



CITY MANAGER'S MONTHLY REPORT

January 2023

200 East Broadway
Hobbs, NM 88240
www.hobbsnm.org



Mayor

Sam D. Cobb

City Commission

- R. Finn Smith – District 1
- Christopher Mills – District 2
- Larron Fields – District 3
- Joseph D. Calderón – District 4
- Dwayne Penick – District 5
- Don Gerth – District 6

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

LEGAL DEPARTMENT

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

Acting Library Director

Bob Hamilton

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

PARKS & OPEN SPACES DEPT.

POSD Director
Golf Course/Trail
Sports Fields

Bryan Wagner
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

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.

Tim Woomer
Bill Griffin
Todd Ray

HUMAN RESOURCES DEPT.

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

Nicholas Goulet
Tracy South
Selena Estrada

Utilities Admin.

Kaylyn Lewis

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Christa Belyeu
Matt Blandin



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

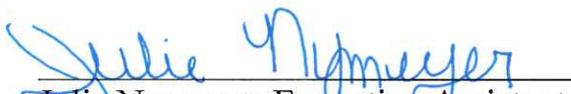
Julie Nymeyer
Executive Assistant

February 28, 2023

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

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

Sincerely,


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - January 2023

	Nov-22	Dec-22	Jan-23
Business Registrations -New	19	8	33
Business Registrations - New Owner	0	1	2
Business Registrations- Change of Address	3	3	21
Renewals	0	864	755
Web Payment Renewals	0	0	18
Total Business Registrations Activity	22	872	788
Active Business Registrations for the Month	2105	2097	2083
Fireworks	0	0	0
Junk Yard Licenses	0	0	1
Liquor License	4	0	0
Mobile Business Licenses	3	20	12
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	1
Solicitor's Permit	0	0	1
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	20	21	30
Public Documents Notarized	95	139	121
Public Records Request	36	28	42
Regular City Commission Meetings <i>1/3/23 1/17/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	0	0	0
Notice of Potential Quorum	2	0	0
Resolutions and Ordinances Attested	13	7	15
Consideration of Approval	4	2	2
Total Volume of Transactions on Tyler Cashiering	339	917	1,154
Total Amount	\$ 414,291.30	\$ 460,916.21	\$ 568,792.65
Web Payments Online for All Departments	\$ -	\$ -	\$ 426.00
Grand Total	\$ 414,291.30	\$ 460,916.21	\$ 569,218.65

COMMUNICATIONS DEPARTMENT

Monthly Report

January 2023

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.

- Business Renewals
- Structure Fire Investigations - Additional Info Needed
- 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.
- Planning for Racing for Rescues 3K/5K Run & Walk in conjunction with the Hobbs Animal Adoption Center to be held on February 11th.
- Winter Youth Leagues for T-Ball, Basketball, Soccer, and Volleyball will be held from February 2nd – March 18th. Sign-up deadline is set for January 22nd.
- Blasters War (Foam Dart War) – January 14th on the CORE Turf
- 6 Week Fitness Challenge from January 1st – February 11th.



COMMUNICATIONS DEPARTMENT

Monthly Report

January 2023

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

- Survey management (for both internal and public uses)
- City Employee Picnic Planning; Committee Member
- Social Wellbeing Committee: Sweet Treat Bake-Off
- Window display design for Legal Department approval process with vendor
- HPD Website Strategy; photoshoot planning
- Printing and approval of the Guide 2023 Spring edition
- Miscellaneous letters written
- Tree Lighting Ceremony grant report submitted to the JF Maddox Foundation
- Legal Department brochure design
- Online safety training
- Monthly hoteliers/CVB meeting
- Coordinate presentations by City Department Heads to local service group
- Flood brochure updates
- Photoshoot coordinated with Legal Staff
- Ad policy for The Guide drafted and reviewed with Legal; approval TBD
- Design of HFD hiring promotional materials

COMMUNICATIONS DEPARTMENT
Monthly Report
January 2023

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
January 2023

Post/Page Reach (people reached)	Followers	Page Visits
24,094 total (39.9% decrease)	59 new likes (56.3% decrease)	3,239 total (50.8% decrease)



Instagram
January 2023

Reach	Followers	Profile Visits
1,503 (18.4% decrease)	38 new (11.6% decrease)	196 (29.5% decrease)

Livestreamed City Commission Meetings for January 2023

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	93.5%	430	1,060
Live Viewers	6.5%	30	547
Total	100%	460	1,607

CITY OF HOBBS BUILDING DEPARTMENT

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

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	10	\$15,000.00	\$725.00
COMM PLUMBING	Commercial	9	\$13,500.00	\$633.50
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$290.00
COMMERCIAL ADDITION	Commercial	1	\$11,500.00	\$90.00
COMMERCIAL CANOPY	Commercial	1	\$176,400.00	\$456.00
COMMERCIAL ELECTRICAL	Commercial	13	\$19,500.00	\$1,862.00
COMMERCIAL REMODEL	Commercial	6	\$1,572,784.00	\$3,225.20
COMMERCIAL RE-ROOFING	Commercial	1	\$10,237.00	\$120.00
COMMERCIAL SIGN	Commercial	1	\$9,525.00	\$108.00
COMMERCIAL SOLAR	Commercial	2	\$369,500.00	\$960.00
COMMERCIAL TOWERS	Commercial	6	\$170,000.00	\$1,248.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	2	\$1,415,000.00	\$2,640.00
TEMPORARY TENTS AND CANOPIES	Commercial	2	\$3,000.00	\$50.00
		56	\$3,788,946.00	\$12,432.70
Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	20	\$30,000.00	\$1,515.00
RES PLUMBING	Residential	24	\$36,000.00	\$935.00
RES SEWER TAP & EXCAVATION	Residential	8	\$12,000.00	\$2,790.00
RESIDENTIAL ADDITION	Residential	2	\$42,500.00	\$336.00
RESIDENTIAL CANOPY	Residential	2	\$30,720.00	\$288.00
RESIDENTIAL CARPORT	Residential	1	\$14,400.00	\$144.00
RESIDENTIAL DEMOLITION	Residential	2	\$5,000.00	\$80.00
RESIDENTIAL DRIVEWAY	Residential	2	\$11,250.00	\$40.00
RESIDENTIAL ELECTRICAL	Residential	47	\$70,500.00	\$3,530.00
RESIDENTIAL FENCE	Residential	1	\$1,200.00	\$10.00
RESIDENTIAL MANUFACTURED HOME	Residential	1	\$4,000.00	\$120.00
RESIDENTIAL REMODEL	Residential	10	\$146,637.00	\$932.00
RESIDENTIAL RE-ROOF	Residential	5	\$49,620.00	\$510.00
RESIDENTIAL SINGLE FAMILY	Residential	2	\$860,655.00	\$1,862.79
RESIDENTIAL SOLAR	Residential	6	\$290,726.00	\$1,544.00
RESIDENTIAL STORAGE	Residential	1	\$21,700.00	\$360.00
		134	\$1,626,908.00	\$14,996.79
COMMERCIAL		56	\$3,788,946.00	\$12,432.70
RESIDENTIAL		134	\$1,626,908.00	\$14,996.79
TOTAL COMBINED		190	\$5,415,854.00	\$27,429.49



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

ENGINEERING DEPARTMENT

The Engineering Department provides technical support to internal Departments & Public and oversees numerous major/minor capital improvement projects.

Community Programs & Services:

Addressing Assignment:

	This Month	2022 Total	2023 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	4	52	4

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)

January 2023

ArcGIS Enterprise Server (Update):

Buffer Map Dataset (Update): In January the GIS Division worked with IT to get approval to store copies of our cannabis buffer maps on the webserver. This is to allow the GIS Division to develop a new dataset that will allow the user of the GIS Portal to access and view the cannabis maps from anywhere. Work will continue on the Buffer Map Datasets to help lighten the load of cannabis buffer maps on the GIS Division.

New GIS Server (Update): In January, the GIS Division reached out to ESRI to get information on moving the GIS servers to the cloud. The reason for these moves is due to the recent issues the GIS Division has been having getting items completed by the IT Dept. The GIS Division is comparing the pros and cons of going off-site (including ongoing cost) as they continue moving forward on upgrading the GIS server to 10.9.1 or 11.0. The current plan is still to update the server before summer 2023.

Base Station Issues (Continuing): On Jan 10th Vectors, Inc. assisted the GIS Division in an attempt to fix the City of Hobbs' base station. We updated the firmware of the NetR9, then changed settings, and finally replaced the GPS signal receiving antenna at Fire Station 3. Now we are doing a 3-month trial with the loaner GPS signal receiving antenna to see if our Zephyr 3 antenna was damaged or malfunctioning. If the Zephyr 3 is the problem it will need to be replaced this or next fiscal year.



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

Off Cycle LCCA Update: On Jan 18th, the LCCA reached out to the GIS Division to get an out-of-cycle update. The LCCA requested an update to any data (Addresses, Centerlines, Water Lines, Fire Hydrants, Building Footprints, and Intersections) that we had sent them in the past, so they could perform a major update to their CAD software. The GIS Division took the opportunity to update several subdivisions and got the data to the LCCA on Jan 30th.

ENGServer: On Jan 12th, the Engineering Dept. informed the GIS Division that they were needing to update the way they store data on the Engineering Server. The server had run out of disk space due to the number of items being stored on it. As the GIS Division still had space available on its server, GIS related items were moved off of the ENGServer to the GISAPP server.

NM811 Update: On Jan 26th, NM811 reached out to the City of Hobbs about updating our Onecall buffers. The Onecall buffers are a 300ft buffer from our underground utilities that allows NM811 to inform the City of Hobbs about any digging near our Utilities. Updates were sent on Jan 30th, but future updates may require changes to our process due to changing format requirements by NM811.

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

R Greenleaf Organics (1901 W Joe Harvey Blvd); TBA (2507 W Bender Blvd); Kannablis (319 W Marland Blvd)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

January - The City Commission reviewed and considered the following:

- Adopted Resolution # 7291 approving the Bonafide Ventures, LLC, Subdivision.



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

- Adopted Resolution # 7292 approving the College Subdivision, Unit Five.

Planning Board Summary:

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

- Review and Consider Preliminary Plan for College Square Subdivision, located northeast of the intersection of College Lane and Grimes, as submitted by property owner, Lemke Development, Inc.. (Recommend Approval)
- Review and Consider Preliminary Plan for Schubert Number One Subdivision, located northwest of the intersection of College Lane and Davis Lane, as submitted by property owner, Amy Schubert Donahue. (Recommended Approval)
- Review and Consider Notice Stating The Reasonable Notice Procedures For The City Of Hobbs Planning Board Pursuant To The New Mexico Open Meetings Act. (Recommended Approval)

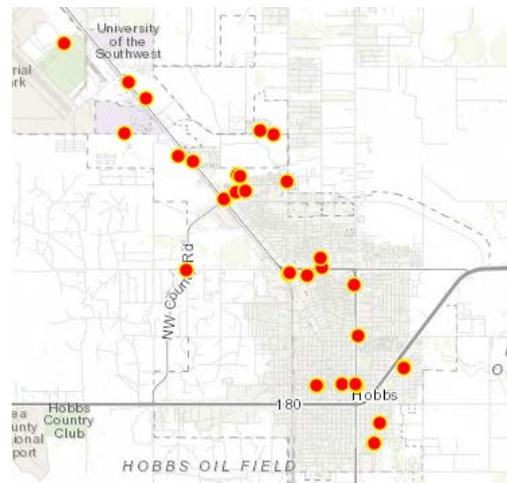
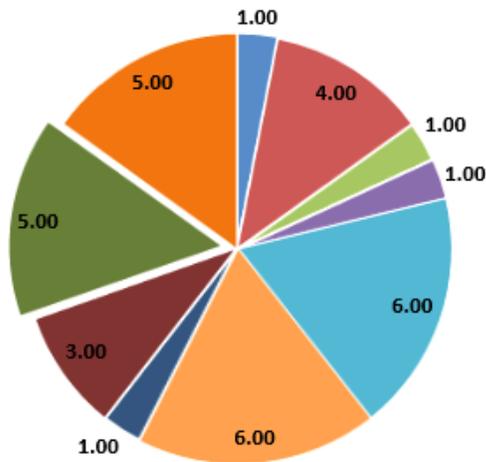


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2023**

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



- | | | |
|-------------------------------------|-------------------------------|---------------------------------|
| 14. Cabinet Service = 1 | 18. LED Module Replace = 4 | 20. Repair Communication = 1 |
| 21. School Zone Repaired = 1 | 23. New Sign Made = 6 | 26. Sign Install / Service = 6 |
| 27. Pole Straighten / Re-bolted = 1 | 28. Pole & Anchor Replace = 3 | 31. Inspected Intersections = 5 |
| 32. Int in Flash or Malfunction = 5 | | |

Major Damage:

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

**Monthly Measurement
Finance Department
Fiscal Year 2023**

Cash Statistics	January 2022	January 2023
Beginning Cash Balance	146,092,614.06	155,771,997
Monthly Cash In (Revenue - all funds)	8,918,115.98	10,907,424
Monthly Cash Out (Expenditures - all funds)	7,637,286.37	9,729,684
Ending Cash Balance	147,373,443.67	156,949,737

Finance Transaction Statistics

	January 2022	January 2023		
Total Number of PO's issued	313.00	315	daily average	16
Total Number of Invoices Processed	1,338.00	1789	daily average	89
Total Number of Checks Written (A/P)	649.00	770	weekly average	193
Total Number of Checks Written (Payroll)	1,176.00	1202	bi-weekly average	601

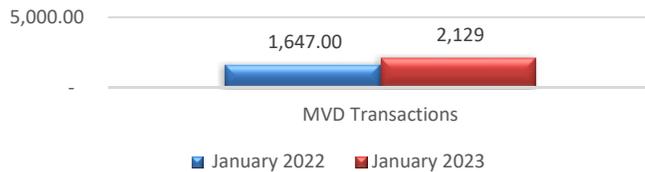
Financial Transaction Averages



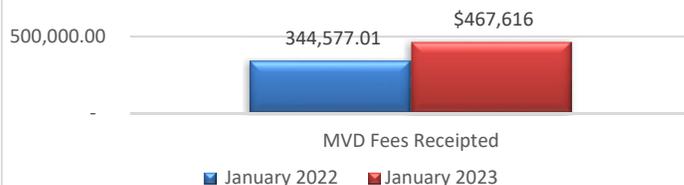
MVD Statistics	January 2022	January 2023
MVD Transactions	1,647.00	2,129
MVD Fees Received	344,577.01	\$ 467,616

daily average	106
daily average	\$ 23,381

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

2	Door lock repaired
3	Building repaired/ceiling
6	Adjusted Door Closers
32	Roof inspection
135	Ceiling tile replaced
1	Roof repairs
8	Moved furniture

Location of work performed

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

Break down of work performed by the Electricians

17	Light repairs
6	AC repairs
11	Heater repairs
5	General electrical work
11	CORE work

Location of work performed

11	CORE
4	Library
2	City Hall
1	Annex
1	PD
8	Fire Stations
4	PD Annex
5	Rockwind
2	Water Wells
2	Parks
1	AAC
1	Municipal Court
2	Crime Lab

January - 2023

General Services - Garage

In January - 2023 The City Garage had a total of 239 Repair Orders/Invoices. Of the 239 R.O./Invoices, 185 were repaired in house and 54 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 87,025.89 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	5	1	784.74	306.00	166.59	425.00	1,682.33
Accident Repair	0	3	0.00	0.00	8,819.05	5,064.00	13,883.05
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	12	14	2,387.48	782.00	1,131.34	0.00	4,300.82
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	8	3	3,513.17	1,241.00	1,489.45	850.00	7,093.62
Charging System	14	1	2,099.25	1,411.00	149.95	357.99	4,018.19
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	1	0	204.99	68.00	0.00	0.00	272.99
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	319.26	680.00	0.00	0.00	999.26
Exhaust	0	1	0.00	0.00	1,801.33	1,025.00	2,826.33
Filters	6	0	111.14	170.00	0.00	0.00	281.14
Fuel System	4	1	3,759.49	714.00	549.89	1,680.00	6,703.38
Hydraulics	3	0	619.82	959.82	0.00	0.00	1,579.64
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	8	0	233.76	714.00	0.00	0.00	947.76
Miscellaneous Maintenance	69	5	12,939.77	10,888.50	1,076.50	415.00	25,319.77
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	34	0	167.99	3,876.00	0.00	0.00	4,043.99
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	2	1	0.00	51.00	12.10	120.95	184.05
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	14	19	2,925.65	663.00	7,084.92	1,140.00	11,813.57
Towing Vehicles	0	4	0.00	0.00	0.00	775.00	775.00
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	1	0.00	0.00	250.00	0.00	250.00
Wheels/Hub	1	0	0.00	34.00	0.00	0.00	34.00
Monthly Total	185	54	30,066.51	22,575.32	22,531.12	11,852.94	87,025.89

		# of R.O./Inv	Parts	Labor	Total
City Garage		185	30,066.51	22,575.32	52,641.83
Vendor		54	22,531.12	11,852.94	34,384.06
		239	52,597.63	34,428.26	87,025.89

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Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
196 HRS.	Street Sweeping
52 HRS.	Building Brooms
256 HRS.	Cold Mix Patching
160 HRS.	Alley Maintenance
80 HRS.	Storm Sewers and Inlets
72 HRS.	Hauling Trash
232 HRS.	Equipment Maintenance
56 HRS.	Hot Mix
40 HRS.	Maintenance
212 HRS.	Work in the Welding Shop
HRS.	Hauling Caliche
48 HRS.	Stocking Material
72 HRS.	Meetings
128 HRS.	Work for Parks Dept.
40 HRS.	Work for Sports Fields
32 HRS.	Brine on Streets

The total amounts of material hauled or used:

Quantity	Material
136 YDS.	Sweepings
36 YDS.	Sand
612 YDS.	Caliche
120 YDS.	BTAP
174 YDS.	Alley Material
15 YDS	Cold Mix
362 YDS	Trash Hauled
7 YDS	Hot Mix
1400 GAL	Brine

Calls responded to:

Number	Type
14	Dispatched – accidents, spills, debris
5	Requests
0	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

January 2023

ALARMS

Alarms (City)	129
Alarms (County)	22
Total Alarms	151

FIRE RESPONSE BY STATION

Station 1	57
Station 2	28
Station 3	46
Station 4	20

ZONES

Zone 1 (NW City)	41	Zone 5 (NW County)	6
Zone 2 (NE City)	29	Zone 6 (NE County)	5
Zone 3 (SE City)	45	Zone 7 (SE County)	4
Zone 4 (SW City)	14	Zone 8 (SW County)	4
Out of District 3			

MOST COMMON DAY/TIME

Tuesday (1700 - 1759 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 1 (civilian)

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:43
Station 2	1:02
Station 3	1:39
Station 4	3:11
Average	1:53

STRUCTURE FIRES

Structure Fires - 5

FALSE ALARM RESPONSE

False Alarms - 30

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:29
Station 2	5:41
Station 3	5:42
Station 4	10:57
Average	7:12

TRAINING HOURS

Fire Training	1274
EMS Training	416

PREVENTION PROGRAMS

Fire Investigations	10
Fire/Safety Inspections	79
Smoke Detectors Installed	14
Public Education Activities	3
Plan Reviews	5
Burn Permits Issued	0

EMERGENCY MEDICAL SERVICES

January 2023

EMS RUN BREAKDOWN

City Response	778
County Response	49
Total Responses	827

ZONES

Zone 1 (NW City)	360	Zone 5 (NW County)	13
Zone 2 (NE City)	130	Zone 6 (NE County)	23
Zone 3 (SE City)	165	Zone 7 (SE County)	1
Zone 4 (SW City)	123	Zone 8 (SW County)	12

AVERAGE RUN TIMES

Enroute:	3:32
At Scene:	4:54
On Scene Time:	18:11
To Destination:	16:09
Back in Service:	25:54

MOST COMMON DAY/TIME

Tuesday – 141 calls for service
Monday – 29 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Sick Person - 77

OUT OF TOWN TRANSFERS

Lubbock	17
Midland	2
Odessa	4
Roswell	4
Carlsbad	4
Artesia	1
Airport	42

CARDIAC ARREST RESPONSES

Cardiac Arrest	13
ROSC	2

ROSC = Return of Spontaneous Circulation

EMS BILLING

Billed	\$381,676.54
Collected	\$221,239.05

Highlights for the month of January

- All members completed training course with Adult Protective Services
- Driver/Engineer promotional process; 3 personnel recommended for promotion
- All academy cadets passed FF I/II testing
- Four personnel attended TEEX Leadership Symposium in Frisco, TX
- Goal Planning conducted for 2023



Hobbs Express

Monthly Report - JANUARY 2023

Passenger Activity	Prior Month Dec-22	Reporting Month Jan-23
No. of Elderly Passengers	685	693
No. of Non-Ambulatory Passengers	109	134
No. of Disabled Passengers	227	244
No. of Other Trips	2700	2951
Total Passenger Trips	3721	4022

Total Bus Route Trips	2340	2277
Total Demand Response/Paratransit Trips	1381	1745
Total Passenger Trips	3721	4022

Vehicle Statistics	Prior Month Dec-22	Reporting Month Jan-23
Total Vehicle Hours	717.25	676
Total Vehicle Miles	9,806	9,577

Revenue Collected	Prior Month Dec-22	Reporting Month Jan-23
Total Fares Collected	\$0.00	\$0.00



HOBBS POLICE DEPARTMENT

February 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 (January 2023)

CODE ENFORCEMENT END OF MONTH REPORT (JANUARY 2023)

Code warnings	134
Code citations	25
Code calls	275
Animal warnings	29
Animal calls	307
Animal citations	30
Inoperable Vehicles	13
Parking Violations	29
Search Warrants	7

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

Accredited By The
 New Mexico Law Enforcement Professional Standards Council





Hobbs Animal Adoption Center

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

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

January 6, 2022

To: Chief Fons
 Captain Garrett
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

January 2023

Intake:	Cats	Dogs
Dead On Arrival	15	19
Sterilization Only	39	44
Stray	43	210
Transfers In		
Unwanted	18	45
Quarantine		16
Clinic Visit shots		
Totals:	115	334
Dispositions:		
Adopted	39	57
Died at Facility		12
Dead on Arrival	16	18
Euthanized	21	43
Rescued		92
Return to Owner	5	52
Sterilization Only	40	26
Escaped		
Clinic visit shots		3
Totals:	121	303

Total Revenue Collected:	Animal Pick Ups:	\$ 690
	Permits/Tags:	\$ 20
	Reclaims:	\$ 1370
	Adoptions	\$ 200
	Cremations	\$
	<u>Sterilizations:</u>	<u>\$ 2625</u>
		\$ 4905

HAAC currently has 118 dogs and 6 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning & Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	74518-74997	479
0864	2005/Dodge	Spare	95781-95862	81
0833	2004/Chevy	Spare	95725-95850	125



HOBBS POLICE DEPARTMENT

February 3, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: January 23 Records Numbers

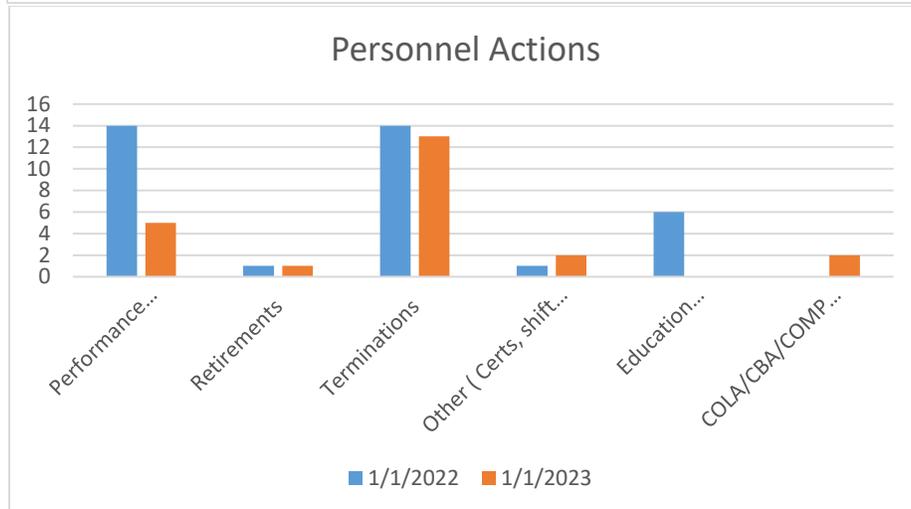
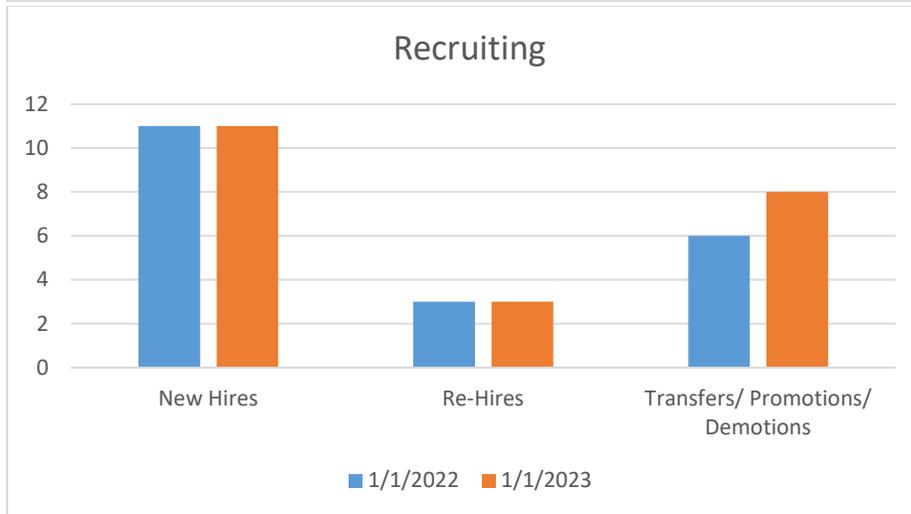
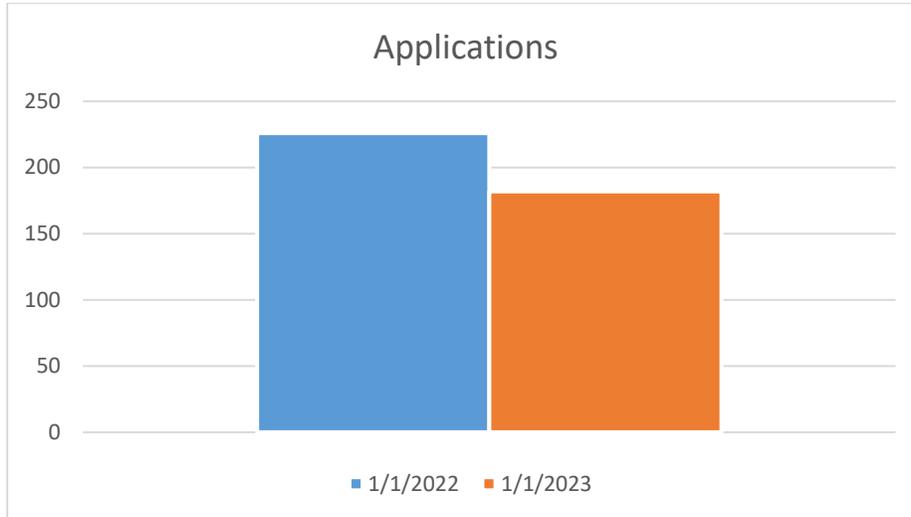
Susan and I entered Code Enforcement
Warnings 337
Citations 84

- Uniform Traffic Citations 305
- Warning Citations 74
- Misdemeanor Citations 3
- Arrest Reports 217
- Completed Reports 807
- Completed Supplements 241
- Completed Accident reports 80
- Criminal Trespass 56
- Warrants 274
- Recalled warrants 48
- IPRA Requests 403
- Discovery Requests 88

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Dispatch (575) 397-9265 • Fax (575) 397-3867
www.hobbspd.com

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Application Source

source	total	total %
Billboard / Sign	1	0.55
Chamber of Commerce Website	0	0.00
City of Hobbs Website	78	42.86
Facebook	8	4.40
Friend / Family	23	12.64
Governmentjobs.com	5	2.75
Indeed.com	44	24.18
Job Fair	4	2.20
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	0	0.00
Newspaper	1	0.55
Other	17	9.34
Radio	0	0.00
Recruiter	1	0.55
Unknown	0	0.00
Totals	182	100.00

New Position Postings for January

CODE ENFORCEMENT OFFICER	PARKS MAINTENANCE WORKER
AQUATICS COORDINATOR	POLICE PURCHASE AND SUPPLY SPECIALIST
DRIVER ENGINEER + PARAMEDIC	SUMMER PROGRAM COORDINATOR
CORE LEAD CUSTODIAN	SPORTS FIELD MAINTENANCE WORKER
LIBRARY DIRECTOR	EQUIPMENT OPERATOR

Safety Skills Training:

- Sexual Harassment and Discrimination for Employees

Team Involvement:

- The Human Resource Department hired a new HR Assistant, Joslyn VanBuskirk
- Assisted with the Local Labor Management Relations Board meeting
- HR Team participated in a Job Fair sponsored by a local radio station
- Conducted New Hire Orientation for the month of January

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

Total Tickets ⓘ

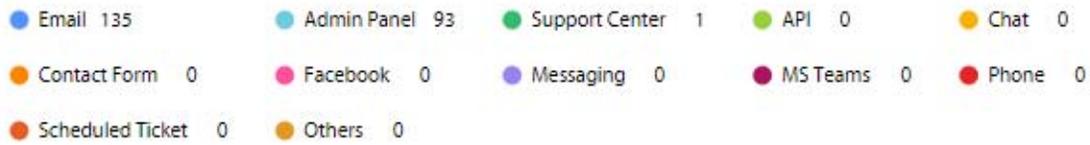
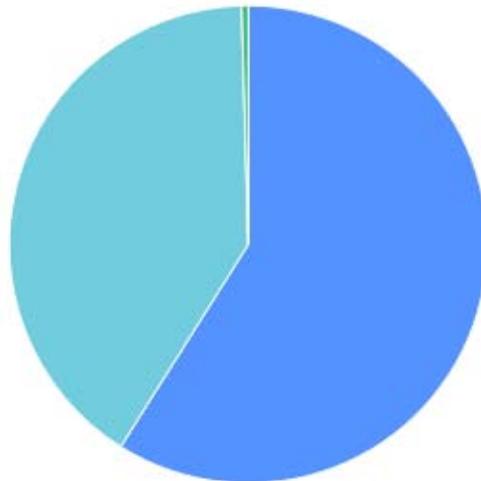
229

Avg Tickets/day ⓘ

7

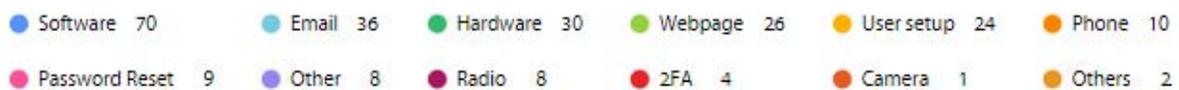
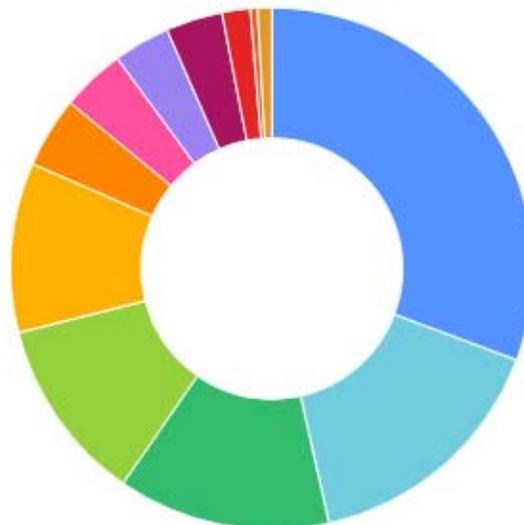
Inflow by Channel ↗

Pie Chart ▾



Issue Type ↗

Donut Chart ▾





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

January 2023

Mission Statement:

To zealously represent the City of Hobbs and its departments in all legal matters. To create a culture of adherence to the strictest standards of ethics; and to foster an atmosphere where laws are formulated and enforced equally, with respect and dignity for all people.

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads, and staff on various legal topics for the month of January. 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 January 2023, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (1/3; 1/17)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (1/3)
- ❖ Lodger's Tax Board – Valerie Chacon (1/11)
- ❖ Planning Board – Valerie Chacon (1/17)
- ❖ Utilities Board – Valerie Chacon (1/12)
- ❖ Labor Relations Board – Efren Cortez (1/12)
- ❖ 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 4

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 13
- ❖ Contract Review 7

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

Criminal Litigation:

- ❖ Pretrial Release Hearings: 1
- ❖ Probation Violations: 0
- ❖ Pretrials (Pro Se): 145
- ❖ Pretrials (Attorney): 35
- ❖ Trials: 80
- ❖ Dangerous Dogs/Petitions: 2
- ❖ DWI Cases: 6
- ❖ Shoplifting Cases: 9
- ❖ Appeals in District Court: 1
- ❖ Criminal Pleadings (Mun/Dist.) 120
- ❖ Subpoenas: 54
- ❖ Clio Case Entries: 75
- ❖ Discovery Submissions 70

Property Matters:

❖ Condemnation Reviews	11
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	3
❖ Foreclosures Filed	0
❖ Property Liens Filed	2

Civil Litigation:

❖ Civil Pleadings	10
❖ Civil Depositions	0
❖ Civil ADR:	2
❖ Demand Letters:	5
❖ Misc. Hearings (State/Fed.):	4
❖ Discovery Submissions:	0

Miscellaneous:

❖ Trainings:	3
❖ Witness Interviews:	9
❖ In-office consultations:	70
❖ Letters/Correspondence:	1,054

Areas of Notoriety:

- ❖ City Attorney Efren Cortez conducted a joint DWI Checkpoint training for HPD Sergeants with Erik Scramlin of Tactical Legal Solutions, LLC.
- ❖ Assistant City Attorney Amber Leija and City Attorney Efren Cortez conducted an IPRA training with the Hobbs Municipal Court.

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

January, 2023

Hobbs Public Library

CIRCULATION: 4,845

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,172
Audio Books & Music	119
DVDs	1,081
E-Books/E-Audio (OverDrive & Gale)	473

CIRCULATION BY PATRON TYPE:

Adult	2,414
Juvenile	490
Senior Citizen	1,129
Used in Library	812

Total Children's Items Circulated 2,057

Total Adult Items Circulated 2,788

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	11	15
ELIN Loans	13	5

Patron Visits 2,584

Overdue Notices Sent 712

PROGRAMS & PUBLIC SERVICES:

Programs Provided	14
Attendance	333
Passive Programs Provided	125
Passive Programming Participation	125
Meeting Room Use	24

Facebook Post Reach 2,038

Web Site Usage 3,716

HPL Database Usage 411

Reference Questions 84

Public Computer Use 347

Board Games 3

PATRON PROFILES:

Adult	15,563
Juvenile (Under 18 Years)	3,385
Senior Citizens (62+ Years)	2,530
Temp ELIN	2,177
Total Active Borrowers	23,655

RECEIPTS:

Materials Paid For	\$110.40
Fines & Fees	\$378.65
Copy Machine & Public Printouts	\$365.35
Total	\$854.40

Library Patrons Added This Month 52

ITEMS ADDED:

Total Items Added	404
Items Weeded	0

HOLDINGS:

Total Library Holdings 160,632

City Manager's Report
Municipal Court – January 2023

Monthly Cases:

Traffic Citations	307
Misdemeanor Citations	43
Environmental Citations	57
Fire Code Violations	0
AGG. DWI	4
DWI – 1 ST	<u>0</u>
Total	411

Courtroom Activity:

Video Arraignments (Jail)	115
Court Appearances – A.M.	16
Court Appearances- P.M.	128
Virtual Court	2
Special Settings	0
Pretrial Court Appearances – A.M.	28
Pretrial Court Appearances – P.M.	29
Attorney Pretrial	11
Trial/Change of Plea Cases	<u>11</u>
Total	340

Other Activity:

Summons issued	871
Warrants issued	<u>422</u>
Total	1293

Fines/Fees Assessed based on Conviction:

Fines	\$27,940
Fee	<u>\$15,269</u>
Total	\$43,209

Fines/Fees Collected:

Fines	\$27,769.89
Penalty Assessment Fee	3,002
Automation Fee	2,659.11
Judicial Education Fee	1,332
Correction Fee	8,845
DWI Prevention Fee	225.00
DWI Lab Fee	<u>400.00</u>
Total	\$44,233.00

City Manager – January Report

2023



IT ALL HAPPENS HERE™

-
1. Happy New Year!!
 2. Cemeteries had 20 interments
 3. Cemteries/Parks started tree trimming and removal at Prairie Haven Cemetery to make room for new metal fence
 4. Graffiti had 6 reported locations
 5. Contractor completed asphalt project at Veterans Memorial Sports Complex
 6. Seminole Hwy/East Marland was mowed; and trash picked up which filled over 60 trash bags
 7. Parks completed 12 Environmental Lots; Installed Shade Canopy at HPD
 8. All areas removed holiday decorations
 9. Bird deterrent devices installed at Fire Station 3
 10. McAdams crew patched waterfall feature at lake
 11. Rockwind crew completed all golf cart oil changes
-

Parks & Open Spaces Department



Membership & Participation Detail

Member Visits	22,738
Guest Visits	3,562
Classes	248
Tour Participants	23
Private Rentals	33 Facility Rentals with \$4,744 in revenue including deposits for future events
Annual and Monthly Memberships Sold in Month	927

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 January 2023:

	<u># Meals</u>	<u>Donations Received</u>
January 2023 Congregate Meals Served	1,155	\$1,475.87
January 2023 2022 Grab N Go Meals	679	\$ 674.85
January 2023 Guest Meals	1	\$ 12.00
January 2023 Home Delivered Meals	<u>1,819</u>	<u>\$ 924.00</u>
January 2023 Totals	3,654	\$3,086.72
December 2022 Totals	3,961	\$3,763.45

Duplicate Recreation Activities:	498	Exercise:	452
Transportation:	183	Assessment/Reassessment:	101

Recreation

- Fall Adult Art Classes are continuing and a total of 31 students are enrolled.
- Recreation is making plans and preparations for the Father Daughter Dance to be held in February.
- There was only 1 Park Pavilion rentals during the month.
- Staff has started the process to start hiring Summer Seasonal Staff with the first job postings being made.

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 33 participants for the month
- The CORE hosted the first-ever Hobbs Reid Invitational Swimming & Diving Meet.
- One Aquatics Coordinator position has been filled. There is still one Aquatics Coordinator's position that is vacant.

Rockwind Community Links Clubhouse

January 2023 was a solid month at Rockwind for both rounds of golf played and revenue with revenue being the highest in Rockwind's history for January. More than 1,000 rounds of golf were played during the month. Camren Bergman rejoined the Rockwind Community Links staff as Director of Instruction and Community Engagement.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	10	\$109.48	\$0.00	\$109.48	\$0.00	\$5.52	\$115.00
Driving Range	383	\$1,435.39	\$0.00	\$1,435.39	\$0.00	\$72.61	\$1,508.00
Golf Cart Rental Fees	1279	\$17,935.52	\$0.00	\$17,935.52	\$0.00	\$906.36	\$18,841.88
Green Fees	1127	\$16,560.90	\$0.00	\$16,560.90	\$0.00	\$835.22	\$17,396.12
Hard Goods Sales	297	\$7,945.92	(\$65.12)	\$7,880.80	\$5,897.52	\$394.18	\$8,274.98
Membership Fees	3	\$1,904.74	\$0.00	\$1,904.74	\$0.00	\$95.26	\$2,000.00
Soft Goods Sales	277	\$8,554.22	(\$631.62)	\$7,922.60	\$4,954.97	\$396.33	\$8,318.93
Food & Beverage	35	\$63.62	(\$2.14)	\$61.48	\$19.27	\$3.27	\$64.75
Totals for Revenue	3411	\$54,509.79	(\$698.88)	\$53,810.91	\$10,871.76	\$2,708.75	\$56,519.66
Grand Total:	3411	\$ 54,509.79	\$ (698.88)	\$ 53,810.91	\$ 10,871.76	\$ 2,708.75	\$ 56,519.66

KEY PERFORMANCE INDICATORS

Jan-23

Total Pre-Tax Revenue	\$53,810.91
Total Rounds	1127
Avg Green Fee plus Cart Fee per Round	\$32.30
Total Merchandise Sales	\$15,803.40
Merchandise Sales Per Round	\$14.02
F&B Sales Per Round	\$ 0.05
COGS Hard Goods	75%
COGS Soft Goods	63%
COGS F&B	31%
Rounds w/Carts	113%
Total Revenue per Round	\$ 47.75

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	186
Summary for Player's Pass	<u>186</u>
Li'l Rock Adult Resident	52
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>53</u>
Public 18	32
Public 9	2
Public Junior	1
Public Senior	4
Public Twilight	1
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>40</u>
Punch Pass	18
Summary for Punch Pass	<u>18</u>
Rain Check	7
Summary for Rain Check	<u>7</u>
Resident 18	468
Resident Junior	0
Resident Senior 18	168
League Fee	0
Complimentary Round	10
Resident Twilight	0
Team Practice Round	69
Resident 9	110
Marshal/Team Green Fee	3
Resident Replay	0
Summary for Resident	<u>828</u>
Tournament Fees	0
Summary for Tournament - Public	<u>0</u>
Grand Total:	1127

Teen Center

- 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.
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center.



RISK MANAGEMENT REPORT

January 2023

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Conducted monthly review of all recent claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Worked with IT to customize some components of Lynx EAS.
- Endorsed 4 new vehicles and/or equipment to city's insurance policy.
- Reviewed 33 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 11 property damage incidents on behalf of the City of Hobbs.
- Sent 2 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	
CLASS	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>December 2021</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>December 2022</u>
Residential	11,664	73,641,593	11,810	73,291,308
Commercial	1,802	41,087,729	1,802	44,004,158
City Accounts	207	5,530,324	210	3,537,151
School Accounts	60	3,756,487	62	1,199,996
Irrigation	258	3,780,887	254	3,201,568
Unbilled Maintenance		2,500,000		1,200,000
	13,991	130,297,020	14,138	126,434,181

LABORATORY	January 2022	January 2023
Total Drinking Water Tests	46	52
Total Wastewater Tests	714	761
Liquid Waste Received (gallons)	172,340	105,530

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	95.400	97.273
Effluent (Million Gallons)	88.400	93.223
Solids Removed (Dry Pounds)	84,702	253,200

WATER PRODUCTION REPORT - JANUARY 2023

WATER PRODUCED	
Total monthly water produced, million gallons	154,849,000
Total monthly water distributed, million gallons	152,462,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.57
Monthly chlorine gas dosed to system (lbs)	1,209
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 JANUARY 2023

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	30
Manholes cleaned	48
Sewer main line cleaned (feet)	32,221
Sewer stoppages	78
Sewer main line video inspections	0
Odor complaints	4
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)	90

UTILITIES MONTHLY PLUMBER REPORT JANUARY 2023	QUANTITY
Sewer stoppages	18
Odor complaints	1
Water leaks	35
Pool maintenance	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27