



CITY MANAGER'S MONTHLY REPORT

AUGUST, 2020

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



Mayor

Sam D. Cobb

City Commission

Marshall Newman – District 1

Christopher Mills – District 2

Larron Fields – District 3

Joseph D. Calderón – District 4

Dwayne Penick – District 5

Don Gerth – District 6

CITY MANAGER

Acting City Manager
Risk Management Dir.

Manny Gomez
Ann Betzen

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Erik Scramlin
Valerie Chacon

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

LIBRARY SERVICES

Library Director

Sandy Farrell

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Brian Dunlap

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

August, 2020

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

Participated in 1 conference call with Travelers Inc./assigned attorneys to review on-going claims.

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

Endorsed 4 new vehicles and equipment to city's insurance policy.

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

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

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 4 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 24 meetings for the Mayor and City Manager.

Scheduled 9 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Library, Planning and Community Affairs Board agendas.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 70 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Attended department head staff meetings on August 4, 11, 18 & 25, 2020.

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

Completed Safety Training: Safety Data Sheets



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

	20-Jun	20-Jul	20-Aug
Business Registrations -New	17	27	16
Business Registrations - New Owner	2	11	1
Business Registrations- Change of Address	3	1	4
Renewals	64	33	32
Web Payment Renewals	20	17	4
Total Business Registrations Activity	106	89	57
Active Business Registrations for the Month	1978	1950	1930
Fireworks Permits	5	0	0
Junk Yard Licenses	0	0	0
Liquor License	34	2	1
Mobile Business Licenses	6	7	1
Pawn Brokers Licenses	2	0	0
Secondhand Dealer's Licenses	6	0	1
Solicitor's Permits	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	33	43	39
Public Documents Notarized	129	107	145
Public Records Requests	25	22	36
Regular City Commission Meetings	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	1	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	8	12	5
Consideration of Approval	2	4	2
Total Volume of Transactions on Tyler Cashiering	340	304	307
Total Amount	\$997,692.71	\$679,349.65	\$309,961.39
Web Payments Online for All Departments	\$1,077.85	\$11,480.72	\$265.00
Grand Total	\$998,770.56	\$690,830.37	\$310,226.39



Hobbs Express

Monthly Report - August 2020

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

Passenger Activity	Prior Month	Reporting Month
	Jul-20	Aug-20
No. of Elderly Passengers	496	495
No. of Non-Ambulatory Passengers	110	152
No. of Disabled Passengers	222	262
No. of Other Trips	722	858
Total Passenger Trips	1550	1767

Bus Route Trips	1267	1423
Rapid Line Trips	101	118
Total Bus Route Trips	1368	1541
Total Demand Response/Paratransit Trips	182	226
Total Passenger Trips	1550	1767

Vehicle Statistics	Prior Month	Reporting Month
	Jul-20	Aug-20
Total Vehicle Hours	889.25	839
Total Vehicle Miles	12,511	12,498

Revenue Collected	Prior Month	Reporting Month
	Jul-20	Aug-20
Total Fares Collected	\$0.00	\$0.00



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

ENGINEERING DEPARTMENT

The Engineering Department provides technical support to internal Departments & Public and oversees numerous major / minor capital improvements projects.

Community Programs & Services:

Addressing Assignment: The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

	This Month	2019 Total	2020 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	2	244	98

GIS-MAPPING DIVISION:

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

ArcGIS Enterprise Server (Update):

Annexation: Corrected the Annexation Database for a November 2018 annexation area (NW Hobbs) between Bensing and West County, which was not originally added.

Addressing (Update): In Aug, the GIS division added in addressing information for Zia Crossing Unit 7 and Tanglewood Unit 4 into the GIS. This information will be shared with the County and State in Sept.

TNMR Project: In July and Aug the GIS division worked on a new dataset to show the encroachments that the City of Hobbs has along the rail corridor. This dataset provides a quick visual reference for known encroachments and will help us find un-documented encroachments. The GIS finished work on Aug 19 and sent a copy of the data to TNMR for review.

Golf Course Data Shift (Day 1): On-going coordination with Golf Course Staff to capture as-built sprinkler heads and match the City's Datum's.

PD Rookie Map Book (Update): On Aug 10th the final version of the PD Map Book was provided to the requesting Officer (Note: Need to add newly annexed areas)

Hot Asphalt Recycling Map (2020 Edition): In early Aug, the GIS division worked with the Streets Department and Facilities Management to create an updated Hot Asphalt Resurfacing Map. These maps are used for planning the next set of Hot Asphalt Recycling and calculate an approximate surface area/cost for the project. The final version of the map was handed over on Aug 18. Additionally, to help improve the quality of future calculation, the GIS division is working on integrating the mobile Lidar data and sectioning out the streets polygon.



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

Grant Map: In mid Aug the Clerk’s Office requested an update to the Service Area Map so that it could be used to apply for a grant. This map shows the current ETJ and City Limits in an 8.5 by 11 format. The work was completed and provided to the clerk’s Office on Aug 19.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

August

The City Commission adopted an Ordinance authorizing the sale of public property comprised of +/- 1.3 acres located NE of the intersection of Texas & Dal Paso and approved a Vacation and Replat within Block 49 of the Original New Hobbs Addition

Planning Board Summary:

August - The Planning Board reviewed and considered action on 5 items and 1 review item in a Virtual Meeting:

- Review and Consider Proposed Annexation of +/- 1.3 acres of property located northeast of the intersection of Millen and Grimes.
- Review and Consider variance from the City of Hobbs Buffering Standards as adopted per Reso. # 5482 (1-D) request as submitted by US Land Management Bureau for property located at 414 W. Taylor.
- Review and Consider Side Yard Setback Variance as submitted by property owner for property located at 320 E. Main.
- Review Sketch Plan for Liberty Hill 1 & 2, as presented by property owner, ALJO, LLC.
- Review and Consider Preliminary Plan Approval for Tanglewood Unit 5 & 6, as presented by property owner, ALJO, LLC.
- Review and Consider front yard setback variance request for 809 S. Dal Paso as submitted by Jose David Olivas, property owner. Dal Paso is classified as a Major Arterial with a required front yard setback of 40' from the property line.

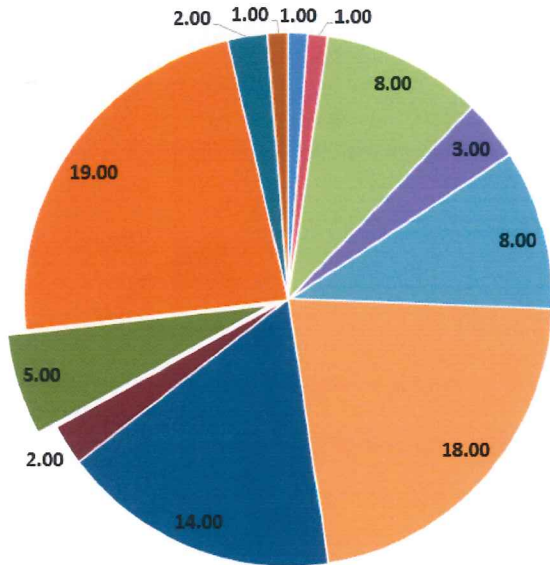


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
AUGUST 2020**

TRAFFIC DIVISION:

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

Total 1,296 tracked intersections



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

Major Damage:

Dal Paso / Clinton: On August ## an oversized load traveling south on Dal Paso (SR 18) damaged the traffic signal and a temporary signal trailer was placed by the Traffic Department until a new signal could be ordered and new foundation / Traffic Signal Standard could be installed.



COMMUNICATIONS DEPARTMENT

Monthly Report

August 2020

Submitted September 21, 2020

PRESS/MEDIA ACTIONS

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

- Grimes Concrete Repair – 8/5/20
- Lea County Tiny Census Concert Series – 8/15/20
- Del Norte Playground Reopens – 8/20/20
- New Golf Pro at Rockwind Community Links – 8/31/20

Other Press Actions:

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

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

2020 CENSUS

- Social media designs and posts
- Promoted available Census jobs
- Weekly conference calls with iCount NM committee
- Assisted Lea County with budget of State grant funds
- Coordinated and hosted Committee meetings
- Coordination of promotions with Committee members
- Email campaign
- Delivered giveaway items to real estate offices for clients
- Distribute t-shirts
- Distribute yard signs

Tiny Census Concert Series

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

COMMUNICATIONS DEPARTMENT

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- Created talking points reference sheet for hosts
- Executed contracts with performers and communicated expectations
- Created online events on Facebook
- Entered requisitions for POs for meals
- Ordered meals every night for crew, performers, and hosts
- Attended Saturday and Tuesday recordings
- Set up for concerts ahead of time

RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. Audio was taken from COVID-19 video(s) off Facebook for new recordings.

Current Radio Announcements

- NMJC fall 3 ends August 13
- NMJC fall 4 ends August 13
- Rockwind Community Links TFN
- COVID-PSA eng-hello
- COVID PSA eng-span-contact
- Fly Hobbs COVID-19 – Missi Currier
- Jan Fletcher COVID-19
- Manny Gomez COVID-19
- Municipal Court reopen hours COVID-19
- Parks Rec & Open Spaces COVID-19
- MVD opening by Appt.
- United Way Lea County Strong
- United Way morning brew
- Watering Restriction ends September 15
- HFD CPR
- Dwayne Penick update
- P.S.A. census sesame street ends
- P.S.A. handwashing hero ends
- P.S.A. social distancing superhero eng & span end
- P.S.A. handwashing hero ends
- Animal adoption spaying and neutering ends
- Animal adoption feral cat ends
- Census 2020

CONVENTION VISITORS BUREAU MAIN FOCUSES

- Benefits of KAB Affiliation Keep America Beautiful Webinar on 08/05/2020
- Go-To Meeting with Lucy from New Mexico Tourism on Clean and Beautiful every Tuesday and Thursday during August to learn and to train how the Grant will work
- Working with Back to School organizers to continue to collect school supplies for the giveaways; meeting on 08/14 and 08/28
 - Dependent on the date students can return to class

COMMUNICATIONS DEPARTMENT

Monthly Report

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- Due to the last announcement, the plan has changed; we will be giving school supplies to teachers for their classrooms on September 5
- Grant funding in Munis per Finance entered all purchase orders and submitted to New Mexico State to help all paperwork
- Contacted Commissioner for the first Neighborhood Clean-up
- Webinar with New Mexico Tourism for Co-Op grant
 - Currently, grant is on hold with the State
- Sent correspondence to Hobbs Hospitality Group about COVID-19 Safe Certified Programs
- Sent all updates for to the Hospitality Group about changes due to COVID-19
- Signed up for Safe Certified Programs and promoting all the details to the Hospitality Group
- New Mexico True for visitors to be able to see what Hobbs and Lea County have to do in our area <https://www.newmexico.org/places-to-visit/regions/southeast/hobbs/>
- Called hotels and restaurants throughout Hobbs to encourage them to partner with New Mexico True to help showcase Hobbs and Lea County and to join NM COVID-Safe Programs
- We met with Stacy from Lea County in Lovington on what we want out of building an alliance between the City and other agencies to help with marketing all hospitality
- Meeting with Lovington Main Street, Lea County Event Center, and different Chambers on the impact of COVID-19 to Hobbs and surrounding areas. (Lea County)
- Zoom meeting with Belle Allen with Sandoval County Tourism Alliance on August 18 and others from her Alliance group
- Spoke to Wal-Mart manager, Guy, again to get a fence up behind the building
- Working on New Mexico Tourism Co-Op Recovery Readiness

Listed Events

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

COMMUNICATIONS DEPARTMENT
Monthly Report
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SOCIAL MEDIA INSIGHTS



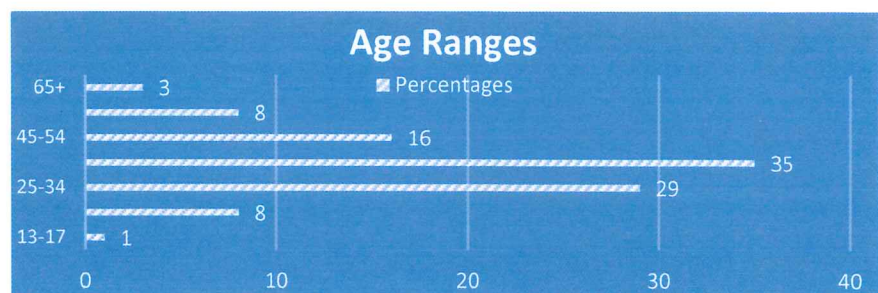
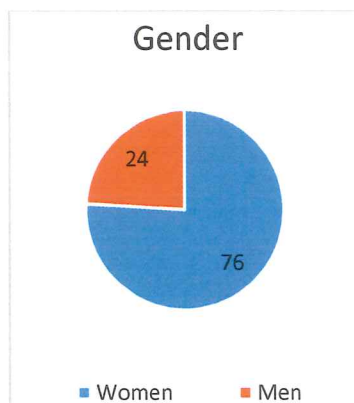
Facebook – last 28 days
 (July 7– August 3)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
50% decrease (1,095 total)	46% decrease (18,595 total)	54% decrease (5,360 total)	33% decrease (83 total new)



Instagram
 (July 28 – August 3)

Reach	Impressions	Profile Visits	Interactions
26	60	26	--





COMMUNICATIONS DEPARTMENT
Monthly Report
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OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

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

Livestreamed City Commission Meetings for August

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	87.1%	711	1880
Live Viewers	12.9%	105	2197
Total	100%	696	4077

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

City of Hobbs Building Division

Total Type of Construction

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

August 2020

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	11	15,150.00	1,386.50
COMM PLUMBING	C	5	7,500.00	281.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	290.00
COMMERCIAL CARPORT	C	2	7,850.00	144.00
COMMERCIAL ELECTRICAL	C	15	21,150.00	3,083.00
COMMERCIAL REMODEL	C	3	52,000.00	396.00
COMMERCIAL RE-ROOFING	C	1	65,000.00	250.00
COMMERCIAL SIGN	C	4	35,400.00	175.00
FIRE EXTINGUISHING SYSTEM	C	3	4,500.00	160.00
INDUSTRIAL EXCAVATION	C	27	40,500.00	2,536.00
NEW COMMERCIAL	C	1	25,000.00	360.00
		<u>73</u>	<u>275,550.00</u>	<u>9,062.00</u>
Residential				
RES MECHANICAL	R	35	51,150.00	2,680.00
RES PLUMBING	R	37	55,500.00	2,388.00
RES SEWER TAP & EXCAVATION	R	3	4,500.00	870.00
RESIDENTIAL ADDITION	R	1	15,000.00	240.00
RESIDENTIAL CANOPY	R	1	800.00	20.00
RESIDENTIAL CARPORT	R	5	37,450.00	430.00
RESIDENTIAL CURB CUTS	R	1	3,000.00	20.00
RESIDENTIAL DEMOLITION	R	1	500.00	20.00
RESIDENTIAL DETACHED GARAGE	R	1	35,403.00	200.00
RESIDENTIAL DRIVEWAY	R	4	7,300.00	75.00
RESIDENTIAL ELECTRICAL	R	54	76,800.00	4,208.00
RESIDENTIAL FENCE	R	8	39,000.00	80.00
RESIDENTIAL MANUFACTURED HOME	R	3	202,900.00	240.00
RESIDENTIAL REMODEL	R	10	54,859.00	550.00
RESIDENTIAL RE-ROOF	R	15	141,052.00	1,210.00
RESIDENTIAL SINGLE FAMILY	R	22	6,363,637.00	13,284.90
RESIDENTIAL STORAGE	R	3	37,500.00	270.00
RESIDENTIAL SWIMMING POOL	R	1	40,000.00	400.00
		<u>205</u>	<u>7,166,351.00</u>	<u>27,185.90</u>
		<u>278</u>	<u>7,441,901.00</u>	<u>36,247.90</u>

CODE ENFORCEMENT NUMBERS FOR AUGUST 2020

CODE WARNINGS 1027

CODE CITATIONS 44

CODE COMPLAINTS 421

ANIMAL WARNINGS 293

ANIMAL CITATIONS 28

ANIMAL COMPLAINTS 624

VEHICLES TOWED/PD 4

August Numbers for the Hobbs Animal Adoption Center

	Cats	Dogs
Intakes:		
Dead on Arrival	14	19
Stray	155	220
Transfer	1	7
Unwanted	41	95
Low Cost	46	31
Quarantine	1	5
	258	377

	Cats	Dogs
Disposition:		
Adopted	70	90
Died at Facility	9	9
Dead on Arrival	16	17
Escape Trap		
Euthanized	60	18
Rescued	142	165
Return Owner	3	52
Low Cost	47	31
	347	382

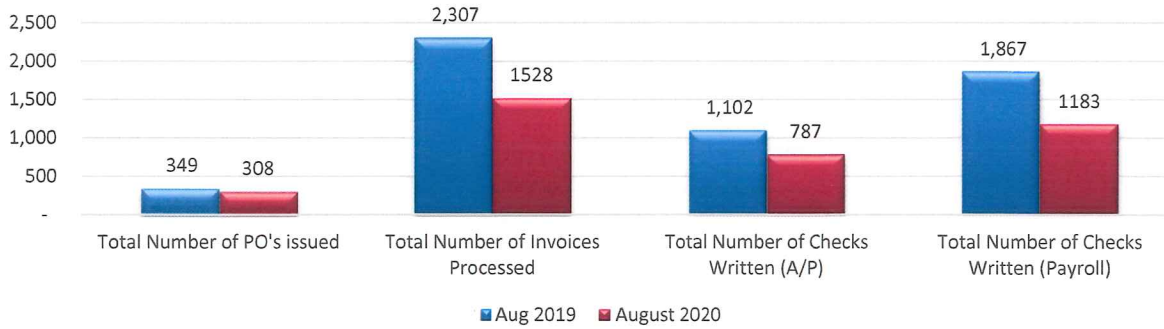
**Monthly Measurement
Finance Department
Fiscal Year 2021**

Cash Statistics	Aug 2019	August 2020
Beginning Cash Balance	\$ 122,886,229	146,276,506
Monthly Cash In (Revenue - all funds)	\$ 10,787,315	7,949,357
Monthly Cash Out (Expenditures - all funds)	\$ 11,896,859	8,698,391
Ending Cash Balance	\$ 121,776,685	145,527,472

Finance Transaction Statistics

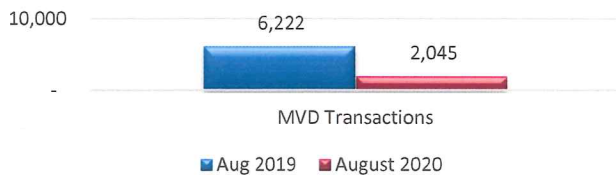
	Aug 2019	August 2020		
Total Number of PO's issued	349	308	daily average	14.67
Total Number of Invoices Processed	2,307	1528	daily average	72.76
Total Number of Checks Written (A/P)	1,102	787	weekly average	196.75
Total Number of Checks Written (Payroll)	1,867	1183	bi-weekly average	591.50

Financial Transaction Averages

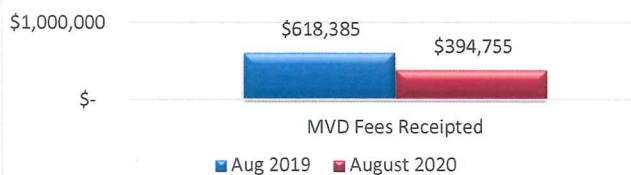


MVD Statistics	Aug 2019	August 2020		
MVD Transactions	6,222	2,045	daily average	97.38
MVD Fees Received	\$ 618,385	\$ 394,755	daily average	\$ 18,797.88

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

August 2020

ALARMS

Alarms (City)	61
Alarms (County)	63
Total Alarms	124

FIRE RESPONSE BY STATION

Station 1	35
Station 2	31
Station 3	32
Station 4	26

ZONES

Zone 1 (NW City) 25	Zone 5 (NW County) 8
Zone 2 (NE City) 14	Zone 6 (NE County) 21
Zone 3 (SE City) 14	Zone 7 (SE County) 2
Zone 4 (SW City) 8	Zone 8 (SW County) 18
Out of District	14

MOST COMMON DAY/TIME

Tuesday (2000 - 2159 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:37
Station 2	4:19
Station 3	1:20
Station 4	1:29
Average	1:56

STRUCTURE FIRES

Structure Fires - 4

FALSE ALARM RESPONSE

False Alarms - 17

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:13
Station 2	8:21
Station 3	5:25
Station 4	7:23
Average	6:20

TRAINING HOURS

Fire Training	669
EMS Training	277

PREVENTION PROGRAMS

Fire Investigations	9
Fire/Safety Inspections	24
Smoke Detectors Installed	6
Public Education Activities	0
Plan Reviews	3
Burn Permits Issued	1

EMS RUN BREAKDOWN

City Response	607
County Response	50
Total Responses	657

ZONES

Zone 1 (NW City) 278	Zone 5 (NW County) 18
Zone 2 (NE City) 98	Zone 6 (NE County) 22
Zone 3 (SE City) 129	Zone 7 (SE County) 3
Zone 4 (SW City) 102	Zone 8 (SW County) 7

AVERAGE RUN TIMES

Enroute:	1:50
At Scene:	4:50
To Destination:	20:50
Back in Service:	45:10

MOST COMMON DAY/TIME

Monday – 112 calls for service

Monday – 23 calls from 09:00 – 11:59 hours

MOST COMMON COMPLAINT

Falls - 56

OUT OF TOWN TRANSFERS

Lubbock	23
Midland	2
Odessa	0
Roswell	6
Carlsbad	7

CARDIAC ARREST RESPONSES

Cardiac Arrest	9
ROSC	3

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$116,719.50
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Highlights for the month of July

- 3 warnings issued for illegal tanker parking
- Fire Marshal’s Office continued to assist with business occupancy levels
- Received \$400,000 state appropriation for purchase of ambulances
- Received \$1,500,000 state appropriation for purchase of aerial apparatus
- Received \$2,500 donation from Devon Energy

August 2020 General Services – Building Maintenance

Work performed by City Carpenters

50	Replaced ceiling tile
1	Moved Office Furniture
3	Door lock repaired
2	Install restroom stalls
6	Ceiling tile water damaged
1	Door closer adjusted
1	Building repair
18	Building inspection
1	Installed awning
1	Roof repair
49	Work Orders

Location of work performed

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

Break down of work performed by the Electricians

20	Light repairs
40	AC repairs
2	General electrical work
6	CORE work

Location of work performed

6	CORE
8	Library
2	City hall
2	Annex
2	PD
9	Fire stations
7	DA building
2	MVD
5	Water wells
13	Parks
7	AAC
1	State police

August - 2020

General Services - Garage

In August 2020 The City Garage had a total of 221 Repair Orders/Invoices. Of the 221 R.O./Invoices, 125 were repaired in house and 96 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 81,835.72 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vendor Labor \$	Total \$
AC/Heater/Vent	10	46.54	510.00	1,571.21	2,625.00	4,752.75
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	0	0.00	0.00	0.00	0.00	0.00
Filters	15	0.00	0.00	672.03	0.00	672.03
Service Calls	8	0.00	714.00	0.00	0.00	714.00
Miscellaneous Maintenance	34	1,879.32	1,470.50	4,820.21	2,444.00	10,614.03
Brakes	13	725.60	1,444.50	1,433.65	1,112.00	4,715.75
Steering/Suspension	6	0.00	0.00	445.99	1,670.00	2,115.99
Tires	49	2,689.84	1,835.50	3,255.98	1,232.50	9,013.82
Wheels/Hub	2	0.00	136.00	472.80	0.00	608.80
Transmission	2	119.00	68.00	1,507.51	1,762.50	3,457.01
Charging System	16	1,176.85	1,071.00	576.04	0.00	2,823.89
Lighting	5	18.40	85.00	90.63	0.00	194.03
Preventive Maintenance	40	3,669.91	1,598.00	1,538.52	0.00	6,806.43
Lift Inspection	1	0.00	17.00	0.00	0.00	17.00
Cranking	3	0.00	204.00	475.50	232.50	912.00
Engine	3	0.00	17.00	19,657.01	11,475.00	31,149.01
Accident Repair	1	0.00	0.00	2,037.18	1,232.00	3,269.18
Safety Recall	6	0.00	0.00	0.00	0.00	0.00
Warranty	7	0.00	0.00	0.00	0.00	0.00
Monthly Total	221	10,325.46	9,170.50	38,554.26	23,785.50	81,835.72

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	125	10,325.46	9,170.50	19,495.96
Vendor	96	38,554.26	23,785.50	62,339.76

81,835.72

Street Department Monthly Report August 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
496 Hrs.	Street Sweeping
32 Hrs.	Building Brooms
118 Hrs.	Cold Mix Patching
32 Hrs.	Crack Seal
10 Ea.	Street Complaints
462 Hrs.	Alley Complaints
200 HRS.	Storm Sewers & Inlets
32 Hrs.	Tree trimming for HAR
32 Hrs.	Equipment Maintenance
72 Hrs.	Working in the Welding Shop
47 Hrs.	Stocking Material
15 Hrs.	Meetings
19	Work for Police Dept.
85 Hrs.	Work for Cemetery
86 Hrs.	Hauled off Trash

The total amounts of material hauled or used:

Quantity	Material
346 Yds.	Sweepings
624 Yds.	Sand
240 Lbs.	Pollex24 3 Rubber
12 Yds.	Millings
396 Yds.	Alley material
7 Yds.	Cold Mix Used
384 Yds.	Recycling Material
321 Yds.	Trash Hauled

Calls responded to:

Number	Type
26	Dispatched – accidents, spills, debris
8	Call Requests



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

Recruitment:	August 2019	August 2020
• Applications Received/Reviewed	513	394
• New Hires	7	5
• Re-Hires	3	3
• Transfers/Promotions/Demotions	8	4

Personnel Actions:	August 2019	August 2020
• Performance Reviews	36	25
• Retirements	0	0
• Terminations	89 (Seasonal)	60 (Seasonal)
• Other(certs, shift moves)	4	3
• COLA/CBA Adjustments	0	59
• Educational Incentives	--	4

New Position Postings in August:

- | | |
|-----------------------------------|-------------------------------------|
| CORE ATTENDANT | MCADAMS PARK MAINTENANCE WORKER |
| GUEST SERVICES SPECIALST | CIRCULATION LIBRARIAN |
| LIFEGUARD | CEMETRY MAINTENANCE WORKER |
| PESTICIDE TECHNICIAN | PARKS MAINT LEAD WORKER |
| POOL MANAGER | PARKS MAINTENANCE WORKER |
| ACCOUNTS PAYABLE TECHNICIAN | POLICE INVESTIGATIVE ASSISTANT |
| GOLF COURSE MAINTENANCE WORKER | SPORTSFIELD LEAD MAINTENANCE WORKER |
| ROCKWIND COMMUNITY LINKS GOLF PRO | |

Training:

- Safety Data Sheets

Team Involvement:

- Nicholas and Tracy worked on the Local Labor Relations Board members
- Viewed several update broadcasts from the Governor re: COVID19

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ **Technology Policies**

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

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

➤ **Computer**

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

➤ **Public Safety**

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

➤ **Two-way radio equipment** (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ **Email**

- Account Administration
- SPAM filtering
- Intrusion protection

➤ **Internet Access**

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

➤ **Wireless Networking**

- Point to point
- Wi-Fi Access points

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

➤ **Telephone Equipment** (all City locations)

- Splash Pad 911 Call boxes

➤ **Outdoor Warning Equipment**

- Warning Siren/Public Address (33 locations)

➤ **Facility alarm systems** (all locations)

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

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

➤ **Audio/Video**

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

Accomplishments for Aug. 2020

- 94 Request for service
- 88 Completed
- 2 Camera related
- 5 Email related
- 25 hardware related
- 3 internet related
- 5 network related
- 6 password resets
- 3 phone related
- 8 radio related
- 18 projects related
- 23 software related
- 19 User Setup
- 1 Webpage
- 4 other

Special accomplishments:

- Setup virtual commission and other board meetings for public live streaming.
- Assisted with departmental web cameras, virtual meetings, conferences and remote access.
- Built and/or installed 12 new computers
- Reconfigured server to increase space and resources.
- Move parks computers to the CORE.



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

August 2020

Mission Statement:

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

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads and staff on various legal topics for the month of August. 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 August 2020, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (8/3 and 8/17)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (8/4)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (8/18)
- ❖ Utilities Board – (N/A)

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

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

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	5
❖ Contract Review	34

Litigation:

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

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

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

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	0
❖ Pretrials (Attorney):	0
❖ Trials:	0
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	1
❖ Appeals in District Court:	1
❖ Pleadings:	73
❖ Condemnation Reviews	0
❖ Property Acquisition Reviews	1
❖ Property Document Reviews	11

❖ Property Correspondence	2
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil Depositions:	0
❖ Civil Mediations:	0
❖ Arbitrations:	0
❖ Demand Letters:	3
❖ Misc. Hearings (Mun./Dist./Fed.):	2
❖ Trainings:	2
❖ Witness Interviews:	3
❖ In-office consultations:	3
❖ Discovery Submissions:	12
❖ Letters/Correspondence:	1,396

Areas of Notoriety:

- ❖ The Hobbs Municipal Court vacated pretrial hearings and trials for the month of August 2020 in response to the COVID-19 pandemic. As a result, the number of hearings attended by the City Attorney’s Office declined significantly from July 2020.
- ❖ Deputy City Attorney Erik Scramlin assisted with the closing of the remodel/rehabilitation of the Four Seasons apartment complex.

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

August, 2020

Hobbs Public Library

CIRCULATION: 8,302**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,913
Audio Books & Music	241
DVDs	3,564
E-Books/E-Audio (OverDrive & Gale)	584

CIRCULATION BY PATRON TYPE:

Adult	5,547
Juvenile	917
Senior Citizen	1,171
Used in Library	667

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	6	18
ELIN Loans	8	7

Total Children's Items Circulated **2,301**
Total Adult Items Circulated **6,001**

Patron Visits	3736
Overdue Notices Sent	232

PROGRAMS & PUBLIC SERVICES:

Programs Provided	0
Attendance	0
Passive Programming	254
Meeting Room Use	8

Web Site Usage	4409
HPL Database Usage	1597
Reference Questions	256
Public Computer Use	531
Board Games	0

PATRON PROFILES:

Adult	22,238
Juvenile (Under 18 Years)	4,072
Senior Citizens (62+ Years)	4,375
Temp ELIN	2,217
Total Active Borrowers	32,884

RECEIPTS:

Materials Paid For	\$35.00
Fines & Fees	\$609.74
Copy Machine & Public Printouts	\$404.15
Total	\$1,048.89

Library Patrons Added This Month	36
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ITEMS ADDED:

Total Items Added	694
Items Weeded	353

HOLDINGS:

Total Library Holdings	151,014
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City Manager's Report
Municipal Court - August 2020

Monthly Cases:

Traffic Citations	795
Misdemeanor Citations	71
Environmental Citations	58
Fire Code Violations	0
AGG. DWI	1
DWI – 1 ST	<u>3</u>
Total	928

Courtroom Activity:

Video Arraignments (Jail)	105
Court Appearances – A.M.	59
Court Appearances- P.M.	136
Virtual Court	8
Pretrial Court Appearances – A.M.	0
Pretrial Court Appearances – P.M.	0
Attorney Pretrial	0
Trial Cases	<u>0</u>
Total	308

Other Activity:

Summons issued	489
Warrants issued	<u>537</u>
Total	1026

Fines/Fees Assessed:

Fines	\$128,466
Penalty Assessment Fee	6,030
Automation Fee	4,404
Judicial Education Fee	2,202
Correction Fee	14,720
DWI Prevention Fee	225
DWI Lab Fee	255
Copies/Misc. Fee	<u>0</u>
Total	\$156,302

Fines/Fees Collected:

Fines	\$39,022
Penalty Assessment Fee	5,136
Automation Fee	3,752
Judicial Education Fee	1,884
Correction Fee	12,473
DWI Prevention Fee	262
DWI Lab Fee	255
Copies/Misc. Fee	2.00
Restitution	<u>0.00</u>
Total	\$62,786.00

City Manager –August Report

2020

-
1. POSD is continuing with recruitment for multiple position vacancies
 2. Cemeteries had 28 Interments along with 18 new foundations poured
 3. New Playground completed at Del Norte Park
 4. Major clean-up of all sports fields and ready for play
 5. French drain installed at Senior Center
 6. Graffiti removed at 4 locations
 7. Staff assisted Recreation with MUTS
 8. Staff from Parks and Golf Course assisted Sports Crew during this month due to COVID precautions and leave
 9. Turf conditions along Health-Walk is improving, a thanks to those who has stepped up
 10. Bids for Electrical Renovations at McAdams Campground have been opened and put on agenda for award

Parks & Open Spaces Department
Authored by: Bryan Wagner



IT ALL HAPPENS HERE.



THE CITY OF
HOBBS, NEW MEXICO

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

**Recreation Department
 Monthly Report - August 2020**

Divisions

CORE Rockwind Clubhouse
 Older Americans Teen Center
 Recreation

CORE

Revenue stayed steady in August 2020 when compared to July 2020. However, participation has greatly increased. The greatest increases have been seen in membership use, COREkids participation, and several programs that we have been able to make available to participants once again. Group Fitness classes such as TRX, Zumba, Hop It Up, and Yoga Fit were reintroduced at 25% occupancy, as per the Public Health Order, and several classes reached maximum capacity. The Tsunami Swim Team was also reintroduced with a Swim Camp that was held on August 29th. A total of 50 participants attended the Swim Camp and has resulted in 40 registrations for the Tsunami Swim Team with 26 of those being first time additions. Additional coaches have been added for this program and the expertise that these coaches have will greatly increase the program quality as well as provide opportunities for additional programming when the CORE fully reopens.

Participation and Revenue

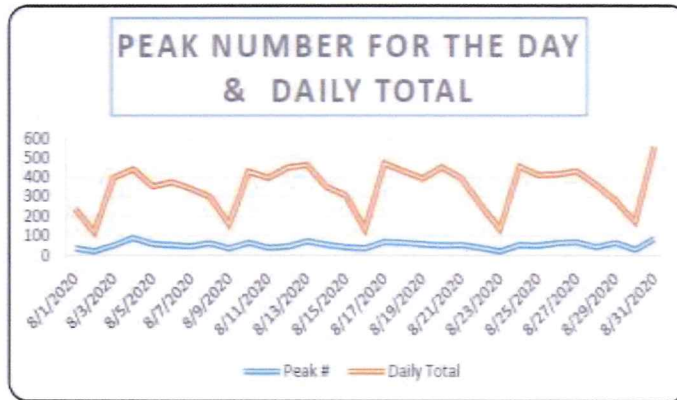
Description	Aug 1 to Aug 31, 2020
Fitness Unlimited (incl. Fit. Unlim. Passes)	
Day Passes Sold	300
Week Passes Sold	3
Month Passes Sold	70
Annual Membership Attendance	986
Monthly Membership Attendance	7,017
Month-to-Month Pass Attendance	487
Swim Lessons - Sessions	46
kidWATCH	551
kidFIT	338
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	19
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	9,817
Revenue	31,492.18

Monthly Membership Recap

New Memberships	
Month Ending: Aug-20	
Memberships Sold in Month	112
Membership Counts	
Month Ending: Aug-20	
Family Memberships	936
Individual Memberships	436
Total Memberships	1,372
Total Individual Members	6485

There were 112 new memberships in August, making a total of 1372 Active Memberships.

There are currently 6485 Active Members who have either a recurring monthly membership or an annual membership.



Average peak number of patrons for the hour in a day is 52.

Average daily total of patrons for the day is 298.

Older Americans

The Senior Center continues the very important mission of providing meals to the senior citizens of our community. Below is some information for August 2020:

Meals:

August 2020 Grab N Go Meals
 August_2020 Home Delivered Meals Served

2,329
 2,475
 4,804

Meal Donations Received:

\$1,869.00
 \$1,627.41
 \$3,496.41

Any meals not handed out or delivered each day are frozen and provided to the most needy Home Bound Clients on Fridays as an extra meal for the weekend. In August, a total of 136 of these frozen meals were delivered. With the meals above and these frozen meals, a total of 4,940 meals were served to 381 individual seniors for the month of August which represents an increase of over 800 meals from August 2019 when a total of 4,107 meals were served.

Renovations: The plumbing work has been completed as part of the meal site restroom renovations. The fixtures, stalls, and vanity will be installed soon.

Recreation

- With the exception of those seasonal staff members who will be assisting with Movies Under the Stars and Halloween events, all summer seasonal staff have been terminated.
- Movies Under the Stars was held on the runway at HIAP on Saturday, August 29. These events continue to be held "Drive In" style and continue to attract a good number of participants with approximately 200 vehicles present at this event. Additional Movies Under the Stars events will be held in both September and October.
- Recreation Department staff have hosted meetings with external organizations to discuss possible Halloween events and activities.
- Day-to-day maintenance continues at the seasonal pools. All seasonal aquatic facilities have been weatherized for the season and off-season maintenance projects are being organized.

Rockwind Community Links Clubhouse

Aug-20

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Coef Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	110	\$542.64	\$0.00	\$542.64	\$0.00	\$27.36	\$570.00
Driving Range	31430	553	\$3,303.88	(\$3.00)	\$3,300.88	\$0.00	\$166.96	\$3,467.84
Golf Cart Rental Fees	31431	1798	\$24,160.06	\$0.00	\$24,160.06	\$0.00	\$1,219.90	\$25,379.96
Green Fees	99999	2580	\$28,445.57	\$0.00	\$28,445.57	\$0.00	\$1,186.47	\$29,632.04
Hard Goods Sales	31410	827	\$23,147.43	\$1,020.75	\$22,126.67	\$16,320.21	\$1,106.82	\$23,233.49
Membership Fees	31420	2	\$1,142.84	\$0.00	\$1,142.84	\$0.00	\$57.16	\$1,200.00
Soft Goods Sales	31401	669	\$16,392.23	(\$237.28)	\$16,154.95	\$9,692.09	\$808.75	\$16,963.70
Food & Beverage	31441	229	\$407.74	(\$39.65)	\$368.09	\$156.57	\$19.66	\$387.75
Totals for Revenue		6768	\$97,542.39	\$740.83	\$96,241.70	\$25,168.87	\$4,593.08	\$101,101.44
Grand Total:		6768	\$ 97,542.39	\$ 740.83	\$ 96,241.70	\$ 25,168.87	\$ 4,593.08	\$ 101,101.44

Notes: In August, Rockwind hosted two events. The Guidance Center of Lea County's Tournament had a total of 128 golfers that participated. Also, the Play The Rock Tournament, which is Rockwind's premier 2-Person Best Ball event, had 104 golfers participate. Both of these tournaments produced very solid revenue for Rockwind via greens fees, merchandise sales, and the sale of gift cards.

KEY PERFORMANCE INDICATORS

Aug-20

Total Pre-Tax Revenue	\$96,241.70
Total Rounds	2580
Avg Green Fee plus Cart Fee per Round	\$20.83
Total Merchandise Sales	\$38,281.62
Merchandise Sales Per Round	\$14.84
F&B Sales Per Round	\$ 0.14
COGS Hard Goods	74%
COGS Soft Goods	60%
COGS F&B	43%
Rounds w/Carts	70%
Total Revenue per Round	\$ 37.30

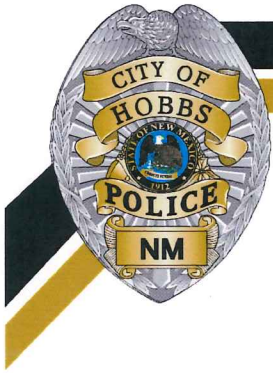
GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow Prepaid	0
Summary for EZLinks Prepaid	0
Player's Pass 18 Walk	253
Summary for Player's Pass	253
L/I Rock Adult Resident	355
L/I Rock Adult Non-Resident	0
L/I Rock Jr. Comp w/Adult	26
L/I Rock Junior Resident	0
L/I Rock Junior Non Resident	0
L/I Rock Replay	2
L/I Rock Player's Pass	0
L/I Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	383

Public 18	161
Public 9	4
Public Junior	4
Public Senior	16
Public Twilight	59
Public Replay	0
Specials	0
Youth on Course	0
PGA/GCSAA COMP	17
Summary for Public	<u>261</u>
Punch Pass	18
Summary for Punch Pass	<u>18</u>
Rain Check	5
Summary for Rain Check	<u>5</u>
Resident 18	686
Resident Junior	50
Resident Senior 18	204
League Fee	76
Complimentary Round	24
Resident Twilight	339
Team Practice Round	14
Resident 9	114
Marshal/Team Green Fee	21
Resident Replay	4
Summary for Resident	<u>1532</u>
Tournament Fees	128
Summary for Tournament - Public	<u>128</u>
Grand Total:	<u>2580</u>

Teen Center

- The Teen Center ceiling tile project has been put on hold by General Services, but is ongoing.
- New fitness equipment has been installed which includes a treadmill, functional trainer, and assisted pull-up machine.
- Maintenance on the camera system was performed by Steven Blandin and all cameras are functioning again.
- Teen Center staff continues to assist at other facilities (Rockwind Community Links, CORE, and Municipal Court).



HOBBS POLICE DEPARTMENT

September 3, 2020

To: Clipper Miller, Captain of Support Services

From: Lorena Brito, Records Administrator

Re: HPD August 2020 Stats

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
Aug 2019/2020	RPTS	RPTS		Date	Date	
			2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	438	450	3%	3,458	3,457	0%
CALLS FOR SERVICE	4,194	4,245	1%	33,317	34,050	2%
ARRESTS	303	309	2%	2,309	2,467	7%
MURDER	4	0	-100%	8	1	-88%
RAPE	8	4	-50%	27	21	-22%
ROBBERY	4	1	-75%	14	26	86%
ASSAULTS AND BATTERY	99	81	-18%	723	615	-15%
BURGLARY	35	51	46%	255	412	62%
LARCENY	50	38	-24%	350	371	6%
SHOPLIFTING	29	50	72%	250	299	20%
AUTO THEFT	17	18	6%	120	131	9%
ARSON	0	1	100%	1	5	400%
FORGERY	0	2	100%	7	3	-57%
FRAUD	12	6	-50%	56	76	36%
EMBEZZLEMENT	4	4	0%	24	7	-71%
REC. STOLEN PROPERTY	5	0	-100%	14	3	-79%
VANDALISM	56	61	9%	347	532	53%
WEAPONS OFFENSES	6	1	-83%	28	23	-18%
DOMESTIC VIOLENCE	46	18	-61%	314	271	-14%
ASSAULTS/BATTERY ON PO	7	8	14%	60	50	-17%
SHOOTING AT/FM MV OR DWELLING	1	4	300%	26	23	-12%
CITATIONS ISSUED	1,102	1,528	39%	7,708	10,450	36%
DWI	13	7	-46%	101	99	-2%
TRAFFIC CRASHES	100	97	-3%	846	669	-21%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons August 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons August 2020</u>	
Residential	11,409	146,093,644	11,617	185,068,741	
Commercial	1,806	56,836,874	1,825	64,572,558	
City Accounts	215	34,319,194	215	29,014,191	
School Accounts	57	6,702,040	61	17,951,631	
Irrigation	253	12,620,857		17,951,631	
	13,740	256,572,609	13,718	314,558,752	

LABORATORY	August 2019	August 2020
Total Drinking Water Tests	44	47
Total Wastewater Tests	732	799
Liquid Waste Received (gallons)	452,967	177,803

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	104.675	94.590
Effluent (Million Gallons)	100.751	89.623
Solids Removed (Dry Pounds)	124,732	144,770

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	360,722,000
Total monthly water distributed, million gallons	296,342,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.57
Monthly chlorine gas dosed to system (lbs)	2,156

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)	1

Comments: Progressing with the installation of the new SCADA system, nearing completion.

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

Emergency Call Outs: None for the month.

UTILITY MAINTENANCE AUGUST 2020

WORK DESCRIPTION

Meter lid replacement	50
Meter box replacement	25
Meter stop / valve replacement	20
Meter change out 3/4"	150
Meter change out 1"	0
Meter change out 2"	3
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	75
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	60
Service lateral replacement	8 Qty. - 80 feet
New Service Lateral	8 Qty. - 140 feet
Low water pressure investigation	4
Water quality investigations	4
Main line leaks/repair	4
Main line replacement (feet)	25 feet
Valve maintenance	150
Valve new install/replacement	0
Fire hydrant maintenance	100
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	2
Fire hydrant meter set	3
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,700,000
Miscellaneous afterhour calls	8
Emergency Call Outs (From 5:00pm to 7:00am)	72

WORK DESCRIPTION

QUANTITY

Manhole maintenance	68
Manholes cleaned	73
Sewer main line cleaned	39,360 feet
Sewer stoppages	61
Sewer main line video inspections	10
Odor complaints	3
Sewer pre-treatment additives	20 gallons
Property damage from sewer	0
Sewer main line repair/replacement	1

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	68
Emergency call out (from 5:00 pm to 7:00 am)	19

UTILITIES MONTHLY PLUMBER REPORT AUGUST 2020	QUANTITY
Sewer stoppages	18
Odor complaints	6
Water leaks	11
Pool maintenance	22
Gas leaks	0
Emergency call outs (from 5:00 pm to 7:00 am)	3
Core	27