



CITY MANAGER'S MONTHLY REPORT
SEPTEMBER, 2020

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



Mayor
Sam D. Cobb

City Commission

Marshall Newman – District 1
Christopher Mills – District 2
Larron Fields – 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

Vacant
Vacant
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

Recreation Director
CORE
Rockwind PGA Prof.
Recreation Supt./Teen Center
Senior Center

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Vacant

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

September, 2020

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

Participated in 8 conf. calls w/Travelers assigned attorneys to review on-going claims.

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

Endorsed 2 new vehicles and equipment to city's insurance policy.

Reviewed 9 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

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

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 6 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 48 meetings for the Mayor and City Manager.

Scheduled 11 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve & post Library, Planning, Cemetery & Community Affairs Brd agendas.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 61 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on September 4, 8, 15, 23 and 29, 2020.

Reviewed and processed for payment 15 social service agency quarterly invoices.

Completed Safety Training: Driver Safety

Met with CARES grant committee on September 4, 16 and 22, 2020.

Met multiple times with City's insurance agents regarding renewal for general liability

.Attended the Governor's press conferences on September 10 and 17, 2020.



**CITY CLERK'S OFFICE MONTHLY REPORT
SEPTEMBER 2020**

	20-Jul	20-Aug	20-Sept
Business Registrations -New	27	16	19
Business Registrations - New Owner	11	1	1
Business Registrations- Change of Address	1	4	4
Renewals	33	32	10
Web Payment Renewals	17	4	2
Total Business Registrations Activity	89	57	36
Active Business Registrations for the Month	1950	1930	1944
Fireworks Permits	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	2	1	2
Mobile Business Licenses	7	1	5
Pawn Brokers Licenses	0	0	0
Secondhand Dealer's Licenses	0	1	0
Solicitor's Permits	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	43	39	41
Public Documents Notarized	107	145	143
Public Records Requests	22	36	21
Regular City Commission Meetings	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	0	1
Notice of Potential Quorum	0	0	1
Resolutions and Ordinances Attested	12	5	10
Consideration of Approval	4	2	6
Total Volume of Transactions on Tyler Cashiering	304	307	263
Total Amount	\$679,349.65	\$309,961.39	\$540,858.66
Web Payments Online for All Departments	\$11,480.72	\$265.00	\$77.50
Grand Total	\$690,830.37	\$310,226.39	\$540,936.16



Hobbs Express

Monthly Report - September 2020

NUMBERS REFLECT REDUCED ACTIVITY DUE TO COVID-19 HEALTH PANDEMIC AND SERVICE RESTRICTIONS

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Aug-20	Sep-20
No. of Elderly Passengers	495	460
No. of Non-Ambulatory Passengers	152	107
No. of Disabled Passengers	262	254
No. of Other Trips	858	869
Total Passenger Trips	1767	1690

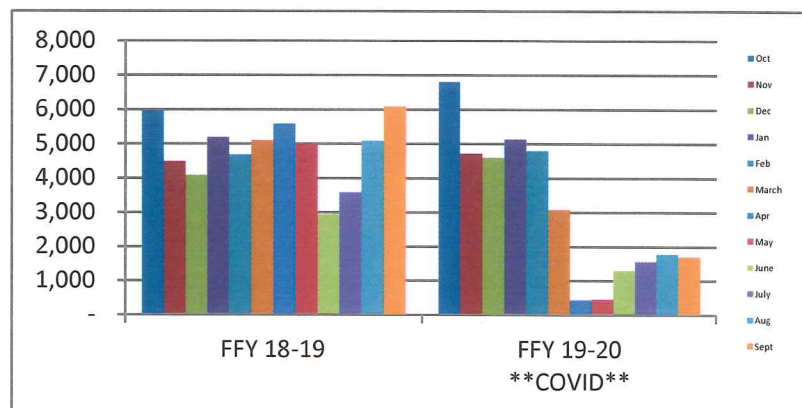
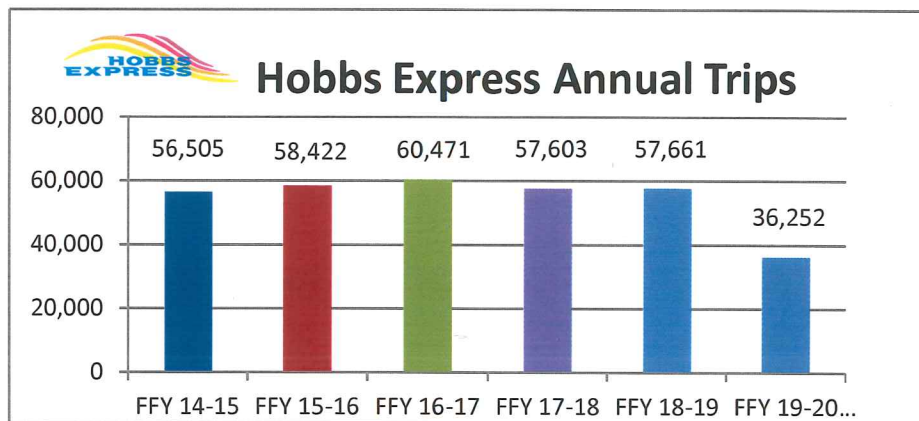
Bus Route Trips	1423	1357
Rapid Line Trips	118	142
Total Bus Route Trips	1541	1499
Total Demand Response/Paratransit Trips	226	191
Total Passenger Trips	1767	1690

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Aug-20	Sep-20
Total Vehicle Hours	839	844.75
Total Vehicle Miles	12,498	12,318

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Aug-20	Sep-20
Total Fares Collected	\$0.00	\$0.00

Hobbs Express Public Transportation Monthly Ridership Comparison

	FFY 14-15	FFY 15-16	FFY 16-17	FFY 17-18	FFY 18-19	FFY 19-20 **COVID**
Oct	6,333	5,683	5,956	6,240	5,947	6,792
Nov	4,334	4,330	5,206	5,031	4,479	4,708
Dec	4,081	4,355	5,003	4,243	4,082	4,592
Jan	4,279	4,939	5,161	5,171	5,177	5,126
Feb	4,155	5,118	5,110	4,902	4,672	4,784
March	4,830	5,448	5,694	4,937	5,084	3,066
Apr	4,787	4,472	4,982	5,280	5,576	432
May	4,133	4,859	4,967	5,176	4,980	443
June	3,973	3,842	3,066	3,735	2,938	1,302
July	4,951	4,441	4,225	3,142	3,570	1,550
Aug	5,150	4,579	5,137	4,729	5,075	1,767
Sept	5,499	6,356	5,964	5,017	6,081	1,690
	56,505	58,422	60,471	57,603	57,661	36,252





**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
SEPTEMBER 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). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

	This Month	2019 Total	2020 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	3	244	101

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):

Engineering Portal Map: On Sept 22, the GIS division created a portal map for use by the Engineering and Planning dept. during our closure in late September. This map has the most commonly used datasets on it and this map is going to be used as a starting point on creating a standardized MXD for the depts.

Q3 Groundwater Model: On Sept 18 the GIS division started work on the Ground Water Model for the Prairie Haven and Nadine reclaimed water usage sites. The maps show an algorithmically calculated groundwater lever for the area around our monitoring wells. The maps (in electronic form) were provide to the Utilities dept. for use in there quarterly report on Sept 21.

2020 Fixed Asset: On the week of Sept 7th the GIS division did its yearly fixed asset review and updates. The GIS division was able to standardize the naming and update attribute of several assets to simplify future fix asset reviews.



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

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

September

The City Commission adopted Resolution #6968 approving the 2022-2026 Infrastructure Capital Improvement Plan, and published an Ordinance consenting to an Annexation of 1.3 Acres on North Grimes (North of Millen intersection)

Planning Board Summary:

September - The Planning Board reviewed and considered action on 1 items and 1 discussion item in a Virtual Meeting:

- Public Hearing to Review and Consider Modification of a Variance Granted to MC 18.04.060-B (RV Park Design Standards) within a proposed Recreational Vehicle Park, on a 10 +/- acre undivided parent parcel located southeast of the intersection of Aspen and N. Dal Paso on February 17, 2015.
- Discuss MC 15.36 and the National Flood Insurance Program Community Rating System.

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.



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

Total 1,296 tracked intersections

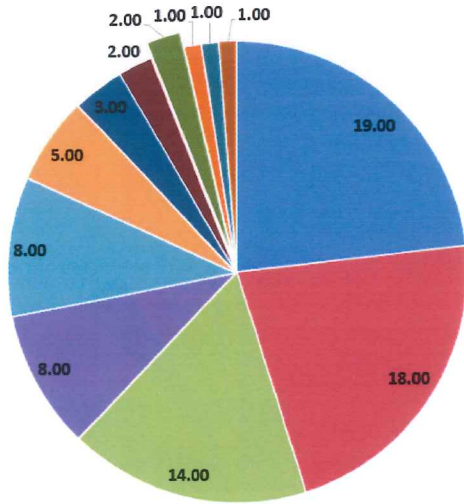
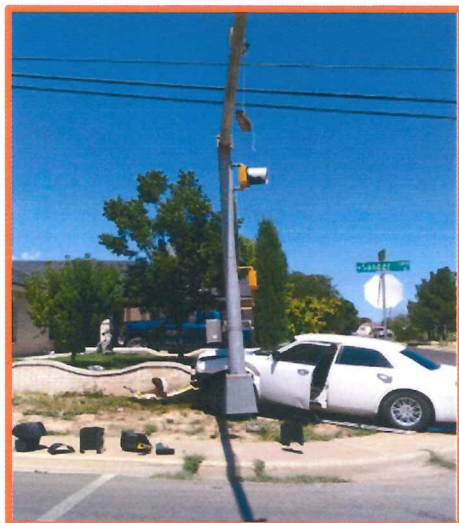


Figure 1 - Location Map of Work Performed

- | | | |
|----------------------------------|-----------------------------------|------------------------------------|
| ■ Cabinet Clean / Inspected = 19 | ■ Sign Install / Replace = 18 | ■ Pole Straighten / Re-bolted = 14 |
| ■ LED Module Replace = 8 | ■ New St. Name Sign Installed = 8 | ■ Int in Flash or Malfunction = 5 |
| ■ Repair Communication = 3 | ■ Safe Hit Install / Replace = 2 | ■ Solar Flasher / Speed Sign = 2 |
| ■ Breakaway Base Replaced = 1 | ■ Detector Adjusted = 1 | ■ Work Order = 1 |

Major Damage:

Dal Paso / Clinton: In August an oversized load traveling south on Dal Paso (SR 18) damaged the traffic signal and a temporary signal trailer was placed by the Traffic Department until a replacement could be ordered, and a new foundation / Traffic Signal Standard could be installed. Temporary signal trailer is in place until materials are delivered and estimated 6 to 8 week lead time.



Sanger / Denson (School Zone Flasher):

In September, a vehicle west bound on Sanger hit the School Zone Flasher on the Northwest Corner to Sanger / Denson damaging all (5) LED indications.



COMMUNICATIONS DEPARTMENT

Monthly Report

September 2020

Submitted October 16, 2020

PRESS/MEDIA ACTIONS

The Communications Department distributed 5 press releases and 2 P.S.A.s:

- Closure to Facilities 9/17/20
- CARES Act for Small Businesses Process NOW OPEN 9/24/20
- HFD MDA Fill the Boot Campaign 9/25/20

Other Press Actions:

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. See "OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS" for more info on social media posts.

- Radio interview regarding CARES Act for Small Businesses 9/29/30

2020 CENSUS

- Repeatedly adjusted to new deadline updates
- Followed communications of deadline updates
- Interviews with local newspaper
- Interviews with local radio station DJs
- Social media designs and posts
- Promoted available Census jobs
- Weekly calls with iCount NM committee members
- Weekly calls with Hobbs and Lea County CCC members
- Coordination of promotions with Committee members
- Email campaign
- Distribute yard signs
- Hosted Trivia Night and gave away gift cards at local establishment 9/29/20

Tiny Census Concert Series

- Coordinated with Lea County and State CCC to execute series
 - Major changes were made due to the Census Bureau unexpectedly moving the deadline forward one month earlier
- Collaborated with State CCC concerning digital advertising, ad creation, and social media management
- Coordinated recordings with videographer and performing groups
- Wrote and distributed press release
- Held multiple interviews with Hobbs News-Sun on the series
- Established raffle giveaway
- Scheduled dates and performers
- Collected gift cards for giveaways



COMMUNICATIONS DEPARTMENT

Monthly Report

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- Scheduled hosts
- Created talking points reference sheet for hosts
- Executed contracts with performers and communicated expectations
- Created online events on Facebook
- Entered requisitions for POs for meals
- Ordered meals every night for crew, performers, and hosts
- Attended Saturday and Tuesday recordings
- Set up for concerts ahead of time
- Wrote and provided reference notes for Concert Hosts
- Gathered data from CCC marketing firms regarding TCC on Census response rates of Hobbs and Lea County

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. Audio was taken from COVID-19 video(s) off Facebook for new recordings.

Current Radio Announcements

- Rockwind Community Links TFN
- COVID PSA Eng. & Span.
- Fly Hobbs COVID-19 – Missi Currier
- Jan Fletcher COVID-19
- Manny Gomez COVID-19
- Municipal Court reopen hours COVID-19
- Parks Rec & Open Spaces COVID-19
- MVD open by Appt.
- United Way Lea County Strong
- United Way morning brew
- Neighborhood Clean-up Tanya
- NRC English ends Oct.
- NRC Span.
- Watering Restriction HFD CPR
- Dwayne Penick update
- P.S.A. census sesame street
- P.S.A. handwashing hero
- P.S.A. social distancing superhero Eng. & Span.
- P.S.A. handwashing hero
- Animal adoption spaying and neutering
- Animal adoption feral cat
- Census 2020

CONVENTION VISITORS BUREAU MAIN FOCUSES

- New Mexico Tourism Go to a meeting for Clean and Beautiful on Tuesday's for questions and approver of all ad to be used CVB will use.
- SurveyMonkey Portal Training 09/01
- New Mexico Tourism Go to meeting for Clean and Beautiful Quarterly Milestones Monday 09/14
- New Mexico Tourism on Clean and Beautiful 1st quarterly report

COMMUNICATIONS DEPARTMENT

Monthly Report

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Submitted October 16, 2020

- Designed the Neighborhood Clean-up logo and signs
- Tourism Commission Meeting Thursday 09/10
- Work with Commissioner Penick for District 5 Neighborhood Clean-up.
 - Radio Ad's
 - Social Media Ad's
 - Newspaper

- Halloween Drive-In Carnival Conference Call 09/16
- Contacted Commissioner for the next Neighborhood Clean-up in October
- Webinar with New Mexico Tourism for Co-Op grant
 - Currently, the grant is on hold with the State
- Sent correspondence to Hobbs Hospitality Group about COVID-19 Safe Certified Programs
- Sent all updates for to the Hospitality Group about changes due to COVID-19
- Continue to watch Safe Certified Programs and promoting all the details to the Hospitality Group
- New Mexico True for visitors to be able to see what Hobbs and Lea County have to do in our area <https://www.newmexico.org/places-to-visit/regions/southeast/hobbs/>
- Called hotels and restaurants throughout Hobbs encourage them to partner with New Mexico True to help showcase Hobbs and Lea County and join NM COVID-Safe Programs and the benefits of joining. Also, received calls to clear up any current guidelines due to COVID-19
- Working on New Mexico Tourism Co-Op Recovery Readiness program
- New Mexico Tour Town Hall meeting for all Southeastern New Mexico September 21
- District 5 Neighborhood Clean-up Saturday, September 26.

Listed Events

Currently, we are working on an event for next summer (Mo' Betta Golf Tournament)

COMMUNICATIONS DEPARTMENT
Monthly Report
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SOCIAL MEDIA INSIGHTS



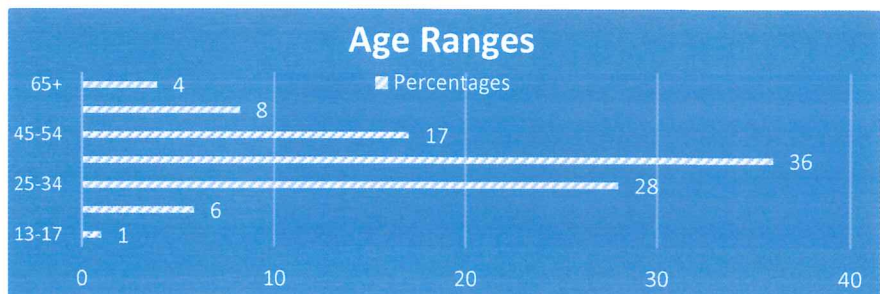
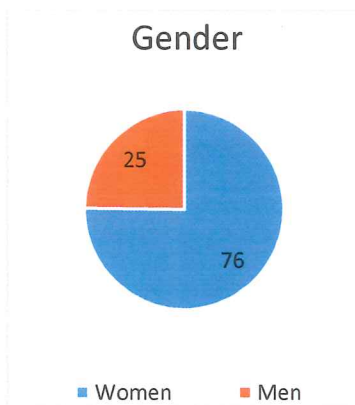
Facebook – last 28 days
(September 18 – October 15)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
37% decrease (973 total)	44% decrease (22,114 total)	45% decrease (6,392 total)	31% decrease (74 total new)



Instagram
(September 21 - 28)

Reach	Impressions	Profile Visits	Interactions
767	4085	27	140





COMMUNICATIONS DEPARTMENT
Monthly Report
September 2020
Submitted October 16, 2020

OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs (suspended for the time being)
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs and serves as Public Image Chair on the Board
- Director serves on Rotary Club Board and attends monthly meetings (virtual for the time being, currently serving on the Virtual Meeting Committee)
- Attended numerous webinars
- Numerous notices for different departments and locations
- Website monitoring and updates communicated with I.T. Web Master
- Collaborated with IT Web Master updates to the COVID-19 webpage at hobbsnm.org/update
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
 - o Contract renewals
- Virtual Commission Meetings viewings
- Viewed Governor’s livestreamed press conferences via Facebook
- Regular cleaning and sanitizing of office areas to comply with CSP’s
- Photos ops
- Assisted with ERDC PowerPoint creation with Lea County EDC and NMOGA
- Safety trainings
- Post employee milestone photos to social media accounts

Livestreamed City Commission Meetings for September

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	85.9%	403	1312
Live Viewers	14.1%	66	1712
Total	100%	463	3024

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 September 01, 2020-September 30, 2020

SEPTEMBER 2020

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	9	327,000.00	5,510.50
COMM PLUMBING	C	4	6,000.00	180.50
COMMERCIAL DEMOLITION	C	1	130,000.00	350.00
COMMERCIAL ELECTRICAL	C	13	28,000.00	729.00
COMMERCIAL FENCE	C	2	79,500.00	20.00
COMMERCIAL REMODEL	C	3	5,140,966.00	7,114.16
COMMERCIAL RE-ROOFING	C	4	280,264.00	870.00
COMMERCIAL SIGN	C	4	20,900.00	205.00
FIRE EXTINGUISHING SYSTEM	C	1	1,500.00	0.00
INDUSTRIAL EXCAVATION	C	20	30,000.00	1,020.00
NEW COMMERCIAL	C	1	1,348,604.00	2,098.32
SPRINKLER SYSTEM	C	1	1,500.00	100.00
		63	7,394,234.00	18,197.48
Residential				
RES MECHANICAL	R	32	46,650.00	2,270.00
RES PLUMBING	R	37	69,000.00	1,624.00
RES SEWER TAP & EXCAVATION	R	2	3,000.00	580.00
RESIDENTIAL ADDITION	R	7	124,900.00	790.00
RESIDENTIAL CANOPY	R	4	24,500.00	320.00
RESIDENTIAL CARPORT	R	6	50,371.00	620.00
RESIDENTIAL DRIVEWAY	R	3	24,000.00	60.00
RESIDENTIAL ELECTRICAL	R	55	81,150.00	3,864.00
RESIDENTIAL FENCE	R	8	27,965.00	80.00
RESIDENTIAL MANUFACTURED HOME	R	5	520,000.00	300.00
RESIDENTIAL REMODEL	R	11	208,420.00	990.00
RESIDENTIAL RE-ROOF	R	12	83,456.00	760.00
RESIDENTIAL SINGLE FAMILY	R	8	2,437,927.00	5,020.00
RESIDENTIAL STORAGE	R	7	110,990.00	890.00
		197	3,812,329.00	18,168.00
		260	11,206,563.00	36,365.48

CODE ENFORCEMENT NUMBERS FOR SEPTEMBER 2020

CODE WARNINGS	832
CODE CITATIONS	29
CODE COMPLAINTS	238
ANIMAL WARNINGS	165
ANIMAL CITATIONS	31
ANIMAL COMPLAINTS	361
VEHICLES TOWED/PD	0

**Hobbs Animal Adoption Center
City Manager's Monthly Report
September 2020**

	20-Jul		20-Aug		20-Sep	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	23	9	14	19	17	10
Stray	241	174	155	220	129	169
Transfer	0	0	1	7	0	27
Unwanted	67	63	41	95	48	64
Low Cost	23	37	46	31	78	39
Quarantine	1	14	1	5	0	6
Total	355	297	258	377	272	315
Disposition:						
Adopted	72	77	70	90	76	52
Died at Facility	10	1	9	9	12	3
Dead on Arrival	21	8	16	17	15	8
Escape trap	2	0	0	0	2	1
Euthanized	65	19	60	18	33	20
Rescued	94	71	142	165	63	125
Return Owner	1	57	3	52	4	63
Low Cost	27	34	47	31	78	40
Total	292	267	347	382	283	312

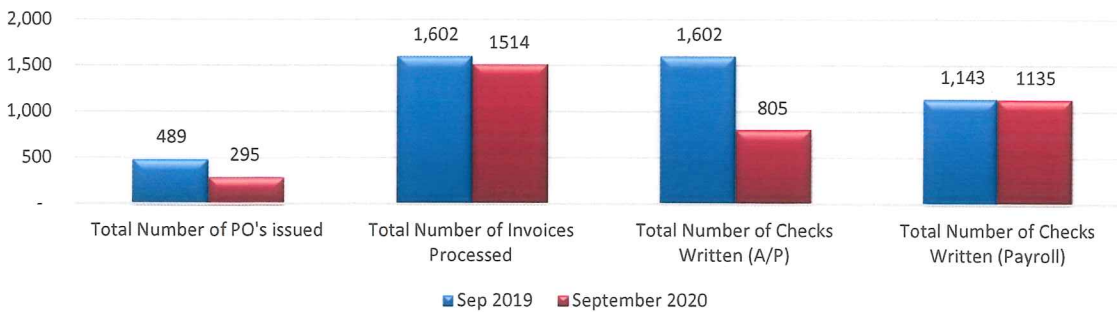
**Monthly Measurement
Finance Department
Fiscal Year 2021**

Cash Statistics	Sep 2019	September 2020
Beginning Cash Balance	\$ 121,776,685	145,527,472
Monthly Cash In (Revenue - all funds)	\$ 13,339,648	7,968,316
Monthly Cash Out (Expenditures - all funds)	\$ 6,948,631	7,094,617
Ending Cash Balance	\$ 128,167,703	146,401,171

Finance Transaction Statistics

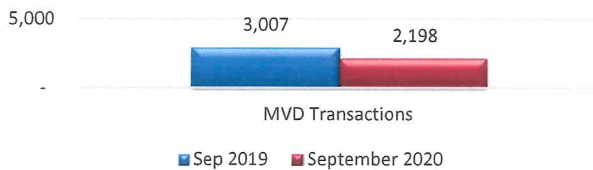
	Sep 2019	September 2020		
Total Number of PO's issued	489	295	daily average	14.05
Total Number of Invoices Processed	1,602	1514	daily average	72.10
Total Number of Checks Written (A/P)	1,602	805	weekly average	201.25
Total Number of Checks Written (Payroll)	1,143	1135	bi-weekly average	567.50

Financial Transaction Averages



MVD Statistics	Sep 2019	September 2020		
MVD Transactions	3,007	2,198	daily average	104.67
MVD Fees Received	\$ 581,269	\$ 332,901	daily average	\$ 15,852.43

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

September 2020

ALARMS

Alarms (City)	66
Alarms (County)	47
Total Alarms	113

FIRE RESPONSE BY STATION

Station 1	38
Station 2	25
Station 3	32
Station 4	18

ZONES

Zone 1 (NW City)	24	Zone 5 (NW County)	1
Zone 2 (NE City)	11	Zone 6 (NE County)	13
Zone 3 (SE City)	19	Zone 7 (SE County)	3
Zone 4 (SW City)	12	Zone 8 (SW County)	15
Out of District 15			

MOST COMMON DAY/TIME

Saturday (1400 - 1459 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	2:23
Station 2	1:01
Station 3	2:23
Station 4	0:53
Average	1:40

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 27

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:27
Station 2	4:47
Station 3	4:37
Station 4	5:00
Average	5:27

TRAINING HOURS

Fire Training	336
EMS Training	109

PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	31
Smoke Detectors Installed	8
Public Education Activities	0
Plan Reviews	4
Burn Permits Issued	4

EMS RUN BREAKDOWN

City Response	567
County Response	36
Total Responses	603

ZONES

Zone 1 (NW City) 259	Zone 5 (NW County) 12
Zone 2 (NE City) 84	Zone 6 (NE County) 16
Zone 3 (SE City) 117	Zone 7 (SE County) 3
Zone 4 (SW City) 107	Zone 8 (SW County) 5

AVERAGE RUN TIMES

Enroute:	2:14
At Scene:	4:31
To Destination:	21:00
Back in Service:	41:35

MOST COMMON DAY/TIME

Tuesday – 103 calls for service
Tuesday – 21 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 63

OUT OF TOWN TRANSFERS

Lubbock	20
Midland	1
Odessa	1
Roswell	6
Carlsbad	4

CARDIAC ARREST RESPONSES

Cardiac Arrest	10
ROSC	2
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Collected	\$98,611.29
-----------	-------------

Highlights for the month of September

- 2 warnings issued by Fire Prevention for illegal parking of tanker trucks
- 8 businesses requested assistance from Fire Prevention to calculate occupancy
- FY21 New Mexico State Fire Marshal Grant submitted
- Awarded Fire Prevention & Safety Grant through DHS and FEMA in the amount of \$46,985.71
- Planned and hosted 1st annual 9/11 Stair Climb event for public safety personnel at Watson Stadium

September 2020 General Services – Building Maintenance

Work performed by City Carpenters

50	Replaced ceiling tile
3	Door Repairs
4	Door lock repaired
1	Remove floor tile
6	Ceiling tile water damaged
6	Door closer adjusted
1	Building repair
19	Building inspection
1	Remove block wall 80SF
1	Roof repair
46	Work Orders

Location of work performed

13	City Hall
1	D.M.V.
8	Police Department
3	Senior Center
1	Rockwind
1	Library
1	Teen Center
5	Municipal Court
2	Mc Adams Park Restroom
1	Animal Adoption
1	State Police
10	CORE
2	Fire Station

Break down of work performed by the Electricians

14	Light repairs
29	AC repairs
7	Heater repairs
21	General electrical work
19	Nonelectrical work

Location of work performed

23	CORE
4	Library
2	City hall
2	PD
16	Fire stations
1	DA building
1	MVD
1	Rockwind
4	Water wells
20	Parks
4	AAC
1	Crime Lab

September - 2020
General Services - Garage

In September 2020 The City Garage had a total of 259 Repair Orders/Invoices. Of the 259 R.O./Invoices, 163 were repaired in house and 96 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 81,911.69 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	1	5	0.00	68.00	2,947.17	2,325.00	5,340.17
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	0	1	0.00	0.00	0.00	68.90	68.90
Filters	2	3	39.99	68.00	136.08	0.00	244.07
Service Calls	19	0	0.00	1,564.00	0.00	0.00	1,564.00
Miscellaneous Maintenance	54	31	1,321.32	3,098.21	16,201.29	14,549.40	35,170.22
Brakes	4	4	0.00	476.00	1,974.50	1,522.50	3,973.00
Steering/Suspension	0	3	0.00	0.00	349.03	575.40	924.43
Tires	35	13	4,287.80	1,190.00	2,581.63	862.50	8,921.93
Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
Transmission	0	1	0.00	0.00	2,055.18	1,750.00	3,805.18
Charging System	22	8	1,477.50	1,363.00	1,274.27	0.00	4,114.77
Lighting	0	4	0.00	0.00	212.12	300.00	512.12
Preventive Maintenance	21	18	1,812.40	1,360.00	2,572.81	300.00	6,045.21
Lift Inspection	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Engine	5	0	28.95	204.00	0.00	0.00	232.95
Accident Repair	0	3	0.00	0.00	9,174.24	1,820.50	10,994.74
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Monthly Total	163	96	8,967.96	9,391.21	39,478.32	24,074.20	81,911.69

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	163	8,967.96	9,391.21	18,359.17
Vendor	96	39,478.32	24,074.20	63,552.52

81,911.69

Street Department Monthly Report September 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
515.5 Hrs.	Street Sweeping
24 Hrs.	Building Brooms
40 Hrs.	Cold Mix Patching
2 Ea.	Street Complaints
2 Ea.	Alley Complaints
96 Hrs.	Storm Sewers & Inlets
16 Hrs.	Work for police dept.
126 Hrs.	Equipment Maintenance
48 Hrs.	Trees trimming
44 Hrs.	Maintenance
58.5 Hrs.	Working in the Welding Shop
12 Hrs.	Work for Waste Water Department
32 Hrs.	Stocking Material
14 Hrs.	Safety skills Meetings
70 Hrs.	Cleaned main Ditch lines
144.5 Hrs.	Hauling Trash
16 Hrs.	Work for Traffic Dept.

The total amounts of material hauled or used:

Quantity	Material
388 YDS.	Sweepings
310 YDS.	Alley material
4.5 YDS.	Cold Mix Used
484 YDS.	Trash Hauled
150 LBS	SUPER SACK USED (BTAP)
6 YDS.	Hot Mix Used

Calls responded to:

Number	Type
17	Dispatched – accidents, spills, debris
4	Call Requests



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

Recruitment:	September 2019	September 2020
• Applications Received/Reviewed	338	231
• New Hires	17	6
• Re-Hires	5	1
• Transfers/Promotions/Demotions	1	7

Personnel Actions:	September 2019	September 2020
• Performance Reviews	30	12
• Retirements	3	1
• Terminations	27	9
• Other(certs, shift moves)	4	10
• Educational Incentives	--	1

New Position Postings in September:

- Core Attendant
- Hr Assistant
- Non-Certified Firefighter-Emt
- Circulation Tech
- Library Page
- Parks Maintenance Worker
- Deputy Police Chief

Training:

- Driver's Safety

Team Involvement:

- HR Team conducted Bilingual Training utilizing COVID Safe Practices

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*)
- Cyber 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/Virtual conferencing
- KHBX LP radio station and remotes

Accomplishments for Sept.. 2020

- 103 Request for service
- 99 Completed
- 9 Email related
- 11 hardware related
- 2 internet related
- 3 network related
- 7 password resets
- 6 phone related
- 14 radio related
- 4 projects related
- 20 software related
- 16 User Setup
- 5 Webpage
- 6 others

Special accomplishments:

- Setup equipment for modified live commission meetings.
- Setup virtual board meetings for public live streaming.
- Assisted with departmental web cameras, virtual meetings, conferences and remote access.
- Built and/or installed 6 new computers
- Installed security updates on servers.
- Replaced Rockwind point of sale terminals.
- Assisted Municipal Court with virtual audio/video/ telephony equipment.



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

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

- ❖ Hobbs City Commission – Efren Cortez (9/8 and 9/21 (9/8 closed))
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Erik Scramlin (9/15)
- ❖ Library Board – Rocio Ocano (9/9)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – (N/A)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	1
❖ Resolutions Drafted	1

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

❖ Procurement Review	12
❖ Contract Review	17

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

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

❖ Pretrial Release Hearings:	1
❖ Probation Violations:	0
❖ Pretrials (Pro Se):	90
❖ Pretrials (Attorney):	25
❖ Trials:	44
❖ Dangerous Dogs/Petitions:	3
❖ DWI Cases:	13
❖ Appeals in District Court:	4
❖ Pleadings:	82
❖ Condemnation Reviews	4

❖ Property Acquisition Reviews	2
❖ Property Document Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil ADR:	0
❖ Demand Letters:	2
❖ Misc. Hearings (Mun./Dist./Fed.):	6
❖ Trainings:	0
❖ Witness Interviews:	6
❖ In-office consultations:	11
❖ Discovery Submissions:	13
❖ Letters/Correspondence:	1,150

Areas of Notoriety:

- ❖ The City Attorney’s Office filed a civil suit in the Fifth Judicial District Court seeking to recover damages on behalf of the Utilities Department.
- ❖ Personnel at the City Attorney’s Office continue to work remotely in response to the COVID-19 pandemic but are actively seeking to implement long-term strategies aimed at efficiency and client collaboration.

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/ Efred A. Cortez
 Efred A. Cortez
 City Attorney

CITY MANAGER'S REPORT

Sept, 2020

Hobbs Public Library

CIRCULATION: 7,653

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,646
Audio Books & Music	233
DVDs	3,267
E-Books/E-Audio (OverDrive & Gale)	507

CIRCULATION BY PATRON TYPE:

Adult	4,877
Juvenile	994
Senior Citizen	1,185
Used in Library	597

Total Children's Items Circulated 1,977

Total Adult Items Circulated 5,676

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	9	11
ELIN Loans	12	18

Patron Visits 3344

Overdue Notices Sent 234

PROGRAMS & PUBLIC SERVICES:

Programs Provided	0
Attendance	0
Passive Programming	565
Meeting Room Use	9

Web Site Usage 4887

HPL Database Usage 484

Reference Questions 131

Public Computer Use 453

Board Games 0

PATRON PROFILES:

Adult	21,943
Juvenile (Under 18 Years)	4,034
Senior Citizens (62+ Years)	4,271
Temp ELIN	2,228
Total Active Borrowers	33,035

RECEIPTS:

Materials Paid For	\$82.98
Fines & Fees	\$540.45
Copy Machine & Public Printouts	\$434.01
Total	\$1,057.44

Library Patrons Added This Month 49

ITEMS ADDED:

Total Items Added	513
Items Weeded	344

HOLDINGS:

Total Library Holdings 151,451

City Manager's Report
Municipal Court - September 2020

Monthly Cases:

Traffic Citations	1248
Misdemeanor Citations	57
Environmental Citations	60
Fire Code Violations	0
AGG. DWI	2
DWI – 1 ST	<u>3</u>
Total	1370

Courtroom Activity:

Video Arraignments (Jail)	112
Court Appearances – A.M.	45
Court Appearances- P.M.	171
Virtual Court	9
Pretrial Court Appearances – A.M.	29
Pretrial Court Appearances – P.M.	30
Attorney Pretrial	11
Trial Cases	<u>19</u>
Total	426

Other Activity:

Summons issued	461
Warrants issued	<u>478</u>
Total	939

Fines/Fees Assessed:

Fines	\$147,030
Penalty Assessment Fee	8,780
Automation Fee	5,916
Judicial Education Fee	2,958
Correction Fee	19,760
DWI Prevention Fee	375
DWI Lab Fee	425
Copies/Misc. Fee	<u>0</u>
Total	\$185,244

Fines/Fees Collected:

Fines	\$53,369.84
Penalty Assessment Fee	7,662
Automation Fee	5,148.66
Judicial Education Fee	2,575
Correction Fee	17,065
DWI Prevention Fee	162
DWI Lab Fee	85
Copies/Misc. Fee	1.00
Restitution	<u>0.00</u>
Total	\$86,068.84

City Manager - September Report

2020

1. Parks worked on cleaning up entrance to Homestead Estates
2. Cemeteries had 21 Interments along with 36 new foundations poured
3. Irrigation Contractor has been hired to assist staff with improving irrigation at PHMP Cemetery
4. Sports installed new jumbo roll toilet paper dispensers at MLK, Jefferson and Washington restrooms
5. Graffiti removed at 2 locations
6. Staff assisted Recreation with MUTS at HIAP
7. Golf course removed several dead elm trees at Rockind
8. Fish were stocked at McAdams, Green Meadow and Rockwind Lakes
9. Rainbird Irrigation performed a radio communication audit along Healthwalk to determine coverage issues; new radio tower and antenna ordered/installed

Parks & Open Spaces Department

Authored by: Bryan Wagner



IT ALL HAPPENS HERE.



THE CITY OF
HOBBS, NEW MEXICO

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

**Recreation Department
 Monthly Report - September 2020**

Divisions

CORE
 Older Americans
 Recreation
 Rockwind Clubhouse
 Teen Center

CORE

Participation continues to stay steady and improve month-to-month. Revenue for September was relatively the same as August. However, overall participation for September increased substantially due to programming and participation even surpassed the 600 patrons mark per day for the first time since reopening. Fitness (cardio and strength equipment) and Fitness Classes remain Patrons remain very popular and Aquatics numbers are growing due to younger patrons. Sessions 1 and 2 of Swim Lessons have been very successful with 77 participants thus far. Tsunami Swim Team is showing to be most successful from previous seasons with roughly 60 team members aging from 5 years old to 17 years old. Plans are in the works to start the Tsunami Dive Team which will be another great addition to our offerings. Swim Lessons will continue through mid-November. Parents within the community have been very appreciative that they multiple options for much needed recreation for their children during these unprecedented times. An additional Fitness Class, Power Ride (spinning) will be added in October.

Revenue & Participation

Fitness Unlimited	2
Day Passes Sold	143
Week Passes Sold	3
Month Passes Sold	56
Annual Membership Attendance	973
Monthly Membership Attendance	7,312
Month-to-Month Pass Attendance	462
Swim Lessons - Sessions	77
kidWATCH	426
kidFIT	394
Group Classes (ie: Yoga Fitness, TRX, Zumba, BarreFit, Cardio Dance Fit, Hop It Up, etc.)	203
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	10,051
Revenue	33,415.20
PRIOR MONTH COMPARISON	
DIFFERENCE = prev month - current month	\$ 1,923.02
PERCENT DIFF = DIFFERENCE / prev month	6.09%
% =	6.09% ↑
PRIOR YEAR COMPARISON	
DIFFERENCE = prev year - current month	(104,106.21)
PERCENT DIFF = DIFFERENCE / prev year	-75.70%
% =	-75.70%

Monthly Membership Recap

New Memberships	
Month Ending:	Sep-20
Memberships Sold in Month	119
Membership Counts	
Month Ending:	Aug-21
Family Memberships	847
Individual Memberships	420
Total Memberships	1,267
Total Individual Members	6469

There were 119 new memberships in September, making a total of 1267 Active Members.

There are currently 6469 Active Members who have either a recurring monthly membership or an annual membership.

Summary: Member Visits & Tours*

Member Visits	8,747
Guest Visits	202
Classes	Approximately 205 Participants
Tour Participants	9

*There were no private rentals during September

Older Americans

The Senior Center continues its daily mission of providing meals to the senior citizens in the community. Below is the meal recap for September 2020:

		Donations Received:
September 2020 Grab N Go Meals	2,340	\$2,318.00
September 2020 Home Delivered Meals Served	<u>2,539</u>	<u>\$1,723.41</u>
Monthly Totals	4,879	\$4,041.41

Any leftover meals are frozen and delivered on Fridays to the neediest homebound clients for weekend meals. Frozen meals delivered for September totaled 142.

The Hobbs Senior Center served a total of 385 individual Senior Citizens and a grand total of 5,021 meals for the month of August.

Renovations: The meal site restroom renovation project is ongoing. The roof, HVAC, and electrical project has begun.

Recreation

Special Events

- Recreation staff hosted Movies Under the Stars at HIAP on September 25th. Staff are preparing for a Halloween themed movie in October.
- Recreation staff continue to communicate with external organizations about community Halloween event(s).

Aquatics

- All seasonal pools, as well as splash pads, have been weatherized for the season and smaller maintenance projects are starting or being organized.

Rockwind Community Links Clubhouse

Sep-20

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension				
Golf Equipment Rentals	31432	95	\$461.72	\$0.00	\$461.72	\$0.00	\$23.28	\$485.00				
Driving Range	31430	506	\$2,849.82	\$0.00	\$2,849.82	\$0.00	\$144.18	\$2,994.00				
Golf Cart Rental Fees	31431	1747	\$23,930.44	\$0.00	\$23,930.44	\$0.00	\$1,208.00	\$25,138.44				
Green Fees	99999	2383	\$27,969.75	\$0.00	\$27,969.75	\$0.00	\$1,415.56	\$29,385.31				
Hard Goods Sales	31410	700	\$24,805.32	(\$364.08)	\$24,441.24	\$17,752.86	\$1,222.54	\$25,664.08				
Membership Fees	31420	8	\$4,952.32	\$0.00	\$4,952.32	\$0.00	\$247.58	\$5,200.00				
Soft Goods Sales	31401	601	\$12,136.29	(\$206.19)	\$11,930.10	\$7,211.04	\$597.39	\$12,527.49				
Food & Beverage	31441	204	\$352.56	(\$29.66)	\$322.90	\$133.22	\$17.35	\$340.25				
Totals for Revenue	6244		\$97,458.22	(\$599.93)	\$96,858.29	\$25,097.12	\$4,876.28	\$101,734.57				
Grand Total:	6244	\$	\$97,458.22	\$	(\$599.93)	\$96,858.29	\$	25,097.12	\$	4,876.28	\$	101,734.57

Rockwind did not host any events in September. However, the course had a stellar month in terms of number of rounds, totaling 2,383. This is significantly more than the 1,873 rounds played in September 2019. Revenue also realized a significant increase in September 2020 (\$101,734.57) when compared with September 2019 (\$80,768.58). New merchandise and product lines helped to contribute to this increase. In October, Rockwind will be hosting two events.

KEY PERFORMANCE INDICATORS

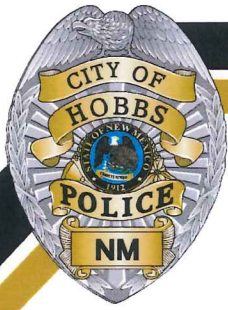
	Sep-20
Total Pre-Tax Revenue	\$96,858.29
Total Rounds	2383
Avg Green Fee plus Cart Fee per Round	\$23.86
Total Merchandise Sales	\$36,371.34
Merchandise Sales Per Round	\$15.26
F&B Sales Per Round	\$ 0.14
COGS Hard Goods	73%
COGS Soft Goods	60%
COGS F&B	41%
Rounds w/ Carts	73%
Total Revenue per Round	\$ 40.65

GREEN FEE BREAKDOWN

EZLinks Prepaid	0		
GolfNow Prepaid	0		
Summary for EZLinks Prepaid	0		
Player's Pass 18 Walk	243		
Summary for Player's Pass	243		
L/I Rook Adult Resident	250		
L/I Rook Adult Non-Resident	0	Punch Pass	20
L/I Rook Jr. Comp w/Adult	17	Summary for Punch Pass	20
L/I Rook Junior Resident	0		
L/I Rook Junior Non Resident	2	Rain Check	6
L/I Rook Replay	0	Summary for Rain Check	6
L/I Rook Player's Pass	0		
L/I Rook Team Comp	0	Resident 18	801
FootGolf Adult	0	Resident Junior	27
FootGolf Junior Comp	0	Resident Senior 18	234
Summary for Par 3	271	League Fee	22
		Complimentary Round	9
Public 18	132	Resident Twilight	247
Public 9	18	Team Practice Round	8
Public Junior	6	Resident 9	120
Public Senior	23	Marshal/Team Green Fee	25
Public Twilight	21	Resident Replay	10
Public Replay	1	Summary for Resident	1503
Specials	1		
Youth on Course	0	Tournament Fees	134
PGA/GCSAA COMP	4	Summary for Tournament - Public	134
Summary for Public	206	Grand Total:	2383

Teen Center

- The Recreation Department's Art Program is being relocated to the Teen Center and staff has been in the process of moving supplies and materials from the Senior Center to the Teen Center. Youth Art Classes are expected to start soon following all COVID Safe Practices. Art Classes for senior citizens will start at a later date in the future.
- With the Teen Center not operating, Teen Center staff continues to assist at other Recreation facilities and in other Departments as needed.



HOBBS POLICE DEPARTMENT

October 2, 2020

HPD September 2020 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
Sept 2019/2020	RPTS	RPTS		Date	Date	
			2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	453	411	-9%	3911	3868	-1%
CALLS FOR SERVICE	4,010	4,121	3%	37,327	38,171	2%
ARRESTS	260	368	42%	2569	2835	10%
MURDER	1	0	-100%	6	1	-83%
RAPE	7	0	-100%	31	21	-32%
ROBBERY	3	2	-33%	17	28	65%
ASSAULTS AND BATTERY	124	60	-52%	847	675	-20%
BURGLARY	30	103	243%	285	515	81%
LARCENY	44	34	-23%	394	405	3%
SHOPLIFTING	44	28	-36%	294	327	11%
AUTO THEFT	17	18	6%	137	149	9%
ARSON	2	0	-100%	3	5	67%
FORGERY	0	2	100%	7	5	-29%
FRAUD	6	5	-17%	62	81	31%
EMBEZZLEMENT	5	1	-80%	29	8	-72%
REC. STOLEN PROPERTY	0	0	0%	14	3	-79%
VANDALISM	63	66	5%	410	598	46%
WEAPONS OFFENSES	3	2	-33%	31	25	-19%
DOMESTIC VIOLENCE	52	28	-46%	366	299	-18%
ASSAULTS/BATTERY ON PO	1	5	400%	61	55	-10%
SHOOTING AT/FM MV OR DWELLING	5	2	-60%	31	25	-19%
CITATIONS ISSUED	699	1,615	131%	8,407	12,065	44%
DWI	16	12	-25%	117	111	-5%
TRAFFIC CRASHES	111	89	-20%	957	758	-21%

UTILITIES DEPARTMENT

WATER DEPARTMENT

CLASS	2019		2020	
	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2019</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2020</u>
Residential	11,390	118,834,512	11,577	142,654,002
Commercial	1,798	50,436,145	1,820	49,489,505
City Accounts	215	24,157,056	215	26,691,493
School Accounts	56	7,400,735	57	13,608,322
Irrigation	252	8,940,836	253	11,870,019
	13,711	209,769,284	13,922	244,313,341

LABORATORY

	September 2019	September 2020
Total Drinking Water Tests	50	46
Total Wastewater Tests	678	837
Liquid Waste Received (gallons)	478,851	235,994

WASTEWATER RECLAMATION FACILITY

	September 2019	September 2020
Influent (Million Gallons)	100.510	96.361
Effluent (Million Gallons)	97.962	89.684
Solids Removed (Dry Pounds)	141,312	492,695

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	286,626,000
Total monthly water distributed, million gallons	318,191,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.57
Monthly chlorine gas dosed to system (lbs)	1,644

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

Comments: Progressing with the installation of the New SCADA System, nearing completion. Due to the travel restrictions, we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.

UTILITY MAINTENANCE SEPTEMBER 2020

WORK DESCRIPTION

Meter lid replacement	25
Meter box replacement	30
Meter stop / valve replacement	40
Meter change out 3/4"	50
Meter change out 1"	0
Meter change out 2"	5
Meter change out 3"	1
Meter change out 4"	1
Meter change out 6"	0
Set new 3/4" meter	40
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	80
Service lateral replacement	15 Qty - 150 feet
New Service Lateral	12 Qty - 200 feet
Low water pressure investigation	8
Water quality investigations	0
Main line leaks/repair	3
Main line replacement (feet)	0
Valve maintenance	200
Valve new install/replacement	2
Fire hydrant maintenance	250
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	2
Fire hydrant meter set	2
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,800,000
Miscellaneous afterhour calls	14
Emergency Call Outs (From 5:00pm to 7:00am)	68

WORK DESCRIPTION

QUANTITY

Manhole maintenance	78
Manholes cleaned	82
Sewer main line cleaned	40,954
Sewer stoppages	55
Sewer main line video inspections	5
Odor complaints	1
Sewer pre-treatment additives	35 gallons
Property damage from sewer	0
Sewer main line repair/replacement	3

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	75
Emergency call out (from 5:00 pm to 7:00 am)	15

UTILITIES MONTHLY PLUMBER REPORT SEPTEMBER 2020 **QUANTITY**

Sewer stoppages	19
Odor complaints	3
Water leaks	10
Pool maintenance	22
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	20