



CITY MANAGER'S MONTHLY REPORT
NOVEMBER, 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.
Acting Building Official
Code Enforcement
Animal Adoption Center

Vacant
Scott Shed
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Vacant

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

November, 2020

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

Met with agent to begin work comp insurance renewal.

Participated in 3 conference calls w/Travelers assigned attorneys to review on-going claims.

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

Endorsed 5 new vehicles and equipment to city's insurance policy.

Reviewed 12 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 6 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 42 meetings for the Mayor and City Manager.

Scheduled 8 meetings in staff meeting room.

Review and approve payroll timesheets.

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

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 102 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on November 13 and 17, 2020.

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

Completed Safety Training: Open Enrollment.

Attended the Governor's press conferences on November 1, 19 and 30, 2020.



CITY CLERK'S OFFICE MONTHLY REPORT NOVEMBER 2020

	20-Sep	20-Oct	20-Nov
Business Registrations -New	19	23	16
Business Registrations - New Owner	1	3	2
Business Registraions- Change of Address	4	5	2
Renewals	10	6	2
Web Payment Renewals	2	0	0
Total Business Registrations Activity	36	37	20
Active Business Registrations for the Month	1944	1957	1977
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	2	11	3
Mobile Business Licenses	5	4	1
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	1	0
Cemetery Deeds Issued/Processed	41	33	65
Public Documents Notarized	143	102	61
Public Records Request	21	13	33
Regular City Commission Meetings 11/2/2020 & 11/16/2020	2	2	2
Special City Commission Meetings 11/9/2020	0	0	1
City Commission Work Session/Closed Meetings 11/16/2020	1	0	1
Notice of Potential Quorum	1	0	0
Resolutions and Ordinances Attested	10	19	19
Consideration of Approval	6	3	1
Total Volume of Transactions on Tyler Cashing	263	259	205
Total Amount	\$ 540,858.66	\$ 257,427.67	\$ 383,918.61
Web Payments Online for All Departments	\$ 77.50	\$ 50.00	\$ 125.00
Grand Total	\$ 540,936.16	\$ 257,477.67	\$ 384,043.61



Hobbs Express

Monthly Report - November 2020

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

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Oct-20	Nov-20
No. of Elderly Passengers	418	275
No. of Non-Ambulatory Passengers	113	72
No. of Disabled Passengers	193	113
No. of Other Trips	976	440
Total Passenger Trips	1700	900

Bus Route Trips	1352	633
Rapid Line Trips	124	53
Total Bus Route Trips	1476	686
Total Demand Response/Paratransit Trips	224	214
Total Passenger Trips	1700	900

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Oct-20	Nov-20
Total Vehicle Hours	893.5	387
Total Vehicle Miles	12,636	6,028

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



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
NOVEMBER 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>	7	244	113

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):

ArcGIS Deployment: The GIS division installed ArcGIS 10.6.1 on all the computers within Code Enforcement due to them receiving new computers.

Parks Right-of-way maps: Over the month of Nov the GIS division created two right-of-way / park maps for areas that the Park Open Spaces maintain. One showing the medians on south Dal Paso and one for the Turner Walking Park. The maps were going to be used for planning and redesign of the landscaping in each of the work area.

Waterline Phase Map: In late Nov the GIS division was asked to update the Waterline Phase map for Utilities and Engineering dept. The map, dating back from the early 2010s was modernized to meet the divisions map standards and to make it easier to update in the future. The final map was used at the Dec 8 Commission meeting to show status of the waterline replacement project.

HFD Hydrant Map: On Nov 18 Kevin Shear with HFD requested a map that shows the Fire Hydrants in and around the City of Hobbs. The GIS division crested a set of 6 maps to provide a detailed location of all the hydrants from HIAP to Nadine. These maps are going to be shared with an outside contractor for testing of the hydrants.

GIS Websites: On Nov 20 the GIS division provided the full outline for the new GIS webpage to the IT dept., but is still working on assets like maps and downloadable data for the page.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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Work from Home and ArcGIS Testing: Throughout Nov the GIS division has been working toward a better work for home solution for GIS users. As part of this, the GIS division is working on getting our data available via ArcGIS online using Employee log-ins. Testing is ongoing.

Phase 11 Waterline: On Nov 10th the GIS division held a meeting with Souder Miller to discuss GNSS data collection related to the Phase 11 waterline project. After the meeting the GIS division provided documentation and feature code libraries to SMA so they can match our data collection methods and standards.

Roadway and Alleyway Map: On Nov 5 the General Services dept. requested a map and dataset be created to show which unpaved streets the City maintains. Shortly after the work was expanded to also track streets and alley the City did not maintain. The project is ongoing and should be completed in Dec.

Roadway and Alleyway Map: The GIS division worked with the Communication dept. to create a map that shows the area along the railroad from Broadway to Sanger. The map will be used as part of a clean-up project.

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:

November - The City Commission reviewed and considered the following:

- Adopted Ordinance #1127 approving an REPA to convey Real Property Located at 3425,
- Resolution #7000 approving the Final Plan of Kass Glorietta Subdivision,
- Resolution #7001 approving the Final Plan of Zia Crossing Subdivision, Phase 2, Unit 7
- Resolution #7005 approving an Affordable Senior Housing Funding Commitment and Letter of Financial Support.

Planning Board Summary:

November - The Planning Board reviewed and considered action on 2 items in a Virtual Meeting:

- Review and Consider Front Yard Setback Variance as submitted by property owner for property located at 116 E. Sunset.
- Review and Consider Final Plat Approval for Sweet Home Alabama Subdivision Unit 2, as submitted by property owner, Berry & Gomez, LLC.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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TRAFFIC DIVISION:

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

Total 1,296 tracked intersections

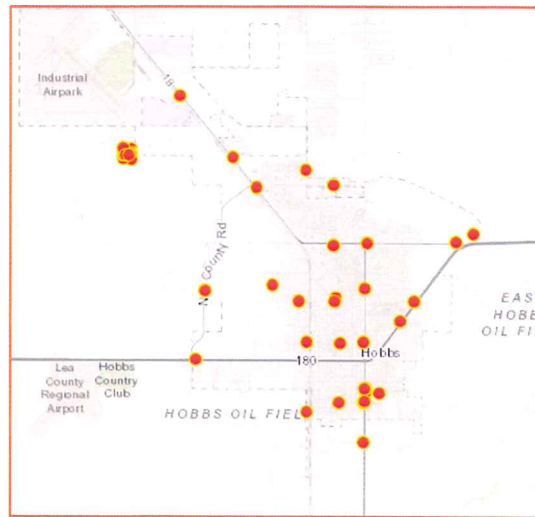
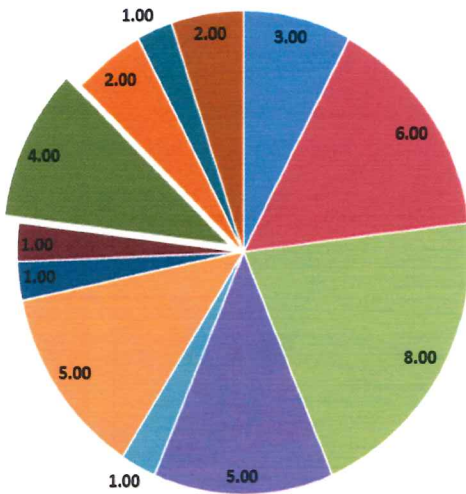


Figure 1 - Location Map of Work Performed

- | | | |
|-----------------------------------|-----------------------------------|----------------------------------|
| ■ New St. Name Sign Made = 3 | ■ New St. Name Sign Installed = 6 | ■ Sign Install / Replace = 8 |
| ■ Pole Straighten / Re-bolted = 5 | ■ Pole & Anchor Replace = 1 | ■ Safe Hit Install / Replace = 5 |
| ■ Wiring Probe Repair = 1 | ■ Int in Flash or Malfunction = 1 | ■ Line Spot Hours = 4 |
| ■ Solar Flasher / Speed Sign = 2 | ■ Call Outs = 1 | ■ Call Out Hours = 2 |

Major Damage:

Turner St. and Sanger St:

Replaced signal head southbound at that was struck by turning box truck.

Zia Crossing subdivision:

Installed new street name signs and STOP signs,.



COMMUNICATIONS DEPARTMENT
Monthly Report
November 2020
Submitted December 15, 2020

PRESS/MEDIA ACTIONS

The Communications Department distributed the following press releases and P.S.A.s:

- CARES Act Update 11/5/20
- COVID Update 11/13/20
- Thanksgiving Closure 11/19/20

Other Press Actions:

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. See "OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS" for more info on social media posts.

- Radio interviews regarding CARES Act for Small Businesses

CARES Act

- Press release
- Social media posts
- Facebook event
- CARES Act webpage on hobbsnm.org
- City Commission meeting clip on webpage
- Radio commercials (doubled these about a month in)
- Radio interviews
- Partnership with Hobbs Chambers
- Email marketing campaign (shared with Chambers)
- CARES Act graphic for COH use
- Water bill message
- Daily ad in Hobbs News-Sun
- Pop-up window on hobbsnm.org

Multiple instances of collaboration with the IT Department's Web Master when into executing this campaign effectively, to which the Communications Department is grateful for their assistance and efforts.

2020 CENSUS

- Repeatedly adjusted to new deadline updates
- Followed communications of deadline updates
- Social media designs and posts
- End of campaign tasks
 - Appreciation certificates
 - Final budget submissions



COMMUNICATIONS DEPARTMENT

Monthly Report

November 2020

Submitted December 15, 2020

RADIO STATION, 99.3 KHBX

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

Current Radio Announcements

- Rockwind Community Links TFN
- COVID PSA Eng. & Span.
- Fly Hobbs COVID-19 – Holidays
- Jan Fletcher COVID-19
- Manny Gomez Happy Thanksgiving
- Municipal Court reopen hours COVID-19
- Parks Rec & Open Spaces COVID-19
- MVD open by Appt.
- Neighborhood Clean-up Tanya
- NRC English ends Oct.
- NRC Span.
- Watering Restriction
- HFD CPR
- P.S.A. census sesame street
- P.S.A. handwashing hero
- P.S.A. social distancing superhero Eng. & Span.
- P.S.A. handwashing hero
- Animal adoption spaying and neutering
- Animal adoption feral cat
- Commission Calderon Clean-up Nov 21

CONVENTION VISITORS BUREAU MAIN FOCUSES

- New Mexico Clean and Beautiful Southeast Region Partners' meeting on November 11th
- Video & Photo kickoff for Recovery plan with New Mexico State Tourism
 - Sent a list of places with contact information for photographer to contact and called the location to have models for the shoot of video and photos on November 30th
- *Due to COVID-19 pandemic this has been postponed until further notice
- Discuss plans to revise parade and tree lighting with Bryan from open spaces
- Spoke to merchants about lighting up Broadway for citizens to cruise Broadway while listening to 99.3 radio Christmas music; shops will hold specials
- *Cancelled due to COVID-19 pandemic
- New Mexico Clean and Beautiful 2-day online conference online
- Jason from Keep America Clean and Beautiful (emailed to start after first of the year)
- We are working with GIS to map the location to assign volunteers a section to clean up and stay COVID safe
- Delivered Neighborhood Clean up signs to different locations around Hobbs for District 4
- Worked with Commissioner Calderon on District 4 Neighborhood Clean-up
 - Radio ads
 - Social Media ads
 - Newspaper
 - Railroad Commission correspondence



COMMUNICATIONS DEPARTMENT

Monthly Report

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*Neighborhood Clean-up District 4 with Commissioner Calderon was canceled until further notice; social media and newspaper notifications were made

- Made social media Facebook page for Neighborhood Clean-up and Community notices
- Webinar with New Mexico Tourism for Co-Op recovery grant
 - Will require Manny's approval of final grant application
- Correspondence with Hobbs Hospitality Group about COVID-19 and State small Business Grants workshops
- Began working with New Mexico State and Brittny Huffman from the Parks Department on Google DMO for City of Hobbs properties
- Encouraged hotels and restaurants throughout Hobbs to partner with New Mexico True to help showcase Hobbs and Lea County and join NM COVID-Safe Programs
- Took calls to clarify current guidelines due to COVID-19
- Working on New Mexico Tourism Co-Op Recovery Readiness program #yeshobbs and #hobbsnm
 - Collecting photos of Hobbs from social media
- Have the presentation ready, and we are reviewing it in December for Phase 2 of the recovery plan

Listed Events

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

COMMUNICATIONS DEPARTMENT
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SOCIAL MEDIA INSIGHTS



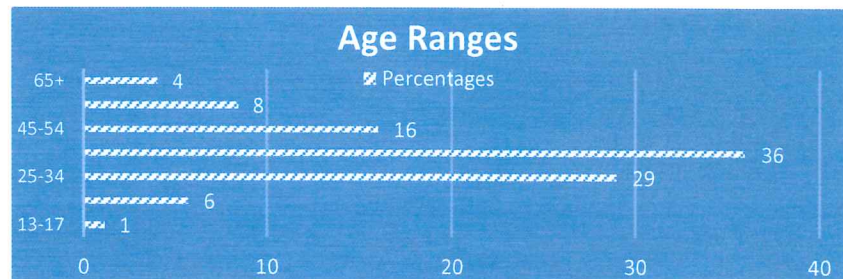
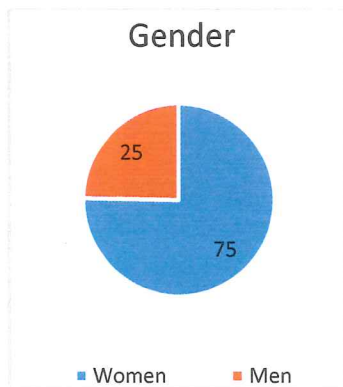
Facebook – last 28 days
(October 7th – November 3rd)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
61% increase (2,089 total)	15% decrease (21,618 total)	13% decrease (8,762 total)	6% decrease (91 total new)



Instagram
(November 8 - 14)

Reach	Impressions	Profile Visits	Interactions
591	1,570	40	23





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 the 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.
- Attended virtual Commission Meetings viewings
- Viewed Governor's live-streamed press conferences via Facebook
- Regular cleaning and sanitizing of office areas to comply with CSP's
- Photos ops
- Online safety trainings
- Post employee milestone photos to social media accounts
- Participated in United Way Allocations Committee agency presentations on November 8th and 9th
- Attended online Lea County EDC EnergyPlex Conference
- Evaluated and judged Rockwind Marketing RFP submissions
- FEMA flood brochure creation with GIS Division



COMMUNICATIONS DEPARTMENT

Monthly Report

November 2020

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Livestreamed City Commission Meetings for November 2020

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	91.3%	1362	1255
Live Viewers	8.7%	129	3363
Total	100%	1491	4618

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

Total Type of Construction

for period ending November 01, 2020-November 30, 2020

<u>Type of Construction</u>		<u># of Permits</u>		
Commercial				
COMM MECHANICAL	C	6	51,000.00	648.00
COMM PLUMBING	C	6	9,000.00	315.00
COMM SEWER TAP & EXCAVATION	C	2	3,000.00	800.00
COMMERCIAL ELECTRICAL	C	14	19,650.00	1,142.00
COMMERCIAL REMODEL	C	5	279,412.00	1,104.00
COMMERCIAL SIGN	C	3	22,000.00	130.00
COMMERCIAL STORAGE	C	1	375,000.00	960.00
		37	759,062.00	5,099.00
Residential				
RES MECHANICAL	R	20	25,950.00	1,470.00
RES PLUMBING	R	20	30,000.00	979.50
RES SEWER TAP & EXCAVATION	R	4	6,000.00	1,160.00
RESIDENTIAL ADDITION	R	2	39,960.00	270.00
RESIDENTIAL CARPORT	R	1	1,276.00	20.00
RESIDENTIAL DEMOLITION	R	2	3,000.00	40.00
RESIDENTIAL DETACHED GARAGE	R	2	13,455.00	130.00
RESIDENTIAL ELECTRICAL	R	46	64,950.00	3,691.00
RESIDENTIAL FENCE	R	5	13,850.00	60.00
RESIDENTIAL FOOTING/FOUNDATION	R	1	4,200.00	40.00
RESIDENTIAL MANUFACTURED HOME	R	4	160,000.00	360.00
RESIDENTIAL REMODEL	R	10	106,630.00	670.00
RESIDENTIAL RE-ROOF	R	10	171,022.00	1,060.00
RESIDENTIAL SINGLE FAMILY	R	6	1,824,258.00	3,840.00
RESIDENTIAL STORAGE	R	4	383,905.00	1,490.00
		137	2,848,456.00	15,280.50
		174	3,607,518.00	20,379.50

CODE ENFORCEMENT NUMBERS FOR NOVEMBER 2020

CODE WARNINGS	706
CODE CITATIONS	10
CODE COMPLAINTS	41
ANIMAL WARNINGS	68
ANIMAL CITATIONS	9
ANIMAL COMPLAINTS	211
VEHICLES TOWED/PD	1

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

20-Nov

	Cats	Dogs
Intakes:		
Dead on Arrival	14	14
Stray	42	121
Transfer		1
Unwanted	19	37
Low Cost	52	37
Quarantine	2	6

Total	129	216
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Disposition:		
Adopted	48	55
Died at Facility	2	4
Dead on Arrival	12	11
Escape trap	0	
Euthanized	16	9
Rescued	21	49
Return Owner	1	46
Low Cost	51	33

Total	151	207
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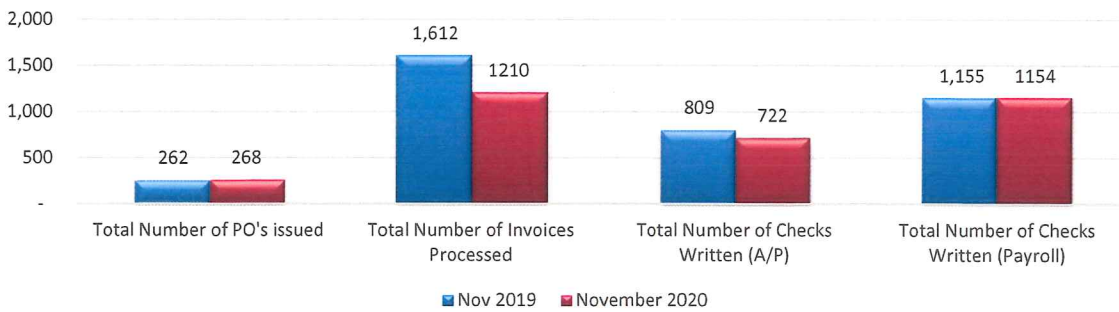
**Monthly Measurement
Finance Department
Fiscal Year 2021**

Cash Statistics	Nov 2019	November 2020
Beginning Cash Balance	\$ 131,669,386	146,401,171
Monthly Cash In (Revenue - all funds)	\$ 12,077,206	7,987,944
Monthly Cash Out (Expenditures - all funds)	\$ 9,547,206	7,069,139
Ending Cash Balance	\$ 134,199,386	147,319,976

Finance Transaction Statistics

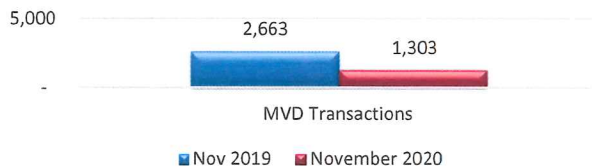
	Nov 2019	November 2020		
Total Number of PO's issued	262	268	daily average	14.89
Total Number of Invoices Processed	1,612	1210	daily average	67.22
Total Number of Checks Written (A/P)	809	722	weekly average	180.50
Total Number of Checks Written (Payroll)	1,155	1154	bi-weekly average	577.00

Financial Transaction Averages

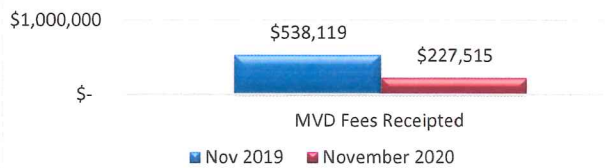


MVD Statistics	Nov 2019	November 2020		
MVD Transactions	2,663	1,303	daily average	72.39
MVD Fees Received	\$ 538,119	\$ 227,515	daily average	\$ 12,639.70

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

November 2020

ALARMS

Alarms (City)	89
Alarms (County)	51
Total Alarms	140

ZONES

Zone 1 (NW City) 27	Zone 5 (NW County) 4
Zone 2 (NE City) 15	Zone 6 (NE County) 15
Zone 3 (SE City) 32	Zone 7 (SE County) 5
Zone 4 (SW City) 15	Zone 8 (SW County) 15
Out of District 12	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:19
Station 2	1:01
Station 3	1:23
Station 4	2:08
Average	1:27

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:41
Station 2	4:50
Station 3	4:14
Station 4	5:26
Average	4:47

PREVENTION PROGRAMS

Fire Investigations	3
Fire/Safety Inspections	29
Smoke Detectors Installed	7
Public Education Activities	2
Plan Reviews	6
Burn Permits Issued	4
New Business Inspections	35

FIRE RESPONSE BY STATION

Station 1	58
Station 2	32
Station 3	40
Station 4	10

MOST COMMON DAY/TIME

Monday (1700 - 1759 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 26

TRAINING HOURS

Fire Training	1149
EMS Training	17

EMERGENCY MEDICAL SERVICES

November 2020

EMS RUN BREAKDOWN

City Response	714
County Response	41
Total Responses	755

ZONES

Zone 1 (NW City)	339	Zone 5 (NW County)	15
Zone 2 (NE City)	114	Zone 6 (NE County)	18
Zone 3 (SE City)	161	Zone 7 (SE County)	2
Zone 4 (SW City)	100	Zone 8 (SW County)	6

AVERAGE RUN TIMES

Enroute:	1:48
At Scene:	5:24
To Destination:	23:05
Back in Service:	41:23

MOST COMMON DAY/TIME

Monday – 130 calls for service
Monday – 25 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 115

OUT OF TOWN TRANSFERS

Lubbock	12
Midland	3
Odessa	1
Roswell	8
Carlsbad	5
Airport	44

CARDIAC ARREST RESPONSES

Cardiac Arrest	16
ROSC	4

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$144,232.20
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Highlights for the month of November

- 4 personnel completed the 28th HFD Fire Academy
- Fire Prevention staff calculated occupancy for 22 businesses
- 2 CPR classes conducted

November 2020 General Services – Building Maintenance

Work performed by City Carpenters

1	Replaced ceramic tile
1	Textured and painted walls
1	Replaced flags
6	Replaced water damaged ceiling tile
1	Move furniture
3	Door closer adjusted
2	Building repair
17	Roof inspection
37	Work Orders

Location of work performed

6	City Hall
1	D.M.V.
4	Police Department
2	Senior Center
5	Library
2	Municipal Court
53	CORE
2	Halliburton

Break down of work performed by the Electricians

24	Light repairs
21	Heater repairs
16	General electrical work
4	CORE work

Location of work performed

4	CORE
1	Library
19	City hall
2	Annex
1	PD
12	Fire stations
2	DA building
6	MVD
3	Rockwind
23	Parks
1	Garage
2	AAC
1	Municipal Court

Street Department Monthly Report November 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
210.5 Hrs.	Street Sweeping
38 Hrs.	Building Brooms
48 Hrs.	Cold Mix Patching
80 Hrs.	Crack Seal
2 Hrs.	Street Complaints
182 Hrs.	Alley Complaints
44 Hrs.	Equipment Maintenance
55 Hrs.	Maintenance
96 Hrs.	Street Grading
16 Hrs.	Stocking Material
75 Hrs.	Meetings
224 Hrs.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
200 YDS.	Sweepings
1020 LBS	Pollex24 3 Rubber
96 YDS.	Millings
126 YDS.	Alley Material
5 YDS.	Cold Mix Used
402 YDS.	Trash Hauled

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
2	Call Requests

November - 2020
General Services - Garage

In November 2020 The City Garage had a total of 136 Repair Orders/Invoices. Of the 136 R.O./Invoices, 86 were repaired in house and 50 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 26,137.82 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	1	0	0.00	68.00	0.00	0.00	68.00
Instrument/Gauges	1	0	0.00	0.00	50.60	139.00	189.60
Complete Wash	0	0	0.00	0.00	0.00	0.00	0.00
Filters	1	2	14.00	34.00	137.03	0.00	185.03
Service Calls	12	0	0.00	952.00	0.00	0.00	952.00
Miscellaneous Maintenance	22	11	648.66	1,054.00	1,843.00	1,658.50	5,204.16
Brakes	1	3	102.00	0.00	1,272.29	720.00	2,094.29
Steering/Suspension	0	5	0.00	0.00	412.80	582.00	994.80
Tires	13	9	1,207.00	680.00	1,697.18	496.00	4,080.18
Wheels/Hub	2	0	259.00	170.00	0.00	0.00	429.00
Transmission	2	0	135.00	102.00	0.00	0.00	237.00
Charging System	15	2	1,055.60	952.00	291.81	0.00	2,299.41
Lighting	2	0	28.95	102.00	0.00	0.00	130.95
Preventive Maintenance	14	10	925.17	952.00	893.50	0.00	2,770.67
Lift Inspection	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Engine	0	1	0.00	0.00	6,052.73	450.00	6,502.73
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	4	0.00	0.00	0.00	0.00	0.00
Warranty	0	3	0.00	0.00	0.00	0.00	0.00
Monthly Total	86	50	4,375.38	5,066.00	12,650.94	4,045.50	26,137.82

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	86	4,375.38	5,066.00	9,441.38
Vendor	50	12,650.94	4,045.50	16,696.44
	136	17,026.32	9,111.50	26,137.82



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

Recruitment:	November 2019	November 2020
• Applications Received/Reviewed	308	172
• New Hires	10	12
• Re-Hires	0	1
• Transfers/Promotions/Demotions	9	9

Personnel Actions:	November 2019	November 2020
• Performance Reviews	28	19
• Retirements	0	0
• Terminations	42	7
• Other(certs, shift moves)	1	17
• Educational Incentives	--	4

New Position Postings in November:

EMS Specialist	McAdams Parks Maintenance Worker
Parks Maintenance Worker	Utility Maintenance
Traffic Technician	WW Control Operator

Training:

- American Red Cross CPR/AED/First Aid
- Open Enrollment Benefits Presentation

Team Involvement:

- HR Team conducted Bilingual Training utilizing COVID Safe Practices
- Continued to monitor COVID positive and exposures
- Viewed Governor's conferences on COVID
- Nicolas Goulet covered the BAR review for staffing

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 Nov. 2020

- 68 Request for service
- 68 Completed
- 2 camera related
- 6 Email related
- 6 hardware related
- 1 internet related
- 3 network related
- 7 password resets
- 6 phone related
- 0 radio related
- 1 projects related
- 11 software related
- 15 User Setup
- 9 others

Special accomplishments:

- Setup equipment for modified live commission meetings.
- Setup virtual board meetings for public live streaming.
- Assisted with departmental web cameras, virtual meetings, conferences and remote access.
- Built and/or installed 5 new computers
- Built new audio/video cabinet for Annex 3rd floor.
- Made adjustments for telephone forwarding for department closures.



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

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

- ❖ Hobbs City Commission – Efren Cortez (11/2, 11/9, and 11/16)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Erik Scramlin (11/10)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (11/17)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	8
❖ Agenda Items drafted	1
❖ Resolutions Drafted	2

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	9

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 November 2020, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	244
❖ Pretrials (Attorney):	28
❖ Trials:	40
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	12
❖ Appeals in District Court:	0
❖ Pleadings:	201
❖ Condemnation Reviews	3

❖ Property Acquisition Reviews	0
❖ Property Document Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil ADR:	0
❖ Demand Letters:	3
❖ Misc. Hearings (Mun./Dist./Fed.):	1
❖ Trainings:	2
❖ Witness Interviews:	2
❖ In-office consultations:	9
❖ Discovery Submissions:	3
❖ Letters/Correspondence:	818

Areas of Notoriety:

- ❖ The City Attorney’s Office continues to prosecute cases in the Hobbs Municipal Court through in-person prosecutions utilizing the Court’s Covid-safe practices.
- ❖ Personnel at the City Attorney’s Office continue to work primarily remotely in response to the COVID-19 pandemic but are actively seeking to implement long-term strategies aimed at efficiency and client collaboration.

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

Respectfully,

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

CITY MANAGER'S REPORT

November, 2020

Hobbs Public Library

CIRCULATION: **4,069**

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	2,252
Audio Books & Music	128
DVDs	1,294
E-Books/E-Audio (OverDrive & Gale)	395

CIRCULATION BY PATRON TYPE:

Adult	2,475
Juvenile	508
Senior Citizen	654
Used in Library	432

Total Children's Items Circulated **1,305**

Total Adult Items Circulated **2,764**

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	1	0
ELIN Loans	5	12

Patron Visits 1500

Overdue Notices Sent 214

PROGRAMS & PUBLIC SERVICES:

Programs Provided	0
Attendance	0
Passive Programming	151
Facebook Post Reach	1612
Meeting Room Use	2

Web Site Usage 2409

HPL Database Usage 1042

Reference Questions 13

Public Computer Use 231

Board Games 0

PATRON PROFILES:

Adult	21,705
Juvenile (Under 18 Years)	3,962
Senior Citizens (62+ Years)	4,207
Temp ELIN	2,235
Total Active Borrowers	32,109

RECEIPTS:

Materials Paid For \$15.00

Fines & Fees \$204.49

Copy Machine & Public Printouts \$224.55

Total **\$444.04**

Library Patrons Added This Month 13

ITEMS ADDED:

Total Items Added	402
Items Weeded	389

HOLDINGS:

Total Library Holdings 152,433

**City Manager's Report
Municipal Court - November 2020**

Monthly Cases:

Traffic Citations	1020
Misdemeanor Citations	57
Environmental Citations	53
Fire Code Violations	0
AGG. DWI	3
DWI – 1 ST	5
Total	1138

Courtroom Activity:

Video Arraignments (Jail)	84
Court Appearances – A.M.	26
Court Appearances- P.M.	172
Virtual Court	9
Pretrial Court Appearances – A.M.	53
Pretrial Court Appearances – P.M.	45
Attorney Pretrial	15
Trial Cases	25
Total	429

Other Activity:

Summons issued	634
Warrants issued	417
Total	1051

Fines/Fees Assessed:

Fines	\$133,985.00
Penalty Assessment Fee	8,630.00
Automation Fee	5,700.00
Judicial Education Fee	2,850.00
Correction Fee	19,060.00
DWI Prevention Fee	600.00
DWI Lab Fee	680.00
Copies/Misc. Fee	0.00
Total	\$171,505.00

Fines/Fees Collected:

Fines	\$40,393.50
Penalty Assessment Fee	6,386.00
Automation Fee	4,309.00
Judicial Education Fee	2,143.00
Correction Fee	14,037.84
DWI Prevention Fee	93.66
DWI Lab Fee	230.00
Copies/Misc. Fee	15.75
Restitution	0.00
Total	\$67,608.75

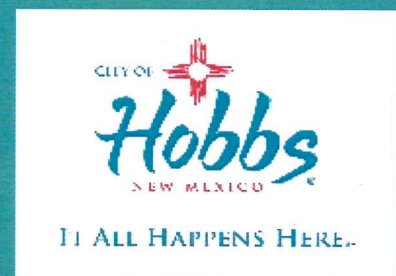
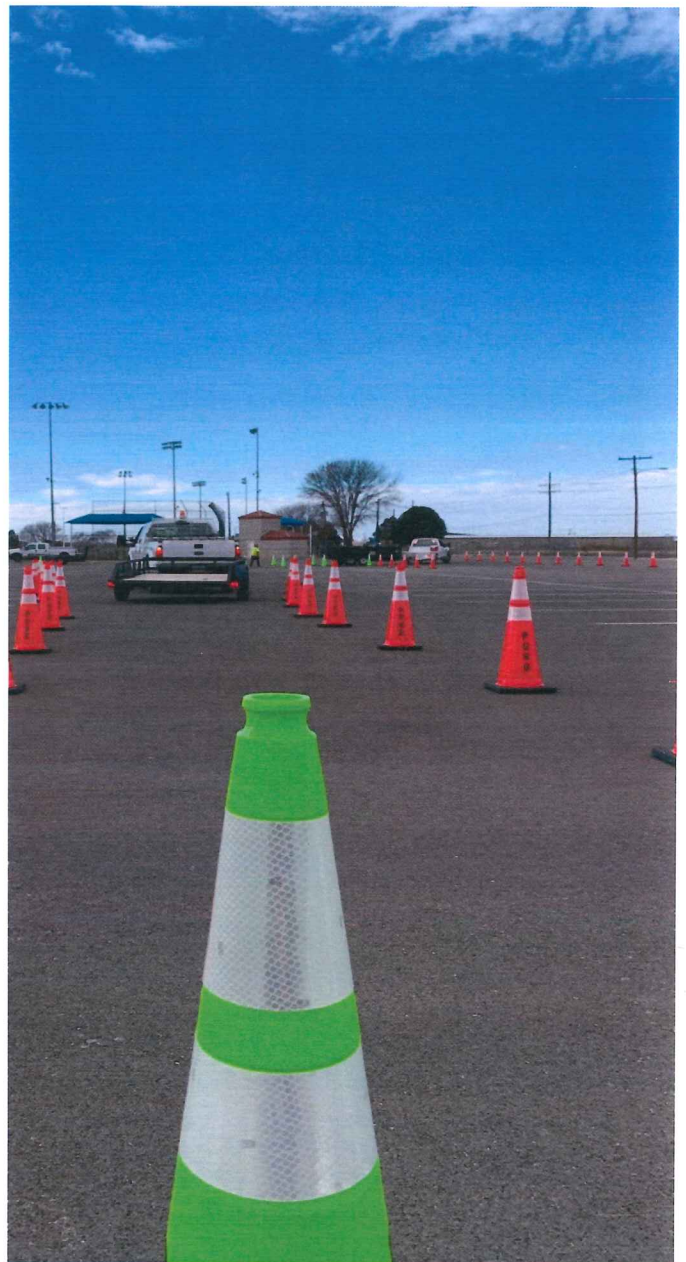
City Manager - November Report

2020

1. Skyway Shade Structure completed at Zia Sports Complex
2. Cemeteries had 16 Interments and 13 foundations poured
3. New employee started at Cemeteries – Kristopher Mitchell
4. Golf staff refurbishing older mower deck that has sat for years to use for mowing right of ways
5. Golf/McAdams staff reburishing an enclosed trailer to transport supplies and tools for volunteer clean up events and other community projects
6. All POSD staff hung holiday decorations and lights throughout the city this month
7. 21 city lots and right of way locations cleaned and mowed
8. Electrical renovations at McAdams Campground in progress
9. Winter season flower planting completed
10. Tree trimming and stump grinding in progress at various locations
11. Trailer Towing Training in December

Parks & Open Spaces Department

Authored by: Bryan Wagner





THE CITY OF
HOBBS, NEW MEXICO

4827 NORTH LOVINGTON HIGHWAY
RECREATION DEPARTMENT

HOBBS, NEW MEXICO 88240
(575) 397-9291

**Recreation Department
Monthly Report - November 2020**

Divisions

CORE
Older Americans
Recreation

Rockwind Clubhouse
Teen Center

CORE

The CORE was experiencing steady attendance and program usage in early November. However, a new Public Health Order required the CORE to close for two weeks at the end of the month. This resulted in a drop of both participation and revenue. Additionally, the last week of swim lessons was cancelled. Hopefully, both participation and revenue will return to where they once were prior to this most recent closure. Staff is working on a plan to expand offerings once this is permitted.

Revenue and Participation

Monthly average for daily maximum participants in a single hour: 61
Monthly average for total daily participation: 316
Monthly Revenue: \$5,134.40

Description	November
Fitness Unlimited (incl. Fit. Unlim. Passes)	0
Day Passes Sold	103
Week Passes Sold	3
Month Passes Sold	23
Annual Membership Attendance	521
Monthly Membership Attendance	4121
Month-to-Month Pass Attendance	239
Swim Lessons - Sessions (Swim Camp)	17
Swim Team Members	40
Wellness Pool	353
kidWATCH	207
kidFIT	191
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power R	148
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	0
Total Participants & Visits	5666
Revenue	5134.4

Membership Recap

There were 54 new memberships purchased this month, bringing the total active memberships to 1,103.
These memberships have a total of 3,823 individuals.

Summary of Visits and Tours

Member Visits	4,881
Guest Visits	129
Classes	Approximately 97 Participants
Programming	
Tour Participants	6
Private Rentals	from November 1 to November
Rentals Count	0

Older Americans

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

	Meals:	Meal Donations Received:
November 2020 Grab N Go Meals	2,068	\$2,379.00
November 2020 Home Delivered Meals	<u>2,100</u>	<u>\$1,439.41</u>
	4,168	\$3,818.41

Each day, any leftover meals are frozen. Staff delivers these frozen meals on Fridays to the most vulnerable Home Bound Clients so that these clients have meals for the weekend. Frozen meals delivered in November totaled 178, bringing the total meals served for the month to 4,346 with 381 different Senior Center members being recipients of meals during the month.

In November, there were a total of 18 serving days. An average of 232 meals were served per day.

Renovations: The meal site bathroom renovation project is ongoing. The roof, HVAC, and electrical project is near completion at this time and the Senior Center mail building now has heat and air conditioning.

Recreation

- Recreation staff were working to assist a local organization with the use of the City's movie screen and projector for a showing of The Nutcracker.
- Preparations are being made for the annual Light Up The Night contest.
- Seasonal aquatics facilities continue to be maintained as needed. Some maintenance projects have started with others being planned.
- Staff has been working with Halff & Associates, Inc., to initiate the seasonal aquatics feasibility study.

Rockwind Community Links Clubhouse

Rockwind did not host any events during the month due to State mandates. The course was closed November 16 through December 1, as required by a Public Health Order. While this did affect revenue and participation, there were positives that came from the month as a whole. Revenue collected totaled \$27,565.31 for the month and may have well eclipsed the total for November 2019 had the course not been closed. Rounds in November 2020, which totaled 916, would surely eclipsed the November 2019 total of 991 had the course not been closed for 16 days. Additionally, during November the course experienced four (4) frost delays. There were no weather related closures for the month.

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	27	\$133.28	\$0.00	\$133.28	\$0.00	\$6.72	\$140.00
Driving Range	31430	168	\$929.47	\$0.00	\$929.47	\$0.00	\$47.03	\$976.50
Golf Cart Rental Fees	31431	659	\$9,127.07	\$0.00	\$9,127.07	\$0.00	\$460.21	\$9,587.28
Green Fees	99999	916	\$8,597.65	\$0.00	\$8,597.65	\$0.00	\$434.32	\$9,031.97
Hard Goods Sales	31410	226	\$4,858.04	(\$54.12)	\$4,803.92	\$3,490.54	\$240.42	\$5,044.34
Membership Fees	31420	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Soft Goods Sales	31401	150	\$2,584.60	(\$35.78)	\$2,548.82	\$1,491.89	\$127.66	\$2,676.47
Food & Beverage	31441	57	\$107.82	(\$4.51)	\$103.31	\$46.01	\$5.44	\$108.75
Totals for Revenue		2203	\$26,337.93	(\$94.41)	\$26,243.52	\$5,028.44	\$1,321.79	\$27,565.31
Grand Total:		2203	\$ 26,337.93	(\$94.41)	\$ 26,243.52	\$ 5,028.44	\$ 1,321.79	\$ 27,565.31

Sales Report by selected department (Green Fees)
Department (Green Fees)

KEY PERFORMANCE INDICATORS

	Nov-20
Total Pre-Tax Revenue	\$26,243.52
Total Rounds	916
Avg Green Fee plus Cart Fee per Round	\$19.35
Total Merchandise Sales	\$7,352.74
Merchandise Sales Per Round	\$8.03
F&B Sales Per Round	\$ 0.11
COGS Hard Goods	73%
COGS Soft Goods	59%
COGS F&B	45%
Rounds w/Carts	72%
Total Revenue per Round	\$ 28.65

GREEN FEE BREAKDOWN

EZLinks Prepaid	0	
GolfNow Prepaid	0	
Summary for EZLinks Prepaid	0	
Player's Pass 18 Walk	153	
Summary for Player's Pass	153	
LTI Rook Adult Resident	77	9%
LTI Rook Adult Non-Resident	0	
LTI Rook Jr. Comp w/Adult	3	
LTI Rook Junior Resident	0	
LTI Rook Junior Non Resident	2	
LTI Rook Replay	0	
LTI Rook Player's Pass	0	
LTI Rook Team Comp	0	
FootGolf Adult	0	
FootGolf Junior Comp	0	0%
Summary for Par 3	82	
Public 18	61	1%
Public 9	2	
Public Junior	12	
Public Senior	4	0%
Public Twilight	0	
Public Replay	0	
Specials	0	
Youth on Course	1	
PGA/GCSAA COMP	1	
Summary for Public	81	
Punch Pass	12	
Summary for Punch Pass	12	
Rain Check	0	
Summary for Rain Check	0	
Resident 18	273	64%
Resident Junior	14	0%
Resident Senior 18	134	100%
League Fee	0	
Complimentary Round	3	
Resident Twilight	34	
Team Practice Round	29	
Resident 9	90	
Marshal/Team Green Fee	10	
Resident Replay	1	
Summary for Resident	588	
Tournament Fees	0	
Summary for Tournament - Public	0	
Grand Total:	916	

Teen Center

- Teen Center staff continues to assist with other Divisions within the Recreation Department, and is also assisting other Departments within the City.
- Staff assisted with efforts for the Teen Center to serve as a voting site during the November general election.



HOBBS POLICE DEPARTMENT

December 2, 2020

To: Jeff Moyers, Lieutenant of Support Services

From: Lorena Brito, Records Administrator

Re: HPD Nov 2020 Stats

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
November 2019/2020	RPTS	RPTS	2019/2020	Date	Date	
	2019	2020		2019	2020	
REPORTED CRIMES	485	401	-17%	4,865	4,269	-12%
CALLS FOR SERVICE	3,511	3,592	2%	44,939	41,763	-7%
ARRESTS	311	299	-4%	3,207	3,134	-2%
MURDER	0	0	0%	7	1	-86%
RAPE	2	2	0%	37	23	-38%
ROBBERY	3	1	-67%	24	29	21%
ASSAULTS AND BATTERY	67	64	-4%	988	739	-25%
BURGLARY	59	41	-31%	383	556	45%
LARCENY	57	45	-21%	501	450	-10%
SHOPLIFTING	49	44	-10%	420	371	-12%
AUTO THEFT	30	24	-20%	182	173	-5%
ARSON	1	1	0%	4	6	50%
FORGERY	1	0	-100%	8	5	-38%
FRAUD	9	9	0%	78	90	15%
EMBEZZLEMENT	3	2	-33%	34	10	-71%
REC. STOLEN PROPERTY	1	3	200%	15	6	-60%
VANDALISM	60	55	-8%	512	653	28%
WEAPONS OFFENSES	3	1	-67%	37	26	-30%
DOMESTIC VIOLENCE	35	28	-20%	435	327	-25%
ASSAULTS/BATTERY ON PO	3	1	-67%	65	56	-14%
SHOOTING AT/FM MV OR DWELLING	1	1	0%	32	25	-22%
CITATIONS ISSUED	1,272	1,246	-2%	10,695	13,311	24%
DWI	12	10	-17%	146	121	-17%
TRAFFIC CRASHES	125	82	-34%	1,233	840	-32%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons October 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons October 2020</u>	
Residential	11,396	88,305,876	11,545	106,341,926	
Commercial	1,811	55,849,235	1,816	50,492,956	
City Accounts	216	9,801,230	215	17,588,445	
School Accounts	57	7,376,108	58	6,747,696	
Irrigation	251	7,276,205	255	8,096,417	
Unbilled Maintenance		500,000		1,500,000	
	13,731	169,108,654	13,889	190,767,440	

LABORATORY	November 2019	November 2020
Total Drinking Water Tests	49	47
Total Wastewater Tests	564	675
Liquid Waste Received (gallons)	502,591	158,241

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	92.211	85.475
Effluent (Million Gallons)	89.220	80.460
Solids Removed (Dry Pounds)	39,007	0

2019 pounds low due to starting new digesters.

2020 pounds at zero due to new digesters larger volume and fewer centrifuge runs.

Centrifuge run started 12/01/2020

WATER PRODUCTION REPORT - NOVEMBER 2020

WATER PRODUCED

Total monthly water produced, million gallons	187,453,000
Total monthly water distributed, million gallons	138,327,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.57
Monthly chlorine gas dosed to system (lbs)	1,462

MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

PUBLIC SERVICE

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

Comments: Progressing with the installation of the New SCADA System, nearing completion.

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

UTILITY MAINTENANCE NOVEMBER 2020

WORK DESCRIPTION

Meter lid replacement	10
Meter box replacement	20
Meter stop / valve replacement	40
Meter change out 3/4"	150
Meter change out 1"	0
Meter change out 2"	8
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	32
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	55
Service lateral replacement	5 Qty. - 40 feet
New Service Lateral	4 Qty. - 50 feet
Low water pressure investigation	2
Water quality investigations	2/Air in Line
Main line leaks/repair	5
Main line replacement (feet)	0
Valve maintenance	200
Valve new install/replacement	12
Fire hydrant maintenance	200
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	1
Fire hydrant meter set	2
New fire hydrant installed	2
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,300,000
Miscellaneous afterhour calls	10
Emergency Call Outs (From 5:00pm to 7:00am)	82

WORK DESCRIPTION

QUANTITY

Manhole maintenance	76
Manholes cleaned	80
Sewer main line cleaned	38,696
Sewer stoppages	49
Sewer main line video inspections	3
Odor complaints	0
Sewer pre-treatment additives	15 gallons

Property damage from sewer	0
Sewer main line repair/replacement	4
New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	72
Emergency call out (from 5:00 pm to 7:00 am)	18

UTILITIES MONTHLY PLUMBER REPORT NOVEMBER 2020	QUANTITY
Sewer stoppages	10
Odor complaints	0
Water leaks	8
Pool maintenance	10
Gas leaks	1
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	20