

# **CITY MANAGER'S MONTHLY REPORT**

March 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

\*\*\*\*\*

**CITY MANAGER**

City Manager  
Executive Assistant

Manny Gomez  
Julie Nymeyer

Library Director

Sandy Farrell

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**POLICE DEPARTMENT**

Police Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Jessica Silva  
Missy Funk

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Barry Young  
Mark Doport

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Vacant  
Anthony Maldonado

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Valerie Chacon  
Rocio Ocano

**LIBRARY SERVICES**



## CITY MANAGER'S OFFICE

200 East Broadway  
Hobbs, NM 88240

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

### **MANNY GOMEZ**

City Manager

March 28, 2022

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

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

This month the City of Hobbs endured one of the greatest tragedies our community has ever experienced. Our University of the Southwest lost 6 members of the Golf Team and their coach in a tragic vehicle accident. There were two that survived and our City has rallied to help them and the families of the lost loved ones. The City of Hobbs community came together for several fund raisers and memorials for the victims and their families.

There were several comments by the victims' families that they have never seen a community come together to make sure this Golf Team will always be remembered. I am proud to be a part of this community that is always willing to offer a helping hand and come together for the good of the community.

Grateful,  
Manny on behalf of the City of Hobbs!



---

Manny Gomez, City Manager



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

	Jan-22	Feb-22	Mar-22
Business Registrations -New	19	16	27
Business Registrations - New Owner	6	1	6
Business Registrations- Change of Address	12	5	4
Renewals	823	148	64
Web Payment Renewals	75	0	0
Total Business Registrations Activity	935	176	101
Active Business Registrations for the Month	2069	2085	2109
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	1	0
Mobile Business Licenses	22	11	7
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	1	1
Solicitor's Permit	0	3	3
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	26	57	53
Public Documents Notarized	168	96	206
Public Records Request	33	26	45
Regular City Commission Meetings <i>3/7/22 and 3/22/22</i>	2	2	2
Special City Commission Meetings	0	1	0
City Commission Work Session/Closed Meetings	2	1	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	11	11	8
Consideration of Approval	5	5	4
Total Volume of Transactions on Tyler Cashiering	1,188	486	439
Total Amount	\$ 470,686.31	\$ 364,268.78	\$ 299,167.04
Web Payments Online for All Departments	\$ 1,875.00	\$ -	\$ -
Grand Total	\$ 472,561.31	\$ 364,268.78	\$ 299,167.04



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### March 2022

#### Press/Media Actions

The Communications Department distributed the following press releases and PSAs:

- Increase of Canine Distemper Cases 3/10/22

#### 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.

- 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 – March – 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)
- 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
  - Zumba – Monday – Friday @ 7PM
- Adaptive Avengers – A recreational PE class for children & adults with special needs.
  - Adults 18+ - Tuesdays & Thursdays Monthly from 10:30am – 11:30am
  - School Aged K-12 – First Sunday of the month from 10:30am – 11:30am
- 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.



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### March 2022

- Food Trucks Wanted for all upcoming CORE events.
  - Contact Facility Rentals: (575) 391-6933 for availability.
- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### March 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
- New COH Hours
- HPL New Hours
- HPL Curbside
- Library Story Time
- Library Programming
- HFD CPR
- Municipal Court Hours
- Playhouse 80's
- Playhouse Forms
- Lifeguard Training
- Slam & Jam
- Summer Hiring
- HPD Recruitment ad
- Waste Management Free Pickups PSA
- COVID Vaccines
- LCCA April Show
- Graffiti hotline
- Toss It in the Bin
- Western Heritage Museum
- City of Hobbs Free Dumpster Day
- 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 March 2022

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



#### Facebook

November 1 – 30

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

Post/Page Reach (people reached)	Post Engagement	Followers
42,001 total (42.1% decrease)	14,252 (5% increase)	9,308 total

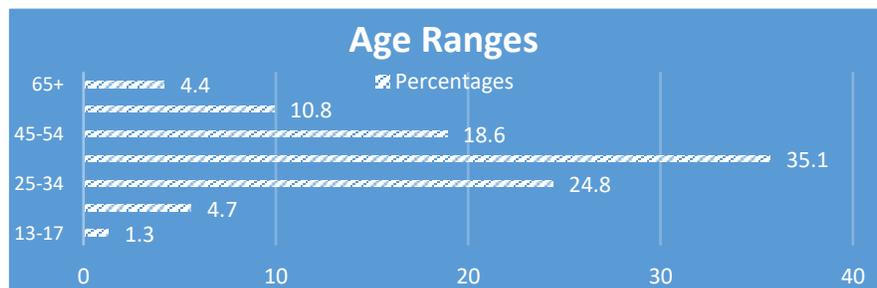
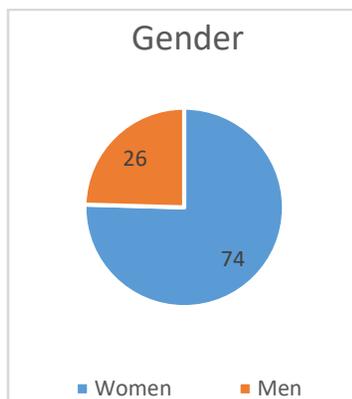


#### Instagram

February 1 – 28

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

Reach	Followers	Profile Visits	Accounts Engaged	Impressions
1,454 (41.9% increase)	1,940	324 (47.9% increase)	177 (110% increase)	11,485 (25.2% increase)



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### March 2022

#### **OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS**

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



## COMMUNICATIONS DEPARTMENT Monthly Report March 2022

### Livestreamed City Commission Meetings for March 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	96.1%	734	1,119
Live Viewers	3.9%	30	722
Total	100%	764	1,841

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 DIVISION

## Total Type of Construction

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

### Commercial

		<u># OF PERMITS</u>	<u>VALUATION</u>
COMM MECHANICAL	Commercial	10	\$15,000.00
COMM PLUMBING	Commercial	7	\$10,500.00
COMMERCIAL ADDITION	Commercial	1	\$266,945.00
COMMERCIAL DEMOLITION	Commercial	1	\$100,000.00
COMMERCIAL ELECTRICAL	Commercial	16	\$24,000.00
COMMERCIAL FENCE	Commercial	3	\$40,600.00
COMMERCIAL REMODEL	Commercial	4	\$181,745.00
COMMERCIAL RE-ROOFING	Commercial	1	\$40,000.00
COMMERCIAL SIGN	Commercial	6	\$212,772.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00
NEW COMMERCIAL	Commercial	4	\$4,321,589.00
SPRINKLER SYSTEM	Commercial	1	\$1,500.00
		<hr/> <b>55</b>	<hr/> <b>\$5,216,151.00</b>

### Residential

		<u># OF PERMITS</u>	<u>VALUATION</u>
RES MECHANICAL	Residential	37	\$55,500.00
RES PLUMBING	Residential	54	\$81,000.00
RES SEWER TAP & EXCAVATION	Residential	7	\$10,500.00
RESIDENTIAL ADDITION	Residential	7	\$299,978.00
RESIDENTIAL CANOPY	Residential	1	\$2,500.00
RESIDENTIAL CARPORT	Residential	1	\$11,640.00
RESIDENTIAL DEMOLITION	Residential	5	\$71,663.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$170,000.00
RESIDENTIAL ELECTRICAL	Residential	104	\$154,500.00
RESIDENTIAL FENCE	Residential	10	\$30,188.00
RESIDENTIAL MANUFACTURED HOME	Residential	3	\$226,400.00
RESIDENTIAL REMODEL	Residential	72	\$2,953,380.00
RESIDENTIAL RE-ROOF	Residential	16	\$139,670.00
RESIDENTIAL SINGLE FAMILY	Residential	19	\$6,134,914.00
RESIDENTIAL STORAGE	Residential	3	\$27,555.00
RESIDENTIAL SWIMMING POOL	Residential	2	\$243,591.00
		<hr/> <b>342</b>	<hr/> <b>\$10,612,979.00</b>

COMMERCIAL		55	\$5,216,151.00
RESIDENTIAL		342	\$10,612,979.00
TOTAL COMBINED FOR MARCH 2022		<hr/> 397	<hr/> \$15,829,130.00

**FEES**

\$679.50  
\$452.50  
\$696.00  
\$500.00  
\$1,244.00  
\$238.00  
\$1,736.00  
\$200.00  
\$1,200.00  
\$100.00  
\$7,964.34  
\$30.00

---

**\$15,040.34**

**FEES**

\$2,605.00  
\$3,086.00  
\$2,015.00  
\$1,416.00  
\$40.00  
\$288.00  
\$140.00  
\$456.00  
\$8,740.00  
\$186.00  
\$180.00  
\$16,666.00  
\$1,234.00  
\$13,333.40  
\$360.00  
\$840.00

---

**\$51,585.40**

\$15,040.34

\$51,585.40

---

\$66,625.74



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
March 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>	4	47		10

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories. The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). A technical demonstration of our Mobile Lidar points is being hosted on a third party website visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

**March 2022**

**ArcGIS Enterprise Server (Update):**

**ESRI Pre-Jumpstart Meeting:** On March 30<sup>th</sup> the GIS Division had a meeting with ESRI about the need for the City of Hobbs to upgrade the GIS server to get functional so we can continue automating, and expanding GIS services. This was effectively a reintroduction to the JumpStart specialist, a discussion of our planned upgrades.

**Rebuild Precincts & Comm Districts:** On March 30<sup>th</sup> the GIS Division discovered an issue with the precinct data provided by the County. The error showed up as their precinct data was not aligned with our Commissioner Districts or our Centerline Data. As such the GIS division requested the legal description for the precincts so they can rebuild them to work in our system. This work will be completed in April.

**New Parcel Data:** On March 11<sup>th</sup> the GIS division had a meeting with the County to do a data exchange. The City provided the County it's building, address points, streets centerline, and underground utilities. The City received the County's up-to-date parcel data. The data was shared with the primary ArcGIS user group on March 14<sup>th</sup>.

**Subdivision Data Entry (Ongoing):** In mid-March, the GIS division completed a massive push to add in streets, and subdivision parcel information into the GIS. Adding in Meadowland; Zia Crossing Unit 9; Tanglewood unit 5 & 6; Westminster Unit 3; and Liberty Crossing 1, 2, & 3.



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

**Updated Wall and Hand maps:** On March 14<sup>th</sup> the Code Enforcement Dept. requested an updated set of HPD hand maps. Due to the recent annexation and new subdivisions the hand map required extensive updating of the street's name list. When this updated list was moved over to the Wall Map, there was not enough room to hold the full list, which required a full redesign of the Wall map. As of March 18<sup>th</sup> the new wall map is out to review with Engineering and Planning Dept. prior to widespread deployment.

**The Month's Buffer Maps:** During the month of March 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.

PurLife, 1706 N Dal Paso St., 1822 S Dal Paso, 700N Shipp St., Buffetime, 322 W Bender Blvd., 414 N Turner St.

**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:**

March - The City Commission reviewed and considered the following:

- Approved Publication of an Ordinance Annexing Tract 5 of the Lynch Subdivision containing 19.346 Acres located SW of the Intersection of College Lane & JaRob.
- Adopted Resolution #7170 approving an Infrastructure Extension Development Agreement with ALJO, LLC.

**Planning Board Summary:**

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

- Review and Consider an Alleyway Vacation located within the ETJ at Block 13 of the Green Meadows Subdivision, Second Unit. (Recommend Approval)



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

- Review and Consider Final Plat Approval for Kass-McKinley Subdivision, as submitted by property owner, Property Management Plus, LLC. (Recommend Approval)
- Review and Consider Final Plat Approval for BWR Subdivision, as submitted by property owner, Grimes Land Co. LTD Co. (2nd Review). (Recommend Approval)
- Review and Consider Final Plat Approval for T&S Subdivision, as submitted by property owner, Six S Ventures, LLC. (2nd Review). (Recommend Approval)
- Reelected Planning Board Officers per MC 2.32.020
- Discussed Remaining properties within the Hobbs Industrial Airpark South Subdivision and the Protective Covenants and Design Standards for the Hobbs Industrial Air Park South Subdivision Property.
- Discussed City of Hobbs Traffic Calming Policy and Traffic Control Procedures.

**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**

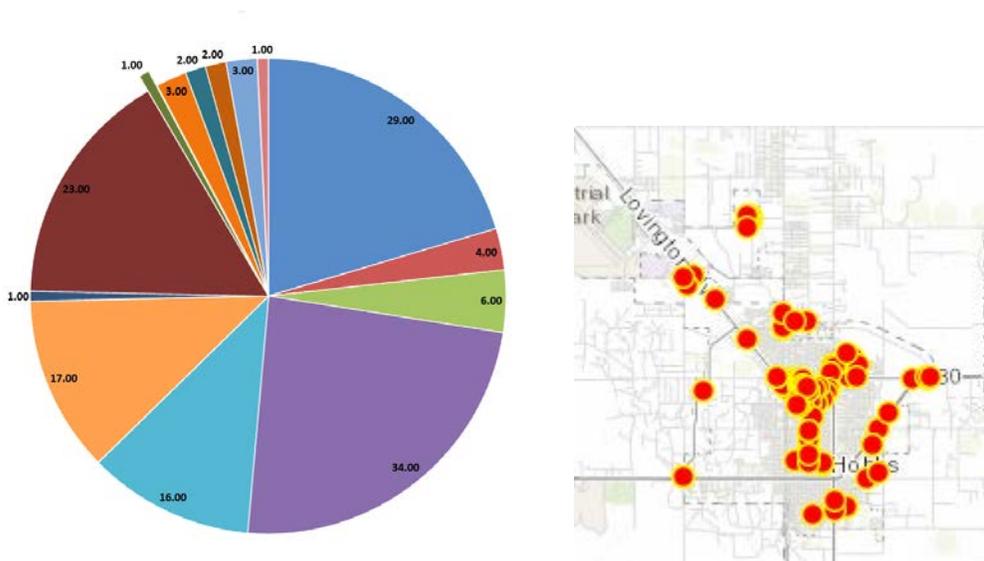


Figure 1 - Location Map of Work Performed



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

■ Sign Install / Replace = 29	■ LED Module Replace = 4	■ Pole Straighten / Re-bolted = 6	■ Inspected Intersections = 34
■ New St. Name Sign Made = 16	■ New St. Name Sign Installed = 17	■ Visor Replace = 1	■ Pole & Anchor Replace = 23
■ Solar Flasher / Speed Sign = 1	■ Repair Communication = 3	■ School Zone Repaired = 2	■ Wiring Problem Repair = 2
■ Traffic Count / Speed Study = 3	■ Controller Replaced = 1		

---

**Major Damage:**

No major damage this month

**Dal Paso / Sanger**

- New intersection completed.

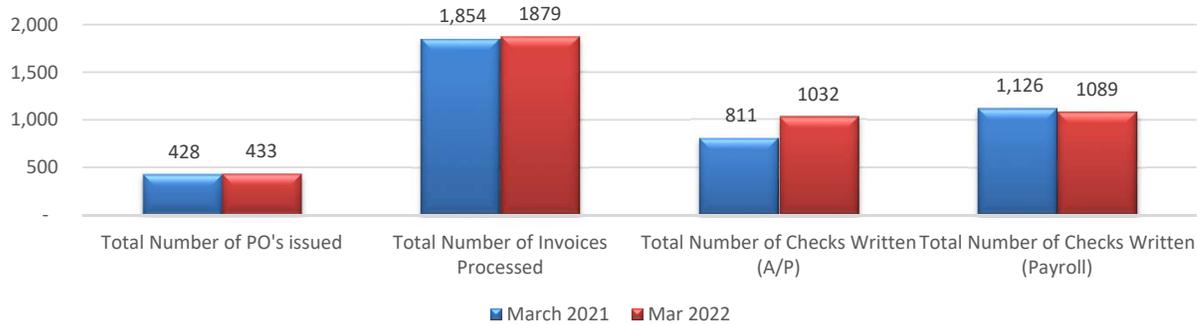
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2022**

Cash Statistics	March 2021	Mar 2022
Beginning Cash Balance	\$ 145,293,175	<b>145,852,372</b>
Monthly Cash In (Revenue - all funds)	\$ 8,038,333	<b>10,833,157</b>
Monthly Cash Out (Expenditures - all funds)	\$ 7,539,519	<b>11,328,522</b>
<b>Ending Cash Balance</b>	<b>\$ 145,791,989</b>	<b>145,357,008</b>

**Finance Transaction Statistics**

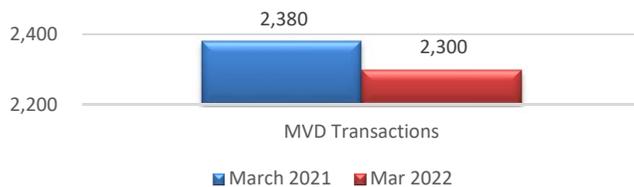
	March 2021	Mar 2022		
Total Number of PO's issued	428	<b>433</b>	daily average	19
Total Number of Invoices Processed	1,854	<b>1879</b>	daily average	82
Total Number of Checks Written (A/P)	811	<b>1032</b>	weekly average	206
Total Number of Checks Written (Payroll)	1,126	<b>1089</b>	bi-weekly average	545

**Financial Transaction Averages**



MVD Statistics	March 2021	Mar 2022		
MVD Transactions	2,380	<b>2,300</b>	daily average	100
MVD Fees Received	\$ 453,574	<b>\$ 439,104</b>	daily average	\$ 19,091

**MVD Transaction Averages**



**MVD Fees Received**



# General Services – Building Maintenance

Work performed by City Carpenters

2	Door closer replaced
4	Ceiling tile replaced
1	Door lock repaired
28	Roof inspections
13	Rooms repaired/painted
1	Roof repaired
2	Moved furniture
14	Building repairs
15	Door closer adjusted
45	Work orders

Location of work performed

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

Break down of work performed by the Electricians

16	Light repairs
5	AC repairs
11	Heater repairs
20	General electrical work
12	CORE work
2	Nonelectrical work

Location of work performed

12	CORE
2	Library
2	City hall
2	Annex
5	PD
1	Fire stations
11	DA building
1	MVD
12	Parks
1	AAC
1	Municipal Court
1	Crime Lab

# Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
416 HRS.	Street Sweeping
24 HRS.	Building Brooms
80 HRS.	Cold Mix Patching
64 HRS.	Alley Complaints
64 HRS.	Storm Sewers & Inlets
72 HRS.	Work for Cemetery
72 HRS.	Equipment Maintenance
72 HRS.	Maintenance
72 HRS.	Welding Shop
48 HRS.	Building demolition
8 HRS.	Stocking Material
72 HRS.	Meetings
72 HRS.	Work for Environmental
203 HRS.	Work for Parks
176 HRS.	Work for Golf Course
264 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
384 YDS.	Sweepings
300 GAL	Unmetered Water
48 YDS.	Alley Material
6 YDS	Cold Mix Used
252 YDS	Recycling Material
2468 YDS	Trash Hauled
8 YDS.	Hot Mix Used

Calls responded to:

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

**March - 2022**

**General Services - Garage**

In March - 2022 The City Garage had a total of 249 Repair Orders/Invoices. Of the 249 R.O./Invoices, 156 were repaired in house and 93 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 58,754.84 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	3	3	0.00	340.00	743.54	1,171.00	2,254.54
Instrument/Gauges	1	0	0.00	68.00	0.00	0.00	68.00
Complete Wash	4	0	0.00	238.00	0.00	0.00	238.00
Filters	6	2	121.61	221.00	78.05	0.00	420.66
Service Calls	24	0	0.00	2,448.00	0.00	0.00	2,448.00
Miscellaneous Maintenance	48	25	511.68	2,720.00	6,798.07	6,667.00	16,696.75
Brakes	3	7	390.00	289.00	2,981.73	2,299.00	5,959.73
Steering	1	0	0.00	68.00	0.00	0.00	68.00
Suspension	0	2	0.00	0.00	13.62	199.95	213.57
Tires	17	23	3,975.50	476.00	3,561.21	1,435.35	9,448.06
Wheels/Hub	1	1	0.00	68.00	719.08	280.00	1,067.08
Transmission	3	0	150.00	238.00	0.00	0.00	388.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	9	5	766.69	646.00	661.42	280.00	2,354.11
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	5	1	69.32	238.00	70.47	0.00	377.79
Preventive Maintenance	21	17	2,555.75	1,462.00	1,244.17	148.99	5,410.91
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	2	3	14.63	102.00	2,649.51	1,841.02	4,607.16
Engine	6	0	85.26	374.00	0.00	0.00	459.26
Hydraulics	1	0	0.00	34.00	0.00	0.00	34.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Radio Equipment	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	1	0.00	0.00	4,249.22	1,924.00	6,173.22
Safety Recall	0	3	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>156</b>	<b>93</b>	<b>8,640.44</b>	<b>10,098.00</b>	<b>23,770.09</b>	<b>16,246.31</b>	<b>58,754.84</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
<b>City Garage</b>	<b>156</b>	<b>8,640.44</b>	<b>10,098.00</b>	<b>18,738.44</b>
<b>Vendor</b>	<b>93</b>	<b>23,770.09</b>	<b>16,246.31</b>	<b>40,016.40</b>
	<b>249</b>	<b>32,410.53</b>	<b>26,344.31</b>	<b>58,754.84</b>

# FIRE SUPPRESSION/PREVENTION

March 2022

## ALARMS

Alarms (City)	108
Alarms (County)	36
Total Alarms	144

## FIRE RESPONSE BY STATION

Station 1	52
Station 2	25
Station 3	41
Station 4	26

## ZONES

Zone 1 (NW City)	36	Zone 5 (NW County)	16
Zone 2 (NE City)	22	Zone 6 (NE County)	9
Zone 3 (SE City)	39	Zone 7 (SE County)	2
Zone 4 (SW City)	11	Zone 8 (SW County)	5
Out of District 4			

## MOST COMMON DAY/TIME

Thursday (1800 – 1859 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:43
Station 2	1:02
Station 3	1:56
Station 4	1:39
<b>Average</b>	<b>1:35</b>

## STRUCTURE FIRES

Structure Fires - 4

## FALSE ALARM RESPONSE

False Alarms - 24

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:37
Station 2	4:49
Station 3	5:33
Station 4	8:27
<b>Average</b>	<b>6:21</b>

## TRAINING HOURS

Fire Training	1644
EMS Training	347

## PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	70
Smoke Detectors Installed	0
Public Education Activities	0
Plan Reviews	4
Burn Permits Issued	0

# EMERGENCY MEDICAL SERVICES

March 2022

## EMS RUN BREAKDOWN

City Response	666
County Response	44
Total Responses	710

## ZONES

Zone 1 (NW City)	333	Zone 5 (NW County)	13
Zone 2 (NE City)	120	Zone 6 (NE County)	21
Zone 3 (SE City)	124	Zone 7 (SE County)	1
Zone 4 (SW City)	89	Zone 8 (SW County)	9

## AVERAGE RUN TIMES

Enroute:	1:42
At Scene:	5:03
On Scene Time:	29:02
To Destination:	19:48
Back in Service:	30:54

## MOST COMMON DAY/TIME

Thursday – 130 calls for service  
Tuesday – 24 calls from 12:00 –14:59 hours

## MOST COMMON COMPLAINT

Falls - 59

## OUT OF TOWN TRANSFERS

Lubbock	16
Midland	5
Odessa	10
Roswell	4
Carlsbad	7
Airport	37

## CARDIAC ARREST RESPONSES

Cardiac Arrest	11
ROSC	1
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Collected	\$36,929.93
-----------	-------------

## Highlights for the month of March

- Ladder 1 in-service training for all Drivers, Captains, and Battalion Chiefs
- 7 personnel completed Hazardous Materials Chemistry
- 4 personnel completed IFSAC Pump Operations Pumper
- 4 personnel participated in Urenco table top exercise
- Deputy Chief attended Executive Leadership Training
- Fire Chief attended Lea County Fire Chief's Meeting
- Union negotiations held with Hobbs Professional Firefighters Association
- All Hobbs Municipal Schools were inspected during Spring Break



# Hobbs Express

Monthly Report - MARCH 2022

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

<b>Passenger Activity</b>	<b>Prior Month Feb-22</b>	<b>Reporting Month Mar-22</b>
No. of Elderly Passengers	434	569
No. of Non-Ambulatory Passengers	102	150
No. of Disabled Passengers	89	140
No. of Other Trips	1796	2203
<b>Total Passenger Trips</b>	<b>2421</b>	<b>3062</b>

Bus Route Trips	2016	2564
<b>Total Bus Route Trips</b>	<b>2016</b>	<b>2564</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>405</b>	<b>498</b>
<b>Total Passenger Trips</b>	<b>2421</b>	<b>3062</b>

<b>Vehicle Statistics</b>	<b>Prior Month Feb-22</b>	<b>Reporting Month Mar-22</b>
Total Vehicle Hours	434.75	574.5
Total Vehicle Miles	6,947	9,411

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

April 3, 2022

To: Chief Fons  
 Captain Blevins  
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

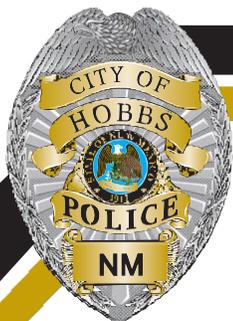
March 2022

Intake:	Cats	Dogs
Dead On Arrival	18	19
Sterilization Only	74	329
Stray	88	169
Transfers In		
Unwanted	23	34
Quarantine	5	8
<b>Totals:</b>	<b>208</b>	<b>559</b>
Dispositions:		
Adopted	31	58
Died at Facility	2	9
Dead on Arrival	16	16
Euthanized	55	140
Rescued	1	5
Return to Owner	1	38
Sterilization Only	70	280
Escaped		
<b>Totals:</b>	<b>176</b>	<b>546</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 755
	Permits/Tags:	\$ 125
	Reclaims:	\$ 1965
	Adoptions	\$ 4360
	Cremations	\$
	<u>Sterilizations:</u>	<u>\$ 3260</u>
		\$ 10465

Animal Control: Call for service 235 bites 4  
HAAC currently has 135 dogs and 42 cats

# HOBBS POLICE DEPARTMENT



April 1, 2022

To: Interim Chief August Fons  
Captain Shane Blevins

From: Code Enforcement Superintendent Jessica Silva

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

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

Code warnings	637
Code citations	120
Code calls	895
Animal warnings	24
Animal calls	240
Animal citations	16
Inoperable Vehicles	9
Parking Violations	4

*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)

---

Accredited By The  
New Mexico Law Enforcement Professional Standards Council





# HOBBS POLICE DEPARTMENT

April 4, 2022

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

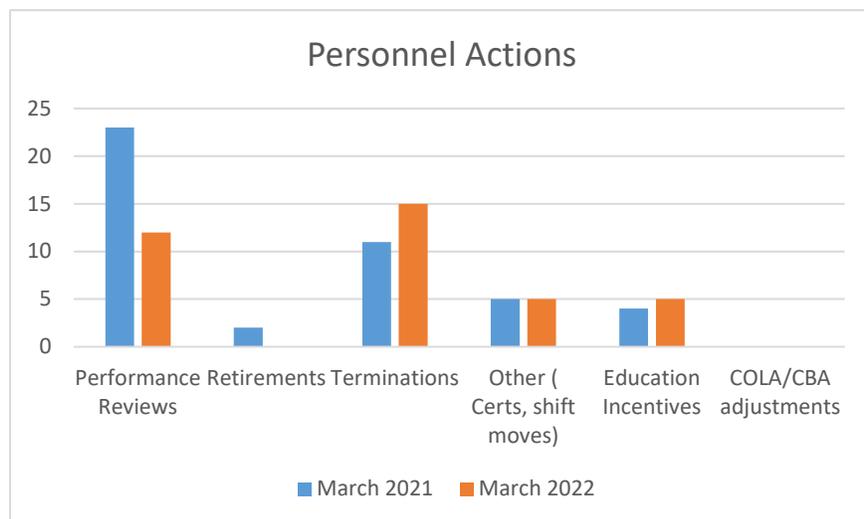
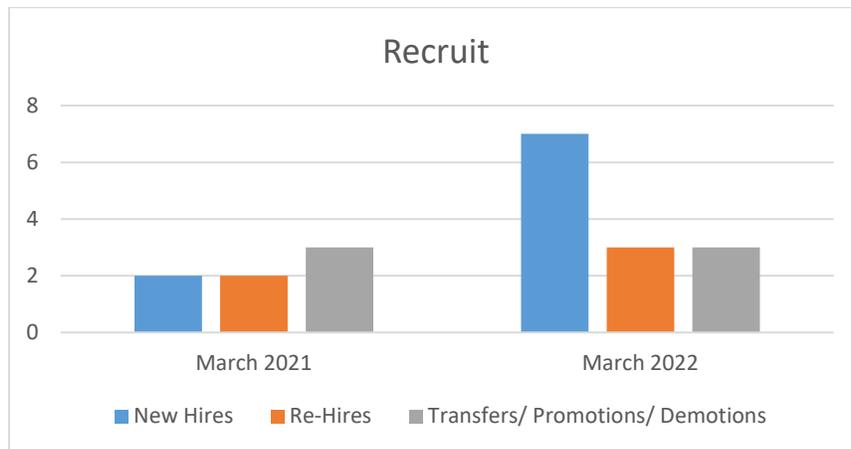
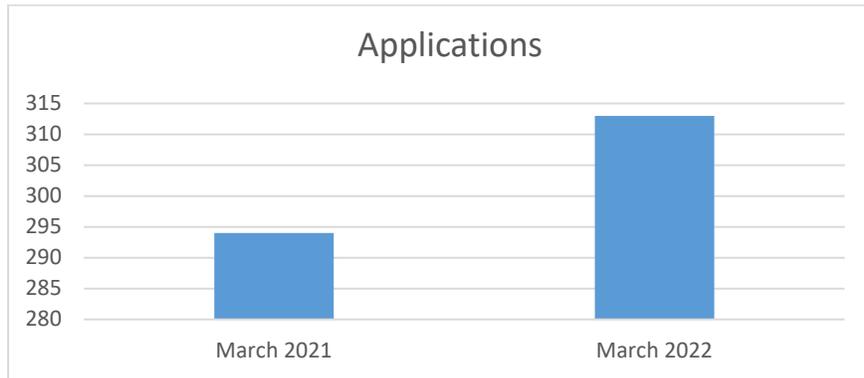
Re: HPD March 2022 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
March 2021/2022	RPTS	RPTS		Date	Date	
			2021/2022	2021	2022	
	2021	2022				
REPORTED CRIMES	338	409	21%	778	1243	60%
CALLS FOR SERVICE	3,276	3,688	13%	6,398	11,267	76%
ARRESTS	236	206	-13%	494	548	11%
MURDER	0	0	0%	0	1	100%
RAPE	2	3	50%	3	13	333%
ROBBERY	0	2	100%	0	6	100%
ASSAULTS AND BATTERY	69	65	-6%	150	245	63%
BURGLARY	28	43	54%	82	135	65%
LARCENY	31	57	84%	74	166	124%
SHOPLIFTING	27	38	41%	52	121	133%
AUTO THEFT	19	23	21%	38	73	92%
ARSON	1	2	100%	3	8	167%
FORGERY	0	1	100%	1	2	100%
FRAUD	7	16	129%	8	39	388%
EMBEZZLEMENT	0	3	100%	2	7	250%
REC. STOLEN PROPERTY	1	3	200%	1	5	400%
VANDALISM	45	97	116%	108	278	157%
WEAPONS OFFENSES	1	2	100%	5	10	100%
DOMESTIC VIOLENCE	31	30	-3%	69	113	64%
ASSAULTS/BATTERY ON PO	9	2	-78%	16	11	-31%
SHOOTING AT/EM MV OR DWELLING	3	8	167%	3	21	600%
CITATIONS ISSUED	970	474	-51%	1,881	1,473	-22%
DWI	3	9	200%	11	22	100%
TRAFFIC CRASHES	61	94	54%	108	255	134%

August Fons, Interim 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





source	total	total %
<a href="#">Billboard / Sign</a>	1	0.32
<a href="#">Chamber of Commerce Website</a>	0	0.00
<a href="#">City of Hobbs Website</a>	112	35.78
<a href="#">Facebook</a>	4	1.28
<a href="#">Friend / Family</a>	78	24.92
<a href="#">Governmentjobs.com</a>	9	2.88
<a href="#">Indeed.com</a>	55	17.57
<a href="#">Job Fair</a>	2	0.64
<a href="#">LinkedIn</a>	0	0.00
<a href="#">Municipal League</a>	0	0.00
<a href="#">New Mexico Department of Labor</a>	2	0.64
<a href="#">Newspaper</a>	1	0.32
<a href="#">Other</a>	32	10.22
<a href="#">Radio</a>	1	0.32
<a href="#">Recruiter</a>	16	5.11
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>313</b>	<b>100.00</b>
	<b>100.00</b>	

### **New Position Postings for March**

ANIMAL SHELTER ASSISTANT ATTENDANT	GOLF COURSE MAINT WKR
CORE ATTENDANT	PESTICIDE TECHNICIAN
CORE FITNESS SPECIALIST	TRAIL MAINT WORKER
CORE GUEST SERV SPECIALST	CIRCULATION TECHNICIAN
CORE LIFEGUARD	LIBRARY SPECIALIST
CORE LIFEGUARD	LEAD JUDICIAL SPECIALIST
CORE POOL MANAGER	SENIOR CENTER CUSTODIAN
CORE SPORTS SPECIALISTS	PARKS SPECIALIST
GUEST SERVICES COORDINATOR	SPORTS FIELD MAINTENANCE WORKER
SLIDE ATTENDANT	RECREATION ADMINISTRATIVE ASSISTANT
DEPUTY CITY ENGINEER	TEEN REC WORKER
CERTIFIED FIREFIGHTER	TRAFFIC SUPERVISOR
NON-CERTIFIED FIREFIGHTER-EMT	PUMP OPERATOR UNCERTIFIED , I, II, III, & IV
AUTOMOTIVE TECHNICIAN	

### **Safety Skills Training:**

- Violence in the Workplace

### **Team Involvement:**

- Nicholas Goulet, Tracy South and Nyssa Rodgers participated in the quarterly AON service meeting
- Nicholas Goulet participated in Executive Leadership Training presented by Patrick Ibarra
- The HR Team supported, and Nicholas Goulet participated in several union negotiations

# 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 March, 2022

- 97 Request for service
- 93 Completed
- 0 Bulletin Board related
- 0 Camera related
- 21 Email related
- 10 hardware related
- 1 internet related
- 0 network related
- 7 password resets
- 5 phone related
- 4 radio related
- 3 projects related
- 18 software related
- 16 User Setup
- 12 webpage related
- 0 other

## Special accomplishments:

- Installed 2 new computers.
- Created new COH file server and transferred shared files.
- Setup NTP servers for all computers to be on same time .
- Programmed radios for new ladder truck.
- Created shared images folder for the CORE.



## CITY ATTORNEY'S OFFICE

200 East Broadway  
Hobbs, New Mexico 88240

575-397-9226  
575-391-7876 fax

### **ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA**

#### **CITY ATTORNEY'S REPORT**

March 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 March. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

##### **Public Meetings:**

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of March 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (3/7 and 3/21)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Mahir Haque (3/8)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – (N/A)
- ❖ Utilities Board – Rocio Ocano (3/3)
- ❖ Labor Relations Board – (N/A)
- ❖ Veterans Advisory Board – Rocio Ocano (3/16)

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

- ❖ Public Hearings/Presentations 4
- ❖ Agenda Items drafted 4
- ❖ Resolutions Drafted 1

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

- ❖ Procurement Review 5
- ❖ Contract Review 9

**Litigation:**

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

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

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

**Criminal Litigation:**

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 1
- ❖ Pretrials (Pro Se): 131
- ❖ Pretrials (Attorney): 18
- ❖ Trials: 24
- ❖ Dangerous Dogs/Petitions: 0
- ❖ DWI Cases: 9
- ❖ Shoplifting Cases: 19
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 141
- ❖ Subpoenas: 48
- ❖ Clio Case Entries: 152
- ❖ Discovery Submissions 65

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

**Miscellaneous:**

❖ Trainings:	1
❖ Witness Interviews:	4
❖ In-office consultations:	2
❖ Letters/Correspondence:	801

**Areas of Notoriety:**

- ❖ The City Attorney’s Office assisted in negotiations of a tentative collective bargaining agreement with the Sergeants Union.
- ❖ The City Attorney’s Office assisted in negotiations of a tentative collective bargaining agreement with the Fire Union.
- ❖ The City Attorney’s Office assisted in finalizing a franchise agreement with Xcel Energy.

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

Respectfully,

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

# CITY MANAGER'S REPORT

**March, 2022**

**Hobbs Public Library**

**CIRCULATION:** **6,428**

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,625
Audio Books & Music	169
DVDs	2,634
E-Books/E-Audio (OverDrive & Gale)	478

**CIRCULATION BY PATRON TYPE:**

Adult	4,137
Juvenile	523
Senior Citizen	1,202
Used in Library	566

*Total Children's Items Circulated* **2,921**

*Total Adult Items Circulated* **3,507**

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	12	19
ELIN Loans	16	15

Patron Visits 3,008

Overdue Notices Sent 165

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	0
Attendance	0
Passive Programs Provided	9
Passive Programming Participation	281
Meeting Room Use	15

Facebook Post Reach 1,807

Web Site Usage 4,436

HPL Database Usage 1,343

Reference Questions 59

Public Computer Use 501

Board Games 18

**PATRON PROFILES:**

Adult	17,511
Juvenile (Under 18 Years)	3,413
Senior Citizens (62+ Years)	2,422
Temp ELIN	2,019
<b>Total Active Borrowers</b>	<b>25,365</b>

**RECEIPTS:**

Materials Paid For	\$33.60
Fines & Fees	\$654.69
Copy Machine & Public Printouts	\$227.55
<b>Total</b>	<b>\$915.84</b>

Library Patrons Added This Month 63

**ITEMS ADDED:**

Total Items Added	754
Items Weeded	772

**HOLDINGS:**

Total Library Holdings 156,584

City Manager's Report  
Municipal Court – March 2022

Monthly Cases:

Traffic Citations	383
Misdemeanor Citations	36
Environmental Citations	133
Fire Code Violations	0
AGG. DWI	4
DWI – 1 <sup>ST</sup>	<u>0</u>
Total	556

Courtroom Activity:

Video Arraignments (Jail)	130
Court Appearances – A.M.	27
Court Appearances- P.M.	79
Virtual Court	3
Pretrial Court Appearances – A.M.	50
Pretrial Court Appearances – P.M.	48
Attorney Pretrial	23
Trial/Change of Plea Cases	<u>30</u>
Total	390

Other Activity:

Summons issued	536
Warrants issued	<u>304</u>
Total	804

Fines/Fees Assessed:

Fines	\$39,860
Fees	<u>18,635</u>
Total	\$58,495

Fines/Fees Collected:

Fines	\$31,300.61
Penalty Assessment Fee	3,893
Automation Fee	2,747
Judicial Education Fee	1,371
Correction Fee	9,109.89
DWI Prevention Fee	189
DWI Lab Fee	389
Copies/Misc. Fee	1.25
Restitution	<u>.00</u>
Total	\$49,000.75



**Membership & Participation Detail**

<b>Member Visits</b>	<b>27,706</b>
<b>Guest Visits</b>	<b>7,386</b>
<b>Classes</b>	<b>226 Participants</b>
<b>Programming</b>	<b>-</b>
<b>Tour Participants</b>	<b>70</b>
<b>Private Rentals</b>	<b>48 Facility Rentals from March 1 to March 31, 2022 with \$ 6,146 in revenue</b>

<b>Membership Counts</b>	<b>Mar-22</b>	<b>Feb-22</b>
<b>Memberships Sold in Month</b>	<b>318</b>	<b>270</b>
<b>Family Memberships</b>	<b>1005</b>	<b>1077</b>
<b>Individual Memberships</b>	<b>523</b>	<b>562</b>
<b>Total Memberships</b>	<b>1528</b>	<b>1639</b>
<b>Members</b>	<b>4510</b>	<b>4849</b>
<b>Total Individual Members</b>	<b>5,033</b>	<b>5411</b>

**Senior Center**

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

		<b>Donations Received</b>
March 2022 Congregate Meals Served	1,165	\$1,780.28
March 2022 Grab N Go Meals	906	\$ 368.00
March 2022 Guest Meals (Under 60 Years)	2	\$ 22.00
March 2022 Home Delivered Meals Served	2,047	\$1,287.00
March 2022 Frozen Meals Delivered	<u>185</u>	<u>\$ ---</u>
March 2022 <b>Totals</b>	4,305	\$3,457.28
February 2022 <b>Totals</b>	3,322	\$4,190.96

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 March 2022, a total of 185 frozen meals were distributed. The Hobbs Senior Center served 387 seniors a total of 4,305 meals for the month. With a total of 23 serving days in November, the daily average of meals served was 187. *The Hobbs Senior Center reopened the Congregate Meal Site on March 1, 2022.* The Hobbs Senior Center was recommended for funding in a 4 year area plan by the Non-Metro Area Agency on Aging.

Duplicate Recreation Activities:	685	Exercise:	431
Transportation:	341	Assessment/Reassessment:	112

## Recreation

- Staff is making preparations for the Adaptive Community Egg Hunt at City Park on April 15, and the Community Egg Hunt at the MLK SoccerPlex on April 16.
- Park Pavilion reservations continue to increase with the nicer weather, and end of year school parties.
- The Department's seasonal positions in the Summer Recess, Sports & Aquatics programs have been posted.

## Aquatics

- Aquatics staff continue to teach Red Cross Lifeguard Training Classes at the CORE.
- Weekly in-service training sessions continue to be held for Lifeguard staff.
- Seasonal Aquatics positions have been posted.
- Staff have begun preparations for summer operations at the seasonal pools and splash pads.

## Rockwind Community Links Clubhouse

March 2022 was a very busy month at Rockwind with over 2,000 rounds and more than \$100,000 in revenue. Multiple events were held including the USW Scramble, the Ice Breaker Tournament, the Permian Pipeliners' Tournament and the USSPT Professional Tour which resulted in more than 450 tournament rounds. A total of \$30,000 in hard goods were sold during March which is typically reflective of sales during the summer.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	44	\$480.78	\$0.00	\$480.78	\$0.00	\$24.22	\$505.00
Driving Range	516	\$2,023.67	\$0.00	\$2,023.67	\$0.00	\$102.33	\$2,126.00
Golf Cart Rental Fees	1175	\$16,833.82	\$0.00	\$16,833.82	\$0.00	\$848.86	\$17,682.68
Green Fees	2058	\$27,352.60	\$0.00	\$27,352.60	\$0.00	\$1,377.73	\$28,730.33
Hard Goods Sales	726	\$33,580.81	(\$312.14)	\$33,268.67	\$24,770.92	\$1,663.59	\$34,932.26
Membership Fees	4	\$2,476.16	\$0.00	\$2,476.16	\$0.00	\$123.84	\$2,600.00
Soft Goods Sales	588	\$16,564.25	(\$726.49)	\$15,837.76	\$9,424.92	\$792.68	\$16,630.44
Food & Beverage	81	\$146.70	(\$12.83)	\$133.87	\$50.41	\$7.13	\$141.00
Totals for Revenue	5192	\$99,458.79	(\$1,051.46)	\$98,407.33	\$34,246.25	\$4,940.38	\$103,347.71
<b>Grand Total:</b>	<b>5192</b>	<b>\$ 99,458.79</b>	<b>\$ (1,051.46)</b>	<b>\$ 98,407.33</b>	<b>\$ 34,246.25</b>	<b>\$ 4,940.38</b>	<b>\$ 103,347.71</b>

### KEY PERFORMANCE INDICATORS

Mar-22

<b>Total Pre-Tax Revenue</b>	<b>\$98,407.33</b>
<b>Total Rounds</b>	<b>2058</b>
<b>Avg Green Fee plus Cart Fee per Rot</b>	<b>\$22.67</b>
<b>Total Merchandise Sales</b>	<b>\$49,106.43</b>
<b>Merchandise Sales Per Round</b>	<b>\$23.86</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.07</b>
<b>COGS Hard Goods</b>	<b>74%</b>
<b>COGS Soft Goods</b>	<b>60%</b>
<b>COGS F&amp;B</b>	<b>38%</b>
<b>Rounds w/Carts</b>	<b>57%</b>
<b>Total Revenue per Round</b>	<b>\$ 47.82</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	0
Player's Pass 18 Walk	194
Summary for Player's Pass	194
Li'l Rock Adult Resident	102
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	17
Li'l Rock Junior Resident	1
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	120
Public 18	102
Public 9	5
Public Junior	10
Public Senior	11
Public Twilight	34
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	162
Punch Pass	52
Summary for Punch Pass	52
Rain Check	1
Summary for Rain Check	1
Resident 18	521
Resident Junior	9
Resident Senior 18	166
League Fee	0
Complimentary Round	14
Resident Twilight	65
Team Practice Round	145
Resident 9	138
Marshal/Team Green Fee	4
Resident Replay	1
Summary for Resident	1063
Tournament Fees	466
Summary for Tournament -	466
Grand Total:	<b>2058</b>

## **Teen Center**

- New Art Classes are being planned and advertised.
- The Teen Center hosted St. Patrick's Day activities.
- The Teen Center hosted basketball tournaments to coincide with NCAA March Madness.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

## City Manager – March Report

# 2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 26 interments
2. Cemeteries planted 32 new trees
3. New Graffiti Hotline Program is going well
4. Supplies ordered to refurbish fishing dock at Green Meadow Lake
5. Landscape Bed Improvements at Green Meadow Park
6. West Minister median renovations have been completed
7. All areas being sprayed with pre-emergent for weed control
8. Greenhouse has received all flower plugs for spring/summer plantings
9. Tree trimming, pruning and canopy lifting has been keeping on track across the department
10. State Land Cleanup Event – POSD had 33 employees assist
11. Commission District 4 Cleanup Event – POSD had 14 employees assist

**Parks & Open Spaces Department**

**Authored by: Bryan Wagner**





## RISK MANAGEMENT REPORT

March 2022

---

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 applications for notary bond.
- Participated in numerous phone calls and submitted an executive summary to review and approve the implementation of an emergency alert system for the City of Hobbs.
- Endorsed 5 new vehicles and/or equipment to city's insurance policy.
- Reviewed 25 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 11 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 February 2021</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons February 2022</u>
Residential	11,557	73,948,546	11,691	64,782,008
Commercial	1,808	44,752,761	1,795	39,586,456
City Accounts	215	2,378,675	207	3,740,619
School Accounts	58	1,049,047	60	2,030,195
Irrigation	252	3,153,596	254	2,683,772
Unbilled Maintenance		2,000,000		2,500,000
	<b>13,890</b>	<b>127,282,625</b>	<b>14,007</b>	<b>115,323,050</b>

LABORATORY	March 2021	March 2022
Total Drinking Water Tests	52	49
Total Wastewater Tests	849	838
Liquid Waste Received (gallons)	295,145	300,260

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	93.998	95.007
Effluent (Million Gallons)	87.129	88.074
Solids Removed (Dry Pounds)	237,986	111,379

## WATER PRODUCTION REPORT - MARCH 2022

<b>WATER PRODUCED</b>	
Total monthly water produced, million gallons	167,812,000
Total monthly water distributed, million gallons	163,162,000
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.52
Monthly chlorine gas dosed to system (lbs)	1,250
<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:

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

## UTILITY MAINTENANCE MARCH 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	72
Manholes cleaned	40
Sewer main line cleaned (feet)	49,257
Sewer stoppages	68
Sewer main line video inspections	5
Odor complaints	3
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	10

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	23
Emergency call out (from 5:00 pm to 7:00 am)	74

<b>UTILITIES MONTHLY PLUMBER REPORT MARCH 2022</b>	<b>QUANTITY</b>
Sewer stoppages	24
Odor complaints	1
Water leaks	5
Pool maintenance	25
Emergency call outs (from 5:00 pm to 7:00 am)	4
Core	27