



CITY MANAGER'S MONTHLY REPORT

MARCH, 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

April 25, 2019

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

I am pleased to present the City Manager's Monthly Report for the month of March, 2019, as we continue in our efforts to be more transparent and performance driven. This report provides general and performance information to the City Commission and the public on programs and services provided by the City.

I hope you find the data in this report informative and representative of the activities and services provided by each department. Please feel free to contact me with any questions, communications, suggestions or concerns regarding this report.

Sincerely,



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
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
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
Angela Courter
Dusty Corley

POLICE DEPARTMENT

Acting Police Chief

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

March 2019

Attended City of Hobbs Commission Meetings held on March 4, 2019.

Prepared agenda & attended department head staff meetings on Mar. 5, 12 & 26, 2019.

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

Participated in 5 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 26 Incident Reports from various city departments.

Added endorsement for one new vehicle and 6 mowers to general liability policy.

Reviewed and established 6 property damage claims on behalf of the City of Hobbs

Received and reviewed 4 Tort Notices.

Served as Acting City Manager March 27-29, 2019.

Prepared various correspondence for Mayor's office.

Scheduled 22 meetings for the Mayor and City Manager.

Reviewed and approved 2 Alcohol & Gaming Permit Applications.

Scheduled 18 meetings in staff meeting room.



JAN FLETCHER, CMC
City Clerk

OFFICE OF THE CITY CLERK

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

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

Business Registrations – New	20
Business Registrations - Renewals	53
Total Business Registrations Activity for February	73
Total Active Business Registrations as of 2/28/19	1898
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	0
Mobile Business Licenses	9
Pawnbrokers License	0
Secondhand Dealers License	2
Solicitor's Permits	12
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	45
Public Documents Notarized	164
Public Records Requests	32
Regular City Commission Meetings: 3/4/19 and 3/18/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings 3/4/19 and 3/18/19	2
Notices of Potential Quorum	2
Resolutions and Ordinances Attested	10
Other Items Approved	3
Total Number of Transactions on Tyler Cashiering	344
Total Amount	\$447,579.30



Hobbs Express

Monthly Report - March 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-19	Mar-19
No. of Elderly Passengers	494	649
No. of Non-Ambulatory Passengers	152	164
No. of Disabled Passengers	245	244
No. of Other Trips	3781	4027
Total Passenger Trips	4672	5084

Bus Route Trips	4193	4506
Rapid Line Trips	193	262
Total Bus Route Trips	4386	4768
Total Demand Response/Paratransit Trips	286	316
Total Passenger Trips	4672	5084

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-19	Mar-19
Total Vehicle Hours	831	919.75
Total Vehicle Miles	11,267	12,731

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Feb-19	Mar-19
Total Fares Collected	\$2,867.21	\$3,498.70



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

Engineering Department

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

Capital Improvements

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

Community Programs & Services:

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

- Permanent Addresses:
 - Inside City Limits 11
 - Outside City Limits 5
- Temporary / Non-Habitable Structure Addresses:
 - Inside City Limits 1
 - Outside City Limits 2

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 2 hrs
Intersections Damaged by vehicles 2

Signal / Sign damage due to wind event:

- Seminole Hwy Speed Sign
- Fowler / Glorietta – School Zone
- Dal Paso / Michigan – Type I – 5 Section



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

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.).

Aerial & Mobile LIDAR update: Bohannon Huston has provided the initial LIDAR data set to the City of Hobbs, which includes over 20 Billion 3D points representing all City Streets throughout the City of Hobbs. This dataset was initially to be the foundation for the City Storm water Drainage Masterplan and base mapping for future capital improvement projects. Staff is assessing other benefits and usage both for internal staff and public use. The raw mobile lidar point cloud can be viewed at the following web-site <https://hobbslidar.com> and hosted by the vendor at no cost to the community as a demonstration of technology.

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

Subdivisions – The City Commission approved 1 Subdivisions within the Extra Territorial Jurisdiction of the Municipal Boundaries.

Development Agreements: The City Commission approved 3 Market Rate Single Family Infrastructure Reimbursement Incentives and 1 Easement Agreement.

Planning Board March Summary: The Planning Board in February reviewed and considered action on 8 items and heard 1 discussion item:

- Special Use Map Amendment (RVP) @ 1608 E. Main (Approved)
- Side yard setback variance Lot 28 of Homestead Estates (Approved)
- Landscape Variance NW corner of Bender & Kingsley (Approved)
- Public Infrastructure Fair Share DA (Recommended for Approval)
- Easement Agreement (Recommended for Approval)
- Sign Variance @ 408 W. Bender (Approved)
- ETJ Subdivision (Recommended for Approval)
- Commercial Vehicle Parking (Recommended for Approval)
- Hobbs Fire Department Training Area Proposed Location (Discussion Only)



COMMUNICATIONS DEPARTMENT

Monthly Report

March 2019

Submitted April 15, 2019

GENERAL ACTIONS

The Communications Department created 2 press releases:

- City of Hobbs Mayor's Letter for the Hobbs News-Sun's Progress Edition
- Hobbs High School Parking Town Hall
 - We also created and printed sign examples for display at this meeting.

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

2020 CENSUS

- Coordinated and held a meeting with the 2020 Census Complete Count Committee on March 7th
 - CASA and CYFD were added to the committee as a result of input at this meeting.
- Held correspondence with Representative Small's office to negotiate a 2020 Census meeting with oil and gas representatives to be held in Hobbs

RADIO STATION, 99.3 KHBX

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

Current Radio Announcements

Hobbs Summer Guide

Hiring-Police Lifeguard Rockwind

City Rental Spaces Available

Easter Egg Hunt April 20

Lea County DWI End May 1st

Parks & Rec Summer Hiring

CORE Outermarket Mixdown

Slam & Jam 2019 End May 5

HR Now Hiring-City of Hobbs

Southwest Symphony Final Concert April 14

Seniors Standing Strong May 4

Hobbs Senior Ctr Sam Cobb March 15

Hobbs Public Library April 12

Hobbs Chamber Ribbon Cutting March 21

Hobbs Public Library Kids Programs

Station ID

Do you know your commissioner?

HPD PACT MAY 30

SR CENTER EASTER APRIL 17

SR CENTER REC ACTIVITIES MAY 31

PLAYHOUSE 06.09

CORE Lifeguard Hiring

Rockwind Hiring

CORE Fitness Mixdown

Hobbs Chamber Ribbon Cutting April 17

Hobbs Chamber Ribbon Cutting March 18

HFD Spanish CPR Class

HFD CPR class

CORE MIXDOWN adult league spring 2019

Boy scouts of America

General Recruitment Multi-voice-City of

Hobbs

Hobbs express with #2014-01

Western Heritage Ends May 12

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau held a meeting with hoteliers on March 15th at 10 a.m., during which new events were announced and rates and room blocks for them were gathered. The rates and instructions on how to receive the rates are shared with the event coordinators.

Listed Events:

- Gus Macker May 3-5, 2019
- NCBA Regional Playoffs May 3-5, 2019
- New Mexico High School State Championship – May 9-11, 2019
- 2019 National Junior College Athletic Association Division I Outdoor Track & Field Championship – May 15-18, 2019
- Lea County EDC EnergyPlex Conference – June 23-25
- New Mexico Recreation and Parks Association’s 2019 Conference – August 2019
- Firefighter Combat Challenge – September 9-10, 2019

Other

- Attended meeting with Create Women’s Conference to
- Both Meghan Mooney and Tanya Sanchez attended Microsoft Training at the NMJC ON March 6th.
- Planning and brainstorming of future CVB signature events.

MISCELLANEOUS ACTIONS

- Coordinated photo op with COH employees on International Women’s Day
- State of the City presentation at March 7th Hobbs Rotary Club meeting
- Submitted Mayor’s letter for NJCAA Track and Field Championship program
- Volunteered at Annual NMJC Pi Day
- Evaluated new rentals for this year’s Tree Lighting Ceremony
- Chose professional edited photos of Hobbs
- Annual Department Budget justification
- Planning for HFD’s Firefighter Combat Challenge in August
- Assisted on Rockwind restaurant RFP Committee

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	91.1%	825	1,381
Live Viewers	8.9	84	974
Total	100%	869	2,355

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

City of Hobbs
Community Services Department
Building Permit Report
Totals with Type of Construction
for period ending March 01, 2019-March 31, 2019

<u>Type of Construction</u>		<u>Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
CARNIVALS & FAIRS	C	1	1,500.00	25.00
COMM MECHANICAL	C	3	11,000.00	142.00
COMM PLUMBING	C	6	9,000.00	476.50
COMMERCIAL DEMOLITION	C	1	15,000.00	120.00
COMMERCIAL ELECTRICAL	C	9	13,500.00	1,360.00
COMMERCIAL FOOTING/FOUNDATION	C	1	7,500.00	60.00
COMMERCIAL GRADING	C	1	60,000.00	250.00
COMMERCIAL REMODEL	C	4	362,925.00	1,028.00
COMMERCIAL SIGN	C	3	31,805.00	150.00
COMMERCIAL TOWERS	C	4	169,000.00	924.00
SPRINKLER SYSTEM	C	2	3,000.00	150.00
		35	684,230.00	4,685.50
Residential				
PERMITS RENEWED	R	1	0.00	41.50
RES MECHANICAL	R	37	58,500.00	2,830.00
RES PLUMBING	R	37	55,500.00	2,017.00
RES SEWER TAP & EXCAVATION	R	11	16,500.00	3,410.00
RESIDENTIAL ADDITION	R	4	83,200.00	510.00
RESIDENTIAL CANOPY	R	1	5,000.00	40.00
RESIDENTIAL CARPORT	R	1	9,000.00	90.00
RESIDENTIAL DETACHED GARAGE	R	1	50,000.00	200.00
RESIDENTIAL DRIVEWAY	R	2	15,500.00	40.00
RESIDENTIAL ELECTRICAL	R	54	82,000.00	4,082.00
RESIDENTIAL FENCE	R	8	8,500.00	80.00
RESIDENTIAL MANUFACTURED HOME	R	5	263,032.00	300.00
RESIDENTIAL REMODEL	R	17	116,574.00	1,170.00
RESIDENTIAL RE-ROOF	R	13	146,954.00	980.00
RESIDENTIAL SINGLE FAMILY	R	18	4,100,349.00	8,680.00
RESIDENTIAL STORAGE	R	2	91,650.00	380.00
		212	5,102,259.00	24,850.50
Totals		247	5,786,489.00	29,536.00

March 2019 MONTHLY REPORT
CODE ENFORCEMENT

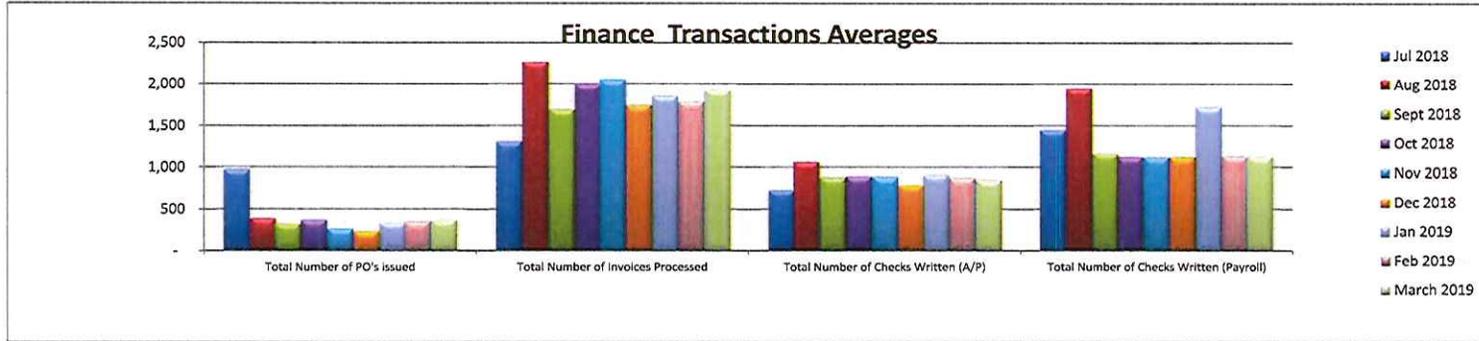
Proactive environmental code warnings	221
Environmental code citations	33
Vehicles towed with Hobbs, PD	9
Environmental code complaints	84
Animal warnings (including on-call)	248

	Jan-19		Feb-19		19-Mar	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	8	12	17	17	10	11
Stray	91	215	42	150	69	224
Transfer	1	11		11	30	7
Unwanted	23	56	21	50	16	81
Low Cost	30	21	44	40	69	40
Quarantine		5		17	1	8
Total	153	320	124	285	195	371
Disposition:						
Adopted	58	74	23	73	28	75
Died at Facility				2	1	
Dead on Arrival	8	12	17	16	9	11
Escape trap	7					
Euthanized	26	31	11	39	13	28
Rescued	52	152	24	107	69	121
Return Owner	1	62	3	51	3	72
Low Cost	30	21	44	40	69	40
Total	182	352	122	328	192	347

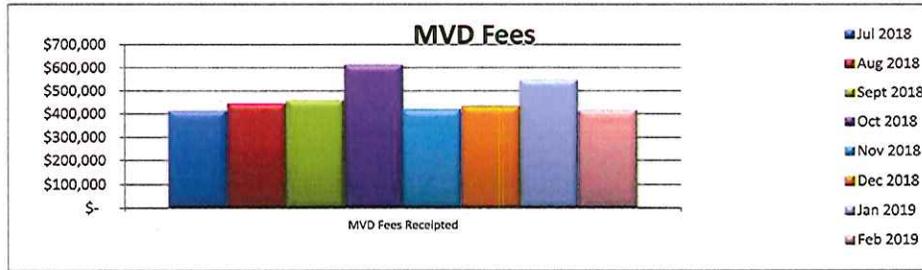
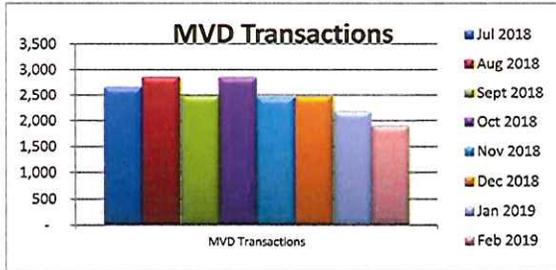
Monthly Measurement
Finance Department
Fiscal Year 2019

Cash Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	YTD Total		
Beginning Cash Balance	\$ 98,600,331	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664			
Monthly Cash In (Revenue - all funds)	\$ 10,296,196	\$ 10,202,114	\$ 9,725,197	\$ 13,643,964	\$ 9,339,297	\$ 11,111,130	\$ 10,864,019	\$ 11,653,922	\$ 14,705,292	\$ 101,541,132		
Monthly Cash Out (Expenditures - all funds)	\$ 8,773,182	\$ 11,379,787	\$ 7,488,250	\$ 9,473,480	\$ 7,524,676	\$ 8,435,191	\$ 9,003,429	\$ 8,300,513	\$ 10,961,867	\$ 81,340,375		
Ending Cash Balance	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088			

Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	YTD Total		
Total Number of PO's issued	973	390	324	369	262	233	335	351	374	3,611	daily average	19.21
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	1,857	1,789	1,934	16,676	daily average	88.70
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	916	878	859	7,923	weekly average	208.50
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	1,723	1,133	1,132	11,925	bi-weekly average	596.25



MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	YTD Total		
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	2,184	1,911		19,907	daily average	105.89
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 549,746	\$ 417,205	\$ 456,834	\$ 4,206,287	daily average	\$ 22,373.87



FIRE SUPPRESSION/PREVENTION

March 2019

ALARMS

Alarms (City)	84
Alarms (County)	66
Total Alarms	150

ZONES

Zone 1 (NW City) 36	Zone 5 (NW County) 4
Zone 2 (NE City) 13	Zone 6 (NE County) 20
Zone 3 (SE City) 25	Zone 7 (SE County) 5
Zone 4 (SW City) 10	Zone 8 (SW County) 24
Out of District 13	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:01
Station 2	1:10
Station 3	1:24
Station 4	0:43
Average	1:05

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:28
Station 2	5:35
Station 3	5:12
Station 4	5:13
Average	5:22

PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	36
Smoke Detectors Installed	1
Public Education Activities	5
Plan Reviews	4
Burn Permits Issued	4

FIRE RESPONSE BY STATION

Station 1	47
Station 2	31
Station 3	59
Station 4	13

MOST COMMON DAY/TIME

Wednesday: 16:00 – 16:59

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 10

FALSE ALARM RESPONSE

False Alarms - 27

TRAINING HOURS

Fire Training	1202
EMS Training	39

EMS RUN BREAKDOWN

City Response	600
County Response	39
Total Responses	639

ZONES

Zone 1 (NW City)	260	Zone 5 (NW County)	13
Zone 2 (NE City)	113	Zone 6 (NE County)	16
Zone 3 (SE City)	112	Zone 7 (SE County)	1
Zone 4 (SW City)	115	Zone 8 (SW County)	9

AVERAGE RUN TIMES (in minutes)

Enroute:	1.88
At Scene:	4.63
To Destination:	27.42
Back in Service:	32.88

MOST COMMON DAY/TIME

Friday (1600 – 1659 hours)

MOST COMMON COMPLAINT

Falls and Difficulty Breathing - 58

OUT OF TOWN TRANSFERS

Lubbock	24
Midland	4
Odessa	7
Roswell	5
Carlsbad	1
Artesia	0

CARDIAC ARREST RESPONSES

Cardiac Arrest	8
ROSC	3

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected	\$183,903.61
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Highlights for the month of February

- The significant increase in Fire training hours and decrease in EMS training hours is due to a combined EMS/Fire training (Search & Rescue) scenario completed during the month of March; the hours were calculated in the Fire training.
- 5 personnel completed Hazardous Materials Chemistry, a 40 hour class which is a prerequisite to take the Hazardous Materials Technician class.
- 5 personnel completed ICS 300 & 400, a total of 40 hours covering Intermediate ICS for Expanding Incidents and Advanced ICS. All supervisory staff (Captains and above) are required by HFD to successfully complete this training.
- The Fire/Safety Inspections were 20 businesses and all 16 schools in the Hobbs Municipal School District.
- Public Education activities included 2 station tours and 5 fire drills.

March 2019 General Services – Building Maintenance

Work performed by City Carpenters

21	Toilet paper dispenser replaced
5	Door closer adjusted or repaired
2	Door lock repaired
5	Furniture
21	Roof inspection /storage room
5	Work orders
4	New door closer

Location of work performed

3	City Hall
2	Library
6	Police Department
1	Senior Center
1	City Jail
2	C.O.R.E
1	D.M.V.
2	Station I
3	Annex
2	Park shop
1	Heizer pool, Humble pool, Del Norte
2	Teen Center
2	Rockwind
1	Station II
1	Station III
1	Station IIII

Work performed by City Electricians

8	Light repairs
6	AC repairs
10	Heater repairs
17	General electrical work
19	CORE work
5	Nonelectrical work

Location of work performed

20	CORE
3	Library
5	City hall
4	Annex
1	PD
1	Fire stations
9	DA building
2	Rockwind
3	Water wells
10	Parks
2	Senior center
2	Garage
6	AAC

March 2019

General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
319.5	Street Sweeping
8	Building Brooms
152	Cold Mix Patching
136	Crack Seal
152	Storm Sewers & Inlets
396	Work for police dept.
113	Equipment Maintenance
60	Working in the Welding Shop
16	Stocking Material
56	Meetings
168	Alley work
40	Work for Cemetery

The total amounts of material hauled or used:

Quantity	Material
288 yds.	Sweepings
11,000 gal	Unmetered Water
2,820 lbs.	Pollex24 3 Rubber
16 yds.	Millings
179 yds.	Fill Dirt
9 yds.	Cold Mix Used
216 yds.	Recycling Material
160 yds.	Trash Hauled

Calls responded to:

Number	Type
25	Dispatched – accidents, spills, debris
7	Street Complaints
3	Alley Complaints

March 2019
General Services - Garage

In March 2019 The City Garage had a total of 228 Repair Orders/Invoices. Of the 228 R.O./Inv., 173 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 \$27,319.72 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	35	2,122.50	1,122.00	649.73	533.00	4,427.23
Preventive Maintenance	38	2,748.15	2,227.00	917.87	0.00	5,893.02
Batteries/Charging system	5	314.04	136.00	0.00	0.00	450.04
Belts,wipers, glass, etc.	83	4078.57	3,381.00	1,605.87	1,522.45	10,587.89
Brakes	9	480.07	459.00	152.67	399.00	1,490.74
Service Calls	5	0.00	306.00	0.00	0.00	306.00
Transmission	12	968.92	1,037.00	0.00	0.00	2,005.92
Auto Collision	0	0.00	0.00	0.00	0.00	0.00
Miscellaneous	28	538.85	816.00	135.78	668.25	2,158.88
Warranty	13	0.00	0.00	0.00	0.00	0.00
Monthly Total	228	11,251.10	9,484.00	3,461.92	3,122.70	27,319.72



Human Resources

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

Recruitment:	March 2018	March 2019
• Applications Received/ Reviewed:	489	298
• New Hires:	11	14
• Transfers/ Promotions	10	4
• Re-Hires	11	2

Jobs newly posted in March:

- Building Inspector
- Golf Course Maintenance Lead
- Golf Course Pesticide Technician
- HR Specialist
- McAdams Maintenance Worker
- Older Americans Secretary
- Trail Irrigation Technician
- CORE Kids Specialist
- CORE Facility Lead
- Nutrition Specialist
- Summer Program Coordinator
- Trail Maintenance Worker
- Non-Certified Firefighter

Personnel Actions:	March 2018	March 2019
• Performance Reviews	27	6
• Retirements	0	2
• Terminations	16	12
• Other (Certification, Move to Shift, etc.)	6	4

Team Involvement:

- Excel Level 3 Class for HR Specialists and Benefits Specialist
- City on the Move kick-off challenge start
- AON Quarterly on site meeting
- HR Specialist participated in Mock Interviews for Hobbs High School
- New Hire Orientation 21 participants

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

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

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

➤ Internet Access

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

➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

➤ Facility alarm systems (all locations)

➤ Copy Machines (35) (all locations)

➤ Outdoor Public Bulletin Boards (3 units)

➤ Audio/Video

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

Special accomplishments for March 2019

- Worked with Digital Video Networks on upgrading equipment in the Commission Chambers.
- Set in on demos for IPRA management software.
- Coordinated the installation of Panic equipment at the CORE.
- Worked on quotes for fiber optic installation at multiple locations.
- Built computers for HR for the active file migration to Application Xtender
- Worked on purchase of new backup server for all City servers.
- Completed the installation of a new server for PD Evidence.
- Replaced 15 active workstations for various departments.
- Technicians resolved issues with library internet and Wi-Fi at the library.
- Performed trouble shooting and maintenance at multiple city locations.
- Assisted in IPRA request.
- Implemented protocols on City Email server to tighten restrictions on outgoing messages.
- Increased remote software licenses.
- Configured PD laptops for computer aided dispatch changes.
- Replaced and removed radio consoles at LCCA.
- Provided livestreaming of commission meetings.



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

- ❖ Hobbs City Commission – Efren Cortez (3/4 and 3/18)
- ❖ Cemetery Board – Efren Cortez (3/14)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Valerie Chacon (3/5)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (3/19)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	4
❖ Agenda Items drafted	0
❖ Resolutions Drafted	1

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

❖ Procurement Review	4
❖ Contract Review	24

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

❖ Pretrial Release Hearings:	4
❖ Probation Violations:	8
❖ Pretrials (Pro Se):	116
❖ Pretrials (Attorney):	42
❖ Trials:	64
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	6
❖ Appeals in District Court	1
❖ Competency Matters	4
❖ Pleadings	38
❖ Civil Depositions	0
❖ Civil Mediations	0
❖ Arbitrations	0

❖ Demand Letters	3
❖ Misc. Hearings in District Court	0
❖ Trainings	0
❖ Witness Interviews	4
❖ Subpoenas	52
❖ Witness Lists	30
❖ Discovery Submissions	21
❖ Letters/Correspondence	8

Areas of Notoriety:

- ❖ The City Attorney's Office participated in a Work Session regarding Permit Parking Adjacent to the Hobbs High School on March 4, 2019.
- ❖ The City Attorney's Office participated in a Town Hall Meeting regarding Permit Parking Adjacent to the Hobbs High School on March 11, 2019.
- ❖ Deputy City Attorney, Erik M. Scramlin, and Assistant City Attorney, Valerie S. Chacon, successfully assisted law enforcement with the destruction of narcotics, pursuant to District Court Order.

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

Respectfully,

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

CITY MANAGER'S REPORT

March, 2019

Hobbs Public Library

CIRCULATION: 8,952**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	4,999
Audio Books & Music	405
DVDs	3,154
E-Books/E-Audio (OverDrive & Gale)	394

CIRCULATION BY PATRON TYPE:

Adult	5,642
Juvenile	1,295
Senior Citizen	1,466
Used in Library	549

Total Children's Items Circulated 3,052

Total Adult Items Circulated 5,900

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	9	22
ELIN Loans	24	50

Patron Visits 4892

Overdue Notices Sent 365

PROGRAMS & PUBLIC SERVICES:

Programs Provided	12
Attendance	431
Meeting Room Use	26

Web Site Usage 5288

HPL Database Usage 714

Reference Questions 172

Public Computer Use 779

PATRON PROFILES:

Adult	22,517
Juvenile (Under 18 Years)	4,260
Senior Citizens (62+ Years)	4,164
Temp ELIN	2,110
Total Active Borrowers	33,051

RECEIPTS:

Materials Paid For	\$357.91
Fines & Fees	\$897.25
Copy Machine & Public Printouts	\$651.44
Total	\$1,906.60

Library Patrons Added This Month 151

ITEMS ADDED:

Total Items Added	608
Items Weeded	714

HOLDINGS:

Total Library Holdings 147,116

City Manager's Report
March 2019
Municipal Court

The Municipal Court has partnered with the Lea County Probation Office to supervise all DWI's and Aggravated DWI's filed in the Municipal Court since January 25, 2019. Currently, the Lea County Probation has 12 defendants being supervised under the program. All convictions are required to participate and complete alcohol screening, 24 hours of mandatory community service, and DWI School. However, the Lea County Probation supervises other court ordered requirements as well as those that are mandatory by Statute. They also offer and supervise other treatment services recommended by the program. The program is designed to intervene by focusing on drug and alcohol awareness.

The Municipal Court also partners with Teen Court referring juveniles who have received their first traffic citation between the ages of 12 – 18. They are required to complete the Teen Court Program. The Municipal Court has referred 98 individuals to the Teen Court Program from July 2018 to March 2018, with 48 completing the program and 12 being returned back to Municipal Court for non-compliance. The Teen Court is designed to help first offenders take responsibility for their actions while addressing their needs. Teen Court does a great job at involving the families of these individuals as well as the community.

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

Monthly Cases:

Traffic Citations	651
Misdemeanor Citations	91
Environmental Citations	42
AGG. DWI	7
DWI – 1 ST	<u>4</u>
Total	795

Courtroom Activity:

Video Arraignments (Jail)	126
Court Appearances – A.M.	5
Court Appearances- P.M.	207
Pretrial Court Appearances – A.M.	30
Pretrial Court Appearances – P.M.	34
Attorney Pretrials	24
Trial Cases	<u>29</u>
Total	455

Other Activity:

Summons issued	743
Warrants issued	<u>330</u>
Total	1073

Fines/Fees Assessed:

Fines	\$84,332
Penalty Assessment Fee	4,150
Automation Fee	3,234
Judicial Education Fee	1,617
Correction Fee	10,800
DWI Prevention Fee	1,950
DWI Lab Fee	850
Copies/Misc. Fee	<u>.50</u>
Total	\$106,933.50

Fines/Fees Collected:

Fines	\$49,664
Penalty Assessment Fee	5,704
Automation Fee	4,504
Judicial Education Fee	2,271
Correction Fee	14,937
DWI Prevention Fee	1,662
DWI Lab Fee	630
Copies/Misc. Fee	34.75
Restitution	<u>33.54</u>
Total	\$79,440.29



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 - March 2019**

PRCA Divisions

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

CORE

The CORE experienced its busiest month ever in March 2019 with 47,365 participants! This resulted in a 34% increase in revenue, for a total of \$211,792.72 in March. Also a direct impact were the Spring Break guests from both residents and non-residents, as suggested by the \$33,106 of collected revenue directly from all Non-Resident participation. There was also a notable increase of revenue from Adult Sports Programs compared to February, where the Youth Sports Programs were generating more revenue. Adult Sports Programs generated \$6,105 in March, and Youth Sports Programs generated \$2,035.00

During March, the CORE also exceeded the 10,000 member mark with 10,214 members who are part of one of the CORE's numerous membership plans. Finally, there were 38 facility rental events that our Facility Rental division organized and processed. This revenue totaled \$10,684.14 for events in March and future months.

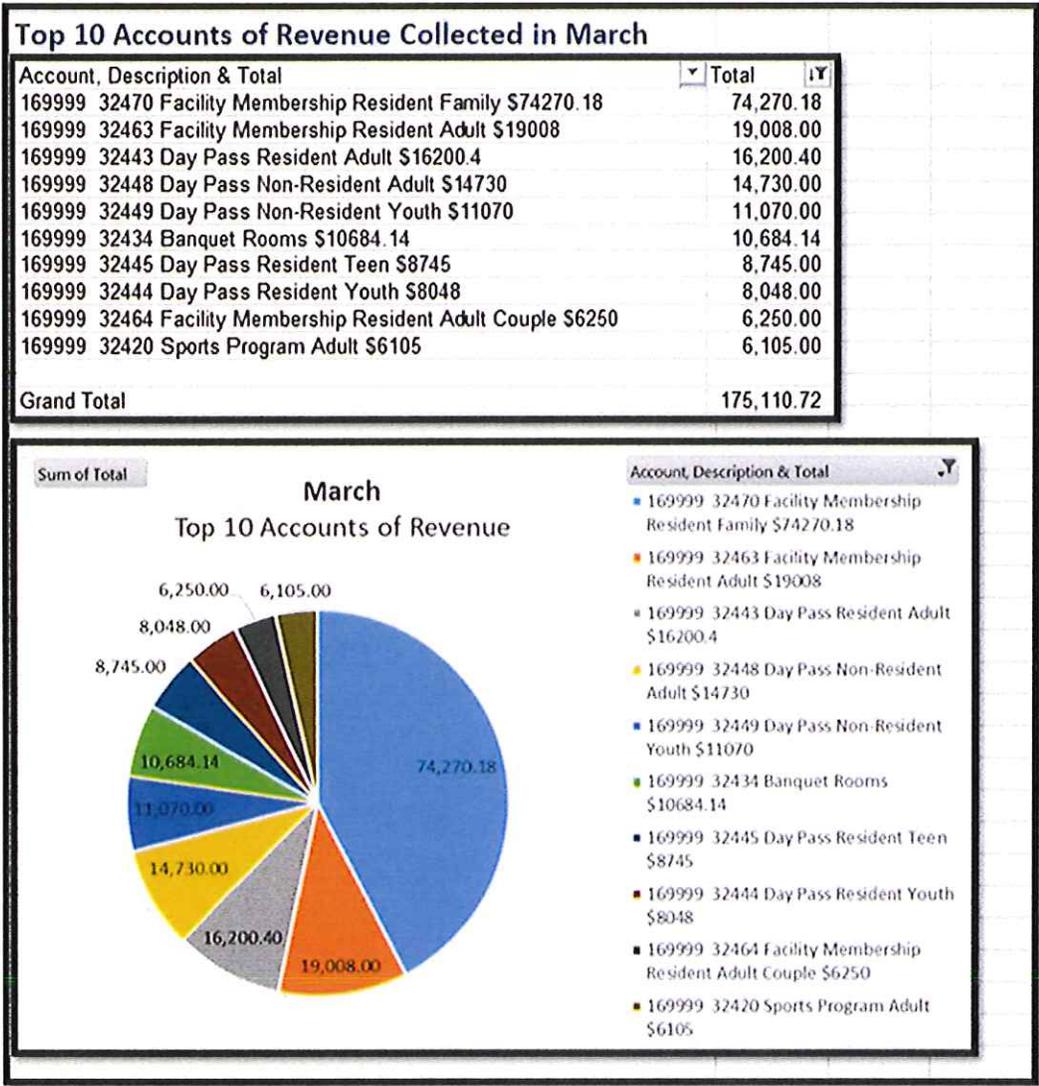
Revenue & Participation

Description	Feb 1 to Feb 28	Mar 1 to Mar 31
Fitness Unlimited	101	177
Day Passes	1,835	3,694
Week Passes	4	43
Month Passes	30	1,146
Annual Membership Attendance	2,994	19,096
Monthly Membership Attendance	20,016	21,502
Swim Lessons - Sessions	-	-
Kid Watch	516	956
Kid Fit	195	477
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	301	274
Total Participants & Visits	25,992	47,365
Revenue	157,412.87	211,792.72
DIFFERENCE = prev month - current month	\$ 7,241.60	\$ 54,379.85
PERCENT DIFF = DIFFERENCE / prev month	0.048222273	0.34546
% =	4.82% ↑	34.55% ↑

Monthly Membership Recap

	Month Ending: February	March
Memberships Sold In Month	470	462
Memberships Sold YTD	3,736	3,878
Individuals Part of a Membership In Month	1,047	1,250
Individuals Part of a Membership YTD	9,147	10,214

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



Older Americans

The Senior Center continues the daily task of providing meals to the senior citizens of our community:

Meals:

March 2019 Congregate Meals Served	1,686
March 2019 Home Delivered Meals Served	2,074
Totals	3,760

Meal Donations Received:

\$2,169.37
<u>\$1,417.85</u>
\$3587.22

Duplicate Recreation Activities:	968
Duplicate Exercise Activities:	405
Assessments/Reassessments:	105

These activities include billiards, dominoes, computer lab, exercise 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, and any holiday celebration.

Transportation:

Meal Program Transportation: 284

Other Transportation: 12

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: New coffee and tea makers were purchased.

Renovations: A quote was received and the flooring has been chosen for the Dining Room floor at the Meal Site. This project is due to start in mid-April and should take 2-3 weeks to complete with minimal disruption of services.

Other: The Non-Metro AAA In-House Assessment went very well. One suggestion was made and this was corrected immediately by posting a State phone number on a form. The Senior Center received very high marks has one of the most healthy and robust programs in the State of New Mexico. We took 26 seniors to Ruidoso for a day trip, and we have a shopping trip planned to Lubbock for April 13.

Park Maintenance**Parks**

Staff completed removing a very large mulberry tree from Turner landscape and have plans of removing more along with tree trimming of the Red Oaks. Pre-emergent herbicide applications completed on joint use school playgrounds, parks, cemeteries and other beautification areas. Staff cleaned up 11 environmental lots and 7 city owned lots. Center median drains along Joe Harvey Blvd. were cleaned and sprayed with herbicide. There were 8 facility reservations with a total of 285 participants reported.

Sports Fields

These facilities hosted:

1. 9 USW softball games
2. 11 high school baseball/softball games
3. HHS baseball tournament
4. HHS softball tournament
5. 92 USSSA slow pitch league games with 55 teams
6. USSSA slow pitch tournament with 37 teams
7. USSSA baseball tournament with 104 teams
8. 156 HYSA league games

Two parking lots at the Veterans Memorial Complex have been completed with resurfacing of asphalt.

McAdams

Staff has completed the deepening/dredging of the larger, lower pond at Harry McAdams. NMDGF moved the fish from the upper pond to the lower pond on March 1. The upper pond was then drained in preparation of excavating it the same way the lower was done. Once it is complete, fish populations will be restocked. Herbicide pre-emergent was applied to the CORE turf, DMV, State Police rock beds and Scenic Drive medians. 278 RV space rentals for the month of March generating \$4348.29 in revenue.

Cemetery

Everglades Veterans Memorial construction is complete. It is a 30x30 cement pad with a split face block wall. The idea was requested by Clarence Benford in reference to a Buffalo Soldier that is buried at Everglade. Another project completed was the storage area inside the maintenance shop to store cemetery files. PHMP Chapel landscape improvements have been completed. Updates are underway on a 30x50 metal building used to store Christmas decorations. These are the Christmas decorations that are seen hanging in arterial roadways throughout community.

Recreation

Hiring of seasonal summer staff for the Summer Recess and Summer Sports programs is ongoing. Fireworks for the 4th of July Community Celebration firework show have been secured and the display is being developed by the vendor. Preparations have been taking place for the Community Egg Hunts and City Park and MLK Park. Preparations for the Hobbs Downtown Slam & Jam and National College Club Sports' Regional Baseball Tournament are continuing in advance of those events being held May 3, 4, 5.

Rockwind Club House

Several tournaments were hosted at Rockwind during March to include events by Hobbs High School, New Mexico Junior College.

Sales Report by Revenue Departments

Mar-19

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	76	\$637.89	\$0.00	\$637.89	\$0.00	\$32.11	\$670.00
Driving Range	31430	398	\$1,979.46	\$0.00	\$1,979.46	\$0.00	\$100.04	\$2,079.50
Golf Cart Rental Fees	31431	913	\$13,009.70	\$0.00	\$13,009.70	\$0.00	\$656.06	\$13,665.76
Green Fees	99999	1333	\$13,694.90	\$0.00	\$13,694.90	\$0.00	\$619.84	\$14,314.74
Hard Goods Sales	31410	225	\$13,895.69	(\$290.54)	\$13,605.15	\$9,789.78	\$679.13	\$14,284.28
Membership Fees	31420	2	\$1,523.80	\$0.00	\$1,523.80	\$0.00	\$76.20	\$1,600.00
Soft Goods Sales	31401	411	\$11,361.80	(\$1,200.84)	\$10,160.96	\$6,571.80	\$508.88	\$10,669.84
Food & Beverage	31441	161	\$262.70	(\$19.90)	\$242.80	\$107.47	\$13.20	\$256.00
Totals for Revenue		3519	\$56,365.94	(\$1,511.28)	\$54,854.66	\$16,469.05	\$2,685.46	\$57,540.12
Grand Total:		3519	\$ 56,365.94	\$ (1,511.28)	\$ 54,854.66	\$ 16,469.05	\$ 2,685.46	\$ 57,540.12

KEY PERFORMANCE INDICATORS

Mar-19

Total Pre-Tax Revenue	\$54,854.66
Total Rounds	1333
Avg Green Fee plus Cart Fee per Round	\$21.18
Total Merchandise Sales	\$23,766.11
Merchandise Sales Per Round	\$17.83
F&B Sales Per Round	\$ 0.18
COGS Hard Goods	72%
COGS Soft Goods	65%
COGS F&B	44%
Rounds w/Carts	68%
Total Revenue per Round	\$ 41.15

GREEN FEE BREAKDOWN

EZLinks Prepaid	16	
GolfNow Prepaid	3	
Summary for EZLinks Prepaid	<u>19</u>	1%
Player's Pass 18 Walk	184	
Summary for Player's Pass	<u>184</u>	14%
Lil Rock Adult Resident	169	
Lil Rock Adult Non-Resident	0	
Lil Rock Jr. Comp w/Adult	7	
Lil Rock Junior Resident	0	
Lil Rock Junior Non Resident	0	
Lil Rock Replay	2	
Lil Rock Player's Pass	0	
Lil Rock Team Comp	11	
FootGolf Adult	0	
FootGolf Junior Comp	0	
Summary for Par 3	<u>189</u>	14%
Public 18	93	
Public 9	6	
Public Junior	34	
Public Senior	29	
Public Twilight	17	
Public Replay	4	
Specials	0	
Youth on Course	12	
PGA/GCSAA COMP	1	15%
Summary for Public	<u>196</u>	
Punch Pass	10	1%
Summary for Punch Pass	<u>10</u>	
Rain Check	7	1%
Summary for Rain Check	<u>7</u>	
Resident 18	338	
Resident Junior	9	
Resident Senior 18	163	
League Fee	0	
Complimentary Round	6	
Resident Twilight	72	
Team Practice Round	58	
Resident 9	67	
Marshal/Team Green Fee	2	
Resident Replay	8	
Summary for Resident	<u>723</u>	54%
Tournament Fees	5	0%
Summary for Tournament - Public	<u>5</u>	100%
Grand Total:	1333	
Minus Lil Rock Rounds	189	

Rockwind Community Links Maintenance

- Fertilizing of the driving range was completed
- Mechanic duties included general maintenance on all equipment, plus:
 - Golf cart maintenance to determine how many batteries are needed to get carts back up and running

- Greens mowed, sand bottles filled, tee markers moved (weekly)
- Moisture levels on greens monitored and addressed with hand watering (weekly)
- Greens rolled, trash removed from course and trash containers emptied (weekly)
- Ropes moved to re-route cart traffic in various high-traffic areas
- A liquid chemical application was applied to the greens, and a granular application was completed on the fairways, rough and tees
- Irrigation heads and tee plaques were flagged in preparation of aerification. The following day, the process of dry-jetting the greens and core aerifying the tee's, rough and fairways began. In addition, cores were swept from fairways and surrounds all week
- After completion of the aerification project, the greens were rolled, and dragged. A granular 8-2-8 fertilizer application was also applied
- Time was also dedicated to attending to some of the fairways, adding sand and seed to bare spots

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 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
- Completed a lighting inspection and the city electrician has made most of the needed repairs
- Irrigation system leaks repaired and system monitored for coverage (weekly)
- Tree well rings and net-a-film maintained (weekly)

Seasonal Pools and Splash Pads

2018-2019 post-season repair work has been completed. Gutter tile has been repaired around Heizer Pool. Cleaning of all outdoor pools has been taking place, in preparation of being inspected by the State. Main drain covers on all three outdoor pools are being replaced to remain in compliance with state regulations. 2019 Summer season planning is ongoing. Scheduling and advertising of lifeguard classes began. Seasonal pool staff positions are being recruited.

Teen Center

The Teen Center conducted 12 different special events throughout the month of March for the 19th Anniversary of the Teen Center. Preparations are on-going for summer event planning. The Teen Center staff met with Head Start staff to discuss partnering to provide meals for children and teens during the summer meals program. The painting project at the Teen Center Skate Park was completed.



HOBBS POLICE DEPARTMENT



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

Brian Dunlap
Acting Chief of Police

	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
March 2018/2019	RPTS	RPTS		Date	Date	
			2018/2019	2018	2019	
	2018	2019				
REPORTED CRIMES	452	464	3%	1794	1303	-27%
CALLS FOR SERVICE	4222	4308	2%	10,242	10,523	3%
ARRESTS	316	319	1%	829	844	2%
MURDER	1	0	-100%	1	1	0%
RAPE	6	3	-50%	12	8	-33%
ROBBERY	1	1	0%	7	2	-71%
ASSAULTS AND BATTERY	82	73	-11%	205	258	26%
BURGLARY	38	27	-29%	104	115	11%
LARCENY	45	45	0%	112	132	18%
SHOPLIFTING	22	36	64%	101	98	-3%
AUTO THEFT	6	26	333%	21	49	133%
ARSON	1	0	-100%	1	0	-100%
FORGERY	3	2	-33%	27	4	-85%
FRAUD	9	9	0%	25	15	-40%
EMBEZZLEMENT	3	0	100%	5	11	120%
REC. STOLEN PROPERTY	2	0	-100%	4	5	25%
VANDALISM	36	43	19%	97	115	19%
WEAPONS OFFENSES	2	3	50%	4	13	225%
DOMESTIC VIOLENCE	45	38	-16%	99	114	15%
ASSAULTS/BATTERY ON PO	10	9	-10%	20	31	55%
SHOOTING AT/FM MV OR DWELLING	3	2	-33%	4	2	50%
CITATIONS ISSUED	1,069	956	-11%	2,902	2,773	-4%
DWI	14	18	29%	46	42	-9%
TRAFFIC CRASHES	91	116	27%	183	313	71%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>March 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>March 2019</u>	
Residential	10,994	62,737,397	11,281	62,563,924	
Commercial	1,761	41,258,601	1,790	39,599,182	
City Accounts	208	4,700,814	216	4,771,629	
School Accounts	56	1,743,588	56	855,810	
Irrigation	246	3,032,147	245	2,148,866	
Effluent Water	4	2,850,000	3	6,843,900	
Industrial Water	1	32,000	1	75,900	
	13,270	116,354,547	13,592	116,859,211	

DISCONNECTIONS FOR NON PAYMENT

March 2018	262
March 2019	238

LABORATORY	March 2018	March 2019
Total Drinking Water Tests	60	51
Total Wastewater Tests	753	739
Liquid Waste Received (gallons)	188,840	413,973

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	93.127	98.966
Effluent (Million Gallons)	90.283	94.571
Solids Removed (Dry Pounds)	171,937	246,097

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	162,649,000
Total monthly water distributed, million gallons	164,964,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,209

MICROBIOLOGY

Bacteria 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 MARCH 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	24
Meter box replacement	15
Meter stop / valve replacement	18
Meter leaks	10
Meter change out 3/4"	15
Meter change out 1"	0
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	0
Set new 3/4" meter	35
Set new 1" meter	0
Set new 2" meter	4
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	35
Service lateral replacement	QTY. 8 - 100 feet
New service lateral	QTY.10 - 150 feet
Low water pressure investigation	8
Water quality investigations	8
Main line leaks/repair	5
Main line replacement (feet)	30
New main line installed (feet)	0
Valve maintenance	25
Valve new install/replacement	2
Fire hydrant maintenance	20
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	2
Fire hydrant meter set	8
New fire hydrant installed	2
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	400,000 gallons
Miscellaneous afterhour calls	4
Emergency call outs (from 5:00pm to 7:00am)	72

WORK DESCRIPTION

QUANTITY

Manhole maintenance	29
Manholes cleaned	36
Sewer main line cleaned (feet)	6850 feet
Sewer stoppages	16

Sewer main line video inspections	3
Odor complaints	2
Sewer pre-treatment additives	50 gallons
Property damage from sewer	0
Sewer main line repair/replacement	2
New sewer main line installation	210 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	10
Emergency call out (from 5:00 pm to 7:00 am)	3

UTILITIES MONTHLY PLUMBER REPORT MARCH 2019

QUANTITY

Sewer stoppages	16
Odor complaints	4
Water leaks	10
Pool maintenance	42
Gas leaks	9
Emergency call outs (from 5:00 pm to 7:00 am)	0