



CITY MANAGER'S MONTHLY REPORT

OCTOBER, 2019

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



Mayor

Sam D. Cobb

City Commission

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

CITY MANAGER

Acting City Manager
Risk Management Dir.

Manny Gomez
Ann Betzen

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Erik Scramlin
Valerie Chacon

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

LIBRARY SERVICES

Library Director

Sandy Farrell

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director
Cemetery
Golf Course/Trail
Parks
Sports Fields

Bryan Wagner
Monica Mendoza
Matt Hughes
Wade Whitehead
Dusty Corley

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

PARKS & RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Steve Schoch
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Brian Dunlap

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

October 2019

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

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

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

Reviewed 15 Incident Reports from various city departments, associated police reports and video footage.

Reviewed and established 5 property damage claims on behalf of the City of Hobbs

Received and reviewed 3 Tort Notices.

Meet with insurance agents 3 times relating to annual renewal.

Prepared various correspondence for the Mayor and City Manager.

Processed 3 Notary bond applications.

Scheduled 50 meetings for the Mayor and City Manager.

Prepared 3 proclamations for Mayor's office.

Reviewed and approved 2 Alcohol & Gaming Permit Applications.

Scheduled 10 meetings in staff meeting room.

Review and approve payroll timesheets.

Attended commission meetings October 7 and 21, 2019.

Review, approve and post 3 Advisory Board agendas.

Received and assisted over 70 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on October 8, 22 and 29, 2019.



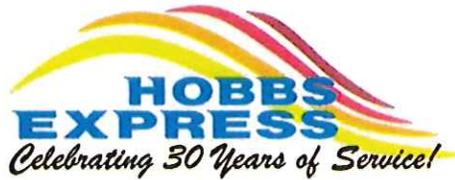
JAN FLETCHER, CMC
City Clerk

OFFICE OF THE CITY CLERK

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

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

Business Registrations – New	32
Business Registrations - Renewals	2
Total Business Registration Activity for Month	34
Total Active Business Registrations as of 10/31/19	1,937
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	15
Mobile Business Licenses	3
Pawnbrokers License	0
Secondhand Dealers License	1
Solicitor's Permits	0
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	41
Public Documents Notarized	129
Public Records Requests	23
Regular City Commission Meetings 10/7/19 and 10/21/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum 10/27/19 and 10/28/19	1
Resolutions and Ordinances Attested	15
Other Items Approved	3
Total Number of Transactions on Tyler Cashiering	341
Total Amount	\$1,012,297.07



Hobbs Express

Monthly Report - OCTOBER 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Sep-19	Oct-19
No. of Elderly Passengers	688	777
No. of Non-Ambulatory Passengers	242	185
No. of Disabled Passengers	213	254
No. of Other Trips	4938	5576
Total Passenger Trips	6081	6792

Bus Route Trips	5474	6118
Rapid Line Trips	300	303
Total Bus Route Trips	5774	6421
Total Demand Response/Paratransit Trips	307	371
Total Passenger Trips	6081	6792

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Sep-19	Oct-19
Total Vehicle Hours	889.5	1004.25
Total Vehicle Miles	12,118	13,677

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Sep-19	Oct-19
Total Fares Collected	\$4,081.05	\$4,091.34



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

Permanent Addresses:	5
Temporary / Non-Habitable Structure Addresses:	4

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):

ArcGIS Online (Update): All the City's employees except for the ArcGIS Admins have been moved off of our ArcGIS Online service. The division is working on making the ArcGIS Online service into our public facing mapping/citizen data collection system, while keeping the Portal for ArcGIS as our internal and secure web map view/editor.

Server Switchover Day (Update): On October 13, the GIS division moved all the editors over to the new Enterprise Server. This move includes new procedures to prevent editing conflicts and allow for fast turnaround on data sharing. Moving to the Server also allows for multiple editors to edit the same dataset at the same time, which should prevent loss of work due to simultaneous editing on the old file geodatabase system.

Parks Map (Update): The GIS division has continued working on the Open Space Department's datasets for the acreage calculations of their work areas. A meeting is scheduled for November 13 to go over the right-of-way work areas so that work can continue on the project. In October, the GIS division completed about 80% of the calculations of the polygon features.



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

Lea County Parcels: In October the GIS division began work on a method to “rubber sheet” the parcels that the City gets from the County. This should allow us to have an up-to-date parcel dataset for both our GIS and Munis system. This method does require a lot of detail work and a major single time investment, but it should result in a “plug and chug” method for updating parcels without having to painstakingly manually move every parcel by hand.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics									
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

City Commission Summary:

The City Commission approved

- 1 Market Rate Single Family Infrastructure Reimbursement Incentives,
- 1 Low Income Tax Credit Development Agreement,
- 1 – Subdivision granting variances from MC 16.16.050(E).

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)

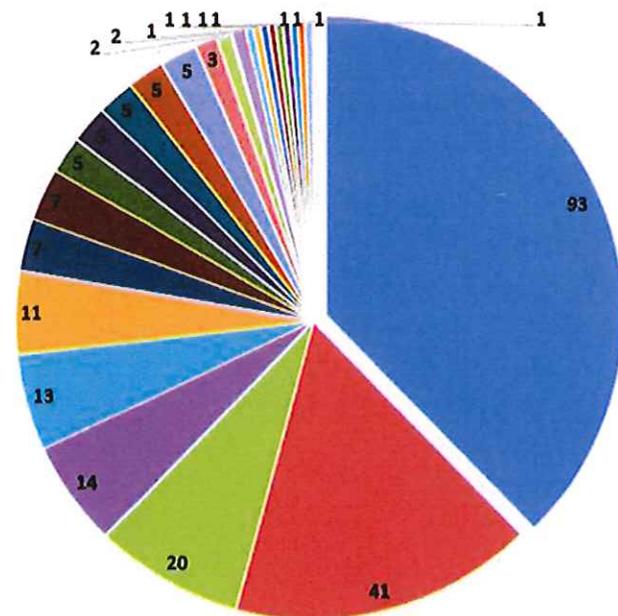


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
October 2019**

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



- | | | |
|-----------------------------------|-----------------------------------|---|
| ■ Inspected Intersections = 93 | ■ Sign Install / Replace = 41 | ■ Ped Push Button Repair / Replace = 20 |
| ■ Work Order = 14 | ■ Repair Communication = 13 | ■ Detector Adjusted = 11 |
| ■ New St. Name Sign Installed = 7 | ■ Trim Limbs at Intersection = 7 | ■ New St. Name Sign Made = 5 |
| ■ Pole Straighten / Re-bolts = 5 | ■ Int in Flash or Malfunction = 5 | ■ Traffic Count / Speed Study = 5 |
| ■ Call Outs = 5 | ■ Assit Other Dept = 3 | ■ Camera Cleaned = 2 |
| ■ Controller Software Updated = 2 | ■ Camera Replace = 1 | ■ LED Module Replace = 1 |
| ■ School Zone Repaired = 1 | ■ Safe Hit Install / Replace = 1 | ■ Line Spot Hours = 1 |
| ■ Graffiti Cleaned = 1 | ■ Power Outage Affected = 1 | ■ Solar Flasher / Speed Sign = 1 |
| ■ Call Out Hours = 1 | | |



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2019

Submitted November 20, 2019

GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Change Your Clock, Change Your Battery!
- McAdams Campground (electrical issue)
- Large Item Pickup (lots of advertising on radio, newspaper, social media, etc.)
- Veterans Day Closure notice

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

- Coordinated and held a meeting with the 2020 Census Complete Count Committee (CCC) on September 3rd. The following topics/tasks were discussed:
 - Introduction of Steven Montano (new Census Bureau rep for out area)
 - Introduction of Luis Gomez (videographer for the Census)
 - Past events
 - Upcoming events
 - Media/Advertising Subcommittee
- Census commercial planning with Luis Gomez
 - Confirmed on-camera participants
- Serving Our Seniors presentation at Lea Regional Medical Center
- October 30 – Hosted Census reps for additional meeting where short notice was given but a very productive meeting was held and multiple CCC members attended
 - Coordinated and participated meeting between reps and the County Manager, who is head of Lea County's Complete Count Committee
 - Coordinated and attended lunch between Hobbs City Manager and reps
- Assembled Census 2020 reference binder for further buildout and future reference
- Worked with the Hobbs Hispano Chamber and Amalio Madueño on NM Counts non-profit grant
- Communications Director accepted request to serve on Lea County's 2020 Census Complete Count Committee

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



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2019

Submitted November 20, 2019

- Station ID
- Southwest Symphony Ends Oct 27
- 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
- CORE Mix Spooktacular Oct.30
- Hobbs Hispano Mariachi Sponsors Ends Nov 15
- Fab fiber vo
- Play House ends 12/15
- 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:

- Rooms for Hobbs Police Department training December 13th - 15th
- United Way Concert November 9th
- 2020 International Association of Arson Investigators Conference
- Hobbs' Tree Lighting Ceremony 2019

Tree Lighting Ceremony, December 7th:

- October 10th – requested funding at Lodgers' Tax board meeting
- Met with Maddox Foundation for city lights for Hobbs Tree Lighting Ceremony (reviewed all quotes for lighting, install, and tear down for event)
- October 17th, October 24th – Planning meeting with Community Partners for Hobbs Tee Lighting Ceremony
- Contact vendors to fill the Holiday Market
- Meeting with sponsors for the Hobbs Tree Lighting Ceremony
- Advertising creative produced (posters and flyers)

Other

- Webinar with Granicus, topics covered include frontend presentation and archiving
- Met with Steve at Rockwind to get dates for Golf Tournaments in 2020
- Contacted the New Mexico United professional soccer team about hosting clinics in Hobbs, possibly a week-long youth clinic in the Fall of 2020

MISCELLANEOUS ACTIONS

- Gave 4 on-air radio interviews regarding the Large Item Pickup



COMMUNICATIONS DEPARTMENT
Monthly Report
October 2019
Submitted November 20, 2019

- Attended Devon Energy STEM Grand Opening at Braodmoor Elementary
- Completed signatures for Census request letter to the PSP
- Participated in the creation of several publications
- Attended several webinars
- Created “Extra Mile Hero” certificate, submitted idea to City Manager, and requested nominations from the Mayor and Commission
- Attended Open Enrollment, both employees
- “MVD Mondays” on COH Instagram and Facebook
- Coordinated photo shoots with photographer at different locations with different models
- Ordered promotional items
- Department Head participated in City of Hobbs Employee Appreciation Breakfast (cooking at 5 a.m. and serving until 9 a.m.)
- Promoted and supported City of Hobbs Halloween efforts (Halloween Carnival, Safe Stops, employee costume contest)
- 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

Livestreamed City Commission Meetings

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	89.5%	334	905
Live Viewers	10.5%	39	1082
Total	100%	373	1987

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

City of Hobbs Building Division

Total Type of Construction

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

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	5	7,500.00	731.50
COMM PLUMBING	C	9	13,500.00	638.00
COMMERCIAL ADDITION	C	2	170,000.00	480.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	1,355.00
COMMERCIAL MULTI-FAMILY	C	1	12,984,000.00	13,500.00
COMMERCIAL REMODEL	C	1	13,048.00	144.00
COMMERCIAL SIGN	C	2	4,000.00	45.00
COMMERCIAL STORAGE	C	1	16,100.00	120.00
NEW COMMERCIAL	C	1	378,000.00	960.00
		<u>32</u>	<u>13,601,148.00</u>	<u>17,973.50</u>
Residential				
RES MECHANICAL	R	22	33,000.00	1,202.50
RES PLUMBING	R	18	27,000.00	1,333.00
RES SEWER TAP & EXCAVATION	R	2	3,000.00	1,070.00
RESIDENTIAL ADDITION	R	2	11,000.00	110.00
RESIDENTIAL CARPORT	R	3	8,500.00	100.00
RESIDENTIAL DEMOLITION	R	5	50,000.00	450.00
RESIDENTIAL ELECTRICAL	R	41	61,500.00	2,845.00
RESIDENTIAL FENCE	R	2	2,500.00	20.00
RESIDENTIAL MANUFACTURED HOME	R	3	62,800.00	120.00
RESIDENTIAL REMODEL	R	7	173,298.00	910.00
RESIDENTIAL RE-ROOF	R	10	82,042.00	710.00
RESIDENTIAL SINGLE FAMILY	R	15	3,312,843.00	7,170.00
RESIDENTIAL STORAGE	R	2	37,200.00	220.00
		<u>132</u>	<u>3,864,683.00</u>	<u>16,260.50</u>
		<u>164</u>	<u>17,465,831.00</u>	<u>34,234.00</u>

CODE ENFORCEMENT NUMMBERS FOR OCTOBER 2019

CODE WARNINGS 429

CODE CITATIONS 16

CODE COMPLAINTS 327

ANIMAL WARNINGS 203

ANIMAL CITAIONS 27

ANIMAL COMPLAINTS 229

VEHICLES TOWED/PD 5

October/2019 Hobbs Animal Adoption Center Report

	Aug-19		Sep-19		Oct-19	
	Cat	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	19	13	16	20	24	14
Stray	163	239	139	210	133	187
Transfer	2		2			1
Unwanted	35	77	38	36	64	46
Low Cost	56	37	31	33	57	43
Quarantine		10		4		7
Total	275	376	226	303	278	298
Disposition:						
Adopted	33	97	63	73	79	67
Died at Facility	11	3	12	7	18	3
Dead on Arrival	19	12	15	14	17	11
Escape trap	4				1	1
Euthanized		38	40	26	53	55
Rescued	38	89	123	90	59	89
Return Owner	69	75	1	75	1	51
Low Cost	56	37	31	33	57	44
Total	230	351	285	318	285	321

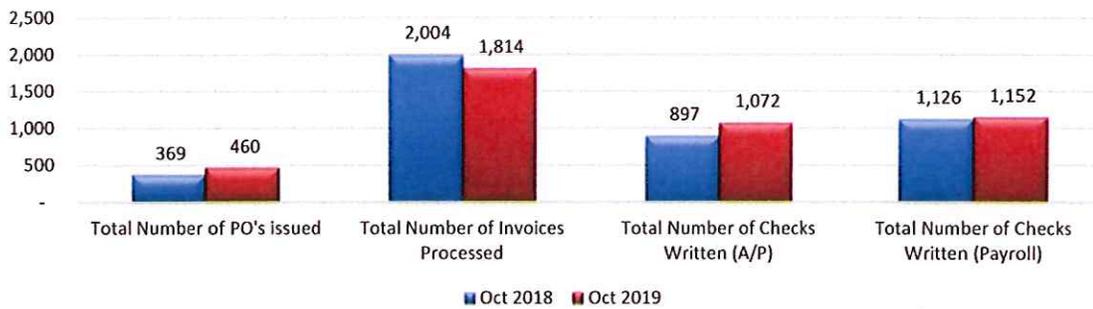
**Monthly Measurement
Finance Department
Fiscal Year 2020**

Cash Statistics	Oct 2018	Oct 2019
Beginning Cash Balance	\$ 101,182,620	\$ 128,167,703
Monthly Cash In (Revenue - all funds)	\$ 13,643,964	\$ 12,229,366
Monthly Cash Out (Expenditures - all funds)	\$ 9,473,480	\$ 8,617,738
Ending Cash Balance	\$ 105,353,104	\$ 131,779,331

Finance Transaction Statistics

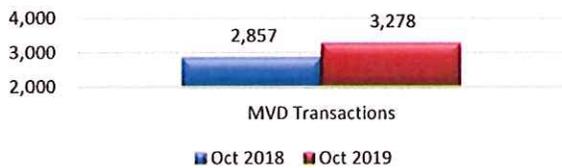
	Oct 2018	Oct 2019		
Total Number of PO's issued	369	460	daily average	20.00
Total Number of Invoices Processed	2,004	1,814	daily average	78.87
Total Number of Checks Written (A/P)	897	1,072	weekly average	214.40
Total Number of Checks Written (Payroll)	1,126	1,152	bi-weekly average	576.00

Financial Transaction Averages



MVD Statistics	Oct 2018	Oct 2019		
MVD Transactions	2,857	3,278	daily average	142.52
MVD Fees Received	\$ 613,190	\$ 603,917	daily average	\$ 26,257.27

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

October 2019

ALARMS

Alarms (City)	62
Alarms (County)	57
Total Alarms	119

ZONES

Zone 1 (NW City) 22	Zone 5 (NW County) 4
Zone 2 (NE City) 16	Zone 6 (NE County) 20
Zone 3 (SE City) 17	Zone 7 (SE County) 2
Zone 4 (SW City) 7	Zone 8 (SW County) 16
Out of District 15	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	2:18
Station 2	2:01
Station 3	1:20
Station 4	1:01
Average	1:40

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:24
Station 2	4:50
Station 3	5:49
Station 4	7:04
Average	6:01

PREVENTION PROGRAMS

Fire Investigations	2
Fire/Safety Inspections	52 (39 inspections, 13 re-inspections)
Smoke Detectors Installed	5
Public Education Activities	20
Plan Reviews	4
Burn Permits Issued	4

FIRE RESPONSE BY STATION

Station 1	40
Station 2	31
Station 3	35
Station 4	13

MOST COMMON DAY/TIME

Thursday: 13:00 – 13:59

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 31

TRAINING HOURS

Fire Training	1252
EMS Training	173

EMERGENCY MEDICAL SERVICES

October 2019

EMS RUN BREAKDOWN

City Response	611
County Response	44
Total Responses	655

ZONES

Zone 1 (NW City) 264	Zone 5 (NW County) 13
Zone 2 (NE City) 97	Zone 6 (NE County) 22
Zone 3 (SE City) 136	Zone 7 (SE County) 1
Zone 4 (SW City) 114	Zone 8 (SW County) 8

AVERAGE RUN TIMES (in minutes)

Enroute:	2:08
At Scene:	4:51
To Destination:	21:45
Back in Service:	39:08

MOST COMMON DAY/TIME

Wednesday – 105 calls for service

Wednesday – 25 calls from 1500 – 1759 hours

MOST COMMON COMPLAINT

Falls - 58

OUT OF TOWN TRANSFERS

Lubbock	29
Midland	2
Odessa	1
Roswell	10
Carlsbad	4

CARDIAC ARREST RESPONSES

Cardiac Arrest	13
ROSC	2

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$195,955.59
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Highlights for the month of October

- 2 warnings given for illegal tanker parking
- 12 Hazardous Materials Technicians participated in URENCO drill
- 6 new hires completed HFD two week orientation
- 3 personnel obtained IFSAC Fire Officer III certification
- Purchase of SCBA airpacks and harnesses approved by commission
- FY20 Fire Protection Grant submitted on October 30, 2019

October - 2019

General Services - Garage

In October 2019 The City Garage had a total of 303 Repair Orders/Invoices. Of the 303 R.O./Invoices, 210 were repair orders completed by the City staff. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 63,865.00 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	3	9.95	408.00	148.42	0.00	566.37
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	5	0.00	34.00	19.60	310.00	363.60
Filters	4	38.61	102.00	0.00	0.00	140.61
Service Calls	35	1,814.96	3,468.00	0.00	0.00	5,282.96
Miscellaneous Maintenance	91	1,242.53	4,387.00	6,989.77	5,852.00	18,471.30
Brakes	12	826.32	867.00	723.50	347.50	2,764.32
Steering/Suspension	6	0.00	0.00	1,450.90	596.80	2,047.70
Tires	44	2,101.50	1,326.00	2,566.95	913.50	6,907.95
Whls/Hubs/Brgs	4	148.16	102.00	403.72	0.00	653.88
Automatic Transmission	11	1,307.00	850.00	0.00	0.00	2,157.00
Charging	20	496.28	1,156.00	831.05	0.00	2,483.33
Lighting	14	227.26	493.00	121.00	0.00	841.26
Preventive Maintenance	41	2,011.21	1,921.00	1,298.05	0.00	5,230.26
Cooling	3	0.00	272.00	0.00	0.00	272.00
Fuel System	3	21.75	68.00	0.00	0.00	89.75
Engine	2	25.40	136.00	0.00	0.00	161.40
Aux. Engine	1	125.73	68.00	0.00	0.00	193.73
Accident Repair	2	0.00	0.00	11,338.78	3,898.80	15,237.58
Warranty	2	0.00	0.00	0.00	0.00	0.00
Monthly Total	303	10,396.66	15,658.00	25,891.74	11,918.60	63,865.00

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	210	10,396.66	15,658.00	26,054.66
Vendor	93	25,891.74	11,918.60	37,810.34

October 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
424.5 HRS	Street Sweeping
93 Hrs.	Building Brooms
192 HRS	Cold Mix Patching
168 HRS	Crack Seal
312 HRS	Alley Complaints
240 HRS	Storm Sewers & Inlets
36 HRS.	Equipment Maintenance
48 HRS	Maintenance
54 HRS	Working in the Welding Shop
24 HRS	Stocking Material
56 HRS	Meetings
306 HRS	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
344 YDS	Sweepings
3,600 LBS	Pollex24 3 Rubber
24 YDS	Millings
186 YDS	Alley material
10.25 YDS	Cold Mix Used
3600 GAL	Brine
926 YDS	Trash Hauled

Calls responded to:

Number	Type
26	Dispatched – accidents, spills, debris
6	Street complaints
4	Block party requests

October 2019 General Services – Building Maintenance

Work performed by City Carpenters

4	Ceiling tile replaced
3	Painted rooms and hallways
8	Door lock repaired
6	Furniture
1	Replaced one wall panel
9	Roof inspection
1	Stucco wall /painted
34	Work Orders

Location of work performed

3	City Hall
26	Library
16	Police Department
5	Senior Center
2	Station #3
1	Crime lab
10	Michigan fence
6	C.O.R.E.
2	Annex
1	Hobbs Express
2	D.A. Building
1	McAdams Office
1	City Jail
1	Animal Adoption
1	Teen Center
2	Parks Maintenance Building

Break down of work performed by the Electricians

13	Light repairs
24	AC repairs
11	Heater repairs
36	General electrical work
6	CORE work
7	Nonelectrical work

Location of work performed

10	CORE
12	Library
19	City hall
2	Annex
8	PD
2	Fire stations
2	MVD
4	Rockwind
1	Water wells
23	Parks
6	Senior center
3	Teen center
2	AAC
1	Utilities
2	State police



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

Recruitment:	October 2018	October 2019
• Applications Received/Reviewed	231	390
• New Hires	11	13
• Transfers/Promotions	11	12
• Re-Hires	10	6

Personnel Actions:	October 2018	October 2019
• Performance Reviews	39	19
• Retirements	0	3
• Terminations	13	7
• Other(certs, shift moves)	3	6

New Position Postings in October:

- | | |
|----------------------------|-------------------------------|
| • Assistant City Manager | • Facility Rental Specialist |
| • CORE Kids Specialist | • Fitness Specialist |
| • Detention Officer | • Guest Services Specialist |
| • Police Detective | • Police Lieutenant |
| • Records Technician | • Trail Irrigation Technician |
| • Trail Maintenance Worker | • Tree Technician |
| • WW Control Operator | |

Team Involvement:

- Team provided for AED/CPR training (6 sessions)
- Nicholas and Tracy attended a Microsoft Word class at NMJC
- Tracy attended Maddox Leadership Training
- Warrior Award Presentation
- Tracy and Nyssa attended Master Municipal Clerks Academy in Albuquerque
- Handled the football ticket give away
- Jesse and Valerie attended a training on psychological exams at Zia Consulting
- Employee Breakfast assisted by Nicholas, Jesse, Valerie and Tracy
- Open Enrollment sessions began
- Nicholas participated in City Hall Safety walk through

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 Oct. 2019

- 247 Request for service
- 238 Request completed
- 10 Email related
- 43 hardware related
- 14 network related
- 12 password resets
- 3 phone related
- 7 project related
- 4 Radio related
- 92 software related
- 26 User Setup
- 6 camera related
- 30 Web page related

Special accomplishments:

- Replaced and configured 8 computers.
- Assisted in MUNIS upgrades.
- I.T. Security Specialist attended Secure World conference.
- Distributed Cyber Security Awareness material through various media.
- Built interactive forms and coordinated with Clerk's office for voting information.



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

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

- ❖ Hobbs City Commission – Efren Cortez (10/7 and 10/21)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Valerie Chacon (10/15)
- ❖ Library Board – Valerie Chacon (10/2)
- ❖ Lodger's Tax Board – Valerie Chacon (10/9)
- ❖ Planning Board – (N/A)
- ❖ Utilities Board – Erik Scramlin (10/3)

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

❖ Public Hearings/Presentations	3
❖ Agenda Items drafted	3
❖ Resolutions Drafted	6

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

❖ Procurement Review	10
❖ Contract Review	20

Litigation:

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

Legal Assistant, 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 October 2019, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	1
❖ Probation Violations:	0
❖ Pretrials (Pro Se):	85
❖ Pretrials (Attorney):	24
❖ Trials:	85
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	3
❖ Appeals in District Court	1
❖ Competency Matters	0
❖ Pleadings	11
❖ Civil Depositions	0
❖ Civil Mediations	0

❖ Arbitrations	0
❖ Demand Letters	3
❖ Misc. Hearings	1
❖ Trainings	9
❖ Witness Interviews	5
❖ Subpoenas	81
❖ Witness Lists	29
❖ Discovery Submissions	10
❖ Letters/Correspondence	2

Areas of Notoriety:

- ❖ Assistant City Attorney, Valerie S. Chacon, and Deputy City Attorney, Erik Scramlin taught Fourth Amendment search and seizure at the Hobbs Police Department Citizens' Police Academy on October 22, 2019.
- ❖ Assistant City Attorney, Valerie S. Chacon, was recently admitted to the bar of the United States Federal District Court for the District of New Mexico.

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/ Efrén A. Cortez

Efrén A. Cortez
City Attorney

CITY MANAGER'S REPORT

October, 2019

Hobbs Public Library

CIRCULATION: 11,106**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	5,286
Audio Books & Music	388
DVDs	5,063
E-Books/E-Audio (OverDrive & Gale)	369

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	32	47
ELIN Loans	19	20

PROGRAMS & PUBLIC SERVICES:

Programs Provided	21
Attendance	628
Meeting Room Use	33
Board Games	2

PATRON PROFILES:

Adult	22,718
Juvenile (Under 18 Years)	4,302
Senior Citizens (62+ Years)	4,312
Temp ELIN	2,200
Total Active Borrowers	33,532

Library Patrons Added This Month	69
Computer Patrons Added This Month	66

ITEMS ADDED:

Total Items Added	588
Items Weeded	298

CIRCULATION BY PATRON TYPE:

Adult	7,860
Juvenile	1,101
Senior Citizen	1,409
Used in Library	736

Total Children's Items Circulated 3,412

Total Adult Items Circulated 7,694

Patron Visits	3273
Overdue Notices Sent	356

Web Site Usage	5515
HPL Database Usage	937
Reference Questions	369
Public Computer Use	791

RECEIPTS:

Materials Paid For	\$257.51
Fines & Fees	\$692.37
Copy Machine & Public Printouts	\$550.82
Total	\$1,500.70

HOLDINGS:

Total Library Holdings	148,569
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City Manager's Report
 October 2019
 Municipal Court

Monthly Cases:

Traffic Citations	588
Misdemeanor Citations	86
Environmental Citations	112
Fire Code Violations	0
AGG. DWI	8
DWI – 1 ST	<u>5</u>
Total	799

Courtroom Activity:

Video Arraignments (Jail)	133
Court Appearances – A.M.	86
Court Appearances- P.M.	140
Pretrial Court Appearances – A.M.	28
Pretrial Court Appearances – P.M.	27
Attorney Pretrials	10
Trial Cases	<u>28</u>
Total	452

Other Activity:

Summons issued	1291
Warrants issued	<u>973</u>
Total	2264

Fines/Fees Assessed:

Fines	\$114,750
Penalty Assessment Fee	3,640
Automation Fee	3,132
Judicial Education Fee	1,566
Correction Fee	10,460
DWI Prevention Fee	975
DWI Lab Fee	1,105
Copies/Misc. Fee	<u>0</u>
Total	\$135,628

Fines/Fees Collected:

Fines	\$41,736
Penalty Assessment Fee	4,547
Automation Fee	3,743
Judicial Education Fee	1,872
Correction Fee	12,377
DWI Prevention Fee	939
DWI Lab Fee	309
Copies/Misc. Fee	8
Restitution	<u>0.00</u>
Total	\$65,531

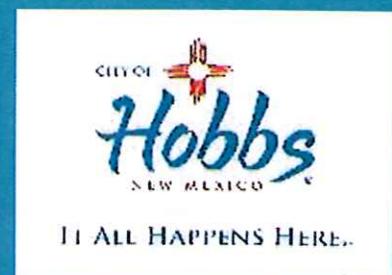
City Manager – October Report

2019

1. Staff has received 1 of 2 new service truck bodies for Irrigation Crew; Excited for more storage space and less time spent chasing parts
2. Three vacant Park Specialist positions were filled, Nancy Warner, Pablo Charo and Ashley Dimascio
3. We partnered with the Disc Golf Group to renovate hole 12 at McAdams park
4. Completed the mortality rates for trees along Healthwalk Trail; Good news - tree mortality continues to decrease
5. Scheduling and Organizing Christmas Light installs throughout the city and will begin in November
6. Raised mowing height at Rockwind for winter on greens and fairways
7. Electrical Issues at Veterans Sports Complex and McAdams Campground, working with General Services on repairs; Generator fuel cost at VSC is \$275 a night
8. Installed 3 new flag poles at Everglades Cemtery
9. 23 Internments at Prairie Haven Cemtery
10. Horticulture continues to plant fall color flowers at Turner, Community Bulletin PHMP Chapel
11. Took possession of new Vermeer Stump Cutter
12. POSD thanks Dept Heads for Employee Breakfast

Parks & Open Spaces Department

Authored by: Bryan Wagner





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 - October 2019**

Divisions

CORE Rockwind Clubhouse
 Older Americans Teen Center
 Recreation

CORE

CORE October participation reflects a minimal decrease of visits between all members and passes, and the total number of check-ins for the month was 26,668; that's over 6,000 more check-ins from October 2018! This reflects our local impact and reveals that the CORE remains significant and continues to grow.

Swim lessons were in full swing during October. We had Sessions 3 and 4, with 85 individual lessons. This proves to be of great benefit for the community since swim lessons during the fall and winter seasons in the past were more difficult to come by. The Facility Rentals division remained busy throughout October, organizing 42 rentals. October and future rentals, through June 2020, generated revenue of nearly \$8,800. This portrayed a slight increase in both the number of rental events and revenue compared with September, 2019.

The Spooktacular Halloween event was a hit with the community! Attendance = 1,782. There were 79 pies thrown, lots of fun activities and candy for kids. This event proved larger and better than last year, and the plan is to continue to offer this fun and family-oriented event for our community for many years to come.

Revenue & Participation

Description	October 1 to October 31
Fitness Unlimited	165
Day Passes Sold	941
Week Passes Sold	17
Month Passes Sold	131
Annual Membership Attendance	1,760
Monthly Membership Attendance	19,954
Swim Lessons - Sessions	85
kidWATCH	1,223
kidFIT	394
Group Classes (Ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	216
Special Events (Ie: Easter Egg Dive, Spooktacular, etc.)	1,782
Total Participants & Visits	26,668
Revenue	128,989.13
PRIOR MONTH COMPARISON	
DIFFERENCE = prev month - current month	\$ (8,532.28)
PERCENT DIFF = DIFFERENCE / prev month	-0.062043285
% =	↓ -6.20%
PRIOR YEAR COMPARISON	
DIFFERENCE = prev year - current month	15,002.96
PERCENT DIFF = DIFFERENCE / prev year	0.13162088
% =	↑ 13.16%

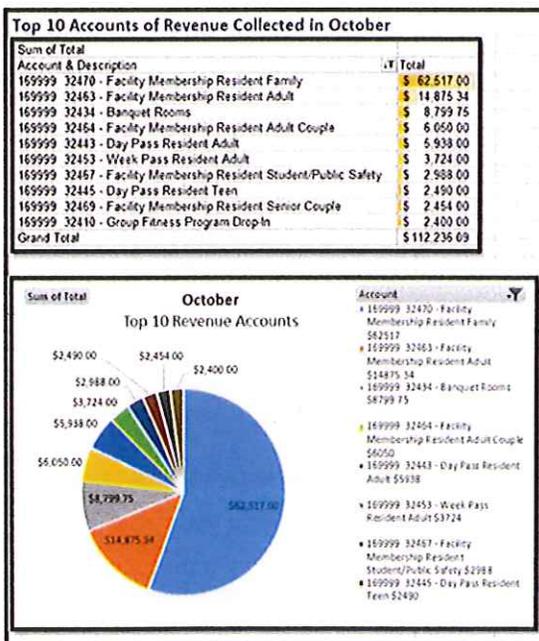
Summary Visits, Tours & Rentals

Description	October 1 to October 31
Member Visits	21,714
Classes	Approximately 381 Participants
Tour Participant	126
Private Rentals	42 Facility Rentals for Oct 1 to Oct 31 with \$8,799 in revenue including deposits for future events through January 2020 as of 09/03/19
Rentals Count	42

Monthly Membership Recap

New Memberships	
Month Ending	Oct-19
Memberships Sold in Month	219
Membership Counts	
Month Ending:	Oct-19
Family Memberships	1,394
Individual Memberships	234
Total Memberships	1,628
Total Individual Members	7,230

- There were 219 new memberships in October, making a total of 1,628 Active Memberships.
- There are currently 7,230 Active Members who have either a recurring monthly membership or an annual membership.



Older Americans

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

Meals:		Meal Donations Received:
October 2019 Congregate Meals Served	1,964	\$2,584.10
October 2019 Guest Meal Under 60 years	3	32.04
October 2019 Home Delivered Meals Served	2,517	\$1,602.85
	<hr/>	<hr/>
	4,481	\$4,218.99

Duplicate Recreation Activities: 1,067

Duplicate Exercise Activities: 426

Assessments/Reassessments: 94

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. We are adding an additional program called Artful Hands. This began on May 1st, and it will continue every Wednesday from 9:00 - 3:00. Seniors can go in and work on several different arts and craft projects all month long.

Transportation: 348

Meal Program Transportation 328

Other Transportation: 20

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: Floors to go has replaced the flooring in our Meal Site Kitchen and adjacent rooms. Fixtures and flooring are being ordered to begin the Meal Site bathroom remodels

Other: 28 seniors are signed up for a day trip to Lubbock on November 23rd. There was a great turn out for our Annual Health Fair October on 10 which was held from 9 - 11 am. The Senior Center hosted Coffee with Cops October on October 23 from 7 - 9 am. The Annual Halloween party was held at the luncheon on October 31 with a costume contest for those in attendance. Everyone also received a goody bag full of Halloween candy. The Thanksgiving Luncheon will be on November 22 at 11:45 am.

Recreation

Special Events/Aquatics:

- Hosted the annual Halloween Carnival at the Lea County Event Center.
- Recreation and Teen Center staff hosted the first Trick or Treat event for disabled children and their families.
- Recreation and HR staff have initiated planning for the City Employee Christmas Luncheon.
- Recreation staff decorated City Hall for the holiday season.
- Aquatic staff continue discussions for facility repairs at Heizer and Humble Pools.
- Ongoing winter maintenance continues at the outdoor pools.
- Aquatics staff is working with Vortex to upgrade the Washington Splash Pad.
- Planning has begun to offer lifeguarding classes earlier during the offseason.
- Planning has begun on Lifeguard Prep classes.
- Recreation staff is assisting with the planning of the Christmas Tree Lighting event.

- Recreation staff assisted 7 elderly individuals move large items to the curb for pickup during the final City Wide Clean-up on November 2.

Rockwind Club House

Sales Report by Revenue Departments

Rockwind Community Links

Date Between 10/1/2019 & 10/31/2019

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	60	\$699.79	\$0.00	\$699.79	\$0.00	\$35.21	\$735.00
Driving Range	31450	297	\$1,473.07	\$0.00	\$1,473.07	\$0.00	\$74.43	\$1,547.50
Golf Cart Rental Fees	31431	1175	\$18,141.73	(\$0.94)	\$18,140.79	\$0.00	\$697.54	\$19,338.33
Green Fees		1664	\$16,321.37	\$0.00	\$16,321.37	\$0.00	\$754.81	\$17,076.18
Hard Goods Sales	31410	298	\$9,628.55	(\$497.91)	\$9,330.64	\$7,027.23	\$458.62	\$9,789.26
Membership Fees	31420	1	\$571.42	\$0.00	\$571.42	\$0.00	\$28.58	\$600.00
Soft Goods Sales	31401	397	\$9,576.13	(\$32.97)	\$9,543.16	\$6,817.70	\$332.46	\$9,875.62
Food & Beverage	31441	179	\$270.09	(\$22.73)	\$247.36	\$55.48	\$13.64	\$261.00
Totals for Revenue	4241	\$56,882.15	(\$554.55)	\$56,327.60	\$13,930.39	\$2,603.29	\$58,930.89	
Grand Total:	4841	\$56,882.15	(\$554.55)	\$56,327.60	\$13,930.39	\$2,603.29	\$58,930.89	

KEY PERFORMANCE INDICATORS

Oct-19

Total Pre-Tax Revenue

\$56,327.60

*** Total Rounds**

1712

Avg Green Fee plus Cart Fee per Round

\$20.71

Total Merchandise Sales

\$19,675

Merchandise Sales Per Round

\$11.82

F&B Sales Per Round

\$ 0.16

COGS Hard Goods

75%

COGS Soft Goods

71%

COGS F&B

35%

Rounds w/Carts

71%

Total Revenue per Round

\$33.85

*** 48 ROUNDS WERE UNDER REPRESENTED DUE TO TRANSACTION FOR TOURNAMENTS LISTED AS EXPENSE RATHER THAN FOR TOURNAMENT FEE.**

NOTES & PROJECTIONS:

October was a busy month with tournaments every weekend, in fact it was probably to many as we had complaints from the general public not being able to access the golf course. I will strive to book events on Fridays & Mondays and not so many in a succession.

SCAGA-Sun Country Amateur Golf Association conducted the Section-Two Person Team Best Ball Championship but only attracted 48 teams. Most from out of the County.

Pro shop inventory is being reconstituted for the winter season and the upcoming new year.

GREEN FEE BREAKDOWN

EZLinks/Golf Now Prepaid	28
Sum EZLink/Glf Now Prepd	<u>28</u>
Player's Pass 18 Walk	258
Summary Player's Pass	<u>258</u>
Li'l Rock Adult Resident	119
Li'l Rock Adult Non-Res	3
Li'l Rock Jr. CompwAdult	8
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Res	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	2
Li'l Rock Team Comp	5
FootGolf Adult	0
FootGolf Jr Comp	0
Summary for Par 3	<u>135</u>
Public 18	94
Public 9	3
Public Junior	16
Public Senior	30
Public Twilight	20
Public Replay	0
Specials	1
Yth on Crse	1
PGA/GCSAA COMP	6
Summary for Public	<u>171</u>
Punch Pass	22
Summary for Punch Pass	<u>22</u>
Rain Check	8
Sum for Rain Check	<u>8</u>
Resident 18	286
Resident Junior	2
Resident Senior 18	120
Leag Fee	0
Complimentary Round	27
Resident Twilight	101
Team Practice Round	99
Resident 9	42
Marshal/Employee	17
Resident Replay	6
Summary for Resident	<u>700</u>
Tournament Fees	391
Grand Total:	1,712

Teen Center:

- Recreation and Teen Center staff hosted the first Trick or Treat event for disabled children and their families.
- Hosted a domestic abuse awareness play and workshop.
- Staff is working with a vendor to replace the damaged gym divider curtain.
- Staff is working with Klein Automation to add additional security cameras.



HOBBS POLICE DEPARTMENT



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

John Ortolano
Chief of Police

	TOTAL	TOTAL	% CHNG	Year to Date	Year to Date	% CHNG
October 2018/2019	RPTS	RPTS		2018	2019	
			2018/2019			
	2018	2019				
REPORTED CRIMES	551	469	-15%	5,003	4380	-12%
CALLS FOR SERVICE	4,309	4,101	-5%	39,969	41,428	4%
ARRESTS	368	327	-11%	3,663	2896	-21%
MURDER	1	0	-100%	3	9	200%
RAPE	6	4	-33%	43	35	-19%
ROBBERY	3	4	33%	21	21	0%
ASSAULTS AND BATTERY	114	74	-35%	1002	921	-8%
BURGLARY	53	39	-26%	362	324	-10%
LARCENY	55	50	-9%	420	444	6%
SHOPLIFTING	53	77	45%	394	371	-6%
AUTO THEFT	18	15	-17%	132	152	15%
ARSON	1	0	-100%	4	3	-25%
FORGERY	0	0	0%	32	7	-78%
FRAUD	11	6	-45%	83	68	-18%
EMBEZZLEMENT	6	2	-67%	32	31	-3%
REC. STOLEN PROPERTY	2	0	0%	15	14	-7%
VANDALISM	44	42	-5%	473	452	-4%
WEAPONS OFFENSES	4	3	-25%	46	34	-26%
DOMESTIC VIOLENCE	53	34	-36%	485	400	-18%
ASSAULTS/BATTERY ON PO	10	1	-90%	96	62	-35%
SHOOTING AT/FM MV OR DWELLING	1	0	-100%	33	31	-6%
CITATIONS ISSUED	480	1,016	112%	7,874	9,423	20%
DWI	6	17	183%	95	134	41%
TRAFFIC CRASHES	120	151	26%	961	1108	15%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons October 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons October 2019</u>	
Residential	11,203	77,208,287	11,454	101,650,421	
Commercial	1,790	45,740,998	1,818	51,454,251	
City Accounts	216	11,443,155	215	20,247,860	
School Accounts	56	4,212,917	57	9,641,136	
Irrigation	251	6,785,458	251	9,214,749	
Effluent Water	3	8,993,600	4	12,632,591	
	13,519	154,384,415	13,799	204,841,008	

DISCONNECTIONS FOR NON PAYMENT

October 2018	313
October 2019	319

LABORATORY

	October 2018	October 2019
Total Drinking Water Tests	46	58
Total Wastewater Tests	789	744
Liquid Waste Received (gallons)	222,123	559,761

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	105.439	99.710
Effluent (Million Gallons)	102.272	98.596
Solids Removed (Dry Pounds)	179,490	32,389

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	206,749,000
Total monthly water distributed, million gallons	202,462,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	1,763

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	15
Meter box replacement	25
Meter stop / valve replacement	40
Meter leaks	20
Meter change out 3/4"	50
Meter change out 1"	0
Meter change out 2"	0
Meter change out 3"	3
Meter change out 4"	2
Meter change out 6"	0
Meters tested	35
Set new 3/4" meter	0
Set new 1" meter	5
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	32
Service lateral replacement	QTY 8 - 95 Feet
New service lateral	Qty 10 -185 feet
Low water pressure investigation	2
Water quality investigations	2
Main line leaks/repair	5
Main line replacement (feet)	30
New main line installed (feet)	0
Valve maintenance	100
Valve new install/replacement	35
Fire hydrant maintenance	8
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	3
Fire hydrant meter set	4
New fire hydrant installed	5
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	750,000
Miscellaneous afterhour calls	5
Emergency call outs (from 5:00pm to 7:00am)	92

WORK DESCRIPTION

QUANTITY

Manhole maintenance	39
Manholes cleaned	41
Sewer main line cleaned	9,622
Sewer stoppages	48
Sewer main line video inspections	0
Odor complaints	0

Sewer pre-treatment additives	20 gallons
Property damage from sewer	0
Sewer main line repair/replacement	2
New sewer main line installation	80 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	20
Emergency call out (from 5:00 pm to 7:00 am)	14

UTILITIES MONTHLY PLUMBER REPORT OCTOBER 2019	QUANTITY
Sewer stoppages	10
Odor complaints	2
Water leaks	10
Pool maintenance	25
Gas leaks	5
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	16