

CITY MANAGER'S MONTHLY REPORT

April 2022

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



Mayor
Sam D. Cobb

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

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

Library Director

Sandy Farrell

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

POLICE DEPARTMENT

Police Chief
Code Enforcement
Animal Adoption Center

August Fons
Jessica Silva
Missy Funk

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Mark Doport

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Vacant
Anthony Maldonado

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

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

LIBRARY SERVICES



CITY MANAGER'S OFFICE

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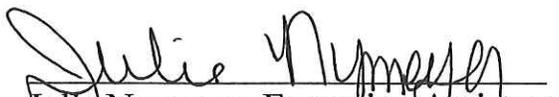
Office: (575) 397-9206
Email: jnymeyer@hobbsnm.org

Julie Nymeyer
Executive Assistant

April 19, 2022

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

Attached is the City Manager's Monthly Report for the month of April, 2022. This report provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - April 2022

	Feb-22	Mar-22	Apr-22
Business Registrations -New	16	27	21
Business Registrations - New Owner	1	6	1
Business Registrations- Change of Address	5	4	1
Renewals	148	64	0
Web Payment Renewals	0	0	0
Total Business Registrations Activity	176	101	23
Active Business Registrations for the Month	2085	2109	2134
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	1	0	0
Mobile Business Licenses	11	7	7
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	1	1	2
Solicitor's Permit	3	3	4
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	57	53	25
Public Documents Notarized	96	206	67
Public Records Request	26	45	33
Regular City Commission Meetings <i>4/4/22 and 4/18/22</i>	2	2	2
Special City Commission Meetings	1	0	0
City Commission Work Session/Closed Meetings <i>4/4/22 and 4/18/22</i>	1	0	2
Notice of Potential Quorum <i>4/14/22</i>	0	0	1
Resolutions and Ordinances Attested	11	8	16
Consideration of Approval	5	4	3
Total Volume of Transactions on Tyler Cashiering	486	439	372
Total Amount	\$ 364,268.78	\$ 299,167.04	\$ 381,663.56
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 364,268.78	\$ 299,167.04	\$ 381,663.56



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2022

General Public Relations and Marketing Activity:

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

The Communications Department distributed the following press releases and PSAs:

- Canine Distemper Spread in Hobbs
- Hobbs Announces New Police Chief
- Dogs at Large Attack Local Woman
- Water Conservation Period
- Veterans Memorial Dedication Announcement

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

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

- Challenge Nights – March – May (Free with Facility Admission)
- Yoga Classes
- Adaptive Avengers – A recreational PE class for children & adults with special needs.
- Turf Titans & Gym Giants
- Graduation Parties – Reservations available in multiple areas at the CORE.
- Food Trucks Wanted for all upcoming CORE events.

RADIO STATION, 99.3 KHBX

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

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

CONVENTION VISITORS BUREAU MAIN FOCUSES

LISTED EVENTS

- New Mexico True grant management
 - Two videos in production
 - Digital radio
 - Traditional radio
 - Photography
 - Ad creations
 - Article updates



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2022

OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
 - Director is serving as Board President for the 2021-2022 year
 - Planned and ran Rotary Christmas Banquet with Committee
- Notices for different departments and locations
- Website monitoring and updates communicated with IT Web Master
- Regular invoicing and budgeting, including gathering quotes, payroll, processing payment, etc.
- Attended Commission Meetings
- Photos and video opportunities
 - Employee milestone photos to social media accounts
- Online municipal employee trainings
- Planned and coordinated the first annual Swing Fore Nine golf tournament to benefit the survivors and victims' families of the 2021-2022 USW Golf Teams following their tragic accident in March 2022

COMMUNICATIONS DEPARTMENT
Monthly Report
April 2022

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
April 1 – 30

Post/Page Reach (people reached)	Followers	Page Visits	Post Engagement
23,904 total (43.1% decrease)	9,314 total	1,574 total (26.1% decrease)	8,578 (26% decrease)



Instagram
April 1 – 30

Reach	Followers	Profile Visits	Accounts Engaged	Impressions
1,608 (10.6% increase)	1,944	237 (26.9% decrease)	223 (25.9% increase)	8,764 (23.7% increase)

Livestreamed City Commission Meetings for March 2022

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	96.1%	734	1,119
Live Viewers	3.9%	30	722
Total	100%	764	1,841

CITY OF HOBBS BUILDING DIVISION

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

Commercial		<u>#OF FEES</u>	<u>VALUATION</u>	<u>FEES</u>
COMM MECHANICAL	Commercial	4	\$6,000.00	\$228.00
COMM PLUMBING	Commercial	4	\$6,000.00	\$214.50
COMMERCIAL DEMOLITION	Commercial	1	\$56,364.00	\$0.00
COMMERCIAL ELECTRICAL	Commercial	16	\$24,000.00	\$908.00
COMMERCIAL FENCE	Commercial	1	\$64,000.00	\$300.00
COMMERCIAL REMODEL	Commercial	4	\$69,500.00	\$492.00
COMMERCIAL SIGN	Commercial	5	\$50,600.00	\$464.00
COMMERCIAL TOWERS	Commercial	1	\$33,000.00	\$240.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	5	\$15,258,565.00	\$8,221.09
		42	\$15,569,529.00	\$11,092.59

Residential		<u>#OF FEES</u>	<u>VALUATION</u>	<u>FEES</u>
RES MECHANICAL	Residential	19	\$28,500.00	\$1,165.00
RES PLUMBING	Residential	39	\$58,500.00	\$2,180.00
RES SEWER TAP & EXCAVATION	Residential	5	\$7,500.00	\$1,450.00
RESIDENTIAL ADDITION	Residential	1	\$119,000.00	\$350.00
RESIDENTIAL CARPORT	Residential	2	\$31,920.00	\$324.00
RESIDENTIAL DEMOLITION	Residential	4	\$31,225.00	\$20.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$8,969.00	\$108.00
RESIDENTIAL DRIVEWAY	Residential	2	\$3,300.00	\$35.00
RESIDENTIAL ELECTRICAL	Residential	104	\$169,500.00	\$8,643.00
RESIDENTIAL FENCE	Residential	9	\$35,300.00	\$90.00
RESIDENTIAL MANUFACTURED HOME	Residential	1	\$28,000.00	\$60.00
RESIDENTIAL REMODEL	Residential	51	\$2,349,075.00	\$12,870.00
RESIDENTIAL RE-ROOF	Residential	14	\$148,677.00	\$1,130.00
RESIDENTIAL SINGLE FAMILY	Residential	5	\$1,684,525.00	\$3,893.76
RESIDENTIAL STORAGE	Residential	3	\$37,120.00	\$540.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$67,000.00	\$300.00
		261	\$4,808,111.00	\$33,158.76

COMMERCIAL		42	\$15,569,529.00	\$11,092.59
RESIDENTIAL		261	\$4,808,111.00	\$33,158.76
TOTAL COMBINED		303	\$20,377,640.00	\$44,251.35



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2021 Total		2022 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	4	47		14

GIS-MAPPING DIVISION:

The Division manages a Geo-database, which encompasses 1,000's of 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)

April 2022

ArcGIS Enterprise Server (Update):

Fire Hydrant Data Collection Campaign: During the 2nd and 3rd week of April the GIS Division went on a campaign to collect all the Fire Hydrants missing from the GIS. This includes fire hydrants from five subdivisions, three apartment developments, three commercial sites, and one utility extension project. This data was entered and sent out as part of the ISO Insurance Map.

Rebuild Precincts & Comm Districts (Update): On hold waiting on County for fully updated precincts after Hospital and College districts are updated.

New Wide Format Paper Vendor Hunt: Throughout April the GIS division has been on the hunt for a new wide format paper provider as our current stocks are getting low and the old paper is of subpar quality. This has required researching different vendors and trying to get them set up with the City of Hobbs Finance Department. At the end of April, three places have responded to a level allowing us to move forward with a "sample order" of one roll of paper to test quality.

Subdivision Data Entry (Update): In late April the GIS Division finished attribute entry for the new subdivisions that are available from the Planning dept. This data entry was completed to be able to meet the request for the City of Hobbs' GIS data for the ISO Insurance Map.

ISO Insurance Map: On April 6th the GIS division was asked by the Engineering Dept. and Hobbs Fire Dept. to assist Lisa with Verisk with the creation of a Fire ISO Insurance Map using the City of Hobbs' GIS data. Due to reprioritization of the tasks, the GIS Division has been working on, this request has required a massive push in data collection and entry. The first data packet was sent on April 21st, with updated Centerline, City Limit, and Fire Hydrant data to be integrated into the ISO Insurance Map. On April 29th the GIS division provided another packet with an additional



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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update to the Fire Hydrants and the City of Hobbs' Subdivision database. The Gis Division is still finalizing data entry of both the potable and non-potable water system that is planned to be sent early in May.

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

SWOP (1706 N Dal Paso St.); TBA (108 E. Broadway St.); Pecos Valley Productions (311 W Broadway St.); Starr Budds LLC (2215 E Seminole Hwy.); Ultra Heath (3211 N Dal Paso St.); TBA (150 E Navajo Dr.); TBA (835 W Sunrise Cir); TBA (205 W. Marland Blvd.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

City Commission Planning Summary:

April - The City Commission reviewed and considered the following:

- Approved the Final Plan for BWR Subdivision Submitted by Grimes Land Co. for Property Located Southwest of the Intersection of Alabama and World Drive Within the City of Hobbs ETJ.
- Approved the Final Plan for T & S Subdivision Submitted by Six S Ventures for Property Located Southeast of the Intersection of Alabama and World Drive Within the City of Hobbs ETJ.
- Approved the Final Plat of the Kass-McKinley Subdivision
- Approved the Vacation of an Alleyway Adjacent to Lots 7, 8 and 9 of Block 13 Within the Green Meadow Subdivision, Second Unit, Within the ETJ.
- Adopted Ordinance No. 1142 - Consenting to the Annexation of Tract 5 of the Lynch Subdivision Being a Portion of Section 9, Township I8 South, Range 38 East.
- Approved the Vacation of a Portion of Fowler Between Broadway and Taylor Located East of City Hall.
- Approving a Development Agreement with Stuard Homes, LLC, Concerning the Development of Market Rate Single-Family Housing.
- Approved a Development Agreement with Property Management Plus, LLC, Concerning the Development of Market Rate Single-Family Housing.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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Planning Board Summary:

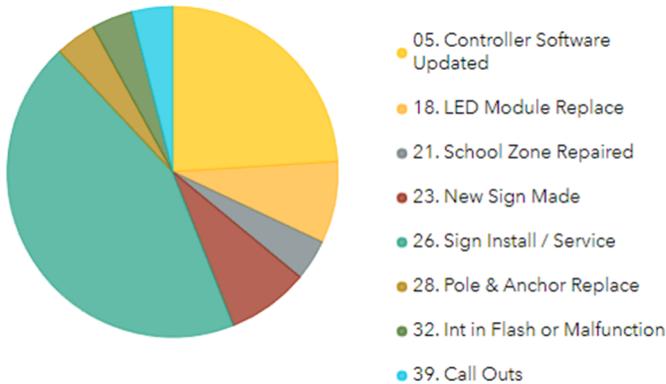
April - The Planning Board reviewed and considered action on 5 Items and 2 Discussion Items:

- Review and Consider Side Yard Setback Variance as submitted by property owner for property located at 4721 Big Cy Road. (Variance Denied)
- Review and Consider Final Plan Approval for Liberty Crossing Unit 1, as presented by property owner, ALJO, LLC. (Recommend Approval)

TRAFFIC DIVISION:

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

Total 1,326 tracked intersections



Answers	Count
05. Controller Software Updated	6
18. LED Module Replace	2
21. School Zone Repaired	1
23. New Sign Made	2
26. Sign Install / Service	11
28. Pole & Anchor Replace	1
32. Int in Flash or Malfunction	1
39. Call Outs	1

Major Damage:

No major damage this month

Monthly Measurement
Finance Department
Fiscal Year 2022

Cash Statistics	April 2021	April 2022
Beginning Cash Balance	\$ 145,791,989	145,357,008
Monthly Cash In (Revenue - all funds)	\$ 8,117,998	9,085,186
Monthly Cash Out (Expenditures - all funds)	\$ 8,412,834	12,764,697
Ending Cash Balance	\$ 145,497,154	141,677,497

Finance Transaction Statistics

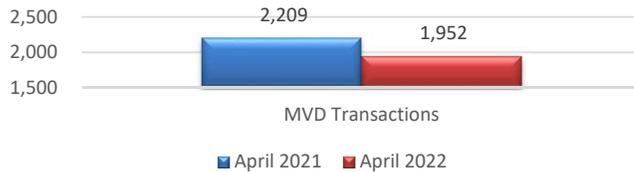
	April 2021	April 2022		
Total Number of PO's issued	341	315	daily average	15
Total Number of Invoices Processed	1,535	1792	daily average	85
Total Number of Checks Written (A/P)	931	859	weekly average	215
Total Number of Checks Written (Payroll)	1,110	1085	bi-weekly average	543

Financial Transaction Averages

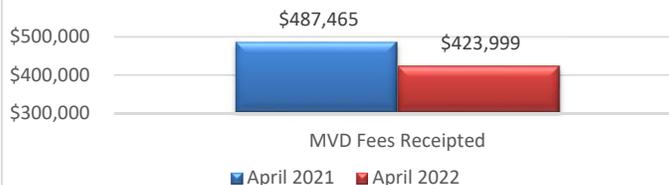


MVD Statistics	April 2021	April 2022		
MVD Transactions	2,209	1,952	daily average	93
MVD Fees Received	\$ 487,465	\$ 423,999	daily average	\$ 20,190

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

2	Door closer replaced
22	Ceiling tile replaced
1	Door lock repaired
28	Roof inspections
6	Rooms repaired/painted
2	Moved furniture
3	Building repairs
2	Door closer adjusted
33	Work orders

Location of work performed

2	City Hall
4	Police Department
1	Senior Center
1	State Police
2	Library
6	Municipal Court
2	Animal Adoption
1	Rockwind
12	CORE
2	Annex
1	Crime Lab
1	F.S. 1
1	F.S. 2
1	F.S. 3
27	DA Building
1	McAdams
1	City Jail
1	Del Norte Pool

Break down of work performed by the Electricians

8	Light repairs
17	AC repairs
10	General electrical work
5	CORE work
3	Nonelectrical work

Location of work performed

5	CORE
1	Library
1	City hall
1	Annex
3	PD
3	DA building
2	Rockwind
4	AAC
1	Sreets
3	Municipal Court
1	Crime Lab
1	Hobbs Express
4	National Guard
4	Veterans Memorial

April - 2022

General Services - Garage

In April - 2022 The City Garage had a total of 189 Repair Orders/Invoices. Of the 189 R.O./Invoices, 109 were repaired in house and 80 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 55,778.36 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	8	5	232.80	884.00	1,024.62	150.00	2,291.42
Instrument/Gauges	1	0	0.00	136.00	0.00	0.00	136.00
Complete Wash	1	2	0.00	34.00	44.99	49.99	128.98
Filters	6	2	189.23	306.00	458.98	0.00	954.21
Service Calls	23	0	32.97	2,142.00	0.00	0.00	2,174.97
Miscellaneous Maintenance	21	10	247.63	1,207.00	1,434.41	1,049.95	3,938.99
Brakes	5	3	0.00	425.00	1,143.58	360.00	1,928.58
Steering	0	1	0.00	0.00	410.12	375.00	785.12
Suspension	0	1	0.00	0.00	0.00	89.95	89.95
Tires	12	16	7,057.95	374.00	13,590.27	2,204.40	23,226.62
Wheels/Hub	1	1	0.00	51.00	305.00	0.00	356.00
Transmission	1	0	0.00	85.00	0.00	0.00	85.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	9	4	1,177.97	782.00	778.75	0.00	2,738.72
Cranking	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
Lighting	4	0	38.03	221.00	0.00	0.00	259.03
Preventive Maintenance	11	23	2,459.38	1,156.00	2,071.88	65.95	5,753.21
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	1	1	0.00	34.00	93.75	280.00	407.75
Engine	3	1	0.00	204.00	539.26	1,400.00	2,143.26
Hydraulics	1	1	0.00	68.00	885.00	330.00	1,283.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Radio Equipment	1	0	0.00	204.00	0.00	0.00	204.00
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Towing Vehicles	0	5	0.00	0.00	0.00	1,578.00	1,578.00
Accident Repair	0	2	0.00	0.00	3,619.05	1,696.50	5,315.55
Safety Recall	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	2	0.00	0.00	0.00	0.00	0.00
Monthly Total	109	80	11,435.96	8,313.00	26,399.66	9,629.74	55,778.36

	# of R.O./Inv	Parts	Labor	Total
City Garage	109	11,435.96	8,313.00	19,748.96
Vendor	80	26,399.66	9,629.74	36,029.40

189 37,835.62 17,942.74 55,778.36

Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
364 HRS.	Street Sweeping
8 HRS.	Building Brooms
96 HRS.	Cold Mix Patching
216 HRS.	Alley Maintenance
188 HRS.	Equipment Maintenance
56 HRS.	Maintenance
24 HRS.	Welding Shop
24 HRS.	Traffic Control
80 HRS.	Stocking Material
72 HRS.	Meetings
72 HRS.	Work for Environmental
24 HRS.	Work for Parks
48 HRS.	Work for Golf Course
254 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
292 YDS.	Sweepings
390 YDS.	Millings
192 YDS.	Alley Material
6 YDS	Cold Mix Used
402 YDS	Recycling Material
786 YDS	Trash Hauled
8 YDS.	Hot Mix Used

Calls responded to:

Number	Type
16	Dispatched – accidents, spills, debris
2	Complaints
4	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

April 2022

ALARMS

Alarms (City)	120
Alarms (County)	32
Total Alarms	152

FIRE RESPONSE BY STATION

Station 1	57
Station 2	36
Station 3	46
Station 4	13

ZONES

Zone 1 (NW City)	58	Zone 5 (NW County)	12
Zone 2 (NE City)	25	Zone 6 (NE County)	5
Zone 3 (SE City)	33	Zone 7 (SE County)	4
Zone 4 (SW City)	4	Zone 8 (SW County)	5
Out of District 6			

MOST COMMON DAY/TIME

Saturday (1700 – 1759 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	2:46
Station 2	0:45
Station 3	1:25
Station 4	2:04
Average	1:45

STRUCTURE FIRES

Structure Fires - 6

FALSE ALARM RESPONSE

False Alarms - 17

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	16:37
Station 2	5:16
Station 3	6:59
Station 4	6:04
Average	8:14

TRAINING HOURS

Fire Training	1637
EMS Training	280

PREVENTION PROGRAMS

Fire Investigations	10
Fire/Safety Inspections	58
Smoke Detectors Installed	2
Public Education Activities	4
Plan Reviews	6
Burn Permits Issued	0 – No burn permits being issued due to high fire danger

EMS RUN BREAKDOWN

City Response	700
County Response	63
Total Responses	763

ZONES

Zone 1 (NW City)	319	Zone 5 (NW County)	10
Zone 2 (NE City)	112	Zone 6 (NE County)	37
Zone 3 (SE City)	149	Zone 7 (SE County)	0
Zone 4 (SW City)	120	Zone 8 (SW County)	16

AVERAGE RUN TIMES

Enroute:	1:54
At Scene:	5:04
On Scene Time:	23:07
To Destination:	19:39
Back in Service:	34:55

MOST COMMON DAY/TIME

Saturday – 139 calls for service
Monday – 27 calls from 15:00 –17:59 hours

MOST COMMON COMPLAINT

Motor Vehicle Crash - 61

OUT OF TOWN TRANSFERS

Lubbock	14
Midland	3
Odessa	11
Roswell	8
Carlsbad	7
Airport	25

CARDIAC ARREST RESPONSES

Cardiac Arrest	6
ROSC	1

ROSC = Return of Spontaneous Circulation

Highlights for the month of April

- Life Scan physicals completed for all HFD Personnel
- Received \$5,000 grant from Conoco Phillips
- 12 personnel completed IFSAC Hazardous Materials Technician class
- 8 personnel completed HFD Driver's Academy
- 1 personnel completed IFSAC Rope Rescue Technician I
- 1 personnel completed ICC Fire Inspector I
- 2 personnel attended FDIC Conference in Indianapolis, IN



Hobbs Express

Monthly Report - APRIL 2022

NUMBERS REFLECT REDUCED ACTIVITY DUE TO COVID-19 HEALTH PANDEMIC AND SERVICE RESTRICTIONS

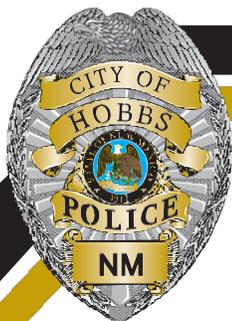
Passenger Activity	Prior Month Mar-22	Reporting Month Apr-22
No. of Elderly Passengers	569	539
No. of Non-Ambulatory Passengers	150	155
No. of Disabled Passengers	140	163
No. of Other Trips	2203	2441
Total Passenger Trips	3062	3298

Bus Route Trips	2564	2807
Total Bus Route Trips	2564	2807
Total Demand Response/Paratransit Trips	498	491
Total Passenger Trips	3062	3298

Vehicle Statistics	Reporting Month Mar-22	Reporting Month Apr-22
Total Vehicle Hours	574.5	542
Total Vehicle Miles	9,411	8,942

Revenue Collected	Prior Month Mar-22	Reporting Month Apr-22
Total Fares Collected	\$0.00	\$0.00

HOBBS POLICE DEPARTMENT



May 3, 2022

To: Interim Chief August Fons
Captain Shane Blevins

From: Code Enforcement Superintendent Jessica Silva

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

CODE ENFORCEMENT END OF MONTH REPORT (April 2022)

Code warnings	521
Code citations	138
Code calls	774
Animal warnings	39
Animal calls	242
Animal citations	17
Inoperable Vehicles	20
Parking Violations	9

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

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Hobbs Animal Adoption Center

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

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

May 4, 2022

To: Chief Fons
 Captain Blevins
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

April 2022

Intake:	Cats	Dogs
Dead On Arrival	14	15
Sterilization Only	0	0
Stray	75	74
Transfers In	0	0
Unwanted	18	26
Quarantine	0	22
Clinic Visit shots	6	64
Totals:	113	201
Dispositions:		
Adopted	24	10
Died at Facility	3	0
Dead on Arrival	17	16
Euthanized	18	118
Rescued	1	20
Return to Owner	0	25
Sterilization Only	0	0
Escaped	0	0
Clinic visit shots	16	165
Totals:	79	354

Total Revenue Collected:	Animal Pick Ups:	\$ 205
	Permits/Tags:	\$ 605
	Reclaims:	\$1340
	Adoptions	\$ 968
	Cremations	\$
	<u>Sterilizations:</u>	<u>\$ 1095</u>
		\$ 4213

HAAC currently has 77 dogs and 72 cats



HOBBS POLICE DEPARTMENT

May 3, 2022

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD April 2022 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
April 2021/2022	RPTS	RPTS		Date	Date	
			2021/2022	2021	2022	
	2021	2022				
REPORTED CRIMES	322	408	27%	1,444	1651	14%
CALLS FOR SERVICE	3,335	3,719	12%	14,273	14,986	5%
ARRESTS	214	153	-29%	953	701	-26%
MURDER	1	0	-100%	1	1	0%
RAPE	2	3	50%	9	16	78%
ROBBERY	2	5	150%	4	11	175%
ASSAULTS AND BATTERY	62	100	61%	286	345	21%
BURGLARY	27	59	119%	148	194	31%
LARCENY	35	58	66%	142	224	58%
SHOPLIFTING	9	36	300%	82	157	91%
AUTO THEFT	13	23	77%	124	96	-23%
ARSON	0	0	0%	5	8	60%
FORGERY	0	1	100%	1	3	200%
FRAUD	4	12	200%	16	51	219%
EMBEZZLEMENT	1	1	0%	4	8	100%
REC. STOLEN PROPERTY	2	0	-100%	3	5	67%
VANDALISM	43	104	142%	213	382	79%
WEAPONS OFFENSES	2	3	50%	13	13	0%
DOMESTIC VIOLENCE	27	39	44%	128	152	19%
ASSAULTS/BATTERY ON PO	5	6	20%	30	17	-43%
SHOOTING AT/FM MV OR DWELLING	1	10	900%	7	31	343%
CITATIONS ISSUED	775	418	-46%	3,572	1,891	-47%
DWI	9	4	-56%	30	26	-13%
TRAFFIC CRASHES	78	104	33%	274	359	31%

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

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HOBBS POLICE DEPARTMENT

May 3, 2022

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: April 2022 Records Numbers

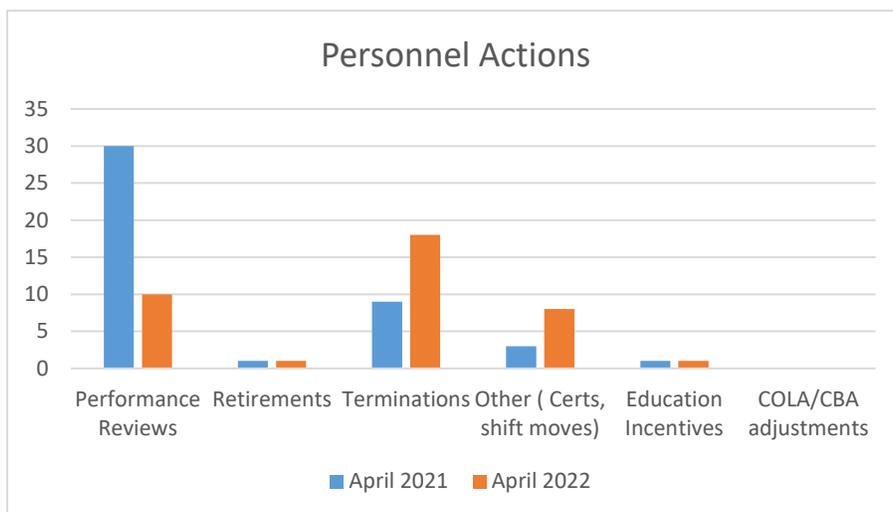
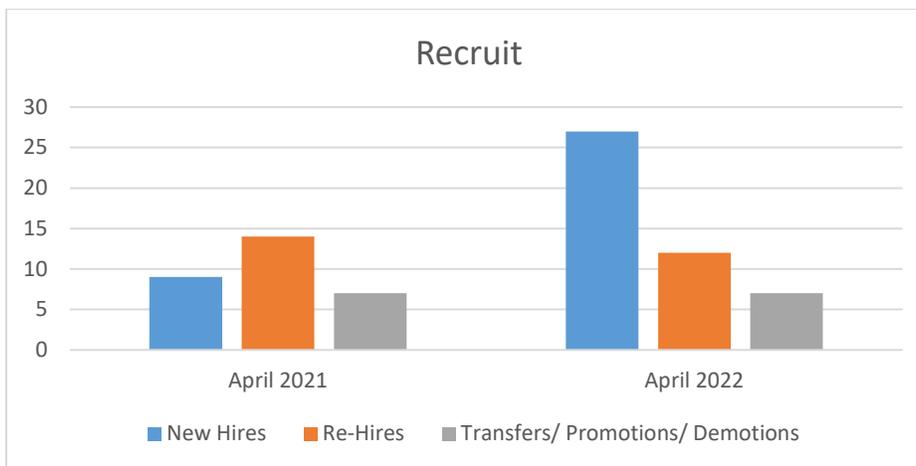
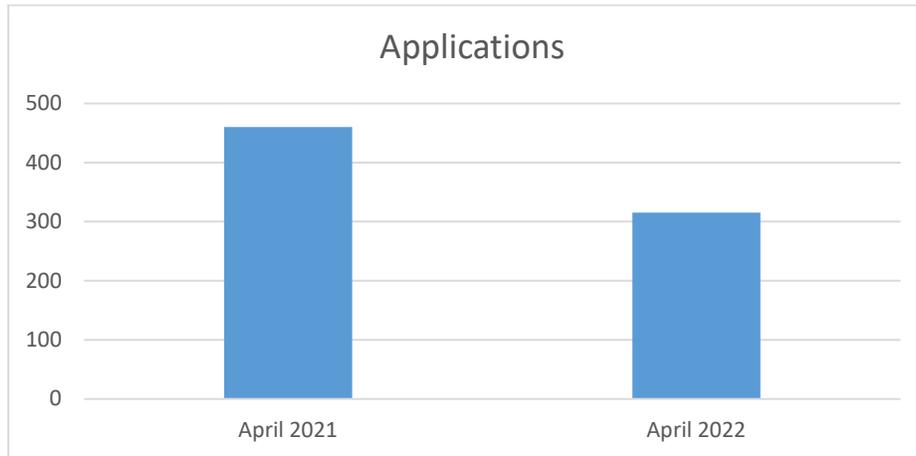
No major issues to report.

- Uniform Traffic Citations 313
- Warning Citations 105
- Misdemeanor Citations 3
- Arrest Reports 153
- Completed Reports 761
- Completed Supplements 228
- Completed Accident reports 92
- Criminal Trespass 32
- Warrants 183
- Recalled warrants 115
- IPRA Requests 333
- Discovery Requests 96

John Ortolano, Chief of Police
300 N. Turner • Hobbs, New Mexico 88240
Dispatch (575) 397-9265 • Fax (575) 397-3867
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source	total	total %
Billboard / Sign	0	0.00
Chamber of Commerce Website	0	0.00
City of Hobbs Website	93	29.52
Facebook	10	3.17
Friend / Family	56	17.78
Governmentjobs.com	9	2.86
Indeed.com	56	17.78
Job Fair	9	2.86
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	1	0.32
Newspaper	2	0.63
Other	54	17.14
Radio	0	0.00
Recruiter	25	7.94
Unknown	0	0.00
Totals	315	100.00
	100.00	

New Position Postings for April

ANIMAL SHELTER ASSISTANT	POLICE DETECTIVE
CLERK RECORDS SPECIALIST	POLICE OFFICER - EAGLE IC
ACCOUNTS PAYABLE TECHNICIAN	POLICE SERGEANT
DRIVER ENGINEER	SPORTS FIELD MAINT WKR
AUTOMOTIVE TECHNICIAN SENIOR	TEEN REC WORKER
GOLF COURSE MAINT WKR	WW CONTROL OPERATOR
LIBRARY SPECIALIST	

Safety Skills Training:

- Back Injury Prevention

Team Involvement:

- Tracy South participated in a United Way meeting that encouraged partnerships between businesses and non-profits
- The recruitment process for Chief of Police was completed with the hiring of August Fons
- The recruiting team members assisted with several department's interviews
- Nicholas Goulet participated in the development of the new compensation plan proposal
- HR presented their operational budget FY22 for consideration

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ **Technology Policies**

➤ **I.T. Equipment** (24 City of Hobbs facilities)

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

➤ **Computer**

- Servers (62) (31 physical / 31 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- 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)

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ **Email**

- Account Administration
- SPAM filtering
- Intrusion protection

➤ **Internet Access**

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

➤ **Wireless Networking**

- Point to point
- Wi-Fi Access points

➤ **Web Page Design** (City of Hobbs, Police, Fire, CORE, Library)

➤ **Telephone Equipment** (all City locations)

- Splash Pad 911 Call boxes

➤ **Outdoor Warning Equipment**

- Warning Siren/Public Address (33 locations)

➤ **Facility alarm systems** (all locations)

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

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

➤ **Audio/Video**

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

Accomplishments for April, 2022

- 87 Request for service
- 86 Completed
- 0 Bulletin Board related
- 1 Camera related
- 14 Email related
- 11 hardware related
- 1 internet related
- 4 network related
- 9 password resets
- 3 phone related
- 4 radio related
- 4 projects related
- 11 software related
- 21 User Setup
- 8 webpage related
- 0 other

Special accomplishments:

- Installed 4 new computers.
- Connect safes and med dispenser to network in new med room at Fire Station 3.



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

April 2022

Mission Statement:

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

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads, and staff on various legal topics for the month of April. 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 April 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (4/4 and 4/18)(closed 4/4; work session 4/18)
- ❖ Cemetery Board – Mahir Haque (4/13)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (4/5)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (4/19)
- ❖ Utilities Board – (N/A)
- ❖ Labor Relations Board – (N/A)
- ❖ Veterans Advisory Board – (N/A)

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

- ❖ Public Hearings/Presentations 5
- ❖ 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 6
- ❖ Contract Review 10

Litigation:

The City Attorney's Office engages in litigation both in the criminal and civil settings. Unlike many public law offices, the City Attorney's Office engages in the practice of law in a multitude of legal disciplines. The spectrum of cases handled by the City Attorney's Office requires that each attorney in the office develop and retain a variety of skills and abilities so as to provide competent representation to the organization in any given case.

Legal Assistants, Courtney Packer and Heather Bara, calendar all events for the attorneys, gather all necessary documents for litigation, assist in the management of the budget, and conduct various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorneys, Mahir F. Haque and Rocio A. Ocano, prosecute all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues. City Attorney, Efren A. Cortez, advises management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

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

Criminal Litigation:

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 0
- ❖ Pretrials (Pro Se): 107
- ❖ Pretrials (Attorney): 21
- ❖ Trials: 16
- ❖ Dangerous Dogs/Petitions: 2
- ❖ DWI Cases: 6
- ❖ Shoplifting Cases: 3
- ❖ Appeals in District Court: 2
- ❖ Criminal Pleadings (Mun/Dist.) 90
- ❖ Subpoenas: 35
- ❖ Clio Case Entries: 50
- ❖ Discovery Submissions 41

Property Matters:

❖ Condemnation Reviews	5
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	0
❖ Property Correspondence	3
❖ Foreclosures Filed	0
❖ Property Liens Filed	0

Civil Litigation:

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

Miscellaneous:

❖ Trainings:	2
❖ Witness Interviews:	8
❖ In-office consultations:	15
❖ Letters/Correspondence:	1,133

Areas of Notoriety:

- ❖ The City Attorney’s Office assisted in negotiations of a tentative collective bargaining agreement with the Hobbs Police Officers Association.
- ❖ The City Attorney’s Office assisted in training with the Hobbs Fire Department on the topic of report writing.
- ❖ The City Attorney’s Office assisted in a cannabis appeal hearing before the City Commission on April 18, 2022.

Thank you for your time and consideration regarding the matter. On behalf of the staff of the City Attorney’s Office, it is a sincere honor to serve the City of Hobbs as its legal team.

Respectfully,

/s/ Efren A. Cortez
Efren A. Cortez
City Attorney

CITY MANAGER'S REPORT

April, 2022

Hobbs Public Library

CIRCULATION: 5,748**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,535
Audio Books & Music	136
DVDs	1,551
E-Books/E-Audio (OverDrive & Gale)	526

CIRCULATION BY PATRON TYPE:

Adult	2,961
Juvenile	885
Senior Citizen	941
Used in Library	435

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	8	7
ELIN Loans	8	11

Total Children's Items Circulated **2,318**

Total Adult Items Circulated **2,904**

Patron Visits	2,936
Overdue Notices Sent	139

PROGRAMS & PUBLIC SERVICES:

Programs Provided	17
Attendance	366
Passive Programs Provided	14
Passive Programming Participation	207
Meeting Room Use	22

Facebook Post Reach	1,565
Web Site Usage	4,395
HPL Database Usage	483
Reference Questions	126
Public Computer Use	332
Board Games	5

PATRON PROFILES:

Adult	17,527
Juvenile (Under 18 Years)	3,417
Senior Citizens (62+ Years)	2,431
Temp ELIN	2,118
Total Active Borrowers	25,493

RECEIPTS:

Materials Paid For	\$66.10
Fines & Fees	\$607.95
Copy Machine & Public Printouts	\$371.89
Total	\$1,045.94

Library Patrons Added This Month	60
----------------------------------	----

ITEMS ADDED:

Total Items Added	534
Items Weeded	232

HOLDINGS:

Total Library Holdings	156,850
------------------------	---------

City Manager's Report
Municipal Court – April 2022

Monthly Cases:

Traffic Citations	300
Misdemeanor Citations	25
Environmental Citations	153
Fire Code Violations	0
AGG. DWI	1
DWI – 1 ST	<u>1</u>
Total	480

Courtroom Activity:

Video Arraignments (Jail)	86
Court Appearances – A.M.	30
Court Appearances- P.M.	122
Virtual Court	4
Pretrial Court Appearances – A.M.	32
Pretrial Court Appearances – P.M.	36
Attorney Pretrial	13
Trial/Change of Plea Cases	<u>20</u>
Total	343

Other Activity:

Summons issued	621
Warrants issued	<u>250</u>
Total	871

Fines/Fees Assessed:

Fines/Fees Total	\$77,915
------------------	----------

Fines/Fees Collected:

Fines	\$28,273
Penalty Assessment Fee	3,114
Automation Fee	2,551
Judicial Education Fee	1,276
Correction Fee	8,560
DWI Prevention Fee	219
DWI Lab Fee	392
Copies/Misc. Fee	.75
Restitution	<u>.00</u>
Total	\$44,385.75

Membership & Participation Detail

Member Visits	24,515
Guest Visits	5,313
Classes	232Participants
Programming	-
Tour Participants	49
Private Rentals	45 with \$7203 in revenue

Membership Counts	Apr-22	Mar-22
Memberships Sold in Month	163	270
Family Memberships	1074	1,005
Individual Memberships	551	523
Total Memberships	1625	1,528
Members	4801	4,510
Total Individual Members	5,352	5,033

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 April 2022:

	<u># Meals</u>	<u>Donations Received</u>
April 2022 Congregate Meals Served	1,170	\$1,544.45
April 2022 Grab N Go Meals	885	\$ 544.50
April 2022 Guest Meals (Under 60 Years)	4	\$ 44.00
April 2022 Home Delivered Meals Served	1,856	\$1,287.00
April 2022 Frozen Meals Delivered	<u>192</u>	<u>\$ ---</u>
April 2022 Totals	4,107	\$3,230.95
March 2022 Totals	4,305	\$3,457.28

Any meals leftover from the Home Delivered or Grab N Go meals are frozen. On Fridays, these frozen meals are distributed to the most vulnerable Home Bound Clients for weekend meals. During April 2022, a total of 192 frozen meals were distributed. The Hobbs Senior Center served 382 seniors a total of 4,107 meals for the month. With a total of 21 serving days in April, the daily average of meals served was 196. Area Agency on Aging. The Security/Fire Alarm upgrades have been completed.

Duplicate Recreation Activities:	664	Exercise:	439
Transportation:	400	Assessment/Reassessment:	114

Recreation

- Registration began for new, adult and youth art classes.
- Recreation staff hosted the Adaptive Community Egg Hunt at City Park on Friday, April 15.
- The Community Egg Hunt was held at the MLK SoccerPlex on Saturday, April 16.
- The Hobbs Downtown Slam & Jam was held on Saturday and Sunday, April 23 & 24 with 163 teams participating in the Gus Macker 3-on-3 Basketball Tournament.
- There were a total of 21 park pavilion reservations on Easter weekend.
- Staff began interviewing candidates for the seasonal positions in the Summer Sports and Summer Recess programs.

Aquatics

- Aquatics staff continue to teach Red Cross Lifeguard Training Classes at the CORE.
- Weekly in-service training sessions continue to be held for Lifeguard staff.
- Seasonal Aquatics positions have been posted and interviews are taking place.
- Staff continues with preparations for summer operations at the seasonal pools and splash pads and readying these facilities for inspection by the New Mexico Department of Health.

Rockwind Community Links Clubhouse

Rockwind had a solid month in both rounds and sales. There were three (3) events hosted in April: HHS JV Tournament, Spring Showdown, and the USW Fundraiser. The USW event was the largest in the history of Rockwind Community Links with a total of 240 golfers!

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	50	\$480.76	\$0.00	\$480.76	\$0.00	\$24.24	\$505.00
Driving Range	465	\$2,012.19	\$0.00	\$2,012.19	\$0.00	\$101.81	\$2,114.00
Golf Cart Rental Fees	1198	\$16,706.85	\$0.00	\$16,706.85	\$0.00	\$842.79	\$17,549.64
Green Fees	1763	\$21,168.96	\$0.00	\$21,168.96	\$0.00	\$1,073.40	\$22,242.36
Hard Goods Sales	730	\$33,731.71	(\$224.71)	\$33,507.00	\$24,462.61	\$1,675.75	\$35,182.75
Membership Fees	5	\$3,238.06	\$0.00	\$3,238.06	\$0.00	\$161.94	\$3,400.00
Soft Goods Sales	494	\$12,072.09	(\$467.60)	\$11,604.49	\$7,021.96	\$580.94	\$12,185.43
Food & Beverage	49	\$81.58	(\$3.80)	\$77.78	\$21.25	\$4.22	\$82.00
Totals for Revenue	4754	\$89,492.20	(\$696.11)	\$88,796.09	\$31,505.82	\$4,465.09	\$93,261.18
Grand Total:	4754	\$ 89,492.20	\$ (696.11)	\$ 88,796.09	\$ 31,505.82	\$ 4,465.09	\$ 93,261.18

KEY PERFORMANCE INDICATORS

Apr-22

Total Pre-Tax Revenue

\$88,796.09

Total Rounds

1763

Avg Green Fee plus Cart Fee per Round

\$23.32

Total Merchandise Sales

\$45,111.49

Merchandise Sales Per Round

\$25.59

F&B Sales Per Round

\$ 0.04

COGS Hard Goods

73%

COGS Soft Goods

61%

COGS F&B

27%

Rounds w/Carts

68%

Total Revenue per Round

\$ 50.37

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	254
Summary for Player's Pass	<u>254</u>
Li'l Rock Adult Resident	115
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	2
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>117</u>
Public 18	92
Public 9	0
Public Junior	1
Public Senior	22
Public Twilight	38
Public Replay	4
Specials	0
Youth on Course	0
PGA/GCSAA COMP	3
Summary for Public	<u>160</u>
Punch Pass	92
Summary for Punch Pass	<u>92</u>
Rain Check	3
Summary for Rain Check	<u>3</u>
Resident 18	521
Resident Junior	3
Resident Senior 18	175
League Fee	14
Complimentary Round	5
Resident Twilight	69
Team Practice Round	4
Resident 9	129
Marshal/Team Green Fee	7
Resident Replay	4
Summary for Resident	<u>931</u>
Tournament Fees	444
Summary for Tournament - Public	<u>444</u>
Grand Total:	2003

Teen Center

- The Teen Center hosted an Easter Holiday scavenger hunt.
- Staff continues to plan events, activities, and programs to keep the Teens engaged.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

City Manager – April Report

2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 19 interments
2. Cemeteries worked with 5 Community Services Workers
3. Construction has begun on the new fence at Prairie Haven Memorial Park
4. POSD hosted a cookout for employees
5. Rockwind was busy with aerification and tournaments in April
6. Landscape renovations at HPD are going good and providing new a curb appeal
7. POSD assisted with Gus Macker
8. Easter was a very busy weekend and POSD cleaned up areas for 2 days after
9. McAdams crew worked on replacing a few water spigots at the campground and installing a catwalk at the maintenance barn to increase storage
10. Major irrigation repairs took place at Green Meadows Park due to gopher damage
11. Of course, we can't forget tumbleweed cleanup after every windy day
12. Sports Field are getting busy with leagues and tournaments

Parks & Open Spaces Department
Authored by: Bryan Wagner





RISK MANAGEMENT REPORT

April 2022

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Conducted monthly review of all open claims with city's insurance agent
- Reviewed & processed for payment 1 application for notary bond.
- Received approval for the implementation of an emergency alert system for the City of Hobbs. Risk management will coordinate the purchase and implementation of EA system.
- Endorsed 2 new vehicles and/or equipment to city's insurance policy.
- Reviewed 36 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 10 property damage incidents on behalf of the City of Hobbs.
- Sent 2 demand letters for at fault claims.
- Received and reviewed Tort Notices and legal pleadings.
- Issued multiple purchase orders to repair city vehicles.
- Completed required monthly safety training.
- Attended Commission meetings.

UTILITIES DEPARTMENT

WATER DEPARTMENT		2021		2022	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2021</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2022</u>	
Residential	11,611	100,913,483	11,699	94,305,839	
Commercial	1,818	46,071,153	1,804	43,980,217	
City Accounts	211	7,267,037	207	7,526,086	
School Accounts	65	4,947,458	60	6,806,132	
Irrigation	255	5,631,252	263	6,435,359	
Unbilled Maintenance		2,000,000		2,500,000	
	13,960	166,830,383	14,033	161,553,633	

LABORATORY	April 2021	April 2022
Total Drinking Water Tests	51	49
Total Wastewater Tests	781	759
Liquid Waste Received (gallons)	258,641	314,960

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	91.739	90.474
Effluent (Million Gallons)	85.155	83.165
Solids Removed (Dry Pounds)	142,147	89,680

WATER PRODUCTION REPORT - APRIL 2022

WATER PRODUCED	
Total monthly water produced, million gallons	212,405,000
Total monthly water distributed, million gallons	212,333,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.59
Monthly chlorine gas dosed to system (lbs)	1,621
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

Comments:

The second half of our Sanitary Survey has been completed. We received zero deficiencies.

UTILITY MAINTENANCE APRIL 2022

WORK DESCRIPTION

Meter lid replacement	20
Meter box replacement	20
Meter stop / valve replacement	15
Meter change out 3/4"	250
Meter change out 1"	0
Meter change out 2"	5
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	50
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	150
Service lateral replacement	10 qty - 270 feet
New Service Lateral	12 qty - 200 feet
Low water pressure investigation	5
Water quality investigations	2
Main line leaks/repair	25
Main line replacement (feet)	50
Valve maintenance	250
Valve new install/replacement	15
Fire hydrant maintenance	250
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	5
Fire hydrant meter set	5
New fire hydrant installed	30
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,000,000
Miscellaneous afterhour calls	80
Emergency Call Outs (From 5:00pm to 7:00am)	85

WORK DESCRIPTION

QUANTITY

Manhole maintenance	53
Manholes cleaned	24
Sewer main line cleaned (feet)	23,187
Sewer stoppages	71
Sewer main line video inspections	3
Odor complaints	4
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	10

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	23
Emergency call out (from 5:00 pm to 7:00 am)	68

UTILITIES MONTHLY PLUMBER REPORT APRIL 2022	QUANTITY
Sewer stoppages	30
Odor complaints	3
Water leaks	8
Pool maintenance	25
Emergency call outs (from 5:00 pm to 7:00 am)	2
Core	27