



# **CITY MANAGER'S MONTHLY REPORT**

January 2022

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



Mayor  
Sam D. Cobb

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

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**CITY MANAGER**

City Manager  
Executive Assistant

Manny Gomez  
Julie Nymeyer

Library Director

Sandy Farrell

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**POLICE DEPARTMENT**

Acting Police Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Art DeLaCruz  
Missy Funk

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Barry Young  
Mark Doport

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Vacant  
Anthony Maldonado

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Valerie Chacon  
Rocio Ocano

**LIBRARY SERVICES**



## *CITY MANAGER'S OFFICE*

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200 East Broadway  
Hobbs, NM 88240

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

**MANNY GOMEZ**  
City Manager

February 15, 2022

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

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

Our accomplishments continue to be our dedicated City employees. We have endured and persevered through a lot in the last two years, but we have continued to serve the citizens of Hobbs at the highest possible level and for that I am thankful.

Let's look ahead to a healthier and happier 2022 as we continue to work together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Manny Gomez".

Manuel R. Gomez  
City of Hobbs  
City Manager



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

	Nov-21	Dec-21	Jan-22
Business Registrations -New	20	13	19
Business Registrations - New Owner	0	2	6
Business Registrations- Change of Address	2	2	12
Renewals	11	177	823
Web Payment Renewals	2	60	75
Total Business Registrations Activity	33	254	935
Active Business Registrations for the Month	2091	2083	2069
Fireworks	0	0	0
Junk Yard Licenses	0	2	0
Liquor License	0	0	0
Mobile Business Licenses	4	7	22
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	32	53	26
Public Documents Notarized	118	122	168
Public Records Request	30	23	33
Regular City Commission Meetings <i>1/3/22 and 1/18/22</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <i>1/3/22 and 1/18/22</i>	0	0	2
Notice of Potential Quorum	1	0	0
Resolutions and Ordinances Attested	10	11	11
Consideration of Approval	6	1	5
Total Volume of Transactions on Tyler Cashiering	256	425	1,188
Total Amount	\$ 378,779.00	\$ 291,684.76	\$ 470,686.31
Web Payments Online for All Departments	\$ 3,910.08	\$ 4,478.00	\$ 1,875.00
Grand Total	\$ 382,689.08	\$ 296,162.76	\$ 472,561.31



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### January 2022

#### Press/Media Actions

The Communications Department distributed the following press releases and PSAs:

- Avila Hearing Update 1/11/22
- Municipal Court Temporary Closure 1/17/22
- PSA: Sanger and Dal Paso
- Early Closures – Inclement Weather 1/26/22

#### Other Public Relations and Marketing Actions:

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby (this kiosk is currently under repairs). We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. Most of the information is also translated into Spanish by a court-certified translator. See “OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS” for more info on social media posts.

- Coordinated public relations management of Alexis Avila case
  - Press release
  - Press conference held 1/10/22
  - Press inquiries
  - Coordination with CYFD, including regarding donations from the public
  - Social media management and monitoring
- Contract amendment with Bender Billboard underway to increase exposure and viewership
- Hosted biweekly radio recordings with City departments, local nonprofits, and other government agencies
- Updated digital billboards placed at all Bender Billboard locations to include:
  - HPD Recruitment
  - HFD Free Smoke Alarms
  - New Mexico ERAP (Emergency Rental Assistance Program)
  - Legal/Illegal Weeds
  - Shoplifting Deterrent
  - Vaccine Clinic
  - Election – Early Voting
- Road construction notices
- Holiday closure notices
  - New Year’s Day
  - MLK Day
- LEDA marketing strategy creation
  - Graphic approved for dissemination
    - Billboard (all 3 screens)
    - Facebook and Instagram
    - Postcards



## COMMUNICATIONS DEPARTMENT Monthly Report January 2022

- Posters
- Radio ads produced during biweekly appointment

## COMMUNICATIONS DEPARTMENT

### Monthly Report

### January 2022

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

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

- Challenge Nights – January – May (Free with Facility Admission)
  - Teens 13 – 17 Years (5PM – 7PM)
  - Adults 18+ Years (7PM – 8:45PM)
  - Monday's – Basketball (Gym CT 1 & 2), Flag Football (Turf)
  - Tuesday's – Soccer (Turf), Volleyball (Gym CT 1 & 3)
  - Wednesday's – Archery Tag (Turf)
  - Friday's – Dodgeball (Turf)
- Youth Sport Leagues – Began on Saturday, January 22<sup>nd</sup>
  - Coed Soccer (1<sup>st</sup> – 4<sup>th</sup> Grade)
  - Coed Basketball (1<sup>st</sup> – 8<sup>th</sup> Grade)
  - Coed Flag Football (1<sup>st</sup> – 6<sup>th</sup> Grade)
  - Coed Volleyball (3<sup>rd</sup> – 12 Grade)
  - Coed Tee-Ball (4 – 6 Years Old)
- Yoga Classes
  - Mommy & Me Yoga – Wednesday's @ 12PM, Infants – 5 Years
  - Senior Yoga – Monday's & Wednesday's @ 10AM, Geared Toward Adults Over 55
  - Yoga Fit – Tuesday's & Thursday's @ 9AM – 9:50AM, 13 Years & Above
- Reopening of the SPA
  - Hours
    - Monday – Saturday 6AM – 8PM
    - Sunday 12PM – 5:30PM
- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### January 2022

#### RADIO STATION, 99.3 KHBX

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

#### CURRENT RADIO ANNOUNCEMENTS

- Detention Center Hiring
- DWI Superbowl
- Febrewary Fest 2022
- Tippy Taxi
- Convenience Centers Info
- PSA Handwashing Hero
- Hobbs Express
- Legal IF-Meghan 1 Generic
- HPL New Hours
- HPL Curbside
- Municipal Court Hours
- Municipal Election
- Single Ballot Message
- HPD Recruitment ad
- HFD CPR -
- Waste Management Free Pickups PSA
- Western Heritage Museum
- COVID PSA English-Spanish Contact
- COVID Commitment
- COVID Vaccines
- United Way Heater Drive
- Business License Renewal
- Toss It in the Bin
- HR Recruitment
- FlyHobbs Daily Flights English-Spanish
- HAAC Spay and Neutering
- Light of Lea County

#### CONVENTION VISITORS BUREAU MAIN FOCUSES LISTED EVENTS

- New Mexico True grant management
  - Two videos in production
  - Digital radio
  - Traditional radio
  - Photography
  - Ad creations
  - Article updates
- National Junior College Track and Field Meet at NMJC in 2023 and 2025 (bids submitted and hoteliers' commitment letters gathered on behalf of NMJC)



## COMMUNICATIONS DEPARTMENT Monthly Report January 2022

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



#### Facebook

November 1 – 30

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

Page Views/Visits	Post/Page Reach (people reached)	Post Engagement	Followers
3,701 (11.5% increase)	56,501 total (4% decrease)	14,252 (5% increase)	139 new (41.8% increase)



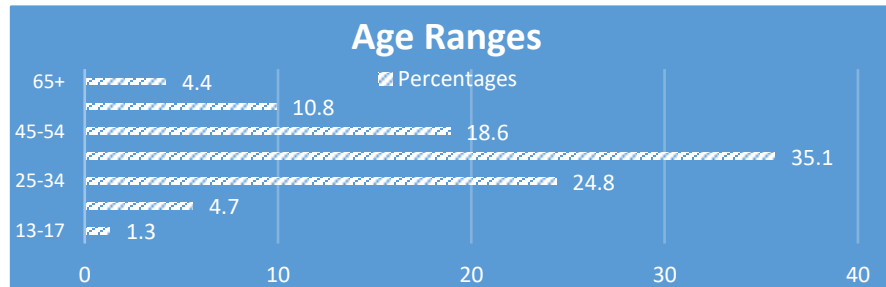
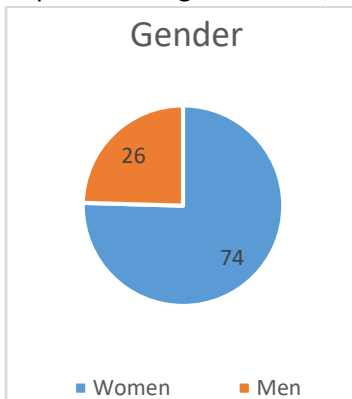
#### Instagram

November 1 – 30

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

Reach	Followers	Profile Visits	Interactions	Impressions
1,294 (95.5% decrease)	1,926	211 (80.3% decrease)	2,279 (42% increase)	11,624 (77.8% decrease)

Top Performing Content: 9/11 Tribute Video



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### January 2022

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

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
  - Director is serving as Board President for the 2021-2022 year
  - Planned and ran Rotary Christmas Banquet with Committee
- Notices for different departments and locations
- Website monitoring and updates communicated with IT Web Master
- Regular invoicing and budgeting, including gathering quotes, payroll, processing payment, etc.
- Attended Commission Meetings
- Regular cleaning and sanitizing of office areas to comply with CSPs
- Photos and video opportunities
  - Employee milestone photos to social media accounts
- Online municipal employee trainings
- Spanish lessons
- Ongoing studies of Wellbeing in the Workplace book, as assigned by City Manager
- Finalized headshots of HPD and HFD
  - Prints ordered also
- Coordinated design and photography of 2022 HFD and HAAC calendar



## COMMUNICATIONS DEPARTMENT Monthly Report January 2022

### Livestreamed City Commission Meetings for January 2022

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

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

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

# CITY OF HOBBS BUILDING PERMITS

Total Type of Construction

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

<b>Commercial</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEEES</b>
COMM MECHANICAL	Commercial	2	\$3,000.00	\$129.00
COMM PLUMBING	Commercial	6	\$9,000.00	\$471.00
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$540.00
COMMERCIAL ADDITION	Commercial	1	\$30,000.00	\$180.00
COMMERCIAL ELECTRICAL	Commercial	7	\$10,500.00	\$998.00
COMMERCIAL REMODEL	Commercial	3	\$200,370.00	\$852.00
COMMERCIAL RE-ROOFING	Commercial	1	\$39,584.00	\$240.00
COMMERCIAL SIGN	Commercial	1	\$15,000.00	\$288.00
COMMERCIAL TOWERS	Commercial	1	\$145,200.00	\$420.00
NEW COMMERCIAL	Commercial	2	\$418,002.00	\$1,032.00
		<b>25</b>	<b>\$872,156.00</b>	<b>\$5,150.00</b>
<b>Residential</b>		<b>#OF PERMITS</b>	<b>VALUATION</b>	<b>FEEES</b>
RES MECHANICAL	Residential	11	\$16,500.00	\$785.00
RES PLUMBING	Residential	27	\$40,500.00	\$1,366.00
RES SEWER TAP & EXCAVATION	Residential	3	\$4,500.00	\$615.00
RESIDENTIAL ADDITION	Residential	2	\$74,000.00	\$660.00
RESIDENTIAL CARPORT	Residential	1	\$2,000.00	\$20.00
RESIDENTIAL CURB CUTS	Residential	1	\$3,000.00	\$20.00
RESIDENTIAL DEMOLITION	Residential	2	\$15,500.00	\$120.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$8,852.00	\$108.00
RESIDENTIAL ELECTRICAL	Residential	31	\$46,500.00	\$1,952.00
RESIDENTIAL FENCE	Residential	1	\$7,500.00	\$10.00
RESIDENTIAL REMODEL	Residential	6	\$114,628.00	\$864.00
RESIDENTIAL RE-ROOF	Residential	11	\$97,880.00	\$840.00
RESIDENTIAL SINGLE FAMILY	Residential	7	\$2,315,441.00	\$5,132.96
RESIDENTIAL STORAGE	Residential	1	\$10,205.00	\$144.00
		<b>105</b>	<b>\$2,757,006.00</b>	<b>\$12,636.96</b>
COMMERCIAL		25	\$872,156.00	\$5,150.00
RESIDENTIAL		105	\$2,757,006.00	\$12,636.96
TOTAL COMBINED		130	\$3,629,162.00	\$17,786.96



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

**ENGINEERING DEPARTMENT**

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

**Community Programs & Services:**

Addressing Assignment:

	This Month	2021 Total	2022 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	4	47	4

**GIS-MAPPING DIVISION:**

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

**January 2022**

**ArcGIS Enterprise Server (Update):**

**Intersection Inspection Survey (update):** On Jan 18<sup>th</sup>, the Traffic Dept. request the GIS Division update the Intersection Inspection Survey123. Traffic requested several items in the "task" dropdown be updated to better match the work being now versus when the survey was originally created. Work was completed on this project on Jan 31<sup>st</sup> to meet the Feb 1<sup>st</sup> deadline.

**2022 Wall Map Marathon:** Starting in early Jan, 2022, the GIS Division has been busy updating and making new wall maps for the Clerk's Office, Building Dept., Engineering Dept., Planning Dept., and Parks / Open Spaces Dept. These maps reflect changes to the new commissioner districts and the new Del Norte Annexation. (If anyone reading this needs an updated wall map, please contact the GIS Division.)

**Interconnect Project:** In Dec, 2021, the Traffic Dept. started collecting GNSS data for use in its planned expansion/upgrade of the Traffic Interconnect. In Jan, 2022, the GIS division started processing the collected data for distribution with the engineering firm working on the plan set. Work is on-going for both collection and process.

**New Annexations:** At the beginning of the year the City of Hobbs accepted the Del Norte Heights Annexation, requiring the GIS Division to update several dataset. During this process it was discovered there was an error in the plat that would require a fix from the surveyor. The GIS Division, with the help of the Engineering Dept., was able to get a CAD version to be able to complete its work by Jan 21<sup>st</sup>.



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
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**Cannabis Maps (update):** In Jan, 2022, the GIS Division completed work on two Cannabis Buffer Maps. One for Bryan’s Green Care on Jan 26<sup>th</sup> and another one for Cultura Verde on Jan 27<sup>th</sup>. These maps were provided to the Fire Marshal, City Engineer, and City Clerk.

**StreetScan Project (update):** On Jan 28 the GIS Division received the deliverable form the Street Scan Project. The GIS Division started working on processing the data so it can be used in the GIS and maps. More work is planned in February with maps and data analysis of the data provided by Street Scan.

**PLANNING DEPARTMENT:**

The following is a summary of the historical growth statistics.

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

**City Commission Planning Summary:**

January - The City Commission reviewed and considered the following:

- Adopted Ordinance # 1139 approving the Del Norte Heights Annexation of A Portion of Section 16, Township 18 South, Range 38 East area contains +/- 82 acres located north and northwest of the termination of Hermosa Street.
- Adopted Resolution # 7147 approving the execution of a ground lessor estoppel certificate in favor of Cedars Affordable Senior Housing, LP, located at 501 W. Alto.

**Planning Board Summary:**

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

- Review and Consider YES Housing Berry Street LIHTC Development Agreement. (Recommend Approval)
- Review and Consider Meadowlands Unit 1 – Final Plat Approval. (Recommended Approval)
- Review and Consider Meadowlands Unit 2 – Preliminary Plat Approval. (Recommended Approval)
- Review and Consider Zia Crossing Subdivision Unit 8 – Final Plat Approval. (Recommended Approval)
- Review and Consider Zia Crossing Subdivision Unit 9 – Preliminary Plat Approval. (Recommended Approval)
- Review and Consider ETJ Subdivision SE Corner Jones Road & Bensing. (Recommended Approval)



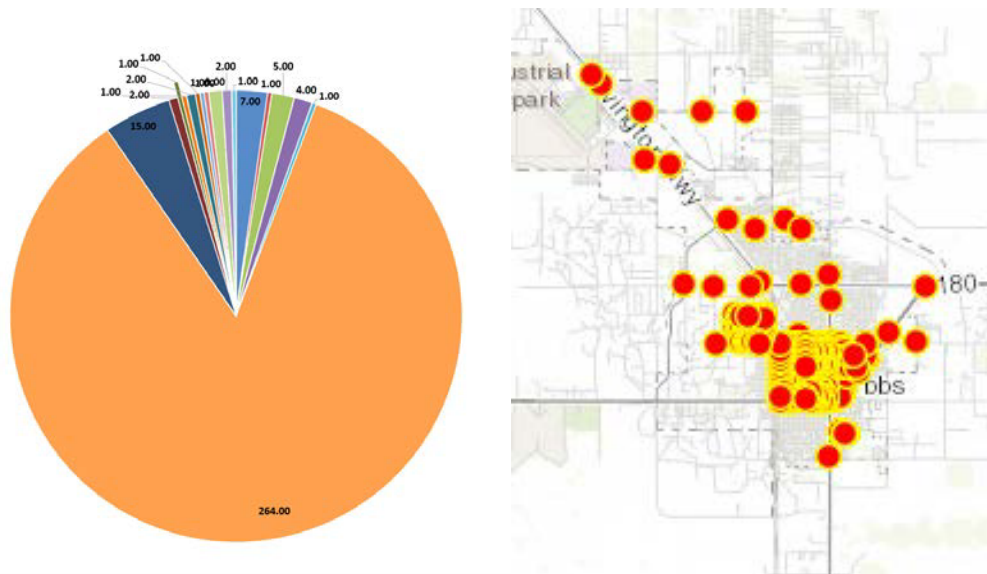
**ENGINEERING / PLANNING  
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- Review and Consider Notice Stating The Reasonable Notice Procedures For The City Of Hobbs Planning Board Pursuant To The New Mexico Open Meetings Act. (Recommended Approval)
- Review & Consider Planning Board Calendar. (Recommended Approval)

**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*

■ Sign Install / Replace = 7	■ LED Module Replace = 1	■ Pole Straighten / Re-bolting = 5	■ Call Outs = 4
■ Int in Flash or Malfunction = 1	■ Inspected Intersections = 264	■ New St. Name Sign Made = 15	■ New St. Name Sign Installed = 2
■ Line Spot Hours = 1	■ Traffic Signal Repair = 1	■ Visor Replace = 2	■ Cabinet Installed = 1
■ Pole & Anchor Replace = 1	■ Solar Flasher / Speed Sign = 1	■ Call Out Hours = 3	■ Signal Head Straightened = 2
■ Breakaway Base Replaced = 1			

**Major Damage:**

- Dal Paso & Broadway northeast corner pole struck twice: one over height and one hit and run.
- Lovington Hwy & Joe Harvey northeast corner transformer bases replaced.

**Dal Paso / Sanger**



**ENGINEERING / PLANNING**  
**TRAFFIC / GIS-MAPPING DEPARTMENTS**  
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- New conduit runs installed
- Contractor scheduled to install new pole and all materials have arrived.



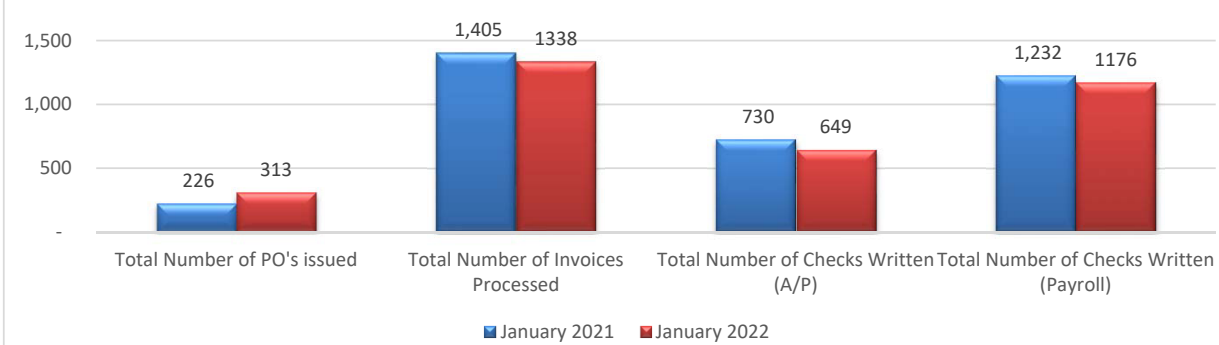
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2022**

Cash Statistics	January 2021	January 2022
Beginning Cash Balance	\$ 145,782,922	<b>146,092,614</b>
Monthly Cash In (Revenue - all funds)	\$ 8,477,722	<b>8,918,116</b>
Monthly Cash Out (Expenditures - all funds)	\$ 9,020,441	<b>7,637,286</b>
<b>Ending Cash Balance</b>	<b>\$ 145,240,203</b>	<b>147,373,444</b>

**Finance Transaction Statistics**

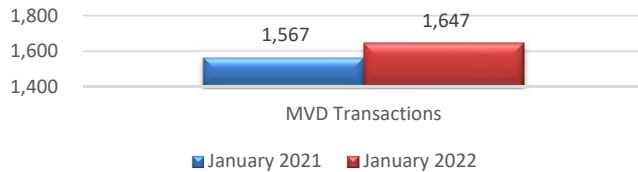
	January 2021	January 2022		
Total Number of PO's issued	226	<b>313</b>	daily average	16
Total Number of Invoices Processed	1,405	<b>1338</b>	daily average	67
Total Number of Checks Written (A/P)	730	<b>649</b>	weekly average	162
Total Number of Checks Written (Payroll)	1,232	<b>1176</b>	bi-weekly average	588

**Financial Transaction Averages**

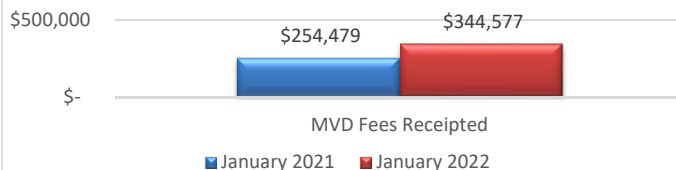


MVD Statistics	January 2021	January 2022		
MVD Transactions	1,567	<b>1,647</b>	daily average	82
MVD Fees Received	\$ 254,479	<b>\$ 344,577</b>	daily average	\$ 17,229

**MVD Transaction Averages**



**MVD Fees Received**



**January - 2022**

**General Services - Garage**

In January - 2022 The City Garage had a total of 198 Repair Orders/Invoices. Of the 198 R.O./Invoices, 121 were repaired in house and 77 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 69,375.72 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	4	2	0.00	170.00	379.02	840.00	1,389.02
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	0	0	0.00	0.00	0.00	0.00	0.00
Filters	2	2	0.00	102.00	256.36	0.00	358.36
Service Calls	18	0	0.00	1,734.00	0.00	0.00	1,734.00
Miscellaneous Maintenance	22	21	206.36	1,088.00	10,281.07	3,651.00	15,226.43
Brakes	2	6	0.00	170.00	2,934.22	2,285.50	5,389.72
Steering	0	1	0.00	0.00	1,306.38	770.00	2,076.38
Suspension	0	2	0.00	0.00	13.62	199.95	213.57
Tires	32	8	3,138.00	1,496.00	329.76	394.50	5,358.26
Wheels/Hub	0	1	0.00	0.00	322.32	0.00	322.32
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	14	7	1,679.94	918.00	2,856.99	70.00	5,524.93
Cranking	0	1	0.00	0.00	324.85	210.00	534.85
Lighting	3	1	52.00	136.00	126.99	0.00	314.99
Preventive Maintenance	15	20	2,099.68	1,122.00	1,775.69	0.00	4,997.37
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	0	0	0.00	0.00	0.00	0.00	0.00
Engine	4	0	49.90	272.00	0.00	0.00	321.90
Hydraulics	4	0	345.99	204.00	0.00	0.00	549.99
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Accident Repair	0	4	0.00	0.00	14,248.13	10,564.50	24,812.63
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>121</b>	<b>77</b>	<b>7,771.87</b>	<b>7,463.00</b>	<b>35,155.40</b>	<b>18,985.45</b>	<b>69,375.72</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
<b>City Garage</b>	<b>121</b>	<b>7,771.87</b>	<b>7,463.00</b>	<b>15,234.87</b>
<b>Vendor</b>	<b>77</b>	<b>35,155.40</b>	<b>18,985.45</b>	<b>54,140.85</b>
	<b>198</b>	<b>42,927.27</b>	<b>26,448.45</b>	<b>69,375.72</b>

# Street Department Monthly Report January

Break down of work performed by the Street Department Crew:

Man Hours	Activity
156 HRS.	Street Sweeping
140 HRS.	Building Brooms
32 HRS.	Cold Mix Patching
38 HRS.	Alley Complaints
32 HRS.	Storm Sewers & Inlets
160 HRS.	Equipment Maintenance
24 HRS.	Maintenance
44 HRS.	Welding Shop
56 HRS.	Deicing Streets
8 HRS.	Work for Building Maintenance
36 HRS.	Stocking Material
72 HRS.	Meetings

The total amounts of material hauled or used:

Quantity	Material
156 YDS.	Sweepings
150 GAL	Unmetered Water
528 YDS.	Sand
300 YDS.	Alley Material
2 YDS	Cold Mix Used
864 YDS.	Recycling Material
9100 GAL	Brine
414 YDS	Trash Hauled
8 YDS.	Hot Mix Used

Calls responded to:

Number	Type
13	Dispatched – accidents, spills, debris
2	Block Party Barricades

# January 2021 General Services – Building Maintenance

Work performed by City Carpenters

2	Door replaced
2	Ceiling tile replaced
7	Door lock repaired
28	Roof inspections
2	Walls repaired/painted
1	Roof repaired
2	Moved furniture
4	Building repairs
40	Work orders

Location of work performed

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

Break down of work performed by the Electricians

16	Light repairs
2	AC repairs
27	Heater repairs
16	General electrical work
8	CORE work
1	Nonelectrical work

Location of work performed

8	CORE
3	Library
12	City hall
7	Annex
1	PD
2	Fire stations
6	DA Bldg
1	Rockwind
20	Parks
2	Teen center
3	AAC

# FIRE SUPPRESSION/PREVENTION

January 2022

## ALARMS

Alarms (City)	134
Alarms (County)	30
Total Alarms	164

## FIRE RESPONSE BY STATION

Station 1	52
Station 2	45
Station 3	42
Station 4	25

## ZONES

Zone 1 (NW City)	48	Zone 5 (NW County)	13
Zone 2 (NE City)	44	Zone 6 (NE County)	10
Zone 3 (SE City)	24	Zone 7 (SE County)	4
Zone 4 (SW City)	18	Zone 8 (SW County)	0
Out of District 3			

## MOST COMMON DAY/TIME

Wednesday (1500 - 1559 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:11
Station 2	1:09
Station 3	1:06
Station 4	1:33
<b>Average</b>	<b>1:14</b>

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 32

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:18
Station 2	5:20
Station 3	6:04
Station 4	6:03
<b>Average</b>	<b>6:11</b>

## TRAINING HOURS

Fire Training	1226
EMS Training	6

## PREVENTION PROGRAMS

Fire Investigations	4
Fire/Safety Inspections	70
Smoke Detectors Installed	1
Public Education Activities	0
Plan Reviews	4
Burn Permits Issued	2

## EMS RUN BREAKDOWN

City Response	833
County Response	74
Total Responses	907

## ZONES

Zone 1 (NW City)	386	Zone 5 (NW County)	18
Zone 2 (NE City)	156	Zone 6 (NE County)	41
Zone 3 (SE City)	179	Zone 7 (SE County)	0
Zone 4 (SW City)	112	Zone 8 (SW County)	15

## AVERAGE RUN TIMES

Enroute:	1:49
At Scene:	4:52
On Scene Time:	23:34
To Destination:	15:39
Back in Service:	23:00

## MOST COMMON DAY/TIME

Wednesday – 154 calls for service  
Wednesday – 35 calls from 06:00 – 08:59 hours

## MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 120

## OUT OF TOWN TRANSFERS

Lubbock	5
Midland	1
Odessa	5
Roswell	12
Carlsbad	0
Artesia	1
Airport	27

## CARDIAC ARREST RESPONSES

Cardiac Arrest	14
ROSC	4
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Collected	\$96,565.10
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## Highlights for the month of January

- Driver/Engineer Promotional process held with 5 candidates; 1 recommendation made to fill one available position
- Captain Academy began; postponed due to increase in Covid case counts
- Completed Imagetrend EMS Billing transition; start date of February 1<sup>st</sup> for new billing provider
- Assistance to Firefighters Grant (AFG) submitted to FEMA/DHS
- Fire Chief attended 6-day New Executive Chief Officer class at the National Fire Academy
- 70 Fire Inspections from Fire Prevention Division include 30 mobile food truck renewals



# Hobbs Express

Monthly Report - JANUARY 2022

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

<b>Passenger Activity</b>	<b>Prior Month Dec-21</b>	<b>Reporting Month Jan-22</b>
No. of Elderly Passengers	482	358
No. of Non-Ambulatory Passengers	124	105
No. of Disabled Passengers	159	98
No. of Other Trips	1316	1565
<b>Total Passenger Trips</b>	<b>2081</b>	<b>2126</b>

Bus Route Trips	1723	1840
Rapid Line Trips	0	0
<b>Total Bus Route Trips</b>	<b>1723</b>	<b>1840</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>358</b>	<b>286</b>
<b>Total Passenger Trips</b>	<b>2081</b>	<b>2126</b>

<b>Vehicle Statistics</b>	<b>Prior Month Dec-21</b>	<b>Reporting Month Jan-22</b>
Total Vehicle Hours	310.25	273.75
Total Vehicle Miles	5,314	4,381

<b>Revenue Collected</b>	<b>Prior Month Dec-21</b>	<b>Reporting Month Jan-22</b>
Total Fares Collected	\$0.00	\$0.00





## *Hobbs Animal Adoption Center*

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

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

January 5, 2022

To: Acting Chief Fons  
 Captain Blevins  
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

January 2022

Intake:	Cats	Dogs
Dead On Arrival	15	19
Sterilization Only	34	36
Stray	42	218
Transfers In	0	0
Unwanted	18	45
Quarantine	1	16
<b>Totals:</b>	<b>110</b>	<b>334</b>
Dispositions:		
Adopted	39	55
Died at Facility	0	12
Dead on Arrival	16	18
Euthanized	20	39
Rescued	0	93
Return to Owner	5	52
Sterilization Only	40	29
Escaped	0	1
<b>Totals:</b>	<b>120</b>	<b>299</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 750
	Permits/Tags:	\$ 1095
	Reclaims:	\$1330
	Adoptions:	\$1845
	<u>Sterilizations:</u>	<u>\$1665</u>
		\$6685

Animal Control: 211 calls for service and 3 calls for vicious dogs and 1 call for cruelty  
 HAAC currently has 239 dogs and 157 cats

# HOBBS POLICE DEPARTMENT



2/2/2022

To: Interim Chief August Fons  
Captain Shane Blevins

From: Code Enforcement Superintendent Arthur De La Cruz

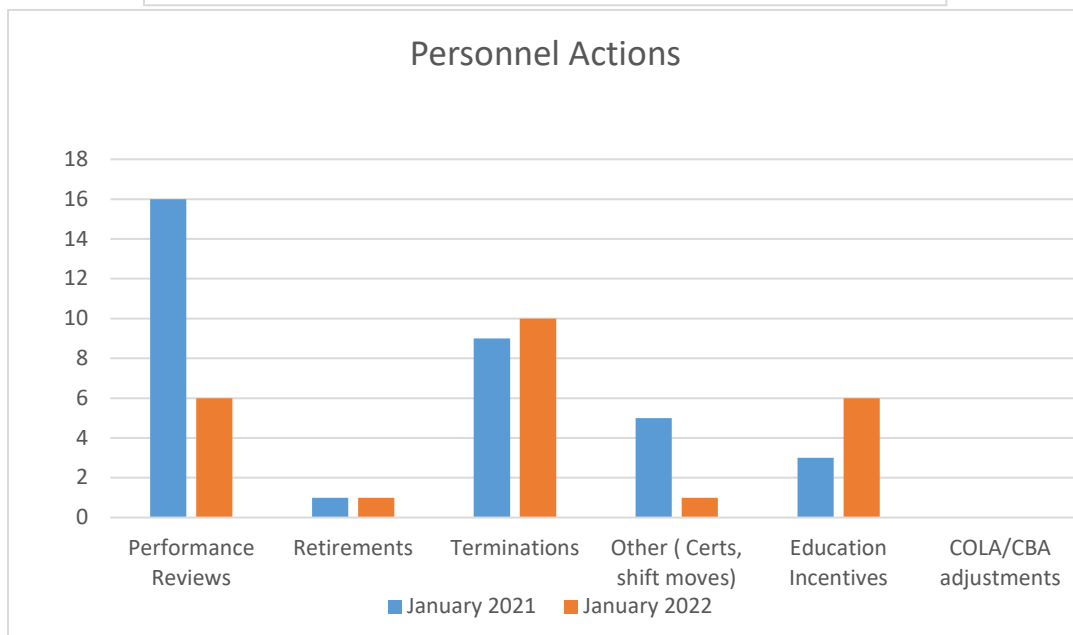
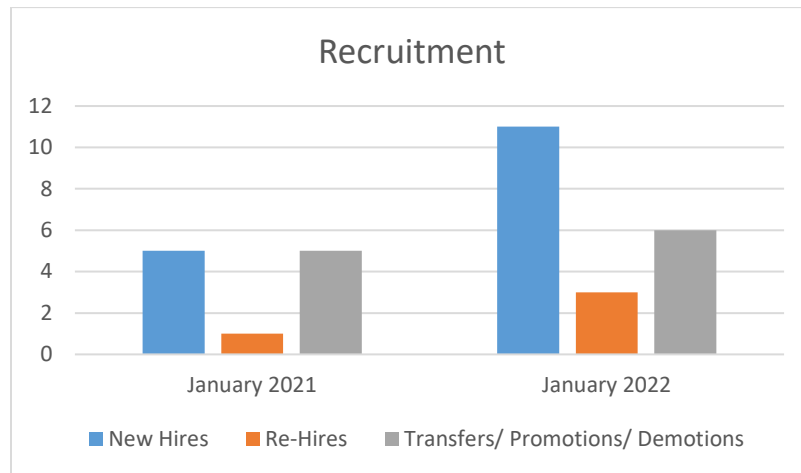
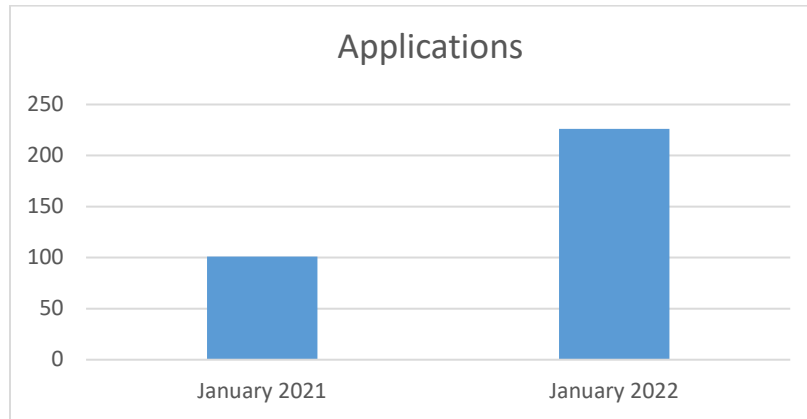
Subject: Code Enforcement End of Month Report (January 2022)

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

Code warnings	273
Code citations	37
Code complaints	389
Animal warnings	24
Animal complaints	216
Animal citations	16

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





Applicants Referred by:		
Source	total	total %
Billboard / Sign	3	1.33
Chamber of Commerce Website	0	0
City of Hobbs Website	84	37.17
Facebook	7	3.1
Friend / Family	25	11.06
Governmentjobs.com	18	7.96
Indeed.com	63	27.88
Job Fair	3	1.33
LinkedIn	1	0.44
Municipal League	0	0
New Mexico Department of Labor	0	0
Newspaper	0	0
Other	19	8.41
Radio	0	0
Recruiter	3	1.33
Unknown	0	0
<b>Totals</b>	<b>226</b>	<b>100</b>

### **New Positon Postings for January**

CEMETERY ADMINISTRATIVE ASSISTANT	PARKS EQUIPMENT MECH
CODE ENFORCEMENT SUPERINTENDENT	PARKS MAINT LEAD WKR
CORE ATTENDANT	PARKS MAINT WORKER
CORE FITNESS SPECIALIST	PARKS SPECIALIST
CERTIFIED FIREFIGHTER	TRAIL MAINT WORKER
FIRE CAPTAIN	EXPRESS TRANSPORTATION DRIVER
NON-CERTIFIED FIREFIGHTER-EMT	WW CONTROL OPERATOR
GOLF PLAYER SERVICES	UTILITY MAINTENANCE
GOLF SHOP CLERK	

### **Safety Skills Training:**

- Municipal Employee Safety
- Sexual Harassment and Discrimination for Employees

### **Team Involvement:**

- Continued the management of the COH Covid-19 response
- Tracy South virtually attended the State Labor Relations Board meeting
- Nicholas Goulet has been working on upcoming Union negotiations

# Information Technology Department

**Ron Roberts – IT Director**

**Christa Belyeu – Asst. IT Director**

**Joe Amador – Webpage Specialist**

**Jeff Sanford – Comm. Specialist**

## Daily operations, responsibilities, and policies

### ➤ **Technology Policies**

### ➤ **I.T. Equipment** (24 City of Hobbs facilities)

- Purchasing
- Installation
- Maintenance
- Training
- Research and Development/Planning

### ➤ **Computer**

- Servers (62) (31 physical / 31 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
  - Printers
  - Scanners/Fax
  - Cameras
- Data backup

### ➤ **Public Safety**

- Police
  - 2-way radio communications
  - Emergency Alert System (Radio/TV)
  - Communications interoperability equipment
  - Document Imaging
- Fire
  - 2-way radio communications
  - Paging/Tone out equipment
- Emergency Operations Center
  - Radio communications
  - Logistical Support

### ➤ **Two-way radio equipment** (620)

- Administration
- Programming
- Repair
- Installation
- Control Equipment (7 sites)
- Mobile (250 radios)
- Portable (370 radios)

**Matt Blandin – Security/Comp. Spec.**

**Frank Porras – Computer Specialist**

**Gabriel Jurado – Computer Specialist**

## **Wide/Local area networking administration**

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Cyber Security

### ➤ **Email**

- Account Administration
- SPAM filtering
- Intrusion protection

### ➤ **Internet Access**

- Web access and content filtering
- DSL connections
- Remote access

### ➤ **Wireless Networking**

- Point to point
- Wi-Fi Access points

### ➤ **Web Page Design** (City of Hobbs, Police, Fire, CORE, Library)

### ➤ **Telephone Equipment** (all City locations)

- Splash Pad 911 Call boxes

### ➤ **Outdoor Warning Equipment**

- Warning Siren/Public Address (33 locations)

### ➤ **Facility alarm systems** (all locations)

### ➤ **Copy Machines** (35) (all locations)

### ➤ **Outdoor Public Bulletin Boards** (3 units)

### ➤ **Audio/Video**

- Commission Chambers
  - Livestream regular, special and work session meetings.
- Meeting Rooms
- Portable
- Cable TV
- Video/Virtual conferencing
- KHBX LP radio station and remotes

## Accomplishments for January 2022

- 85 Request for service
- 80 Completed
- 0 Bulletin Board related
- 1 Camera related
- 14 Email related
- 5 hardware related
- 1 internet related
- 1 network related
- 10 password resets
- 7 phone related
- 0 radio related
- 5 projects related
- 15 software related
- 13 User Setup
- 7 webpage related
- 5 other

### Special accomplishments:

- Installed 7 new computers including 2 virtual servers.
- Installed new web filtering service.
- Replaced guide post and realigned due to damage from accident.
- Upgraded consoles at LCCA.
- Switched to new domain controller.
- Updated Tyler cashiering.



## 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**

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

- ❖ Hobbs City Commission – Efren Cortez (1/3 and 1/18)(Closed 1/3 and 1/18)
- ❖ Cemetery Board – (N/A) - Cancelled
- ❖ Community Affairs Board – Mahir Haque (1/11)
- ❖ Library Board – Rocio Ocano (1/4)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (1/18)
- ❖ Utilities Board – Valerie Chacon (1/6)
- ❖ Labor Relations Board – Rocio Ocano and Efren Cortez (1/13)
- ❖ Veterans Advisory Board – (N/A)

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

- ❖ Public Hearings/Presentations 5
- ❖ Agenda Items drafted 6
- ❖ Resolutions Drafted 2

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 19

**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 January 2022, the litigation activity of the City Attorney's Office is as follows:

**Criminal Litigation:**

- ❖ Pretrial Release Hearings: 4
- ❖ Probation Violations: 2
- ❖ Pretrials (Pro Se): 71
- ❖ Pretrials (Attorney): 14
- ❖ Trials: 17
- ❖ Dangerous Dogs/Petitions: 0
- ❖ DWI Cases: 4
- ❖ Shoplifting Cases: 7
- ❖ Appeals in District Court: 1
- ❖ Criminal Pleadings (Mun/Dist.) 78
- ❖ Subpoenas: 29
- ❖ Clio Case Entries: 131
- ❖ Discovery Submissions 28



**Property Matters:**

❖ Condemnation Reviews	9
❖ Property Purchases Reviews	0
❖ Property Contract Doc Reviews	26
❖ Property Correspondence	2
❖ Foreclosures Filed	0
❖ Property Liens Filed	1

**Civil Litigation:**

❖ Civil Pleadings	5
❖ Civil Depositions	0
❖ Civil ADR:	0
❖ Demand Letters:	2
❖ Misc. Hearings (State/Fed.):	0
❖ Discovery Submissions:	3

**Miscellaneous:**

❖ Trainings:	2
❖ Witness Interviews:	8
❖ In-office consultations:	28
❖ Letters/Correspondence:	1,041

**Areas of Notoriety:**

- ❖ The City Attorney’s Office represented the City of Hobbs in the first appeals before the City of Hobbs Utilities Board pursuant to Chapter 5.06 the Cannabis Regulation Ordinance.
- ❖ The City Attorney’s Office presented open meetings resolutions to City of Hobbs advisory boards under the State of New Mexico Open Meetings Act.

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

January, 2022

Hobbs Public Library

**CIRCULATION:** 4,797

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	2,956
Audio Books & Music	156
DVDs	1,231
E-Books/E-Audio (OverDrive & Gale)	454

**CIRCULATION BY PATRON TYPE:**

Adult	2,985
Juvenile	521
Senior Citizen	678
Used in Library	613

*Total Children's Items Circulated* 1,910

*Total Adult Items Circulated* 2,887

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	6	13
ELIN Loans	12	10

Patron Visits	2145
Overdue Notices Sent	183

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	4
Attendance	32
Passive Programs Provided	6
Passive Programming Participation	347
Meeting Room Use	5

Facebook Page Reach	2175
Web Site Usage	3845
HPL Database Usage	298
Reference Questions	106
Public Computer Use	317
Board Games	0

**PATRON PROFILES:**

Adult	15,413
Juvenile (Under 18 Years)	3,444
Senior Citizens (62+ Years)	2,400
Temp ELIN	2,108
<b>Total Active Borrowers</b>	<b>23,365</b>

**RECEIPTS:**

Materials Paid For	\$54.00
Fines & Fees	\$290.15
Copy Machine & Public Printouts	\$371.08
<b>Total</b>	<b>\$715.23</b>

Library Patrons Added This Month	38
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**ITEMS ADDED:**

Total Items Added	580
Items Weeded	1187

**HOLDINGS:**

Total Library Holdings	156,159
------------------------	---------

City Manager's Report  
Municipal Court – January 2022

Monthly Cases:

Traffic Citations	428
Misdemeanor Citations	42
Environmental Citations	53
Fire Code Violations	0
AGG. DWI	6
DWI – 1 <sup>ST</sup>	<u>2</u>
Total	531

Courtroom Activity:

Video Arraignments (Jail)	79
Court Appearances – A.M.	20
Court Appearances- P.M.	46
Virtual Court	9
Pretrial Court Appearances – A.M.	32
Pretrial Court Appearances – P.M.	27
Attorney Pretrial	13
Trial/Change of Plea Cases	<u>19</u>
Total	245

Other Activity:

Summons issued	547
Warrants issued	<u>152</u>
Total	699

Fines/Fees Assessed:

Fines	\$103,980
Penalty Assessment Fee	3,690
Automation Fee	2,994
Judicial Education Fee	1,497
Correction Fee	9,980
DWI Prevention Fee	600
DWI Lab Fee	680
Copies/Misc. Fee	<u>0</u>
Total	\$123,421

Fines/Fees Collected:

Fines	\$25,102
Penalty Assessment Fee	3,002
Automation Fee	2,106
Judicial Education Fee	1,053
Correction Fee	7,003
DWI Prevention Fee	121
DWI Lab Fee	211
Copies/Misc. Fee	10.00
Restitution	<u>.00</u>
Total	\$38,608

## City Manager – January Report

# 2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 21 interments
2. Prairie Have Memorial Park was fertilized and post-emergent applied for weeds
3. All holiday decorations came and stowed
4. Graffiti was removed at multiple locations
5. Trails and McAdams crew have installed new insulation on backflows and pumps
6. Bunker maintenance has continued; all golf carts received an oil change; materials storage area started renovations at Rockwind
7. Tree canopies lifted and dead plant material removed adjacent to the Post Office
8. DA's Office Landscaping getting new granite in beds
9. USSSA hosted first tournament of the year
10. Gil Pena – Construction Maintenance Worker retired from the city with 22 years
11. New Employees – Jennifer Santa Cruz (Parks Maintenance Worker), Silvana Palomares (Sports Maintenance Worker)

Parks & Open Spaces Department

Authored by: Bryan Wagner





THE CITY OF  
**HOBBS, NEW MEXICO**

4827 NORTH LOVINGTON HIGHWAY • HOBBS, NEW MEXICO 88240  
RECREATION DEPARTMENT • (575) 397-9291

**Recreation Department  
Monthly Report – January 2022**

**Divisions**

CORE Rockwind Clubhouse  
Senior Center Teen Center  
Recreation

**CORE**

Participation and revenue increased in January primarily due to Youth Sports and increased member attendance. There were 256 new memberships purchased during the month bringing the total number of individual members to 5,324. Youth Sports return for the first time since Winter 2019 with a total of 133 participants. Typically, Youth Sports have approximately 200 participants. The spa in the COREsplash reopened in January and numerous patrons have expressed their gratitude for this.

**Participation and Revenue**

<b>Fitness Unlimited (incl. Fit. Unlim. Passes)</b>	<b>55</b>
<b>Day Passes Sold</b>	<b>3059</b>
<b>Week Passes Sold</b>	<b>16</b>
<b>Month Passes Sold</b>	<b>130</b>
<b>Annual Membership Attendance</b>	<b>1,035</b>
<b>Monthly Membership Attendance</b>	<b>18,019</b>
<b>Month-to-Month Pass Attendance</b>	<b>877</b>
<b>Swim Lessons - Sessions</b>	
<b>Swim Team Members</b>	<b>50</b>
<b>Wellness Pool</b>	<b>80</b>
<b>kidWATCH</b>	<b>550</b>
<b>kidFIT</b>	<b>338</b>
<b>Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)</b>	<b>138</b>
<b>Special Events (ie: Easter Egg Dive, Spooktacular, ...)</b>	
<b>Total Participants &amp; Visits</b>	<b>24,347</b>

**Total Revenue January 2022** **\$117,051.86**

**For Comparison December 2021:**  
**Participation** **21,283**  
**Revenue** **\$103,726.46**

**Membership & Participation Detail**

<b>Member Visits</b>	<b>19,931</b>
<b>Guest Visits</b>	<b>3274</b>
<b>Classes</b>	<b>193</b>
<b>Tour Participants</b>	<b>69</b>
<b>Private Rentals</b>	<b>35 Facility and \$4,908 in revenue generated for current and future rentals</b>

<b>MEMBERSHIP COUNTS</b>	<b>Jan-22</b>	<b>Dec-21</b>
<b>Memberships Sold in Month</b>	<b>256</b>	<b>181</b>
<b>Family Memberships</b>	<b>1057</b>	<b>1013</b>
<b>Individual Memberships</b>	<b>568</b>	<b>523</b>
<b>Total Memberships</b>	<b>1625</b>	<b>1526</b>
<b>Members</b>	<b>4756</b>	<b>4,557</b>
<b>Total Individual Members</b>	<b>5,324</b>	<b>5,080</b>

**Senior Center**

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

	<b>Meals</b>	<b>Donations Received:</b>
January 2022 Congregate Meals Served	254	\$ 278.50
January 2022 Grab N Go Meals	1,320	\$ 609.00
January 2022 Home Delivered Meals Served	1,720	\$1,021.00
January 2022 Frozen Meals Delivered	<u>219</u>	\$ ---
January 2022 <b>Totals</b>	3,513	\$1,908.50
December 2021 <b>Totals</b>	3,925	\$3,027.92

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 January 2022, a total of 219 frozen meals were distributed. The Hobbs Senior Center served 408 seniors a total of 3,513 meals for the month. With a total of 20 serving days in November, the daily average of meals served was 176.

*The Hobbs Senior Center closed the Congregate Lunch Site due to elevated COVID-19 numbers on January 10, 2022. For this reason, some of our Recreation and Nutrition numbers are lower than usual.*

Duplicate Recreation Activities:	310	Exercise:	204
Transportation:	65	Assessment/Reassessment:	104

## Recreation

- Staff assisted in removing holiday decorations at several City facilities.
- Staff is starting to plan for the Community Easter Egg Hunt to be held on Saturday, April 16.
- The Recreation Department Office has seen an increase in the number of park pavilion reservations being made.

## Aquatics

- A Red Cross Lifeguard Instructor class was held at the CORE, January 7-9.
- The CORE Therapy Pool has reopened after the recent ceiling renovations.
- The Spa in COREsplash has reopened.
- Weekly in-service training sessions continue to be held for Lifeguard staff.
- Staff met with a representative from Vortex who is the supplier for parts for the City's splash pads to review needs at the City Park Splash Pad.

## Rockwind Community Links Clubhouse

January 2022 was a solid month for Rockwind. A total of 1,351 rounds were played which was 400 rounds more than January 2020. January 2022 also set a new record for January revenue with a total of \$46,517.54 collected. There were no events hosted at Rockwind during January 2022. Staff is making preparations for two events that will be hosted in February to include a college tournament and the Super Bogey Bowl which will once again feature Super Bowl XIV participant Preston Dennard.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	17	\$276.11	\$0.00	\$276.11	\$0.00	\$13.89	\$290.00
Driving Range	322	\$1,303.01	\$0.00	\$1,303.01	\$0.00	\$65.99	\$1,369.00
Golf Cart Rental Fees	991	\$13,971.84	\$0.00	\$13,971.84	\$0.00	\$705.92	\$14,677.76
Green Fees	1351	\$15,491.65	\$0.00	\$15,491.65	\$0.00	\$780.59	\$16,272.24
Hard Goods Sales	273	\$7,229.95	(\$219.20)	\$7,010.75	\$5,002.56	\$339.28	\$7,350.03
Membership Fees	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soft Goods Sales	241	\$6,330.86	(\$152.99)	\$6,177.87	\$3,621.19	\$309.14	\$6,487.01
Food & Beverage	44	\$79.76	(\$11.87)	\$67.89	\$27.67	\$3.61	\$71.50
Totals for Revenue	3239	\$44,683.18	(\$384.06)	\$44,299.12	\$8,651.42	\$2,218.42	\$46,517.54
<b>Grand Total:</b>	<b>3239</b>	<b>\$ 44,683.18</b>	<b>\$(384.06)</b>	<b>\$ 44,299.12</b>	<b>\$8,651.42</b>	<b>\$2,218.42</b>	<b>\$ 46,517.54</b>

### KEY PERFORMANCE INDICATORS

Jan-22

**Total Pre-Tax Revenue**

**\$44,299.12**

**Total Rounds**

**1351**

**Avg Green Fee plus Cart Fee per Round**

**\$21.81**

**Total Merchandise Sales**

**\$13,188.62**

**Merchandise Sales Per Round**

**\$9.76**

**COGS Hard Goods**

**71%**

**COGS Soft Goods**

**59%**

**COGS F&B**

**41%**

**Rounds w/Carts**

**73%**

**Total Revenue per Round**

**\$ 32.79**

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	
GolfNow Prepaid	2
Summary for EZLinks Prepaid	<u>2</u>
Player's Pass 18 Walk	211
Summary for Player's Pass	<u>211</u>
Li'l Rock Adult Resident	43
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	19
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	3
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>211</u>
Public 18	46
Public 9	3
Public Junior	0
Public Senior	2
Public Twilight	3
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>54</u>
Punch Pass	22
Summary for Punch Pass	<u>22</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	402
Resident Junior	17
Resident Senior 18	162
League Fee	0
Complimentary Round	1
Resident Twilight	12
Team Practice Round	130
Resident 9	74
Marshal/Team Green Fee	13
Resident Replay	1
Summary for Resident	<u>812</u>
Tournament Fees	184
Summary for Tournament - Public	<u>184</u>
Grand Total:	<b>1351</b>



## **Teen Center**

- Art Classes started and are being held Monday through Friday.
- Staff is planning for activities, events, and programs to occur in January and February.
- Staff continues to offer rides home for teens who attend the Teen Center in the evening.

## RISK MANAGEMENT REPORT

January 2022

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 applications for notary bond.
- Conducted monthly review of all open claims with city's insurance agent.
- Participated in numerous phone calls and 3 demo/conference calls with possible vendors for implementation of an emergency alert system for the City of Hobbs.
- Endorsed 2 new vehicles and/or equipment to city's insurance policy.
- Reviewed 30 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 14 property damage incidents on behalf of the City of Hobbs.
- Sent 2 demand letters for at fault claims.
- Issued multiple purchase orders to repair city vehicles.

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2020		2021	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2020</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2021</u>	
Residential	11,556	74,314,373	11,664	73,641,593	
Commercial	1,818	39,266,077	1,802	41,087,729	
City Accounts	215	2,807,641	207	5,530,324	
School Accounts	58	2,027,696	60	3,756,487	
Irrigation	249	3,155,314	258	3,780,887	
Unbilled Maintenance		1,450,000		2,500,000	
	<b>13,896</b>	<b>123,021,101</b>	<b>13,991</b>	<b>130,297,020</b>	

LABORATORY	January 2021	January 2022
Total Drinking Water Tests	49	46
Total Wastewater Tests	728	714
Liquid Waste Received (gallons)	241,065	175,340

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	88.212	95.400
Effluent (Million Gallons)	82.884	88.399
Solids Removed (Dry Pounds)	185,874	84,702

\*No Biosolids were processed during this month.

## WATER PRODUCTION REPORT - JANUARY 2022

WATER PRODUCED	
Total monthly water produced, million gallons	149,669,000
Total monthly water distributed, million gallons	144,339,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.67
Monthly chlorine gas dosed to system (lbs)	1,171
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

### Comments:

Due to the travel restrictions we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.

## UTILITY MAINTENANCE JANUARY 2022

### WORK DESCRIPTION

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

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	69
Manholes cleaned	87
Sewer main line cleaned (feet)	65,256
Sewer stoppages	32
Sewer main line video inspections	3
Odor complaints	3
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	8

New sewer main line installation	100 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	22
Emergency call out (from 5:00 pm to 7:00 am)	49

<b>UTILITIES MONTHLY PLUMBER REPORT JANUARY 2022</b>	<b>QUANTITY</b>
Sewer stoppages	8
Odor complaints	2
Water leaks	7
Pool maintenance	22
Emergency call outs (from 5:00 pm to 7:00 am)	5
Core	23