

# **CITY MANAGER'S MONTHLY REPORT**

February 2022

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



Mayor  
Sam D. Cobb

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

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**CITY MANAGER**

City Manager  
Executive Assistant

Manny Gomez  
Julie Nymeyer

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**

Acting Police Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Art DeLaCruz  
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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200 East Broadway  
Hobbs, NM 88240

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

**Julie Nymeyer**  
Executive Assistant

March 22, 2022

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

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

A handwritten signature in blue ink that reads "Julie Nymeyer". The signature is written in a cursive, flowing style.

Julie Nymeyer  
City of Hobbs  
Executive Assistant



**CITY CLERK'S OFFICE**  
*Monthly Report - February 2022*

	Dec-21	Jan-22	Feb-22
Business Registrations -New	13	19	16
Business Registrations - New Owner	2	6	1
Business Registrations- Change of Address	2	12	5
Renewals	177	823	148
Web Payment Renewals	60	75	0
Total Business Registrations Activity	254	935	176
Active Business Registrations for the Month	2083	2069	2085
Fireworks	0	0	0
Junk Yard Licenses	2	0	0
Liquor License	0	0	1
Mobile Business Licenses	7	22	11
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	1
Solicitor's Permit	0	0	3
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	53	26	57
Public Documents Notarized	122	168	96
Public Records Request	23	33	26
Regular City Commission Meetings <i>2/7/22 and 2/22/22</i>	2	2	2
Special City Commission Meetings <i>2/17/22</i>	0	0	1
City Commission Work Session/Closed Meetings <i>2/7/22</i>	0	2	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	11	11	11
Consideration of Approval	1	5	5
Total Volume of Transactions on Tyler Cashiering	425	1,188	486
Total Amount	\$ 291,684.76	\$ 470,686.31	\$ 364,268.78
Web Payments Online for All Departments	\$ 4,478.00	\$ 1,875.00	\$ -
Grand Total	\$ 296,162.76	\$ 472,561.31	\$ 364,268.78

## COMMUNICATIONS DEPARTMENT

### Monthly Report

### February 2022

#### Press/Media Actions

The Communications Department distributed the following press releases and PSAs:

- Super Bogey Bowl Tournament Postponed 2/4/22
- Barron Homicide 2/16/22
- Land Death 2/16/22
- Salazar Auto Arrest 2/18/22
- New Graffiti Hotline in Hobbs 2/22/22
- Breckon Street Shooting 2/22/22
- Officer Involved Shooting 2/24/22
- Schedule Change for City of Hobbs Offices 2/24/22

#### Other Public Relations and Marketing Actions:

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby (this kiosk is currently under repairs). 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. See “OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS” for more info on social media posts.

- Coordinated public relations management officer-involved shooting incident
  - Press release
  - Press conference held 2/24/22
  - Press inquiries
  - Social media management and monitoring
- Hosted biweekly radio recordings with City departments, local nonprofits, and other government agencies
- Updated digital billboards placed at all contracted Bender Billboard locations

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

##### Duties and focuses of the Marketing Coordinator

- Challenge Nights – February – May (Free with Facility Admission)
  - Teens 13 – 17 Years (5PM – 7PM)
  - Adults 18+ Years (7PM – 8:45PM)
  - Monday’s – Basketball (Gym CT 1 & 2), Flag Football (Turf)
  - Tuesday’s – Soccer (Turf), Volleyball (Gym CT 1 & 3)
  - Wednesday’s – Archery Tag (Turf)
  - Friday’s – Dodgeball (Turf)
- Youth Sport Leagues – Spring Sign Ups began on February 10<sup>th</sup> thru March 20<sup>th</sup>
  - Coed Soccer (1<sup>st</sup> – 4<sup>th</sup> Grade)
  - Coed Basketball (1<sup>st</sup> – 8<sup>th</sup> Grade)



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### February 2022

- Coed Flag Football (1<sup>st</sup> – 6<sup>th</sup> Grade)
- Coed Volleyball (3<sup>rd</sup> – 12 Grade)
- Coed Tee-Ball (4 – 6 Years Old)
- Yoga Classes
  - Mommy & Me Yoga – Wednesday’s @ 12PM, Infants – 5 Years
  - Senior Yoga – Monday’s & Wednesday’s @ 10AM, Geared Toward Adults Over 55
  - Yoga Fit – Tuesday’s & Thursday’s @ 9AM – 9:50AM, 13 Years & Above
- Turf Titans & Gym Giants
  - Pre K & Kindergarten (3-6 Years Old)
  - Sessions are Tuesday & Thursday 1pm-1:45pm and Saturday mornings 9am-9:45am
  - \$25 Member/\$30 Member
  - CORE Turf & CORE Gym
- Graduation Parties – Reservations available in multiple areas at the CORE.
  - Contact: (575) 391-6933 for Availability.
- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### February 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.

#### CURRENT RADIO ANNOUNCEMENTS

- Detention Center Hiring
- Convenience Centers Info
- PSA Handwashing Hero
- Hobbs Express
- Legal IF-Meghan 1 Generic
- HPL New Hours
- HPL Curbside
- Municipal Court Hours
- Playhouse 80's
- Easter Egg Hunt
- Lifeguard Training
- Slam & Jam
- Summer Hiring
- HPD Recruitment ad
- Waste Management Free Pickups PSA
- COVID Vaccines
- Business License Renewal
- Toss It in the Bin
- HR Recruitment
- FlyHobbs Daily Flights English-Spanish
- HAAC Spay and Neutering
- Light of Lea County

#### 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
- National Junior College Track and Field Meet at NMJC in 2023 and 2025 (bids submitted and hoteliers' commitment letters gathered on behalf of NMJC)

# COMMUNICATIONS DEPARTMENT

## Monthly Report February 2022

### SOCIAL MEDIA INSIGHTS for The City of Hobbs Pages



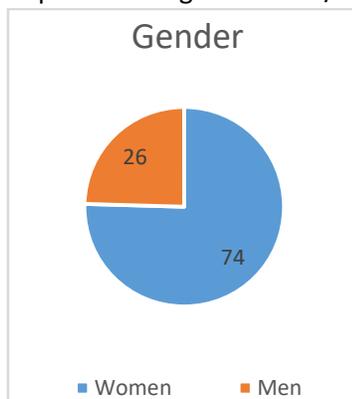
#### Instagram

February 1 – 28

(paid advertising from Director’s personal funds were used in promotion of the TLC)

Reach	Followers	Profile Visits	Accounts Engaged	Impressions
1,024 (95.5% decrease)	1,940	219 (80.3% decrease)	84 (28.9% decrease)	9,168 (17.2% decrease)

Top Performing Content: 9/11 Tribute Video





## COMMUNICATIONS DEPARTMENT

### Monthly Report

### February 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
- Spanish lessons



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**February 2022**

**Livestreamed City Commission Meetings for January 2022**

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

	<b>Viewers</b>	<b>Total Number of Viewers</b>	<b>Total Minutes</b>
Recorded Viewers	83.7%	215	1,423
Live Viewers	16.3%	42	528
Total	100%	257	1,951

Other continued projects and work include daily holiday announcements on social media, updating documents for hoteliers, conference calls, webinar training, etc.

# City of Hobbs Building Department

## Total Type of Construction

for period ending February 01, 2022-February 28, 2022

<b>Commercial</b>		<b><u># OF PERMITS</u></b>	<b><u>VALUATION</u></b>
COMM MECHANICAL	Commercial	3	\$18,000.00
COMM PLUMBING	Commercial	3	\$18,000.00
COMMERCIAL ADDITION	Commercial	1	\$162,000.00
COMMERCIAL CANOPY	Commercial	1	\$20,000.00
COMMERCIAL ELECTRICAL	Commercial	10	\$15,000.00
COMMERCIAL FENCE	Commercial	1	\$7,400.00
COMMERCIAL SIGN	Commercial	3	\$12,100.00
COMMERCIAL TOWERS	Commercial	1	\$30,000.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00
NEW COMMERCIAL	Commercial	2	\$135,000.00
SPRINKLER SYSTEM	Commercial	1	\$1,500.00
		<b>27</b>	<b>\$420,500.00</b>

<b>Residential</b>		<b><u># OF PERMITS</u></b>	<b><u>VALUATION</u></b>
RES MECHANICAL	Residential	30	\$45,000.00
RES PLUMBING	Residential	38	\$57,000.00
RES SEWER TAP & EXCAVATION	Residential	6	\$9,000.00
RESIDENTIAL ADDITION	Residential	4	\$97,000.00
RESIDENTIAL CANOPY	Residential	1	\$11,520.00
RESIDENTIAL CARPORT	Residential	1	\$36,000.00
RESIDENTIAL DRIVEWAY	Residential	2	\$3,700.00
RESIDENTIAL ELECTRICAL	Residential	64	\$96,000.00
RESIDENTIAL FENCE	Residential	1	\$240.00
RESIDENTIAL MANUFACTURED HOME	Residential	2	\$102,000.00
RESIDENTIAL REMODEL	Residential	40	\$1,472,849.00
RESIDENTIAL RE-ROOF	Residential	9	\$167,503.00
RESIDENTIAL SINGLE FAMILY	Residential	27	\$7,445,763.00
RESIDENTIAL STORAGE	Residential	4	\$101,450.00
		<b>229</b>	<b>\$9,645,025.00</b>

Commercial		27	\$420,500.00
Residential		229	\$9,645,025.00
Total Combined for the month of Feb 2022		256	\$10,065,525.00

**FEES**

\$290.50  
\$238.50  
\$912.00  
\$144.00  
\$933.00  
\$10.00  
\$336.00  
\$180.00  
\$25.00  
\$564.00  
\$100.00  
**\$3,733.00**

**FEES**

\$2,020.00  
\$1,650.00  
\$1,740.00  
\$672.00  
\$288.00  
\$240.00  
\$50.00  
\$5,528.00  
\$10.00  
\$120.00  
\$8,980.00  
\$910.00  
\$16,783.77  
\$864.00  
**\$39,855.77**

\$3,733.00

\$39,855.77

\$43,588.77



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
February 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
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	2	47	6

**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 web-site visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

**February 2022**

**ArcGIS Enterprise Server (Update):**

**NG911 info from State:** On Feb 16<sup>th</sup> the GIS attended a webinar hosted by the State of New Mexico to talk about Next Gen 911 (NG911). As part of the webinar, they sent out the slide deck and a link to the video of the webinar: <https://www.youtube.com/watch?v=-rJHqMONXE> This info was shared with Engineering and Planning Departments, so they can see the changes that are going to be needed in the GIS. The date of the switchover to NG911 is still up in the air but is expected by the end of the year.

**StreetScan Project Maps:** Throughout the month of February the GIS Division was busy creating different map related to the StreetScan data. Between Feb 1<sup>st</sup> and Feb 7<sup>th</sup> the GIS division created maps that broke out the PCI rating for each of the streets that have been Hot Asphalt Recycling by year. Then on Feb.10<sup>th</sup> (and an updated version on Feb. 11<sup>th</sup>) the GIS Division created a map (and then a set of maps) showing the potholes noted my StreatScan. Finally, the GIS division created a set of maps that were broken out by Functional Classification of the roadways, as a way to look for high traffic areas that are in need of repair.

**StreetScan Project Training:** On Feb 17<sup>th</sup> the GIS division, Engineering, and Streets/General Services all took part in the first Streetlogix training. We learned several items related to using the Streetlogix that will help us create a more accurate cost calculation for repairing the roads of Hobbs. After the training the GIS Division was told that there are several areas that need to be updated or fixed, that the GIS Division will work on fixed over the next month or so.

**Hot Asphalt Recycling Data:** In January the GIS Division provided some blank maps to the Streets Dept. so they could mark where the historical (2013 to 2020) Hot Asphalt Recycling (HAR) had taken place. The GIS Division received this information back in Feb and created the



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

City's first historical record maps for the HAR. These maps will be used to create a new dataset in the future to track when and where has been HAR.

**Hobbs Base Station Issues:** On Feb 10<sup>th</sup> the Engineering Dept. called the GIS Division about some trouble they were having with the Unit 6 GPS unit. To check if this was a failure of the equipment, the GIS Division spent a few hours testing multiple pieces of equipment, including Unit 6, to find the cause of the issues. It was traced back to the Base Station and Vectors, Inc. was contacted for assistance. The problem is still unresolved but Trimble and Vectors are both helping solve the issue.

**GIS Training for the County:** On Feb 25<sup>th</sup> the GIS Division was informed it would be assisting the County with training support in the near future. The training will cover the basics of GIS, creation of GIS databases, editing, and data exchanges. These trainings will take place after the monthly meeting between the County and City and are expected to take about 1.5 hours a month for the next 6 months. The GIS Division is waiting on a response for the county before creating the training.

**PLANNING DEPARTMENT:**

The following is a summary of the historical growth statistics.

<b>City of Hobbs Growth Statistics</b>								
	2014	2015	2016	2017	2018	2019	2020	2021
<b>Land Development</b>								
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:

February - The City Commission reviewed and considered the following:

- Adopted Resolution #7155 approving the Final Plat of the Proisie Land Division located in Section 10, Township 17 South, Range 38 East.
- Adopted Resolution # 7156 approving the Final Plat of Zia Crossing, Phase 2, Unit 8 located southeast of the intersection of Millen Drive and Zia Crossing Parkway.
- Adopted Resolution #7159 approving an Affordable Housing Development Agreement with Yes Housing, Inc., for an Affordable Housing Complex Located Northeast of the Intersection of Berry Street and Grimes.
- Adopted Resolution #7160 - approving the Final Plat for the Meadowlands Subdivision, Unit 1, Located Northeast of the Intersection of College Lane and Ja-Rob.

Planning Board Summary:

February - The Planning Board reviewed and considered action on 8 items in a Virtual Meetings:



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

- Review and Consider Proposed Annexation of +/- 19.34 acres of property located southwest of the intersection of College Lane and Ja-Rob. (Recommend Approval)
- Review and Consider NDEY Subdivision, Unit 1 Preliminary Plat Approval, as presented by property owner Maria Ndey. (Recommended Approval)
- Review and Consider a proposed Fair Share Development Agreement for the Extension of Ranchland, a Major Collector, north to Navajo as per Resolution #7063 adopted June 21, 2021.

**TRAFFIC DIVISION:**

The City of Hobbs has 41 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1924 STOP signs, 354 warning signs, 2513 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

**Major Damage:**

No major damage this month.

**Dal Paso / Sanger**

- New poles and arm installed.

**New Intersections added.**

Meadowlands Unit 1 added six more intersections.

Liberty Crossings added six more intersections.

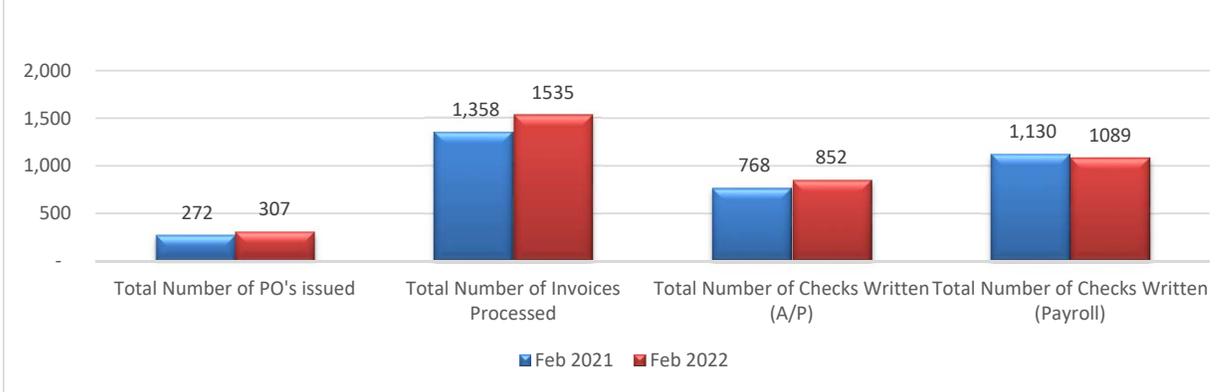
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2022**

Cash Statistics	Feb 2021	Feb 2022
Beginning Cash Balance	\$ 145,240,203	<b>147,373,444</b>
Monthly Cash In (Revenue - all funds)	\$ 8,947,561	<b>9,578,621</b>
Monthly Cash Out (Expenditures - all funds)	\$ 8,775,690	<b>11,099,693</b>
<b>Ending Cash Balance</b>	<b>\$ 145,412,074</b>	<b>145,852,372</b>

**Finance Transaction Statistics**

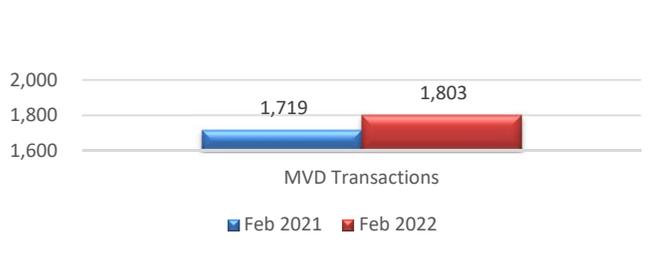
	Feb 2021	Feb 2022		
Total Number of PO's issued	272	<b>307</b>	daily average	15
Total Number of Invoices Processed	1,358	<b>1535</b>	daily average	77
Total Number of Checks Written (A/P)	768	<b>852</b>	weekly average	213
Total Number of Checks Written (Payroll)	1,130	<b>1089</b>	bi-weekly average	545

**Financial Transaction Averages**

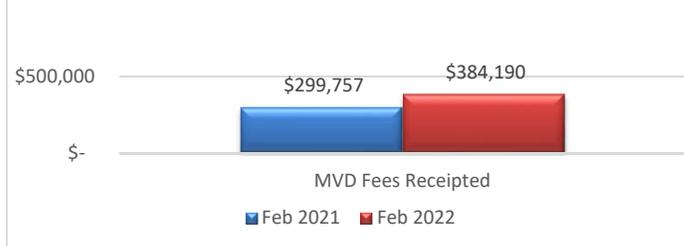


MVD Statistics	Feb 2021	Feb 2022		
MVD Transactions	1,719	<b>1,803</b>	daily average	90
MVD Fees Received	\$ 299,757	<b>\$ 384,190</b>	daily average	\$ 19,209

**MVD Transaction Averages**



**MVD Fees Received**



# General Services – Building Maintenance

Work performed by City Carpenters

3	Door replaced
2	Ceiling tile replaced
2	Door lock repaired
28	Roof inspections
11	Walls repaired/painted
1	Roof repaired
2	Moved furniture
1	Building repairs
29	Work orders

Location of work performed

2	City Hall
4	Police Department
1	Senior Center
1	State Police
1	Library
1	Municipal Court
14	Animal Adoption
1	Rockwind
1	CORE
2	Annex
3	Crime Lab
1	F.S. 1
1	F.S. 2
1	F.S. 3
20	DA Building
1	McAdams
1	City Jail
1	Teen Center
5	Green Meadows

Break down of work performed by the Electricians

9	Light repairs
10	AC repairs
19	Heater repairs
16	General electrical work
4	CORE work
2	Nonelectrical work

Location of work performed

6	CORE
5	Library
9	City hall
7	Annex
3	PD
3	Fire stations
7	DA building
2	MVD
9	Parks
3	Teen center
7	AAC
1	Streets

### General Services - Garage

In February - 2022 The City Garage had a total of 186 Repair Orders/Invoices. Of the 186 R.O./Invoices, 139 were repaired in house and 47 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 52,491.50 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	2	1	0.00	170.00	272.14	310.50	752.64
Instrument/Gauges	1	0	0.00	68.00	0.00	0.00	68.00
Complete Wash	15	1	0.00	986.00	0.00	49.99	1,035.99
Filters	2	4	9.00	68.00	182.68	0.00	259.68
Service Calls	26	0	0.00	2,720.00	0.00	0.00	2,720.00
Miscellaneous Maintenance	24	14	2,684.39	3,434.00	9,781.12	1,023.50	16,923.01
Brakes	3	4	0.00	204.00	1,787.52	1,595.00	3,586.52
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	0	1	0.00	0.00	18.49	110.00	128.49
Tires	13	7	1,120.00	680.00	2,283.14	515.85	4,598.99
Wheels/Hub	1	1	94.73	68.00	755.21	420.00	1,337.94
Transmission	3	0	39.39	323.00	0.00	0.00	362.39
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	9	1	734.27	561.00	191.97	15.00	1,502.24
Cranking	1	1	0.00	68.00	478.86	486.50	1,033.36
Ignition	0	1	0.00	0.00	1,609.15	1,050.00	2,659.15
Lighting	6	1	62.24	442.00	1,668.40	1,190.00	3,362.64
Preventive Maintenance	20	9	3,198.77	1,938.00	758.21	177.90	6,072.88
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	4	0	0.00	340.00	0.00	0.00	340.00
Engine	4	0	0.00	238.00	0.00	0.00	238.00
Hydraulics	4	1	90.00	187.00	1,491.53	3,673.05	5,441.58
Lift Mechanism	1	0	0.00	68.00	0.00	0.00	68.00
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>139</b>	<b>47</b>	<b>8,032.79</b>	<b>12,563.00</b>	<b>21,278.42</b>	<b>10,617.29</b>	<b>52,491.50</b>

	# of R.O./Inv	Parts	Labor	Total
City Garage	140	8,032.79	12,563.00	20,595.79
Vendor	47	21,278.42	10,617.29	31,895.71
	<b>187</b>	<b>29,311.21</b>	<b>23,180.29</b>	<b>52,491.50</b>

# Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
211 HRS.	Street Sweeping
70 HRS.	Building Brooms
80 HRS.	Cold Mix Patching
208 HRS.	Alley Complaints
42 HRS.	Storm Sewers & Inlets
80 HRS.	Equipment Maintenance
44 HRS.	Maintenance
149 HRS.	Welding Shop
48 HRS.	Deicing Streets
232 HRS.	Building demolition
8 HRS.	Work for Bldg. Maint.
36 HRS.	Stocking Material
72 HRS.	Meetings
72 HRS.	Work for Environmental
32 HRS.	Work for Golf Course
30 HRS.	Work for Warehouse

The total amounts of material hauled or used:

Quantity	Material
192 YDS.	Sweepings
120 YDS.	Sand
396 YDS.	Caliche
192 YDS.	Alley Material
6 YDS	Cold Mix Used
10800 GAL	Brine
1264 YDS	Trash Hauled
8 YDS.	Hot Mix Used

Calls responded to:

Number	Type
10	Dispatched – accidents, spills, debris
3	Complaints
2	Block Party Barricades

# FIRE SUPPRESSION/PREVENTION

February 2022

## ALARMS

Alarms (City)	116
Alarms (County)	27
Total Alarms	143

## FIRE RESPONSE BY STATION

Station 1	45
Station 2	29
Station 3	45
Station 4	24

## ZONES

Zone 1 (NW City)	46	Zone 5 (NW County)	13
Zone 2 (NE City)	27	Zone 6 (NE County)	8
Zone 3 (SE City)	24	Zone 7 (SE County)	4
Zone 4 (SW City)	19	Zone 8 (SW County)	1
Out of District 1			

## MOST COMMON DAY/TIME

Saturday (1800 - 1859 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:20
Station 2	2:35
Station 3	3:09
Station 4	0:41
<b>Average</b>	<b>1:56</b>

## STRUCTURE FIRES

Structure Fires - 5

## FALSE ALARM RESPONSE

False Alarms - 41

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:38
Station 2	10:30
Station 3	7:19
Station 4	4:11
<b>Average</b>	<b>6:39</b>

## TRAINING HOURS

Fire Training	786
EMS Training	55

## PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	48
Smoke Detectors Installed	0
Public Education Activities	1
Plan Reviews	3
Burn Permits Issued	0

# EMERGENCY MEDICAL SERVICES

February 2022

## EMS RUN BREAKDOWN

City Response	636
County Response	37
Total Responses	673

## ZONES

Zone 1 (NW City)	313	Zone 5 (NW County)	8
Zone 2 (NE City)	114	Zone 6 (NE County)	19
Zone 3 (SE City)	121	Zone 7 (SE County)	0
Zone 4 (SW City)	88	Zone 8 (SW County)	10

## AVERAGE RUN TIMES

Enroute:	2:01
At Scene:	4:58
On Scene Time:	15:30
To Destination:	18:50
Back in Service:	33:13

## MOST COMMON DAY/TIME

Thursday – 112 calls for service  
Thursday – 25 calls from 09:00 –11:59 hours

## MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 61

## OUT OF TOWN TRANSFERS

Lubbock	10
Midland	1
Odessa	6
Roswell	11
Carlsbad	8
Airport	20

## CARDIAC ARREST RESPONSES

Cardiac Arrest	11
ROSC	2
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Collected	\$100,006.56
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## Highlights for the month of February

- HFD Goal Planning completed
- HFD Budget Meeting completed
- 2 Captain promotions and 3 Driver/Engineer promotions
- Second Fire Inspector position filled in Fire Prevention Division
- Chief and Deputy Chief attended WIPP Partnership Meeting
- Deputy Chief attended the LEPC Meeting
- Participated in sendoffs for HHS Swim/Dive and Wrestling teams



# Hobbs Express

Monthly Report - FEBRUARY 2022

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

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Jan-22</b>	<b>Feb-22</b>
No. of Elderly Passengers	358	434
No. of Non-Ambulatory Passengers	105	102
No. of Disabled Passengers	98	89
No. of Other Trips	1565	1796
<b>Total Passenger Trips</b>	<b>2126</b>	<b>2421</b>

Bus Route Trips	1840	2016
Rapid Line Trips	0	0
<b>Total Bus Route Trips</b>	<b>1840</b>	<b>2016</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>286</b>	<b>405</b>
<b>Total Passenger Trips</b>	<b>2126</b>	<b>2421</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Jan-22</b>	<b>Feb-22</b>
Total Vehicle Hours	273.75	434.75
Total Vehicle Miles	4,381	6,947

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Jan-22</b>	<b>Feb-22</b>
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

March 3, 2022

To: Acting Chief Fons  
 Captain Blevins  
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

February 2022

Intake:	Cats	Dogs
Dead On Arrival	13	7
Sterilization Only	45	41
Stray	42	192
Transfers In	0	0
Unwanted	11	45
Quarantine	1	14
<b>Totals:</b>	<b>112</b>	<b>299</b>
Dispositions:		
Adopted	38	69
Died at Facility	0	6
Dead on Arrival	15	8
Euthanized	26	58
Rescued	30	116
Return to Owner	1	21
Sterilization Only	53	41
Escaped	0	0
<b>Totals:</b>	<b>163</b>	<b>319</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 785
	Permits/Tags:	\$ 350
	Reclaims:	\$ 680
	Adoptions	\$1975
	Cremations	\$ 25
	<u>Sterilizations:</u>	<u>\$1635</u>
		\$5450

Animal Control: 222 calls for service and 1 calls for vicious dogs  
 HAAC currently has 232 dogs and 22 cats

# HOBBS POLICE DEPARTMENT



March 1, 2022

To: Interim Chief August Fons  
Captain Shane Blevins

From: Code Enforcement Superintendent Jessica Silva

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

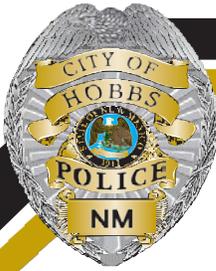
## CODE ENFORCEMENT END OF MONTH REPORT (February 2022)

Code warnings	209
Code citations	32
Code calls	320
Animal warnings	12
Animal calls	223
Animal citations	5
Inoperable Vehicles	8
Parking Violations	0

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

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New Mexico Law Enforcement Professional Standards Council





# HOBBS POLICE DEPARTMENT

March 3, 2022

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

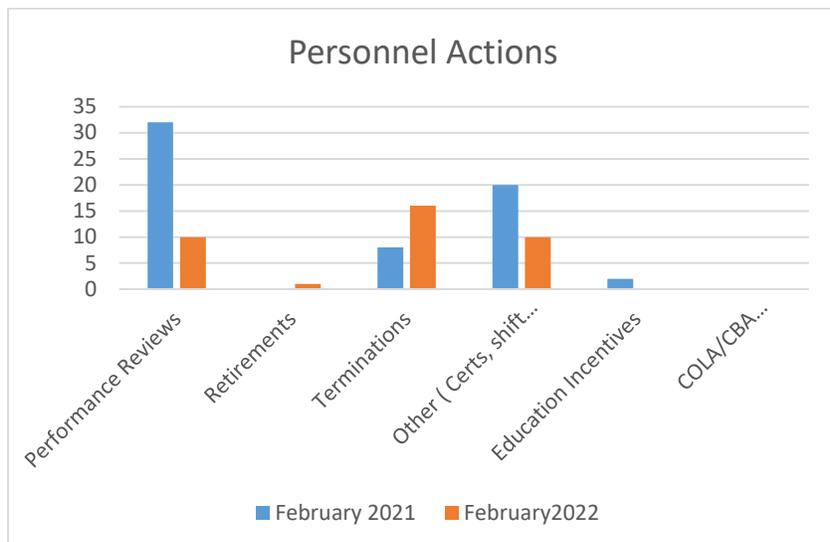
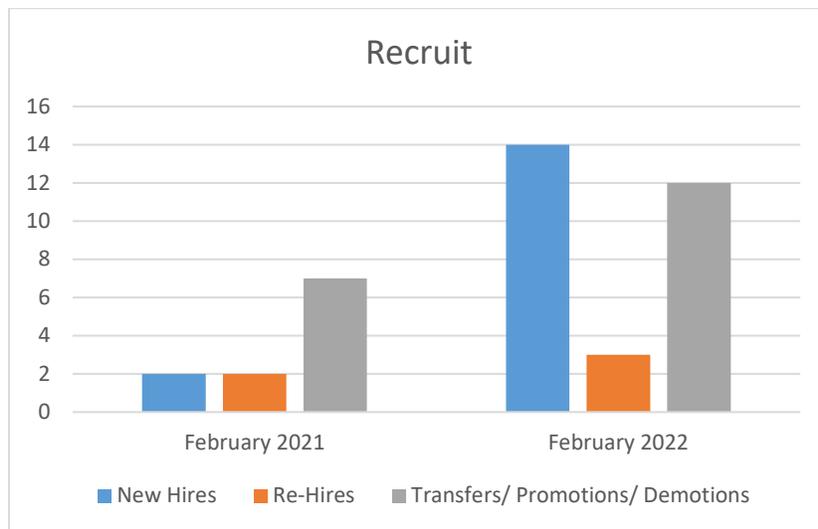
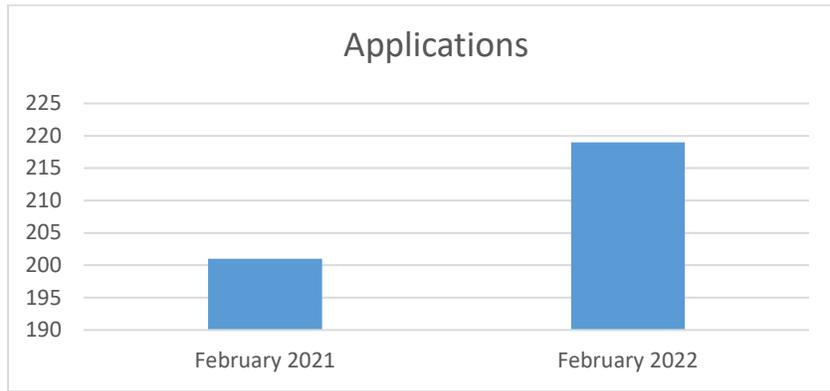
Re: HPD Feb 2022 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
February 2021/2022	RPIS	RPIS		Date	Date	
			2021/2022	2021	2022	
	2021	2022				
REPORTED CRIMES	338	400	18%	778	834	7%
CALLS FOR SERVICE	3,276	3,660	12%	6,398	7,401	16%
ARRESTS	236	180	-24%	494	342	-31%
MURDER	0	1	100%	0	1	100%
RAPE	2	1	-50%	3	10	233%
ROBBERY	0	3	100%	0	4	100%
ASSAULTS AND BATTERY	69	93	35%	150	180	20%
BURGLARY	28	44	57%	82	92	12%
LARCENY	31	47	52%	74	109	47%
SHOPLIFTING	27	41	52%	52	83	60%
AUTO THEFT	19	23	21%	38	50	32%
ARSON	1	3	200%	3	6	100%
FORGERY	0	0	0%	1	1	0%
FRAUD	7	12	71%	8	23	188%
EMBEZZLEMENT	0	4	100%	2	4	100%
REC. STOLEN PROPERTY	1	0	-100%	1	2	100%
VANDALISM	45	73	62%	108	181	68%
WEAPONS OFFENSES	1	4	300%	5	8	60%
DOMESTIC VIOLENCE	31	47	52%	69	83	20%
ASSAULTS/BATTERY ON PO	9	5	-44%	16	9	-44%
SHOOTING AT/EM MV OR DWELLING	3	1	-67%	3	13	333%
CITATIONS ISSUED	970	423	-56%	1,881	999	-47%
DWI	3	5	67%	11	13	18%
TRAFFIC CRASHES	61	71	16%	108	161	49%

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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source	total	total %
<a href="#">Billboard / Sign</a>	3	1.37
<a href="#">Chamber of Commerce Website</a>	0	0.00
<a href="#">City of Hobbs Website</a>	72	32.88
<a href="#">Facebook</a>	8	3.65
<a href="#">Friend / Family</a>	51	23.29
<a href="#">Governmentjobs.com</a>	9	4.11
<a href="#">Indeed.com</a>	52	23.74
<a href="#">Job Fair</a>	2	0.91
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	1	0.46
<a href="#">Newspaper</a>	1	0.46
<a href="#">Other</a>	19	8.68
<a href="#">Radio</a>	1	0.46
<a href="#">Recruiter</a>	0	0.00
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>219</b>	<b>100.00</b>
	<b>100.00</b>	

### **New Positon Postings for February**

CORE GUEST SERV SPECIALST	PARKS MAINT WORKER
CORE SPORTS SPECIALISTS	DETENTION OFFICER
CERTIFIED FIREFIGHTER	CERTIFIED POLICE OFFICER
EMS SPECIALIST (EMT, AEMT, PARAMEDIC)	NON - CERTIFIED POLICE OFFICER
FIRE INSPECTOR	SUPPORT SERVICES ASSISTANT
NON-CERTIFIED FIREFIGHTER-EMT	HOBBS EXPRESS DRIVER (CDL) (PART TIME)
FACILITY MAINTENANCE TECHNICIAN	SUMMER RECREATIONAL POSITIONS
FLEET MANAGER	SPORTSFLD MAINT LEAD
MEDIUM-HEAVY DUTY DIESEL TECHNICIAN	EQUIPMENT OPERATOR
DIRECTOR OF INSTRUCTION & COMMUNITY ENGAGEMENT	LEAD TEEN REC WORKER
GOLF COURSE MAINT WKR	WW CONTROL OPERATOR (UNCERTIFIED, I,II,III,IV)
MCADAMS PARK MAINT WKR	PUMP OPERATOR UNCERTIFIED , I, II, III, & IV
OUTREACH WORKER	UTILITY MAINTENANCE (UNCERTIFIED, I,II,III,IV)
PARKS MAINT LEAD WKR	

### **Safety Skills Training:**

- Sexual Harassment and Discrimination for Employees

### **Team Involvement:**

- The HR Team conducted New Year Planning meetings to develop a strategic plan for the department
- Nicholas Goulet participated in the Chief of Police hiring committee
- HR Specialists participated in a job fair at the New Mexico Jr. College

# 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 February, 2022

- 96 Request for service
- 94 Completed
- 0 Bulletin Board related
- 0 Camera related
- 23 Email related
- 6 hardware related
- 0 internet related
- 2 network related
- 4 password resets
- 5 phone related
- 8 radio related
- 6 projects related
- 13 software related
- 17 User Setup
- 7 webpage related
- 5 other

### Special accomplishments:

- Installed 3 new computers and 2 new Linux servers.
- Installed new cyber security services.
- Upgraded email exchange servers.
- Reprogrammed radios.
- Assisted in setting up CORE banquet room for meeting with Governor.
- Upgraded backup software.



## 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**

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

- ❖ Hobbs City Commission – Efrén Cortez (2/7 and 2/22)(Special Meeting 2/17)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (2/1)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – (N/A)
- ❖ 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 6
- ❖ Agenda Items drafted 6
- ❖ Resolutions Drafted 3

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 7
- ❖ Contract Review 13

**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 Rocío 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, Efrén A. Cortez, advises management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of February 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): 88
- ❖ Pretrials (Attorney): 19
- ❖ Trials: 14
- ❖ Dangerous Dogs/Petitions: 0
- ❖ DWI Cases: 6
- ❖ Shoplifting Cases: 7
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 81
- ❖ Subpoenas: 4

- ❖ Clio Case Entries: 39
- ❖ Discovery Submissions 30

**Property Matters:**

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

**Civil Litigation:**

- ❖ Civil Pleadings 1
- ❖ Civil Depositions 0
- ❖ Civil ADR: 0
- ❖ Demand Letters: 2
- ❖ Misc. Hearings (State/Fed.): 0
- ❖ Discovery Submissions: 1

**Miscellaneous:**

- ❖ Trainings: 1
- ❖ Witness Interviews: 4
- ❖ In-office consultations: 8
- ❖ Letters/Correspondence: 767

**Areas of Notoriety:**

- ❖ The City Attorney’s presented in the City Manager’s second “speaker series” on the topic of the new proposed personnel ordinance for the City of Hobbs.
- ❖ Assistant City Attorney Rocio Ocano presented a resolution related to the State’s proposed changes to the Safe Haven for Infants Act.
- ❖ Deputy City Attorney Valerie Chacon litigated the first cannabis producer appeal hearing before the City Commission on February 7, 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

February, 2022

Hobbs Public Library

**CIRCULATION:** 5,183

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	2,920
Audio Books & Music	164
DVDs	1,497
E-Books/E-Audio (OverDrive & Gale)	602

**CIRCULATION BY PATRON TYPE:**

Adult	3,098
Juvenile	487
Senior Citizen	845
Used in Library	753

*Total Children's Items Circulated* 1,894

*Total Adult Items Circulated* 3,289

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	12	19
ELIN Loans	14	15

Patron Visits	2216
Overdue Notices Sent	163

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	0
Attendance	0
Passive Programs Provided	7
Passive Programming Participation	459
Meeting Room Use	11

Facebook Post Reach	2507
Web Site Usage	3262
HPL Database Usage	364
Reference Questions	108
Public Computer Use	309
Board Games	0

**PATRON PROFILES:**

Adult	17,545
Juvenile (Under 18 Years)	3,436
Senior Citizens (62+ Years)	2,413
Temp ELIN	2,019
<b>Total Active Borrowers</b>	<b>25,413</b>

**RECEIPTS:**

Materials Paid For	\$109.05
Fines & Fees	\$491.22
Copy Machine & Public Printouts	\$241.56
<b>Total</b>	<b>\$841.83</b>

Library Patrons Added This Month	50
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**ITEMS ADDED:**

Total Items Added	592
Items Weeded	518

**HOLDINGS:**

Total Library Holdings	155,801
------------------------	---------

City Manager's Report  
Municipal Court – February 2022

Monthly Cases:

Traffic Citations	346
Misdemeanor Citations	36
Environmental Citations	45
Fire Code Violations	0
AGG. DWI	2
DWI – 1 <sup>ST</sup>	<u>3</u>
Total	432

Courtroom Activity:

Video Arraignments (Jail)	92
Court Appearances – A.M.	23
Court Appearances- P.M.	105
Virtual Court	2
Pretrial Court Appearances – A.M.	31
Pretrial Court Appearances – P.M.	29
Attorney Pretrial	18
Trial/Change of Plea Cases	<u>20</u>
Total	320

Other Activity:

Summons issued	465
Warrants issued	<u>210</u>
Total	675

Fines/Fees Assessed:

Fines	\$81,500
Penalty Assessment Fee	2,920
Automation Fee	2,388
Judicial Education Fee	1,194
Correction Fee	7,960
DWI Prevention Fee	375
DWI Lab Fee	425
Copies/Misc. Fee	<u>0</u>
Total	\$96,762

Fines/Fees Collected:

Fines	\$29,749.89
Penalty Assessment Fee	3,338
Automation Fee	2,419.25
Judicial Education Fee	1,203
Correction Fee	8,067.11
DWI Prevention Fee	281
DWI Lab Fee	160
Copies/Misc. Fee	2.00
Restitution	<u>.00</u>
Total	\$45,220.25

## City Manager – February Report

# 2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 22 interments
2. Trees removed from PHC including large trees and trees along fence lines
3. New Graffiti Hotline established
4. #5 Tee box expansion Rockwind Community Links
5. 9/11 Memorial vinyl fence replaced with a 2 rail cedar fence
6. Washington Heights Playground installation completed
7. Hobbs High School Baseball JV Tournament
8. USW Softball and Hobbs Adult Soccer seasons started
9. New sight amenities receive for Harry McAdams Park including a new sign, cornhole boards and picnic tables
- 10.20 Enviromental lots cleaned and mowed
- 11.New Employees – Veronica Calvillo (Cemetery Admistrative Assistant), William Morales (McAdams Maintenance Worker)



**Parks & Open Spaces Department**  
**Authored by: Bryan Wagner and Wade Whitehead**





**Membership & Participation Detail**

<b>Member Visits</b>	<b>22,503</b>
<b>Guest Visits</b>	<b>4,392</b>
<b>Classes</b>	<b>Approximately 195 Participants</b>
<b>Programming</b>	
<b>Tour Participants</b>	<b>73</b>
<b>Private Rentals</b>	<b>45 Facility Rentals with \$6,010.06 in revenue including future events through August 2020</b>

<b>Membership Counts</b>	<b>Feb-22</b>	<b>Jan-22</b>
<b>Memberships Sold in Month</b>	<b>270</b>	<b>256</b>
<b>Family Memberships</b>	<b>1077</b>	<b>1057</b>
<b>Individual Memberships</b>	<b>562</b>	<b>568</b>
<b>Total Memberships</b>	<b>1639</b>	<b>1625</b>
<b>Members</b>	<b>4849</b>	<b>456</b>
<b>Total Individual Members</b>	<b>5,411</b>	<b>5324</b>

**Senior Center**

The Senior Center continues the very important mission of providing meals to the senior citizens in the community. Below is some information for February 2022:

		<b>Donations Received</b>
February 2022 Congregate Meals Served	0	\$ 0.00
February 2022 Grab N Go Meals	1,488	\$ 924.00
February 2022 Home Delivered Meals Served	1,602	\$3,266.96
February 2022 Frozen Meals Delivered	<u>232</u>	\$ ---
February 2022 <b>Totals</b>	3,322	\$4,190.96
January 2022 <b>Totals</b>	3,513	\$1,908.50

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 February 2022, a total of 232 frozen meals were distributed. The Hobbs Senior Center served 394 seniors a total of 3,322 meals for the month. With a total of 20 serving days in November, the daily average of meals served was 166. *The Hobbs Senior Center closed the Congregate Lunch Site due to elevated COVID-19 numbers on January 10, 2022, and the Congregate Lunch Site remained closed during February which resulted in some participation being lower than normal.*

Duplicate Recreation Activities:	289	Exercise:	144
Transportation:	0	Assessment/Reassessment:	85

## Recreation

- Park Pavilion reservations continue to increase and staff is working with Hobbs Municipal Schools staff to plan end-of-year parties at Splash Pads. .
- Staff continues to make preparations for the Community Easter Egg Hunt to be held on Saturday, April 16.
- The Department's seasonal positions in the Summer Recess, Sports & Aquatics programs have been posted.

## Aquatics

- A Red Cross Lifeguard Training Class was held at the CORE during February.
- Weekly in-service training sessions continue to be held for Lifeguard staff.
- Seasonal Aquatics positions have been posted.

## Rockwind Community Links Clubhouse

Typically, February is the slowest month of the year at Rockwind. On the bright side, February 2022 surpassed February 2021 in terms of rounds and merchandise sales. One event was held during February, the Super Bogey Bowl Tournament. Preston Dennard, who participated in Super Bowl XIV with the Los Angeles Rams, was present for this event again in 2022. A total of 14 teams participated and there were some football-themed challenges added for the event this year.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	14	\$109.49	\$0.00	\$109.49	\$0.00	\$5.51	\$115.00
Driving Range	316	\$988.95	\$0.00	\$988.95	\$0.00	\$50.05	\$1,039.00
Golf Cart Rental Fees	616	\$8,750.07	\$0.00	\$8,750.07	\$0.00	\$441.25	\$9,191.32
Green Fees	912	\$10,004.72	\$0.00	\$10,004.72	\$0.00	\$505.46	\$10,510.18
Hard Goods Sales	301	\$7,842.03	(\$53.28)	\$7,788.75	\$5,620.08	\$389.59	\$8,178.34
Membership Fees	6	\$3,428.52	\$0.00	\$3,428.52	\$0.00	\$171.48	\$3,600.00
Soft Goods Sales	273	\$7,290.26	(\$597.19)	\$6,693.07	\$4,187.65	\$321.95	\$7,015.02
Food & Beverage	37	\$64.06	(\$11.17)	\$52.89	\$18.79	\$2.86	\$55.75
Totals for Revenue	2475	\$38,478.10	(\$661.64)	\$37,816.46	\$9,826.52	\$1,888.15	\$39,704.61
<b>Grand Total:</b>	<b>2475</b>	<b>\$ 38,478.10</b>	<b>\$ (661.64)</b>	<b>\$ 37,816.46</b>	<b>\$ 9,826.52</b>	<b>\$ 1,888.15</b>	<b>\$ 39,704.61</b>

## KEY PERFORMANCE INDICATORS

Feb-22

**Total Pre-Tax Revenue** **\$37,816.46**

**Total Rounds** **912**

**Avg Green Fee plus Cart Fee per Round** **\$24.32**

**Total Merchandise Sales** **\$14,481.82**

**Merchandise Sales Per Round** **\$15.88**

**COGS Hard Goods** **72%**

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

**COGS F&B** **36%**

**Rounds w/Carts** **68%**

**Total Revenue per Round** **\$ 41.47**

## GREEN FEE BREAKDOWN

EZLinks Prepaid	
GolfNow	0
Summary for EZLinks	<u>0</u>
Player's Pass 18 Walk	120
Li'l Rock Adult Resident	68
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 Resider	2
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	15
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>91</u>
Public 18	20
Public 9	0
Public Junior	19
Public Senior	0
Public Twilight	6
Public	0
Specials	0
Youth on	0
PGA/GCSAA COMP	0
Summary for Public	<u>45</u>
Punch Pass	24
Summary for Punch Pass	<u>24</u>
Rain Check	1
Summary for Rain Check	<u>1</u>
Resident 18	320
Resident Junior	3
Resident Senior 18	114
League Fee	0
Complimentary Round	1
Resident Twilight	10
Team Practice Round	31
Resident 9	76
Marshal/Team Green Fee	4
Resident Replay	0
Summary for Resident	<u>559</u>
Tournament Fees	<u>72</u>
Summary for Tournament -	<u>72</u>
Grand Total:	<b>912</b>

## **Teen Center**

- Art Classes continue at the Teen Center with 54 students currently enrolled.
- Staff is planning basketball tournaments to coincide with NCAA March Madness.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.



## RISK MANAGEMENT REPORT

February 2022

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 applications for notary bond.
- Conducted monthly review of all open claims with city's insurance agent.
- Participated in numerous phone calls and 1 demo/conference calls with possible vendors for implementation of an emergency alert system for the City of Hobbs.
- Endorsed 3 new vehicles and/or equipment to city's insurance policy.
- Reviewed 34 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 17 property damage incidents on behalf of the City of Hobbs.
- Sent 3 demand letters for at fault claims.
- Received and reviewed 1 Tort Notice.
- Issued multiple purchase orders to repair city vehicles.
- Completed procurement training with Finance Department.
- Completed required safety training course.

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2021		2022	
<b>CLASS</b>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>January 2021</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>January 2022</u>	
Residential	11,827	59,188,397	11,653	62,446,659	
Commercial	1,808	34,482,526	1,787	38,225,660	
City Accounts	215	2,209,538	207	3,161,626	
School Accounts	58	1,255,794	60	2,445,164	
Irrigation	251	2,437,339	257	2,370,297	
Unbilled Maintenance		1,220,000		2,500,000	
	<b>14,159</b>	<b>100,793,594</b>	<b>13,964</b>	<b>111,149,406</b>	

LABORATORY	February 2021	February 2022
Total Drinking Water Tests	47	48
Total Wastewater Tests	704	773
Liquid Waste Received (gallons)	221,605	194,760

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	81.748	82.263
Effluent (Million Gallons)	75.543	82.135
Solids Removed (Dry Pounds)	0	113,236
No solids data due to ongoing centrifuge run. Results posted on March 2021 report.		

## WATER PRODUCTION REPORT - FEBRUARY 2022

WATER PRODUCED	
Total monthly water produced, million gallons	132,678,000
Total monthly water distributed, million gallons	130,297,000
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.98
Monthly chlorine gas dosed to system (lbs)	1,028
<b>MICROBIOLOGY</b>	
Bacteria tests, routine	40
Positive results	0
<b>PUBLIC SERVICE</b>	
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:**  
 Due to the travel restrictions we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.

## UTILITY MAINTENANCE FEBRUARY 2022

### WORK DESCRIPTION

Meter lid replacement	30
Meter box replacement	15
Meter stop / valve replacement	15
Meter change out 3/4"	25
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	20
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	1
Set new 6" meter	0
Service lateral leaks/repair	60
Service lateral replacement	8 qty. - 200 feet
New Service Lateral	4 qty. - 95 feet
Low water pressure investigation	0
Water quality investigations	0
Main line leaks/repair	15
Main line replacement (feet)	25
Valve maintenance	200
Valve new install/replacement	12
Fire hydrant maintenance	150
Fire hydrant repair/replacement	25
Fire hydrant meter maintenance	2
Fire hydrant meter set	3
New fire hydrant installed	15
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,500,000
Miscellaneous afterhour calls	15
Emergency Call Outs (From 5:00pm to 7:00am)	75

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	60
Manholes cleaned	52
Sewer main line cleaned (feet)	32,257
Sewer stoppages	42
Sewer main line video inspections	6
Odor complaints	5
Sewer pre-treatment additives	40 gal
Property damage from sewer	0
Sewer main line repair/replacement	2

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	22
Emergency call out (from 5:00 pm to 7:00 am)	61

<b>UTILITIES MONTHLY PLUMBER REPORT FEBRUARY 2022</b>	<b>QUANTITY</b>
Sewer stoppages	11
Odor complaints	3
Water leaks	10
Pool maintenance	25
Emergency call outs (from 5:00 pm to 7:00 am)	3
Core	27