

CITY MANAGER'S MONTHLY REPORT

May 2022

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



Mayor
Sam D. Cobb

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

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

Library Director

Sandy Farrell

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

POLICE DEPARTMENT

Police Chief
Code Enforcement
Animal Adoption Center

August Fons
Jessica Silva
Missy Funk

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Mark Doport

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Vacant
Anthony Maldonado

HUMAN RESOURCES DEPT.

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

Nicholas Goulet
Tracy South
Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

LIBRARY SERVICES



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

MANNY GOMEZ

City Manager

May 23, 2022

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

Attached is the City Manager's Monthly Report for the month of May, 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 held a Dedication Ceremony for the new Hobbs Veterans Memorial Park on Memorial Day, May 30th, 2022. This was an awesome accomplishment for the City of Hobbs. A big thank you to the Mayor and Commission for their support and special thanks to the Veteran's Advisory Committee and Army Veteran Commissioner Penick for his vision of this Park.

The land on which the Veteran's Memorial Park was built was formerly part of the Hobbs Army Airfield. There are numerous pieces of history all throughout the area, including remnants of the airfield buildings.

This Veterans Memorial Park will be a place for families to pay honor to our nation's veterans and for veterans to be memorialized. We are honored to have over 8,000 veterans in the Lea County area and we would like to thank each of them for their service to our country.

Best regards,



Manny Gomez, City Manager



CITY CLERK'S OFFICE
Monthly Report - May 2022

	Mar-22	Apr-22	May-22
Business Registrations -New	27	21	19
Business Registrations - New Owner	6	1	0
Business Registrations- Change of Address	4	1	2
Renewals	64	0	20
Web Payment Renewals	0	0	0
Total Business Registrations Activity	101	23	41
Active Business Registrations for the Month	2109	2134	2153
Fireworks	0	0	0
Junk Yard Licenses	0	0	1
Liquor License	0	0	0
Mobile Business Licenses	7	7	8
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	1	2	0
Solicitor's Permit	3	4	2
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	53	25	29
Public Documents Notarized	206	67	111
Public Records Request	45	33	50
Regular City Commission Meetings <i>5/2/22 and 5/16/22</i>	2	2	2
Special City Commission Meetings <i>5/12/22</i>	0	0	1
City Commission Work Session/Closed Meetings <i>5/2/22 and 5/23/22</i>	0	2	2
Notice of Potential Quorum <i>5/5/22 and 5/30/22</i>	0	1	1
Resolutions and Ordinances Attested	8	16	17
Consideration of Approval	4	3	4
Total Volume of Transactions on Tyler Cashiering	439	372	377
Total Amount	\$ 299,167.04	\$ 381,663.56	\$ 460,898.57
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 299,167.04	\$ 381,663.56	\$ 460,898.57



COMMUNICATIONS DEPARTMENT

Monthly Report

May 2022

General Public Relations and Marketing Activity:

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

The Communications Department distributed the following press releases and PSAs:

- Water Conservation Period 2022
- Hobbs Veterans Memorial Dedication Ceremony – Memorial Day
- Fireworks Restrictions in Hobbs

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

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

- Challenge Nights – May – August (Summer Schedule) (Free with Facility Admission)
- Planning for COREfest on June 4th – Food Trucks, Challenges, Games, Bounce Houses, Mechanical Bull and more.
- 30 Day Fitness Challenge May 31st – June 30th
- Yoga Classes – Mommy & Me Yoga, Gentle Yoga, YogaFit
- Adaptive Avengers – A recreational PE class for children & adults with special needs.
- Turf Titans & Gym Giants
- TRX – Suspension training program
- Zumba and XCO Latin by Jackie
- Senior Games Activities – Track Walk, Pickleball, Soccer, and other varied activities.
- 50+ Pickup Games – Pickleball and Soccer
- Food Trucks Wanted for all upcoming CORE events.

RADIO STATION, 99.3 KHBX

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

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

CONVENTION VISITORS BUREAU MAIN FOCUSES

LISTED EVENTS

- New Mexico True grant management
 - Two videos in production
 - Digital radio



COMMUNICATIONS DEPARTMENT

Monthly Report

May 2022

- Traditional radio
- Photography
- Ad creations
- Article updates

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
- Veterans Memorial Dedication Ceremony Planning

COMMUNICATIONS DEPARTMENT
Monthly Report
May 2022

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
May 1 – 31

Post/Page Reach (people reached)	Followers	Page Visits	Post Engagement
30,958 total (24.7% increase)	9,384 total	1,904 total (11.6% increase)	4,832 (26% decrease)



Instagram
May 1 – 31

Reach	Followers	Profile Visits	Accounts Engaged	Impressions
870 (45.9% decrease)	1,966 (23 new)	148 (37.6% decrease)	91 (59.2% decrease)	5,398 (38.5% decrease)

Livestreamed City Commission Meetings for March 2022

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

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

CITY OF HOBBS BUILDING DEPARTMENT

Total Type of Construction for period ending May 01, 2022-May 31, 2022

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	12	\$18,000.00	\$837.00
COMM PLUMBING	Commercial	12	\$18,000.00	\$1,188.00
COMM SEWER TAP & EXCAVATION	Commercial	2	\$3,000.00	\$580.00
COMMERCIAL CARPORT	Commercial	1	\$50,000.00	\$240.00
COMMERCIAL DEMOLITION	Commercial	2	\$3,000.00	\$40.00
COMMERCIAL ELECTRICAL	Commercial	31	\$46,500.00	\$3,826.00
COMMERCIAL REMODEL	Commercial	5	\$323,000.00	\$1,748.00
COMMERCIAL RE-ROOFING	Commercial	3	\$91,500.00	\$918.00
COMMERCIAL SIGN	Commercial	5	\$247,865.00	\$1,356.00
COMMERCIAL TOWERS	Commercial	2	\$100,000.00	\$480.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
FIRE EXTINGUISHING SYSTEM	Commercial	1	\$1,500.00	\$30.00
NEW COMMERCIAL	Commercial	1	\$1,200,000.00	\$1,920.00
		78	\$2,103,865.00	\$13,263.00

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	38	\$70,700.00	\$2,895.00
RES PLUMBING	Residential	34	\$51,000.00	\$1,267.00
RES SEWER TAP & EXCAVATION	Residential	7	\$10,500.00	\$2,000.00
RESIDENTIAL ADDITION	Residential	2	\$162,699.00	\$528.00
RESIDENTIAL CANOPY	Residential	1	\$11,000.00	\$144.00
RESIDENTIAL CARPORT	Residential	2	\$20,056.00	\$216.00
RESIDENTIAL CURB CUTS	Residential	2	\$3,800.00	\$40.00
RESIDENTIAL DEMOLITION	Residential	3	\$3,500.00	\$60.00
RESIDENTIAL DETACHED GARAGE	Residential	2	\$151,000.00	\$660.00
RESIDENTIAL DRIVEWAY	Residential	1	\$2,500.00	\$20.00
RESIDENTIAL ELECTRICAL	Residential	93	\$138,150.00	\$7,527.00
RESIDENTIAL FENCE	Residential	5	\$21,500.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	1	\$17,000.00	\$120.00
RESIDENTIAL REMODEL	Residential	43	\$2,001,983.00	\$11,838.00
RESIDENTIAL RE-ROOF	Residential	8	\$80,018.00	\$700.00
RESIDENTIAL SINGLE FAMILY	Residential	5	\$2,145,547.00	\$4,782.35
RESIDENTIAL STORAGE	Residential	2	\$7,654.00	\$24.00
		249	\$4,898,607.00	\$32,871.35

COMMERCIAL		78	\$2,103,865.00	\$13,263.00
RESIDENTIAL		249	\$4,898,607.00	\$32,871.35
TOTAL COMBINED FOR THE MONTH		327	\$7,002,472.00	\$46,134.35

City Manager's Report
Municipal Court – May 2022

Monthly Cases:

Traffic Citations	308
Misdemeanor Citations	50
Environmental Citations	174
Fire Code Violations	1
AGG. DWI	2
DWI – 1 ST	<u>0</u>
Total	535

Courtroom Activity:

Video Arraignments (Jail)	101
Court Appearances – A.M.	31
Court Appearances- P.M.	152
Virtual Court	4
Pretrial Court Appearances – A.M.	29
Pretrial Court Appearances – P.M.	31
Attorney Pretrial	10
Trial/Change of Plea Cases	<u>18</u>
Total	376

Other Activity:

Summons issued	633
Warrants issued	<u>293</u>
Total	926

Fines/Fees Assessed:

Fines/Fees Total	\$49,512.50
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Fines/Fees Collected:

Fines	\$28,135.32
Penalty Assessment Fee	2,817
Automation Fee	2,574.60
Judicial Education Fee	1,279
Correction Fee	8,449.08
DWI Prevention Fee	200.50
DWI Lab Fee	303.50
Copies/Misc. Fee	.00
Restitution	<u>.00</u>
Total	\$43,759.00



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2021 Total		2022 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	12	47		26

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)

May 2022

ArcGIS Enterprise Server (Update):

ArcGIS Software Update Testing: On May 11th the Utility Dept. reached out to the GIS Division about installing a patch to their ArcGIS install, which ESRI recommended due to continuing crashing. The Patch was tested on a non-production machine on May 12th and was found not to cause problems with accessing our servers or map files. On May 13th the patch was pushed to the problematic machine and made available as an optional patch for future installs of ArcGIS 10.6.1.

New Wide Format Paper Vendor Hunt (update): During May the GIS Division completed it selection of a paper vendor by having a map quality shootout. Planning, Engineering, GIS and the Clerk's Office were asked to review a set of maps for whatever qualities they are interested in judging it by, and provide feedback to the GIS Division. At the end of May, a set of 10 rolls of the winning paper was ordered, allowing the City of Hobbs to have stock even the largest printing requests.

Downloadable Maps on Website: On May 20th the GIS Division was informed by Engineering, that the GIS webpage on the Hobbsnm.org site did not have any downloadable maps. This was news to the GIS Division as we requested IT move all maps over when we moved to the new web page. So during the end of May and all of June, the GIS Division is going to be constructing new downloadable maps (and update procedures) to replace the lost PDFs.



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

ISO Insurance Map (update): Continuing from April, the GIS Division finished its work on the data request for information related to the Fire ISO Insurance Map. On May 2nd the effluent distribution system was provided as the City has 29 reclaimed water fire hydrants to the south and west parts of the city. And finally, on May 20th the GIS Division provided its last data with the up-to-date water distribution system, and a few new hydrants that had been installed. This data will be used to create an up-to-date Fire ISO Insurance Map, which is important for the community’s fire insurance rates.

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

Bud Brothers (2702 W Marland Blvd.); TBA (618 S Turner St.); TBA (1003 N Linam St.); Pecos Valley Production (XXX W Navajo Dr.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

City Commission Planning Summary:

May - The City Commission reviewed and considered the following:

- Approved the Final Plan for Liberty Crossing Unit 1, as presented by property owner, ALJO, LLC.

Planning Board Summary:

May - The Planning Board discussed 5 Items:

- Discussed the Sketch Plan for The South 40 Subdivision, as submitted by property owner, Daniel Johncox.
- Discussed the Sketch Plan for The Bender Trails Subdivision, as submitted by property owner, Nadeem Kassis.
- Discussed the FY 2024-2028 Infrastructure Capital Improvement Plan (ICIP) process.
- Discussed MC 15.36 and the National Flood Insurance Program Community Rating System.
- Discussed the Proposed Existing Building Certificate of Occupancy Ordinance, Procedure and Application.



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

TRAFFIC DIVISION:

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

Total 1,326 tracked intersections

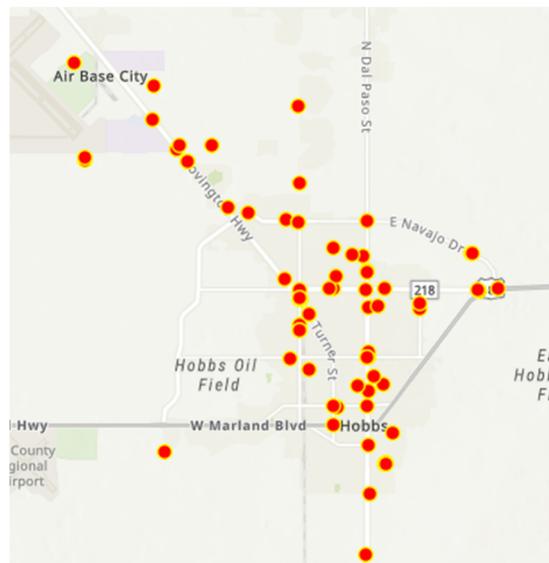
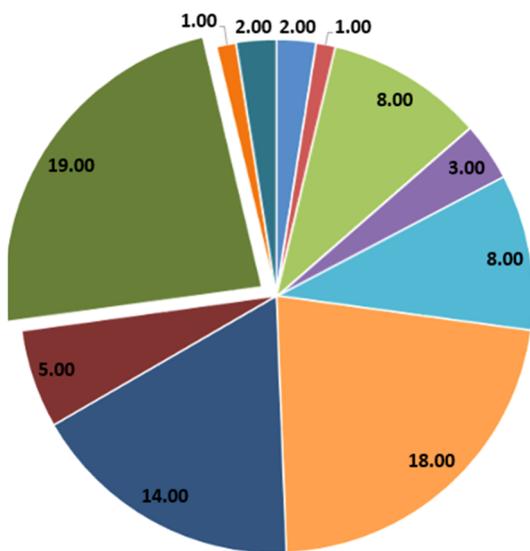


Figure 1 - Location Map of Work Performed

- | | | |
|------------------------------------|-----------------------------------|----------------------------------|
| ■ Solar Flasher / Speed Sign = 2 | ■ Detector Adjusted = 1 | ■ LED Module Replace = 8 |
| ■ Repair Communication = 3 | ■ New St. Name Sign Installed = 8 | ■ Sign Install / Replace = 18 |
| ■ Pole Straighten / Re-bolted = 14 | ■ Int in Flash or Malfunction = 5 | ■ Cabinet Clean / Inspected = 19 |
| ■ Breakaway Base Replaced = 1 | ■ Safe Hit Install / Replace = 2 | |

Major Damage:

No major damage this month

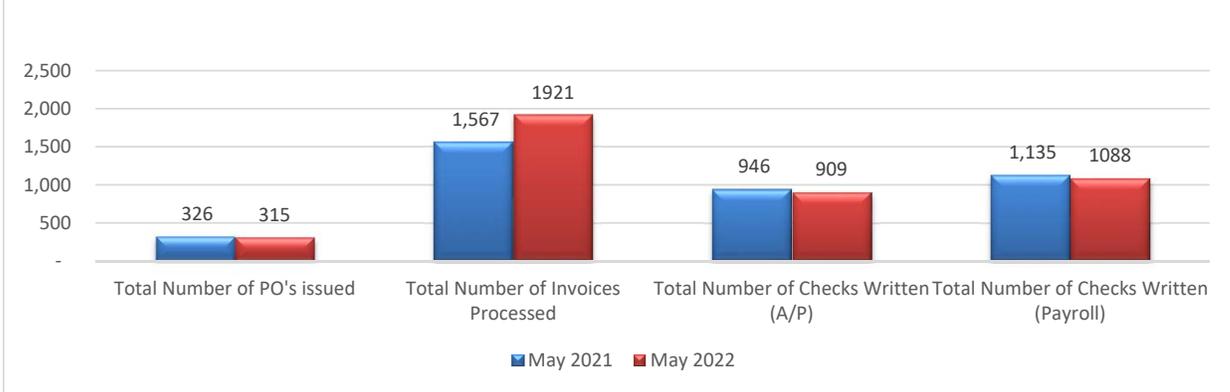
**Monthly Measurement
Finance Department
Fiscal Year 2022**

Cash Statistics	May 2021	May 2022
Beginning Cash Balance	\$ 145,497,154	141,677,497
Monthly Cash In (Revenue - all funds)	\$ 9,028,467	9,787,812
Monthly Cash Out (Expenditures - all funds)	\$ 8,366,969	8,198,691
Ending Cash Balance	\$ 146,158,652	143,266,618

Finance Transaction Statistics

	May 2021	May 2022		
Total Number of PO's issued	326	315	daily average	15
Total Number of Invoices Processed	1,567	1921	daily average	91
Total Number of Checks Written (A/P)	946	909	weekly average	227
Total Number of Checks Written (Payroll)	1,135	1088	bi-weekly average	544

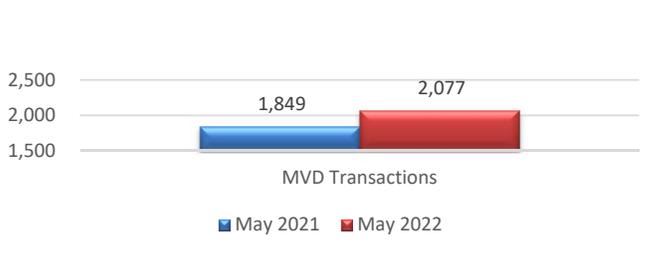
Financial Transaction Averages



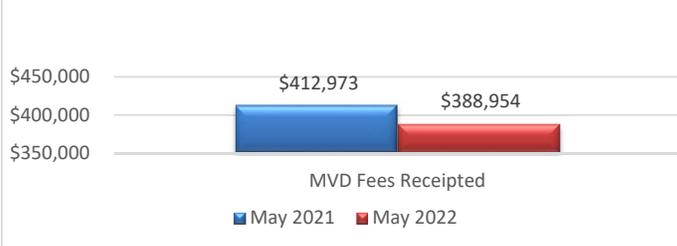
MVD Statistics

	May 2021	May 2022		
MVD Transactions	1,849	2,077	daily average	99
MVD Fees Received	\$ 412,973	\$ 388,954	daily average	\$ 18,522

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

5	Door closer replaced
5	Replaced and painted doors
5	Door lock repaired
28	Roof inspections
6	Repaired and painted door jams
6	Moved furniture
4	Building repairs
1	Roof repairs
30	Work orders

Location of work performed

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

Break down of work performed by the Electricians

12	Light repairs
32	AC repairs
18	General electrical work
5	CORE work
8	Nonelectrical work

Location of work performed

5	CORE
3	City hall
7	DA building
1	MVD
10	Rockwind
12	Parks
1	Senior center
5	Hobbs Express
10	Veterans memorial

May - 2022

General Services - Garage

In May - 2022 The City Garage had a total of 189 Repair Orders/Invoices. Of the 166 R.O./Invoices, 84 were repaired in house and 82 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 29,321.18 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	8	3	446.59	952.00	2,000.18	969.00	4,367.77
Instrument/Gauges	1	1	0.00	102.00	191.99	0.00	293.99
Complete Wash	0	3	0.00	0.00	146.97	0.00	146.97
Filters	1	0	27.51	34.00	0.00	0.00	61.51
Service Calls	20	0	9.47	1,972.00	0.00	0.00	1,981.47
Miscellaneous Maintenance	18	5	317.06	1,547.00	1,223.89	0.00	3,087.95
Brakes	2	2	199.99	102.00	95.03	140.00	537.02
Steering	1	3	0.00	34.00	835.66	2,140.00	3,009.66
Suspension	0	2	0.00	0.00	0.00	220.00	220.00
Tires	9	26	2,615.29	408.00	1,663.51	1,375.95	6,062.75
Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
Transmission	1	0	7.00	34.00	0.00	0.00	41.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	10	0	1,523.75	1,054.00	0.00	0.00	2,577.75
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	3	1	16.73	136.00	277.15	0.00	429.88
Preventive Maintenance	5	28	990.67	476.00	2,445.87	195.00	4,107.54
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	1	1	0.00	68.00	68.63	0.00	136.63
Engine	2	0	24.95	170.00	0.00	0.00	194.95
Hydraulics	1	2	0.00	102.00	207.00	480.00	789.00
Differential	0	1	0.00	0.00	182.34	260.00	442.34
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Radio Equipment	0	0	0.00	0.00	0.00	0.00	0.00
Sweeper Brooms	1	0	400.00	102.00	0.00	0.00	502.00
Towing Vehicles	0	2	0.00	0.00	0.00	331.00	331.00
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	2	0.00	0.00	0.00	0.00	0.00
Monthly Total	84	82	6,579.01	7,293.00	9,338.22	6,110.95	29,321.18

	# of R.O./Inv	Parts	Labor	Total
City Garage	84	6,579.01	7,293.00	13,872.01

Vendor		82	9,338.22	6,110.95	15,449.17
		166	15,917.23	13,403.95	29,321.18

Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
400 HRS.	Street Sweeping
8 HRS.	Building Brooms
80 HRS.	Cold Mix Patching
288 HRS.	Alley Maintenance
128 HRS.	Storm Sewers and Inlets
160 HRS.	Equipment Maintenance
56 HRS.	Maintenance
40 HRS.	Welding Shop
152 HRS.	Hot Mix
32 HRS.	Hauling Caliche
24 HRS.	Work for Building Maintenance
136 HRS.	Stocking Material
72 HRS.	Meetings
48 HRS.	Work for Golf Course
93 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
312 YDS.	Sweepings
240 YDS.	Caliche
234 YDS.	Alley Material
6 YDS	Cold Mix Used
228 YDS	Trash Hauled
12 YDS.	Hot Mix Used

Calls responded to:

Number	Type
14	Dispatched – accidents, spills, debris
11	Complaints
2	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

May 2022

ALARMS

Alarms (City)	151
Alarms (County)	27
Total Alarms	178

FIRE RESPONSE BY STATION

Station 1	61
Station 2	43
Station 3	52
Station 4	22

ZONES

Zone 1 (NW City)	69	Zone 5 (NW County)	8
Zone 2 (NE City)	34	Zone 6 (NE County)	6
Zone 3 (SE City)	37	Zone 7 (SE County)	5
Zone 4 (SW City)	11	Zone 8 (SW County)	3
Out of District 5			

MOST COMMON DAY/TIME

Tuesday (1700 – 1759 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:19
Station 2	1:07
Station 3	0:43
Station 4	1:09
Average	1:04

STRUCTURE FIRES

Structure Fires - 5

FALSE ALARM RESPONSE

False Alarms - 31

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	9:19
Station 2	5:56
Station 3	4:33
Station 4	6:38
Average	6:36

TRAINING HOURS

Fire Training	1078
EMS Training	384

PREVENTION PROGRAMS

Fire Investigations	4
Fire/Safety Inspections	68
Smoke Detectors Installed	4
Public Education Activities	0
Plan Reviews	7
Burn Permits Issued	0 – No burn permits being issued due to high fire danger

EMERGENCY MEDICAL SERVICES

May 2022

EMS RUN BREAKDOWN

City Response	722
County Response	50
Total Responses	772

ZONES

Zone 1 (NW City)	321	Zone 5 (NW County)	9
Zone 2 (NE City)	131	Zone 6 (NE County)	30
Zone 3 (SE City)	163	Zone 7 (SE County)	0
Zone 4 (SW City)	107	Zone 8 (SW County)	11

AVERAGE RUN TIMES

Enroute:	2:04
At Scene:	4:49
On Scene Time:	18:20
To Destination:	18:58
Back in Service:	30:34

MOST COMMON DAY/TIME

Tuesday – 148 calls for service
Tuesday – 34 calls from 15:00 –17:59 hours

OUT OF TOWN TRANSFERS

Lubbock	8
Midland	5
Odessa	11
Roswell	9
Carlsbad	3
Airport	23

MOST COMMON COMPLAINT

Falls - 65

CARDIAC ARREST RESPONSES

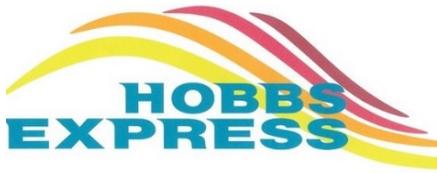
Cardiac Arrest	7
ROSC	3
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Collected	\$160,384.04
-----------	--------------

Highlights for the month of May

- 8 personnel completed Driver/Engineer Academy
- 5 personnel completed Driver/Engineer promotional test; 2 promotions
- Hazardous Materials refresher for all personnel completed
- EMS Week, May 15-21
- Participated in Veterans Memorial Dedication



Hobbs Express

Monthly Report - MAY 2022

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

Passenger Activity	Prior Month Apr-22	Reporting Month May-22
No. of Elderly Passengers	539	510
No. of Non-Ambulatory Passengers	155	111
No. of Disabled Passengers	163	148
No. of Other Trips	2441	2296
Total Passenger Trips	3298	3065

Bus Route Trips	2807	2644
Total Bus Route Trips	2807	2644
Total Demand Response/Paratransit Trips	491	421
Total Passenger Trips	3298	3065

Vehicle Statistics	Reporting Month Apr-22	Reporting Month May-22
Total Vehicle Hours	542	524
Total Vehicle Miles	8,942	8,546

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



HOBBS POLICE DEPARTMENT

June 3, 2022

To: Chief August Fons
 Captain Shane Blevins

From: Code Enforcement Superintendent Jessica Silva

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

CODE ENFORCEMENT END OF MONTH REPORT (May 2022)

Code warnings	486
Code citations	151
Code calls	690
Animal warnings	46
Animal calls	243
Animal citations	16
Inoperable Vehicles	14
Parking Violations	10

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

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 New Mexico Law Enforcement Professional Standards Council





HOBBS POLICE DEPARTMENT

June 6, 2022

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

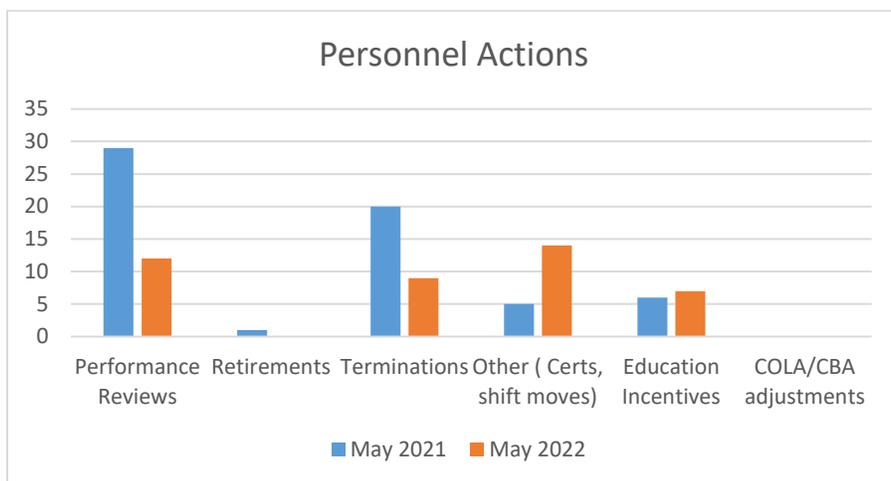
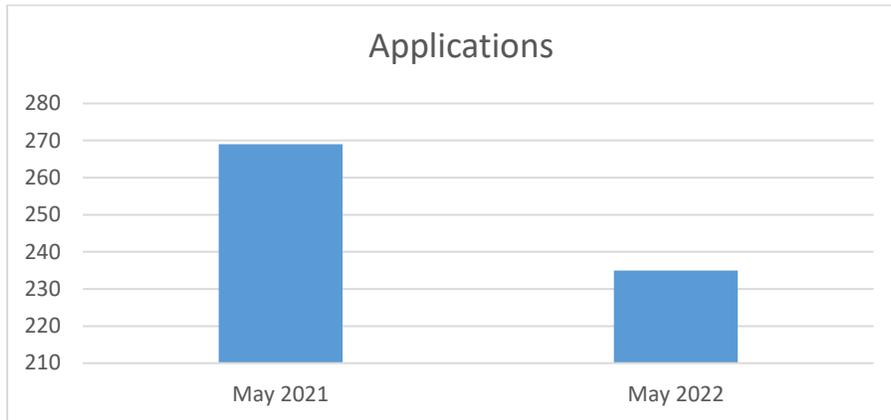
Re: HPD May 2022 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
May 2021/2022	RPIS	RPIS		Date	Date	
			2021/2022	2021	2022	
	2021	2022				
REPORTED CRIMES	397	485	22%	1,841	2136	16%
CALLS FOR SERVICE	4284	3,960	-8%	18,557	18,946	2%
ARRESTS	232	180	-22%	1,185	881	-26%
MURDER	0	1	100%	1	2	100%
RAPE	4	6	50%	13	22	69%
ROBBERY	1	2	100%	5	13	160%
ASSAULTS AND BATTERY	89	96	8%	375	441	18%
BURGLARY	37	52	41%	185	246	33%
LARCENY	44	73	66%	142	297	109%
SHOPLIFTING	18	37	106%	186	194	4%
AUTO THEFT	19	27	42%	143	123	-14%
ARSON	0	1	100%	5	9	80%
FORGERY	0	1	100%	1	4	300%
FRAUD	13	16	23%	29	67	131%
EMBEZZLEMENT	3	1	-67%	7	9	29%
REC. STOLEN PROPERTY	2	0	-100%	5	5	0%
VANDALISM	86	118	37%	299	500	67%
WEAPONS OFFENSES	1	3	200%	14	16	14%
DOMESTIC VIOLENCE	55	20	-64%	183	172	-6%
ASSAULTS/BATTERY ON PO	3	7	133%	33	24	-27%
SHOOTING AT/FM MV OR DWELLING	4	13	225%	11	44	300%
CITATIONS ISSUED	645	402	-38%	4,214	2,293	-46%
DWI	18	2	-89%	66	28	-58%
TRAFFIC CRASHES	107	103	-4%	381	462	21%

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source	total	total %
Billboard / Sign	0	0.00
Chamber of Commerce Website	0	0.00
City of Hobbs Website	53	38.13
Facebook	5	3.60
Friend / Family	35	25.18
Governmentjobs.com	9	6.47
Indeed.com	27	19.42
Job Fair	1	0.72
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	0	0.00
Newspaper	1	0.72
Other	5	3.60
Radio	0	0.00
Recruiter	3	2.16
Unknown	0	0.00
Totals	139	100.00

New Position Postings for May

CORE FITNESS SPECIALIST	SEASONAL PLAYER SERVICES ATTENDANT
CORE KIDS LEAD SPECIALIST	GOLF COURSE LEAD WORKER
CORE LIFEGUARD FT/PT	GOLF COURSE MAINT WORKER
CORE SPORTS SPECIALIST	LIBRARY PAGE (PT)
FINANCIAL ANALYST	PARKS MAINT WORKER
CERTIFIED FIREFIGHTER	HOBBS EXPRESS DRIVER (CDL) (PT)
NON-CERTIFIED FIREFIGHTER-EMT	SPORTSFLD MAINT LEAD
GOLF SHOP CLERK	UTILITY MAINTENANCE
SEASONAL GOLF SHOP CLERK	

Safety Skills Training:

- Slips, Trips and Falls

Team Involvement:

- Nicholas Goulet and Tracy South assisted with the Employee Appreciation luncheon
- Nicholas assisted with and attended the Veteran' s Memorial Park dedication
- FY22-23 Budget work was completed

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 May, 2022

- 115 Request for service
- 114 Completed
- 0 Bulletin Board related
- 1 Camera related
- 15 Email related
- 10 hardware related
- 1 internet related
- 3 network related
- 7 password resets
- 3 phone related
- 4 radio related
- 4 projects related
- 22 software related
- 24 User Setup
- 17 webpage related
- 3 other

Special accomplishments:

- Installed 7 new computers.
- Replace splash pad call boxes
- Renew SSL on multiple servers
- Upgrade RAM and CPU for Munis
- Configure and implement CES Email security



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

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

CITY ATTORNEY'S REPORT

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

Public Meetings:

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

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

- ❖ Hobbs City Commission – Efren Cortez (5/2, 5/16, 5/12)(work session 5/23)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (5/3)
- ❖ Lodger's Tax Board – Valerie Chacon (5/12)
- ❖ Planning Board – Valerie Chacon (5/17)
- ❖ Utilities Board – (N/A)
- ❖ Labor Relations Board – (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (5/25)

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

- ❖ Public Hearings/Presentations 4
- ❖ Agenda Items drafted 6
- ❖ Resolutions Drafted 4

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 9
- ❖ Contract Review 11

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 May 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): 197
- ❖ Pretrials (Attorney): 22
- ❖ Trials: 44
- ❖ Dangerous Dogs/Petitions: 1
- ❖ DWI Cases: 0
- ❖ Shoplifting Cases: 0
- ❖ Appeals in District Court: 0
- ❖ Criminal Pleadings (Mun/Dist.) 160
- ❖ Subpoenas: 40
- ❖ Clio Case Entries: 58
- ❖ Discovery Submissions 75

Property Matters:

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

Civil Litigation:

❖ Civil Pleadings	9
❖ Civil Depositions	4
❖ Civil ADR:	0
❖ Demand Letters:	3
❖ Misc. Hearings (State/Fed.):	4
❖ Discovery Submissions:	3

Miscellaneous:

❖ Trainings:	1
❖ Witness Interviews:	2
❖ In-office consultations:	19
❖ Letters/Correspondence:	1,263

Areas of Notoriety:

- ❖ The City Attorney’s Office participated in a work session regarding the City of Hobbs Strategic Plan Ordinance on May 23, 2022.
- ❖ The City Attorney’s Office conducted an Officer Prosecution training with the Hobbs Police Department on May 26, 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

May, 2022

Hobbs Public Library

CIRCULATION: 5,650

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,284
Audio Books & Music	201
DVDs	1,622
E-Books/E-Audio (OverDrive & Gale)	543

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	11	8
ELIN Loans	13	11

PROGRAMS & PUBLIC SERVICES:

Programs Provided	11
Attendance	339
Passive Programs Provided	4
Passive Programming Participation	224
Meeting Room Use	26

PATRON PROFILES:

Adult	17,836
Juvenile (Under 18 Years)	3,402
Senior Citizens (62+ Years)	2,448
Temp ELIN	
Total Active Borrowers	23,686

Library Patrons Added This Month 45

ITEMS ADDED:

Total Items Added	1,022
Items Weeded	362

CIRCULATION BY PATRON TYPE:

Adult	2,727
Juvenile	859
Senior Citizen	946
Used in Library	575

Total Children's Items Circulated **2,077**

Total Adult Items Circulated **3,030**

Patron Visits 2,725

Overdue Notices Sent 171

Facebook Post Reach 3,159

Web Site Usage 3,651

HPL Database Usage 679

Reference Questions 187

Public Computer Use 311

Board Games 0

RECEIPTS:

Materials Paid For	\$64.53
Fines & Fees	\$385.19
Copy Machine & Public Printouts	\$394.20
Total	\$843.92

HOLDINGS:

Total Library Holdings 157,336

Membership & Participation Detail

Member Visits	9,693
Guest Visits	6,176
Classes	265
Tour Participants	94
Private Rentals	51 Facility Rentals with \$8417 in revenue
Rentals Count	51

Membership Counts	May-22	Apr-22
Memberships Sold in Month	43	163
Family Memberships	1,177	1,074
Individual Memberships	578	551
Total Memberships	1,755	1,625
Members	5,267	4,801
Total Individual Members	5,845	5,352

Senior Center

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

	<u># Meals</u>	<u>Donations Received</u>
May 2022 Congregate Meals Served	1,213	\$1,399.15
May 2022 Grab N Go Meals	833	\$ 460.00
May 2022 Home Delivered Meals Served	1,900	\$ 816.00
May 2022 Frozen Meals Delivered	<u>136</u>	<u>\$ ---</u>
May 2022 Totals	4,082	\$2,675.15
April 2022 Totals	4,107	\$3,230.95

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 May 2022, a total of 136 frozen meals were distributed. The Hobbs Senior Center served 382 seniors a total of 4,082 meals for the month. With a total of 22 serving days in May, the daily average of meals served was 185. Area Agency on Aging.

Duplicate Recreation Activities:	559	Exercise:	468
Transportation:	344	Assessment/Reassessment:	96

Recreation

- Registration began Summer Seasonal programs: Summer Recess, Summer Sports, Journey Through the Arts
- Recreation staff assisted with the Employee Appreciation Lunch held at City Park
- The first Movies Under the Stars event of the summer was held on May 27, with a good turnout
- Park Pavilion reservations have increased and Seasonal Pool Pavilion reservations began
- Recreation staff continued to interview candidates for the Summer Seasonal programs

Aquatics

- Registration for Summer Swim Lessons at Humble Pool began
- Aquatics staff continue to teach Red Cross Lifeguard Training Classes at the CORE.
- Weekly in-service training sessions continue to be held for Lifeguard staff.
- Seasonal Aquatics positions have been posted and interviews are taking place.
- Seasonal Pools and Splashpads were inspected by the State and all facilities passed inspections

Rockwind Community Links Clubhouse

May was a big month at Rockwind! Three very successful events were hosted (St. Helena's Scramble, Devon Energy Scramble, ATK Charity Scramble. There were also 2,364 rounds played at Rockwind during the month making for a very solid month.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	66	\$628.32	\$0.00	\$628.32	\$0.00	\$31.68	\$660.00
Driving Range	498	\$2,226.46	\$0.00	\$2,226.46	\$0.00	\$112.54	\$2,339.00
Golf Cart Rental Fees	1505	\$20,656.23	\$0.00	\$20,656.23	\$0.00	\$1,042.57	\$21,698.80
Green Fees	2364	\$34,931.57	\$0.00	\$34,931.57	\$0.00	\$1,759.03	\$36,690.60
Hard Goods Sales	859	\$31,025.22	(\$332.48)	\$30,692.74	\$22,834.15	\$1,535.13	\$32,227.87
Membership Fees	1	\$571.42	\$0.00	\$571.42	\$0.00	\$28.58	\$600.00
Soft Goods Sales	662	\$16,409.20	(\$964.51)	\$15,444.69	\$9,533.66	\$773.22	\$16,217.91
Food & Beverage	65	\$115.34	(\$6.66)	\$108.68	\$32.67	\$5.82	\$114.50
Totals for Revenue	6020	\$106,563.76	(\$1,303.65)	\$105,260.11	\$32,400.48	\$5,288.57	\$110,548.68
Grand Total:	6020	\$ 106,563.76	\$ (1,303.65)	\$105,260.11	\$ 32,400.48	\$ 5,288.57	\$ 110,548.68

KEY PERFORMANCE INDICATORS

May-22

Total Pre-Tax Revenue

\$105,260.11

Total Rounds

2364

Avg Green Fee plus Cart Fee per Round

\$23.76

Total Merchandise Sales

\$46,137.43

Merchandise Sales Per Round

\$19.52

COGS Hard Goods

74%

COGS Soft Goods

62%

COGS F&B

30%

Rounds w/Carts

64%

Total Revenue per Round

\$ 44.53

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	276
Li'l Rock Adult Resident	158
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	22
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>180</u>
Public 18	209
Public 9	0
Public Junior	2
Public Senior	12
Public Twilight	44
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>267</u>
Punch Pass	83
Summary for Punch Pass	<u>83</u>
Rain Check	1
Summary for Rain Check	<u>1</u>
Resident 18	609
Resident Junior	6
Resident Senior 18	193
League Fee	65
Complimentary Round	15
Resident Twilight	130
Team Practice Round	12
Resident 9	151
Marshal/Team Green Fee	12
Resident Replay	4
Summary for Resident	<u>1197</u>
Tournament Fees	<u>360</u>
Summary for Tournament - Public	<u>360</u>
Grand Total:	2364

Teen Center

- The Teen Center hosted a Teen of the Month event
- Staff started to plan for Summer 2022 programs, activities, and events
- Staff continues to offer rides home for teens who attend the Teen Center in the evening

City Manager – May Report

2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 22 interments
2. Cemetery Office Service Window installed
3. Construction begun on the new fence at Prairie Haven Memorial Park
4. Rockwind planted new flowers at 9-11 Memorial and held several tournaments
5. McAdams had a few improvements this month, new park/campground signs, extended group pavilion pad & added new BBQ grill; and cornhole boards going in soon
6. Green Meadow, Harry McAdams and Rockwind lakes were stocked with fish
7. Staff completed irrigation wiring repairs at Green Meadows Park
8. POSD handed out freezer pops and visited with park users for Kids in Parks Day on Saturday, May 21st
9. Sports are busy with league play and tournaments
10. Community Gardens were made ready for the growing season



Parks & Open Spaces Department
May 2022



RISK MANAGEMENT REPORT

May 2022

- 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.
- Coordinated the purchase of an emergency alert system for the City of Hobbs.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 53 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 15 property damage incidents on behalf of the City of Hobbs.
- Sent 1 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	
CLASS	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2021</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2022</u>	
Residential	11,596	117,574,069	11,775	120,384,972	
Commercial	1,812	46,569,056	1,803	43,546,220	
City Accounts	210	16,810,719	208	17,643,255	
School Accounts	58	8,018,344	60	8,772,133	
Irrigation	258	9,452,721	265	8,435,364	
Unbilled Maintenance		1,500,000		2,500,000	
	13,934	199,924,909	14,111	201,281,944	

LABORATORY	May 2021	May 2022
Total Drinking Water Tests	47	52
Total Wastewater Tests	759	766
Liquid Waste Received (gallons)	304,504	314,960

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	96.635	96.593
Effluent (Million Gallons)	90.158	88.582
Solids Removed (Dry Pounds)	159,729	78,686

WATER PRODUCTION REPORT - MAY 2022	
WATER PRODUCED	
Total monthly water produced, million gallons	297,467,000
Total monthly water distributed, million gallons	293,466,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	2,198
MICROBIOLOGY	
Bacteria tests, routine	40
Positive results	0
PUBLIC SERVICE	
Customer complaints, investigated	0
Customer complaints, resolved	0
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

UTILITY MAINTENANCE MAY 2022

WORK DESCRIPTION

Meter lid replacement	30
Meter box replacement	65
Meter stop / valve replacement	25
Meter change out 3/4"	80
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	150
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	60
Service lateral replacement	6 qty - 150 feet
New Service Lateral	10 qty - 110 feet
Low water pressure investigation	2
Water quality investigations	0
Main line leaks/repair	15
Main line replacement (feet)	50
Valve maintenance	75
Valve new install/replacement	22
Fire hydrant maintenance	500
Fire hydrant repair/replacement	12
Fire hydrant meter maintenance	5
Fire hydrant meter set	3
New fire hydrant installed	5
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,500,000
Miscellaneous afterhour calls	8
Emergency Call Outs (From 5:00pm to 7:00am)	74

WORK DESCRIPTION

QUANTITY

Manhole maintenance	28
Manholes cleaned	10
Sewer main line cleaned (feet)	15,845
Sewer stoppages	92
Sewer main line video inspections	3
Odor complaints	8
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	5

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	23
Emergency call out (from 5:00 pm to 7:00 am)	86

UTILITIES MONTHLY PLUMBER REPORT MAY 2022	QUANTITY
Sewer stoppages	26
Odor complaints	1
Water leaks	12
Pool maintenance	25
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27