



CITY MANAGER'S MONTHLY REPORT

November 2021

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



Mayor

Sam D. Cobb

City Commission

- R. Finn Smith – District 1
- Christopher Mills – District 2
- Larron Fields – District 3
- Joseph D. Calderón – District 4
- Dwayne Penick – District 5
- Don Gerth – District 6

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Vacant

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Vacant
Anthony Maldonado

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director
Risk Management Director

Nicholas Goulet
Tracy South
Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

LIBRARY SERVICES

Library Director

Sandy Farrell

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

POLICE DEPARTMENT

Police Chief
Deputy Police Chief
Code Enforcement
Animal Adoption Center

John Ortolano
August Fons
Art DeLaCruz
Missy Funk

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

MANNY GOMEZ
City Manager

December 20, 2021

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

During this month of November, we give thanks to others, and we should also take time and effort to help those less fortunate. Veterans Day is a day to thank those who sacrificed for what we value as Americans. Thanksgiving is a time to remember family and friends, and remember those occasions when someone helped us.

As you are aware, the City exists to produce services to the community. A part of that service is to be a partner with local charities and other non-profit organizations. The City, for many years has provided for convenient and proven effective ways for employees to donate to local charities with automatic payroll deductions through the United Way and Volunteer Administrative Leave (VAL) while on the job. In 2020, collectively we contributed over \$39,000 to United Way and this year a whopping \$50,203.00!

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Manuel R. Gomez", is written over a blue horizontal line.

Manuel R. Gomez
City of Hobbs
City Manager



CITY CLERK'S OFFICE
Monthly Report - November 2021

	Sep-21	Oct-21	Nov-21
Business Registrations -New	14	16	20
Business Registrations - New Owner	2	0	0
Business Registrations- Change of Address	1	1	2
Renewals	5	6	11
Web Payment Renewals	1	5	2
Total Business Registrations Activity	23	28	33
Active Business Registrations for the Month	2076	2080	2091
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	0	0	0
Mobile Business Licenses	2	0	4
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	0	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	52	44	32
Public Documents Notarized	157	145	118
Public Records Request	40	33	30
Regular City Commission Meetings <i>11/1/21 and 11/15/21</i>	2	2	2
Special City Commission Meetings	1	0	0
City Commission Work Session/Closed Meetings	2	0	0
Notice of Potential Quorum <i>11/8/21</i>		0	1
Resolutions and Ordinances Attested	16	23	10
Consideration of Approval	4	3	6
Total Volume of Transactions on Tyler Cashiering	252	262	256
Total Amount	\$ 405,538.79	\$ 401,218.25	\$ 378,779.00
Web Payments Online for All Departments	\$ 8,808.43	\$ 3,707.05	\$ 3,910.08
Grand Total	\$ 414,347.22	\$ 404,925.30	\$ 382,689.08



Hobbs Express

Monthly Report - NOVEMBER 2021

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

Passenger Activity	Prior Month Oct-21	Reporting Month Nov-21
No. of Elderly Passengers	567	428
No. of Non-Ambulatory Passengers	104	113
No. of Disabled Passengers	151	120
No. of Other Trips	1310	1374
Total Passenger Trips	2132	2035

Bus Route Trips	1813	1746
Rapid Line Trips		
Total Bus Route Trips	1813	1746
Total Demand Response/Paratransit Trips	319	289
Total Passenger Trips	2132	2035

Vehicle Statistics	Prior Month Oct-21	Reporting Month Nov-21
Total Vehicle Hours	309	272.5
Total Vehicle Miles	4,885	4,450

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



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2020 Total	2021 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	5	151	47

GIS-MAPPING DIVISION:

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

November 2021

ArcGIS Enterprise Server (Update):

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

GIS Server Licensing (update): After completing the work on getting the new licenses updated as part of the Small Government ELA in Oct, the GIS division ran into an issue on Nov 1st preventing people from accessing data. The issue was tracked down to a problem with updating the access keys to the SDEs. By Nov 2nd the GIS division had the full system back up and running.

Commissioner District: On Nov 4th the GIS began work related to updating the GIS to reflect the changes coming as part of the 2020 Census. The GIS division requested the new precincts form the Clerk's Office as this will be a critical item for the next local election. Additionally, after the working group completed the redistricting, the GIS pre- constructed the new commissioner districts in preparation for the end of the year switch over.

County Centerline Update: On Nov 5 the LCCA reached out to the GIS division about some issues they needed resolved for their Q4 dispatch update. After getting with Engineering, it was found that a subdivision had not made it into the GIS. Between Nov 8th and 12th GIS division added the missing subdivision in to the GIS so we the parcels, streets, and address points are available. The updated data was pushed to the LCCA on the 15th as part of our regularly scheduled updates.



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

FCL Training Construction: During the last part of Nov, the GIS division started working on creating training and documentations to help get the staff of Engineering, Traffic, Utilities and Parks up-to-date on the new Feature Code Library (COH FCL 2021.0). The Training is planned to be a 1 hour in-person training and the documentation is an updated version of the “Notes on codes and Attributes” guide. Training is planned to start in the second week of Library (COH FCL 2021.0). The Training is planned to be a 1 hour in-person training and the documentation is an updated version of the “Notes on codes and Attributes” guide. Training is planned to start in the second week of Dec with the documentation being provided at the training.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

City Commission Planning Summary:

November - The City Commission reviewed and considered the following:

- Approved Resolution No. 7130 - Approving a Development Agreement with Lemke Development Inc., Concerning the Development of Market Rate Single-Family Housing.

Planning Board Summary:

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

- Approved the Annexation of +/- 82.00 acres of property located southwest of the intersection of Millen Drive and Grimes Street.
- Approved the Preliminary Plan Approval Westminster Hollow, Third Village, as presented by property owner, Del Norte Heights, Inc.
- Tabled a Front Yard Setback Variance as submitted by property owner for property located at 425 W. Berry.
- Approved a Side Yard Setback Variance as submitted by property owner for property located at 4917 Big Cy Road.
- Discussed Section and ¼ Section Roadways within the ETJ.



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

TRAFFIC DIVISION:

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

Total 1,327 tracked intersections

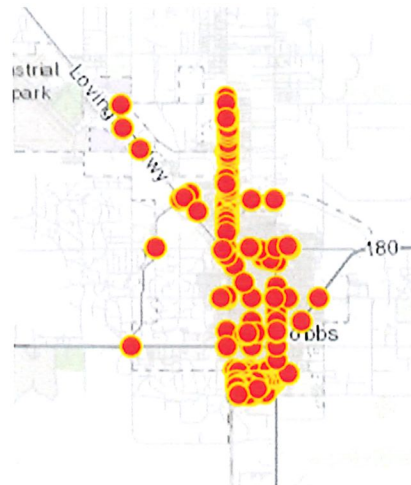
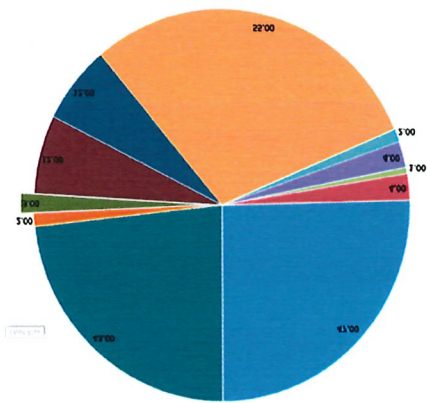


Figure 1 - Location Map of Work Performed

- | | | | |
|-----------------------------------|--------------------------------|------------------------------------|------------------------------------|
| ■ Sign Install / Replace = 47 | ■ LED Module Replace = 4 | ■ Pole Straighten / Re-bolted = 1 | ■ Call Outs = 4 |
| ■ Int in Flash or Malfunction = 2 | ■ Inspected Intersections = 55 | ■ New St. Name Sign Made = 12 | ■ New St. Name Sign Installed = 12 |
| ■ Line Spot Hours = 3 | ■ Traffic Signal Repair = 2 | ■ Controller Software Updated = 43 | |

Damage Report: Bender & Fowler east bound over head 3 section struck by over height load.
Dal Paso & Broadway north bound 5 section hit by over height load.
Marland Blvd. near Snyder street light pole hit & run.

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

CITY OF HOBBS BUILDING DIVISION

Total Type of Construction

for period ending November 01, 2021-November 30, 2021

Commercial		<u># OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
COMM MECHANICAL	Commercial	8	\$12,000.00	\$1,465.00
COMM PLUMBING	Commercial	9	\$13,500.00	\$496.50
COMMERCIAL DETACHED GARAGE	Commercial	1	\$14,400.00	\$144.00
COMMERCIAL ELECTRICAL	Commercial	11	\$16,500.00	\$1,322.00
COMMERCIAL REMODEL	Commercial	1	\$14,900.00	\$120.00
COMMERCIAL RE-ROOFING	Commercial	2	\$62,000.00	\$320.00
COMMERCIAL SIGN	Commercial	6	\$173,188.00	\$1,032.00
COMMERCIAL STORAGE	Commercial	2	\$344,697.00	\$912.00
INDUSTRIAL EXCAVATION	Commercial	2	\$3,000.00	\$50.00
		42	\$654,185.00	\$5,861.50

Residential		<u># OF PERMITS</u>	<u>VALUATION</u>	<u>FEES</u>
RES MECHANICAL	Residential	32	\$48,000.00	\$2,235.00
RES PLUMBING	Residential	45	\$67,500.00	\$2,753.00
RES SEWER TAP & EXCAVATION	Residential	4	\$6,000.00	\$1,160.00
RESIDENTIAL ADDITION	Residential	1	\$12,400.00	\$120.00
RESIDENTIAL CANOPY	Residential	1	\$21,000.00	\$180.00
RESIDENTIAL CARPORT	Residential	1	\$66,700.00	\$300.00
RESIDENTIAL DEMOLITION	Residential	1	\$500.00	\$20.00
RESIDENTIAL DRIVEWAY	Residential	2	\$3,900.00	\$35.00
RESIDENTIAL ELECTRICAL	Residential	62	\$85,500.00	\$4,848.00
RESIDENTIAL FENCE	Residential	1	\$3,000.00	\$10.00
RESIDENTIAL MANUFACTURED HOME	Residential	7	\$878,900.00	\$420.00
RESIDENTIAL REMODEL	Residential	26	\$1,354,252.00	\$6,276.00
RESIDENTIAL RE-ROOF	Residential	13	\$91,497.00	\$946.00
RESIDENTIAL SINGLE FAMILY	Residential	14	\$4,253,772.00	\$8,960.00
RESIDENTIAL STORAGE	Residential	5	\$209,000.00	\$840.00
		215	\$7,101,921.00	\$29,103.00

COMMERCIAL		48	\$654,185.00	\$5,861.50
RESIDENTIAL		215	\$7,101,921.00	\$29,103.00
TOTAL COMBINED FOR THE MONTH		263	\$7,756,106.00	\$34,964.50



COMMUNICATIONS DEPARTMENT

Monthly Report

November 2021

PRESS/MEDIA ACTIONS

The Communications Department distributed the following press releases and PSAs:

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

Other Press Actions:

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby (this kiosk is currently under repairs). We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. Most of the information is also translated into Spanish by a court-certified translator. See “OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS” for more info on social media posts.

- Hosted biweekly radio recordings
- Updated digital billboards placed at all Bender Billboard locations to include:
 - HPD Recruitment
 - Tree Lighting Ceremony 2021
 - HFD Free Smoke Alarms
 - October Large Item Pickup
 - November Large Item Pickup
 - New Mexico ERAP (Emergency Rental Assistance Program)
 - Legal/Illegal Weeds
- Annual Large Item Pickup advertising for November date
 - Save the date advertised
 - Facebook
 - Instagram
 - Newspaper
 - Weekly newspaper ads created, purchased, and submitted for four months
 - Radio interviews and commercials recorded, purchased, and placed
- Road construction notices
- Tree Lighting Ceremony
 - Facebook posts
 - Facebook event with posts and updates in event
 - Instagram posts
 - Radio advertisement placements
 - Live broadcasts booked
 - Posters ordered, printed, and placed at different locations
 - Postcards ordered, printed, and distributed at different locations along with given to TLC Committee members to distribute



COMMUNICATIONS DEPARTMENT

Monthly Report

November 2021

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

Duties and focuses of the Marketing Coordinator

- Wild Turkey Bowl
 - Re-Scheduled for Saturday, December 18, Check in at 8:30 am
 - 4-on-4 Format
 - \$15 a person
 - Ages 16 years or older
- Kids Sports Clinic
 - Basketball Saturday, December 4 – 18
 - \$20 for members, \$25 for non-members
- Challenge Nights – December
 - 16 years or older
 - Monday's – Basketball
 - Tuesday's – Soccer
 - Thursday's – Volleyball
 - Friday's – Dodgeball
- Adult Sport Leagues – Deadline for Registration is December 27th
 - Coed Flag Football \$250 Per Team – Starting January 3rd
 - Men's Soccer \$250 Per Team – Starting January 4th
 - Coed Volleyball \$200 Per Team – Starting January 4th
 - Coed Soccer \$250 Per Team – Starting January 6th
- Youth Sport Leagues – Deadline for Registration is December 27th
 - Coed Soccer \$35 Each – Starting January 8th (1st – 4th Grade)
 - Coed Basketball \$35 Each – Starting January 8th (1st – 8th Grade)
 - Coed Flag Football \$35 Each – Starting January 8th (1st – 6th Grade)
 - Coed Volleyball \$35 Each – Starting January 8th (3rd – 12 Grade)
 - Coed Tee-Ball \$35 Each – Starting January 8th (4 – 6 Years Old)
- Cookies & Cocoa with Mrs. Clause
 - Sunday, December 19 in Banquet Room #1 at the CORE
 - 4:00pm – 5:30pm
 - Free Event
 - Story Time and Photos with Mrs. Clause
 - Open to All Ages
- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram*



COMMUNICATIONS DEPARTMENT

Monthly Report

November 2021

RADIO STATION, 99.3 KHBX

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

CURRENT RADIO ANNOUNCEMENTS

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

CONVENTION VISITORS BUREAU MAIN FOCUSES

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

LISTED EVENTS

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



COMMUNICATIONS DEPARTMENT
Monthly Report
November 2021

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook

November 1 - 30

Page Views	Post/Page Reach (people reached)	Post Engagement	Followers
This content is not available at the time of submission due to technical difficulties. We will continue to work on the issue.	36,808 total (212.6% increase)	This content is not available at the time of submission due to technical difficulties. We will continue to work on the issue.	This content is not available at the time of submission due to technical difficulties. We will continue to work on the issue.

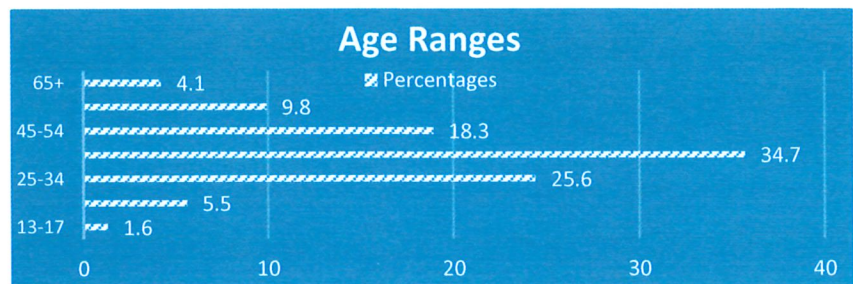
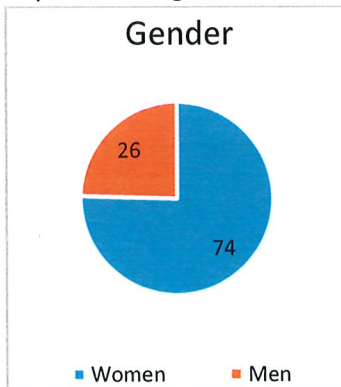


Instagram

November 1 - 30

Reach	Followers	Profile Visits	Interactions	Impressions
14,334 (1146% increase)	1,908	399 (235% increase)	166 (41% decrease)	28,332 (336% increase)

Top Performing Content: 9/11 Tribute Video





COMMUNICATIONS DEPARTMENT

Monthly Report

November 2021

OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
 - Director is serving as Board President for the 2021-2022 year
 - Planned and ran Rotary Installation Banquet
- Notices for different departments and locations
- Website monitoring and updates communicated with IT Web Master
- Regular invoicing and budgeting, including gathering quotes, payroll, processing payment, etc.
- Attended Commission Meetings
- Regular cleaning and sanitizing of office areas to comply with CSPs
- Photos and video opportunities
 - Employee milestone photos to social media accounts
- Online municipal employee trainings
- Spanish lessons
- Ongoing studies of Wellbeing in the Workplace book, as assigned by City Manager
- Coordinated headshots of new employees and updated old outdated headshots
- Tree Lighting Ceremony planning
 - Includes weekly meetings with the TLC Committee
 - Contract drafting and finalizing, including obtaining all necessary signatures
 - Drafting maps of different areas of the event with Engineering
 - Ordering supplies
 - Booking performers
 - Arranging schedules
 - Designing format of Window Decorating Contest
 - Advertisement designs
 - Advertisement placements
 - Coordinating street closures
 - Design event layout
- Booking volunteers



COMMUNICATIONS DEPARTMENT
Monthly Report
November 2021

Livestreamed City Commission Meetings for November 2021

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	94%	763	1,668
Live Viewers	6.0%	49	1,866
Total	100%	812	3,534

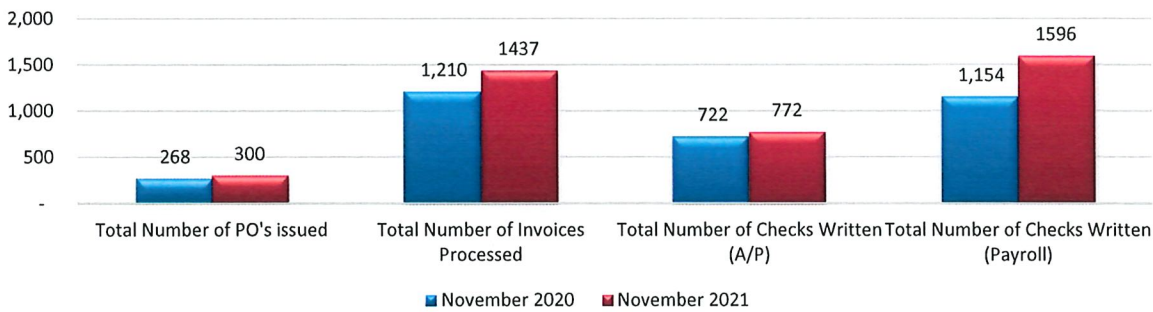
Other continued projects and work include daily holiday announcements on social media, updating documents for hoteliers, conference calls, webinar training, etc.

**Monthly Measurement
Finance Department
Fiscal Year 2022**

Cash Statistics	November 2020	November 2021
Beginning Cash Balance	\$ 146,401,171	146,868,694
Monthly Cash In (Revenue - all funds)	\$ 7,987,944	9,034,311
Monthly Cash Out (Expenditures - all funds)	\$ 7,069,139	10,506,042
Ending Cash Balance	\$ 147,319,976	145,396,963

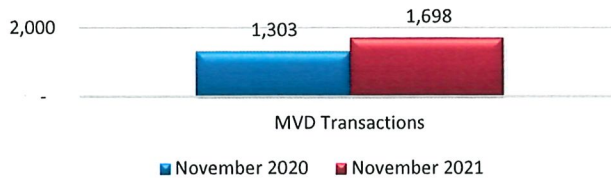
Finance Transaction Statistics	November 2020	November 2021		
Total Number of PO's issued	268	300	daily average	15
Total Number of Invoices Processed	1,210	1437	daily average	72
Total Number of Checks Written (A/P)	722	772	weekly average	193
Total Number of Checks Written (Payroll)	1,154	1596	bi-weekly average	532

Financial Transaction Averages

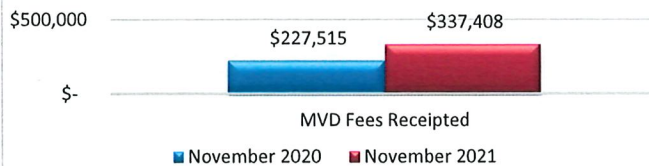


MVD Statistics	November 2020	November 2021		
MVD Transactions	1,303	1,698	daily average	85
MVD Fees Received	\$ 227,515	\$ 337,408	daily average	\$ 16,870

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

November 2021

ALARMS

Alarms (City)	112
Alarms (County)	21
Total Alarms	133

ZONES

Zone 1 (NW City) 38	Zone 5 (NW County) 10
Zone 2 (NE City) 26	Zone 6 (NE County) 7
Zone 3 (SE City) 29	Zone 7 (SE County) 0
Zone 4 (SW City) 19	Zone 8 (SW County) 2
Out of District 2	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	4:15
Station 2	1:45
Station 3	1:32
Station 4	0:32
Average	2:01

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	8:25
Station 2	5:01
Station 3	5:57
Station 4	4:35
Average	5:59

PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	48
Smoke Detectors Installed	4
Public Education Activities	2
Plan Reviews	4
Burn Permits Issued	2

FIRE RESPONSE BY STATION

Station 1	46
Station 2	32
Station 3	38
Station 4	17

MOST COMMON DAY/TIME

Friday (1900 - 1959 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 4

FALSE ALARM RESPONSE

False Alarms - 20

TRAINING HOURS

Fire Training	473
EMS Training	15

EMERGENCY MEDICAL SERVICES

November 2021

EMS RUN BREAKDOWN

City Response	653
County Response	49
Total Responses	702

ZONES

Zone 1 (NW City)	311	Zone 5 (NW County)	12
Zone 2 (NE City)	120	Zone 6 (NE County)	29
Zone 3 (SE City)	111	Zone 7 (SE County)	0
Zone 4 (SW City)	111	Zone 8 (SW County)	8

AVERAGE RUN TIMES

Enroute:	1:39
At Scene:	5:02
To Destination:	19:03
Back in Service:	33:03

MOST COMMON DAY/TIME

Saturday – 116 calls for service

Tuesday – 25 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Sick Person/General Illness - 57

OUT OF TOWN TRANSFERS

Lubbock	16
Midland	2
Odessa	13
Roswell	11
Carlsbad	2
Airport	18

CARDIAC ARREST RESPONSES

Cardiac Arrest	14
ROSC	2

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$238,757.05
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Highlights for the month of November

- Staff attended National Guard Building Divestment Ceremony
- Deputy Chief process held; Mark Doporto promoted
- Attended Zia Natural Gas Emergency Response meeting
- Fire Chief Young attended Lea County Fire Chief's Meeting
- Devon donation received in the amount of \$3,500
- Chevron donation received in the amount of \$5,000
- Lee Haines honored by Devon as a Hometown Hero
- Staff attended leadership training by Frank Viscuso

November 2021 General Services – Building Maintenance

Work performed by City Carpenters

1	Door closer adjusted
3	Ceiling tile replaced
6	Door lock repaired
28	Roof inspections
2	Wall repairs/painted
1	Roof repair
6	Moved furniture
12	Building repairs
48	Work orders

Location of work performed

16	City Hall
7	Police Department
2	Senior Center
1	State Police
3	Library
3	Municipal Court
1	Warehouse
4	Rockwind
7	CORE
2	Crime Lab
2	F.S. 1
2	F.S. 2
2	F.S. 3
2	DA Building
2	McAdams
3	Jogging Trail
3	Teen Center
1	Green Meadows

Break down of work performed by the Electricians

33	Light repairs
1	AC repairs
7	Heater repairs
7	General electrical work
5	CORE work
1	Nonelectrical work

Location of work performed

5	CORE
3	Library
7	Fire Stations
5	Rockwind
37	Parks
3	Senior Center
1	Streets
2	Hobbs Express
1	National Guard

Street Department Monthly Report November

Break down of work performed by the Street Department Crew:

Man Hours	Activity
224 HRS.	Street Sweeping
80 HRS.	Building Brooms
142 HRS.	Cold Mix Patching
29.5 HRS.	Street Complaints
32 HRS.	Alley Complaints
120 HRS.	Equipment Maintenance
32 HRS.	Hot Mix Patching
16 HRS.	Welding Shop
134 HRS.	Street Grading
16 HRS.	Stocking Material
48 HRS.	Meetings/Trainings
40 HRS.	Work for Garage
84 HRS.	Work for Cemetery
248 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
184 YDS.	Sweepings
204 YDS.	Sand
24 YDS.	Millings
30 YDS.	Alley Material
12.5 YDS	Cold Mix Used
966 YDS.	Trash Hauled
2 YDS.	Hot Mix Used

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
6	Requests
3	Block Party Barricades

November - 2021

General Services - Garage

In November - 2021 The City Garage had a total of 183 Repair Orders/Invoices. Of the 183 R.O./Invoices, 101 were repaired in house and 82 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 45,377.07 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	4	3	0.00	272.00	1,530.17	310.00	2,112.17
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	2	0	0.00	68.00	0.00	0.00	68.00
Filters	2	2	22.27	85.00	164.58	0.00	271.85
Service Calls	21	0	0.00	2,142.00	0.00	0.00	2,142.00
Miscellaneous Maintenance	21	9	160.95	833.00	1,524.95	948.50	3,467.40
Brakes	9	11	389.99	833.00	4,411.31	2,207.00	7,841.30
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	0	4	0.00	0.00	73.65	434.95	508.60
Tires	12	21	2,247.40	340.00	2,908.90	1,179.45	6,675.75
Wheels/Hub	0	2	0.00	0.00	514.08	125.00	639.08
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Antifreeze	0	1	0.00	0.00	95.88	0.00	95.88
Charging System	6	3	519.93	493.00	820.52	40.00	1,873.45
Cranking	1	1	0.00	68.00	245.99	0.00	313.99
Lighting	6	0	75.04	323.00	0.00	0.00	398.04
Preventive Maintenance	11	16	967.44	782.00	2,427.14	264.50	4,441.08
Exhaust	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	0	1	0.00	0.00	158.67	210.00	368.67
Engine	3	0	14.89	238.00	0.00	0.00	252.89
Hydraulics	1	1	0.00	68.00	2,034.61	720.00	2,822.61
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Sweeper Brooms	2	0	400.00	102.00	0.00	0.00	502.00
Accident Repair	0	4	0.00	0.00	6,092.31	4,490.00	10,582.31
Safety Recall	0	2	0.00	0.00	0.00	0.00	0.00
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Monthly Total	101	82	4,797.91	6,647.00	23,002.76	10,929.40	45,377.07

	# of R.O./Inv	Parts	Labor	Total
City Garage	101	4,797.91	6,647.00	11,444.91
Vendor	82	23,002.76	10,929.40	33,932.16
	183	27,800.67	17,576.40	45,377.07



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

Recruitment:	November 2020	November 2021
• Applications Received/Reviewed	172	191
• New Hires	12	9
• Re-Hires	1	3
• Transfers/Promotions/Demotions	9	8

Personnel Actions:	November 2020	November 2021
• Performance Reviews	33	7
• Retirements	1	1
• Terminations	29	34
• Other(certs, shift moves)	17	7
• Educational Incentives	6	4
• COLA/CBA adjustments	0	0

New Position Postings in November:

Core Attendant	Seasonal Trail Worker
Core Sports Coordinator	Parks Maint. Worker
Eng/Planning Admin Assistant	Trail Maint. Worker
Golf Shop Clerk	Tree Technician
Circulation Technician	IPRA Coordinator
Custodian	Utility Production Supervisor
Parks Maint. Lead Worker	

Safety Skills Training:

- Open Enrollment 2022

Team Involvement:

- Tracy South and Nicholas Goulet participated in on-line presentation by OSHA in regards to the possible new COVID-19 Safety Standard
- Attended the turnover of the New Mexico National Guard Hobbs Readiness Center to the City of Hobbs
- Human Resources set up a COVID vaccine clinic for staff
- Human resources worked with the Hobbs Fire Department on a Flu Vaccine Clinic
- HR Recruitment Specialist participated in a Job Fair held at Hobbs High School

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

- Servers (62) (31 physical / 31 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
 - Printers
 - Scanners/Fax
 - Cameras
- Data backup

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

➤ Internet Access

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

➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

➤ Facility alarm systems (all locations)

➤ Copy Machines (35) (all locations)

➤ Outdoor Public Bulletin Boards (3 units)

➤ Audio/Video

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

Accomplishments for November 2021

- 98 Request for service
- 97 Completed
- 1 Bulletin Board related
- 1 Camera related
- 20 Email related
- 7 hardware related
- 1 internet related
- 0 network related
- 4 password resets
- 2 phone related
- 5 radio related
- 2 projects related
- 4 software related
- 15 User Setup
- 35 webpage related
- 2 other

Special accomplishments:

- Replaced main switch at the pd backup site
- Configured and implemented new server for PD Proxy server for Cisco Duo 2FA.
- Decommissioned active directory server.
- Added translation button tool to City websites.



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 2021

Mission Statement:

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

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads, and staff on various legal topics for the month of 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 2021, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (11/1 and 11/15)
- ❖ Cemetery Board – Mahir Haque (11/10)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Rocio Ocano (11/2)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Valerie Chacon (11/16)
- ❖ Utilities Board – (N/A)
- ❖ Labor Relations Board – (N/A)

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

❖ Public Hearings/Presentations	5
❖ Agenda Items drafted	8
❖ Resolutions Drafted	4

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	7
❖ Contract Review	12
❖ IPRA Review	2

Litigation:

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

Legal Assistants, Courtney Packer and Heather Bara, are in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorneys, Mahir F. Haque and Rocio A. Ocano, are primarily tasked with prosecuting all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs in property disputes, employment matters, and other civil issues. 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 2021, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	2
❖ Pretrials (Pro Se):	180
❖ Pretrials (Attorney):	33
❖ Trials:	15
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	4
❖ Appeals in District Court:	2
❖ Pleadings:	8
❖ Condemnation Reviews	50

❖ Property Acquisition Reviews	0
❖ Property Document Reviews	0
❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil ADR:	0
❖ Demand Letters:	5
❖ Misc. Hearings (Mun./Dist./Fed.):	1
❖ Trainings:	0
❖ Witness Interviews:	8
❖ In-office consultations:	21
❖ Discovery Submissions:	126
❖ Letters/Correspondence:	874

Areas of Notoriety:

- ❖ The City Attorney’s Office provided legal guidance to the City’s Redistricting Committee at their November 4th and November 8th meetings.
- ❖ The City Attorney’s Office presented an ordinance amendment to the Cannabis Regulation Ordinance (HMC Chapter 5.06).
- ❖ Deputy City Attorney Valerie S. Chacon continued to present condemnation matters before the City Commission during both the November 1st and November 15th Commission meetings.

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, 2021

Hobbs Public Library

CIRCULATION: **4,129**

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	2,565
Audio Books & Music	190
DVDs	995
E-Books/E-Audio (OverDrive & Gale)	379

CIRCULATION BY PATRON TYPE:

Adult	2,367
Juvenile	662
Senior Citizen	664
Used in Library	476

Total Children's Items Circulated **1,517**

Total Adult Items Circulated **2,612**

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	12	16
ELIN Loans	15	5

Patron Visits 1975

Overdue Notices Sent 280

PROGRAMS & PUBLIC SERVICES:

Programs Provided	10
Attendance	108
Passive Programs Provided	6
Passive Programming Participation	266
Meeting Room Use	17

Facebook Page Reach 995

Web Site Usage 3120

HPL Database Usage 280

Reference Questions 106

Public Computer Use 282

Board Games 0

PATRON PROFILES:

Adult	15,699
Juvenile (Under 18 Years)	3,522
Senior Citizens (62+ Years)	2,442
Temp ELIN	2,103
Total Active Borrowers	23,766

RECEIPTS:

Materials Paid For	\$61.40
Fines & Fees	\$254.46
Copy Machine & Public Printouts	\$326.98
Total	\$642.84

Library Patrons Added This Month 36

ITEMS ADDED:

Total Items Added	727
Items Weeded	234

HOLDINGS:

Total Library Holdings 155,689

City Manager's Report
Municipal Court – November 2021

Monthly Cases:

Traffic Citations	499
Misdemeanor Citations	33
Environmental Citations	11
Fire Code Violations	0
AGG. DWI	8
DWI – 1 ST	<u>1</u>
Total	552

Courtroom Activity:

Video Arraignments (Jail)	111
Court Appearances – A.M.	13
Court Appearances- P.M.	82
Virtual Court	4
Pretrial Court Appearances – A.M.	83
Pretrial Court Appearances – P.M.	72
Attorney Pretrial	21
Trial/Change of Plea Cases	<u>26</u>
Total	412

Other Activity:

Summons issued	377
Warrants issued	<u>222</u>
Total	599

Fines/Fees Assessed:

Fines	\$72,475
Penalty Assessment Fee	3,970
Automation Fee	2,718
Judicial Education Fee	1,359
Correction Fee	9,060
DWI Prevention Fee	675
DWI Lab Fee	765
Copies/Misc. Fee	<u>0</u>
Total	\$91,022

Fines/Fees Collected:

Fines	\$25,564
Penalty Assessment Fee	3,295
Automation Fee	2,179
Judicial Education Fee	1,092
Correction Fee	7,417
DWI Prevention Fee	283
DWI Lab Fee	258.50
Copies/Misc. Fee	.00
Restitution	<u>.00</u>
Total	\$40,088.50

City Manager – November Report

2021



IT ALL HAPPENS HERE.

1. Cemeteries had 19 interments
2. All Irrigation Valves at PHP/PHMP are now fully automated; soil samples were sent to lab and a new plan is being developed to properly fertilize turf
3. McAdams Staff setup holiday decorations
4. POSD continued forklift training for employees
5. Parks staff has setup holiday decorations along Turner, at the Marque, along Broadway, at Veteran Memorial Sports Complex, the big pine tree with lights at Shipp Street Plaza
6. POSD has starting a new training program for career building - Application and Interview Tips training (not a required training but for those interested and has had high attendance)
7. Team Building Exercises also took place this month
8. POSD had entries in Veteran's Day Parade

Parks & Open Spaces Department

Authored by: Bryan Wagner





THE CITY OF
HOBBS, NEW MEXICO

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

Recreation Department
Monthly Report - November 2021

Divisions

CORE Rockwind Clubhouse
 Senior Center Teen Center
 Recreation

CORE

November 2021 was a steady month in terms of both participation and revenue. On the bright side, when participation in November 2021 is compared to November 2019 (pre-COVID pandemic), participation increased by 1,159 which is a very good sign. Decorating for the holidays began both inside and outside of the facility and staff received many positive comments from the public regarding the decorations. The Hobbs High School Swim Team hosted a swim meet during the month and the event was well attended and ran smoothly.

Participation and Revenue

Fitness Unlimited (incl. Fit. Unlim. Passes)	58
Day Passes Sold	2,694
Week Passes Sold	15
Month Passes Sold	121
Annual Membership Attendance	907
Monthly Membership Attendance	15,555
Month-to-Month Pass Attendance	1,008
Swim Lessons - Sessions	-
Swim Team Members	82
Wellness Pool	100
kidWATCH	485
kidFIT	354
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters)	121
Total Participants & Visits	21,500

Total Revenue November 2021 \$102,132.59

For Comparison October 2021:

Participation 23,905
Revenue \$103,355.54

Membership & Participation Detail

Member Visits	17,470
Guest Visits	2,850
Classes	179
Programming	-
Tour Participants	20
Private Rentals	36 with \$4,974.00 in revenue

Membership Counts	Nov-21	Oct-21
Memberships Sold	168	185
Family Memberships	1033	1054
Individual Memberships	515	530
Total Memberships	1548	1584
Members	4643	4735
Total Individual Members	5,158	5265

Senior Center

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

	Meals	Donations Received:
November 2021 Congregate Meals Served	1,008	\$1,234.80
November 2021 Grab N Go Meals	640	\$ 323.00
November 2021 Guest Meals Under 60 y/o	2	\$ 11.00
November 2021 Home Delivered Meals Served	1,783	\$1,449.77
November 2021 Frozen Meals Delivered	<u>148</u>	<u>\$ ---</u>
November 2021 Totals	3,581	\$3018.57
October 2021 Totals	4,228	\$3,041.97

Any meals leftover from the Home Delivered or Grab N Go meals are frozen. On Fridays, these frozen meals are distributed to the most vulnerable Home Bound Clients for weekend meals. During November, a total of 148 frozen meals were distributed. The Hobbs Senior Center served a total of 3,581 meals for the month. With a total of 18 serving days in November, the daily average of meals served was 199.

Duplicate Recreation Activities:	595	Exercise:	345
Transportation:	224	Assessment/Reassessment:	97

Project Updates: Water fountains were replaced. Security light repairs/updates have begun.

Recreation

- Recreation Division staff assisted with the City’s large item pickup by arranging curbside assistance for those who needed it.
- The Recreation Division’s Art Classes continue to be held at the Hobbs Teen Center.

Aquatics

- Recreation staff continues to train and hire Lifeguards for positions at the CORE.
- A Red Cross Lifeguard Training Class is scheduled for December.
- The cover on Humble Pool was installed for the winter.

Rockwind Community Links Clubhouse

November was a slightly slower month with the weather beginning to get cooler and the days getting shorter. The number of rounds increased when compared to pre-pandemic numbers in November 2019 (+314!). Looking forward to December, the Golf Shop will plan for holiday sales, and new merchandise will be arriving.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	36	\$299.88	\$0.00	\$299.88	\$0.00	\$15.12	\$315.00
Driving Range	353	\$1,215.99	\$0.00	\$1,215.99	\$0.00	\$61.51	\$1,277.50
Golf Cart Rental Fees	1069	\$14,963.67	\$0.00	\$14,963.67	\$0.00	\$754.93	\$15,718.60
Green Fees	1305	\$15,619.80	\$0.00	\$15,619.80	\$0.00	\$795.45	\$16,415.25
Hard Goods Sales	336	\$7,276.22	(\$17.76)	\$7,258.46	\$5,013.74	\$362.95	\$7,621.41
Membership Fees	1	\$761.90	\$0.00	\$761.90	\$0.00	\$38.10	\$800.00
Soft Goods Sales	274	\$6,266.81	(\$282.69)	\$5,984.12	\$3,547.60	\$299.59	\$6,283.71
Food & Beverage	42	\$84.60	(\$11.40)	\$73.20	\$36.22	\$3.80	\$77.00
Totals for Revenue	3416	\$46,488.87	(\$311.85)	\$46,177.02	\$8,597.56	\$2,331.45	\$48,508.47
Grand Total:	3416	\$ 46,488.87	\$ (311.85)	\$ 46,177.02	\$ 8,597.56	\$ 2,331.45	\$ 48,508.47

KEY PERFORMANCE INDICATORS

Nov-21

Total Pre-Tax Revenue	\$46,177.02
Total Rounds	1305
Avg Green Fee plus Cart Fee per Round	\$24.02
Total Merchandise Sales	\$13,242.58
Merchandise Sales Per Round	\$10.15
F&B Sales Per Round	\$ 0.06
COGS Hard Goods	69%
COGS Soft Goods	59%
COGS F&B	49%
Rounds w/Carts	82%
Total Revenue per Round	\$ 35.38

GREEN FEE BREAKDOWN

EZLinks Prepaid	0
GolfNow	0
Prepaid	
Summary for EZLinks	<u>0</u>
Player's Pass 18 Walk	123
Summary for Player's Pass	<u>123</u>
Li'l Rock Adult Resident	89
Li'l Rock Adult Non-	0
Li'l Rock Jr. Comp w/Adult	2
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resider	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	0
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>91</u>
Public 18	167
Public 9	3
Public Junior	3
Public Senior	8
Public Twilight	3
Public Replay	1
Specials	0
Youth on	0
Course	
PGA/GCSAA COMP	0
Summary for Public	<u>185</u>
Punch Pass	9
Summary for Punch Pass	<u>9</u>
Rain Check	8
Summary for Rain Check	<u>8</u>
Resident 18	446
Resident Junior	5
Resident Senior 18	181
League Fee	0
Complimentary Round	2
Resident Twilight	32
Team Practice Round	27
Resident 9	154
Marshal/Team Green Fee	14
Resident Replay	8
Summary for Resident	<u>869</u>
Tournament Fees	20
Summary for Tournament -	<u>20</u>
Grand Total:	1305

Teen Center

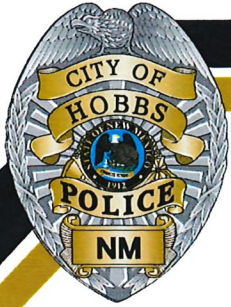
- The Teen Center hosted another Open House event in November to boost awareness and memberships.
- Teen Center staff continues to offer rides home to teens who need a ride home.
- Teen Center staff continues with efforts to touch up paint and replace wall trim.
- Plans are being made for the Teen Center's holiday meal in December.
- Another Open House event will be held during December



RISK MANAGEMENT REPORT

November 2021

- Participated in 2 conference call w/Travelers and assigned adjusters for claims review.
- Conducted monthly review of all open claims with city's insurance agent.
- Endorsed 2 new vehicles and/or equipment to city's insurance policy.
- Reviewed 38 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 22 property damage incidents on behalf of the City of Hobbs.
- Sent 3 demand letters for at fault claims
- Issued multiple purchase orders to repair city vehicles.



HOBBS POLICE DEPARTMENT

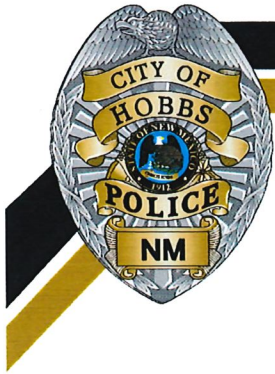
December 3, 2021

To: Jeff Moyers, Captain of Agency Support

From: Lorena Brito, Records Administrator

Re: HPD November 2021 Stats

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
November 2020/2021	RPTS	RPTS	2020/2021	Date	Date	
	2020	2021		2020	2021	
REPORTED CRIMES	401	375	-6%	4,269	4,234	-1%
CALLS FOR SERVICE	3,592	3,576	0%	41,763	42,363	1%
ARRESTS	299	218	-27%	3,134	2,450	-22%
MURDER	0	0	0%	1	5	400%
RAPE	2	5	150%	23	32	39%
ROBBERY	1	2	100%	29	37	28%
ASSAULTS AND BATTERY	64	68	6%	739	847	15%
BURGLARY	41	74	80%	556	517	-7%
LARCENY	45	59	31%	450	413	-8%
SHOPLIFTING	44	38	-14%	371	371	0%
AUTO THEFT	24	18	-25%	173	264	53%
ARSON	1	0	-100%	6	8	33%
FORGERY	0	1	100%	5	5	0%
FRAUD	9	11	22%	90	87	-3%
EMBEZZLEMENT	2	2	0%	10	23	130%
REC. STOLEN PROPERTY	3	0	-100%	6	6	0%
VANDALISM	55	66	20%	653	800	23%
WEAPONS OFFENSES	1	3	200%	26	27	4%
DOMESTIC VIOLENCE	28	38	36%	327	392	20%
ASSAULTS/BATTERY ON PO	1	2	100%	56	59	5%
SHOOTING AT/FM MV OR DWELLING	1	2	100%	25	34	36%
CITATIONS ISSUED	1,246	518	-58%	13,311	8,175	-39%
DWI	10	9	-10%	121	130	7%
TRAFFIC CRASHES	82	77	-6%	840	888	6%



HOBBS POLICE DEPARTMENT

12/3/2021

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

From: Code Enforcement Superintendent Arthur De La Cruz

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

CODE ENFORCEMENT NUMBERS FOR November 2021

Code warnings	163
Code citations	20
Code complaints	236
Animal warnings	9
Animal complaints	159
Animal citations	1

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

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New Mexico Law Enforcement Professional Standards Council





Hobbs Animal Adoption Center

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

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

December 2, 2021

To: Chief Ortolano
 DC Fons
 Captain Blevins
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

October 2021

Intake:	Cats	Dogs
Dead On Arrival	9	12
Sterilization Only	33	21
Stray	119	150
Transfers In		
Unwanted	5	30
Quarantine	3	15
Totals:	169	228
Dispositions:		
Adopted	45	60
Died at Facility	9	5
Dead on Arrival	13	11
Euthanized	72	86
Rescued		18
Return to Owner	1	30
Sterilization Only	32	20
Escaped	2	1
Totals:	174	231

Total Revenue Collected:	Animal Pick Ups:	\$ 325
	Permits/Tags:	\$ 940
	Reclaims:	\$2185
	Adoptions	\$2045
	<u>Sterilizations:</u>	<u>\$1570</u>
		\$7065

Animal Control: 158 calls for service and 2 calls for animal bites