



# **CITY MANAGER'S MONTHLY REPORT**

December 2022

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

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Valerie Chacon  
Amber Leja

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LIBRARY SERVICES**

Library Director

Sandy Farrell

**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  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Barry Young  
Mark Doport

**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  
Tommy Trevino  
Shawn Smith  
Eddie Trevino  
Anthony Maldonado

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**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



## ***CITY MANAGER'S OFFICE***

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200 East Broadway  
Hobbs, NM 88240

Office: (575) 397-9206  
Email: [mgomez@hobbsnm.org](mailto:mgomez@hobbsnm.org)

**MANNY GOMEZ**  
City Manager

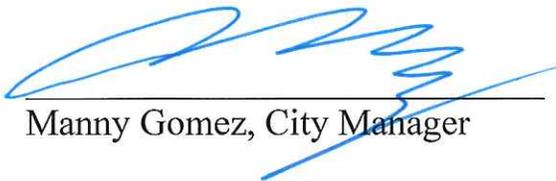
January 17, 2023

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

Attached is the City Manager's Monthly Report for the month of December, 2022. 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 had the 5<sup>th</sup> Annual Tree Lighting Ceremony. It was a tremendous success! The Tree Lighting Committee worked very hard on this event. They added many new events such as the Enchanted Ornament, Polar Golf and an Ice Skating Rink. A big thanks to everyone who participated to make this event the best yet!

Best regards,

A handwritten signature in blue ink, appearing to read "Manny Gomez". The signature is written over a horizontal line.

Manny Gomez, City Manager



**CITY CLERK'S OFFICE**  
*Monthly Report - December 2022*

	Oct-22	Nov-22	Dec-22
Business Registrations -New	35	19	8
Business Registrations - New Owner	6	0	1
Business Registrations- Change of Address	1	3	3
Renewals	30	0	864
Web Payment Renewals	0	0	0
Total Business Registrations Activity	72	22	872
Active Business Registrations for the Month	2096	2105	2097
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	10	4	0
Mobile Business Licenses	1	3	20
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	25	20	21
Public Documents Notarized	107	95	139
Public Records Request	24	36	28
Regular City Commission Meetings <i>12/5/22 12/19/22</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	0	0	0
Notice of Potential Quorum	0	2	0
Resolutions and Ordinances Attested	10	13	7
Consideration of Approval	0	4	2
Total Volume of Transactions on Tyler Cashiering	386	339	917
Total Amount	\$ 554,313.82	\$ 414,291.30	\$ 460,916.21
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 554,313.82	\$ 414,291.30	\$ 460,916.21

## COMMUNICATIONS DEPARTMENT

### Monthly Report

### December 2022

#### General Public Relations and Marketing Activity

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.

- Streetlight Outages Reporting
- Road closures

#### CORE (Center of Recreational Excellence) – Special Events & Activities

*Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*

- Yoga Classes – Mommy & Me Yoga, Gentle Yoga, YogaFit.
- Adaptive Avengers – A recreational PE class for children & adults with special needs. Every Tuesday & Thursday from 10:30am – 11:30am for adults and 4:00pm – 5:00pm for school aged children K-12.
- Homeschool PE – Monthly Sessions (September 2022 – May 2023). Tuesdays & Thursdays – Elementary @ 10am and Middle & Highschool @ 11am.
- Turf Titans & Gym Giants (3-6y) – Every Monday & Wednesday at 10am.
- Ninja Warrior every Wednesday.
- TRX – Suspension training program.
- Senior Games Activities – Track Walk, Pickleball, Soccer, and other varied activities.
- 50+ Pickup Games – Pickleball and Soccer.
- Food Trucks Wanted for all upcoming CORE events.
- You can purchase CORE Day Passes online to speed things up when checking in.
- Cookies & Cocoa with Mrs. Claus (Saturday, December 10<sup>th</sup> – Story time, crafts, activities and photos with Mrs. Claus.
- 12 Days of Christmas – Daily challenges for a chance to win a prize each day. Posted via social media.
- Registration for the Blasters War open on December 10<sup>th</sup>. Blasters War will be held on the CORE Turf on January 14<sup>th</sup>.



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### December 2022

#### 2022 Tree Lighting Ceremony Recap

The City of Hobbs Tree Lighting Ceremony of 2022 was a huge success with more vendors, activities, attendees, and participation from Downtown businesses than ever. The greatest new addition to this event was the Holiday Carnival, made possible by the funds granted by the JF Maddox Foundation. The only advertising dollars spent on this event also came from a JF Maddox Foundation grant which also funded the Holiday Carnival.

The Holiday Carnival social media post was the highest performing single post of 2022 on the City of Hobbs Facebook page. This and the attendance at the carnival throughout the day of the event made it apparent the public viewed this as extremely exciting and entertaining. The Holiday Carnival opened after the Christmas Parade throughout the rest of the day of December 3<sup>rd</sup> to gain more use of the rentals and labor as the vendor charges by the day and no less. Vendor staff and event volunteers coordinated by the Tree Lighting Committee made this possible.

There were 16 event vendors, numerous Downtown Hobbs businesses (some partnered together in booths/stores, making this number difficult to positively define), and over 7,500 attendees at this annual event. These numbers are reflective of the Tree Lighting Ceremony overall and do not include attendees of the Holiday Carnival during the earlier hours of the day. The event was held Saturday, December 3<sup>rd</sup> as it is held the first Saturday of December to kick off the holiday season after Thanksgiving, avoid the busiest time of the season for shopping and families, and ensure availability of staff and volunteers.

The intent of this annual event is to provide togetherness and unity in our community during a critical time, pilot and establish new event ideas, and stimulate Downtown Hobbs. The hope is that all Downtown Hobbs businesses will see this event as such a success they cannot help but join it. A window decorating contest is coordinated by the Hobbs Hispano Chamber of Commerce to bring more attention to participating entities. A QR code was shared online and throughout the event to provide an event map, vendors, the window decorating contest, and all other relevant event information.



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### December 2022

#### RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. The audio was taken from COVID-19 video(s) off Facebook for new recordings.

- Hosted biweekly radio recordings with City departments, local nonprofits, and other government agencies

#### DEPARTMENT HIGHLIGHTS

- Tree Lighting Ceremony Committee meetings and planning
  - Secure sponsorships
  - Advertising through all methods
  - Holiday Carnival – new this year
  - Vendor signups and organization
  - Committee and Vendor meetings
  - Collaboration with other departments and organizations
  - Visited Downtown businesses every Thursday besides Thanksgiving
  - Volunteer scheduling and assignments
- Veterans Day Ceremony Planning and Committee Member
  - Advertising through radio, media, and socials
  - Agenda
  - Setup
- Survey management (for both internal and public uses)
- HPD Officer Spotlight posts, including School Resource Officers
- Finalized and submitted HPD Website Strategy
- NMRPA Conference Planning Committee Members
- City Employee Picnic Planning; Committee Member
- Social Wellbeing Committee: Cookies & Cocoa for all City employees at the City Hall Annex
- Event barricade discussions and planning
- Window display design for Legal Department
- Paint the County Pink photo op at City Hall coordinated
- Content creation during Safe Stops
- LEDA Marketing/Public Info Campaign planning
- HPD Website Strategy; presented and approved then provided to Web Master
- Production of the Guide in progress; all submissions due by January 4<sup>th</sup>

**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**December 2022**

**SOCIAL MEDIA INSIGHTS**  
**for The City of Hobbs Pages**



**Facebook**  
**December 2022**

Post/Page Reach (people reached)	Followers	Page Visits
40,111 total (50.2% decrease)	135 new likes (38.1% decrease)	6,590 total (9.4% increase)



**Instagram**  
**December 2022**

Reach	Followers	Profile Visits
1,842 (14.6% decrease)	43 new (14% decrease)	278 (30.2% decrease)

**Livestreamed City Commission Meetings for December 2022**  
 View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	98.5%	927	857
Live Viewers	1.5%	14	376
Total	100%	947	1,233

# CITY OF HOBBS BUILDING DEPARTMENT

Total Type of Construction  
for period ending December 01, 2022-December 31, 2022

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
COMM MECHANICAL	Commercial	8	\$12,000.00	\$1,295.00
COMM PLUMBING	Commercial	10	\$15,000.00	\$696.00
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$540.00
COMMERCIAL ADDITION	Commercial	2	\$112,650.00	\$564.00
COMMERCIAL ELECTRICAL	Commercial	15	\$22,500.00	\$1,119.00
COMMERCIAL REMODEL	Commercial	6	\$480,742.00	\$1,776.00
COMMERCIAL RE-ROOFING	Commercial	2	\$54,300.00	\$384.00
COMMERCIAL SIGN	Commercial	4	\$33,789.00	\$336.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
		<b>50</b>	<b>\$735,481.00</b>	<b>\$6,835.00</b>

<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
RES MECHANICAL	Residential	16	\$22,500.00	\$1,135.00
RES PLUMBING	Residential	21	\$30,150.00	\$1,079.00
RES SEWER TAP & EXCAVATION	Residential	4	\$6,000.00	\$1,160.00
RESIDENTIAL ADDITION	Residential	3	\$87,660.00	\$588.00
RESIDENTIAL CARPORT	Residential	2	\$13,680.00	\$144.00
RESIDENTIAL DEMOLITION	Residential	1	\$35,000.00	\$200.00
RESIDENTIAL DRIVEWAY	Residential	1	\$14,500.00	\$20.00
RESIDENTIAL ELECTRICAL	Residential	68	\$102,000.00	\$4,522.00
RESIDENTIAL FENCE	Residential	2	\$19,250.00	\$30.00
RESIDENTIAL MANUFACTURED HOME	Residential	7	\$251,644.00	\$420.00
RESIDENTIAL REMODEL	Residential	8	\$74,834.00	\$660.00
RESIDENTIAL RE-ROOF	Residential	8	\$88,058.00	\$490.00
RESIDENTIAL SINGLE FAMILY	Residential	1	\$651,700.00	\$1,262.04
RESIDENTIAL SOLAR	Residential	13	\$759,666.00	\$3,668.00
RESIDENTIAL STORAGE	Residential	2	\$25,231.00	\$288.00
		<b>157</b>	<b>\$2,181,873.00</b>	<b>\$15,666.04</b>

<b>Commercial</b>		50	\$735,481.00	\$6,835.00
<b>Residential</b>		157	\$2,181,873.00	\$15,666.04
<b>TOTAL COMBINED</b>		<b>207</b>	<b>\$2,917,354.00</b>	<b>\$22,501.04</b>



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
DECEMBER 2022**

**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	2021 Total	2022 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master SubDivision Addresses</i>	4	47	52

**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)

**December 2022**

**ArcGIS Enterprise Server (Update):**

**Buffer Map Dataset:** In December the GIS Division continued its construction of new datasets related to Cannabis businesses. The newest is a dataset that is going to be used as a way to track locations that have been approved or are in the process of being approved for Cannabis businesses. One of the key features is the buffer maps, made as part of the approval process, will be accessible through this new dataset and by extension through an internal web maps. This will allow anyone with access (including Engineering, Planning, Clerks) the ability to access the maps even if GIS staff is unavailable. This should allow for faster review and tracking of in-process and approved locations. First, build out of the new dataset was completed in Dec with a minor update and final rollout planned for Jan.

**Base Station Issues (Continuing):** Over the last year the City of Hobbs' real-time corrections base station has been experiencing intermittent issues. As a result of these issues, City employees and local surveyors have found it effectively impossible to collect high accuracy GPS data for periods of time that last for as little as a few hours, and up to a few days. In Dec the GIS Division worked with Vectors, Inc out of ABQ to figure out the root cause of these problems. After some testing, and review of our equipment, Vectors recommended a few things that might help or needed further testing: update firmware; change some settings; and replace the receiving antenna. Vectors is planning a trip down



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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to help us with these tasks in early January, and they have even offered to loan us a receiving antenna for testing purposes.

**Old GIS Server:** In late October the IT department shut down the GISSERVER, which dates back to 2010. This server has been in operation as an archive of the pre-Terrance GIS, and as a way to cross check historic addressing record with the old building’s dataset. In Dec, the GIS Division was finally given access to the offline server by IT to do final close out on the system. The GIS Division was able to make a full data backup of the system, but no low level bootable image was created due to time constraints. Server is being traded into Dell by IT and the archive is being stored on portable drives for historical preservation and data recovery purposes.

**The Month’s Buffer Maps:** During the month of December the GIS Division completed the following buffer maps for use in Cannabis or Liquor License application. These maps required a detailed search for church and school properties in the area of the requested address to comply with the City of Hobbs’ regulations.

TBA (2726 N Lovington Hwy.); The Tree House (827 W Sunrise Cir.); TBA (708 E Bender Blvd.); TBA (Lot 49210161610011 off of N Central Ave.); R Greenleaf Organics (2812 N

**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:**

December - The City Commission reviewed and considered the following:

- Approved Resolution No. 7280 - Approving the Vacation of an Alleyway and Replat of Lots 1-10, Block 12, within the Camino Del Norte SubDivision.
- Approved Resolution No. 7284 - Approving a Development Agreement with Lemke Development, Inc., Concerning the Development of Market Rate Single-Family Housing



**ENGINEERING / PLANNING**  
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- Approved Resolution No. 7285 - Approving an Infrastructure Development Agreement with Stuard Homes, LLC, concerning the FS Extension of Calle Grande.

*Planning Board Summary:*

December - The Planning Board considered 4 Items:

- Review and Consider Final Plat Approval for College SubDivision, Unit 5, an ETJ SubDivision, as submitted by property owner, Young's Mobile Homes, Inc. (Approved)
- Review and Consider Final Plat Approval for Bonafide Ventures, LLC Tract A SubDivision, an ETJ SubDivision, as submitted by property owner, Bonafide Ventures, LLC. (Approved)
- Review and Consider Final Plat Approval for Galindo SubDivision, as submitted by property owner, Israel Galindo. (Approved if Compliant)
- Review and Consider 2023 Planning Board Calendar (Approved)

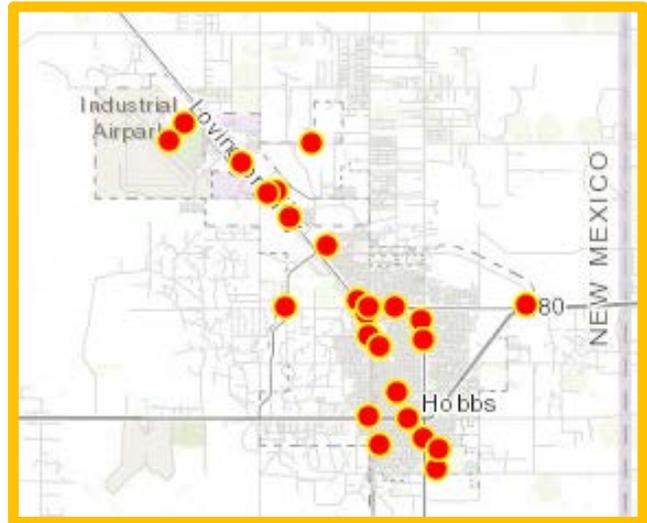
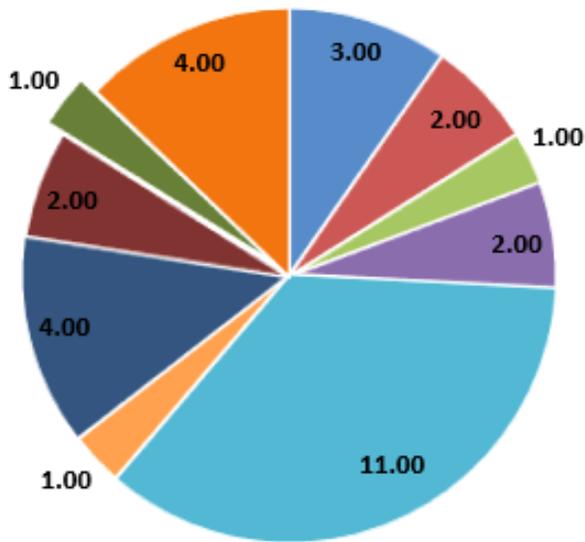


**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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DECEMBER 2022**

**TRAFFIC DIVISION:**

The City of Hobbs has 41 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1829 STOP signs, 354 warning signs, 2489 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

**Total 1,326 tracked intersections**



- |                               |                                     |                                     |
|-------------------------------|-------------------------------------|-------------------------------------|
| 13. Camera Service = 3        | 18. LED Module Replace = 2          | 21. School Zone Repaired = 1        |
| 23. New Sign Made = 2         | 26. Sign Install / Service = 11     | 27. Pole Straighten / Re-bolted = 1 |
| 28. Pole & Anchor Replace = 4 | 32. Int in Flash or Malfunction = 2 | 33. Cabinet Clean / Inspected = 1   |
| 41. Assist Other Dept = 4     |                                     |                                     |

**Major Damage:**

- No major damages to report for the month of December.

**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2023**

Cash Statistics	December 2021	December 2022
Beginning Cash Balance	145,396,963	155,684,426
Monthly Cash In (Revenue - all funds)	9,931,965	9,347,356
Monthly Cash Out (Expenditures - all funds)	9,236,314	9,259,785
<b>Ending Cash Balance</b>	<b>146,092,614</b>	<b>155,771,997</b>

**Finance Transaction Statistics**

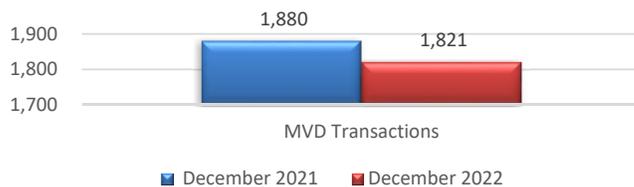
	December 2021	December 2022		
Total Number of PO's issued	326	304	daily average	15
Total Number of Invoices Processed	1,719	1382	daily average	69
Total Number of Checks Written (A/P)	902	860	weekly average	215
Total Number of Checks Written (Payroll)	1,619	1617	bi-weekly average	539

**Financial Transaction Averages**



MVD Statistics	December 2021	December 2022		
MVD Transactions	1,880	1,821	daily average	91
MVD Fees Received	381,840	\$ 431,900	daily average	\$ 21,595

**MVD Transaction Averages**



**MVD Fees Received**



# General Services – Building Maintenance

Work performed by City Carpenters

4	Door lock repaired
3	Building repaired/ceiling
6	Adjusted Door Closers
32	Roof inspection
15	Ceiling tile replaced
3	Roof repairs
5	Moved furniture

Location of work performed

14	City Hall
4	Police Department
2	Senior Center
3	D.A.
7	Library
4	Municipal Court
2	Animal Adoption
1	Rockwind
2	State Police
3	Annex
6	Crime Lab
2	F.S. 1
2	F.S. 2
2	F.S. 3
4	DA Building
2	MVD
2	City Jail
2	Teen Center

Break down of work performed by the Electricians

14	Light repairs
2	AC repairs
30	Heater repairs
5	General electrical work
4	CORE work

Location of work performed

4	CORE
5	Library
8	City Hall
2	Annex
2	PD
4	Fire Stations
1	DA building
1	MVD
6	Parks
5	Teen Center
3	AAC
1	Municipal Court
2	Hobbs Express
3	Veterans Memorial

**December - 2022**

**General Services - Garage**

In December - 2022 The City Garage had a total of 179 Repair Orders/Invoices. Of the 179 R.O./Invoices, 123 were repaired in house and 56 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 45,581.58 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	7	1	630.10	680.00	598.25	510.00	2,418.35
Accident Repair	0	3	0.00	0.00	5,768.00	3,086.80	8,854.80
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	8	17	571.16	323.00	2,012.40	0.00	2,906.56
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	6	1	2,501.22	986.00	50.00	437.50	3,974.72
Charging System	11	1	1,272.58	884.00	279.90	20.00	2,456.48
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	1	1	0.00	102.00	281.55	210.00	593.55
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	1	0	0.00	34.00	0.00	0.00	34.00
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Filters	1	0	16.50	102.00	0.00	0.00	118.50
Fuel System	0	0	0.00	0.00	0.00	0.00	0.00
Hydraulics	0	0	0.00	0.00	0.00	0.00	0.00
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	12	1	244.11	425.00	0.00	425.00	1,094.11
Miscellaneous Maintenance	31	5	2,408.38	2,159.00	537.37	1,170.00	6,274.75
Radio Equipment	0	1	0.00	0.00	654.43	612.00	1,266.43
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	33	0	61.08	3,672.00	0.00	0.00	3,733.08
Steering	0	1	0.00	0.00	1,894.51	741.95	2,636.46
Suspension	0	3	0.00	0.00	12.10	340.95	353.05
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	10	16	2,065.10	382.50	3,611.28	1,048.00	7,106.88
Towing Vehicles	0	4	0.00	0.00	0.00	1,095.00	1,095.00
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	0	0	0.00	0.00	0.00	0.00	0.00
Wheels/Hub	2	0	426.86	238.00	0.00	0.00	664.86
<b>Monthly Total</b>	<b>123</b>	<b>56</b>	<b>10,197.09</b>	<b>9,987.50</b>	<b>15,699.79</b>	<b>9,697.20</b>	<b>45,581.58</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		123	10,197.09	9,987.50	20,184.59
Vendor		56	15,699.79	9,697.20	25,396.99
		179	25,896.88	19,684.70	45,581.58

|

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# Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
312 HRS.	Street Sweeping
8 HRS.	Building Brooms
200 HRS.	Cold Mix Patching
4 HRS.	Street Requests
168 HRS.	Alley Maintenance
256 HRS.	Storm Sewers and Inlets
48 HRS.	Hauling Trash
96 HRS.	Equipment Maintenance
64 HRS.	Hot Mix
164 HRS.	Work in the Welding Shop
124 HRS.	Hauling Caliche
112 HRS.	Stocking Material
72 HRS.	Meetings
16 HRS.	Work for Parks Dept.
40 HRS.	Work for Garage

The total amounts of material hauled or used:

Quantity	Material
224 YDS.	Sweepings
1212 YDS.	Caliche
192 YDS.	Alley Material
12 YDS	Cold Mix
60 YDS	Trash Hauled
4 YDS	Hot Mix

Calls responded to:

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

# FIRE SUPPRESSION/PREVENTION

December 2022

## ALARMS

Alarms (City)	142
Alarms (County)	25
Total Alarms	167

## ZONES

Zone 1 (NW City)	59	Zone 5 (NW County)	9
Zone 2 (NE City)	30	Zone 6 (NE County)	5
Zone 3 (SE City)	41	Zone 7 (SE County)	4
Zone 4 (SW City)	12	Zone 8 (SW County)	4
Out of District 3			

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:04
Station 2	1:23
Station 3	1:30
Station 4	1:55
<b>Average</b>	<b>1:28</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:22
Station 2	4:29
Station 3	5:28
Station 4	5:06
<b>Average</b>	<b>4:51</b>

## PREVENTION PROGRAMS

Fire Investigations	10
Fire/Safety Inspections	79
Smoke Detectors Installed	21
Public Education Activities	4
Plan Reviews	8
Burn Permits Issued	0

## FIRE RESPONSE BY STATION

Station 1	59
Station 2	34
Station 3	56
Station 4	18

## MOST COMMON DAY/TIME

Monday/Friday (1600 – 1659 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 41

## TRAINING HOURS

Fire Training	1090
EMS Training	180

# EMERGENCY MEDICAL SERVICES

December 2022

## EMS RUN BREAKDOWN

City Response	768
County Response	57
Total Responses	825

## ZONES

Zone 1 (NW City)	363	Zone 5 (NW County)	15
Zone 2 (NE City)	120	Zone 6 (NE County)	32
Zone 3 (SE City)	144	Zone 7 (SE County)	0
Zone 4 (SW City)	141	Zone 8 (SW County)	10

## AVERAGE RUN TIMES

Enroute:	2:02
At Scene:	4:51
On Scene Time:	18:17
To Destination:	18:15
Back in Service:	28:52

## MOST COMMON DAY/TIME

Thursday – 152 calls for service  
Thursday – 33 calls from 15:00 –17:59 hours

## MOST COMMON COMPLAINT

Sick Person - 86

## OUT OF TOWN TRANSFERS

Lubbock	19
Midland	2
Odessa	0
Roswell	5
Carlsbad	4
Artesia	1
Airport	41

## CARDIAC ARREST RESPONSES

Cardiac Arrest	16
ROSC	3
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Billed	\$289,222.16
Collected	\$134,883.60

## Highlights for the month of December

- 7 personnel completed HFD Captain Academy
- 2 personnel promoted to Captain positions
- 4 personnel obtained IFSAC Fire Officer 1 certification
- \$25,000 grant award presented to HFD by Oxy; presentation held at Fire Station #1
- Capital Outlay presentation completed; \$400,000 for new ambulance and equipment



# Hobbs Express

Monthly Report - DECEMBER 2022

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Nov-22</b>	<b>Dec-22</b>
No. of Elderly Passengers	582	685
No. of Non-Ambulatory Passengers	111	109
No. of Disabled Passengers	183	227
No. of Other Trips	2782	2700
<b>Total Passenger Trips</b>	<b>3658</b>	<b>3721</b>

<b>Total Bus Route Trips</b>	2078	2340
<b>Total Demand Response/Paratransit Trips</b>	1580	1381
<b>Total Passenger Trips</b>	<b>3658</b>	<b>3721</b>

<b>Vehicle Statistics</b>	<i>Reporting Month</i>	<i>Reporting Month</i>
	<b>Nov-22</b>	<b>Dec-22</b>
Total Vehicle Hours	704	717.25
Total Vehicle Miles	9,134	9,806

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Nov-22</b>	<b>Dec-22</b>
Total Fares Collected	\$0.00	\$0.00



# HOBBS POLICE DEPARTMENT

January 3, 2023

To: Chief August Fons  
 Deputy Chief Shane Blevins  
 Captain Marina Barrientes

From: Code Enforcement Superintendent Jessica Silva

Subject: Code Enforcement End of Month Report (December 2022)

## CODE ENFORCEMENT END OF MONTH REPORT (DECEMBER 2022)

Code warnings	194
Code citations	46
Code calls	465
Animal warnings	25
Animal calls	307
Animal citations	57
Inoperable Vehicles	34
Parking Violations	99

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

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 New Mexico Law Enforcement Professional Standards Council





***Hobbs Animal Adoption Center***

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

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

December 5, 2022

To: Chief Fons  
 Captain Garrett  
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

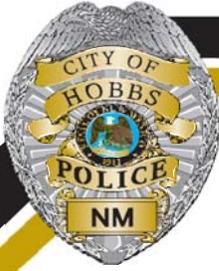
December 2022

Intake:	Cats	Dogs
Dead On Arrival	20	10
Sterilization Only	35	66
Stray	37	113
Transfers In		
Unwanted	4	34
Quarantine	1	29
Clinic Visit shots		
<b>Totals:</b>	<b>97</b>	<b>252</b>
Dispositions:		
Adopted	35	63
Died at Facility		7
Dead on Arrival	19	10
Euthanized	8	55
Rescued		13
Return to Owner		44
Sterilization Only	46	61
Escaped		
Clinic visit shots	1	45
<b>Totals:</b>	<b>109</b>	<b>298</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 375
	Permits/Tags:	\$ 120
	Reclaims:	\$ 600
	Adoptions	\$ 100
	Cremations	\$
	<u>Sterilizations:</u>	<u>\$ 2970</u>
		\$ 4165

HAAC currently has 126 dogs and 7 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning &amp; Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	73769- 74518	749
0864	2005/Dodge	Spare	95676- 95781	105
0833	2004/Chevy	Spare	95605- 95725	120



# HOBBS POLICE DEPARTMENT

January 4, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: December 2022 Records Numbers

Susan and I entered Code Enforcement  
Warnings 149  
Citations 41

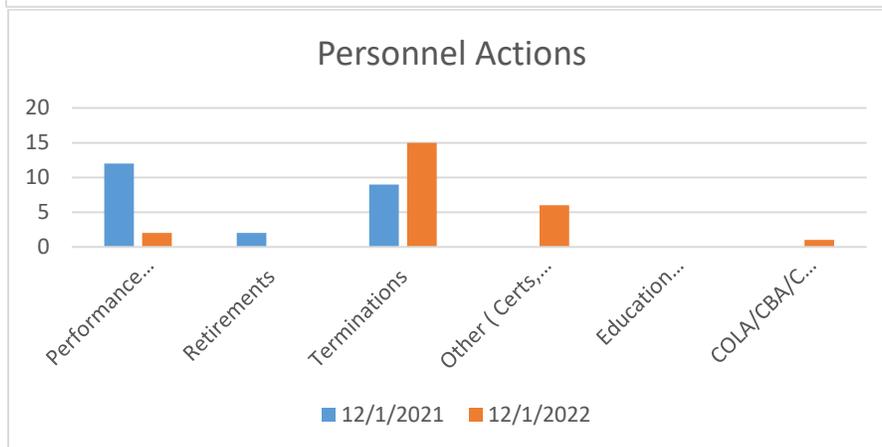
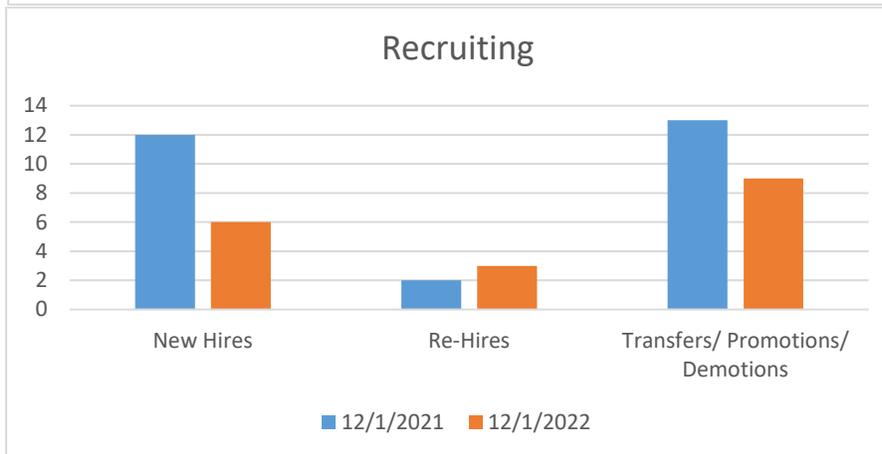
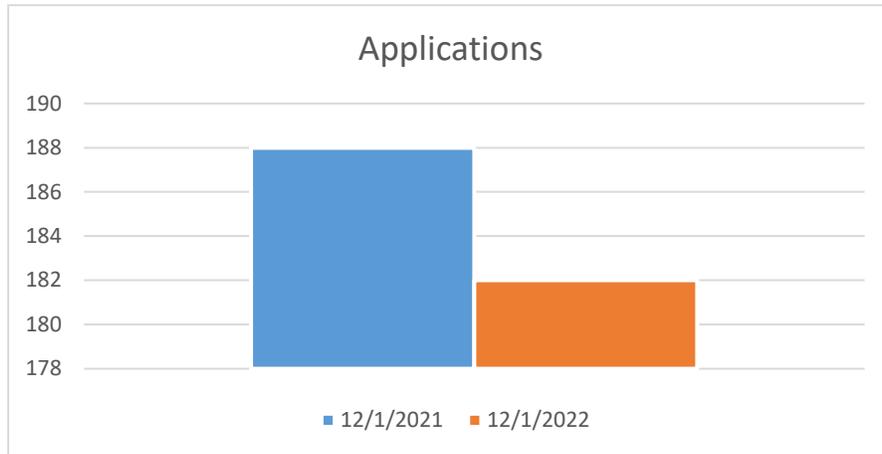
- Uniform Traffic Citations 259
- Warning Citations 69
- Misdemeanor Citations 1
- Arrest Reports 168
- Completed Reports 667
- Completed Supplements 380
- Completed Accident reports 92
- Criminal Trespass 51
- Warrants 210
- Recalled warrants 154
- IPRA Requests 400
- Discovery Requests 83

*August Fons, Chief of Police*  
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## Application 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>	53	29.12
<a href="#">Facebook</a>	3	1.65
<a href="#">Friend / Family</a>	33	18.13
<a href="#">Governmentjobs.com</a>	4	2.20
<a href="#">Indeed.com</a>	68	37.36
<a href="#">Job Fair</a>	3	1.65
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	1	0.55
<a href="#">Newspaper</a>	0	0.00
<a href="#">Other</a>	14	7.69
<a href="#">Radio</a>	0	0.00
<a href="#">Recruiter</a>	3	1.65
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>182</b>	<b>100.00</b>

## New Position Postings for December

ANIMALSHELTER ASSISTANT ATTENDANT	FIRE CAPTAIN
VETERINARY ASSISTANT	HR ASSISTANT
CORE KIDS SPECIALIST (PART TIME)	LIBRARY PAGE (PART TIME)
CORE POOL MANAGER	OUTREACH WORKER (FULL TIME)

## Safety Skills Training:

- Bloodborne Pathogens

## Team Involvement:

- Tracy South and Nicholas Goulet participated in a leadership workshop presented by Steve Saucedo
- Conducted Open Enrollment sessions
- Conducted New Hire Orientation for the month of December

# Information Technology Department – 72 years combined experience

**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**

## Daily operations, responsibilities, and policies

### ❖ Technology Policies

### ❖ 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
  - Printers
  - Scanners/Fax
  - Cameras
- 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)

## 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

- Warning Siren/Public Address (33 locations)

### ❖ Facility alarm systems (all locations)

### ❖ Copy Machines (35) (all locations)

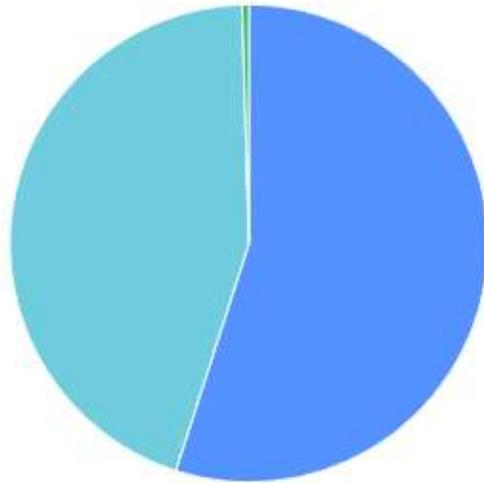
### ❖ Outdoor Public Bulletin Boards (3 units)

### ❖ Audio/Video

- Commission Chambers
  - Livestream regular, special and work session meetings.
- Meeting Rooms
- Portable
- Cable TV
- Video/Virtual conferencing
- KHBX LP radio station and remote

### Inflow by Channel [↗](#)

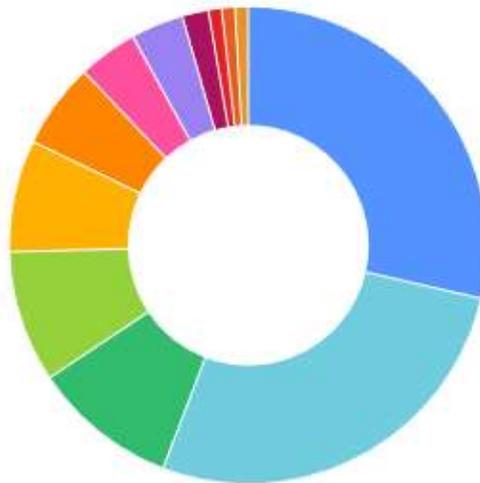
 Pie Chart ▼



 Email 122	 Admin Panel 99	 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 64	 Email 61	 Hardware 22	 Password Reset 20	 Webpage 17
 User setup 13	 Phone 9	 Other 8	 Network 4	 2FA 2
 Radio 2	 Others 2			



## 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**

December 2022

##### **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 December. 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 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 December 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (12/5); Valerie Chacon (12/19)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (12/6)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (12/20)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Efren Cortez (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (N/A)

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

- ❖ Public Hearings/Presentations 2
- ❖ Agenda Items drafted 4
- ❖ Resolutions Drafted 2

The City Attorney's Office is charged with ensuring compliance with New Mexico State Statutes requiring local government compliance. Some of these laws include the Inspection of Public Records Act (NMSA 1978, §14-2-1, et seq.), the Governmental Conduct Act (NMSA 1978, 10-16-1, et seq.), the Procurement Code (NMSA 1978, §13-1-1, et seq.), and the Open Meetings Act (NMSA 1978, §10-15-1, et seq.)

- ❖ Procurement Review 6
- ❖ Contract Review 2

**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. Deputy City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues. City Attorney, Efren A. Cortez, advises management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of December 2022, the litigation activity of the City Attorney's Office was as follows:

**Criminal Litigation:**

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 0
- ❖ Pretrials (Pro Se): 147
- ❖ Pretrials (Attorney): 26
- ❖ Trials: 49
- ❖ Dangerous Dogs/Petitions: 3
- ❖ DWI Cases: 6
- ❖ Shoplifting Cases: 5
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 113
- ❖ Subpoenas: 41
- ❖ Clio Case Entries: 103

❖ Discovery Submissions 85

**Property Matters:**

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

**Civil Litigation:**

❖ Civil Pleadings 1  
❖ Civil Depositions 0  
❖ Civil ADR: 0  
❖ Demand Letters: 0  
❖ Misc. Hearings (State/Fed.): 0  
❖ Discovery Submissions: 3

**Miscellaneous:**

❖ Trainings: 2  
❖ Witness Interviews: 6  
❖ In-office consultations: 66  
❖ Letters/Correspondence: 1,078

**Areas of Notoriety:**

- ❖ Deputy City Attorney participated in a leadership training hosted by the City Manager's Office.
- ❖ The City Attorney's Office presented updated City Code of Conduct forms to the City to ensure compliance with the City's Code of Conduct and the Governmental Conduct Act.

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/ Efren A. Cortez*  
Efren A. Cortez  
City Attorney

## STATISTICAL REPORT

December, 2022

Hobbs Public Library

**CIRCULATION:** 3,314

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	2,507
CD Books	100
Music CDs	10
DVDs	302
CDs/DVDs (w/bks)	16
E-Books/E-Audio (OverDrive & Gale)	379

**CIRCULATION BY PATRON TYPE:**

Adult	2,610
Juvenile	668
Senior Citizen	1,172
Used in Library	80

*Total Children's Items Circulated* 1,433

*Total Adult Items Circulated* 1,881

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	12	13
ELIN Loans	13	7

Patron Visits 2082

Overdue Notices Sent 667

**PROGRAMS & PUBLIC SERVICES**

Story Hours & Tours	9
Adult & Young Adult Programs	0
<b>Total Attendance</b>	<b>237</b>
Passive Programming	120
Board Games	0

Facebook Post Reach 2984

Web Site Usage 3152

HPL Database Usage 390

Reference Questions 59

Public Computer Use 272

Meeting Room Use 10

**PATRON PROFILES:**

Adult	17,722
Juvenile (Under 18 Years)	3,389
Senior Citizens (62+ Years)	2,526
<b>Total Active Borrowers</b>	<b>23,637</b>

**RECEIPTS:**

Materials Paid For	\$30.00
Fines & Fees	\$305.06
Copy Machine	\$22.80
Public Computer Printouts	\$210.50
<b>Total Receipts</b>	<b>\$568.36</b>

Library Patrons Added 28

**ITEMS ADDED:**

Adult Books	428
Children's Books	283
<b>Total Books</b>	<b>711</b>
DVDs	0
CD Materials	0
Periodicals	0
Memorial Gifts	0
<b>Total Holdings Added</b>	<b>711</b>

**HOLDINGS**

Books	142,447
Periodicals	1,059
CDs & DVDs With Books	64
DVDs	5,732
CD Books	4,772
Music CDs	1,436
E-Books/E-Audiobooks Overdrive	4,848
<b>Total Holdings</b>	<b>160,358</b>

Items Weeded 106

1/3/2023

City Manager's Report  
Municipal Court – December 2022

Monthly Cases:

Traffic Citations	281
Misdemeanor Citations	35
Environmental Citations	101
Fire Code Violations	0
AGG. DWI	1
DWI – 1 <sup>ST</sup>	<u>0</u>
Total	418

Courtroom Activity:

Video Arraignments (Jail)	89
Court Appearances – A.M.	26
Court Appearances- P.M.	102
Virtual Court	6
Special Settings	20
Pretrial Court Appearances – A.M.	22
Pretrial Court Appearances – P.M.	27
Attorney Pretrial	12
Trial/Change of Plea Cases	<u>21</u>
Total	325

Other Activity:

Summons issued	1062
Warrants issued	<u>338</u>
Total	1400

Fines/Fees Assessed based on Conviction:

Fines	\$27,474
Fee	<u>\$13,517</u>
Total	\$40,991

Fines/Fees Collected:

Fines	\$28,053
Penalty Assessment Fee	2,714
Automation Fee	2,347
Judicial Education Fee	1,171
Correction Fee	7,840
DWI Prevention Fee	159.00
DWI Lab Fee	<u>190.00</u>
Total	\$42,474.00



### Membership & Participation Detail

Member Visits	15,496
Guest Visits	2,447
Classes	105
Tour Participants	18
Private Rentals	36 Facility Rentals with \$5,976 in revenue
Annual and Monthly Memberships Sold in Month	584

#### 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 December 2022:

	<u># Meals</u>	<u>Donations Received</u>
December 2022 Congregate Meals Served	1,153	\$1,350.45
December 2022 Grab N Go Meals	743	\$ 446.00
December 2022 Home Delivered Meals	<u>2,065</u>	<u>\$1,967.00</u>
December 2022 <b>Totals</b>	3,961	\$3,763.45
November 2022 <b>Totals</b>	4,955	\$2,967.36

Duplicate Recreation Activities:	551	Exercise:	426
Transportation:	203	Assessment/Reassessment:	80

#### Recreation

- Fall Adult Art Classes are continuing and a total of 29 students are enrolled.
- There were 11 entries in 4 categories of the Light Up The Night Contest; winners received \$250 gift cards that were provided by Excel Energy
- There were only 6 Park Pavilion rentals during the month.
- Staff continues to plan for the Father Daughter Dance that will be held in February.
- Staff completed placing holiday decorations at various Recreation Department facilities.

#### Aquatics

- Aquatics staff continue to hold mandatory weekly in-service trainings for Lifeguards.
- Interviews for open positions in the Aquatics Division are currently taking place.
- Tsunami Swim & Dive had a total of 21 participants for the month
- A test patch on the CORE Therapy Pool's Deck was completed.

## Rockwind Community Links Clubhouse

Rockwind experienced a high volume of sales during December. Merchandise sales per round increased to \$29.42 as the number of rounds decreased by approximately 300 rounds when compared to a typical December. The weather was the contributing factor with this decrease. Much lower than normal temperatures were experienced in both November and December.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	10	\$138.05	\$0.00	\$138.05	\$0.00	\$6.95	\$145.00
Driving Range	231	\$936.10	\$0.00	\$936.10	\$0.00	\$47.40	\$983.50
Golf Cart Rental Fees	664	\$9,211.19	\$0.00	\$9,211.19	\$0.00	\$464.37	\$9,675.56
Green Fees	824	\$7,830.42	\$0.00	\$7,830.42	\$0.00	\$395.77	\$8,226.19
Hard Goods Sales	336	\$9,028.94	(\$158.69)	\$8,870.25	\$6,279.95	\$443.81	\$9,314.06
Membership Fees	3	\$1,714.26	\$0.00	\$1,714.26	\$0.00	\$85.74	\$1,800.00
Soft Goods Sales	387	\$16,326.09	(\$955.10)	\$15,370.99	\$9,627.67	\$768.75	\$16,139.74
Food & Beverage	27	\$48.90	(\$6.65)	\$42.25	\$17.19	\$2.25	\$44.50
Totals for Revenue	2482	\$45,233.95	(\$1,120.44)	\$44,113.51	\$15,924.81	\$2,215.04	\$46,328.55
<b>Grand Total:</b>	<b>2482</b>	<b>\$ 45,233.95</b>	<b>\$(1,120.44)</b>	<b>\$ 44,113.51</b>	<b>\$ 15,924.81</b>	<b>\$ 2,215.04</b>	<b>\$ 46,328.55</b>

## KEY PERFORMANCE INDICATORS

DEC

<b>Total Pre-Tax Revenue</b>	<b>\$44,113.51</b>
<b>Total Rounds</b>	<b>824</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$22.76</b>
<b>Total Merchandise Sales</b>	<b>\$24,241.24</b>
<b>Merchandise Sales Per Round</b>	<b>\$29.42</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.05</b>
<b>COGS Hard Goods</b>	<b>71%</b>
<b>COGS Soft Goods</b>	<b>63%</b>
<b>COGS F&amp;B</b>	<b>41%</b>
<b>Rounds w/Carts</b>	<b>81%</b>
<b>Total Revenue per Round</b>	<b>\$ 53.54</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	0
Player's Pass 18 Walk	186
Summary for Player's Pass	186
Li'l Rock Adult Resident	42
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	0
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	42
Public 18	36
Public 9	0
Public Junior	1
Public Senior	0
Public Twilight	0
Public Replay	0
Specials	0
Youth on Course	3
PGA/GCSAA COMP	1
Summary for Public	41
Punch Pass	10
Summary for Punch Pass	10
Rain Check	0
Summary for Rain Check	0
Resident 18	285
Resident Junior	3
Resident Senior 18	145
League Fee	0
Complimentary Round	10
Resident Twilight	4
Team Practice Round	1
Resident 9	97
Marshal/Team Green Fee	0
Resident Replay	0
Summary for Resident	545
Tournament Fees	0
Summary for Tournament - Public	0
Grand Total:	<b>824</b>

## **Teen Center**

- The Teen Center hosted their Annual Holiday Party.
- The Teen Center hosted the Parks & Open Spaces Department Staff Holiday Luncheon.
- Teen Center staff continued to conduct interviews for the Lead Teen Rec Worker position.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

# City Manager – December Report

# 2022



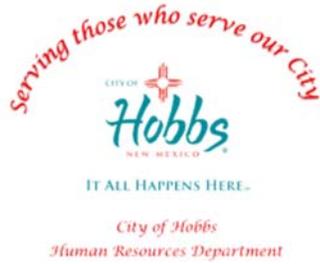
IT ALL HAPPENS HERE.™

1. Cemeteries had 17 interments
2. Cemeteries hosted their annual Memorial Service on December 15<sup>th</sup> where they had 70 attendees; set out 2000 luminaries; they also had a float in the Christmas Parade
3. Graffiti had 21 reported locations
4. Contractor started asphalt project at Veterans Memorial Sports Complex
5. Parks assisted with the Tree Lighting Ceremony on December 3<sup>rd</sup> and also had an entry in the Christmas Parade
6. All staff prepared water lines for hard freeze this month; this closed restrooms for a long holiday weekend with no damage being reported
7. Golf course renovated restroom on #6 due roof leaking, new roof and interior; also renovating steps to #16 tee box
8. Parks poured concrete at Hobbs Police Station to finish landscape renovations
9. Juan-Carlos Dominguez was promoted to a Parks Maintenance Lead Worker



Parks & Open Spaces Department  
November 2022





## RISK MANAGEMENT REPORT

December 2022

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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 0 applications for notary bond.
- Endorsed 2 new vehicles and/or equipment to city's insurance policy.
- Reviewed 35 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 13 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		2020		2021	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>November 2020</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>November 2021</u>	
Residential	11,582	72,329,380	11,667	75,765,185	
Commercial	1,818	37,781,257	1,811	42,048,980	
City Accounts	215	2,966,250	206	6,340,245	
School Accounts	58	7,023,585	58	6,030,417	
Irrigation	251	4,277,957	258	5,168,278	
Unbilled Maintenance		1,300,000		2,500,000	
	<b>13,924</b>	<b>125,678,429</b>	<b>14,000</b>	<b>137,853,105</b>	

CITY WIDE CLEAN UP		YEAR 2019		YEAR 2021	
	<u>TONS</u>	<u>COST</u>	<u>TONS</u>	<u>COST</u>	
AUGUST	48.29	\$4,172.85	65.99	\$5,123.63	
SEPTEMBER	25.22	\$2,225.52	15.86	\$1,506.95	
OCTOBER	31.99	\$2,781.90	25.03	\$2,712.51	
NOVEMBER	42.98	\$3,060.09	32.56	\$3,616.68	
<b>TOTAL</b>	<b>148.48</b>	<b>\$12,240.36</b>	<b>139.44</b>	<b>\$12,959.77</b>	

LABORATORY	December 2020	December 2021
Total Drinking Water Tests	44	46
Total Wastewater Tests	767	776
Liquid Waste Received (gallons)	218,810	266,720

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	84.671	91.594
Effluent (Million Gallons)	79.136	84.642
Solids Removed (Dry Pounds)	133,958	75,103

\*No Biosolids were processed during this month.

## WATER PRODUCTION REPORT - DECEMBER 2021

WATER PRODUCED	
Total monthly water produced, million gallons	136,528,000
Total monthly water distributed, million gallons	135,221,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.54
Monthly chlorine gas dosed to system (lbs)	1,254
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)	2

**Comments:**

Due to the travel restrictions we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.

## UTILITY MAINTENANCE DECEMBER 2021

**WORK DESCRIPTION**

Meter lid replacement	30
Meter box replacement	15
Meter stop / valve replacement	15
Meter change out 3/4"	25
Meter change out 1"	0
Meter change out 2"	0
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	20
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	1
Set new 6" meter	0
Service lateral leaks/repair	60
Service lateral replacement	8 qty. - 200 feet
New Service Lateral	4 qty. - 95 feet
Low water pressure investigation	0
Water quality investigations	0
Main line leaks/repair	15
Main line replacement (feet)	25
Valve maintenance	200
Valve new install/replacement	12
Fire hydrant maintenance	150
Fire hydrant repair/replacement	25
Fire hydrant meter maintenance	2
Fire hydrant meter set	3
New fire hydrant installed	15
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,500,000
Miscellaneous afterhour calls	15
Emergency Call Outs (From 5:00pm to 7:00am)	75

<b>WORK DESCRIPTION</b>	<b>QUANTITY</b>
Manhole maintenance	72
Manholes cleaned	80
Sewer main line cleaned (feet)	7,248
Sewer stoppages	21
Sewer main line video inspections	5
Odor complaints	3
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	6
New sewer main line installation	200 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	22
Emergency call out (from 5:00 pm to 7:00 am)	42

<b>UTILITIES MONTHLY PLUMBER REPORT DECEMBER 2021</b>	<b>QUANTITY</b>
Sewer stoppages	7
Odor complaints	2
Water leaks	8
Pool maintenance	22
Emergency call outs (from 5:00 pm to 7:00 am)	7
Core	23