



## CITY MANAGER'S MONTHLY REPORT

**NOVEMBER, 2019**

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  
Patricia Taylor – 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

**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

November 2019

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

Participated in 1 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 12 Incident Reports from various city departments, associated police reports and video footage.

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

Received and reviewed 3 Tort Notices.

Meet with insurance agents 4 times relating to annual renewal.

Prepared various correspondence for the Mayor and City Manager.

Processed 4 Notary bond applications.

Scheduled 50 meetings for the Mayor and City Manager.

Prepared 3 proclamations 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 November 4 and 18, 2019.

Review, approve and post 4 Advisory Board agendas.

Received and assisted 62 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on November November 5, 12 and 19, 2019.



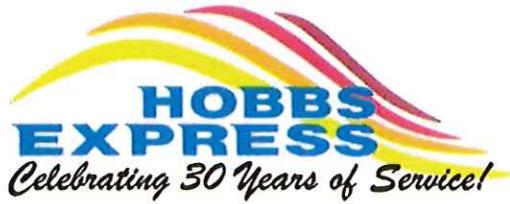
JAN FLETCHER, CMC  
City Clerk

**OFFICE OF THE CITY CLERK**

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

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

Business Registrations – New	14
Business Registrations - Renewals	2
<b>Total Business Registration Activity for Month</b>	16
<b>Total Active Business Registrations as of 11/30/19</b>	1,949
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	3
Mobile Business Licenses	1
Pawnbrokers License	0
Secondhand Dealers License	1
Solicitor's Permits	4
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	15
Public Documents Notarized	133
Public Records Requests	17
Regular City Commission Meetings 11/4/19 and 11/18/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings 11/18/19	1
Notices of Potential Quorum	0
Resolutions and Ordinances Attested	11
Other Items Approved	1
Charter Commission Meetings 11/7/19 and 11/19/19	2
Total Number of Transactions on Tyler Cashiering	275
Total Amount	\$1,916,056.75



# Hobbs Express

Monthly Report - NOVEMBER 2019

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Oct-19</b>	<b>Nov-19</b>
No. of Elderly Passengers	777	542
No. of Non-Ambulatory Passengers	185	175
No. of Disabled Passengers	254	243
No. of Other Trips	5576	3748
<b>Total Passenger Trips</b>	<b>6792</b>	<b>4708</b>

Bus Route Trips	6118	4195
Rapid Line Trips	303	236
<b>Total Bus Route Trips</b>	<b>6421</b>	<b>4431</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>371</b>	<b>277</b>
<b>Total Passenger Trips</b>	<b>6792</b>	<b>4708</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Oct-19</b>	<b>Nov-19</b>
Total Vehicle Hours	1004.25	807.75
Total Vehicle Miles	13,677	10,687

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Oct-19</b>	<b>Nov-19</b>
Total Fares Collected	\$4,091.34	\$2,602.34



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
November 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.

<b>Permanent Addresses:</b>	<b>3</b>
<b>Temporary / Non-Habitable Structure Addresses:</b>	<b>1</b>

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories. The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). A technical demonstration of our Mobile Lidar points is being hosted on a third party web-site visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

**ArcGIS Enterprise Server (Update):**

**Parks Map (Update):** During a Nov. 13 meeting, the Open Spaces Department and GIS division worked on compiling notes about Right-of-Way work areas, so the GIS division can continue working on the acreage calculations. With this meeting Phase 1 (a pilot project) is completed. Phase 2 (complete data entry) is at 40% complete with the Right-of-ways and City Owned Properties needing to be added. Phase 2 should be completed before the end of the year.

**Code Enforcement Web Map:** On Nov 5 the GIS division constructed a test map for Art Delacruz based on the Code Enforcement's ArcGIS Desktop map. This map is a beta test for a field map, and possible replacement for the ArcGIS Desktop map for Code Enforcement. Testing is ongoing and somewhat dependent on the Lea County Parcel Project.

**Sub Division Addresses:** Based on a request from the Clerk's Office, the GIS division added the address points onto the server of lots within new subdivisions. This will allow any user of the server to see the addresses of buildings currently under construction. The GIS division is working on procedures and changes to the database to help the GIS division and Engineering Dept. keep up-to-date with sub-division address points.

**Lea County Parcels:** The GIS division is continuing to work on a method to "rubber sheet" the parcels that the County provides to the City. In November the GIS Division completed 14 sections worth of parcels. Of the 40 sections that make up the incorporated boundary of the City of Hobbs, these 14 are in the higher density areas making up Central Hobbs.



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

**Building Floorplan / CORE Fire Map:** Construct a map showing Fire Extinguishers and AED Floor Plan dataset for each room and floor of the CORE. Currently this Dataset is being tested for addition to the server as an Emergency Services / Asset Management dataset; with this dataset having possible future use in Tyler EAM to show the location of assets in or on buildings.

**Permit Workflow Meeting:** Meeting with Building/Code Enforcement and Engineering & Planning to work on changes to the Permitting Workflow. A plan was worked out that will allow the GIS to keep up-to-date with permits, so the GIS can reflect the changes.

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

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

**City Commission Summary:**

November - The City Commission reviewed and considered action on:

- The Meadows Subdivision, Unit 2 (Approved)
- G and H Subdivision (Approved)
- CORE Haydon Building Corp. Change Order No. 4
- CORE Maddox Foundation Grant Close-Out with the City of Hobbs

**Planning Board Summary:**

The Planning Board reviewed and considered action on 4 items:

- Preliminary Plan Approval @Tanglewood Unit 4 (Granted)
- Preliminary Plan Approval @Zia Crossing Unit 7 (Granted)
- Final Plat Approval for The Meadows Subdivision, Unit 2 (Recommend Approval)
- Final Plat Approval for The G and H Subdivision (Recommend Approval)



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

**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**

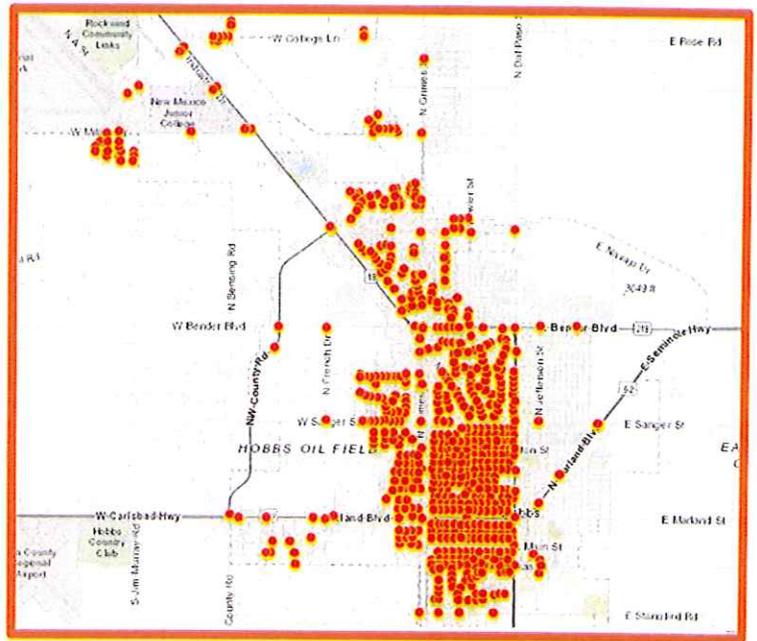
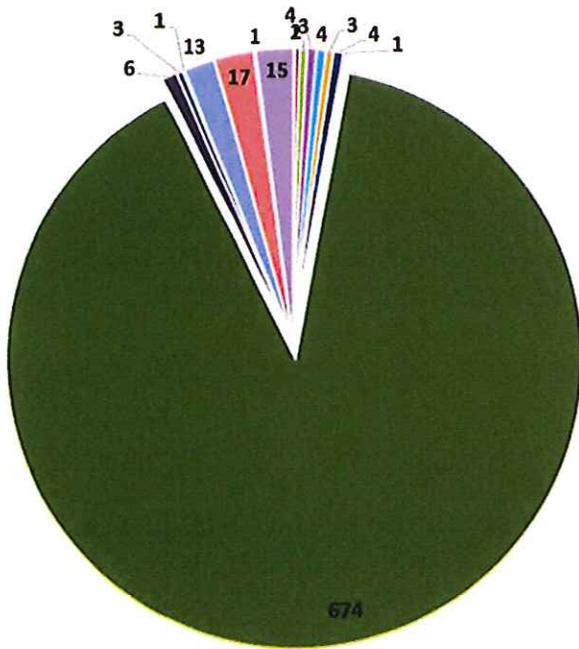


Figure 1 - Location Map of Work Performed

- |                                    |                                   |  |
|------------------------------------|-----------------------------------|--|
| ■ Detector Adjusted = 1            | ■ LED Module Replace = 2          | ■ Ped Push Button Repair / Replace = 3 |
| ■ New St. Name Sign Made = 4       | ■ New St. Name Sign Installed = 4 | ■ Sign Install / Replace = 3           |
| ■ Pole Straighten / Re-bolted = 4  | ■ Trim Limbs at Intersection = 1  | ■ Inspected Intersections = 674        |
| ■ Int in Flash or Malfunction = 6  | ■ Line Spot Hours = 3             | ■ Assit Other Dept = 1                 |
| ■ Controller Software Updated = 13 | ■ Controller Replaced = 17        | ■ Breakaway Base Replaced = 1          |
| ■ Work Order = 15                  |                                   |  |



## COMMUNICATIONS DEPARTMENT

### Monthly Report

November 2019

Submitted December 20, 2019

#### GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Change Your Clock, Change Your Battery!
- Thanksgiving Safety Tips from HFD
- 2020 Municipal Election (great help from the Clerk's office)
- 2019 Hobbs Tree Lighting Ceremony
- Hobbs Public Library 80 Year Anniversary
- Turner Street Manholes
- HPD and HFD Basketball Fundraiser (not released)

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 – worked on contract
- Confirmed in-town billboard placement with ad rep – completed contract
- Acquired and reviewed new PSAs for local officials and reps, sent by the Census Bureau
- Proofs and orders for promotional giveaway items
- Planning local visit with regional Faith Lead Partnership Specialist

#### 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
- United Way Concert End Nov 9
- 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
- Library Virtual Tour ends Nov16
- 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
- Manny Gomez Happy Thanksgiving Ends Nov 25
- Fab fiber vo
- Play House ends 12/15



## COMMUNICATIONS DEPARTMENT

### Monthly Report

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- General Recruitment Multi-voice-City of Hobbs
- 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 monthly meeting with hoteliers scheduled for October 18th at noon, Geni with the EDC's Fly Hobbs campaign spoke about the Denver Flight, strategic planning to increase the activities of the CVB.

##### Listed Events:

- Hobbs Tree Lighting Ceremony 2019
- 2020 International Association of Arson Investigators Conference

#### Tree Lighting Ceremony, December 7th:

- Worked on contract for the horse and carriage with legal
- Worked with Toby ( Finance) on Lodgers' Tax purchases
- Meeting November 8<sup>th</sup>
- Reserved five different groups for the entertainment for the event
- Worked with News-Sun on the weekly ad
- Worked with Q systems for audio set up
- Obtained several vendors for the holiday market
- Delivered posters to different locations: hotels, Head Start, WHI, and business in the city
- Worked with sponsors for the horse and carriage
- Ordered signs for the event
- Meet with J & J Rentals for light towers and restrooms
- Meeting on November 22<sup>nd</sup>

#### MISCELLANEOUS ACTIONS

- Wrote (and received Legal approval) Golf cart waiver release for Veterans Day Parade
- Signed up for City of Hobbs float in annual Veterans Day parade
- Participated in Veterans Day parade
- Veterans Memorial hand-out used at legislative request meeting
- On-air radio interview covering Large Item Pickup
- Hobbs Chamber of Commerce Holiday Tournament ad for the City of Hobbs
- Hobbs Chamber of Commerce Holiday Tournament ad for Hobbs Fire Department
- State of the City planning
- Participated in the creation of several publications
- NM True Google Workshop on November 18<sup>th</sup>



## COMMUNICATIONS DEPARTMENT

### Monthly Report

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- United Way Allocations Committee on November 12<sup>th</sup> and 13<sup>th</sup>
- Assigned community service participants
- Attended several webinars
- New Employee Reception
- “MVD Mondays” on COH Instagram and Facebook
- Numerous notices for different departments and locations
- Coordinated photo shoots with photographer for new employees
- Ordered promotional items
- 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

### Livestreamed City Commission Meetings

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	100.0%	74	64
Live Viewers	0%	0	0
Total	100%	74	64

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

## Total Type of Construction

for period ending November 01, 2019-November 30, 2019

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b>Commercial</b>				
COMM MECHANICAL	C	6	9,000.00	622.50
COMM PLUMBING	C	10	15,000.00	635.00
COMMERCIAL ADDITION	C	1	10,000.00	216.00
COMMERCIAL ELECTRICAL	C	7	10,500.00	391.00
COMMERCIAL REMODEL	C	4	1,168,862.00	2,606.65
COMMERCIAL SIGN	C	2	2,200.00	45.00
COMMERCIAL TOWERS	C	1	90,000.00	384.00
		<b><u>31</u></b>	<b><u>1,305,562.00</u></b>	<b><u>4,900.15</u></b>
<b>Residential</b>				
PERMITS RENEWED	R	2	53,100.00	190.00
RES MECHANICAL	R	26	39,000.00	1,760.00
RES PLUMBING	R	30	45,000.00	1,614.00
RES SEWER TAP & EXCAVATION	R	1	1,500.00	290.00
RESIDENTIAL ADDITION	R	2	90,200.00	440.00
RESIDENTIAL CARPORT	R	2	28,000.00	210.00
RESIDENTIAL DEMOLITION	R	1	2,000.00	20.00
RESIDENTIAL DRIVEWAY	R	3	27,400.00	60.00
RESIDENTIAL ELECTRICAL	R	56	84,000.00	4,509.00
RESIDENTIAL FENCE	R	3	4,500.00	30.00
RESIDENTIAL MANUFACTURED HOME	R	3	239,350.00	180.00
RESIDENTIAL RAMPS	R	1	300.00	20.00
RESIDENTIAL REMODEL	R	11	57,180.00	480.00
RESIDENTIAL RE-ROOF	R	4	30,561.00	300.00
RESIDENTIAL SINGLE FAMILY	R	10	2,042,642.00	4,700.00
RESIDENTIAL STORAGE	R	1	8,000.00	60.00
RESIDENTIAL SWIMMING POOL	R	1	65,000.00	250.00
		<b><u>157</u></b>	<b><u>2,817,733.00</u></b>	<b><u>15,113.00</u></b>
		<b><u>188</u></b>	<b><u>4,123,295.00</u></b>	<b><u>20,013.15</u></b>

CODE ENFORCEMENT NUMBERS FOR NOVEMBER 2019

CODE WARNINGS	308
CODE CITATIONS	19
CODE COMPLAINTS	281
ANIMAL WARNINGS	216
ANIMAL CITATIONS	13
ANIMAL COMPLAINTS	331
VEHICLES TOWED/PD	2

NOVEMBER /19 Hobbs Animal Adoption Center Report

	Sep-19		Oct-19		19-Nov	
	(Cats	Dogs	Cats	Dogs	Cats	Dogs
<b>Intakes:</b>						
Dead on Arrival	16	20	24	14	11	14
Stray	139	210	133	187	65	179
Transfer	2			1		
Unwanted	38	36	64	46	35	65
Low Cost	31	33	57	43	19	9
Quarantine		4		7		9
<b>Total</b>	<b>226</b>	<b>303</b>	<b>278</b>	<b>298</b>	<b>130</b>	<b>276</b>
<b>Disposition:</b>						
Adopted	63	73	79	67	53	64
Died at Facility	12	7	18	3	7	9
Dead on Arrival	15	14	17	11	11	6
Escape trap			1	1		
Euthanized	40	26	53	55	28	37
Rescued	123	90	59	89	18	108
Return Owner	1	75	1	51		63
Low Cost	31	33	57	44	19	9
<b>Total</b>	<b>285</b>	<b>318</b>	<b>285</b>	<b>321</b>	<b>136</b>	<b>296</b>

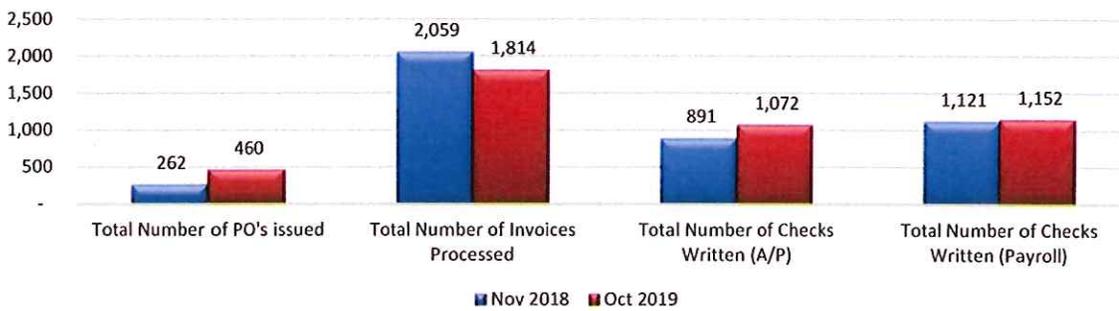
**Monthly Measurement  
Finance Department  
Fiscal Year 2020**

Cash Statistics	Nov 2018	Nov 2019
Beginning Cash Balance	\$ 105,353,104	131,669,386
Monthly Cash In (Revenue - all funds)	\$ 9,339,297	12,077,206
Monthly Cash Out (Expenditures - all funds)	\$ 7,524,676	9,547,206
Ending Cash Balance	\$ 107,167,724	153,293,798

**Finance Transaction Statistics**

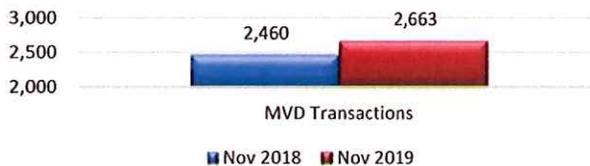
	Nov 2018	Nov 2019		
Total Number of PO's issued	262	262	daily average	25.56
Total Number of Invoices Processed	2,059	1612	daily average	100.78
Total Number of Checks Written (A/P)	891	809	weekly average	268.00
Total Number of Checks Written (Payroll)	1,121	1155	bi-weekly average	576.00

**Financial Transaction Averages**



MVD Statistics	Nov 2018	Nov 2019		
MVD Transactions	2,460	2,663	daily average	147.94
MVD Fees Received	\$ 418,460	\$ 538,119	daily average	\$ 29,895.50

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

November 2019

## ALARMS

Alarms (City)	63
Alarms (County)	52
Total Alarms	115

## ZONES

Zone 1 (NW City) 24	Zone 5 (NW County) 2
Zone 2 (NE City) 14	Zone 6 (NE County) 20
Zone 3 (SE City) 21	Zone 7 (SE County) 5
Zone 4 (SW City) 4	Zone 8 (SW County) 15
Out of District 10	

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:54
Station 2	1:20
Station 3	1:08
Station 4	0:39
<b>Average</b>	<b>1:00</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:25
Station 2	5:11
Station 3	4:28
Station 4	4:02
<b>Average</b>	<b>4:31</b>

## PREVENTION PROGRAMS

Fire Investigations	4
Fire/Safety Inspections	58 (52 inspections, 6 re-inspections)
Smoke Detectors Installed	3
Plan Reviews	4
Burn Permits Issued	8

## FIRE RESPONSE BY STATION

Station 1	42
Station 2	31
Station 3	32
Station 4	10

## MOST COMMON DAY/TIME

Tuesday: 12:00 – 12:59

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 1

## FALSE ALARM RESPONSE

False Alarms - 22

## TRAINING HOURS

Fire Training	369
EMS Training	54

# EMERGENCY MEDICAL SERVICES

November 2019

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## EMS RUN BREAKDOWN

City Response	569
County Response	43
Total Responses	612

## ZONES

Zone 1 (NW City)	261	Zone 5 (NW County)	8
Zone 2 (NE City)	92	Zone 6 (NE County)	23
Zone 3 (SE City)	118	Zone 7 (SE County)	6
Zone 4 (SW City)	98	Zone 8 (SW County)	6

## AVERAGE RUN TIMES (in minutes)

Enroute:	1:50
At Scene:	4:43
To Destination:	25:50
Back in Service:	35:52

## MOST COMMON DAY/TIME

Friday – 105 calls for service  
  
Friday – 22 calls from 1500 – 1759 hours

## MOST COMMON COMPLAINT

Transfer/Interfacility/Palliative Care - 52

## OUT OF TOWN TRANSFERS

Lubbock	29
Midland	4
Odessa	3
Roswell	14
Carlsbad	6

## CARDIAC ARREST RESPONSES

Cardiac Arrest	8
ROSC	2

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected	\$161,538.62
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## Highlights for the month of November

- 3 warnings given for illegal tanker parking
- 2 personnel attended “Managing Disciplinary Issues” class in Oklahoma City presented by Curt Varone
- Hiring test held with 2 applicants recommended for hire
- Conducted presentation in Lovington, NM for state elected officials; ICIP projects, including Aerial Pumper and Ambulance

**November - 2019**  
**General Services - Garage**

In November 2019 The City Garage had a total of 223 Repair Orders/Invoices. Of the 223 R.O./Invoices, 158 were repaired in the house and 65 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 37,456.73 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of 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	1	0.00	68.00	0.00	0.00	68.00
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	3	0.00	136.00	139.50	0.00	275.50
Filters	5	11.42	34.00	138.70	0.00	184.12
Service Calls	30	772.00	3,162.00	0.00	0.00	3,934.00
Miscellaneous Maintenance	75	328.01	3,196.00	6,992.74	3,911.00	14,427.75
Brakes	4	896.13	408.00	0.00	0.00	1,304.13
Steering/Suspension	2	0.00	34.00	0.00	0.00	34.00
Tires	31	2,340.00	1,292.00	1,327.48	402.00	5,361.48
Whls/Hubs/Brgs	1	0.00	0.00	32.85	0.00	32.85
Transmission	4	127.00	102.00	225.17	320.00	774.17
Charging	13	459.85	408.00	1,617.53	619.00	3,104.38
Lighting	8	50.90	204.00	42.09	540.00	836.99
Preventive Maintenance	28	1,494.07	1,190.00	741.79	0.00	3,425.86
Cooling	4	69.95	442.00	0.00	0.00	511.95
Fuel System	0	0.00	0.00	0.00	0.00	0.00
Engine	4	0.00	298.00	0.00	0.00	298.00
Safety Recalls	5	0.00	0.00	0.00	0.00	0.00
Accident Repair	3	0.00	0.00	2,356.55	527.00	2,883.55
Warranty	2	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>223</b>	<b>6,549.33</b>	<b>10,974.00</b>	<b>13,614.40</b>	<b>6,319.00</b>	<b>37,456.73</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
City Garage Staff	158	6,549.33	10,974.00	17,523.33
Vendor	65	13,614.40	6,319.00	19,933.40

# November 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
302 Hrs.	Street Sweeping
86 Hrs.	Building Brooms
306 Hrs.	Cold Mix Patching
40 Hrs.	Alley Complaints
306 hrs.	Storm Sewers & Inlets
16 Hrs.	Equipment Maintenance
72 Hrs.	Hot asphalt recycling coating
16 hrs.	Maintenance
49 Hrs.	Working in the Welding Shop
11 Hrs.	Stocking Material
90 Hrs.,	Meetings
16 Hrs.	Work for Garage
179 Hrs.	Work for Cemetery
8 Hrs.	HAULED TRASH OFF

The total amounts of material hauled or used:

Quantity	Material
268 yds.	Sweepings
234 yds.	Alley material
10.25 yds.	Cold Mix Used
678 yds.	Recycling Material
3200 Gal.	Brine
486 yds.	Trash Hauled
6 yds.	Hot Mix Used

Calls responded to:

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

# November 2019 General Services – Building Maintenance

## Work performed by City Carpenters

1	Installed new door closer
3	Painted Furniture
13	Door lock repaired
4	Built new Furniture
1	Installed New Door
6	Repaired Dog Kennels
8	Repaired Cabinet Doors
18	Work Orders

## Location of work performed

12	City Hall
2	Pro Shop
2	Police Department
21	Senior Center
1	Station #3
3	McAdams Restroom
1	Humble Restroom
1	C.O.R.E.
2	Annex
6	Teen Center
2	Animal Adoption
1	D.A. Building
2	McAdams Restroom
1	Waste Water
1	Praire Haven
6	Teen Center
2	Parks Maintenance Building

Break down of work performed by the Electricians

9	Light repairs
1	AC repairs
15	Heater repairs
38	General electrical work
11	CORE work
1	Nonelectrical work

Location of work performed.

10	CORE
2	Library
2	City hall
0	Annex
1	PD
1	Fire stations
0	DA building
0	MVD
4	Rockwind
1	Water wells
15	Parks
1	Senior center
1	Teen center
4	Garage
3	AAC
0	Streets
1	Utilities
1	State police
0	Municipal Court



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

<b>Recruitment:</b>	November 2018	November 2019
• Applications Received/Reviewed	196	308
• New Hires	11	10
• Transfers/Promotions	3	10
• Re-Hires	7	0

<b>Personnel Actions:</b>	November 2018	November 2019
• Performance Reviews	27	14
• Retirements	0	0
• Terminations	13	36
• Other(certs, shift moves)	4	1

**New Position Postings in November:**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| • CORE Attendant              | • Golf Course Lead Worker         |
| • Fitness Lead Specialist     | • Golf Course Maintenance Worker  |
| • Guest Services Coordinator  | • McAdams Park Maintenance Worker |
| • Sports Lead Specialist      | • Journeyman Plumber              |
| • GIS Manager                 | • Utility Customer Representative |
| • Assistant Golf Professional |                                   |
| • WW Control Operator         |                                   |

**Team Involvement:**

- Open Enrollment Sessions continued
- Nicholas, Tracy and Nyssa attended a Worker's Compensation workshop at NMJC
- Tracy attended Maddox Leadership Training
- HR participated in the Christmas Luncheon planning for employee
- Staff participated in a Job Fair at the Event Center

## 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 Nov. 2019

- 157 Request for service
- 133 Request completed
- 14 Email related
- 24 hardware related
- 18 network related
- 7 password resets
- 7 phone related
- 5 project related
- 28 software related
- 20 User Setup
- 33 Web page related

### Special accomplishments:

- Replaced and configured 14 computers including 6 laptops for the Fire Dept.
- Assist in setting up Skype interviews.
- Installed replacement credit card machines at several locations.
- Completed fiber optic run between Senior Center and meal site for phone/computer/wi-fi.



**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**

November 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 November 2019, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (11/4 and 11/18)
- ❖ Cemetery Board – Efren Cortez (11/13)
- ❖ Community Affairs Board – Valerie Chacon (11/12)
- ❖ Library Board – Valerie Chacon (11/5)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – (11/19)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	4
❖ Agenda Items drafted	1
❖ Resolutions Drafted	2

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 November by the City Attorney's Office were:

❖ Procurement Review	8
❖ Contract Review	16

**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, Kathy Lord, 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 November 2019, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	2
❖ Probation Violations:	8
❖ Pretrials (Pro Se):	125
❖ Pretrials (Attorney):	24
❖ Trials:	67
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	1
❖ Appeals in District Court	0
❖ Competency Matters	0
❖ Pleadings	9

❖ Civil Depositions	0
❖ Civil Mediations	1
❖ Arbitrations	0
❖ Demand Letters	3
❖ Misc. Hearings	0
❖ Trainings	3
❖ Witness Interviews	3
❖ Subpoenas	43
❖ Witness Lists	14
❖ Discovery Submissions	9
❖ Letters/Correspondence	2

**Areas of Notoriety:**

- ❖ The City Attorney's Office recently added Legal Assistant, Georgia Cherney, to the team.
- ❖ The City Attorney's Office assisted the Charter Review Commission in the charter review during two public meetings on November 7, 2019, and November 19, 2019.
- ❖ Deputy City Attorney, Erik Scramlin, successfully assisted in renewing the Governmental Liquor License at Rockwind Community Links.
- ❖ Assistant City Attorney, Valerie S. Chacon, participated in Career Day hosted by the Hobbs Municipal Schools.

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

**November, 2019**

**Hobbs Public Library**

**CIRCULATION:** 7,174

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,648
Audio Books & Music	238
DVDs	2,970
E-Books/E-Audio (OverDrive & Gale)	318

**CIRCULATION BY PATRON TYPE:**

Adult	5,035
Juvenile	525
Senior Citizen	1,097
Used in Library	517

*Total Children's Items Circulated* 2,024

*Total Adult Items Circulated* 5,150

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	8	38
ELIN Loans	16	13

Patron Visits 2431

Overdue Notices Sent 356

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	14
Attendance	375
Meeting Room Use	23
Board Games	7

Web Site Usage 4731

HPL Database Usage 1166

Reference Questions 301

Public Computer Use 639

**PATRON PROFILES:**

Adult	22,744
Juvenile (Under 18 Years)	4,287
Senior Citizens (62+ Years)	4,343
Temp ELIN	2,204
<b>Total Active Borrowers</b>	<b>33,578</b>

**RECEIPTS:**

Materials Paid For \$168.69

Fines & Fees \$466.70

Copy Machine & Public Printouts \$297.55

**Total** **\$932.94**

Library Patrons Added This Month 46

Computer Patrons Added This Month 63

**ITEMS ADDED:**

Total Items Added	648
Items Weeded	445

**HOLDINGS:**

Total Library Holdings 149,179

City Manager's Report  
November 2019  
Municipal Court

We want to welcome and Congratulate our newly appointed Acting Judge Brian Belyeu. Judge Brian Belyeu was appointed and designated by the Municipal Court Judge on November 5, 2019. The Acting Judge Brian Belyeu will serve in the absence or incapacity of the Municipal Court Judge Bobby Arther.

Monthly Cases:

Traffic Citations	825
Misdemeanor Citations	61
Environmental Citations	66
Fire Code Violations	0
AGG. DWI	5
DWI – 1 <sup>ST</sup>	1
DWI – 2 <sup>nd</sup>	<u>1</u>
Total	959

Courtroom Activity:

Video Arraignments (Jail)	104
Court Appearances – A.M.	65
Court Appearances- P.M.	146
Pretrial Court Appearances – A.M.	32
Pretrial Court Appearances – P.M.	26
Attorney Pretrials	9
Trial Cases	<u>15</u>
Total	397

Other Activity:

Summons issued	1131
Warrants issued	<u>823</u>
Total	1954

Fines/Fees Assessed:

Fines	\$115,055
Penalty Assessment Fee	5,220
Automation Fee	3,810
Judicial Education Fee	1,905
Correction Fee	12,760
DWI Prevention Fee	525
DWI Lab Fee	510
Copies/Misc. Fee	<u>0</u>
Total	\$139,785

Fines/Fees Collected:

Fines	\$39,001
Penalty Assessment Fee	4,561
Automation Fee	3,557
Judicial Education Fee	1,781
Correction Fee	11,878
DWI Prevention Fee	764
DWI Lab Fee	629
Copies/Misc. Fee	0
Restitution	<u>0.00</u>
Total	\$62,171

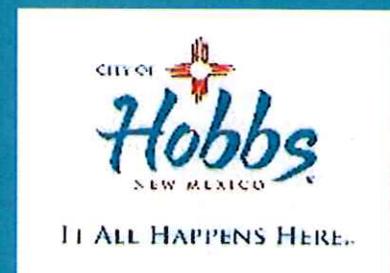
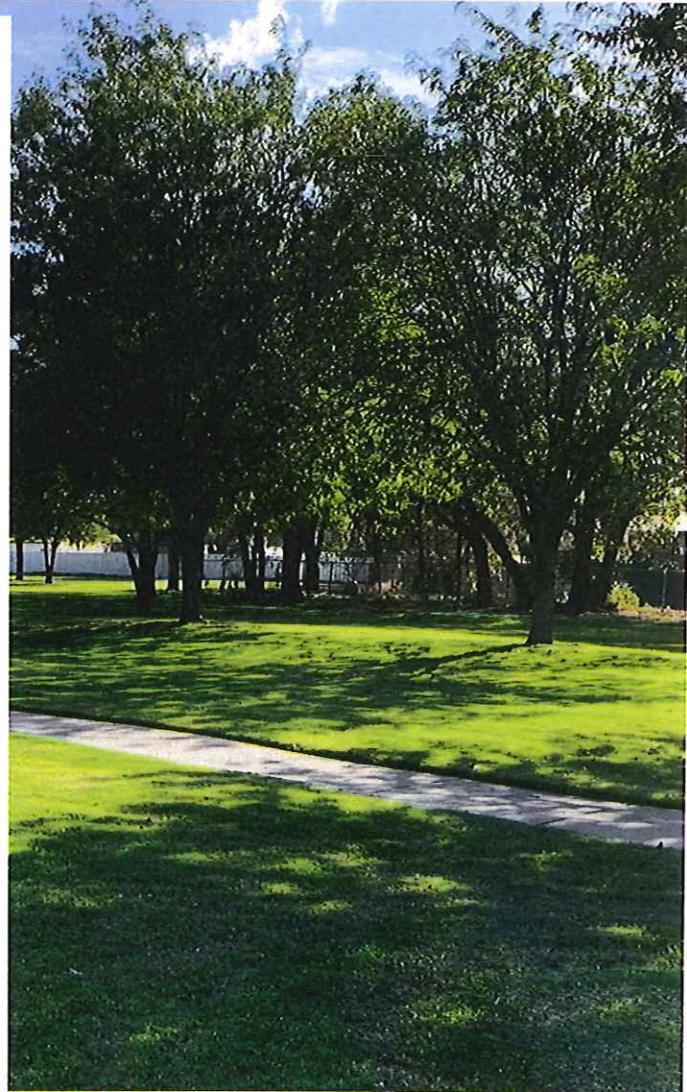
## City Manager – November Report

# 2019

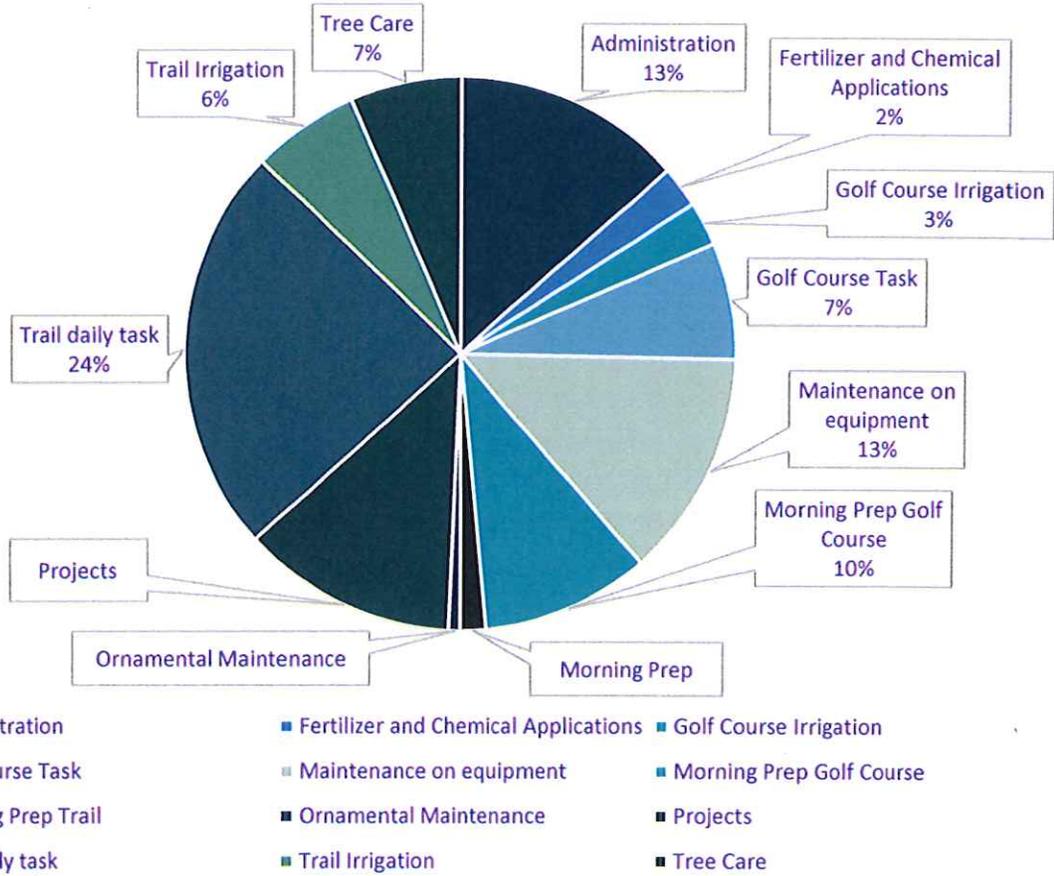
1. Holiday decorations have been put out throughout the city and look amazing!
2. Parks installing a Hoot-Board in their breakroom to enhance communications/events
3. Cemetery is back to full staff by filling two vacancies
4. Cemetery had 13 interments this month
5. Total of 168 games were played at our sports fields this month
6. Crew continuing to clean up rights of ways
7. Removed 138 trees along Healthwalk that died, we will replant in spring
8. Golf course staff filled 2200 luminarias with sand for Cemetery Holiday Ceremony
9. Staff are repairing and rebuilding (if needed) equipment to prepare for next spring and summer activities
10. Collected information required for equipment and supplies that we are sending to auction or disposal

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



## Percent of Total Hours Worked at Golf & Trail



Group Labor By Date (Hours Only)	
Group Name	Hours
Administration	237.67
Fertilizer and Chemical Applications	42.4
Golf Course Irrigation	45.5
Golf Course Task	120
Maintenance on equipment	233.5
Morning Prep Golf Course	173.5
Morning Prep Trail	27.5
Ornamental Maintenance	12
Projects	223
Rough	3
Daily task	424
Trail Irrigation	110
Tree Care	116
<b>TOTAL</b>	<b>1,811.17</b>



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 - November 2019**

**Divisions**

CORE  
Older Americans  
Recreation  
Rockwind Clubhouse  
Teen Center

**CORE**

The CORE generated a total of \$122,683 in November, primarily from memberships and facility rentals. There were 43 rental events and booked additional rentals that will as far out as 2020. The November revenue related to facility rentals totaled \$6,678. Typically the end of the year shows an overall decrease of participation in our group fitness programs, tournaments, lessons, and events. The Welcome Desk remained very busy as well, welcoming on average 678 check-ins per day with a total attendance for the month of, 20,341. The CORE looks forward to the “New Year, New Me” event that will start in January 2020.

Revenue & Participation

Description	November 1 to November 30
<b>Fitness Unlimited</b>	148
<b>Day Passes Sold</b>	1,137
<b>Week Passes Sold</b>	8
<b>Month Passes Sold</b>	64
<b>Annual Membership Attendance</b>	1,564
<b>Monthly Membership Attendance</b>	15,810
<b>Swim Lessons - Sessions</b>	16
<b>kidWATCH</b>	982
<b>kidFIT</b>	402
<b>Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)</b>	190
<b>Special Events (ie: Easter Egg Dive, Spooktacular, etc.)</b>	-
<b>Total Participants &amp; Visits</b>	20,341
<b>Revenue</b>	122,683.16

## Summary Visits, Tours & Rentals

Description	November 1 to November 30
Member Visits	17,374
Classes	Approximately 338 Participants
Tour Participant	57
Private Rentals	43 Facility Rentals for November 1 to November 30 with \$6,678 in revenue including deposits for future events through April 2020 as of 12/03/19
<b>Rentals Count</b>	<b>43</b>

## Monthly Membership Re-cap

New Memberships	
Month End:	Nov-19
Memberships Sold in Month	188
Membership Counts	
Month Ending:	Nov-19
Family Memberships	1356
Individual Memberships	300
<b>Total Memberships</b>	<b>1,656</b>
<b>Total Individual Members</b>	<b>7,285</b>

- There were 188 new memberships in November, making a total of 1656 Active Memberships.
- There are currently 7285 Active Members who have either a recurring monthly membership or an annual membership.

### Older Americans

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

#### Meals:

November 2019 Congregate Meals Served	1,505	<b>Meal Donations Received:</b> \$1,975.89
November 2019 Home Delivered Meals Served	1,922	\$1,992.85
	3,427	\$3,968.74

**Duplicate Recreation Activities:** 824

**Duplicate Exercise Activities:** 407

**Assessments/Reassessments:** 70

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, and any holiday celebration. The Artful Hands program began on May 1, and will continue every Wednesday from 9:00am - 3:00pm. Seniors can work on several different arts and craft projects all month long.

**Transportation:** 340  
 Meal Program Transportation 298  
 Other Transportation: 42

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 should be started in the Lounge Kitchen and Main Offices in December. Fixtures and flooring are being ordered to begin the Meal Site bathroom remodels.

**Other:** 28 seniors went for a day trip to Lubbock on November 23 for some Christmas Shopping. Red, white, and blue cupcakes were handed out for Veteran's Day on November 8. A total of 124 seniors attended the Thanksgiving Luncheon on November 22. Seniors are signing up for the annual Christmas light tour on December 17 and 18.

**Recreation**

Recreation

- The Parks and Recreation Department participated in the annual 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.

Seasonal Aquatics

- Seasonal maintenance continues with offseason projects.
- Renovation projects to the Heizer and Humble Pools as well as Washington Splash were discussed with staff from both the Parks and Open Spaces and Utilities Departments.

**Rockwind Club House**

Date Between 11/1/2019 & 11/30/2019

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	66	\$666.42	\$0.00	\$666.42	\$0.00	\$33.58	\$700.00
Driving Range	31430	183	\$904.69	\$0.00	\$904.69	\$0.00	\$45.81	\$950.50
Golf Cart Rental Fees	31431	682	\$9,457.46	\$0.00	\$9,457.46	\$0.00	\$477.06	\$9,934.52
Green Fees		991	\$8,622.72	\$0.00	\$8,622.72	\$0.00	\$439.76	\$9,062.48
Hard Goods Sales	31410	157	\$11,495.48	(\$66.26)	\$11,429.22	\$8,439.68	\$571.55	\$12,000.77
Membership Fees	31420	1	\$571.42	\$0.00	\$571.42	\$0.00	\$28.58	\$600.00
Soft Goods Sales	31401	152	\$2,585.20	\$0.00	\$2,585.20	\$1,464.61	\$129.47	\$2,714.67
Food & Beverage	31441	56	\$90.56	(\$5.21)	\$85.35	\$23.04	\$4.65	\$90.00
<b>Totals for Revenue</b>		<b>2288</b>	<b>\$34,393.95</b>	<b>(\$71.47)</b>	<b>\$34,322.48</b>	<b>\$9,927.33</b>	<b>\$1,730.46</b>	<b>\$36,052.94</b>
<b>Grand Total:</b>		<b>2288</b>	<b>\$34,393.95</b>	<b>(\$71.47)</b>	<b>\$34,322.48</b>	<b>\$9,927.33</b>	<b>\$1,730.46</b>	<b>\$36,052.94</b>

<u>KEY PERFORMANCE INDICATORS</u>	<u>Nov. 2019</u>
Total Pre-Tax Revenue	\$34,322.48
Total Rounds	991
Avg Green Fee plus Cart Fee per Round	\$18.24
Total Merchandise Sales	\$14,080
Merchandise Sales Per Round	\$14.21
F&B Sales Per Round	\$ 0.09
COGS Hard Goods	74%
COGS Soft Goods	57%
COGS F&B	25%
Rounds w/Carts	69%
Total Revenue per Round	\$34.71

**NOTES & PROJECTIONS:**

November was extremely slow for rounds of golf primarily due to weather and holidays.

Demo day proved to be succesful with hard goods sales of approx \$8K from the fitting sessions.

Meeting with coaches from the respective schools as well other groups to develop the 2020 Tournament Schedule

Yamaha has completed the work for installing tow hitches on the golf cars and complete repairs

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	22
Sum for EZLinks Prepaid	22
Player's Pass Senior	1
Player's Pass 18 Walk	192
Summary Player's Pass	193
Lil Rock Adult Resident	84
Lil Rock Adult Non-Res	2
Lil Rock Jr. CompwAdult	8
Lil Rock Junior Resident	0
Lil Rock Junior Non Res	0
Lil Rock Replay	0
Lil Rock Player's Pass	1
Lil Rock Team Comp	1
FootGolf Adult	0
FootGolf Jr Comp	0
Summary for Par 3	96
Public 18	53
Public 9	2
Public Junior	0
Public Senior	17
Public Twilight	0
Public Replay	0
Employees	12
Yth on Crse	0
PGA/GCSAA COMP	2
Summary for Public	86
Punch Pass	14
Summary for Punch Pass	14
Rain Check	3
Sum for Rain Check	3
Resident 18	274
Resident Junior	3
Resident Senior 18	128
Leag Fee	9
Complimentary Round	7
Resident Twilight	38
Team Praclce Round	39
Resident 9	57
Marshal/Team Fee	16
Resident Replay	6
Summary for Resident	577
Tournament Fees	0
Summary Tournament Public	991
Grand Total:	991

### Teen Center

- The Teen Center added one new staff member who filled a Teen Rec Worker position that was a budgeted position.
- Updates to the Teen Center facility continue with the addition of new wall mats and gym divider curtain.
- The Teen Center hosted its 19th Annual Thanksgiving meal for teens and their families with over 100 in attendance.



# HOBBS POLICE DEPARTMENT



300 N. TURNER HOBBS, NM 88240 (575) 397-9265 FAX (575) 397-3867  
[www.hobbspd.com](http://www.hobbspd.com)

**John Ortolano**  
 Chief of Police

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
<b>November 2018/2019</b>	RPTS	RPTS	2018/2019	Date	Date	
	2018	2019		2018	2019	
REPORTED CRIMES	480	485	1%	5,483	4865	-11%
CALLS FOR SERVICE	3,751	3,511	-6%	43,720	44,939	3%
ARRESTS	286	311	9%	3,949	3207	-19%
MURDER	0	0	0%	3	7	133%
RAPE	3	2	-33%	46	37	-20%
ROBBERY	2	3	50%	23	24	4%
ASSAULTS AND BATTERY	107	67	-37%	1109	988	-11%
BURGLARY	55	59	7%	417	383	-8%
LARCENY	38	57	50%	458	501	9%
SHOPLIFTING	56	49	-13%	450	420	-7%
AUTO THEFT	19	30	58%	151	182	21%
ARSON	0	1	100%	4	4	0%
FORGERY	2	1	-50%	34	8	-76%
FRAUD	6	9	50%	89	78	-12%
EMBEZZLEMENT	8	3	-63%	40	34	-15%
REC. STOLEN PROPERTY	3	1	0%	18	15	-17%
VANDALISM	50	60	20%	523	512	-2%
WEAPONS OFFENSES	4	3	-25%	50	37	-26%
DOMESTIC VIOLENCE	43	35	-19%	528	435	-18%
ASSAULTS/BATTERY ON PO	9	3	-67%	105	65	-38%
SHOOTING AT/FM MV OR DWELLING	7	1	-86%	40	32	-20%
CITATIONS ISSUED	544	1,272	134%	8,418	10,695	27%
DWI	8	12	50%	103	146	42%
TRAFFIC CRASHES	121	125	3%	1082	1233	14%

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons November 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons November 2019</u>	
Residential	11,166	73,934,543	11,396	88,305,876	
Commercial	1,794	50,158,579	1,811	55,849,235	
City Accounts	216	5,922,474	215	9,801,230	
School Accounts	74	2,557,527	57	7,376,108	
Irrigation	249	5,082,439	251	7,276,205	
Effluent Water	3	1,033,000	4	6,231,079	
	<b>13,502</b>	<b>138,688,562</b>	<b>13,734</b>	<b>174,839,733</b>	

## DISCONNECTIONS FOR NON PAYMENT

November 2018	291
November 2019	280

LABORATORY	November 2018	November 2019
Total Drinking Water Tests	46	51
Total Wastewater Tests	660	566
Liquid Waste Received (gallons)	222,123	559,761

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	93.931	92.211
Effluent (Million Gallons)	91.445	89.220
Solids Removed (Dry Pounds)	**0	**39007

\*\* small amount of solids due to thin feed from new digesters

\*\* Due to solids handling equipment out of service for repairs.

## 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 OCTOBER 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	40
Meter box replacement	15
Meter stop / valve replacement	30
Meter leaks	50
Meter change out 3/4"	30
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	50
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	Qty. 12 - 200 Feet
Service lateral replacement	Qty. 10 - 155 Feet
Low water pressure investigation	0
Water quality investigations	5
Main line leaks/repair	4
Main line replacement (feet)	20
New main line installed (feet)	0
Valve maintenance	60
Valve new install/replacement	5
Fire hydrant maintenance	25
Fire hydrant repair/replacement	10
Fire hydrant meter maintenance	5
Fire hydrant meter set	6
New fire hydrant installed	2
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,250,000 gallons
Miscellaneous afterhour calls	8

WORK DESCRIPTION	QUANTITY
Manhole maintenance	42
Manholes cleaned	52
Sewer main line cleaned	11,362 feet
Sewer stoppages	32
Sewer main line video inspections	0
Odor complaints	0
Sewer pre-treatment additives	15 gallons
Property damage from sewer	0

Sewer main line repair/replacement	3
New sewer main line installation	10 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	22
Emergency call out (from 5:00 pm to 7:00 am)	10

<b>UTILITIES MONTHLY PLUMBER REPORT NOVEMBER 2019</b>	<b>QUANTITY</b>
Sewer stoppages	6
Odor complaints	2
Water leaks	12
Pool maintenance	25
Gas leaks	4
Emergency call outs (from 5:00 pm to 7:00 am)	1
Core	16