



# **CITY MANAGER'S MONTHLY REPORT**

March 2023

200 East Broadway  
Hobbs, NM 88240  
[www.hobbsnm.org](http://www.hobbsnm.org)



**Mayor**

Sam D. Cobb

**City Commission**

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

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**CITY MANAGER**

City Manager  
Executive Assistant

Manny Gomez  
Julie Nymeyer

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Barry Young  
Mark Doport

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Eddie Trevino  
Vacant

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Christa Belyeu  
Matt Blandin

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Valerie Chacon  
Amber Lejia

**LIBRARY SERVICES**

Acting Library Director

Bob Hamilton

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Matt Hughes  
Dustin Sharp

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**POLICE DEPARTMENT**

Police Chief  
Deputy Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Shane Blevins  
Jessica Silva  
Missy Funk

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maint. Supt.

Tim Woomer  
Bill Griffin  
Todd Ray

Utilities Admin.

Kaylyn Lewis



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

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200 East Broadway  
Hobbs, NM 88240

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

**Julie Nymeyer**  
Executive Assistant

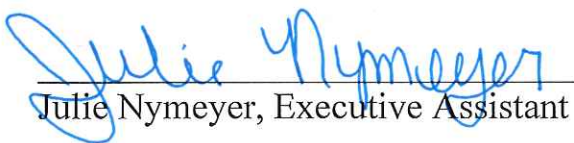
April 28, 2023

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

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

This month the City of Hobbs held an Employee Appreciation Breakfast at the Hobbs Senior Center. The City Manager and Department Heads cooked and served Bacon, Sausage, Pancakes, and Eggs. It was a great time for City of Hobbs employees to get to hang out, eat and visit. We thank the City of Hobbs Employees for all their hard work and dedication. You're an awesome team.

Sincerely,

  
Julie Nymeyer, Executive Assistant



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

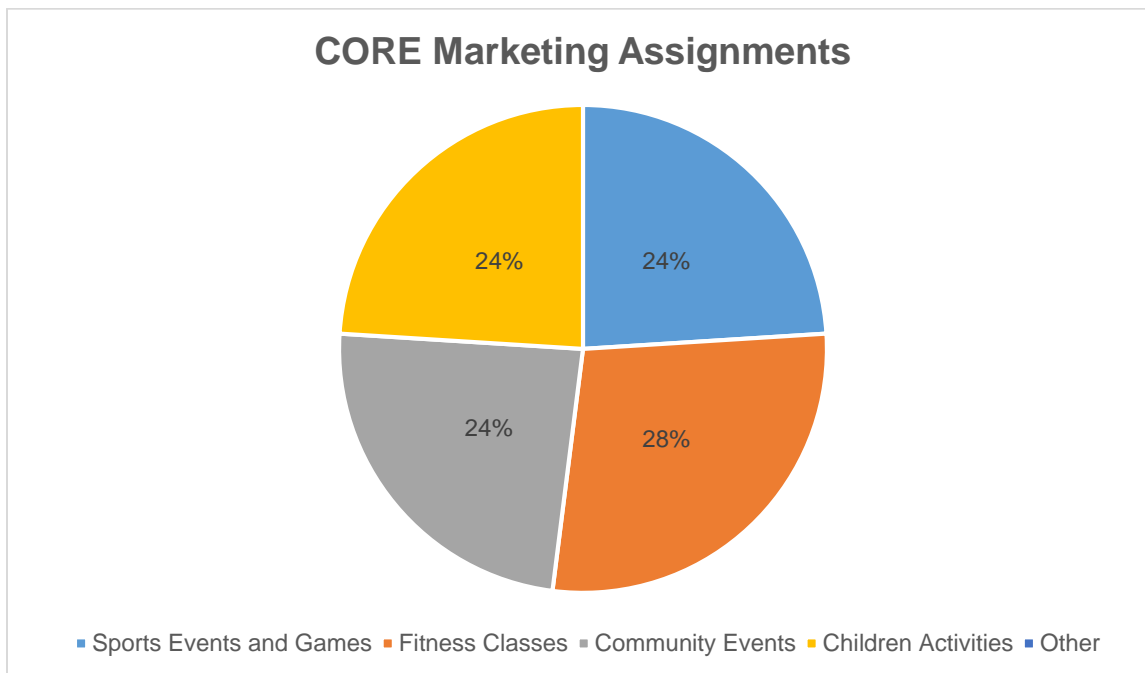
	Jan-23	Feb-23	Mar-23
Business Registrations -New	33	14	32
Business Registrations - New Owner	2	1	1
Business Registrations- Change of Address	21	5	4
Renewals	755	99	43
Web Payment Renewals	18	18	3
Total Business Registrations Activity	788	99	80
Active Business Registrations for the Month	2083	2101	2118
Fireworks	0	0	0
Junk Yard Licenses	1	0	0
Liquor License	0	1	0
Mobile Business Licenses	12	8	9
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	1	0	0
Solicitor's Permit	1	0	3
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	30	37	13
Public Documents Notarized	121	117	113
Public Records Request	42	37	35
Regular City Commission Meetings <i>3/6/23, 3/20/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <i>3/20/23</i>	0	2	1
Notice of Potential Quorum <i>3/7/23</i>	0	0	1
Resolutions and Ordinances Attested	15	11	4
Consideration of Approval	2	5	3
Total Volume of Transactions on Tyler Cashiering	1,154	559	461
Total Amount	\$ 568,792.65	\$ 626,630.88	\$ 1,223,213.03
Web Payments Online for All Departments	\$ 426.00	\$ 520.00	\$ 115.00
Grand Total	\$ 569,218.65	\$ 627,150.88	\$ 1,223,328.03

## COMMUNICATIONS DEPARTMENT Monthly Report March 2023

### DEPARTMENT HIGHLIGHTS

All public information is regularly shared on social media, on the website, on billboards we hold contracts, via print materials, and more; some information locations are dependent on the topic. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. Most of the information is also translated into Spanish by a court-certified translator. In addition to the daily duties carried out by the Communications Department, the following unique tasks were performed:

- Survey management (for both internal and public uses)
- City Employee Picnic Planning; Committee Member
- Social Wellbeing Committee: Employee Appreciation Breakfast
  - Participation and planning by both employees
- Ad policy for The Guide finalized
- Budget entry process completed for FY24
- Assisted with Parks Superintendent interview process
- Attended Southeast New Mexico Community reception

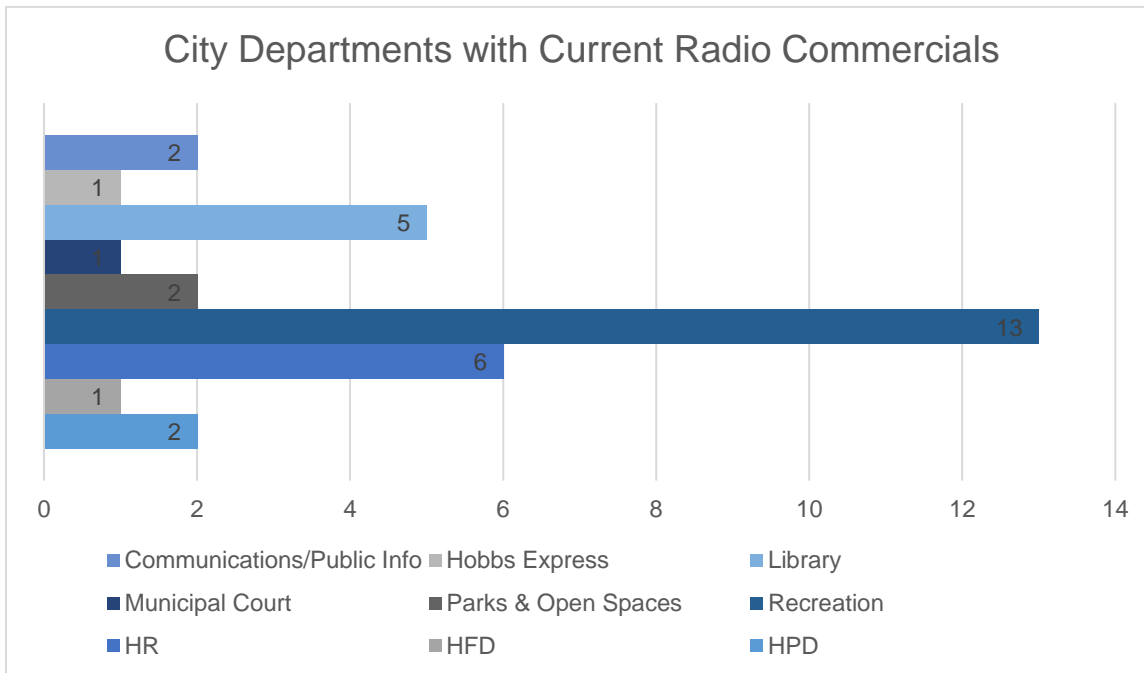
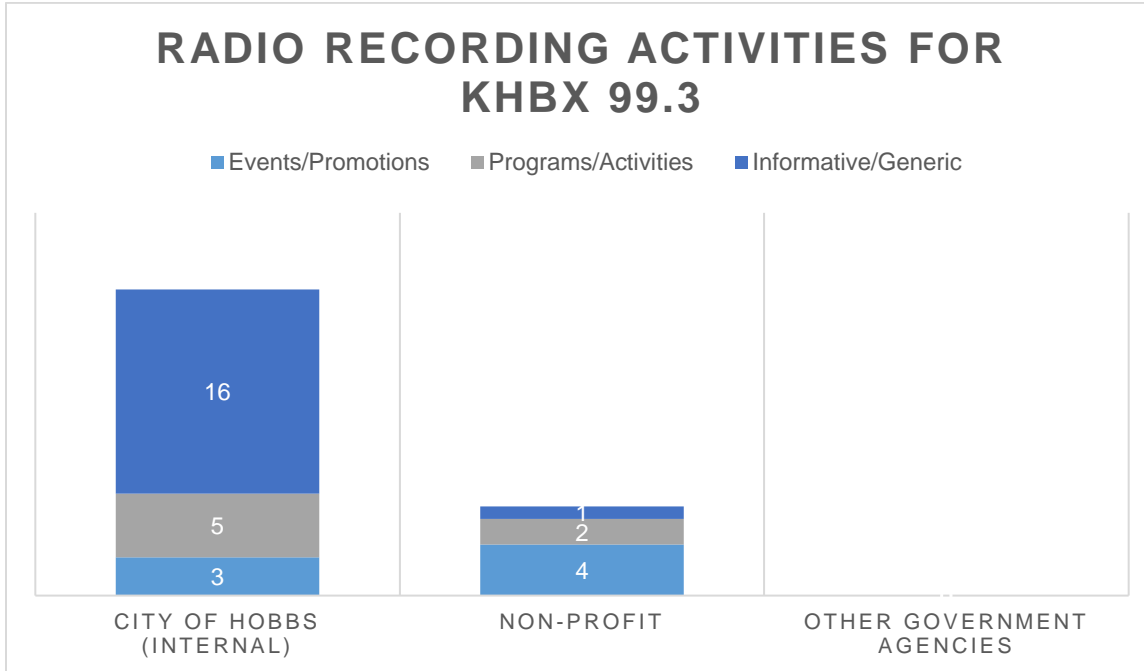




## COMMUNICATIONS DEPARTMENT Monthly Report March 2023

### RADIO STATION, 99.3 KHBX

Biweekly radio recordings with City departments, local nonprofits, and other government agencies are held to promote community functions for all ages and interests.



# COMMUNICATIONS DEPARTMENT

## Monthly Report

### March 2023

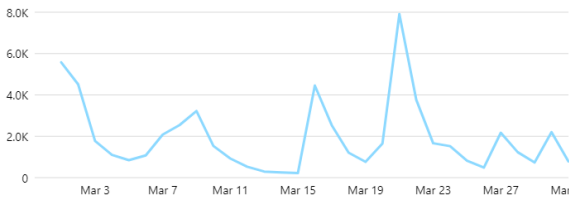
## SOCIAL MEDIA INSIGHTS

### for The City of Hobbs Facebook and Instagram Pages

#### Reach

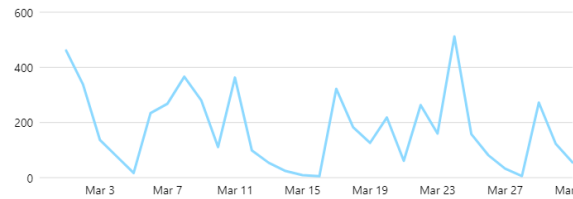
Facebook Page reach ⓘ

25,878 ↓ 39.9%



Instagram reach ⓘ

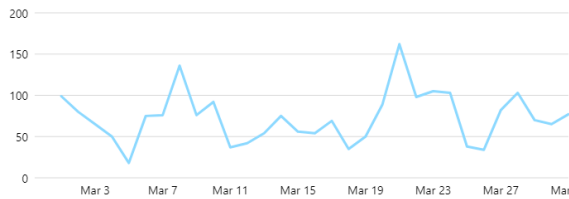
1,220 ↓ 18%



#### Page and profile visits

Facebook Page visits ⓘ

2,265 ↓ 22.5%



Instagram profile visits ⓘ

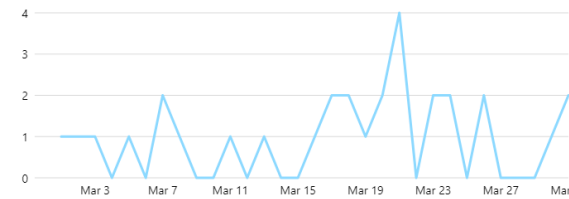
163 ↓ 41.2%



#### New likes and follows

Facebook Page new likes ⓘ

30 ↓ 41.2%



New Instagram followers ⓘ

29 ↓ 46.3%



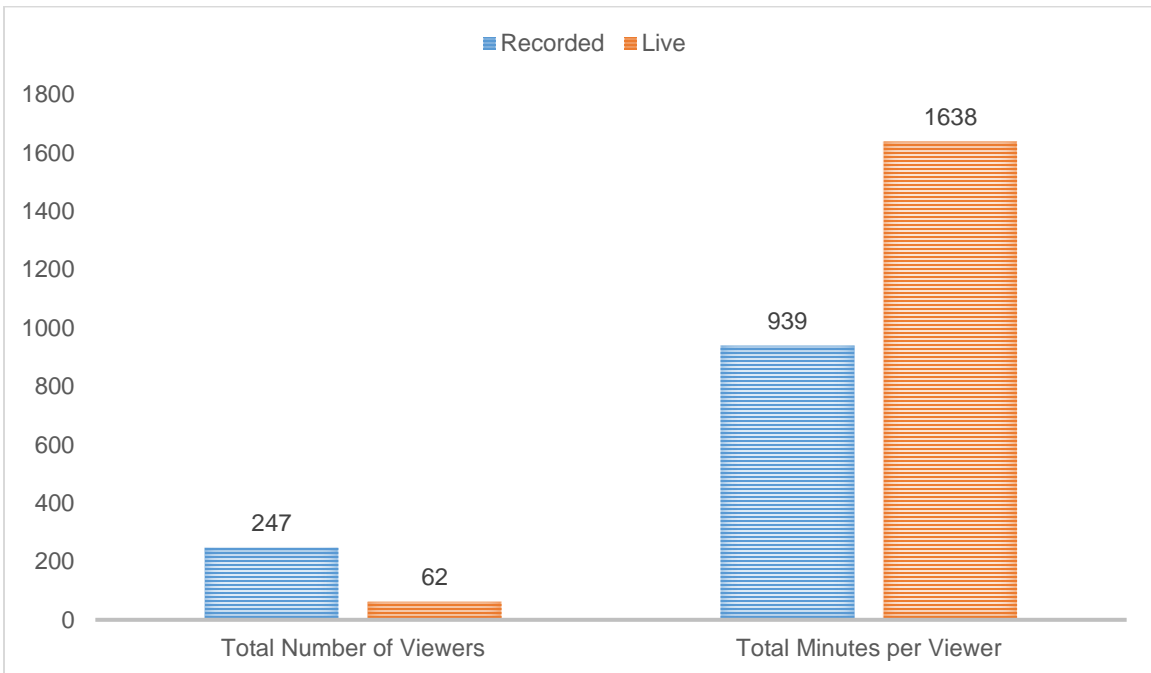
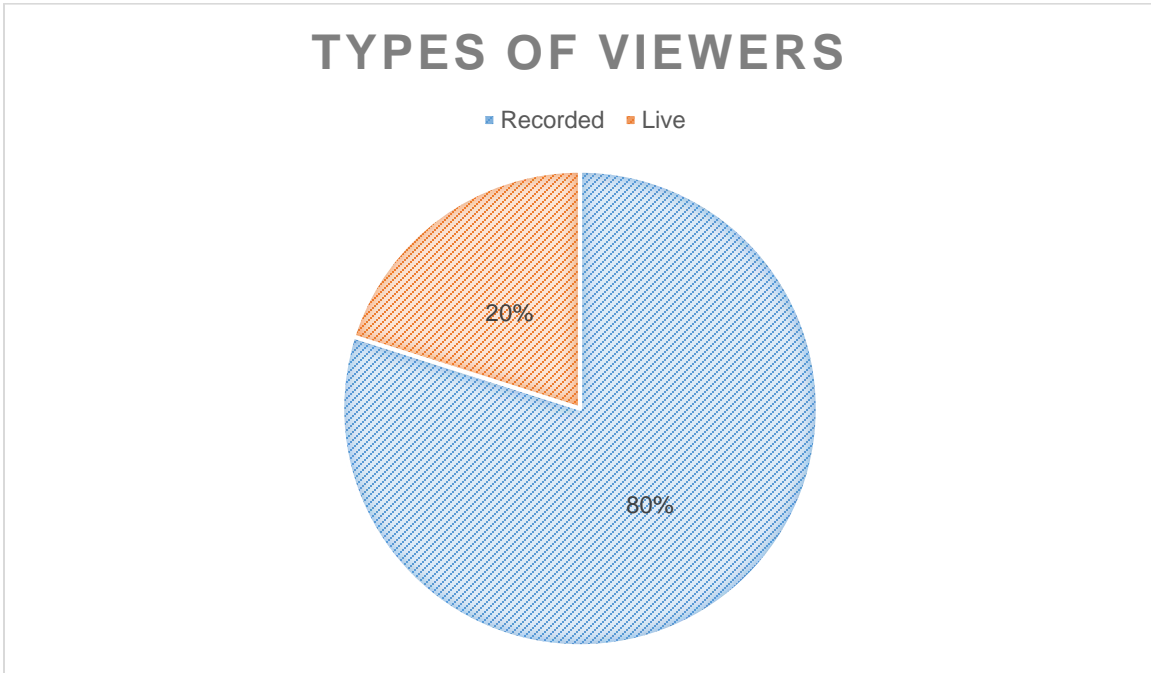
#### DATA ANALYSIS AND CONCLUSION SUMMARY:

When evaluating these insights in March compared to those in February and why there is a decline in every area of March's results, data supports the reason to be posts in February were more people-focused than those in March. March's posts and content were informative and in regard to upcoming events, programs, activities, and available services. February's posts included more employee milestones and recognitions of achievement. Viewers respond more frequently and are more interested to read about and see people than advertisements and information not including people.

## COMMUNICATIONS DEPARTMENT Monthly Report March 2023

### Livestreamed City Commission Meetings for March 2023 Insights

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).





**CITY OF HOBBS BUILDING DEPT.**

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

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEE</b>
COMM MECHANICAL	Commercial	3	\$4,500.00	\$396.50
COMM PLUMBING	Commercial	7	\$9,000.00	\$494.50
COMM SEWER TAP & EXCAVATION	Commercial	2	\$3,000.00	\$830.00
COMMERCIAL ADDITION	Commercial	2	\$100,000.00	\$480.00
COMMERCIAL ELECTRICAL	Commercial	16	\$24,000.00	\$1,497.00
COMMERCIAL REMODEL	Commercial	7	\$2,710,548.00	\$7,951.10
COMMERCIAL RE-ROOFING	Commercial	2	\$89,280.00	\$450.00
COMMERCIAL SIGN	Commercial	7	\$58,024.00	\$606.00
COMMERCIAL TOWERS	Commercial	2	\$51,380.00	\$528.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$30.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	3	\$1,003,500.00	\$2,196.00
		<b>53</b>	<b>\$4,056,232.00</b>	<b>\$15,484.10</b>

<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEE</b>
RES MECHANICAL	Residential	18	\$27,000.00	\$1,295.00
RES PLUMBING	Residential	37	\$55,500.00	\$1,649.00
RES SEWER TAP & EXCAVATION	Residential	10	\$15,000.00	\$3,330.00
RESIDENTIAL ADDITION	Residential	8	\$786,978.00	\$2,532.00
RESIDENTIAL CANOPY	Residential	1	\$70,436.00	\$384.00
RESIDENTIAL CARPORT	Residential	2	\$34,320.00	\$432.00
RESIDENTIAL DEMOLITION	Residential	3	\$24,000.00	\$200.00
RESIDENTIAL ELECTRICAL	Residential	69	\$100,650.00	\$4,753.00
RESIDENTIAL FENCE	Residential	5	\$41,700.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	\$216,247.00	\$180.00
RESIDENTIAL REMODEL	Residential	9	\$170,000.00	\$1,232.00
RESIDENTIAL RE-ROOF	Residential	24	\$281,417.00	\$2,130.00
RESIDENTIAL SINGLE FAMILY	Residential	17	\$6,390,186.00	\$13,417.39
RESIDENTIAL SOLAR	Residential	25	\$1,321,809.00	\$7,310.00
RESIDENTIAL STORAGE	Residential	1	\$18,000.00	\$144.00
RESIDENTIAL SWIMMING POOL	Residential	2	\$158,800.00	\$684.00
		<b>234</b>	<b>\$9,712,043.00</b>	<b>\$39,722.39</b>

COMMERCIAL		53	\$4,056,232.00	\$15,484.10
RESIDENTIAL		234	\$9,712,043.00	\$39,722.39
<b>TOTAL COMBINED</b>		<b>287</b>	<b>\$13,768,275.00</b>	<b>\$55,206.49</b>



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

**ENGINEERING DEPARTMENT**

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

**Community Programs & Services:**

Addressing Assignment:

	This Month	2022 Total	2023 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	6	52	15

**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)

**March 2023**

**ArcGIS Enterprise Server (Update):**

**Utility Data and GNSS Job Closeout (continuing):** As part of the Water and Wastewater Master Plan the GIS Division has been ensuring that past GNSS data is getting put into the GIS. This has been an ongoing project for all of March and has been the first big project that has used the new GNSS Job closeout process. The new process massively improves on the original GPS Points by simplifying the steps needed to go from finishing the line work to the final archive of the Job files. Work is expected to continue through April as the GIS Division tries to provide the best data available to the contractor for their work on the Water and Wastewater Master Plan.

**Water and Wastewater Master Plan Data Export:** On March 12<sup>th</sup> the GIS Division generated the first data export for the Water and Wastewater Master Plan project. This included all the request layers that Freese and Nichols, Inc. was looking for in both the mid and end of March timeframe. This data was used to create maps and suggested sampling/testing locations for the project's kickoff meeting on March 23<sup>rd</sup>. A second export is planned for the end of April after the GIS Division and the ENG Dept. complete collecting manhole data.

**HFD Map Updates (update):** Budget, Water and Wastewater Master Plan, and Cannabis map workload has caused a delay in the HFD Map Updates project. The GIS Division is



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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also still waiting on HFD for the final review of the new hand maps. Work is expected to be finished in late April or early May.

**FY24 Budgeting (Continued):** A large portion of the first 1/3<sup>rd</sup> of March was spent by the GIS Division working on the 2023 -24 budget. Much of the time was spent researching the best or cheapest options for different equipment or re-designing our budget worksheet to break out individual items better to reduce the need for catch all “misc.” items in the budget. Due to other work tasks (mostly Cannabis maps) the removal of all the “misc.” items were not able to be completed this year.

**The Month’s Buffer Maps:** During the month of March the GIS Division completed the following buffer maps (10) 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.

Famoso Farms (5012 N. Lovington Hwy.); Wonderland (115 W. Broadway St.); Animacann Inc (1215 W. Joe Harvey Blvd.); Animacann Inc (325 N. Turner St.); Wonderland (110 W. Broadway St.); Bud Board Dispensary (2206 W. Marland St.); 1119 S Leach St LLC (1119 S. Leach St.); Golden Goose Cannabis (3425 N. Industrial Dr.); Animacann Inc (701 N. Grimes St.); Wonderland (E. Bender Blvd.)

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

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

**City Commission Planning Summary:**

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

**Planning Board Summary:**

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



**ENGINEERING / PLANNING**  
**TRAFFIC / GIS-MAPPING DEPARTMENTS**  
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- Review and Consider proposed variance from MC 15.20 – Off-Street Parking for proposed development of property located 210 N. Marland, as requested by Developer Dollar General.
- Review and Consider proposed subdivision located northwest of the intersection of Buena Suerte Drive and N.M. Highway 132.
- Review and Consider proposed variance from MC 18.04.060-B(4a) – RVPark Design Standards for a proposed RVP to be located at 502 W. Comanche Drive within the ETJ.
- Review and Consider a Fair Share Development Agreement for the projection of 14th north of Marland.
- Review and Consider a Fair Share Development Agreement for the projection \ improvement of Lorene west of Cobb.
- Review and Consider an undeveloped Dedication Plat for the projection of Jefferson north of Glorietta.
- Review and Consider a proposed Vacation\Replat for property located southeast of the intersection of Dunnam & Houston, as submitted by property owner.
- Review and discuss proposed subdivision sketch plan located between Woodfin Dr. and Sockwell Dr.



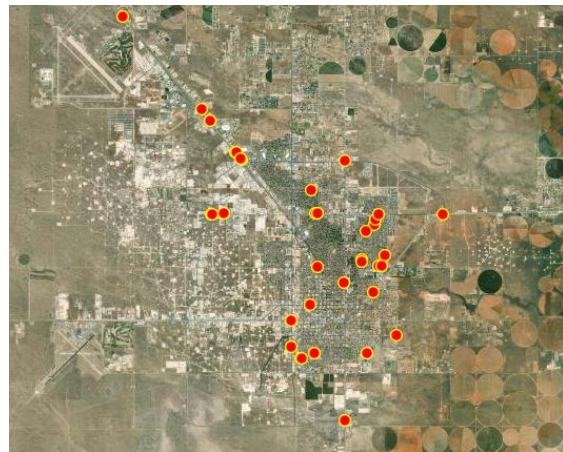
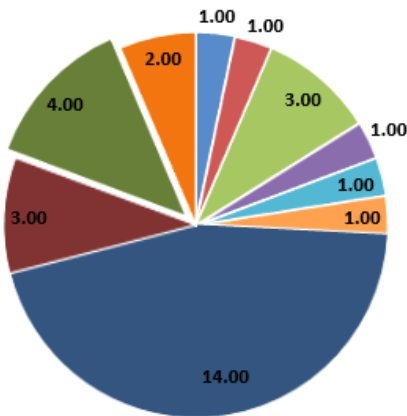
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
MARCH 2023**

**TRAFFIC DIVISION:**

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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**



- 
- |                                     |  |
|-------------------------------------|--|
| 10. Detector Loop Retuned = 1       | 14. Cabinet Service = 1                  |
| 18. LED Module Replace = 3          | 19. Ped Push Button Repair / Replace = 1 |
| 02. Minor Traffic Signal Repair = 1 | 23. New Sign Made = 1                    |
| 26. Sign Install / Service = 14     | 27. Pole Straighten / Re-bolted = 3      |
| 28. Pole & Anchor Replace = 4       | 36. 811 / Line Spot Hours = 2            |
- 

**Major Damage:**

- Two street light foundations were replaced due to damage caused by a vehicle at Seminole Highway and Navajo, and one at Dal Paso and Temple in the month of March.

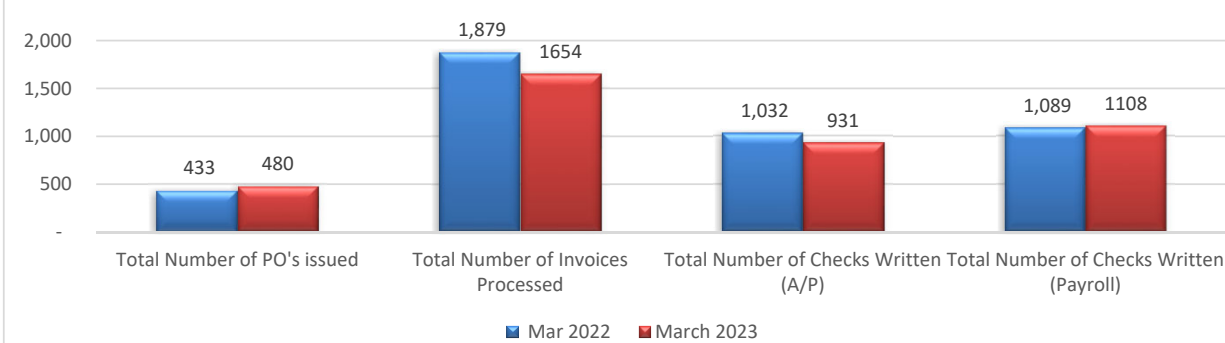
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2023**

Cash Statistics	Mar 2022	March 2023
Beginning Cash Balance	145,852,372	159,244,556
Monthly Cash In (Revenue - all funds)	10,833,157	12,485,829
Monthly Cash Out (Expenditures - all funds)	11,328,522	10,535,707
<b>Ending Cash Balance</b>	<b>145,357,008</b>	<b>161,194,678</b>

**Finance Transaction Statistics**

	Mar 2022	March 2023		
Total Number of PO's issued	433	480	daily average	21
Total Number of Invoices Processed	1,879	1654	daily average	72
Total Number of Checks Written (A/P)	1,032	931	weekly average	186
Total Number of Checks Written (Payroll)	1,089	1108	bi-weekly average	554

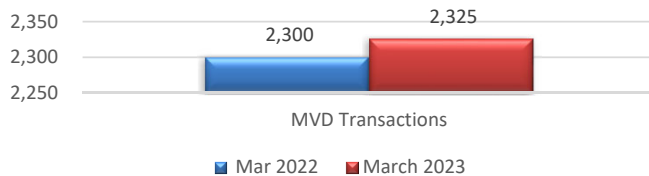
**Financial Transaction Averages**



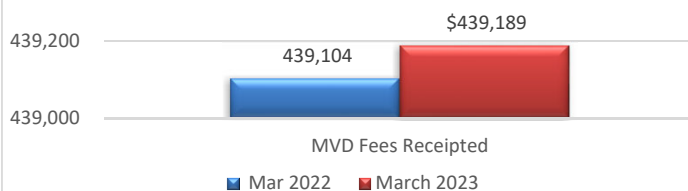
MVD Statistics	Mar 2022	March 2023
MVD Transactions	2,300	2,325
MVD Fees Received	439,104	\$ 439,189

daily average	101
daily average	\$ 19,095

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

March 2023

## ALARMS

Alarms (City)	109
Alarms (County)	24
Total Alarms	133

## ZONES

Zone 1 (NW City)	38	Zone 5 (NW County)	13
Zone 2 (NE City)	28	Zone 6 (NE County)	3
Zone 3 (SE City)	34	Zone 7 (SE County)	2
Zone 4 (SW City)	9	Zone 8 (SW County)	2
Out of District 4			

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:04
Station 2	0:43
Station 3	1:06
Station 4	1:30
<b>Average</b>	<b>1:05</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:54
Station 2	4:43
Station 3	4:46
Station 4	4:37
<b>Average</b>	<b>5:00</b>

## PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	88
Smoke Detectors Installed	12
Public Education Activities	3
Plan Reviews	8
Burn Permits Issued	1

## FIRE RESPONSE BY STATION

Station 1	46
Station 2	31
Station 3	37
Station 4	19

## MOST COMMON DAY/TIME

Saturday (1900 - 1959 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 3

## FALSE ALARM RESPONSE

False Alarms - 26

## TRAINING HOURS

Fire Training	1166
EMS Training	266

## EMS RUN BREAKDOWN

City Response	719
County Response	51
Total Responses	770

## ZONES

Zone 1 (NW City)	353	Zone 5 (NW County)	19
Zone 2 (NE City)	126	Zone 6 (NE County)	21
Zone 3 (SE City)	140	Zone 7 (SE County)	0
Zone 4 (SW City)	100	Zone 8 (SW County)	11

## AVERAGE RUN TIMES

Enroute:	1:45
At Scene:	4:24
On Scene Time:	25:25
To Destination:	18:30
Back in Service:	35:13

## MOST COMMON DAY/TIME

Friday – 132 calls for service  
Monday – 28 calls from 18:00 – 20:59 hours

## MOST COMMON COMPLAINT

Sick Person - 67

## OUT OF TOWN TRANSFERS

Lubbock	26
Midland	1
Odessa	0
Roswell	3
Carlsbad	2
Airport	28
Helipad	12

## CARDIAC ARREST RESPONSES

Cardiac Arrest	19
ROSC	3
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Billed	\$228,513.41
Collected	\$145,899.77

## Highlights for the month of March

- Inspections completed of 34 schools within the Hobbs Municipal School District
- Completed a drill with GEO (prison facility)
- All personnel completed Rapid Intervention Team (RIT) training
- Presented annual report at City Commission meeting
- Submitted SAFER grant to FEMA/DHS
- Final Adoption for ordinance change regarding Adoption of 2021 International Fire Code (IFC)
- Attended preliminary budget meeting for FY24



## March - 2023

### General Services – Building Maintenance

Work performed by City Carpenters

10	Door closer adjusted
2	Building repaired/ceiling
2	Painted Walls
32	Roof inspection
8	Ceiling tile replaced
3	Building repairs
1	Moved furniture

Location of work performed

15	City Hall
3	Police Department
8	Senior Center
4	D.A.
5	Library
2	Municipal Court
5	Animal Shelter
2	Rock Wind
2	State Police
2	Annex
2	Crime Lab
2	Station one
2	Station two
5	Station three
2	Safety Complex Building
2	D.M.V.
4	City Jail
2	Teen Center
3	CORE

Break down of work performed by the Electricians

8	Light repairs
8	AC repairs
17	Heater repairs
25	General electrical work
11	CORE work
8	Light repairs

Location of work performed

11	CORE
7	Library
5	City hall
5	Annex
6	PD
4	Fire stations
3	DA building
8	Parks
1	Teen center
4	AAC
6	Municipal Court

**March - 2023**  
**General Services - Garage**

In March - 2023 The City Garage had a total of 258 Repair Orders/Invoices. Of the 258 R.O./Invoices, 185 were repaired in house and 73 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 76,689.16 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	15	2	1,995.36	1,054.00	125.58	455.00	3,629.94
Accident Repair	0	3	0.00	0.00	8,283.95	4,329.80	12,613.75
Air Intake	0	1	0.00	0.00	295.62	1,233.20	1,528.82
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	24	13	6,904.06	1,921.00	1,787.14	0.00	10,612.20
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	12	1	3,082.67	1,088.00	436.32	280.00	4,886.99
Charging	20	2	3,630.80	2,397.00	448.90	230.00	6,706.70
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	1	0.00	0.00	498.75	402.50	901.25
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	4	1	2,393.04	3,230.00	189.05	840.00	6,652.09
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Filters	12	0	316.00	391.00	0.00	0.00	707.00
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	2	0	49.50	17.00	0.00	0.00	66.50
Hydraulics	0	0	0.00	0.00	0.00	0.00	0.00
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	1	0	71.89	34.00	0.00	0.00	105.89
Lift Mechanism	0	1	0.00	0.00	202.71	220.00	422.71
Lighting	11	0	583.33	1,249.50	0.00	0.00	1,832.83
Miscellaneous Maintenance	35	9	3,383.13	2,847.50	1,100.03	1,346.50	8,677.16
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	22	0	0.00	2,669.00	0.00	0.00	2,669.00
Steering	2	0	744.15	374.00	0.00	0.00	1,118.15
Suspension	0	3	0.00	0.00	289.90	0.00	289.90
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Tires	22	25	5,195.00	1,054.00	4,294.01	1,580.95	12,123.96
Towing Vehicles	0	3	0.00	0.00	0.00	460.00	460.00
Transmission	3	0	27.00	170.00	0.00	0.00	197.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	0	7	0.00	0.00	0.00	450.00	450.00

Wheels/Hub	0	1	0.00	0.00	37.32	0.00	37.32
<b>Monthly Total</b>	<b>185</b>	<b>73</b>	<b>28,375.93</b>	<b>18,496.00</b>	<b>17,989.28</b>	<b>11,827.95</b>	<b>76,689.16</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		185	28,375.93	18,496.00	46,871.93
Vendor		73	17,989.28	11,827.95	29,817.23
		<b>258</b>	<b>46,365.21</b>	<b>30,323.95</b>	<b>76,689.16</b>

## March - 2023

### General Services - Street Department

Break down of work performed by the Street Department Crew:

Man Hours	Activity
248 HRS.	Street Sweeping
16 HRS.	Building Brooms
240 HRS.	Cold Mix Patching
16 HRS.	Alley Maintenance
156 HRS.	Storm Sewers and Inlets
32 HRS.	Hauling Trash
100 HRS.	Maintenance
124 HRS.	Work in the Welding Shop
56 HRS.	Hot Mix
104 HRS.	Stocking Material
144 HRS.	Shoulder Work
144 HRS.	Meetings
8 HRS.	Work for Parks Dept.
192 HRS.	Work for Garage
24 HRS.	Work for Environmental

The total amounts of material hauled or used:

Quantity	Material
164 YDS.	Sweepings
180 YDS.	Sand
606 YDS.	Alley Material
15 YDS	Cold Mix
135 YDS.	Recycling Material
8 YDS.	Hot Mix Used
72 YDS	Trash Hauled

Calls responded to:

Number	Type
9	Dispatched – accidents, spills, debris
4	Requests



# Hobbs Express

Monthly Report - MARCH 2023

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Feb-23</b>	<b>Mar-23</b>
No. of Elderly Passengers	630	835
No. of Non-Ambulatory Passengers	127	122
No. of Disabled Passengers	246	289
No. of Other Trips	2956	2948
<b>Total Passenger Trips</b>	<b>3959</b>	<b>4194</b>

<b>Total Bus Route Trips</b>	2322	2690
<b>Total Demand Response/Paratransit Trips</b>	1637	1504
<b>Total Passenger Trips</b>	<b>3959</b>	<b>4194</b>

<b>Vehicle Statistics</b>	<i>Reporting Month</i>	<i>Reporting Month</i>
	<b>Feb-23</b>	<b>Mar-23</b>
Total Vehicle Hours	651	803.75
Total Vehicle Miles	9,505	11,558

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



# HOBBS POLICE DEPARTMENT

April 4, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: March 23 Records Numbers

Code Enforcement

Warnings 376

Citations 10

- Uniform Traffic Citations 481
- Warning Citations 96
- Misdemeanor Citations 0
- Arrest Reports 215
- Completed Reports 776
- Completed Supplements 291
- Completed Accident reports 86
- Criminal Trespass 62
- Warrants 110
- Recalled warrants 41
- IPRA Requests 438
- Discovery Requests 130

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

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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

April 4, 2023

To: Chief Fons  
 Deputy Chief Blevins  
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

March 2023

Intake:	Cats	Dogs
Dead On Arrival	14	9
Sterilization Only	64	30
Stray	24	100
Transfers In		
Unwanted	7	20
Quarantine		20
Clinic Visit shots		
<b>Totals:</b>	<b>111</b>	<b>179</b>
Dispositions:		
Adopted	26	48
Died at Facility	3	2
Dead on Arrival	16	9
Euthanized	8	56
Rescued		2
Return to Owner	1	13
Sterilization Only	72	36
Escaped		
Clinic visit shots		3
<b>Totals:</b>	<b>126</b>	<b>169</b>

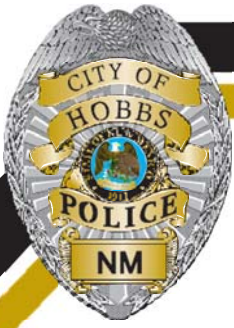
Total Revenue Collected:	Animal Pick Ups:	\$ 300
	Permits/Tags:	\$ 570
	Reclaims:	\$ 95
	Adoptions	\$
	Cat traps	\$ 120
	<u>Sterilizations:</u>	<u>\$ 1027</u>
		\$ 2112



HAAC currently has 119 dogs and 7 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning &amp; Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	75359-75475	116
0864	2005/Dodge	Spare	95866-95866	0
0833	2004/Chevy	Spare	95931-95931	0

# HOBBS POLICE DEPARTMENT



To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Date: April 4, 2023

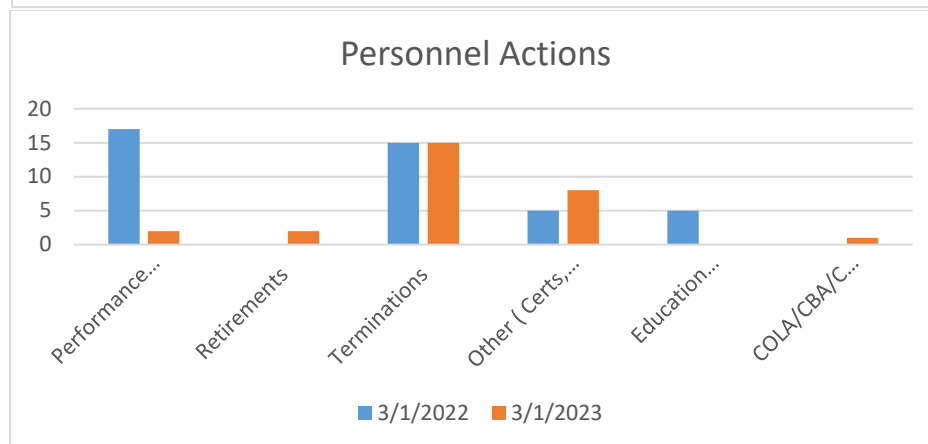
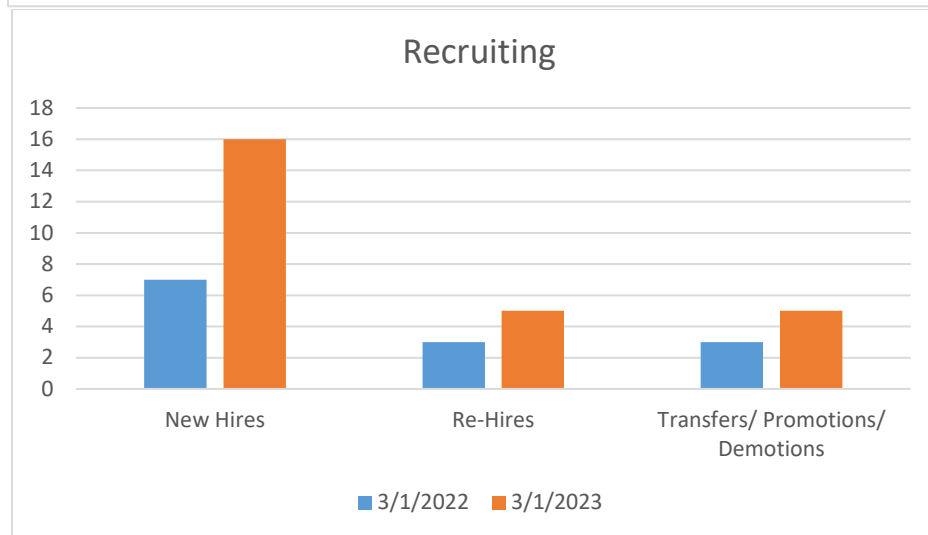
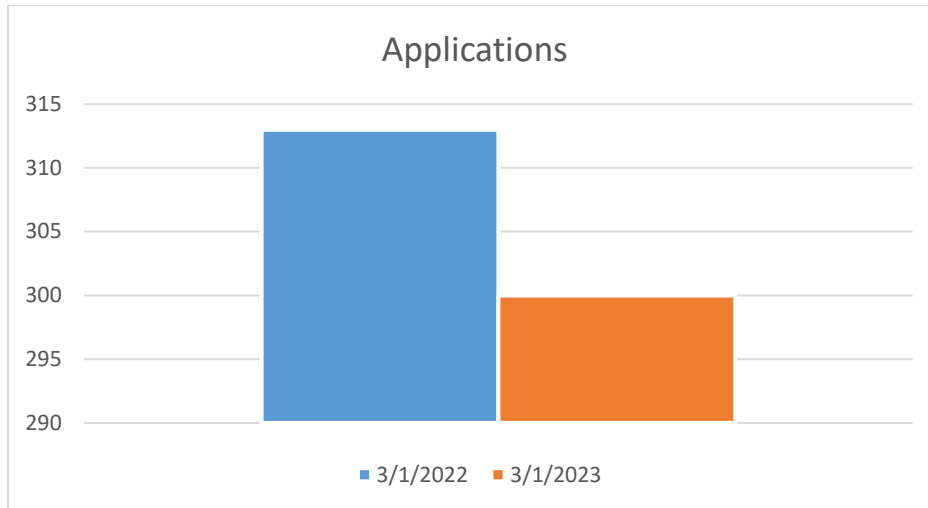
Re: HPD March 23 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
March 2022/2023	RPTS	RPTS		Date	Date	
			2022/2023	2022	2023	
	2022	2023				
REPORTED CRIMES	409	450	10%	1243	1244	0%
CALLS FOR SERVICE	3,688	3,982	8%	11,267	11,259	0%
ARRESTS	206	215	4%	548	627	14%
MURDER	0	1	100%	1	3	100%
RAPE	3	4	33%	13	9	-31%
ROBBERY	2	3	100%	6	6	100%
ASSAULTS AND BATTERY	65	87	34%	245	253	3%
BURGLARY	43	115	167%	135	249	84%
LARCENY	57	83	46%	166	198	19%
SHOPLIFTING	38	23	-39%	121	83	-31%
AUTO THEFT	23	21	-9%	73	48	-34%
ARSON	2	0	-100%	8	1	-88%
FORGERY	1	1	0%	2	2	0%
FRAUD	16	7	-56%	39	19	-51%
EMBEZZLEMENT	3	3	0%	7	4	-43%
REC. STOLEN PROPERTY	3	2	-33%	5	2	-60%
VANDALISM	97	110	13%	278	307	10%
WEAPONS OFFENSES	2	3	50%	10	8	-20%
DOMESTIC VIOLENCE	30	35	17%	113	102	-10%
ASSAULTS/BATTERY ON PO	2	4	100%	11	9	-18%
SHOOTING AT/FM MV OR DWELLING	8	6	-25%	21	30	43%
CITATIONS ISSUED	474	481	1%	1,473	1,166	-21%
DWI	9	6	-33%	22	16	-27%
TRAFFIC CRASHES	94	86	-9%	255	239	-6%

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## Application Source

	total	total %
<a href="#">Billboard / Sign</a>	1	0.33
<a href="#">Chamber of Commerce Website</a>	0	0.00
<a href="#">City of Hobbs Website</a>	91	30.33
<a href="#">Facebook</a>	7	2.33
<a href="#">Friend / Family</a>	70	23.33
<a href="#">Governmentjobs.com</a>	6	2.00
<a href="#">Indeed.com</a>	91	30.33
<a href="#">Job Fair</a>	5	1.67
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	0	0.00
<a href="#">Newspaper</a>	0	0.00
<a href="#">Other</a>	26	8.67
<a href="#">Radio</a>	0	0.00
<a href="#">Recruiter</a>	3	1.00
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>300</b>	<b>100.00</b>

## New Position Postings for March

CORE ATTENDANT	HUMAN RESOURCE SPECIALIST
CORE FITNESS SPECIALIST	PARKS MAINTENANCE WORKER
CORE GUEST SERVICES COORDINATOR	GOLF PLAYER SERVICES
FACILITY RENTAL LEAD SPEACILIST	SUMMER RECREATIONAL POSITIONS
ACCOUNTING SPECIALIST	STREET SUPERINTENDENT
CORE FACILITY MAINTENANCE SUPERVISOR	SENIOR TRAFFIC TECHNICIAN
GOLF COURSE MAINTENANCE WORKER	

## Safety Skills Training:

- Violence in the Workplace

## Team Involvement:

- Nicholas Goulet and Tracy South participated in the annual AON Strategy Meeting
- The City Department Heads provided an employee appreciation breakfast
- HR Specialist assisted with Library Director interviews
- Conducted New Hire Orientation

## Information Technology Department – 74 years combined experience with City of Hobbs

Christa Belyeu – IT Director  
 Matt Blandin – Asst. IT Director  
 Joe Amador – Webpage Specialist  
 Jeff Sanford – Communications Specialist

Frank Porras – IT Network Administrator  
 Gabriel Jurado – Computer Specialist  
 Stephanie Ledezma – Computer Specialist

### Daily operations, responsibilities, and policies

#### ❖ Technology Policies

- [AR 15-02 – Technology Policy](#)

#### ❖ I.T. Equipment (24 City of Hobbs facilities)

- Purchasing
- Installation
- Maintenance
- Training
- Research and Development/Planning

#### ❖ Computer

- Servers (62) (31 physical / 31 virtual)
- Offsite replication
- Desktops (500)
- Laptops (250)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
  - 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)

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

#### ❖ Wide/Local area networking administration

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Cyber Security

#### ❖ Email

- Account Administration
- SPAM filtering
- Intrusion protection

#### ❖ Internet Access

- Web access and content filtering
- DSL connections
- Remote access

#### ❖ Wireless Networking

- Point to point
- Wi-Fi Access points

#### ❖ Web Page Design (City of Hobbs, Police, Fire, CORE, Library)

#### ❖ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

#### ❖ Outdoor Warning Equipment (33 locations)

- Warning Siren/Public Address

#### ❖ Facility alarm systems (all locations)

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

#### ❖ Audio/Video

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

Total Tickets ⓘ

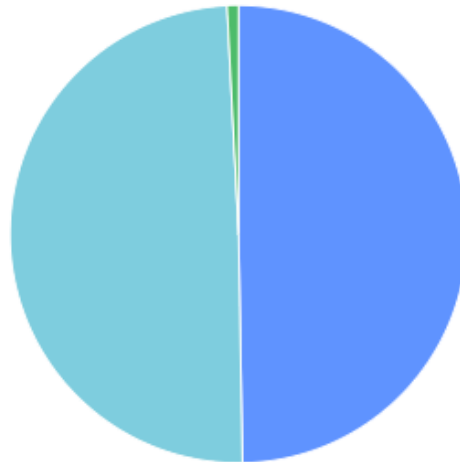
372

Avg Tickets/day ⓘ

12

Inflow by Channel ↗

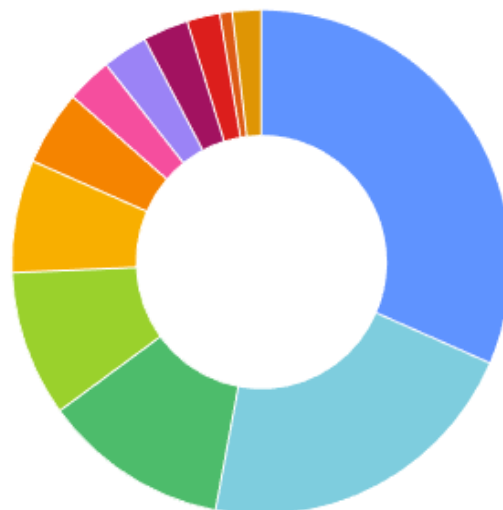
Pie Chart ▾



- Admin Panel 185
- Email 184
- Support Center 3
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Others 0

Issue Type ↗

Donut Chart ▾



- Software 118
- Email 80
- Hardware 45
- Webpage 35
- User setup 27
- Phone 18
- 2FA 11
- Network 11
- Password Reset 11
- PC Setup 8
- Other 3
- Others 7



## 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**

March 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 March 2023, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (3/6; 2/20)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (N/A)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (3/21)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Efren Cortez (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (3/15)

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

- ❖ Public Hearings/Presentations 6
- ❖ Agenda Items drafted 6
- ❖ 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 5
- ❖ Contract Review 6

**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. Municipal Prosecutor, 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 March 2023, the litigation activity of the City Attorney's Office was as follows:

**Criminal Litigation:**

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 0
- ❖ Pretrials (Pro Se): 134
- ❖ Pretrials (Attorney): 30
- ❖ Trials: 33
- ❖ Dangerous Dogs/Petitions: 8
- ❖ DWI Cases: 14
- ❖ Shoplifting Cases: 13
- ❖ Appeals in District Court: 1
- ❖ Criminal Pleadings (Mun/Dist.) 154
- ❖ Subpoenas: 48
- ❖ Clio Case Entries: 59
- ❖ Discovery Submissions 45



**Property Matters:**

❖ Condemnation Reviews	2
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	1
❖ Foreclosures Filed	0
❖ Property Liens Filed	0

**Civil Litigation:**

❖ Civil Pleadings	4
❖ Civil Depositions	0
❖ Civil ADR:	0
❖ Demand Letters:	5
❖ Misc. Hearings (State/Fed.):	1
❖ Discovery Submissions:	0

**Miscellaneous:**

❖ Trainings:	2
❖ Witness Interviews:	12
❖ In-office consultations:	55
❖ Letters/Correspondence:	783

**Areas of Notoriety:**

- ❖ The City Attorney’s Office collaborated with the New Mexico Attorney General’s Office and Tactical Legal Solutions, LLC to conduct a three-day DWI prosecution and civil liability training for all patrol officers for the Hobbs Police Department.
- ❖ The City Attorney’s Office began working on a comprehensive review of the Hobbs Municipal Code in an effort to ensure legal sufficiency of the ordinances in Hobbs, NM, for the benefit of the public.

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

March, 2023

Hobbs Public Library

**CIRCULATION:** 5,734

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,633
Audio Books & Music	172
DVDs	1,473
E-Books/E-Audio (OverDrive & Gale)	456

**CIRCULATION BY PATRON TYPE:**

Adult	3,129
Juvenile	720
Senior Citizen	1,283
Used in Library	602

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	9	15
ELIN Loans	13	18

*Total Children's Items Circulated* 2,325

*Total Adult Items Circulated* 3,409

Patron Visits	3,231
Overdue Notices Sent	441

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	12
Attendance	352
Passive Programs Provided	42
Passive Programming Participation	42
Meeting Room Use	25

Facebook Post Reach	3,041
Web Site Usage	1,764
HPL Database Usage	175
Reference Questions	87
Public Computer Use	430
Board Games	0

**PATRON PROFILES:**

Adult	15,616
Juvenile (Under 18 Years)	3,363
Senior Citizens (62+ Years)	2,533
Temp ELIN	2,162
<b>Total Active Borrowers</b>	<b>23,674</b>

**RECEIPTS:**

Materials Paid For	\$104.24
Fines & Fees	\$652.40
Copy Machine & Public Printouts	\$491.74
<b>Total</b>	<b>\$1,248.38</b>

Library Patrons Added This Month	52
----------------------------------	----

**ITEMS ADDED:**

Total Items Added	340
Items Weeded	0

**HOLDINGS:**

Total Library Holdings	156,961
------------------------	---------

4/4/2023

City Manager's Report  
Municipal Court – March 2023

On March 1, 2023, the Municipal Court has relocated to 301 N. Dalmont, while the Municipal Court located at 301 N. Turner undergoes a security remodel. The court will be relocated to this new location for approximately three to six months. The Municipal Court has and will continue to serve the public at the new location. The Municipal Court's hours of operation and phone remains the same.

The court has reached out to several agencies around the City of Hobbs and has received detailed program description with regards to an alternative to incarceration programs. The programs consist of and are what the court is currently using on a case by case basis for an alternative to sentencing are Aspen of America, Guidance Center, Options, Inc., Palmer Drug Abuse Program (PDAP), Lea County Probation, Teen Court of Lea County, New Mexico Junior College, and City of Hobbs. They are designed to assist the public in numerous ways that could have a crucial impact in their lives. They are designed to deter individuals from recidivism. The court will continue to look for additional alternative to incarceration programs.

Monthly Cases:

Traffic Citations	501
Misdemeanor Citations	46
Environmental Citations	34
Fire Code Violations	0
AGG. DWI	4
DWI – 1 <sup>ST</sup>	<u>0</u>
Total	585

Courtroom Activity:

Video Arraignments (Jail)	105
Court Appearances – A.M.	20
Court Appearances- P.M.	120
Virtual Court	5
Special Settings	7
Pretrial Court Appearances – A.M.	39
Pretrial Court Appearances – P.M.	26
Attorney Pretrial	17
Trial/Change of Plea Cases	<u>32</u>
Total	371

Other Activity:

Summons issued	707
Warrants issued	<u>182</u>
Total	889

Fines/Fees Assessed based on Conviction:

Fines	\$45,049
Fee	<u>\$20,987</u>
Total	\$66,036

Fines/Fees Collected:

Fines	\$36,831.11
Penalty Assessment Fee	3,981
Automation Fee	2,994
Judicial Education Fee	1,495
Correction Fee	9,973.89
DWI Prevention Fee	470.00
DWI Lab Fee	<u>465.00</u>
Total	\$56,210.00

## City Manager – March Report

# 2023



IT ALL HAPPENS HERE.™

1. Cemeteries had 13 interments and sold 8 lots
2. Graffiti had 10 reported locations
3. Crews started working on East Bender (Homestead to Seminole Hwy) right of ways clean up
4. 45 new trees planted with 28 at Harry McAdams Park and 17 at Rockwind
5. Rockwind making preparations for a busy year
6. Green Meadows Lake was lowered so crews could work on float valve and check inlets
7. 2 new employees hired
8. When weather conditions permit, landscaped areas and turf are being sprayed for weed control
9. Sports replaced 2 shade canopies due to wind damage
10. Landscape project started at the Public Library and Del Norte Park
11. Greenhouse is full of new flowers for upcoming season



Parks & Open Spaces Department





### Membership & Participation Detail

Member Visits	30,584
Guest Visits	5,378
Classes	305
Programming	-
Tour Participants	74
Private Rentals	37 Facility Rentals with \$5,171.72 in revenue including deposits for future events
Annual Memberships Opened from May 2022 to March 2023	463
Annual and Monthly Memberships Sold in Month	958

#### 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 March 2023:

	<u># Meals</u>	<u>Donations Received</u>
March 2023 Congregate Meals Served	1,481	\$1,743.56
March 2023 2022 Grab N Go Meals	742	\$ 453.00
March 2023 Home Delivered Meals	<u>2,195</u>	<u>\$ 867.00</u>
March 2023 <b>Totals</b>	4,418	\$3,063.56
For comparison February 2023 <b>Total</b>	3,552	\$3,514.88

Duplicate Recreation Activities:	678	Exercise:	637
Transportation:	188	Assessment/Reassessment:	123

#### Recreation

- Fall Adult Art Classes are continuing and a total of 31 students are enrolled.
- Preparations are being made for the Hobbs Downtown Slam & Jam event featuring the Gus Macker 3-on-3 Basketball Tournament.
- Plans for the Community Egg Hunt and Adaptive Egg Hunt are also being made.
- There were 20 Park Pavilion rentals during the month.
- Interviews and hiring for seasonal positions is continuing.
- Staff has begun preparations for the Hobbs Downtown Slam & Jam event.



## 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 25 participants for the month.
- The Tsunami Teams will host a Swimming and Diving Meet on Saturday, April 1, and plans for that event are being made.
- The slide repair project is underway at Del Norte Pool.

## Rockwind Community Links Clubhouse

The month of March was a busy one at Rockwind Community Links. There were more than 2,000 rounds played during the month and the course hosted numerous events. These events included: Swing Fore Nine, Sands High School Invitational, Permian Pipeliners Association, NMJC Booster Club, Andrews (TX) District Championship, Hobbs High School Junior Varsity Tournament, and the Hobbs High School Buck Brandon Classic.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	17	\$171.38	\$0.00	\$171.38	\$0.00	\$8.62	\$180.00
Driving Range	596	\$2,328.19	\$0.00	\$2,328.19	\$0.00	\$117.81	\$2,446.00
Golf Cart Rental Fees	1245	\$19,247.96	\$0.00	\$19,247.96	\$0.00	\$945.17	\$20,193.13
Green Fees	2190	\$25,548.84	\$0.00	\$25,548.84	\$0.00	\$1,241.23	\$26,790.07
Hard Goods Sales	523	\$32,976.89	(\$679.03)	\$32,297.86	\$23,046.74	\$1,615.24	\$33,913.10
Membership Fees	3	\$1,714.26	\$0.00	\$1,714.26	\$0.00	\$85.74	\$1,800.00
Soft Goods Sales	612	\$21,153.68	(\$1,913.13)	\$19,240.55	\$12,583.82	\$962.73	\$20,203.28
Food & Beverage	46	\$80.68	(\$3.80)	\$76.88	\$23.90	\$4.12	\$81.00
Totals for Revenue	5232	\$103,221.88	(\$2,595.96)	\$100,625.92	\$35,654.46	\$4,980.66	\$105,606.58
<b>Grand Total:</b>	<b>5232</b>	<b>\$ 103,221.88</b>	<b>\$(2,595.96)</b>	<b>\$100,625.92</b>	<b>\$ 35,654.46</b>	<b>\$ 4,980.66</b>	<b>\$ 105,606.58</b>

## KEY PERFORMANCE INDICATORS

Mar-23

<b>Total Pre-Tax Revenue</b>	<b>\$100,625.92</b>
<b>Total Rounds</b>	<b>2190</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$21.24</b>
<b>Total Merchandise Sales</b>	<b>\$51,538.41</b>
<b>Merchandise Sales Per Round</b>	<b>\$23.53</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.04</b>
<b>COGS Hard Goods</b>	<b>71%</b>
<b>COGS Soft Goods</b>	<b>65%</b>
<b>COGS F&amp;B</b>	<b>31%</b>
<b>Rounds w/Carts</b>	<b>57%</b>
<b>Total Revenue per Round</b>	<b>\$ 45.95</b>



**GREEN FEE BREAKDOWN**

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	223
Summary for Player's Pass	<u>223</u>
Li'l Rock Adult Resident	140
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	20
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	44
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>204</u>
Public 18	93
Public 9	2
Public Junior	191
Public Senior	5
Public Twilight	23
Public Replay	0
Specials	0
Youth on Course	7
PGA/GCSAA COMP	2
Summary for Public	<u>323</u>
Punch Pass	66
Summary for Punch Pass	<u>66</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	577
Resident Junior	6
Resident Senior 18	188
League Fee	0
Complimentary Round	1
Resident Twilight	5
Team Practice Round	56
Resident 9	147
Marshal/Team Green Fee	4
Resident Replay	4
Summary for Resident	<u>988</u>
Tournament Fees	386
Summary for Tournament - Public	<u>386</u>
Grand Total:	<b>2190</b>

## **Teen Center**

- Staff continues to offer rides home for teens who attend the Teen Center in the evening.
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center.
- A fiber optic upgrade project has begun at the Teen Center.
- Basketball Teams from the Hobbs Boys and Girls Club are practicing at the Teen Center on Tuesday and Wednesday evenings.



## RISK MANAGEMENT REPORT

March 2023

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers, Homesite, etc.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Conducted monthly review of open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Actively coordinating annual safety inspections for NMWCA requirement.
- Met with insurance agents to review renewal applications/process.
- Endorsed 3 new vehicles and/or equipment to city's insurance policy.
- Reviewed 57 Incident and/or Injury 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 3 demand letters for at fault claims.
- Received and reviewed Tort Notices.
- Issued multiple purchase orders to repair city vehicles.
- Completed required monthly safety training.
- Attended Commission meetings.

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2022	2023	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons February 2022</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons February 2023</u>
Residential	11,691	64,782,008	11,863	60,656,712
Commercial	1,795	39,586,456	1,814	36,051,255
City Accounts	207	3,740,619	211	3,491,947
School Accounts	60	2,030,195	62	1,610,583
Irrigation	254	2,683,772	254	2,072,508
Unbilled Maintenance		2,500,000		1,200,000
	<b>14,007</b>	<b>115,323,050</b>	<b>14,204</b>	<b>105,083,005</b>

LABORATORY	March 2022	March 2023
Total Drinking Water Tests	49	52
Total Wastewater Tests	838	850
Liquid Waste Received (gallons)	300,260	109,520

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	95.007	100.114
Effluent (Million Gallons)	88.074	94.536
Solids Removed (Dry Pounds)	111,379	312,310
No centrifuge run in February 2023		

## WATER PRODUCTION REPORT - MARCH 2023

WATER PRODUCED	
Total monthly water produced, million gallons	171,786,000
Total monthly water distributed, million gallons	169,663,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.54
Monthly chlorine gas dosed to system (lbs)	1,298
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 MARCH 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	36
Manholes cleaned	41
Sewer main line cleaned (feet)	30,588
Sewer stoppages	63
Sewer main line video inspections	0
Odor complaints	1
Sewer pre-treatment additives	40 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)	97

<b>UTILITIES MONTHLY PLUMBER REPORT MARCH 2023</b>	<b>QUANTITY</b>
Sewer stoppages	11
Odor complaints	2
Water leaks	24
Pool maintenance	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27