



CITY MANAGER'S MONTHLY REPORT

October 2021

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



Mayor
Sam D. Cobb

City Commission
R. Finn Smith – 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

City Manager
Risk Management Dir.

Manny Gomez
Julie Nymeyer

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Vacant

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Vacant
Anthony Maldonado

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

LIBRARY SERVICES

Library Director

Sandy Farrell

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

POLICE DEPARTMENT

Police Chief
Deputy Police Chief
Code Enforcement
Animal Adoption Center

John Ortolano
August Fons
Art DeLaCruz
Missy Funk

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

Office: (575) 397-9206
Email: mgomez@hobbsnm.org

MANNY GOMEZ
City Manager

November 23, 2021

To: Mayor, City Commission, City Staff and Citizens of Hobbs

Attached is the City Manager's Monthly Report for the month October, 2021, which provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.

Whether providing volunteer care, organizing activities for a group, participating in beautification projects, or the Toys for Tots program, each person who steps up contributes to the fabric of society and makes life easier for everyone around them. Community is vital.

Your work, and the gifts you share, are an inspiration. We make a difference in our community and as public servants that is one of our callings.

Sincerely,

A handwritten signature in black ink, appearing to read "Manuel R. Gomez". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Manuel R. Gomez
City of Hobbs
City Manager



CITY CLERK'S OFFICE
Monthly Report - October 2021

	Aug-21	Sep-21	Oct-21
Business Registrations -New	16	14	16
Business Registrations - New Owner	0	2	0
Business Registrations- Change of Address	1	1	1
Renewals	5	5	6
Web Payment Renewals	1	1	5
Total Business Registrations Activity	23	23	28
Active Business Registrations for the Month	2073	2076	2080
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	0	0
Mobile Business Licenses	1	2	0
Pawn Brokers	1	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	1	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	29	52	44
Public Documents Notarized	110	157	145
Public Records Request	28	40	33
Regular City Commission Meetings <i>10/4/21 and 10/18/21</i>	2	2	2
Special City Commission Meetings	0	1	0
City Commission Work Session/Closed Meetings	0	2	0
Notice of Potential Quorum	1		0
Resolutions and Ordinances Attested	11	16	23
Consideration of Approval	6	4	3
Total Volume of Transactions on Tyler Cashiering	273	252	262
Total Amount	\$ 307,914.80	\$ 405,538.79	\$ 401,218.25
Web Payments Online for All Departments	\$ 300.00	\$ 8,808.43	\$ 3,707.05
Grand Total	\$ 308,214.80	\$ 414,347.22	\$ 404,925.30



Hobbs Express

Monthly Report - OCTOBER 2021

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

Passenger Activity	Prior Month Sep-21	Reporting Month Oct-21
No. of Elderly Passengers	467	567
No. of Non-Ambulatory Passengers	90	104
No. of Disabled Passengers	153	151
No. of Other Trips	1181	1310
Total Passenger Trips	1891	2132

Bus Route Trips	1621	1813
Rapid Line Trips		
Total Bus Route Trips	1621	1813
Total Demand Response/Paratransit Trips	270	319
Total Passenger Trips	1891	2132

Vehicle Statistics	Prior Month Sep-21	Reporting Month Oct-21
Total Vehicle Hours	290.75	309
Total Vehicle Miles	4,790	4,885

Revenue Collected	Prior Month Sep-21	Reporting Month Oct-21
Total Fares Collected	\$0.00	\$0.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
October 2021**

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:

	This Month	2020 Total	2021 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	0	151	42

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 Google or Firefox web browser)

October 2021

ArcGIS Enterprise Server (Update):

2021 Parcel Project (Update): Project put on pause to deal with time critical projects like the GIS Server licensing. Completion date has been extended in to late December, excluding major shifts in division priorities.

GIS Server Licensing: On Oct 2nd the GIS division renewed its Small Government ELA with ESRI. Due to the renewal, all of our ArcGIS related software keys were updated. Throughout Oct the GIS division worked on updating all the ArcGIS installs with the new software keys, including all the installed seats of ArcGIS desktop, our 3 servers, and our Portal. Due to some of the difficulties related to getting times scheduled, the GIS division is looking into shifting some of the views over to web maps for access to ArcGIS data.

Web Maps (Update): On Oct 14th the Clerk's Office requested the City Limit web maps be updated. This request was part of the redistricting being done by the Clerk's Office and affected both the City of Hobbs' website and ArcGIS Online site. With the assistance of IT the ones on the website were updated, but the GIS division had to rebuild its interactive ArcGIS Online map. All work was completed on the 14th.

CRS Program: During the first half of Oct, the GIS division was busy assisting both the Engineering and Planning depts. with completing our yearly CRS by updating maps and by helping put together the required paperwork. Next year is the 5 year CRS, which requires more work to be completed; as-such the GIS division is looking for ways to streamline the process.

Allied Public Risk Calculations: On Oct 8th and 15th the GIS division received a request to help provide information related to our infrastructure; like the miles of water mains, sewer mains, storm sewer mains, and roadway. This information was going to be used to complete our Allied Public Risk application. Thanks to the work put in in September as part of the StreetScan project the GIS division was able to complete this request by Oct 18th.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
October 2021**

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Land Development											
Annexations (expressed in Acres)		1372.42	3.62	92.89	101.9	1.37	1.31	0	163.23	0	1.3
Subdivisions (51)		1	0	5	3	8	1	3	1	5	4
Lots Gained		11	0	61	92	304	102	13	42	186	197
Summary Subdivisions (55)				42	43	44	33	42	31	47	41

City Commission Planning Summary:

October - The City Commission reviewed and considered the following:

- Approved Resolution #7109 the Final Plan of Mesquite Draw Subdivision.
- Approved Resolution #7107 the Final Plan of Tanglewood Unit 5 Subdivision.
- Approved Resolution #7108 the Final Plan of Tanglewood Unit 6 Subdivision.
- Approved Resolution #7112 dedicating a portion of North Dal Paso and a water well site.
- Approved Resolution #7110 dedicating a portion of Marland Street and the N/S alleyways located NE of the intersection of Marland and Elm Place and vacating the EW alleyway.
- Approved Resolution #7111 allowing an Encroachment Agreement for property located at 4511 Business Park Boulevard.
- Approved Resolution #7114 the Final Plan of Liberty Crossing Subdivision, Unit 1.
- Approved Resolution #7125 approving a Fair Share Infrastructure Development Agreement concerning the projection of public infrastructure.
- Approved Resolution #7126 approving a Fair Share Infrastructure Development Agreement concerning the projection of public infrastructure.

Planning Board Summary:

October - The Planning Board reviewed and considered action on 1 items in a Special Meetings.

- Approved the Liberty Crossing Subdivision, Unit 1.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
October 2021**

TRAFFIC DIVISION:

The City of Hobbs has 41 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1830 STOP signs, 354 warning signs, 2491 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

Total 1,327 tracked intersections

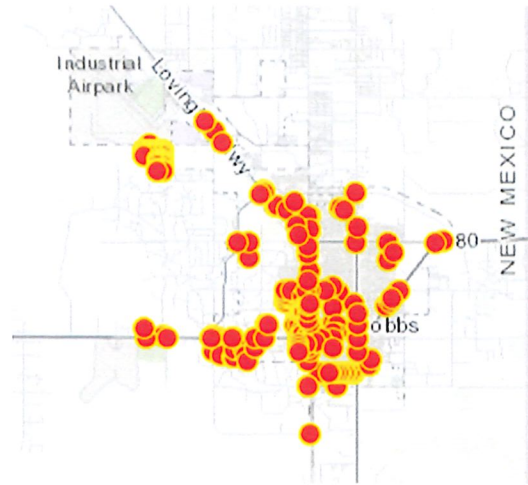
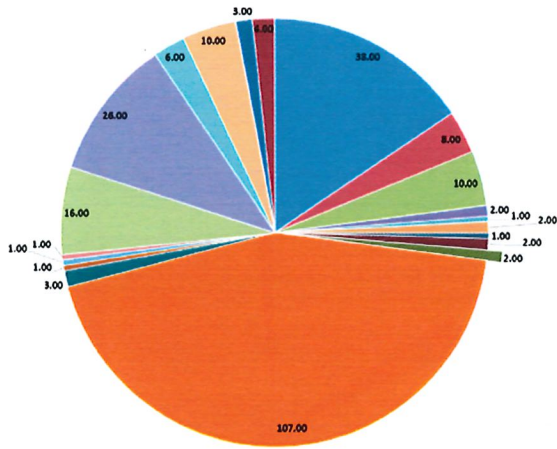


Figure 1 - Location Map of Work Performed

- | | | |
|------------------------------------|--|------------------------------------|
| ■ Sign Install / Replace = 38 | ■ LED Module Replace = 8 | ■ Pole Straighten / Re-bolted = 10 |
| ■ Pole & Anchor Replace = 2 | ■ Call Outs = 1 | ■ Repair Communication = 2 |
| ■ Int in Flash or Malfunction = 1 | ■ Ped Push Button Repair / Replace = 2 | ■ Cabinet Clean / Inspected = 2 |
| ■ Inspected Intersections = 107 | ■ Traffic Count / Speed Study = 3 | ■ Breakaway Base Replaced = 1 |
| ■ School Zone Repaired = 1 | ■ New Sign Made = 1 | ■ New St. Name Sign Made = 16 |
| ■ New St. Name Sign Installed = 26 | ■ Safe Hit Install / Replace = 6 | ■ Power Outage Affected = 10 |

Damage Report: No major damage this month.

Projects: Started replacing overhead street name signs on city owned traffic signals.



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2021

PRESS/MEDIA ACTIONS

The Communications Department distributed the following press releases and PSAs:

- Nymeyer – New Executive Assistant – written 10/20/21, yet to be released due to delay of new head shot
- Overgrown Weeds and Wildfires 10/7/21

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 (this kiosk is currently under repairs). 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.

- Hosted biweekly radio recordings
- Updated digital billboards placed at all Bender Billboard locations to include:
 - HPD recruitment
 - Tree Lighting Ceremony 2021
 - HFD free smoke alarms
 - October Large Item Pickup
 - November Large Item Pickup
 - CORE Health Fair
 - Halloween Carnival
 - CORE Spooktacular
 - New Mexico ERAP (Emergency Rental Assistance Program)
 - Senior Center Health Fair
 - Fire Prevention Week 2021: Sounds of Fire Safety
 - Legal/Illegal Weeds
- Fire Prevention Week promotional planning with Fire Marshal's Office
 - Social Posts
 - Scriptwriting, production, and directing of info/promo video with HFD
- Annual Large Item Pickup advertising for October and November dates
 - Save the date advertised
 - Facebook
 - Instagram
 - Newspaper
 - Weekly newspaper ads created, purchased, and submitted for four months
 - Radio interviews and commercials recorded, purchased, and placed
- Road construction notices



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2021

CORE (Center of Recreational Excellence) – Special Events & Activities

Duties and focuses of the Marketing Coordinator

- Wild Turkey Bowl
 - Re-Scheduled for Saturday, December 18, Check in at 8:30 am
 - 4-on-4 Format
 - \$15 a person
 - Ages 16 years or older
- Kids Sports Clinic
 - Football Saturday, October 30 – November 13
 - Basketball Saturday, December 4 – 18
 - \$20 for members, \$25 for non-members
- Challenge Nights – November
 - 16 years or older
 - Monday's – Basketball
 - Tuesday's – Soccer
 - Thursday's – Volleyball
 - Friday's – Kickball
- Turf Titans & Gym Giants
 - Every Tuesday & Thursday @ 1pm
 - 3-6 Years old
 - \$25 for members, \$30 for non-members
 - Deadline is 1st Tuesday of each month
 - Teaching the fundamentals of sports
- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2021

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

CURRENT RADIO ANNOUNCEMENTS

- NMJC Fall 2021
- Convenience Centers Info
- PSA Handwashing Hero
- Hobbs Express
- Legal IF-Meghan 1 Generic
- HPL New Hours
- Municipal Court Hours
- HPD Recruitment ad
- HFD CPR
- Waste Management Free Pickups PSA
- COVID PSA English-Spanish Contact
- United Way Heater Drive
- United Way Women
- United Way Drive Thru
- United Way Campaign
- Business License Renewal
- Toss It in the Bin
- Large Item Pickup
- HR Recruitment
- FlyHobbs Daily Flights English-Spanish
- HAAC Spay and Neutering
- Code Enforcement Weeds
- Parks & Open Spaces
- Thanksgiving Closure
- Community Players of Hobbs
- Light of Lea County
- Tree Lighting Vendor & Performer Recruitment

CONVENTION VISITORS BUREAU MAIN FOCUSES

- 4th Annual Hobbs Tree Lighting Ceremony
 - Weekly meetings are being held with the Committee
 - Vendors are signing up and being scheduled
 - Performers are being booked and scheduled
 - Rides and rentals are being booked and scheduled
- Execution of NM True CoOp grant expectations
 - Biweekly check-ins
 - Facebook and Instagram posts and ads
 - Website directing
 - Videography planning

LISTED EVENTS

- Hobbs Tree Lighting Ceremony – December 4th
- Hobbs Christmas Parade – December 4th
- National Junior College Track and Field Meet at NMJC in 2023 and 2025 (bids submitted and hoteliers' commitment letters gathered on behalf of NMJC)



COMMUNICATIONS DEPARTMENT
Monthly Report
October 2021

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
 Sep 17 – Oct 14

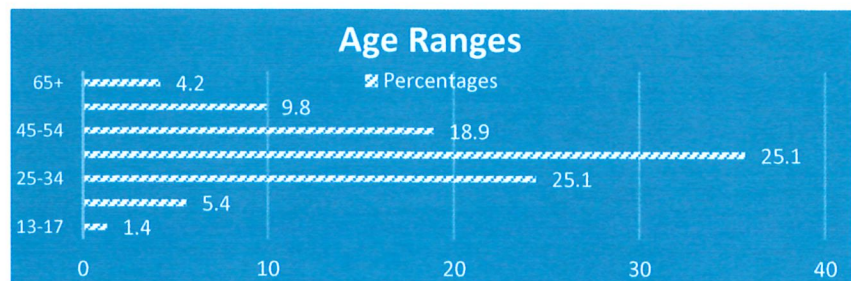
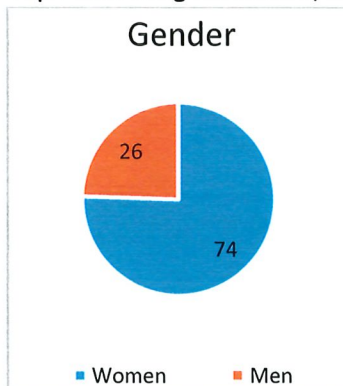
Page Views	Post Reach (people reached)	Post Engagement	Page Likes
1,206 total (increase)	14,926 total (increase)	3,206 total (257% increase)	47 new (increase)



Instagram
 Sep 1-30

Reach	Followers	Profile Visits	Interactions	Impressions
1,150 (30.6% decrease)	1,879	119 (32% decrease)	166 (41% decrease)	6,495 (33.7% decrease)

Top Performing Content: 9/11 Tribute Video



COMMUNICATIONS DEPARTMENT

Monthly Report

October 2021

OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

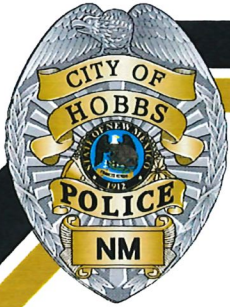
- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
 - Director is serving as Board President for the 2021-2022 year
 - Planned and ran Rotary Installation Banquet
- Notices for different departments and locations
- Website monitoring and updates communicated with IT Web Master
- Regular invoicing and budgeting, including gathering quotes, payroll, processing payment, etc.
- Attended Commission Meetings
- Regular cleaning and sanitizing of office areas to comply with CSPs
- Photos and video opportunities
 - Employee milestone photos to social media accounts
- Online municipal employee trainings
- Spanish lessons
- Ongoing studies of Wellbeing in the Workplace book, as assigned by City Manager
- Gus Macker planning meetings
- Coordinated headshots of new employees and updated old outdated headshots
- Attended Commission Work Session on October 27th
- Coordinated HFD Photography Head Shots for October 29th and 30th
- Coordinated HPD Photography Head Shots for October 15th; scheduled department shot and makeups for November 16th
- Director attended eLearning for Department heads on 10/26
- NM Recovery Update Webinar 10/27
- Director gave MyPower presentation at Houston Junior High 10/27
- Review of CVB RFP and submitted to Finance
- Hosted the City Employee Halloween Costume Contest
 - Contact and scheduled judges
 - Booked location
 - Designed ad
 - Designed rules and award places
 - Sent multiple emails to COH Employee and Commission email lists
 - Purchased and placed snacks and beverages
 - Took photos and made announcements of winners

**Total Type of Construction
for period ending October 01, 2021-October 31, 2021**

Commercial		<u>#OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
COMM MECHANICAL	Commercial	3	\$4,500.00	\$307.50
COMM PLUMBING	Commercial	6	\$9,000.00	\$595.00
COMMERCIAL DEMOLITION	Commercial	1	\$6,000.00	\$60.00
COMMERCIAL ELECTRICAL	Commercial	16	\$22,500.00	\$1,553.00
COMMERCIAL FENCE	Commercial	1	\$10,698.00	\$10.00
COMMERCIAL REMODEL	Commercial	1	\$275,000.00	\$696.00
COMMERCIAL RE-ROOFING	Commercial	4	\$40,765.00	\$340.00
COMMERCIAL SIGN	Commercial	3	\$36,915.00	\$372.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	2	\$5,065,927.00	\$6,655.12
TEMPORARY TENTS AND CANOPIES	Commercial	1	\$0.00	\$0.00
		39	\$5,472,805.00	\$10,613.62

Residential		<u>#OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
RES MECHANICAL	Residential	27	\$40,500.00	\$1,985.00
RES PLUMBING	Residential	33	\$48,000.00	\$1,859.00
RES SEWER TAP & EXCAVATION	Residential	3	\$4,500.00	\$1,120.00
RESIDENTIAL CANOPY	Residential	1	\$1,120.00	\$24.00
RESIDENTIAL CARPORT	Residential	1	\$5,000.00	\$80.00
RESIDENTIAL DEMOLITION	Residential	1	\$2,500.00	\$40.00
RESIDENTIAL DRIVEWAY	Residential	2	\$6,584.00	\$40.00
RESIDENTIAL ELECTRICAL	Residential	46	\$67,500.00	\$3,454.00
RESIDENTIAL FENCE	Residential	3	\$39,500.00	\$30.00
RESIDENTIAL REMODEL	Residential	24	\$1,069,836.00	\$6,010.00
RESIDENTIAL RE-ROOF	Residential	18	\$150,002.00	\$1,410.00
RESIDENTIAL SINGLE FAMILY	Residential	19	\$5,434,257.00	\$11,850.00
RESIDENTIAL STORAGE	Residential	2	\$33,645.00	\$280.00
		180	\$6,902,944.00	\$28,182.00

COMMERCIAL		39	\$5,472,805.00	\$10,613.62
RESIDENTIAL		180	\$6,902,944.00	\$28,182.00
TOTAL COMBINED FOR THE MONTH		219	\$12,375,749.00	\$38,795.62



HOBBS POLICE DEPARTMENT

11/3/2021

To: Chief John Ortolano
Deputy Chief August Fons
Captain Shane Blevins

From: Code Enforcement Superintendent Arthur De La Cruz

Subject: Code Enforcement End of Month Report (October 2021)

CODE ENFORCEMENT NUMBERS FOR OCTOBER 2021

Code warnings	188
Code citations	27
Code complaints	324
Animal warnings	8
Animal complaints	195
Animal citations	3

John Ortolano, Chief of Police
300 N. Turner • Hobbs, New Mexico 88240
Dispatch (575) 397-9265 • Fax (575) 397-3867
www.hobbspd.com

Accredited By The
New Mexico Law Enforcement Professional Standards Council





Hobbs Animal Adoption Center

Mailing Address:
 700 N. Grimes
 Hobbs, New Mexico
 575-397-9323

Adoption Center Location:
 700 N. Grimes
 Hobbs, New Mexico

November 3, 2021

To: Chief Ortolano
 DC Fons
 Captain Blevins
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

October 2021

Intake:	Cats	Dogs
Dead On Arrival	12	11
Sterilization Only	44	33
Stray	201	178
Transfers In	0	0
Unwanted	19	44
Quarantine		27
Totals:	276	293
Dispositions:		
Adopted	51	63
Died at Facility	13	6
Dead on Arrival	13	11
Euthanized	95	47
Rescued	3	71
Return to Owner	1	35
Sterilization Only	42	31
Totals:	218	264

Total Revenue Collected:	Animal Pick Ups:	\$ 550
	Permits/Tags:	\$ 855
	Reclaims:	\$1300
	Adoptions	\$3825
	<u>Sterilizations:</u>	<u>\$1875</u>
		\$8405

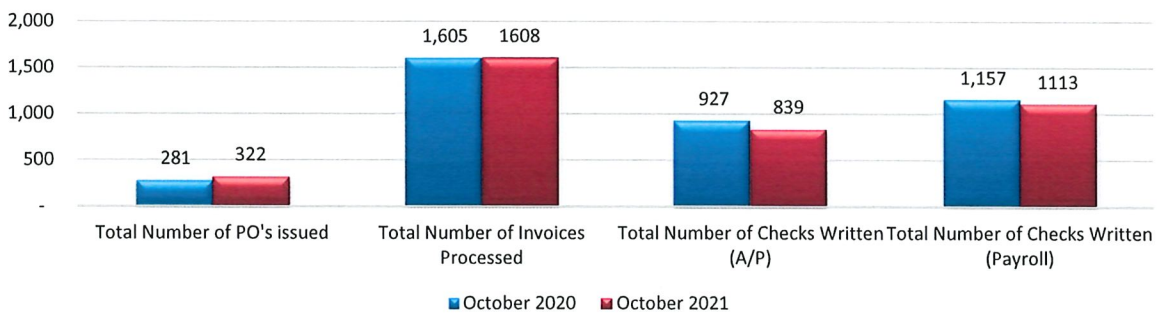
**Monthly Measurement
Finance Department
Fiscal Year 2022**

Cash Statistics	October 2020	October 2021
Beginning Cash Balance	\$ 146,401,171	146,420,627
Monthly Cash In (Revenue - all funds)	\$ 7,926,852	11,027,552
Monthly Cash Out (Expenditures - all funds)	\$ 10,921,062	10,579,485
Ending Cash Balance	\$ 143,406,961	146,868,694

Finance Transaction Statistics

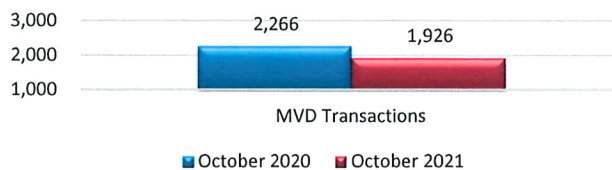
	October 2020	October 2021		
Total Number of PO's issued	281	322	daily average	15
Total Number of Invoices Processed	1,605	1608	daily average	77
Total Number of Checks Written (A/P)	927	839	weekly average	210
Total Number of Checks Written (Payroll)	1,157	1113	bi-weekly average	557

Financial Transaction Averages

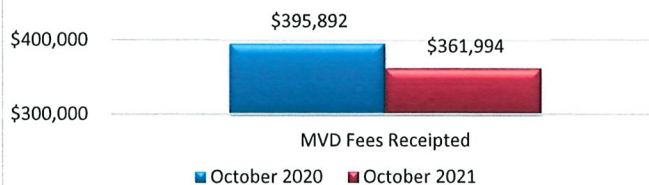


MVD Statistics	October 2020	October 2021		
MVD Transactions	2,266	1,926	daily average	92
MVD Fees Received	\$ 395,892	\$ 361,994	daily average	\$ 17,238

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

October 2021

ALARMS

Alarms (City)	91
Alarms (County)	31
Total Alarms	122

ZONES

Zone 1 (NW City) 25	Zone 5 (NW County) 17
Zone 2 (NE City) 32	Zone 6 (NE County) 5
Zone 3 (SE City) 25	Zone 7 (SE County) 5
Zone 4 (SW City) 9	Zone 8 (SW County) 4
Out of District 0	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:09
Station 2	1:12
Station 3	1:28
Station 4	2:41
Average	1:37

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:12
Station 2	4:51
Station 3	5:07
Station 4	7:35
Average	6:11

PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	40
Smoke Detectors Installed	2
Public Education Activities	4
Plan Reviews	4
Burn Permits Issued	1

FIRE RESPONSE BY STATION

Station 1	42
Station 2	37
Station 3	28
Station 4	15

MOST COMMON DAY/TIME

Saturday (1300 - 1359 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 20

TRAINING HOURS

Fire Training	828
EMS Training	5

EMERGENCY MEDICAL SERVICES

October 2021

EMS RUN BREAKDOWN

City Response	792
County Response	66
Total Responses	858

ZONES

Zone 1 (NW City)	351	Zone 5 (NW County)	19
Zone 2 (NE City)	149	Zone 6 (NE County)	34
Zone 3 (SE City)	169	Zone 7 (SE County)	1
Zone 4 (SW City)	123	Zone 8 (SW County)	12

AVERAGE RUN TIMES

Enroute:	1:44
At Scene:	4:53
To Destination:	19:39
Back in Service:	35:43

MOST COMMON DAY/TIME

Friday – 166 calls for service
Friday – 32 calls from 18:00 – 20:59 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 91

OUT OF TOWN TRANSFERS

Lubbock	23
Midland	2
Odessa	4
Roswell	8
Carlsbad	6
Airport	21

CARDIAC ARREST RESPONSES

Cardiac Arrest	5
ROSC	1

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$133,321.97
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Highlights for the month of October

- 10 personnel obtained IFSAC Fire Officer II Certification
- Driver/Engineer Promotional Process completed (1 person promoted)
- Tri-Annual TSA Tabletop at Lea County Regional Airport
- Participated in CORE Spooktacular and Teen Center Trunk or Treat
- 2 new Ambulances received; funded through State Appropriation (\$400,000)

October - 2021
General Services - Garage

In October - 2021 The City Garage had a total of 190 Repair Orders/Invoices. Of the 190 R.O./Invoices, 104 were repaired in house and 86 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 38,591.18 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	4	4	0.00	340.00	1,167.00	1,763.00	3,270.00
Instrument/Gauges	1	0	0.00	68.00	0.00	0.00	68.00
Complete Wash	0	0	0.00	0.00	0.00	0.00	0.00
Filters	4	3	79.25	102.00	158.26	0.00	339.51
Service Calls	19	0	324.00	1,836.00	0.00	0.00	2,160.00
Miscellaneous Maintenance	12	8	618.32	527.00	225.28	2,091.00	3,461.60
Brakes	1	6	0.00	68.00	2,988.08	1,100.48	4,156.56
Steering	0	2	0.00	0.00	2,072.87	628.56	2,701.43
Suspension	0	3	0.00	0.00	40.97	440.00	480.97
Tires	23	30	5,312.76	1,071.00	4,062.56	1,945.40	12,391.72
Wheels/Hub	0	0	0.00	0.00	0.00	0.00	0.00
Transmission	2	0	8.00	170.00	0.00	0.00	178.00
Charging System	13	4	779.34	918.00	1,141.06	70.00	2,908.40
Lighting	6	2	83.68	289.00	450.76	720.00	1,543.44
Preventive Maintenance	11	11	1,572.19	748.00	988.94	0.00	3,309.13
Exhaust	1	0	0.00	102.00	0.00	0.00	102.00
Fuel System	2	1	538.24	204.00	293.67	0.00	1,035.91
Engine	5	0	76.51	408.00	0.00	0.00	484.51
Dignostics	0	0	0.00	0.00	0.00	0.00	0.00
Hydraulics	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Sweeper Brooms	0	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	9	0.00	0.00	0.00	0.00	0.00
Warranty	0	3	0.00	0.00	0.00	0.00	0.00
Monthly Total	104	86	9,392.29	6,851.00	13,589.45	8,758.44	38,591.18

	# of R.O./Inv	Parts	Labor	Total
City Garage	104	9,392.29	6,851.00	16,243.29
Vendor	86	13,589.45	8,758.44	22,347.89
	190	22,981.74	15,609.44	38,591.18

October 2021 General Services – Building Maintenance

Work performed by City Carpenters

3	Door closer adjusted
11	Ceiling tile replaced
9	Door lock repaired
20	Roof inspections
4	Restroom stalls repaired
1	Roof repaired
6	Moved furniture
6	Building repairs
52	Work orders

Location of work performed

4	City Hall
6	Police Department
3	Senior Center
1	State Police
5	Library
1	Municipal Court
1	Warehouse
4	Animal Adoption
2	CORE
5	Crime Lab
2	F.S. 1
2	F.S. 2
1	F.S. 4
2	DA Building
4	Green Meadows
2	Del Norte Park
1	Teen Center

Break down of work performed by the Electricians

11	Light repairs
13	AC repairs
16	General electrical work
2	CORE work

Location of work performed

2	CORE
5	Library
6	City hall
2	Annex
1	PD
2	Fire stations
1	DA building
3	Rockwind
14	Parks
2	Teen Center
2	Hobbs Express

Street Department Monthly Report October

Break down of work performed by the Street Department Crew:

Man Hours	Activity
344 HRS.	Street Sweeping
8 HRS.	Building Brooms
64 HRS.	Cold Mix Patching
14 EA.	Street Complaints
200 HRS.	Alley Complaints
32 HRS.	Storm Sewers & Inlets
176 HRS.	Equipment Maintenance
16 HRS.	Stocking Material
64 HRS.	Safety Skills Meetings
250 HRS.	Golf Course

The total amounts of material hauled or used:

Quantity	Material
296 YDS.	Sweepings
125 GALLONS	Unmetered Water
240 YDS.	State Base
600 LBS.	Pollex24 3 Rubber
186 YDS.	Alley Material
4 YDS	Cold Mix Used
240 YDS.	Recycling Material
625 YDS.	Trash Hauled
8 YDS.	Hot Mix Used

Calls responded to:

Number	Type
13	Dispatched – accidents, spills, debris
5	Block Party Barricades



City of Hobbs
Human Resources Department
October 2021 Departmental Re-cap
City Managers Report

Recruitment:	October 2020	October 2021
• Applications Received/Reviewed	241	173
• New Hires	9	10
• Re-Hires	4	3
• Transfers/Promotions/Demotions	11	16

Personnel Actions:	October 2020	October 2021
• Performance Reviews	35	23
• Retirements	2	0
• Terminations	11	23
• Other(certs, shift moves)	7	19
• Educational Incentives	8	11
• COLA/CBA adjustments	0	0

New Position Postings in October:

DEPUTY FIRE CHIEF	LIBRARY PAGE
DRIVER ENGINEER	PARKS MAINT WORKER
PLAYER SERVICE ATTENDANT	PARKS TECHNICIAN
SEASONAL GOLF SHOP CLERK	TREE TECHNICIAN
TRAIL MAINT LEAD WKR	REC PROGRAM COORD
TRAIL MAINT WORKER	

Safety Skills Training:

- Driver Safety

Team Involvement:

- Tracy South participated in the Executive Administrative Assistant Interviews
- Valerie Rojas participated in Library Interviews
- Nicholas Goulet and Tracy South participated in the Claims Review
- Nicholas Goulet participated in LMRB quarterly 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 (62) (31 physical / 31 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 October 2021

- 101 Request for service
- 101 Completed
- 0 Bulletin Board related
- 0 Camera related
- 8 Email related
- 13 hardware related
- 1 internet related
- 1 network related
- 7 password resets
- 6 phone related
- 0 radio related
- 2 projects related
- 16 software related
- 14 User Setup
- 31 webpage related
- 3 other

Special accomplishments:

- Evaluated cyber security detection and monitoring solutions.
- Configure and implement new active directory servers.
- Installed 2 factor authentication for evaluation.
- Built 3 new computers.



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA

CITY ATTORNEY'S REPORT

October 2021

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 October. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

Public Meetings:

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of October 2021, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (10/04; 10/25) and Valerie Chacon (10/18)
- ❖ Cemetery Board – Mahir Haque (N/A)
- ❖ Community Affairs Board – Rocio Ocano (N/A)
- ❖ Library Board – Rocio Ocano (10/05)
- ❖ Lodger's Tax Board – Rocio Ocano (10/14)
- ❖ Planning Board – Valerie Chacon (10/11)
- ❖ Utilities Board – Valerie Chacon (10/07)
- ❖ Labor Relations Board – Efren Cortez (10/07)

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

❖ Public Hearings/Presentations	3
❖ Agenda Items drafted	7
❖ 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	10
❖ Contract Review	16
❖ IPRA Review	3

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 Assistants, Courtney Packer and Heather Bara, are 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 Attorneys, Rocio A. Ocano and Mahir F. Haque, are primarily tasked with prosecuting all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs in property disputes, employment matters, and other civil issues as well as supervising 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 October 2021, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	3
❖ Pretrials (Pro Se):	302
❖ Pretrials (Attorney):	47
❖ Trials:	56
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	5
❖ Appeals in District Court:	0
❖ Pleadings:	178
❖ Condemnation Reviews	0
❖ Property Acquisition Reviews	0
❖ Property Document Reviews	1

❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	2
❖ Civil ADR:	0
❖ Demand Letters:	3
❖ Misc. Hearings (Mun./Dist./Fed.):	1
❖ Trainings:	1
❖ Witness Interviews:	12
❖ In-office consultations:	25
❖ Discovery Submissions:	42
❖ Letters/Correspondence:	824

Areas of Notoriety:

- ❖ The City Attorney’s Office assisted in the adoption of three (2) ordinance changes that brought the Hobbs Municipal Code into compliance with recent changes made by the New Mexico Legislature regarding the legalization of cannabis.
- ❖ The City Attorney’s Office assisted in the adoption of one (1) ordinance change that brought the City’s Uniform Traffic Ordinance into compliance with the State Motor Vehicle Code.
- ❖ The City Attorney’s Office assisted in providing legal advice to the City’s Redistricting Committee during their October 25, 2021, meeting.

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

October, 2021

Hobbs Public Library

CIRCULATION: 4,594

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	2,709
Audio Books & Music	222
DVDs	1,406
E-Books/E-Audio (OverDrive & Gale)	257

CIRCULATION BY PATRON TYPE:

Adult	2,862
Juvenile	593
Senior Citizen	662
Used in Library	477

Total Children's Items Circulated 1,693

Total Adult Items Circulated 2,901

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	4	16
ELIN Loans	20	3

Patron Visits 2681

Overdue Notices Sent 232

PROGRAMS & PUBLIC SERVICES:

Programs Provided	10
Attendance	160
Passive Programs Provided	6
Passive Programming Participation	294
Meeting Room Use	16

Facebook Page Reach 1051

Web Site Usage 3382

HPL Database Usage 381

Reference Questions 99

Public Computer Use 345

Board Games 0

PATRON PROFILES:

Adult	15,265
Juvenile (Under 18 Years)	3,539
Senior Citizens (62+ Years)	2,443
Temp ELIN	2,609
Total Active Borrowers	23,856

RECEIPTS:

Materials Paid For \$29.40

Fines & Fees \$252.73

Copy Machine & Public Printouts \$454.52

Total **\$736.65**

Library Patrons Added This Month 40

ITEMS ADDED:

Total Items Added	548
Items Weeded	441

HOLDINGS:

Total Library Holdings 155,274

City Manager's Report
Municipal Court – October 2021

Monthly Cases:

Traffic Citations	357
Misdemeanor Citations	30
Environmental Citations	21
Fire Code Violations	0
AGG. DWI	2
DWI – 1 ST	<u>2</u>
Total	412

Courtroom Activity:

Video Arraignments (Jail)	80
Court Appearances – A.M.	18
Court Appearances- P.M.	129
Virtual Court	9
Pretrial Court Appearances – A.M.	73
Pretrial Court Appearances – P.M.	67
Attorney Pretrial	18
Trial/Change of Plea Cases	<u>21</u>
Total	415

Other Activity:

Summons issued	598
Warrants issued	<u>420</u>
Total	1018

Fines/Fees Assessed:

Fines	\$62,715
Penalty Assessment Fee	2,710
Automation Fee	2,010
Judicial Education Fee	1,005
Correction Fee	6,720
DWI Prevention Fee	300
DWI Lab Fee	340
Copies/Misc. Fee	<u>0</u>
Total	\$75,800

Fines/Fees Collected:

Fines	\$29,476
Penalty Assessment Fee	3,750
Automation Fee	2,586
Judicial Education Fee	1,293
Correction Fee	8,602
DWI Prevention Fee	125.50
DWI Lab Fee	226
Copies/Misc. Fee	1.50
Restitution	<u>.00</u>
Total	\$46,060

City Manager – October Report

2021



IT ALL HAPPENS HERE.

1. POSD had 9 employees assist with Large Item Pickup
2. USSSA hosted two huge tournaments at the Sports Fields this month bringing in more than 150 teams
3. 22 vacant lots mowed and cleaned
4. Winter flower planting was completed
5. Cemeteries had 28 interments; poured 36 foundations
6. Rockwind posted pink flags on the course to honor Breast Cancer Awareness Month
7. Rockwind hosted multiple tournaments and course in great condition
8. Two employees attended the Green Industry Expo/Conference in Louisville, KY
9. Two employees attended the CES Facility Managers Conference in Albuquerque, NM
10. One employee attended the Outdoor Economics Conference in Farmington, NM
11. POSD kicked off their new forklift training program this month



Parks & Open Spaces Department
Authored by: Bryan Wagner





**THE CITY OF
HOBBS, NEW MEXICO**

4827 NORTH LOVINGTON HIGHWAY • HOBBS, NEW MEXICO 88240
RECREATION DEPARTMENT • (575) 397-9291

**Recreation Department
Monthly Report - October 2021**

Divisions

CORE
Senior Center
Recreation
Rockwind Clubhouse
Teen Center

CORE

October was a busy month with activities and programming. There was a small decrease in revenue, countered by a small increase in participation, a trend that is normal for this time of year. A Health Fair, co-hosted with United WayCORE with United Way hosted a Health Fair that brought in 17 vendors and provided complimentary group fitness classes as well as physical assessments to the community. Tsunami also hosted their 1st swim meet with Clovis for combined total of 64 swimmers. The annual Spooktacular/Safe Stop event completed the month’s activities with approximately 1,500 participants. The event included 20 booths, a Touch a Truck event in the south parking lot, Pie Throwing Fundraiser with Light of Lea County, a pet parade and costume contest, and a no-carve pumpkin contest with 50 pumpkins being submitted. Two radio stations also conducted live remote broadcasts. During October, various preventative maintenance tasks were completed throughout the facility. Preparations are being made to begin both youth and adult league activities at the start of the new year.

Participation and Revenue

Fitness Unlimited (incl. Fit. Unlim. Passes)	59
Day Passes Sold	2,524
Week Passes Sold	21
Month Passes Sold	125
Annual Membership Attendance	1,015
Monthly Membership Attendance	16,175
Month-to-Month Pass Attendance	1,106
Swim Lessons - Sessions	-
Swim Team Members	69
Wellness Pool	200
kidWATCH	545
kidFIT	423
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	143
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	1,500
Total Participants & Visits	23,905
Total Revenue October 2021	\$103,355.54
For Comparison September 2021:	
Participation	22,541
Revenue	\$106,749.19

Membership Recap

Member Visits	18,296
Guest Visits	4,195
Classes	202
Programming	-
Tour Participants	25
Private Rentals	39 generating \$ 4,879 in revenue/deposits for future events

Membership Counts	Oct-21	Sep-21
Memberships Sold in Month	185	200
Family Memberships	1054	1069
Individual Memberships	530	518
Total Memberships	1584	1587
Members	4735	4829
Total Individual Members	5,265	5,427

Senior Center

The Senior Center continues the very important mission of providing meals to the senior citizens in the community. Below is some information for October 2021:

	Meals	Donations Received:
September 2021 Congregate Meals Served	1,302	\$1,474.30
September 2021 Grab N Go Meals	690	\$ 317.90
September 2021 Home Delivered Meals Served	2,074	\$1,249.77
September 2021 Frozen Meals Delivered	<u>162</u>	<u>\$ ---</u>
October 2021 Totals	4,228	\$3,041.97
September 2021 Totals	4,255	\$3,255.09

Any meals leftover from the Home Delivered or Grab N Go meals are frozen. On Fridays, these frozen meals are distributed to the most vulnerable Home Bound Clients for weekend meals. During October, a total of 162 frozen meals were distributed. The Hobbs Senior Center served a total of 4,228 meals for the month. With a total of 21 serving days in October, the daily average of meals served was 201. A total of 391 different senior citizens received a meal during October.

Duplicate Recreation Activities:	781	Exercise:	452
Transportation:	284	Assessment/Reassessment:	93

Project Updates: The new Meals On Wheels delivery truck arrived and has been put into use. The security camera replacement project is complete. Water fountains are in the process of being replaced. The Fire/Security Alarm replacement should begin in the near future.

Recreation

- The Recreation Division hosted the Halloween Safe Stop at the Teen Center.

- The Recreation Division hosted the City's Annual Halloween Carnival and Costume Contest.
- Recreation Division staff assisted with the City's large item pickup by arranging curbside assistance for those who needed it.
- The Recreation Division's Art Classes continue to be held at the Hobbs Teen Center.

Aquatics

- Recreation staff continues to train and hire Lifeguards for positions at the CORE. A Red Cross Lifeguard Training Class is scheduled for this Fall.
- Parts and equipment to update the Splash Pads emergency call stations has arrived and will be installed by the IT Department.
- Seasonal aquatics facilities (pools, splash pads) are in the process of being winterized.

Rockwind Community Links Clubhouse

October was a month filled with tournaments as a record high seven (7) events took place during the month! These events resulted in a total of 400+ rounds being played with the largest of these events, The Mewbourne Charity Golf Tournament, bringing in 166 golfers, and more than \$15,000 in revenue. October 2021 also set a new record for revenue for the month of October.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	45	\$380.81	\$0.00	\$380.81	\$0.00	\$19.19	\$400.00
Driving Range	638	\$1,531.92	\$0.00	\$1,531.92	\$0.00	\$77.58	\$1,609.50
Golf Cart Rental Fees	1341	\$20,617.18	\$0.00	\$20,617.18	\$0.00	\$1,039.02	\$21,656.20
Green Fees	2012	\$30,184.61	\$0.00	\$30,184.61	\$0.00	\$1,523.15	\$31,707.76
Hard Goods Sales	800	\$18,846.46	(\$302.69)	\$18,543.77	\$13,155.49	\$928.08	\$19,471.85
Membership Fees	2	\$1,142.84	\$0.00	\$1,142.84	\$0.00	\$57.16	\$1,200.00
Soft Goods Sales	536	\$12,435.37	(\$489.97)	\$11,945.40	\$7,016.36	\$598.16	\$12,543.56
Food & Beverage	80	\$146.72	(\$22.80)	\$123.92	\$52.76	\$6.58	\$130.50
Totals for Revenue	5454	\$85,285.91	(\$815.46)	\$84,470.45	\$20,224.61	\$4,248.92	\$88,719.37
Grand Total:	5454	\$ 85,285.91	\$ (815.46)	\$ 84,470.45	\$ 20,224.61	\$ 4,248.92	\$ 88,719.37

KEY PERFORMANCE INDICATORS

Oct-21

Total Pre-Tax Revenue	\$84,470.45
Total Rounds	2012
Avg Green Fee plus Cart Fee per Round	\$25.82
Total Merchandise Sales	\$30,489.17
Merchandise Sales Per Round	\$15.15
F&B Sales Per Round	\$ 0.06
COGS Hard Goods	71%
COGS Soft Goods	59%
COGS F&B	43%
Rounds w/Carts	67%
Total Revenue per Round	\$ 41.98

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	170
Summary for Player's Pass	<u>170</u>
Li'l Rock Adult Resident	121
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	13
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	13
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>147</u>
Public 18	139
Public 9	0
Public Junior	23
Public Senior	28
Public Twilight	23
Public Replay	0
Specials	0
Youth on	0
PGA/GCSAA COMP	0
Summary for Public	<u>213</u>
Punch Pass	12
Summary for Punch Pass	<u>12</u>
Rain Check	4
Summary for Rain Check	<u>4</u>
Resident 18	523
Resident Junior	1
Resident Senior 18	181
League Fee	0
Complimentary Round	15
Resident Twilight	128
Team Practice Round	79
Resident 9	110
Marshal/Team Green Fee	9
Resident Replay	6
Summary for Resident	<u>1052</u>
Tournament Fees	<u>414</u>
Summary for Tournament -	<u>414</u>
Grand Total:	2012

Teen Center

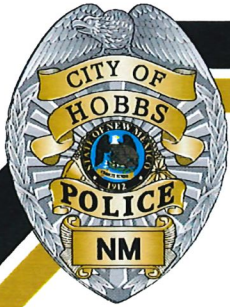
- Teen Center staff assisted with the Halloween Safe Stop held at the Teen Center. The Hobbs Fire Department was also present for this event.
- The Teen Center hosted an Open House event on October 29 which resulted in more than 30 new memberships.
- Teen Center staff continues to offer rides home to teens who need a ride home.
- Teen Center staff continues with efforts to touch up paint and replace wall trim.
- Plans are being made for the Teen Center's holiday meal and Open House which is scheduled for November.



RISK MANAGEMENT REPORT

October 2021

- Reviewed & processed for payment, yearly invoices for Kinsale, Travelers, VantaPro and Indian Harbor Insurance.
- Participated in 1 conference call w/Daniel's Insurance and assigned adjusters for introduction and review.
- Conducted introduction meeting and monthly review of all open claims with city's insurance agent.
- Endorsed 4 new vehicles and/or equipment to city's insurance policy.
- Met with insurance agents to review renewal applications/process for General Liability and Work Comp coverage.
- Reviewed 13 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 4 property damage incidents on behalf of the City of Hobbs.
- Issued multiple purchase orders to repair city vehicles.
- Attended Commission meeting on October 18, 2021.



HOBBS POLICE DEPARTMENT

November 4, 2021

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD October 2021 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
Oct 2020/2021	RPTS	RPTS		Date	Date	
			2020/2021	2020	2021	
	2020	2021				
REPORTED CRIMES	428	483	13%	4,296	3,859	-10%
CALLS FOR SERVICE	4,070	4,001	-2%	42,241	38,787	-8%
ARRESTS	292	200	-32%	3,127	2,232	-29%
MURDER	0	0	0%	1	5	400%
RAPE	2	2	0%	23	27	17%
ROBBERY	2	3	50%	30	35	17%
ASSAULTS AND BATTERY	81	89	10%	756	779	3%
BURGLARY	62	80	29%	577	443	-23%
LARCENY	44	57	30%	449	354	-21%
SHOPLIFTING	66	44	-33%	393	333	-15%
AUTO THEFT	19	25	32%	168	246	46%
ARSON	0	0	0%	5	8	60%
FORGERY	1	3	200%	6	4	-33%
FRAUD	9	15	67%	89	76	-15%
EMBEZZLEMENT	2	4	100%	10	21	110%
REC. STOLEN PROPERTY	0	0	0%	3	6	100%
VANDALISM	60	87	45%	658	734	12%
WEAPONS OFFENSES	1	6	500%	26	24	-8%
DOMESTIC VIOLENCE	42	35	-17%	341	354	4%
ASSAULTS/BATTERY ON PO	2	9	350%	57	57	0%
SHOOTING AT/FM MV OR DWELLING	2	13	550%	27	32	19%
CITATIONS ISSUED	1,500	510	-66%	13,565	7,657	-44%
DWI	10	12	20%	121	121	0%
TRAFFIC CRASHES	68	92	35%	826	811	-2%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2020		2021	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2020</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2021</u>	
Residential	11,586	119,281,590	11,655	110,497,881	
Commercial	1,820	48,748,911	1,810	48,761,571	
City Accounts	215	20,447,943	208	20,005,379	
School Accounts	58	10,726,917	58	9,031,747	
Irrigation	253	9,898,064	264	9,504,705	
Unbilled Maintenance		1,800,000		1,800,000	
	13,932	210,903,425	13,995	199,601,283	

LABORATORY	October 2020	October 2021
Total Drinking Water Tests	48	49
Total Wastewater Tests	764	739
Liquid Waste Received (gallons)	217,037	255,364

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	90.912	96.606
Effluent (Million Gallons)	85.086	89.615
Solids Removed (Dry Pounds)	*0	96,169

*No Biosolids were processed during this month.

WATER PRODUCTION REPORT - OCTOBER 2021

WATER PRODUCED	
Total monthly water produced, million gallons	188,291,000
Total monthly water distributed, million gallons	184,397,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,779
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)	10

Comments:

Due to the travel restrictions we have completed 1/2 of the NMED Sanitray Survey Inspections, part 2 pending.

UTILITY MAINTENANCE SEPTEMBER 2021

WORK DESCRIPTION

Meter lid replacement	40
Meter box replacement	30
Meter stop / valve replacement	20
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	3
Meter change out 4"	1
Meter change out 6"	0
Set new 3/4" meter	50
Set new 1" meter	0
Set new 2" meter	1
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	100
Service lateral replacement	5 qty. - 40 feet
New Service Lateral	4 qty. - 50 feet
Low water pressure investigation	5
Water quality investigations	2
Main line leaks/repair	15
Main line replacement (feet)	40
Valve maintenance	55
Valve new install/replacement	45
Fire hydrant maintenance	250
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	2
Fire hydrant meter set	4
New fire hydrant installed	4
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	3,500,000
Miscellaneous afterhour calls	10
Emergency Call Outs (From 5:00pm to 7:00am)	75

WORK DESCRIPTION

QUANTITY

Manhole maintenance	80
Manholes cleaned	96
Sewer main line cleaned (feet)	85,689
Sewer stoppages	12
Sewer main line video inspections	5
Odor complaints	1
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	5

New sewer main line installation	100 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	22
Emergency call out (from 5:00 pm to 7:00 am)	52

UTILITIES MONTHLY PLUMBER REPORT SEPTEMBER 2021	QUANTITY
Sewer stoppages	6
Odor complaints	5
Water leaks	2
Pool maintenance	22
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	23