



CITY MANAGER'S MONTHLY REPORT

**JUNE, 2019**

200 East Broadway  
Hobbs, NM 88240  
[www.hobbsnm.org](http://www.hobbsnm.org)



**Mayor**  
Sam D. Cobb

**City Commission**

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

\*\*\*\*\*

**CITY MANAGER**

Acting City Manager Manny Gomez  
Risk Management Dir. Ann Betzen

**CITY CLERK'S OFFICE**

City Clerk Jan Fletcher  
Deputy City Clerk Mollie Maldonado  
Public Transportation Jacque Pennington

**CITY ENGINEER**

City Engineer Todd Randall  
Planning Kevin Robinson

**COMMUNICATIONS DEPT.**

Communications Director Meghan Mooney  
Conv. & Visitors Bureau Tanya Sanchez

**COMMUNITY SERVICES DEPT.**

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

**FINANCE DEPARTMENT**

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

**FIRE DEPARTMENT**

Fire Chief Manny Gomez  
Deputy Fire Chief Barry Young

**GENERAL SERVICES DEPT.**

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

**HUMAN RESOURCES DEPT.**

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

**INFORMATION TECHNOLOGY DEPT.**

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

**LEGAL DEPARTMENT**

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

**LIBRARY SERVICES**

Library Director Sandy Farrell

**MUNICIPAL COURT**

Municipal Judge Benjamin Harrison  
Municipal Court Clerk Shannon Arguello

**PARKS & OPEN SPACES DEPT.**

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

**PARKS & RECREATION DEPT.**

Parks & Recreation Director Doug McDaniel  
CORE Catherine Vorrasi  
Recreation Michal Hughes  
Senior Center Angela Courter

**POLICE DEPARTMENT**

Acting Police Chief Brian Dunlap

**UTILITIES DEPARTMENT**

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

## RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

June 2019

---

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

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

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

Reviewed 29 Incident Reports from various city departments, associated police reports and video footage.

Reviewed and established 8 property damage claims on behalf of the City of Hobbs

Received and reviewed 2 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Processed 3 Notary bond applications.

Reviewed and processed 2 requisitions/purchase orders

Scheduled 41 meetings for the Mayor and City Manager.

Reviewed and approved 3 Alcohol & Gaming Permit Applications.

Scheduled 15 meetings in staff meeting room.

Attended ALICE and Fraud training for city employees.

Review and approve payroll timesheets.

Attended commission meetings on June 3 and 17.

Review, approve and post 2 Advisory Board agendas.

Received and assisted over 100 callers to Mayor/City Manager's office requesting assistance or general information.

Prepared agendas for and attended department head staff meetings on June 4, 11, 18 and 24, 2019.

Helped staff city booth at EnergyPlex Conference at Event Center.



JAN FLETCHER, CMC  
City Clerk

**OFFICE OF THE CITY CLERK**

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

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

Business Registrations – New	22
Business Registrations - Renewals	14
<b>Total Business Registration Activity for Month</b>	<b>36</b>
<b>Total Active Business Registrations as of 6/30/19</b>	<b>1,955</b>
Firework Permits	4
Junk Yard Licenses	0
Liquor Licenses	40
Mobile Business Licenses	4
Pawnbrokers License	1
Secondhand Dealers License	3
Solicitor's Permits	8
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	27
Public Documents Notarized	153
Public Records Requests	25
Regular City Commission Meetings 6/3/19 and 6/17/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings 6/26/19	1
Notices of Potential Quorum 6/25/19	1
Resolutions and Ordinances Attested	11
Other Items Approved	4
Total Number of Transactions on Tyler Cashiering	399
Total Amount	\$679,740.12



# Hobbs Express

Monthly Report - JUNE 2019

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	May-19	Jun-19
No. of Elderly Passengers	631	596
No. of Non-Ambulatory Passengers	195	214
No. of Disabled Passengers	294	274
No. of Other Trips	3860	1854
<b>Total Passenger Trips</b>	<b>4980</b>	<b>2938</b>

Bus Route	4317	2429
Rapid Line	296	201
<b>Total Bus Route Trips</b>	<b>4613</b>	<b>2630</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>367</b>	<b>308</b>
<b>Total Passenger Trips</b>	<b>4980</b>	<b>2938</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	May-19	Jun-19
Total Vehicle Hours	1011	891.75
Total Vehicle Miles	12,976	12,113

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	May-19	Jun-19
Total Fares Collected	\$2,928.94	\$2,287.06



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

**Engineering Department**

---

The Engineering Department provides technical support to internal Departments, the public and oversees numerous major / minor capital improvements projects.

**Capital Improvements**

CORE Project Close-out: Final payment has not been made at this time to Haydon Building Incorporation. Design Team, City Staff and contractor continue to address warranty items and finalize Contractor Contingency.

**Community Programs & Services:**

Addressing Assignment: The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Non-habitable structure could be a temporary power, water well, industrial plant (power sub-station) or tower. In addition, the City provides this services both inside City Limits and the Greater Hobbs Areas (outside City Limits). This

- Permanent Addresses:
  - Inside City Limits      10
  - Outside City Limits      1
- Temporary / Non-Habitable Structure Addresses:
  - Inside City Limits      1
  - Outside City Limits      1

**TRAFFIC DEPT:**

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.

After hour Call-outs	4 hrs
Assistance with Street Dept	40 hrs (Hot Asphalt Recycling / Pavement tabs)

**Signal / Sign damage:**

- No notable damage during the month of May

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories. For more information visit <http://hobbsnmgis.com/> The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.).

ESRI Enterprise Jumpstart (Update): On June 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> the GIS division had ESRI training staff on site to complete the Enterprise Jumpstart. As part of the onsite portion of the jumpstart, the ESRI personnel help with final setup of the new Enterprise Server and its components; trained the GIS division staff on the use and upkeep of the server; and did software/technology demonstrations on how the City of Hobbs could leverage the new Enterprise Server. A follow-up conference call is planned for some time in July.

ArcGIS Enterprise Server: Since the completion of the ESRI Enterprise Jumpstart on June 13<sup>th</sup>, the GIS staff have been working on getting the new Enterprise Server full online. The GIS staff have been loading data and setting up map services for use by other departments; along with testing new technologies and methods for use in the new Enterprise Server. After completing the first phase of getting the Enterprise



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

Server online, the Utilities Department became the first department to be moved over to the new server. On June 28<sup>th</sup>, the GIS Staff provided training and documentation to the Utilities Department's field crews and some supervisors on how to access the new mobile maps via a cellphone/tablet. These new mobile maps pull their data directly from the Enterprise server and provide a much more up-to-date look at our Utility Infrastructure.

Hobbs Base Station (Update): By the end of June the majority of the equipment needed to bring the NetR9 base station back online has been repaired, replaced, or purchased. The GIS division is working with IT to procure and install lightning protection for the GPS receiver antenna and the broadcast antenna in an effort to minimize any future damage from another lightning strike. The base station should be online in July.

**PLANNING DEPARTMENT:**

The following is a summary of the historical growth statistics.

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

Development Agreements:

The City Commission approved 1 - 39 unit residential subdivision and approved the 2019-2020 Market Rate Multi-Family & Single Family Unit Production Municipal Infrastructure Reimbursement - Incentive Program

Planning Board May Summary: The Planning Board in June reviewed and considered action on 1 item, reviewed 1 item and held discussions on 1 item:

- Rural and Open Space Map Amendment NW of the intersection of College Lane and Ja-Rob (Approved)
- Sketch Plan of the proposed Zia Crossing Unit 7 Subdivision (Reviewed)
- FY 2021-2025 Infrastructure Capital Improvement Plan (ICIP) (Discussed)



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**June 2019**  
**Submitted July 15, 2019**

**GENERAL ACTIONS**

The Communications Department distributed 5 press releases and 2 PSAs:

- Del Norte Speed Bumps
- Closure of City Buildings/Facilities During Active Shooter Trainings
- Large Item Pickup Details and Schedule
- Weekend Hours at Humble and Heizer Pools
- 4<sup>th</sup> of July Safety and Tips
- Parks and Open Spaces Director, Bryan Wagner
- Rockwind's New Golf Pro, Steve Schoch
- Summer Sports Program Relocation
- Mosquito Spraying PSA (numerous times)

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

**2020 CENSUS**

- Coordinated and held a meeting with the 2020 Census Complete Count Committee on June 11<sup>th</sup>.  
The following topics/tasks were discussed:
  - We tracked many events where the Census will be shared
  - Flyers to be distributed to students through Hobbs Municipal School
  - Emailing list
  - Meals on Wheels flyers
  - Videos in FY20
  - Volunteers

**RADIO STATION, 99.3 KHBX**

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

**Current Radio Announcements**

[Hobbs Summer Guide](#)

[Hiring-Police Lifeguard Rockwind](#)

[City Rental Spaces Available](#)

[Parks & Rec Summer Hiring](#)

[CORE Outermarket Mixdown](#)

[HR Now Hiring-City of Hobbs](#)

[Station ID](#)

[Do you know your commissioner?](#)

[Water Conservation Period](#)

[PLAYHOUSE 06.09](#)

[CORE Lifeguard Hiring](#)

[Rockwind Hiring](#)

[CORE Fitness Mixdown](#)

[HFD Spanish CPR Class](#)

[HFD CPR class](#)

[CORE MIXDOWN adult league spring 2019](#)

[Boy scouts of America](#)

[General Recruitment Multi-voice-City of](#)

[Hobbs](#)

[Hobbs express with #2014-01](#)

[Western Heritage Rodin](#)





## COMMUNICATIONS DEPARTMENT

### Monthly Report

June 2019

Submitted July 15, 2019

#### CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau monthly meeting with hoteliers scheduled for June 14<sup>th</sup> at 11 a.m.,  
The rates and instructions on how to receive the rates shared with the event coordinators.

##### Listed Events:

- Lea County EDC EnergyPlex Conference – June 23-25
- New Mexico Recreation and Parks Association's 2019 Conference – August 2019
- Firefighter Combat Challenge – August 9-10, 2019
- 2020 International Association of Arson Investigators Conference – February 2020
- 2019 Rockwind Pro-Am Golf Tournament– July 13-15 Hotelier Responses

##### Other

- Planning of the Firefighter Combat Challenge on August 9<sup>th</sup> and 10<sup>th</sup>. Planning includes:
  - Reserving bands
  - Booking a beer garden
  - Confirming the alcohol permit for the beer garden
  - Creating a site map for the event with Engineering's assistance
  - Booking food vendors
  - Booking Native Air and finding a safe landing, and take-off area for them
  - Confirming advertising through social media, radio, and television
  - The create of the commercial
  - Miscellaneous
- Further planning of the Tree Lighting Ceremony

#### EVENT PARTICIPATIONS

- Hosted a table/booth at the Energy Plex Conference Annual Conference
  - Distributed different giveaways from other departments
  - Promoted the 2020 Census with flyers and through direct communication with booth visitors
- Hosted Dulce Y Café Luncheon with Hobbs Hispano Chamber of Commerce
  - Distributed 2020 Census and City of Hobbs department information and giveaway

#### MISCELLANEOUS ACTIONS

- Planning for the NMRP conference
- 2020 Census meeting on June 11th
- Worked on the 2020 Budget
- Paid and Closed all Purchase Orders
- Met with KOB-8 for Hobbs Fire Combat Challenge June 6th
- Created a Commercial for the Fire Fighter Combat Challenge June 14<sup>th</sup>



## COMMUNICATIONS DEPARTMENT

### Monthly Report

June 2019

Submitted July 15, 2019

- Contacted radio and TV Broadcasting throughout Colorado, New Mexico, and Texas for the Fire Fighter Combat Challenge.
- Executed DJ contract for FY 2020
- Executed ArchiveSocial subscription for FY 2020 to stay in compliance with IPRA laws
- Delivered copies of The Guide to the Lea County Airport weekly
- Delivered copies of The Guide to the all Hotel Partners with the CVB

### Livestreamed City Commission Meetings

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	92.3%	623	1823
Live Viewers	7.7%	52	1243
Total	100%	675	3066

Other continued projects and work include daily holiday announcements on social media, work with NMJC on the upcoming NJCAA Championship, updating documents for hoteliers, conference calls, webinar training, Commission Meeting results on the website, etc.

## City of Hobbs Building Division

### **Total Type of Construction**

for period ending June 01, 2019-June 30, 2019

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b>Commercial</b>				
COMM MECHANICAL	C	11	16,500.00	916.00
COMM PLUMBING	C	8	12,000.00	542.00
COMM SEWER TAP & EXCAVATION	C	16	1,500.00	260.00
COMMERCIAL ELECTRICAL	C	16	24,000.00	1,639.00
COMMERCIAL GRADING	C	1	81,250.00	320.00
COMMERCIAL REMODEL	C	3	307,530.00	1,080.00
COMMERCIAL RE-ROOFING	C	1	177,782.00	380.00
COMMERCIAL SIGN	C	1	2,500.00	30.00
COMMERCIAL TOWERS	C	1	15,000.00	144.00
NEW COMMERCIAL	C	3	980,000.00	2,424.00
		<b><u>46</u></b>	<b><u>1,618,062.00</u></b>	<b><u>7,735.00</u></b>
<b>Residential</b>				
RES MECHANICAL	R	39	58,500.00	2,151.50
RES PLUMBING	R	36	54,000.00	1,811.00
RES SEWER TAP & EXCAVATION	R	3	4,500.00	810.00
RESIDENTIAL ADDITION	R	1	800.00	20.00
RESIDENTIAL CARPORT	R	6	26,000.00	250.00
RESIDENTIAL CURB CUTS	R	1	12,900.00	20.00
RESIDENTIAL DRIVEWAY	R	2	5,100.00	60.00
RESIDENTIAL DUPLEX	R	1	194,220.00	380.00
RESIDENTIAL ELECTRICAL	R	53	79,500.00	3,976.00
RESIDENTIAL FENCE	R	3	2,600.00	30.00
RESIDENTIAL MANUFACTURED HOME	R	1	90,000.00	60.00
RESIDENTIAL REMODEL	R	12	101,828.00	730.00
RESIDENTIAL RE-ROOF	R	17	158,442.00	1,130.00
RESIDENTIAL SINGLE FAMILY	R	26	7,150,827.00	15,056.00
RESIDENTIAL STORAGE	R	1	2,000.00	20.00
		<b><u>202</u></b>	<b><u>7,941,217.00</u></b>	<b><u>26,504.50</u></b>
		<b><u>248</u></b>	<b><u>9,559,279.00</u></b>	<b><u>34,239.50</u></b>

**CODE ENFORCEMENT NUMBERS FOR JUNE**

<b>CODE WARNINGS</b>	<b>467</b>
<b>CODE CITATIONS</b>	<b>36</b>
<b>CODE COMPLAINTS</b>	<b>256</b>
<b>ANIMAL WARNINGS</b>	<b>216</b>
<b>ANIMAL CITATIONS</b>	<b>7</b>
<b>ANIMAL COMPLAINTS</b>	<b>398</b>
<b>VEHICLES TOWED WITH PD</b>	<b>5</b>

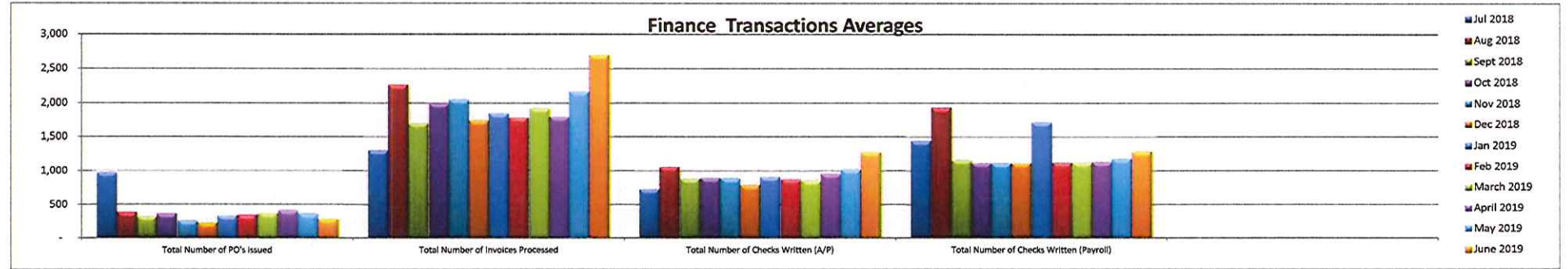
Hobbs Animal Adoption Center

	19-Apr		19-May		Jun-19	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
<b>Intakes:</b>						
Dead on Arrival	4	9	21	12	25	17
Stray	141	237	206	210	174	206
Transfer	22	15		2	2	
Unwanted	38	92	41	122	83	86
Low Cost	46	50	46	40	34	40
Quarantine				8		
						8
<b>Total</b>	251	403	314	394	318	357
 <b>Disposition:</b>						
Adopted	45	96	72	85	70	109
Died at Facility	13	1	16		3	4
Dead on Arrival	4	9	21	12	25	20
Escape trap			1		1	2
Euthanized	14	38	36	11	95	33
Rescued	80	122	76	99	17	133
Return Owner	1	86	2	65	1	47
Low Cost	46	50	46	40	34	40
<b>Total</b>	203	402	270	312	246	388

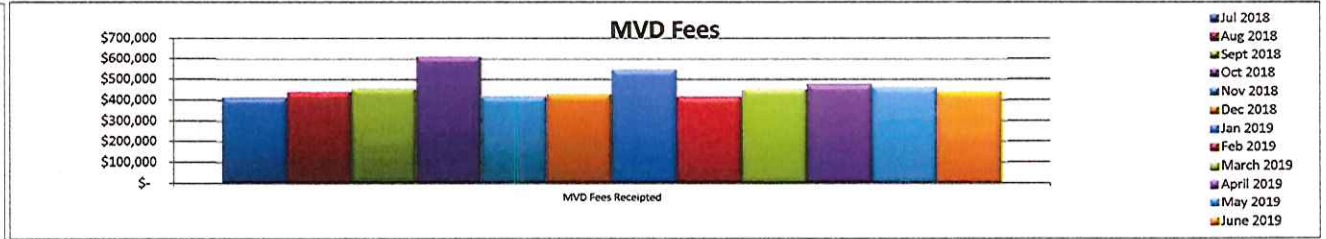
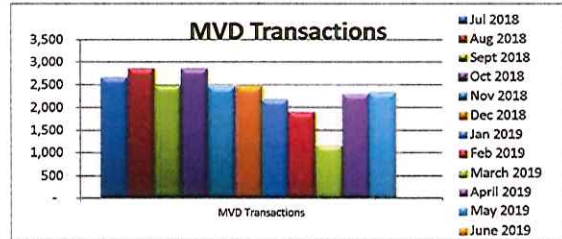
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2019**

Cash Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	YTD Total
Beginning Cash Balance	\$ 98,600,331	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	\$ 122,577,174	
Monthly Cash In (Revenue - all funds)	\$ 10,296,196	\$ 10,202,114	\$ 9,725,197	\$ 13,643,964	\$ 9,339,297	\$ 11,111,130	\$ 10,864,019	\$ 11,653,922	\$ 14,705,292	\$ 9,784,160	\$ 13,942,809	\$ 12,075,875	\$ 137,343,976
Monthly Cash Out (Expenditures - all funds)	\$ 8,773,182	\$ 11,379,787	\$ 7,488,250	\$ 9,473,480	\$ 7,524,676	\$ 8,435,191	\$ 9,003,429	\$ 8,300,513	\$ 10,961,867	\$ 9,670,352	\$ 10,280,532	\$ 12,339,624	\$ 113,630,882
Ending Cash Balance	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	\$ 122,577,174	\$ 122,313,424	

Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	YTD Total	
Total Number of PO's issued	973	390	324	369	262	233	335	351	374	420	367	286	4,684	daily average 18.59
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	1,857	1,789	1,934	1,808	2,179	2,711	23,374	daily average 92.75
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	916	878	859	961	1,028	1,283	11,195	weekly average 219.51
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	1,723	1,133	1,132	1,144	1,195	1,298	15,562	bi-weekly average 598.54



MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	YTD Total	
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	2,184	1,911	2,158	2,309	2,339		25,713	daily average 102.04
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 549,746	\$ 417,205	\$ 456,834	\$ 477,638	\$ 464,768	\$ 444,187	\$ 5,592,880	daily average \$ 22,193.97



# FIRE SUPPRESSION/PREVENTION

June 2019

## ALARMS

Alarms (City)	81
Alarms (County)	61
Total Alarms	142

## ZONES

Zone 1 (NW City) 29	Zone 5 (NW County) 3
Zone 2 (NE City) 14	Zone 6 (NE County) 24
Zone 3 (SE City) 20	Zone 7 (SE County) 10
Zone 4 (SW City) 18	Zone 8 (SW County) 17
Out of District 7	

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:52
Station 2	1:43
Station 3	0:38
Station 4	2:01
<i>Average</i>	<i>1:19</i>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:32
Station 2	5:02
Station 3	6:06
Station 4	7:52
<i>Average</i>	<i>6:23</i>

## PREVENTION PROGRAMS

Fire Investigations	12
Fire/Safety Inspections	29
Smoke Detectors Installed	2
Public Education Activities	6
Plan Reviews	5
Burn Permits Issued	0

## FIRE RESPONSE BY STATION

Station 1	52
Station 2	25
Station 3	59
Station 4	6

## MOST COMMON DAY/TIME

Wednesday: 17:00 – 17:59

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 25

## TRAINING HOURS

Fire Training	931
EMS Training	175

# EMERGENCY MEDICAL SERVICES

June 2019

## EMS RUN BREAKDOWN

City Response	572
County Response	52
Total Responses	624

## ZONES

Zone 1 (NW City)	244	Zone 5 (NW County)	14
Zone 2 (NE City)	97	Zone 6 (NE County)	28
Zone 3 (SE City)	135	Zone 7 (SE County)	0
Zone 4 (SW City)	96	Zone 8 (SW County)	10

## AVERAGE RUN TIMES (in minutes)

Enroute:	1:55
At Scene:	5:06
To Destination:	20:10
Back in Service:	48:26

## MOST COMMON DAY/TIME

Saturday (2000 – 2059 hours)

## MOST COMMON COMPLAINT

Breathing/Respiratory - 49

## OUT OF TOWN TRANSFERS

Lubbock	25
Midland	3
Odessa	3
Roswell	8
Carlsbad	2
Seminole	1

## CARDIAC ARREST RESPONSES

Cardiac Arrest	6
ROSC	3

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected	\$133,257.76
-----------	--------------

## Highlights for the month of June

- 10<sup>th</sup> Annual Fire Department Kids Camp; hosted 30 kids for one week
- Public education activities included 1 station tour, 2 programs at Highland Jr. High and 2 CPR classes.
- All personnel attended ALICE training, both classroom and live training. Live training was held at each fire station on different dates to ensure all personnel were involved.
- Participated in the Firefighter Safety Stand Down with a topic of Reducing Exposure; this took place the week of June 16-22, and staff focused their attention on safety and health education and training. The major focus was limiting exposure to cancer causing substances.
- Approximately 40 personnel attended live fire training in Carlsbad, NM at the Eddy County Training Center.



## June 2019 General Services – Building Maintenance

### Work performed by City Carpenters

4	Ceiling tile replaced
1	Installed roof hatch ladder
2	Door lock repaired
6	Furniture
3	Wall repair
21	Roof inspection /storage room
2	Roof Repair
1	Relocated Park Bench
28	Work orders

### Location of work performed

11	City Hall
4	Library
10	Police Department
11	Senior Center
2	City Jail
1	D.M.V.
1	T.R.T PIT
2	C.O.R.E.
1	Annex
1	Heizer Pool
2	D.A. Building
2	Pro Shop
1	Golf Course Shop Building
1	Animal Adoption Center
1	Washington Park
1	Humble Park Restroom
1	Rock Wind
1	Station II
1	Station III
1	Station IIII
1	Animal Adoption Center
1	State Police Building
1	Old Park & Rec
1	Hobbs Express

Work performed by City Electricians

Break down of work performed by the Electricians.

4	Light repairs
15	AC repairs
28	General electrical work
6	CORE work
3	Nonelectrical work

Location of work performed.

5	CORE
9	Library
3	City hall
2	Annex
8	PD
2	Fire stations
4	DA building
2	Rockwind
6	Parks
2	Garage
5	AAC
2	State police

**June - 2019**  
**General Services - Garage**

In June 2019 The City Garage had a total of 278 Repair Orders/Invoices. Of the 278 R.O./Inv., 205 were repair orders completed by the City staff. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 45,211.71 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
Tires	34	1,209.50	884.00	1,170.49	957.00	4,220.99
Preventive Maintenance	29	1,880.17	1,377.00	799.04	0.00	4,056.21
Batteries/Charging system	20	1,532.80	1,513.00	0.00	0.00	3,045.80
Misc. Maintenance	51	199.40	3,077.00	7,529.89	7,049.95	17,856.24
Brakes	14	89.95	1,088.00	702.27	0.00	1,880.22
Service Calls	44	130.00	3,128.00	0.00	0.00	3,258.00
Auto Transmission	3	171.00	221.00	0.00	0.00	392.00
Auto Collision	2	0.00	0.00	3,800.89	962.50	4,763.39
Belts, Wipers, Misc.	77	923.99	3,264.00	1,320.87	230.00	5,738.86
Warranty	4	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>278</b>	<b>6,136.81</b>	<b>14,552.00</b>	<b>15,323.45</b>	<b>9,199.45</b>	<b>45,211.71</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
City Garage Staff	205	6,136.81	14,552.00	20,688.81
Vendor	73	15,323.45	9,199.45	24,522.90

# June 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
400 hrs.	Street Sweeping
37 hrs.	Building Brooms
80 hrs.	Cold Mix Patching
16	Street Complaints
147 hrs.	Storm Sewers & Inlets
56 hrs.	Hot asphalt recycling coating
112 hrs.	Maintenance
24 hrs.	Working in the Welding Shop
24 hrs.	Meetings
280 hrs.	Alley work
160 hrs.	Work for Garage
16 hrs.	Work for warehouse

The total amounts of material hauled or used:

Quantity	Material
364 yds.	Sweepings
14,500 gal.	Unmetered Water
222 yds.	Alley material
5 yds.	Cold Mix Used
330 yds.	Recycling Material
552 yds.	Trash Hauled

Calls responded to:

Number	Type
23	Dispatched – accidents, spills, debris
16	Street complaints

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

Recruitment:	June 2018	June 2019
• Applications Received/ Reviewed:	581	351
• New Hires:	27	26
• Transfers/ Promotions	0	5
• Re-Hires	8	17

**Jobs newly posted in June:**

- Equipment Operator
- CORE Pool Manager
- Slide Attendant
- Certified/Non-certified Firefighter
- WWTP Operations Supervisor
- Parks Maintenance Worker
- Assistant Golf Professional
- Circulation Technician
- Library Page
- Fire Battalion Chief

Personnel Actions:	June 2018	June 2019
• Performance Reviews	28	37
• Retirements	3	1
• Terminations	28	18
• Other (Certification, Move to Shift, etc.)	8	12

**Team Involvement:**

- New Performance Review program training for all staff
- Nicholas Goulet and Tracy South attended SHRM Conference
- Critical Incident Debrief coordinated
- Leaders training for the CORE Coordinators provided by Jessie Doran
- Quarterly meeting with AON
- New Hire Orientation 36 attendees
- Attended Mark Ray's retirement

# Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

## Daily operations, responsibilities, and policies

### ➤ Technology Policies

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

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

### ➤ Computer

- Servers (61) (31 physical / 30 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
  - Printers
  - Scanners/Fax
  - Cameras
- Data backup

### ➤ Public Safety

- Police
  - 2-way radio communications
  - Emergency Alert System (Radio/TV)
  - Communications interoperability equipment
  - Document Imaging
- Fire
  - 2-way radio communications
  - Paging/Tone out equipment
- Emergency Operations Center
  - Radio communications
  - Logistical Support

### ➤ Two-way radio equipment (620)

- Administration
- Programming
- Repair
- Installation
- Control Equipment (7 sites)
- Mobile (250 radios)
- Portable (370 radios)

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

## Wide/Local area networking administration

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Network Security

### ➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

### ➤ Internet Access

- Web access and content filtering
- DSL connections
- Remote access

### ➤ Wireless Networking

- Point to point
- Wi-Fi Access points

### ➤ Web Page Design (City of Hobbs, Police, Fire, CORE, Library)

### ➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

### ➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

### ➤ Facility alarm systems (all locations)

### ➤ Copy Machines (35) (all locations)

### ➤ Outdoor Public Bulletin Boards (3 units)

### ➤ Audio/Video

- Commission Chambers
  - Livestream regular, special and work session meetings.
- Meeting Rooms
- Portable
- Cable TV
- Video conferencing
- KHBX LP radio station and remotes

## Accomplishments for June 2019

- 141 Request for service
- 132 Request completed
- 21 Email related
- 37 hardware related
- 8 network related
- 7 password resets
- 7 phone related
- 6 project related
- 3 radio related
- 32 software related
- 18 User Setup
- 1 Web Page

### Special accomplishments:

- Decommissioned and uninstalled old virtual environment
- Replaced and configured 16 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**

June 2019

**Mission Statement:**

To zealously represent the City of Hobbs and its departments in all legal matters. To create a culture of adherence to the strictest standards of ethics; and to foster an atmosphere where laws are formulated and enforced equally, with respect and dignity for all people.

**Duties Required by Law:**

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads and staff on various legal topics for the month of June. 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 June 2019, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (6/3); Erik Scramlin (6/17)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (6/18)
- ❖ Utilities Board – Erik Scramlin (6/28)



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

❖ Public Hearings/Presentations	5
❖ Agenda Items drafted	5
❖ Resolutions Drafted	3

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	4
❖ Contract Review	21

**Litigation:**

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

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

For the month of June 2019, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	5
❖ Probation Violations:	7
❖ Pretrials (Pro Se):	128
❖ Pretrials (Attorney):	32
❖ Trials:	46
❖ Dangerous Dogs/Petitions:	3
❖ DWI Cases:	2
❖ Appeals in District Court	1
❖ Competency Matters	1
❖ Pleadings	2
❖ Civil Depositions	2
❖ Civil Mediations	0
❖ Arbitrations	0

❖ Demand Letters	2
❖ Misc. Hearings in District Court	0
❖ Trainings	3
❖ Witness Interviews	6
❖ Subpoenas	48
❖ Witness Lists	27
❖ Discovery Submissions	12
❖ Letters/Correspondence	3

**Areas of Notoriety:**

- ❖ In the month of June 2019, the City Attorney's Office began implementation of a paperless office in an effort to improve efficiency, retention, and communication.
- ❖ Assistant City Attorney, presented the legal sufficiency of the newly modeled Permit Parking Process during a public hearing on June 3, 2019.

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

Respectfully,

/s/ Efren A. Cortez

Efren A. Cortez

City Attorney

# CITY MANAGER'S REPORT

June, 2019

Hobbs Public Library

---

**CIRCULATION:** 10,605

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	6,286
Audio Books & Music	550
DVDs	3,369
E-Books/E-Audio (OverDrive & Gale)	400

**CIRCULATION BY PATRON TYPE:**

Adult	6,410
Juvenile	1,914
Senior Citizen	1,595
Used in Library	686

*Total Children's Items Circulated* 4,191

*Total Adult Items Circulated* 6,414

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	8	32
ELIN Loans	38	12

Patron Visits 4256

Overdue Notices Sent 358

---

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	17
Attendance	1215
Meeting Room Use	30

Web Site Usage 6384

HPL Database Usage 860

Reference Questions 243

Public Computer Use 787

---

**PATRON PROFILES:**

Adult	22,647
Juvenile (Under 18 Years)	4,279
Senior Citizens (62+ Years)	4,207
Temp ELIN	2,135
<b>Total Active Borrowers</b>	<b>33,268</b>

**RECEIPTS:**

Materials Paid For	\$262.68
Fines & Fees	\$1,125.26
Copy Machine & Public Printouts	\$487.46
<b>Total</b>	<b>\$1,875.40</b>

Library Patrons Added This Month 169

---

**ITEMS ADDED:**

Total Items Added	574
Items Weeded	126

**HOLDINGS:**

Total Library Holdings 148,174

City Manager's Report  
June 2019  
Municipal Court

Monthly Cases:

Traffic Citations	669
Misdemeanor Citations	86
Environmental Citations	65
Fire Code Violations	1
AGG. DWI	3
DWI – 1 <sup>ST</sup>	<u>2</u>
Total	826

Courtroom Activity:

Video Arraignments (Jail)	86
Court Appearances – A.M.	199
Court Appearances- P.M.	11
Pretrial Court Appearances – A.M.	40
Pretrial Court Appearances – P.M.	30
Attorney Pretrials	6
Trial Cases	<u>22</u>
Total	394

Other Activity:

Summons issued	989
Warrants issued	<u>768</u>
Total	1757

Fines/Fees Assessed:

Fines	\$92,711
Penalty Assessment Fee	4,210
Automation Fee	3,234
Judicial Education Fee	1,617
Correction Fee	10,840
DWI Prevention Fee	600
DWI Lab Fee	340
Copies/Misc. Fee	<u>0</u>
Total	\$113,552

Fines/Fees Collected:

Fines	\$37,925.00
Penalty Assessment Fee	4,556
Automation Fee	3,486
Judicial Education Fee	1,755
Correction Fee	11,736.00
DWI Prevention Fee	767
DWI Lab Fee	189.00
Copies/Misc. Fee	0
Restitution	<u>79.00</u>
Total	\$60,493.00

# City Manager - June Report

## 2019

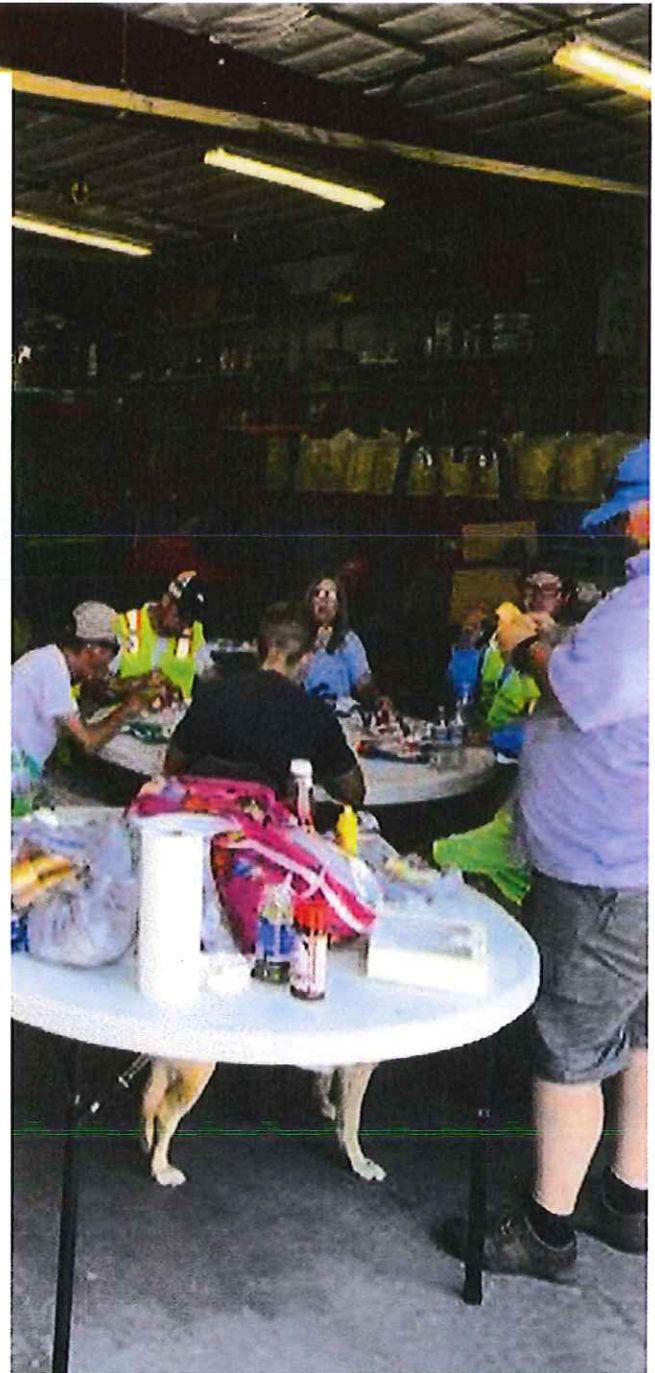
---

1. Employee Appreciation Cookouts took place in June at Rockwind and Parks for all employees that work in the Parks & Open Spaces Dept.
2. At the end of June, staff from Trails took on the grounds maintenance at the CORE.
3. Wood fiber surfacing for the playground at McAdams Park was refilled and leveled to meet standards.
4. Dredging of the lakes was finished and refilled with water at McAdams. We will be restocking fish in July before fishing event.
5. New door was installed at Washington Park prior to Juneteeth Event that was damaged from vandalism.
6. Staff is working with Engineering on new mapping for POSD. This will improve existing mapping to show areas of responsibility in a detailed format that we can also add priority, frequency and other features as we move forward.
7. Staff are currently finalizing new Safety Vest/Apparel Policy, hope to implement in July.

## AUGUST 15

---

Parks & Open Spaces Department  
Authored by: Bryan Wagner





THE CITY OF  
**HOBBS, NEW MEXICO**

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

**Parks, Recreation and Community Affairs Department  
 Monthly Report - June 2019**

**Divisions**

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

**CORE**

There was an increase in revenue at the CORE during June of 22.6%, \$45,304 more than May with a total Revenue of \$244,086. Daily and Weekly passes also saw an increase, attributed directly to summer vacations. The largest notable gain was with Resident Family Memberships with \$21,145 more collected than in May, which ended with \$95,055 total collected for that membership type. Swim lessons are going in full force as well, which generated a total \$9,420 for June. Finally, there were 556 new memberships sold in June, making a total of 2077 Active Memberships. There are currently 8,904 Active Members who have either a recurring monthly membership or an annual membership. Participation in June 2019 = 36,313 (May participation: 32,751)

**Revenue & Participation**

Description	Jun 1 to Jun	TOTAL
Fitness Unlimited	191	1,920
Day Passes Sold	5,078	36,569
Week Passes Sold	33	223
Month Passes Sold	120	1,544
Annual Membership Attendance	2,286	48,646
Monthly Membership Attendance	26,554	247,153
Month-to-Month Pass Attendance		54
Swim Lessons - Sessions		1,243
Kid Watch	1,242	11,560
Kid Fit	553	4,919
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	256	10,944
<b>Total Participants &amp; Visits</b>	<b>36,313</b>	<b>364,775</b>
Revenue	244,086.92	2,321,863
DIFFERENCE = prev month - current month	\$ 45,034.69	
PERCENT DIFF = DIFFERENCE / prev month	0.226245594	
% =	↑ 22.62%	

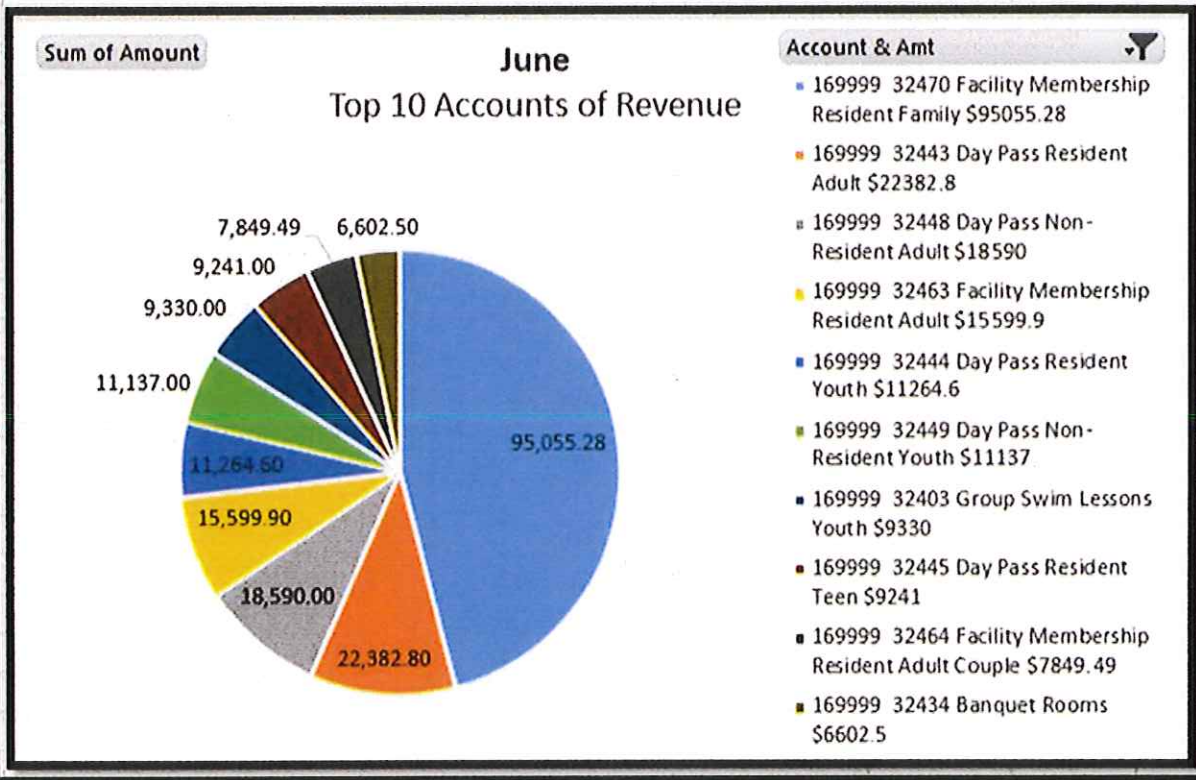
**Monthly Membership Re-cap**

	Month Ending: May	June
Memberships Sold in Month	345	556
Individuals Part of a Membership in Month	1,050	8,904

Below, is a table and chart showing the Top 10 Revenue Accounts:

### Top 10 Accounts of Revenue Collected in June

Account & Amt	Total
169999 32470 Facility Membership Resident Family \$95055.28	95,055.28
169999 32443 Day Pass Resident Adult \$22382.8	22,382.80
169999 32448 Day Pass Non-Resident Adult \$18590	18,590.00
169999 32463 Facility Membership Resident Adult \$15599.9	15,599.90
169999 32444 Day Pass Resident Youth \$11264.6	11,264.60
169999 32449 Day Pass Non-Resident Youth \$11137	11,137.00
169999 32403 Group Swim Lessons Youth \$9330	9,330.00
169999 32445 Day Pass Resident Teen \$9241	9,241.00
169999 32464 Facility Membership Resident Adult Couple \$7849.49	7,849.49
169999 32434 Banquet Rooms \$6602.5	6,602.50
<b>Grand Total</b>	<b>207,052.57</b>



### Older Americans

The Senior Center continues the daily task of providing meals to the senior citizens of our community:

#### Meals:

June 2019 Congregate Meals Served	1,788
June 2019 Home Delivered Meals Served	<u>1,891</u>
<b>Totals</b>	<b>3,679</b>

#### Meal Donations Received:

\$2,405.43
<u>\$1,580.85</u>
<b>\$3,86.28</b>

### **Fiscal Year 2018/19 Meals Re-cap**

Total Congregate Meals Served	21,796	\$28,883.15
Home Delivered Meals Served	<u>23,780</u>	<u>\$18,627.27</u>
<b>Totals</b>	<b>45,576</b>	<b>\$47,510.42</b>

**Duplicate Recreation Activities:** 869

**Duplicate Exercise Activities:** 363

**Assessments/Reassessments:** 87

These activities include billiards, dominoes, computer lab, fitness equipment use, quilting, knitting, game room activities, card playing, exercise classes, bingo, blood pressure screenings, free hearing tests, out of town trips, monthly birthday party, and any holiday celebration. A new program is being added, Artful Hands. This began on May 1, and it will continue every Wednesday from 9:00 a.m. – 3:00 p.m. Seniors can participate in several different arts and craft projects all month long.

### **Transportation:**

Meal Program Transportation: 386

Other Transportation: 24

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

### **Renovations:**

All of the wall paper has been removed from the Dining Room. The walls are now being retextured and a fresh coat of paint will be added.

### **Other:**

A total of 24 seniors participated in the monthly trip which was to Ruidoso on June 8. No trips are scheduled for July or August. The Hobbs Police Department Color Guard presented our National and State Flags on Flag Day, June 14<sup>th</sup>. All "Dads" were also honored on June 14 at the luncheon and received a goodie bag.

### **Recreation**

- Night League Basketball has 16 Men's teams, and 6 Women's Teams this summer
  - An average of 3,000 spectators per week are watching these games
- Summer Sports Program is averaging 406 participants per day.
- Summer Recess Program is averaging 450 participants per day.
- Planning for the July 4<sup>th</sup> – A Community Celebration event is progressing. There will be fireworks, a movie, and games for children and families.

### **Rockwind Club House**

New golf cars were received and went into service. Some adjustments expected as the wrong tires were installed on the rear axle. These will be replaced by the vendor to comply with the specs that were sent out with the RFP. The Southeastern New Mexico Junior Open was hosted by Rockwind, and over 70 junior golfers participated which was an increase over last year's event. Participants came from as far away as Grand Junction, Colorado!



Sales Report by Revenue Departments

Rockwind Community Links

Jun-19

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	'31432	105	\$1,180.59	\$0.00	\$1,180.59	\$0.00	\$59.11	\$1,240.00
Driving Range	'31430	530	\$3,160.23	\$0.00	\$3,160.23	\$0.00	\$159.77	\$3,320.00
Golf Cart Rental Fees	'31431	1798	\$26,011.76	\$0.00	\$26,011.76	\$0.00	\$1,311.84	\$27,323.60
Green Fees	'99999	2373	\$29,522.35	\$0.00	\$29,522.35	\$0.00	\$1,516.94	\$31,039.29
Hard Goods Sales	'31410	589	\$16,482.73	(\$189.88)	\$16,292.85	\$11,695.73	\$815.17	\$17,108.02
Membership Fees	'31420	13	\$8,190.38	\$0.00	\$8,190.38	\$0.00	\$409.62	\$8,600.00
Soft Goods Sales	'31401	866	\$18,381.18	(\$1,395.44)	\$16,985.74	\$11,304.73	\$849.68	\$17,835.42
Food & Beverage	'31441	517	\$764.71	(\$79.51)	\$685.20	\$333.48	\$37.30	\$722.50
Totals for Revenue		6791	\$103,693.93	(\$1,664.83)	\$102,029.10	\$23,333.94	\$5,159.43	\$109,388.83
Grand Total:		6791	\$ 103,693.93	\$ (1,664.83)	\$102,029.10	\$ 23,333.94	\$ 5,159.43	\$ 109,388.83

**KEY PERFORMANCE INDICATORS**

**Jun-19**

<b>Total Pre-Tax Revenue</b>	<b>\$102,029.10</b>
<b>Total Rounds</b>	<b>2373</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$26.85</b>
<b>Total Merchandise Sales</b>	<b>\$33,278.59</b>
<b>Merchandise Sales Per Round</b>	<b>\$14.02</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.29</b>
<b>COGS Hard Goods</b>	<b>72%</b>
<b>COGS Soft Goods</b>	<b>67%</b>
<b>COGS F&amp;B</b>	<b>49%</b>
<b>Rounds w/Carts</b>	<b>76%</b>
<b>Total Revenue per Round</b>	<b>\$ 43.00</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	32	
Summary for EZLinks Prepaid	32	1%
Player's Pass 18 Walk	292	
Summary for Player's Pass	292	12%
Li'l Rock Adult Resident	215	
Li'l Rock Adult Non-Resident	0	
Li'l Rock Jr. Comp w/Adult	6	
Li'l Rock Junior Resident	0	
Li'l Rock Junior Non Resident	0	
Li'l Rock Replay	0	
Li'l Rock Player's Pass	2	
Li'l Rock Team Comp	0	
FootGolf Adult	0	
FootGolf Junior Comp	0	
Summary for Par 3	223	9%
Public 18	281	
Public 9	9	
Public Junior	5	
Public Senior	57	
Public Twilight	13	
Public Replay	3	
Specials	0	
Youth on Course	10	
PGA/GCSAA COMP	1	16%
Summary for Public	379	

Punch Pass	17	1%
Summary for Punch Pass	<u>17</u>	
Rain Check	26	1%
Summary for Rain Check	<u>26</u>	
Resident 18	679	
Resident Junior	19	
Resident Senior 18	222	
League Fee	21	
Complimentary Round	13	
Resident Twilight	82	
Team Practice Round	8	
Resident 9	180	
Marshal/Team Green Fee	4	
Resident Replay	8	
Summary for Resident	<u>1236</u>	52%
Tournament Fees	168	7%
Summary for Tournament - Public	<u>168</u>	100%
Grand Total:	<u>2373</u>	

### Seasonal Pools and Splash Pads - June 2019 Revenue and Attendance

Del Norte	\$6,564.00	4,039 patrons (14 days of operations)
Heizer	\$1,060.00	1,585 patrons (14 days of operations)
Humble	\$754.00	1,439 patrons (14 days of operations)

### Pool Parties and Pavilion Rentals

10 pool parties/Del Norte	\$3,000.00	632 patrons
3 Pavilion Rentals/Del Norte	\$150.00	Not available
3 pool parties/Heizer	\$600.00	155 patrons
2 pool parties/Humble	\$150.00	71 patrons

Total Revenue for June	\$12,278.00
Total Patrons for June	7,857 patrons

### Teen Center

- Participation has increased and daily participation varies between 30 and 40 Teens per day.



# HOBBS POLICE DEPARTMENT



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

**Brian Dunlap**  
Acting Chief of Police

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
<b>June 2018/2019</b>	RPTS	RPTS		Date	Date	
			2018/2019	2018	2019	
	2018	2019				
REPORTED CRIMES	428	411	-4%	3,137	2586	-18%
CALLS FOR SERVICE	4,133	4,186	1%	23,337	24,707	6%
ARRESTS	345	298	-14%	1,958	1712	-13%
MURDER	0	0	0%	1	1	100%
RAPE	7	3	-57%	28	16	-43%
ROBBERY	4	2	-50%	13	5	-62%
ASSAULTS AND BATTERY	91	86	-5%	568	515	-9%
BURGLARY	29	37	28%	184	180	-2%
LARCENY	45	48	7%	234	250	7%
SHOPLIFTING	30	41	37%	208	190	-9%
AUTO THEFT	17	12	-29%	66	86	30%
ARSON	0	1	100%	2	1	-50%
FORGERY	8	0	-100%	29	6	-79%
FRAUD	7	8	14%	49	37	-24%
EMBEZZLEMENT	3	0	-100%	13	16	23%
REC. STOLEN PROPERTY	2	2	0%	7	8	14%
VANDALISM	50	39	-22%	278	236	-15%
WEAPONS OFFENSES	3	1	-67%	26	21	-19%
DOMESTIC VIOLENCE	37	40	8%	265	223	-16%
ASSAULTS/BATTERY ON PO	23	5	-78%	68	47	-31%
SHOOTING AT/FM MV OR DWELLING	4	3	-25%	23	19	-17%
CITATIONS ISSUED	1,009	905	-10%	5,418	5,542	2%
DWI	5	10	100%	51	76	49%
TRAFFIC CRASHES	96	103	7%	545	643	18%

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>June 2018</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>June 2019</u>	
Residential	11,026	148,923,753	11,335	120,838,583	
Commercial	1,777	57,804,892	1,791	54,505,280	
City Accounts	58	9,929,326	56	7,709,322	
School Accounts	214	29,877,500	215	21,548,334	
Irrigation	252	9,718,413	253	9,343,842	
Effluent Water	4	11,778,000	4	7,493,000	
	<b>13,331</b>	<b>268,031,884</b>	<b>13,654</b>	<b>221,438,361</b>	

## DISCONNECTIONS FOR NON PAYMENT

June 2018	257
June 2019	265

LABORATORY	June 2018	June 2019
Total Drinking Water Tests	18	42
Total Wastewater Tests	714	747
Liquid Waste Received (gallons)	219,130	552,569

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	100.710	104.136
Effluent (Million Gallons)	96.469	98.986
Solids Removed (Dry Pounds)	93,144	0

## WATER PRODUCTION REPORT

### WATER PRODUCED

Total monthly water produced, million gallons	273,713,000
Total monthly water distributed, million gallons	239,226,000

### CHLORINE

Monthly chlorine average residual, milligrams/liter	0.54
Monthly chlorine gas dosed to system (lbs)	1,539

### MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

### PUBLIC SERVICE

Customer complaints, investigated	0
Customer complaints, resolved	0
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

## UTILITY MAINTENANCE JUNE 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	35
Meter box replacement	22
Meter stop / valve replacement	32
Meter leaks	25
Meter change out 3/4"	20
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	2
Meter change out 4"	3
Meter change out 6"	0
Meters tested	0
Set new 3/4" meter	20
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	1
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	20
Service lateral replacement	Qty. 12 - 150 feet
New service lateral	Qty. 15 - 170 feet
Low water pressure investigation	2
Water quality investigations	0
Main line leaks/repair	10
Main line replacement (feet)	25
New main line installed (feet)	0
Valve maintenance	125
Valve new install/replacement	2
Fire hydrant maintenance	45
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	3
Fire hydrant meter set	6
New fire hydrant installed	4
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	566,000
Miscellaneous afterhour calls	2
Emergency call outs (from 5:00pm to 7:00am)	85

WORK DESCRIPTION	QUANTITY
Manhole maintenance	47
Manholes cleaned	52
Sewer main line cleaned	9620 feet
Sewer stoppages	15
Sewer main line video inspections	2
Odor complaints	0

Sewer pre-treatment additives	10 gallons
Property damage from sewer	0
Sewer main line repair/replacement	1
New sewer main line installation	20 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	14
Emergency call out (from 5:00 pm to 7:00 am)	9

**UTILITIES MONTHLY PLUMBER REPORT JUNE 2019**

**QUANTITY**

Sewer stoppages	18
Odor complaints	8
Water leaks	10
Pool maintenance	47
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	16