



CITY MANAGER'S MONTHLY REPORT  
AUGUST, 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

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director Ron Roberts  
Assistant I.T. Director Christa Belyeu

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LEGAL DEPARTMENT**

City Attorney Efren Cortez  
Deputy City Attorney Erik Scramlin  
Assistant City Attorney Valerie Chacon

**CITY ENGINEER**

City Engineer  
Planning

Todd Randall  
Kevin Robinson

**LIBRARY SERVICES**

Library Director Sandy Farrell

**COMMUNICATIONS DEPT.**

Communications Director Meghan Mooney  
Conv. & Visitors Bureau Tanya Sanchez

**MUNICIPAL COURT**

Municipal Judge Benjamin Harrison  
Municipal Court Clerk Shannon Arguello

**COMMUNITY SERVICES DEPT.**

Community Svcs. Dir. Raymond Bonilla  
Building Official Ben Maynes  
Code Enforcement Art DeLaCruz  
Animal Adoption Center Missy Funk

**PARKS & OPEN SPACES DEPT.**

POSD Director Bryan Wagner  
Cemetery Monica Mendoza  
Golf Course/Trail Matt Hughes  
Parks Wade Whitehead  
Sports Fields Dusty Corley

**FINANCE DEPARTMENT**

Finance Director Toby Spears  
Assistant Finance Director Deborah Corral  
Motor Vehicle Dept. Irene De La Cruz

**PARKS & RECREATION DEPT.**

Parks & Recreation Director Doug McDaniel  
CORE Lyndsey Henderson  
Golf Course/PGA Prof. Steve Schoch  
Recreation Michal Hughes  
Senior Center Angela Courter

**FIRE DEPARTMENT**

Fire Chief Manny Gomez  
Deputy Fire Chief Barry Young

**POLICE DEPARTMENT**

Police Chief John Ortolano  
Deputy Police Chief Brian Dunlap

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director Shelia Baker  
Building Maintenance Tommy Trevino  
Electrician Shawn Smith  
Garage Matt Berry  
Streets Anthony Maldonado

**UTILITIES DEPARTMENT**

Utilities Director Tim Woomer  
WWRF Supt. Bill Griffin  
WWRF Maint. Supt. Todd Ray  
Utilities Admin. Kaylyn Lewis

**HUMAN RESOURCES DEPT.**

H. R. Director Nicholas Goulet  
Assistant H.R. Director Tracy South

## RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

August 2019

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

Participated in 4 conference calls with Travelers Inc./assigned attorneys to review ongoing claims.

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

Reviewed 18 Incident Reports from various city departments, associated police reports and video footage.

Reviewed and established 6 property damage claims on behalf of the City of Hobbs

Received and reviewed 2 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Processed 2 Notary bond applications.

Scheduled 42 meetings for the Mayor and City Manager.

Reviewed and approved 3 Alcohol & Gaming Permit Applications.

Scheduled 13 meetings in staff meeting room.

Review and approve payroll timesheets.

Attended commission meetings on August 5 and 19..

Attended NMPRA State Conference on July 21.

Review, approve and post 2 Advisory Board agendas.

Received and assisted over 90 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on August 6, 13, 20 and 26, 2019.

Served as Acting City Manager August 27-29, 2019.



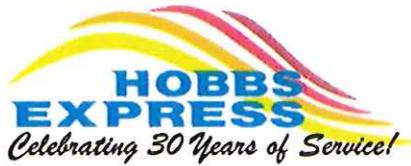
JAN FLETCHER, CMC  
City Clerk

**OFFICE OF THE CITY CLERK**

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

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

Business Registrations – New	15
Business Registrations - Renewals	15
<b>Total Business Registration Activity for Month</b>	<b>30</b>
<b>Total Active Business Registrations as of 8/31/19</b>	<b>1,913</b>
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	0
Mobile Business Licenses	2
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	1
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	61
Public Documents Notarized	211
Public Records Requests	30
Regular City Commission Meetings 8/5/19 and 8/19/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum	0
Resolutions and Ordinances Attested	13
Other Items Approved	4
Total Number of Transactions on Tyler Cashiering	333
Total Amount	\$630,112.37



# Hobbs Express

Monthly Report - AUGUST 2019

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	Jul-19	Aug-19
No. of Elderly Passengers	748	746
No. of Non-Ambulatory Passengers	233	253
No. of Disabled Passengers	250	290
No. of Other Trips	2339	3786
<b>Total Passenger Trips</b>	<b>3570</b>	<b>5075</b>

Bus Route Trips	3025	4503
Rapid Line Trips	251	233
<b>Total Bus Route Trips</b>	<b>3276</b>	<b>4736</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>294</b>	<b>339</b>
<b>Total Passenger Trips</b>	<b>3570</b>	<b>5075</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	Jul-19	Aug-19
Total Vehicle Hours	965	977.25
Total Vehicle Miles	13,479	14,299

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	Jul-19	Aug-19
Total Fares Collected	\$987.21	\$3,818.02



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

**Engineering Department**

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The Engineering Department provides technical support to internal Departments, the 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. In addition, the City provides this services both inside City Limits and the Greater Hobbs Areas (outside City Limits).

- Permanent Addresses:
  - Inside City Limits 7
  - Outside City Limits 6
- Temporary / Non-Habitable
  - Inside City Limits 1
  - Outside City Limits 0
- Total issued Addresses = 14

**TRAFFIC DIVISION**

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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.

Major Activity:

- **Traffic Signal Repair:** Marland & Turner / Northwest corner the traffic signal foundation, pole and mast arm were replaced due to damage that occurred in 2019.
  - Cost: \$40,000
- **School Zone Flashers:** 26 School Zone Flashers (13 school zone) and 2 Pedestrian Flashers reprogrammed for the 2019 / 2020 School Schedule
- **Coming Soon!** GIS Dept has assisted the Traffic Dept with the recent launch of ERSI – Survey 123 in order to provide geographical tracking of the Traffic Dept work order request, routine inspection and emergency call outs.

**GIS-MAPPING DIVISION:**

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The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories.

**Mobile Lidar:** On August 15 and 20 the GIS division received the data deliverable for the Mobile Lidar Project. The data has been added to the server and has been distributed out to our contractors for use in the Airport Utility Extension Project. 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)

**Citizen Hand Map:** The GIS division has maintained a Citizen Hand map for distribution to the public at several point within the city and at the local Chamber of Commerce. This map is used by the public in finding local points of interest, landmarks, and street names. The GIS division updated and had hardcopies of this map printed off for distribution in September.



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

**ArcGIS Enterprise Server (Update):** Both the Clerk’s Office and Water Office have been moved over to the new ArcGIS Enterprise Server through the portal website, allowing them to do address look-up using our in-house Geo-locator. This should relive some workload from the Engineering department and GIS division on looking up addresses that were not in the old online maps. Traffic Department has started used Survey123 (a component of the new ArcGIS Enterprise Server) to track work orders and completed tasks related to intersections. The Traffic department’s use of Survey123 is a pilot project for possible future expansion to other departments. Parks department’s new datasets have been constructed and moved to the ArcGIS Enterprise server. The GIS division will start phase one of the Park Maintenance Project in early September for roll out in October.

**Hobbs Base Station (Update):** New MiFi hotspots were ordered to replace the older MiFi hotspots that were having issues. This will allow the Engineering, GIS, and Utilities departments to still have access to high accuracy GPS while the NetR9 base station is still offline.

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

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

Development Agreements:

August - The City Commission approved:

- 2 Market Rate Single Family Infrastructure Reimbursement Incentives
- A Low to Moderate Affordable Grant Agreement – Habitat for Humanity
- 2 – Public Infrastructure Fair Share Development Agreements
- Discussed the 2021-2025 Infrastructure Capital Improvement Plan

Planning Board July Summary: The Planning Board in August reviewed and considered action on 5 items:

- Side yard setback variance @4917 Grey Ghost Road (Granted)
- Front yard setback variance @608 Sunset Circle (Conditionally Granted)
- Front yard setback variance @1806 Gila Drive (Conditionally Granted)
- Various Fence Height variance(s) @800 N. Jefferson (Granted)
- Approved subdivision of property located NW of the intersection of Byers and Selman



## COMMUNICATIONS DEPARTMENT

### Monthly Report

August 2019

Submitted September 13, 2019

#### GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Released Bond Homicide PR (did not create)
- Resignation of Judge Harrison PR
- Large Item Pickup Details and Schedule Reminders
- LCCA Receives \$1 Million Grant

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located in 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

- No Complete Count Committee meeting was held in August due to members' schedules and lack of availability
- Phone conference call with new Census Bureau regional coordinator – Steven Montano
  - Discussed his attendance at the next Committee meeting
- Communication with videographer concerning videos and commercials to promote and inform about the 2020 Census
  - Discussed his attendance at the next Committee meeting
- Hosted a booth at NMJC New Student Orientation for new and returning students August 16th
  - Promoted the 2020 Census with flyers and through direct communication with booth visitors
  - Distributed different giveaways from other departments
- Hosted a booth at USW New Student Orientation for new and returning students August 16th
  - Promoted the 2020 Census with flyers and through direct communication with booth visitors
  - Distributed different giveaways from other departments

#### 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

Hiring-Police Lifeguard Rockwind

City Rental Spaces Available

Station ID

Meghan City Rentals

Labor Day Ends

Move Under the Stars

Southwest Symphony Ends Sept. 7

Pool Schedules Ends Sept.2

Dog Days of Summer Ends Sept. 7

Watering Restriction Ends Sept. 15

CORE MIXDOWN fall adult leagues

CORE MIXDOWN youth leagues

PLAYHOUSE ENDS 09/15

Library Adult Program Ends May 11



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**August 2019**  
**Submitted September 13, 2019**

United way Campaign Ends Sept 28  
Coffee with Cops Generic No End

HPD Hiring 1 Ends Sept 22  
Do you know your commissioner?

**CONVENTION VISITORS BUREAU MAIN FOCUSES**

The Convention and Visitors Bureau monthly meeting with hoteliers scheduled for August 16<sup>th</sup> at 12 p.m., The rates and instructions on how to receive the rates shared with the event coordinators.

Listed Events:

- Hoteliers Meeting on August 16th
- Participated on Walk for Light Planning Committee
- New event: United Way Concert November 9<sup>th</sup>
- New event: Sun Tournament September 20-22
- Planning of the Tree Lighting Ceremony
- Working with New Mexico Tourism Department to list Hobbs and Lea County on their website
- Contacted New Mexico United professional soccer team about hosting clinics in Hobbs. Look at a future date in the spring.
- Working on TripAdvisor Agree
- Complied List for Hotels with all Events until end of year
- Conference call with Meltwater – August 30th

Other

- Complete planning of, hosted, and coordinated the Firefighter Combat Challenge on August 9<sup>th</sup> and 10<sup>th</sup>. Work includes:
  - Attended the event from beginning to end and arrived early for practices/warmups
  - Negotiated team and individual prizes with Tate Branch
  - Negotiated participant prizes with AT&T (vendor)
  - Reserving band
  - Booking beer garden
    - Assisted with vendor with the
  - Confirming the alcohol permit for the beer garden
  - Creating a site map for the event with Engineering's assistance
  - Booking food vendors
  - Booking Native Air and finding a safe landing, and take-off area for them
  - Confirming advertising through social media, radio, and television
  - Creation of commercial
  - Assigning the Mayor to an interview of the event
  - Director giving an interview of the event on
  - Assigning spots to vendor, band, stage placement, etc.



## COMMUNICATIONS DEPARTMENT

### Monthly Report

August 2019

Submitted September 13, 2019

- Facebook live videos and posts to the Facebook event page during the event as well as during the practice runs before the event
- Coordinating assignments with vendors
- Ensuring safety of the area of the event with assistance from Parks and Recreation and Fire Departments
- Assisting the FFCC Staff with the running of the event
- Closing out POs and submitting check requests with Dana Ankerholz of HFD
- Miscellaneous

#### EVENT PARTICIPATIONS

- CVB worked every day at the New Mexico Recreation and Parks State Conference
  - Monitored class sessions (CVB Coordinator and Director)
  - Attended key notes (CVB Coordinator and Director)
  - Stuffed bags for attendees
  - Assisted on Marketing/Lodging Committee (CVB Coordinator and Director)
  - Assisted at Golf Tournament/Welcome Social at night at Golf course (CVB-Coordinator)
  - Assisted Photographer during conference (CVB-Coordinator)
  - Helped with Registration Desk (CVB-Coordinator)
  - Coordinated and worked Silent Auction for the Event. (CVB-Coordinator)
  - Checked in/Set-up Vendors (CVB-Coordinator)
  - Clean up and tear down at end of conference
  - Coordinated Educational Session Feedback Forms (CVB-Coordinator)

#### MISCELLANEOUS ACTIONS

- Participated in the creation of several publications

#### 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	89.3%	250	611
Live Viewers	10.7%	30	757
Total	100%	280	1368

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

## City of Hobbs Building Division

### **Total Type of Construction**

*for period ending August 01, 2019-August 31, 2019*

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b>Commercial</b>				
COMM MECHANICAL	C	21	59,750.00	1,574.50
COMM PLUMBING	C	13	19,500.00	839.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	290.00
COMMERCIAL CANOPY	C	1	15,000.00	144.00
COMMERCIAL ELECTRICAL	C	15	22,500.00	1,075.00
COMMERCIAL FENCE	C	2	3,000.00	30.00
COMMERCIAL REMODEL	C	1	210,272.00	576.00
COMMERCIAL RE-ROOFING	C	1	8,000.00	60.00
COMMERCIAL SIGN	C	1	4,500.00	30.00
FIRE ALARM SYSTEM	C	1	1,500.00	50.00
NEW COMMERCIAL	C	4	1,538,000.00	3,336.00
		<u>61</u>	<u>1,883,522.00</u>	<u>8,005.00</u>
<b>Residential</b>				
RES MECHANICAL	R	37	55,500.00	2,625.00
RES PLUMBING	R	30	58,500.00	1,609.00
RES SEWER TAP & EXCAVATION	R	5	7,500.00	1,450.00
RESIDENTIAL ADDITION	R	2	82,000.00	400.00
RESIDENTIAL CANOPY	R	2	9,500.00	80.00
RESIDENTIAL CARPORT	R	3	22,400.00	200.00
RESIDENTIAL DEMOLITION	R	1	2,000.00	20.00
RESIDENTIAL DRIVEWAY	R	2	14,600.00	40.00
RESIDENTIAL ELECTRICAL	R	50	75,300.00	3,593.00
RESIDENTIAL FENCE	R	4	6,500.00	40.00
RESIDENTIAL MANUFACTURED HOME	R	5	191,788.00	360.00
RESIDENTIAL REMODEL	R	7	17,150.00	200.00
RESIDENTIAL RE-ROOF	R	16	102,035.00	1,020.00
RESIDENTIAL SINGLE FAMILY	R	20	5,258,829.00	10,900.00
RESIDENTIAL STORAGE	R	1	59,000.00	250.00
RESIDENTIAL SWIMMING POOL	R	1	34,000.00	200.00
		<u>186</u>	<u>5,996,602.00</u>	<u>22,987.00</u>
		<u>247</u>	<u>7,880,124.00</u>	<u>30,992.00</u>

CODE ENFORCEMENT NUMBERS FOR AUGUST

CODE WARNINGS	573
CODE CITATIONS	22
CODE COMPLAINTS	295
ANIMAL WARNINGS	338
ANIMAL CITATIONS	32
ANIMAL COMPLAINTS	461
VEHICLES TOWED W/PD	8

AUGUST 2019 Hobbs Animal Adoption Center Report

	Jun-19		Jul-19		Aug-19		
	Cats	Cats	Dogs	Cats	Dogs	Cat	Dogs
Intakes:		25	17	7	12	19	13
Dead on Arrival		174	206	127	276	163	239
Stray		2			3	2	
Transfer		83	86	54	71	35	77
Unwanted		34	40	24	48	56	37
Low Cost			8	2	23		10
Quarantine							
<b>Total</b>		318	357	214	433	275	376
Disposition:		70	109	65	116	33	97
Adopted		3	4	8	3	11	3
Died at Facility		25	20	5	10	19	12
Dead on Arrival		1	2	1	1	4	
Escape trap		95	33	55	33		38
Euthanized		17	133	75	112	38	89
Rescued		1	47		93	69	75
Return Owner		34	40	24	48	56	37
Low Cost							
<b>Total</b>		246	388	233	416	230	351

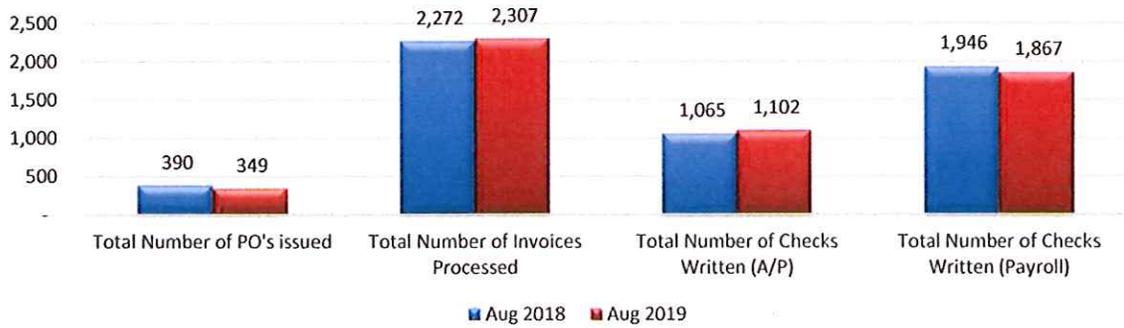
**Monthly Measurement  
Finance Department  
Fiscal Year 2020**

Cash Statistics	Aug 2018	Aug 2019
Beginning Cash Balance	\$ 100,123,345	\$ 122,886,229
Monthly Cash In (Revenue - all funds)	\$ 10,202,114	\$ 10,787,315
Monthly Cash Out (Expenditures - all funds)	\$ 11,379,787	\$ 11,896,859
Ending Cash Balance	\$ 98,945,672	\$ 121,776,685

**Finance Transaction Statistics**

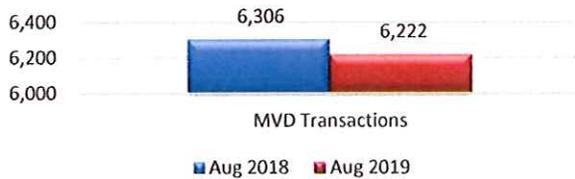
	Aug 2018	Aug 2019		
Total Number of PO's issued	390	349	daily average	16.62
Total Number of Invoices Processed	2,272	2,307	daily average	109.86
Total Number of Checks Written (A/P)	1,065	1,102	weekly average	275.50
Total Number of Checks Written (Payroll)	1,946	1,867	bi-weekly average	622.33

**Financial Transaction Averages**

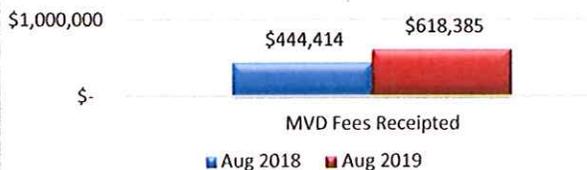


MVD Statistics	Aug 2018	Aug 2019		
MVD Transactions	6,306	6,222	daily average	296.26
MVD Fees Received	\$ 444,414	\$ 618,385	daily average	\$ 29,446.89

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

August 2019

## ALARMS

Alarms (City)	85
Alarms (County)	46
Total Alarms	131

## ZONES

Zone 1 (NW City) 29	Zone 5 (NW County) 3
Zone 2 (NE City) 17	Zone 6 (NE County) 10
Zone 3 (SE City) 32	Zone 7 (SE County) 3
Zone 4 (SW City) 7	Zone 8 (SW County) 21
Out of District 9	

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:57
Station 2	1:08
Station 3	1:24
Station 4	1:28
<b>Average</b>	<b>1:19</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:17
Station 2	4:15
Station 3	6:11
Station 4	6:34
<b>Average</b>	<b>6:04</b>

## PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	37
Smoke Detectors Installed	2 installed; 4 donated
Public Education Activities	5 CPR classes; 2 Fire Extinguisher classes
Plan Reviews	6
Burn Permits Issued	2

## FIRE RESPONSE BY STATION

Station 1	55
Station 2	24
Station 3	39
Station 4	13

## MOST COMMON DAY/TIME

Thursday/Friday: 14:00 – 14:59

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 20

## TRAINING HOURS

Fire Training	605
EMS Training	43

# EMERGENCY MEDICAL SERVICES

August 2019

## EMS RUN BREAKDOWN

City Response	644
County Response	69
Total Responses	713

## ZONES

Zone 1 (NW City) 280	Zone 5 (NW County) 27
Zone 2 (NE City) 97	Zone 6 (NE County) 27
Zone 3 (SE City) 163	Zone 7 (SE County) 4
Zone 4 (SW City) 104	Zone 8 (SW County) 11

## AVERAGE RUN TIMES (in minutes)

Enroute:	1:50
At Scene:	5:05
To Destination:	20:30
Back in Service:	35:10

## MOST COMMON DAY/TIME

Wednesday & Saturday (1900 – 1959 hours)  
Both had 114 calls at the time listed

## MOST COMMON COMPLAINT

Falls - 63

## OUT OF TOWN TRANSFERS

Lubbock	24
Midland	4
Odessa	3
Roswell	8
Carlsbad	2

## CARDIAC ARREST RESPONSES

Cardiac Arrest	8
ROSC	3
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Collected	\$170,905.39
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## Highlights for the month of August

- Hosted Scott Firefighter Combat Challenge at the Lea County Event Center
- 3 personnel attended Fire Rescue International (FRI) Conference in Atlanta, GA
- Hired EMS Billing Clerk
- Completed Battalion Chief and Captain promotional processes
- Conducted hiring test – placed two applicants into hiring process
- Fire Chief and Deputy Fire Chief attended NM Municipal League Conference
- Conducted annual Fill the Boot drive for Muscular Dystrophy Association (MDA); collected \$26,164 for this cause
- Awarded a \$25,000 grant from Devon Energy for the purchase of bunker gear
- 4 cadets completed and obtained certification for IFSAC HazMat Awareness and Operations
- Adopted "Axe" from the Animal Adoption Center

# August 2019 General Services – Building Maintenance

## Work performed by City Carpenters

4	Ceiling tile replaced
4	Installed roof hatch ladder safety poles
11	Door lock repaired
4	Furniture
3	Wall repaired /painted
21	Roof inspection /storage room
1	Stucco Repair
7	Carpet replaced
1	Added door closer
16	Work Orders

## Location of work performed

6	City Hall
3	Library
5	Police Department
23	Senior Center
10	Station one
1	Crime lab
4	Rock wind
2	C.O.R.E.
2	Annex
1	Del Norte Pool
8	Hobbs Express
4	D.A. Building
1	Taylor splash pad
1	Jefferson Splash Pad
1	City Park Splash Pad
2	Mills splash Pad
1	Jefferson Restroom
3	Station III
7	Old Parks & Rec
1	Teen Center
4	Eagle
3	McAdams Office

Break down of work performed by the Electricians

7	Light repairs
39	AC repairs
8	General electrical work
10	CORE work
3	Nonelectrical work

Location of work performed

10	CORE
4	Library
8	City hall
2	Annex
6	PD
6	Fire stations
4	DA building
1	MVD
2	Rockwind
6	Parks
8	Senior center
3	Teen center
1	Garage
2	AAC
2	Streets
4	State police

**August - 2019**

**General Services - Garage**

In August 2019 The City Garage had a total of 267 Repair Orders/Invoices. Of the 267 R.O./Invoices, 182 were repair orders completed by the City staff. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 33,554.21 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	11	191.24	850.00	0.00	0.00	1,041.24
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	5	0.00	68.00	124.85	0.00	192.85
Filters	11	66.86	238.00	211.98	0.00	516.84
Service Calls	25	0.00	1,972.00	0.00	0.00	1,972.00
Miscellaneous Maintenance	77	2,336.35	2,754.00	4,776.35	1,406.39	11,273.09
Brakes	13	865.86	850.00	841.17	0.00	2,557.03
Steering/Suspension	1	0.00	0.00	18.99	0.00	18.99
Tires	39	1,502.00	1,258.00	624.58	975.00	4,359.58
Whls/Hubs/Brgs	11	527.69	765.00	274.24	278.95	1,845.88
Automatic Transmission	7	669.00	510.00	0.00	0.00	1,179.00
Charging	17	699.75	935.00	791.45	0.00	2,426.20
Lighting	5	107.58	238.00	0.00	0.00	345.58
Preventive Maintenance	34	2,050.62	1,207.00	1,291.22	0.00	4,548.84
Exhaust	1	31.49	0.00	0.00	0.00	31.49
Engine	2	0.00	136.00	0.00	0.00	136.00
Hydraulics	4	133.49	221.00	0.00	0.00	354.49
Lift Mechanism	2	0.00	136.00	201.00	0.00	337.00
Accident Repair	1	0.00	0.00	115.61	302.50	418.11
Warranty	1	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>267</b>	<b>9,181.93</b>	<b>12,138.00</b>	<b>9,271.44</b>	<b>2,962.84</b>	<b>33,554.21</b>

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	182	9,181.93	12,138.00	21,319.93
Vendor	85	9,271.44	2,962.84	12,234.28

Fuel Report	Gallons	Fuel Cost
Unleaded	12,409.22	31,091.98
Unleaded Plus	1,889.28	5,103.46
Unleaded Premium	2,981.04	8,899.58
Diesel	3,971.71	9,040.38
Bulk Diesel	1688	3,593.77
Bulk Diesel Dyed	365	791.9
Bulk Unleaded	292	637.84
<b>Totals</b>	<b>23,596.25</b>	<b>\$ 59,158.91</b>

Propane	20 Lbs.	\$ 15.00
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# August 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
539 hrs.	Street Sweeping
53 hrs.	Building Brooms
96 hrs.	Cold Mix Patching
254 hrs.	Alley Complaints
56 hrs.	Storm Sewers & Inlets
96 hrs.	Equipment Maintenance
24 hrs.	Maintenance
112 hrs.	Working in the Welding Shop
8 hrs.	Stocking Material
72 hrs.	Meetings
50 hrs.	Working with contractors (Dustrol )
40 hrs.	Work for Garage

The total amounts of material hauled or used:

Quantity	Material
444 yds.	Sweepings
200 gal	Unmetered Water
108 yds.	Sand
216 yds.	Alley material
4.5 yds.	Cold Mix Used
288 yds.	Recycling Material
537 yds.	Trash Hauled
4.5 yds.	Hot Mix Used

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
4	Street complaints
2	Block party requests



City of Hobbs  
 Human Resource Department  
 August 2019 Departmental Re-cap  
 City Managers Report

**Recruitment:**

**August 2018**

**August 2019**

• Applications Received/ Reviewed:	421	513
• New Hires:	14	7
• Transfers/ Promotions	8	8
• Re-Hires	4	3

**Jobs newly posted in August:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Sports Specialists</li> <li>• Ems Billing Spec.</li> <li>• Parks Specialist</li> <li>• Trail Maintenance Worker</li> <li>• Clerk Assistant</li> <li>• Med/Heavy Diesel Tech</li> <li>• Animal Adopt Cen Assistant Attendant</li> <li>• Utility Customer Service Representative</li> </ul> | <ul style="list-style-type: none"> <li>• Golf Course Maintenance Worker</li> <li>• Circulation Tech</li> <li>• Core Facility Director</li> <li>• Parks Maintenance Worker</li> <li>• Utilities Secretary</li> <li>• IPRA Coordinator</li> <li>• Financial Analyst</li> </ul> |
|--|--|

**Personnel Actions:**

**August 2018**

**August 2019**

• Performance Reviews	39	25
• Retirements	0	0
• Terminations	85	19
• Other (Certification, Move to Shift, etc.)	7	3

**Team Involvement:**

- Participated in the New Mexico Recreation and Parks State Conference
- Tracy South participated in the Maddox Leadership Institute
- Staff began a process of visiting each facility (Assistant HR Director and HR Specialist) in order to better understand hiring needs, facility layout and a safety check.
- Process began for new Online Training Platform and Vendor.

# 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 Aug 2019

- 137 Request for service
- 131 Request completed
- 15 Email related
- 33 hardware related
- 14 network related
- 6 password resets
- 5 phone related
- 6 project related
- 40 software related
- 15 User Setup
- 3 camera related

### Special accomplishments:

- Provided assistance in setting up and operating computer, printer, and audio/video equipment at the CORE for the NMRPA conference.
- Replaced and configured 12 computers.
- Assisted in the selection of new IPRA software.
- Upgraded voting system software, and video monitors for commission chambers.
- Set up 85 new user/email accounts for the new HR evaluation system.
- Set up new Finance check and form printer for MUNIS.



**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**

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

- ❖ Hobbs City Commission – Efren Cortez (8/5 and 8/19)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (8/20)
- ❖ Utilities Board – (N/A)

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

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

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

❖ Procurement Review	13
❖ Contract Review	25

### **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 August 2019, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	2
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	123
❖ Pretrials (Attorney):	37
❖ Trials:	75
❖ Dangerous Dogs/Petitions:	8
❖ DWI Cases:	0
❖ Appeals in District Court	1
❖ Competency Matters	0
❖ Pleadings	11
❖ Civil Depositions	5
❖ Civil Mediations	0

❖ Arbitrations	0
❖ Demand Letters	0
❖ Misc. Hearings	4
❖ Trainings	0
❖ Witness Interviews	14
❖ Subpoenas	46
❖ Witness Lists	12
❖ Discovery Submissions	13
❖ Letters/Correspondence	3

**Areas of Notoriety:**

- ❖ The City Attorney’s Office participated in a pro bono legal fair that was hosted by New Mexico Legal Aid and the Access to Justice Committee on August 30, 2019, at City Hall.
- ❖ Assistant City Attorney, Valerie S. Chacon, spoke to students at both Highland Middle School and Heizer Middle School about getting involved in extra-curricular activities.

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

August, 2019

Hobbs Public Library

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**CIRCULATION:** 11,237

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	4,921
Audio Books & Music	366
DVDs	5,642
E-Books/E-Audio (OverDrive & Gale)	308

**CIRCULATION BY PATRON TYPE:**

Adult	7,326
Juvenile	1,279
Senior Citizen	2,063
Used in Library	569

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	2	70
ELIN Loans	15	13

*Total Children's Items Circulated* 2,885

*Total Adult Items Circulated* 8,352

Patron Visits	3683
Overdue Notices Sent	333

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**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	6
Attendance	259
Meeting Room Use	19
Board Games	4

Web Site Usage	6021
HPL Database Usage	1525
Reference Questions	314
Public Computer Use	1,023

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**PATRON PROFILES:**

Adult	24,893
Juvenile (Under 18 Years)	4,295
Senior Citizens (62+ Years)	4,265
Temp ELIN	2,181
<b>Total Active Borrowers</b>	<b>35,634</b>

**RECEIPTS:**

Materials Paid For	\$212.99
Fines & Fees	\$829.26
Copy Machine & Public Printouts	\$1,039.29
<b>Total</b>	<b>\$2,081.54</b>

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Library Patrons Added This Month	94
Computer Patrons Added This Month	112

**ITEMS ADDED:**

Total Items Added	497
Items Weeded	239

**HOLDINGS:**

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Total Library Holdings	147,935
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City Manager's Report  
August 2019  
Municipal Court

Monthly Cases:

Traffic Citations	791
Misdemeanor Citations	57
Environmental Citations	75
Fire Code Violations	1
AGG. DWI	2
DWI – 1 <sup>ST</sup>	<u>1</u>
Total	927

Courtroom Activity:

Video Arraignments (Jail)	102
Court Appearances – A.M.	3
Court Appearances- P.M.	204
Pretrial Court Appearances – A.M.	35
Pretrial Court Appearances – P.M.	36
Attorney Pretrials	14
Trial Cases	<u>47</u>
Total	438

Other Activity:

Summons issued	1267
Warrants issued	<u>1003</u>
Total	2270

Fines/Fees Assessed:

Fines	\$98,612
Penalty Assessment Fee	5,710
Automation Fee	4,134
Judicial Education Fee	2,067
Correction Fee	13,780
DWI Prevention Fee	150
DWI Lab Fee	170
Copies/Misc. Fee	<u>0</u>
Total	\$124,623

Fines/Fees Collected:

Fines	\$42,287.75
Penalty Assessment Fee	5,085
Automation Fee	3,594
Judicial Education Fee	1,809
Correction Fee	12,172
DWI Prevention Fee	928
DWI Lab Fee	357
Copies/Misc. Fee	0
Restitution	<u>9.68</u>
Total	\$66,242.43

## City Manager – August Report

# 2019

1. Staff assisted with NMRPA Annual Conference setup, volunteer duties, and even attended classes
2. Play The Rock Event at Rockwind took place this month that benefitted Ronald McDonald House in Lubbock TX
3. Graded drainage area at CORE along RR tracks so staff can maintain easier
4. Staff continuing to improve irrigation operations at Green Meadows and Harry McAdams
5. Ranch View Playground has been installed
6. Safety surfacing (wood chips) have been added to eight play areas to meet standards
7. Staff assisted with events this month that also included Large Item Cleanup, Hobbs August Nights, Firemen's Challenge, Movies under the Stars
8. Three bleacher canopies have been replaced at MLK SoccerPlex and one canopy at Veterans Memorial Complex
9. Cemetery had sixteen Interments and one Chapel rental
10. Ten staff from POSD attended the National Parks and Recreation Assoc. Certified Playground Safety Inspector's course, test results are slowly coming in

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**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 – August 2019**

**Divisions**

CORE Rockwind Clubhouse  
 Older Americans Seasonal Pools and Splashpads  
 Recreation Teen Center

**CORE**

August revenue was impacted by a mix of community events, back to school, and most notably, the closure of Splash for lighting repairs. August total revenue was \$172,449, a decrease of 23.23% resulting in \$52,189 less than July. The start of the fall semester at local schools/colleges/universities likely also impacted participation and revenue. Guest Services kept steady averaging 837 check-ins per day which do not include week pass and month pass holders who reuse their passes as entries.

**Revenue & Participation**

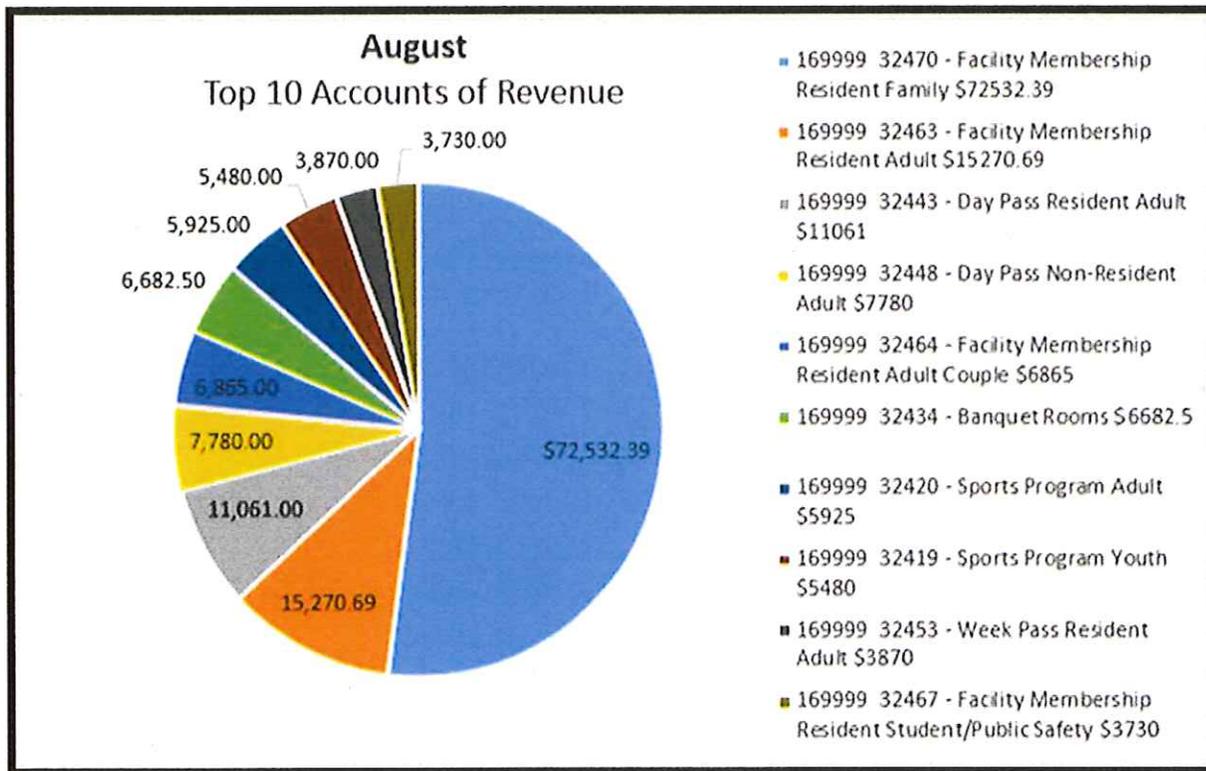
Description	August 1 to August 31
Fitness Unlimited	169
Day Passes Sold	2,373
Week Passes Sold	18
Month Passes Sold	86
Annual Membership Attendance	2,077
Monthly Membership Attendance	20,990
Swim Lessons - Sessions	-
Kid Watch	1,103
Kid Fit	522
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	245
<b>Total Participants &amp; Visits</b>	<b>27,583</b>
<b>Revenue</b>	<b>172,449.33</b>

**Monthly Membership Re-cap**

New Memberships	
Month Ending: Aug-19	
Memberships Sold in Month	325
Memberships Re-Cap	
Month Ending: Aug-19	
Family Memberships	1,598
Individual Memberships	331
<b>Total Memberships</b>	<b>1,929</b>
<b>Total Individual Members</b>	<b>8,530</b>

Below is a table and chart showing the Top 10 Revenue Accounts for August 2019:

Sum of Amount	Account	Total
	169999 32470 - Facility Membership Resident Family	\$ 72,532.39
	169999 32463 - Facility Membership Resident Adult	15,270.69
	169999 32443 - Day Pass Resident Adult	11,061.00
	169999 32448 - Day Pass Non-Resident Adult	7,780.00
	169999 32464 - Facility Membership Resident Adult Couple	6,865.00
	169999 32434 - Banquet Rooms	6,682.50
	169999 32420 - Sports Program Adult	5,925.00
	169999 32419 - Sports Program Youth	5,480.00
	169999 32453 - Week Pass Resident Adult	3,870.00
	169999 32467 - Facility Membership Resident Student/Public Safety	3,730.00
	<b>Grand Total</b>	<b>\$ 139,196.58</b>



**Older Americans**

The Senior Center continues the daily task of providing meals to the senior citizens of our community. Totals for August 2019 are below.

**Meals:**

August 2019 Congregate Meals Served	1,921
August 2019 Home Delivered Meals Served	<u>2,181</u>
<b>Totals</b>	<b>4,102</b>

**Meal Donations Received:**

\$2,594.21
<u>\$1,372.85</u>
<b>\$4,021.74</b>

Duplicate Recreation Activities: 1,051

Duplicate Exercise Activities: 453

Assessments/Reassessments: 95

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 celebrations. A new program is being added, Artful Hands. This began on May 1st, and it will continue every Wednesday from 9:00 a.m. - 3:00 p.m. Seniors can work on several different arts and craft projects all month long.

Transportation: 358

Meal Program Transportation: 338

Other Transportation: 28

Daily transportation is provided for our members to attend the daily lunch program. We also give rides for doctor appointments, hair dresser appointments, and grocery store trips, etc.

**Renovations:** New office furniture has been ordered for the main offices. Floors To Go will be installing new flooring the main offices as well as the Meal Site Kitchen and adjacent rooms.

### Recreation

#### Special Events:

- Hosted the final Movies Under the Stars event of the season at Del Norte Park.
- Recreation staff assisted with hosting the NMRPA conference. This event attracted a total of 217 attendees to Hobbs for the 4 day event. The event consisted of a golf tournament, three social events during the evenings, 27 educational sessions, 2 keynote addresses, an Exhibit Hall, Breakfast with Exhibitors on Thursday and Friday, Lunch with Exhibitors on Thursday, a Silent Auction, a tour of Hobbs Parks and Recreation facilities, and the NMRPA Awards Luncheon and Annual Meeting. Feedback and comments were very positive with more than few commenting that Hobbs should host this event each and every year. The City of Hobbs was the recipient of four (4) awards during the Awards Luncheon:
  - o Appreciation from the NMRPA for serving as the Host City
  - o Facility Design Award for The CORE
  - o Kudos Award for Print Media for The Guide
  - o Elected Official Award for Mayor Cobb
- Recreation staff assisted with the Hobbs August Nights event hosted by the Chamber of Commerce.

### Rockwind Club House

August tournaments included Play The Rock that benefitted the Ronald McDonald House, and the New Mexico Recreation and Parks Association Tournament. All of the teams from the local schools, colleges, and universities have begun using Rockwind for practices.

#### *Sales Report by Revenue Departments*

Rockwind Community Links

Date Between 8/1/2019 & 8/31/2019

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	118	\$1,613.86	\$0.00	\$1,613.86	\$0.00	\$81.14	\$1,695.00
Driving Range	31430	446	\$2,152.11	\$0.00	\$2,152.11	\$0.00	\$108.89	\$2,261.00
Golf Cart Rental Fees	31431	1735	\$24,187.83	\$0.00	\$24,187.83	\$0.00	\$1,220.69	\$25,408.52
Green Fees	99999	2274	\$25,280.75	\$0.00	\$25,280.75	\$0.00	\$1,289.43	\$26,570.18
Hard Goods Sales	31410	531	\$13,618.60	(\$224.90)	\$13,393.70	\$9,452.74	\$669.80	\$14,063.50
Membership Fees	31420	2	\$1,333.32	\$0.00	\$1,333.32	\$0.00	\$66.68	\$1,400.00
Soft Goods Sales	31401	653	\$11,764.25	(\$350.67)	\$11,413.58	\$6,739.60	\$572.03	\$11,985.61
Food & Beverage	31441	251	\$391.62	(\$43.25)	\$348.37	\$134.92	\$18.99	\$367.36
Totals for Revenue	6010		\$80,342.34	(\$618.82)	\$79,723.52	\$16,327.46	\$4,027.65	\$83,751.17
Grand Total:	6010		\$80,342.34	(\$618.82)	\$79,723.52	\$16,327.46	\$4,027.65	\$83,751.17

**KEY PERFORMANCE INDICATORS**

**Aug-19**

<b>Total Pre-Tax Revenue</b>	<b>\$79,723.52</b>
<b>Total Rounds</b>	<b>2274</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$21.75</b>
<b>Total Merchandise Sales</b>	<b>\$25,328.85</b>
<b>Merchandise Sales Per Round</b>	<b>\$11.13</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.17</b>
<b>COGS Hard Goods</b>	<b>71%</b>
<b>COGS Soft Goods</b>	<b>59%</b>
<b>COGS F&amp;B</b>	<b>38%</b>
<b>Rounds w/Carts</b>	<b>76%</b>
<b>Total Revenue per Round</b>	<b>\$35.05</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	49	Punch Pass	48
Sum for EZLinks Prepaid	<u>49</u>	Summary for Punch Pass	<u>48</u>
Player's Pass 18 Walk	487	Rain Check	26
Summary Player's Pass	<u>487</u>	Sum for Rain Check	<u>26</u>
Lil Rock Adult Resident	215	Resident 18	690
Lil Rock Adult Non-Res	1	Resident Junior	8
Lil Rock Jr. Compw Adult	9	Resident Senior 18	198
Lil Rock Junior Resident	0	Leag Fee	32
Lil Rock Junior Non Res	0	Complimentary Round	21
Lil Rock Replay	0	Resident Twilight	144
Lil Rock Payer's Pass	2	Team Practice Round	50
Lil Rock Team Comp	4	Resident 9	8
FootGolf Adult	0	Marshal/Team Fee	28
FootGolf Jr Comp	0	Resident Replay	11
Summary for Par 3	<u>231</u>	Summary for Resident	<u>1190</u>
Public 18	189	Tournament Fees	1
Public 9	15	Summary Tournament	560
Public Junior	3	Grand Total:	<b>2,320</b>
Public Senior	55		
Public Twilight	1		
Public Replay	2		
Specials	0		
Yth on Crse	7		
PGA/GCSAA COMP	0		
Summary for Public	<u>288</u>		

**Seasonal Pools and Splash Pads – August 2019 Revenue and Attendance**

Del Norte	\$2,282.00	1,137 patrons (9 days of operations)
Heizer	\$ 100.00	162 patrons (2 days of operations)
Humble	\$ 90.00	185 patrons (2 days of operations)

**Pool Parties and Pavilion Rentals**

1 pool party/Del Norte	\$ 250.00	98 patrons
8 pavilion rentals/Del Norte	\$ 850.00	Not available

Total Revenue for August	\$3,572.00	
Total Patrons for August	1,582 patrons	

**Teen Center**

- 656 Teen Center Visits during August
- Teen Center began offering hygiene kits for Teens who don't have those resources at home
- Teen Center events included a skate competition, basketball tournament, and billiards tournament.



# HOBBS POLICE DEPARTMENT



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

**John Ortolano**  
Chief of Police

Aug 2018/2019	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
	RPTS	RPTS		Date	Date	
	2018	2019	2018/2019	2018	2019	
REPORTED CRIMES	470	438	-7%	4,052	3458	-15%
CALLS FOR SERVICE	4,178	4,194	0%	31,766	33,317	5%
ARRESTS	308	303	-2%	2,587	2309	-11%
MURDER	0	4	100%	1	8	700%
RAPE	3	8	167%	33	27	-18%
ROBBERY	1	4	300%	16	14	-13%
ASSAULTS AND BATTERY	100	99	-1%	767	723	-6%
BURGLARY	50	35	-30%	268	255	-5%
LARCENY	40	50	25%	312	350	12%
SHOPLIFTING	38	29	-24%	293	250	-15%
AUTO THEFT	17	17	0%	94	120	28%
ARSON	0	0	0%	2	1	-50%
FORGERY	1	0	-100%	31	7	-77%
FRAUD	8	12	50%	66	56	-15%
EMBEZZLEMENT	6	4	-33%	22	24	9%
REC. STOLEN PROPERTY	6	5	100%	13	14	8%
VANDALISM	57	56	-2%	382	347	-9%
WEAPONS OFFENSES	5	6	20%	37	28	-24%
DOMESTIC VIOLENCE	56	46	-18%	369	314	-15%
ASSAULTS/BATTERY ON PO	5	7	40%	76	60	-21%
SHOOTING AT/FM MV OR DWELLING	3	1	-67%	29	26	-10%
CITATIONS ISSUED	624	1,102	77%	6,726	7,708	15%
DWI	19	13	-32%	77	101	31%
TRAFFIC CRASHES	94	100	6%	735	846	15%

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<b>CLASS</b>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>August 2018</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>August 2019</u>	
Residential	11,164	131,786,488	11,409	146,093,644	
Commercial	1,789	53,750,690	1,806	56,836,874	
City Accounts	214	29,828,780	215	34,319,194	
School Accounts	56	12,384,295	57	11,336,724	
Irrigation	251	9,903,529	253	12,620,857	
Effluent Water	4	11,350,000	4	10,643,000	
	<b>13,478</b>	<b>249,003,782</b>	<b>13,744</b>	<b>271,850,293</b>	

## DISCONNECTIONS FOR NON PAYMENT

August 2018	292
August 2019	320

LABORATORY	August 2018	August 2019
Total Drinking Water Tests	26	43
Total Wastewater Tests	768	765
Liquid Waste Received (gallons)	257,555	452,967

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	103.579	104.675
Effluent (Million Gallons)	99.508	100.751
Solids Removed (Dry Pounds)	92,694	124,732

## WATER PRODUCTION REPORT

### WATER PRODUCED

Total monthly water produced, million gallons	328,857,000
Total monthly water distributed, million gallons	301,110,000

### CHLORINE

Monthly chlorine average residual, milligrams/liter	0.55
Monthly chlorine gas dosed to system (lbs)	2,068

### 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 AUGUST 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	20
Meter box replacement	20
Meter stop / valve replacement	15
Meter leaks	25
Meter change out 3/4"	8
Meter change out 1"	0
Meter change out 2"	1
Meter change out 3"	4
Meter change out 4"	1
Meter change out 6"	0
Meters tested	0
Set new 3/4" meter	30
Set new 1" meter	0
Set new 2" meter	3
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	40
Service lateral replacement	Qty. 10 - 100 feet
New service lateral	Qty. 30 - 350 feet
Low water pressure investigation	8
Water quality investigations	2
Main line leaks/repair	12
Main line replacement (feet)	60
New main line installed (feet)	40
Valve maintenance	80
Valve new install/replacement	3
Fire hydrant maintenance	25
Fire hydrant repair/replacement	12
Fire hydrant meter maintenance	3
Fire hydrant meter set	5
New fire hydrant installed	1
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,000,000 gallons
Miscellaneous afterhour calls	4
Emergency call outs (from 5:00pm to 7:00am)	85

WORK DESCRIPTION	QUANTITY
Manhole maintenance	39
Manholes cleaned	42
Sewer main line cleaned	9,564 feet
Sewer stoppages	35
Sewer main line video inspections	0
Odor complaints	2

Sewer pre-treatment additives	35 gallons
Property damage from sewer	0
Sewer main line repair/replacement	2
New sewer main line installation	182 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	16
Emergency call out (from 5:00 pm to 7:00 am)	12

<b>UTILITIES MONTHLY PLUMBER REPORT AUGUST 2019</b>	<b>QUANTITY</b>
Sewer stoppages	9
Odor complaints	4
Water leaks	6
Pool maintenance	47
Gas leaks	0
Emergency call outs (from 5:00 pm to 7:00 am)	4
Core	15