



CITY MANAGER'S MONTHLY REPORT

August 2022

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



Mayor

Sam D. Cobb

City Commission

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

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LIBRARY SERVICES

Library Director

Sandy Farrell

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Mark Doport

POLICE DEPARTMENT

Police Chief
Deputy Chief
Code Enforcement
Animal Adoption Center

August Fons
Shane Blevins
Jessica Silva
Missy Funk

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Eddie Trevino
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

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

Nicholas Goulet
Tracy South
Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Christa Belyeu
Matt Blandin



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

Julie Nymeyer
Executive Assistant

July 28, 2022

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

Attached is the City Manager's Monthly Report for the month of June, 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.

Sincerely,


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - August 2022

| | Jun-22 | Jul-22 | Aug-23 |
|--|---------------|-----------------|---------------|
| Business Registrations -New | 22 | 22 | 24 |
| Business Registrations - New Owner | 1 | 0 | 1 |
| Business Registrations- Change of Address | 0 | 0 | 0 |
| Renewals | 9 | 10 | 11 |
| Web Payment Renewals | 0 | 0 | 0 |
| Total Business Registrations Activity | 32 | 32 | 36 |
| Active Business Registrations for the Month | 2173 | 2193 | 2186 |
| | | | |
| Fireworks | 2 | 0 | 0 |
| Junk Yard Licenses | 0 | 0 | 0 |
| Liquor License | 0 | 41 | 3 |
| Mobile Business Licenses | 5 | 5 | 0 |
| Pawn Brokers | 1 | 2 | 0 |
| Secondhand Dealer's Licenses | 5 | 2 | 0 |
| Solicitor's Permit | 0 | 2 | 0 |
| Temporary Vendor's Licenses | 0 | 0 | 0 |
| | | | |
| Cemetery Deeds Issued/Processed | 31 | 22 | 30 |
| Public Documents Notarized | 111 | 103 | 139 |
| Public Records Request | 28 | 34 | 48 |
| | | | |
| Regular City Commission Meetings <i>8/1/22 and 8/15/22</i> | 2 | 2 | 2 |
| Special City Commission Meetings | 1 | 0 | 0 |
| City Commission Work Session/Closed Meetings | 2 | 1 | 0 |
| Notice of Potential Quorum <i>8/27/22 and 8/31/22</i> | 1 | 1 | 2 |
| Resolutions and Ordinances Attested | 13 | 15 | 11 |
| Consideration of Approval | 3 | 2 | 5 |
| | | | |
| Total Volume of Transactions on Tyler Cashiering | 334 | 346 | 381 |
| Total Amount | \$ 406,025.22 | \$ 1,695,307.37 | \$ 673,684.59 |
| Web Payments Online for All Departments | \$ - | \$ - | \$ - |
| Grand Total | \$ 406,025.22 | \$ 1,695,307.37 | \$ 673,684.59 |

CITY OF HOBBS BUILDING PERMIT DEPT

Total Type of Construction

for period ending August 01, 2022-August 31, 2022

| Commercial | | #OF PERMITS | VALUATION | FEES |
|-------------------------------------|-------------|--------------------|------------------------|--------------------|
| COMM MECHANICAL | Commercial | 12 | \$18,000.00 | \$1,076.50 |
| COMM PLUMBING | Commercial | 19 | \$27,150.00 | \$1,477.50 |
| COMMERCIAL ADDITION | Commercial | 2 | \$495,900.00 | \$1,260.00 |
| COMMERCIAL DEMOLITION | Commercial | 1 | \$4,500.00 | \$40.00 |
| COMMERCIAL ELECTRICAL | Commercial | 24 | \$36,000.00 | \$2,193.00 |
| COMMERCIAL FENCE | Commercial | 1 | \$19,815.00 | \$144.00 |
| COMMERCIAL REMODEL | Commercial | 7 | \$68,525.00 | \$468.00 |
| COMMERCIAL SIGN | Commercial | 12 | \$470,873.00 | \$2,216.00 |
| COMMERCIAL TOWERS | Commercial | 4 | \$80,000.00 | \$648.00 |
| FIRE ALARM SYSTEM | Commercial | 2 | \$3,000.00 | \$200.00 |
| INDUSTRIAL EXCAVATION | Commercial | 2 | \$3,000.00 | \$50.00 |
| NEW COMMERCIAL | Commercial | 8 | \$6,155,251.00 | \$10,733.84 |
| | | 94 | \$7,382,014.00 | \$20,506.84 |
| | | | | |
| Residential | | #OF PERMITS | VALUATION | FEES |
| RES MECHANICAL | Residential | 43 | \$63,150.00 | \$3,085.00 |
| RES PLUMBING | Residential | 37 | \$52,800.00 | \$1,891.00 |
| RES SEWER TAP & EXCAVATION | Residential | 1 | \$1,500.00 | \$290.00 |
| RESIDENTIAL ADDITION | Residential | 4 | \$269,700.00 | \$1,380.00 |
| RESIDENTIAL CANOPY | Residential | 2 | \$12,480.00 | \$144.00 |
| RESIDENTIAL CARPORT | Residential | 2 | \$13,100.00 | \$144.00 |
| RESIDENTIAL CURB CUTS | Residential | 1 | \$800.00 | \$15.00 |
| RESIDENTIAL DEMOLITION | Residential | 2 | \$30,000.00 | \$120.00 |
| RESIDENTIAL ELECTRICAL | Residential | 83 | \$124,500.00 | \$7,335.00 |
| RESIDENTIAL FENCE | Residential | 2 | \$2,900.00 | \$20.00 |
| RESIDENTIAL MANUFACTURED HOME | Residential | 1 | \$17,500.00 | \$60.00 |
| RESIDENTIAL REMODEL | Residential | 4 | \$237,182.00 | \$736.00 |
| RESIDENTIAL RE-ROOF | Residential | 8 | \$72,036.00 | \$670.00 |
| RESIDENTIAL SINGLE FAMILY | Residential | 5 | \$1,591,900.00 | \$3,656.00 |
| RESIDENTIAL SOLAR | Residential | 28 | \$1,315,945.00 | \$7,188.00 |
| RESIDENTIAL STORAGE | Residential | 3 | \$185,787.00 | \$732.00 |
| RESIDENTIAL SWIMMING POOL | Residential | 4 | \$342,107.00 | \$1,208.00 |
| | | 230 | \$4,333,387.00 | \$28,674.00 |
| | | | | |
| COMMERCIAL | | 94 | \$7,382,014.00 | \$20,506.84 |
| RESIDENTIAL | | 230 | \$4,333,387.00 | \$28,674.00 |
| TOTAL COMBINED FOR THE MONTH | | 324 | \$11,715,401.00 | \$49,180.84 |

COMMUNICATIONS DEPARTMENT

Monthly Report

August 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:

- Unlicensed Solicitors PSA
- Mosquito Spraying PSA's

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

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

- New CORE Back to School Aquatic Hours now posted and pinned at the top of Facebook Page.
- Challenge Nights – September – November (Fall Schedule) (Free with Facility Admission).
- Athlete Development – 8 Week Developmental Program for ages 13-15. Every Tuesday & Thursday from 4pm-5pm – August 9th – September 29th.
- Sports 101 – Class working on basic skills of soccer, basketball, football, t-ball (7-9y), and volleyball (10-12y). August 10th – September 2nd.
- Yoga Classes – Mommy & Me Yoga, Gentle Yoga, YogaFit.
- Adaptive Avengers – A recreational PE class for children & adults with special needs. Every Tuesday & Thursday from 10:30am – 11:30am for adults and 4:00pm – 5:00pm for school aged children K-12.
- Sign ups open for Youth Leagues until August 28th (League held from September 8th – October 22nd).
- Homeschool PE – Monthly Sessions (September 2022 – May 2023). Tuesdays & Thursdays – Elementary @ 10am and Middle & Highschool @ 11am.
- Turf Titans & Gym Giants (3-6y) – Every Monday & Wednesday at 10am.
- Ninja Warrior every Wednesday.
- TRX – Suspension training program.
- Zumba and XCO Latin by Jackie.
- Senior Games Activities – Track Walk, Pickleball, Soccer, and other varied activities.
- 50+ Pickup Games – Pickleball and Soccer.
- Food Trucks Wanted for all upcoming CORE events.
- You can now purchase CORE Day Passes online to speed things up when checking in.



COMMUNICATIONS DEPARTMENT

Monthly Report

August 2022

RADIO STATION, 99.3 KHBX

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

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

CONVENTION VISITORS BUREAU MAIN FOCUSES

LISTED EVENTS

- Began biweekly Tree Lighting Committee meetings
- Hosted monthly Hoteliers Meeting
- Created and trained for new event bid sheets

OTHER DEPARTMENT HIGHLIGHTS

- NMRPA Conference Planning Committee Member
- City Employee Picnic Planning; Committee Member
- Renewal of RFP (Request For Proposal) for The Guide
 - Required meetings with committee, presentation from applicant, presentation to the Commission, and completion of renewal process
- Beginning Development of COH Marketing Strategy for Q4 of 2022
- Photos and video opportunities
 - Employee milestone photos to social media accounts
- Design of The Guide, Fall/Winter 2022 Issue
 - Includes ad creations
 - Facility/building info updates
 - Correspondence from elected officials

COMMUNICATIONS DEPARTMENT
Monthly Report
August 2022

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
August 2022

| Post/Page Reach (people reached) | Followers | Page Visits |
|-------------------------------------|------------------------------------|---------------------------------|
| 35,770 total (127.3% increase) | 128 new likes (141.5% increase) | 2,294 total (33.4% decrease) |



Instagram
August 2022

| Reach | Followers | Profile Visits |
|---------------------------|--------------------------|-------------------------|
| 1,366 (44.9% increase) | 29 new (45% increase) | 189 (11.8% increase) |

Livestreamed City Commission Meetings for August 2022

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

| | Viewers | Total Number of Viewers | Total Minutes |
|------------------|---------|-------------------------|---------------|
| Recorded Viewers | 98.6% | 1,253 | 414 |
| Live Viewers | 1.4% | 18 | 345 |
| Total | 100% | 1,271 | 759 |



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
August 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> | 3 | 47 | | 38 |

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)

August 2022

ArcGIS Enterprise Server (Update):

Intersection Locator Update: On August 17th the Traffic Dept. requested the GIS Division update the Intersection locator for the Traffic Dept.'s Survey123. The locator is used to simplify intersection inspections by grabbing information about the intersection (street names, and id numbers) and auto-populate it into the Survey123 form. All the missing intersections were added to the main database and the locator was recalculated. Testing and updating of secondary items were completed by August 22nd.

Manhole Project: During the month of August, the Engineering Dept. has been working on collecting missing manhole attributes that will help the City of Hobbs with the construction of a sewer flow model. The missing information usually relates to the measure-down information, which is used to calculate the sump elevation (by taking the measured depth of the manhole and subtracting it from the GPS-measured rim elevation). The GIS Division has been supporting by doing data entry. This project will continue into September.

Offsite FTP & Website (Update): On August 15th, the GIS Division had a new section added to its webpage by IT. The new section covers information about the City of Hobbs' Field data collection, including information related to our boilerplate and our feature code library.



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

Additionally, the Offsite FTP was fully procured by IT on August 15th. In late August the GIS Division got the first organization, Zia Natural Gas, set up to use the FPT. The GIS Division will be expanding to other organizations in September.

LCCA and Addressing Issues: On August 8th the LCCA reached out to the GIS Division about 3 areas that were causing issues with the Intrado MSAG for the LCCA. After reviewing the 3 locations, one was found to be a mistake on Intrado’s side, one was a historic address that should not require changing, and one showed a systematic issue that may require changing addresses for an entire subdivision. The City of Hobbs is working with the County to come up with a solution for the subdivision addressing issue, but this will require changing at least 8 addresses and fixing 8 centerlines. Work is to continue until a solution can be reached.

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

TBA (708 E Bender Blvd.); Starr Budds (1901 W. Joe Harvey Blvd.); TBA (716 E Bender Blvd.); TBA (1912 N. Grimes St.)

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:

August - The City Commission reviewed and considered the following:

- ADOPTED Ordinance No. 1143 - Consenting to the 7773 Annexation of a Tract of Land Located in Section 16, Township 18 South, Range 38 East
- ADOPTED Ordinance No. 1144 - Consenting to the Torres Annexation of a Tract of Land Located in Section 10, Township 18 South, Range 38 East
- PUBLISHED the Proposed Ordinance Approving a Real Estate Purchase Agreement to Sell and Convey a Parcel of Land Comprised of the Replat of Lots



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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13 and 14 of the Hobbs Industrial Air Park South Subdivision to Southwestern Public Service Company for the Purchase Price of \$450,000.00

Planning Board Summary:

August - The Planning Board considered 8 Items:

- Considered a Special Use Map Amendment to create a Recreational Vehicle Park (RVP) Planning District per MC 18.04, located Southeast of the intersection of Navajo and Fowler at 301 E. Navajo.(Granted Map Amendment)
- Review and Consider the Vacation of a portion of Roxanna Street, Skelly Street and the east\west alleyways within Block 31, 44 and 47 of the Humble City Subdivision located within the City of Hobbs ETJ. (Recommend Approval)
- Review and Consider Preliminary Plan for The Subdivision of Lots 3, 4, 11 and 12, Block 1 of the Azotea Subdivision, as submitted by property owner, Host, LLC. (Approved)
- Review and Consider NDEY Subdivision, Unit 1 Final Plat Approval, as presented by property owner Maria Ndey. (Recommend Approval)
- Review and Consider Final Plat Approval Westminster Hollow, Third Village, as presented by property owner, Del Norte Heights, Inc.. (Recommend Approval)
- Review and Consider Variance Request from MC 15.32.030 - C(2) allowing a new facade sign to be emplaced with a sign face in excess of 144 square feet at 5440 A Street. (Approved)
- Review and Consider a front yard fence height variance for 205 E. Navajo. Navajo at this location is classified as a Major Arterial and exceeds the required ROW width of 110'. The COHMTP requires a 25' front yard setback for fences on a Major Arterial, the new Fence is proposed to be a 6' Cedar Picket Fence located at the PL (+/-36' from BOC). (Approved)

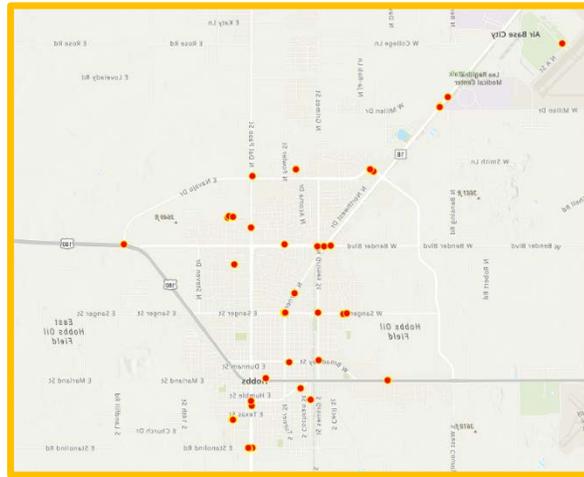
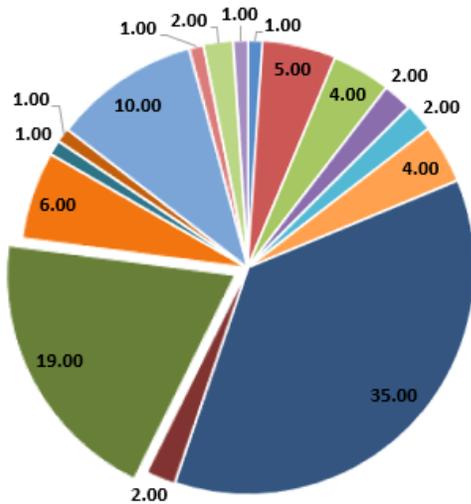


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
August 2022**

TRAFFIC DIVISION:

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

Total 1,326 tracked intersections



- 13. Camera Service = 1
- 19. Ped Push Button Repair / Replace = 4
- 21. School Zone Repaired = 2
- 26. Sign Install / Service = 35
- 28. Pole & Anchor Replace = 19
- 31. Inspected Intersections = 1
- 36. 811 / Line Spot Hours = 10

- 18. LED Module Replace = 5
- 02. Minor Traffic Signal Repair = 2
- 23. New Sign Made = 4
- 27. Pole Straighten / Re-bolted = 2
- 29. Safe Hit Install / Replace = 6
- 32. Int in Flash or Malfunction = 1
- 38. Solar Flasher / Speed Sign = 1

Major Damage:

- No major damages to report for August.

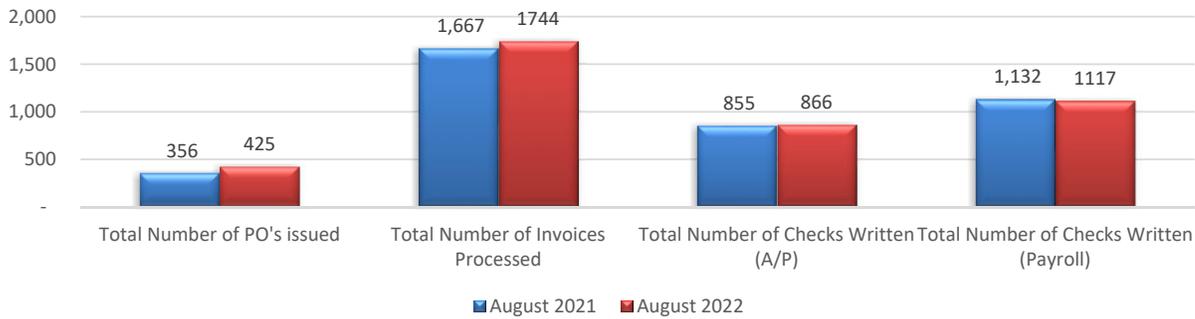
**Monthly Measurement
Finance Department
Fiscal Year 2023**

| Cash Statistics | August 2021 | August 2022 |
|---|-----------------------|--------------------|
| Beginning Cash Balance | \$ 144,154,814 | 143,371,075 |
| Monthly Cash In (Revenue - all funds) | \$ 9,657,544 | 10,855,908 |
| Monthly Cash Out (Expenditures - all funds) | \$ 7,955,941 | 10,109,794 |
| Ending Cash Balance | \$ 145,856,417 | 144,117,189 |

Finance Transaction Statistics

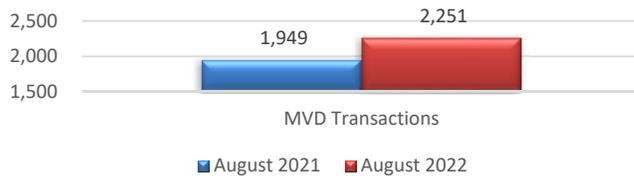
| | August 2021 | August 2022 | | |
|--|-------------|-------------|-------------------|-----|
| Total Number of PO's issued | 356 | 425 | daily average | 18 |
| Total Number of Invoices Processed | 1,667 | 1744 | daily average | 76 |
| Total Number of Checks Written (A/P) | 855 | 866 | weekly average | 217 |
| Total Number of Checks Written (Payroll) | 1,132 | 1117 | bi-weekly average | 559 |

Financial Transaction Averages



| MVD Statistics | August 2021 | August 2022 | | |
|-------------------|-------------|-------------|---------------|-----------|
| MVD Transactions | 1,949 | 2,251 | daily average | 98 |
| MVD Fees Received | \$ 366,519 | \$ 503,413 | daily average | \$ 21,888 |

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

| | |
|----|-----------------------|
| 4 | Door closer adjusted |
| 9 | Door lock repaired |
| 32 | Roof inspections |
| 10 | Ceiling tile replaced |
| 5 | Moved furniture |
| 5 | Building repairs |
| 3 | Roof repairs |
| 63 | Work orders |

Location of work performed

| | |
|----|-------------------|
| 10 | City Hall |
| 4 | Police Department |
| 3 | Senior Center |
| 4 | D.A. |
| 3 | Library |
| 3 | Municipal Court |
| 4 | Animal Adoption |
| 1 | Rockwind |
| 2 | State Police |
| 2 | Annex |
| 3 | Crime Lab |
| 3 | F.S. 1 |
| 2 | F.S. 2 |
| 2 | F.S. 3 |
| 3 | DA Building |
| 2 | MVD |
| 3 | City Jail |
| 3 | Hobbs Express |

Break down of work performed by the Electricians

| | |
|----|-------------------------|
| 14 | Light repairs |
| 44 | AC repairs |
| 3 | Heater repairs |
| 11 | General electrical work |
| 13 | CORE work |

Location of work performed

| | |
|----|---------------|
| 13 | CORE |
| 19 | Library |
| 7 | City Hall |
| 1 | Annex |
| 5 | PD |
| 8 | DA building |
| 1 | MVD |
| 5 | Rockwind |
| 13 | Parks |
| 1 | Senior center |

August - 2022

General Services - Garage

In August - 2022 The City Garage had a total of 236 Repair Orders/Invoices. Of the 236 R.O./Invoices, 158 were repaired in house and 78 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 49,126.54 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 | 3 | 2 | 393.26 | 408.00 | 1,026.78 | 0.00 | 1,828.04 |
| Instrument/Gauges | 1 | 1 | 0.00 | 68.00 | 217.80 | 0.00 | 285.80 |
| Complete Wash | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Drive Shaft | 1 | 0 | 0.00 | 68.00 | 0.00 | 0.00 | 68.00 |
| Filters | 2 | 3 | 61.03 | 68.00 | 112.71 | 0.00 | 241.74 |
| Service Calls | 17 | 0 | 134.99 | 1,938.00 | 0.00 | 0.00 | 2,072.99 |
| Miscellaneous Maintenance | 49 | 24 | 1,819.58 | 2,414.00 | 6,679.56 | 2,908.75 | 13,821.89 |
| Brakes | 12 | 8 | 1,045.39 | 986.00 | 4,123.48 | 800.00 | 6,954.87 |
| Steering | 1 | 0 | 0.00 | 102.00 | 0.00 | 0.00 | 102.00 |
| Suspension | 1 | 1 | 656.51 | 476.00 | 0.00 | 0.00 | 1,132.51 |
| Tires | 22 | 8 | 4,036.25 | 1,215.50 | 456.80 | 515.95 | 6,224.50 |
| Wheels/Hub | 1 | 3 | 505.62 | 68.00 | 2,058.72 | 1,065.00 | 3,697.34 |
| Transmission | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Antifreeze | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Charging System | 10 | 4 | 1,908.77 | 1,088.00 | 465.80 | 10.00 | 3,472.57 |
| Cranking | 1 | 1 | 0.00 | 51.00 | 121.67 | 0.00 | 172.67 |
| Ignition | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lighting | 5 | 1 | 255.90 | 204.00 | 81.96 | 0.00 | 541.86 |
| Preventive Maintenance | 26 | 14 | 2,256.36 | 1,428.00 | 1,413.76 | 0.00 | 5,098.12 |
| Exhaust | 1 | 0 | 0.00 | 68.00 | 0.00 | 0.00 | 68.00 |
| Fuel System | 2 | 1 | 405.91 | 306.00 | 521.22 | 840.00 | 2,073.13 |
| Engine | 1 | 0 | 21.75 | 17.00 | 0.00 | 0.00 | 38.75 |
| Hydraulics | 2 | 0 | 413.56 | 170.00 | 0.00 | 0.00 | 583.56 |
| Differential | 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 |
| Radio Equipment | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sweeper Brooms | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Towing Vehicles | 0 | 1 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| Accident Repair | 0 | 5 | 0.00 | 0.00 | 120.40 | 427.80 | 548.20 |
| Safety Recall | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Warranty | 0 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Monthly Total | 158 | 78 | 13,914.88 | 11,143.50 | 17,400.66 | 6,667.50 | 49,126.54 |

| # of R.O./Inv | Parts | Labor | Total |
|----------------------|--------------|--------------|--------------|
|----------------------|--------------|--------------|--------------|

| | | | | | |
|-------------|--|-----|-----------|-----------|-----------|
| City Garage | | 158 | 13,914.88 | 11,143.50 | 25,058.38 |
| Vendor | | 78 | 17,400.66 | 6,667.50 | 24,068.16 |
| | | 236 | 31,315.54 | 17,811.00 | 49,126.54 |

|

|

Street Department Monthly Report

Break down of work performed by the Street Department Crew:

| Man Hours | Activity |
|-----------|-------------------------|
| 440 HRS. | Street Sweeping |
| 8 HRS. | Building Brooms |
| 80 HRS. | Cold Mix Patching |
| 72 HRS. | Alley Maintenance |
| 299 HRS. | Storm Sewers and Inlets |
| 80 HRS. | Equipment Maintenance |
| 48 HRS. | Welding Shop |
| 192 HRS. | Work for Cemetery |
| 144 HRS. | Hot Mix |
| 80 HRS. | Stocking Material |
| 72 HRS. | Meetings |
| 88 HRS. | Blade Shoulders |
| 96 HRS. | Hauling Trash |

The total amounts of material hauled or used:

| Quantity | Material |
|-----------|----------------|
| 336 YDS. | Sweepings |
| 1606 YDS. | Sand |
| 238 YDS. | Alley Material |
| 6 YDS | Cold Mix Used |
| 342 YDS | Trash Hauled |
| 15 YDS. | Hot Mix Used |

Calls responded to:

| Number | Type |
|--------|--|
| 16 | Dispatched – accidents, spills, debris |
| 5 | Complaints |
| 4 | Block Party Barricades |

FIRE SUPPRESSION/PREVENTION

August 2022

ALARMS

| | |
|-----------------|-----|
| Alarms (City) | 102 |
| Alarms (County) | 18 |
| Total Alarms | 120 |

FIRE RESPONSE BY STATION

| | |
|-----------|----|
| Station 1 | 41 |
| Station 2 | 24 |
| Station 3 | 43 |
| Station 4 | 12 |

ZONES

| | | | |
|-------------------|----|--------------------|---|
| Zone 1 (NW City) | 47 | Zone 5 (NW County) | 6 |
| Zone 2 (NE City) | 24 | Zone 6 (NE County) | 2 |
| Zone 3 (SE City) | 23 | Zone 7 (SE County) | 2 |
| Zone 4 (SW City) | 8 | Zone 8 (SW County) | 4 |
| Out of District 4 | | | |

MOST COMMON DAY/TIME

Tuesday (2000 – 2059 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

| | |
|----------------|-------------|
| Station 1 | 1:28 |
| Station 2 | 1:12 |
| Station 3 | 1:38 |
| Station 4 | 1:39 |
| Average | 1:29 |

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 20

AVERAGE RESPONSE TIME (Dispatch to Arrival)

| | |
|----------------|-------------|
| Station 1 | 6:20 |
| Station 2 | 6:04 |
| Station 3 | 5:15 |
| Station 4 | 7:15 |
| Average | 6:13 |

TRAINING HOURS

| | |
|---------------|-----|
| Fire Training | 470 |
| EMS Training | 35 |

PREVENTION PROGRAMS

| | |
|-----------------------------|----|
| Fire Investigations | 8 |
| Fire/Safety Inspections | 67 |
| Smoke Detectors Installed | 16 |
| Public Education Activities | 0 |
| Plan Reviews | 7 |
| Burn Permits Issued | 3 |

EMERGENCY MEDICAL SERVICES

August 2022

EMS RUN BREAKDOWN

| | |
|-----------------|-----|
| City Response | 762 |
| County Response | 68 |
| Total Responses | 830 |

ZONES

| | | | |
|------------------|-----|--------------------|----|
| Zone 1 (NW City) | 397 | Zone 5 (NW County) | 17 |
| Zone 2 (NE City) | 116 | Zone 6 (NE County) | 24 |
| Zone 3 (SE City) | 141 | Zone 7 (SE County) | 0 |
| Zone 4 (SW City) | 108 | Zone 8 (SW County) | 27 |

AVERAGE RUN TIMES

| | |
|------------------|-------|
| Enroute: | 2:10 |
| At Scene: | 5:06 |
| On Scene Time: | 19:55 |
| To Destination: | 18:24 |
| Back in Service: | 32:40 |

MOST COMMON DAY/TIME

Tuesday – 136 calls for service
Tuesday – 36 calls from 12:00 –14:59 hours

MOST COMMON COMPLAINT

Motor Vehicle Crash/Accident - 68

OUT OF TOWN TRANSFERS

| | |
|----------|----|
| Lubbock | 24 |
| Midland | 3 |
| Odessa | 1 |
| Roswell | 5 |
| Carlsbad | 8 |
| Airport | 32 |

CARDIAC ARREST RESPONSES

| | |
|--|---|
| Cardiac Arrest | 9 |
| ROSC | 2 |
| ROSC = Return of Spontaneous Circulation | |

EMS BILLING

| | |
|-----------|--------------|
| Billed | \$349,982.22 |
| Collected | \$112,306.77 |

Highlights for the month of August

- Fire Chief and Deputy Chief attended a Public Safety Roundtable hosted by Congresswoman Yvette Herrell
- Submitted FY23 Fire Protection Grant Council grant application
- HFD Fire Academy began with 6 personnel attending
- Advanced EMT class began at NMJC with 7 personnel attending
- 1 personnel obtained Ropes Technician II certification
- 1 personnel attended National Fire Academy
- 2 personnel attended Fire Rescue International Conference in San Antonio, TX



Hobbs Express

Monthly Report - AUGUST 2022

| Passenger Activity | <i>Prior Month</i> | <i>Reporting Month</i> |
|----------------------------------|--------------------|------------------------|
| | Jul-22 | Aug-22 |
| No. of Elderly Passengers | 575 | 663 |
| No. of Non-Ambulatory Passengers | 152 | 184 |
| No. of Disabled Passengers | 213 | 252 |
| No. of Other Trips | 1684 | 3072 |
| Total Passenger Trips | 2624 | 4171 |

| | | |
|--|-------------|-------------|
| Total Bus Route Trips | 2126 | 2638 |
| Total Demand Response/Paratransit Trips | 498 | 1533 |
| Total Passenger Trips | 2624 | 4171 |

| Vehicle Statistics | <i>Reporting Month</i> | <i>Reporting Month</i> |
|---------------------------|------------------------|------------------------|
| | Jul-22 | Aug-22 |
| Total Vehicle Hours | 829.75 | 954.25 |
| Total Vehicle Miles | 11,562 | 13,182 |

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



Hobbs Animal Adoption Center

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

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

September 6, 2022

To: Chief Fons
 Captain Garrett
 Lt. James

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

August 2022

| Intake: | Cats | Dogs |
|--------------------|------------|------------|
| Dead On Arrival | 16 | 14 |
| Sterilization Only | 44 | 53 |
| Stray | 50 | 136 |
| Transfers In | | |
| Unwanted | 25 | 43 |
| Quarantine | | 22 |
| Clinic Visit shots | | |
| Totals: | 135 | 268 |
| Dispositions: | | |
| Adopted | 30 | 40 |
| Died at Facility | 4 | 3 |
| Dead on Arrival | 15 | 14 |
| Euthanized | 15 | 42 |
| Rescued | 1 | 39 |
| Return to Owner | 1 | 56 |
| Sterilization Only | 50 | 48 |
| Escaped | | |
| Clinic visit shots | | 5 |
| Totals: | 116 | 247 |

| | | |
|--------------------------|------------------------|----------------|
| Total Revenue Collected: | Animal Pick Ups: | \$ 1110 |
| | Permits/Tags: | \$ 815 |
| | Reclaims: | \$ 2280 |
| | Adoptions | \$ 1556 |
| | Cremations | \$ |
| | <u>Sterilizations:</u> | <u>\$ 2805</u> |
| | | \$ 8566 |

HAAC currently has 104 dogs and 41 cats

| <u>Unit #</u> | <u>Year/Model</u> | <u>Officer Assigned</u> | <u>Beginning & Ending Mileage</u> | <u>Total Monthly</u> |
|---------------|-------------------|-------------------------|---------------------------------------|----------------------|
| 1434 | 2013/Chevy | Funk | 73,064- 73240 | 176 |
| 0864 | 2005/Dodge | Spare | 95,467- 95548 | 81 |
| 0833 | 2004/Chevy | Spare | 95,422 - 95522 | 100 |



HOBBS POLICE DEPARTMENT

September 1, 2022

To: Chief August Fons
 Captain Shane Blevins
 Lieutenant Alvin Mattocks

From: Code Enforcement Superintendent Jessica Silva

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

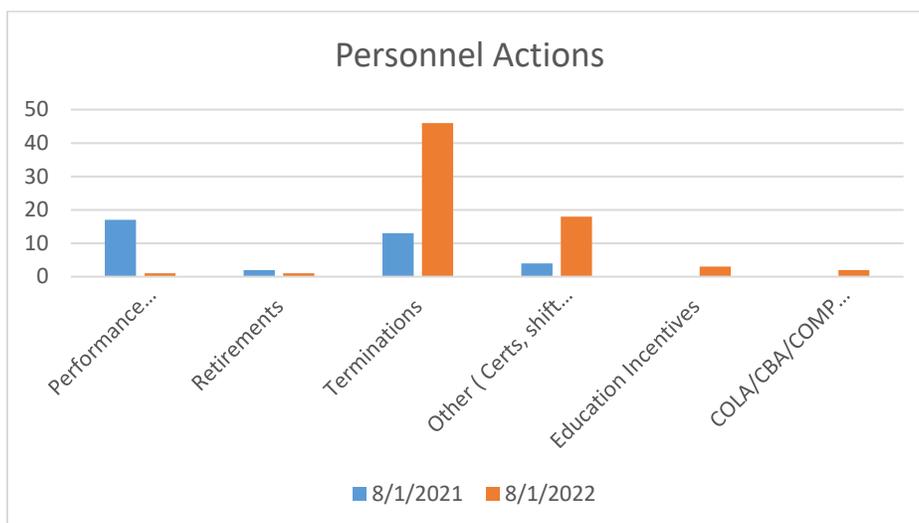
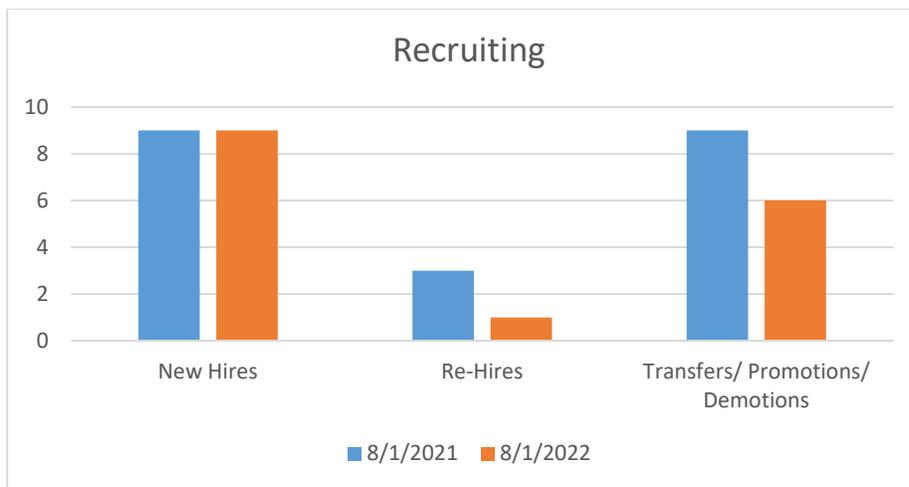
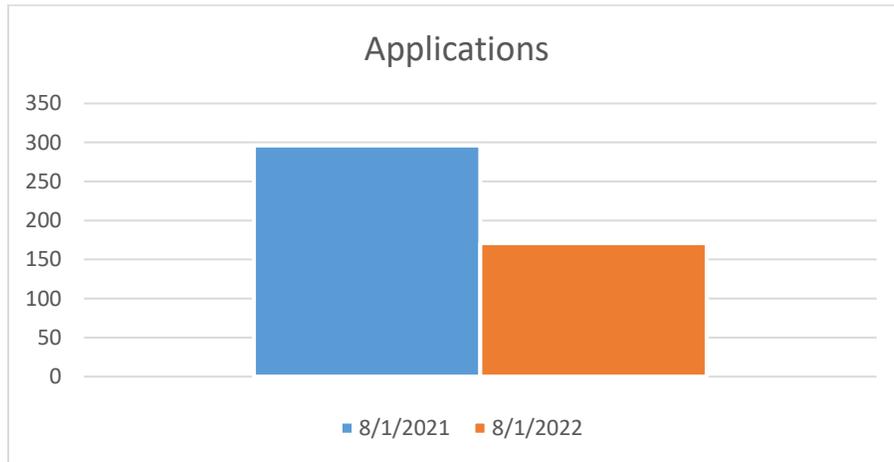
CODE ENFORCEMENT END OF MONTH REPORT (AUGUST 2022)

| | |
|---------------------|-----|
| Code warnings | 360 |
| Code citations | 81 |
| Code calls | 567 |
| Animal warnings | 37 |
| Animal calls | 343 |
| Animal citations | 39 |
| Inoperable Vehicles | 28 |
| Parking Violations | 18 |

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

Accredited By The
 New Mexico Law Enforcement Professional Standards Council





Application Source

| | total | total % |
|--|---------------|---------------|
| Billboard / Sign | 0 | 0.00 |
| Chamber of Commerce Website | 1 | 0.58 |
| City of Hobbs Website | 62 | 36.26 |
| Facebook | 2 | 1.17 |
| Friend / Family | 37 | 21.64 |
| Governmentjobs.com | 4 | 2.34 |
| Indeed.com | 41 | 23.98 |
| Job Fair | 1 | 0.58 |
| LinkedIn | 0 | 0.00 |
| Municipal League | 0 | 0.00 |
| New Mexico Department of Labor | 1 | 0.58 |
| Newspaper | 1 | 0.58 |
| Other | 18 | 10.53 |
| Radio | 0 | 0.00 |
| Recruiter | 3 | 1.75 |
| Unknown | 0 | 0.00 |
| Totals | 171 | 100.00 |
| | 100.00 | |

New Position Postings for July

I.T. ASSISTANT DIRECTOR
CORE GUEST SERV SPECIALST
CORE LIFEGUARD (FULL TIME)
SLIDE ATTENDANT
EMS SPECIALIST (EMT, AEMT, PARAMEDIC)
MEDIUM-HEAVY DUTY DIESEL TECHNICIAN
GOLF PLAYER SERVICES (PART TIME)
GOLF SHOP CLERK
SEASONAL GOLF SHOP CLERK

SEASONAL PLAYER SERVICES ATTENDANT
GOLF COURSE MAINTENANCE WORKER
GOLF IRRIGATION TECHNICIAN
TRAIL MAINTENANCE WORKER
TREE TECHNICIAN
HR SPECIALIST
PARKS MAINTENANCE LEAD WORKER
IRPA COORDINATOR

Safety Skills Training:

- Safety Data Sheets

Team Involvement:

- Provided one on one supervisor training for an employee that consisted of two, two-hour sessions covering discipline, leave, PMLA, reasonable suspicion, and the hiring process
- Readied Administrative Regulation 22-3 Repealing Various Administrative Regulations; this process included a review of all posted AR's by Human Resources, a legal review and an analysis of the Personnel Handbook that was recently updated that encompassed several AR's
- Conducted interviews for the IT Director and Deputy Police Chief positions
- Participated in employment hearings

Information Technology Department

Christa Belyeu – 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 August, 2022

- 149 Request for service
- 149 Completed
- 2 Bulletin Board related
- 0 Camera related
- 17 Email related
- 10 hardware related
- 2 internet related
- 9 network related
- 5 password resets
- 4 phone related
- 1 radio related
- 6 projects related
- 38 software related
- 16 User Setup
- 29 webpage related
- 10 other

Special accomplishments:

- Installed 4 new printers.
- Expand WIFI at City Garage
- Major fixes to three electronic bulletin boards



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

August 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 August. 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 August 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez(8/1 and 8/15)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Rocío Ocano (N/A)
- ❖ Library Board – Rocío Ocano (8/2)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (8/16)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Rocío Ocano (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (N/A)

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

| | |
|---------------------------------|---|
| ❖ Public Hearings/Presentations | 0 |
| ❖ Agenda Items drafted | 0 |
| ❖ Resolutions Drafted | 0 |

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 | 0 |
| ❖ Contract Review | 4 |

Litigation:

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

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

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

Criminal Litigation:

| | |
|----------------------------------|-----|
| ❖ Pretrial Release Hearings: | 1 |
| ❖ Probation Violations: | 0 |
| ❖ Pretrials (Pro Se): | 158 |
| ❖ Pretrials (Attorney): | 41 |
| ❖ Trials: | 57 |
| ❖ Dangerous Dogs/Petitions: | 1 |
| ❖ DWI Cases: | 11 |
| ❖ Shoplifting Cases: | 2 |
| ❖ Appeals in District Court: | 1 |
| ❖ Criminal Pleadings (Mun/Dist.) | 24 |
| ❖ Subpoenas: | 58 |
| ❖ Clio Case Entries: | 46 |
| ❖ Discovery Submissions | 58 |

Property Matters:

| | |
|---------------------------------|----|
| ❖ Condemnation Reviews | 1 |
| ❖ Property Purchases Reviews | 0 |
| ❖ Property Contract Doc Reviews | 0 |
| ❖ Property Correspondence | 23 |
| ❖ Foreclosures Filed | 0 |
| ❖ Property Liens Filed | 0 |

Civil Litigation:

| | |
|--------------------------------|---|
| ❖ Civil Pleadings | 9 |
| ❖ Civil Depositions | 0 |
| ❖ Civil ADR: | 0 |
| ❖ Demand Letters: | 1 |
| ❖ Misc. Hearings (State/Fed.): | 1 |
| ❖ Discovery Submissions: | 3 |

Miscellaneous:

| | |
|----------------------------|-----|
| ❖ Trainings: | 2 |
| ❖ Witness Interviews: | 10 |
| ❖ In-office consultations: | 29 |
| ❖ Letters/Correspondence: | 870 |

Areas of Notoriety:

- ❖ The City Attorney's Office legal assistant Courtney Packer has joined the Wellness Committee with the City of Hobbs.
- ❖ The City Attorney's Office provided the Hobbs Police Department a Criminal Trespass Five Step Guide in efforts to educate property owners on the crime of Criminal Trespass.

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/ Valerie S. Chacon
Valerie S. Chacon
Deputy City Attorney

CITY MANAGER'S REPORT

August, 2022

Hobbs Public Library

CIRCULATION: 4,911

CIRCULATION BY MATERIAL TYPE:

| | |
|------------------------------------|-------|
| Books and Periodicals | 3,460 |
| Audio Books & Music | 147 |
| DVDs | 404 |
| E-Books/E-Audio (OverDrive & Gale) | 450 |

CIRCULATION BY PATRON TYPE:

| | |
|-----------------|-------|
| Adult | 3,429 |
| Juvenile | 602 |
| Senior Citizen | 861 |
| Used in Library | 104 |

CIRCULATION WITH OTHER LIBRARIES:

| | Borrowed | Loaned |
|--------------------|----------|--------|
| Interlibrary Loans | 11 | 7 |
| ELIN Loans | 16 | 7 |

Total Children's Items Circulated 2,151
Total Adult Items Circulated 2,760

| | |
|----------------------|------|
| Patron Visits | 3006 |
| Overdue Notices Sent | 260 |

PROGRAMS & PUBLIC SERVICES:

| | |
|-----------------------------------|-----|
| Programs Provided | 10 |
| Attendance | 251 |
| Passive Programs Provided | 9 |
| Passive Programming Participation | 288 |
| Meeting Room Use | 14 |

| | |
|---------------------|------|
| Facebook Page Reach | 4626 |
| Web Site Usage | 3705 |
| HPL Database Usage | 242 |
| Reference Questions | 201 |
| Public Computer Use | 436 |
| Board Games | 0 |

PATRON PROFILES:

| | |
|-------------------------------|---------------|
| Adult | 17,690 |
| Juvenile (Under 18 Years) | 3,428 |
| Senior Citizens (62+ Years) | 2,468 |
| Temp ELIN | |
| Total Active Borrowers | 23,586 |

RECEIPTS:

| | |
|---------------------------------|-----------------|
| Materials Paid For | \$43.00 |
| Fines & Fees | \$438.23 |
| Copy Machine & Public Printouts | \$490.49 |
| Total | \$971.72 |

Library Patrons Added This Month 66

ITEMS ADDED:

| | |
|-------------------|-----|
| Total Items Added | 595 |
| Items Weeded | 660 |

HOLDINGS:

| | |
|------------------------|---------|
| Total Library Holdings | 158,220 |
|------------------------|---------|

City Manager's Report
Municipal Court – August 2022

Monthly Cases:

| | |
|-------------------------|----------|
| Traffic Citations | 332 |
| Misdemeanor Citations | 31 |
| Environmental Citations | 116 |
| Fire Code Violations | 0 |
| AGG. DWI | 3 |
| DWI – 1 ST | <u>3</u> |
| Total | 485 |

Courtroom Activity:

| | |
|-----------------------------------|-----------|
| Video Arraignments (Jail) | 114 |
| Court Appearances – A.M. | 23 |
| Court Appearances- P.M. | 140 |
| Virtual Court | 4 |
| Pretrial Court Appearances – A.M. | 31 |
| Pretrial Court Appearances – P.M. | 27 |
| Attorney Pretrial | 16 |
| Trial/Change of Plea Cases | <u>28</u> |
| Total | 383 |

Other Activity:

| | |
|-----------------|------------|
| Summons issued | 1070 |
| Warrants issued | <u>348</u> |
| Total | 1418 |

Fines/Fees Assessed based on Conviction:

| | |
|-------|-----------------|
| Fines | \$29,325 |
| Fee | <u>\$14,428</u> |
| Total | \$43,753 |

Fines/Fees Collected:

| | |
|------------------------|---------------|
| Fines | \$26,301.10 |
| Penalty Assessment Fee | 2,602 |
| Automation Fee | 2,360 |
| Judicial Education Fee | 1,179 |
| Correction Fee | 7,865.90 |
| DWI Prevention Fee | 275.00 |
| DWI Lab Fee | <u>340.00</u> |
| Total | \$40,923.00 |

Membership & Participation Detail

| | |
|---------------------------|-------------------------------|
| Member Visits | 24,965 |
| Guest Visits | 3,027 |
| Classes | 140 |
| Programming | - |
| Tour Participants | 23 |
| Private Rentals | 35 with \$5,496 in revenue |
| Memberships Sold in Month | 901 |

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 August 2022:

| | <u># Meals</u> | <u>Donations Received</u> |
|---|----------------|---------------------------|
| August 2022 Congregate Meals Served | 1,277 | \$1,534.66 |
| August 2022 Grab N Go Meals | 1,040 | \$ 796.00 |
| August 2022 Home Delivered Meals Served | 2,142 | \$ 862.00 |
| August 2022 Frozen Meals Delivered | <u>174</u> | <u>\$ ---</u> |
| August 2022 Totals | 4,633 | \$3,192.66 |
| July 2022 Totals | 4,048 | \$3,043.61 |

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 August 2022, a total of 174 frozen meals were distributed. The Hobbs Senior Center served 378 seniors a total of 4,633 meals for the month. With a total of 21 serving days in August, the daily average of meals served was 201.

| | | | |
|----------------------------------|-----|--------------------------|-----|
| Duplicate Recreation Activities: | 606 | Exercise: | 549 |
| Transportation: | 262 | Assessment/Reassessment: | 123 |

Recreation

- The Late Summer Adult Art Classes have a total of twenty-nine (29) students.
- A Movies Under the Stars event was hosted at Del Norte Park on August 19.
- There were 41 Park Pavilion Reservations during the month of August.

Aquatics

- Splash Pads and Del Norte Pool continued operations in August.
- Aquatics Supervisory Staff continue to hold in-service trainings at the CORE for all Lifeguards.
- The Tsunami Swim/Dive team had 17 swimmers participating in August.

Rockwind Community Links Clubhouse

The month of August was a very busy month at Rockwind. The course saw over \$100,000 in revenue and over 2,200 rounds. Three tournaments were hosted during the month: Play The Rock, ENNMSGGA Seniors, and the First Tee Pro-Am. Staff is starting preparations for the New Mexico Open which will be played for the first time ever at Rockwind on September 13-16. This event has not been hosted in the southern part of the state in over 40 years!

| Department | Qty | Retail Value | Discount | Pre-Tax Value | Cost Of Goods | Tax TTL | Extension |
|------------------------|-------------|----------------------|-------------------|---------------------|---------------------|-------------------|---------------------|
| Golf Equipment Rentals | 52 | \$571.20 | \$0.00 | \$571.20 | \$0.00 | \$28.80 | \$600.00 |
| Driving Range | 458 | \$1,929.85 | \$0.00 | \$1,929.85 | \$0.00 | \$97.65 | \$2,027.50 |
| Golf Cart Rental Fees | 1478 | \$20,224.84 | \$0.00 | \$20,224.84 | \$0.00 | \$1,021.28 | \$21,246.12 |
| Green Fees | 2261 | \$27,047.56 | \$0.00 | \$27,047.56 | \$0.00 | \$1,363.15 | \$28,410.71 |
| Hard Goods Sales | 1286 | \$33,425.32 | (\$37.36) | \$33,387.96 | \$23,788.35 | \$1,499.76 | \$34,887.72 |
| Membership Fees | 5 | \$3,238.06 | \$0.00 | \$3,238.06 | \$0.00 | \$161.94 | \$3,400.00 |
| Soft Goods Sales | 565 | \$16,576.69 | (\$354.65) | \$16,222.04 | \$9,455.85 | \$811.72 | \$17,033.76 |
| Food & Beverage | 82 | \$151.48 | \$0.00 | \$151.48 | \$41.42 | \$8.02 | \$159.50 |
| Totals for Revenue | 6187 | \$103,165.00 | (\$392.01) | \$102,772.99 | \$33,285.62 | \$4,992.32 | \$107,765.31 |
| Grand Total: | 6187 | \$ 103,165.00 | (\$392.01) | \$102,772.99 | \$ 33,285.62 | \$4,992.32 | \$107,765.31 |

KEY PERFORMANCE INDICATORS

Aug-22

| | |
|--|---------------------|
| Total Pre-Tax Revenue | \$102,772.99 |
| Total Rounds | 2261 |
| Avg Green Fee plus Cart Fee per Round | \$22.34 |
| Total Merchandise Sales | \$49,610.00 |
| Merchandise Sales Per Round | \$21.94 |
| F&B Sales Per Round | \$ 0.07 |
| COGS Hard Goods | 71% |
| COGS Soft Goods | 58% |
| COGS F&B | 27% |
| Rounds w/Carts | 65% |
| Total Revenue per Round | \$ 45.45 |

GREEN FEE BREAKDOWN

| | |
|-------------------------------|-------------|
| EZLinks Prepaid | |
| GolfNow | 3 |
| Summary for EZLinks | <u>3</u> |
| Player's Pass 18 Walk | 228 |
| Summary for Player's | <u>228</u> |
| Li'l Rock Adult Resident | 166 |
| Li'l Rock Adult Non- | 0 |
| Li'l Rock Jr. Comp w/Adult | 6 |
| 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 | 22 |
| FootGolf Adult | 0 |
| FootGolf Junior Comp | 0 |
| Summary for Par 3 | <u>194</u> |
| Public 18 | 142 |
| Public 9 | 3 |
| Public Junior | 4 |
| Public Senior | 6 |
| Public Twilight | 20 |
| Public Replay | 0 |
| Specials | 0 |
| Youth on | 0 |
| PGA/GCSAA COMP | 0 |
| Summary for Public | <u>175</u> |
| Punch Pass | 48 |
| Summary for Punch Pass | <u>48</u> |
| Rain Check | 1 |
| Summary for Rain Check | <u>1</u> |
| Resident 18 | 678 |
| Resident Junior | 0 |
| Resident Senior 18 | 152 |
| League Fee | 58 |
| Complimentary Round | 27 |
| Resident Twilight | 249 |
| Team Practice Round | 20 |
| Resident 9 | 110 |
| Marshal/Team Green Fee | 2 |
| Resident Replay | 1 |
| Summary for Resident | <u>1297</u> |
| Tournament Fees | <u>318</u> |
| Summary for Tournament - | <u>318</u> |
| Grand Total: | 2261 |

Teen Center

- The Teen Center hosted a Teen of the Month event.
- During August 2022, the Teen Center had increased participation and registration.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

City Manager – August Report

2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 18 interments
2. Cemetery staff disinterred, moved and re-interred 3 burials this month
3. Brando Fuentes, Garrett Garcia, Bryan Vasquez and Manuel Huerta obtained their NMDA Applicator's License
4. Graffiti - 24 reported locations
5. HHS Varsity Field Bullpen had 2 new lights installed
6. Fall flowers are arriving at the Greenhouse and will be ready for planting toward the end of September
7. Rockwind has been busy, staff is doing a great job and course looks amazing
8. Washington Heights Playground has been re-installed and awaiting for wood fiber to arrive to open for public use
9. McAdams & Trails crew cleaning up after wind and rain hit the area this month
10. A Thank You to all employees of this department for their dedication and commitment this summer! Great Job!



**Parks & Open Spaces Department
August 2022**





RISK MANAGEMENT REPORT

August 2022

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 6 applications for Inspection bond.
- Coordinated the verification of all property schedules.
- Met with insurance agents to review renewal applications/process
- Endorsed 3 new vehicles and/or equipment to city's insurance policy.
- Reviewed 37 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 16 property damage incidents on behalf of the City of Hobbs.
- Sent 2 demand letters for at fault claims.
- Received and reviewed Tort Notices.
- Issued multiple purchase orders to repair city vehicles.
- Completed required monthly safety training.
- Attended Commission meetings.

UTILITIES DEPARTMENT

| WATER DEPARTMENT | | 2021 | | 2022 | |
|----------------------|------------------------|---------------------------------|------------------------|---------------------------------|--|
| <u>CLASS</u> | <u>ACTIVE ACCOUNTS</u> | <u>Billed gallons July 2021</u> | <u>ACTIVE ACCOUNTS</u> | <u>Billed gallons July 2022</u> | |
| Residential | 11,620 | 113,252,398 | 11,815 | 141,501,302 | |
| Commercial | 1,807 | 48,419,845 | 1,796 | 50,813,505 | |
| City Accounts | 211 | 25,320,212 | 209 | 21,995,844 | |
| School Accounts | 58 | 10,282,378 | 61 | 8,336,475 | |
| Irrigation | 264 | 9,461,229 | 263 | 12,251,899 | |
| Unbilled Maintenance | | 3,500,000 | | 1,500,000 | |
| | 13,960 | 210,236,062 | 14,144 | 236,399,025 | |

| LABORATORY | August 2021 | August 2022 |
|---------------------------------|-------------|-------------|
| Total Drinking Water Tests | 52 | 48 |
| Total Wastewater Tests | 811 | 863 |
| Liquid Waste Received (gallons) | 287,750 | 106,935 |

| WASTEWATER RECLAMATION FACILITY | | |
|---------------------------------|---------|---------|
| Influent (Million Gallons) | 102.585 | 103.436 |
| Effluent (Million Gallons) | 94.536 | 97.031 |
| Solids Removed (Dry Pounds) | 112,529 | 88,113 |

WATER PRODUCTION REPORT - AUGUST 2022

| | |
|--|-------------|
| WATER PRODUCED | |
| Total monthly water produced, million gallons | 322,627,000 |
| Total monthly water distributed, million gallons | 322,381,000 |
| CHLORINE | |
| Monthly chlorine average residual, milligrams/liter | 0.53 |
| Monthly chlorine gas dosed to system (lbs) | 2,487 |
| 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 AUGUST 2022

WORK DESCRIPTION

| | |
|---|-------------------|
| Meter lid replacement | 60 |
| Meter box replacement | 45 |
| Meter stop / valve replacement | 25 |
| Meter change out 3/4" | 20 |
| Meter change out 1" | 0 |
| Meter change out 2" | 0 |
| Meter change out 3" | 0 |
| Meter change out 4" | 0 |
| Meter change out 6" | 0 |
| Set new 3/4" meter | 30 |
| 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 | 60 |
| Service lateral replacement | 6 qty - 150 feet |
| New Service Lateral | 10 qty - 110 feet |
| Low water pressure investigation | 2 |
| Water quality investigations | 0 |
| Main line leaks/repair | 15 |
| Main line replacement (feet) | 40 |
| Valve maintenance | 75 |
| Valve new install/replacement | 25 |
| Fire hydrant maintenance | 200 |
| Fire hydrant repair/replacement | 5 |
| Fire hydrant meter maintenance | 1 |
| Fire hydrant meter set | 4 |
| New fire hydrant installed | 2 |
| Vehicle/equipment maintenance hours | 20 |
| Unaccounted/unmetered water loss | 1,500,000 |
| Miscellaneous afterhour calls | 5 |
| Emergency Call Outs (From 5:00pm to 7:00am) | 68 |

WORK DESCRIPTION

QUANTITY

| | |
|------------------------------------|------------|
| Manhole maintenance | 20 |
| Manholes cleaned | 21 |
| Sewer main line cleaned (feet) | 14,287 |
| Sewer stoppages | 84 |
| Sewer main line video inspections | 0 |
| Odor complaints | 4 |
| Sewer pre-treatment additives | 40 gallons |
| Property damage from sewer | 0 |
| Sewer main line repair/replacement | 5 |

| | |
|--|----|
| 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) | 94 |

| UTILITIES MONTHLY PLUMBER REPORT AUGUST 2022 | QUANTITY |
|---|-----------------|
| Sewer stoppages | 14 |
| Odor complaints | 6 |
| Water leaks | 18 |
| Pool maintenance | 25 |
| Emergency call outs (from 5:00 pm to 7:00 am) | 0 |
| Core | 27 |