



CITY MANAGER'S MONTHLY REPORT

March 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 Ron Roberts
Assistant I.T. Director Christa Belyeu

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LEGAL DEPARTMENT

City Attorney Efren Cortez
Deputy City Attorney Erik Scramlin
Assistant City Attorney 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 Bobby Arther
Municipal Court Clerk Shannon Arguello

COMMUNITY SERVICES DEPT.

Acting Building Official
Code Enforcement
Animal Adoption Center

Scott Shed
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director Bryan Wagner
Parks/Cemetery Wade Whitehead
Golf Course/Trail Matt Hughes
Sports Fields Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

Recreation Director Doug McDaniel
CORE Lyndsey Henderson
Rockwind PGA Prof. Ben Kirkes
Recreation Supt./Teen Center Michal Hughes
Senior Center Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief John Ortolano
Deputy Police Chief 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 Tim Woomer
WWRF Supt. Bill Griffin
WWRF Maint. Supt. Todd Ray
Utilities Admin. Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

March, 2021

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

Participated in 4 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 21 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 5 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 45 meetings for the Mayor and City Manager.

Scheduled 9 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Labor Board and Planning Board agendas.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 81 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on March 9, 16 and 23, 2021.

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

Completed Safety Training: Violence in the Workplace



CITY CLERK'S OFFICE
Monthly Report - March 2021

	Jan-21	Feb-21	Mar-21
Business Registrations -New	29	12	300
Business Registrations - New Owner	1	7	1
Business Registrations- Change of Address	9	11	5
Renewals	726	131	32
Web Payment Renewals	197	33	11
Total Business Registrations Activity	962	194	79
Active Business Registrations for the Month	2008	2002	2020
Fireworks	0	0	0
Junk Yard Licenses	1	0	0
Liquor License	0	0	2
Mobile Business Licenses	14	8	11
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	1
Solicitor's Permit	5	0	4
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	33	50	82
Public Documents Notarized	88	87	130
Public Records Request	30	37	26
Regular City Commission Meetings <i>3/1/2021 & 3/15/2021</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	0	1	0
Notice of Potential Quorum	1	0	0
Resolutions and Ordinances Attested	10	6	8
Consideration of Approval	4	1	2
Total Volume of Transactions on Tyler Cashiering	950	341.00	353.00
Total Amount	\$ 346,211.10	305,157.00	384,112.49
Web Payments Online for All Departments	\$ 5,575.00	1,185.00	532.50
Grand Total	\$ 351,786.10	306,342.00	384,644.99



Hobbs Express

Monthly Report - March 2021

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

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-21	Mar-21
No. of Elderly Passengers	341	445
No. of Non-Ambulatory Passengers	122	120
No. of Disabled Passengers	92	114
No. of Other Trips	503	583
Total Passenger Trips	1058	1262

Bus Route Trips	611	817
Rapid Line Trips		
Total Bus Route Trips	611	817
Total Demand Response/Paratransit Trips	447	445
Total Passenger Trips	1058	1262

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-21	Mar-21
Total Vehicle Hours	305	346.75
Total Vehicle Miles	5,283	6,150

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-21	Mar-21
Total Fares Collected	\$0.00	\$0.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
March 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	20

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):

Pavement Painting Survey: The GIS division created a new Survey123 for the Traffic dept. to track their pavement painting tasks. The Survey went live on March 1st and is currently actively being used.

Lidar Pavement (Update): The GIS division has finished the first pass of going through the Lidar Pavement Project. The next part of the project is to start work on Attributes and expanding the pavement areas to cover hard shoulders.

Bender Clean-up Map: Produced a map from the GIS division showing the new subdivisions on East Bender. The map is going to be used as part of the Community Clean-up.

Flood Brochure: The GIS division sent the new Flood Brochure to be printed. The Flood Brochure is distributed yearly with the City of Hobbs water bills and additional copies will be distributed to different City of Hobbs offices and other businesses around town.

DMV Driving Test: The GIS division assisted the DMV with creating a map that shows the DMV's new driving test route. The map was delivered on March 25th to DMV.

Hobbs Base Station Issues: On March 8th the GIS Base Station started experiencing issues causing difficulties to field crews trying to capture data on the morning of the 8th. The issue was narrowed down to the radio system, but the exact problem was never determined as the issue has disappeared. The GIS division is still working with Vectors Inc. to find a solution.



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

City Owned Parcels: Over the middle of March the Engineering and Planning dept. requested that the GIS division help them with determining the locations of City owned property. This GIS division ran the list of 255 parcels provided by Planning against the 2019 Parcel data. The GIS division provided a shape file of found parcels, and a list of unfound parcels.

Floods and Hazards Page: In March the GIS division completed work on the new Flood and Hazards page for the City of Hobbs website. The outline that was created is waiting on final review before it is sent along to the IT department.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Land Development											
Annexations (expressed in Acres)		1372.42	3.62	92.89	101.9	1.37	1.31	0	163.23	0	1.3
Subdivisions (51)		1	0	5	3	8	1	3	1	5	4
Lots Gained		11	0	61	92	304	102	13	42	186	197
Summary Subdivisions (55)				42	43	44	33	42	31	47	41

City Commission Planning Summary:

March - The City Commission reviewed and considered the following:

- Adopted Resolution No. 7031 - Approving the Vacation of a Portion of Main Street and Jefferson Street Adjacent to Lots 21 - 24, Block 24, Original New Hobbs Addition
- Adopted Resolution No. 7032 - Approving a Development Agreement with Lemke Development, Inc., Concerning the Development of Market Rate Single- Family Housing.
- Adopted Resolution No.7033 - Approving a Development Agreement with Stuard Homes, LLC, Concerning the Development of Market Rate Single-Family Housing.
- Adopted Resolution No. 7036 - Approving a Development Agreement with Property Management Plus, LLC, Concerning the Development of Market Rate Single- Family Housing

Planning Board Summary:

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

- Review and Consider Proposed Annexation of +/- .95 acres of property located southwest of the intersection of Scenic and Maple.
- Review and Consider Proposed Infrastructure Development Agreement concerning +/- 462 lineal feet of Public Infrastructure (sewer) +/- 300' of "GAP" and 162' of Fair Share.
- Review Sketch Plan as submitted by Lemke Development Inc.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
March 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

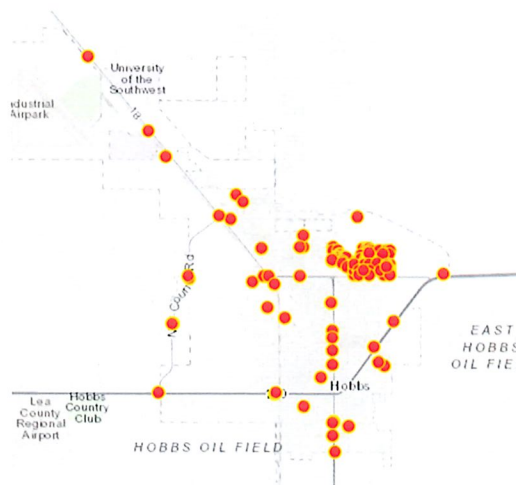
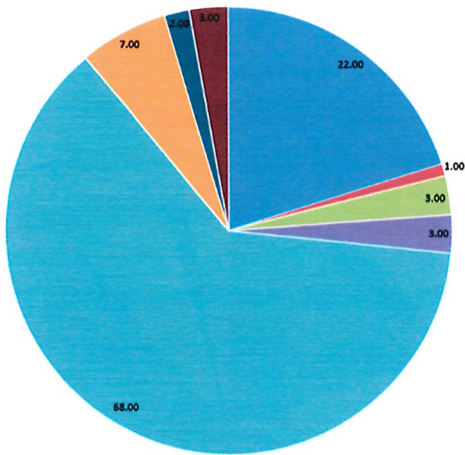


Figure 1 - Location Map of Work Performed

- | | | | |
|--------------------------------|-----------------------------|----------------------------|-------------------------------|
| ■ Sign Install / Replace = 22 | ■ Wiring Problem Repair = 1 | ■ Repair Communication = 3 | ■ New St. Name Sign Made = 3 |
| ■ Inspected Intersections = 68 | ■ Work Order = 7 | ■ Line Spot Hours = 2 | ■ Breakaway Base Replaced = 3 |

Major Damage:

- Dal Paso and Sunset south bound pole struck by vehicle, replaced luminair and sign.

Notable:

- Del Norte Parkway new asphalt speed humps installed by Ramirez and marked by Traffic.



COMMUNICATIONS DEPARTMENT
Monthly Report
March 2021
Submitted April 15, 2021

PRESS/MEDIA ACTIONS

The Communications Department distributed the following press releases and PSAs:

- Facebook Live video which promoted funds donated by Chevron Corp to benefits city sanitation procedures 3/8/21
- Presented the State of the City with the Mayor and CM Gomez 3/11/21
- Change in Library Hours 3/25/21

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.

- 2021 Hobbs News-Sun Progress Edition ad
- Daily social media posts to Keep Hobbs Clean and Beautiful pages with #yeshobbs tag

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 Complete Count Committee Chair
- Census webinars regarding reading and distributing data



COMMUNICATIONS DEPARTMENT

Monthly Report

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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

- Project Heartburn United Way
- PSA Handwashing Hero
- Senior Center Tax Prep ends April 15
- COVID PSA Eng and Span Contact
- HPD Recruitments
- COVID PSA Eng-Hello
- Animal Adoption Feral Cat
- Hobbs Express with #2014-01
- Legal IF-Meghan 1 Generic
- Center For the Arts & ATK ends March
- Fly Hobbs 2021 Q1 ends March 31
- Hobbs Chambers-Hobbs Job Fair ends April 1
- CORE Hobbs ends March 31
- CORE Group and Personal Training ends April 1
- Skatepark Open ends March 31
- United Way Coats ends March 5
- LCCA ends March 31
- United Way Facebook Live ends March 31
- United Way Heater ends March 31
- HPL New Hours
- Fly Hobbs 2021 Q1 ends March 31
- Fly Hobbs New Ad
- Community Clean Up ends April 10
- United Way 5k Run ends April 17
- COVID Vaccine Information ends July 10

COMMUNICATIONS DEPARTMENT

Monthly Report

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CONVENTION VISITORS BUREAU MAIN FOCUSES

- Attended zoom meeting with Sunny 505 to meet the team and talk about the website's site map.
- I have worked with Erik from Legal on the contract for Sunny 505 on March 8.
- The CVB Participated in the Keep New Mexico Clean and Beautiful Grant Zoom Meetings-Guidelines on March 8, and Grant kicked off on March 15.
- The CVB worked with New Mexico Recovery Plan zoom meeting on using HeyOrca for social media posts. March 11
- The CVB created public announcements for Hobbs News-Sun, MTD Radio, NMJC Radio, and flyers for District 2 Neighborhood Clean up. We also dispersed flyers around town and had the information added to the Community Board.
- We worked with GIS on a map of the location for the Neighborhood Clean-up. We will be doing two areas in District 2.
- We worked with Valeria Chacon on the property owner consent form to clean up privately owned properties to use now and in the future.
- We discussed the New Mexico recovery grant and contract for Sunny 505 with Toby Spears, Finance Director.
- The CVB met with City Manager and Meghan Mooney about updates for the Convention Visitor Bureau. March 17
- We met with Bryan Wagner from Open Spaces about the Keep and Beautiful Grant to see if he had any projects he wants us to include for the grant. March 19
- The CVB worked and submitted the budget for FY 2022 to City Manager and Meghan Mooney
- The CVB met with Hobbs Chamber and Hobbs Hispano Chamber about collaborating on the Convention Visitor Website. March 29 Lea County Event Center will get back to us about collaborating after the next county commissioner meeting.
- The CVB and Meghan Mooney met with the Sunny 505 team to start getting ideas about the CVB website on March 31.
- Submit a final review of photos to use with New Mexico True as part of the recovery program.
- Prepared and submitted Summary and Resolution for approval to apply for Keep New Mexico Clean and Beautiful grant FY 2022, and attend packet review for Commission Meeting on April 5.
- The CVB is continuing to work with hotels and restaurants on updates about COVID and any other concerns they might have during this time.

LISTED EVENTS

- April 10th Neighborhood Clean-Up in District 2
- 2022 Mobetta Gold Tournament 2022 – exact date TBD

COMMUNICATIONS DEPARTMENT
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SOCIAL MEDIA INSIGHTS



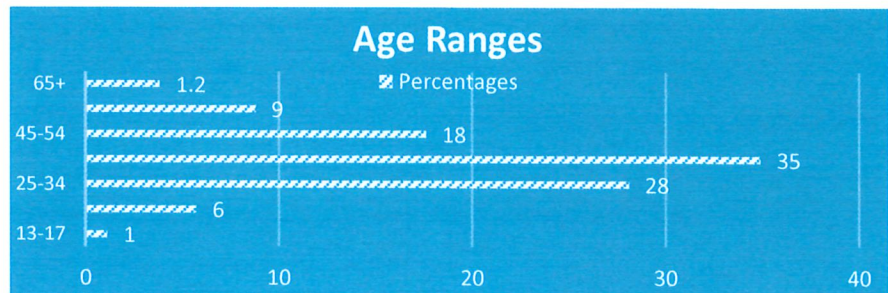
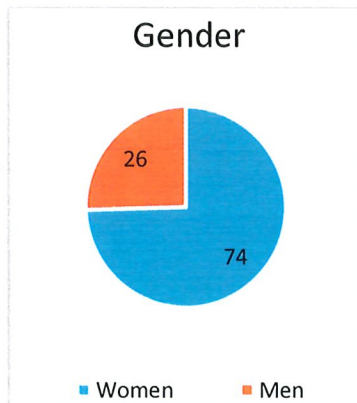
Facebook

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
172% decrease (201 total)	68% decrease (3,154 total)	92% decrease (213 total)	13% decrease (13 new)



Instagram

Reach	Followers	Profile Visits	Interactions	Impressions
1,416 (5.7% decrease)	1,786 (3% increase)	186 (109% increase)	506 (138% increase)	11,852 (13% decrease)





COMMUNICATIONS DEPARTMENT

Monthly Report

March 2021

Submitted April 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 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 President-Elect training series
- 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 and video ops
- Post employee milestone photos to social media accounts
- Online municipal employee trainings
- Spanish lessons
- Creation of annual State of the City presentation finalized
- Updates to FEMA flood brochure
- Facebook Live with Hobbs Police Department detectives; topic was securing vehicles, trailers, etc. (auto burglaries are currently high)
- Attended weekly Project ECHO COVID collaboration team meetings
- Tree Donation Program with Centennial Resource Development, Inc. (inaugural year)
- Completed budget entry for FY22
- Budget justification meeting with Finance and CM Gomez
- 9/11 Anniversary planning with DC Young
- HPD Women Recruitment Video planning
- CVB consultation firm research
- Added to Rockwind to RV park/travel site with hundreds of thousands followers



COMMUNICATIONS DEPARTMENT
Monthly Report
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Submitted April 15, 2021

Livestreamed City Commission Meetings for March 2021

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	74%	268	1078
Live Viewers	26%	94	1460
Total	100%	362	2538

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

Mar-21

for period ending March 1,2021- March 31,2021

Commercial

		<u># of PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
COMM MECHANICAL	Commercial	9	\$13,500.00	\$7,088.50
COMM PLUMBING	Commercial	7	\$10,500.00	\$966.50
COMM SEWER TAP & EXCAVATION	Commercial	1	\$1,500.00	\$290.00
COMMERCIAL CARPORT	Commercial	1	\$11,500.00	\$144.00
COMMERCIAL ELECTRICAL	Commercial	15	\$22,500.00	\$2,030.00
COMMERCIAL REMODEL	Commercial	1	\$30,000.00	\$180.00
COMMERCIAL RE-ROOFING	Commercial	1	\$3,700.00	\$40.00
COMMERCIAL SIGN	Commercial	4	\$46,100.00	\$195.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$30.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	1	\$977,164.00	\$1,652.59
		42	\$1,119,464.00	\$12,641.59

Residential

		<u># of PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
RES MECHANICAL	Residential	38	\$57,000.00	\$2,830.00
RES PLUMBING	Residential	47	\$70,500.00	\$2,176.00
RES SEWER TAP & EXCAVATION	Residential	9	\$13,500.00	\$3,860.00
RESIDENTIAL ADDITION	Residential	2	\$93,000.00	\$360.00
RESIDENTIAL CARPORT	Residential	4	\$19,695.00	\$180.00
RESIDENTIAL DEMOLITION	Residential	3	\$2,600.00	\$60.00
RESIDENTIAL DETACHED GARAGE	Residential	2	\$13,986.00	\$150.00
RESIDENTIAL DRIVEWAY	Residential	1	\$1,300.00	\$20.00
RESIDENTIAL ELECTRICAL	Residential	62	\$91,500.00	\$4,364.00
RESIDENTIAL FENCE	Residential	8	\$12,520.00	\$90.00
RESIDENTIAL MANUFACTURED HOME	Residential	1	\$50,000.00	\$60.00
RESIDENTIAL REMODEL	Residential	13	\$144,920.00	\$940.00
RESIDENTIAL RE-ROOF	Residential	12	\$94,381.00	\$910.00
RESIDENTIAL SINGLE FAMILY	Residential	16	\$4,280,970.00	\$9,185.00
RESIDENTIAL STORAGE	Residential	1	\$72,000.00	\$320.00
		219	\$5,017,872.00	\$25,505.00

CODE ENFORCEMENT NUMBERS FOR MARCH 2021

Code warnings	50
Code citations	4
Code complaints	29
Animal warnings	22
Animal complaints	126

Hobbs Animal Adoption Center
City Manager's Report Mar 2021

March 2021

Cats Dogs

Intakes:

Dead on Arrival	14	10
Stray	59	164
Transfer	0	1
Unwanted	26	100
Low Cost	68	52
Quarantine	0	7

Total **167** **334**

Disposition:

Adopted	25	92
Died at Facility	4	3
Dead on Arrival	17	7
Escape trap		
Euthanized	20	28
Rescued	7	108
Return Owner	1	67
Low Cost	76	58

Total **150** **363**

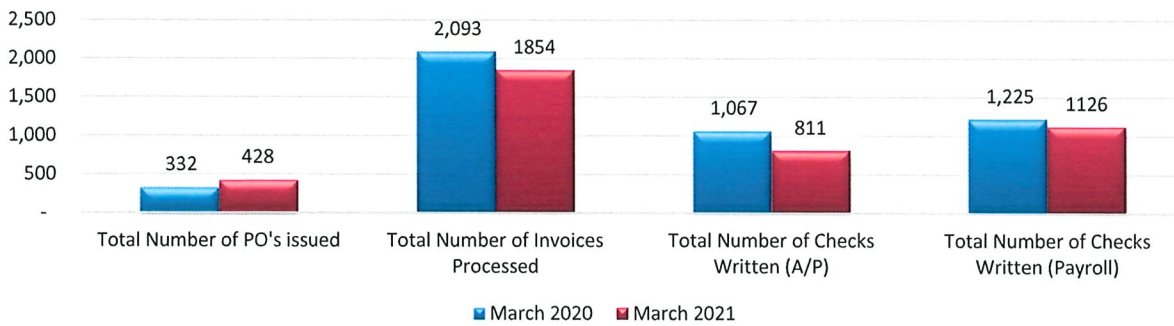
**Monthly Measurement
Finance Department
Fiscal Year 2021**

Cash Statistics	March 2020	March 2021
Beginning Cash Balance	\$ 142,579,835	145,293,175
Monthly Cash In (Revenue - all funds)	\$ 10,431,483	8,038,333
Monthly Cash Out (Expenditures - all funds)	\$ 9,535,998	7,539,519
Ending Cash Balance	\$ 143,475,320	145,791,989

Finance Transaction Statistics

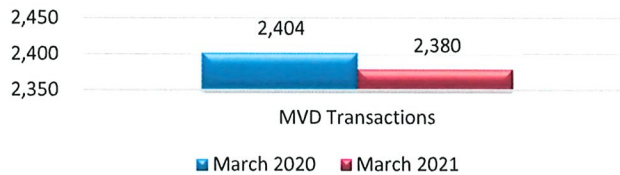
	March 2020	March 2021		
Total Number of PO's issued	332	428	daily average	18.61
Total Number of Invoices Processed	2,093	1854	daily average	80.61
Total Number of Checks Written (A/P)	1,067	811	weekly average	202.75
Total Number of Checks Written (Payroll)	1,225	1126	bi-weekly average	563.00

Financial Transaction Averages

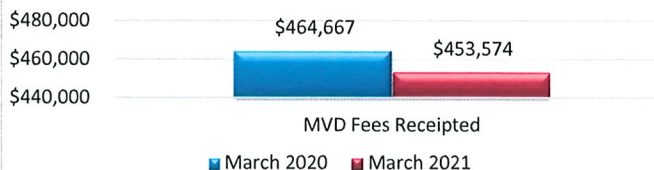


MVD Statistics	March 2020	March 2021		
MVD Transactions	2,404	2,380	daily average	103.48
MVD Fees Received	\$ 464,667	\$ 453,574	daily average	\$ 19,720.60

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

March 2021

ALARMS

Alarms (City)	103
Alarms (County)	22
Total Alarms	125

ZONES

Zone 1 (NW City)	38	Zone 5 (NW County)	10
Zone 2 (NE City)	39	Zone 6 (NE County)	7
Zone 3 (SE City)	15	Zone 7 (SE County)	4
Zone 4 (SW City)	11	Zone 8 (SW County)	0
Out of District 1			

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:36
Station 2	1:09
Station 3	0:58
Station 4	2:25
Average	1:32

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:45
Station 2	6:08
Station 3	4:13
Station 4	6:53
Average	5:44

PREVENTION PROGRAMS

Fire Investigations	8
Fire/Safety Inspections	61
Smoke Detectors Installed	7
Public Education Activities	4
Plan Reviews	8
Burn Permits Issued	4

FIRE RESPONSE BY STATION

Station 1	33
Station 2	50
Station 3	26
Station 4	16

MOST COMMON DAY/TIME

Monday (1200 - 1259 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 6

FALSE ALARM RESPONSE

False Alarms - 25

TRAINING HOURS

Fire Training	1141
EMS Training	9

EMERGENCY MEDICAL SERVICES

March 2021

EMS RUN BREAKDOWN

City Response	654
County Response	41
Total Responses	695

ZONES

Zone 1 (NW City)	305	Zone 5 (NW County)	13
Zone 2 (NE City)	108	Zone 6 (NE County)	16
Zone 3 (SE City)	141	Zone 7 (SE County)	3
Zone 4 (SW City)	100	Zone 8 (SW County)	9

AVERAGE RUN TIMES

Enroute:	1:54
At Scene:	4:58
To Destination:	20:01
Back in Service:	39:28

MOST COMMON DAY/TIME

Wednesday – 121 calls for service
Monday – 26 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Transfer/Interfacility/Palliative Care - 60

OUT OF TOWN TRANSFERS

Lubbock	32
Midland	1
Odessa	2
Roswell	4
Carlsbad	2
Airport	26

CARDIAC ARREST RESPONSES

Cardiac Arrest	10
ROSC	0

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$164,177.94
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Highlights for the month of March

- 4 CPR classes conducted by Fire Prevention staff
- 5 personnel completed Driver/Engineer Academy
- All personnel completed Structural Firefighting class
- All personnel completed Roadway Safety Training
- 8 Paramedic students began internships at surrounding departments

March - 2021

General Services - Garage

In March - 2021 The City Garage had a total of 295 Repair Orders/Invoices. Of the 295 R.O./Invoices, 172 were repaired in house and 123 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 73,235.62 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	3	1	74.95	187.00	131.86	130.00	523.81
Fuel System	2	4	0.00	153.00	3,868.19	2,500.00	6,521.19
Complete Wash	2	2	0.00	136.00	18.60	310.00	464.60
Filters	9	12	182.24	238.00	1,067.79	310.00	1,798.03
Service Calls	34	0	8.99	3,876.00	0.00	0.00	3,884.99
Miscellaneous Maintenance	29	30	3,049.00	1,513.00	8,240.08	7,317.56	20,119.64
Brakes	2	4	6.95	170.00	899.34	635.00	1,711.29
Steering/Suspension	0	6	0.00	0.00	1,063.93	1,028.05	2,091.98
Tires	22	26	2,994.30	1,207.00	10,032.25	1,793.95	16,027.50
Wheels/Hub	1	2	0.00	34.00	1,311.22	700.00	2,045.22
Transmission	2	0	205.50	136.00	0.00	0.00	341.50
Charging System	16	10	1,118.46	816.00	2,251.22	59.99	4,245.67
Lighting	11	2	186.80	510.00	90.06	0.00	786.86
Preventive Maintenance	28	15	3,389.18	2,023.00	1,243.75	0.00	6,655.93
Exhaust	0	2	0.00	0.00	3,882.05	1,035.00	4,917.05
Lift Mechanism	4	0	0.00	204.00	0.00	0.00	204.00
Engine	7	1	117.69	544.00	69.13	0.00	730.82
Radio Equipment	0	1	0.00	0.00	10.54	155.00	165.54
Safety Recall	0	2	0.00	0.00	0.00	0.00	0.00
Warranty	0	3	0.00	0.00	0.00	0.00	0.00
Monthly Total	172	123	11,334.06	11,747.00	34,180.01	15,974.55	73,235.62

	# of R.O./Inv	Parts	Labor	Total
City Garage	172	11,334.06	11,747.00	23,081.06
Vendor	123	34,180.01	15,974.55	50,154.56
	295	45,514.07	27,721.55	73,235.62

March 2021 General Services – Building Maintenance

Work performed by City Carpenters

1	Door repairs
15	Ceiling tile replaced
2	Door lock repaired
17	Roof inspections
2	Walls repaired
2	Building repaired
7	Moved furniture
47	Work Orders

Location of work performed

8	City Hall
30	Police Department
3	Senior Center
30	Cemetery
30	Library
1	Municipal Court
1	MVD

Break down of work performed by the Electricians

10	Light repairs
14	AC repairs
1	Heater repairs
32	General electrical work
17	CORE work
14	Nonelectrical work

Location of work performed.

17	CORE
19	City hall
1	Annex
4	PD
11	Fire stations
1	MVD
1	Rockwind
3	Water wells
21	Parks
2	Senior Center
1	Teen Center
1	Garage
2	State Police

Street Department Monthly Report March 2021

Break down of work performed by the Street Department Crew:

Man Hours	Activity
343 HRS	Street Sweeping
8 HRS	Building Brooms
124 HRS	Cold Mix Patching
280 HRS	Crack Seal
5 EA.	Street Complaints
300 HRS	Alley Work
112 HRS	Storm Sewers & Inlets
88 HRS	Equipment Maintenance
34 HRS	Yard Maintenance
142 HRS	Working in the Welding Shop
40 HRS	Work for Bldg. Maint.
16 HRS	SafetySkills Class
48 HRS	Work for Environmental Dept.
82 HRS	Work for Parks Department
50 HRS	Stocking Fill Dirt & Caliche

The total amounts of material hauled or used:

Quantity	Material
296 YDS	Sweepings
396 YDS	Sand
270 YDS	Alley Material
3,900 LBS.	Pollex24 3 Rubber
24 YDS.	Millings
270 YDS.	Alley Fill Dirt
6.25 YDS.	Cold Mix Used
462 YDS.	Recycling Material
0 GAL.	Brine

Calls responded to:

Number	Type
13	Dispatched – accidents, spills, debris



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

Recruitment:

	March 2020	March 2021
• Applications Received/Reviewed	340	294
• New Hires	19	2
• Re-Hires	21	2
• Transfers/Promotions/Demotions	7	3

Personnel Actions:

	March 2020	March 2021
• Performance Reviews	29	19
• Retirements	1	2
• Terminations	17	11
• Other(certs, shift moves)	3	5
• Educational Incentives	--	0

New Position Postings in March:

Building Official	Seasonal Player's Service Attendant
Core Guest Services Coordinator	Mcadams Park Maint Worker
Core Lifeguard	Library Page (Part Time)
Core Lifeguard	Irrigation Specialist
Core Sports Specialist	Parks Maint Worker
Core Sports Coordinator	Seasonal Trail Maintenance Worker
Guest Service Specialist	Police Investigative Aide
Slide Attendant	Asst Pool Maint Attendant
Driver Engineer	Pool Maintenance Attendant
Core Custodian	Rec Program Coordinator
Golf Player Services	Summer Recreational Positions
Golf Shop Clerk	Sports Field Lead Maint Worker

Safety Skills Training:

- Violence in the Workplace

Team Involvement:

- HR hosted a Bi-lingual training class
- HR Team participated in the Annual Review presented by AON
- The Local Labor Relations Board conducted their first meeting of 2021

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

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

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

➤ Internet Access

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

➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

➤ Facility alarm systems (all locations)

➤ Copy Machines (35) (all locations)

➤ Outdoor Public Bulletin Boards (3 units)

➤ Audio/Video

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

Accomplishments for Mar. 2021

- 98 Request for service
- 98 Completed
- 0 Bulletin Board related
- 0 Camera related
- 15 Email related
- 13 hardware related
- 3 internet related
- 5 network related
- 7 password resets
- 9 phone related
- 7 radio related
- 0 projects related
- 21 software related
- 11 User Setup
- 3 webpage related
- 1 other

Special accomplishments:

- Setup equipment for livestreamed virtual commission, and board meetings.
- Built and/or installed 3 new computers.
- Install and configure wireless mesh WIFI for Senior Center.
- Updated Computer Lap reservation software.
- Upgraded storage and RAM memory on Virtual environment.



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

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

- ❖ Hobbs City Commission – Efren Cortez (3/1 and 3/15)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Erik Scramlin (3/9)
- ❖ Library Board – Rocio Ocano (3/5)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (3/16)
- ❖ Utilities Board – (N/A)
- ❖ Labor Relations Board – Efren Cortez (3/31)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	2
❖ Resolutions Drafted	1

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

❖ Procurement Review	12
❖ Contract Review	15
❖ IPRA Review	6

Litigation:

The City Attorney's Office engages in litigation both in the criminal and civil settings. Unlike many public law offices, the City Attorney's Office engages in the practice of law in a multitude of legal disciplines. The spectrum of cases handled by the City Attorney's Office requires that each attorney in the office develop and retain a variety of skills and abilities so as to provide competent representation to the organization in any given case.

Legal 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 March 2021, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	2
❖ Pretrials (Pro Se):	289
❖ Pretrials (Attorney):	19
❖ Trials:	55
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	13
❖ Appeals in District Court:	1
❖ Pleadings:	106
❖ Condemnation Reviews	50
❖ Property Acquisition Reviews	1

❖ Property Document Reviews	4
❖ Property Correspondence	2
❖ Foreclosures Filed	0
❖ Property Liens Filed	6
❖ Civil ADR:	1
❖ Demand Letters:	9
❖ Misc. Hearings (Mun./Dist./Fed.):	5
❖ Trainings:	2
❖ Witness Interviews:	7
❖ In-office consultations:	25
❖ Discovery Submissions:	15
❖ Letters/Correspondence:	1,326

Areas of Notoriety:

- ❖ Assistant City Attorney Rocio A. Ocano achieved her one-year anniversary with the City of Hobbs.
- ❖ Assistant City Attorney Valerie S. Chacon conducted a training with the Hobbs Fire Department regarding efficiency in report writing.
- ❖ Deputy City Attorney Erik M. Scramlin taught various legal topics including officer prosecutions to the new cadets at the Southeastern New Mexico Law Enforcement Academy.
- ❖ The City Attorney’s Office welcomed Legal Assistant Courtney Packer to the team.

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

March, 2021

Hobbs Public Library

CIRCULATION: 5,511**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,109
Audio Books & Music	174
DVDs	1,780
E-Books/E-Audio (OverDrive & Gale)	448

CIRCULATION BY PATRON TYPE:

Adult	3,071
Juvenile	729
Senior Citizen	1,174
Used in Library	537

Total Children's Items Circulated 1,641

Total Adult Items Circulated 3,870

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	7	14
ELIN Loans	6	9

Patron Visits 2648

Overdue Notices Sent 218

PROGRAMS & PUBLIC SERVICES:

Passive Programs Provided	14
Passive Program Participation	624
Facebook Post Reach	760
Meeting Room Use	9

Web Site Usage 3626

HPL Database Usage 638

Reference Questions 42

Public Computer Use 331

Board Games 0

PATRON PROFILES:

Adult	18,995
Juvenile (Under 18 Years)	3,877
Senior Citizens (62+ Years)	3,231
Temp ELIN	2,140
Total Active Borrowers	28,243

RECEIPTS:

Materials Paid For \$78.25

Fines & Fees \$288.11

Copy Machine & Public Printouts \$340.00

Total **\$706.36**

Library Patrons Added This Month 28

ITEMS ADDED:

Total Items Added	676
Items Weeded	515

HOLDINGS:

Total Library Holdings 153,163

**City Manager's Report
Municipal Court - March 2021**

Monthly Cases:

Traffic Citations	722
Misdemeanor Citations	32
Environmental Citations	10
Fire Code Violations	0
AGG. DWI	2
DWI – 1 ST	<u>3</u>
Total	769

Courtroom Activity:

Video Arraignments (Jail)	102
Court Appearances – A.M.	26
Court Appearances- P.M.	146
Virtual Court	9
Pretrial Court Appearances – A.M.	72
Pretrial Court Appearances – P.M.	59
Attorney Pretrial	10
Trial Cases	<u>27</u>
Total	451

Other Activity:

Summons issued	535
Warrants issued	<u>255</u>
Total	790

Fines/Fees Assessed:

Fines	\$84,610
Penalty Assessment Fee	5,220
Automation Fee	3,396
Judicial Education Fee	1,698
Correction Fee	11,340
DWI Prevention Fee	375
DWI Lab Fee	425
Copies/Misc. Fee	<u>0</u>
Total	\$107,064

Fines/Fees Collected:

Fines	\$64,965
Penalty Assessment Fee	7,740
Automation Fee	5,558
Judicial Education Fee	2,788
Correction Fee	18,281
DWI Prevention Fee	702
DWI Lab Fee	435
Copies/Misc. Fee	2.00
Restitution	<u>2.86</u>
Total	\$100,473.86

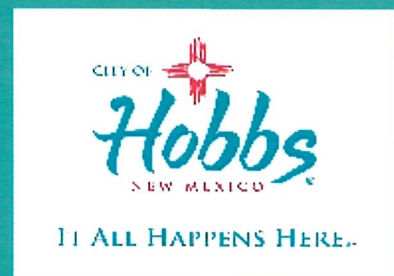
City Manager – March Report

2021

-
1. Tree pruning and felling training at Golf Course
 2. Dropped lake level at McAdams to make repairs to inlet filter
 3. Golf removing cattails in stream channel
 4. Parks crew started landscape renovation project at City Hall
 5. Cemeteries had 22 interments
 6. Charlie Brown Park had new sign installed
 7. Joshua Campbell promoted to Parks Specialist for Cemetery Maintenance
 8. Everglade Cem. block wall project started
 9. Nine large dead/decaying trees removed at VMSC
 10. Adult softball league started again
 11. POSD annual trailer towing training
 12. Cemetery Office renovations underway
 13. Parks exterminated city buildings
 14. Replaced climbing wall at Park Terrace

Parks & Open Spaces Department

Authored by: Bryan Wagner





THE CITY OF
HOBBS, NEW MEXICO

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

**Recreation Department
Monthly Report - March 2021**

Divisions

CORE
Senior Center
Recreation
Rockwind Clubhouse
Teen Center

CORE

March was a much busier month at the CORE. With the Public Health Order updates allowing occupancy to increase, and additional areas of the CORE to open, there was a steady increase to both participation and memberships. The CORE's play structure and turf field were both opened during March.

Revenue and Participation

Fitness Unlimited (incl. Fit. Unlim. Pass	71
Day Passes Sold	1,168
Week Passes Sold	18
Month Passes Sold	58
Annual Membership Attendance	905
Monthly Membership Attendance	12,529
Month-to-Month Pass Attendance	426
Swim Lessons - Sessions	-
Swim Team Members	-
Wellness Pool	303
kidWATCH	470
kidFIT	394
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride,	361
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	
Total Participants & Visits	16,703

Total Revenue **\$51,311.73**

Membership Recap

There were 28 tours that had a total of 66 participants were included. There were a total of 237 new memberships resulting in a total of 1,285 new members. Currently, there are 6,535 total members.

Member Visits	13,860
Guest Visits	1,310
Classes	Approximately 432 Participants
Programming	-
Tour Participants	66

Memberships Sold in Month	237
Membership Counts	
Family Memberships	799
Individual Memberships	486
Total Memberships	1285
Total Individual Members	6,535

Senior Center

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

Meals:	Meal Donations Received:	
March 2021 Grab N Go Meals	2,800	\$2,449.77
March 2021 Home Delivered Meals Served	2,179	\$ 898.00
March 2021 Frozen Meals Delivered	98	\$ ---
Totals	5,077	\$3,347.77

On March 18, 2021, the Hobbs Municipal Schools donated 38 five day meal kit boxes to the Hobbs Senior Center Home Delivery meal program. The meal kits contained a five day supply of breakfast and lunch menu items. These meal boxes were delivered to the most vulnerable clients on March 19.

Any meals leftover from the Home Delivered or Grab N Go meals are frozen. On Fridays, these frozen meals are distributed to the most vulnerable Home Bound Clients for weekend meals. During March, a total of 98 frozen meals were distributed.

The Hobbs Senior Center served a total of 408 individual Senior Citizens a total of 5,077 meals for the month of March. There was a total of 23 serving days in March. An average of 220 total meals served per day in our meal programs.

Renovations: The security camera system update project will begin in April 2021.

New Vehicle: The new Meals on Wheels truck has been approved.

Recreation

- Recreation staff are making preparations for the very popular Summer Recess and Summer Sports programs. It is anticipated that both of the programs will realize increased participation in Summer 2021 when compared to Summer 2020.
- Recreation staff are continuing the process of hiring summer seasonal staff for the Summer Recess and Summer Sports programs.

Aquatics

- Offseason projects continue at the seasonal aquatic facilities.
- Aquatics staff have put compiled a Spring Lifeguard Training schedule.
- Aquatics staff are continuing the process of hiring summer seasonal aquatics staff

Rockwind Community Links Clubhouse

Mar-21

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	33	\$157.08	\$0.00	\$157.08	\$0.00	\$7.92	\$165.00
Driving Range	31430	450	\$2,537.67	\$0.00	\$2,537.67	\$0.00	\$128.33	\$2,666.00
Golf Cart Rental Fees	31431	1383	\$18,924.15	\$0.00	\$18,924.15	\$0.00	\$954.73	\$19,878.88
Green Fees	99999	1731	\$18,174.47	\$0.00	\$18,174.47	\$0.00	\$926.15	\$19,100.62
Hard Goods Sales	31410	438	\$16,692.56	(\$557.75)	\$16,134.81	\$11,574.33	\$807.26	\$16,942.07
Membership Fees	31420	1	\$571.42	\$0.00	\$571.42	\$0.00	\$28.58	\$600.00
Soft Goods Sales	31401	457	\$11,734.22	(\$706.84)	\$11,027.38	\$6,775.89	\$552.02	\$11,579.40
Food & Beverage	31441	136	\$247.84	(\$48.43)	\$199.41	\$100.92	\$10.59	\$210.00
Totals for Revenue		4629	\$69,039.41	(\$1,313.02)	\$67,726.39	\$18,451.14	\$3,415.58	\$71,141.97
Grand Total:		4629	\$ 69,039.41	\$ (1,313.02)	\$ 67,726.39	\$ 18,451.14	\$ 3,415.58	\$ 71,141.97

KEY PERFORMANCE INDICATORS

Mar-21

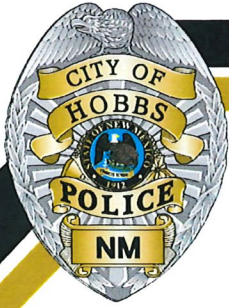
Total Pre-Tax Revenue	\$67,726.39
Total Rounds	1731
Avg Green Fee plus Cart Fee per Round	\$21.76
Total Merchandise Sales	\$27,162.19
Merchandise Sales Per Round	\$15.69
F&B Sales Per Round	\$ 0.12
COGS Hard Goods	72%
COGS Soft Goods	61%
COGS F&B	51%
Rounds w/Carts	80%
Total Revenue per Round	\$ 39.13

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	204
Summary for Player's Pass	<u>204</u>
Li'l Rock Adult Resident	139
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	7
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	1
FootGolf Junior Comp	0
Summary for Par 3	<u>147</u>
Public 18	140
Public 9	0
Public Junior	3
Public Senior	7
Public Twilight	16
Public Replay	2
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>168</u>
Punch Pass	13
Summary for Punch Pass	<u>13</u>
Rain Check	7
Summary for Rain Check	<u>7</u>
Resident 18	592
Resident Junior	9
Resident Senior 18	244
League Fee	0
Complimentary Round	1
Resident Twilight	126
Team Practice Round	23
Resident 9	178
Marshal/Team Green Fee	10
Resident Replay	7
Summary for Resident	<u>1190</u>
Tournament Fees	1
Summary for Tournament - Public	<u>2</u>
Grand Total:	1731

Teen Center

- Teen Center staff continue to assist with other City Departments and other Divisions within the Recreation Department.
- The Teen Center Skate Park continues to operate and capacity has increased to 50%.
- Teen Center staff is working toward an April 2021 reopening date for the Teen Center.



HOBBS POLICE DEPARTMENT

March 6, 2021

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD March 2021 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
MARCH 2020/2021	RPTS	RPTS		2020	2021	
	2020	2021	2020/2021			
REPORTED CRIMES	390	344	-12%	1,316	1,122	-15%
CALLS FOR SERVICE	4,435	3,456	-22%	12,350	10,938	-11%
ARRESTS	348	245	-30%	1,079	739	-32%
MURDER	0	0	0%	1	0	-100%
RAPE	4	4	0%	9	7	-22%
ROBBERY	3	2	-33%	12	2	-83%
ASSAULTS AND BATTERY	77	74	-4%	201	224	11%
BURGLARY	52	39	-25%	145	121	-17%
LARCENY	48	33	-31%	164	107	-35%
SHOPLIFTING	26	21	-19%	132	73	-45%
AUTO THEFT	14	15	7%	63	111	76%
ARSON	0	2	100%	1	5	400%
FORGERY	0	0	0%	0	1	100%
FRAUD	13	4	-69%	39	12	-69%
EMBEZZLEMENT	2	1	-50%	5	3	-40%
REC. STOLEN PROPERTY	0	0	0%	3	1	-67%
VANDALISM	60	62	3%	176	170	-3%
WEAPONS OFFENSES	2	6	200%	12	11	-8%
DOMESTIC VIOLENCE	37	32	-14%	92	101	10%
ASSAULTS/BATTERY ON PO	3	9	200%	16	25	56%
SHOOTING AT/FM MV OR DWELLING	1	3	200%	8	6	-25%
CITATIONS ISSUED	1,325	916	-31%	4,374	2,797	-36%
DWI	11	10	-9%	56	21	-63%
TRAFFIC CRASHES	97	88	-9%	319	196	-39%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2020		2021	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>February 2020</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>February 2021</u>	
Residential	11,542	58,865,770	11,557	73,948,546	
Commercial	1,816	38,306,645	1,808	44,752,761	
City Accounts	215	3,117,963	215	2,378,675	
School Accounts	56	1,384,295	58	1,049,047	
Irrigation	241	1,604,289	252	3,153,596	
Unbilled Maintenance		850,000		2,000,000	
	13,870	104,128,962	13,890	127,282,625	

LABORATORY	March 2020	March 2021
Total Drinking Water Tests	47	52
Total Wastewater Tests	721	849
Liquid Waste Received (gallons)	486,394	295,145

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	94.784	93.998
Effluent (Million Gallons)	93.256	87.129
Solids Removed (Dry Pounds)	123,680	237,986

WATER PRODUCTION REPORT - MARCH 2021

WATER PRODUCED	
Total monthly water produced, million gallons	242,291,000
Total monthly water distributed, million gallons	198,506,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,922
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. Del Norte completed. Due to the 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 & Harden January 2021. Drained and cleaning Hydro Reservoir April 2021.

UTILITY MAINTENANCE MARCH 2021

WORK DESCRIPTION

Meter lid replacement	50
Meter box replacement	40
Meter stop / valve replacement	50
Meter change out 3/4"	200
Meter change out 1"	0
Meter change out 2"	3
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	40
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	70
Service lateral replacement	10 qty. - 280 feet
New Service Lateral	8 qty. - 180 feet
Low water pressure investigation	3
Water quality investigations	0
Main line leaks/repair	35
Main line replacement (feet)	50
Valve maintenance	150
Valve new install/replacement	25
Fire hydrant maintenance	85
Fire hydrant repair/replacement	1
Fire hydrant meter maintenance	3
Fire hydrant meter set	2
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,000,000
Miscellaneous afterhour calls	40
Emergency Call Outs (From 5:00pm to 7:00am)	90

WORK DESCRIPTION

QUANTITY

Manhole maintenance	68
Manholes cleaned	74
Sewer main line cleaned (feet)	43,589
Sewer stoppages	32
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	2

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	75
Emergency call out (from 5:00 pm to 7:00 am)	156

UTILITIES MONTHLY PLUMBER REPORT MARCH 2021	QUANTITY
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Sewer stoppages	10
Odor complaints	2
Water leaks	10
Pool maintenance	16
Gas leaks	5
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	22