



CITY MANAGER'S MONTHLY REPORT

November 2022

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

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

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

200 East Broadway
Hobbs, NM 88240

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

MANNY GOMEZ
City Manager

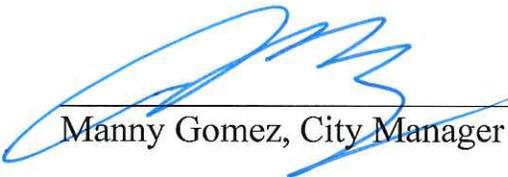
December 22, 2022

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

Attached is the City Manager's Monthly Report for the month of November, 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 held a Food Drive for WHI Hobbs. It was a tremendous success for a great cause! A big thank you to Commissioner Mills for donating Texas Tech Basketball Tickets to two winners who donated food for WHI Hobbs.

Best regards,



Manny Gomez, City Manager



CITY CLERK'S OFFICE
Monthly Report - November 2022

| | Sep-22 | Oct-22 | Nov-22 |
|---|---------------|---------------|---------------|
| Business Registrations -New | 26 | 35 | 19 |
| Business Registrations - New Owner | 1 | 6 | 0 |
| Business Registrations- Change of Address | 11 | 1 | 3 |
| Renewals | 83 | 30 | 0 |
| Web Payment Renewals | 0 | 0 | 0 |
| Total Business Registrations Activity | 121 | 72 | 22 |
| Active Business Registrations for the Month | 2130 | 2096 | 2105 |
| | | | |
| Fireworks | 0 | 0 | 0 |
| Junk Yard Licenses | 0 | 0 | 0 |
| Liquor License | 5 | 10 | 4 |
| Mobile Business Licenses | 3 | 1 | 3 |
| 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 | 26 | 25 | 20 |
| Public Documents Notarized | 101 | 107 | 95 |
| Public Records Request | 43 | 24 | 36 |
| | | | |
| Regular City Commission Meetings <i>11/7/22, 11/21/22</i> | 2 | 2 | 2 |
| Special City Commission Meetings | 1 | 0 | 0 |
| City Commission Work Session/Closed Meetings | 0 | 0 | 0 |
| Notice of Potential Quorum <i>11/10/22, 11/14/22</i> | 2 | 0 | 2 |
| Resolutions and Ordinances Attested | 20 | 10 | 13 |
| Consideration of Approval | 4 | 0 | 4 |
| | | | |
| Total Volume of Transactions on Tyler Cashiering | 510 | 386 | 339 |
| Total Amount | \$ 445,119.71 | \$ 554,313.82 | \$ 414,291.30 |
| Web Payments Online for All Departments | \$ - | \$ - | \$ - |
| Grand Total | \$ 445,119.71 | \$ 554,313.82 | \$ 414,291.30 |

COMMUNICATIONS DEPARTMENT

Monthly Report

November 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.

- Veterans Day Ceremony at Hobbs Veterans Memorial Park
- 5th Annual Tree Lighting Ceremony
- 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

- Challenge Nights – September – November (Fall Schedule) (Free with Facility Admission).
- 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.
- Zumba and XCO Latin by Jackie.
- 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 now purchase CORE Day Passes online to speed things up when checking in.



COMMUNICATIONS DEPARTMENT

Monthly Report

November 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
- Veterans Day Ceremony Planning and Committee Member
 - Advertising through radio, media, and socials
 - Agenda
 - Setup
- HPD Officer Spotlight posts, including in the schools
- Finalized and submitted HPD Website Strategy
- NMRPA Conference Planning Committee Members
- City Employee Picnic Planning; Committee Member
- Social Wellbeing Committee: Employee Chili Cook-Off – November 30th at the Teen Center
- 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

COMMUNICATIONS DEPARTMENT
Monthly Report
November 2022

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
November 2022

| Post/Page Reach (people reached) | Followers | Page Visits |
|-------------------------------------|-----------------------------------|---------------------------------|
| 80,229 total (258.9% increase) | 215 new likes (99.1% increase) | 5,618 total (41.8% increase) |



Instagram
November 2022

| Reach | Followers | Profile Visits |
|---------------------------|----------------------------|-------------------------|
| 2,138 (52.5% increase) | 49 new (16.7% increase) | 384 (83.7% increase) |

Livestreamed City Commission Meetings for November 2022

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

| | Viewers | Total Number of Viewers | Total Minutes |
|------------------|---------|-------------------------|---------------|
| Recorded Viewers | 83.7% | 902 | 5,643 |
| Live Viewers | 16.3% | 176 | 5,127 |
| Total | 100% | 1,078 | 10,770 |

CITY OF HOBBS BUILDING DEPARTMENT

**Total Type of Construction
for period ending November 01, 2022-November 30, 2022**

| Commercial | | #OF PERMITS | VALUATION | FEES |
|-----------------------------|------------|--------------------|-----------------------|-------------------|
| COMM MECHANICAL | Commercial | 6 | 9,000.00 | 2,383.00 |
| COMM PLUMBING | Commercial | 8 | 10,500.00 | 458.00 |
| COMM SEWER TAP & EXCAVATION | Commercial | 2 | 3,000.00 | 830.00 |
| COMMERCIAL ADDITION | Commercial | 1 | 20,400.00 | 180.00 |
| COMMERCIAL DETACHED GARAGE | Commercial | 1 | 801,431.00 | 1,441.72 |
| COMMERCIAL ELECTRICAL | Commercial | 13 | 19,500.00 | 919.00 |
| COMMERCIAL REMODEL | Commercial | 5 | 279,945.00 | 1,548.00 |
| COMMERCIAL RE-ROOFING | Commercial | 3 | 160,826.00 | 1,050.00 |
| COMMERCIAL SIGN | Commercial | 3 | 19,145.00 | 216.00 |
| COMMERCIAL TOWERS | Commercial | 2 | 45,000.00 | 324.00 |
| NEW COMMERCIAL | Commercial | 1 | 1,241,264.00 | 1,969.52 |
| | | 45 | \$1,368,747.00 | \$9,349.72 |

| Residential | | #OF PERMITS | VALUATION | FEES |
|-------------------------------|-------------|--------------------|-----------------------|--------------------|
| RES MECHANICAL | Residential | 18 | 27,000.00 | 1,290.00 |
| RES PLUMBING | Residential | 41 | 60,000.00 | 1,724.00 |
| RES SEWER TAP & EXCAVATION | Residential | 9 | 13,500.00 | 3,110.00 |
| RESIDENTIAL ADDITION | Residential | 1 | 60,000.00 | 300.00 |
| RESIDENTIAL CANOPY | Residential | 1 | 14,000.00 | 144.00 |
| RESIDENTIAL CARPORT | Residential | 3 | 27,800.00 | 324.00 |
| RESIDENTIAL DEMOLITION | Residential | 1 | 3,000.00 | 40.00 |
| RESIDENTIAL ELECTRICAL | Residential | 120 | 180,000.00 | 8,260.00 |
| RESIDENTIAL FENCE | Residential | 2 | 7,400.00 | 30.00 |
| RESIDENTIAL MANUFACTURED HOME | Residential | 4 | 261,500.00 | 240.00 |
| RESIDENTIAL REMODEL | Residential | 6 | 59,680.00 | 644.00 |
| RESIDENTIAL RE-ROOF | Residential | 9 | 118,451.00 | 880.00 |
| RESIDENTIAL SINGLE FAMILY | Residential | 6 | 2,445,236.00 | 5,574.97 |
| RESIDENTIAL SOLAR | Residential | 17 | 917,734.00 | 4,992.00 |
| RESIDENTIAL STORAGE | Residential | 3 | 236,470.00 | 900.00 |
| | | 241 | \$4,431,771.00 | \$28,452.97 |

| | | | | |
|-----------------------|--|------------|-----------------------|--------------------|
| Commercial | | 45 | \$1,368,747.00 | \$9,349.72 |
| Residential | | 241 | \$4,431,771.00 | \$28,452.97 |
| TOTAL COMBINED | | 286 | \$5,800,518.00 | \$37,802.69 |



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
November 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 |
|--|------------|------------|------------|
| Permanent / Temporary Addresses: <i>*Includes Master SubDivision Addresses</i> | 2 | 47 | 48 |

GIS-MAPPING DIVISION:

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

November 2022

ArcGIS Enterprise Server (Update):

Reverse Buffer Datasets: As part of creating the Self-Service Cannabis Map, the GIS Division spent the first half of November designing and building out 4 different datasets. The first two of these datasets are used to track all School, Daycare, Religious, and Military properties and buildings in and around Hobbs. The third dataset is used to store a 300 ft. buffer created off of each of the items in the first two datasets. The last dataset will track properties that are within 300 ft. of the first two datasets and track what type of disqualifying property they are too close to. We can use this fourth dataset to create an ArcGIS Online Dashboard that will allow the public to select different types of Cannabis Businesses and see what buildings are disqualified by being too close to Schools, Daycare, Religious, and Military properties and buildings. On November 17th the first pass of datasets one and two were sent out to different people in the Planning and Engineering Dept. for a review; and their feedback is being used in an updated and expanded dataset one and two. Also, on November 17, the Engineering Dept. sent out the M22 11.17 Cannabis Map Guidelines memo, which will require us to change dataset four from tracking properties to tracking building footprints. Work will continue until at least Dec 2022 to incorporate and test changes.

Updates to Cannabis Map: In late November the GIS Division updated its Cannabis Buffer Map MXD to incorporate the new Reverse Buffer datasets one & two; and Lea County's new ArcGIS Online parcel information from Portico. Dataset one and two saves



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

us the time of redoing work, as we only need to enter any School, Daycare, Religious, and Military property and/or buildings once. The Portico’s parcel information allows us to do all the parcel owner’s name reviews within the map saving us time over the old Dreamaps method. These and other changes have decreased the time it takes to create new buffer maps.

The Month’s Buffer Maps: During the month of November 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 (111 W Clinton St.); TBA (114 N Turner St.); TBA (205 W Marland Blvd.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

| City of Hobbs Growth Statistics | | | | | | | | |
|--|-------|------|------|------|--------|------|------|------|
| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| Land Development | | | | | | | | |
| Annexations | 101.9 | 1.37 | 1.31 | 0 | 163.23 | 0 | 1.3 | 0 |
| Subdivisions (51) | 3 | 8 | 1 | 3 | 1 | 5 | 4 | 6 |
| Lots Gained | 92 | 304 | 102 | 13 | 42 | 186 | 197 | 160 |
| Summary Subdivisions | 43 | 44 | 33 | 42 | 31 | 47 | 41 | 31 |

City Commission Planning Summary:

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

Planning Board Summary:

November - The Planning Board considered 2 Items:

- Review and Consider Side Yard Setback Variance as submitted by property owner for property located at 4214 N. Lovington Highway (Denied).
- Sketch Plan Review per MC 16.08.020 for the proposed development located northwest of the intersection of Kansas and Rolling Meadow as requested by property owner, Tammie L. Teague. (Reviewed)

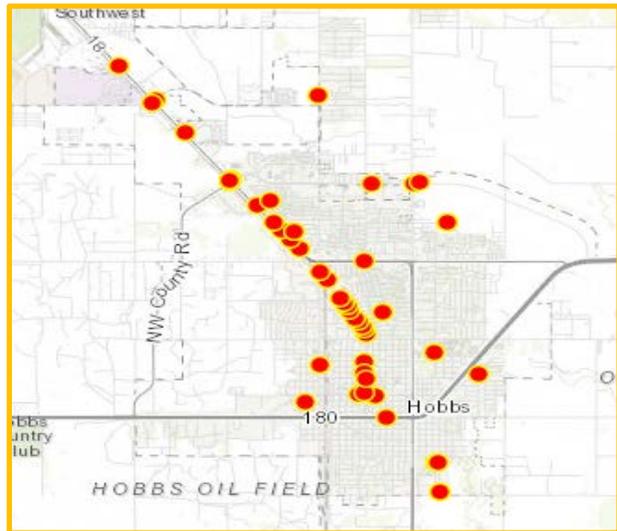
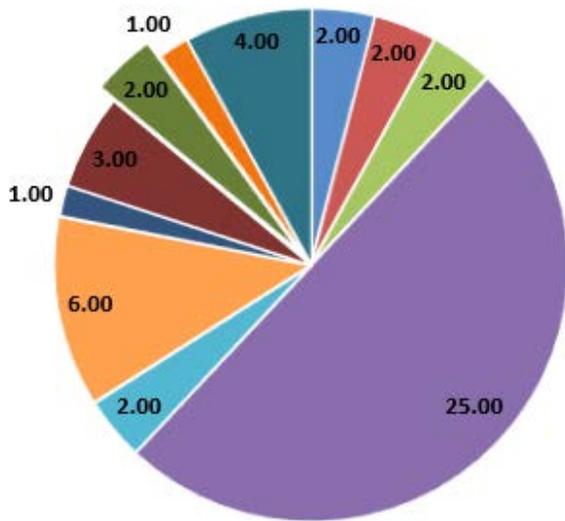


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
November 2022**

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 = 2
- 23. New Sign Made = 2
- 27. Pole Straighten / Re-bolted = 2
- 32. Int in Flash or Malfunction = 1
- 37. Traffic Counter / Speed Study = 2
- 41. Assist Other Dept = 4

- 21. School Zone Repaired = 2
- 26. Sign Install / Service = 25
- 28. Pole & Anchor Replace = 6
- 36. 811 / Line Spot Hours = 3
- 39. Call Outs = 1

Major Damage:

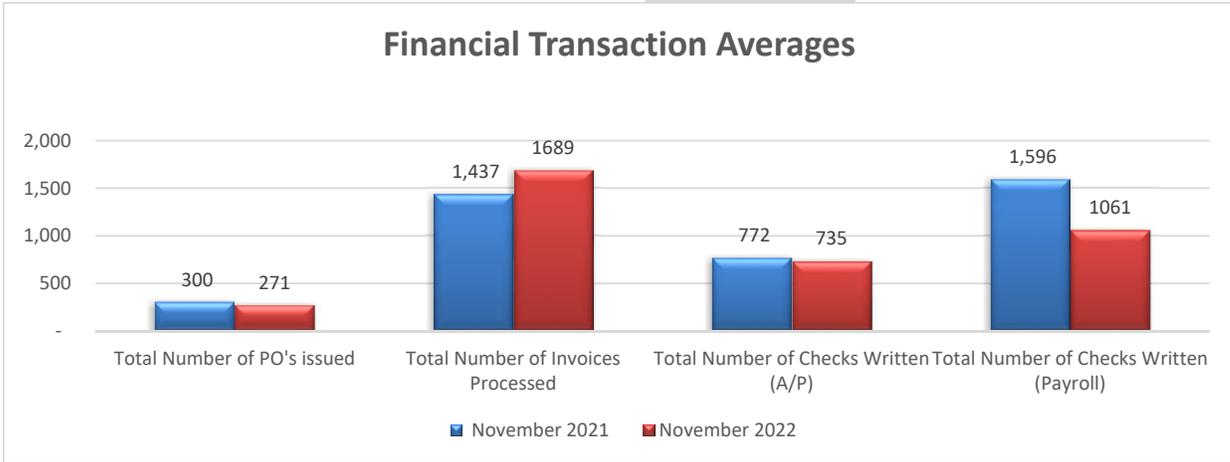
- No major damages to report for September.

Monthly Measurement
Finance Department
Fiscal Year 2023

| Cash Statistics | November 2021 | November 2022 |
|---|---------------|---------------|
| Beginning Cash Balance | 146,868,694 | 151,751,830 |
| Monthly Cash In (Revenue - all funds) | 9,034,311 | 12,675,809 |
| Monthly Cash Out (Expenditures - all funds) | 10,506,042 | 8,743,214 |
| Ending Cash Balance | 145,396,963 | 155,684,425 |

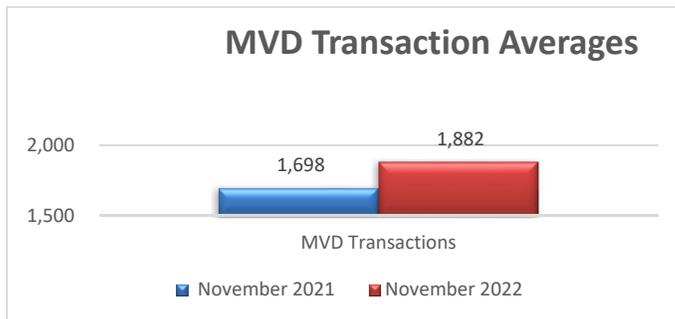
| Finance Transaction Statistics | November 2021 | November 2022 | | |
|--|---------------|---------------|-------------------|-----|
| Total Number of PO's issued | 300 | 271 | daily average | 15 |
| Total Number of Invoices Processed | 1,437 | 1689 | daily average | 94 |
| Total Number of Checks Written (A/P) | 772 | 735 | weekly average | 184 |
| Total Number of Checks Written (Payroll) | 1,596 | 1061 | bi-weekly average | 531 |

Financial Transaction Averages

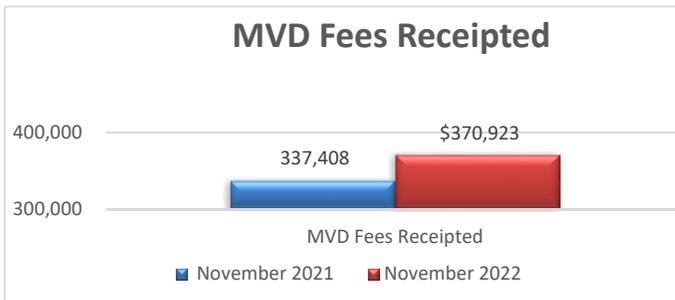


| MVD Statistics | November 2021 | November 2022 | | |
|-------------------|---------------|---------------|---------------|-----------|
| MVD Transactions | 1,698 | 1,882 | daily average | 105 |
| MVD Fees Received | 337,408 | \$ 370,923 | daily average | \$ 20,607 |

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

| | |
|----|---------------------------|
| 3 | Door lock repaired |
| 1 | Building repaired/ceiling |
| 2 | Adjusted Door Closers |
| 32 | Roof inspection |
| 18 | Ceiling tile replaced |
| 1 | Roof repairs |
| 75 | Moved furniture |

Location of work performed

| | |
|----|-------------------|
| 9 | City Hall |
| 12 | Police Department |
| 2 | Senior Center |
| 3 | D.A. |
| 2 | Library |
| 2 | Municipal Court |
| 4 | Animal Adoption |
| 2 | Rockwind |
| 2 | State Police |
| 4 | Annex |
| 3 | Crime Lab |
| 2 | F.S. 1 |
| 2 | F.S. 2 |
| 2 | F.S. 3 |
| 4 | DA Building |
| 2 | MVD |
| 2 | City Jail |
| 2 | Hobbs Express |

Break down of work performed by the Electricians

| | |
|----|-------------------------|
| 15 | Light repairs |
| 19 | Heater repairs |
| 12 | General electrical work |
| 9 | CORE work |

Location of work performed

| | |
|---|-------------------|
| 9 | CORE |
| 6 | Library |
| 4 | City Hall |
| 2 | Annex |
| 3 | Fire Stations |
| 2 | DA building |
| 1 | MVD |
| 8 | Parks |
| 1 | Teen Center |
| 6 | AAC |
| 1 | Municipal Court |
| 2 | Hobbs Express |
| 1 | Veterans Memorial |

General Services - Garage

In November - 2022 The City Garage had a total of 185 Repair Orders/Invoices. Of the 185 R.O./Invoices, 142 were repaired in house and 43 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 55,337.18 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 | 2 | 0 | 182.16 | 442.00 | 0.00 | 0.00 | 624.16 |
| Accident Repair | 0 | 1 | 0.00 | 1,270.75 | 1,178.00 | 0.00 | 2,448.75 |
| Antifreeze | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| APM/BPM/CPM | 12 | 12 | 1,085.12 | 901.00 | 1,237.92 | 0.00 | 3,224.04 |
| Body & Sheet Metal | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Brakes | 6 | 4 | 1,296.61 | 697.00 | 6,302.87 | 2,745.50 | 11,041.98 |
| Charging System | 16 | 1 | 1,489.41 | 1,904.00 | 103.95 | 100.00 | 3,597.36 |
| 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 | 3 | 0 | 0.00 | 170.00 | 0.00 | 0.00 | 170.00 |
| Exhaust | 1 | 0 | 1,057.95 | 306.00 | 0.00 | 0.00 | 1,363.95 |
| Filters | 7 | 0 | 169.52 | 272.00 | 0.00 | 0.00 | 441.52 |
| Fuel System | 4 | 0 | 941.42 | 561.00 | 0.00 | 0.00 | 1,502.42 |
| Hydraulics | 1 | 1 | 0.00 | 102.00 | 225.05 | 4,025.00 | 4,352.05 |
| 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 | 1 | 0 | 0.00 | 17.00 | 0.00 | 0.00 | 17.00 |
| Lighting | 10 | 1 | 241.72 | 382.50 | 912.72 | 700.00 | 2,236.94 |
| Miscellaneous Maintenance | 35 | 2 | 7,331.84 | 2,771.00 | 3,723.99 | 437.50 | 14,264.33 |
| Radio Equipment | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Rear Axle/Drive | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Safety Recall | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Calls | 29 | 0 | 3,094.00 | 0.00 | 0.00 | 0.00 | 3,094.00 |
| Steering | 1 | 1 | 1,247.00 | 102.00 | 0.00 | 175.00 | 1,524.00 |
| Suspension | 0 | 3 | 0.00 | 0.00 | 0.00 | 330.00 | 330.00 |
| Sweeper Brooms | 1 | 0 | 200.00 | 51.00 | 0.00 | 0.00 | 251.00 |
| Tires | 11 | 15 | 1,874.50 | 731.00 | 975.20 | 887.95 | 4,468.65 |
| Towing Vehicles | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 1 | 0.00 | 0.00 | 0.00 | 75.00 | 75.00 |
| Wheels/Hub | 2 | 0 | 72.03 | 238.00 | 0.00 | 0.00 | 310.03 |
| Monthly Total | 142 | 43 | 20,283.28 | 10,918.25 | 14,659.70 | 9,475.95 | 55,337.18 |

| | | # of R.O./Inv | Parts | Labor | Total |
|-------------|--|------------------|-----------|-----------|-----------|
| City Garage | | 142 | 20,283.28 | 10,918.25 | 31,201.53 |
| Vendor | | 43 | 14,659.70 | 9,475.95 | 24,135.65 |
| | | 185 | 34,942.98 | 20,394.20 | 55,337.18 |

Street Department Monthly Report

Break down of work performed by the Street Department Crew:

| Man Hours | Activity |
|-----------|--------------------------|
| 289 HRS. | Street Sweeping |
| 24 HRS. | Building Brooms |
| 190 HRS. | Cold Mix Patching |
| 72 HRS. | Alley Maintenance |
| 152 HRS. | Storm Sewers and Inlets |
| 248 | Work for Cemetery |
| 80 HRS. | Equipment Maintenance |
| 40 HRS. | Maintenance |
| 40 HRS. | Work in the Welding Shop |
| 56 HRS. | Hauling Caliche |
| 48 HRS. | Stocking Material |
| 72 HRS. | Meetings |
| 270 HRS. | Hauling Trash |

The total amounts of material hauled or used:

| Quantity | Material |
|----------|----------------|
| 212 YDS. | Sweepings |
| 612 YDS. | Caliche |
| 242 YDS. | Alley Material |
| 17 YDS | Cold Mix Used |
| 1478 YDS | Trash Hauled |

Calls responded to:

| Number | Type |
|--------|--|
| 15 | Dispatched – accidents, spills, debris |
| 5 | Complaints |
| 1 | Block Party Barricades |

FIRE SUPPRESSION/PREVENTION

November 2022

ALARMS

| | |
|-----------------|-----|
| Alarms (City) | 142 |
| Alarms (County) | 20 |
| Total Alarms | 162 |

FIRE RESPONSE BY STATION

| | |
|-----------|----|
| Station 1 | 68 |
| Station 2 | 28 |
| Station 3 | 50 |
| Station 4 | 16 |

ZONES

| | | | |
|-------------------|----|--------------------|---|
| Zone 1 (NW City) | 58 | Zone 5 (NW County) | 6 |
| Zone 2 (NE City) | 19 | Zone 6 (NE County) | 6 |
| Zone 3 (SE City) | 52 | Zone 7 (SE County) | 2 |
| Zone 4 (SW City) | 13 | Zone 8 (SW County) | 2 |
| Out of District 4 | | | |

MOST COMMON DAY/TIME

Tuesday (1700 – 1759 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

| | |
|----------------|-------------|
| Station 1 | 1:07 |
| Station 2 | 1:44 |
| Station 3 | 1:07 |
| Station 4 | 0:42 |
| Average | 1:10 |

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 29

AVERAGE RESPONSE TIME (Dispatch to Arrival)

| | |
|----------------|-------------|
| Station 1 | 5:14 |
| Station 2 | 6:51 |
| Station 3 | 4:34 |
| Station 4 | 5:37 |
| Average | 5:34 |

TRAINING HOURS

| | |
|---------------|-----|
| Fire Training | 511 |
| EMS Training | 653 |

PREVENTION PROGRAMS

| | |
|-----------------------------|----|
| Fire Investigations | 8 |
| Fire/Safety Inspections | 79 |
| Smoke Detectors Installed | 26 |
| Public Education Activities | 3 |
| Plan Reviews | 8 |
| Burn Permits Issued | 0 |

EMERGENCY MEDICAL SERVICES

November 2022

EMS RUN BREAKDOWN

| | |
|-----------------|-----|
| City Response | 683 |
| County Response | 40 |
| Total Responses | 723 |

ZONES

| | | | |
|------------------|-----|--------------------|----|
| Zone 1 (NW City) | 319 | Zone 5 (NW County) | 6 |
| Zone 2 (NE City) | 101 | Zone 6 (NE County) | 14 |
| Zone 3 (SE City) | 148 | Zone 7 (SE County) | 0 |
| Zone 4 (SW City) | 115 | Zone 8 (SW County) | 20 |

AVERAGE RUN TIMES

| | |
|------------------|-------|
| Enroute: | 1:56 |
| At Scene: | 4:39 |
| On Scene Time: | 21:52 |
| To Destination: | 21:45 |
| Back in Service: | 29:54 |

MOST COMMON DAY/TIME

Tuesday – 125 calls for service
Tuesday – 28 calls from 09:00 –11:59 hours

MOST COMMON COMPLAINT

Falls - 65

OUT OF TOWN TRANSFERS

| | |
|----------|----|
| Lubbock | 24 |
| Midland | 1 |
| Odessa | 2 |
| Roswell | 5 |
| Carlsbad | 4 |
| Airport | 27 |

CARDIAC ARREST RESPONSES

| | |
|--|----|
| Cardiac Arrest | 13 |
| ROSC | 3 |
| ROSC = Return of Spontaneous Circulation | |

EMS BILLING

| | |
|-----------|--------------|
| Billed | \$227,461.93 |
| Collected | \$147,777.76 |

Highlights for the month of November

- 5 personnel completed the 29th HFD Fire Academy
- Hosted leadership seminar presented by Frank Viscuso
- Received allotment of emergency equipment from Permian Strategic Partnership and the Permian Road Safety Coalition
- Began process of developing new department Physical Ability Test (PAT)
- Notified of \$25,000 grant award from Oxy
- 3 personnel attended Peer Support Training class in Lubbock, TX



Hobbs Express

Monthly Report - NOVEMBER 2022

| Passenger Activity | <i>Prior Month</i> | <i>Reporting Month</i> |
|----------------------------------|--------------------|------------------------|
| | Oct-22 | Nov-22 |
| No. of Elderly Passengers | 629 | 582 |
| No. of Non-Ambulatory Passengers | 147 | 111 |
| No. of Disabled Passengers | 214 | 183 |
| No. of Other Trips | 3427 | 2782 |
| Total Passenger Trips | 4417 | 3658 |

| | | |
|--|-------------|-------------|
| Total Bus Route Trips | 2436 | 2078 |
| Total Demand Response/Paratransit Trips | 1981 | 1580 |
| Total Passenger Trips | 4417 | 3658 |

| Vehicle Statistics | <i>Reporting Month</i> | <i>Reporting Month</i> |
|---------------------------|------------------------|------------------------|
| | Oct-22 | Nov-22 |
| Total Vehicle Hours | 745.75 | 704 |
| Total Vehicle Miles | 10,263 | 9,134 |

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



HOBBS POLICE DEPARTMENT

December 2, 2022

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

From: Code Enforcement Superintendent Jessica Silva

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

CODE ENFORCEMENT END OF MONTH REPORT (NOVEMBER 2022)

| | |
|---------------------|-----|
| Code warnings | 275 |
| Code citations | 41 |
| Code calls | 520 |
| Animal warnings | 19 |
| Animal calls | 269 |
| Animal citations | 39 |
| Inoperable Vehicles | 33 |
| Parking Violations | 82 |

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 8 , 2022

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

November 2022

| Intake: | Cats | Dogs |
|--------------------|------------|------------|
| Dead On Arrival | 15 | 11 |
| Sterilization Only | 22 | 44 |
| Stray | 42 | 98 |
| Transfers In | | |
| Unwanted | 10 | 30 |
| Quarantine | 1 | 27 |
| Clinic Visit shots | | |
| Totals: | 90 | 210 |
| Dispositions: | | |
| Adopted | 37 | 42 |
| Died at Facility | 1 | 2 |
| Dead on Arrival | 15 | 13 |
| Euthanized | 10 | 48 |
| Rescued | 3 | 25 |
| Return to Owner | 2 | 30 |
| Sterilization Only | 39 | 24 |
| Escaped | | |
| Clinic visit shots | 1 | 22 |
| Totals: | 108 | 206 |

Total Revenue Collected:

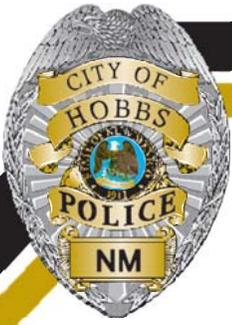
| | |
|------------------------|----------------|
| Animal Pick Ups: | \$ 500 |
| Permits/Tags: | \$ 570 |
| Reclaims: | \$ 1570 |
| Adoptions | \$ 100 |
| Cremations | \$ |
| <u>Sterilizations:</u> | <u>\$ 2850</u> |

\$ 5590

HAAC currently has 132 dogs and 11 cats

| <u>Unit #</u> | <u>Year/Model</u> | <u>Officer Assigned</u> | <u>Beginning & Ending Mileage</u> | <u>Total Monthly</u> |
|---------------|-------------------|-------------------------|---------------------------------------|----------------------|
| 1434 | 2013/Chevy | Funk | 73553-73769 | 216 |
| 0864 | 2005/Dodge | Spare | 95651-95676 | 25 |
| 0833 | 2004/Chevy | Spare | 95584-95605 | 21 |

HOBBS POLICE DEPARTMENT



To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Date: December 5, 2022

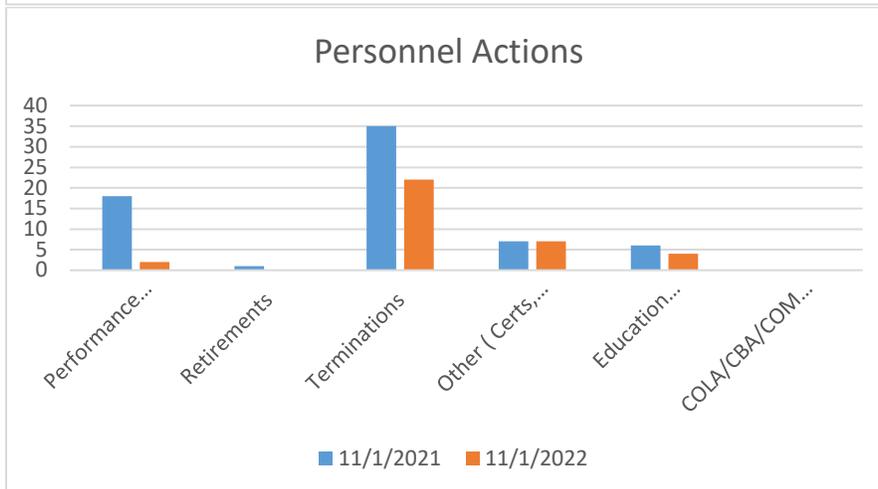
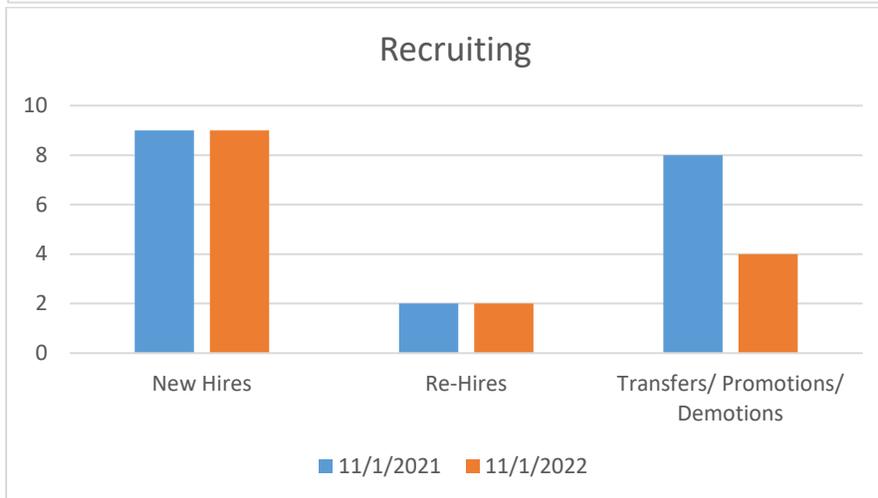
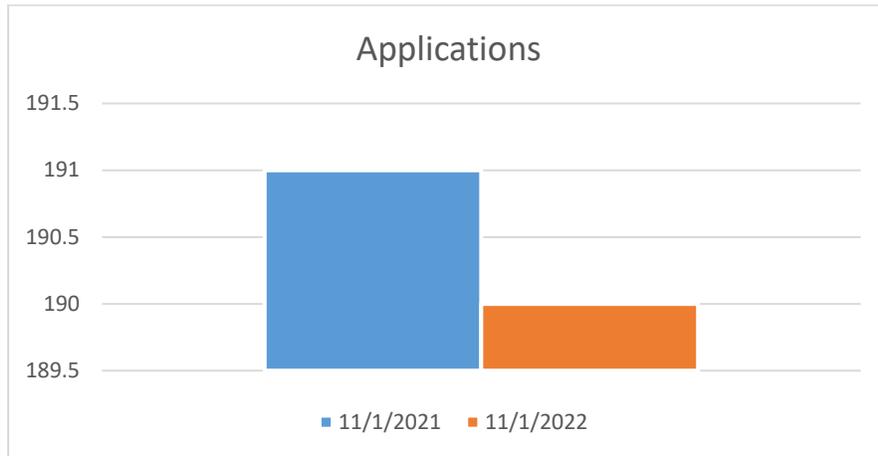
Re: HPD November 22 Stats

| | TOTAL RPTS | TOTAL RPTS | %CHNG | Year to Date 2021 | Year to Date 2022 | %CHNG |
|-------------------------------|------------|------------|-----------|-------------------|-------------------|-------|
| November 2021/2022 | | | 2021/2022 | | | |
| | 2021 | 2022 | | | | |
| REPORTED CRIMES | 375 | 381 | 2% | 4,234 | 4,683 | 11% |
| CALLS FOR SERVICE | 3,576 | 3,611 | 1% | 42,363 | 45,540 | 7% |
| ARRESTS | 218 | 177 | -19% | 2,450 | 2,021 | -18% |
| MURDER | 0 | 1 | 100% | 5 | 4 | -20% |
| RAPE | 5 | 6 | 20% | 32 | 56 | 75% |
| ROBBERY | 2 | 1 | -50% | 37 | 31 | -16% |
| ASSAULTS AND BATTERY | 68 | 67 | -1% | 847 | 944 | 11% |
| BURGLARY | 74 | 44 | -41% | 517 | 500 | -3% |
| LARCENY | 59 | 73 | 24% | 413 | 714 | 73% |
| SHOPLIFTING | 38 | 24 | -37% | 371 | 345 | -7% |
| AUTO THEFT | 18 | 20 | 11% | 264 | 246 | -7% |
| ARSON | 0 | 1 | 0% | 8 | 13 | 63% |
| FORGERY | 1 | 1 | 0% | 5 | 7 | 40% |
| FRAUD | 11 | 11 | 0% | 87 | 111 | 28% |
| EMBEZZLEMENT | 2 | 2 | 0% | 23 | 19 | -17% |
| REC. STOLEN PROPERTY | 0 | 0 | 0% | 6 | 6 | 0% |
| VANDALISM | 66 | 99 | 50% | 800 | 1133 | 42% |
| WEAPONS OFFENSES | 3 | 1 | -67% | 27 | 34 | 26% |
| DOMESTIC VIOLENCE | 38 | 25 | -34% | 392 | 364 | -7% |
| ASSAULTS/BATTERY ON PO | 2 | 2 | 0% | 59 | 61 | 3% |
| SHOOTING AT/FM MV OR DWELLING | 2 | 13 | 550% | 34 | 94 | 176% |
| CITATIONS ISSUED | 518 | 304 | -41% | 8,175 | 4,846 | -41% |
| DWI | 9 | 3 | -67% | 130 | 69 | -47% |
| TRAFFIC CRASHES | 77 | 99 | 29% | 888 | 1023 | 15% |

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 Dispatch (575) 397-9265 • Fax (575) 397-3867
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Accredited By The
 New Mexico Law Enforcement Professional Standards Council





Application Source

| source | total | total % |
|--|------------|---------------|
| Billboard / Sign | 0 | 0.00 |
| Chamber of Commerce Website | 0 | 0.00 |
| City of Hobbs Website | 69 | 36.32 |
| Facebook | 5 | 2.63 |
| Friend / Family | 41 | 21.58 |
| GovernmentJobs.com | 6 | 3.16 |
| Indeed.com | 52 | 27.37 |
| Job Fair | 3 | 1.58 |
| LinkedIn | 0 | 0.00 |
| Municipal League | 0 | 0.00 |
| New Mexico Department of Labor | 0 | 0.00 |
| Newspaper | 0 | 0.00 |
| Other | 13 | 6.84 |
| Radio | 0 | 0.00 |
| Recruiter | 1 | 0.53 |
| Unknown | 0 | 0.00 |
| Totals | 190 | 100.00 |

New Position Postings for July

| | |
|---|--------------------------------------|
| CORE FITNESS SPECIALIST | JUDICIAL ASSISTANT |
| CORE GUEST SERV SPECIALIST | KITCHEN AIDE |
| BUILDING INSPECTOR | OUTREACH WORKER (PART TIME) |
| CERTIFIED FIREFIGHTER (HIRING LIST) | PARKS IRRIGATION TECHNICIAN |
| NON-CERTIFIED FIREFIGHTER-EMT (HIRING LIST) | COMMUNITY SERVICES ADMIN. ASSISTANT |
| ASSISTANT CITY ATTORNEY | SPORTS FIELD MAINTENANCE LEAD WORKER |
| ACCESS SRV LIBRARIAN | LEAD TEEN REC WORKER |
| CIRCULATION TECHNICIAN | |

Safety Skills Training:

- None assigned.

Team Involvement:

- The Department planned and scheduled the Assured Imaging Mammogram van to be onsite
- Conducted New Hire Orientation for the month of November
- Staff participated in a worker's compensation seminar at the NMJC
- Staff participated in the FTA Mock Audit with the Hobbs Express Department

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)

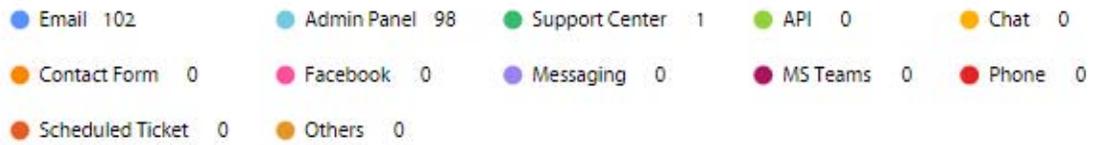
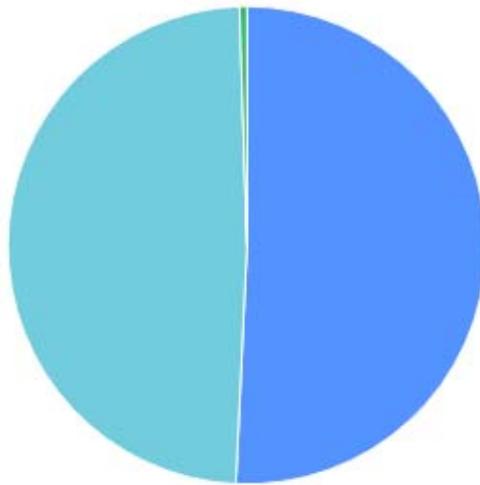
❖ **Copy Machines** (35) (all locations)

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

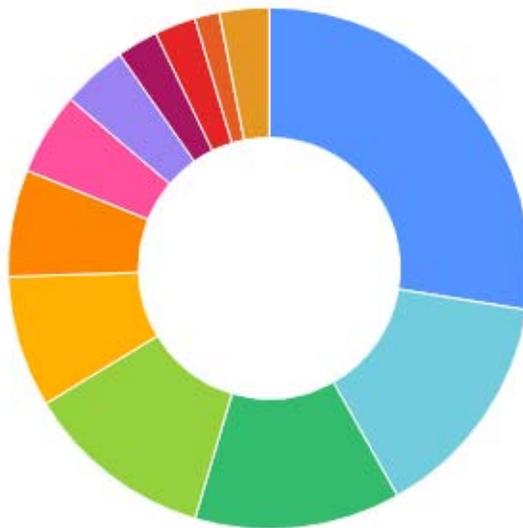
❖ **Audio/Video**

- 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



Issue Type





CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

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

CITY ATTORNEY'S REPORT

November 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 November. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

Public Meetings:

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of November 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (11/7); Valerie Chacon (11/21)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Rocío Ocano (N/A)
- ❖ Library Board – Rocío Ocano (11/1)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (N/A)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Rocío Ocano (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 | 1 |
| ❖ 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 | 10 |
| ❖ Contract Review | 10 |

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, Rocío A. Ocano, and Assistant City Attorney, Amber Leija, prosecute 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 November 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): | 73 |
| ❖ Pretrials (Attorney): | 23 |
| ❖ Trials: | 20 |
| ❖ Dangerous Dogs/Petitions: | 2 |
| ❖ DWI Cases: | 0 |
| ❖ Shoplifting Cases: | 0 |
| ❖ Appeals in District Court: | 0 |
| ❖ Criminal Pleadings (Mun/Dist.) | 105 |
| ❖ Subpoenas: | 37 |

- ❖ Clio Case Entries: 106
- ❖ Discovery Submissions 82

Property Matters:

- ❖ Condemnation Reviews 15
- ❖ Property Purchases Reviews 0
- ❖ Property Contract Doc Reviews 0
- ❖ Property Correspondence 0
- ❖ Foreclosures Filed 0
- ❖ Property Liens Filed 0

Civil Litigation:

- ❖ Civil Pleadings 2
- ❖ Civil Depositions 0
- ❖ Civil ADR: 1
- ❖ Demand Letters: 0
- ❖ Misc. Hearings (State/Fed.): 1
- ❖ Discovery Submissions: 4

Miscellaneous:

- ❖ Trainings: 1
- ❖ Witness Interviews: 16
- ❖ In-office consultations: 34
- ❖ Letters/Correspondence: 1,011

Areas of Notoriety:

- ❖ Assistant City Attorneys Rocio Ocano and Amber Leija participated in “Career Day” at the Hobbs Freshman High School.
- ❖ On November 7, 2022, Deputy City Attorney Valerie Chacon presented an ordinance amending Title 5 of the Hobbs Municipal Code Requiring Abortion Providers in the City of Hobbs to Comply with Federal Law.
- ❖ City Attorney Efren Cortez completed his term as President of the New Mexico Municipal Attorneys Association and was recognized during the Association’s Winter Conference on November 30, 2022.

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

CITY MANAGER'S REPORT

November, 2022

Hobbs Public Library

CIRCULATION: 4,948**CIRCULATION BY MATERIAL TYPE:**

| | |
|------------------------------------|-------|
| Books and Periodicals | 3,023 |
| Audio Books & Music | 144 |
| DVDs | 1,391 |
| E-Books/E-Audio (OverDrive & Gale) | 462 |

CIRCULATION BY PATRON TYPE:

| | |
|-----------------|-------|
| Adult | 2,655 |
| Juvenile | 662 |
| Senior Citizen | 1,129 |
| Used in Library | 26 |

CIRCULATION WITH OTHER LIBRARIES:

| | Borrowed | Loaned |
|--------------------|----------|--------|
| Interlibrary Loans | 9 | 9 |
| ELIN Loans | 15 | 10 |

Total Children's Items Circulated 1,930

Total Adult Items Circulated 2,542

| | |
|----------------------|-------|
| Patron Visits | 2,378 |
| Overdue Notices Sent | 817 |

PROGRAMS & PUBLIC SERVICES:

| | |
|-----------------------------------|-----|
| Programs Provided | 12 |
| Attendance | 308 |
| Passive Programs Provided | 12 |
| Passive Programming Participation | 246 |
| Meeting Room Use | 12 |

| | |
|---------------------|-------|
| Facebook Page Reach | 4,120 |
| Web Site Usage | 2,818 |
| HPL Database Usage | 1,402 |
| Reference Questions | 88 |
| Public Computer Use | 282 |
| Board Games | 2 |

PATRON PROFILES:

| | |
|-------------------------------|---------------|
| Adult | 15,860 |
| Juvenile (Under 18 Years) | 3,399 |
| Senior Citizens (62+ Years) | 2,519 |
| Temp ELIN | 2,153 |
| Total Active Borrowers | 23,931 |

RECEIPTS:

| | |
|---------------------------------|-----------------|
| Materials Paid For | \$45.00 |
| Fines & Fees | \$164.10 |
| Copy Machine & Public Printouts | \$238.10 |
| Total | \$447.20 |

Library Patrons Added This Month 31

ITEMS ADDED:

| | |
|-------------------|-----|
| Total Items Added | 813 |
| Items Weeded | 578 |

HOLDINGS:

Total Library Holdings 159,984

City Manager's Report
Municipal Court – November 2022

Monthly Cases:

| | |
|-------------------------|----------|
| Traffic Citations | 307 |
| Misdemeanor Citations | 30 |
| Environmental Citations | 119 |
| Fire Code Violations | 0 |
| AGG. DWI | 2 |
| DWI – 1 ST | <u>0</u> |
| Total | 458 |

Courtroom Activity:

| | |
|-----------------------------------|-----------|
| Video Arraignments (Jail) | 95 |
| Court Appearances – A.M. | 13 |
| Court Appearances- P.M. | 149 |
| Virtual Court | 6 |
| Special Settings | 43 |
| Pretrial Court Appearances – A.M. | 33 |
| Pretrial Court Appearances – P.M. | 26 |
| Attorney Pretrial | 11 |
| Trial/Change of Plea Cases | <u>25</u> |
| Total | 401 |

Other Activity:

| | |
|-----------------|------------|
| Summons issued | 1155 |
| Warrants issued | <u>515</u> |
| Total | 1670 |

Fines/Fees Assessed based on Conviction:

| | |
|-------|-----------------|
| Fines | \$39,080 |
| Fee | <u>\$19,718</u> |
| Total | \$58,798 |

Fines/Fees Collected:

| | |
|------------------------|---------------|
| Fines | \$32,970 |
| Penalty Assessment Fee | 3,490 |
| Automation Fee | 2,911 |
| Judicial Education Fee | 1,461 |
| Correction Fee | 9,539 |
| DWI Prevention Fee | 187.00 |
| DWI Lab Fee | <u>343.75</u> |
| Total | \$50,901.75 |

Membership & Participation Detail

| | |
|---------------------------|-------------------------------|
| Member Visits | 15,551 |
| Guest Visits | 1,821 |
| Classes | 153 |
| Tour Participants | 23 |
| Private Rentals | 33 with revenue of \$6,787 |
| Memberships Sold in Month | 670 |

Senior Center

The Senior Center continues the very important mission of providing services to the senior citizens in the community. Below is some information for November 2022:

| | <u># Meals</u> | <u>Donations Received</u> |
|---------------------------------------|----------------|---------------------------|
| November 2022 Congregate Meals Served | 1,110 | \$1,391.36 |
| November 2022 Grab N Go Meals | 784 | \$ 614.00 |
| November 2022 Home Delivered Meals | 2,856 | \$ 962.00 |
| November 2022 Frozen Meals Delivered | <u>205</u> | <u>\$ ---</u> |
| November 2022 Totals | 4,955 | \$2,967.36 |
| October 2022 Totals | 4,386 | \$3,621.12 |

Any meals leftover from the Home Delivered or Grab N Go meals are frozen. On Fridays, these frozen meals are distributed to the most vulnerable Home Bound Clients for weekend meals. During November 2022, a total of 205 frozen meals were distributed. The Hobbs Senior Center served 382 seniors a total of 4,955 meals for the month. With a total of 18 serving days in November, the daily average of meals served was 275.

| | | | |
|----------------------------------|-----|--------------------------|-----|
| Duplicate Recreation Activities: | 535 | Exercise: | 461 |
| Transportation: | 218 | Assessment/Reassessment: | 89 |

Recreation

- Fall Adult Art Classes are continuing and a total of 33 students are enrolled.
- Advertising for the annual Light Up The Night Contest begin in November.
- With the cooler weather, Park Pavilion rentals decreased. There were only 5 during the month.
- Staff has begun to make plans for the Father Daughter Dance that will be held in February.
- Staff assisted with 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.
- Aquatics staff assisted with the Hobbs High School's Swim/Drive Meet held during November.
- The replacement of the Therapy Pool's lift has begun.
- Winter maintenance activities at the outdoor pools and splash pads are continuing.

Rockwind Community Links Clubhouse

During November, there were no tournaments or events hosted at Rockwind. The Golf Shop winter inventory is out and there are currently sales being conducted on items that are eligible for this according to Rockwind's policies which were created in cooperation with the Finance Department.

| Department | Qty | Retail Value | Discount | Pre-Tax Value | Cost Of Goods | Tax TTL | Extension |
|------------------------|-------------|---------------------|--------------------|---------------------|--------------------|--------------------|---------------------|
| Golf Equipment Rentals | 14 | \$157.09 | \$0.00 | \$157.09 | \$0.00 | \$7.91 | \$165.00 |
| Driving Range | 204 | \$716.75 | \$0.00 | \$716.75 | \$0.00 | \$36.25 | \$753.00 |
| Golf Cart Rental Fees | 554 | \$7,744.52 | \$0.00 | \$7,744.52 | \$0.00 | \$390.56 | \$8,135.08 |
| Green Fees | 815 | \$12,132.60 | \$0.00 | \$12,132.60 | \$0.00 | \$610.83 | \$12,743.43 |
| Hard Goods Sales | 225 | \$7,080.57 | (\$47.36) | \$7,033.21 | \$4,999.81 | \$351.81 | \$7,385.02 |
| Membership Fees | 1 | \$571.42 | \$0.00 | \$571.42 | \$0.00 | \$28.58 | \$600.00 |
| Soft Goods Sales | 222 | \$7,572.08 | (\$241.93) | \$7,330.15 | \$4,370.10 | \$366.70 | \$7,696.85 |
| Food & Beverage | 26 | \$47.96 | \$0.00 | \$47.96 | \$19.33 | \$2.54 | \$50.50 |
| Totals for Revenue | 2061 | \$36,022.99 | (\$289.29) | \$35,733.70 | \$9,389.24 | \$1,795.18 | \$37,528.88 |
| Grand Total: | 2061 | \$ 36,022.99 | \$ (289.29) | \$ 35,733.70 | \$ 9,389.24 | \$ 1,795.18 | \$ 37,528.88 |

KEY PERFORMANCE INDICATORS

Nov-22

Total Pre-Tax Revenue **\$35,733.70**

Total Rounds **815**

Avg Green Fee plus Cart Fee per Round **\$25.09**

Total Merchandise Sales **\$14,363.36**

Merchandise Sales Per Round **\$17.62**

F&B Sales Per Round **\$ 0.06**

COGS Hard Goods **71%**

COGS Soft Goods **60%**

COGS F&B **40%**

Rounds w/Carts **68%**

Total Revenue per Round **\$ 43.85**

GREEN FEE BREAKDOWN

| | |
|---------------------------------|------------|
| EZLinks Prepaid | 0 |
| GolfNow Prepaid | 0 |
| Summary for EZLinks Prepaid | <u>0</u> |
| Player's Pass 18 Walk | 108 |
| Summary for Player's Pass | <u>108</u> |
| Li'l Rock Adult Resident | 71 |
| Li'l Rock Adult Non-Resident | 0 |
| Li'l Rock Jr. Comp w/Adult | 1 |
| 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 | <u>72</u> |
| Public 18 | 35 |
| Public 9 | 2 |
| Public Junior | 0 |
| Public Senior | 1 |
| Public Twilight | 2 |
| Public Replay | 0 |
| Specials | 0 |
| Youth on Course | 0 |
| PGA/GCSAA COMP | 0 |
| Summary for Public | <u>40</u> |
| Punch Pass | 10 |
| Summary for Punch Pass | <u>10</u> |
| Rain Check | 0 |
| Summary for Rain Check | <u>0</u> |
| Resident 18 | 303 |
| Resident Junior | 1 |
| Resident Senior 18 | 137 |
| League Fee | 0 |
| Complimentary Round | 0 |
| Resident Twilight | 7 |
| Team Practice Round | 50 |
| Resident 9 | 82 |
| Marshal/Team Green Fee | 0 |
| Resident Replay | 26 |
| Summary for Resident | <u>606</u> |
| Tournament Fees | 0 |
| Summary for Tournament - Public | <u>0</u> |
| Grand Total: | 836 |

Teen Center

- The Teen Center hosted a Chili Cookoff for City Employees.
- The Teen Center hosted a Teen of the Month event.
- Teen Center staff conducted interviews for the Open Lead Teen Rec Worker position.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

City Manager – November Report

2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 20 interments
2. The department has kicked off a new training program for specialists/supervisors this month
3. Graffiti had 4 reported locations
4. Rockwind continued PM service for golf carts
5. All crews decorated for the holiday season at multiple locations throughout the city
6. Parks has made improvements to a few park restrooms such as replacing soap/toilet paper dispensers, new doors, and locks
7. Medians at Dal Paso & Bender have been trimmed and trash removed
8. Fall aeration started for Parks and Sports Fields
9. Staff cleaned city facilities after the snowfall over Thanksgiving weekend



**Parks & Open Spaces Department
November 2022**



RISK MANAGEMENT REPORT

November 2022

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers, CCMSI.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Participated in on-going testing, Zoom training/conference calls for implementation of EA system.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 31 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 14 property damage incidents on behalf of the City of Hobbs.
- 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 | | 2021 | | 2022 | |
|----------------------|------------------------|------------------------------------|------------------------|------------------------------------|--|
| <u>CLASS</u> | <u>ACTIVE ACCOUNTS</u> | <u>Billed gallons October 2021</u> | <u>ACTIVE ACCOUNTS</u> | <u>Billed gallons October 2022</u> | |
| Residential | 11,545 | 106,341,926 | 11,795 | 75,782,393 | |
| Commercial | 1,816 | 50,492,956 | 1,802 | 43,373,711 | |
| City Accounts | 215 | 17,588,445 | 210 | 12,004,316 | |
| School Accounts | 58 | 6,747,696 | 62 | 4,895,956 | |
| Irrigation | 255 | 8,096,417 | 259 | 7,379,123 | |
| Unbilled Maintenance | | 1,500,000 | | 1,500,000 | |
| | 13,889 | 190,767,440 | 14,128 | 144,935,499 | |

| LABORATORY | November 2021 | November 2022 |
|---------------------------------|---------------|---------------|
| Total Drinking Water Tests | 44 | 46 |
| Total Wastewater Tests | 773 | 729 |
| Liquid Waste Received (gallons) | 226,307 | 96,340 |

| WASTEWATER RECLAMATION FACILITY | | |
|---------------------------------|--------|--------|
| Influent (Million Gallons) | 90.048 | 89.532 |
| Effluent (Million Gallons) | 83.727 | 87.781 |
| Solids Removed (Dry Pounds) | 62,045 | 0* |

* Centrifuge is out of service for repairs

WATER PRODUCTION REPORT - NOVEMBER 2022

| | |
|--|-------------|
| WATER PRODUCED | |
| Total monthly water produced, million gallons | 150,096,000 |
| Total monthly water distributed, million gallons | 153,005,800 |
| CHLORINE | |
| Monthly chlorine average residual, milligrams/liter | 0.53 |
| Monthly chlorine gas dosed to system (lbs) | 1,167 |
| 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 NOVEMBER 2022

WORK DESCRIPTION

| | |
|---|-----------------|
| Meter lid replacement | 65 |
| Meter box replacement | 20 |
| Meter stop / valve replacement | 10 |
| Meter change out 3/4" | 15 |
| Meter change out 1" | 0 |
| Meter change out 2" | 1 |
| Meter change out 3" | 0 |
| Meter change out 4" | 0 |
| Meter change out 6" | 0 |
| Set new 3/4" meter | 15 |
| Set new 1" meter | 0 |
| Set new 2" meter | 1 |
| Set new 3" meter | 0 |
| Set new 4" meter | 0 |
| Set new 6" meter | 1 |
| Service lateral leaks/repair | 40 |
| Service lateral replacement | 5 qty - 40 feet |
| New Service Lateral | 4 qty - 50 feet |
| Low water pressure investigation | 1 |
| Water quality investigations | 0 |
| Main line leaks/repair | 3 |
| Main line replacement (feet) | 300 |
| Valve maintenance | 155 |
| Valve new install/replacement | 5 |
| Fire hydrant maintenance | 150 |
| Fire hydrant repair/replacement | 4 |
| Fire hydrant meter maintenance | 0 |
| Fire hydrant meter set | 2 |
| New fire hydrant installed | 15 |
| Vehicle/equipment maintenance hours | 20 |
| Unaccounted/unmetered water loss | 1,200,000 |
| Miscellaneous afterhour calls | 10 |
| Emergency Call Outs (From 6:00pm to 7:00am) | 65 |

WORK DESCRIPTION

QUANTITY

| | |
|------------------------------------|------------|
| Manhole maintenance | 35 |
| Manholes cleaned | 20 |
| Sewer main line cleaned (feet) | 10,258 |
| Sewer stoppages | 75 |
| Sewer main line video inspections | 0 |
| Odor complaints | 3 |
| Sewer pre-treatment additives | 45 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 | 24 |
| Emergency call out (from 5:00 pm to 7:00 am) | 75 |

| UTILITIES MONTHLY PLUMBER REPORT NOVEMBER 2022 | QUANTITY |
|---|-----------------|
| Sewer stoppages | 15 |
| Odor complaints | 2 |
| Water leaks | 36 |
| Pool maintenance | 0 |
| Emergency call outs (from 5:00 pm to 7:00 am) | 3 |
| Core | 27 |