



CITY MANAGER'S MONTHLY REPORT

February 2023

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

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Mark Doport

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Eddie Trevino
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

Christa Belyeu
Matt Blandin

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Amber Leja

LIBRARY SERVICES

Acting Library Director

Bob Hamilton

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director
Golf Course/Trail
Sports Fields

Bryan Wagner
Matt Hughes
Dustin Sharp

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

POLICE DEPARTMENT

Police Chief
Deputy Chief
Code Enforcement
Animal Adoption Center

August Fons
Shane Blevins
Jessica Silva
Missy Funk

UTILITIES DEPARTMENT

Utilities Director
WWRF Supt.
WWRF Maint. Supt.

Tim Woomer
Bill Griffin
Todd Ray

Utilities Admin.

Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

MANNY GOMEZ
City Manager

March 30, 2023

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

Attached is the City Manager's Monthly Report for the month of February, 2023. 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 celebrated some great events. February had two President's birthdays, Black History Month and the Social Wellbeing Committee had a Sweet Treat Bake-Off with homemade sweets. A big thanks to everyone who participated in this event.

Best regards,



Manny Gomez, City Manager



CITY CLERK'S OFFICE
Monthly Report - February 2023

	Dec-22	Jan-23	Feb-23
Business Registrations -New	8	33	14
Business Registrations - New Owner	1	2	1
Business Registrations- Change of Address	3	21	5
Renewals	864	755	99
Web Payment Renewals	0	18	18
Total Business Registrations Activity	872	788	99
Active Business Registrations for the Month	2097	2083	2101
Fireworks	0	0	0
Junk Yard Licenses	0	1	0
Liquor License	0	0	1
Mobile Business Licenses	20	12	8
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	1	0
Solicitor's Permit	0	1	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	21	30	37
Public Documents Notarized	139	121	117
Public Records Request	28	42	37
Regular City Commission Meetings <i>2/6/23, 2/21/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <i>2/21/23, 2/22/23</i>	0	0	2
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	7	15	11
Consideration of Approval	2	2	5
Total Volume of Transactions on Tyler Cashiering	917	1,154	559
Total Amount	\$ 460,916.21	\$ 568,792.65	\$ 626,630.88
Web Payments Online for All Departments	\$ -	\$ 426.00	\$ 520.00
Grand Total	\$ 460,916.21	\$ 569,218.65	\$ 627,150.88

COMMUNICATIONS DEPARTMENT

Monthly Report

February 2023

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.

- Municipal Court Temporary Move 2/16/23

*Golf Instructor press release drafted and not released

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

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

- Yoga Classes – Mommy & Me Yoga, Gentle Yoga, YogaFit.
- Adaptive Avengers – A recreational PE class for children & adults with special needs. Every Tuesday & Thursday from 10:30am – 11:30am for adults and 4:00pm – 5:00pm for school aged children K-12.
- Homeschool PE – Monthly Sessions (September 2022 – May 2023). Tuesdays & Thursdays – Elementary @ 10am and Middle & Highschool @ 11am.
- Turf Titans & Gym Giants (3-6y) – Every Monday & Wednesday at 10am.
- Ninja Warrior every Wednesday.
- TRX – Suspension training program.
- Senior Games Activities – Track Walk, Pickleball, Soccer, and other varied activities.
- 50+ Pickup Games – Pickleball and Soccer.
- Food Trucks Wanted for all upcoming CORE events.
- You can purchase CORE Day Passes online to speed things up when checking in.
- Planning for Racing for Rescues 3K/5K Run & Walk in conjunction with the Hobbs Animal Adoption Center to be held on February 11th.
- Winter Youth Leagues for T-Ball, Basketball, Soccer, and Volleyball will be held from February 2nd – March 18th.



COMMUNICATIONS DEPARTMENT

Monthly Report

February 2023

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

DEPARTMENT HIGHLIGHTS

- Social Wellbeing Committee: Sweet Treat Bake-Off
- Community Wellbeing Committee: Light of Lea County fundraisers
- HPD Website Strategy; photoshoot planning
- Printing and approval of the Guide 2023 Spring edition
- Flood brochure update complete
- Ad policy for The Guide draft and review process with Legal continues
- Strategic Planning with Patrick Ibarra

COMMUNICATIONS DEPARTMENT
Monthly Report
February 2023

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
February 2023

Post/Page Reach (people reached)	Followers	Page Visits
40,402 total (72.1% Increase)	42 new likes (23.6% decrease)	2,520 total (18.4% decrease)



Instagram
February 2023

Reach	Followers	Profile Visits
1,322 (11.2% decrease)	46 new (31.4% increase)	235 (25.7% increase)

Livestreamed City Commission Meetings for February 2023

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	68.8%	232	1,234
Live Viewers	31.2%	105	818
Total	100%	337	2,052

CITY OF HOBBS BUILDING DEPARTMENT

**Total Type of Construction
for period ending February 01, 2023-February 28, 2023**

Commercial		#OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	4	\$6,000.00	\$283.00
COMM PLUMBING	Commercial	7	\$10,500.00	\$468.50
COMM SEWER TAP & EXCAVATION	Commercial	3	\$4,500.00	\$1,130.00
COMMERCIAL CARPORT	Commercial	1	\$8,000.00	\$144.00
COMMERCIAL ELECTRICAL	Commercial	15	\$22,500.00	\$1,066.00
COMMERCIAL REMODEL	Commercial	3	\$173,527.00	\$584.00
COMMERCIAL RE-ROOFING	Commercial	3	\$342,000.00	\$1,260.00
COMMERCIAL SIGN	Commercial	7	\$169,991.00	\$1,224.00
COMMERCIAL TOWERS	Commercial	1	\$35,000.00	\$240.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
FIRE EXTINGUISHING SYSTEM	Commercial	1	\$1,500.00	\$30.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	2	\$412,000.00	\$1,104.00
TOTAL		49	\$1,188,518.00	\$7,658.50

Residential		#OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	11	\$16,500.00	\$760.00
RES PLUMBING	Residential	27	\$40,500.00	\$1,002.00
RES SEWER TAP & EXCAVATION	Residential	7	\$10,500.00	\$2,280.00
RESIDENTIAL ADDITION	Residential	3	\$200,000.00	\$1,200.00
RESIDENTIAL CARPORT	Residential	1	\$22,500.00	\$180.00
RESIDENTIAL CURB CUTS	Residential	1	\$500.00	\$15.00
RESIDENTIAL DEMOLITION	Residential	1	\$1,000.00	\$20.00
RESIDENTIAL DRIVEWAY	Residential	1	\$1,400.00	\$20.00
RESIDENTIAL ELECTRICAL	Residential	38	\$57,000.00	\$2,718.00
RESIDENTIAL FENCE	Residential	3	\$3,600.00	\$30.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	1	\$6,750.00	\$72.00
RESIDENTIAL MANUFACTURED HOME	Residential	2	\$39,000.00	\$120.00
RESIDENTIAL REMODEL	Residential	10	\$163,379.00	\$1,380.00
RESIDENTIAL RE-ROOF	Residential	9	\$87,821.00	\$720.00
RESIDENTIAL SINGLE FAMILY	Residential	5	\$1,406,516.00	\$3,464.00
RESIDENTIAL SOLAR	Residential	7	\$406,175.00	\$2,124.00
TOTAL		127	\$2,463,141.00	\$16,105.00

RESIDENTIAL		49	1,188,518.00	7,658.50
COMMERCIAL		127	2,463,141.00	16,105.50
TOTAL COMBINED		176	3,651,659.00	23,764.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
FEBRUARY 2023**

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2022 Total	2023 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	5	52	9

GIS-MAPPING DIVISION:

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

February 2023

ArcGIS Enterprise Server (Update):

Utility Data and GNSS Job Closeout: As part of the Water and Wastewater Master Plan the GIS Division has been ensuring that past GNSS data is getting put into the GIS. This has been an ongoing project for most of February and has been the first big project that has used the new GNSS Job closeout process. The new process massively improves on the original GPS Points by simplifying the steps needed to go from finishing the line work to final archive of the Job files. Work is expected to continue into March as the GIS Division tries to provide the best data available to the contractor for their work on the Water and Wastewater Master Plan.

Base Station Issues (Continuing): Throughout February the GIS Division continued to monitor the base station for issues. The issues present in 2022 have not shown back up since we updated the firmware and started using the loaner antenna. The GIS Division is leaning towards either the issues being fixed, or the Zephyr 3 antenna being the cause.

HFD Map Updates: On February 8th, Captain Henry reached out to the GIS Division to get updated maps for the Hobbs Fire Dept. The 3 maps they were needing updated were their EMS Service Area Wall Map, ESM/Fire Zone 11x17 Hand Map, and the Driver Test practice & testing map. Three sample Hand Maps were provided to HFD in late February, all with different font sizes, so the dept. can try/test these samples in different environments (low light, while riding in a moving vehicle, etc.) and situations. The other



**ENGINEERING / PLANNING
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maps will require massive updates or complete reconstruction to make them maintainable into the future. Work is expected to continue into March or April, depending on other work tasks.

Backing Up Your Data Not-a-Memo: On February 14 and 15 the GIS Division put together a document on how to set up automated backup of a computer after a massive data loss in the Division. The document is meant to fill a gap left by IT not meeting their AR-15-2 requirements to provide procedures for backing up your data. The memo was provided to select members of engineering staff for testing, on February 16th with wider distribution sometime in March.

FY24 Budgeting: In late February the GIS Division started working on FY24 budget to try to meet the March 10 deadline. Work is expected to continue until the deadline due to having to balance getting the budget done and other time sensitive work tasks.

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

Mr Goodbud (1710 W. Joe Harvey Blvd. STE G); South West Farmz (123 W. Broadway St.); Pecos Valley Production (109 N. Dal Paso St.); Gnomad LLC (3427 N. Grimes St.); Animacann Inc (104 E. Broadway St.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

Land Development	2015	2016	2017	2018	2019	2020	2021	2022
Annexations	1.37	1.31	0	163.23	0	1.3	0	95.44
Subdivisions	8	1	3	1	5	4	6	10
Lots Gained	304	102	13	42	186	197	160	196
Summary Subdivisions	44	33	42	31	47	41	31	40

City Commission Planning Summary:

February - The City Commission reviewed and considered the following:

- Adopted Resolution # 7308 Voiding Resolution #7263 Concerning the Final Plat Approval of Liberty Crossing Subdivision, Unit 2.
- Adopted Resolution # 7309 approving a MRSF DA with ALJO, LLC.



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- Adopted Resolution #7312 approving the Final Plat of Trinity Estates Subdivision, Unit One.
- Adopted Resolution #7313 approving the Final Plat of Bender Trails Summary Subdivision.

Planning Board Summary:

February - The Planning Board reviewed and considered action on 3 items in a Regular Meeting:

- Review and Consider Final Plan for Bender Trails Summary Subdivision, located northeast of the intersection of Bender and Thomas, as submitted by property owner, Kassis Development, Inc.
- Review and Consider Final Plan for Trinity Estates Subdivision, Unit One located northeast of the intersection of El Centro and Calle Grande, as submitted by property owner, Stuard Development.
- Review and Consider Major Thoroughfare Map Amendment projecting North Jefferson, a Minor Collector, to Millen.
- Review and Consider Variance Request from MC 15.32.030 - C(2) allowing a new freestanding sign to be emplaced with a sign face in excess of 144 square feet at 4123 N. Lovington Highway.
- Discuss MC 15.36 and the National Flood Insurance Program Community Rating System.

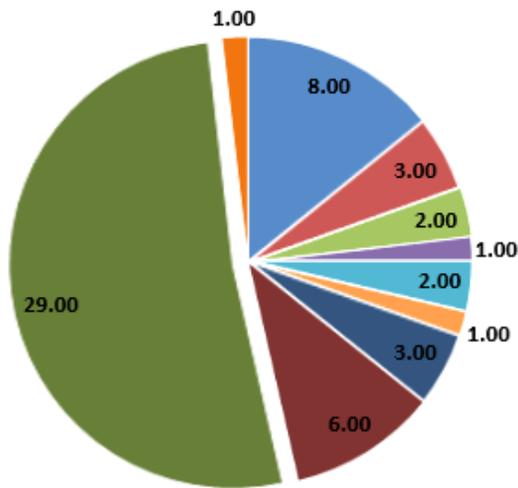


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
FEBRUARY 2023**

TRAFFIC DIVISION:

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

Total 1,326 tracked intersections



- | | |
|-------------------------------------|--|
| 13. Camera Service = 8 | 16. Visor Replace = 3 |
| 18. LED Module Replace = 2 | 19. Ped Push Button Repair / Replace = 1 |
| 02. Minor Traffic Signal Repair = 2 | 20. Repair Communication = 1 |
| 21. School Zone Repaired = 3 | 23. New Sign Made = 6 |
| 26. Sign Install / Service = 29 | 27. Pole Straighten / Re-bolted = 1 |
-

Major Damage:

- No major damages to report for the month of February.

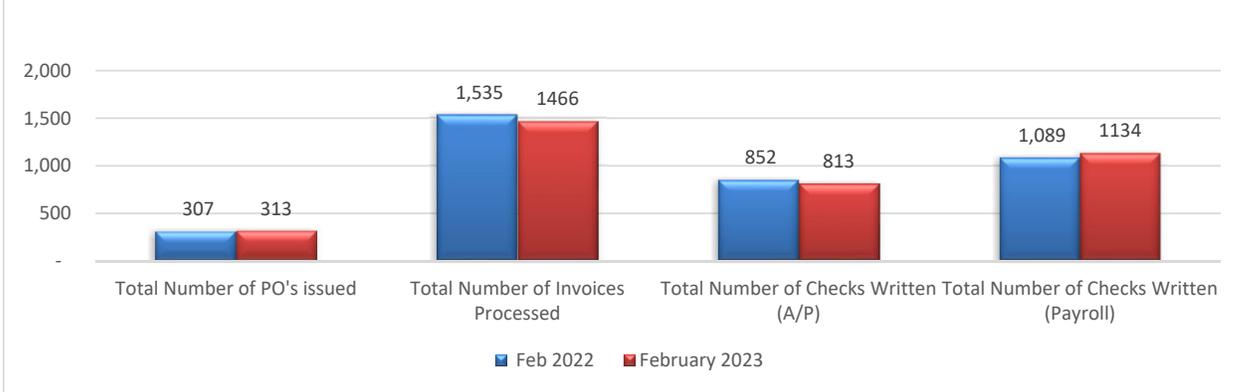
**Monthly Measurement
Finance Department
Fiscal Year 2023**

Cash Statistics	Feb 2022	February 2023
Beginning Cash Balance	147,373,444	156,949,737
Monthly Cash In (Revenue - all funds)	9,578,621	10,645,435
Monthly Cash Out (Expenditures - all funds)	11,099,693	8,350,616
Ending Cash Balance	145,852,372	159,244,556

Finance Transaction Statistics

	Feb 2022	February 2023		
Total Number of PO's issued	307	313	daily average	16
Total Number of Invoices Processed	1,535	1466	daily average	73
Total Number of Checks Written (A/P)	852	813	weekly average	203
Total Number of Checks Written (Payroll)	1,089	1134	bi-weekly average	567

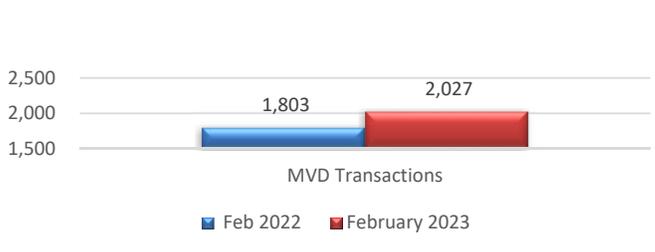
Financial Transaction Averages



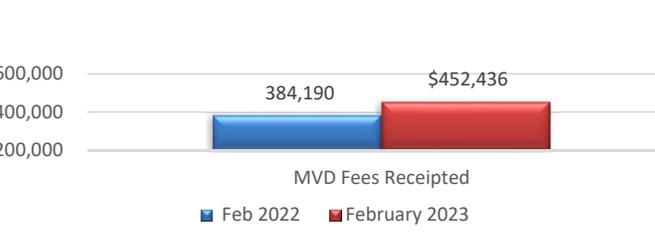
MVD Statistics	Feb 2022	February 2023
MVD Transactions	1,803	2,027
MVD Fees Received	384,190	\$ 452,436

daily average	101
daily average	\$ 22,622

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

6	Door closer adjusted
2	Building repaired/ceiling
2	Painted Doors
32	Roof inspection
5	Ceiling tile replaced
3	Building repairs
2	Moved furniture
3	Replace kennel doors

Location of work performed

7	City Hall
2	Police Department
2	Senior Center
8	D.A.
3	Library
2	Municipal Court
3	Animal Adoption
3	Rockwind
2	State Police
2	Annex
2	Crime Lab
2	F.S. 1
2	F.S. 2
2	F.S. 3
6	PD Annex
2	MVD
9	City Jail
2	Teen Center

Break down of work performed by the Electricians

14	Light repairs
3	AC repairs
21	Heater repairs
17	General electrical work
20	CORE work
2	Nonelectrical work

Location of work performed

20	CORE
1	Library
6	City Hall
1	PD
4	Fire Stations
5	Rockwind
13	Parks
1	Garage
1	Streets
1	Municipal Court
4	Forensic Lab
1	National Guard

February - 2023
General Services - Garage

In February - 2023 The City Garage had a total of 231 Repair Orders/Invoices. Of the 231 R.O./Invoices, 175 were repaired in house and 56 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 63,956.72 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	4	1	147.57	289.00	76.40	260.00	772.97
Accident Repair	0	2	0.00	0.00	2,954.50	2,736.50	5,691.00
Air Intake	1	0	216.60	425.00	0.00	0.00	641.60
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	12	19	1,596.30	663.00	1,749.90	0.00	4,009.20
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	9	1	1,229.96	884.00	2,843.22	600.00	5,557.18
Charging System	18	1	2,599.86	1,139.00	139.95	20.00	3,898.81
Clutch	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	3	1	221.13	170.00	4,506.36	1,750.00	6,647.49
Differential	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	0	0	0.00	0.00	0.00	0.00	0.00
Engine	2	1	0.00	136.00	17.50	175.00	328.50
Exhaust	3	2	2,998.84	510.00	1,355.56	1,140.00	6,004.40
Filters	6	0	272.27	255.00	0.00	0.00	527.27
Front Axle	0	1	0.00	0.00	1,295.88	1,137.50	2,433.38
Fuel System	2	0	111.73	102.00	0.00	0.00	213.73
Hydraulics	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
Instrument/Gauges	1	1	50.54	34.00	1,911.20	660.00	2,655.74
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	6	0	1,535.21	348.50	0.00	0.00	1,883.71
Miscellaneous Maintenance	64	3	514.26	5,712.00	1,407.49	2,040.00	9,673.75
Radio Equipment	1	0	0.00	0.00	0.00	0.00	0.00
Rear Axle/Drive	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
Service Calls	27	0	0.00	2,380.00	0.00	0.00	2,380.00
Steering	3	1	349.05	340.00	892.80	442.00	2,023.85
Suspension	0	2	0.00	0.00	0.00	229.94	229.94
Sweeper Brooms	1	0	200.00	0.00	0.00	0.00	200.00
Tires	8	12	2,074.50	578.00	2,727.80	834.00	6,214.30
Towing Vehicles	0	4	0.00	0.00	0.00	765.00	765.00
Transmission	1	0	136.40	102.00	0.00	0.00	238.40
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
Wash Job	1	4	5.00	68.00	0.00	370.00	443.00

Wheels/Hub	2	0	455.50	68.00	0.00	0.00	523.50
Monthly Total	175	56	14,714.72	14,203.50	21,878.56	13,159.94	63,956.72

		# of R.O./Inv	Parts	Labor	Total
City Garage		175	14,714.72	14,203.50	28,918.22
Vendor		56	21,878.56	13,159.94	35,038.50
		231	36,593.28	27,363.44	63,956.72

Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
208 HRS.	Street Sweeping
48 HRS.	Building Brooms
120 HRS.	Cold Mix Patching
104 HRS.	Alley Maintenance
156 HRS.	Storm Sewers and Inlets
180 HRS.	Hauling Trash
40 HRS.	Maintenance
184 HRS.	Work in the Welding Shop
144 HRS.	Meetings
32 HRS.	Work for Parks Dept.
40 HRS.	Work for Sports Fields
156 HRS.	Work for Garage
24 HRS.	Work for Environmental

The total amounts of material hauled or used:

Quantity	Material
148 YDS.	Sweepings
180 YDS.	Sand
48 YDS.	Alley Material
5 YDS	Cold Mix
306 YDS	Trash Hauled

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
14	Requests
2	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

February 2023

ALARMS

Alarms (City)	106
Alarms (County)	25
Total Alarms	131

ZONES

Zone 1 (NW City)	27	Zone 5 (NW County)	9
Zone 2 (NE City)	26	Zone 6 (NE County)	7
Zone 3 (SE City)	32	Zone 7 (SE County)	2
Zone 4 (SW City)	21	Zone 8 (SW County)	3
Out of District 4			

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:26
Station 2	0:38
Station 3	1:03
Station 4	2:09
Average	1:19

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:41
Station 2	4:00
Station 3	4:33
Station 4	7:15
Average	5:52

PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	72
Smoke Detectors Installed	9
Public Education Activities	5
Plan Reviews	8
Burn Permits Issued	0

FIRE RESPONSE BY STATION

Station 1	58
Station 2	32
Station 3	26
Station 4	15

MOST COMMON DAY/TIME

Sunday (1500 - 1559 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 4

FALSE ALARM RESPONSE

False Alarms - 24

TRAINING HOURS

Fire Training	1364
EMS Training	268

EMS RUN BREAKDOWN

City Response	664
County Response	46
Total Responses	827

ZONES

Zone 1 (NW City)	327	Zone 5 (NW County)	9
Zone 2 (NE City)	107	Zone 6 (NE County)	22
Zone 3 (SE City)	135	Zone 7 (SE County)	1
Zone 4 (SW City)	95	Zone 8 (SW County)	14

AVERAGE RUN TIMES

Enroute:	2:04
At Scene:	4:47
On Scene Time:	27:23
To Destination:	18:49
Back in Service:	34:21

MOST COMMON DAY/TIME

Monday – 119 calls for service
Monday – 25 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Sick Person - 67

OUT OF TOWN TRANSFERS

Lubbock	20
Midland	1
Odessa	2
Roswell	3
Carlsbad	4
Airport	28

CARDIAC ARREST RESPONSES

Cardiac Arrest	14
ROSC	5
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Billed	\$371,427.90
Collected	\$182,389.50

Highlights for the month of February

- 4 personnel passed IFSAC Fire Officer 1
- 2 personnel completed Firefighter QAB
- Assistance to Firefighters Grant application submitted
- Attended Career Day at NMJC



Hobbs Express

Monthly Report - FEBRUARY 2023

Passenger Activity	<i>Prior Month</i> Jan-23	<i>Reporting Month</i> Feb-23
No. of Elderly Passengers	693	630
No. of Non-Ambulatory Passengers	134	127
No. of Disabled Passengers	244	246
No. of Other Trips	2951	2956
Total Passenger Trips	4022	3959

Total Bus Route Trips	2277	2322
Total Demand Response/Paratransit Trips	1745	1637
Total Passenger Trips	4022	3959

Vehicle Statistics	<i>Reporting Month</i> Jan-23	<i>Reporting Month</i> Feb-23
Total Vehicle Hours	676	651
Total Vehicle Miles	9,577	9,505

Revenue Collected	<i>Prior Month</i> Jan-23	<i>Reporting Month</i> Feb-23
Total Fares Collected	\$0.00	\$0.00



HOBBS POLICE DEPARTMENT

March 2, 2023

To: Chief August Fons
Deputy Chief Shane Blevins
Captain Marina Barrientes

From: Code Enforcement Superintendent Jessica Silva

Subject: Code Enforcement End of Month Report (February 2023)

CODE ENFORCEMENT END OF MONTH REPORT (FEBRUARY 2023)

Code warnings	51
Code citations	9
Code calls	183
Animal warnings	15
Animal calls	240
Animal citations	32
Inoperable Vehicles	14
Parking Violations	35
Search Warrants	8

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 Animal Adoption Center

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

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

March 6, 2023

To: Chief Fons
 Deputy Chief Blevins
 Captain Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

February 2023

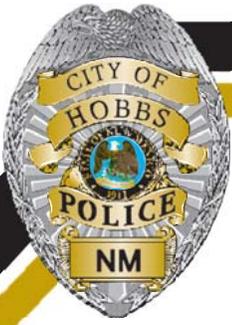
Intake:	Cats	Dogs
Dead On Arrival	21	17
Sterilization Only	29	57
Stray	20	90
Transfers In		
Unwanted	9	18
Quarantine	1	15
Clinic Visit shots	28	10
Totals:	108	207
Dispositions:		
Adopted	15	46
Died at Facility	1	
Dead on Arrival	20	17
Euthanized	4	58
Rescued		17
Return to Owner	1	22
Sterilization Only	52	57
Escaped		
Clinic visit shots	1	8
Totals:	94	225

Total Revenue Collected:	Animal Pick Ups:	\$ 300
	Permits/Tags:	\$ 640
	Reclaims:	\$ 1050
	Adoptions	\$ 80
	Cremations	\$ 50
	<u>Sterilizations:</u>	<u>\$ 2605</u>
		\$ 4795

HAAC currently has 110 dogs and 15 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning & Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	74997-75359	362
0864	2005/Dodge	Spare	95862-95866	4
0833	2004/Chevy	Spare	95850-95931	81

HOBBS POLICE DEPARTMENT



To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Date: March 2, 2023

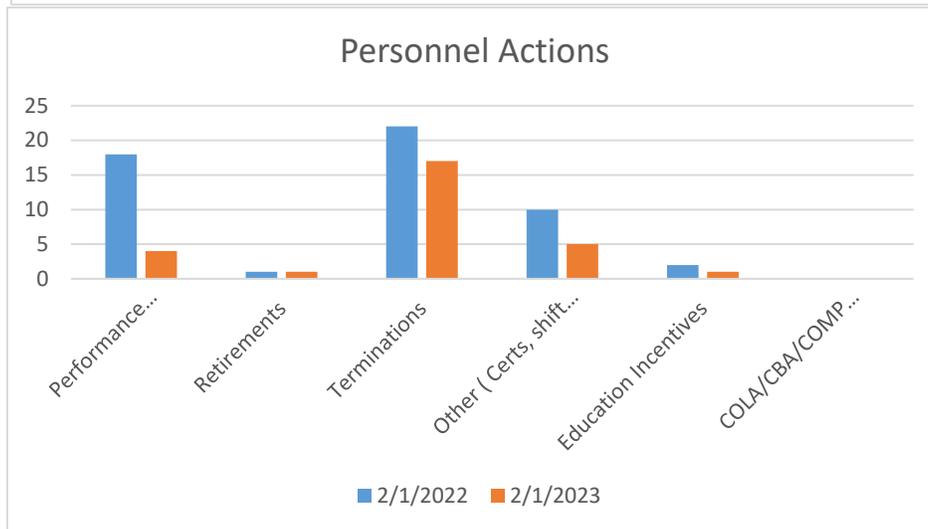
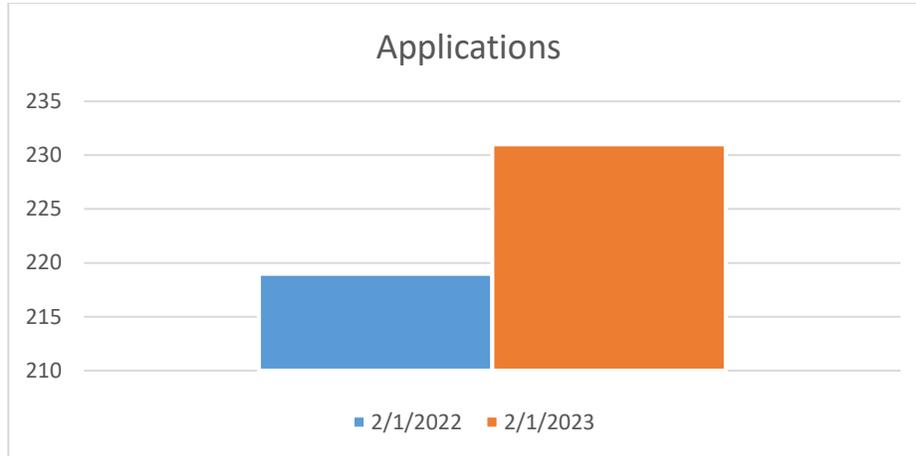
Re: HPD February 23 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
February 2022/2023	RPTS	RPTS		2022	2023	
			2022/2023			
	2022	2023				
REPORTED CRIMES	400	401	0%	834	794	-5%
CALLS FOR SERVICE	3,660	3,366	-8%	7,401	7,277	-2%
ARRESTS	180	195	8%	342	412	20%
MURDER	1	2	100%	1	2	100%
RAPE	1	2	100%	10	5	-50%
ROBBERY	3	1	-200%	4	3	100%
ASSAULTS AND BATTERY	93	82	-12%	180	166	-8%
BURGLARY	44	63	43%	92	134	46%
LARCENY	47	62	32%	109	115	6%
SHOPLIFTING	41	27	-34%	83	60	-28%
AUTO THEFT	23	13	-43%	50	27	-46%
ARSON	3	1	-200%	6	1	-83%
FORGERY	0	1	0%	1	1	100%
FRAUD	12	5	-58%	23	12	-48%
EMBEZZLEMENT	4	1	-100%	4	1	-75%
REC. STOLEN PROPERTY	0	0	0%	2	0	-100%
VANDALISM	73	104	42%	181	197	9%
WEAPONS OFFENSES	4	3	-25%	8	5	-38%
DOMESTIC VIOLENCE	47	39	-17%	83	67	-19%
ASSAULTS/BATTERY ON PO	5	2	-60%	9	5	-44%
SHOOTING AT/FM MV OR DWELLING	1	3	200%	13	24	85%
CITATIONS ISSUED	423	329	-22%	999	685	-31%
DWI	5	3	-40%	13	10	-23%
TRAFFIC CRASHES	71	73	3%	161	153	-5%

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Application Source

	total	total %
Billboard / Sign	0	0.00
Chamber of Commerce Website	0	0.00
City of Hobbs Website	62	26.84
Facebook	17	7.36
Friend / Family	48	20.78
Governmentjobs.com	4	1.73
Indeed.com	69	29.87
Job Fair	4	1.73
LinkedIn	0	0.00
Municipal League	0	0.00
New Mexico Department of Labor	2	0.87
Newspaper	0	0.00
Other	22	9.52
Radio	1	0.43
Recruiter	2	0.87
Unknown	0	0.00
Totals	231	100.00
	100.00	

New Position Postings for February

ANIMAL SHELTER ASSISTANT	CODE ENFORCEMENT OFFICER
CLERK RECORDS SPECIALIST	CERTIFIED POLICE OFFICER
CORE GUEST SERVICES SPECIALIST	RECORDS TECHNICIAN
STAFF ENGINEER / PROJECT MANAGER	EXPRESS DISPATCHER
FINANCIAL ANALYST-PAYROLL	SEASONAL PLAYER SERVICES ATTENDANT
AUTOMOTIVE TECHNICIAN	UTILITY SYSTEM SPECIALIST
BUILDING MAINTENANCE SUPERVISOR	PUMP OPERATOR UNCERTIFIED, I, II, III, & IV
PARKS AND OPEN SPACES SUPERINTENDENT	

Safety Skills Training:

- Municipal Employee Safety

Team Involvement:

- The Department participated in budget training
- The team was part of a job fair at the New Mexico Jr. College
- HR Specialist assisted the Legal Department with interviews
- Conducted New Hire Orientation for the month of February
- Nicholas Goulet and Tracy South participated in a Zoom meeting with the NM Municipal League members about creating a HR subsection
- Assisted with preparing the personnel budget for FY24
- Mr. Goulet participated in a strategic planning session led by Patrick Ibarra

Information Technology Department – 73 years combined experience

Christa Belyeu – IT Director
Matt Blandin – Asst. IT Director
Joe Amador – Webpage Specialist
Jeff Sanford – Communications Specialist

Frank Porras – IT Network Administrator
Gabriel Jurado – Computer Specialist
Stephanie Ledezma – Computer Specialist

Daily operations, responsibilities, and policies

❖ **Technology Policies**

- [AR 15-02 – Technology Policy](#)

❖ **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 (500)
- Laptops (250)
- 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)

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

❖ **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 (33 locations)**

- Warning Siren/Public Address

❖ **Facility alarm systems (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

Total Tickets ⓘ

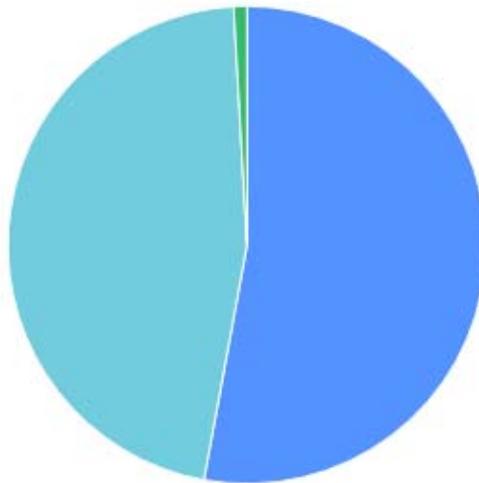
225

Avg Tickets/day ⓘ

8

Inflow by Channel ↗

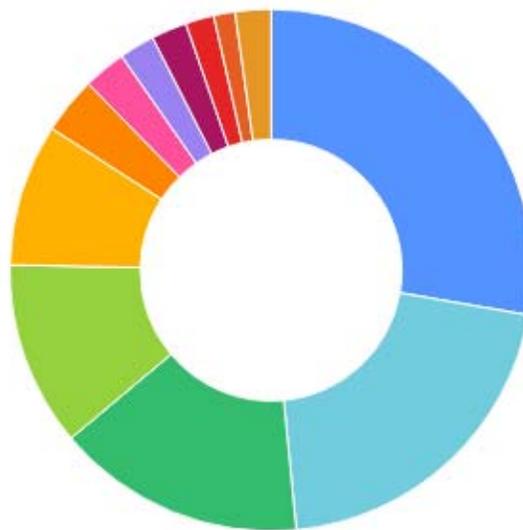
🔄 Pie Chart ▾



- Email 119
- Admin Panel 104
- Support Center 2
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Others 0

Issue Type ↗

🔄 Donut Chart ▾



- Software 63
- Email 47
- Hardware 35
- Webpage 26
- User setup 20
- Password Reset 8
- 2FA 6
- Network 5
- Phone 5
- Other 4
- Radio 3
- Others 5



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

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

CITY ATTORNEY'S REPORT

February 2023

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

Public Meetings:

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

For the month of February 2023, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (2/6; 2/21)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Amber Leija (N/A)
- ❖ Library Board – Amber Leija (2/7)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (2/8)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Efren Cortez (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (N/A)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	3
❖ 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	13
❖ Contract Review	6

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. Municipal Prosecutor, Amber Leija, prosecutes all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues. City Attorney, Efren A. Cortez, advises management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of February 2023, the litigation activity of the City Attorney's Office was as follows:

Criminal Litigation:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	0
❖ Pretrials (Pro Se):	97
❖ Pretrials (Attorney):	17
❖ Trials:	26
❖ Dangerous Dogs/Petitions:	3
❖ DWI Cases:	6
❖ Shoplifting Cases:	11
❖ Appeals in District Court:	3
❖ Criminal Pleadings (Mun/Dist.)	89
❖ Subpoenas:	37
❖ Clio Case Entries:	55

❖ Discovery Submissions 28

Property Matters:

❖ Condemnation Reviews 5
❖ Property Purchases Reviews 0
❖ Property Contract Doc Reviews 0
❖ Property Correspondence 1
❖ Foreclosures Filed 0
❖ Property Liens Filed 9

Civil Litigation:

❖ Civil Pleadings 4
❖ Civil Depositions 0
❖ Civil ADR: 0
❖ Demand Letters: 2
❖ Misc. Hearings (State/Fed.): 0
❖ Discovery Submissions: 1

Miscellaneous:

❖ Trainings: 2
❖ Witness Interviews: 7
❖ In-office consultations: 35
❖ Letters/Correspondence: 992

Areas of Notoriety:

- ❖ Legal Assistant Heather Bara participated in the city-wide dessert contest hosted by the City's well-being committee.
- ❖ The City Attorney's Office collaborated with the Hobbs Fire Department to amend the Hobbs Municipal Code to adopt the International Fire Code 2021 Edition.

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

Respectfully,

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

CITY MANAGER'S REPORT

February, 2023

Hobbs Public Library

CIRCULATION: 5,993

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,227
Audio Books & Music	133
DVDs	2,195
E-Books/E-Audio (OverDrive & Gale)	438

CIRCULATION BY PATRON TYPE:

Adult	3,351
Juvenile	522
Senior Citizen	1,453
Used in Library	667

Total Children's Items Circulated 2,051
Total Adult Items Circulated 3,942

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	2	19
ELIN Loans	12	20

Patron Visits 2,545
 Overdue Notices Sent 475

PROGRAMS & PUBLIC SERVICES:

Programs Provided	13
Attendance	369
Passive Programs Provided	115
Passive Programming Participation	115
Meeting Room Use	19

Facebook Post Reach	3,360
Web Site Usage	1,416
HPL Database Usage	615
Reference Questions	81
Public Computer Use	340
Board Games	0

PATRON PROFILES:

Adult	15,599
Juvenile (Under 18 Years)	3,377
Senior Citizens (62+ Years)	2,533
Temp ELIN	2,155
Total Active Borrowers	23,664

RECEIPTS:

Materials Paid For	\$50.00
Fines & Fees	\$620.49
Copy Machine & Public Printouts	\$369.15
Total	\$1,039.64

Library Patrons Added This Month 39

ITEMS ADDED:

Total Items Added	481
Items Weeded	0

HOLDINGS:

Total Library Holdings	160,721
------------------------	---------

City Manager's Report
Municipal Court – February 2023

Monthly Cases:

Traffic Citations	308
Misdemeanor Citations	36
Environmental Citations	51
Fire Code Violations	0
AGG. DWI	3
DWI – 1 ST	<u>0</u>
Total	398

Courtroom Activity:

Video Arraignments (Jail)	105
Court Appearances – A.M.	9
Court Appearances- P.M.	76
Virtual Court	1
Special Settings	0
Pretrial Court Appearances – A.M.	28
Pretrial Court Appearances – P.M.	21
Attorney Pretrial	7
Trial/Change of Plea Cases	<u>20</u>
Total	267

Other Activity:

Summons issued	577
Warrants issued	<u>244</u>
Total	821

Fines/Fees Assessed based on Conviction:

Fines	\$26,275
Fee	<u>\$11,218</u>
Total	\$37,493

Fines/Fees Collected:

Fines	\$24,008
Penalty Assessment Fee	2,353
Automation Fee	1,881.89
Judicial Education Fee	947.60
Correction Fee	6,340.11
DWI Prevention Fee	342.00
DWI Lab Fee	<u>379.50</u>
Total	\$36,252.10

Membership & Participation Detail

Member Visits	21,423
Guest Visits	3,249
Classes	233
Tour Participants	53
Private Rentals	39 Facility Rentals \$6,369.02 in revenue
Annual and Monthly Memberships Sold in	770

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 February 2023:

	<u># Meals</u>	<u>Donations Received</u>
February 2023 Congregate Meals Served	1,164	\$1,598.11
February 2023 2022 Grab N Go Meals	629	\$ 353.25
February 2023 Guest Meals	1	\$ 12.00
February 2023 Home Delivered Meals	<u>1,758</u>	<u>\$1,551.52</u>
February 2023 Totals	3,552	\$3,514.88
For comparison January 2023 Totals	3,654	\$3,086.72

Duplicate Recreation Activities:	497	Exercise:	541
Transportation:	171	Assessment/Reassessment:	75

Recreation

- Fall Adult Art Classes are continuing and a total of 31 students are enrolled.
- The Father Daughter Dance was hosted at the CORE with a total of 432 participants attending the two sessions.
- There were 2 Park Pavilion rentals during the month.
- Staff has started the process to start hiring Summer Seasonal Staff with the first job postings being made.
- Staff has begun preparations for the Hobbs Downtown Slam & Jam event.

Aquatics

- Aquatics staff continue to hold mandatory weekly in-service trainings for Lifeguards.
- Interviews for open positions in the Aquatics Division are currently taking place.
- Tsunami Swim & Dive had a total of 31 participants for the month.
- Slide repair projects have been scheduled at the three seasonal pools.

Rockwind Community Links Clubhouse

With February typically being Rockwind's slowest month, revenue totaled just over \$44,000, with 1,147 rounds being played during the month. Two major events were held during February: Super Bogey Bowl, and the Thunderbird Invitational. There were also several High School Junior Varsity events held during the month. March will be much busier as at least seven (7) events.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	12	\$199.96	\$0.00	\$199.96	\$0.00	\$10.04	\$210.00
Driving Range	364	\$1,259.75	\$0.00	\$1,259.75	\$0.00	\$63.75	\$1,323.50
Golf Cart Rental Fees	660	\$9,498.46	\$0.00	\$9,498.46	\$0.00	\$478.86	\$9,977.32
Green Fees	1147	\$10,243.75	\$0.00	\$10,243.75	\$0.00	\$520.93	\$10,764.68
Hard Goods Sales	234	\$10,666.52	(\$405.40)	\$10,261.12	\$7,438.51	\$513.25	\$10,774.37
Membership Fees	2	\$1,142.84	\$0.00	\$1,142.84	\$0.00	\$57.16	\$1,200.00
Soft Goods Sales	383	\$10,129.23	(\$903.64)	\$9,225.59	\$6,149.94	\$461.56	\$9,687.15
Food & Beverage	39	\$71.22	(\$3.09)	\$68.13	\$26.70	\$3.62	\$71.75
Totals for Revenue	2841	\$43,211.73	(\$1,312.13)	\$41,899.60	\$13,615.15	\$2,109.17	\$44,008.77
Grand Total:	2841	\$ 43,211.73	\$ (1,312.13)	\$ 41,899.60	\$ 13,615.15	\$ 2,109.17	\$ 44,008.77

KEY PERFORMANCE INDICATORS

Feb-23

Total Pre-Tax Revenue	\$41,899.60
Total Rounds	1147
Avg Green Fee plus Cart Fee per Round	\$18.21
Total Merchandise Sales	\$19,486.71
Merchandise Sales Per Round	\$16.99
F&B Sales Per Round	\$ 0.06
COGS Hard Goods	72%
COGS Soft Goods	67%
COGS F&B	39%
Rounds w/Carts	58%
Total Revenue per Round	\$ 36.53

GREEN FEE BREAKDOWN

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	178
Summary for Player's Pass	<u>178</u>
Li'l Rock Adult Resident	65
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
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	30
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>95</u>
Public 18	55
Public 9	0
Public Junior	0
Public Senior	0
Public Twilight	8
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>63</u>
Punch Pass	25
Summary for Punch Pass	<u>25</u>
Rain Check	2
Summary for Rain Check	<u>2</u>
Resident 18	310
Resident Junior	7
Resident Senior 18	105
League Fee	0
Complimentary Round	1
Resident Twilight	2
Team Practice Round	49
Resident 9	103
Marshal/Team Green Fee	7
Resident Replay	0
Summary for Resident	<u>577</u>
Tournament Fees	207
Summary for Tournament - Public	<u>207</u>
Grand Total:	1147

Teen Center

- Teen Center staff continued interviews, and selected a candidate, who was successfully hired, for the Lead Teen Rec Worker position.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center.
- The Teen Center hosted a Valentine's Day themed party.
- A project to bring fiber optic lines to the Teen Center has begun.

City Manager – February Report

2023



IT ALL HAPPENS HERE™

1. Cemeteries had 16 interments
2. Memorial Bench set at Mills Park
3. Soil samples sent in for testing at Community Gardens
4. Green Acres Park received new landscaping
5. Graffiti had 26 reported locations
6. 42 illegally dumped freon tanks were picked up along South Grimes right of way and properly disposed of
7. South Grimes from Stanolind – South Loop right of ways major clean up completed
8. Mackey Ball Field has new radio installed to remotely turn on/off lights
9. Trails Crew removed dead trees along Health-walk
10. New steps at #16 Tee built at Rockwind
11. Three new employees hired
12. One employee retired after 25 years of service
13. Auction items delivered and assisted Library with their items



Parks & Open Spaces Department





RISK MANAGEMENT REPORT

February 2023

- 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.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Endorsed 4 new vehicles and/or equipment to city's insurance policy.
- Reviewed 44 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 16 property damage incidents on behalf of the City of Hobbs.
- Sent 4 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		2022	2023	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons January 2021</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons January 2022</u>
Residential	11,653	62,446,659	11,772	60,534,001
Commercial	1,787	38,225,660	1,798	36,933,800
City Accounts	207	3,161,626	210	3,450,165
School Accounts	60	2,445,164	62	1,171,942
Irrigation	257	2,370,297	254	2,059,414
Unbilled Maintenance		2,500,000		1,200,000
	13,964	111,149,406	14,096	105,349,322

LABORATORY	February 2022	February 2023
Total Drinking Water Tests	48	51
Total Wastewater Tests	773	683
Liquid Waste Received (gallons)	194,760	88,240

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	89.263	82.794
Effluent (Million Gallons)	82.135	80.099
Solids Removed (Dry Pounds)	113,236	0
No centrifuge run in February 2023		

WATER PRODUCTION REPORT - FEBRUARY 2023

WATER PRODUCED	
Total monthly water produced, million gallons	138,098,000
Total monthly water distributed, million gallons	136,277,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,071
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 FEBRUARY 2023

WORK DESCRIPTION

Meter lid replacement	65
Meter box replacement	20
Meter stop / valve replacement	10
Meter change out 3/4"	15
Meter change out 1"	0
Meter change out 2"	1
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	15
Set new 1" meter	0
Set new 2" meter	1
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	40
Service lateral replacement	5 qty - 40 feet
New Service Lateral	4 qty - 50 feet
Low water pressure investigation	1
Water quality investigations	0
Main line leaks/repair	3
Main line replacement (feet)	300
Valve maintenance	155
Valve new install/replacement	5
Fire hydrant maintenance	150
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	0
Fire hydrant meter set	2
New fire hydrant installed	15
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,200,000
Miscellaneous afterhour calls	10
Emergency Call Outs (From 6:00pm to 7:00am)	65

WORK DESCRIPTION

QUANTITY

Manhole maintenance	36
Manholes cleaned	41
Sewer main line cleaned (feet)	30,588
Sewer stoppages	63
Sewer main line video inspections	0
Odor complaints	1
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	0

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	24
Emergency call out (from 5:00 pm to 7:00 am)	97

UTILITIES MONTHLY PLUMBER REPORT FEBRUARY 2023	QUANTITY
Sewer stoppages	11
Odor complaints	2
Water leaks	24
Pool maintenance	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27