



CITY MANAGER'S MONTHLY REPORT

MARCH, 2020

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



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

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Erik Scramlin
Valerie Chacon

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

LIBRARY SERVICES

Library Director

Sandy Farrell

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

PARKS & OPEN SPACES DEPT.

POSD Director
Cemetery
Golf Course/Trail
Parks
Sports Fields

Bryan Wagner
Monica Mendoza
Matt Hughes
Wade Whitehead
Vacant

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

PARKS & RECREATION DEPT.

Parks & Recreation Director
CORE
Golf Course/PGA Prof.
Recreation
Senior Center

Doug McDaniel
Lyndsey Henderson
Steve Schoch
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Brian Dunlap

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

March 2020

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

Participated in 6 conference call with Travelers Inc./assigned attorneys to review on-going claims.

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

Reviewed 6 Incident Reports from various city departments, associated police reports and video footage.

Reviewed and established 5 property damage claims on behalf of the City of Hobbs

Received and reviewed 3 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Processed 1 Notary bond application.

Scheduled 24 meetings for the Mayor and City Manager.

Prepared 1 proclamation for Mayor's office.

Scheduled 9 meetings in staff meeting room.

Review and approve payroll timesheets.

Attended commission meetings March 2 and 16, 2020

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

Received and assisted 20 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on March 3, 10, 17, 24 & 31, 2020.

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

Completed training: Violence in Workplace, Sexual Harassment and Discrimination for Employees, Municipal Employee Safety and Coronavirus Prevention

Prepared 25 notification letters to social service agencies



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
MARCH 2020**

Business Registrations – New/Change of Owner	24
Business Registrations – Change of Address	5
Business Registrations - Renewals	30
Total Business Registration Activity for Month	59
Total Active Business Registrations as of 3/31/20	1,939
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	1
Mobile Business Licenses	3
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	0
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	38
Public Documents Notarized	139
Public Records Requests	28
Regular City Commission Meetings 3/2/20 and 3/16/20	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum	0
Resolutions and Ordinances Attested	11
Other Items Approved	4
Total Number of Transactions on Tyler Cashiering	292
Total Amount	\$963,465.81



Hobbs Express

Monthly Report - MARCH 2020

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-20	Mar-20
No. of Elderly Passengers	434	474
No. of Non-Ambulatory Passengers	130	84
No. of Disabled Passengers	163	125
No. of Other Trips	4057	2383
Total Passenger Trips	4784	3066

Bus Route Trips	4275	2574
Rapid Line Trips	247	180
Total Bus Route Trips	4522	2754
Total Demand Response/Paratransit Trips	262	312
Total Passenger Trips	4784	3066

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-20	Mar-20
Total Vehicle Hours	775.75	714
Total Vehicle Miles	10,552	10,229

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-20	Mar-20
Total Fares Collected	\$2,537.62	\$3,383.22



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment: The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Non-habitable structure could be a temporary power, water well, industrial plant (power sub-station) or tower. Starting in September the County assumed the responsibility for addressing outside City Limits.

	March	2019 Total	2020 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	3	258	13

GIS-MAPPING DIVISION:

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

ArcGIS Enterprise Server (Update):

County Wide Geocoder: On March 23 the GIS division started work on a County Wide geolocation that can use either an address points to get an exact address location or the centerline information to get an approximant location for any address within the county.

Workforce: In late March 2020 the GIS division built a test project for Workforce for ArcGIS. Workforce is a tool provided by ESRI (as part of our subscription) that allows dispatchers to provide work tasks to field workers through an app. The location, time frame, and level of importance of the work is provided by the dispatcher through a simple website. The current test project was built to simulate the work done by the Water Office but this could be useful for many departments. If your department would like a demo, please contact Scot Youngblood.

CORE Fire Map (Update): On March 3rd the CORE reached out to the GIS division to have some of the CORE Fire Maps updated to show evacuations routes on the second floor map. These routes were not shown on the original maps as the information was unavailable to the time of the original project. The updated map was reviewed and approved by the CORE on March 9th.

Hand Map Update: On March 4th the GIS division assisted HPD by updated their Hand Map. While the request was completed quickly, it was found to be difficult to update the map with the new street names. To simplify the process of updating the Hand Map, the street name index was redesigned to be a sing text field instead of 15. This allows the GIS division to update the map with little notice. Additional changes were done to allow for future increase in the number of street name.



**ENGINEERING / PLANNING
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MONTHLY REPORT
March 2020**

Sanitary Survey and Dashboard: On March 8th the Utilities dept. request assistance with completing their Sanitary Survey of the water distribution system. Once every 3 year the utilities department does an evaluation of the water distribution system and calculates the percentage of the system that is made up of each pipe type, and by each size per each pipe type. After completing the task by using spreadsheet (due to the time crunch of the project), the GIS division constructed an Operational Dashboard that does most of the calculations in real time. As part of this projects some suggested changes to the waterlines dataset are being reviewed to additionally simplify the process in the future.

Lead And Copper Sampling Map: on March 10th water production asked the GIS division for a map showing the water sampling sites for use during a state inspection on the 11th. This map required some rework as sampling sites had moved and the numbering of the sample sites had changed. The map was completed on time for the inspection on March 11th.

Address Verification & Validation (Update): The Task was 30% complete as of the end of March.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

March

The City Commission Approved a Resolution authorizing a Letter of Support for a proposed Multi-Family Housing Bond project located at 2405 N. Jefferson, and approved 1 ETJ Subdivision.

Planning Board Summary:

March - The Planning Board reviewed and considered action on 2 items:

- Proposed Off-Street Parking (MC 15.20) Variance (approved)
- Subdivision of property located NW of the intersection of Seminole Highway & Navajo (tabled)
- Subdivision of property located NW ¼ of Section 34 within the ETJ (approved)
- Sketch Plan Review of the proposed Mesquite Draw Subdivision.
- Proposed extension of the Term of the Development Agreement with Suerte Land Group (recommended Commission approval)
- Proposed Assignment of an existing HIAP Recreational Lease (recommended Commission approval).



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

TRAFFIC DIVISION:

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

Total 1,296 tracked intersections

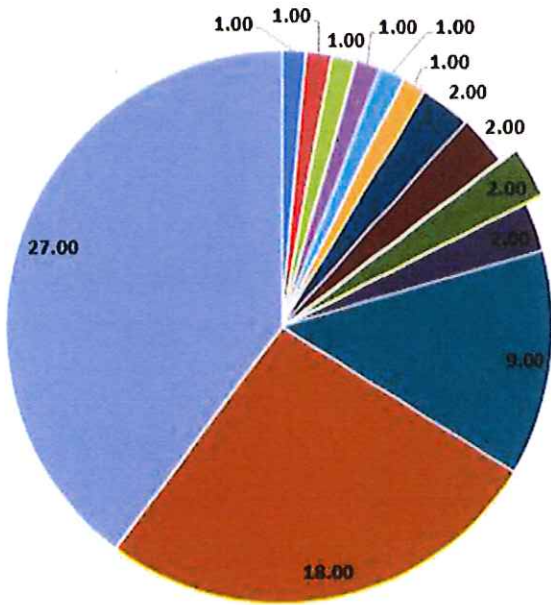


Figure 1 - Location Map of Work Performed

- | | | |
|-----------------------------------|--|-----------------------------------|
| ■ Breakaway Base Replaced = 1 | ■ Ped Push Button Repair / Replace = 1 | ■ Repair Communication = 1 |
| ■ New St. Name Sign Made = 1 | ■ Pole & Anchor Replace = 1 | ■ Line Spot Hours = 1 |
| ■ School Zone Repaired = 2 | ■ New St. Name Sign Installed = 2 | ■ Pole Straighten / Re-bolted = 2 |
| ■ Int in Flash or Malfunction = 2 | ■ Safe Hit Install / Replace = 9 | ■ Camera Cleaned = 18 |
| ■ Sign Install / Replace = 27 | | |



COMMUNICATIONS DEPARTMENT
Monthly Report
March 2020
Submitted April 23, 2020

GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Preventions for COVID-19 3.10.20
- 2020 Census in Hobbs 3.12.20 (the day the Census went live online)
- New Veterans Clinic in Hobbs 3.14.20
- COVID Spread Prevention 3.16.20
- HAAC Closure 3.20.20 (was not released)
- Hobbs COVID Update - City Staffing and Closures to the Public 3.19.20
- Municipal Court Closure 3.19.20
- Recreation Office Relocation 3.23.20
- C Hobbs COVID Update - Closures of Non-Essential Businesses and Non-Profits 3.24.20
- Flushing Do's and Don'ts 3.24.20 (Utilities contributed the majority of the content)
- First Confirmed COVID-19 Case in Hobbs 3.27.20 (joint press release with Lea County)
- Public Restrooms Closure 3.31.20

*All press release related to COVID-19 were published in both English and Spanish.

Other Press Actions:

- Facebook Live update with Mayor Cobb and City Manager Gomez on March 24, 2020
- Facebook Live press conference with Lea County Mike Gallagher, Lea Regional Medical Center CEO Dan Springer, and City Manager Gomez on March 27, 2020

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

2020 CENSUS

- iCountNM posts for Hobbs and Lea County (the State is working mostly with Counties)
- "Eagles Count Day" at Hobbs High School planning with Hobbs CCC held on March 11, 2020
- "Census and the Arts" planning with Western Heritage Museum Executive Director (cancelled due to COVID-19 pandemic)
- Marketing collateral creative (Spanish translations included)
- Purchases made and delivered for "Census eagle structure" to be placed at Turner St. and Grimes intersection thanks to the help of the Parks and Open Spaces Department
- Collaboration with area recruiter for Census workers
- Promoted available Census jobs
- Coordinated group photo of Complete Count Committee



COMMUNICATIONS DEPARTMENT

Monthly Report

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Submitted April 23, 2020

- Conference calls with counties and the State of New Mexico
- Placement of TV commercial
- Allocated funds that were to be for Census events towards digital and radio advertising



COMMUNICATIONS DEPARTMENT

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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

- [HFD CPR](#)
- [HFD CPR SPANISH](#)
- [Hiring-Police Lifeguard Rockwind](#)
- [Hobbs Express 30 years](#)
- [Station ID](#)
- [CORE MIXDOWN fall, adult leagues,](#)
- [CORE MIXDOWN youth leagues](#)
- [Library Adult Program Ends May 11th](#)
- [Coffee with Cops Generic No End](#)
- [Library E-Resources Ends May 11th](#)
- [Library Young Adult Program Ends May 11th](#)
- [General Recruitment Multi-voice-City of Hobbs](#)
- [CORE lifeguard hiring](#)
- [Rockwind Hiring](#)
- [Boy Scouts Ends May 10th, 2020](#)
- [Meghan Senior Center Tax End April 9th](#)
- [Center for the Arts](#)
- [Commissioner Pat Taylor Improvements](#)
- [Rockwind](#)
- [Grossology now](#)
- [Election Early Voting Spanish](#)
- [Election Early Voting English](#)
- [Parks and OS Remodels](#)
- [Recruitment Michael](#)
- [Fly Hobbs](#)



COMMUNICATIONS DEPARTMENT

Monthly Report

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Submitted April 23, 2020

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau quarterly meeting with hoteliers is on Apr 3 at ten a.m. at the Zia Park Hotel.

CVB STAFF IS CURRENTLY WORKING REMOTELY TO ENCOURAGE AND IMPLEMENT SOCIAL DISTANCING DURING THE COVID-19 PANDEMIC.

- Webinar with NM Tourism for the Co-OP Grant March 3rd
- Clean and Beautiful Grant Meeting with Committee canceled due to the COVID-19 pandemic.
- Set up a Phone Conference with Clean and Beautiful Committee due to the COVID-19 epidemic.
- The Convention and Visitors Bureau quarterly meeting with Southeastern Regional meeting on March 13th canceled due to the COVID-19 epidemic.
- 2020 Governor's Conference for Hospitality and Tourism May 10-12 (has been canceled due to the COVID-19 epidemic).

Listed Events

- Turf Border Wars March 13th (canceled due to the COVID-19 epidemic)
- SSTA Gymnastics Championship (canceled due to the COVID-19 epidemic)
- Evangelio (canceled due to the COVID-19 epidemic)
- King of the Turf May 15th
- 2020 NM State High School Golf Championship
- Fastpitch Tournament May 22-24
- Last Chance for Rings July 24-26
- Desert Hills Electric Supplies Annual Christmas Party (250+ in attendance)

COMMUNICATIONS DEPARTMENT
Monthly Report
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SOCIAL MEDIA INSIGHTS



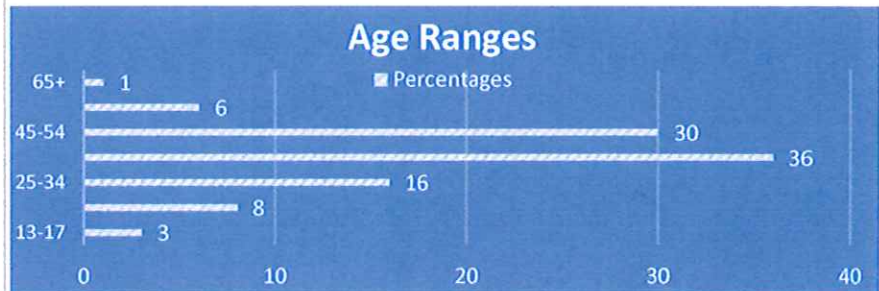
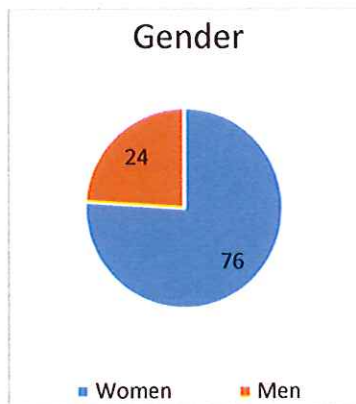
Facebook – last 28 days
(Mar 18 – Apr 14)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
270% increase (6,647 total)	90% increase (122,604 total)	266% increase (72,834 total)	629% increase (926 total new)



Instagram
(Apr 8 – Apr 14)

Reach	Impressions	Profile Visits	Interactions
754	3,124	73	74





COMMUNICATIONS DEPARTMENT

Monthly Report

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MISCELLANEOUS ACTIONS

- Cancelled/postponed several meetings and orders due to COVID-19 pandemic
- Created departmental FY21 budget and entered into Munis
- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Director serves on Rotary Club Board and attends monthly meetings
- Attended numerous webinars
- Numerous notices for different departments and locations
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Website monitoring and updates communicated with IT Web Master
- Collaborated Web Master with the creation of the COVID-19 update webpage at hobbsnm.org/update
- Reminder of biweekly radio announcements (cancelled due to COVID-19 pandemic)
- Worked with New Mexico Tourism on building the web page for Hobbs New Mexico
- Worked on Lodgers' Tax Budget and submitted to City Manager
- Worked on the FY 2021 Department budget
- Assigned community service participants
- Meeting at the Rockwind Grill and with the Golf Pro regarding upcoming events
- Webinar on the newest changes for 2020 grant writing
- Worked with New Mexico Tourism on building the web page for Hobbs New Mexico
- Meeting with Western Heritage over the phone about CO-OP GRANT
- Meeting with Women United (canceled due to the COVID-19 epidemic)
- Met with restaurants about partnering with CVB on events the first week of March
- Took copies of The Guide to the airport and hotels the first week of March



COMMUNICATIONS DEPARTMENT

Monthly Report

March 2020

Submitted April 23, 2020

Livestreamed City Commission Meetings

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	74.2%	2668	3113
Live Viewers	25.8%	927	4473
Total	100%	3595	7586

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

City of Hobbs Building Division

Total Type of Construction

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

March 2020 Report

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	6	9,000.00	343.50
COMM PLUMBING	C	12	18,000.00	1,958.00
COMM SEWER TAP & EXCAVATION	C	2	3,000.00	840.00
COMMERCIAL ELECTRICAL	C	13	19,500.00	1,844.00
COMMERCIAL REMODEL	C	3	206,300.00	288.00
COMMERCIAL RE-ROOFING	C	5	471,637.00	1,228.94
COMMERCIAL TOWERS	C	1	15,000.00	144.00
FIRE ALARM SYSTEM	C	1	1,500.00	100.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	154.50
NEW COMMERCIAL	C	3	7,369,353.00	10,283.21
		<u>47</u>	<u>8,114,790.00</u>	<u>17,184.15</u>
Residential				
PERMITS RENEWED	R	1	0.00	60.00
RES MECHANICAL	R	28	42,000.00	1,940.00
RES PLUMBING	R	35	52,500.00	1,829.00
RES SEWER TAP & EXCAVATION	R	8	12,000.00	3,070.00
RESIDENTIAL ADDITION	R	4	171,500.00	800.00
RESIDENTIAL CARPORT	R	2	18,900.00	200.00
RESIDENTIAL CURB CUTS	R	1	1,200.00	20.00
RESIDENTIAL DEMOLITION	R	1	3,000.00	40.00
RESIDENTIAL DRIVEWAY	R	5	29,350.00	115.00
RESIDENTIAL ELECTRICAL	R	66	99,000.00	5,020.00
RESIDENTIAL FENCE	R	3	4,500.00	40.00
RESIDENTIAL MANUFACTURED HOME	R	2	70,900.00	120.00
RESIDENTIAL RAMPS	R	1	11,700.00	120.00
RESIDENTIAL REMODEL	R	12	134,656.00	1,140.00
RESIDENTIAL RE-ROOF	R	15	125,633.00	1,190.00
RESIDENTIAL SINGLE FAMILY	R	7	1,744,359.00	3,680.00
RESIDENTIAL STORAGE	R	3	205,000.00	700.00
		<u>194</u>	<u>2,726,198.00</u>	<u>20,084.00</u>
		<u>241</u>	<u>10,840,988.00</u>	<u>37,268.15</u>

CODE NUMBERS FOR MARCH 2020

CODE WARNINGS 816

CODE CITATIONS 59

CODE COMPLAINTS 231

ANIMAL WARNINGS 85

ANIMAL CITATIONS 26

ANIMAL COMPLAINTS 222

VEHICLES TOWED/PD 0

MARCH /2020 HOBBS ANIMAL ADOPTION CENTER

	20-Jan		20-Feb		20-Mar	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	12	12	20	14	16	14
Stray	50	180	38	180	66	196
Transfer				1		
Unwanted	26	54	16	75	18	102
Low Cost	38	35	73	33	88	40
Quarantine		6		4		5
Total	126	287	147	307	188	357
Disposition:						
Adopted	30	74	30	88	23	95
Died at Facility	2	3	4	5	9	2
Dead on Arrival	11	12	17	12	15	15
Escape trap			1	1		
Euthanized	5	28	1	14	11	18
Rescued	26	94	26	92	34	106
Return Owner	5	56		45	1	58
Low Cost	38	35	73	33	85	40
Total	117	302	152	290	178	334

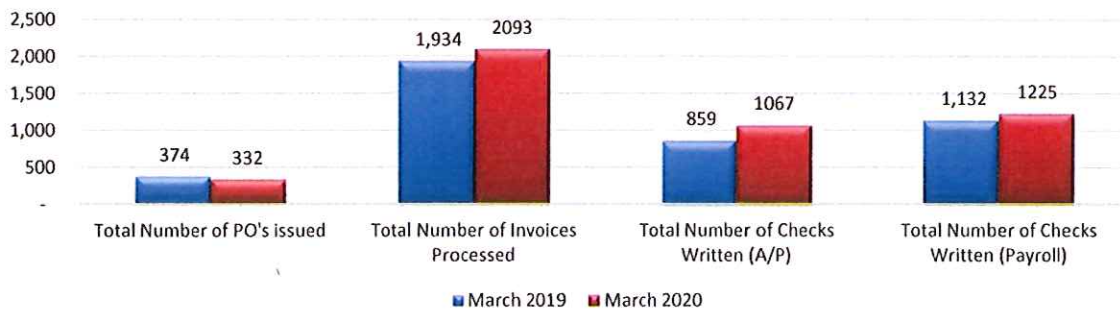
**Monthly Measurement
Finance Department
Fiscal Year 2020**

Cash Statistics	March 2019	March 2020
Beginning Cash Balance	\$ 115,057,664	142,579,835
Monthly Cash In (Revenue - all funds)	\$ 14,705,292	10,431,483
Monthly Cash Out (Expenditures - all funds)	\$ 10,961,867	9,535,998
Ending Cash Balance	\$ 118,801,088	143,475,320

Finance Transaction Statistics

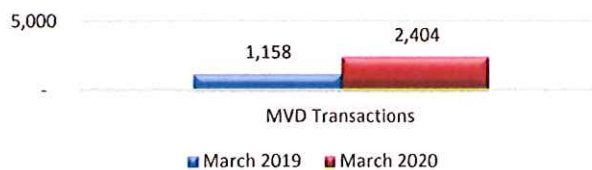
	March 2019	March 2020		
Total Number of PO's issued	374	332	daily average	20.91
Total Number of Invoices Processed	1,934	2,093	daily average	82.45
Total Number of Checks Written (A/P)	859	1,067	weekly average	268.00
Total Number of Checks Written (Payroll)	1,132	1,225	bi-weekly average	576.00

Financial Transaction Averages

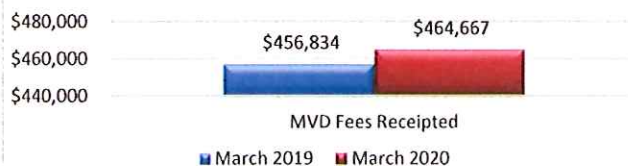


MVD Statistics	March 2019	March 2020		
MVD Transactions	1,158	2,404	daily average	109.27
MVD Fees Received	\$ 456,834	\$ 464,667	daily average	\$ 21,121.22

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

March 2020

ALARMS

Alarms (City)	63
Alarms (County)	66
Total Alarms	129

ZONES

Zone 1 (NW City) 18	Zone 5 (NW County) 3
Zone 2 (NE City) 13	Zone 6 (NE County) 17
Zone 3 (SE City) 20	Zone 7 (SE County) 5
Zone 4 (SW City) 12	Zone 8 (SW County) 26
Out of District	15

TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:57
Station 2	1:34
Station 3	1:21
Station 4	1:03
Average	1:13

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:04
Station 2	5:11
Station 3	5:44
Station 4	9:23
Average	6:05

PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	66
Smoke Detectors Installed	1
Public Education Activities	0
Plan Reviews	3
Burn Permits Issued	3

FIRE RESPONSE BY STATION

Station 1	57
Station 2	25
Station 3	31
Station 4	16

MOST COMMON DAY/TIME

Monday (1700 – 1759)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 4

FALSE ALARM RESPONSE

False Alarms - 16

TRAINING HOURS

Fire Training	358
EMS Training	125

EMERGENCY MEDICAL SERVICES

March 2020

EMS RUN BREAKDOWN

City Response 638
County Response 62
Total Responses 700

ZONES

Zone 1 (NW City) 300 Zone 5 (NW County) 17
Zone 2 (NE City) 85 Zone 6 (NE County) 30
Zone 3 (SE City) 133 Zone 7 (SE County) 5
Zone 4 (SW City) 120 Zone 8 (SW County) 10

AVERAGE RUN TIMES

Enroute: 1:45
At Scene: 4:30
To Destination: 25:17
Back in Service: 36:48

MOST COMMON DAY/TIME

Tuesday – 114 calls for service

Friday – 27 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Falls - 58

OUT OF TOWN TRANSFERS

Lubbock 28
Midland 1
Odessa 3
Roswell 13
Carlsbad 7

CARDIAC ARREST RESPONSES

Cardiac Arrest 12
ROSC 3
ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected \$127,670.01

Highlights for the month of March

- Hose testing completed
- Driver/Engineer promotional test held with 2 personnel passing
- AFG grant submitted (portable radios)
- EMS license renewal completed
- HFD Annual Report completed
- 4 personnel obtained IFSAC certification for Emergency Vehicle Driving
- 4 personnel obtained IFSAC certification for Hazmat Awareness and Operations
- CORONAVIRUS (COVID-19)

March 2020 General Services – Building Maintenance

Work performed by City Carpenters

2	Wall repaired
2	Moved Office Furniture
8	Door lock repaired
7	Roof inspections
4	Building inspections
17	Repaired dog kennels
2	Door closer adjusted
1	Slide repair and wax
1	D.M.V. new carport
31	Work orders

Location of work performed

16	City Hall
7	D.M.V.
1	Police Department
3	Senior Center
1	Fire Station II
1	Library
1	Heizer Pool
5	C.O.R.E.
2	Annex
1	Animal Adoption
1	Del Norte

1	Office Complex
1	Humble pool
1	Humble restroom
1	Washington restroom
1	Jogging trail restroom

Break down of work performed by the Electricians

7	Light repairs
11	AC repairs
3	Heater repairs
21	General electrical work
5	CORE work
2	Nonelectrical work

Location of work performed.

5	CORE
3	Library
5	City hall
2	Annex
1	PD
7	Fire stations
9	DA building
1	MVD
10	Parks
2	Senior center
2	Teen center
2	AAC
1	Streets
2	Utilities

March - 2020

General Services - Garage

In March 2020 The City Garage had a total of 294 Repair Orders/Invoices. Of the 294 R.O./Invoices, 185 were repaired in house and 109 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 69,680.84 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 \$
AC/Heater/Vent	1	0.00	68.00	0.00	0.00	68.00
Instrument/Gauges	2	0.00	0.00	158.70	0.00	158.70
Complete Wash	1	0.00	34.00	0.00	0.00	34.00
Filters	4	51.25	136.00	27.96	0.00	215.21
Service Calls	17	285.13	1,598.00	0.00	0.00	1,883.13
Miscellaneous Maintenance	86	2,347.02	4,998.00	3,859.10	838.95	12,043.07
Brakes	14	299.02	1,306.34	1,628.80	0.00	3,234.16
Steering/Suspension	5	0.00	136.00	209.82	636.50	982.32
Tires	35	3,330.00	1,258.00	1,613.34	726.00	6,927.34
Whls/Hubs/Brgs	2	0.00	102.00	199.99	0.00	301.99
Transmission	3	269.00	238.00	0.00	0.00	507.00
Charging	25	1,343.65	1,258.00	640.79	0.00	3,242.44
Lighting	21	238.16	561.00	1,218.26	980.00	2,997.42
Preventive Maintenance	59	2,671.02	1,292.00	11,839.67	10,679.17	26,481.86
Cooling	5	49.35	425.00	0.00	0.00	474.35
Fuel System	1	0.00	17.00	0.00	0.00	17.00
Engine	6	0.00	306.00	5,621.85	4,185.00	10,112.85
Safety Recalls	5	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0.00	0.00	0.00	0.00	0.00
Warranty	2	0.00	0.00	0.00	0.00	0.00
Monthly Total	294	10,883.60	13,733.34	27,018.28	18,045.62	69,680.84

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	185	10,883.60	13,733.34	24,616.94
Vendor	109	27,018.28	18,045.62	45,063.90

Street Department Monthly Report March 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
353 Hrs.	Street Sweeping
64 Hrs.	Building Brooms
128 Hrs.	Cold Mix Patching
8 Ea.	Street Complaints called in.
1 Ea.	Alley Work complaints
320 Hrs.	Storm Sewers & Inlets
42 Hrs.	Equipment Maintenance
24 Hrs.	Yard Maintenance
22 Hrs.	Safety Skill Meeting (test)
120 Hrs.	Hot Mix work
35 Hrs.	Work for Golf Course
65 Hrs.	Work for Environmental Department
24 Hrs.	Work for Cemetery
136 Hrs.	Shoulder Work
172 Hrs.	Stocking Fill Dirt & Caliche

The total amounts of material hauled or used:

Quantity	Material
292 Yds.	Sweepings
300 Gal	Unmetered Water
12 Yds.	Millings
144 Yds.	Alley Fill Dirt
14 Yds.	Cold Mix Used
263 Yds.	Trash Hauled

Calls responded to:

Number	Type
13	Dispatched – accidents, spills, debris



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

Recruitment:	March 2019	March 2020
• Applications Received/Reviewed	298	340
• New Hires	14	19
• Re-Hires	2	21
• Transfers/Promotions/Demotions	5	7

Personnel Actions:	March 2019	March 2020
• Performance Reviews	27	14
• Retirements	1	1
• Terminations	12	5
• Other(certs, shift moves)	4	3

New Position Postings in March:	
CORE KIDS LEAD SPC	PARKS MAINT WORKER
GUEST SERVICES COORDINATOR	PESTICIDE TECHNICIAN
OFFICE SPECIALIST	POLICE SERVICE AIDE

Team Involvement:

- Nyssa Rodgers celebrated 5 years with the City of Hobbs
- The HR Team participated in Enterprise Asset Management Training
- Tracy South participated in Maddox Leadership Institute
- The City Manager’s Office and the HR Team hosted a New Hire Breakfast
- HR participated in an AON Quarterly Meeting
- Nicholas Goulet continued budget work/meetings
- AR 20-02- Pandemic Prevention-Activation Plan was put in place 3/17/2020
- The Human Resources Department began staggered staffing due to COVID-19

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

Accomplishments for Apr. 2020

- 103 Request for service
- 99 Completed
- 12 Email related
- 15 hardware related
- 3 network related
- 7 password resets
- 9 phone related
- 9 radio related
- 3 projects related
- 18 software related
- 21 User Setup
- 1 Web page related
- 2 other

Special accomplishments:

- Setup virtual commission meetings
- Assisted with departmental virtual conferences
- Setup conferencing for court interpreter.
- Build new IA Pro server.
- continued installation of new network switches.
- Built and installed 5 new computers



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

March 2020

Mission Statement:

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

Duties Required by Law:

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

- ❖ Hobbs City Commission – Efren Cortez (3/2 and 3/16)
- ❖ Cemetery Board – Efren Cortez (3/11)
- ❖ Community Affairs Board – Valerie Chacon (3/10)
- ❖ Library Board – Valerie Chacon (3/3)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (3/17)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	7
❖ Resolutions Drafted	5

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	10
❖ Contract Review	23

Litigation:

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

Legal Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Valerie S. Chacon, and Assistant City Attorney, Rocio A. Ocano, are 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 March 2020, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	77
❖ Pretrials (Attorney):	14
❖ Trials:	35
❖ Dangerous Dogs/Petitions:	2
❖ DWI Cases:	8
❖ Appeals in District Court:	1
❖ Pleadings:	115
❖ Civil Depositions:	0
❖ Civil Mediations:	2
❖ Arbitrations:	0
❖ Demand Letters:	2

❖ Misc. Hearings (Mun./Dist./Fed.):	0
❖ Trainings:	1
❖ Witness Interviews:	0
❖ In-office consultations:	7
❖ Discovery Submissions:	22
❖ Letters/Correspondence:	912

Areas of Notoriety:

- ❖ The City Attorney's Office welcomed Assistant City Attorney Rocio A. Ocano.
- ❖ The City Attorney's Office welcomed Legal Intern Devaney Ramirez.
- ❖ Deputy City Attorney Erik M. Scramlin taught officer prosecutions at the South Eastern New Mexico Law Enforcement Academy.

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

Respectfully,

/s/ Efred A. Cortez
 Efred A. Cortez
 City Attorney

CITY MANAGER'S REPORT

March, 2020

Hobbs Public Library

CIRCULATION: 5,925

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,676
Audio Books & Music	207
DVDs	1,692
E-Books/E-Audio (OverDrive & Gale)	350

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	3	17
ELIN Loans	9	7

PROGRAMS & PUBLIC SERVICES:

Programs Provided	13
Attendance	208
Meeting Room Use	9
Board Games	3

PATRON PROFILES:

Adult	25,000
Juvenile (Under 18 Years)	4,182
Senior Citizens (62+ Years)	4,446
Temp ELIN	2,225
Total Active Borrowers	35,853

Library Patrons Added This Month	21
Computer Patrons Added This Month	2

ITEMS ADDED:

Total Items Added	513
Items Weeded	206

CIRCULATION BY PATRON TYPE:

Adult	4,072
Juvenile	705
Senior Citizen	732
Used in Library	445

Total Children's Items Circulated 2,290

Total Adult Items Circulated 3,635

Patron Visits	2415
Overdue Notices Sent	161

Web Site Usage	4064
----------------	------

HPL Database Usage	1122
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Reference Questions	61
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Public Computer Use	410
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RECEIPTS:

Materials Paid For	\$103.40
Fines & Fees	\$501.16
Copy Machine & Public Printouts	\$386.33
Total	\$990.89

HOLDINGS:

Total Library Holdings	149,594
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City Manager's Report
 March 2020
 Municipal Court

Monthly Cases:

Traffic Citations	1043
Misdemeanor Citations	48
Environmental Citations	195
Fire Code Violations	0
AGG. DWI	8
DWI – 1 ST	<u>2</u>
Total	1296

Courtroom Activity:

Video Arraignments (Jail)	79
Court Appearances – A.M.	29
Court Appearances- P.M.	148
Pretrial Court Appearances – A.M.	20
Pretrial Court Appearances – P.M.	15
Attorney Pretrials	8
Trial Cases	<u>9</u>
Total	308

Other Activity:

Summons issued	900
Warrants issued	<u>629</u>
Total	1529

Fines/Fees Assessed:

Fines	\$182,255
Penalty Assessment Fee	7,450
Automation Fee	5,778
Judicial Education Fee	2,889
Correction Fee	19,260
DWI Prevention Fee	750
DWI Lab Fee	850
Copies/Misc. Fee	<u>0</u>
Total	\$219,232

Fines/Fees Collected:

Fines	\$52,926.50
Penalty Assessment Fee	6,209
Automation Fee	4,420
Judicial Education Fee	2,225
Correction Fee	14,774.50
DWI Prevention Fee	209
DWI Lab Fee	262
Copies/Misc. Fee	0
Restitution	<u>0</u>
Total	\$81,026

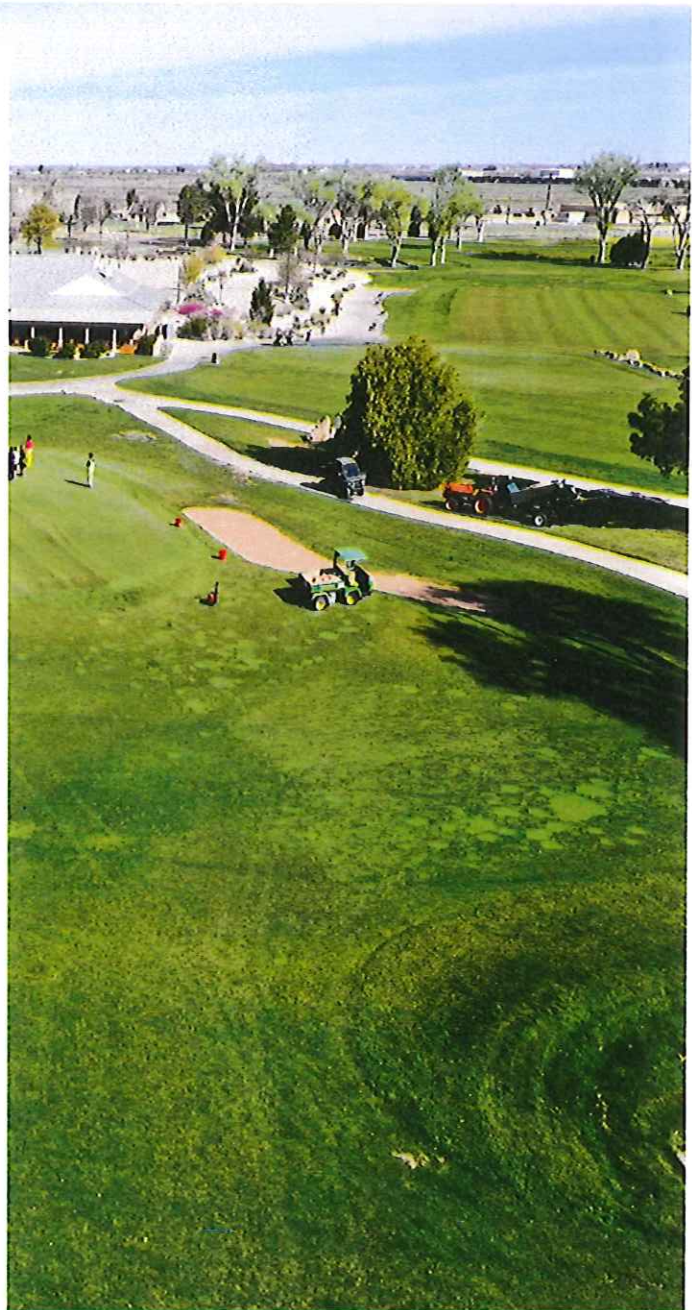
City Manager – March Report

2020

1. Park improvements are underway at Charlie Borwn, Del Norte and Snyder Parks.
2. Parks, Sports and Cemetery have adjusted crews and supervisor responsibility. This will provide more productivity and consistency across these 3 divisions.
3. Dustin Sharp promoted to Sports Field Supervisor during this month.
4. Trail crew filled in ruts in turf from vehicles that pull off roadway
5. All crews working on weed abatement across city
6. Rockwind performed March Aerification
7. Staff at Rockwind replaced sand and enlarged bunkers
8. USGA assessed Rockwind Golf Course and provided an excellent condition report with recommendations.
9. Master Drainage Plan assesment was scheduled for March 18th, now on hold due to COVID 19 travel restrictions.

Parks & Open Spaces Department

Authored by: Bryan Wagner



CITY OF

Hobbs
NEW MEXICO

IT ALL HAPPENS HERE..



THE CITY OF
HOBBS, NEW MEXICO

RECREATION DEPARTMENT
HOBBS, NEW MEXICO 88240

4827 NORTH LOVINGTON HIGHWAY
(575) 397-9291

**Recreation Department
Monthly Report - March 2020**

Divisions

CORE
Older Americans
Recreation
Rockwind Clubhouse
Teen Center

CORE

There was a significant decrease in revenue as a result of closure of the facility as mandated by the State of New Mexico's Public Health Order that closed recreation facilities. Revenue totaled \$111,501.62, with a participation total of 14,193. These same totals for March 2019 were \$211,792.72 and 47,365. The Facility Rentals Division did host a total of 22 events but also had 16 cancellations due to closure of the facility.

Once the facility was mandated to close, staff spent several days cleaning/disinfecting the facility. The Public Health Order mandates that the facility be closed through April 30. During this time, several intensive maintenance projects which were planned for later in the year will take place while there are no participants in the building. This will include carpet cleaning, cleaning of cement floors, cleaning of the resilient floors in the gym, fitness studio and on the track, as well as refinishing the maple wood floors in the racquetball courts and fitness studio. Furniture will also be cleaned and the annual preventative maintenance on the basketball goal and volleyball standards/nets will also be conducted while the facility is closed.

Revenue & Participation

30	March 1 to March 31
Fitness Unlimited (Incl. Fit. Unlim. Passes)	113
Day Passes Sold	858
Week Passes Sold	12
Month Passes Sold	166
Annual Membership Attendance	993
Monthly Membership Attendance	10,908
Month-to-Month Pass Attendance	548
Swim Lessons - Sessions	
kidWATCH	318
kidFIT	148
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	129
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	-
Total Participants & Visits	14,193
Revenue	\$111,501.62

Summary of Participation, Tours, Facility Rentals

Description	March 1 to March 31
Member Visits	12,449
Guest Visits	1,205
Classes	242 Participants
Tour Participants	
Private Rentals	22 Facility Rentals from May 1 to May 31, 2020 with \$4,143.75 in revenue including deposits for future events through August 2020 as of 3/03/19
Rentals Count	22

Monthly Membership Recap

Month Ending: Mar-20	
Memberships Sold in Month	128
Month Ending: Mar-20	
Family Memberships	1405
Individual Memberships	306
Total Memberships	1,711
Total Individual Members	6977

Older Americans

The Senior Center was closed on March 16 and there was no Congregate Meal served on Friday, March 13 due to COVID 19 restrictions. The Senior Center remains closed to all activities and programs, but Home Delivered and Congregate meals continue. Congregate Meals were changed to a "Grab N Go" status by the State as the mandate was made to eliminate on-site Congregate Meals through June 30. Staff implemented a "drive through" process so that seniors can pick up the Congregate Meals and return home to eat. Meal totals for March 2020:

Meals:	Meal Donations Received:	
March 2020 Congregate Meals Served	758	\$1,017.37
March 2020 Grab N Go Meals Served	1,092	\$ 0.00
March 2020 Home Delivered Meals Served	2,551	\$1,759.41
	4,144	\$2,776.78

Duplicate Recreation Activities:	1,028*
Duplicate Exercise Activities:	537*
Assessments/Reassessments:	109*

**This reflects participation from March 1 through March 16, only, as the Senior Center was closed for all activities and programming due to COVID 19.*

Duplicate Recreation Activities include billiards, dominoes, computer lab, fitness equipment use, quilting, knitting, game room activities, card playing, exercise classes, bingo, blood pressure screenings, free hearing test, out of town trips, monthly birthday party, any holiday celebrations, and the Artful Hands program.

Transportation:	145*
Meal Program Transportation	140*
Other Transportation:	5*

**This reflects transportation from March 1 through March 16, only, as the Senior Center was closed for all activities and programming due to COVID 19.*

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 meal site bathrooms have been deconstructed for the remodel. The progress was stopped due to Public Health orders regarding COVID-19.

Recreation

- Preparations were made for a modified version of the annual Community Egg Hunt. Eggs will be distributed at Elementary Schools during the times that students are picking up meals. Staff separated 40K eggs so they could be distributed.
- The Hobbs Downtown Slam and Jam Committee met and rescheduled the event for August 15th & 16th to coincide with the Hobbs August Night event.
- Recreation staff continues recruiting for the summer programs and making preparations for the Summer Recess and Summer Sports programs.

Aquatics

- Offseason maintenance continues with projects being the primary focus to include upgrades at the Washington Splash Pad, and the re-plastering of Heizer and Humble Pools.
- Staff is looking into replacing chemical controllers and autofill systems at seasonal pools.
- A new controller for the Jefferson Splash Pad has been ordered and will be installed by City electricians.
- Staff has conducted interviews with a number of candidates for positions at the season pools.

Sales Report by Revenue Departments

Date Between 3/1/2020 & 3/31/2020

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	41	\$618.89	\$0.00	\$618.89	\$0.00	\$31.11	\$650.00
Driving Range	31430	196	\$1,096.58	\$0.00	\$1,096.58	\$0.00	\$55.42	\$1,152.00
Golf Cart Rental Fees	31431	660	\$9,322.34	\$0.00	\$9,322.34	\$0.00	\$469.86	\$9,792.20
Green Fees		917	\$8,347.85	\$0.00	\$8,347.85	\$0.00	\$428.45	\$8,776.30
Hard Goods Sales	31410	226	\$12,028.41	(\$184.08)	\$11,844.33	\$9,201.04	\$592.46	\$12,436.79
Soft Goods Sales	31401	250	\$5,454.37	(\$30.00)	\$5,424.37	\$3,222.40	\$271.63	\$5,696.00
Food & Beverage	31441	92	\$165.20	(\$18.76)	\$146.44	\$67.86	\$7.81	\$154.25
Totals for Revenue		2382	\$37,033.64	(\$232.84)	\$36,800.80	\$12,491.30	\$1,856.74	\$38,657.54
Grand Total:		2382	\$37,033.64	(\$232.84)	\$36,800.80	\$12,491.30	\$1,856.74	\$38,657.54

KEY PERFORMANCE INDICATORS

March '20

Total Pre-Tax Revenue	\$37,033.64
*Total Rounds	917
Avg Green Fee plus Cart Fee per Round	\$19.26
Total Merchandise Sales	\$17,428
Merchandise Sales Per Round	\$19.06
F&B Sales Per Round	\$ 0.18
COGS Hard Goods	77%
COGS Soft Goods	59%
COGS F&B	46%
Rounds w/Carts	72%
Total Revenue per Round	\$40.13

GREEN FEE BREAKDOWN

EZLinks Prepaid	14
Sum for EZLinks Prepaid	<u>14</u>
Player's Pass Senior	127
Player's Pass 18 Walk	0
Summary Player's Pass	<u>127</u>
Li'l Rock Adult Resident	87
Li'l Rock Adult Non-Res	1
Li'l Rock Jr. CompwAdult	5
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Res	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	1
FootGolf Adult	1
FootGolf Jr Comp	2
Summary for Par 3	<u>97</u>

Public 18	20	
Public 9	1	
Public Junior	22	
Public Senior	2	
Public Twilight	0	
Public Replay	6	
Employees	3	
Yth on Crse	2	
PGA/GCSAA COMP	3	
Summary for Public	<u>59</u>	
Punch Pass	21	
Summary for Punch Pass	<u>21</u>	
Rain Check	6	
Sum for Rain Check	<u>6</u>	
Resident 18	294	
Resident Junior	7	
Resident Senior 18	101	
Leag Fee	0	
Complimentary Round	12	
Resident Twilight	0	
Team Practice Round	54	
Resident 9	116	
Marshal/Team Fee	6	
Resident Replay	2	
Summary for Resident	<u>592</u>	
Tournament Fees	0	
Summary Tournament Public	0	
Grand Total:	<table border="1"><tr><td>917</td></tr></table>	917
917		

Teen Center

- Floors at the Teen Center are being revitalized by a contractor.
- The Teen Center will serve as a seasonal office site for Recreation Staff that is conducting the Summer Recess, Summer Sports, and Seasonal Aquatics programs.



HOBBS POLICE DEPARTMENT



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

John Ortolano
 Chief of Police

April 3, 2020

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
March 2019/2020	RPTS	RPTS		Date	Date	
			2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	464	390	-16%	1303	1,316	1%
CALLS FOR SERVICE	4308	4435	3%	10,523	12,350	17%
ARRESTS	319	348	9%	844	1,079	28%
MURDER	0	0	0%	1	1	0%
RAPE	3	4	33%	8	9	13%
ROBBERY	1	3	200%	2	12	500%
ASSAULTS AND BATTERY	73	77	5%	258	201	-22%
BURGLARY	27	52	93%	115	145	26%
LARCENY	45	48	7%	132	164	24%
SHOPLIFTING	36	26	-28%	98	132	35%
AUTO THEFT	26	14	-46%	49	63	29%
ARSON	0	0	0%	0	1	100%
FORGERY	2	0	-100%	4	0	-100%
FRAUD	9	13	44%	15	39	160%
EMBEZZLEMENT	0	2	100%	11	5	-55%
REC. STOLEN PROPERTY	0	0	0%	5	3	-40%
VANDALISM	43	60	40%	115	176	53%
WEAPONS OFFENSES	3	2	-33%	13	12	-8%
DOMESTIC VIOLENCE	38	37	-3%	114	92	-19%
ASSAULTS/BATTERY ON PO	9	3	-67%	31	16	-48%
SHOOTING AT/FM MV OR DWELLING	2	1	-50%	2	8	300%
CITATIONS ISSUED	956	1,325	39%	2,773	4,374	58%
DWI	18	11	-39%	42	56	33%
TRAFFIC CRASHES	116	97	-16%	313	319	2%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons March 2020</u>	
Residential	11,281	62,563,924	11,542	58,865,770	
Commercial	1,790	39,629,182	1,816	38,306,645	
City Accounts	216	4,471,629	215	3,117,963	
School Accounts	56	855,810	56	1,384,295	
Irrigation	245	2,148,866	241	1,604,289	
	13,588	109,669,411	13,870	103,278,962	

DISCONNECTIONS FOR NON PAYMENT

March 2019	238
March 2020	306

LABORATORY	March 2019	March 2020
Total Drinking Water Tests	44	47
Total Wastewater Tests	771	721
Liquid Waste Received (gallons)	413,973	486,394

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	98.966	94.784
Effluent (Million Gallons)	94.571	93.256
Solids Removed (Dry Pounds)	251,996	123,680

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	201,032,000
Total monthly water distributed, million gallons	210,684,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	1,169

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 MARCH 2020

WORK DESCRIPTION	QUANTITY
Meter lid replacement	30
Meter box replacement	30
Meter stop / valve replacement	30
Meter leaks	8
Meter change out 3/4"	350
Meter change out 1"	0
Meter change out 2"	5
Meter change out 3"	0
Meter change out 4"	4
Meter change out 6"	2
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	1
Service lateral leaks/repair	65
Service lateral replacement	Qty. 8 - 120 feet
New Service Lateral	Qty. 10 - 125 feet
Low water pressure investigation	5
Water quality investigations	10
Main line leaks/repair	5
Main line replacement (feet)	45
New main line installed (feet)	0
Valve maintenance	200
Valve new install/replacement	0
Fire hydrant maintenance	250
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	3
Fire hydrant meter set	5
New fire hydrant installed	2
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	800,000
Miscellaneous afterhour calls	0
Emergency Call Outs (From 5:00pm to 7:00am)	70

WORK DESCRIPTION	QUANTITY
Manhole maintenance	25
Manholes cleaned	61
Sewer main line cleaned	29,540
Sewer stoppages	50
Sewer main line video inspections	2
Odor complaints	5
Sewer pre-treatment additives	30 gallons

Property damage from sewer	0
Sewer main line repair/replacement	0
New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	30
Emergency call out (from 5:00 pm to 7:00 am)	6

UTILITIES MONTHLY PLUMBER REPORT MARCH 2020	QUANTITY
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Sewer stoppages	19
Odor complaints	3
Water leaks	9
Pool maintenance	25
Gas leaks	1
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	28