



CITY MANAGER'S MONTHLY REPORT

January 2021

200 East Broadway
Hobbs, NM 88240
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

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

January, 2021

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

Participated in 6 conference calls w/Travelers assigned adjusters to review on-going claims.

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

Endorsed 2 new vehicles and/or equipment to city's insurance policy.

Reviewed 12 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 3 property damage claims on behalf of the City of Hobbs.

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 4 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 28 meetings for the Mayor and City Manager.

Scheduled 2 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Library Board and Community Affairs Board agendas.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 51 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on January 5, 20 and 26, 2021.

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

Completed Safety Training: Sexual Harassment and Discrimination for Employees.



CITY CLERK'S OFFICE MONTHLY REPORT JANUARY 2021

	Nov-20	Dec-20	Jan-21
Business Registrations -New	16	19	29
Business Registrations - New Owner	2	4	1
Business Registrations- Change of Address	2	0	9
Renewals	2	207	726
Web Payment Renewals	0	94	197
Total Business Registrations Activity	20	324	962
Active Business Registrations for the Month	1977	1998	2008
Fireworks	0	0	0
Junk Yard Licenses	0	1	1
Liquor License	3	1	0
Mobile Business Licenses	1	9	14
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	5
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	65	27	33
Public Documents Notarized	61	80	88
Public Records Request	33	32	30
Regular City Commission Meetings 1/4/2021 & 1/19/2021	2	2	2
Special City Commission Meetings	1	0	0
City Commission Work Session/Closed Meetings	1	1	0
Notice of Potential Quorum 1/18/2021	0	0	1
Resolutions and Ordinances Attested	19	10	10
Consideration of Approval	1	4	4
Total Volume of Transactions on Tyler Cashiering	205	479	950
Total Amount	\$ 383,918.61	\$ 369,009.15	\$ 346,211.10
Web Payments Online for All Departments	\$ 125.00	\$ 2,647.50	\$ 5,575.00
Grand Total	\$ 384,043.61	\$ 371,656.65	\$ 351,786.10



Hobbs Express

Monthly Report - January 2021

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

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-20	Jan-21
No. of Elderly Passengers	139	274
No. of Non-Ambulatory Passengers	79	94
No. of Disabled Passengers	101	76
No. of Other Trips	176	457
Total Passenger Trips	495	901

Bus Route Trips	633	446
Rapid Line Trips	53	
Total Bus Route Trips	686	446
Total Demand Response/Paratransit Trips	214	455
Total Passenger Trips	900	901

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-20	Jan-21
Total Vehicle Hours	103.5	306.25
Total Vehicle Miles	2,943	5,523

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-20	Jan-21
Total Fares Collected	\$0.00	\$0.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2021**

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*)

	This Month	2020 Total	2021 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	7	151	7

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*)

Jan 2021

ArcGIS Enterprise Server (Update):

HPD ArcGIS Deployment: The GIS division installed ArcGIS 10.6.1 two computers at HPD on Jan 19th. ArcGIS is going to be used to help them generate reports to show hot spot to shape patrol routes. 2 members of HPD were also added to the ArcGIS Portal.

New Members Procedures: On Jan. 14th the GIS division created standardized document that give instructions for logging into: ArcGIS Portal, ArcGIS Explorer, ArcGIS Collector, Survey123 mobile app, and Survey123 website.

Lidar Pavement: Throughout Jan. the GIS division has been working on updating the streets polygon dataset using the edge of pavement created as part of the Mobile Lidar. This project will continue into Feb or March due to the size of the project.

Phase 11 Waterline GPS Testing: Throughout Jan. the GIS Division worked with Souder, Miller & Associates to test their GPS equipment to see if data captured by it is compatible with our GIS. After testing, it was discovered that SMA's equipment doesn't work with both our GIS and the Engineering's CAD. Alternative methods of data capture are being explored.

United Way MLK Map: On Jan. 12th the GIS division finished a map for United Way, that show the route used during the Dr. Martin Luther King Jr. day of giving.

Veterans Memorial Park Map: On Jan. 15th the GIS Division assisted General Services by creating a map showing the new proposed location for the Hobbs Veterans Memorial Park.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2021**

Capital Projects Map: On Jan. 7th the GIS Division worked on a project with the Engineering Dept. to come up with a list and show on a map that shows current and future Capital Projects. This project has expanded to be part of a public map and/or dashboard to be worked on in Feb.

Parks Planters Maps: On Jan. 21th the GIS Division worked on a project with the Engineering Dept. to get the Parks Open Spaces Dept. maps showing the planters at Turner & Broadway.

CDBG Map: On Jan. 28th the GIS created a map that shows the past and possible future Community Development Block Grant projects locations.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth							
	2014	2015	2016	2017	2018	2019	2020
Land Development							
Annexations (expressed in Acres)	101.9	1.37	1.31	0	163.23	0	1.3
Subdivisions (51)	3	8	1	3	1	5	4
Lots Gained	92	304	102	13	42	186	197
Summary Subdivisions (55)	43	44	33	42	31	47	41

City Commission Planning Summary:

January - The City Commission reviewed and considered the following:

- Adopted Resolution # 7023 approving a Development Agreement with Black Gold Estates concerning the development of Market Rate Single-Family Housing.
- Adopted Resolution # 7024 approving a Development Agreement with ALJO, LLC concerning the development of Market Rate Single-Family Housing.

Planning Board Summary:

January - The Planning Board reviewed and considered action on 2 items and reviewed 1 Sketch Plan in a Virtual Meetings:

- Review and Consider the vacation of a portion of Main Street, a Major Collector at this location, and a portion of Jefferson Street, a Minor Residential at this location, adjacent to Block 24 of the Original New Hobbs Addition. (Recommend Approval)
- Review and Consider proposed variance of Resolution #5482 (City of Hobbs Buffering Standards) allowing the proposed Commercial Development to utilize the Alley for Parking Lot Access. (Granted a Conditional Variance)
- Review Sketch Plan for property located southeast of the intersection of Joe Harvey & Central, as presented by property owner, Horizon Partners, LLC



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2021**

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

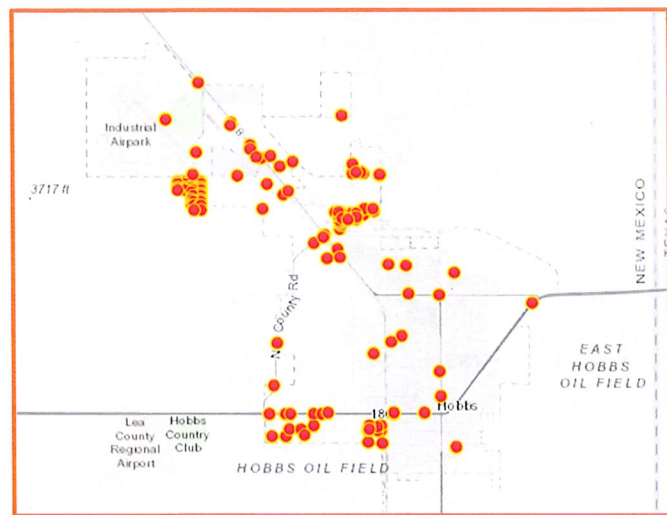
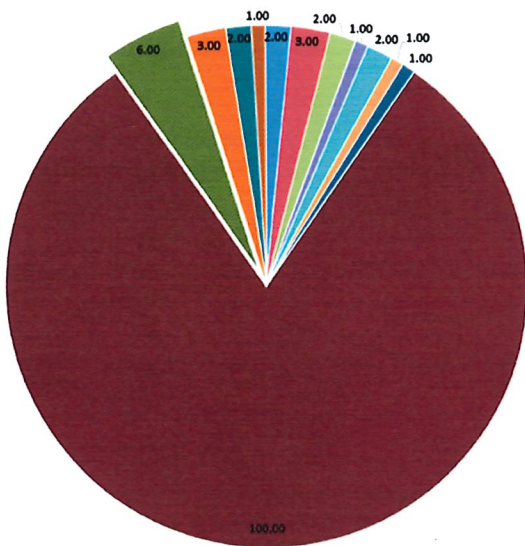


Figure 1 - Location Map of Work Performed

- | | | | |
|-----------------------------------|-----------------------------------|----------------------------------|---------------------------------|
| ■ Pole Straighten / Re-bolted = 2 | ■ Int in Flash or Malfunction = 3 | ■ Solar Flasher / Speed Sign = 2 | ■ Detector Adjusted = 1 |
| ■ Wiring Problem Repair = 2 | ■ Visor Replace = 1 | ■ Repair Communication = 1 | ■ Inspected Intersections = 100 |
| ■ Work Order = 6 | ■ Line Spot Hours = 3 | ■ Call Out Hours = 2 | ■ Breakaway Base Replaced = 1 |

Major Damage:

- No major damages to report.

Dal Paso / Clinton Repairs

- Foundation for new mast arm and pole poured at Dal Paso and Clinton.
- Contractor scheduled to install new pole and all materials have arrived.

**CAPITAL IMPROVEMENT PROJECT LIST
CITY MANAGER REPORT - JANUARY 2021**

Org	Project	Description	2021 Revised Budget	2021 Available	Grant Funding	DEPT	% Desgin	% Costruction Complete	START	COMPLETION DATE	PROJECT STATUS
010100	00292	HMS CTE (VOCATIONAL SCHOOL)	10,000,000	10,000,000		COMMISSION	100%	20%			Funding for City's Participation in the HMS CTEC
010100	00169	AFFORDABLE HOUSING	2,955,433	1,145,429		COMMISSION	N/A	N/A	ON-GOING	ON-GOING	Skyview Apartments under construction (72 units) - \$1.57M Proposed Berry St. Senior Facility \$1.65M - Yes Housing Application
010100	00170	HOUSING INCENTIVE (SF HOUSING)	1,928,891	520,000		COMMISSION	N/A	44%	ON-GOING	ON-GOING	Single Family Housing - Infrastructure Incentive Program
010100	00281	MEMORIAL FOR VETERANS	1,400,000	1,379,456		COMMISSION	100%	0%	ON HOLD	ON HOLD	Design complete. Project On-Hold
010100	00291	HOBBS BRANDING PROJECT	250,000	244,384		COMMISSION	ON-HOLD	ON-HOLD	TBD	TBD	Project on-hold and Lodger's Tax for funding.
010100	00162	MKT RATE INCENTIVE(MF HOUSING)	200,000	200,000		COMMISSION	N/A	N/A	ON-GOING	ON-GOING	Market Rate Apartments - Infrastructure Incentive Program
010100	00054	PUBLIC ARTS INITIATIVE	188,472	188,472		COMMISSION	TBD	0%	ON-GOING	ON-GOING	Funding for Public Art opportunities and leveraging grant / private funding
010100	00100	COMPREHENSIVE PLAN	150,000	150,000		PLANNING	TBD	TBD	ON-HOLD	ON-HOLD	On-Hold and will require extensive public meetings and public input.
010201	00209	EVIDENTIARY VEH STORAGE/PROCES	250,000	250,000		GEN SERV / HPD	Obtaining quotes	0%	4/1/2021	6/1/2021	Requesting quote from Lasco to enclose SWAT carport for on-site storage of evidentiary vehicles
010320	00293	SCOREBOARD PROJECT	300,000	300,000		POSD					HMS and COH possible joint agreement for HHS Baseball Scoreboard
010320	00247	SECURITY EQUIPMENT PROJECT	150,000	113,778		HPD	Obtaining quotes	0%	3/15/2021	5/1/2021	Security upgrades for fencing, gates, crash barriers along Turner
010320	00099	PARK PLAYGROUNDS	92,035	48,171		POSD	INTERNAL	48%	ON-GOING	ON-GOING	Del Norte Complete / Washington Heights new playground equipment not complete
010321	00186	BASEBALL COMPLEX	3,111,097	3,071,779		POSD	100%	0%	ON HOLD	ON HOLD	Design complete and project Bid out in March of 2020. Project On-Hold due to COVID restriction
010335	00176	SPLASH PADS	213,631	176,024		REC	Feasibility Study contracted with Halff & Associates	0%	ON-HOLD pending Feasibility Study	ON-HOLD pending Feasibility Study	Washington Hieghts Splashpad Improvements. ON HOLD until feasibility study is completed and recommendation (Halff & Associates contracted)
010410	00224	CENTRAL/GRIMES/JHB INTER. IMP	775,000	775,000		ENG	70%	0%	TBD	TBD	Signal Design Complete and project on hold until Trunk Line F Sewer Replacement on Joe Harvey
010410	00160	DRAINAGE MASTER PLAN	486,853	486,853		ENG	RFP ADV Summer 2021	0%	TBD	TBD	2010 the City completed new ortho and LiDAR collection for the City of Hobbs and Greater Hobbs area. This project consists of updated hydrology / hydraulics for drainage for a new Drainage Master Plan and prioritizing Capital Projects (last updated in 1997)
010412	00260	CITYWIDE NETWORK	1,200,000	1,195,733		IT / TRAFFIC	25%	0%	TBD	TBD	Feasibility Study completed. The project was a Legislative Funding Request (2021 Session). Possibly break project into two phases (City Street corridor and State Route Corridors)
010412	00159	TRAFFIC SIGNAL COMM UPGRADE	145,481	97,016		TRAFFIC	INTERNAL	24%	ON-GOING	ON-GOING	Remaining funding to be used for street name replacements at signalized intersections
010421	00242	BUILDING ROOF UPGRADES	910,227	23,327		GEN SERV	100%	85%	8/12/2021	3/30/2021	Senior Center Roof Replacment (project substantially complete)
010421	00279	SECURITY UPGRADES - CITYWIDE	551,961	501,182		GEN SERV	100%	0%	4/15/2021	12/11/2021	Advertised for bids on 2/9/2021. Anticipate to take before commission on 3/15/2021
010421	00245	GENERATORS	282,529	-		GEN SERV	100%	PO ISSUED	12/21/2021	6/1/2021	Project Awarded to Southeast Electric (at Commission Meeting Dec. 7th, 2020
010423	00148	PAVING REHABILITATION	1,811,318	926,776		STREETS	INTERNAL	43%	Apr-21	Jun-21	HAR Turner-Marland, Sanger-Marland and rehab N. Grimes Millen to Eva
010423	00288	DRAINAGE IMPROVEMENTS	470,979	447,531		STREETS	ON-GOING	3%	TBD	TBD	Scope includes a fence around drainage basins to be complete by May 15
164016	00228	HWLC (CONSTRUCTION)	328,314	186,500		REC	0%	98%			Final Payment pending close-out docs / punchlist
184315	00164	GOLF COURSE RENOVATION	105,000	105,000		POSD	0%	0%	ON HOLD	ON HOLD	Shade Structure and Message Board Improvements. ON HOLD due to pending drainage project
214021	00302	LEG APPROP - FIRE TRUCK & AERI	1,500,000	31,646	1,500,000	FIRE	100%	PO ISSUED	1/4/2021	6/1/2022	Delivery is anticipated in June of 2022 (est. 18 months)

**CAPITAL IMPROVEMENT PROJECT LIST
CITY MANAGER REPORT - JANUARY 2021**

Org	Project	Description	2021 Revised Budget	2021 Available	Grant Funding	DEPT	% Desgin	% Costruction Complete	START	COMPLETION DATE	PROJECT STATUS
214021	00303	LEG APPROP - AMBULANCE	400,000	1,056	400,000	FIRE	100%	PO ISSUED	1/4/2021	5/1/2021	Delivery is anticipated in May of 2021
374037	00232	NEW CDBG PROJECT	150,000	127,181		ENG	0%	0%	2021 GRANT APP		New CDBG Project to be selected for Grant Application
444044	00289	WEST HOBBS WATER/SEWER EXT.	3,400,000	3,317,819	750,000	ENG / UTIL	100%	0%	5/1/2021		Bidding Phase Feb - March 2021
444044	00073	JT UTIL EXTENSION	2,022,498	2,011,557		ENG / UTIL	ON-GOING	0%	ON-GOING	ON-GOING	Line Item used for City initiated utility Extensions and Development Initiated infrastructure improvements
444044	00200	CORE DRAINAGE - OPEN SPACE AREA (14 ACRES)	800,000	642,625		ENG / POSD	RFP ADV Summer 2021	0%	TBD	TBD	Development Agreement for the CORE property and construction of the Drainage Area includes creating on public open space and drainage facilities to serve surrounding area. Request for Proposals scheduled for Summer of 2021.
484048	00178	WEST BENDER IMPROVEMENTS	557,633	498,897		ENG / STREET	15%	0%	6/1/2021	8/1/2021	Change dollars from Design Funds to Construction Funds and rehabilitate existing roadway. Additional roadway funding is unknown and immediate improvements are needed to preserve the roadway
484048	00179	COLLEGE LANE INTERSECTION	550,000	550,000		ENG	RFP ADV Summer 2021	0%	TBD	TBD	Design Funding Only and Request for Proposals in summer of 2021
484048	00046	MISC. STREET/DRAINAGE IMPS.	400,779	264,430		ENG	INTERNAL	ON-GOING	ON-GOING	ON-GOING	Funding for small drainage project, minor street repairs and drainage clean-up on City owned facilities
484048	00295	DAL PASO MAP GRANT (NMDOT)	350,000	256,107	200,000	ENG / TRAFFIC	80%	0%	SUMMER 2021	FALL 2021	Dal Paso / Sanger Traffic Signal Improvements. Design on-hold pending ROW acquisition. Materials ordered and delivered.
484048	00244	RR CROSSING IMPROVEMENTS	295,047	295,047		ENG	50%	0%	TBD	TBD	Engineering Provided Preliminary grading plan to NMDOT for RR Crossing improvement on Marland Blvd. in anticipation of State Funding for repairs. NMDOT funding status unknown
484048	00284	TRAFFIC SIGNAL COOP - HAWK SYS	255,106	18,654	209,333	TRAFFIC	100%	86%	COMPLETE	COMPLETE	Pedestrian Signals Dal Paso / Highland and Dal Paso / Texas
614061	00094	WATERLINE REPLACEMENT	1,215,538	1,100,238		UTIL	100%	4%	1/19/2021	11/15/2021	Project is currently under construction for replacement of existing 4" and smaller waterlines throughout the City of Hobbs
614061	00091	AUTOMATED METER READING SYS	614,484	50,600		UTIL	INTERNAL	92%	ON-GOING	ON-GOING	Replacement of old meters over 10 - 15 years old or 10 million gallons. FY21 included numerous large meter replacements. Old meter can result in unaccounted water loss
614061	00287	BPS & WATERWELL METER RPLCMNT	314,058	31,088		UTIL	INTERNAL	73%	COMPLETE	COMPLETE	Equipment purchase and replcement of meter and controls at the City Booster Pump station and wells. Work performed by Util Staff
614061	00249	WATER SCADA PROJECT	169,245	59,164		UTIL	100%	30%	COMPLETE	COMPLETE	Remaining funding is for final commissioning and tested. Total project costs was \$3M
614061	00107	WATER DEVELOPMENT/40 YR PLAN	90,201	77,681		UTIL	COMPLETE	14%	COMPLETE	COMPLETE	Final review of documents and final submission to State Engineers Office
624062	00097	SEWER LINE REPLACEMENT	6,635,366	6,555,459	192,000	ENG / UTIL	Central Phase 100% Design Needed for Final Phase	0%	6/1/2021	5/7/2022	Central Phase to Start Construction Summer of 2021. Final phase needs to be designed for Joe Harvey (Central to Grimes) and Grimes (Joe Harvey to Millen). Design will include roadway improvements
624062	00286	CENTRIFUGE UNIT #1 REFURBISH	700,000	700,000		UTIL	N/A		TBD	TBD	Current Centrifuge is over 20 years old. In 2008 a second Centrifuge was installed, although no longer manufactured. Utilities exploring manufacture to provided a new unit to replace the 20 year old back-up Centrifuge
624062	00205	DIGESTER PROJECT	269,795	2,144		UTIL	INTERNAL	4%	COMPLETE	COMPLETE	Remaning funds are close-out, final testing and callibration
624062	00248	MANHOLE REHAB PROJECT	233,682	233,682		UTIL	RFP - INDEFINITE QUANTITY BID	0%	ON-HOLD	ON-HOLD	Project includes the re-furbishment of manholes. Util staff generating an RFP for indefinite quantity for future funding and budgetting purposes
624062	00259	GROUNDWATER REMEDIATION	195,728	121,324		UTIL	SMA Contracted	2%	Started Study	TBD	NMED mandated groundwater remediation of existing nitrate plume under the Waste Water Reclamation Facility
624062	00096	REFURBISH LIFT STATION	137,845	104,439		UTIL	UNDER DESIGN	24%	ON-HOLD	ON-HOLD	Funding for refurbing / replacement of HIAP lift Station. Currently, only the design phase and requires additional funding



COMMUNICATIONS DEPARTMENT

Monthly Report

January 2021

Submitted February 22, 2021

PRESS/MEDIA ACTIONS

The Communications Department distributed the following press releases and PSAs:

- Health and Safety Improvements at Hobbs Apartments 1/1/21
- Skate Park Reopens in Hobbs 1/6/21
- HFD Selected to Participate in NFPA Community Risk Reduction Pilot Program 1/20/21

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
- Week long social media campaign for Hobbs Animal Adoption Center
- Hobbs Express Temporary Route PSA
- MLK closure notices

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
- Continued communication with State Complete Count Commission Coordination and Lea County officials
- End of campaign tasks
 - Appreciation certificates
 - Final budget submissions

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

- | | |
|--|--|
| • Hobbs Public Curbside TFN | • Toss It in the Bin |
| • Legal ID-Meghan 1 Generic | • United Way Social Media Ends February 25 |
| • MVD Opening hours | • United Way Facebook Live Ends March 31 |
| • PSA Handwashing Hero | • Fly Hobbs Spanish ad |
| • PSA Social Distancing Superhero Eng & Spanish -Social Distancing | |



COMMUNICATIONS DEPARTMENT
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- Animal Adoption Feral Cats
- Animal Adoption Spaying and Neutering
- COVID PSA Eng - Hello
- COVID PSA Spanish-Eng-Span-Contact
- Fly Hobbs New Ad English
- United Way Heater Ends March 31
- HPL New Hours
- LCCA Ends March 31
- United Way Spotlight Ends February 28
- United Way Coats Ends March 5
- Skate Park Open Ends March 31
- Hobbs Express with #2014-01-Hobbs

COMMUNICATIONS DEPARTMENT
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SOCIAL MEDIA INSIGHTS



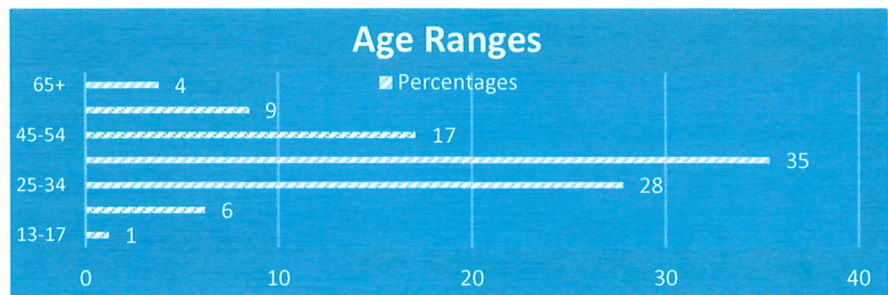
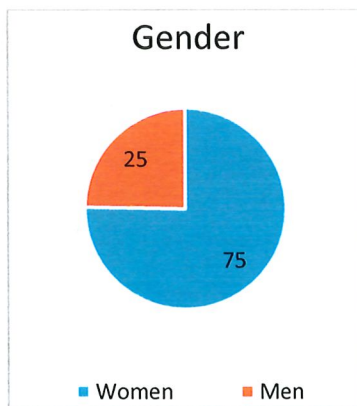
Facebook – last 28 days
 (January 4 – January 31)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
1% increase (1,135 total)	6% increase (19,986 total)	7% increase (4,910 total)	39% increase (117 new)



Instagram
 (January 2 – February 1)

Reach	Followers	Profile Visits	Interactions	Impressions
1,294 (3% increase)	1,719 (2.3% increase)	178 (4.9% decrease)	366 (22.3% decrease)	13,546 (5.5% increase)





COMMUNICATIONS DEPARTMENT
Monthly Report
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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 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 IT. Web Master
- Coordinated COVID-19 webpage updates with IT Web Master at 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 CSPs
- Photos ops
- Online safety trainings
- Post employee milestone photos to social media accounts
- Holiday ads to announce closures and hours
- New social media goals have been set for the City of Hobbs Facebook page
- Booked David Reed of the JF Maddox Foundation to present to the City Commission
- COVID vaccine infographic creation and distribution
- Gather info and wrote Community Bulletin Board proposal
- Reviewed Social Media Policy
- Online trainings
- FEMA public information planning with GIS Division
- Spanish lessons
- 2021 Marketing Trends webinar
- Scheduled State of the City presentation to Hobbs Rotary Club to be held in March



COMMUNICATIONS DEPARTMENT
Monthly Report
January 2021
Submitted February 22, 2021

Livestreamed City Commission Meetings for January 2021

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	82.4%	417	1275
Live Viewers	17.6%	89	2377
Total	100%	506	3652

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

for period ending January 01, 2021-January 31, 2021

Commercial		# of Permits	Valuation	Fees
COMM MECHANICAL	Commercial	12	18,000.00	1,107.50
COMM PLUMBING	Commercial	23	34,500.00	1,545.50
COMM SEWER TAP & EXCAVATION	Commercial	1	1,500.00	260.00
COMMERCIAL ELECTRICAL	Commercial	28	39,000.00	1,761.00
COMMERCIAL FENCE	Commercial	1	30,000.00	10.00
COMMERCIAL REMODEL	Commercial	4	2,156,789.00	3,137.45
COMMERCIAL SIGN	Commercial	2	15,900.00	80.00
NEW COMMERCIAL	Commercial	1	863,614.00	1,516.33
		72	3,159,303.00	9,417.78
Residential				
RES MECHANICAL	Residential	19	25,500.00	1,295.00
RES PLUMBING	Residential	45	66,000.00	4,349.00
RES SEWER TAP & EXCAVATION	Residential	3	4,500.00	810.00
RESIDENTIAL ADDITION	Residential	3	65,600.00	540.00
RESIDENTIAL CANOPY	Residential	1	7,500.00	60.00
RESIDENTIAL CARPORT	Residential	1	14,700.00	120.00
RESIDENTIAL CURB CUTS	Residential	2	22,450.00	40.00
RESIDENTIAL DRIVEWAY	Residential	2	7,800.00	40.00
RESIDENTIAL ELECTRICAL	Residential	44	66,500.00	3,079.00
RESIDENTIAL FENCE	Residential	6	12,100.00	60.00
RESIDENTIAL MANUFACTURED HOME	Residential	10	709,832.00	720.00
RESIDENTIAL REMODEL	Residential	11	307,584.00	1,470.00
RESIDENTIAL RE-ROOF	Residential	10	69,300.00	640.00
RESIDENTIAL SINGLE FAMILY	Residential	11	3,310,303.00	6,204.90
		168.00	4,689,669.00	19,427.90

CODE ENFORCEMENT NUMBERS FOR JANUARY 2021

Code warnings	677
Code citations	4
Code complaints	52
Animal warnings	107
Animal citations	19
Animal complaints	167

Hobbs Animal Adoption Center
City Manager's Report Jan 2021

Jan-21

	Cats	Dogs
Intakes:		
Dead on Arrival	14	14
Stray	50	185
Transfer	4	
Unwanted	12	71
Low Cost	61	50
Quarantine		18

Total	141	338
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Disposition:		
Adopted	37	80
Died at Facility	4	3
Dead on Arrival	12	13
Escape trap		
Euthanized	16	16
Rescued	26	57
Return Owner	2	33
Low Cost	62	51

Total	159	253
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**Monthly Measurement
Finance Department
Fiscal Year 2021**

Cash Statistics	Jan 2020	January 2021
Beginning Cash Balance	\$ 140,955,853	145,782,922
Monthly Cash In (Revenue - all funds)	\$ 10,981,353	8,477,722
Monthly Cash Out (Expenditures - all funds)	\$ 9,718,045	9,020,441
Ending Cash Balance	\$ 142,219,161	145,240,203

Finance Transaction Statistics

	Jan 2020	January 2021		
Total Number of PO's issued	427	226	daily average	11.89
Total Number of Invoices Processed	1,605	1405	daily average	73.95
Total Number of Checks Written (A/P)	951	730	weekly average	182.50
Total Number of Checks Written (Payroll)	1,831	1232	bi-weekly average	616.00

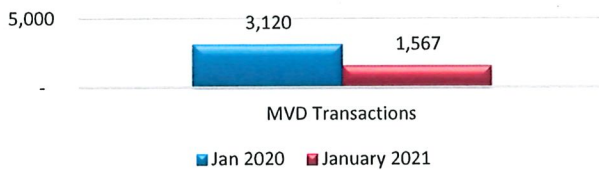
Financial Transaction Averages



MVD Statistics

	Jan 2020	January 2021		
MVD Transactions	3,120	1,567	daily average	82.47
MVD Fees Received	\$ 553,000	\$ 254,479	daily average	\$ 13,393.61

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

January 2021

ALARMS

Alarms (City)	106
Alarms (County)	33
Total Alarms	139

ZONES

Zone 1 (NW City) 37	Zone 5 (NW County) 4
Zone 2 (NE City) 32	Zone 6 (NE County) 11
Zone 3 (SE City) 28	Zone 7 (SE County) 8
Zone 4 (SW City) 9	Zone 8 (SW County) 5
Out of District 5	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:07
Station 2	2:01
Station 3	1:42
Station 4	1:29
Average	1:34

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:07
Station 2	5:58
Station 3	6:29
Station 4	6:08
Average	5:55

PREVENTION PROGRAMS

Fire Investigations	8
Fire/Safety Inspections	78
Smoke Detectors Installed	5
Public Education Activities	4
Plan Reviews	3
Burn Permits Issued	4

FIRE RESPONSE BY STATION

Station 1	45
Station 2	38
Station 3	35
Station 4	21

MOST COMMON DAY/TIME

Thursday (1800 – 1859)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 27

TRAINING HOURS

Fire Training	804
EMS Training	44

EMERGENCY MEDICAL SERVICES

January 2021

EMS RUN BREAKDOWN

City Response	739
County Response	45
Total Responses	784

ZONES

Zone 1 (NW City) 289	Zone 5 (NW County) 14
Zone 2 (NE City) 126	Zone 6 (NE County) 28
Zone 3 (SE City) 195	Zone 7 (SE County) 0
Zone 4 (SW City) 129	Zone 8 (SW County) 3

AVERAGE RUN TIMES

Enroute:	2:09
At Scene:	5:16
To Destination:	20:32
Back in Service:	32:21

MOST COMMON DAY/TIME

Sunday – 128 calls for service

Monday – 26 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Breathing Problems - 83

OUT OF TOWN TRANSFERS

Lubbock	31
Midland	3
Odessa	3
Roswell	7
Carlsbad	4
Airport	34

CARDIAC ARREST RESPONSES

Cardiac Arrest	11
ROSC	3
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Collected	\$130,566.26
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Highlights for the month of January

- Received \$10,000 grant from Oxy
- Completed the annual EMS Fund Act/Service Report
- 8 personnel completed Captain's Academy and Blue Card IC Certification
- Hobbs Apartments inspections completed by Fire Prevention personnel
- Hobbs Municipal Schools COVID inspection completed by Fire Prevention personnel

January - 2021

General Services - Garage

In January 2021 The City Garage had a total of 193 Repair Orders/Invoices. Of the 193 R.O./Invoices, 91 were repaired in house and 102 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 41,970.83 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	8	52.72	357.00	1,766.26	1,779.50	3,955.48
Instrument/Gauges	1	0.00	68.00	0.00	0.00	68.00
Complete Wash	3	0.00	0.00	164.30	30.00	194.30
Filters	3	0.00	0.00	167.28	0.00	167.28
Service Calls	25	1,443.00	2,482.00	0.00	8.00	3,933.00
Miscellaneous Maintenance	35	207.80	782.00	4,303.19	3,813.50	9,106.49
Brakes	13	0.00	170.00	1,134.53	553.23	1,857.76
Steering/Suspension	11	0.00	0.00	1,594.25	2,729.95	4,324.20
Tires	28	770.00	340.00	903.41	923.50	2,936.91
Whls/Hubs/Brgs	1	0.00	68.00	0.00	0.00	68.00
Transmission	1	59.44	102.00	0.00	0.00	161.44
Charging	15	0.00	544.00	843.23	10.00	1,397.23
Lighting	3	120.00	340.00	0.00	0.00	460.00
Preventive Maintenance	32	1,003.93	510.00	2,048.80	0.00	3,562.73
Exhaust	2	0.00	238.00	0.00	0.00	238.00
Fuel System	1	0.00	102.00	0.00	0.00	102.00
Engine	4	63.84	306.00	0.00	0.00	369.84
Hydraulic System	1	60.00	17.00	0.00	0.00	77.00
Accident Repair	2	0.00	0.00	5,234.36	3,756.81	8,991.17
Safety Recalls	4	0.00	0.00	0.00	0.00	0.00
Monthly Total	193	3,780.73	6,426.00	18,159.61	13,604.49	41,970.83

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	91	3,780.73	6,426.00	10,206.73
Vendor	102	18,159.61	13,604.49	31,764.10

January 2021 General Services – Building Maintenance

Work performed by City Carpenters

20	Replaced ceiling tile
2	Repaired door lock
17	Roof inspection
1	Moved furniture
1	Door closer adjusted
15	Building repair
41	Work orders

Location of work performed

8	City Hall
3	CORE
5	Police Department
5	DA
6	Library
1	Municipal Court

Break down of work performed by the Electricians

17	Light repairs
19	Heater repairs
11	General electrical work
11	CORE work

Location of work performed

11	CORE
9	City hall
4	PD
4	Fire stations
16	Parks
1	Garage
3	Streets
2	State Police

Street Department Monthly Report January 2021

Break down of work performed by the Street Department Crew:

Man Hours	Activity
219.5 Hrs.	Street Sweeping
51 Hrs.	Building Brooms
88 Hrs. Hrs.	Cold Mix Patching
11 Ea.	Street Complaints
72 Hrs.	Alley Work complaints
206 Hrs.	Storm Sewers & Inlets
360 Hrs.	Work for HIAP
41.5 Hrs.	Equipment Maintenance
8 Hrs.	Yard Maintenance
56 Hrs.	Working in the Welding Shop
50 Hrs.	Deicing Streets
72 Hrs.	Street Grading
8 Hrs.	Meetings
32 Hrs.	Work for Cemetery

The total amounts of material hauled or used:

Quantity	Material
216 Yds.	Sweepings
138 Yds.	Millings
42 Yds.	Alley Fill Dirt
8 Yds.	Cold Mix Used
20,022.00 Gal	Brine
726 Yds.	Trash Hauled

Calls responded to:

Number	Type
8	Dispatched – accidents, spills, debris



City of Hobbs
Human Resources Department
January 2021 Departmental Re-cap
City Managers Report

Recruitment:	January 2020	January 2021
• Applications Received/Reviewed	334	101
• New Hires	12	5
• Re-Hires	3	1
• Transfers/Promotions/Demotions	8	5

Personnel Actions:	January 2020	January 2021
• Performance Reviews	27	7
• Retirements	0	1
• Terminations	7	9
• Other(certs, shift moves)	37(min wage increase)	4
• Educational Incentives	--	0

New Position Postings in January:

- Golf Operation Coordinator
- Golf Players Services Attendant
- Golf Irrigation Tech
- Police Sergeant
- Aquatics Coordinator

Training:

- Sexual Harassment and Discrimination

Team Involvement:

- Continued to monitor COVID positive and exposures
- Viewed Governor's conferences on COVID
- Participated in conference calls with contracted vendor for handbook updates
- Nicholas participated in PELRB meetings to have our local labor board approved

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

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

➤ 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*)

Accomplishments for Jan. 2021

- 99 Request for service
- 97 Completed
- 2 Bulletin Board related
- 2 Camera related
- 8 Email related
- 21 hardware related
- 2 internet related
- 4 network related
- 5 password resets
- 4 phone related
- 15 radio related
- 3 projects related
- 17 software related
- 11 User Setup
- 3 webpage related
- 4 others

Special accomplishments:

- Setup equipment for livestreamed virtual commission, and board meetings.
- Assisted with departmental web cameras.
- Built and/or installed 2 new computers.
- Built a new FTP site for Engineering.
- Installed driver and firmware updates on virtual server environment.
- Completed a fiber optic link to Police Department.



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 2021

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 January 2021, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efen Cortez (1/4 and 1/19)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Erik Scramlin (1/12)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (1/19)
- ❖ Utilities Board – (N/A)
- ❖ Labor Relations Board – (N/A)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	4
❖ Resolutions Drafted	4

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

❖ Procurement Review	9
❖ Contract Review	11
❖ IPRA Review	5

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 prosecuting all 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, employment matters, 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, Efren 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 January 2021, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	1
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	238
❖ Pretrials (Attorney):	42
❖ Trials:	27
❖ Dangerous Dogs/Petitions:	2
❖ DWI Cases:	10
❖ Appeals in District Court:	0
❖ Pleadings:	141
❖ Condemnation Reviews	1
❖ Property Acquisition Reviews	0

❖ Property Document Reviews	5
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	15
❖ Civil ADR:	0
❖ Demand Letters:	2
❖ Misc. Hearings (Mun./Dist./Fed.):	3
❖ Trainings:	0
❖ Witness Interviews:	17
❖ In-office consultations:	31
❖ Discovery Submissions:	12
❖ Letters/Correspondence:	1,211

Areas of Notoriety:

- ❖ The City Attorney’s Office continues to work with the Hobbs Municipal Court to improve all processes at the Court.
- ❖ Personnel at the City Attorney’s Office continued to work primarily remotely for the month of January in response to the COVID-19 pandemic but are actively seeking to implement long-term strategies aimed at efficiency and client collaboration.

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/ Efred A. Cortez
 Efred A. Cortez
 City Attorney

CITY MANAGER'S REPORT

January, 2021

Hobbs Public Library

CIRCULATION: 3,768

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	2,255
Audio Books & Music	146
DVDs	982
E-Books/E-Audio (OverDrive & Gale)	385

CIRCULATION BY PATRON TYPE:

Adult	2,447
Juvenile	384
Senior Citizen	540
Used in Library	397

Total Children's Items Circulated 1,114

Total Adult Items Circulated 2,654

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	0	0
ELIN Loans	6	15

Patron Visits 1741

Overdue Notices Sent 0

Curbside Patrons 4

PROGRAMS & PUBLIC SERVICES:

Passive Programs Provided	5
Passive Programming Participation	294
Facebook Post Reach	1735
Meeting Room Use	0

Web Site Usage 3978

HPL Database Usage 652

Reference Questions 29

Public Computer Use 235

Board Games 0

PATRON PROFILES:

Adult	21,679
Juvenile (Under 18 Years)	3,902
Senior Citizens (62+ Years)	4,245
Temp ELIN	2,236
Total Active Borrowers	32,062

RECEIPTS:

Materials Paid For \$42.99

Fines & Fees \$192.24

Copy Machine & Public Printouts \$364.02

Total **\$599.25**

Library Patrons Added This Month 22

ITEMS ADDED:

Total Items Added	741
Items Weeded	389

HOLDINGS:

Total Library Holdings 152,840

City Manager's Report
Municipal Court - January 2021

Monthly Cases:

Traffic Citations	657
Misdemeanor Citations	52
Environmental Citations	18
Fire Code Violations	0
AGG. DWI	1
DWI – 1 ST	<u>2</u>
Total	730

Courtroom Activity:

Video Arraignments (Jail)	105
Court Appearances – A.M.	25
Court Appearances- P.M.	138
Virtual Court	19
Pretrial Court Appearances – A.M.	60
Pretrial Court Appearances – P.M.	53
Attorney Pretrial	13
Trial Cases	<u>18</u>
Total	431

Other Activity:

Summons issued	598
Warrants issued	<u>201</u>
Total	799

Fines/Fees Assessed:

Fines	\$93,555
Penalty Assessment Fee	5,110
Automation Fee	3,510
Judicial Education Fee	1,755
Correction Fee	11,720
DWI Prevention Fee	225
DWI Lab Fee	255
Copies/Misc. Fee	<u>0</u>
Total	\$116,130

Fines/Fees Collected:

Fines	\$39,479
Penalty Assessment Fee	5,638
Automation Fee	3,860
Judicial Education Fee	1,935
Correction Fee	12,862
DWI Prevention Fee	420
DWI Lab Fee	401
Copies/Misc. Fee	0.00
Restitution	<u>0.00</u>
Total	\$64,595.00

City Manager – January Report

2021

-
1. Happy New Year!
 2. Thanks to all POSD employees who assisted with snow removal on Jan 10-11th
 3. POSD crews continue working to clean up Grimes & Main Storm Channel
 4. Cemeteries were busy with 26 interments and poured 14 foundations
 5. Musco Lighting Solutions updated communications to handle 5G networks
 6. Tree trimming continues citywide
 7. All holiday decorations have been taken down and stored until next season
 8. Herbicide applications for weed control is happening citywide
 9. Trees removed to make way for new Veterans Memorial Project at McAdams
 10. New “Share the Trail” signs installed along Health-walk
 11. Staff reorganized HIAP Hangers to increase storage space as a shed was removed at McAdams for the new VM project
-

Parks & Open Spaces Department

Authored by: Bryan Wagner



CITY OF

Hobbs
NEW MEXICO

!! 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 - January 2021**

Divisions

CORE
Senior Center
Recreation
Rockwind Clubhouse
Teen Center

CORE

The CORE continues to operate under a Public Health Order that limits capacity to 75. Capacity is reached frequently during the evenings on weekdays with fitness class offerings assisting greatly with bringing participants to the CORE. The CORE's fitness offerings for those wanting to use the strength or cardio equipment continues to be popular. The recent addition of Fitness Reservations and the associated activities is also gaining momentum. Staff is considering additional activities for Fitness Reservations to attract more participants during the day when there is plenty of "capacity" available for these activities.

Revenue and Participation

Fitness Unlimited (incl. Fit. Unlim. Passes)	30
Day Passes Sold	379
Week Passes Sold	7
Month Passes Sold	55
Annual Membership Attendance	708
Monthly Membership Attendance	8,503
Month-to-Month Pass Attendance	356
Swim Lessons - Sessions	
Swim Team Members	
Wellness Pool	
kidWATCH	275
kidFIT	212
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	252
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	10,777
Total Revenue	\$33,180.23

Membership Recap

New Memberships	
Month Ending:	Jan-21
Memberships Sold in Month	183
Membership Counts	
Month Ending:	Jan-21
Family Memberships	702
Individual Memberships	352
Total Memberships	1,054
Total Individual Members	6401

There were 183 new memberships for the month Of January making a total of 1,054 Active Members.

There were 6,401 Active Members who have either a recurring monthly or annual membership.

Description	December 1 to December 31, 2020
Member Visits	6,541
Guest Visits	235
Classes	Approximately 0 Participants
Programming	
Tour Participants	22
Private Rentals	Approximately 0 Facility Rentals from Aug 1 to Aug 31 with \$ in revenue including deposits for future events through August 2020 as of 3/03/19

There was a total of 9 tours with a total of 22 participants.

Senior Center

The Senior Center continues the important mission of providing meals to the senior citizens of our community. Below is some information for January 2021:

Meals:

January 2021 Grab N Go Meals	2,305
January 2021 Home Delivered Meals Served	<u>1,946</u>
Totals	4,251

Meal Donations Received:

\$2,306.00
<u>\$1,278.00</u>
\$3,584.00

Each day, staff freezes any leftover meals and these meals are distributed to the most vulnerable home bound clients on Fridays so that these seniors have a weekend meal. Frozen meals distributed for January totaled 174.

There were 408 unique individuals who received at least one meal during the month, and with 19 serving days in January an average of 233 total meals were served daily.

Renovations: The meal site bathroom remodel is still ongoing.

Recreation

- Recreation staff are starting to prepare for spring and summer events.
- Recreation staff has also begun preparing to start the process for hiring of summer seasonal staff.
- Recreation staff met Hobbs Boys and Girls club staff to discuss the Hobbs Downtown Slam and Jam event and review possible dates. Currently, September 2021 is being considered for the event.

Aquatics

- Seasonal aquatic facilities have off-season projects that are ongoing.
- The Aquatics Coordinator position was posted.

Rockwind Community Links Clubhouse

No events were hosted at the course in January 2021. During the month the course was closed for five (5) days due to weather, and there were a total of eleven (11) frost delays. Looking ahead to the Spring, staff will be placing merchandise on sale as prescribed by Rockwind's Merchandise Policy and in February the Super Bogey Bowl Golf Tournament will be held once again on the day before the Super Bowl. Staff is also reviewing safe alternatives to increase capacity at the course.

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	20	\$104.72	\$0.00	\$104.72	\$0.00	\$5.28	\$110.00
Driving Range	31430	216	\$1,306.38	\$0.00	\$1,306.38	\$0.00	\$66.12	\$1,372.50
Golf Cart Rental Fees	31431	696	\$9,542.13	\$0.00	\$9,542.13	\$0.00	\$481.03	\$10,023.16
Green Fees	99999	977	\$9,056.03	\$0.00	\$9,056.03	\$0.00	\$459.66	\$9,515.69
Hard Goods Sales	31410	193	\$4,922.63	(\$54.90)	\$4,867.73	\$3,291.40	\$243.64	\$5,111.37
Membership Fees	31420	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soft Goods Sales	31401	177	\$3,751.94	(\$64.58)	\$3,687.36	\$2,224.03	\$184.59	\$3,871.95
Food & Beverage	31441	76	\$133.36	(\$23.97)	\$109.39	\$56.28	\$5.86	\$115.25
Totals for Revenue		2355	\$28,817.19	(\$143.45)	\$28,673.74	\$5,571.71	\$1,446.18	\$30,119.92
Grand Total:		2355	\$ 28,817.19	\$ (143.45)	\$ 28,673.74	\$ 5,571.71	\$ 1,446.18	\$ 30,119.92

KEY PERFORMANCE INDICATORS

Jan-21

Total Pre-Tax Revenue	\$28,673.74
Total Rounds	977
Avg Green Fee plus Cart Fee per Round	\$19.04
Total Merchandise Sales	\$8,555.09
Merchandise Sales Per Round	\$8.76
F&B Sales Per Round	\$ 0.11
COGS Hard Goods	68%
COGS Soft Goods	60%
COGS F&B	51%
Rounds w/Carts	71%
Total Revenue per Round	\$ 29.35

GREEN FEE BREAKDOWN

EZLinks Prepaid	0	Punch Pass	29
GolfNow Prepaid	0	Summary for Punch Pass	<u>29</u>
Summary for EZLinks Prepaid	<u>0</u>		
Player's Pass 18 Walk	156	Rain Check	2
Summary for Player's Pass	<u>156</u>	Summary for Rain Check	<u>2</u>
Li'l Rock Adult Resident	75	Resident 18	314
Li'l Rock Adult Non-Resident	0	Resident Junior	9
Li'l Rock Jr. Comp w/Adult	11	Resident Senior 18	149
Li'l Rock Junior Resident	3	League Fee	1
Li'l Rock Junior Non Resident	0	Complimentary Round	4
Li'l Rock Replay	0	Resident Twilight	6
Li'l Rock Player's Pass	0	Team Practice Round	19
Li'l Rock Team Comp	0	Resident 9	136
FootGolf Adult	1	Marshal/Team Green Fee	3
FootGolf Junior Comp	0	Resident Replay	0
Summary for Par 3	<u>90</u>	Summary for Resident	<u>641</u>
Public 18	45	Tournament Fees	0
Public 9	2	Summary for Tournament -	<u>0</u>
Public Junior	3	Grand Total:	977
Public Senior	2		
Public Twilight	2		
Public Replay	2		
Specials	0		
Youth on Course	3		
PGA/GCSAA COMP	0		
Summary for Public	<u>59</u>		

Teen Center

- With the Teen Center still closed by the Public Health Order, Teen Center staff continue to be assigned to other Divisions within the Recreation Department, as well as other Departments.
- Teen Center staff are down to five employees, leaving 4 vacant positions that need to be filled to properly staff the Teen Center.
- The skate park at the Teen Center reopened for public use in January. At this time, all skaters are invited to use the facility. Typically, only those who are Teen Center members may do so. Capacity is currently limited to 25% (10 skaters), and routinely reaches capacity.



HOBBS POLICE DEPARTMENT

February 3, 2021

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD Jan 2021 Stats

	TOTAL	TOTAL	%CHNG
January 2020/2021	RPTS	RPTS	2020/2021
	2020	2021	
REPORTED CRIMES	493	440	-11%
CALLS FOR SERVICE	3,989	3,603	-10%
ARRESTS	319	258	-19%
MURDER	0	0	0%
RAPE	3	1	-67%
ROBBERY	8	0	-100%
ASSAULTS AND BATTERY	68	81	19%
BURGLARY	62	54	-13%
LARCENY	58	43	-26%
SHOPLIFTING	59	25	-58%
AUTO THEFT	29	19	-34%
ARSON	0	2	100%
FORGERY	0	1	100%
FRAUD	12	1	-92%
EMBEZZLEMENT	2	2	0%
REC. STOLEN PROPERTY	1	0	-100%
VANDALISM	64	63	-2%
WEAPONS OFFENSES	5	4	-20%
DOMESTIC VIOLENCE	28	38	36%
ASSAULTS/BATTERY ON PO	8	7	-13%
SHOOTING AT/FM MV OR DWELLING	3	0	-100%
CITATIONS ISSUED	1,636	911	-44%
DWI	11	8	-27%
TRAFFIC CRASHES	117	47	-60%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2020</u>	
Residential	11,180	60,755,524	11,556	74,314,373	
Commercial	1,783	43,321,793	1,818	39,266,077	
City Accounts	216	4,366,758	215	2,807,641	
School Accounts	56	733,261	58	2,027,696	
Irrigation	246	2,036,588	249	3,155,314	
Unbilled Maintenance		1,500,000		1,450,000	
	13,481	112,713,924	13,896	123,021,101	

LABORATORY	January 2020	January 2021
Total Drinking Water Tests	45	49
Total Wastewater Tests	767	728
Liquid Waste Received (gallons)	517,651	241,065

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	92.086	88.212
Effluent (Million Gallons)	88.781	82.884
Solids Removed (Dry Pounds)	107,426	185,874

WATER PRODUCTION REPORT - JANUARY 2021

WATER PRODUCED	
Total monthly water produced, million gallons	159,490,000
Total monthly water distributed, million gallons	118,613,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	314
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: Progressing with the installation of the New Well Flow Meters. Due to travel restrictions, we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending. Drained, Cleaned and Inspected (3) Elevated Water Towers. Arriba, HIAP and Harden Jan-2021.	

UTILITY MAINTENANCE JANUARY 2021

WORK DESCRIPTION

Meter lid replacement	60
Meter box replacement	15
Meter stop / valve replacement	40
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	5
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	30
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	50
Service lateral replacement	4 qty. - 150 feet
New Service Lateral	8 qty. - 180 feet
Low water pressure investigation	5
Water quality investigations	2/air
Main line leaks/repair	40
Main line replacement (feet)	5
Valve maintenance	200
Valve new install/replacement	15
Fire hydrant maintenance	45
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	12 (all tested accurately)
Fire hydrant meter set	5
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,220,000
Miscellaneous afterhour calls	15
Emergency Call Outs (From 5:00pm to 7:00am)	84

WORK DESCRIPTION

QUANTITY

Manhole maintenance	85
Manholes cleaned	75
Sewer main line cleaned	50,265
Sewer stoppages	24
Sewer main line video inspections	3
Odor complaints	2
Sewer pre-treatment additives	35 gallons
Property damage from sewer	0
Sewer main line repair/replacement	6

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	72
Emergency call out (from 5:00 pm to 7:00 am)	25

UTILITIES MONTHLY PLUMBER REPORT JANUARY 2021	QUANTITY
Sewer stoppages	9
Odor complaints	5
Water leaks	12
Pool maintenance	16
Gas leaks	6
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	25