



## **CITY MANAGER'S MONTHLY REPORT**

April 2021

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



**Mayor**  
Sam D. Cobb

**City Commission**

- Marshall Newman – District 1
- Christopher Mills – District 2
- Larron Fields – District 3
- Joseph D. Calderón – District 4
- Dwayne Penick – District 5
- Don Gerth – District 6

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**CITY MANAGER**

Acting City Manager  
Risk Management Dir.

Manny Gomez  
Ann Betzen

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Erik Scramlin  
Valerie Chacon

**CITY ENGINEER**

City Engineer  
Planning

Todd Randall  
Kevin Robinson

**LIBRARY SERVICES**

Library Director

Sandy Farrell

**COMMUNICATIONS DEPT.**

Communications Director  
Conv. & Visitors Bureau

Meghan Mooney  
Tanya Sanchez

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNITY SERVICES DEPT.**

Acting Building Official  
Code Enforcement  
Animal Adoption Center

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

April, 2021

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

Participated in 2 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 19 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 2 property damage claims on behalf of the City of Hobbs.

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 5 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 43 meetings for the Mayor and City Manager.

Scheduled 12 meetings in staff meeting room.

Review and approve payroll timesheets.

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

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 85 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on April 6, 13 & 27, 2021.

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

Completed Safety Training: Slips, Trips & Falls

Met with Commission committee to review social services funding requests

Compose and prepare 3 proclamations for commission meetings



**CITY CLERK'S OFFICE**  
*Monthly Report - April 2021*

	Feb-21	Mar-21	Apr-21
Business Registrations -New	12	300	28
Business Registrations - New Owner	7	1	2
Business Registrations- Change of Address	11	5	4
Renewals	131	32	30
Web Payment Renewals	33	11	6
Total Business Registrations Activity	194	79	70
Active Business Registrations for the Month	2002	2020	2031
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	2	0
Mobile Business Licenses	8	11	7
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	1	0
Solicitor's Permit	0	4	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	50	82	34
Public Documents Notarized	87	130	124
Public Records Request	37	26	32
Regular City Commission Meetings <i>4/5/2021 &amp; 4/19/2021</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	0	2
Notice of Potential Quorum <i>4/15/2021 &amp; 4/30/2021</i>	0	0	2
Resolutions and Ordinances Attested	6	8	10
Consideration of Approval	1	2	8
Total Volume of Transactions on Tyler Cashiering	341.00	353.00	296.00
Total Amount	\$ 305,157.00	\$ 384,112.49	\$ 537,050.99
Web Payments Online for All Departments	\$ 1,185.00	\$ 532.50	\$ 585.00
Grand Total	\$ 306,342.00	\$ 384,644.99	\$ 537,635.99



# Hobbs Express

Monthly Report - April 2021

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

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Mar-21</b>	<b>Apr-21</b>
No. of Elderly Passengers	445	429
No. of Non-Ambulatory Passengers	120	76
No. of Disabled Passengers	114	143
No. of Other Trips	583	645
<b>Total Passenger Trips</b>	<b>1262</b>	<b>1293</b>

Bus Route Trips	817	924
Rapid Line Trips		
<b>Total Bus Route Trips</b>	<b>817</b>	<b>924</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>445</b>	<b>369</b>
<b>Total Passenger Trips</b>	<b>1262</b>	<b>1293</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Mar-21</b>	<b>Apr-21</b>
Total Vehicle Hours	346.75	353.5
Total Vehicle Miles	6,150	6,069

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



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
April 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
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	7	151	34

**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)

**April 2021:**

**ArcGIS Enterprise Server (Update):**

Parcel Data Exchange: On April 13 the GIS division and Lea County Accessor's Office had its first data exchange since July 2019. The City of Hobbs received an updated parcel dataset, which has become a critical item due to the condemnation project being worked on by GIS, Planning, Engineering, Legal, and Code Enforcement. The GIS division will be working on doing a spatial adjustment to get the data to match our datum until about June 1.

IT Infrastructure Map: On April 1<sup>st</sup> the IT dept. requested a map from the GIS division showing the location of the City owned buildings that contained networking equipment. This map is going to be used by IT if the City network was to fail, requiring IT to visit each site to re-establish communications. Map was delivered on April 13 and the project is currently complete.

Local Realtors Meeting: On April 6<sup>th</sup> the GIS division and Engineering dept. gave a presentation to some of the local realtors. The presentations went over the FEMA and CRS programs related to flood plains in our area. This presentation is part of the City's outreach program related to our participation in the National Flood Insurance Program.

ESRI Meetings: On April 7<sup>th</sup> the City of Hobbs had a conference call with ESRI (the provider of our GIS Software). The meeting was with several dept. heads to let them describe their future needs from the GIS divisions. ESRI was on the call to help the GIS division with finding the best solution or product to meet the request by the dept. heads. A follow-up meeting was held with ESRI on April 23<sup>rd</sup> to go over our next steps. Future meetings will be held with individual Dept. Heads over the next few months to do demos and get more details on their wants.



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

**CORE Magazine Map (Update):** On April 23<sup>rd</sup> the Fire Marshal requested an update to the City Map in the CORE Magazine to make it clearer where in the ETJ was inside and outside of the City Limits. This is in relation to the new Fireworks rules about purchasing and firing off aerals that went into effect. Map was completed on April 26<sup>th</sup> for inclusion in the next CORE Magazine.

**City Limits:** In April the GIS division received a request from the NM Taxation and Revenue Dept. for the most up to date version of our City Limits. After contacting Planning and Clerk’s Office about any outstanding annexations, the GIS division updated the City Limits and provided shape files to Larry Brotman with the State.

**Data Exports:** During April the GIS division did an abnormally large number of data export requests. This included 3 future project areas with section wide Lidar data, City Limits update for the State, and a request for a copy Sub Division flat files by a new local surveyor.

**PLANNING DEPARTMENT:**

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**April 2021:**

The following is a summary of the historical growth statistics.

<b>City of Hobbs Growth Statistics</b>											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Land Development</b>											
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:**

April - The City Commission reviewed and considered the following:

- Approved Resolution No. 7039 - Approving a Development Agreement Between 7773 LLC, and the City of Hobbs Concerning the Extension of Public Infrastructure to Serve Property Located southwest of the Intersection of Millen and Ja-Rob.

**Planning Board Summary:**

April - The Planning Board reviewed and considered action on 4 items:

- Review and Consider Side Yard Setback Variance as submitted by property owner for property located at 4210 Backstretch.
- Review and Consider Proposed Infrastructure Development Agreement concerning the projection of Jefferson, Glorietta and Off-Site Roadways, located south & southeast of the eastern terminus of Glorietta.
- Review and Consider Possible Infrastructure Development Agreement(s) concerning the projection of Ja-Rob, projected south of Millen, and the projection of Campbell, projected west of Grimes.
- Review and Consider Final Plat Approval for The Meadows Subdivision Unit IV, as submitted by property owner, Lemke Development, Inc.

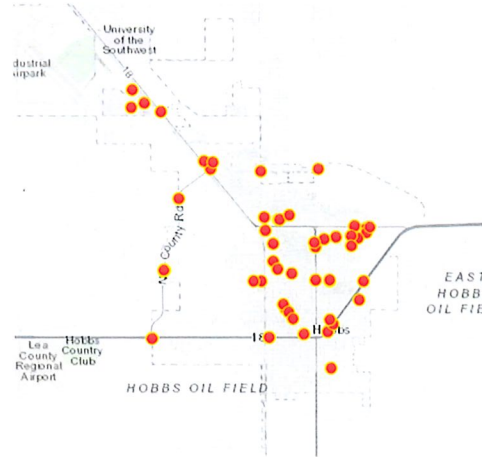
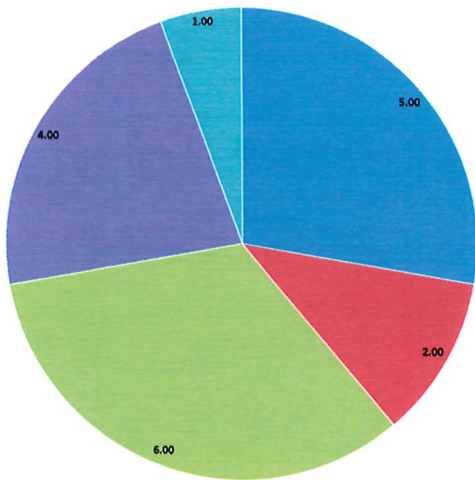


**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
April 2021**

**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 = 5   ■ New St. Name Sign Made = 2   ■ Inspected Intersections = 6   ■ Line Spot Hours = 4   ■ Breakaway Base Replaced = 1

**Major Damage:**

- Dal Paso and Sunset south bound pole struck by vehicle, no damage

**Notable:**

- Installed new video/radar detection at Marland and W. County Rd.
- Installed new video/radar detection at Bender and W. County Rd.
- Wire for new video detection installed at Bender and Fowler.





## COMMUNICATIONS DEPARTMENT

### Monthly Report

April 2021

Submitted June 2, 2021

#### **PRESS/MEDIA ACTIONS**

The Communications Department distributed the following press releases and PSAs:

- Meals on Wheels Survey Results 4/12/21
- Fire Hydrants 4/14/21
- Centennial Roots (Tree Donations) 4/29/21

#### **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.

- Coverage of ERAP (Emergency Rental Assistance Program)
  - Radio commercials placed
  - Multiple social media posts and stories
  - Newspaper ads placed
- Scheduling and script writing of HPD Female Officer Recruitment video and commercial
- Centennial Roots Coordination Arbor Day Event
  - Planning with other departments (including Parks and Open Spaces and Recreation) and Centennial Resource Development, Inc.
  - Locations chosen
  - Coordination with Booker T. Washington Elementary School to include students involvement in event, lunch, and planting trees
  - Facebook Live

#### **2020 CENSUS**

- Continued communication with State Complete Count Commission Coordinator and Lea County Complete Count Committee Chair
- Census webinars regarding reading and distributing data
- Results press conference on 4/26/21

**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**April 2021**  
 Submitted June 2, 2021

**Current Radio Announcements**  
**SOCIAL MEDIA INSIGHTS**



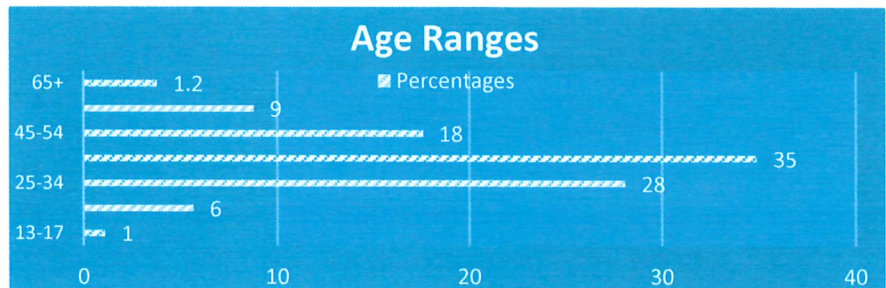
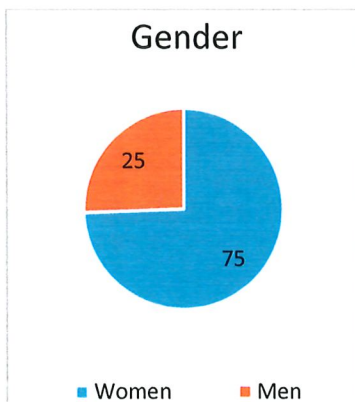
**Facebook (recorded May 12th)**

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
32% increase (276 total)	55% increase (9,144 total)	141% increase (2,149 total)	33% increase (12 new)



**Instagram**

Reach	Followers	Profile Visits	Interactions	Impressions
1,266 (.1% decrease)	1,800 (.3% increase)	153 (3.2% decrease)	452 (60.8% increase)	12,437 (37.2% increase)





## COMMUNICATIONS DEPARTMENT

### Monthly Report

April 2021

Submitted June 2, 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](http://hobbsnm.org/update)
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
- Attended Commission Meetings
- 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
- 9/11 Anniversary planning with DC Young
- CVB consultation firm research
- Attended virtual CHI Project meetings
- Design and distribution of Cantril Survey to COH organization
- Employee Appreciation Picnic planning
- Letters written on behalf of others
- Community Cleanup brainstorming session with Department Heads
- Influencer Marketing Strategy Webinar
- Choosehobbsnm.com updates
- Zoom call with NMTD
- TextMyGov demo call
- Social Media Policy review with Senior Center staff members

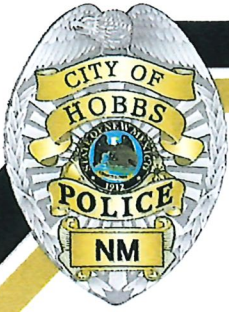
# **CITY OF HOBBS BUILDING DIVISION**

## **Total Type of Construction**

for period ending APRIL 2021-APRIL 30,2021

<b>Commercial</b>		<b><u># OF PERMITS</u></b>	<b><u>VALUATION</u></b>	<b><u>FEES</u></b>
COMM MECHANICAL	Commercial	10	\$15,000.00	\$662.50
COMM PLUMBING	Commercial	9	\$13,500.00	\$1,171.50
COMMERCIAL ADDITION	Commercial	1	\$20,875.00	\$180.00
COMMERCIAL ELECTRICAL	Commercial	16	\$22,500.00	\$1,141.00
COMMERCIAL REMODEL	Commercial	6	\$5,573,373.00	\$8,304.00
COMMERCIAL RE-ROOFING	Commercial	2	\$34,500.00	\$190.00
COMMERCIAL SIGN	Commercial	5	\$15,370.00	\$150.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
SPRINKLER SYSTEM	Commercial	1	\$1,500.00	\$50.00
		<b>51</b>	<b>\$5,698,118.00</b>	<b>\$11,949.00</b>

<b>Residential</b>		<b><u># OF PERMITS</u></b>	<b><u>VALUATION</u></b>	<b><u>FEES</u></b>
RES MECHANICAL	Residential	27	\$40,500.00	\$1,775.00
RES PLUMBING	Residential	59	\$87,000.00	\$3,221.00
RES SEWER TAP & EXCAVATION	Residential	4	\$6,000.00	\$1,660.00
RESIDENTIAL ADDITION	Residential	13	\$450,668.00	\$2,040.00
RESIDENTIAL CARPORT	Residential	5	\$31,000.00	\$318.00
RESIDENTIAL DEMOLITION	Residential	1	\$500.00	\$20.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$13,532.00	\$144.00
RESIDENTIAL ELECTRICAL	Residential	58	\$85,500.00	\$4,363.00
RESIDENTIAL FENCE	Residential	5	\$2,500.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	2	\$29,000.00	\$180.00
RESIDENTIAL REMODEL	Residential	6	\$207,444.00	\$1,050.00
RESIDENTIAL RE-ROOF	Residential	16	\$163,825.00	\$1,310.00
RESIDENTIAL SINGLE FAMILY	Residential	13	\$3,817,300.00	\$7,905.00
RESIDENTIAL STORAGE	Residential	3	\$68,157.00	\$660.00
RESIDENTIAL SWIMMING POOL	Residential	2	\$64,508.00	\$340.00
		<b>215</b>	<b>\$5,067,434.00</b>	<b>\$25,036.00</b>



# HOBBS POLICE DEPARTMENT

5/4/2021

To: Chief Jon Ortolano  
Deputy Chief August Fors  
Captain Shane Blevins

From: Code Enforcement Superintendent Arthur De La Cruz

Subject: Code Enforcement End of Month Report (April 2021)

## CODE ENFORCEMENT NUMBERS FOR April 2021

Code warnings	63
Code citations	11
Code complaints	25
Animal warnings	12
Animal complaints	139
Animal citations	10

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

Accredited By The  
New Mexico Law Enforcement Professional Standards Council





***Hobbs Animal Adoption Center***

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

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

May 4th, 2021

To: Chief Ortolano  
 DC Fons  
 Captain Blevins

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

May 2021

Intake:	Cats	Dogs
Dead On Arrival	11	15
Sterilization Only	29	49
Stray	122	192
Transfers In		6
Unwanted	34	110
Quarantine		12
<b>Totals:</b>	<b>196</b>	<b>384</b>
Dispositions:		
Adopted	28	52
Died at Facility	8	5
Dead on Arrival	10	13
Euthanized	34	37
Rescued	12	105
Return to Owner	1	41
Sterilization Only	37	53
<b>Totals:</b>	<b>132</b>	<b>307</b>

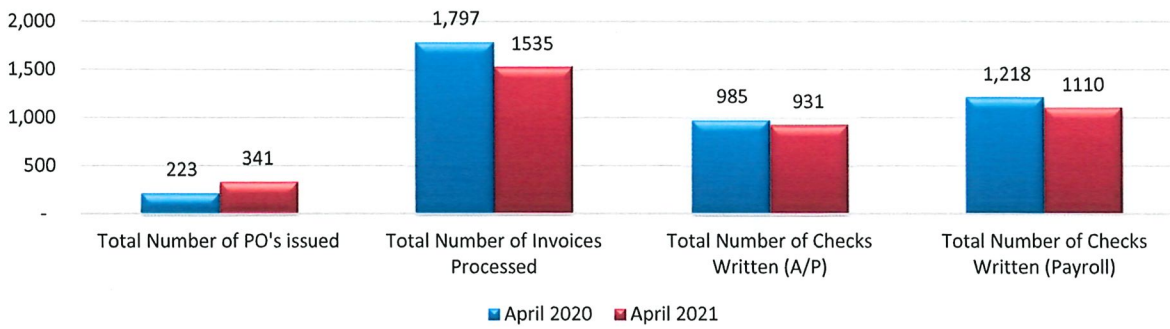
**Monthly Measurement  
Finance Department  
Fiscal Year 2021**

Cash Statistics	April 2020	April 2021
Beginning Cash Balance	\$ 143,475,320	145,791,989
Monthly Cash In (Revenue - all funds)	\$ 8,869,074	8,117,998
Monthly Cash Out (Expenditures - all funds)	\$ 8,393,716	8,412,834
Ending Cash Balance	\$ 143,950,678	145,497,154

**Finance Transaction Statistics**

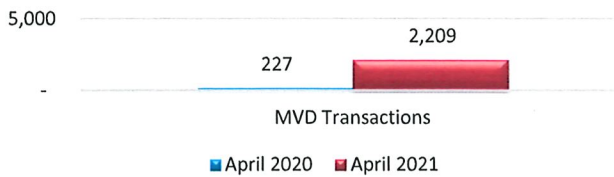
	April 2020	April 2021		
Total Number of PO's issued	223	341	daily average	15.50
Total Number of Invoices Processed	1,797	1535	daily average	69.77
Total Number of Checks Written (A/P)	985	931	weekly average	232.75
Total Number of Checks Written (Payroll)	1,218	1110	bi-weekly average	555.00

**Financial Transaction Averages**



MVD Statistics	April 2020	April 2021		
MVD Transactions	227	2,209	daily average	100.41
MVD Fees Received	\$ 196,650	\$ 487,465	daily average	\$ 22,157.49

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

April 2021

## ALARMS

Alarms (City)	109
Alarms (County)	23
Total Alarms	132

## ZONES

Zone 1 (NW City)	40	Zone 5 (NW County)	7
Zone 2 (NE City)	34	Zone 6 (NE County)	7
Zone 3 (SE City)	30	Zone 7 (SE County)	7
Zone 4 (SW City)	5	Zone 8 (SW County)	2
Out of District 0			

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:06
Station 2	1:32
Station 3	0:56
Station 4	1:02
<b>Average</b>	<b>1:09</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:40
Station 2	5:19
Station 3	3:51
Station 4	8:32
<b>Average</b>	<b>5:51</b>

## PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	54
Smoke Detectors Installed	10
Public Education Activities	5
Plan Reviews	7
Burn Permits Issued	2

## FIRE RESPONSE BY STATION

Station 1	38
Station 2	41
Station 3	33
Station 4	20

## MOST COMMON DAY/TIME

Thursday (2000 - 2059 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 3

## STRUCTURE FIRES

Structure Fires - 1

## FALSE ALARM RESPONSE

False Alarms - 24

## TRAINING HOURS

Fire Training	963
EMS Training	42



## EMS RUN BREAKDOWN

City Response	631
County Response	44
Total Responses	675

## ZONES

Zone 1 (NW City)	261	Zone 5 (NW County)	11
Zone 2 (NE City)	102	Zone 6 (NE County)	20
Zone 3 (SE City)	172	Zone 7 (SE County)	4
Zone 4 (SW City)	96	Zone 8 (SW County)	9

## AVERAGE RUN TIMES

Enroute:	1:56
At Scene:	4:44
To Destination:	21:10
Back in Service:	33:10

## MOST COMMON DAY/TIME

Friday – 124 calls for service

Friday – 22 calls from 15:00 – 17:59 hours

## MOST COMMON COMPLAINT

Falls - 59

## OUT OF TOWN TRANSFERS

Lubbock	33
Midland	1
Odessa	1
Roswell	5
Carlsbad	0
Airport	31

## CARDIAC ARREST RESPONSES

Cardiac Arrest	13
ROSC	6

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected	\$149,552.30
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## Highlights for the month of April

- FY22 Fire Protection Fund Application submitted and approved
- Driver/Engineer promotional test conducted; 1 personnel promoted
- IFSAC Fire Instructor I class held at HFD; 5 personnel attended
- CPR classes resumed for the public; 1 class held at Station 1 and 5 classes taught by Fire Prevention staff
- 2 Tanker Warnings issued by Fire Prevention staff

**April - 2021**

**General Services - Garage**

In April - 2021 The City Garage had a total of 201 Repair Orders/Invoices. Of the 201 R.O./Invoices, 107 were repaired in house and 94 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 68,848.37

Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	3	2	0.00	204.00	76.36	130.00	410.36
Fuel System	0	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	0	1	0.00	0.00	2.67	34.45	37.12
Filters	4	4	9.10	170.00	159.46	0.00	338.56
Service Calls	28	0	0.00	3,502.00	0.00	0.00	3,502.00
Miscellaneous Maintenance	26	20	3,822.18	2,125.00	5,991.26	1,845.50	13,783.94
Brakes	0	9	0.00	0.00	3,986.17	2,297.50	6,283.67
Steering/Suspension	0	1	0.00	0.00	20.09	89.95	110.04
Tires	22	24	2,903.00	1,275.00	21,118.00	1,928.50	27,224.50
Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	2	0.00	0.00	894.50	1,128.80	2,023.30
Charging System	7	4	414.50	544.00	956.65	20.00	1,935.15
Lighting	2	0	9.49	68.00	0.00	0.00	77.49
Preventive Maintenance	11	14	1,171.36	816.00	1,287.89	500.50	3,775.75
Exhaust	0	4	0.00	0.00	0.00	1,230.00	1,230.00
Engine	4	0	0.00	272.00	0.00	0.00	272.00
Hydraulics	0	1	0.00	0.00	6.26	90.00	96.26
Accident Repair	0	2	0.00	0.00	2,635.23	5,113.00	7,748.23
Safety Recall	0	2	0.00	0.00	0.00	0.00	0.00
Warranty	0	4	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>107</b>	<b>94</b>	<b>8,329.63</b>	<b>8,976.00</b>	<b>37,134.54</b>	<b>14,408.20</b>	<b>68,848.37</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
<b>City Garage</b>	<b>107</b>	<b>8,329.63</b>	<b>8,976.00</b>	<b>17,305.63</b>
<b>Vendor</b>	<b>94</b>	<b>37,134.54</b>	<b>14,408.20</b>	<b>51,542.74</b>
	<b>201</b>	<b>45,464.17</b>	<b>23,384.20</b>	<b>68,848.37</b>

# Street Department Monthly Report April

Break down of work performed by the Street Department Crew:

Man Hours	Activity
291 HRS.	Street Sweeping
35 HRS.	Building Brooms
124 HRS.	Cold Mix Patching
208 HRS.	Crack Seal
13 EA.	Street Complaints
3 EA.	Alley Complaints
186 HRS.	Storm Sewers & Inlets
162 HRS.	Equipment Maintenance
30 HRS.	Maintenance
36 HRS.	Working in the Welding Shop
44 HRS.	Work for Building Maintenance
16 HRS.	Stocking Material
12 HRS.	Meetings
104 HRS.	Alley work
40 HRS.	Work for Parks Department
216 HRS.	Shoulder Work

The total amounts of material hauled or used:

Quantity	Material
240 YDS.	Sweepings
250 GAL.	Unmetered Water
3,420 LBS.	Pollex24 3 Rubber
240 YDS.	Alley material
11 YDS.	Cold Mix Used
240 YDS.	Recycling Material
348 YDS.	Trash Hauled
3,600 LBS.	BTAP ROAD MATERIAL

Calls responded to:

Number	Type
12	Dispatched – accidents, spills, debris

# April 2021 General Services – Building Maintenance

## Work performed by City Carpenters

1	Door repairs
19	Ceiling tile replaced
2	Door lock repaired
30	Roof inspections
4	Walls repaired
6	Building repaired
8	Moved furniture
68	Work Orders

## Location of work performed

22	City Hall
9	Police Department
6	Senior Center
30	Cemetery
1	Library
6	Municipal Court
1	MVD
2	Animal Adoption
4	CORE

Break down of work performed by the Electricians

14	Light repairs
56	AC repairs
0	Heater repairs
24	General electrical work
23	CORE work
11	Nonelectrical work

Location of work performed.

23	CORE
3	Library
9	City hall
5	PD
16	Fire stations
10	DA building
1	Water wells
20	Parks
1	AAC
3	Municipal Court
4	Crime Lab
6	Hobbs Express



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

<b>Recruitment:</b>	April 2020	April 2021
• Applications Received/Reviewed	37	201
• New Hires	6	9
• Re-Hires	2	14
• Transfers/Promotions/Demotions	1	7

<b>Personnel Actions:</b>	April 2020	April 2021
• Performance Reviews	40	15
• Retirements	0	1
• Terminations	6	8
• Other(certs, shift moves)	7	3
• Educational Incentives	--	1

**New Position Postings in April:**

ANIMAL SHELTER ASSISTANT	TREE TECHNICIAN
CORE ATTENDANT	ASSISTANT CITY ATTORNEY
CORE FITNESS SPECIALIST	DEPUTY CITY ATTORNEY
FACILITY RENTAL SPEC	CIRCULATION LIBRARIAN
OFFICE SPECIALIST	LIBRARY PAGE (PART TIME)
MVD ASSISTANT	POLICE DETECTIVE
CERTIFIED FIREFIGHTER	SPORTSFLD MAINT LEAD
DRIVER ENGINEER	TEEN REC WORKER
NON-CERTIFIED FIREFIGHTER-EMT	METER READER

**Safety Skills Training:**

- Back Injury Prevention

**Team Involvement:**

- Planned and participated in the Labor Management Relations Board meeting

# 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 Apr. 2021

- 67 Request for service
- 65 Completed
- 0 Bulletin Board related
- 1 Camera related
- 11 Email related
- 9 hardware related
- 1 internet related
- 5 network related
- 8 password resets
- 4 phone related
- 1 radio related
- 1 projects related
- 11 software related
- 9 User Setup
- 4 webpage related
- 2 other

### Special accomplishments:

- Reconfigured equipment for in person livestreamed commission meetings.
- Built and/or installed 3 new computers.





**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**

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

- ❖ Hobbs City Commission – Efren Cortez (4/5 and 4/19)(closed 4/5 and 4/19)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (4/6)
- ❖ Lodger's Tax Board – Rocio Ocano (4/14)
- ❖ Planning Board – Valerie Chacon (4/20)
- ❖ Utilities Board – Valerie Chacon (4/1)
- ❖ Labor Relations Board – Efren Cortez and Valerie Chacon (4/22)

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

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

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 15
- ❖ Contract Review 10
- ❖ IPRA Review 3

**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 April 2021, the litigation activity of the City Attorney's Office is as follows:

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 1
- ❖ Pretrials (Pro Se): 229
- ❖ Pretrials (Attorney): 12
- ❖ Trials: 50
- ❖ Dangerous Dogs/Petitions: 0
- ❖ DWI Cases: 12
- ❖ Appeals in District Court: 0
- ❖ Pleadings: 110
- ❖ Condemnation Reviews 3
- ❖ Property Acquisition Reviews 2

❖ Property Document Reviews	1
❖ Property Correspondence	2
❖ Foreclosures Filed	0
❖ Property Liens Filed	1
❖ Civil ADR:	1
❖ Demand Letters:	5
❖ Misc. Hearings (Mun./Dist./Fed.):	4
❖ Trainings:	1
❖ Witness Interviews:	19
❖ In-office consultations:	29
❖ Discovery Submissions:	326
❖ Letters/Correspondence:	563

**Areas of Notoriety:**

- ❖ Deputy City Attorney Erik M. Scramlin left employment with the City of Hobbs at the end of the month.
- ❖ Former Assistant City Attorney Valerie S. Chacon was promoted to Deputy City Attorney.
- ❖ The City Attorney’s Office took steps to preserve all old files (older than 3 years) digitally in conjunction with efforts from the IT Department.

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/ Efrén A. Cortez*  
 Efrén A. Cortez  
 City Attorney

# CITY MANAGER'S REPORT

April, 2021

Hobbs Public Library

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**CIRCULATION: 4,183****CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	2,808
Audio Books & Music	161
DVDs	807
E-Books/E-Audio (OverDrive & Gale)	407

**CIRCULATION BY PATRON TYPE:**

Adult	2,665
Juvenile	307
Senior Citizen	708
Used in Library	503

*Total Children's Items Circulated* 1,466

*Total Adult Items Circulated* 2,717

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	5	0
ELIN Loans	13	12

Patron Visits	2394
Overdue Notices Sent	146

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**PROGRAMS & PUBLIC SERVICES:**

Passive Programs Provided	14
Passive Program Participation	638
Facebook Post Reach	987
Meeting Room Use	6

Web Site Usage	3486
HPL Database Usage	497
Reference Questions	64
Public Computer Use	356
Board Games	0

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**PATRON PROFILES:**

Adult	17,471
Juvenile (Under 18 Years)	3,880
Senior Citizens (62+ Years)	2,641
Temp ELIN	2,100
<b>Total Active Borrowers</b>	<b>26,092</b>

**RECEIPTS:**

Materials Paid For	\$24.79
Fines & Fees	\$267.20
Copy Machine & Public Printouts	\$443.25
<b>Total</b>	<b>\$735.24</b>

Library Patrons Added This Month 38

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**ITEMS ADDED:**

Total Items Added	1007
Items Weeded	903

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**HOLDINGS:**

Total Library Holdings 153,581

City Manager's Report  
Municipal Court - April 2021

Monthly Cases:

Traffic Citations	586
Misdemeanor Citations	15
Environmental Citations	33
Fire Code Violations	0
AGG. DWI	2
DWI – 1 <sup>ST</sup>	<u>2</u>
Total	638

Courtroom Activity:

Video Arraignments (Jail)	76
Court Appearances – A.M.	22
Court Appearances- P.M.	102
Virtual Court	8
Pretrial Court Appearances – A.M.	72
Pretrial Court Appearances – P.M.	64
Attorney Pretrial	13
Trial Cases	<u>18</u>
Total	375

Other Activity:

Summons issued	463
Warrants issued	<u>252</u>
Total	715

Fines/Fees Assessed:

Fines	\$79,170
Penalty Assessment Fee	4,710
Automation Fee	3,168
Judicial Education Fee	1,584
Correction Fee	10,560
DWI Prevention Fee	300
DWI Lab Fee	340
Copies/Misc. Fee	<u>0</u>
Total	\$99,832

Fines/Fees Collected:

Fines	\$50,885.50
Penalty Assessment Fee	5,471
Automation Fee	3,924
Judicial Education Fee	1,974
Correction Fee	13,371
DWI Prevention Fee	667
DWI Lab Fee	310
Copies/Misc. Fee	0.00
Restitution	<u>0.00</u>
Total	\$76,602.50

## City Manager – April Report

# 2021

1. Rockwind – Course Wide Aerification
2. Golf course completed removal of cattails in stream channel
3. Parks crew completed landscape renovation project at City Hall
4. 2021 Arbor Day Event partnering with Centennial Resource Development and Booker T Washington Elementary School by planting 5 trees
5. Looking forward to reinstating Community Service Worker Program
6. Cemeteries had 19 interments; planted 5 memorial trees; poured 29 foundations
7. Parks replaced climbing wall at Park Terrace that was burnt back in November
8. POSD had 5 employees assist with District 2 Cleanup
9. Renovations started at Community Gardens partnering with Lea County Master Gardener's group
10. Park and Special Permits activated in April
11. Two employees started with Parks Edward Cox and Anthony Montoya

**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 - April 2021**

**Divisions**

CORE  
Senior Center  
Recreation  
Rockwind Clubhouse  
Teen Center

**CORE**

With more CORE amenities becoming available, and restrictions being lifted, the CORE has seen a steady increase in memberships, day passes, and overall participation. Revenue increased by 37% (almost \$20k) from the previous month. The Tsunami Swim Team has returned with good participation of 33 swimmers. The reopening of the CORE's play structure has been a huge benefit to the community and is utilized on a daily basis during the day. The outlook for the upcoming months is bright with operations returning to normal and with all pools opening with the exception of the hot tub.

**Revenue and Participation**

<b>April 2021</b>	
Fitness Unlimited (incl. Fit. Unlim. Passes)	49
Day Passes Sold	1,723
Week Passes Sold	12
Month Passes Sold	64
Annual Membership Attendance	1,034
Monthly Membership Attendance	14,239
Month-to-Month Pass Attendance	472
Swim Lessons - Sessions	-
Swim Team Members	33
Wellness Pool	495
kidWATCH	599
kidFIT	415
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	243
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	
<b>Total Participants &amp; Visits</b>	<b>19,378</b>
<b>Total Revenue</b>	<b>\$70,388.48</b>

### Membership Recap

There were 21 tours that had a total of 38 participants. There were a total of 223 new memberships resulting in a total of 1,215 memberships. Currently, there are 3,868 total members.

Member Visits	15,745
Guest Visits	1,837
Classes	292
Programming	-
Tour Participants	38

Memberships Sold in Month	223
<b>Membership Counts</b>	
Family Memberships	754
Individual Memberships	461
Total Memberships	1215
Members	3407
Total Individual Members	3,868

### 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 April 2021:

<b>Meals:</b>		<b>Meal Donations Received:</b>
April 2021 Grab N Go Meals	2,635	\$2,565.00
April 2021 Home Delivered Meals Served	2,045	\$1,358.77
April 2021 Frozen Meals Delivered	107	\$ ---
<b>Totals</b>	<b>4,787</b>	<b>\$3,923.77</b>

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 April, a total of 107 frozen meals were distributed.

The Hobbs Senior Center served a total of 410 individual Senior Citizens a total of 4,787 meals for the month of April. There was a total of 22 serving days in April. An average of 218 total meals served per day in our meal programs.

The Senior Center received additional grant funding in the amount of \$42,500.00 to assist with the cost of meals as well as meal supplies and office supplies.

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



## 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.
- Seasonal positions for the Summer Recess, Summer Sports, and Summer Aquatics programs have been posted and interviews will begin once supervisory staff have been hired.

## Aquatics

- Offseason projects continue at the seasonal aquatic facilities.
- Aquatics Coordinators have begun conducting lifeguard training classes.
- Aquatics staff are continuing the process of hiring summer seasonal aquatics staff.
- Aquatics staff are preparing the pools and splash pads for annual inspections by the State.

## Rockwind Community Links Clubhouse

April was a busier month for Rockwind. There were a total of four high school tournaments. Rockwind also hosted the Spring Showdown 3 Person Scramble event which resulted in a total of 186 rounds for the two day event. The course was closed for four days in April for course aeration and weather.

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	52	\$247.52	\$0.00	\$247.52	\$0.00	\$12.48	\$260.00
Driving Range	31430	367	\$2,171.21	\$0.00	\$2,171.21	\$0.00	\$109.79	\$2,281.00
Golf Cart Rental Fees	31431	1361	\$18,711.13	\$0.00	\$18,711.13	\$0.00	\$944.23	\$19,655.36
Green Fees	99999	1896	\$21,893.76	\$915.00	\$22,808.76	\$0.00	\$1,104.64	\$23,913.40
Hard Goods Sales	31410	461	\$22,506.60	(\$918.15)	\$21,588.45	\$15,279.67	\$1,079.79	\$22,668.24
Membership Fees	31420	3	\$1,904.74	\$0.00	\$1,904.74	\$0.00	\$95.26	\$2,000.00
Soft Goods Sales	31401	470	\$11,573.49	(\$575.89)	\$10,997.60	\$6,616.57	\$550.58	\$11,548.18
Food & Beverage	31441	155	\$282.02	(\$31.34)	\$250.68	\$104.97	\$13.32	\$264.00
Totals for Revenue		4765	\$79,290.47	(\$610.38)	\$78,680.09	\$22,001.21	\$3,910.09	\$82,590.18
Grand Total:		4765	\$ 79,290.47	\$ (610.38)	\$ 78,680.09	\$ 22,001.21	\$ 3,910.09	\$ 82,590.18

## KEY PERFORMANCE INDICATORS

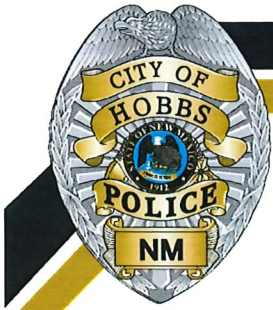
	<u>Apr-21</u>
<b>Total Pre-Tax Revenue</b>	<b>\$78,680.09</b>
<b>Total Rounds</b>	<b>1896</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$22.90</b>
<b>Total Merchandise Sales</b>	<b>\$32,586.05</b>
<b>Merchandise Sales Per Round</b>	<b>\$17.19</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.13</b>
<b>COGS Hard Goods</b>	<b>71%</b>
<b>COGS Soft Goods</b>	<b>60%</b>
<b>COGS F&amp;B</b>	<b>42%</b>
<b>Rounds w/Carts</b>	<b>72%</b>
<b>Total Revenue per Round</b>	<b>\$ 41.50</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	172
Summary for Player's Pass	<u>172</u>
Li'l Rock Adult Resident	154
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	0
FootGolf Junior Comp	0
Summary for Par 3	<u>161</u>
Public 18	132
Public 9	2
Public Junior	7
Public Senior	7
Public Twilight	22
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	0
Summary for Public	<u>170</u>
Punch Pass	24
Summary for Punch Pass	<u>24</u>
Rain Check	2
Summary for Rain Check	<u>2</u>
Resident 18	559
Resident Junior	12
Resident Senior 18	214
League Fee	0
Complimentary Round	17
Resident Twilight	183
Team Practice Round	16
Resident 9	121
Marshal/Team Green Fee	12
Resident Replay	1
Summary for Resident	<u>1135</u>
Tournament Fees	<u>187</u>
Summary for Tournament - Public	<u>187</u>
Grand Total:	<b>1852</b>

## **Teen Center**

- Teen Center staff are working to prepare the Teen Center for reopening which should happen in the very near future.
- The Teen Center currently has several openings on staff with these positions being posted on the City's website. Once additional staff is in place, the initial operating hours will expand once the Teen Center reopens.
- Several landscaped areas within the Teen Center Skate Park which had always been filled with dirt were replaced with concrete to assist in keeping the Skate Park clean and free from the drifting sand/dirt.



# HOBBS POLICE DEPARTMENT

May 4, 2021

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD April 2021 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
April 2020/2021	RPTS	RPTS		2020	2021	
	2020	2021	2020/2021			
REPORTED CRIMES	423	322	-24%	1,739	1,444	-17%
CALLS FOR SERVICE	3803	3335	-12%	16,153	14,273	-12%
ARRESTS	177	214	21%	1,256	953	-24%
MURDER	0	1	100%	1	1	0%
RAPE	1	2	100%	10	9	-10%
ROBBERY	0	2	100%	12	4	-67%
ASSAULTS AND BATTERY	101	62	-39%	302	286	-5%
BURGLARY	51	27	-47%	196	148	-24%
LARCENY	46	35	-24%	210	142	-32%
SHOPLIFTING	21	9	-57%	153	82	-46%
AUTO THEFT	19	13	-32%	82	124	51%
ARSON	2	0	-100%	3	5	67%
FORGERY	0	0	0%	0	1	100%
FRAUD	5	4	-20%	44	16	-64%
EMBEZZLEMENT	3	1	-67%	8	4	-50%
REC. STOLEN PROPERTY	0	2	100%	3	3	0%
VANDALISM	74	43	-42%	250	213	-15%
WEAPONS OFFENSES	3	2	-33%	15	13	-13%
DOMESTIC VIOLENCE	48	27	-44%	140	128	-9%
ASSAULTS/BATTERY ON PO	7	5	-29%	23	30	30%
SHOOTING AT/FM MV OR DWELLING	2	1	-50%	10	7	-30%
CITATIONS ISSUED	375	775	107%	4,749	3,572	-25%
DWI	7	9	29%	63	30	-52%
TRAFFIC CRASHES	57	78	37%	376	274	-27%

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2020		2021	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>March 2020</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>March 2021</u>	
Residential	11,500	74,973,255	11,611	100,913,483	
Commercial	1,802	39,123,296	1,818	46,071,153	
City Accounts	215	6,184,888	211	7,267,037	
School Accounts	56	1,871,385	65	4,947,458	
Irrigation	249	3,106,043	255	5,631,252	
Unbilled Maintenance		1,650,000		2,000,000	
	<b>13,822</b>	<b>126,908,867</b>	<b>13,960</b>	<b>166,830,383</b>	

LABORATORY	April 2020	April 2021
Total Drinking Water Tests	45	51
Total Wastewater Tests	714	781
Liquid Waste Received (gallons)	522,586	258,641

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	89.075	91.739
Effluent (Million Gallons)	84.727	85.155
Solids Removed (Dry Pounds)	143,198	142,147

## WATER PRODUCTION REPORT - APRIL 2021

WATER PRODUCED	
Total monthly water produced, million gallons	241,275,000
Total monthly water distributed, million gallons	221,834,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	2,075
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 APRIL 2021

### WORK DESCRIPTION

Meter lid replacement	30
Meter box replacement	48
Meter stop / valve replacement	50
Meter change out 3/4"	100
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. - 350 feet
New Service Lateral	8 qty. - 120 feet
Low water pressure investigation	3
Water quality investigations	0
Main line leaks/repair	35
Main line replacement (feet)	3000
Valve maintenance	50
Valve new install/replacement	25
Fire hydrant maintenance	285
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	1,500,000
Miscellaneous afterhour calls	20
Emergency Call Outs (From 5:00pm to 7:00am)	75

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	59
Manholes cleaned	76
Sewer main line cleaned (feet)	45,659
Sewer stoppages	29
Sewer main line video inspections	5
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)	174

<b>UTILITIES MONTHLY PLUMBER REPORT APRIL 2021</b>	<b>QUANTITY</b>
Sewer stoppages	4
Odor complaints	1
Water leaks	3
Pool maintenance	16
Gas leaks	6
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	23