



CITY MANAGER'S MONTHLY REPORT
DECEMBER, 2019

200 East Broadway
Hobbs, NM 88240
www.hobbsnm.org



Mayor
Sam D. Cobb

City Commission

Marshall Newman – District 1
Christopher Mills – District 2
Patricia Taylor – 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

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Erik Scramlin
Valerie Chacon

LIBRARY SERVICES

Library Director

Sandy Farrell

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director
Cemetery
Golf Course/Trail
Parks
Sports Fields

Bryan Wagner
Monica Mendoza
Matt Hughes
Wade Whitehead
Dusty Corley

PARKS & RECREATION DEPT.

Parks & Recreation Director
CORE
Golf Course/PGA Prof.
Recreation
Senior Center

Doug McDaniel
Lyndsey Henderson
Steve Schoch
Michal Hughes
Angela Courter

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Brian Dunlap

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

December 2019

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

Participated in 2 conference call with Travelers Inc./assigned attorneys to review on-going claims.

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

Reviewed 19 Incident Reports from various city departments, associated police reports and video footage.

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

Received and reviewed 6 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Processed 6 Notary bond applications.

Scheduled 49 meetings for the Mayor and City Manager.

Prepared 1 proclamation for Mayor's office.

Reviewed and approved 1 Alcohol & Gaming Permit Applications.

Scheduled 11 meetings in staff meeting room.

Review and approve payroll timesheets.

Attended commission meetings December 2 and 16, 2019.

Review, approve and post 2 Advisory Board agendas.

Received and assisted 54 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on December 3, 10 & 17, 2019.



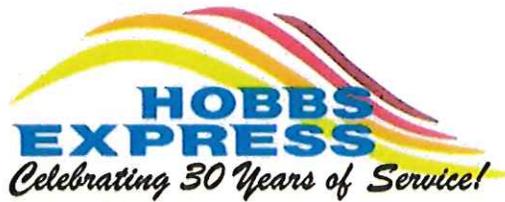
JAN FLETCHER, CMC
City Clerk

OFFICE OF THE CITY CLERK

200 East Broadway
Hobbs, New Mexico 88240
Phone 575-397-9207

**CLERK'S OFFICE MONTHLY REPORT
DECEMBER 2019**

Business Registrations – New	21
Business Registrations - Renewals	255
Total Business Registration Activity for Month	276
Total Active Business Registrations as of 12/31/19	1,923
Firework Permits	0
Junk Yard Licenses	1
Liquor Licenses	0
Mobile Business Licenses	2
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	0
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	0
Public Documents Notarized	174
Public Records Requests	22
Regular City Commission Meetings 12/2/19 and 12/16/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum 12/19/19	1
Resolutions and Ordinances Attested	9
Other Items Approved	1
Total Number of Transactions on Tyler Cashiering	527
Total Amount	\$1,214,422.68



Hobbs Express

Monthly Report - DECEMBER 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Nov-19	Dec-19
No. of Elderly Passengers	542	639
No. of Non-Ambulatory Passengers	175	188
No. of Disabled Passengers	243	248
No. of Other Trips	3748	3517
Total Passenger Trips	4708	4592

Bus Route Trips	4195	4030
Rapid Line Trips	236	263
Total Bus Route Trips	4431	4293
Total Demand Response/Paratransit Trips	277	299
Total Passenger Trips	4708	4592

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Nov-19	Dec-19
Total Vehicle Hours	782.5	890.5
Total Vehicle Miles	10,687	12,436

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Nov-19	Dec-19
Total Fares Collected	\$2,602.34	\$3,713.87



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
December 2019**

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). Non-habitable structure could be a temporary power, water well, industrial plant (power sub-station) or tower. Starting in September the County assumed the responsibility for addressing outside City Limits.

	Dec.	2019 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	4	258

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):

Parks Map (Update): The GIS division completed the creation of the Open Spaces Department's Polygon and Right-of-Way (ROW) datasets. Part of Phase 3 is completed with a test version of a dashboard being built for use by the Open Spaces Dept. This dashboard offers a quick way to review current acreage calculation for Parks and ROWs.

Print Service: The GIS Department set up a print service with custom layouts on the Portal (a web based way to access and view City of Hobbs GIS Data). This will allow both users of the Portal and Tyler EAM to print maps that meet the GIS division's requirements and standards from within their respective software. These printing layouts can be accessed in the portal by using the print button built into any map on the Portal.

Lea County Parcels: During December the GIS division made major progress towards completion of the Lea County Parcel Project. In December, a total of 83 sections worth of parcel corrections were completed putting the total of completed sections at 97 of 146. Included in the 97 completed sections is every section within the city limits. Creation of the rubber sheet corrections should be completed in mid-January; with project concluding in late January with the creation of an up to date Parcels dataset for use by other departments

Asset Management / Tyler EAM: The GIS division is shifting some of its priorities to assist with Tyler EAM setup by creating and rebuilding datasets. In December the GIS division worked with the Finance Department to start construction of a list of datasets that need to be worked on. The



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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first part of this project was the setup of the custom Print Service (see above). The next part of this is a complete rebuild of the locator services into a new Master Locator Service that will be accessed by both the Portal and Tyler.EAM.

CORE Fire Map (Update): The GIS division has been working with the CORE to get them a fire extinguisher and AED map. A walk through of the facility was completed to locate the emergence equipment and this data was added to the CORE floorplan map. The map is out for review and approval after several revision to layout. This map has provided valuable feedback on the Floor Plan dataset that will be incorporated when the dataset is moved to the server.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

City Commission Planning Summary:

Resolution No. 6889 – Authorizing a CES Contract with Smith Engineering for the Trunk Line F Sewerline Replacement Design

In 2019 the City Commission approved 23 Development Agreements allocating over \$4 million towards infrastructure development.

Planning Board Summary:

December - The Planning Board reviewed and considered action on 2 items:

- Fair Share DA tenants for the Extension of Ranchland (tabled)
- Preliminary Plan Approval Meadowlands Unit 1 (approved)



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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TRAFFIC DIVISION:

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

Total 1,296 tracked intersections

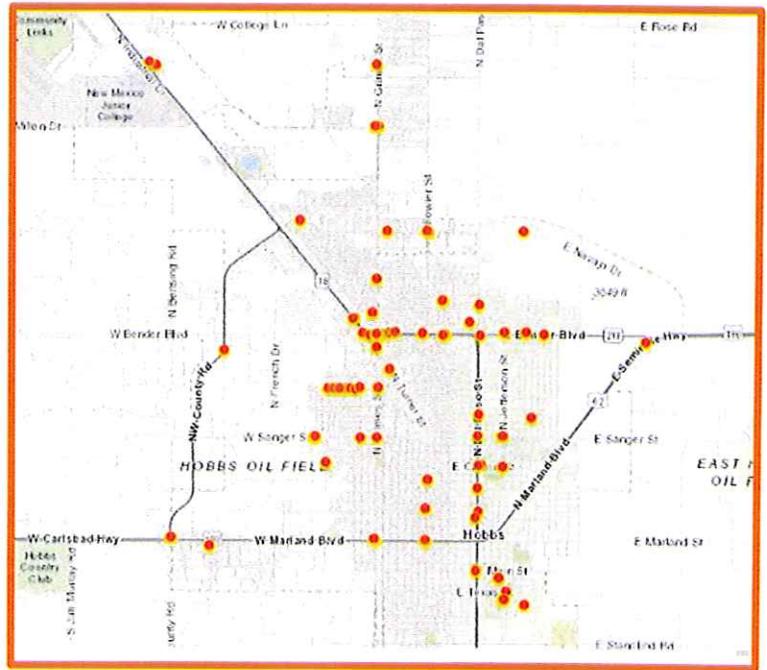
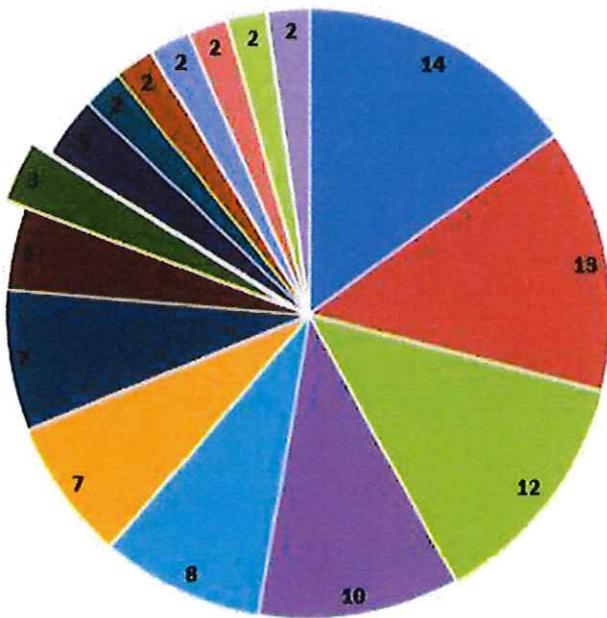


Figure 1 - Location Map of Work Performed

- | | | |
|------------------------------------|---------------------------------|--|
| ■ Sign Install / Replace = 14 | ■ LED Module Replace = 13 | ■ New St. Name Sign Installed = 12 |
| ■ Pole Straighten / Re-bolted = 10 | ■ Repair Communication = 8 | ■ Detector Adjusted = 7 |
| ■ Work Order = 7 | ■ Assit Other Dept = 4 | ■ Ped Push Button Repair / Replace = 3 |
| ■ Line Spot Hours = 3 | ■ Routine Signal Inspection = 2 | ■ Load Switch / Detecto Replace = 2 |
| ■ New St. Name Sign Made = 2 | ■ Cabinet Clean / Inspected = 2 | ■ Call Out Hours = 2 |
| ■ Breakaway Base Replaced = 2 | | |



COMMUNICATIONS DEPARTMENT

Monthly Report

December 2019

Submitted January 17, 2020

GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Hobbs Public Library 80 Years
- 2019 Hobbs Tree Lighting Ceremony
- 2020 Municipal Election – Candidacy for Municipal Office (great help from the Clerk's office)
- Holiday Closure Notices

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.

2020 CENSUS

- Census commercial planning with Luis Gomez – finalized contract
- Designed billboard now placed at 200 N. Dal Paso
- "Census at the Library" planning and information gathering
- Reserved water bill flyer inserts for Census education and motivation purposes
- Meeting with Hollye Shearer, who is to perform marketing on Lea County CCC
- Director spoke to the audience at the Hispano Chamber's annual Mariachi Christmas event and brought Census promotional giveaway items for the Chamber Board and Staff to hand out
- Designed color Census ad for Mariachi Christmas program
- Director attended December 5th meeting with Governor's Statewide Complete Count Commission in Albuquerque and served on the City-County Census Panel
 - At this meeting, Director secured Hobbs as the host of the January 2020 monthly meeting with this Commission. See below for planning duties.
- Provided Census promotional giveaway items for the Library's Open House

JANUARY 13TH, 2020 STATEWIDE COMPLETE COUNT COMMISSION PLANNING

- Confirmed date based on the schedules of Hobbs Mayor Cobb, Acting City Manager Manny Gomez, and Commission Chair/DFA Secretary Olivia Padilla-Jackson
- Reserved room at Zia Park Casino, Hotel, & Racetrack
- Booked catering with Zia Park
- Spent an entire day in Hobbs planning the meeting with State Census Commission Coordinator Paige Best during her visit
 - Put Best in contact with several other Hobbs CCC members to meet with while in town
- Drafted and finalized with Jan. 13th agenda with Paige and Secretary Padilla-Jackson
- Invited all Committee members as well as all counties across the state to this meeting of the Commission
- Requested panel participation from CCCs within/of Eddy and Lea Counties and provided guidance on presentations/speeches



COMMUNICATIONS DEPARTMENT

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- Requested Notice of Quorum from Clerk's office

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. Appointments are set biweekly.

Current Radio Announcements

- HFD CPR
- HFD CPR SPANISH
- LCSO Explorer Program 12-31
- Hiring-Police Lifeguard Rockwind
- Hobbs Express 30 years
- Station ID
- CORE MIXDOWN fall adult leagues
- CORE MIXDOWN youth leagues
- Library Adult Program Ends May 11
- Coffee with Cops Generic No End
- Library E-Resources Ends May 11
- Library Young Adult Program Ends May 11
- Manny Gomez Christmas Wishes Ends Jan 2
- Playhouse ends 12-15
- Tree Lighting Ends Dec 7
- HPD Protect Your Property Holiday Season Ends Jan1
- Llano Estacado Art Market Ends Dec 24
- Hobbs Hispano Mariachi Sponsors Ends Dec 15
- Hobbs Public Library Open House Ends Dec 10
- Fab fiber vo
- Play House ends 12/15
- General Recruitment Multi-voice-City of Hobbs
- HPL CHILDRENS PROGRAMS END JAN 7TH
- HPL VR TOUR END JAN 7
- FD DANCE PRESALE END JAN 7
- Fall Art Show vo
- CORE lifeguard hiring
- Do you know your Commissioner?
- Rockwind Hiring
- Boy Scouts Ends May 10, 2020

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau quarterly meeting with hoteliers is scheduled January 10th at noon at the Baymont.

Listed Events

- Desert Hills Electric Supplies Annual Christmas Party (250+ in attendance)

Tree Lighting Ceremony, December 7th:

- Worked with other non-profit for volunteers (Skills USA)
- Worked with Toby (Finance) on Lodgers' Tax purchases
- Meeting December 1st last review of details
- Requested and collected signatures for all road closures for the event
- Met with open space team to review duties for the event.
- Made list of vendors and coordinated vendor space with vendor number
- Sent out maps to each food vendor and Holiday Market vendor

COMMUNICATIONS DEPARTMENT

Monthly Report

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Submitted January 17, 2020

- Set up on the 7th starting at noon
- Built Jack Frost Village with different other agencies.
- Closed Roads at 1:00 p.m.
- Vendors started set up according to the space on the map
- Set up the golden ticket vendors
- Worked with Jason Adams and Q systems
- Set up Santa Clause area
- Hung up signs for the event
- Made sure the food trucks were all set up with table and chairs in the area
- Met with J & J Rentals for set of restrooms and light towers
- Worked on all and any issues during the event. ☺
- Did tear down at 8:00 p.m.
- Cleaned up trash, and Polly carts
- Meeting on December 27th for final thoughts and to set date for 2020 TLC.

MISCELLANEOUS ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Holiday greeting on several local stations broadcasted by 2 local broadcasting companies
- Participated in the creation of several publications
- Assigned community service participants
- Attended several webinars
- Attended New Employee Reception
- Created HPD HFD Basketball Fundraiser materials for use
- Coordinated headshot of new Legal Secretary with contracted photography
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Numerous notices for different departments and locations
- Ensured City participation through Parks office and Hobbs Chamber at the annual Christmas parade
- Coordinated photo shoots with photographer for new employees
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Delivered copies of the Guide and other brochures to Lea County Regional Airport and local hotel properties
- Website monitoring and updates communicated with IT Web Master



COMMUNICATIONS DEPARTMENT

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Livestreamed City Commission Meetings

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	89.4%	386	1938
Live Viewers	10.6%	46	1204
Total	100%	432	3142

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

City of Hobbs Building Division

Total Type of Construction

for period ending December 01, 2019-December 31, 2019

December 2019 Report

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	4	6,000.00	286.00
COMM PLUMBING	C	9	13,500.00	510.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	290.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	451.00
COMMERCIAL GRADING	C	1	9,000.00	90.00
COMMERCIAL REMODEL	C	3	105,500.00	480.00
COMMERCIAL RE-ROOFING	C	3	15,100.00	140.00
COMMERCIAL SIGN	C	6	101,892.00	305.00
FIRE EXTINGUISHING SYSTEM	C	1	1,500.00	30.00
NEW COMMERCIAL	C	1	211,296.00	576.00
TEMPORARY TENTS AND CANOPIES	C	1	1,500.00	20.00
		<u>40</u>	<u>481,788.00</u>	<u>3,178.50</u>
Residential				
RES MECHANICAL	R	26	52,500.00	1,860.00
RES PLUMBING	R	29	43,500.00	1,173.00
RES SEWER TAP & EXCAVATION	R	8	12,000.00	2,570.00
RESIDENTIAL CANOPY	R	1	3,000.00	40.00
RESIDENTIAL CARPORT	R	2	21,000.00	180.00
RESIDENTIAL CURB CUTS	R	1	15,000.00	20.00
RESIDENTIAL DETACHED GARAGE	R	1	42,000.00	200.00
RESIDENTIAL DRIVEWAY	R	1	2,500.00	20.00
RESIDENTIAL ELECTRICAL	R	56	84,000.00	4,436.00
RESIDENTIAL FENCE	R	6	8,350.00	60.00
RESIDENTIAL MANUFACTURED HOME	R	3	247,850.00	120.00
RESIDENTIAL REMODEL	R	4	133,265.00	540.00
RESIDENTIAL RE-ROOF	R	5	46,598.00	410.00
RESIDENTIAL SINGLE FAMILY	R	20	4,719,575.00	9,845.00
RESIDENTIAL STORAGE	R	2	61,000.00	540.00
		<u>65</u>	<u>5,492,138.00</u>	<u>22,014.00</u>
		<u>205</u>	<u>5,973,926.00</u>	<u>25,192.50</u>

January-December 2019

<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<u>2,981</u>	<u>97,365,535.00</u>	<u>387,544.23</u>

CODE NUMBERS FOR DECEMBER 2019

CODE WARNINGS	253
CODE CITATIONS	6
CODE COMPLAINTS	187
ANIMAL WARNINGS	195
ANIMAL CITATIONS	23
ANIMAL COMPLAINTS	212
VEHICLES TOWED/PD	4

December 2019 Hobbs Animal Adoption Center

	Oct-19		19-Nov		19-Dec	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	24	14	11	14	18	12
Stray	133	187	69	171	60	189
Transfer		1				
Unwanted	64	46	35	65	18	65
Low Cost	57	43	19	9	36	36
Quarantine		7		16	1	6
Total	278	298	134	275	133	308
Disposition:						
Adopted	79	67	54	64	55	79
Died at Facility	18	3	6	9	7	6
Dead on Arrival	17	11	11	6	18	8
Escape trap	1	1			6	2
Euthanized	53	55	29	39	28	26
Rescued	59	89	19	108	73	95
Return Owner	1	51		63	4	70
Low Cost	57	44	19	9	36	36
Total	285	321	138	298	227	322

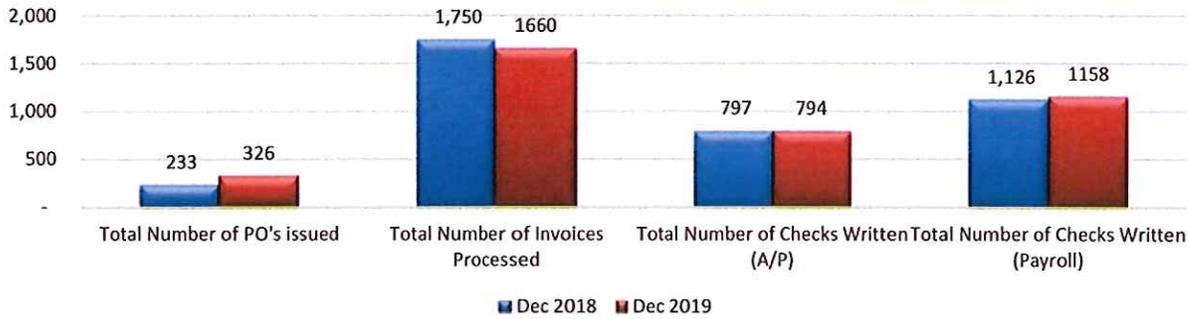
**Monthly Measurement
Finance Department
Fiscal Year 2020**

Cash Statistics	Dec 2018	Dec 2019
Beginning Cash Balance	\$ 107,167,724	134,199,386
Monthly Cash In (Revenue - all funds)	\$ 11,111,130	13,699,186
Monthly Cash Out (Expenditures - all funds)	\$ 8,435,191	7,021,325
Ending Cash Balance	\$ 109,843,663	140,877,247

Finance Transaction Statistics

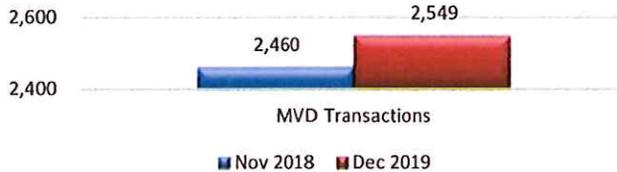
	Dec 2018	Dec 2019		
Total Number of PO's issued	233	326	daily average	23.00
Total Number of Invoices Processed	1,750	1660	daily average	90.70
Total Number of Checks Written (A/P)	797	794	weekly average	268.00
Total Number of Checks Written (Payroll)	1,126	1158	bi-weekly average	576.00

Financial Transaction Averages



MVD Statistics	Nov 2018	Dec 2019		
MVD Transactions	2,460	2,549	daily average	127.45
MVD Fees Received	\$ 418,460	\$ 404,989	daily average	\$ 20,249.46

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

December 2019

ALARMS

Alarms (City)	68
Alarms (County)	55
Total Alarms	123

ZONES

Zone 1 (NW City) 18	Zone 5 (NW County) 1
Zone 2 (NE City) 13	Zone 6 (NE County) 25
Zone 3 (SE City) 28	Zone 7 (SE County) 5
Zone 4 (SW City) 9	Zone 8 (SW County) 10
Out of District 14	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:33
Station 2	0:53
Station 3	1:30
Station 4	1:44
Average	1:25

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:13
Station 2	5:54
Station 3	7:04
Station 4	6:13
Average	6:21

PREVENTION PROGRAMS

Fire Investigations	9
Fire/Safety Inspections	45
Smoke Detectors Installed	1
Plan Reviews	3
Burn Permits Issued	5

FIRE RESPONSE BY STATION

Station 1	46
Station 2	38
Station 3	21
Station 4	18

MOST COMMON DAY/TIME

Thursday: 15:00 – 15:59

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 28

TRAINING HOURS

Fire Training	492
EMS Training	346

EMERGENCY MEDICAL SERVICES

December 2019

EMS RUN BREAKDOWN

City Response	625
County Response	53
Total Responses	678

ZONES

Zone 1 (NW City) 254	Zone 5 (NW County) 15
Zone 2 (NE City) 97	Zone 6 (NE County) 19
Zone 3 (SE City) 163	Zone 7 (SE County) 3
Zone 4 (SW City) 111	Zone 8 (SW County) 16

AVERAGE RUN TIMES (in minutes)

Enroute:	1:50
At Scene:	5:01
To Destination:	22:09
Back in Service:	35:57

MOST COMMON DAY/TIME

Saturday – 110 calls for service
Sunday – 23 calls from 1500 – 1759 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem and Falls - 56

OUT OF TOWN TRANSFERS

Lubbock	30
Midland	3
Odessa	2
Roswell	8
Carlsbad	3

CARDIAC ARREST RESPONSES

Cardiac Arrest	11
ROSC	3

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$97,127.73
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Highlights for the month of December

- 2 warnings given for illegal tanker parking – Fire Prevention Division
- 4 personnel obtained IFSAC Firefighter I/II certification
- Participated in Christmas Parade
- Assisted with City Tree Lighting Ceremony
- Annual Toys for Tots completed
- Delivered Christmas gifts to several families on Christmas Day
- HFD vs. HPD basketball game – HFD won!!

December 2019 General Services – Building Maintenance

Work performed by City Carpenters

1	Installed new door closer
1	Painted Furniture / walls
9	Door lock repaired
4	Built new Furniture
4	Installed New cores
1	Replaced one door closer
3	Building repaired / out side
17	Ceiling Tile replaced
1	Adjusted Garage door track
20	Glue carpet squares down
1	Roof repair
32	Work Orders

Location of work performed

14	City Hall
2	Jogging Trail Restrooms
4	Police Department
21	Senior Center
1	Station #3
4	McAdams Restroom
1	Humble Restroom
3	C.O.R.E.
2	Annex
1	Green Meadow Restroom
2	Animal Adoption
1	City Jail
1	Gun Range
1	Waste Water
1	Library
6	Teen Center
1	Washington Restroom

December - 2019

General Services - Garage

In December 2019 The City Garage had a total of 252 Repair Orders/Invoices. Of the 252 R.O./Invoices, 166 were repaired in house and 86 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 55,164.16 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	1	0.00	0.00	84.95	0.00	84.95
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	5	0.00	34.00	275.60	0.00	309.60
Filters	3	26.50	102.00	0.00	0.00	128.50
Service Calls	26	638.15	2,686.00	263.38	0.00	3,587.53
Miscellaneous Maintenance	62	739.13	2,159.00	5,572.69	4,277.48	12,748.30
Brakes	16	91.79	918.00	1,238.01	0.00	2,247.80
Steering/Suspension	2	0.00	0.00	96.08	110.00	206.08
Tires	42	2,769.00	1,598.00	1,687.61	831.00	6,885.61
Whls/Hubs/Brgs	1	0.00	51.00	0.00	0.00	51.00
Transmission	4	272.00	238.00	3,704.94	3,500.00	7,714.94
Charging	22	1,571.08	1,258.00	298.12	0.00	3,127.20
Lighting	10	47.90	595.00	42.74	0.00	685.64
Preventive Maintenance	38	2,456.88	1,853.00	1,005.56	0.00	5,315.44
Cooling	1	0.00	68.00	0.00	0.00	68.00
Fuel System	0	0.00	0.00	0.00	0.00	0.00
Engine	8	0.00	1,496.00	0.00	0.00	1,496.00
Safety Recalls	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	2	0.00	0.00	8,934.07	1,573.50	10,507.57
Warranty	9	0.00	0.00	0.00	0.00	0.00
Monthly Total	252	8,612.43	13,056.00	23,203.75	10,291.98	55,164.16

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	166	8,612.43	13,056.00	21,668.43
Vendor	86	23,203.75	10,291.98	33,495.73

December 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
267 Hrs.	Street Sweeping
131 Hrs.	Building Brooms
96 Hrs.	Cold Mix Patching
4 each	Street Complaints
7 each	Alley Complaints
149 Hrs.	Storm Sewers & Inlets
62 Hrs.	Equipment Maintenance
62 Hrs.	Maintenance
13 Hrs.	Working in the Welding Shop
40 Hrs.	Street Grading
16 Hrs.	Stocking Piling Material
283 Hrs.	Alley work
13 Hrs.	Work for Parks Department
16 Hrs.	Work for Garage
184 Hrs.	Shoulder Work
139 Hrs.	Traffic Control

The total amounts of material hauled or used:

Quantity	Material
306 Yds.	Sweepings
10.5 Yds.	Millings
360 Yds.	Alley Material
5.75 Yds.	Cold Mix Used
3,200 Gal.	Brine
558 Yds.	Trash Hauled
6.5 Yds.	hot mix

Calls responded to:

Number	Type
19	Dispatched – accidents, spills, debris
6	Street complaints
0	Block party requests

Break down of work performed by the Electricians

28	Light repairs
21	Heater repairs
38	General electrical work
14	CORE work
10	Nonelectrical work

Location of work performed

14	CORE
3	Library
5	City hall
7	Annex
1	PD
1	DA building
1	MVD
6	Rockwind
26	Parks
4	Senior center
5	AAC



City of Hobbs
Human Resources Department
December 2019 Departmental Re-cap
City Managers Report

Recruitment:	December 2018	December 2019
• Applications Received/Reviewed	223	234
• New Hires	7	14
• Transfers/Promotions	8	5
• Re-Hires	1	2

Personnel Actions:	December 2018	December 2019
• Performance Reviews	45	14
• Retirements	1	1
• Terminations	19	10
• Other(certs, shift moves)	13	23

New Position Postings in December:

- | | |
|------------------------------------|---------------------------|
| • Hobbs Express Driver | • Detention Administrator |
| • Capital Improvement Engineer | • CORE Pool Manager |
| • Pool Maintenance Attendant (SEA) | • HR Assistant |
| • McAdams Park Maintenance | • EMT Specialist |
| • Accreditation Manager | • Lead Teen Rec Worker |
| • Golf Course Maintenance Worker | • Seasonal Pool Cashier |
| • Parks Specialist | • CORE Kids Supervisor |
| • Garage Intern | • Teen Rec Worker |

Team Involvement:

- HR Team assisted with the City Christmas Luncheon
- Nicholas Goulet attended FLSA training
- Nicholas and Tracy South trained on Video Interview Platform
- Nicholas completed/presented BAR staffing requests

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

- Servers (61) (31 physical / 30 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
 - Printers
 - Scanners/Fax
 - Cameras
- Data backup

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Network 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 conferencing
- KHBX LP radio station and remotes

Accomplishments for Dec. 2019

- 180 Request for service
- 171 Request completed
- 20 Email related
- 27 hardware related
- 9 network related
- 7 password resets
- 6 phone related
- 2 project related
- 9 Radio related
- 47 software related
- 23 User Setup
- 28 Web page related

Special accomplishments:

- Replaced and configured 17 computers including 6 laptops and 6 tablets for the Fire Dept. EMS/
- Assist in setting up Skype interviews.
- Installed new public Wi-Fi equipment for City Hall and Annex.
- Evaluated next generation endpoint protection for cyber security for city computers.
- Replaced wireless link to cemetery.



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA

CITY ATTORNEY'S REPORT

December 2019

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 September. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

Public Meetings:

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of December 2019, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (12/2 and 12/16)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – (N/A) - 12/20
- ❖ Utilities Board – (N/A)

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

- ❖ Public Hearings/Presentations 1
- ❖ Agenda Items drafted 1
- ❖ 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.) The compliance contributions for the month of December by the City Attorney's Office were:

- ❖ Procurement Review 3
- ❖ Contract Review 20

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, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. 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 in charge of advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of December 2019, the litigation activity of the City Attorney's Office is as follows:

- ❖ Pretrial Release Hearings: 4
- ❖ Probation Violations: 3
- ❖ Pretrials (Pro Se): 64
- ❖ Pretrials (Attorney): 30
- ❖ Trials: 50
- ❖ Dangerous Dogs/Petitions: 2
- ❖ DWI Cases: 9
- ❖ Appeals in District Court 1
- ❖ Competency Matters 0
- ❖ Pleadings 12

❖ Civil Depositions	0
❖ Civil Mediations	0
❖ Arbitrations	0
❖ Demand Letters	3
❖ Misc. Hearings	2
❖ Trainings	2
❖ Witness Interviews	0
❖ Subpoenas	58
❖ Witness Lists	19
❖ Discovery Submissions	25
❖ Letters/Correspondence	6

Areas of Notoriety:

- ❖ Long-time Legal Assistant, Kathy Lord, retired from the City Attorney’s Office as of December 20, 2019.
- ❖ Assistant City Attorney, Valerie S. Chacon, gave a presentation to the students of New Hope Alternative School in Lovington, NM.
- ❖ City Attorney, Efren A. Cortez, was selected as the Second Vice President of the New Mexico Municipal Attorneys Association.

Thank you for your time and consideration regarding the matter. On behalf of the staff of the City Attorney’s Office, it is an honor to serve the City of Hobbs as its legal team.

Respectfully,

/s/ Efren A. Cortez
Efren A. Cortez
City Attorney

CITY MANAGER'S REPORT

December, 2019

Hobbs Public Library

CIRCULATION: 7,743**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,638
Audio Books & Music	317
DVDs	3,486
E-Books/E-Audio (OverDrive & Gale)	302

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	9	34
ELIN Loans	15	13

PROGRAMS & PUBLIC SERVICES:

Programs Provided	14
Attendance	338
Meeting Room Use	15
Board Games	0

PATRON PROFILES:

Adult	22,682
Juvenile (Under 18 Years)	4,223
Senior Citizens (62+ Years)	4,367
Temp ELIN	2,203
Total Active Borrowers	33,475

Library Patrons Added This Month	44
Computer Patrons Added This Month	38

ITEMS ADDED:

Total Items Added	593
Items Weeded	702

CIRCULATION BY PATRON TYPE:

Adult	5,354
Juvenile	654
Senior Citizen	1,290
Used in Library	445

Total Children's Items Circulated 2,067

Total Adult Items Circulated 5,676

Patron Visits	2340
Overdue Notices Sent	370

Web Site Usage	4192
HPL Database Usage	352
Reference Questions	255
Public Computer Use	573

RECEIPTS:

Materials Paid For	\$163.19
Fines & Fees	\$656.80
Copy Machine & Public Printouts	\$436.75
Total	\$1,256.74

HOLDINGS:

Total Library Holdings	149,191
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City Manager's Report
December 2019
Municipal Court

Monthly Cases:

Traffic Citations	641
Misdemeanor Citations	99
Environmental Citations	65
Fire Code Violations	0
AGG. DWI	8
DWI – 1 ST	<u>5</u>
Total	818

Courtroom Activity:

Video Arraignments (Jail)	117
Court Appearances – A.M.	66
Court Appearances- P.M.	208
Pretrial Court Appearances – A.M.	32
Pretrial Court Appearances – P.M.	28
Attorney Pretrials	4
Trial Cases	<u>15</u>
Total	470

Other Activity:

Summons issued	1225
Warrants issued	<u>880</u>
Total	2105

Fines/Fees Assessed:

Fines	\$148,975
Penalty Assessment Fee	8,910
Automation Fee	6,156
Judicial Education Fee	3,078
Correction Fee	20,540
DWI Prevention Fee	600
DWI Lab Fee	680
Copies/Misc. Fee	<u>0</u>
Total	\$188,939

Fines/Fees Collected:

Fines	\$48,100
Penalty Assessment Fee	5,952
Automation Fee	4,455
Judicial Education Fee	2,237
Correction Fee	14,847
DWI Prevention Fee	731
DWI Lab Fee	291.50
Copies/Misc. Fee	0
Restitution	<u>48.00</u>
Total	\$76,661.50

City Manager – December Report

2019

1. Veterans Memorial Sports Complex – installed new shade canopies over bleachers; improvements at Baker Field
2. Cemetery had 12 interments this month
3. 2 Memorial Trees planted and we hosted our annual Christmas Memorial at Prairie Haven Memorial Park
4. Veteran’s Memorial Wall Dedication at Everglades Cemetery
5. Graffiti was removed from 4 private and 9 city owned properties
6. Wood Fiber (Fall Zone Material) was added to playground structures at City Park, Ranchview, Heizer, Green Meadow, McAdams and Del Notre
7. Grinding stumps at Green Meadow and Golf Course with new stump grinding
8. At Rockwind with assistance from HFD, burned out all cattail plants along stream channel
9. Rockwind staff refurbished 3 utility vehicles from Parks that were slated for auction

Parks & Open Spaces Department
Authored by: Bryan Wagner



IT ALL HAPPENS HERE.



THE CITY OF
HOBBS, NEW MEXICO

200 EAST BROADWAY • HOBBS, NEW MEXICO 88240
 PARKS & RECREATION DEPARTMENT (575) 397-9291 • FAX (575) 391-9940

**Parks, Recreation and Community Affairs Department
 Monthly Report - December 2019**

Divisions

CORE
 Older Americans Recreation
 Rockwind Clubhouse
 Teen Center

CORE

December proved to be a slow month, with most of the community staying busy with the holidays and traveling. Revenue for December 2019 was \$122,008 with participation totaling 17,973. The most significant changes are related to the Sports Division which generated over \$8,000 for youth adult leagues/sports. The Welcome Desk welcomed an average of 580 guests per day. The Facility Rentals Division hosted more than 31 events, and generated over \$5,500 for both events in December and the future. Swim lesson registrations began in December for the Winter 2020 Session beginning in January.

Revenue & Participation

Description	December 1 to December 31
Fitness Unlimited (Incl. Fit. Unlim. Passes)	127
Day Passes Sold	1,101
Week Passes Sold	12
Month Passes Sold	93
Annual Membership Attendance	1,457
Monthly Membership Attendance	13,746
Swim Lessons - Sessions	-
kidWATCH	868
kidFIT	429
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	140
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	17,973
Revenue	122,008.28
PRIOR MONTH COMPARISON	
DIFFERENCE = prev month - current month	\$ (674.88)
PERCENT DIFF = DIFFERENCE / prev month	-0.005500999
% =	-0.55%
PRIOR YEAR COMPARISON	
DIFFERENCE = prev year - current month	(215.81)
PERCENT DIFF = DIFFERENCE / prev year	-0.001765691
% =	-0.18%

Summary Visits, Tours & Rentals

Description	December 1 to December 31
Member Visits	15,203
Guest Visits	1264
Classes	Approximately 267 Participants
Tour Participant	58
Private Rentals	as of 1/03/19
Rentals Count	31

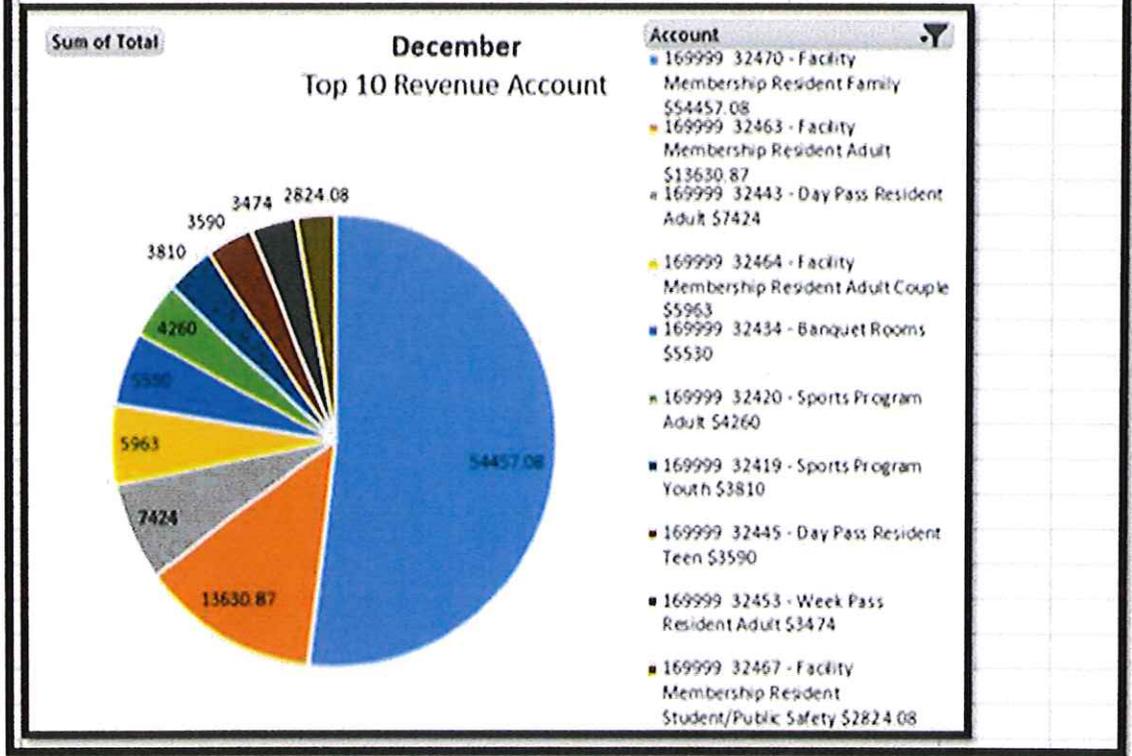
Approximately 31 Facility Rentals for December 1 to December 31 with \$5,530 in revenue including deposits for future events through May 2020

Monthly Membership Re-cap

New Memberships	
Month Ending	Dec-19
Memberships Sold in Month	158
Membership Counts	
Month Ending	Dec-19
Family Memberships	1386
Individual Memberships	278
Total Memberships	1,664
Total Individual Members	6,797

- There were 158 new memberships in December, making a total of 1664 Active Memberships.
- There are currently 6797 Active Members who have either a recurring monthly membership or an annual membership.

Top 10 Accounts of Revenue Collected in December		Total
169999 32470 - Facility Membership Resident Family	\$54457.08	\$ 54,457.08
169999 32463 - Facility Membership Resident Adult	\$13630.87	13,630.87
169999 32443 - Day Pass Resident Adult	\$7424	7,424.00
169999 32464 - Facility Membership Resident Adult Couple	\$5963	5,963.00
169999 32434 - Banquet Rooms	\$5530	5,530.00
169999 32420 - Sports Program Adult	\$4260	4,260.00
169999 32419 - Sports Program Youth	\$3810	3,810.00
169999 32445 - Day Pass Resident Teen	\$3590	3,590.00
169999 32453 - Week Pass Resident Adult	\$3474	3,474.00
169999 32467 - Facility Membership Resident Student/Public Safety	\$2824.08	2,824.08
Grand Total		\$ 104,963.03



Older Americans

The Senior Center continues our daily task of providing meals to the senior citizens of our community. Below is some information for December 2019:

Meals:		Meal Donations Received:
December 2019 Congregate Meals Served	1,636	\$2,075.13
December 2019 Home Delivered Meals Served	<u>2,268</u>	<u>\$1,983.85</u>
	3,904	\$4,058.98

Duplicate Recreation Activities: 864

Duplicate Exercise Activities: 517

Assessments/Reassessments: 69

These activities include billiards, dominoes, computer lab, exercise equipment use, quilting, knitting, game room activities, card playing, exercise classes, bingo, blood pressure screenings, free hearing test, out of town trips, monthly birthday party, arts and crafts, and any holiday celebrations.

Transportation: 356

Meal Program Transportation 308

Other Transportation: 48

Daily transportation is provided for members to attend the daily lunch program. Rides are also given for doctor appointments, hair dresser appointments, and grocery store trips, etc.

Renovations: New flooring was installed in the Lounge Kitchen and Main Offices in December. Fixtures and flooring are being ordered to begin the Meal Site bathroom renovation project. The new office furniture should arrive in January 2020.

Other: 39 seniors participate in the annual Christmas light tour. St. Helena's School, Mouseketeers, and Head Start programs came during December to provide our the seniors with some Christmas Carols during lunch.

Recreation

- The Parks and Recreation Department participated in the Christmas Parade.
- The Light Up the Night Contest was open November 25 - December 9, and received 80 nominations.
- Recreation staff assisted with the Christmas Tree Lighting event.
- Preparations continue for the Father Daughter Dance. Tickets go on sale January 8.

Aquatics

- Seasonal maintenance continues with offseason projects.
- Leaks in the filter backflow valves were repaired.

Rockwind Clubhouse

Date Between 12/1/2019 & 12/31/2019

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	29	\$404.67	\$0.00	\$404.67	\$0.00	\$20.33	\$425.00
Driving Range	31430	181	\$955.16	\$0.00	\$955.16	\$0.00	\$48.34	\$1,003.50
Golf Cart Rental Fees	31431	593	\$8,301.82	\$0.00	\$8,301.82	\$0.00	\$418.74	\$8,720.56
Green Fees		910	\$6,923.01	\$0.00	\$6,923.01	\$0.00	\$352.18	\$7,275.19
Hard Goods Sales	31410	190	\$8,866.58	(\$222.97)	\$8,643.61	\$6,236.67	\$432.35	\$9,075.96
Soft Goods Sales	31401	210	\$4,236.96	(\$4.01)	\$4,232.95	\$2,439.92	\$211.92	\$4,444.87
Food & Beverage	31441	91	\$136.52	(\$24.14)	\$112.38	\$69.08	\$6.12	\$118.50
Totals for Revenue	2204		\$29,824.72	(\$251.12)	\$29,573.60	\$8,745.67	\$1,489.98	\$31,063.58
Grand Total:	2204		\$29,824.72	(\$251.12)	\$29,573.60	\$8,745.67	\$1,489.98	\$31,063.58

KEY PERFORMANCE INDICATORS

	Sep-19
Total Pre-Tax Revenue	\$29,824.72
*Total Rounds	910
Avg Green Fee plus Cart Fee per Round	\$16.73
Total Merchandise Sales	\$13,104
Merchandise Sales Per Round	\$14.40
F&B Sales Per Round	\$ 0.15
COGS Hard Goods	72%
COGS Soft Goods	58%
COGS F&B	61%
Rounds w/Carts	65%
Total Revenue per Round	\$32.77

NOTES & PROJECTIONS:

Weather appeared to be a factor with a limited number of rounds played.

Inventory sales were robust given the limited traffic at the course.

Rockwind Grill booked a number of holiday parties again this year

GREEN FEE BREAKDOWN

EZLinks Prepaid	14	Punch Pass	30
Sum for EZLinks Prepaid	14	Summary for Punch Pass	22
Player's Pass Senior	0	Rain Check	0
Player's Pass 18 Walk	254	Sum for Rain Check	0
Summary Player's Pass	254	Resident 18	216
LJI Rock Adult Resident	59	Resident Junior	6
LJI Rock Adult Non-Res	3	Resident Senior 18	136
LJI Rock Jr. CompwAdult	5		0
LJI Rock Junior Resident	0	Complimentary Round	1
LJI Rock Junior Non Res	0	Resident Twilight	15
LJI Rock Replay	0	Team Practice Round	23
LJI Rock Player's Pass	2		44
LJI Rock Team Comp	0	FootGolf Adult	4
FootGolf Adult	4	FootGolf Jr Comp	0
FootGolf Jr Comp	0	Summary for Par 3	73
Summary for Par 3	73	Public 18	44
Public 18	44	Public 9	0
Public 9	0	Public Junior	2
Public Junior	2	Public Senior	5
Public Senior	5	Public Twilight	0
Public Twilight	0	Public Replay	0
Public Replay	0	Employees	23
Employees	23	Yth on Crse	0
Yth on Crse	0	PGA/GCSAA COMP	3
PGA/GCSAA COMP	3	Summary for Public	77
Summary for Public	77	Tournament Fees	
		Summary Tournament Public	
		Grand Total	903

Teen Center

- The Teen Center hosted its 19th Annual Christmas meal and present giveaway for teens and their families with over 100 participants.
- The Climbing Wall mats were replaced.
- Updates to the Teen Center facility continue with the addition of new wall mats and a new gym divider curtain.



HOBBS POLICE DEPARTMENT



300 N. TURNER HOBBS, NM 88240 (575) 397-9265 FAX (575) 397-3867
www.hobbspd.com

John Ortolano
Chief of Police

January 7, 2020

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
December 2018/2019	RPTS	RPTS	2018/2019	Date	Date	
	2018	2019		2018	2019	
REPORTED CRIMES	417	511	23%	5,900	5,376	-9%
CALLS FOR SERVICE	3,576	3,611	1%	47,296	48,550	3%
ARRESTS	278	314	13%	4,227	3,521	-17%
MURDER	1	1	0%	4	8	100%
RAPE	7	5	-29%	53	42	-21%
ROBBERY	4	5	25%	27	29	7%
ASSAULTS AND BATTERY	89	88	-1%	1,198	1,076	-10%
BURGLARY	46	47	2%	463	430	-7%
LARCENY	44	46	5%	502	547	9%
SHOPLIFTING	42	65	55%	492	420	-15%
AUTO THEFT	10	16	60%	161	198	23%
ARSON	1	2	100%	5	6	20%
FORGERY	0	0	0%	34	8	-76%
FRAUD	6	8	33%	95	86	-9%
EMBEZZLEMENT	3	4	33%	43	38	-12%
REC. STOLEN PROPERTY	1	1	0%	19	16	-16%
VANDALISM	46	70	52%	569	582	2%
WEAPONS OFFENSES	3	4	33%	53	41	-23%
DOMESTIC VIOLENCE	39	40	3%	567	475	-16%
ASSAULTS/BATTERY ON PO	7	7	0%	112	72	-36%
SHOOTING AT/FM MV OR DWELLING	2	9	350%	42	41	-2%
CITATIONS ISSUED	742	1,519	105%	9,160	12,214	33%
DWI	11	27	145%	114	173	52%
TRAFFIC CRASHES	123	99	-20%	1,205	1,332	11%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018	2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons December 2019</u>
Residential	11,180	60,755,524	11,436	65,944,883
Commercial	1,783	43,321,793	1,810	421,895
City Accounts	216	4,366,758	215	5,914,342
School Accounts	56	733,261	57	1,279,373
Irrigation	246	2,036,588	245	3,622,366
Effluent Water	3	248	4	1,994,000
	13,484	111,214,172	13,767	79,176,859

DISCONNECTIONS FOR NON PAYMENT

December 2018	260
December 2019	316

LABORATORY	December 2018	December 2019
Total Drinking Water Tests	44	47
Total Wastewater Tests	736	623
Liquid Waste Received (gallons)	222,123	559,761

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	99.100	92.600
Effluent (Million Gallons)	95.300	87.900
Solids Removed (Dry Pounds)	269,543	55,956

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	151,571,000
Total monthly water distributed, million gallons	137,434,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.52
Monthly chlorine gas dosed to system (lbs)	784

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

UTILITY MAINTENANCE DECEMBER 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	20
Meter box replacement	15
Meter stop / valve replacement	25
Meter leaks	0
Meter change out 3/4"	60
Meter change out 1"	0
Meter change out 2"	8
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	1
Service lateral leaks/repair	25
Service lateral replacement	Qty. 25 - 400 feet
New Service Lateral	Qty. 10 - 120 feet
Low water pressure investigation	5
Water quality investigations	2
Main line leaks/repair	8
Main line replacement (feet)	50
New main line installed (feet)	0
Valve maintenance	80
Valve new install/replacement	0
Fire hydrant maintenance	15
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	5
Fire hydrant meter set	4
New fire hydrant installed	4
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,500,000 gal
Miscellaneous afterhour calls	2

WORK DESCRIPTION	QUANTITY
Manhole maintenance	55
Manholes cleaned	60
Sewer main line cleaned	14,268
Sewer stoppages	43
Sewer main line video inspections	0
Odor complaints	2
Sewer pre-treatment additives	10 gallons
Property damage from sewer	0

Sewer main line repair/replacement	1
New sewer main line installation	10 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	25
Emergency call out (from 5:00 pm to 7:00 am)	72

UTILITIES MONTHLY PLUMBER REPORT DECEMBER 2019	QUANTITY
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Sewer stoppages	11
Odor complaints	1
Water leaks	15
Pool maintenance	25
Gas leaks	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	22