



# **CITY MANAGER'S MONTHLY REPORT**

May 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

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Valerie Chacon  
Amber Lejia

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LIBRARY SERVICES**

Library Director

Nichole Lawless

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

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  
Vacant  
Shawn Smith  
Eddie Trevino  
Bryan Ussery

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maintenance Supt.  
Utilities Admin.

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Christa Belyeu  
Matt Blandin



## *CITY MANAGER'S OFFICE*

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200 East Broadway  
Hobbs, NM 88240

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

**Julie Nymeyer**  
Executive Assistant

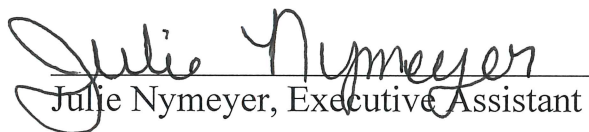
June 30, 2023

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

Attached is the City Manager's Monthly Report for the month of May, 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 a Memorial Day Ceremony on Monday, May 29<sup>th</sup> at the Hobbs Veterans Memorial Park. We appreciate our Veterans and everyone else who joined us as we remembered those who made the ultimate sacrifice in service to our Nation.

Sincerely,

  
Julie Nymeyer, Executive Assistant



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

	Mar-23	Apr-23	May-23
Business Registrations -New	32	30	33
Business Registrations - New Owner	1	1	6
Business Registrations- Change of Address	4	3	0
Renewals	43	24	20
Web Payment Renewals	3	0	0
Total Business Registrations Activity	80	58	59
Active Business Registrations for the Month	2118	2130	2155
Fireworks	0	0	0
Junk Yard Licenses	0	1	0
Liquor License	0	1	1
Mobile Business Licenses	9	10	3
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	3	1	0
Temporary Vendor's Licenses	0	0	2
Cemetery Deeds Issued/Processed	13	27	34
Public Documents Notarized	113	119	119
Public Records Request	35	30	38
Regular City Commission Meetings <i>5/1/23, 5/15/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <i>5/1/23</i>	1	0	2
Notice of Potential Quorum <i>5/9/23, 5/22/23</i>	1	0	2
Resolutions and Ordinances Attested	4	16	12
Consideration of Approval	3	5	2
Total Volume of Transactions on Tyler Cashiering	461	386	386
Total Amount	\$ 1,223,213.03	\$ 637,164.77	\$ 870,669.45
Web Payments Online for All Departments	\$ 115.00	\$ -	\$ -
Grand Total	\$ 1,223,328.03	\$ 637,164.77	\$ 870,669.45

## COMMUNICATIONS DEPARTMENT

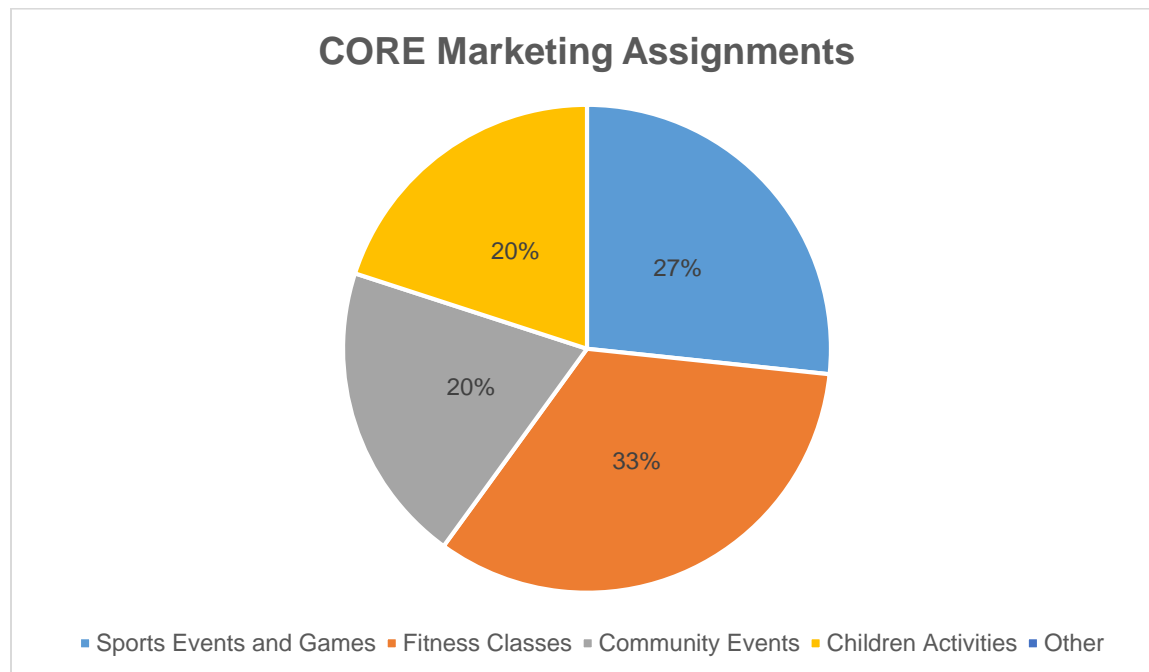
### Monthly Report

### May 2023

#### DEPARTMENT HIGHLIGHTS

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

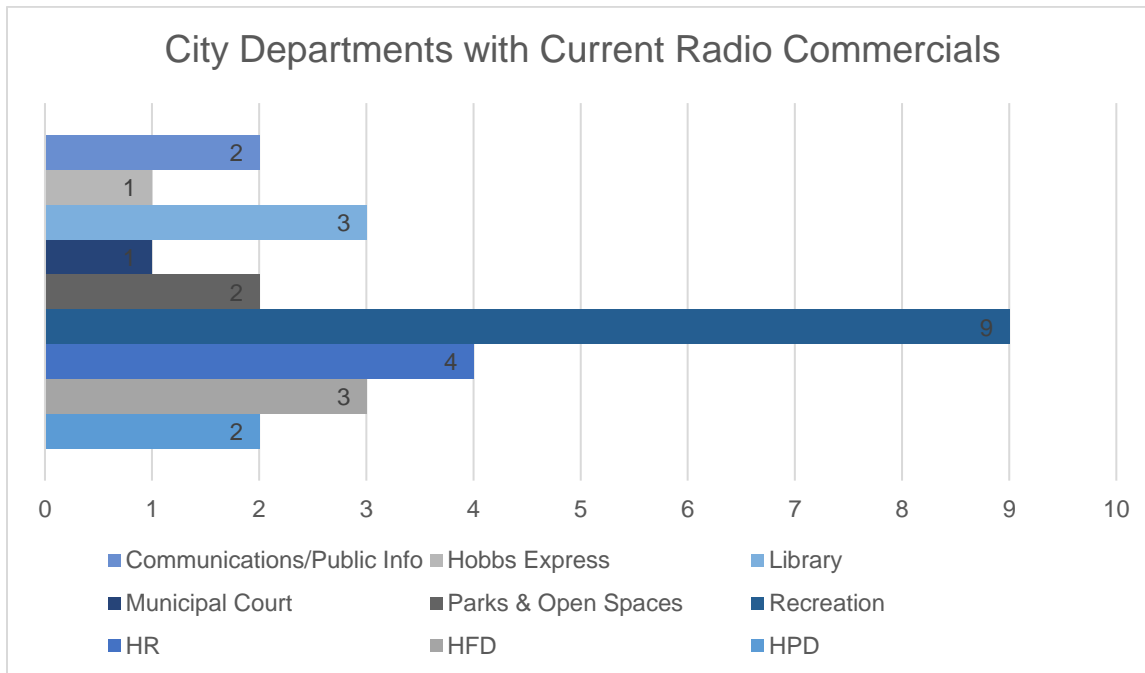
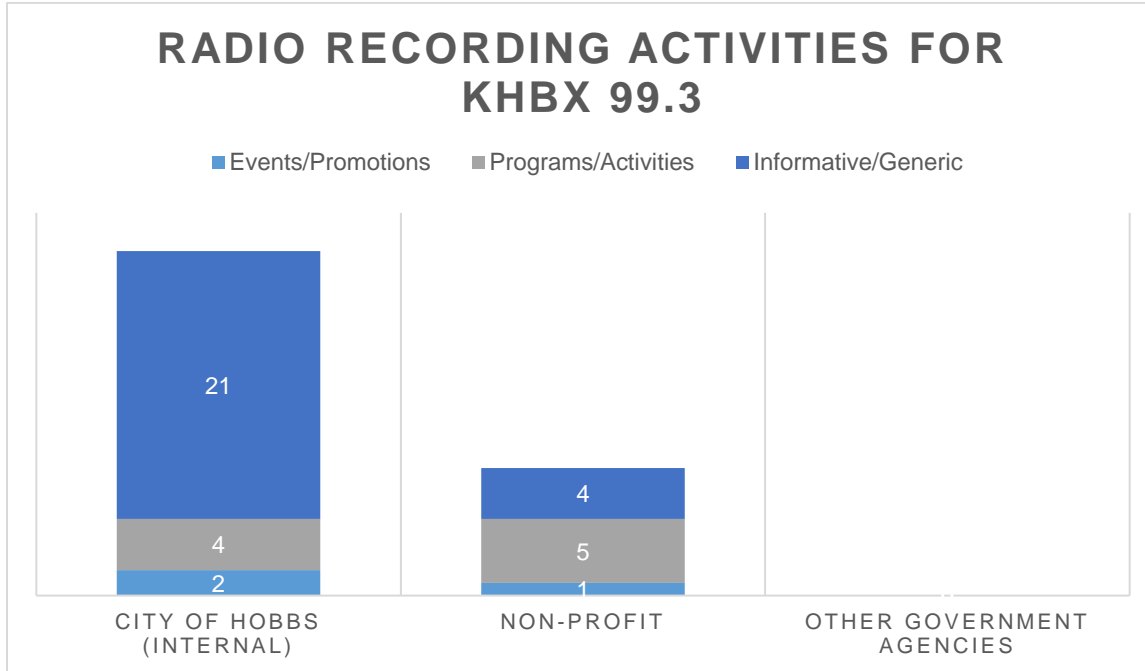
- Press releases this month (includes social media posts and other advertising actions):
  - Coordinated Safe Haven Baby Box Blessing Ceremony
  - Coordinate KDBD 11 news show hosting, including commercials, interviews, photography, and more, to be held on July 21<sup>st</sup>
  - Coordinated 6 TV news interviews with various staff and community members
- Social Wellbeing Committee:
  - Held Monthly Social Wellbeing Planning Meeting – for June event (Ice Cream Floats)
- Special attention on the following high-volume events:
  - Two-Day Pickleball Tournament – May 26-27
  - Advertising of the 5<sup>th</sup> Annual COREfest (5-year anniversary of the CORE)
  - CORE Weightlifting Classes being offered for teens ages 13 – 15
  - Summer Aquatics Hours released for the Summer for CORE and outdoor pools



## COMMUNICATIONS DEPARTMENT Monthly Report May 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

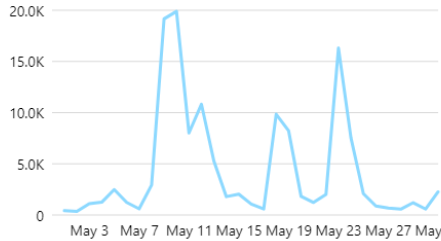
### May 2023

#### SOCIAL MEDIA INSIGHTS for The City of Hobbs Facebook and Instagram Pages

##### Reach

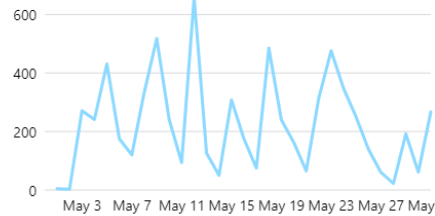
Facebook reach ⓘ

67,332 ↑ 144.8%



Instagram reach ⓘ

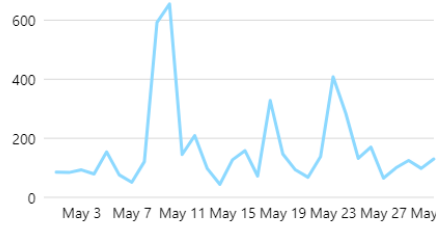
1,410 ↓ 8.6%



##### Page and profile visits

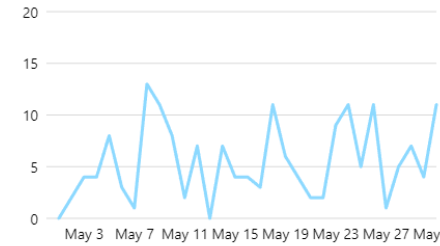
Facebook Page visits ⓘ

5,129 ↑ 37.5%



Instagram profile visits ⓘ

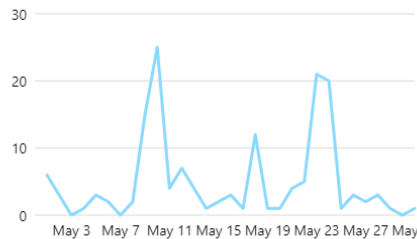
170 ↓ 12.8%



##### New likes and follows

Facebook Page new likes ⓘ

154 ↑ 144.4%



New Instagram followers ⓘ

23 ↑ 15%



#### DATA ANALYSIS AND CONCLUSION SUMMARY:

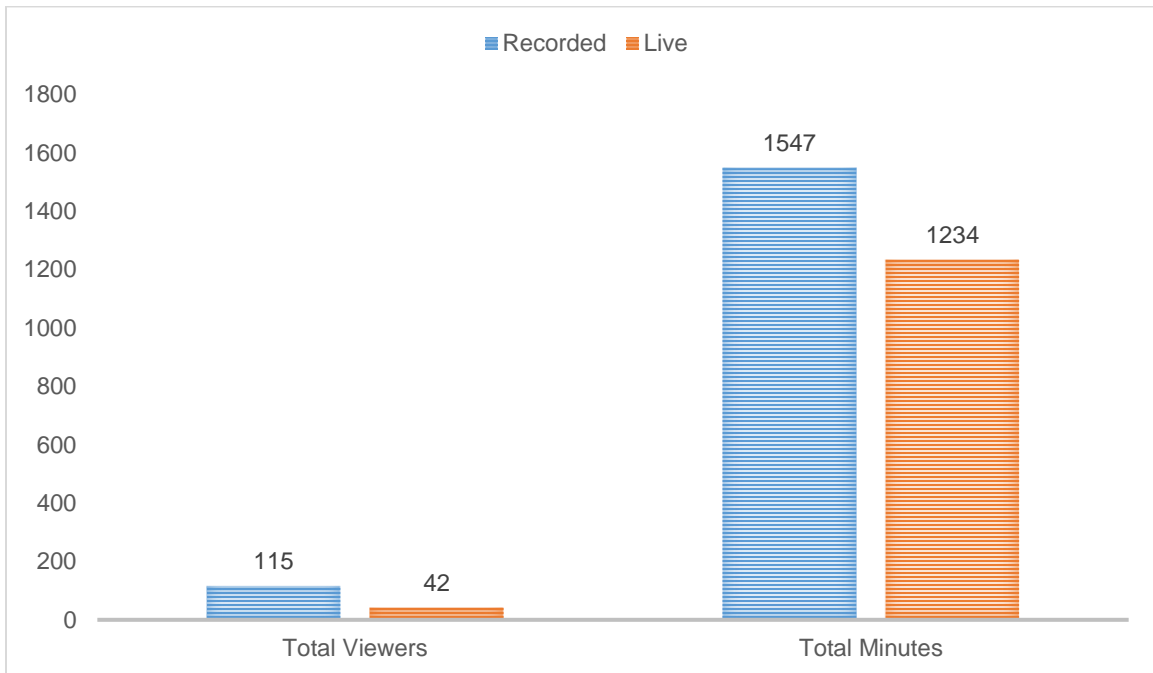
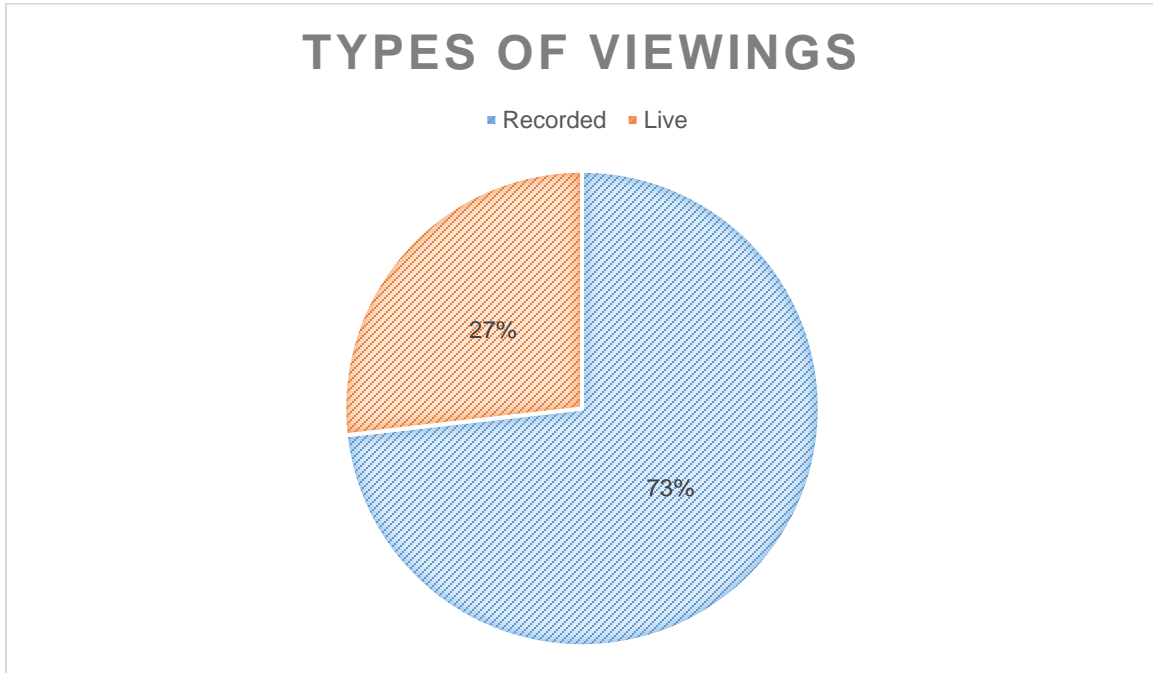
*The reach of our social media accounts more than doubled on Facebook, but both the reach and profile visits suffered on Instagram. The baby box and its blessing ceremony received quite a bit of feedback and reached almost 40,000 users on Facebook through the cover photo and live feed of the ceremony held on May 9<sup>th</sup>.*

*Other posts did not show any significant nor outstanding data on either network. The next couple of months could use more posts recognizing employees and other individuals instead of showing advertisements in order to drive up numbers.*

## COMMUNICATIONS DEPARTMENT Monthly Report May 2023

### Livestreamed City Commission Meetings for May 2023 Insights

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





# CITY OF HOBBS BUILDING DEPARTMENT

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

<b>Commercial</b>		<b># OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
COMMERCIAL CANOPY	Commercial	1	\$13,500.00	\$144.00
COMMERCIAL ELECTRICAL	Commercial	11	\$15,015.00	\$3,244.00
COMMERCIAL REMODEL	Commercial	6	\$3,686,016.00	\$7,102.92
COMMERCIAL RE-ROOFING	Commercial	1	\$40,769.00	\$200.00
COMMERCIAL SIGN	Commercial	3	\$22,450.00	\$216.00
COMMERCIAL TOWERS	Commercial	1	\$30,000.00	\$180.00
NEW COMMERCIAL	Commercial	1	\$1,200,000.00	\$0.00
<b>TOTAL</b>		<b>24</b>	<b>\$5,007,750.00</b>	<b>\$11,086.92</b>

<b>Residential</b>		<b># OF PERMITS</b>	<b>VALUATION</b>	<b>FEES</b>
RES SEWER TAP & EXCAVATION	Residential	5	\$7,500.00	\$1,435.00
RESIDENTIAL ADDITION	Residential	2	\$82,200.00	\$480.00
RESIDENTIAL CANOPY	Residential	2	\$12,220.00	\$264.00
RESIDENTIAL CARPORT	Residential	1	\$25,200.00	\$180.00
RESIDENTIAL CURB CUTS	Residential	1	\$2,500.00	\$20.00
RESIDENTIAL DEMOLITION	Residential	1	\$5,000.00	\$20.00
RESIDENTIAL DETACHED GARAGE	Residential	3	\$45,900.00	\$396.00
RESIDENTIAL DUPLEX	Residential	2	\$900,000.00	\$1,020.00
RESIDENTIAL ELECTRICAL	Residential	56	\$84,000.00	\$4,826.00
RESIDENTIAL FENCE	Residential	4	\$5,800.00	\$40.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	2	\$7,900.00	\$120.00
RESIDENTIAL REMODEL	Residential	3	\$154,300.00	\$480.00
RESIDENTIAL RE-ROOF	Residential	13	\$170,490.00	\$1,110.00
RESIDENTIAL SINGLE FAMILY	Residential	7	\$2,281,439.00	\$5,020.00
RESIDENTIAL SOLAR	Residential	14	\$534,376.00	\$3,108.00
RESIDENTIAL SWIMMING POOL	Residential	2	\$154,233.00	\$300.00
<b>TOTAL</b>		<b>118</b>	<b>\$4,473,058.00</b>	<b>\$18,819.00</b>

COMMERCIAL		24	\$5,007,750.00	\$11,086.92
RESIDENTIAL		118	\$4,473,058.00	\$18,819.00
<b>TOTAL COMBINED</b>		<b>142</b>	<b>\$9,480,808.00</b>	<b>\$29,905.92</b>



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
MAY 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>		0	52	17

**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)

**May 2023**

**ArcGIS Enterprise Server (Update):**

**Road to ArcGIS Pro:** On May 17<sup>th</sup> and 18<sup>th</sup> the GIS Division sent the first employee to training in preparation for the move to ArcGIS Pro. In late 2022, ESRI informed the City of Hobbs that ESRI would be ending all support for their 10.x.x and ArcMap products within the next few years. With support for our current software ending, the GIS Division is working on updating our server and software to be able to get the most longevity out of the version used. The switch over to pro for the GIS editors will happen between September and December as they become trained on ArcGIS Pro.

**NM911 Conference:** Between May 3<sup>rd</sup> and 5<sup>th</sup> both the GIS Division and Engineering Dept. attended the NM911 GIS Conference. During the two-and-a-half days of the conference, there were detailed discussions on Next Gen 911 (NG911) along with best practices for 911 datasets (address points and centerlines). The information learned at the conference will help the GIS Division and Engineering Dept. be better prepared for the changes to the 911 system over the next few years.

**Water and Wastewater Master Plan Data Export (Update):** On May 15<sup>th</sup> the GIS Division updated the data provided to Freese and Nichols for the Water and Wastewater Master Plan.



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

**Base Station Issues (Update):** On May 19<sup>th</sup> the GIS Division moved onto the final phase of validating the fixes to our real-time correction base station. This final phase is testing to see if our GNSS receiving antenna (Trimble Zephyr 3) is functioning correctly. We are doing this by replacing the Zephyr 2 antenna that was loaned to us by Vectors, Inc. (when they helped us troubleshoot the issues in January) with our Zephyr 3. The GIS Division will be observing the base station for the next few months to ensure the base station is still working correctly with the changing out of the GNSS receiving antennas. If we start having problems with the base station again after this swap out of antennas, this would point to a hardware problem with the Zephyr 3 antenna (most likely caused by the lightning strike in 2019), which would require a replacement.

**ADA Transition Plan:** After completion of the Water and Wastewater Master Plan Data Export, the GIS Division was informed about the next big project they would be working on. This project is the update of the City of Hobbs ADA Transition Plan. The GIS Division is planning to create a new dataset to help permanently track the status of intersections within the GIS, to allow us to do a faster turnaround of updating the ADA Transition Plan in the future. Work on the GIS side is expected to continue until August 1, due to the level of detail we are trying to accomplish with this dataset.

**The Month's Buffer Maps:** During the month of May the GIS Division completed the following buffer maps (8) 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.

Bryan's Green Care (325 N. Turner St.); Wonderland (1323 W. Joe Harvey Blvd.); Pizza Inn (1943 N. Grimes St.); Urban Wellness (236 E. Navajo Dr.); TBA (108 E. Dunnam St.); TBA (325 N. Turner St.); TBA (190 N. Dal Paso St.); Score 420 LLC (903 or 935 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



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

City Commission Planning Summary:

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

Planning Board Summary:

May - The Planning Board reviewed and considered action on 5 items in a Regular Meeting:

- Review and Consider proposed FY Setback variance for property located at 117 W. Albertson, as requested by Property Owner.
- Review and Consider a proposed Vacation\Replat for property located northeast of the intersection of Scharbauer & Houston, as submitted by property owner.
- Review and Consider proposed subdivision located within the northwest  $\frac{1}{4}$  of the southeast  $\frac{1}{4}$  of Section 24, Township 18 South, Range 38 East, as submitted by property owner Crosswinds Community Church.
- Review and Consider Preliminary Plan Approval for Trinity Estates, Unit 2 Subdivision, as presented by property owner, Stuard Development.
- Review and Consider Developmental Plan Set for development of Lots 13 & 14 of the Hobbs Industrial Airpark South Subdivision, as submitted by property owner Southwestern Public Service Company.



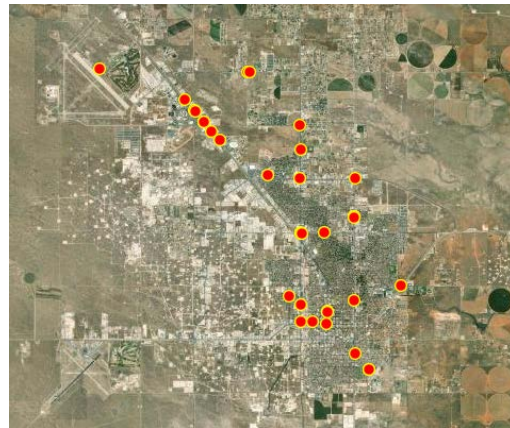
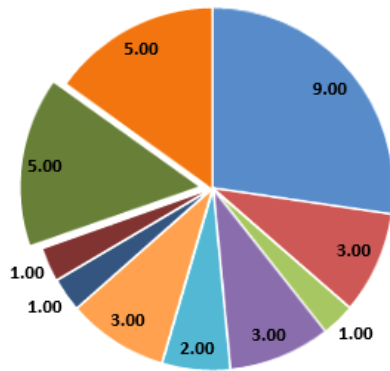
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
MAY 2023**

**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**



- 
- |  |                                     |
|--|-------------------------------------|
| 13. Camera Service = 9                   | 18. LED Module Replace = 3          |
| 19. Ped Push Button Repair / Replace = 1 | 02. Minor Traffic Signal Repair = 3 |
| 21. School Zone Repaired = 2             | 26. Sign Install / Service = 3      |
| 27. Pole Straighten / Re-bolted = 1      | 28. Pole & Anchor Replace = 1       |
| 36. 811 / Line Spot Hours = 5            | 39. Call Outs = 5                   |
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**Major Damage:**

- No major damages for the month of May

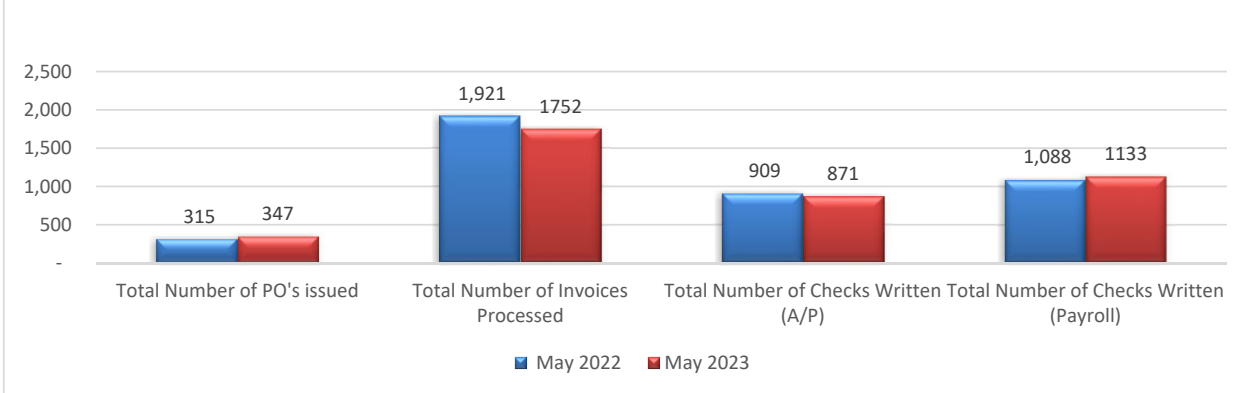
**Monthly Measurement  
Finance Department  
Fiscal Year 2023**

Cash Statistics	May 2022	May 2023
Beginning Cash Balance	141,677,497	160,514,364
Monthly Cash In (Revenue - all funds)	9,787,812	11,139,381
Monthly Cash Out (Expenditures - all funds)	8,198,691	10,421,768
<b>Ending Cash Balance</b>	<b>143,266,618</b>	<b>161,231,977</b>

**Finance Transaction Statistics**

	May 2022	May 2023		
Total Number of PO's issued	315	347	daily average	17
Total Number of Invoices Processed	1,921	1752	daily average	88
Total Number of Checks Written (A/P)	909	871	weekly average	218
Total Number of Checks Written (Payroll)	1,088	1133	bi-weekly average	567

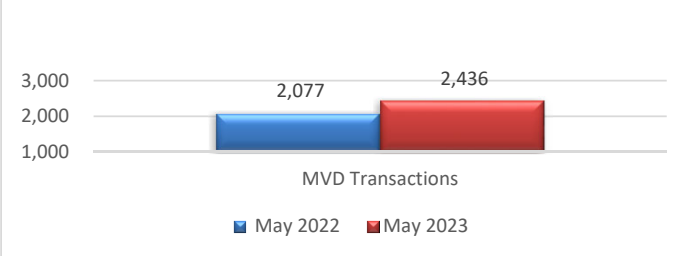
**Financial Transaction Averages**



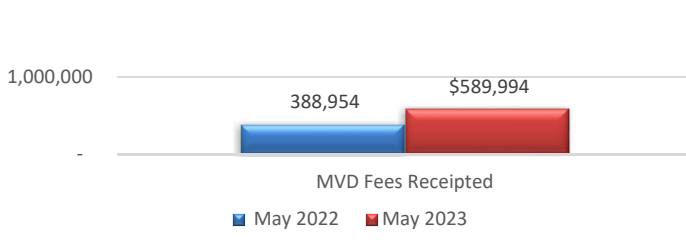
MVD Statistics	May 2022	May 2023
MVD Transactions	2,077	2,436
MVD Fees Received	388,954	\$ 589,994

daily average	122
daily average	\$ 29,500

**MVD Transaction Averages**



**MVD Fees Received**



**May - 2023**

**General Services - Garage**

In May - 2023 The City Garage had a total of 234 Repair Orders/Invoices. Of the 234 R.O./Invoices, 173 were repaired in house and 61 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 54,242.74 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	9	0	3,924.71	2,856.00	0.00	0.00	6,780.71
Accident Repair	0	1	0.00	0.00	0.00	786.50	786.50
Air Intake	0	0	0.00	0.00	0.00	0.00	0.00
Antifreeze	0	1	0.00	0.00	262.32	0.00	262.32
APM/BPM/CPM	22	13	5,149.77	2,737.00	1,555.35	0.00	9,442.12
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	7	0	2,004.30	714.00	0.00	0.00	2,718.30
Charging	16	3	3,217.56	1,292.00	335.85	0.00	4,845.41
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	1	0	174.12	68.00	0.00	0.00	242.12
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	2	0.00	204.00	430.27	337.00	971.27
Exhaust	1	0	0.00	34.00	0.00	0.00	34.00
Filters	7	0	179.99	306.00	0.00	0.00	485.99
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	3	0	74.85	0.00	0.00	0.00	74.85
Hydraulics	1	0	73.33	102.00	0.00	0.00	175.33
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	7	0	50.39	238.00	0.00	0.00	288.39
Miscellaneous Maintenance	38	5	6,173.62	3,111.00	1,733.43	3,381.00	14,399.05
Radio Equipment	0	0	0.00	0.00	0.00	0.00	0.00
Rear Axle/Drive	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Service Calls	39	0	0.00	4,148.00	0.00	0.00	4,148.00
Steering	1	0	43.99	68.00	0.00	0.00	111.99
Suspension	0	2	0.00	0.00	0.00	214.95	214.95
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Tires	13	23	3,737.50	748.00	1,761.20	1,544.00	7,790.70
Towing Vehicles	0	7	0.00	0.00	0.00	904.00	904.00
Transmission	1	1	18.21	170.00	177.69	156.00	521.90
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	0	1	0.00	0.00	0.00	199.95	199.95
Wheels/Hub	3	0	219.89	374.00	0.00	0.00	593.89
<b>Monthly Total</b>	<b>173</b>	<b>61</b>	<b>25,242.23</b>	<b>17,221.00</b>	<b>6,256.11</b>	<b>7,523.40</b>	<b>56,242.74</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
<b>City Garage</b>	<b>173</b>	<b>25,242.23</b>	<b>17,221.00</b>	<b>42,463.23</b>
<b>Vendor</b>	<b>61</b>	<b>6,256.11</b>	<b>7,523.40</b>	<b>13,779.51</b>
	<b>234</b>	<b>31,498.34</b>	<b>24,744.40</b>	<b>56,242.74</b>

# May 2023 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
368 HRS.	Street Sweeping
16 HRS.	Building Brooms
164 HRS.	Cold Mix Patching
288 HRS.	Alley Maintenance
176 HRS.	Storm Sewers and Inlets
104 HRS.	Hauling Trash
96 HRS.	Maintenance
120 HRS.	Work in the Welding Shop
168 HRS.	Hot Mix
16 HRS.	Work for Garage

The total amounts of material hauled or used:

Quantity	Material
318 YDS	Sweepings
190 YDS	Alley Material
11 YDS	Cold Mix
172 YDS	Recycling Material
390 YDS	Trash Hauled
11 YDS	Hot Mix Used

Calls responded to:

Number	Type
19	Dispatched – accidents, spills, debris
5	Requests
1	Block Party Barricades



## ALARMS

Alarms (City)	152
Alarms (County)	45
Total Alarms	197

## ZONES

Zone 1 (NW City)	45	Zone 5 (NW County)	12
Zone 2 (NE City)	35	Zone 6 (NE County)	9
Zone 3 (SE City)	51	Zone 7 (SE County)	14
Zone 4 (SW City)	21	Zone 8 (SW County)	6
Out of District 4			

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:32
Station 2	1:22
Station 3	0:38
Station 4	0:58
<b>Average</b>	<b>1:07</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	8:00
Station 2	4:54
Station 3	4:50
Station 4	6:17
<b>Average</b>	<b>6:00</b>

## PREVENTION PROGRAMS

Fire Investigations	10
Fire/Safety Inspections	70
Smoke Detectors Installed	6
Public Education Activities	4
Plan Reviews	8
Burn Permits Issued	2

## FIRE RESPONSE BY STATION

Station 1	81
Station 2	44
Station 3	53
Station 4	19

## MOST COMMON DAY/TIME

Tuesday (0900 - 0959 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 3

## FALSE ALARM RESPONSE

False Alarms - 37

## TRAINING HOURS

Fire Training	917
EMS Training	438

# EMERGENCY MEDICAL SERVICES

May 2023

## EMS RUN BREAKDOWN

City Response	793
County Response	55
Total Responses	848

## ZONES

Zone 1 (NW City)	365	Zone 5 (NW County)	11
Zone 2 (NE City)	126	Zone 6 (NE County)	28
Zone 3 (SE City)	179	Zone 7 (SE County)	0
Zone 4 (SW City)	123	Zone 8 (SW County)	16

## AVERAGE RUN TIMES

Enroute:	1:42
At Scene:	4:36
On Scene Time:	26:16
To Destination:	17:01
Back in Service:	25:16

## MOST COMMON DAY/TIME

Monday – 151 calls for service  
Monday – 35 calls from 15:00 – 17:59 hours

## MOST COMMON COMPLAINT

Motor Vehicle Accident - 94

## OUT OF TOWN TRANSFERS

Lubbock	21
Midland	1
Odessa	3
Roswell	5
Carlsbad	2
Artesia	0
Airport	35

## CARDIAC ARREST RESPONSES

Cardiac Arrest	9
ROSC	0
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Billed	\$266,235.41
Collected	\$130,702.53

## Highlights for the month of May

- Safe Haven Baby Box placed into service at Station #1
- 4 CPR classes conducted for the public
- Spray downs for elementary schools throughout the school district
- EMS Week
- Leadership Training (Generations in the Workplace) for supervisory staff



# Hobbs Express

Monthly Report - MAY 2023

<b>Passenger Activity</b>	<b>Prior Month Apr-23</b>	<b>Reporting Month May-23</b>
No. of Elderly Passengers	845	991
No. of Non-Ambulatory Passengers	120	113
No. of Disabled Passengers	247	269
No. of Other Trips	3040	3013
<b>Total Passenger Trips</b>	<b>4252</b>	<b>4386</b>

<b>Total Bus Route Trips</b>	2501	2771
<b>Total Demand Response/Paratransit Trips</b>	1751	1615
<b>Total Passenger Trips</b>	<b>4252</b>	<b>4386</b>

<b>Vehicle Statistics</b>	<b>Prior Month Apr-23</b>	<b>Reporting Month May-23</b>
Total Vehicle Hours	726	766.5
Total Vehicle Miles	10,550	11,214

<b>Revenue Collected</b>	<b>Prior Month Apr-23</b>	<b>Reporting Month May-23</b>
Total Fares Collected	\$0.00	\$0.00



# HOBBS POLICE DEPARTMENT

June 5, 2023

To: Chief August Fons  
Deputy Chief Shane Blevins  
Captain Marina Barrientes  
Superintendent Jessica Silva

From: Code Enforcement Officer David Gough

Subject: Code Enforcement End of Month Report (May 2023)

## CODE ENFORCEMENT END OF MONTH REPORT (MAY 2023)

Code warnings	58
Code citations	4
Code calls	152
Animal warnings	8
Animal calls	309
Animal citations	22
Inoperable Vehicles	6
Parking Violations	7
Search Warrants	6

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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**Hobbs Animal Adoption Center**

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

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

June 5, 2023

To: Chief Fons  
 Deputy Chief Blevins  
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

May 2023

Intake:	Cats	Dogs
Dead On Arrival	20	15
Sterilization Only	9	3
Stray	71	75
Transfers In		
Unwanted	23	36
Quarantine	7	33
Clinic Visit shots	1	
<b>Totals:</b>	<b>131</b>	<b>162</b>
Dispositions:		
Adopted	48	52
Died at Facility	10	2
Dead on Arrival	20	16
Euthanized	22	56
Rescued	3	23
Return to Owner	4	
Sterilization Only	9	36
Escaped		
Clinic visit shots		
<b>Totals:</b>	<b>116</b>	<b>185</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 523
	Permits/Tags:	\$ 970
	Reclaims:	\$ 1930
	Adoptions	\$
	Cat traps	\$ 120
	<u>Sterilizations:</u>	<u>\$ 585</u>
		\$ 4128

HAAC currently has 90 dogs and 24 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	75676-75788	112
0864	2005/Dodge	Spare	95866	0
0833	2004/Chevy	Spare	95978-96166	188

# HOBBS POLICE DEPARTMENT



To: Danny Garrett, Captain of Agency Support  
 From: Linda Saiz, Records Administrator  
 Date: June 5, 2023  
 Re: HPD May 2023 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
May 2022/2023	RPTS	RPTS		2022	2023	
			2022/2023			
	2022	2023				
<b>REPORTED CRIMES</b>	485	469	-3%	2136	2154	1%
<b>CALLS FOR SERVICE</b>	3,960	4,887	23%	18,946	20,329	7%
<b>ARRESTS</b>	180	193	7%	881	1004	14%
<b>MURDER</b>	1	2	100%	2	5	150%
<b>RAPE</b>	6	2	-67%	22	17	-23%
<b>ROBBERY</b>	2	7	250%	13	14	8%
<b>ASSAULTS AND BATTERY</b>	96	65	-32%	441	405	-8%
<b>BURGLARY</b>	52	76	46%	246	395	61%
<b>LARCENY</b>	73	66	-10%	297	337	13%
<b>SHOPLIFTING</b>	37	31	-16%	194	143	-26%
<b>AUTO THEFT</b>	27	26	-4%	123	94	-24%
<b>ARSON</b>	1	2	100%	9	7	-22%
<b>FORGERY</b>	1	1	100%	4	3	-25%
<b>FRAUD</b>	16	10	-38%	67	35	-48%
<b>EMBEZZLEMENT</b>	1	1	0%	9	7	-22%
<b>REC. STOLEN PROPERTY</b>	0	0	0%	5	2	-60%
<b>VANDALISM</b>	118	152	29%	500	573	15%
<b>WEAPONS OFFENSES</b>	3	3	0%	16	17	6%
<b>DOMESTIC VIOLENCE</b>	20	30	50%	172	170	-1%
<b>ASSAULTS/BATTERY ON PO</b>	7	3	-57%	24	16	-33%
<b>SHOOTING AT/FM MV OR DWELLING</b>	13	7	-46%	44	51	16%
<b>CITATIONS ISSUED</b>	402	336	-16%	2,293	1,894	-17%
<b>DWI</b>	2	7	250%	28	28	0%
<b>TRAFFIC CRASHES</b>	103	110	7%	462	453	-2%

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 www.hobbspd.com

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## HOBBS POLICE DEPARTMENT

June 5, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: May 23 Records Numbers

- Uniform Traffic Citations 336
- Warning Citations 145
- Misdemeanor Citations 0
- Arrest Reports 193
- Completed Reports 917
- Completed Supplements 295
- Completed Accident reports 110
- Criminal Trespass 40
- Warrants 183
- Recalled warrants 41
- IPRA Requests 360
- Discovery Requests 107

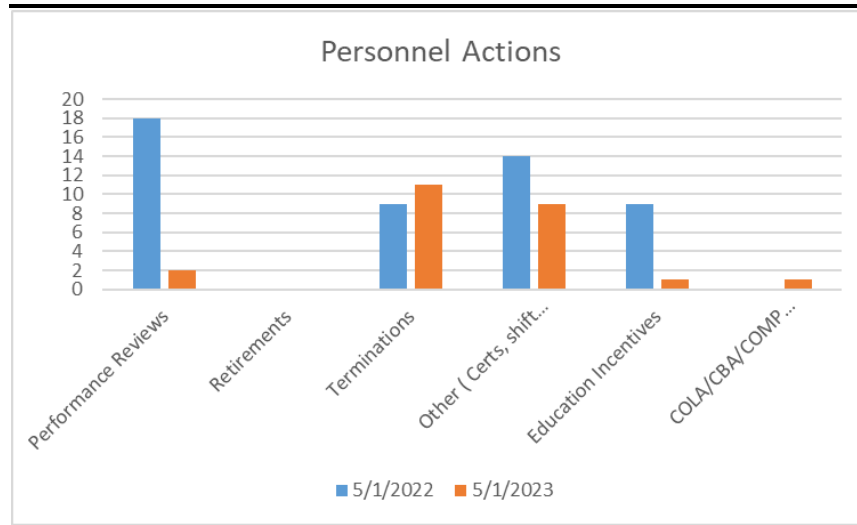
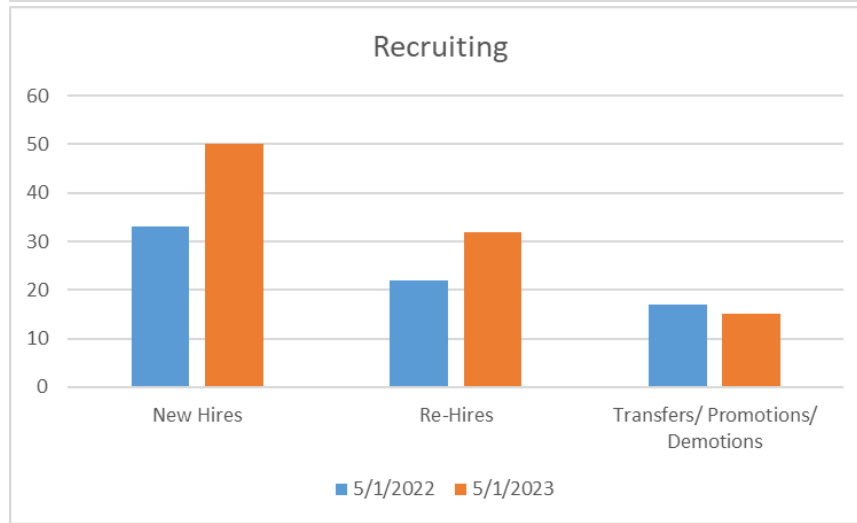
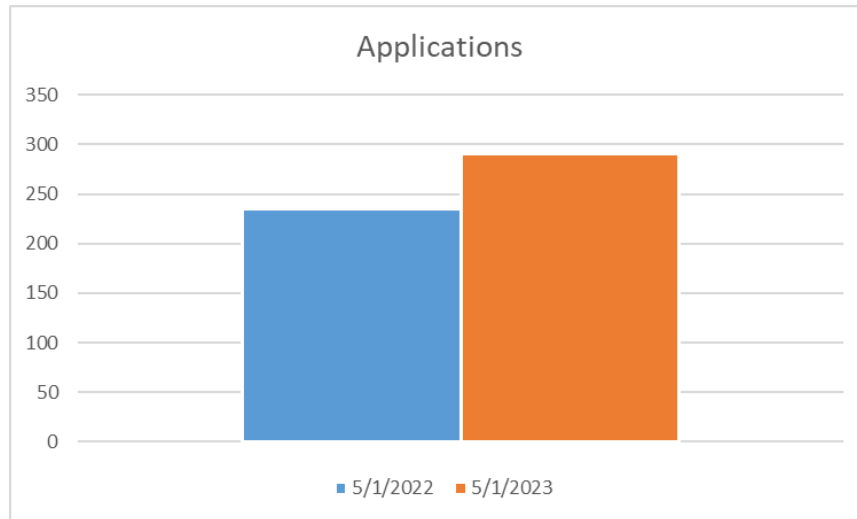
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## Application Source

source	total	total %
<a href="#">Billboard / Sign</a>	8	2.75
<a href="#">Chamber of Commerce Website</a>	2	0.69
<a href="#">City of Hobbs Website</a>	98	33.68
<a href="#">Facebook</a>	10	3.44
<a href="#">Friend / Family</a>	56	19.24
<a href="#">Governmentjobs.com</a>	12	4.12
<a href="#">Indeed.com</a>	65	22.34
<a href="#">Job Fair</a>	2	0.69
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	1	0.34
<a href="#">Newspaper</a>	0	0.00
<a href="#">Other</a>	28	9.62
<a href="#">Radio</a>	1	0.34
<a href="#">Recruiter</a>	8	2.75
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>291</b>	<b>100.00</b>

## New Position Postings for April

ACCOUNTS PAYABLE TECHNICIAN	HOBBS EXPRESS DRIVER (PART-TIME)
PURCHASING SPECIALIST	SEASONAL GOLF SHOP CLERK
BUILDING MAINTENANCE SPECIALIST	SPORTS FIELD MAINTENANCE WORKER
ROCKWIND SEASONAL GOLF PLAYER SERVICES	HEAVY EQUIP FOREMAN
PARKS AND TRAILS TECHNICIAN	LEAD TEEN RECREATION WORKER
LIBRARY PAGE (PART-TIME)	TEEN RECREATION WORKER
LEAD JUDICIAL SPECIALIST	TRAFFIC TECHNICIAN
KITCHEN AIDE	WW CONTROL OPERATOR
POSD OFFICE SPECIALIST	UTILITY MAINTENANCE

## Safety Skills Training:

- Slips, Trips and Falls

## Team Involvement:

- HR Specialist was part of an interview panel for the POSD division
- Nicholas Goulet participated in the leadership team's goal planning session
- Nicholas Goulet participated in the Southern NM SHRM quarterly meeting
- Conducted New Hire Orientation

## Information Technology Department

### IT Mission Statement:

The Information Technology Department strives to provide high quality technology-based services, in the most cost-effective manner, to facilitate the City of Hobbs operations and its services to the community.

### IT Staff Experience:

The Information Technology Department is a support department comprised of 7 team members. We have 74+ years of combined experience with the City of Hobbs.

**Christa Belyeu – IT Director**  
**Matt Blandin – Asst. IT Director**  
**Joe Amador – Webpage Specialist**  
**Jeff Sanford – Communications Specialist**  
**Frank Porras – IT Network Administrator**  
**Gabriel Jurado – Computer Specialist**  
**Stephanie Ledezma – Computer Specialist**

### IT Responsibilities:

The Information Technology Department is responsible for the research, development and implementation of all City technological equipment and programs.

- ❖ **Technology Policies**
  - [AR 15-02 – Technology Policy](#)
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
  - Purchasing
  - Installation
  - Maintenance
  - Training
  - Research and Development/Planning
- ❖ **Computer**
  - Servers (62) (31 physical / 31 virtual)
  - Offsite replication
  - Desktops (500)
  - Laptops (250)
  - Tablets (130)
  - Point of Sale systems
  - Credit Card devices
  - Peripherals
  - Data backup
- ❖ **Public Safety**
  - Police
    - 2-way radio communications
    - Emergency Alert System (Radio/TV)
    - Communications interoperability equipment
    - Document Imaging
  - Fire
    - 2-way radio communications
    - Paging/Tone out equipment
  - Emergency Operations Center
    - Radio communications
    - Logistical Support
- ❖ **Two-way radio equipment (620)**
  - Administration
  - Programming
  - Repair
  - Installation
  - Control Equipment (7 sites)
  - Mobile (250 radios)
  - Portable (370 radios)
- ❖ **Copy Machines (35) (all locations)**
- ❖ **Wide/Local area networking administration**
  - Firewalls
  - Routers
  - Switches
  - Security appliances
  - Cabling
  - Fiber Optic connectivity (leased and City owned)
  - Cyber Security
- ❖ **Email**
  - Account Administration
  - SPAM filtering
  - Intrusion protection
- ❖ **Internet Access**
  - Web access and content filtering
  - DSL connections
  - Remote access
- ❖ **Wireless Networking**
  - Point to point
  - Wi-Fi Access points
- ❖ **Web Page Design (City of Hobbs, Police, Fire, CORE, Library)**
- ❖ **Telephone Equipment (all City locations)**
  - Splash Pad 911 Call boxes
- ❖ **Outdoor Warning Equipment (33 locations)**
  - Warning Siren/Public Address
- ❖ **Facility alarm systems (all locations)**
- ❖ **Outdoor Public Bulletin Boards (3 units)**
- ❖ **Audio/Video**
  - Commission Chambers
  - Livestream regular, special and work session meetings
  - Meeting Rooms
  - Portable
  - Cable TV
  - Video/Virtual Conferencing
  - KHBX LP radio station and remotes

Total Tickets ⓘ

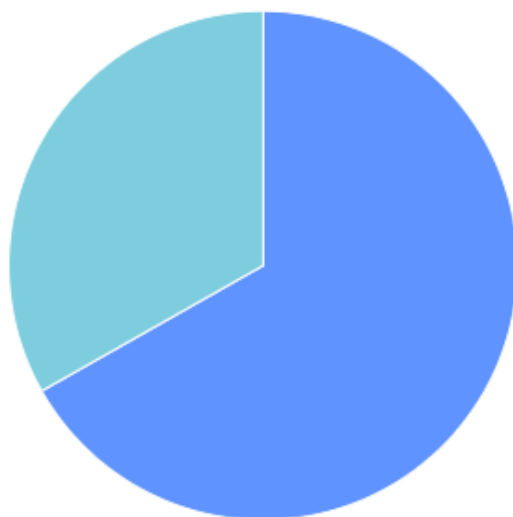
247

Avg Tickets/day ⓘ

8

### Inflow by Channel ↗

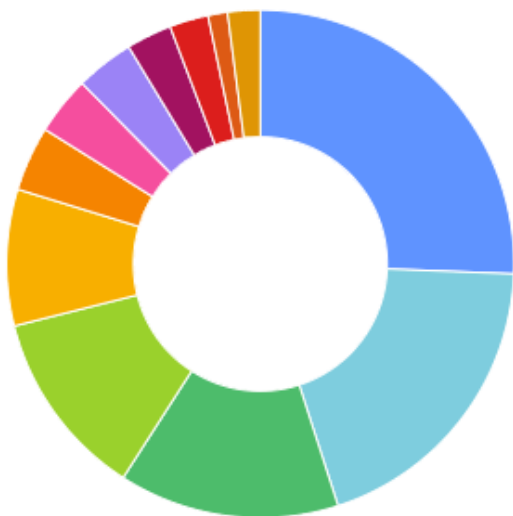
Pie Chart ▾



- Email 165
- Admin Panel 82
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Slack 0
- Others 0

### Issue Type ↗

Donut Chart ▾



- Email 62
- Software 47
- Hardware 34
- Webpage 29
- User setup 21
- Network 10
- PC Setup 9
- Phone 9
- Radio 7
- Password Reset 6
- 2FA 3
- Others 5



## 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**

May 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 May. 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 a 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 May 2023, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (5/1; 5/15); Close Session (5/1)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Amber Leija (5/9)
- ❖ Library Board – Amber Leija (N/A)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (5/16)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Efren Cortez (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (5/17); Special Meeting (5/24)

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

- ❖ Public Hearings/Presentations 3
- ❖ Agenda Items drafted 5
- ❖ Resolutions Drafted 5

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

- ❖ Procurement Review 6
- ❖ Contract Review 8

**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 the operations of the City Attorney's Office.

For the month of May 2023, the litigation activity of the City Attorney's Office was as follows:

**Criminal Litigation:**

- ❖ Pretrial Release Hearings: 3
- ❖ Probation Violations: 2
- ❖ Pretrials (Pro Se): 125
- ❖ Pretrials (Attorney): 39
- ❖ Trials: 37
- ❖ Dangerous Dogs/Petitions: 7
- ❖ DWI Cases: 2
- ❖ Shoplifting Cases: 7
- ❖ Appeals in District Court: 2
- ❖ Criminal Pleadings (Mun/Dist.) 146
- ❖ Subpoenas: 45
- ❖ Clio Case Entries: 74
- ❖ Discovery Submissions 46

**Property Matters:**

❖ Condemnation Reviews	3
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	6

**Civil Litigation:**

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

**Miscellaneous:**

❖ Trainings:	0
❖ Witness Interviews:	15
❖ In-office consultations:	44
❖ Letters/Correspondence:	1,281

**Areas of Notoriety:**

- ❖ Assistant City Attorney Amber Leija was sworn in to the New Mexico Bar on May 15, 2023, at a ceremony in Albuquerque, New Mexico.
- ❖ The City Attorney’s Office presented, for publication, an ordinance amending Chapter 10 of the Hobbs Municipal Code to increase penalty assessments for traffic violations under the Code.

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

May, 2023

Hobbs Public Library

**CIRCULATION:** 5,468

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,341
Audio Books & Music	148
DVDs	1,465
E-Books/E-Audio (OverDrive & Gale)	514

**CIRCULATION BY PATRON TYPE:**

Adult	2,965
Juvenile	603
Senior Citizen	1,251
Used in Library	649

*Total Children's Items Circulated* 2,014  
*Total Adult Items Circulated* 3,454

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	16	17
ELIN Loans	21	21

Patron Visits	2,775
Overdue Notices Sent	659

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	6
Attendance	245
Passive Programs Provided	3
Passive Programming Participation	202
Meeting Room Use	22

Facebook Post Reach	7,615
Web Site Usage	1,011
HPL Database Usage	175
Reference Questions	172
Public Computer Use	350
Board Games	4

**PATRON PROFILES:**

Adult	15,640
Juvenile (Under 18 Years)	3,362
Senior Citizens (62+ Years)	2,545
Temp ELIN	2,189
<b>Total Active Borrowers</b>	<b>23,736</b>

**RECEIPTS:**

Materials Paid For	\$62.50
Fines & Fees	\$353.17
Copy Machine & Public Printouts	\$436.30
<b>Total</b>	<b>\$851.97</b>

Library Patrons Added This Month 49

**ITEMS ADDED:**

Total Items Added	465
Items Weeded	0

**HOLDINGS:**

Total Library Holdings	161,726
------------------------	---------



City Manager's Report  
Municipal Court – May 2023

Monthly Cases:

Traffic Citations	362
Misdemeanor Citations	36
Environmental Citations	26
Fire Code Violations	0
AGG. DWI	2
DWI – 1 <sup>st</sup>	1
DWI – 2 <sup>nd</sup>	<u>1</u>
Total	428

Courtroom Activity:

Video Arraignments (Jail)	114
Court Appearances – A.M.	21
Court Appearances- P.M.	99
Virtual Court	14
Special Settings	7
Pretrial Court Appearances – A.M.	31
Pretrial Court Appearances – P.M.	27
Attorney Pretrial	14
Trial/Change of Plea Cases/PV Hearing	<u>29</u>
Total	356

Other Activity:

Summons issued	568
Warrants issued	<u>230</u>
Total	798

Fines/Fees Assessed based on Conviction:

Fines	\$37,035
Fee	<u>\$16,117</u>
Total	\$53,152

Fines/Fees Collected:

Fines	\$29,086
Penalty Assessment Fee	3,340
Automation Fee	2,529
Judicial Education Fee	1,271
Correction Fee	8,520
DWI Prevention Fee	248.75
DWI Lab Fee	<u>217.25</u>
Total	\$45,212.00

## City Manager – May Report

# 2023



IT ALL HAPPENS HERE™

1. Cemeteries new fence project has gotten started
2. Graffiti had 5 reported locations
3. POSD had two graduates from the Maddox Leadership Institute
4. USGA agronomist visited Rockwind and performed an assessment on the golf course
5. Rockwind hosted major tournaments this month
6. Library landscape remodel was finished
7. At the cemetery 300 pounds of Bermuda grass seed was planted
8. Rockwind continues to relandscape low areas that have been affected by inadequate drainage
9. McAdams assisted with the Veterans Memorial day event at the new Veterans Memorial
10. Lighting controls at Zia softball complex were upgraded to allow for mobile operation
11. POSD conducted a training for supervisors about understanding applications



**Parks & Open Spaces Department**



THE CITY OF  
**HOBBS, NEW MEXICO**

4827 NORTH LOVINGTON HIGHWAY • HOBBS, NEW MEXICO 88240  
 RECREATION DEPARTMENT • (575) 397-9291

**Recreation Department  
 Monthly Report - May 2023**

**Divisions**

CORE	Rockwind Clubhouse
Senior Center	Teen Center
Recreation	

**CORE**

The CORE saw an increase in both revenue and participation in May when compared to the previous month. Participation increased by approximately 1,500, and revenue saw an even larger increase of \$41,617. In May the CORE hosted the Hobbs High School Senior Bash, a two day Pickleball Tournament. Staff is preparing for June events that will include COREfest, a Wheelchair Basketball Tournament, and both a basketball and swim/dive camp.

**Participation and Revenue**

Fitness Unlimited (incl. Fit. Unlim. Passes)	24
Day Passes Sold	3,356
Week Passes Sold	20
Month Passes Sold	179
CORE Attendance	24,661
Swim Team Members	19
kidWATCH	1,114
kidFIT	567
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	204
Special Events (ie: Easter Egg Dive, Spooktacular,	395
<b>Total Participants &amp; Visits</b>	<b>30,539</b>

**Total Revenue May 2023** **\$125,056.70**

**For Comparison April 2023 Revenue:** **\$ 83,439.61**  
**Participation:** **29,025**

## Membership & Participation Detail

Member Visits	24,661
Guest Visits	4,053
Classes	228
Programming	-
Tour Participants	103
Private Rentals	57
Private Rental Revenue	\$11,334.10
Annual Memberships Opened	500
Annual and Monthly Memberships Sold in Month	1513

### 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 May 2023:

	<u># Meals</u>	<u>Donations Received</u>
May 2023 Congregate Meals Served	1,656	\$2,021.91
May 2023 Home Delivered Meals	<u>2,248</u>	<u>\$ 762.00</u>
May 2023 <b>Totals</b>	3,903	\$2,783.91
<b>For comparison April 2023 Totals</b>	3,753	\$3,209.40

Duplicate Recreation Activities:	756	Exercise:	531
Transportation:	211	Assessment/Reassessment:	84

### Recreation

- The first Movies Under the Stars event was scheduled, and due to weather conditions postponed until two days later at the Teen Center. Approximately 28 citizens were present at the Teen Center for this movie.
- Registration began for the Summer Recess, Summer Sports and Summer Swim Lesson programs.
- There were 170 Park Pavilion rentals during the month.
- Interviews and hiring for seasonal positions is continuing.
- Staff continues to plan and prepare for the Summer Recess and Summer Sports programs which will begin on June 5.

### Aquatics

- Aquatics staff continue to hold mandatory weekly in-service trainings for Lifeguards.
- Interviews for Summer Seasonal Lifeguard positions are continuing.
- All Seasonal Pools and Splashpads passed State Inspections.
- Aquatics staff continue to instruct Lifeguard Training Classes.
- There were approximately 25 end-of-year school parties held at Splashpads during May.
- Tsunami Swim & Dive had a total of 28 participants for the month.
- The Tsunami Dive Team is making plans to host a Dive Camp in June.
- Projects have begun at both Del Norte and Humble Pools to replace sun shades.

## Rockwind Community Links Clubhouse

May was a very solid month at Rockwind, the second busiest May, ever, with 2,698 rounds played.

Multiple tournaments aided in the amount of soft goods sold. Tournaments hosted in May: Hobbs High School District Championship, St. Helena's Scramble, Faith in Action Charity Scramble. Four tournaments are currently planned for next month.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	18	\$85.68	\$0.00	\$85.68	\$0.00	\$4.32	\$90.00
Driving Range	620	\$2,847.60	\$0.00	\$2,847.60	\$0.00	\$143.90	\$2,991.50
Golf Cart Rental Fees	1780	\$25,244.69	\$0.00	\$25,244.69	\$0.00	\$1,273.51	\$26,518.20
Green Fees	2698	\$34,689.66	\$0.00	\$34,689.66	\$0.00	\$1,747.44	\$36,437.10
Hard Goods Sales	678	\$18,210.21	(\$135.35)	\$18,074.86	\$12,547.31	\$904.21	\$18,979.07
Membership Fees	4	\$2,476.16	\$0.00	\$2,476.16	\$0.00	\$123.84	\$2,600.00
Soft Goods Sales	684	\$18,873.79	(\$1,185.33)	\$17,688.46	\$11,199.35	\$885.38	\$18,573.84
Food & Beverage	95	\$190.58	(\$1.66)	\$188.92	\$69.28	\$9.83	\$198.75
Totals for Revenue	6577	\$102,618.37	(\$1,322.34)	\$101,296.03	\$23,815.94	\$5,092.43	\$106,388.46
<b>Grand Total:</b>	<b>6577</b>	<b>\$ 102,618.37</b>	<b>\$ (1,322.34)</b>	<b>\$101,296.03</b>	<b>\$ 23,815.94</b>	<b>\$ 5,092.43</b>	<b>\$106,388.46</b>

## KEY PERFORMANCE INDICATORS

May-23

<b>Total Pre-Tax Revenue</b>	<b>\$101,296.03</b>
<b>Total Rounds</b>	<b>2698</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$23.13</b>
<b>Total Merchandise Sales</b>	<b>\$35,763.32</b>
<b>Merchandise Sales Per Round</b>	<b>\$13.26</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.07</b>
<b>COGS Hard Goods</b>	<b>69%</b>
<b>COGS Soft Goods</b>	<b>63%</b>
<b>COGS F&amp;B</b>	<b>37%</b>
<b>Rounds w/Carts</b>	<b>66%</b>
<b>Total Revenue per Round</b>	<b>\$ 37.54</b>

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	317
Summary for Player's Pass	<u>317</u>
Li'l Rock Adult Resident	184
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>243</u>
Public 18	184
Public 9	1
Public Junior	1
Public Senior	0
Public Twilight	40
Public Replay	0
Specials	0
Youth on Course	6
PGA/GCSAA COMP	0
Summary for Public	<u>232</u>
Punch Pass	137
Summary for Punch Pass	<u>137</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	870
Resident Junior	3
Resident Senior 18	198
League Fee	99
Complimentary Round	18
Resident Twilight	12
Team Practice Round	14
Resident 9	252
Marshal/Team Green Fee	43
Resident Replay	0
Summary for Resident	<u>1509</u>
Tournament Fees	260
Summary for Tournament - Public	<u>260</u>
Grand Total:	<b>2698</b>

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## KEY PERFORMANCE INDICATORS

May-23

**Total Pre-Tax Revenue** **\$101,296.03**

**Total Rounds** **2698**

**Avg Green Fee plus Cart Fee per Round** **\$23.13**

**Total Merchandise Sales** **\$35,763.32**

**Merchandise Sales Per Round** **\$13.26**

**F&B Sales Per Round** **\$ 0.07**

**COGS Hard Goods** **69%**

**COGS Soft Goods** **63%**

**COGS F&B** **37%**

**Rounds w/Carts** **66%**

**Total Revenue per Round** **\$ 37.54**



## RISK MANAGEMENT REPORT

May 2023

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers/CCMSI.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Conducted monthly review of all open claims with City Attorneys.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Endorsed 3 new vehicles and/or equipment to city's insurance policy.
- Removed auctioned vehicles and equipment from insurance policy.
- Reviewed 32 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 9 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	
<b>CLASS</b>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2022</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2023</u>
Residential	11,699	94,305,839	11,797	97,276,788
Commercial	1,804	43,980,217	1,814	44,469,548
City Accounts	207	7,526,086	211	8,111,968
School Accounts	60	6,806,132	62	7,698,044
Irrigation	263	6,435,359	257	5,295,618
Unbilled Maintenance		2,500,000		1,200,000
	<b>14,033</b>	<b>161,553,633</b>	<b>14,141</b>	<b>164,051,966</b>

LABORATORY	May 2022	May-23
Total Drinking Water Tests	52	46
Total Wastewater Tests	766	771
Liquid Waste Received (gallons)	314,960	119,350

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	96.593	94.857
Effluent (Million Gallons)	88.582	87.422
Solids Removed (Dry Pounds)	78,686	0
No centrifuge run in May 2023		

## WATER PRODUCTION REPORT - MAY 2023

WATER PRODUCED	
Total monthly water produced, million gallons	273,660,000
Total monthly water distributed, million gallons	271,418,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.55
Monthly chlorine gas dosed to system (lbs)	2,152
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 MAY 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 MAY 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