	0
City of Hobbs Website	110
Facebook	3
Friend / Family	61
Governmentjobs.com	24
Indeed.com	71
Job Fair	9
LinkedIn	0
Municipal League	0
New Mexico Department of Labor	4
Newspaper	0
Other	27
Radio	0
Recruiter	6
Unknown	0
Totals	315

New Position Postings for August

ASSISTANT CITY MANAGER	OCCUPATIONAL HEALTH/SAFETY ADMIN
CLERK RECORDS SPECIALIST	CITY ATTORNEY
CORE ATTENDANT	ASSISTANT LIBRARY DIRECTOR
CORE GUEST SERVICES SPECIALIST	TEEN LIBRARIAN
CORE KIDS SPECIALIST	LUNCH/DANCE REGISTRAR
CORE SPORTS SPECIALIST	PARKS MAINTENANCE WORKER
SEASONAL LIFEGUARD PART TIME	POLICE DETECTIVE
DRIVER ENGINEER	POLICE EVIDENCE TECHNICIAN
ASSISTANT GENERAL SERVICES DIRECTOR	HEAVY EQUIP SPEC
FACILITY MAINTENANCE SPECIALIST	

Safety Skills Training:

- Safety Data Sheets

Team Involvement:

- Nor Lea Wellness van provided wellness checks for employees at two sites, and conducted on-site follow-up consultations
- Members of the HR Team participated in a Chamber of Commerce job fair
- Diana Campos and Selena Estrada participated in a seminar presented by NM Workforce Solutions at the New Mexico Junior College
- Nicholas Goulet and Tracy South attended the Municipal League Conference in Farmington, NM
- Conducted New Hire Orientation

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 7 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

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 ⓘ

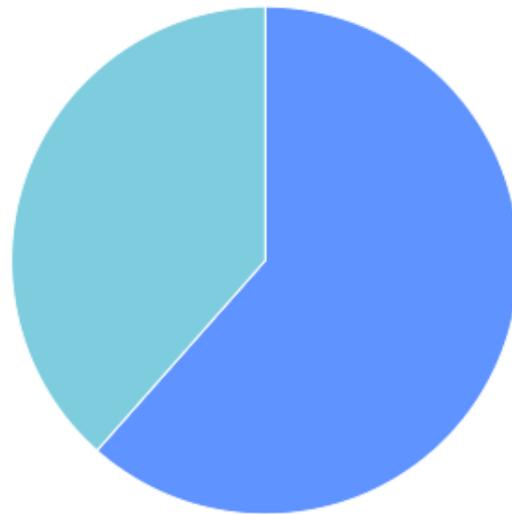
286

Avg Tickets/day ⓘ

9

Inflow by Channel ↗

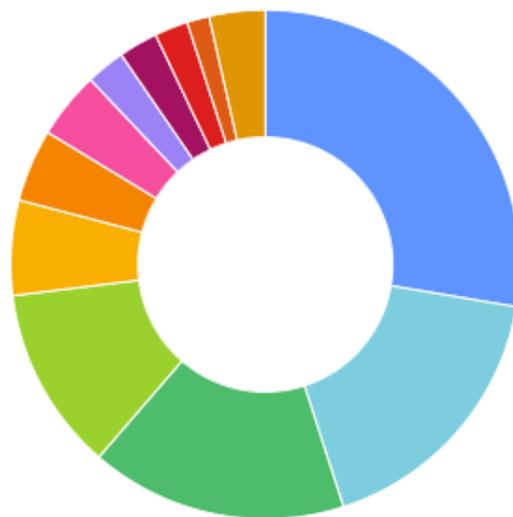
Pie Chart ▾



- Email 176
- Admin Panel 110
- 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 ▾



- Email 78
- Software 49
- Hardware 46
- Webpage 33
- User setup 17
- Phone 13
- PC Setup 12
- Network 7
- Password Reset 7
- Other 6
- 2FA 4
- Others 10

CITY MANAGER'S REPORT

August, 2023

Hobbs Public Library

CIRCULATION: 5,728

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,714
Audio Books & Music	117
DVDs	1,360
E-Books/E-Audio (OverDrive & Gale)	537

CIRCULATION BY PATRON TYPE:

Adult	3,260
Juvenile	620
Senior Citizen	1,116
Used in Library	732

Total Children's Items Circulated 2,314

Total Adult Items Circulated 3,414

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	16	17
ELIN Loans	23	13

Patron Visits	3,132
Overdue Notices Sent	927

PROGRAMS & PUBLIC SERVICES:

Programs Provided	15
Attendance	242
Passive Programs Provided	3
Passive Programming Participation	229
Meeting Room Use	16

Facebook Page Reach	12,107
Web Site Usage	1,010
HPL Database Usage	366
Reference Questions	194
Public Computer Use	497
Board Games	11

PATRON PROFILES:

Adult	15,719
Juvenile (Under 18 Years)	3,410
Senior Citizens (62+ Years)	2,562
Temp ELIN	2,211
Total Active Borrowers	23,902

RECEIPTS:

Materials Paid For	\$30.00
Fines & Fees	\$455.77
Copy Machine & Public Printouts	\$625.68
Total	\$1,111.45

Library Patrons Added This Month 60

ITEMS ADDED:

Total Items Added	791
Items Weeded	1976

HOLDINGS:

Total Library Holdings 162,900

9/5/2023

City Manager's Report
Municipal Court – August 2023

Monthly Cases:

Traffic Citations	431
Misdemeanor Citations	42
Environmental Citations	105
Fire Code Violations	0
AGG. DWI	5
DWI – 1 st	1
DWI – 2 nd	<u>1</u>
Total	585

Courtroom Activity:

Video Arraignments (Jail)	96
Court Appearances – A.M.	31
Court Appearances- P.M.	98
Virtual Court	2
Special Settings	4
Pretrial Court Appearances – A.M.	36
Pretrial Court Appearances – P.M.	37
Attorney Pretrial	16
Trial/Change of Plea Cases/PV Hearing	<u>28</u>
Total	348

Other Activity:

Summons issued	665
Warrants issued	<u>265</u>
Total	930

Fines/Fees Assessed based on Conviction:

Fines	\$42,825.00
Fee	<u>\$16,647.00</u>
Total	\$59,472.00

Fines/Fees Collected:

Fines	\$28,061
Penalty Assessment Fee	2,740
Automation Fee	1,949
Judicial Education Fee	977
Correction Fee	6,516
DWI Prevention Fee	111.00
DWI Lab Fee	<u>70.00</u>
Total	\$40,424.00

Parks & Open Spaces Department

August 2023 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 16 interments and sold 21 lots
2. 81 tree canopies lifted at Prairie Haven Memorial Park; staff working on electrical issues with irrigation system
3. Graffiti had 6 reported locations
4. Ball fields at Jefferson Sports Complex are getting improvements to infields
5. POSD completed 6 environmental lots
6. Rockwind hosted a few tournaments this month; also verticut and top-dressed greens and seeded bare spots; installed french drain on #6
7. Parks installed flowers/pots at Hobbs Express
8. POSD assisted with the Large Item Pick Up on 8-5
9. POSD celebrated National Ice Cream Sandwich Day on 8-2; National Watermelon Day on 8-3; National Tell A Joke Day on 8-16 and National Peach Pie Day on 8-24
10. Pictured – Skunk at Harry McAdams Park



Parks & Open Spaces Department



Membership & Participation Detail

Member Visits	15,986
Guest Visits	3,422
Classes	175
Programming	143
Tour Participants	161
Private Rentals	61
Annual and Monthly Memberships Sold in Month	770

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 August 2023:

	<u># Meals</u>	<u>Donations Received</u>
August 2023 Congregate Meals Served	1,596*	\$3,164.21*
August 2023 Home Delivered Meals	<u>2,694</u>	<u>\$1,392.00</u>
August 2023 Totals	3,632	\$2,778.23
For comparison July 2023 Totals	3,632	\$2,778.23

**Includes one (1) Guest Under 60 Meal Served @ \$12.00*

Duplicate Recreation Activities:	647	Exercise:	599
Transportation/Transportation Donations:	264/\$56	Assessment/Reassessment:	122

Recreation

- Hosted a Movie Under the Stars event at the Taylor Spalsh Pad that was very well attended; this event included food vendors, and a DJ.
- There were 48 Park Pavilion rentals during the month
- Recreation staff is making plans to host a Mother/Son Dance in September. This will be the first time for this event and has been requested by members of the community.

Aquatics

- Aquatics staff continue to hold mandatory weekly in-service trainings for Lifeguards
- Del Norte Pool continued to operate on weekends during the month and had 1,102 participants and also hosted eight (8) Private Pool Parties.
- Splash Pads are now operating on weekends only, 10:30 a.m. - 7:30 p.m.
- Tsunami Swim & Dive had a total of 34 participants for the month

Rockwind Community Links Clubhouse

Rockwind Community Links experienced a very busy month in August with more than 3,000 rounds played, and \$129,000 in revenue. Three events were hosted during the month: The Mewbourne Charity Golf Tournament, ENMSGGA, and the Play The Rock Tournament. Each of these three events were larger than any of the previous events that had also been hosted at Rockwind.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	18	\$85.68	\$0.00	\$85.68	\$0.00	\$4.32	\$90.00
Driving Range	688	\$2,546.52	\$0.00	\$2,546.52	\$0.00	\$128.98	\$2,675.50
Golf Cart Rental Fees	1492	\$20,929.42	\$0.00	\$20,929.42	\$0.00	\$1,055.90	\$21,985.32
Green Fees	3039	\$46,474.03	\$0.00	\$46,474.03	\$0.00	\$2,336.18	\$48,810.21
Hard Goods Sales	903	\$30,661.24	(\$198.07)	\$30,463.17	\$21,488.44	\$1,523.69	\$31,986.86
Membership Fees	5	\$3,909.49	\$0.00	\$3,909.49	\$0.00	\$195.51	\$4,105.00
Soft Goods Sales	575	\$18,865.45	(\$406.46)	\$18,458.99	\$11,038.02	\$923.48	\$19,382.47
Food & Beverage	34	\$79.00	(\$1.19)	\$77.81	\$32.18	\$3.94	\$81.75
Totals for Revenue	6754	\$123,550.83	(\$605.72)	\$122,945.11	\$32,558.64	\$6,172.00	\$129,117.11
Grand Total:	6754	\$ 123,550.83	(\$605.72)	\$122,945.11	\$ 32,558.64	\$ 6,172.00	\$ 129,117.11

KEY PERFORMANCE INDICATORS

Aug-23

Total Pre-Tax Revenue	\$122,945.11
Total Rounds	3039
Avg Green Fee plus Cart Fee per Round	\$23.47
Total Merchandise Sales	\$48,922.16
Merchandise Sales Per Round	\$16.10
F&B Sales Per Round	\$ 0.03
COGS Hard Goods	71%
COGS Soft Goods	60%
COGS F&B	41%
Rounds w/Carts	49%
Total Revenue per Round	\$ 40.46

Player's Pass 18 Walk	234
Summary for Player's Pass	<u>234</u>
Li'l Rock Adult Resident	158
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	1
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>159</u>
Public 18	173
Public 9	28
Public Junior	40
Public Senior	13
Public Twilight	51
Public Replay	0
Specials	2
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>307</u>
Punch Pass	87
Summary for Punch Pass	<u>87</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	755
Resident Junior	2
Resident Senior 18	162
League Fee	84
Complimentary Round	18
Resident Twilight	20
Team Practice Round	138
Resident 9	200
Marshal/Team Green Fee	45
Resident Replay	9
Summary for Resident	<u>1433</u>
Tournament Fees	819
Summary for Tournament - Public	<u>819</u>
Grand Total:	3039

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 variety of games, events, and field trips during the month including a fishing trip to the lake at Rockwind Community Links
- The Teen Center hosted a Back To School party
- The climbing wall at the Teen Center is now open to families every Tuesday



RISK MANAGEMENT REPORT

August 2023

- 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 renewal applications/process.
- Endorsed 0 new vehicles and/or equipment to city's insurance policy.
- Reviewed 30 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 8 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	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons July 2022</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons July 2023</u>
Residential	11,815	141,501,302	11,915	134,344,093
Commercial	1,796	50,813,505	1,839	46,724,572
City Accounts	209	21,995,844	211	25,143,573
School Accounts	61	8,336,475	62	10,605,736
Irrigation	263	12,251,899	261	11,690,953
Unbilled Maintenance		1,500,000		28,000,000
	14,144	236,399,025	14,288	256,508,927

LABORATORY	August 2022	August 2023
Total Drinking Water Tests	48	45
Total Wastewater Tests	863	832
Liquid Waste Received (gallons)	106,935	102,557

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	103.436	102.557
Effluent (Million Gallons)	97.031	97.242
Solids Removed (Dry Pounds)	88,113	125,437
No centrifuge run in May 2023		

WATER PRODUCTION REPORT - AUGUST 2023

WATER PRODUCED	
Total monthly water produced, million gallons	291,353,087
Total monthly water distributed, million gallons	295,147,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.5
Monthly chlorine gas dosed to system (lbs)	2,134
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 AUGUST 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 AUGUST 2023	QUANTITY
---	-----------------

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