



CITY MANAGER'S MONTHLY REPORT
JANUARY, 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

February 28, 2019

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

The City of Hobbs is proud to re-introduce publication of the City Manager's Monthly Report beginning with the month of January, 2019, to provide general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.

I am proud of the City's efforts toward becoming more transparent, performance driven and the direction in which our community is headed. We, as a team at the City, will continue to work diligently to increase efficiencies in City services and achieve the goals of the City Commission as we proudly serve the citizens of Hobbs.

I am pleased to present to you the January, 2019, City Manager's Monthly Report. I hope you find this report helpful in continuing to stay informed on City issues and progress.

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

Sincerely,

Manny Gomez

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
Risk Management Dir.

Manny Gomez
Ann Betzen

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

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

Manny Gomez
Barry Young

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Garage
Streets

Shelia Baker
Tommy Trevino
Matt Berry
Anthony Maldonado

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

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
Erik Scramlin
Valerie Chacon

LIBRARY SERVICES

Library Director

Sandy Farrell

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Benjamin Harrison
Shannon Arguello

PARKS & RECREATION DEPT.

Parks & Recreation Director
CORE
Cemetery
Golf Course/Trail
Parks
Recreation
Senior Center
Sports Fields

Doug McDaniel
Catherine Vorrasi
Monica Mendoza
Matt Hughes
Wade Whitehead
Michal Hughes
Dalia Conken
Dusty Corley

POLICE DEPARTMENT

Chief
Deputy Chief

Chris McCall
Brian Dunlap

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

January 2019

Attended City of Hobbs Commission Meetings held on January 7 and 22, 2019.

Prepared agenda and attended department head staff meetings on Jan. 8, 15 and 29, 2019.

Attended Webinar, Jan. 16, 2019: Understanding Implicit Bias

Notarized 6 documents for the general public & 7 documents for the City of Hobbs.

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 3 conference calls with Travelers Inc. and assigned attorneys to review ongoing claims.

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

Reviewed 28 Incident Reports from various city departments.

Added two new vehicles and 2 trailers to general liability policy.

Reviewed and established 2 property damage claims on behalf of the City of Hobbs

Received and reviewed 3 new Claims/lawsuits v. City of Hobbs and 2 Tort Notices.

Served as Acting City Manager January 31, 2019.

Prepared various correspondence for Mayor's office.

Scheduled 54 meetings for the Mayor and City Manager.

Responded to 5 reception invitations for the Mayor and City Manager.

Met with Finance to discuss BAR adjustments for City Manager, Commission and Insurance budgets.

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

Made travel arrangements for the City Manager and Mayor to attend events in Santa Fe on Jan. 31, 2019.

Reviewed and approved 12 Alcohol & Gaming Permit Applications.

Scheduled 14 meetings in staff meeting room.



OFFICE OF THE CITY CLERK

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

JAN FLETCHER, CMC
City Clerk

MONTHLY REPORT – JANUARY 2019

Business Registrations - New	34
Business Registrations - Renewals	724
Total Business Registrations Activity for January	758
Total Active Business Registrations as of 1/31/19	1,881
Firework Permits	0
Junk Yard Licenses	2
Liquor Licenses	0
Mobile Business Licenses	10
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	3
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	26
Public Documents Notarized	172
Public Records Requests	24
Regular City Commission Meetings: 1/7/19 and 1/22/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	1
Notices of Potential Quorum 1/9/19, 1/23/19, 1/24/19, 1/31/19	4
Resolutions and Ordinances Attested	10
Other Items Approved	7
Total Number of Transactions on Tyler Cashiering	1,008
Total Amount	\$757,526.48



Hobbs Express

Monthly Report - January 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-18	Jan-19
No. of Elderly Passengers	433	453
No. of Non-Ambulatory Passengers	159	168
No. of Disabled Passengers	270	321
No. of Other Trips	3220	4235
Total Passenger Trips	4082	5177

Bus Route Trips	3581	4587
Rapid Line Trips	181	245
Total Bus Route Trips	3762	4832
Total Demand Response/Paratransit Trips	320	345
Total Passenger Trips	4082	5177

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-18	Jan-19
Total Vehicle Hours	858	948
Total Vehicle Miles	11,504	12,470

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Dec-18	Jan-19
Total Fares Collected	\$2,614.84	\$3,649.23



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

Engineering Department

Community Programs & Services:

CRS 5-yr cycle audit: The Engineering Department recently completed a 5-year cycle visit audit through Community Rating System (CRS) 5-yr cycle audit. CRS communities represent only 5 percent of the over 22,000 communities participating in the NFIP (National Flood Insurance Program). Currently, the City is a Class 8 community and the preliminary review indicates the City will maintain a Class 8 certification, which equates to a 10% discount on flood insurance.

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 Address:
 - Inside City Limits 4
 - Outside City Limits 7
- Temporary Address:
 - Inside City Limits 6
 - Outside City Limits 10

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	10.5 hrs
Intersections Inspected	994
LED Modules Replaced	5
Signs Replaced or Newly Installed	23
Signal Damage	1

Marland and Turner Traffic Signal Damage: An oversized load west bound on Marland Blvd. damaged the Traffic Signal at the Turner St. Intersection.

GIS-MAPPING DIVISION:

The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories. For more information visit <http://hobbsnmgis.com/> The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). Currently, we received the first deliverables, which includes the following. In addition, staff desires to make this data available on-line.

- 1' Contours
- 2' Contours
- Survey Geodetic Control report (Available on-line)
 - <http://hobbsnm.org/files/engineering/survey%20control%20report.pdf>
- Aerial Imagery
- Digital Elevation Models (DEM)



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

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

Broadmoor Subdivision – The City Commission approved the Broadmoor Shopping Center subdivision, which created four additional lots.

Housing Development Agreements: The City Commission approved a Development agreement with Diebal LLC for the production of single family housing near Hiezer Parkway (\$18,900 not to exceed)

Planning Board January Summary: The Planning Board in January reviewed and considered action on six items:

- Broadmoor Shopping Center Re-Plat (Approved)
- Meadows Subdivision Unit 2 & 3 Preliminary Plant (Approved)
- Mobile Home Park Map Amendment boundary near Clear Fork and Fowler (Tabled)
- Setback Variance for a Proposed Commercial Development at Bender and Kingsley (Approved)
- Affordable Housing Funding Commitment and Letter of Financial Support to Yes Housing for a proposed Affordable Housing Complex located southwest of the intersection of Navajo and Dal Paso (Approved)
- Planning Board Calendar (Approved)

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COMMUNICATIONS DEPARTMENT

Monthly Report

January 2019

Submitted February 15, 2019

GENERAL

The Communications Department created 4 press releases/public announcements (utilities rates increase study, business renewals, MLK Day closure, NRC ASLB Prehearing, Chief McCall retirement, Turner St. construction) and distributed 6 (Libraries as Launchpads program, business renewals, MLK Day closure, NRC ASLB Prehearing, Chief McCall retirement, Turner St. construction).

We notified the media and public, reserved and supervised the Commission Chambers, and coordinated with the IT Department the call-in for all members of the public to hear the Nuclear Regulatory Commission and Atomic Safety Listening Board prehearing regarding the Holtec nuclear waste storage facility location being proposed in Lea County.

All public information is regularly shared on social media and the Hootboard 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.

Attended the New Mexico Hospitality Association's 2019 TRENDS Conference in Santa Fe.

Conducted 3 Goals Planning Follow-Up Surveys for General Services Department.

Conducted Trash Pickup Survey for Utilities Department and Waste Management.

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

2020 CENSUS

An appointment with our Regional Census Director was held on January 8th at 6 p.m. with the Hobbs Hispano Chamber of Commerce for the Board to receive training and information to help promote the 2020 Census, as is the purpose of the Professional Services Agreement with them.

Members of the 2020 Census Complete Count Committee (CCCC) were contacted, appointed, and confirmed. The first meeting date is scheduled according to the majority's availability.

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

Library - Rosetta Stone

Jack Maddox Lecture Series

Western Heritage Goose Bumps Exhibit

City Rental Spaces Available

Febrewary Fest 2019

Southwest Symphony Feb. Concert

Boy Scouts of America

Do You Know Your Commissioner?

COH Hiring: Police, Lifeguard, Rockwind, GIS

PDAP Fund Drive

CORE - Outermarket Mixdown

CORE - Fitness Mixdown

Rockwind Hiring

CORE - Winter Coed Leagues

CORE - Lifeguard Hiring

Legal Radio ID (required by law)



COMMUNICATIONS DEPARTMENT

Monthly Report

January 2019

Submitted February 15, 2019

Hobbs Public Library - Kids Programs

Hobbs Express jingle

HFD CPR Class both English and Spanish

Father Daughter Dance

Hobbs Holiday Tournament

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau held a meeting with hoteliers on January 18th at 9 a.m., during which new events were announced and rates and room blocks for them were gathered. These rates and instructions on how to receive the rates were shared with the event coordinators.

Listed Events:

National Club of Baseball Association, May 3-5 2019

- New Mexico State High School Golf Championship, May 9-11, 2019
- National Junior College Athletics Association Track and Field Championship, May 16-18, 2019
- Hobbs High School Reunion September 20-22, 2019

Upcoming Events:

- New Mexico Recreation and Parks Association Conference, August 20-23, 2019

Other

- Attended the New Mexico Hospitality Association's 2019 TRENDS Conference in Santa Fe.
- Both Meghan Mooney and Tanya Sanchez attended Microsoft Training at the NMJC.
- Planning and brainstorming of future CVB signature events.

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	87.2%	287	712
Live Viewers	12.8%	42	912
Total	100%	329	1624



City of Hobbs

Building Division
Report

Prepared For:
Community Services Director

Raymond Bonilla

Date:
February 4, 2019

By:
Ben Maynes
Building Official

Total Type of Construction

for period ending January 01, 2019-January 31, 2019

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Permit Fee</u>
Commercial				
COMM MECHANICAL	C	6	18,500.00	310.00
COMM PLUMBING	C	15	26,500.00	1,398.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	540.00
COMMERCIAL CARPORT	C	1	4,986.00	48.00
COMMERCIAL ELECTRICAL	C	19	30,500.00	2,741.00
COMMERCIAL FENCE	C	2	2,000.00	20.00
COMMERCIAL REMODEL	C	4	1,275,700.00	2,348.00
COMMERCIAL STORAGE	C	3	365,571.00	1,140.00
COMMERCIAL TOWERS	C	5	222,000.00	1,224.00
FIRE EXTINGUISHING SYSTEM	C	1	1,500.00	30.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	1.00
NEW COMMERCIAL	C	3	2,154,000.00	4,054.80
SPRINKLER SYSTEM	C	1	1,500.00	100.00
		62	4,105,757.00	13,955.30
Residential				
RES MECHANICAL	R	34	60,000.00	2,315.00
RES PLUMBING	R	39	61,500.00	2,570.00
RES SEWER TAP & EXCAVATION	R	11	16,500.00	3,690.00
RESIDENTIAL ADDITION	R	1	140,000.00	350.00
RESIDENTIAL CARPORT	R	1	10,000.00	90.00
RESIDENTIAL DETACHED GARAGE	R	1	14,119.00	120.00
RESIDENTIAL DRIVEWAY	R	3	10,600.00	50.00
RESIDENTIAL ELECTRICAL	R	65	125,500.00	4,522.00
RESIDENTIAL FENCE	R	4	3,900.00	40.00
RESIDENTIAL FOOTING/FOUNDATION	R	2	26,000.00	190.00
RESIDENTIAL MANUFACTURED HOME	R	3	143,800.00	180.00
RESIDENTIAL REMODEL	R	14	188,058.00	1,290.00
RESIDENTIAL RE-ROOF	R	9	75,293.00	650.00
RESIDENTIAL SINGLE FAMILY	R	20	4,740,941.00	10,149.65
RESIDENTIAL STORAGE	R	2	62,000.00	270.00
		209	5,678,211.00	26,476.65
		271	9,783,968.00	40,431.95

JANUARY 2019 MONTHLY REPORT
CODE ENFORCEMENT

Proactive environmental code warnings	218
Environmental code citations	7
Vehicles towed with Hobbs, PD	9
Environmental code complaints	46
Animal warnings	157
On call animal complaints	117

January Hobbs Animal Adoption Center

	Cats	Dogs
Intakes:		
Dead On Arrival	8	12
Stray	91	215
Transfer	1	11
Unwanted	23	56
Low Cost	30	21
Quarantine		5
Total	153	320

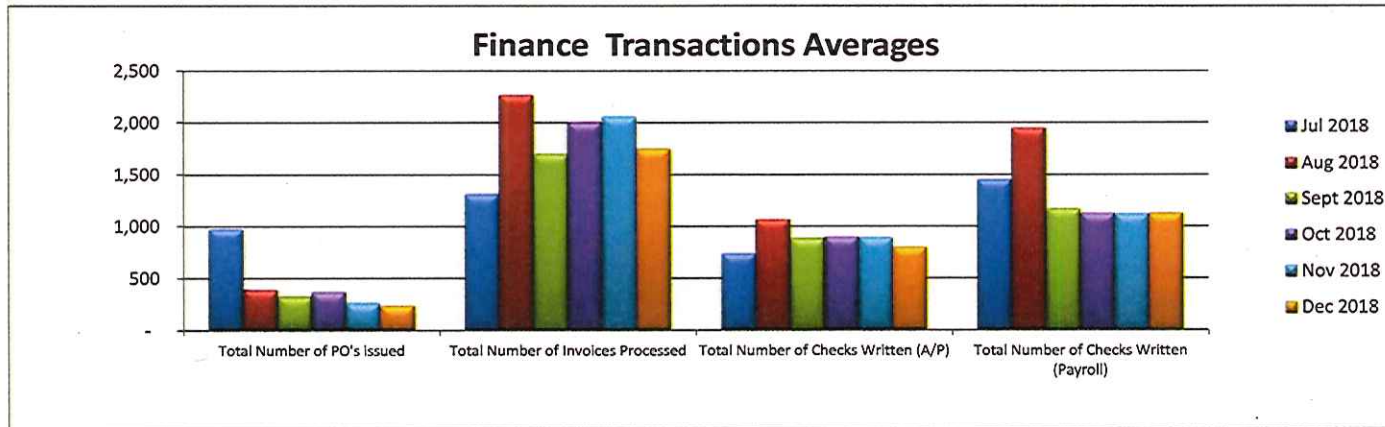
Disposition:		
Adopted	58	74
Dead On Arrival	8	12
Escape trap	7	
Euthanized	26	31
Rescued	52	152
Return Owner	1	62
Low Cost	30	21
Total	182	352

Monthly Measurement
Finance Department
Fiscal Year 2019

Cash Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	YTD Total
Beginning Cash Balance	\$ 98,600,331	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	
Monthly Cash In (Revenue - all funds)	\$ 10,296,196	\$ 10,202,114	\$ 9,725,197	\$ 13,643,964	\$ 9,339,297	\$ 11,111,130	\$ 64,317,899
Monthly Cash Out (Expenditures - all funds)	\$ 8,773,182	\$ 11,379,787	\$ 7,488,250	\$ 9,473,480	\$ 7,524,676	\$ 8,435,191	\$ 53,074,567
Ending Cash Balance	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	

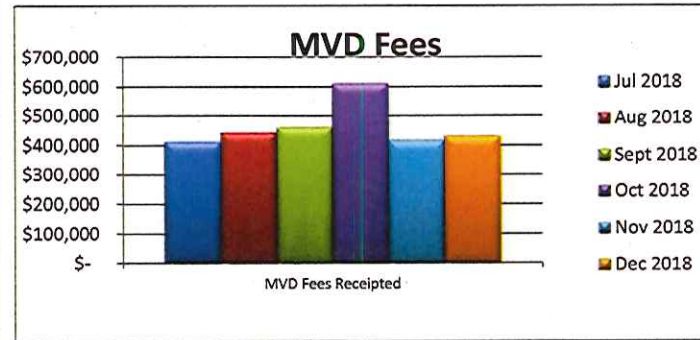
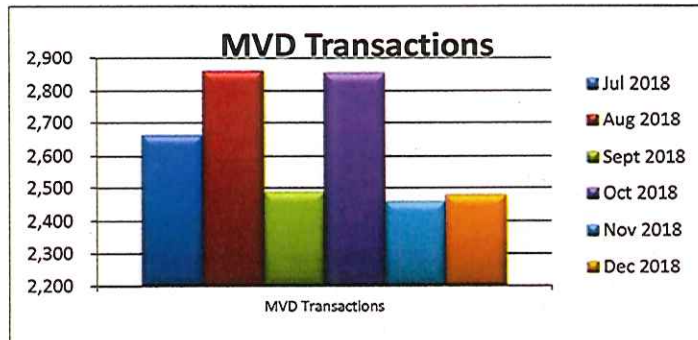
Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	YTD Total
Total Number of PO's issued	973	390	324	369	262	233	2,551
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	11,096
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	5,270
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	7,937

daily average	20.09
daily average	87.37
weekly average	210.80
bi-weekly average	610.54



MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	YTD Total
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	15,812
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 2,782,503

daily average	124.50
daily average	\$ 21,909.47



FIRE SUPPRESSION/PREVENTION

January 2019

ALARMS

Alarms (City)	69
Alarms (County)	56
Total Alarms	125

ZONES

Zone 1 (NW City) 22	Zone 5 (NW County) 4
Zone 2 (NE City) 11	Zone 6 (NE County) 15
Zone 3 (SE City) 23	Zone 7 (SE County) 7
Zone 4 (SW City) 13	Zone 8 (SW County) 15
Out of District 15	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:24
Station 2	1:35
Station 3	1:08
Station 4	1:07
<i>Average</i>	<i>1:07</i>

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	7:28
Station 2	5:27
Station 3	6:33
Station 4	7:41
<i>Average</i>	<i>6:00</i>

PREVENTION PROGRAMS

Fire Investigations	3
Fire/Safety Inspections	45
Smoke Detectors Installed	3
Public Education Activities	5
Plan Reviews	3
Burn Permits Issued	2

FIRE RESPONSE BY STATION

Station 1	48
Station 2	27
Station 3	33
Station 4	17

MOST COMMON DAY/TIME

Thursday (1400 – 1459)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 28

TRAINING HOURS

Fire Training	1,523
EMS Training	31

EMERGENCY MEDICAL SERVICES

January 2019

EMS RUN BREAKDOWN

City Response	617
County Response	39
Total Responses	656
Total Patient Reports	660

ZONES

Zone 1 (NW City) 226	Zone 5 (NW County) 15
Zone 2 (NE City) 111	Zone 6 (NE County) 18
Zone 3 (SE City) 145	Zone 7 (SE County) 3
Zone 4 (SW City) 135	Zone 8 (SW County) 3

AVERAGE RUN TIMES

Enroute:	1:55
At Scene:	5:06
To Destination:	20:01
Back in Service:	22:35
Total:	49:46

MOST COMMON DAY/TIME

Thursday (1300 – 1359)

MOST COMMON COMPLAINT

Falls (69)

OUT OF TOWN TRANSFERS

Lubbock	39
Midland	2
Odessa	2
Roswell	12
Carlsbad	0
Artesia	0

CARDIAC ARREST RESPONSES

Cardiac Arrest	6
ROSC	4

ROSC = Return of Spontaneous Circulation

Highlights for the month of January

- Advanced EMT class began in January with 11 personnel from HFD attending.
- EMT Basic class began in January with 2 personnel from HFD attending.
- Combined Fire/EMS training – Cancer Awareness Initiative
- CPR classes held on 1st and 3rd Saturday of the month. First class for Spanish CPR was held this month with approximately 30 students in attendance; the Spanish CPR class will be held once a quarter.
- HFD Captain's Academy with 5 personnel attending.
- IFSAC Fire Officer I class with 5 HFD personnel attending.
- Honor Guard members held a department wide training on flag etiquette with information learned from their attendance at the National Honor Guard Academy.
- Took delivery of a 2018 International Type 4 Grass Truck.

January 2019 General Services – Building Maintenance

Work performed by Carpenters

1	Carpet squares replaced
2	Door closer replaced
2	Drawer glides Replaced
5	Kennels repair
15	Door alarms installed
5	Roof inspection
1	Building renovation
14	Work orders
1	Building repair
3	Lock repairs

Location of work performed

3	City Hall
2	Library
3	Police Department
1	Senior Center
1	City Garage
3	C.O.R.E
10	D.M.V.
1	Teen Center
1	Annex
1	Parks

Work performed by Electricians

13	Light repairs
7	AC repairs
5	Heater repairs
11	General electrical work
7	CORE work
4	Nonelectrical work

Location of work performed

21	CORE
5	Library
4	City hall
4	Annex
2	PD
6	Fire stations
3	DA building
1	MVD
1	Rockwind
0	Water wells
3	Parks
0	Senior center
0	Teen center
4	Garage

January 2019

General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
245.50	Street Sweeping
43	Building Brooms
72	Cold Mix Patching
64	Storm Sewers & Inlets
45.50	Equipment Maintenance
56	Working in the Welding Shop
50	Meetings
218.50	Alley work
308	Work for Parks Department
86	Work for Cemetery
72	Shoulder Work
96	Stocking Fill Dirt

The total amounts of material hauled or used:

Quantity	Material
248 yds.	Sweepings
1,278	Sand
16 yds.	Millings
5 yds.	Cold Mix Used
690 yds.	Recycling Material
790 yds.	Trash Hauled
1.926 Yds.	(Silt) Dirt

Calls responded to:

Number	Type
33	Dispatched – accidents, spills, debris
2	Street complaints
6	Alley complaints

January 2019
General Services - Garage

In January 2019 The City Garage had a total of 204 Repair Orders/Invoices. Of the 204 R.O./Inv., 119 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 \$41,275.00. 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	41	5,637.00	1,462.00	6,363.68	1,932.50	15,395.18
Preventive Maintenance	42	2,135.31	1,394.00	1,859.47	0.00	5,388.78
Batteries/Charging system	12	1,014.96	680.00	0.00	0.00	1,694.96
Belts,wipers, glass, etc.	56	631.86	1,990.00	4,976.02	1,886.00	9,483.88
Brakes	8	410.73	425.00	95.98	0.00	931.71
Service Calls	7	0.00	510.00	2.04	30.00	542.04
Transmission	7	589.89	850.00	50.00	0.00	1,489.89
Auto Collision	2	0.00	0.00	5,337.34	0.00	5,337.34
Miscellaneous	13	167.52	408.00	435.70	0.00	1011.22
Warranty	16	0.00	0.00	0.00	0.00	0.00
Monthly Total	204	10,587.27	7,719.00	19,120.23	3,848.50	41,275.00



Human Resources

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

Recruitment:	January 2018	January 2019
• Applications Received/ Reviewed:	312	330
• New Hires:	3	15
• Transfers/ Promotions	3	7
• Re-Hires	0	2

Jobs newly posted in January:

- Rockwind Community Links Golf Professional - General Manager Clubhouse Operations
- Parks and Open Spaces Director
- Golf Shop Clerk
- Senior Affairs Coordinator
- Payroll Specialist
- Technology Administrator - Hobbs Police Department
- HR Assistant
- Financial Analyst

Personnel Actions:	January 2018	January 2019
• Performance Reviews	29	6
• Retirements	1	0
• Terminations	9	9
• Other (Certification, Move to Shift, etc.)	4	2

Training:

- Department Head – “Understanding Implicit Bias”
- Human Resources – “HR Roundtable Discussions” – AON
- Human Resources - “State of Human Resources” – SHRM Webinar
- Employee – Quarterly bilingual training

Team Involvement:

- Job Fair – Event Center
- Seasonal Planning Meeting
- Numerous team participation with interview assistance panels.

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
- WiFi 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 January 2019

- Purchased, built, and installed 60 replacement computers.
- Completed the exchange migration.
- Planning/building the new Evidence server for PD.
- Planning the new HR module for Application Xtender.
- Expand phone system to include Jefferson Res for new SCADA install.
- Assisted DWC with upgrading P25 radio system firmware.
- Resolved an ongoing intermittent problem with the P25 radio system.
- Took care of multiple radio issues for the Police and Fire.
- Setup software and hardware for district swim meet with short notice.
- Worked on fast response time for support calls.
- Resolve the issue with the projectors at the CORE before swim meet started.
- Revamped Legal page on hobbsnm.org.
- Assist in reworking graphics on CORE website.
- Replaced failed hard drive in Police Dept. L3 in-car video server and rebuilt RAID.
- Upgraded Police Dept. ALPR server SQL Server to SQL 2014 to allow for resource baselining for ALPR system expansion.
- Implemented External prefix to emails originating from outside of City email system to better warn users of potential spoofed emails.



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

January 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 January. 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 January 2019, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (1/7 and 1/22)
- ❖ Cemetery Board – Efren Cortez (1/9)
- ❖ Community Affairs Board – Valerie Chacon (1/8)
- ❖ Library Board – Erik Scramlin (for Valerie Chacon)(1/8)
- ❖ Lodger's Tax Board – Valerie Chacon (1/9)
- ❖ Planning Board – Erik Scramlin (1/15)
- ❖ Utilities Board – Erik Scramlin (1/10)

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

❖ Public Hearings/Presentations	2
❖ Agenda Items drafted	3
❖ 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.)

❖ IPRA Review	6
❖ Procurement Review	3
❖ Contract Review	22

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 January 2019, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	2
❖ Probation Violations:	2
❖ Pretrials (Pro Se):	139
❖ Pretrials (Attorney):	42
❖ Trials:	60
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	2
❖ Appeals in District Court	0
❖ Competency Matters	7
❖ Pleadings	19
❖ Civil Depositions	8
❖ Civil Mediations	0

❖ Arbitrations	0
❖ Demand Letters	1
❖ Misc. Hearings in District Court	2
❖ Trainings	2
❖ Witness Interviews	11
❖ Subpoenas	39
❖ Witness Lists	18
❖ Discovery Submissions	24
❖ Letters/Correspondence	4

Areas of Notoriety:

- ❖ Assistant City Attorney, Valerie S. Chacon, was elected by her peers as Treasure of the Lea County Bar Association.
- ❖ Assistant City Attorney, Valerie S. Chacon, along with the Communications Department created a public information video to assist the general public in understanding ordinances.
- ❖ Deputy City Attorney, Erik M. Scramlin, was successful in obtaining an order of protection from the District Court to protect confidential biometric information from disclosure.

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 providing serving the City of Hobbs as its legal team.

Respectfully,



Efrén A. Cortez
City Attorney

CITY MANAGER'S REPORT

January, 2019

Hobbs Public Library

CIRCULATION: 9,395

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	5,134
Audio Books & Music	429
DVDs	3,525
E-Books/E-Audio (OverDrive & Gale)	307

CIRCULATION BY PATRON TYPE:

Adult	6,273
Juvenile	1,167
Senior Citizen	1,455
Used in Library	500

Total Children's Items Circulated 3,138

Total Adult Items Circulated 6,257

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	9	22
ELIN Loans	24	50

Patron Visits 4789

Overdue Notices Sent 254

PROGRAMS & PUBLIC SERVICES:

Programs Provided	11
Attendance	421
Meeting Room Use	27

Web Site Usage 5893

HPL Database Usage 754

Reference Questions 335

Public Computer Use 815

PATRON PROFILES:

Adult	22,496
Juvenile (Under 18 Years)	4,298
Senior Citizens (62+ Years)	4,125
Temp ELIN	2,089
Total Active Borrowers	33,008

RECEIPTS:

Materials Paid For \$181.40

Fines & Fees \$1,107.45

Copy Machine & Public Printouts \$679.95

Total \$1,968.80

Library Cards Added This Month 182

ITEMS ADDED:

Total Items Added	750
Items Weeded	1810

HOLDINGS:

Total Library Holdings 154,505

City Manager's Report
January 2019
Municipal Court

The Mission Statement of the Municipal Court is to implement policies and procedures set out by the City of Hobbs and the Supreme Court in a professional and dedicated manner that ensures right to due process, accessibility, equality and courtesy.

The Municipal Court is a court of limited jurisdiction that hears:

- Criminal Petty Misdemeanors
- Traffic Violations
- Code Violations

The Municipal Court sees more individuals than any other court on a daily basis. The Municipal Court is not a court of record. The Municipal Court is open Monday – Thursday from 7:30 a.m. – 5:30 p.m. (open during lunch) and Friday 8:00 a.m. – 12:00 p.m. Due to the court being open during lunch and after 5:00 p.m., it is more accessible to the public. The public is able to come in and take care of matters during their lunch break or after they get off of work. So that it doesn't cause any hardships.

The Municipal Court holds traffic court and Arraignments Monday – Wednesday starting at 12:30 p.m. and every other Thursday at 12:30 p.m. which is a trailing docket. The average wait time in court is anywhere from one to two hours, depending on how many individuals are in court. This could change on a day to day basis. However, due to the Municipal Court adopting the Uniform Traffic Ordinance (UTO) in 2016, the clerks are able to defer some matters at the window. This has decreased the traffic and wait time in the courtroom.

The Municipal Court's staff work diligently on serving the public. We strive towards customer service, compliance with Rules and Statues, efficiency and working effectively to ensure that all cases are resolved in a timely manner.

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

Monthly Cases:

Traffic Citations	629
Misdemeanor Citations	87
Environmental Citations	91
DWI's	<u>7</u>
Total	814

Courtroom Activity:

Video Arraignments	67
Court Appearances – A.M.	45
Court Appearances- P.M.	191
Pretrial Court Appearances – A.M.	40
Pretrial Court Appearances – P.M.	33
Attorney Pretrials	21
Trial Cases	<u>25</u>
Total	422

Other Activity:

Summons issued	1586
Warrants issued	<u>372</u>
Total	1958

Fines/Fees Assessed:

Fines	107,631
Penalty Assessment Fee	4,560
Automation Fee	3,732
Judicial Education Fee	1,866
Correction Fee	12,480
DWI Prevention Fee	2,250
DWI Lab Fee	425
Copies/Misc. Fee	<u>5</u>
Total	\$132,675

Fines/Fees Collected:

Fines	37,445
Penalty Assessment Fee	4,934
Automation Fee	3,647
Judicial Education Fee	1,805
Correction Fee	12,092
DWI Prevention Fee	924
DWI Lab Fee	369
Restitution	<u>70.60</u>
Total	\$61,287.10



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 - January 2019**

PRCA Divisions

- | | |
|-------------------|--|
| CORE | Recreation |
| Older Americans | Rockwind Club House |
| Parks Maintenance | Rockwind/Lovington Highway Trail Maintenance |
| ○ Cemetery | Seasonal Pools and Splash Pads |
| ○ McAdams | Teen Center |
| ○ Parks | |
| ○ Sports Fields | |

CORE

There was an increase of revenue by 22.87%, resulting in \$150,171.27 collected in January, mainly attributed to an increase of monthly memberships, week and day passes, group fitness, personal training and an increase of sales of CORE Store merchandise. New Year's resolutions helped to bring in more revenue, as noted by the nearly 100% increase in participation of members with annual and monthly memberships.

Description	Jul 1 to Jul 31	Aug 1 to Aug 31	Sept 1 to Sept 30	Oct 1 to Oct 31	Nov 1 to Nov 31	Dec 1 to Dec 31	Jan 1 to Jan 31
Fitness Unlimited	195	86	216	153	237	87	1
Day Passes	5,401	2,646	1,536	1,137	1,165	1,242	1,685
Week Passes	-	0	0	-	36	42	24
Annual Membership Attendance	2,654	2,303	2159	2,178	1,914	1,751	3,015
Monthly Membership Attendance	22,515	16,288	14,183	13,636	11,971	10,744	21,308
Swim Lessons - Sessions	188	0	0	-	-	-	0
Kid Watch	1,882	787	826	842	637	494	210
Kid Fit	441	379	271	288	283	222	325
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	1,830	1,170	426	271	321	175	322
Total Participants & Visits	35,106	23,659	19,617	18,505	16,564	14,757	26,890
Revenue	200,409.03	158,903.88	144,678.50	113,986.17	123,417.44	122,224.09	150,171.27
DIFFERENCE = prev month - current month		\$ (41,505.15)	\$ (14,225.38)	\$ (30,692.33)	\$ 9,431.27	\$ (1,193.35)	\$ 27,947.18
PERCENT DIFF = DIFFERENCE / prev month		-0.207102195	-0.089521917	-0.212141611	0.082740476	-0.009669217	0.228655251
% =		↓ -20.71%	↓ -8.95%	↓ -21.21%	↑ 8.27%	↓ -0.97%	↑ 22.87%

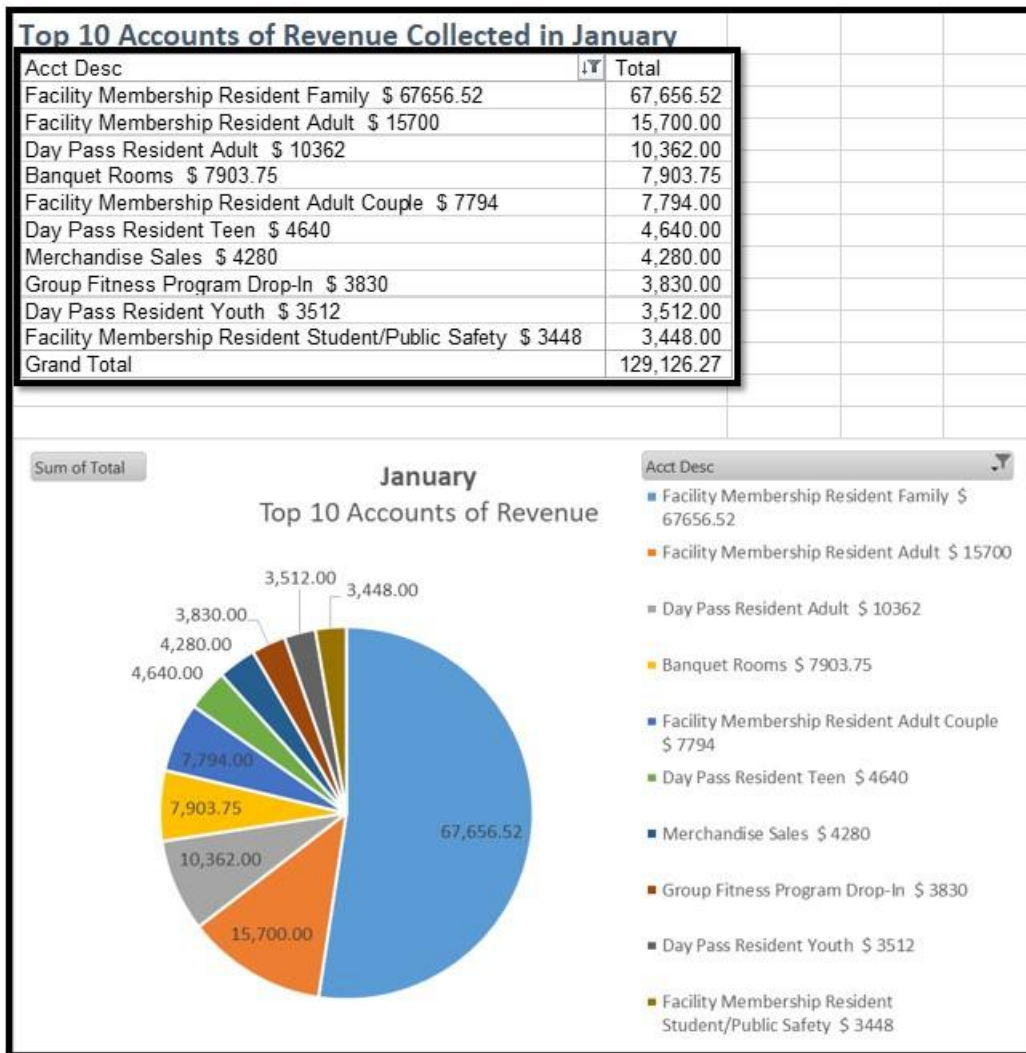
Summary of Facility Visits, Tours, & Facility Rentals:

Description	Jul 1 to Jul 31	Aug 1 to Aug 31	Sept 1 to Sept 30	Oct 1 to Oct 31	Nov 1 to Nov 31	Dec 1 to Dec 31	Jan 1 to Jan 31
Member Visits	25,169	18,591	16,342	15,814	13,885	12,495	24,323
Classes	Approximately 2025 Participants	Approximately 1256 Participants	Approximately 642 Participants	Approximately 424 Participants	Approximately 558 Participants	Approximately 262 Participants	Approximately 323 Participants
Tour Participant	328	590	510	313	287	261	386
Private Rentals	30 Facility Rentals for Jul 1 to Jul 31 with \$11,082.88 in revenue including deposits for future events through December 2018 as of 08/03/18	29 Facility Rentals for Aug 1 to Aug 31 with \$8,194.05 in revenue including deposits for future events through December 2018 as of 09/04/18	30 Facility Rentals for Sept 1 to Sept 30 with \$12,911.25 in revenue including deposits for future events through February 2019 as of 10/01/18	26 Facility Rentals for Oct 1 to Oct 31 with \$4,827.25 in revenue including deposits for future events through March 2019 as of 11/01/18	34 Facility Rentals for Nov 1 to Nov 31 with \$11,886.00 in revenue including deposits for future events through April 2019 as of 12/12/18	33 Facility Rentals for Dec 1 to Dec 31 with \$9,050.00 in revenue including deposits for future events through May 2019 as of 01/03/19	21 Facility Rentals for Jan 1 to Jan 31 with \$7,903.00 in revenue including deposits for future events through June 2019 as of 02/03/19

The Monthly Membership Recap indicates a significant increase in individuals who are part of a membership which increased by 1,296 individuals:

Month Ending:	July	August	September	October	November	December	January
Memberships Sold in Month	512	435	353	263	261	226	530
Memberships Sold MTD	2496	2915	2440	2140	2674	2793	3422
Individuals Part of a Membership in Month	1461	933	857	639	581	542	1296
Individuals Part of a Membership MTD	7375	8185	6677	5851	6787	7184	8360

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



Revenue accounts with the most significant revenue gains:

Act	Desc	Total	Dec Loo	Diff	% Diff	Y Comment
169999	32408 Group Fitness Program Contracted	480.00	50.00	430.00	860.00%	Tumbling Resume in Jan
169999	32453 Week Pass Resident Adult	931.00	340.00	591.00	173.82%	Week Passes
169999	32491 Merchandise Sales	4,280.00	1,620.50	2,659.50	164.12%	Due to many youth league jersey sales and towels sales
169999	32484 Kid Fit Resident	27.00	12.00	15.00	125.00%	Kid Fit
169999	32410 Group Fitness Program Drop-In	3,830.00	2,035.00	1,795.00	88.21%	Group Fitness Drop-In
169999	32464 Facility Membership Resident Adult Couple	7,794.00	4,377.81	3,416.19	78.03%	Couple Membership
169999	32447 Day Pass Resident Senior	356.00	220.00	136.00	61.82%	Day Pass
169999	32445 Day Pass Resident Teen	4,640.00	2,935.00	1,705.00	58.09%	Day Pass
169999	32443 Day Pass Resident Adult	10,362.00	6,869.00	3,493.00	50.85%	Day Pass
169999	32468 Facility Membership Resident Senior	2,756.00	1,848.96	907.04	49.06%	Senior Membership
169999	32444 Day Pass Resident Youth	3,512.00	2,384.00	1,128.00	47.32%	Day Pass
169999	32467 Facility Membership Resident Student/Public Safety	3,448.00	2,360.00	1,088.00	46.10%	Student/Public Safety Membership
169999	32434 Banquet Rooms	7,903.75	5,493.75	2,410.00	43.87%	Facility Rentals
169999	32463 Facility Membership Resident Adult	15,700.00	11,103.66	4,596.34	41.39%	Adult Membership
169999	32411 Personal Training Contracted	1,080.00	810.00	270.00	33.33%	Personal Training
169999	32479 Facility Membership Non-Resident Family	1,050.00	810.00	240.00	29.63%	Family Membership
169999	32470 Facility Membership Resident Family	67,656.52	52,349.34	15,307.18	29.24%	Family Membership

Older Americans

The Senior Center continues the daily task of providing meals to the senior citizens of our community. Below is information for January 2019.

Meals:		Meal Donations Received:	
Congregate Meals Served	1,830		\$ 2,445.15
Home Delivered Meals Served	2,031		\$ 913.00
Total Meals Served	3,861	Total	\$ 3,358.15

Duplicate Recreation Activities:	1059
Duplicate Exercise Activities:	451
Reassessments:	101

These activities include billiards, dominoes, computer lab, exercise equipment use, quilting, knitting, game room activities, card playing, exercise classes, bingo, blood pressure screenings, out of town trips, monthly birthday party, and any holiday celebrations.

Transportation:	383
Meal Program Transportation:	369
Other Transportation:	14

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.

Equipment:

- All dining room chairs were replaced.

Renovations:

- Dining Room Floor: Staff is waiting on a quote to replace portions of this floor.
- Basement Steps Railing: Staff is waiting on a quote to install railing at this location.

Other:

- Veteran Tribute Wall: The new, permanent lettering was completed.
- Senior Needs/ Meal Survey: The annual survey has been distributed to senior center members. Results will be completed in February.

Park Maintenance

Cemetery

- 23 interments for January.
- One new staff member added, with one vacancy remaining. to fill
- Chapel pond improvements are underway. Includes landscape updates, cleaning of two ponds and circulation pump repair.

McAdams

- 208 RV space rentals for the month of January. (Full capacity would be 465 space rentals)
- \$3,107.23 revenue generated.
- Approximately 5,000 cu/yds. of sediment removed from lower pond with the assistance of the Street Department. Refilling the lower pond expected to begin within a couple of days.

Parks

- 1 Park Pavilion Rental and 2 Park Special Event permits for January.
- Right of Way (ROW) mowing continues with anticipation of addressing the railroad ROW from Stanolind to Grimes on the east side of the ROW.
- Final herbicide applications for control of spring weeds with specific attention to roadway medians and turfgrass.
- Sand volleyball court maintenance included rototilling and raking of sand of courts at Washington and Heizer Parks.
- Walking trail maintenance included rototilling, dragging and raking of chat material at Del Norte and Charlie Brown Parks.
- Planting and mulching of flowerbeds in horticulture color zones.
- Ornamental grasses trimmed CORE landscape. (660 individual plants)

Sports Fields

- January USSSA Baseball Tournament included 72 teams.
- Tree removal complete at Zia Plex in preparation to install shade canopies along promenade.
- Preparations being completed for Spring soccer seasons at Washington Heights and MLK Soccer Plex. Items included: painting, dirt work, mowing and herbicide spraying.

Recreation

- Two volunteer groups conducted trash pick-up around the community.
- Preparations have been started for the 4th of July fireworks display.
- Father Daughter Dance Tickets went on sale January 9, and all 500 tickets were sold out on January 28, for the event which will be held on Friday, February 8. The idea of a Mother & Son Challenge was discussed with the CORE staff, as there is great potential with that facility to host such an event.
- A meeting was held January 30, with Parks and Recreation Staff and the Human Resources Department staff to discuss seasonal hiring.
- The Hobbs Downtown Slam & Jam Planning Committee had its first meeting on January 30, for the 2019 event which will be held on Saturday and Sunday, May 4 and 5. The committee reviewed concerns and plans for improvement from the 2018 event and set the schedule for the 2019 event.

Rockwind Club House

There were not tournaments or events held at Rockwind in January 2019. The golf teams from Hobbs High School, NMJC and USW started practicing. A very successful TaylorMade demo day was held on Friday, January 25. There were a total of 18 days where the overnight temperature was at freezing (32 degrees) or below which required a delay in the start of play. Total rounds for the month = 924. Total revenue to include tax = \$31,418.87.

Sales Report by Revenue Departments

Rockwind Community Links

2019 January

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	22	\$152.32	\$0.00	\$152.32	\$0.00	\$7.68	\$160.00
Driving Range	31430	229	\$1,214.56	\$0.00	\$1,214.56	\$0.00	\$61.44	\$1,276.00
Golf Cart Rental Fees	31431	623	\$8,715.47	\$0.00	\$8,715.47	\$0.00	\$439.65	\$9,155.12
Green Fees	99999	924	\$5,979.16	\$0.00	\$5,979.16	\$0.00	\$310.02	\$6,289.18
Hard Goods Sales	31410	150	\$5,507.36	(\$36.43)	\$5,470.93	\$3,910.13	\$273.72	\$5,744.65
Membership Fees	31420	4	\$2,285.68	\$0.00	\$2,285.68	\$0.00	\$114.32	\$2,400.00
Soft Goods Sales	31401	276	\$6,430.21	(\$522.45)	\$5,907.76	\$3,510.63	\$295.91	\$6,203.67
Food & Beverage	31441	125	\$196.70	(\$16.34)	\$180.36	\$74.20	\$9.89	\$190.25
Totals for Revenue		2353	\$30,481.46	(\$575.22)	\$29,906.24	\$7,494.96	\$1,512.63	\$31,418.87
Grand Total:		2353	\$ 30,481.46	\$ (575.22)	\$ 29,906.24	\$ 7,494.96	\$ 1,512.63	\$ 31,418.87

KEY PERFORMANCE INDICATORS

	<u>2019 January</u>
Total Pre-Tax Revenue	\$29,906.24
Total Rounds	924
Avg Green Fee plus Cart Fee per Round	\$18.38
Total Merchandise Sales	\$11,378.69
Merchandise Sales Per Round	\$12.31
F&B Sales Per Round	\$ 0.20
COGS Hard Goods	71%
COGS Soft Goods	59%
COGS F&B	41%
Rounds w/Carts	67%
Total Revenue per Round	\$ 32.37

Rockwind Community Links Maintenance

- Staff built stakes to use with ropes placed around the course
- Mechanic duties included general maintenance on all equipment, plus:
 - Ven-trac unit repaired
 - Equipment trailer repaired
 - Several small engines serviced
 - Tires replaced on various equipment
- Leaves removed from parking lots, rock bed, planter beds
- Greens mowed, sand bottles filled, tee markers moved (weekly)
- Moisture levels on greens monitored and addressed with hand watering (weekly)
- Native areas cut down
- Branches and debris removed from around the course after high winds
- Greens rolled, trash removed from course and trash containers emptied (weekly)
- Restrooms cleaned
- Liner in the stream channel was covered in areas where exposed
- Bunkers raked and grass removed
 - Bunker on #15 re-edged, sand added, sod added to outside edges
 - Sand added to bunkers on #2 and #9
- Ropes moved to re-route cart traffic in various high-traffic areas
- Several large pine trees removed
- Backfilled large hole due to leak repair
- Broken irrigation heads repaired
- Granular fertilizer application to fairways, tees, roughs and surrounds
- Three (3) small sumps added to assist with drainage

Lovington Highway Trail Maintenance

- Thatch and debris removed from under Eastern Red Cedars
- Trash removed (as needed, up to several times a week) net-a-film checked (weekly)
- Trash and debris removed from drains
- Staff repaired two equipment trailers
- Staff trimmed large trees along the trail (weekly)
- Irrigation heads identified to be moved and backfilled to eliminate trip hazards (weekly)
 - This includes irrigation heads located under Pampas Grass

- Irrigation system leaks repaired and system monitored for coverage (weekly)
- Tree well rings and net-a-film maintained (weekly)
- Rock beds measured to assess quantities of pre-emergent needed
- Bermuda grass along west side of trail mowed
- Trail staff assisted Rockwind staff with:
 - Maintenance on hole #13, backfilling a large hole
 - Installation of drainage sumps
 - General course maintenance

Seasonal Pools and Splash Pads

Completed 2018-2019 Post Season work for outdoor pools

- Removal of rock and artificial turf at Heizer Pool and replaced with concrete.
- Renovation of ship wreck slide at Heizer Pool.

2018-2019 Post Season repair work not yet completed

- Cleaning, repair and staining of fake rock at Heizer Pool. Purchase order has been issued. Waiting on suitable weather to start project.
- Refurbish of main circulating pump at Humble Pool to provide adequate flow rate for operation.
- Repair of pool gutter tile at Heizer Pool. Will need a temporary fix for it to be operational for 2019 summer season. Will need to budget next year for completely removal and repairs/renovations.
- All three pools drained and replace main drain covers to comply with state regulations.
- Yearly maintenance of all pool filter systems. Purchase order has been issued and work to begin in March.

Equipment to be purchased for 2019 Summer Season

- Additional tables for the increase in concrete area at Heizer Pool. Nw shade structure at Del Norte Pool. Items have been ordered at a total cost of: \$9,250.00.
- Additional umbrellas for new tables and replacement of broken umbrellas. Items have been ordered at a total cost of: \$5000.00.

2019 Summer Season Planning

- Scheduling and advertising of lifeguard classes
- Begin advertising for Season Pool and Summer Sports staff positions

Teen Center

- Teen Center surveillance system upgraded.
- Staff interviewed candidates for open Teen Center Recreation Worker position.
- Attendance for January averaged 25 teens per day.
- Replacement of furniture continues.
- The indoor archery league began its 2019 Spring league



HOBBS POLICE DEPARTMENT



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www.hobbspd.com

CHRIS McCALL
Chief of Police

January 2018/2019

	TOTAL RPTS	TOTAL RPTS	%CHNG 2018/2019
	2018	2019	
REPORTED CRIMES	484	448	-7%
CALLS FOR SERVICE	3,746	3,601	-4%
ARRESTS	302	264	-13%
MURDER	0	0	0%
RAPE	1	4	300%
ROBBERY	5	0	-100%
ASSAULTS AND BATTERY	109	100	-8%
BURGLARY	32	53	66%
LARCENY	35	43	23%
SHOPLIFTING	41	34	-17%
AUTO THEFT	10	13	30%
ARSON	1	0	-13%
FORGERY	4	1	-75%
FRAUD	7	4	-43%
EMBEZZLEMENT	4	4	0%
REC. STOLEN PROPERTY	2	4	100%
VANDALISM	53	48	-9%
WEAPONS OFFENSES	5	8	60%
DOMESTIC VIOLENCE	47	41	-13%
ASSAULTS/BATTERY ON PO	5	12	140%
SHOOTING AT/FM MV OR DWELLING	3	0	-100%
CITATIONS ISSUED	488	1,009	107%
DWI	10	12	20%
TRAFFIC CRASHES	85	106	25%

CITY MANAGERS REPORT

UTILITIES

WATER DEPARTMENT

CLASS	ACTIVE	Billed gallons	ACTIVE	Billed gallons
	ACCOUNTS	January 2018	ACCOUNTS	January 2019
Residential	10,898	63,823,195	11,180	60,755,524
Commercial	1,764	43,840,113	1,783	43,321,793
City Accounts	209	3,187,113	216	4,366,758
School Accounts	55	689,896	56	733,261
Irrigation	244	2,093,863	246	2,036,588
Effluent Water	3	1,075,000	7	19,104,817
Industrial Water	2	94,000	1	56,000
	13,175	114,803,180	13,489	130,374,741

DISCONNECTIONS FOR NON PAYMENT

January 2018	277
January 2019	236

LABORATORY

	January 2018	January 2019
Total Drinking Water Test	63	48
Total Wastewater Tests	760	678
Liquid Waste Received (gallons)	152,185	95,207

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	95.53	93.46
Effluent (Million Gallons)	93.41	90.47
Solids Removed (dry Weight/Pounds)	142,109	149,272

WATER PRODUCTION REPORT JANUARY 2019

WATER PRODUCED

Total monthly water produced, million gallons	150.09
Total monthly water distributed, million gallons	157.67

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.45
Monthly chlorine gas dosed to system (lbs)	1,104

MICROBIOLOGY

Bac Tee tests, routine	40
Positive results	0

PUBLIC SERVICE

Customer complaints, investigated	1
Customer complaints, resolved	1
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

UTILITY MAINTENANCE JANUARY 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	10
Meter box replacement	3
Meter stop / valve replacement	25
Meter leaks	5
Meter change out 3/4"	30
Meter change out 1"	2
Meter change out 2"	0
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Meters pulled for inactivity	0
Meters tested	3/passed
Set new 3/4" meter	40
Set new 1" meter	1
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	25
Service lateral replacement (qty./ft.)	qty. 30 - 300 feet
New service lateral (qty./ft.)	qty. 15 - 250 feet
Low water pressure investigation	7
Water quality investigations	5
Main line leaks/repair	5
Main line replacement (feet)	60 feet
New main line installs (feet)	360 feet
Valve maintenance	100
Valve new install/replacement	2
Fire hydrant maintenance	70
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	1
Fire hydrant meter set	5
New fire hydrant installed	1
Vehicle/equipment maintenance hours	20
Unaccounted water loss	175,000 gallons
Emergency call outs (from 5:00pm to 7:00am)	70

WORK DESCRIPTION	QUANTITY
Manhole maintenance	7
Manhole cleaned	31
Sewer main line cleaned (feet)	1151 feet
Sewer stoppages	16
Sewer main line video inspections	3

Odor complaints	4
Sewer pre-treatment additives (lbs. or gals.)	50 gallons
Property damage from backups	0
Sewer main line repair/replacement	0
New sewer main line install (feet)	22 feet
New backflow valve installed	0
Backflow valve maintenance	0
Lift station maintenance	14
Emergency call out (from 5:00 pm to 7:00 am)	4

UTILITIES MONTHLY PLUMBER REPORT FEBRUARY 2019	QUANTITY
Sewer stoppage	20
Odor complaints	5
Water leaks	9
Pool maintenance	36
Gas leaks	4
Emergency call outs (from 5:00 pm to 7:00 am)	4