



CITY MANAGER'S MONTHLY REPORT

JANUARY, 2020

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

January, 2020 City Manager's Report

Attend Commission Meetings	1
Attend and prepare agenda Dept. Head Staff meetings	4
Notarize documents for public & City Staff	2
Review, approve and process monthly invoices – Work Comp, Health and General Liability	3
Conference calls with Insurance company/ attorneys to review ongoing claims	3
Monthly review of open claims with insurance agent	1
Review Incident Reports from city depts., associated police reports and video footage; establish claims if required	16
Endorse new vehicles, equipment to policy	6
Review property damage reports, establish claim and collection process	2
Review Tort Notices, notify affected depts. and establish claim	5
Served as Acting City Manager	1
Prepare various correspondence for Mayor and City Manager	6
Compose and prepare Proclamations	1
Schedule meetings for Mayor and City Manager	39
Travel arrangements for City Manager and Mayor	1
Respond to invitations to Mayor and City Manager	5
Attend Department Head Goal Planning Session w/ City Manager	1
Received and assisted callers to Mayor/City Manager's office requesting assistance, general information/filing complaint	49
Review and approve Alcohol & Gaming Permit Apps.	1
Scheduled meetings in conference room	18
Review, approve and post Advisory Board Agendas	4
Issue purchase orders	4
Review and approve social service agencies quarterly invoices	18
Process notary bond applications	3
Review and approve payroll	2



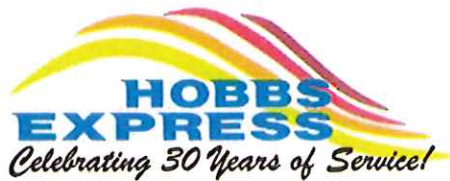
JAN FLETCHER, CMC
City Clerk

OFFICE OF THE CITY CLERK

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

**CLERK'S OFFICE MONTHLY REPORT
JANUARY 2020**

Business Registrations – New	27
Business Registrations - Renewals	961
Total Business Registration Activity for Month	988
Total Active Business Registrations as of 1/31/20	1,859
Firework Permits	0
Junk Yard Licenses	1
Liquor Licenses	0
Mobile Business Licenses	24
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	18
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	40
Public Documents Notarized	205
Public Records Requests	36
Regular City Commission Meetings 1/6/20 and 1/21/20	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings 1/21/20	1
Notices of Potential Quorum 1/13/20	1
Resolutions and Ordinances Attested	13
Other Items Approved	3
Total Number of Transactions on Tyler Cashiering	1,320
Total Amount	\$781,763.74



Hobbs Express

Monthly Report - JANUARY 2020

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-19	Jan-20
No. of Elderly Passengers	639	544
No. of Non-Ambulatory Passengers	188	149
No. of Disabled Passengers	248	197
No. of Other Trips	3517	4236
Total Passenger Trips	4592	5126

Bus Route Trips	4030	4614
Rapid Line Trips	263	230
Total Bus Route Trips	4293	4844
Total Demand Response/Paratransit Trips	299	282
Total Passenger Trips	4592	5126

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-19	Jan-20
Total Vehicle Hours	890.5	902
Total Vehicle Miles	12,436	12,151

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-19	Jan-20
Total Fares Collected	\$3,713.87	\$4,116.72



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2020**

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 as assumed the responsibility for addressing outside City Limits.

	Jan.	2019 Total	2020 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	7	258	7

GIS-MAPPING DIVISION:

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

ArcGIS Enterprise Server (Update):

Parks Map (Update): The dashboard was shared with the Open Spaces Dept. on Jan 6th. Additionally, the Open Spaces Dept. has been supplied with hard copy maps while the GIS Division works to completion of the later phases of the Park Maintenance Map project.

Precinct Map: In late Jan 2020 the GIS division made a new Voting Precinct dataset and map for the Clerk's Office. This data may be used in a web map to help the public find their voters find info in the future.

Supplemental Datasets: The GIS is working on supplemental datasets to help augment the capabilities of the Centerline (data entry ongoing) and Address Point (future project) datasets.

Lea County Parcels: On Jan 30th the GIS division completed work on the July 2019 parcel data. In total 48922 individual correction were created to fix the location of 19951 parcels. New Parcel data is provided by Lea County in Feb and July, at which time the GIS division will work on updating the ~49k individual correction to include the new parcels, and any errors discovered in the previous correction.

Address Verification & Validation: In mid Jan 2020 it was discovered that some addresses that were created in 2014 were missing from the GIS. The GIS division used ArcGIS for Office to create a way to take the 07 - 17 addressing reports (excel files) and



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2020**

cross check them with the Address Points dataset. 2332 addresses were checked and 645 addresses were flagged as not being in the GIS.

Rockwind Golf Course Datasets: The GIS division converted the CAD file into a GIS dataset to assist Open Spaces with GPS the updating sprinkler head location.

CORE Fire Map (Update): The GIS division has completed work on the CORE fire extinguisher, fire escape route, and AED map. A PDF was provided to the CORE Jan 28th.

Public FEMA Notifications: GIS division has been working on notifying members of the public affected by the changes to the flood plains in south Hobbs. The notification letters are expected to be sent out in February.

DEPARTMENT: _____

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

January

The City Commission approved 2 Development Agreements allocating \$400 thousand towards infrastructure development.

Planning Board Summary:

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

- Subdivision of property located SW of the intersection of Joe Harvey & Grimes (approved)
- Subdivision of property located NW of the intersection of White & Cochran (approved)
- Subdivision of property located SE of the intersection of Kansas & Davis (approved)
- Affordable Housing Funding Commitment and Letter of Financial Support for Yes Housing (recommended Commission approval)



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
JANUARY 2020**

TRAFFIC DIVISION:

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

Total 1,296 tracked intersections

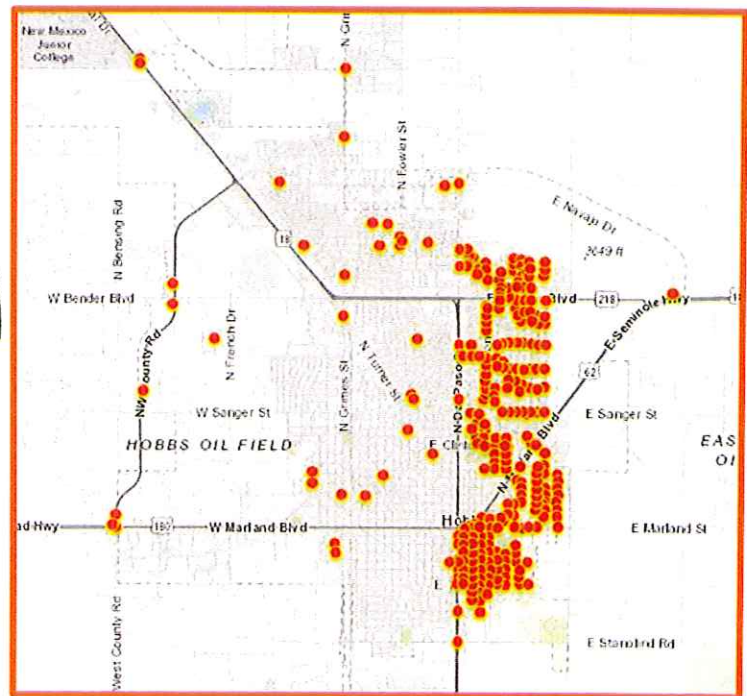
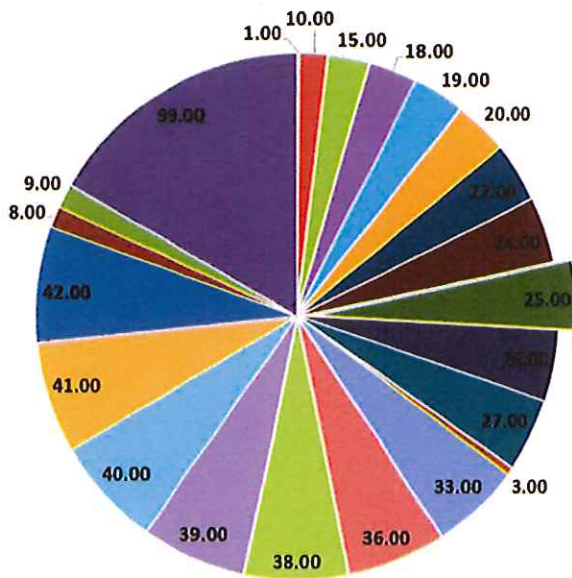


Figure 1 - Location Map of Work Performed

- | | | |
|----------------------------------|---|--------------------------------------|
| ■ Routine Signal Inspection = 1 | ■ Detector Adjusted = 10 | ■ Load Switch / Detecto Replace = 15 |
| ■ LED Module Replace = 18 | ■ Ped Push Button Repair / Replace = 19 | ■ Repair Communication = 20 |
| ■ Cabinet Installed = 22 | ■ New St. Name Sign Made = 24 | ■ New St. Name Sign Installed = 25 |
| ■ Sign Install / Replace = 26 | ■ Pole Straighten / Re-bolted = 27 | ■ Wiring Proble Repair = 3 |
| ■ Cabinet Clean / Inspected = 33 | ■ Line Spot Hours = 36 | ■ Solar Flasher / Speed Sign = 38 |
| ■ Call Outs = 39 | ■ Call Out Hours = 40 | ■ Assit Other Dept = 41 |
| ■ Graffiti Cleaned = 42 | ■ Signal Head Straightened = 8 | ■ Breakaway Base Replaced = 9 |
| ■ Work Order = 99 | | |



COMMUNICATIONS DEPARTMENT
Monthly Report
January 2020
Submitted February 24, 2020

GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Closure Notices

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs.

2020 CENSUS

- Further "Census at the Library" planning and information gathering
- Designed, gained approval, and submitted water bill flyer inserts for Census education and motivation purposes
- iCountNM posts for Hobbs and Lea County (the State is working mostly with Counties)
- Meeting with Hollye Shearer, Marketing Chair for Lea County CCC
- Census presentation on Hobbs Realtors lunch
- Presented at Lea County Census Complete Count Committee
- "Census Day" at Hobbs High School meeting and continued planning with Melissa Richards
- Spoke at Lea County Pre-Primary Republican Convention
- Presentation at Hobbs Literary Club

JANUARY 13TH, 2020 STATEWIDE COMPLETE COUNT COMMISSION PLANNING

- Invited all Committee members as well as all counties across the state to this meeting of the Commission
- Confirmed panelists panel participation from CCCs within/of Eddy and Lea Counties and provided guidance on presentations/speeches
- Requested Notice of Quorum from Clerk's office
- Coordinated meeting
 - Setup with State Coordinator, Ms. Best and Zia Park staff
 - Assigned table seating
 - Served as panel moderator
 - Assigned and directed panelists
 - Conducted PR on behalf of the City of Hobbs and Census efforts
 - Coordinated with hired event photographer
 - Made computer and presentation capabilities available (to those who were ready in a timely manner)
 - Promoted bus tour which was held after meeting
 - Pinpoint new route (changed due to meeting running late)
 - Communicated route changes to bus driver
 - Attended bus tour and acted as Tour Guide with Count Manager

continued next page



COMMUNICATIONS DEPARTMENT

Monthly Report

January 2020

Submitted February 24, 2020

- Gave presentation on behalf of Hobbs Complete Count Committee
- RSVP'd last minute dinner reservations
- Attended that evening's dinner

RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. Appointments are set biweekly.

Current Radio Announcements

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

COMMUNICATIONS DEPARTMENT
Monthly Report
January 2020
 Submitted February 24, 2020

SOCIAL MEDIA INSIGHTS



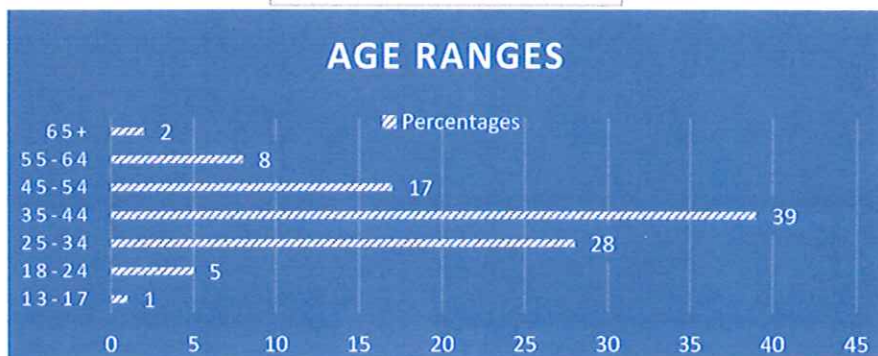
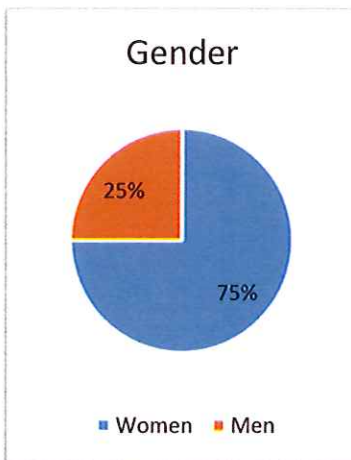
Facebook – last 28 days

Page Views	Post Reach	Post Engagement	Page Likes
85% increase	40 % increase	67% increase	1% decrease



Instagram

Reach	Impressions	Profile Visits	Interactions
724	4,598	31	31





COMMUNICATIONS DEPARTMENT
Monthly Report
January 2020
Submitted February 24, 2020

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau quarterly meeting with hoteliers is scheduled quarterly.

MISCELLANEOUS ACTIONS

- Branding presentation to Lodgers' Tax Board
- Currently exploring Dropbox business account for entire organization
- Director attended Spinnaker ribbon cutting and provided owner with USB of photos he allowed to be taken for City's branding campaign
- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Assigned community service participants
- Attended webinars
- Attended New Employee Reception
- Director attends monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Director serves on Rotary Club Board and attends monthly meetings
- Numerous notices for different departments and locations
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Website monitoring and updates communicated with IT Web Master

Livestreamed City Commission Meetings

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

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

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

2020 January Hobbs Animal Adoption Center

	Cats	Dogs
Intakes:		
Dead on Arrival	12	12
Stray	50	180
Transfer		
Unwanted	26	54
Low Cost	38	35
Quarantine		6
Total	126	287
Disposition:		
Adopted	30	74
Died at Facility	2	3
Dead on Arrival	11	12
Escape trap		
Euthanized	5	28
Rescued	26	94
Return Owner	5	56
Low Cost	38	35
Total	117	302

City of Hobbs Building Division

Total Type of Construction

for period ending January 01, 2020-January 31, 2020

January 2020 Report

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	3	4,500.00	256.00
COMM PLUMBING	C	12	18,000.00	986.00
COMMERCIAL DEMOLITION	C	1	1,000.00	20.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	725.00
COMMERCIAL RE-ROOFING	C	4	157,643.00	680.00
COMMERCIAL SIGN	C	1	15,000.00	50.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	178.00
NEW COMMERCIAL	C	2	11,414,000.00	960.00
PYROTECHNIC SPECIAL EFFECTS	C	1	1,500.00	25.00
		<u>35</u>	<u>11,628,143.00</u>	<u>3,880.00</u>
Residential				
RES MECHANICAL	R	32	48,000.00	2,140.00
RES PLUMBING	R	48	72,000.00	2,194.00
RES SEWER TAP & EXCAVATION	R	12	18,000.00	4,530.00
RESIDENTIAL ADDITION	R	1	50,000.00	200.00
RESIDENTIAL CARPORT	R	2	20,200.00	160.00
RESIDENTIAL DETACHED GARAGE	R	1	50,000.00	200.00
RESIDENTIAL DRIVEWAY	R	1	3,850.00	20.00
RESIDENTIAL ELECTRICAL	R	57	99,000.00	4,723.00
RESIDENTIAL FENCE	R	1	1,500.00	10.00
RESIDENTIAL MANUFACTURED HOME	R	4	230,145.00	300.00
RESIDENTIAL REMODEL	R	5	110,299.00	920.00
RESIDENTIAL RE-ROOF	R	10	82,741.00	820.00
RESIDENTIAL SINGLE FAMILY	R	14	4,313,664.00	9,028.09
RESIDENTIAL STORAGE	R	1	10,000.00	90.00
		<u>189</u>	<u>5,109,399.00</u>	<u>25,335.09</u>
		<u>224</u>	<u>16,737,542.00</u>	<u>29,215.09</u>

CODE NUMBERS FOR JANUARY 2020

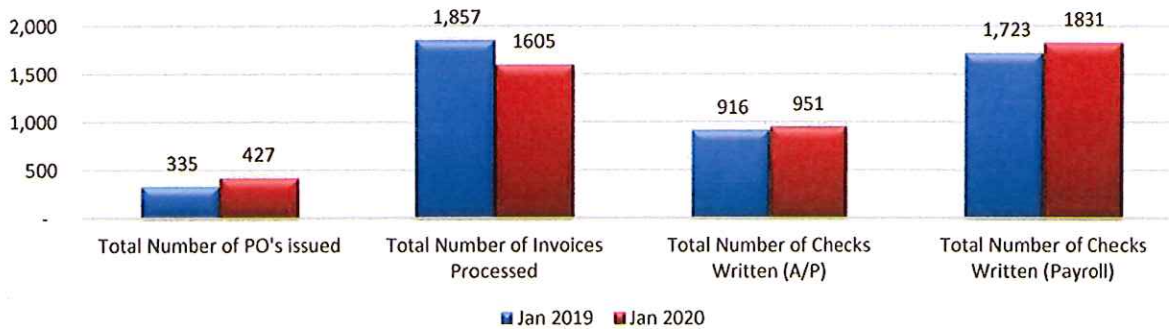
CODE WARNINGS	399
CODE CITATIONS	18
CODE COMPLAINTS	297
ANIMAL WARNINGS	151
ANIMAL CITATIONS	26
ANIMAL COMPLAINTS	225
VEHICLES TOWED/PD	2

**Monthly Measurement
Finance Department
Fiscal Year 2020**

Cash Statistics	Jan 2019	Jan 2020
Beginning Cash Balance	\$ 109,843,663	140,955,853
Monthly Cash In (Revenue - all funds)	\$ 10,864,019	10,981,353
Monthly Cash Out (Expenditures - all funds)	\$ 9,003,429	9,718,045
Ending Cash Balance	\$ 111,704,254	142,219,161

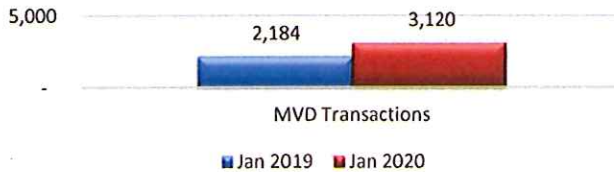
Finance Transaction Statistics	Jan 2019	Jan 2020		
Total Number of PO's issued	335	427	daily average	20.00
Total Number of Invoices Processed	1,857	1605	daily average	78.87
Total Number of Checks Written (A/P)	916	951	weekly average	268.00
Total Number of Checks Written (Payroll)	1,723	1831	bi-weekly average	576.00

Financial Transaction Averages

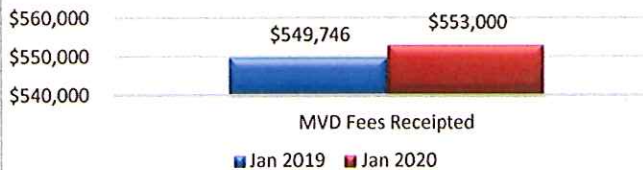


MVD Statistics	Jan 2019	Jan 2020		
MVD Transactions	2,184	3,120	daily average	135.64
MVD Fees Received	\$ 549,746	\$ 553,000	daily average	\$ 24,043.49

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

January 2020

ALARMS

Alarms (City)	68
Alarms (County)	56
Total Alarms	124

ZONES

Zone 1 (NW City) 27	Zone 5 (NW County) 2
Zone 2 (NE City) 13	Zone 6 (NE County) 16
Zone 3 (SE City) 21	Zone 7 (SE County) 7
Zone 4 (SW City) 7	Zone 8 (SW County) 14
Out of District 17	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	2:04
Station 2	0:52
Station 3	1:18
Station 4	1:16
Average	1:22

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	9:33
Station 2	5:28
Station 3	4:58
Station 4	6:32
Average	6:37

PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	88
Smoke Detectors Installed	3
Public Education Activities	0
Plan Reviews	3
Burn Permits Issued	4

FIRE RESPONSE BY STATION

Station 1	47
Station 2	25
Station 3	35
Station 4	17

MOST COMMON DAY/TIME

Friday (1400 – 1459)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 27

TRAINING HOURS

Fire Training	756
EMS Training	59

EMERGENCY MEDICAL SERVICES

January 2020

EMS RUN BREAKDOWN

City Response	634
County Response	45
Total Responses	679

ZONES

Zone 1 (NW City)	291	Zone 5 (NW County)	8
Zone 2 (NE City)	100	Zone 6 (NE County)	28
Zone 3 (SE City)	147	Zone 7 (SE County)	4
Zone 4 (SW City)	96	Zone 8 (SW County)	5

AVERAGE RUN TIMES

Enroute:	1:41
At Scene:	4:35
To Destination:	23:15
Back in Service:	33:35

MOST COMMON DAY/TIME

Friday – 124 calls for service

Friday – 23 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Breathing Problems - 68

OUT OF TOWN TRANSFERS

Lubbock	27
Midland	2
Odessa	3
Roswell	9
Carlsbad	7

CARDIAC ARREST RESPONSES

Cardiac Arrest	10
ROSC	3

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$133,014.65
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Highlights for the month of January

- Received \$15,000 grant award from Oxy to be utilized for Blue Card Command Training
- Two members attended Public Safety Goal Planning session with City Manager
- Held annual Goal Planning Session For HFD; developed Top 11 goals for the department
- Deputy Chief attended Policies and Procedures class taught by Curt Varone
- Submitted annual EMS Fund Act and Service Report to the State EMS Bureau
- 8 members completed and successfully passed IFSAC Instructor I class
- 3 members completed and successfully passed SAFER NM car seat safety class
- 8 members began Paramedic School
- 7 members began EMT-Basic class

January 2020 General Services – Building Maintenance

Work performed by City Carpenters

3	Wall repaired
2	Moved Office Furniture
7	Door lock repaired
10	Roof inspections
1	Installed New cores
1	Replaced one glass panel
3	Building repaired / out side
2	Ceiling Tile replaced
6	Carpet replaced
1	Installed door side lite kit
1	Roof repair
2	Door closer adjusted
1	Painted Office
38	Work Orders

Location of work performed

10	City Hall
1	Jogging Trail Restrooms
15	Police Department
6	Senior Center
1	Station #3
2	McAdams Restroom
1	Humble Restroom
1	C.O.R.E.
3	Annex
1	Green Meadows
2	Animal Adoption
1	City Jail
1	Waste Water Plant Office
1	Jefferson Reservoir
2	Library
1	Teen Center
3	D.M.V.
2	Hobbs Express
2	City Garage
1	State Police Building

Break down of work performed by the Electricians

Break down of work performed by the Electricians.

24	Light repairs
8	Heater repairs
31	General electrical work
8	CORE work
8	Nonelectrical work

Location of work performed.

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

Street Department Monthly Report January 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
432Hrs.	Street Sweeping
75 Hrs.	Building Brooms
74 Hrs.	Cold Mix Patching
32 Hrs.	Crack Seal
13 Each	Street Complaints
306 Hrs.	Alley Work complaints
304 Hrs.	Storm Sewers & Inlets
38 Hrs.	Equipment Maintenance
19 Hrs.	Yard Maintenance
30 Hrs.	Working in the Welding Shop
9 Hrs.	Street Grading
56 Hrs.	Meetings
168 Hrs.	Hot Mix work
16Hrs	Stocking Fill Dirt & Caliche

The total amounts of material hauled or used:

Quantity	Material
352 Yds.	Sweepings
330 Lbs.	Pollex243 Rubber
282 Yds.	Alley Fill Dirt
5.75 Yds.	Cold Mix Used
7.200 Gal	Brine
358 Yds.	Trash Hauled

Calls responded to:

Number	Type
26	Dispatched – accidents, spills, debris

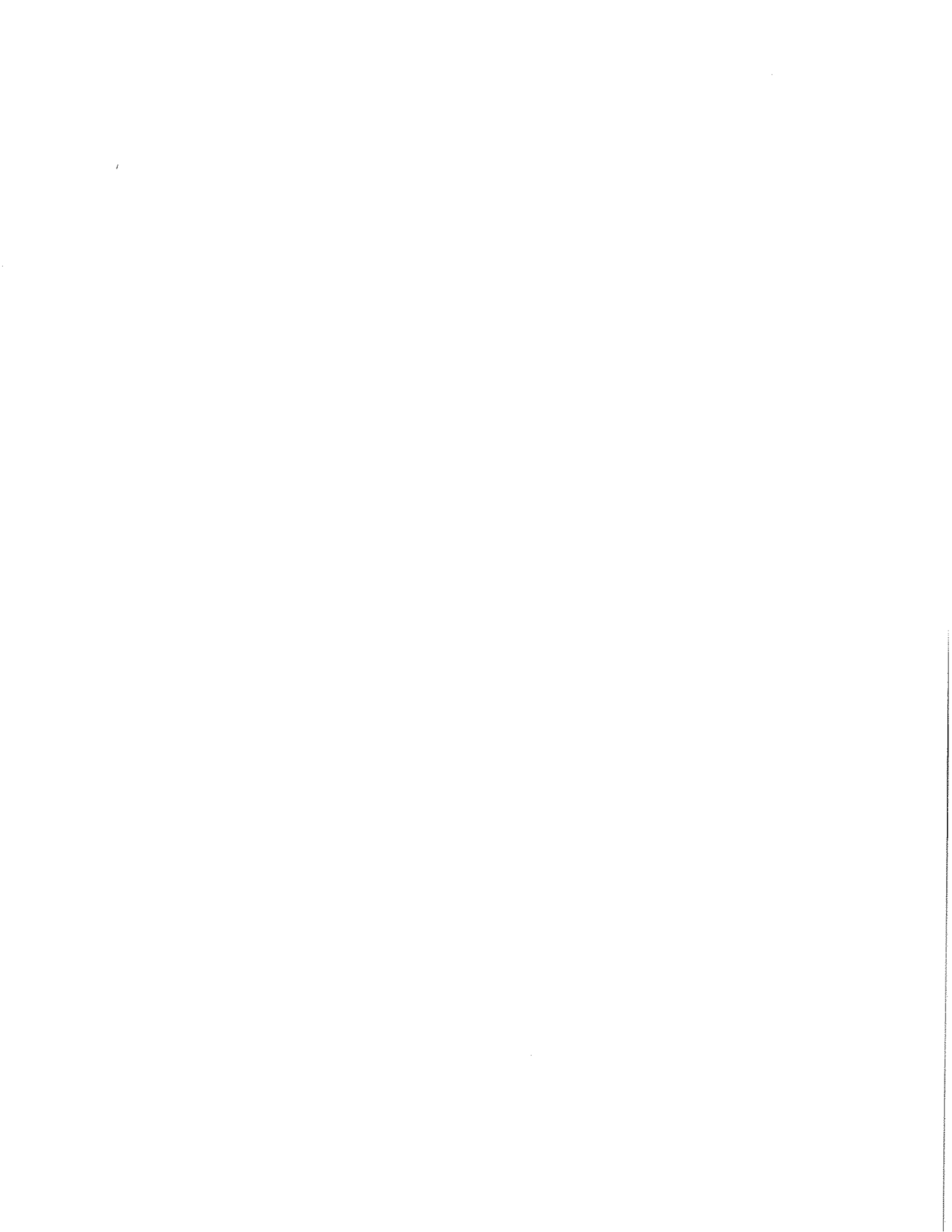
January - 2020

General Services - Garage

In January 2020 The City Garage had a total of 242 Repair Orders/Invoices. Of the 242 R.O./Invoices, 169 were repaired in house and 73 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 38,647.18 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	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	2	0.00	51.00	12.48	0.00	63.48
Complete Wash	0	0.00	0.00	0.00	0.00	0.00
Filters	3	0.00	68.00	8.32	0.00	76.32
Service Calls	22	12.99	2,244.00	0.00	0.00	2,256.99
Miscellaneous Maintenance	77	3,051.67	6,579.00	3,105.73	1,829.83	14,566.23
Brakes	16	393.37	918.00	1,788.10	417.00	3,516.47
Steering/Suspension	0	0.00	0.00	0.00	0.00	0.00
Tires	32	672.00	544.00	1,505.76	855.00	3,576.76
Whls/Hubs/Brgs	0	0.00	0.00	0.00	0.00	0.00
Transmission	3	234.00	238.00	0.00	0.00	472.00
Charging	38	2,823.64	2,261.00	1,201.89	0.00	6,286.53
Lighting	7	42.25	561.00	0.00	0.00	603.25
Preventive Maintenance	27	1,838.89	1,190.00	746.97	0.00	3,775.86
Cooling	0	0.00	0.00	0.00	0.00	0.00
Fuel System	2	0.00	51.00	47.95	0.00	98.95
Engine	2	0.00	0.00	681.30	1,285.00	1,966.30
Safety Recalls	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	2	0.00	0.00	810.54	577.50	1,388.04
Warranty	9	0.00	0.00	0.00	0.00	0.00
Monthly Total	242	9,068.81	14,705.00	9,909.04	4,964.33	38,647.18

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	169	9,068.81	14,705.00	23,773.81
Vendor	73	9,909.04	4,964.33	14,873.37





City of Hobbs
 Human Resources Department
 January 2020 Departmental Re-cap
 City Managers Report

Recruitment:	January 2019	January 2020
• Applications Received/Reviewed	330	334
• New Hires	15	14
• Re-Hires	2	3
• Transfers/Promotions/Demotions	4	11

Personnel Actions:	January 2019	January 2020
• Performance Reviews	27	6
• Retirements	0	0
• Terminations	12	7
• Other(certs, shift moves)	7	36 (Min Wage Adj)

New Position Postings in January:

PARKS SPECIALIST	PARKS MAINT WORKER
CORE KIDS SUPERVISOR	SPORTS SPECIALISTS
GARAGE INTERN	FITNESS SPECIALIST
TEEN REC WORKER	ACTIVITY SUPERVISOR
FACILITY RENTAL LEAD	ASSISTANT SUMMER PROGRAM
LIBRARY PAGE	COORDINATOR
SEASONAL PLAYER'S SERVICE	SUMMER PROGRAM COORDINATOR
ATTENDANT	SPORTS FIELD SPV
GOLF COURSE MAINT WKR	

Team Involvement:

- HR Team worked a job fair at the event center
- Assisted with New Employee Breakfast
- HR Team conducted their Strategic Planning Meeting
- Nicholas and Tracy participated in the City Manager's Planning Meeting

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

- Servers (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 January 2020

- 263 Request for service
- 252 Request completed
- 1 Bulletin Board
- 24 Email related
- 44 hardware related
- 8 network related
- 17 password resets
- 11 phone related
- 7 project related
- 15 Radio related
- 42 software related
- 33 User Setup
- 60 Web page related

Special accomplishments:

- Replaced and configured 13 computers.
- Moved and replaced computer equipment for Senior Center floor installation.
- Installed new voting equipment in the Commission Chambers.
- Completed the evaluation of next generation endpoint protection for cyber security for city computers.
- Replaced credit card machines at Hobbs Express, Police Dept. Motor Vehicle, Animal Adoption, and Library.



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

January 2020

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 January. 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 January 2020, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (1/6 and 1/21)
- ❖ Cemetery Board – Efren Cortez (1/23)
- ❖ Community Affairs Board – Valerie Chacon (1/14)
- ❖ Library Board – Valerie Chacon (1/7)
- ❖ Lodger's Tax Board – Valerie Chacon (1/8)
- ❖ Planning Board – Erik Scramlin (1/21)
- ❖ Utilities Board – Erik Scramlin (1/9)

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

- ❖ Public Hearings/Presentations 2
- ❖ Agenda Items drafted 4
- ❖ Resolutions Drafted 5

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

- ❖ Procurement Review 9
- ❖ Contract Review 21

Litigation:

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

Legal Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Erik M. Scramlin, is primarily tasked with representing the City of Hobbs in civil matters and providing training opportunities to staff. City Attorney, Efren A. Cortez, is primarily in charge of advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of January 2020, the litigation activity of the City Attorney's Office is as follows:

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 4
- ❖ Pretrials (Pro Se): 90
- ❖ Pretrials (Attorney): 25
- ❖ Trials: 56
- ❖ Dangerous Dogs/Petitions: 3
- ❖ DWI Cases: 10
- ❖ Appeals in District Court: 1
- ❖ Pleadings: 104
- ❖ Civil Depositions: 0
- ❖ Civil Mediations: 0
- ❖ Arbitrations: 0
- ❖ Demand Letters: 2

❖ Misc. Hearings (Mun./Dist./Fed.):	5
❖ Trainings:	1
❖ Witness Interviews:	7
❖ In-office consultations:	5
❖ Discovery Submissions:	15
❖ Letters/Correspondence:	384

Areas of Notoriety:

- ❖ Deputy City Attorney, Erik M. Scramlin, attended the Defense Research Institute government liability conference in San Diego, California.
- ❖ The City Attorney’s Office received preliminary approval for the addition of another Assistant City Attorney and a Legal Intern in an effort to improve the legal services to the organization.

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

Respectfully,

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

CITY MANAGER'S REPORT

January, 2020

Hobbs Public Library

CIRCULATION: 9,033**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	4,697
Audio Books & Music	308
DVDs	3,721
E-Books/E-Audio (OverDrive & Gale)	307

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	10	39
ELIN Loans	16	17

CIRCULATION BY PATRON TYPE:

Adult	6,390
Juvenile	717
Senior Citizen	1,499
Used in Library	427

Total Children's Items Circulated 2,668

Total Adult Items Circulated 6,365

Patron Visits	2969
Overdue Notices Sent	244

PROGRAMS & PUBLIC SERVICES:

Programs Provided	24
Attendance	328
Meeting Room Use	19
Board Games	2

Web Site Usage	5734
HPL Database Usage	876
Reference Questions	273
Public Computer Use	815

PATRON PROFILES:

Adult	22,739
Juvenile (Under 18 Years)	4,211
Senior Citizens (62+ Years)	4,401
Temp ELIN	2,219
Total Active Borrowers	33,570

RECEIPTS:

Materials Paid For	\$125.00
Fines & Fees	\$650.31
Copy Machine & Public Printouts	\$634.85
Total	\$1,410.16

Library Patrons Added This Month	79
Computer Patrons Added This Month	78

ITEMS ADDED:

Total Items Added	937
Items Weeded	508

HOLDINGS:

Total Library Holdings	148,944
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City Manager's Report
January 2020
Municipal Court

The Municipal Court has added another alternative to incarceration program in January 2020. The Aspen Program is an Offender Responsible Education Program. Aspen is designed to offer "Second Chance Life-Values" that works in combination with fines and/or incarceration. Aspen is designed for charges such as:

- Underage Alcohol Crimes
- D.W.I.
- OFP Violation
- Shoplifting
- Traffic Related Crimes
- Domestic Assault
- Probation Violation
- Disorderly Conduct
- Misdemeanor Assault
- False Info to a Police Officer
- Obstructing Legal Process
- Damage to Property

The Municipal Court has received \$45,089.69 in reimbursements from the New Mexico Court Automation Program from January 2019 – December 2019. The purpose of the New Mexico Court Automation is to assist Municipal Courts in the purchasing, maintaining, and operating of court automation systems. Municipalities are required to assess and remit fees per statute. Upon compliance, the Municipal Court is eligible to receive reimbursements such as these.

Monthly Cases:

Traffic Citations	964
Misdemeanor Citations	72
Environmental Citations	54
Fire Code Violations	0
AGG. DWI	4
DWI – 1 ST	<u>1</u>
Total	1095

Courtroom Activity:

Video Arraignments (Jail)	109
Court Appearances – A.M.	41
Court Appearances- P.M.	231
Pretrial Court Appearances – A.M.	28
Pretrial Court Appearances – P.M.	29
Attorney Pretrials	22
Trial Cases	<u>24</u>
Total	484

Other Activity:

Summons issued	1244
Warrants issued	<u>918</u>
Total	2162

Fines/Fees Assessed:

Fines	\$103,200
Penalty Assessment Fee	6,240
Automation Fee	4,350
Judicial Education Fee	2,175
Correction Fee	14,560
DWI Prevention Fee	375
DWI Lab Fee	425
Copies/Misc. Fee	<u>0</u>
Total	\$131,325

Fines/Fees Collected:

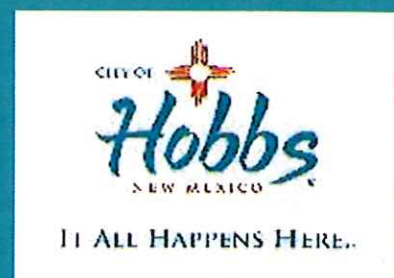
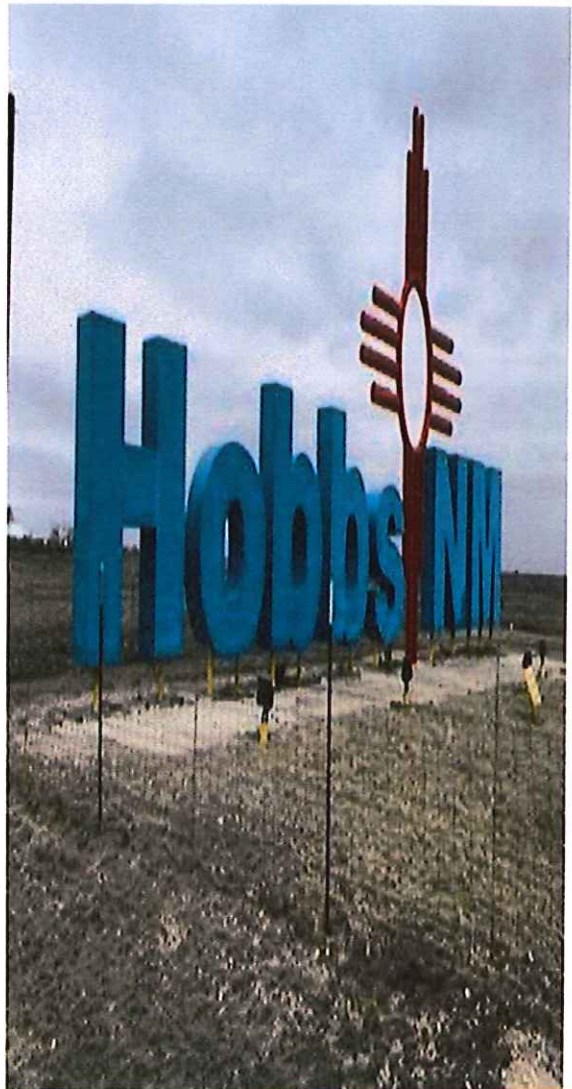
Fines	\$55,669.50
Penalty Assessment Fee	7,450
Automation Fee	5,280
Judicial Education Fee	2,643
Correction Fee	17,626.50
DWI Prevention Fee	451
DWI Lab Fee	0
Copies/Misc. Fee	0
Restitution	<u>0</u>
Total	\$89,120

City Manager – January Report

2020

-
1. Tilled and top-dressed walking trails at Charlie Brown and Del Norte Parks
 2. Cemetery had 19 interments this month
 3. Cemetery Board voted to approve changes to rules and regulations 2 Memorial Trees planted and we hosted our annual Christmas Memorial at Prairie Haven Memorial Park
 4. Planted 3 trees
 5. Landscape improvements at Senior Center
 6. Pulling cat-tails at Rockwind along water channel
 7. Removed several dead trees at Rockwind
 8. Replaced swings at Green Meadow
 9. Repairing perimeter fence at Green Meadow
 10. All locations are gathering equipment being sent to auction
 11. Department had 20 employees attend Roadway Safety training
 12. Beatriz Hernandez and Mykel Wittman did radio recordings to highlight POSD

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 – January 2020**

Divisions

CORE Rockwind Clubhouse
 Older Americans Teen Center
 Recreation

CORE

January 2020 started the year off strong with most members conquering their New Year's Resolutions from the start. The Welcome Desk experienced a surplus of member and guest attendance, surpassing 33,598 individual visits, or approximately 1,083 individuals each day! The CORE generated \$173,257 in revenue, with \$122,143 stemming from membership fees alone.

The Facility Rentals division hosted 20 events with revenues of \$8,703. The Facility Rentals Division is already gearing up for the Spring and End-of-School Year events. The Youth and Adult Leagues started back up in January and attracted anywhere from 21-50 participants for each sport. The Aquatics Division had a busy start-of-year juggling operations, rentals, swim lessons, and swim meets. The Hobbs High School Swim & Dive Meet was a big success, having opened our doors to more than 152 swimmers from 7 different schools. Parents, coaches and other spectators were thrilled to attend this event at the CORE again. January had 36 participants in Session 2 of Winter 2020 Swim Lessons. Many parents and participants are thrilled with this option that accommodates busy families and varying schedules. The Health and Wellbeing fitness campaign/fitness challenge was well received by members and non-members alike. Last year, there were 34 participants. This year, the 2020 event attracted 156 individuals!

Revenue & Participation

Description	January 1 to January 31
Fitness Unlimited (Incl. Fit. Unlim. Passes)	208
Day Passes Sold	1,904
Week Passes Sold	17
Month Passes Sold	462
Annual Membership Attendance	2,289
Monthly Membership Attendance	26,214
Month-to-Month Pass Attendance	
Swim Lessons - Sessions	36
kidWATCH	1,492
kidFIT	749
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	350
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	33,721
Revenue	173,256.87
PRIOR MONTH COMPARISON	
DIFFERENCE = prev month - current month	\$ 51,248.59
PERCENT DIFF = DIFFERENCE / prev month	0.420041902
% =	42.00%
PRIOR YEAR COMPARISON	
DIFFERENCE = prev year - current month	23,085.60
PERCENT DIFF = DIFFERENCE / prev year	0.153728473
% =	15.37%

Summary of Visits, Tours & Rentals

Description	January 1 to January 31
Member Visits	28,503
Guest Visits	2,552
Classes	Approximately 558 Participants
Tour Participants	169
Private Rentals	Approximately 20 Facility Rentals for January 1 to January 31 with \$8,704 in revenue including deposits for future events through June 2020 as of 2/03/19

Monthly Membership Re-cap

New Memberships	
Month Ending	Jan-20
Memberships Sold in Month	440
Membership Counts	
Month Ending	Jan-20
Family Memberships	1522
Individual Memberships	409
Total Memberships	1,931
Total Individual Members	7,541

- There were 440 new memberships in January, making a total of 1941 Active Memberships.
- There are currently 7541 Active Members who have either a recurring monthly membership or an annual membership.

Older Americans

The Senior Center continues our daily task of providing meals to the senior citizens of our community. Below is some information for January 2020:

Meals:	Meal Donations Received:	
January 2020 Congregate Meals Served	1,893	\$2,533.34
January 2020 Home Delivered Meals Served	2,251	\$1,451.00
	4,144	\$3,984.34

Duplicate Recreation Activities:	1,028
Duplicate Exercise Activities:	537
Assessments/Reassessments:	109

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. Seniors can also participate in the Artful Hands program each Wednesday from 9:00am - 3:00pm to work on arts and crafts projects.

Transportation:	343
Meal Program Transportation	326
Other Transportation:	17

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 flooring is finished in the Lounge Kitchen and Main Offices in December. Fixtures and flooring are being ordered to begin the Meal Site bathroom remodels. The new office furniture has arrived.

Other: There were no day trips scheduled for the month of January. With 21 serving days in January we averaged 197 meals served per day.

Recreation

- The Parks and Recreation Department continued making preparations for the Father Daughter Dance on February 8 at the CORE.
- Recreation staff have started recruiting for the summer programs and aquatic facilities.

Aquatics

- Seasonal maintenance continues with offseason projects.
- Renovation projects at seasonal pools and splash pads has been discussed with contractors who are now working on bids.
- Staff is looking into replacing chemical controllers and autofill systems at seasonal pools.

Rockwind Club House

Sales Report by Revenue Departments

Rockwind Community Links

Date Between 1/1/2020 & 1/31/2020

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	29	\$280.86	(\$1.90)	\$278.96	\$0.00	\$14.04	\$293.00
Driving Range	31430	279	\$1,552.55	\$0.00	\$1,552.55	\$0.00	\$78.45	\$1,631.00
Golf Cart Rental Fees	31431	761	\$10,613.84	\$0.00	\$10,613.84	\$0.00	\$535.28	\$11,149.12
Green Fees		1639	\$14,953.62	\$0.00	\$14,953.62	\$0.00	\$687.16	\$15,640.78
Hard Goods Sales	31410	174	\$4,795.70	(\$99.72)	\$4,695.98	\$3,256.11	\$234.93	\$4,930.91
Membership Fees	31420	6	\$3,428.52	\$0.00	\$3,428.52	\$0.00	\$171.48	\$3,600.00
Soft Goods Sales	31401	287	\$5,066.29	(\$78.28)	\$4,988.01	\$3,009.88	\$249.80	\$5,237.81
Food & Beverage	31441	106	\$173.20	(\$8.99)	\$164.21	\$75.18	\$8.79	\$173.00
Totals for Revenue	3281		\$40,864.58	(\$188.89)	\$40,675.69	\$6,341.17	\$1,979.93	\$42,655.62
Grand Total:	3281		\$40,864.58	(\$188.89)	\$40,675.69	\$6,341.17	\$1,979.93	\$42,655.62

KEY PERFORMANCE INDICATORS

Total Pre-Tax Revenue	\$40,864.58
*Total Rounds	1639
Avg Green Fee plus Cart Fee per Round	\$15.60
Total Merchandise Sales	\$9,862
Merchandise Sales Per Round	\$6.02
F&B Sales Per Round	\$ 0.11
COGS Hard Goods	69%
COGS Soft Goods	60%
COGS F&B	46%
Rounds w/Carts	46%
Total Revenue per Round	\$24.93

GREEN FEE BREAKDOWN

EZLinks Prepaid	34	Punch Pass	36
Sum for EZLinks Prepaid	<u>34</u>	Summary for Punch Pass	<u>36</u>
Player's Pass Senior	0		
Player's Pass 18 Walk	226	Rain Check	8
Summary Player's Pass	<u>226</u>	Sum for Rain Check	<u>8</u>
Lit Rock Adult Resident	92	Resident 18	291
Lit Rock Adult Non-Res	4	Resident	19
Lit Rock Jr. CompwAdult	9	Resident Senior 18	138
Lit Rock Junior Resident	1	Leag Fee	6
Lit Rock Junior Non Res	0	Complimentary Round	13
Lit Rock Replay	0	Resident Twilight	37
Lit Rock Player's Pass	0	Team Practice Round	130
Lit Rock Team Comp	0	Resident 9	89
FootGolf Adult	0	Marshal Team Fee	17
FootGolf Jr Comp	0	Resident Replay	3
Summary for Par 3	<u>106</u>	Summary for Resident	<u>743</u>
Public 18	64	Tournament Fees	381
Public 9	1	Summary Tournament Public	1267
Public Junior	6	Grand Total	1,638
Public Senior	2		
Public Twilight	3		
Public Replay	0		
Employees	25		
Yth on Cise	0		
PGA/GCSAA COMP	3		
Summary for Public	<u>104</u>		

Teen Center

- The Teen Center is planning events for its 20th anniversary.
- The Teen Center is working to fill staff vacancies and has recommended two (2) candidates to the HR Department.
- The Teen Center replaced two of the auto belay devices for the climbing wall.
- Updates to the Teen Center facility continue with the addition of six new cameras to the surveillance system.



HOBBS POLICE DEPARTMENT



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

John Ortolano
Chief of Police

February 5, 2020

	TOTAL	TOTAL	%CHNG
January 2019/2020	RPTS	RPTS	2019/2020
	2019	2020	
REPORTED CRIMES	448	493	10%
CALLS FOR SERVICE	3,604	3,989	11%
ARRESTS	264	319	21%
MURDER	0	0	0%
RAPE	4	3	-25%
ROBBERY	0	8	100%
ASSAULTS AND BATTERY	100	68	-32%
BURGLARY	53	62	17%
LARCENY	43	58	35%
SHOPLIFTING	34	59	74%
AUTO THEFT	13	29	123%
ARSON	0	0	21%
FORGERY	1	0	-100%
FRAUD	4	12	200%
EMBEZZLEMENT	4	2	-50%
REC. STOLEN PROPERTY	4	1	-75%
VANDALISM	48	64	33%
WEAPONS OFFENSES	8	5	-38%
DOMESTIC VIOLENCE	41	28	-32%
ASSAULTS/BATTERY ON PO	12	8	-33%
SHOOTING AT/FM MV OR DWELLING	0	3	100%
CITATIONS ISSUED	1,009	1,636	62%
DWI	12	11	-8%
TRAFFIC CRASHES	106	117	10%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019	2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons January 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons January 2020</u>
Residential	11,180	60,755,524	11,428	63,336,744
Commercial	1,783	43,321,793	1,812	39,676,014
City Accounts	216	4,366,758	215	5,624,805
School Accounts	56	733,261	57	549,879
Irrigation	246	2,036,588	242	2,554,732
Effluent Water	3		2	337,000
	13,484	111,213,924	13,756	112,079,174

DISCONNECTIONS FOR NON PAYMENT

January 2019	236
January 2020	298

LABORATORY	January 2019	January 2020
Total Drinking Water Tests	46	45
Total Wastewater Tests	682	780
Liquid Waste Received (gallons)	95,207	517,651

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	93.463	92.086
Effluent (Million Gallons)	90.470	88.781
Solids Removed (Dry Pounds)	*0	107,426

*No solids processed due to centrifuge down for repairs

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	146,894,000
Total monthly water distributed, million gallons	127,735,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,158

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 JANUARY 2020

WORK DESCRIPTION	QUANTITY
Meter lid replacement	40
Meter box replacement	25
Meter stop / valve replacement	40
Meter leaks	2
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	4
Meter change out 3"	2
Meter change out 4"	2
Meter change out 6"	0
Set new 3/4" meter	60
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	35
Service lateral replacement	Qty. 25 - 400 feet
New Service Lateral	Qty. 8 - 175 feet
Low water pressure investigation	2
Water quality investigations	1
Main line leaks/repair	12
Main line replacement (feet)	10
New main line installed (feet)	0
Valve maintenance	25
Valve new install/replacement	0
Fire hydrant maintenance	5
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	2
Fire hydrant meter set	4
New fire hydrant installed	1
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	850,000 gallons
Miscellaneous afterhour calls	20

WORK DESCRIPTION

QUANTITY

Manhole maintenance	43
Manholes cleaned	49
Sewer main line cleaned	16,239 feet
Sewer stoppages	60
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	0
New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	26
Emergency call out (from 5:00 pm to 7:00 am)	5

UTILITIES MONTHLY PLUMBER REPORT JANUARY 2020	QUANTITY
Sewer stoppages	15
Odor complaints	3
Water leaks	26
Pool maintenance	25
Gas leaks	1
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	26