



## CITY MANAGER'S MONTHLY REPORT

**DECEMBER, 2020**

200 East Broadway  
Hobbs, NM 88240

[www.hobbsnm.org](http://www.hobbsnm.org)



**Mayor**  
Sam D. Cobb

**City Commission**

Marshall Newman – 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**

Acting City Manager  
Risk Management Dir.

Manny Gomez  
Ann Betzen

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Erik Scramlin  
Valerie Chacon

**CITY ENGINEER**

City Engineer  
Planning

Todd Randall  
Kevin Robinson

**LIBRARY SERVICES**

Library Director

Sandy Farrell

**COMMUNICATIONS DEPT.**

Communications Director  
Conv. & Visitors Bureau

Meghan Mooney  
Tanya Sanchez

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNITY SERVICES DEPT.**

Community Svcs. Dir.  
Acting Building Official  
Code Enforcement  
Animal Adoption Center

Vacant  
Scott Shed  
Art DeLaCruz  
Missy Funk

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Manny Gomez  
Barry Young

**POLICE DEPARTMENT**

Police Chief  
Deputy Police Chief

John Ortolano  
August Fons

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Matt Berry  
Anthony Maldonado

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**HUMAN RESOURCES DEPT.**

H. R. Director  
Assistant H.R. Director

Nicholas Goulet  
Tracy South

## RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

December, 2020

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Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.

Participated in 3 conference calls w/Travelers assigned attorneys to review on-going claims.

Conducted monthly review of all open claims with city's insurance agent.

Endorsed 4 new vehicles and equipment to city's insurance policy.

Reviewed 9 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 4 property damage claims on behalf of the City of Hobbs.

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 5 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 34 meetings for the Mayor and City Manager.

Scheduled 3 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Library Board agenda.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 88 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on December 8, 15 and 22, 2020.

Reviewed and processed 15 social service agency quarterly invoices for payment.

Completed Safety Training: Bloodborne Pathogens.

.Attended the Governor's press conferences on December 10 and 17, 2020.





## CITY CLERK'S OFFICE MONTHLY REPORT DECEMBER 2020

	Oct-20	Nov-20	Dec-20
<b>Business Registrations -New</b>	23	16	19
<b>Business Registrations - New Owner</b>	3	2	4
<b>Business Registrations- Change of Address</b>	5	2	0
<b>Renewals</b>	6	2	207
<b>Web Payment Renewals</b>	0	0	94
<b>Total Business Registrations Activity</b>	37	20	324
<b>Active Business Registrations for the Month</b>	1957	1977	1998
<b>Fireworks</b>	0	0	0
<b>Junk Yard Licenses</b>	0	0	1
<b>Liquor License</b>	11	3	1
<b>Mobile Business Licenses</b>	4	1	9
<b>Pawn Brokers</b>	0	0	0
<b>Secondhand Dealer's Licenses</b>	0	0	0
<b>Solicitor's Permit</b>	0	0	0
<b>Temporary Vendor's Licenses</b>	1	0	0
<b>Cemetery Deeds Issued/Processed</b>	33	65	27
<b>Public Documents Notarized</b>	102	61	80
<b>Public Records Request</b>	13	33	32
<b>Regular City Commission Meetings</b> <small>12/7/2020 &amp; 12/21/2020</small>	2	2	2
<b>Special City Commission Meetings</b>	0	1	0
<b>City Commission Work Session/Closed Meetings</b> <small>12/7/2020</small>	0	1	1
<b>Notice of Potential Quorum</b>	0	0	0
<b>Resolutions and Ordinances Attested</b>	19	19	10
<b>Consideration of Approval</b>	3	1	4
<b>Total Volume of Transactions on Tyler Cashiering</b>	259	205	479
<b>Total Amount</b>	\$ 257,427.67	\$ 383,918.61	\$ 369,009.15
<b>Web Payments Online for All Departments</b>	\$ 50.00	\$ 125.00	\$ 2,647.50
<b>Grand Total</b>	\$ 257,477.67	\$ 384,043.61	\$ 371,656.65





# Hobbs Express

Monthly Report - December 2020

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

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Nov-20</b>	<b>Dec-20</b>
No. of Elderly Passengers	275	139
No. of Non-Ambulatory Passengers	72	79
No. of Disabled Passengers	113	101
No. of Other Trips	440	176
<b>Total Passenger Trips</b>	<b>900</b>	<b>495</b>

Bus Route Trips	633	0
Rapid Line Trips	53	0
<b>Total Bus Route Trips</b>	<b>686</b>	<b>0</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>214</b>	<b>495</b>
<b>Total Passenger Trips</b>	<b>900</b>	<b>495</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Nov-20</b>	<b>Dec-20</b>
Total Vehicle Hours	387	103.5
Total Vehicle Miles	6,028	2,943

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Nov-20</b>	<b>Dec-20</b>
Total Fares Collected	\$0.00	\$0.00



**ENGINEERING / PLANNING**  
**TRAFFIC / GIS-MAPPING DEPARTMENTS**  
**MONTHLY REPORT**  
**December, 2020**

**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:** The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

	<b>This Month</b>	<b>2019 Total</b>	<b>2020 Total</b>
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	<b>16</b>	<b>244</b>	<b>129</b>

**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*)

**ArcGIS Enterprise Server (Update):**

**GIS Server Outage:** After a Windows Update on Dec 4<sup>th</sup> the GIS Enterprise Deployment was down from Dec 4<sup>th</sup> to Dec 10<sup>th</sup>. The problem came down to the update resetting the firewall. The GIS division got it working with the help of ESRI and the IT Dept. Due to the problems this outage caused, The GIS division is working on making an emergency map and procedures for utilities, as they heavily rely on the web maps for line spotting purposes.

**ArcGIS Online (Update):** During the first week of December the GIS division worked on getting its ArcGIS Online content compliant with ERSI's https requirement. Most of the maps was able to be converted, but a number of maps were deleted. The GIS is working on creating new maps that pull the data from the GIS Server, but a new Database is needed to protect our live data.

**FEMA (Update):** In December the GIS continued with training on the FEMA's CRS program and NFIP. During December the GIS division is also looking forward to the 2021 CRS report, and is planning for task that need to be prepared before October.

**ArcGIS Online Homepage:** After finishing the https work, the GIS division continued fixing up the City of Hobbs' ArcGIS Online account. As part of this the GIS division built a new home page to replace the now out of data page from 2016. The page can be viewed at <https://coh.maps.arcgis.com/home/index.html> and will act as a backup page for the GIS division.

**Hot Asphalt Recycling Map (Update):** A map was requested from General services to show the 2020 Hot Asphalt Recycling areas plus some additional areas. The map was updated to show the two new areas along Grimes and Bender.





**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
December, 2020**

**PLANNING DEPARTMENT:**

The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

Land Development	2012	2013	2014	2015	2016	2017	2018	2019
Annexations (expressed in Acres)	3.62	92.89	101.9	1.37	1.31	0	163.23	0
Subdivisions (51)	0	5	3	8	1	3	1	5
Lots Gained	0	61	92	304	102	13	42	186
Summary Subdivisions (55)		42	43	44	33	42	31	47

City Commission Planning Summary:

December - The City Commission reviewed and considered the following:

- Adopted Resolution # 7007 approving the Final Plat for Sweet Home Alabama Subdivision Unit 2, an ETJ Subdivision.

Planning Board Summary:

December - The Regular Scheduled Planning Board meeting was cancelled.

**TRAFFIC DIVISION:**

The City of Hobbs has 42 traffic signals, 17 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1769 STOP signs, 354 warning signs, 2429 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

**Total 1,296 tracked intersections**

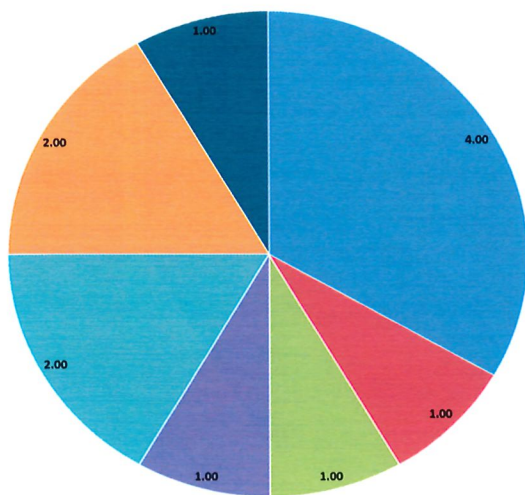


Figure 1 - Location Map of Work Performed

- Pole Straighten / Re-bolted = 4
- Pole & Anchor Replace = 1
- Int in Flash or Malfunction = 1
- Solar Flasher / Speed Sign = 1
- Detector Adjusted = 2
- Assit Other Dept = 2
- Controller Software Updated = 1





## COMMUNICATIONS DEPARTMENT

### Monthly Report

December 2020

Submitted January 15, 2021

### **PRESS/MEDIA ACTIONS**

The Communications Department distributed the following press releases and P.S.A.s:

- COVID Update and EOY Closures 12/10/20
- Business Registrations 12/29/20
- Hobbs Apartments letter 12/31/20

### **Other Press 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. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. See "OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS" for more info on social media posts.

- Comments and coordination of Mayor's video for Governor's Office
- Planning of week-long social media campaign for Hobbs Animal Adoption Center

### **CARES Act**

- Press release
- Social media posts
- Facebook event
- CARES Act webpage on hobbsnm.org
- City Commission meeting clip on webpage
- Radio commercials (doubled these about a month in)
- Radio interviews
- Partnership with Hobbs Chambers
- Email marketing campaign (shared with Chambers)
- CARES Act graphic for COH use
- Water bill message
- Daily ad in Hobbs News-Sun
- Pop-up window on hobbsnm.org

Multiple instances of collaboration with the IT Department's Web Master when into executing this campaign effectively, to which the Communications Department is grateful for their assistance and efforts.

### **2020 CENSUS**

- Continued coordination with State's Census Commission Coordinator – new deadline for results to be announced has not yet made by the Census Bureau
- End of campaign tasks
  - Appreciation certificates
  - Final budget submissions



## COMMUNICATIONS DEPARTMENT

### Monthly Report

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Submitted January 15, 2021

### 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

- Rockwind Community Links TFN
- COVID PSA Eng. & Span.
- Fly Hobbs COVID-19 – Holidays Eng. & Span.
- Isaiah's Kitchen Christmas Schedule
- Manny Gomez Merry Christmas
- Meghan Covid Closures
- Christmas 2020 3.5 hours Music
- MVD open by Appt.
- Toss it in the bin Tanya
- United Way Project Santa
- United Way Project you
- Hobbs Public Library Curbside
- United Way Heater Drive
- P.S.A. handwashing hero
- P.S.A. social distancing superhero Eng. & Span.
- P.S.A. handwashing hero
- Animal adoption spaying and neutering
- Animal adoption feral cat
- Fly Hobbs Ad

### CONVENTION VISITORS BUREAU MAIN FOCUSES

- Hobbs' 2020 Virtual Tree Lighting December 3<sup>rd</sup>
- New Mexico Tourism commission Meeting 12/17/2020 2:30 p.m.
- Meeting with Communications to discuss projects the CVB is working on at this time
- Goto meeting with Lucy on Hobbs Clean and Beautiful on new strategies for Neighborhood Clean up.
- Submitted Qtr. 2 neighborhood Clean up Budget for the Grant with New Mexico Clean and Beautiful Dec 22nd
- Collaborated with Hobbs News-sun on "City Holiday Lights" and worked with Jason Adams on setting up music for the Radio
- Came in each day to put on Christmas Music for KHBX 99.3 during the evenings for the City Holiday Light up.
- We are working with New Mexico Tourism on the #yeshobbs recovery plan for social media. We reviewed photos from #hobbsnm and other places to start posting in January.
- Jason from Keep America Clean and Beautiful (emailed to start after first of the year) goto meeting January 13th
- Webinar with New Mexico Tourism for Co-Op recovery grant
  - Will require Manny's approval of final grant application on January 5th



## COMMUNICATIONS DEPARTMENT

### Monthly Report

December 2020

Submitted January 15, 2021

- Correspondence with Hobbs Hospitality Group about COVID-19 and State small Business Grants workshops
- Began working with New Mexico State Google DMO for City of Hobbs properties
- Encouraged hotels and restaurants throughout Hobbs to partner with New Mexico True to help showcase Hobbs and Lea County.

#### Listed Events

Currently, we are working on an event for next summer named Mo' Betta Golf Tournament.



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**December 2020**  
 Submitted January 15, 2021

**SOCIAL MEDIA INSIGHTS**



**Facebook – last 28 days**  
**(December 16 – January 12)**

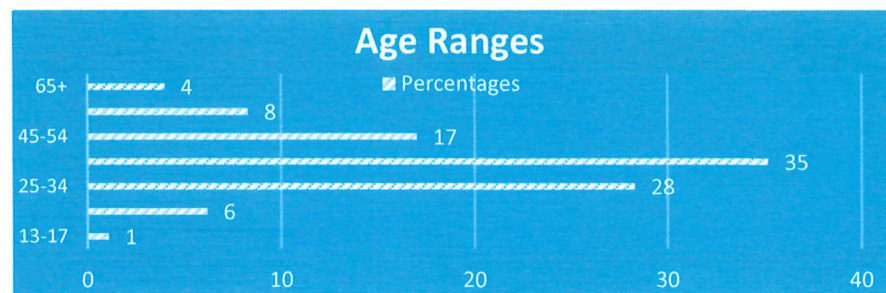
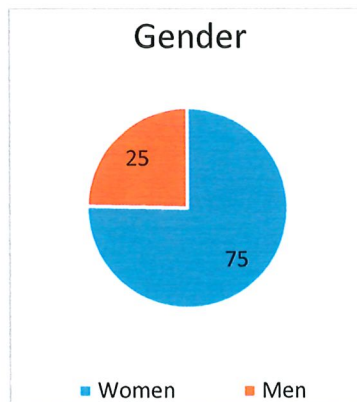
Page Views	Post Reach (people reached)	Post Engagement	Page Likes
20% increase (1,350 total)	48% increase (24,489 total)	153% increase (7,697 total)	22% increase (115 total new)



**Instagram**

**(December 30 – January 5)**

Reach	Impressions	Profile Visits	Interactions
920 (crease)	5,172 (22.6% increase)	60 (11.1% increase)	101





## COMMUNICATIONS DEPARTMENT

### Monthly Report

December 2020

Submitted January 15, 2021

#### 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 monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs (suspended for the time being)
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs and serves as Public Image Chair on the Board
- Director serves on the Rotary Club Board and attends monthly meetings (virtual for the time being, currently serving on the Virtual Meeting Committee)
- Attended numerous webinars
- Numerous notices for different departments and locations
- Website monitoring and updates communicated with I.T. Web Master
- Collaborated with IT Web Master updates to the COVID-19 webpage at [hobbsnm.org/update](http://hobbsnm.org/update)
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
- Attended virtual Commission Meetings viewings
- Viewed Governor's live-streamed press conferences via Facebook
- Regular cleaning and sanitizing of office areas to comply with CSP's
- Photos ops
- Online safety trainings
- Post employee milestone photos to social media accounts
- Pandemic Marketing Webinar
- Holiday ads to announce closures and hours
- Virtual Tree Lighting with Mayor
- Christmas decoration display at Desert Springs
  - Partnership with Xcel Energy
  - Coordination with Desert Springs and Xcel staffs
  - Online promotion
  - Coordination with HPD and HFD for "driveby"
  - Live Facebook videos during set up and celebration
  - Design and order of banner placed in front of main tree
- New social media goals have been set for the City of Hobbs Facebook page
- Booked The Salvation Army to present to the City Commission



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**November 2020**

Submitted December 15, 2020

**Livestreamed City Commission Meetings for December 2020**

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	89.0 %	680	837
Live Viewers	11.0%	84	1190
Total	100%	764	2027

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



# CITY OF HOBBS BUILDING DIVISION

## Total Type of Construction

For period ending December 01, 2020- December 31, 2020

**December, 2020**

### Type of Construction

<b>Commercial</b>		<b><u># of Permits</u></b>	<b><u>Valuation</u></b>	<b><u>Fees</u></b>
COMM MECHANICAL	C	5	7,500.00	713.00
COMM PLUMBING	C	3	4,500.00	150.50
COMMERCIAL CARPORT	C	1	5,500.00	72.00
COMMERCIAL ELECTRICAL	C	12	18,000.00	1,536.00
COMMERCIAL REMODEL	C	6	806,326.00	3,204.00
COMMERCIAL RE-ROOFING	C	3	44,000.00	260.00
COMMERCIAL SIGN	C	2	21,771.00	65.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	0.00
NEW COMMERCIAL	C	1	61,646,679.00	74,456.02
		<b>34</b>	<b>\$62,555,776.00</b>	<b>\$80,456.52</b>

<b>Residential</b>		<b><u># of Permits</u></b>	<b><u>Valuation</u></b>	<b><u>Fees</u></b>
RES MECHANICAL	R	24	36,000.00	1,595.00
RES PLUMBING	R	44	66,000.00	1,982.00
RES SEWER TAP & EXCAVATION	R	6	9,000.00	1,990.00
RESIDENTIAL ADDITION	R	1	80,000.00	320.00
RESIDENTIAL CANOPY	R	1	1,500.00	20.00
RESIDENTIAL CARPORT	R	2	7,260.00	80.00
RESIDENTIAL CURB CUTS	R	3	8,600.00	55.00
RESIDENTIAL ELECTRICAL	R	64	93,000.00	3,767.00
RESIDENTIAL FENCE	R	5	12,364.00	50.00
RESIDENTIAL FOOTING/FOUNDATION	R	1	6,600.00	60.00
RESIDENTIAL MANUFACTURED HOME	R	5	268,500.00	240.00
RESIDENTIAL REMODEL	R	23	589,303.00	3,480.00
RESIDENTIAL RE-ROOF	R	7	41,110.00	390.00
RESIDENTIAL SINGLE FAMILY	R	26	6,412,979.00	13,057.94
RESIDENTIAL STORAGE	R	6	392,253.00	1,440.00
RESIDENTIAL SWIMMING POOL	R	3	284,000.00	1,170.00
		<b>221</b>	<b>\$8,308,469.00</b>	<b>\$29,696.94</b>
		<b>255</b>	<b>\$70,864,245.00</b>	<b>\$110,153.46</b>

## CODE ENFORCEMENT NUMBERS FOR DECEMBER 2020

CODE WARNINGS 310

CODE CITATIONS 11

CODE COMPLAINTS 28

ANIMAL WARNINGS 41

ANIMAL CITATIONS 4

ANIMAL COMPLAINTS 101

VEHICLES TOWED/PD 0

**Hobbs Animal Adoption Center  
City Manager's Monthly Report  
December 2020**

**20-Dec**

	Cats	Dogs
<b>Intakes:</b>		
Dead on Arrival	11	10
Stray	52	141
Transfer		
Unwanted	22	54
Low Cost	23	36
Quarantine		6

<b>Total</b>	<b>108</b>	<b>247</b>
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**Disposition:**

Adopted	53	50
Died at Facility		2
Dead on Arrival	11	9
Escape trap		
<b>Euthanized</b>	<b>14</b>	<b>26</b>
Rescued	14	85
Return Owner	3	58
Low Cost	31	43

<b>Total</b>	<b>126</b>	<b>273</b>
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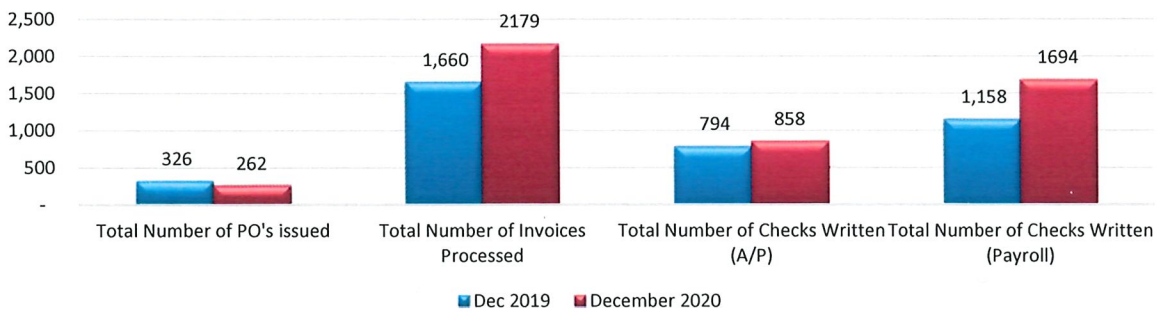
**Monthly Measurement  
Finance Department  
Fiscal Year 2021**

Cash Statistics	Dec 2019	December 2020
Beginning Cash Balance	\$ 134,199,386	147,319,976
Monthly Cash In (Revenue - all funds)	\$ 13,699,186	10,313,735
Monthly Cash Out (Expenditures - all funds)	\$ 7,021,325	9,832,127
Ending Cash Balance	\$ 140,877,247	147,801,585

**Finance Transaction Statistics**

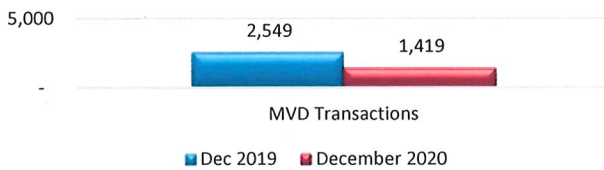
	Dec 2019	December 2020		
Total Number of PO's issued	326	262	daily average	13.10
Total Number of Invoices Processed	1,660	2179	daily average	108.95
Total Number of Checks Written (A/P)	794	858	weekly average	214.50
Total Number of Checks Written (Payroll)	1,158	1694	bi-weekly average	564.67

**Financial Transaction Averages**



MVD Statistics	Dec 2019	December 2020		
MVD Transactions	2,549	1,419	daily average	70.95
MVD Fees Received	\$ 404,989	\$ 254,712	daily average	\$ 12,735.58

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

December 2020

## ALARMS

Alarms (City)	52
Alarms (County)	88
Total Alarms	140

## ZONES

Zone 1 (NW City)	16	Zone 5 (NW County)	4
Zone 2 (NE City)	8	Zone 6 (NE County)	26
Zone 3 (SE City)	19	Zone 7 (SE County)	6
Zone 4 (SW City)	9	Zone 8 (SW County)	23
Out of District		29	

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:27
Station 2	1:25
Station 3	0:52
Station 4	2:05
<b>Average</b>	<b>1:27</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:28
Station 2	4:19
Station 3	5:13
Station 4	6:43
<b>Average</b>	<b>5:10</b>

## PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	52
Smoke Detectors Installed	6
Public Education Activities	3
Plan Reviews	3
Burn Permits Issued	5

## FIRE RESPONSE BY STATION

Station 1	54
Station 2	32
Station 3	29
Station 4	25

## MOST COMMON DAY/TIME

Thursday (1300 - 1359 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 27

## TRAINING HOURS

Fire Training	278
EMS Training	88

# EMERGENCY MEDICAL SERVICES

December 2020

## EMS RUN BREAKDOWN

City Response	762
County Response	46
Total Responses	808

## ZONES

Zone 1 (NW City)	349	Zone 5 (NW County)	14
Zone 2 (NE City)	121	Zone 6 (NE County)	29
Zone 3 (SE City)	181	Zone 7 (SE County)	0
Zone 4 (SW City)	111	Zone 8 (SW County)	3

## AVERAGE RUN TIMES

Enroute:	2:00
At Scene:	5:40
To Destination:	20:10
Back in Service:	32:47

## MOST COMMON DAY/TIME

Tuesday – 136 calls for service  
  
Tuesday – 27 calls from 12:00 – 14:59 hours

## MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 107

## OUT OF TOWN TRANSFERS

Lubbock	17
Midland	3
Odessa	3
Roswell	9
Carlsbad	5
Airport	46

## CARDIAC ARREST RESPONSES

Cardiac Arrest	11
ROSC	2

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected	\$98,800.20
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## Highlights for the month of December

- Approval by Commission and encumbrance of funds for Aerial apparatus (\$1,470,354); funds are from a \$1.5 million state appropriation.
- Approval by Commission and encumbrance of funds for 2 Ambulances (\$399,944); funds are from a \$400,000 state appropriation.
- COVID Vaccinations began; HFD personnel assisting with multiple vaccination clinics
- Fire Marshal's Office calculated occupancy for 15 businesses.

## December 2020 General Services – Building Maintenance

### Work performed by City Carpenters

3	Replaced ceramic tile
3	Replaced ceiling tile
1	Repaired door lock
17	Roof inspection
1	Moved furniture
1	Door closer adjusted
3	Building repair
37	Work orders

### Location of work performed

6	City Hall
4	CORE
4	Police Department
5	Senior Center
4	Library
6	Municipal Court



Break down of work performed by the Electricians

19	Light repairs
10	Heater repairs
17	General electrical work
4	CORE work
4	Nonelectrical work

Location of work performed

4	CORE
5	Library
4	City hall
6	Fire stations
21	Parks
4	Senior Center
3	Teen Center
4	Animal Adoption Center
2	State Police
1	Municipal Court

**December - 2020**  
**General Services - Garage**

In December 2020 The City Garage had a total of 166 Repair Orders/Invoices. Of the 166 R.O./Invoices, 97 were repaired in house and 69 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 28,940.27 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	2	1	0.00	136.00	506.45	1,110.00	1,752.45
Fuel System	1	1	0.00	68.00	205.44	527.00	800.44
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Filters	2	5	18.16	102.00	317.73	0.00	437.89
Service Calls	8	0	319.00	952.00	0.00	0.00	1,271.00
Miscellaneous Maintenance	10	13	89.95	510.00	3,999.36	3,110.70	7,710.01
Brakes	3	5	0.00	238.00	1,223.99	624.00	2,085.99
Steering/Suspension	0	5	0.00	0.00	148.70	379.95	528.65
Tires	14	15	885.00	680.00	627.11	878.00	3,070.11
Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
Transmission	4	0	388.00	272.00	0.00	0.00	660.00
Charging System	28	15	2,344.80	1,343.00	2,521.52	50.00	6,259.32
Lighting	5	1	55.47	136.00	0.00	278.00	469.47
Preventive Maintenance	17	5	1,500.75	986.00	424.75	0.00	2,911.50
Exhaust	2	0	205.44	527.00	0.00	0.00	732.44
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Engine	0	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Warranty	0	2	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>97</b>	<b>69</b>	<b>6,006.57</b>	<b>6,001.00</b>	<b>9,975.05</b>	<b>6,957.65</b>	<b>28,940.27</b>

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	97	6,006.57	6,001.00	12,007.57
Vendor	69	9,975.05	6,957.65	16,932.70
	<b>166</b>	<b>15,981.62</b>	<b>12,958.65</b>	<b>28,940.27</b>

# Street Department Monthly Report December 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
132 Hrs.	Street Sweeping
52 Hrs.	Building Brooms
40 Hrs.	Cold Mix Patching
3 Ea.	Street Complaints
2 Ea.	Alley Complaints
16 Hrs.	Working in Welding Shop
128 Hrs.	Street Grading
24 Hrs.	Work for Fire Dept.
36 Hrs.	Stock Piling Material
24 Hrs.	Meetings
56 Hrs.	Alley Work
24 Hrs.	Work for Environmental

The total amounts of material hauled or used:

Quantity	Material
200 YDS.	Sweepings
354 YDS.	Millings
82 YDS.	Alley Material
4 YDS.	Cold Mix Used
4,000 Gal.	Brine
786 YDS.	Trash Hauled

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris



City of Hobbs  
Human Resources Department  
December 2020 Departmental Re-cap  
City Managers Report

<b>Recruitment:</b>	December 2019	December 2020
• Applications Received/Reviewed	234	115
• New Hires	13	2
• Re-Hires	2	2
• Transfers/Promotions/Demotions	6	3

<b>Personnel Actions:</b>	December 2019	December 2020
• Performance Reviews	40	8
• Retirements	1	1
• Terminations	10	6
• Other(certs, shift moves)	37	39 (minimum wage increase)
• Educational Incentives	--	0

**New Position Postings in December:**

- Certified Firefighter
- Non-certified Firefighter
- Crime Scene Technician
- Police Lieutenant

**Training:**

- Bloodborne Pathogens

**Team Involvement:**

- Continued to monitor COVID positive and exposures
- Viewed Governor's conferences on COVID
- Completed the Open Enrollment process
- Enjoyed being able to assist with the generous gift of hams and turkeys from The City Manager. Thank you, Manny!



# 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 (61) (31 physical / 30 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 Dec. 2020

- 65 Request for service
- 65 Completed
- 13 Email related
- 6 hardware related
- 1 internet related
- 3 network related
- 5 password resets
- 2 phone related
- 7 radio related
- 1 projects related
- 18 software related
- 6 User Setup
- 6 others

### Special accomplishments:

- Setup equipment for modified live commission, board and bid opening meetings.
- Assisted with departmental web cameras.
- Built and/or installed 7 new computers
- Installed security updates on servers.
- Updated eTrac software at the CORE facility.



**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**

December 2020

**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 December. 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 December 2020, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (12/7, and 12/21)(closed session 12/7)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocío Ocano (12/1)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (12/15)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	2
❖ Agenda Items drafted	4
❖ Resolutions Drafted	3

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

❖ Procurement Review	8
❖ Contract Review	8

**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 Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Rocio A. Ocano, is primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Assistant City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs in property disputes and other civil issues. Deputy City Attorney, Erik M. Scramlin, is primarily tasked with representing the City of Hobbs in civil matters and providing training opportunities to staff. City Attorney, Efrén A. Cortez, is primarily tasked with advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of December 2020, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	185
❖ Pretrials (Attorney):	26
❖ Trials:	43
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	8
❖ Appeals in District Court:	0
❖ Pleadings:	100
❖ Condemnation Reviews	6



❖ Property Acquisition Reviews	0
❖ Property Document Reviews	1
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil ADR:	0
❖ Demand Letters:	4
❖ Misc. Hearings (Mun./Dist./Fed.):	6
❖ Trainings:	0
❖ Witness Interviews:	18
❖ In-office consultations:	2
❖ Discovery Submissions:	18
❖ Letters/Correspondence:	1,098

**Areas of Notoriety:**

- ❖ The City Attorney’s Office continues to prosecute cases in the Hobbs Municipal Court through in-person prosecutions utilizing the Court’s Covid-safe practices.
- ❖ Personnel at the City Attorney’s Office continue to work primarily remotely in response to the COVID-19 pandemic but are actively seeking to implement long-term strategies aimed at efficiency and client collaboration.
- ❖ Each attorney in the City Attorney’s Office completed training through the New Mexico Municipal Attorneys Association Winter Conference to achieve the required twelve (12) CLE credits pursuant to Rule 18-201 NMRA.

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

December, 2020

Hobbs Public Library

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**CIRCULATION:** 1,189**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	688
Audio Books & Music	31
DVDs	115
E-Books/E-Audio (OverDrive & Gale)	355

**CIRCULATION BY PATRON TYPE:**

Adult	584
Juvenile	50
Senior Citizen	199
Used in Library	356

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	1	0
ELIN Loans	1	9

<i>Total Children's Items Circulated</i>	<b>249</b>
<i>Total Adult Items Circulated</i>	<b>940</b>
Curbside Patrons	98
Patron Visits	0
Overdue Notices Sent	0

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**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	1
Attendance	154
Passive Programming	0
Meeting Room Use	0

Web Site Usage	3247
HPL Database Usage	346
Reference Questions	5
Public Computer Use	0
Board Games	0

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**PATRON PROFILES:**

Adult	21,653
Juvenile (Under 18 Years)	3,960
Senior Citizens (62+ Years)	4,233
Temp ELIN	2,235
<b>Total Active Borrowers</b>	<b>32,081</b>

**RECEIPTS:**

Materials Paid For	\$0.00
Fines & Fees	\$0.00
Copy Machine & Public Printouts	\$0.00
<b>Total</b>	<b>\$0.00</b>

Library Patrons Added This Month 4

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**ITEMS ADDED:**

Total Items Added	407
Items Weeded	558

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**HOLDINGS:**

Total Library Holdings	152,479
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City Manager's Report  
Municipal Court - December 2020

Monthly Cases:

Traffic Citations	751
Misdemeanor Citations	47
Environmental Citations	10
Fire Code Violations	0
AGG. DWI	3
DWI – 1 <sup>ST</sup>	<u>0</u>
Total	811

Courtroom Activity:

Video Arraignments (Jail)	78
Court Appearances – A.M.	31
Court Appearances- P.M.	167
Virtual Court	18
Pretrial Court Appearances – A.M.	41
Pretrial Court Appearances – P.M.	32
Attorney Pretrial	30
Trial Cases	<u>22</u>
Total	419

Other Activity:

Summons issued	858
Warrants issued	<u>434</u>
Total	1292

Fines/Fees Assessed:

Fines	\$99,165
Penalty Assessment Fee	6,070
Automation Fee	4,020
Judicial Education Fee	2,010
Correction Fee	13,420
DWI Prevention Fee	225
DWI Lab Fee	255
Copies/Misc. Fee	<u>0</u>
Total	\$125,165

Fines/Fees Collected:

Fines	\$46,589
Penalty Assessment Fee	6,944
Automation Fee	4,826
Judicial Education Fee	2,405
Correction Fee	15,872
DWI Prevention Fee	475
DWI Lab Fee	365
Copies/Misc. Fee	3.00
Restitution	<u>13.47</u>
Total	\$77,492.47



## City Manager – December Report

# 2020

1. POSD crews are working to clean up Grimes & Main Storm Channel
2. Cemeteries were busy with 24 interments and poured 16 foundations
3. Rockwind added drain sump to #7 tee for drainage
4. Installed 4 new park benches at Dog Park
5. Parks crew worked with Excel Energy to hang lights at Desert Spring Retirement Community
6. Playground fall material was added at Green Meadows Park, McAdams Park and Zia Sports Fields
7. Crews teamed up to remove rubber fall material and installed safer wood chips at Jefferson Park playground
8. Climbing wall at Park Terrace Playground was vandalized and burnt to ground, we removed and ordered new play feature
9. Sports installed 3 new cameras in maintenance areas
10. New park sign ordered for Charlie Brown Park

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**Parks & Open Spaces Department**  
**Authored by: Bryan Wagner**



IT ALL HAPPENS HERE.





THE CITY OF  
**HOBBS, NEW MEXICO**

4827 NORTH LOVINGTON HIGHWAY  
 RECREATION DEPARTMENT

HOBBS, NEW MEXICO 88240  
 (575) 397-9291

**Recreation Department  
 Monthly Report - December 2020**

**Divisions**

CORE  
 Senior Center  
 Recreation  
 Rockwind Clubhouse  
 Teen Center

**CORE**

After a short two week closure in November, the CORE reopened on December 3. With the continued capacity set at 75, December proved to be a quiet month with an average of 171 people per day and a peak occupancy of 52 people. Hours of operation were expanded to be open between 12pm and 2pm to accommodate patrons during the day. Member visits continues to see a steady increase with tinue to see a steady attendance record from our members with over 6000 visits for the month. Despite having closures and limited amenities, memberships increased for the month by 78, bringing the total individuals members to 6403.

**Revenue and Participation**

Description	December 1 to December 31
Fitness Unlimited (incl. Fit. Unlim. Passes)	-
Day Passes Sold	178
Week Passes Sold	8
Month Passes Sold	27
Annual Membership Attendance	373
Monthly Membership Attendance	6,007
Month-to-Month Pass Attendance	161
Swim Lessons - Sessions	-
Swim Team Members	-
Wellness Pool	363
kidWATCH	290
kidFIT	225
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	-
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
<b>Total Participants &amp; Visits</b>	<b>7,632</b>
Revenue	25,305.68

**Membership Recap**

New Memberships	
Month Ending: Dec-20	
Memberships Sold in Month	78
Membership Counts	
Month Ending: Dec-20	
Family Memberships	708
Individual Memberships	354
<b>Total Memberships</b>	<b>1,062</b>
<b>Total Individual Members</b>	<b>6403</b>

There were 78 new memberships for the month on December, making a total of 1062 Active Members.

There were 6,403 Active Members who have either a recurring monthly membership or an annual membership.

**Senior Center**

The Senior Center continues the daily mission of providing meals to the senior citizens of our community. Below is some information for December 2020:

<b>Meals:</b>		<b>Meal Donations Received:</b>
December 2020 Grab N Go Meals	2,723	\$2,686.00
November 2020 Home Delivered Meals Served	<u>2,477</u>	<u>\$1,851.41</u>
	5,200	\$4,537.41

Any leftover meals are frozen and delivered every Friday to the most vulnerable Home Bound Clients for weekend meals. The frozen meals for December totaled 193.

The Hobbs Senior Center served a total of 413 individual Senior Citizens a total of 5,393 meals for the month of December. We were able to pass out a total of 52 food boxes donated from a local anonymous donor which fed another 156 Senior Center Members and their families.

There were a total of 22 serving days in December with an average of 252 total meals served per day.

**Renovations:** The meal site bathroom remodel is still ongoing.

**Recreation**

- Recreation staff are preparing for spring and summer events.
- Recreation staff are preparing for summer seasonal hiring.

**Aquatics**

- Seasonal aquatic facilities have offseason projects that are ongoing.

**Rockwind Community Links Clubhouse**

In December 2020, Rockwind realized an increase in both rounds and revenue compared to December 2019. Rounds increased by 55, and revenue increased by \$11,800. There were no events held in December, and there were a total of 9 frost delays. There were no closures for the month. Capacity on the Championship Course continues at 40 golfers due to the most recent Public Health Order.

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	20	\$95.20	\$0.00	\$95.20	\$0.00	\$4.80	\$100.00
Driving Range	31430	184	\$1,094.57	\$0.00	\$1,094.57	\$0.00	\$55.43	\$1,150.00
Golf Cart Rental Fees	31431	657	\$8,925.66	\$0.00	\$8,925.66	\$0.00	\$449.82	\$9,375.48
Green Fees	99999	965	\$11,312.50	\$0.00	\$11,312.50	\$0.00	\$571.53	\$11,884.03
Hard Goods Sales	31410	192	\$12,930.18	(\$662.76)	\$12,247.42	\$9,193.43	\$612.51	\$12,859.93
Membership Fees	31420	1	\$571.42	\$0.00	\$571.42	\$0.00	\$28.58	\$600.00
Soft Goods Sales	31401	283	\$6,413.64	(\$30.48)	\$6,383.16	\$3,627.96	\$319.40	\$6,702.56
Food & Beverage	31441	87	\$157.14	(\$16.86)	\$140.28	\$72.73	\$7.47	\$147.75
Totals for Revenue		2389	\$41,500.31	(\$730.10)	\$40,770.21	\$12,894.12	\$2,049.54	\$42,819.75
Grand Total:		2389	\$ 41,500.31	\$ (730.10)	\$ 40,770.21	\$ 12,894.12	\$ 2,049.54	\$ 42,819.75

Sales Report by selected department (Green Fees)  
Department (Green Fees)

0%  
22%

**KEY PERFORMANCE INDICATORS**

	<b>Annual 2020</b>
<b>Total Pre-Tax Revenue</b>	<b>\$40,770.21</b>
<b>Total Rounds</b>	<b>965</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$21.56</b>
<b>Total Merchandise Sales</b>	<b>\$18,630.58</b>
<b>Merchandise Sales Per Round</b>	<b>\$19.31</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.15</b>
<b>COGS Hard Goods</b>	<b>75%</b>
<b>COGS Soft Goods</b>	<b>57%</b>
<b>COGS F&amp;B</b>	<b>52%</b>
<b>Rounds w/Carts</b>	<b>68%</b>
<b>Total Revenue per Round</b>	<b>\$ 42.25</b>

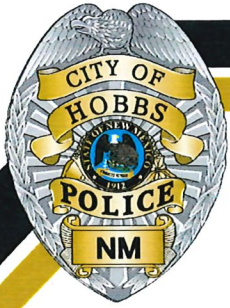
**GREEN FEE BREAKDOWN**

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<hr/> 0
Player's Pass 18 Walk	208
Summary for Player's Pass	<hr/> 208
Li'l Rock Adult Resident	82
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	4
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	2
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<hr/> 88
Public 18	38
Public 9	2
Public Junior	2
Public Senior	0
Public Twilight	3
Public Replay	4
Specials	0
Youth on Course	0
PGA/GCSAA COMP	2
Summary for Public	<hr/> 51
Punch Pass	18
Summary for Punch Pass	<hr/> 18
Rain Check	1
Summary for Rain Check	<hr/> 1
Resident 18	265
Resident Junior	8
Resident Senior 18	150
League Fee	0
Complimentary Round	7
Resident Twilight	10
Team Practice Round	23
Resident 9	126
Marshal/Team Green Fee	10
Resident Replay	0
Summary for Resident	<hr/> 599
Tournament Fees	0
Summary for Tournament - Public	<hr/> 0
Grand Total:	<hr/> <b>965</b>

**Teen Center**

- Teen Center staff continue to assist with other Recreation Divisions and Departments.





# HOBBS POLICE DEPARTMENT

January 4, 2021

To: Jeff Moyers, Captain of Support Services

From: Lorena Brito, Records Administrator

Re: HPD Dec 2020 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
<b>December 2019/2020</b>	RPTS	RPTS	2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	511	371	-27%	5,376	4,640	-14%
CALLS FOR SERVICE	3,611	3,258	-10%	48,550	45,021	-7%
ARRESTS	314	254	-19%	3,521	3,388	-4%
MURDER	1	0	-100%	8	2	-75%
RAPE	5	1	-80%	42	24	-43%
ROBBERY	5	2	-60%	29	31	7%
ASSAULTS AND BATTERY	88	69	-22%	1,076	808	-25%
BURGLARY	47	51	9%	430	607	41%
LARCENY	46	30	-35%	547	480	-12%
SHOPLIFTING	65	40	-38%	420	411	-2%
AUTO THEFT	16	19	19%	198	192	-3%
ARSON	2	1	-50%	6	7	17%
FORGERY	0	0	0%	8	5	-38%
FRAUD	8	10	25%	86	100	16%
EMBEZZLEMENT	4	2	-50%	38	12	-68%
REC. STOLEN PROPERTY	1	0	0%	16	6	-63%
VANDALISM	70	52	-26%	582	705	21%
WEAPONS OFFENSES	4	5	25%	41	31	-24%
DOMESTIC VIOLENCE	40	31	-23%	475	358	-25%
ASSAULTS/BATTERY ON PO	7	10	43%	72	66	-8%
SHOOTING AT/FM MV OR DWELLING	9	4	-56%	41	29	-29%
CITATIONS ISSUED	1,519	996	-34%	12,214	14,307	17%
DWI	27	11	-59%	173	132	-24%
TRAFFIC CRASHES	99	58	-41%	1,332	898	-33%



# UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>November 2019</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>November 2020</u>	
Residential	11,436	65,944,883	11,582	72,329,380	
Commercial	1,810	42,189,496	1,818	37,781,257	
City Accounts	216	5,914,342	58	2,966,250	
School Accounts	57	1,279,373	215	7,023,585	
Irrigation	245	3,622,366	251	4,277,957	
Unbilled Maintenance		500,000		1,450,000	
	<b>13,764</b>	<b>119,450,460</b>	<b>13,924</b>	<b>125,828,429</b>	

LABORATORY	December 2019	December 2020
Total Drinking Water Tests	46	44
Total Wastewater Tests	623	767
Liquid Waste Received (gallons)	466,238	218,810

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	92.608	84.671
Effluent (Million Gallons)	87.947	79.136
Solids Removed (Dry Pounds)	55,956	133,958

## WATER PRODUCTION REPORT - DECEMBER 2020

<b>WATER PRODUCED</b>	
Total monthly water produced, million gallons	181,678,000
Total monthly water distributed, million gallons	132,458,000
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	929
<b>MICROBIOLOGY</b>	
Bacteria tests, routine	40
Positive results	0
<b>PUBLIC SERVICE</b>	
Customer complaints, investigated	0
Customer complaints, resolved	0
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0
<b>Comments:</b> Progressing with the installation of the New SCADA System, nearing completion. Due to the travel restrictions, we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.	

## UTILITY MAINTENANCE DECEMBER 2020

### WORK DESCRIPTION

Meter lid replacement	40
Meter box replacement	35
Meter stop / valve replacement	25
Meter change out 3/4"	200
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	21
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	85
Service lateral replacement	8 qty. - 150 feet
New Service Lateral	5 qty. - 70 feet
Low water pressure investigation	15
Water quality investigations	0
Main line leaks/repair	10
Main line replacement (feet)	50
Valve maintenance	55
Valve new install/replacement	5
Fire hydrant maintenance	150
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	5
Fire hydrant meter set	3
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,450,000
Miscellaneous afterhour calls	5
Emergency Call Outs (From 5:00pm to 7:00am)	75

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	71
Manholes cleaned	90
Sewer main line cleaned	61,548
Sewer stoppages	35
Sewer main line video inspections	6
Odor complaints	3
Sewer pre-treatment additives	25 gallons
Property damage from sewer	1
Sewer main line repair/replacement	5

New sewer main line installation	30
New backflow valve installation	0
Backflow valve maintenance	1
Lift station maintenance	72
Emergency call out (from 5:00 pm to 7:00 am)	20

<b>UTILITIES MONTHLY PLUMBER REPORT DECEMBER 2020</b>	<b>QUANTITY</b>
Sewer stoppages	8
Odor complaints	2
Water leaks	6
Pool maintenance	16
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	25