



CITY MANAGER'S MONTHLY REPORT

APRIL, 2019

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



Manny Gomez
Acting City Manager

200 East Broadway
Hobbs, NM 88240
Phone: (575) 397-9206
Email: mgomez@hobbsnm.org

May 30, 2019

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

I am pleased to present the City Manager's Monthly Report for the month of April, 2019. This report provides general and performance information to the City Commission and the public on programs and services provided by the City.

In our continuing efforts to improve service delivery through performance management, I hope the data in this report is informative and representative of the activities and services provided by each department.

Please feel free to contact me with any questions, communications, suggestions or concerns regarding this report.

Sincerely,

A handwritten signature in blue ink, appearing to read "Manny Gomez". The signature is stylized and fluid, with a long horizontal stroke at the end.

Manny Gomez
Acting City Manager



Mayor
Sam D. Cobb

City Commission

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

CITY MANAGER

Acting City Manager Manny Gomez
Risk Management Dir. Ann Betzen

CITY CLERK'S OFFICE

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

CITY ENGINEER

City Engineer Todd Randall
Planning Kevin Robinson

COMMUNICATIONS DEPT.

Communications Director Meghan Mooney
Conv. & Visitors Bureau Tanya Sanchez

COMMUNITY SERVICES DEPT.

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

FINANCE DEPARTMENT

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

FIRE DEPARTMENT

Fire Chief Manny Gomez
Deputy Fire Chief Barry Young

GENERAL SERVICES DEPT.

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

HUMAN RESOURCES DEPT.

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

INFORMATION TECHNOLOGY DEPT.

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

LEGAL DEPARTMENT

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

LIBRARY SERVICES

Library Director Sandy Farrell

MUNICIPAL COURT

Municipal Judge Benjamin Harrison
Municipal Court Clerk Shannon Arguello

PARKS & RECREATION DEPT.

Parks & Recreation Director Doug McDaniel
CORE Catherine Vorrasi
Cemetery Monica Mendoza
Golf Course/Trail Matt Hughes
Parks Wade Whitehead
Recreation Michal Hughes
Senior Center Angela Courter
Sports Fields Dusty Corley

POLICE DEPARTMENT

Acting Police Chief Brian Dunlap

UTILITIES DEPARTMENT

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

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

April 2019

Attended City of Hobbs Commission Meetings held on April 1 & 15, 2019.

Attended Commission Special meeting April 22, 2019.

Met with the Commission social service committee April 17, 2019.

Assisted 5 citizens that came to the Mayor/City Manager's office.

Prepared 3 Mayoral proclamations (Delta Kappa Gamma, Public Safety Telecommunicators and Hobbs High Cheerleaders)

Prepared agendas for and attended department head staff meetings on April 2, 9, 16, 23 & 30, 2019.

Reviewed & processed for payment monthly invoices for Work Comp to Liberty Mutual, General Liability invoice to Travelers and Health & Wellness Consult invoice to Aon.

Participated in 6 conference calls with Travelers Inc./assigned attorneys to review ongoing claims.

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

Reviewed 22 Incident Reports from various city departments, associated police reports and video footage.

Added endorsement for new Fire Dept. Grass rig to general liability policy.

Reviewed and established 7 property damage claims on behalf of the City of Hobbs

Received and reviewed 4 Tort Notices.

Prepared various correspondence for Mayor's office.

Processed 2 Notary applications.

Scheduled 38 meetings for the Mayor and City Manager.

Reviewed and approved 4 Alcohol & Gaming Permit Applications.

Scheduled 20 meetings in staff meeting room.



JAN FLETCHER, CMC
City Clerk

OFFICE OF THE CITY CLERK

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

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

Business Registrations – New	29
Business Registrations - Renewals	25
Total Business Registration Activity for Month	54
Total Active Business Registrations as of 4/30/19	1,911
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	0
Mobile Business Licenses	10
Pawnbrokers License	0
Secondhand Dealers License	1
Solicitor's Permits	0
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	54
Public Documents Notarized	156
Public Records Requests	24
Regular City Commission Meetings 4/1/19 and 4/15/19	2
Special City Commission Meetings 4/22/19	1
City Commission Work Session/Closed Meetings 4/15/19	1
Notices of Potential Quorum 4/4/19 and 4/18/19	2
Resolutions and Ordinances Attested	11
Other Items Approved	2
Total Number of Transactions on Tyler Cashiering	363
Total Amount	\$552,947.34



Hobbs Express

Monthly Report - April 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Mar-19	Apr-19
No. of Elderly Passengers	649	608
No. of Non-Ambulatory Passengers	164	197
No. of Disabled Passengers	244	334
No. of Other Trips	4027	4437
Total Passenger Trips	5084	5576

Bus Route Trips	4506	4919
Rapid Line Trips	262	301
Total Bus Route Trips	4768	5220
Total Demand Response/Paratransit Trips	316	356
Total Passenger Trips	5084	5576

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Mar-19	Apr-19
Total Vehicle Hours	919.75	963
Total Vehicle Miles	12,731	13,005

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Mar-19	Apr-19
Total Fares Collected	\$3,498.70	\$3,163.87



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

Engineering Department

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

Capital Improvements

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

Community Programs & Services:

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

- Permanent Addresses:
 - Inside City Limits 5
 - Outside City Limits 4
- Temporary / Non-Habitable Structure Addresses:
 - Inside City Limits 3
 - Outside City Limits 0

**Note: Master Addressing of subdivisions not includes in the above numbers (ex. Zia Unit 6 and Tanglewood Unit 3)*

TRAFFIC DEPT:

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

After hour Call-outs	3 hrs
Assisted Streets with Hot-Asphalt	
Recycling to tab street lane line	42 hrs

Signal / Sign damage:

- No notable damage during the month of April



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2019

Submitted May 23, 2019

GENERAL ACTIONS

The Communications Department created 2 press releases:

- Annual Water Conservation Period
- Hobbs High School Parking Town Hall
 - We also created and printed sign examples for display at this meeting.

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

2020 CENSUS

- Coordinated and held a meeting with the 2020 Census Complete Count Committee on April 18th
 - Held with NM State Representative Small and Oil and Gas Executives

RADIO STATION, 99.3 KHBX

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

Current Radio Announcements

Hobbs Summer Guide

Hiring-Police Lifeguard Rockwind

City Rental Spaces Available

Easter Egg Hunt April 20

Lea County DWI End May 1st

Parks & Rec Summer Hiring

CORE Outermarket Mixdown

Slam & Jam 2019 End May 5

HR Now Hiring-City of Hobbs

Southwest Symphony Final Concert April 14

Seniors Standing Strong May 4

Hobbs Senior Ctr Sam Cobb March 15

Hobbs Public Library April 12

Hobbs Chamber Ribbon Cutting May16

Hobbs Public Library Kids Programs

Station ID

Do you know your commissioner?

HPD PACT MAY 30

Water Conservation Period

SR CENTER EASTER APRIL 17

SR CENTER REC ACTIVITIES MAY 31

PLAYHOUSE 06.09

CORE Lifeguard Hiring

Rockwind Hiring

CORE Fitness Mixdown

Hobbs Chamber Ribbon Cutting April 17

Hobbs Chamber Ribbon Cutting March 18

HFD Spanish CPR Class

HFD CPR class

CORE MIXDOWN adult league spring 2019

Boy scouts of America

General Recruitment Multi-voice-City of Hobbs

Hobbs express with #2014-01

Western Heritage Ends May 12

Western Heritage Rodin

Hispano Chambers Mother's day dinner

English and Spanish May 10th

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau cancelled the monthly meeting with hoteliers scheduled for April 15th at 10 a.m., due to a low attendance expected. The rates and instructions on how to receive the rates are shared with the event coordinators.



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2019

Submitted May 23, 2019

Listed Events:

- NCBA Regional Playoffs May 3-5, 2019
- New Mexico High School State Championship – May 9-11, 2019
- NM Rio Grande Golf Course Superintendents Association Conference – May 20
- 2019 National Junior College Athletic Association Division I Outdoor Track & Field Championship – May 15-18, 2019
- Lea County EDC EnergyPlex Conference – June 23-25
- New Mexico Recreation and Parks Association's 2019 Conference – August 2019
- Firefighter Combat Challenge – September 9-10, 2019
- 2020 International Association of Arson Investigators Conference – February 2020
- 2019 Rockwind Pro Am Golf Tournament– July 13-15 Hotelier Responses

Other

- Planning and brainstorming of future CVB signature events.

EVENT PARTICIPATIONS

- Staff attended the 2019 Governor's Conference in Santa Fe, held by New Mexico Hospitality Association
- Director attended USW's Free Enterprise Dinner
- Director gave presentation at USW English class regarding the importance of the subject in the everyday "real world"
- Hosted a table/booth at the Hispano Chamber's Annual Salud/Health Fair
 - Gave away individual little succulent plants as a way to promote health and take care of something else's health
-

MISCELLANEOUS ACTIONS

- Planned advertising for the first Neighborhood Cleanup (District 5)
- Advertised information about the annual Water Conservation Period on social media, on the website, and posted flyers at several City buildings
- Census 2019 Job Growth and Spatial Mismatch between Jobs and Low-Income Residents 04/17/19
- Secrets of a Trend Forecaster Revealed 04/17/19
- Worked on the 2020 Budget with Manny and Finance
- Redesigned who should have access to the Hobbs Animal Adoption Center and began actively monitoring it
- Delivered copies of The Guide to the Lea County Airport weekly
- Delivered copies of The Guide to the Lea County Airport weekly
- Delivered copies of The Guide to the Local Hotels weekly
- Attended Lodgers' Tax Board meeting
- RFP Scoring Update of Rockwind Grill

Livestreamed City Commission Meetings

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	56.3%	18	524
Live Viewers	43.7	14	2
Total	100%	32	526

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

City of Hobbs Building Division
Total Type of Construction

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

April 2019 Report

<u>Type of Construction</u>		<u>Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	14	21,000.00	1,025.50
COMM PLUMBING	C	10	15,000.00	721.00
COMMERCIAL CANOPY	C	1	4,500.00	48.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	776.00
COMMERCIAL REMODEL	C	2	145,959.00	570.00
COMMERCIAL RE-ROOFING	C	1	53,752.00	250.00
COMMERCIAL SIGN	C	3	144,178.00	130.00
INDUSTRIAL EXCAVATION	C	2	3,000.00	2.00
NEW COMMERCIAL	C	1	100,000.00	384.00
		44	502,389.00	3,906.50
Residential				
PERMITS RENEWED	R	4	0.00	640.00
RES MECHANICAL	R	46	69,000.00	2,970.00
RES PLUMBING	R	49	73,500.00	3,556.50
RES SEWER TAP & EXCAVATION	R	7	10,500.00	2,030.00
RESIDENTIAL ADDITION	R	4	17,059.00	160.00
RESIDENTIAL CANOPY	R	2	3,500.00	60.00
RESIDENTIAL CARPORT	R	3	13,000.00	120.00
RESIDENTIAL DEMOLITION	R	3	2,800.00	60.00
RESIDENTIAL DRIVEWAY	R	1	700.00	15.00
RESIDENTIAL DUPLEX	R	4	438,120.00	1,340.00
RESIDENTIAL ELECTRICAL	R	71	106,500.00	5,187.00
RESIDENTIAL FENCE	R	3	4,000.00	30.00
RESIDENTIAL MANUFACTURED HOME	R	6	190,250.00	360.00
RESIDENTIAL REMODEL	R	13	282,700.00	1,116.00
RESIDENTIAL RE-ROOF	R	26	196,316.00	1,860.00
RESIDENTIAL SINGLE FAMILY	R	18	4,303,429.00	8,960.00
RESIDENTIAL STORAGE	R	5	266,500.00	870.00
		265	5,977,874.00	29,334.50
Total:		309	6,480,263.00	33,241.00

APRIL 2019 MONTHLY REPORT
CODE ENFORCEMENT

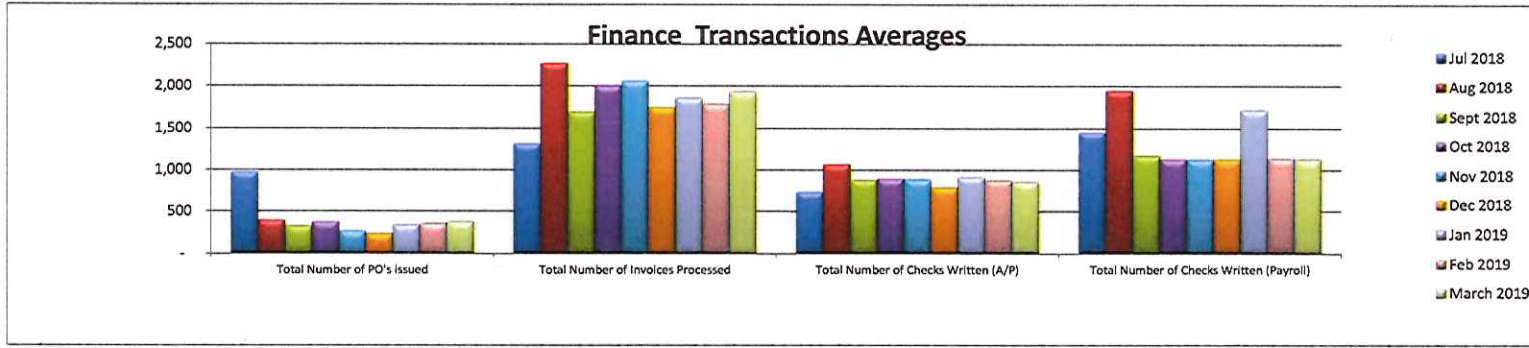
Proactive environmental code warnings	289
Environmental code citations	22
Vehicles towed with Hobbs, PD	5
Environmental code complaints	128
Animal warnings	187
On call animal complaints	319
Animal citations	12

	Feb-19		19-Mar		19-Apr	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	17	17	10	11	4	9
Stray	42	150	69	224	141	237
Transfer		11	30	7	22	15
Unwanted	21	50	16	81	38	92
Low Cost	44	40	69	40	46	50
Quarantine		17	1	8		
Total	124	285	195	371	251	403
Disposition:						
Adopted	23	73	28	75	45	96
Died at Facility		2	1		13	1
Dead on Arrival	17	16	9	11	4	9
Escape trap						
Euthanized	11	39	13	28	14	38
Rescued	24	107	69	121	80	122
Return Owner	3	51	3	72	1	86
Low Cost	44	40	69	40	46	50
Total	122	328	192	347	203	402

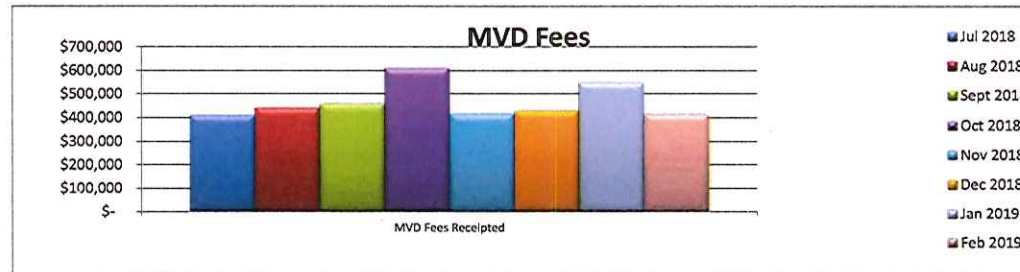
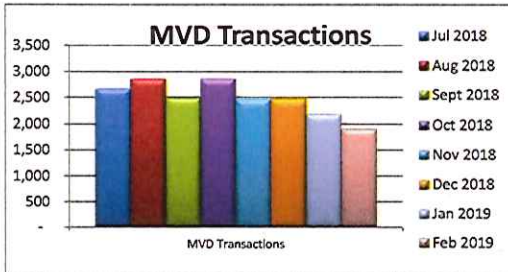
Monthly Measurement
Finance Department
Fiscal Year 2019

Cash Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	YTD Total
Beginning Cash Balance	\$ 98,600,331	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	
Monthly Cash In (Revenue - all funds)	\$ 10,296,196	\$ 10,202,114	\$ 9,725,197	\$ 13,643,964	\$ 9,339,297	\$ 11,111,130	\$ 10,864,019	\$ 11,653,922	\$ 14,705,292	\$ 9,784,160	\$ 111,325,292
Monthly Cash Out (Expenditures - all funds)	\$ 8,773,182	\$ 11,379,787	\$ 7,488,250	\$ 9,473,480	\$ 7,524,676	\$ 8,435,191	\$ 9,003,429	\$ 8,300,513	\$ 10,961,867	\$ 9,670,352	\$ 91,010,727
Ending Cash Balance	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	

Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	YTD Total	
Total Number of PO's issued	973	390	324	369	262	233	335	351	374	420	4,031	daily average 19.20
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	1,857	1,789	1,934	1,808	18,484	daily average 88.02
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	916	878	859	961	8,884	weekly average 211.52
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	1,723	1,133	1,132	1,144	13,069	bi-weekly average 594.05



MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	YTD Total	
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	2,184	1,911	1,158		21,065	daily average 100.31
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 549,746	\$ 417,205	\$ 456,834	\$ 477,638	\$ 4,683,925	daily average \$ 22,304.40



FIRE SUPPRESSION/PREVENTION

April 2019

ALARMS

Alarms (City)	69
Alarms (County)	49
Total Alarms	118

ZONES

Zone 1 (NW City) 25	Zone 5 (NW County) 7
Zone 2 (NE City) 11	Zone 6 (NE County) 16
Zone 3 (SE City) 22	Zone 7 (SE County) 3
Zone 4 (SW City) 11	Zone 8 (SW County) 13
Out of District	10

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:34
Station 2	1:11
Station 3	1:14
Station 4	0:52
<i>Average</i>	<i>1:05</i>

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:30
Station 2	5:45
Station 3	5:01
Station 4	5:20
<i>Average</i>	<i>5:00</i>

PREVENTION PROGRAMS

Fire Investigations	9
Fire/Safety Inspections	34
Smoke Detectors Installed	2
Public Education Activities	6
Plan Reviews	3
Burn Permits Issued	2

FIRE RESPONSE BY STATION

Station 1	40
Station 2	22
Station 3	39
Station 4	17

MOST COMMON DAY/TIME

Tuesday: 13:00 – 13:59

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 1

FALSE ALARM RESPONSE

False Alarms - 15

TRAINING HOURS

Fire Training	1423
EMS Training	4

EMERGENCY MEDICAL SERVICES

April 2019

EMS RUN BREAKDOWN

City Response	602
County Response	39
Total Responses	641

ZONES

Zone 1 (NW City) 261	Zone 5 (NW County) 18
Zone 2 (NE City) 88	Zone 6 (NE County) 19
Zone 3 (SE City) 126	Zone 7 (SE County) 6
Zone 4 (SW City) 105	Zone 8 (SW County) 18

AVERAGE RUN TIMES (in minutes)

Enroute:	1.72
At Scene:	5.00
To Destination:	18.62
Back in Service:	38.09

MOST COMMON DAY/TIME

Tuesday (1500 – 1759 hours)

MOST COMMON COMPLAINT

Difficulty Breathing - 59

OUT OF TOWN TRANSFERS

Lubbock	22
Midland	3
Odessa	0
Roswell	3
Carlsbad	0
Artesia	0

CARDIAC ARREST RESPONSES

Cardiac Arrest	6
ROSC	2
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Collected	\$206,791.50
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Highlights for the month of February

- 2 personnel completed the Driver Engineer Academy.
- Driver Engineer promotional testing completed with one personnel promoted to this rank.
- All personnel attended H2S training instructed by Dave Small.
- 9 personnel attended IFSAC Rope Rescue Technician I class held at Fire Station 1.
- 16 personnel completed the first session of Hazardous Materials Technician refresher training held at Fire Station 1.
- Public Education activities included 2 station tours and 4 CPR classes.

April 2019 General Services – Building Maintenance

Work performed by City Carpenters

16	<i>Toilet paper dispenser replaced</i>
3	Door closer adjusted or repaired
2	Door lock repaired
2	Furniture
3	Pool repaired
21	Roof inspection /storage room
1	Building repaired
11	Work orders
1	Power washed Municipal Court Building
2	Ceiling tile replaced
1	Installed exhaust fan

Location of work performed

4	City Hall
2	Library
4	Police Department
5	Senior Center
1	City Jail
3	C.O.R.E
1	D.M.V.
2	Station one
1	Annex
1	Heizer Pool
1	Waste water
3	Del Norte Pool
1	Humble Pool
1	Street Department
1	Rock Wind
1	Station II
1	Station III
1	Station IIII

April 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
411 hrs.	Street Sweeping
27 hrs.	Building Brooms
164 hrs.	Cold Mix Patching
32 hrs.	Crack Seal
2 hrs.	Street Complaints
184.5 hrs.	Storm Sewers & Inlets
102 hrs.	Equipment Maintenance
48 hrs.	Maintenance
56 hrs.	Working in the Welding Shop
20 hrs.	Meetings
360 hrs.	Alley work
47 hrs.	Work for Cemetery

The total amounts of material hauled or used:

Quantity	Material
380 yds.	Sweepings
9,725 Gal.	Unmetered Water
542 yds.	Alley material
8.5 yds.	Cold Mix Used
438 yds.	Trash Hauled

Calls responded to:

Number	Type
26	Dispatched – accidents, spills, debris

Work performed by City Electricians

7	Light repairs
6	AC repairs
3	Heater repairs
8	General electrical work
10	CORE work
19	Nonelectrical work

Location of work performed.

20	CORE
4	Library
4	City hall
2	Annex
1	PD
3	Fire stations
1	Rockwind
2	Water wells
9	Parks
2	Senior center
3	AAC
1	Streets
2	Utilities
3	Streets

April - 2019
General Services - Garage

In April 2019 The City Garage had a total of 217 Repair Orders/Invoices. Of the 217 R.O./Inv., 155 were repair orders completed by the City Garage's staff. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$31,853.16. Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
Tires	45	7,347.40	1,530.00	684.82	1,300.00	10,862.22
Preventive Maintenance	39	2,005.18	1,411.00	2,221.70	0.00	5,637.88
Batteries/Charging system	14	619.80	765.00	455.01	0.00	1,839.81
Misc. Maintenance	64	3,023.43	1,972.00	926.46	1,790.95	7,712.84
Brakes	11	476.55	578.00	0.00	0.00	1,054.55
Service Calls	7	49.95	680.00	0.00	0.00	729.95
Auto Transmission	5	370.50	340.00	0.00	0.00	710.50
Auto Collision	0	0.00	0.00	0.00	0.00	0.00
Miscellaneous	26	331.13	697.00	1,677.28	600.00	3,305.41
Warranty	6	0.00	0.00	0.00	0.00	0.00
Monthly Total	217	14,223.94	7,973.00	5,965.27	3,690.95	31,853.16

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	155	14,223.94	7,973.00	22,196.94
Vendor	62	5,965.27	3,690.95	9,656.89



Human Resources

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

Recruitment:	April 2018	April 2019
• Applications Received/ Reviewed:	489	298
• New Hires:	27	26
• Transfers/ Promotions	4	4
• Re-Hires	16	40

Jobs newly posted in April:

- Trail Irrigation Specialist
- Police Chief
- Lead Teen Recreation Worker
- CORE Facility Rental Specialist
- CORE Guest Services Specialist
- CORE Kids Lead Specialist

Personnel Actions:	April 2018	April 2019
• Performance Reviews	28	21
• Retirements	0	0
• Terminations	7	6
• Other (Certification, Move to Shift, etc.)	5	2

Team Involvement:

- Completed PDS Scanning project; HR records now electronic
- Hired New HR Specialist, Jesse Doran
- HR Specialists attended Hobbs High School Job Fair
- Multi-Generational Training by Steve Saucedo; 127 attendees
- New Hire Orientation; 12 participants
- Bilingual training; 24 participants

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

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

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

➤ Internet Access

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

➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

➤ Facility alarm systems (all locations)

➤ Copy Machines (35) (all locations)

➤ Outdoor Public Bulletin Boards (3 units)

➤ Audio/Video

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

Special accomplishments for March 2019

- 101 Request for service
- 91 Request completed
- 5 Email related
- 18 hardware related
- 10 network related
- 7 phone related
- 5 project related
- 1 radio related
- 24 software related
- 30 User Setup
- Special accomplishments:
 - Added email verification protocol to exchange server to validate authentic emails
 - Performed updates to virtual server environment.
 - Assisted in SKYPE conferences.
 - Replaced email security appliance.
 - Replaced and configured 17 computers.
 - Setup two new servers.
 - Assisted the CORE with audio/video and special effects equipment.



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

April 2019

Mission Statement:

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

Duties Required by Law:

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

- ❖ Hobbs City Commission – Efren Cortez (4/1, 4/15, and 4/22)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Valerie Chacon (4/9)
- ❖ Library Board – Valerie Chacon (4/2)
- ❖ Lodger's Tax Board – Valerie Chacon (4/10)
- ❖ Planning Board – (N/A)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	3
❖ Agenda Items drafted	4
❖ Resolutions Drafted	3

The City Attorney's Office is charged with ensuring compliance with New Mexico State Statutes requiring local government compliance. Some of these laws include the Inspection of Public Records Act (NMSA 1978, §14-2-1, et seq.), the Governmental Conduct Act (NMSA 1978, 10-16-1, et seq.), the Procurement Code (NMSA 1978, §13-1-1, et seq.), and the Open Meetings Act (NMSA 1978, §10-15-1, et seq.)

❖ Procurement Review	1
❖ Contract Review	16

Litigation:

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

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

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

❖ Pretrial Release Hearings:	3
❖ Probation Violations:	12
❖ Pretrials (Pro Se):	102
❖ Pretrials (Attorney):	24
❖ Trials:	40
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	0
❖ Appeals in District Court	0
❖ Competency Matters	3
❖ Pleadings	1
❖ Civil Depositions	0
❖ Civil Mediations	0
❖ Arbitrations	0

❖ Demand Letters	2
❖ Misc. Hearings in District Court	0
❖ Trainings	5
❖ Witness Interviews	0
❖ Subpoenas	49
❖ Witness Lists	26
❖ Discovery Submissions	17
❖ Letters/Correspondence	12

Areas of Notoriety:

- ❖ Assistant City Attorney, Valerie S. Chacon, and Deputy City Attorney, Erik M. Scramlin, taught Fourth Amendment Search and Seizure at the Hobbs Police Department Citizens Police Academy.
- ❖ Assistant City Attorney, Valerie S. Chacon conducted a report writing class for the Hobbs Fire Department.

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 pleasure serving the City of Hobbs as its legal team.

Respectfully,

/s/ Efren A. Cortez

Efren A. Cortez
City Attorney

CITY MANAGER'S REPORT

April, 2019

Hobbs Public Library

CIRCULATION: 8,404

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	4,868
Audio Books & Music	367
DVDs	2,811
E-Books/E-Audio (OverDrive & Gale)	358

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	15	57
ELIN Loans	21	2

PROGRAMS & PUBLIC SERVICES:

Programs Provided	21
Attendance	831
Meeting Room Use	27

PATRON PROFILES:

Adult	22,542
Juvenile (Under 18 Years)	4,256
Senior Citizens (62+ Years)	4,192
Temp ELIN	2,111
Total Active Borrowers	33,101

Library Patrons Added This Month 143

ITEMS ADDED:

Total Items Added	587
Items Weeded	277

CIRCULATION BY PATRON TYPE:

Adult	5,254
Juvenile	997
Senior Citizen	1,568
Used in Library	584

Total Children's Items Circulated 2,982

Total Adult Items Circulated 5,422

Patron Visits	5441
Overdue Notices Sent	358

Web Site Usage	4945
HPL Database Usage	380
Reference Questions	165
Public Computer Use	873

RECEIPTS:

Materials Paid For	\$270.98
Fines & Fees	\$1,069.18
Copy Machine & Public Printouts	\$721.18
Total	\$2,061.34

HOLDINGS:

Total Library Holdings 147,237

City Manager's Report
April 2019
Municipal Court

The Municipal Court has received \$32,074.44 in reimbursements from the New Mexico Court Automation Program to date for fiscal year 2018 – 2019. The purpose of the New Mexico Court Automation is to assist Municipal Courts in the purchasing, maintaining, and operating of court automation systems. Municipalities are required to assess and remit fees per statute. Upon compliance, the Municipal Court is eligible to receive reimbursements such as these.

Please see the monthly report for March 2019 which sets out all major activity done by the Municipal Court.

Monthly Cases:

Traffic Citations	794
Misdemeanor Citations	83
Environmental Citations	47
Fire Code Violations	1
AGG. DWI	5
DWI – 1 ST	<u>1</u>
Total	931

Courtroom Activity:

Video Arraignments (Jail)	111
Court Appearances – A.M.	8
Court Appearances- P.M.	189
Pretrial Court Appearances – A.M.	32
Pretrial Court Appearances – P.M.	35
Attorney Pretrials	14
Trial Cases	<u>30</u>
Total	419

Other Activity:

Summons issued	921
Warrants issued	<u>886</u>
Total	1807

Fines/Fees Assessed:

Fines	\$92,728
Penalty Assessment Fee	5,460
Automation Fee	3,912
Judicial Education Fee	1,956
Correction Fee	13,040
DWI Prevention Fee	1,050
DWI Lab Fee	425
Copies/Misc. Fee	<u>0</u>
Total	\$118,571.00

Fines/Fees Collected:

Fines	\$53,419
Penalty Assessment Fee	5,678
Automation Fee	4,537
Judicial Education Fee	2,270
Correction Fee	15,150
DWI Prevention Fee	1,110
DWI Lab Fee	314
Copies/Misc. Fee	0
Restitution	<u>1.00</u>
Total	\$82,479.00



THE CITY OF
HOBBS, NEW MEXICO

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

**Parks, Recreation and Community Affairs (PRCA) Department
 Monthly Report - April 2019**

PRCA Divisions

- CORE Recreation
- Older Americans Rockwind Clubhouse
- Parks Maintenance Rockwind/Lovington Highway Trail Maintenance
 - o Cemetery Seasonal Pools and Splash Pads
 - o McAdams Teen Center
 - o Parks
 - o Sports Fields

CORE

Revenue for April 2019 at the CORE = \$176,185.97. Family Resident Memberships and Facility Rentals continue to produce revenue. During April there was a total of fifty (50) Facility Rentals and revenues generated by Facility Rentals booked during April produced revenue of \$25,305. Non-Resident Day Pass sales, which were primarily from school group visits, experienced a significant increase as well. Participation in April 2019 = 28,770.

Revenue & Participation

Description	Apr 1 to Apr
Fitness Unlimited	196
Day Passes Sold	2,241
Week Passes Sold	10
Month Passes Sold	120
Annual Membership Attendance	2,626
Monthly Membership Attendance	21,597
Month-to-Month Pass Attendance	54
Swim Lessons - Sessions	-
Kid Watch	1,113
Kid Fit	450
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	363
Total Participants & Visits	28,770
Revenue	176,185.97
DIFFERENCE = prev month - current month	\$ (35,606.75)
PERCENT DIFF = DIFFERENCE / prev month	-0.168120746
% =	↓ -16.81%

Monthly Membership Recap

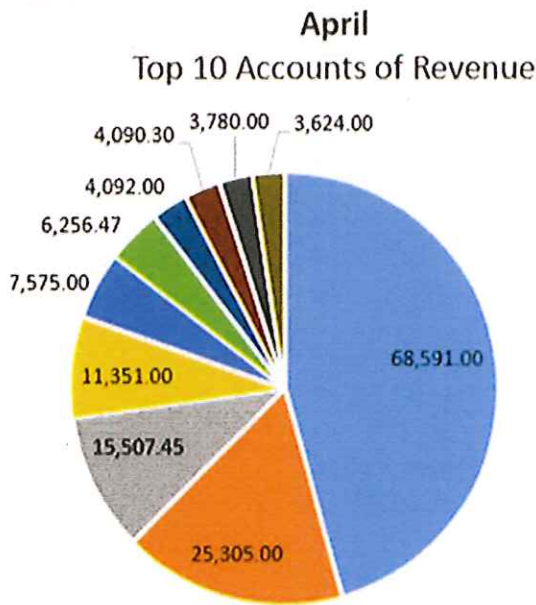
Month Ending: April	
Memberships Sold in Month	982
Memberships Sold YTD	11,075
Individuals Part of a Membership in Month	982
Individuals Part of a Membership YTD	11,074

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

Top 10 Accounts of Revenue Collected in April

Account, Description & Total	Total
169999 32470 Facility Membership Resident Family \$68591	68,591.00
169999 32434 Banquet Rooms \$25305	25,305.00
169999 32463 Facility Membership Resident Adult \$15507.45	15,507.45
169999 32443 Day Pass Resident Adult \$11351	11,351.00
169999 32448 Day Pass Non-Resident Adult \$7575	7,575.00
169999 32464 Facility Membership Resident Adult Couple \$6256.47	6,256.47
169999 32444 Day Pass Resident Youth \$4092	4,092.00
169999 32445 Day Pass Resident Teen \$4090.3	4,090.30
169999 32449 Day Pass Non-Resident Youth \$3780	3,780.00
169999 32467 Facility Membership Resident Student/Public Safety \$3624	3,624.00
Grand Total	150,172.22

Sum of Amount



Account, Description & Total

- 169999 32470 Facility Membership Resident Family \$68591
- 169999 32434 Banquet Rooms \$25305
- 169999 32463 Facility Membership Resident Adult \$15507.45
- 169999 32443 Day Pass Resident Adult \$11351
- 169999 32448 Day Pass Non-Resident Adult \$7575
- 169999 32464 Facility Membership Resident Adult Couple \$6256.47
- 169999 32444 Day Pass Resident Youth \$4092
- 169999 32445 Day Pass Resident Teen \$4090.3
- 169999 32449 Day Pass Non-Resident Youth \$3780
- 169999 32467 Facility Membership Resident Student/Public Safety \$3624

Older Americans

The Senior Center continues the daily task of providing meals to the senior citizens of our community, and during April 2019, the Hobbs Senior Center set a record for the number of meals served:

Meals:

April 2019 Congregate Meals Served	2,019
April 2019 Home Delivered Meals Served	<u>2,144</u>
Totals	4,163*

Meal Donations Received:

\$2,840.71
<u>\$1,456.85</u>
\$4,297.56

Duplicate Recreation Activities:	1,136
Duplicate Exercise Activities:	471
Assessments/Reassessments:	95

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

Transportation:

Meal Program Transportation:	334
Other Transportation:	18

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

Renovations:

The floor replacement project at the meal site began on April 29th.

Other:

The shopping trip to Lubbock planned for April 13 was cancelled due to dangerous weather conditions. The annual Older American's Picnic is scheduled for Saturday, May 4. Doors open at 10:30 a.m. Lunch will be served from 11:00 a.m. - 12:00 p.m., and Bingo will be played from 12:30 p.m. - 2:00 p.m.

Park Maintenance

Parks

Staff pruned Red Oaks on the Turner Beautification Project. Four (4) staff members attended Vector Control Class in Albuquerque for training related to spraying for mosquitos. The trees surrounding City Hall were fertilized. Staff repaired eight (8) sections of the fence around Green Meadow Lake. Staff also assisted with the maintenance of the pool covers at the seasonal pools. A training session was also conducted with new staff members to familiarize them with the operation of the mobile stage and associated audio equipment. The Right-of-Ways on the North Loop from Dal Paso to the Seminole Highway were cleaned and mowed all the way to fence.

Park Pavilion Rentals/Attendance	54/1,830
Park Special Events	11/5,740

Sports Fields

These facilities hosted:

1. 2 USW Games
2. 11 High School Games
3. 196 USSSA Slow Pitch League Games
4. 109 Teams for USSSA Slow Pitch Super Slam Tournament
5. 41 Teams for the HYSA Kutter Randolph Memorial Classic Soccer Tournament
6. 220 HYSA League Soccer Games
7. Adult Soccer Games

McAdams

Work continues on digging the excessive sediment out of the upper pond. Herbicide applications were completed at Green Meadows, CORE and McAdams.

246 RV space rentals for April generating \$4,108.26.

Cemetery

Updates are now complete to 30x50 building at located at Prairie Haven Cemetery. Irrigation was minimal due to the reduction of water supply from the Waste Water Treatment Plant during construction at that site. Staff conducted 20 interments and sold 8 pre-need lots.

Recreation

- Summer Recess and Summer Sports staff continue to be recruited and hired for Summer 2019 programs.
- Preparations continue for the Hobbs Downtown Slam and Jam. Participation in the Gus Macker 3-on-3 Basketball Tournament is on pace to set a new record for the number of teams.
- Summer Recess signups and outdoor pool reservations have started for the season.
- Preparations also continue for the National Club Baseball Association’s Rocky Mountain/Lone Star Division II Regional Tournament which will be played in Hobbs on May 3, 4 and 5. There will be four college club teams participating and the winner will go on to compete the World Series in Pittsburg, Kansas, May 17-21.
- A very successful Community Easter Egg Hunt was held on Saturday, April 20 at the MLK SoccerPlex. An egg hunt for those with special needs was held at City Park on Friday, April 19.

Rockwind Club House

Rounds played has increased due to warmer temperatures. Rockwind hosted four (4) High School events. One golf tournament was hosted that had a total of 40 golfers participate.

Sales Report by Revenue Departments

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	100	\$1,023.48	\$0.00	\$1,023.48	\$0.00	\$51.52	\$1,075.00
Driving Range	31430	605	\$3,277.02	\$0.00	\$3,277.02	\$0.00	\$165.48	\$3,442.50
Golf Cart Rental Fees	31431	1693	\$25,104.09	\$0.00	\$25,104.09	\$0.00	\$1,266.15	\$26,360.24
Green Fees	99999	2425	\$23,696.30	\$0.00	\$23,696.30	\$0.00	\$1,192.49	\$24,888.79
Hard Goods Sales	31410	446	\$20,381.96	(\$270.93)	\$20,111.03	\$14,595.23	\$1,005.95	\$21,116.98
Membership Fees	31420	3	\$1,714.26	\$0.00	\$1,714.26	\$0.00	\$65.74	\$1,800.00
Soft Goods Sales	31401	538	\$11,975.37	(\$993.75)	\$10,981.62	\$6,845.21	\$546.91	\$11,528.53
Food & Beverage	31441	387	\$587.98	(\$29.35)	\$558.63	\$264.41	\$30.37	\$589.00
Totals for Revenue	6177		\$97,760.46	(\$1,294.03)	\$96,466.43	\$21,704.85	\$4,334.58	\$90,801.01
Grand Total:	6177		\$ 87,760.46	\$ (1,294.03)	\$ 86,466.43	\$ 21,704.85	\$ 4,334.58	\$ 80,801.01

KEY PERFORMANCE INDICATORS

Apr-19

Total Pre-Tax Revenue		\$86,466.43
Total Rounds		2425
Avg Green Fee plus Cart Fee per Round		\$20.83
Total Merchandise Sales		\$31,092.65
Merchandise Sales Per Round		\$12.82
F&B Sales Per Round	\$	0.23
COGS Hard Goods		73%
COGS Soft Goods		62%
COGS F&B		47%
Rounds w/Carts		70%
Total Revenue per Round	\$	35.66

GREEN FEE BREAKDOWN

EZLinks Prepaid	22	
GolfNow Prepaid	22	
Summary for EZLinks Prepaid	44	2%
Player's Pass 18 Walk	242	
Summary for Player's Pass	242	10%
Li'l Rock Adult Resident	183	
Li'l Rock Adult Non-Resident	0	
Li'l Rock Jr. Comp w/Adult	5	
Li'l Rock Junior Resident	0	
Li'l Rock Junior Non Resident	0	
Li'l Rock Replay	0	
Li'l Rock Player's Pass	2	
Li'l Rock Team Comp	24	
FootGolf Adult	0	
FootGolf Junior Comp	0	
Summary for Par 3	214	9%
Public 18	220	
Public 9	3	
Public Junior	39	
Public Senior	27	
Public Twilight	10	
Public Replay	0	
Specials	0	
Youth on Course	50	
PGA/GCSAA COMP	0	14%
Summary for Public	349	
Punch Pass	21	1%
Summary for Punch Pass	21	
Rain Check	12	0%
Summary for Rain Check	12	
Resident 18	726	
Resident Junior	8	
Resident Senior 18	220	
League Fee	40	
Complimentary Round	7	
Resident Twilight	110	
Team Practice Round	81	
Resident 9	131	
Marshal/Team Green Fee	11	
Resident Replay	8	
Summary for Resident	1342	55%
Tournament Fees	201	8%
Summary for Tournament - Public	201	100%
Grand Total:	2425	

Rockwind Community Links Maintenance

- Mechanic duties included general maintenance on all equipment, plus:
 - Golf cart maintenance to determine how many batteries needed to get carts operational
 - Replaced batteries in old carts
- Greens mowed, sand bottles filled, tee markers moved (daily) changed cups 3 times per week
- Rough mowed, edged and trimmed course (daily)
- Moisture levels on greens monitored and addressed with hand watering (weekly)
- Trash removed from course and trash containers emptied (daily)
- Ropes moved to re-route cart traffic in various high-traffic areas (daily)
- Liquid chemical applications and granular fertilizer was applied to the greens, and granular and liquid applications were completed on the fairways, roughs and tees
- Continued to address lack of drainage on some of the fairways, adding sand and seed to some bare spots where drainage has been improved
- Prepared course for multiple tournaments
- Received new maintenance equipment to maintain the golf course and trail
- Mowed fairways and tees weekly
- Chemical and fertilizer injections were applied through the irrigation systems
- On Tuesdays, when the golf course is closed, chemical applications and projects are addressed
- Very few applications be received for open positions. The golf course pesticide tech position was filled.

Lovington Highway Trail Maintenance

- Trash removed (as needed, up to several times a week) and net-a-film checked (weekly)
- Staff trimmed large trees along the trail (weekly)
- Irrigation heads identified to be moved and backfilled to eliminate trip hazards (weekly) to include 18 irrigation heads located under Pampas Grass that were moved
- Irrigation system leaks repaired and system monitored for coverage (weekly)
- Tree well rings and net-a-film maintained (weekly)
- Restrooms continue to be locked at night due to vandalism and misuse
- Trail staff continues to assist with various projects at Rockwind
- 2.4-D applications are nearly complete and staff has been working on getting Round-up applied to all rock beds
- Applied a granular fertilizer application that contains a pre-emergent to the rock beds. This will allow for pre-emergent coverage and fertilizer to the Desert Willow trees.
- Staff completed a lighting inspection and the City's electrician has made most of the repairs
- Staff continues to work on moving irrigation heads away from Pampas grass, and in areas needing additional heads
- Staff ran the irrigation system and marked heads from the 911 Memorial to the LDI yard.
- Net-a-film was repaired at the 911 Memorial site
- Staff replaced 12 broken and 5 worn out heads, and also raised 5 heads
- Staff repaired rodent damage to wiring stations 3-10

- Staff started repairs to the 911 pump control wiring
- Staff repaired collapsed gopher tunnels, gopher damage, and other dirt work
- Staff documented areas for sumps and/or rock bed expansion
- Staff adjusted rotations on irrigation system heads from West County Road south
- Staff evaluated irrigation system coverage near the Hospital pavilion

Seasonal Pools and Splash Pads

- Outdoor pools continue to be prepared for yearly inspections and summer use
- Lifeguards continue to be hired and prospective Lifeguards are enrolled in Lifeguard classes.
- Splash Pads have been inspected and prepared for end-of-year school parties.
- Preview Weekend at all Splash Pad is scheduled for Saturday and Sunday, May 18 & 19.

Teen Center

- Summer 2019 activities at the Teen Center are being planned and advertised.
- Plans have been finalized for the Teen Center to partner with the Head Start program to offer free lunches at the Teen Center during Summer 2019.



HOBBS POLICE DEPARTMENT



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

Brian Dunlap
Acting Chief of Police

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
APRIL 2018/2019	RPTS	RPTS		Date	Date	
			2018/2019	2018	2019	
	2018	2019				
REPORTED CRIMES	424	380	-10%	2,218	1683	-24%
CALLS FOR SERVICE	4,098	3,853	-6%	15,090	16,059	6%
ARRESTS	342	292	-15%	1,276	1136	-11%
MURDER	0	0	0%	1	1	100%
RAPE	4	3	-25%	19	11	-42%
ROBBERY	3	1	-67%	9	3	-67%
ASSAULTS AND BATTERY	106	78	-26%	367	336	-8%
BURGLARY	32	37	16%	130	115	-12%
LARCENY	35	48	37%	145	152	5%
SHOPLIFTING	26	18	-31%	129	116	-10%
AUTO THEFT	12	7	-42%	40	56	40%
ARSON	0	0	0%	1	0	-100%
FORGERY	0	2	100%	15	6	-60%
FRAUD	7	7	0%	30	22	-27%
EMBEZZLEMENT	2	2	0%	7	13	86%
REC. STOLEN PROPERTY	0	0	0%	4	5	25%
VANDALISM	44	35	-20%	170	150	-12%
WEAPONS OFFENSES	9	2	-78%	22	15	-32%
DOMESTIC VIOLENCE	50	28	-44%	181	142	-22%
ASSAULTS/BATTERY ON PO	16	8	-50%	35	39	11%
SHOOTING AT/FM MV OR DWELLING	6	7	17%	16	9	-44%
CITATIONS ISSUED	1,042	994	-5%	3,411	3,767	10%
DWI	11	16	45%	41	58	41%
TRAFFIC CRASHES	78	117	50%	332	430	30%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2018</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>April 2019</u>	
Residential	11,062	93,134,903	11,323	75,553,725	
Commercial	1,767	46,061,193	1,790	43,999,978	
City Accounts	56	3,923,692	56	2,843,179	
School Accounts	207	10,760,924	216	7,814,583	
Irrigation	251	5,249,328	250	3,041,106	
Effluent Water	4	14,331,158	4	3,492,000	
Industrial Water	1	311,000	2	87,000	
	13,348	173,772,198	13,641	136,831,571	

DISCONNECTIONS FOR NON PAYMENT

April 2018	233
April 2019	333

LABORATORY	April 2018	April 2019
Total Drinking Water Tests	66	46
Total Wastewater Tests	746	763
Liquid Waste Received (gallons)	248,480	477,278

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	95.348	95.558
Effluent (Million Gallons)	91.597	91.794
Solids Removed (Dry Pounds)	169,792	234,237

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	234,994,000
Total monthly water distributed, million gallons	227,640,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.53
Monthly chlorine gas dosed to system (lbs)	1,504

MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

PUBLIC SERVICE

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

UTILITY MAINTENANCE APRIL 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	40
Meter box replacement	10
Meter stop / valve replacement	25
Meter leaks	3
Meter change out 3/4"	15
Meter change out 1"	20
Meter change out 2"	15
Meter change out 3"	5
Meter change out 4"	3
Meter change out 6"	0
Meters pulled for inactivity	0
Meters tested	0
Set new 3/4" meter	35
Set new 1" meter	0
Set new 2" meter	4
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	35
Service lateral replacement	QTY. 5 - 100 feet
New service lateral	Qty. 12 - 170 feet
Low water pressure investigation	8
Water quality investigations	10
Main line leaks/repair	5
Main line replacement (feet)	20
New main line installed (feet)	0
Valve maintenance	25
Valve new install/replacement	2
Fire hydrant maintenance	20
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	2
Fire hydrant meter set	4
New fire hydrant installed	5
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	250,000 gallons
Miscellaneous afterhour calls	2
Emergency call outs (from 5:00pm to 7:00am)	81

WORK DESCRIPTION	QUANTITY
Manhole maintenance	29
Manholes cleaned	36
Sewer main line cleaned	9825 feet
Sewer stoppages	26
Sewer main line video inspections	1

Odor complaints	1
Sewer pre-treatment additives	75 gallons
Property damage from sewer	0
Sewer main line repair/replacement	3
New sewer main line installation	45 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	10
Emergency call out (from 5:00 pm to 7:00 am)	2

UTILITIES MONTHLY PLUMBER REPORT APRIL 2019

QUANTITY

Sewer stoppages	17
Odor complaints	0
Water leaks	11
Pool maintenance	45
Gas leaks	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	9