



CITY MANAGER'S MONTHLY REPORT

MAY, 2019

200 East Broadway
Hobbs, NM 8240
www.hobbsnm.org



Manny Gomez
Acting City Manager

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

June 24, 2019

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

Attached is the City Manager's Monthly Report for the month of May, 2019. This report provides general and performance information to the City Commission and the public on programs and services provided by the City.

Other items which are not included in this report include the continued activities and process for hiring a City Manager and Police Chief; creation of a new department and hiring of a new Parks and Open Space Director; review and preparation of the preliminary budget for FY 19-20; attendance at numerous events held during the month including the NJCAA National Track and Field Championship and the Hobbs Downtown Slam and Jam.

City Staff is committed to provide high quality services to the citizens of our community. I hope the data in this report is informative and provides an overview 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.

Respectfully submitted,



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

May 2019

Assisted 4 citizens that came to the Mayor/City Manager's office.

Prepared 5 Mayoral proclamations (Building Safety Week, National Nurses Week, National Police Week, Grupo Barak, Emergency Medical Services Week)

Prepared agendas for and attended department head staff meetings on May 7, 14, 21, & 28, 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 10 conference calls with Travelers Inc./assigned attorneys to review ongoing claims.

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

Reviewed 24 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 Mayor's office.

Processed 3 Notary applications.

Reviewed and processed 6 requisitions/purchase orders

Scheduled 77 meetings for the Mayor and City Manager.

Reviewed and approved 6 Alcohol & Gaming Permit Applications.

Scheduled 19 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
MAY 2019**

Business Registrations – New	33
Business Registrations - Renewals	65
Total Business Registration Activity for Month	98
Total Active Business Registrations as of 5/31/19	1,931
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	1
Mobile Business Licenses	6
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	3
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	25
Public Documents Notarized	169
Public Records Requests	31
Regular City Commission Meetings <small>5/6/19 and 5/20/19</small>	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings <small>5/6/19 and 5/20/19</small>	2
Notices of Potential Quorum	0
Resolutions and Ordinances Attested	10
Other Items Approved	2
Total Number of Transactions on Tyler Cashiering	421
Total Amount	\$557,840.20



Hobbs Express

Monthly Report - MAY 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Apr-19	May-19
No. of Elderly Passengers	608	631
No. of Non-Ambulatory Passengers	197	195
No. of Disabled Passengers	334	294
No. of Other Trips	4437	3860
Total Passenger Trips	5576	4980

Bus Route Trips	4919	4317
Rapid Line Trips	301	296
Total Bus Route Trips	5220	4613
Total Demand Response/Paratransit Trips	356	367
Total Passenger Trips	5576	4980

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Apr-19	May-19
Total Vehicle Hours	963	1011
Total Vehicle Miles	13,005	12,976

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Apr-19	May-19
Total Fares Collected	\$3,163.87	\$2,928.94



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
MAY 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.).

ESRI Enterprise Jumpstart: During the month of May the GIS division coordinated the preparations for the onsite training and software deployment related to the ArcGIS Enterprise Deployment Jumpstart (Enterprise Jumpstart). The Enterprise Jumpstart (ArcGIS Enterprise Deployment Jumpstart) is a package that is offered by ESRI to help organizations setup a new ArcGIS server and helps train the organization's personnel on the use and operation of the new ArcGIS server. The preparations were completed in 3 phases: Questionnaire, Software Install, and Sample Data Delivery.

Hobbs Base Station: On May 13 the City of Hobbs' NetR9 base station, located at Fire Station #3, was struck by lightning. This destroyed the City of Hobbs' base station's ability to broadcast corrections to the City's GPS units. The GIS-Mapping division brought the old base station online and did emergency training to all the GPS users in the City. Training covered the use of Cellular Wi-Fi Hotspots to connect the GPS units with the base station. The full switchover to the old base station and training were completed on May 14. Later in the Month the damaged and destroyed equipment was sent for repair or was replaced.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics									
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Land Development									
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

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

Planning Board May Summary: The Planning Board in May reviewed and considered action on 5 items and held discussions on 2 items:

- Zia Crossing Phase 2, Unit 6 Subdivision Final Plan (Approved)
- Tanglewood Unit 3 Subdivision Final Plan (Approved)
- Sketch/Masterplan of the Meadowlands Subdivision (Reviewed)
- Proposed re-plat located NE of the intersection of Navajo and Hope (Tabled)
- Development Agreement for property located NW of the intersection of Sanger and Tasker (Reviewed)



COMMUNICATIONS DEPARTMENT
Monthly Report
May 2019
Submitted June 17, 2019

GENERAL ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- District 5 Neighborhood Cleanup on May 4th
- Hobbs High School Parking Town Hall
- PSA – Early Start Time for May 20th Commission Meeting (due to Hobbs High graduation)
- Public Pools Summer Schedule
- Proposed Ordinance Regulating Parking of Commercial Motor Vehicles
- Hobbs Chief of Police Public Survey
- PSA – Streets Recycling Project – Part 2

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 May 8th
 - It was discussed whether or not a Census booth will be hosted at the Lea County Fair and Rodeo. More discussion on this topic will be necessary.
 - Filed for 2020 New Mexico Counts grant

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

Swimming Pool Schedule Ends 08-31
NMJC Orientation 3 ends July 9
Library Out of this World 3 Ends June 20
Hobbs Fire Challenge Local Ends 08-09
WHMRODIN81119 Mixdown 1 ends August
Sr Center Free Meals June
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
Seniors Standing Strong May 4
Hobbs Chamber Ribbon Cutting May16
Station ID
Do you know your commissioner?

HPD PACT MAY 30
Water Conservation Period
SR CENTER REC ACTIVITIES MAY 31
PLAYHOUSE 06.09
CORE Lifeguard Hiring
Rockwind Hiring
CORE Fitness Mixdown
HFD Spanish CPR Class
HFD CPR class
CORE MIXDOWN adult league spring 2019
Boy scouts of America
General Recruitment Multi-voice-City of Hobbs
Hobbs express with #2014-01
Western Heritage Ends May 12
Western Heritage Rodin
Hispano Chambers Mother's day dinner
English and Spanish May 10th



COMMUNICATIONS DEPARTMENT

Monthly Report

May 2019

Submitted June 17, 2019

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau held the monthly meeting with hoteliers on May 10th at 11 a.m. The rates and instructions on how to receive the rates are shared with the event coordinators.

Listed Events at Meeting:

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

Other

- Planning and brainstorming of future CVB signature events.
- Add 4 more Partners with the Hoteliers for a total of 20 partners
- Reached out to New Mexico True to get Hobbs on the Website for NM.org

EVENT PARTICIPATIONS

- Hosted the "information booth" at the NJCAA national track and field championship at New Mexico Junior College on May 16th and 17th
- Director attended the Maddox Producers' Forum meeting

MISCELLANEOUS ACTIONS

- Designed, released, and monitored the Hobbs Chief of Police online survey
- Began reviewing and writing new department policies
- Scheduled and shared a meeting about problematic flood areas in our community
- Reviewed and chose photos of our city to be edited and delivered by professional photographer
- Delivered copies of The Guide to the Lea County Airport weekly
- Delivered copies of The Guide to the Local Hotels weekly
- Updated Commission meeting voting results
- Completed 7 Community Service Waivers



COMMUNICATIONS DEPARTMENT
Monthly Report
May 2019
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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	92.4%	399	1382
Live Viewers	7.6	33	631
Total	100%	432	2013

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

City of Hobbs Building Division

Total Type of Construction

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

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	9	13,500.00	684.00
COMM PLUMBING	C	8	12,000.00	739.50
COMM SEWER TAP & EXCAVATION	C	4	6,000.00	1,110.00
COMMERCIAL ELECTRICAL	C	18	27,000.00	2,238.00
COMMERCIAL REMODEL	C	7	1,075,500.00	2,816.00
COMMERCIAL RE-ROOFING	C	2	31,200.00	360.00
COMMERCIAL SIGN	C	3	34,340.00	130.00
COMMERCIAL TOWERS	C	1	15,000.00	144.00
FIRE ALARM SYSTEM	C	2	2,500.00	150.00
NEW COMMERCIAL	C	2	1,122,186.00	2,330.63
		56	<u>2,339,226.00</u>	<u>10,702.13</u>
Residential				
PERMITS RENEWED	R	2	0.00	10.00
RES MECHANICAL	R	60	90,000.00	4,170.00
RES PLUMBING	R	28	55,500.00	1,583.00
RES SEWER TAP & EXCAVATION	R	6	9,000.00	2,240.00
RESIDENTIAL ADDITION	R	1	9,200.00	90.00
RESIDENTIAL CANOPY	R	1	8,000.00	60.00
RESIDENTIAL CARPORT	R	2	12,200.00	130.00
RESIDENTIAL DRIVEWAY	R	1	7,500.00	20.00
RESIDENTIAL ELECTRICAL	R	62	93,000.00	4,915.00
RESIDENTIAL FENCE	R	7	7,500.00	70.00
RESIDENTIAL MANUFACTURED HOME	R	3	196,926.00	180.00
RESIDENTIAL REMODEL	R	10	113,350.00	690.00
RESIDENTIAL RE-ROOF	R	17	117,114.00	1,090.00
RESIDENTIAL SINGLE FAMILY	R	6	1,842,539.00	3,960.00
RESIDENTIAL STORAGE	R	3	58,000.00	410.00
		209	<u>2,619,829.00</u>	<u>19,618.00</u>
		265	<u>4,959,055.00</u>	<u>30,320.13</u>

Code Enforcement numbers for May

Code warnings	352
Code citations	20
Code complaints	189
Animal warnings	184
Animal citations	2
Animal complaints	373
Vehicles towed with PD	3

May /19 Hobbs Animal Adoption Center Report

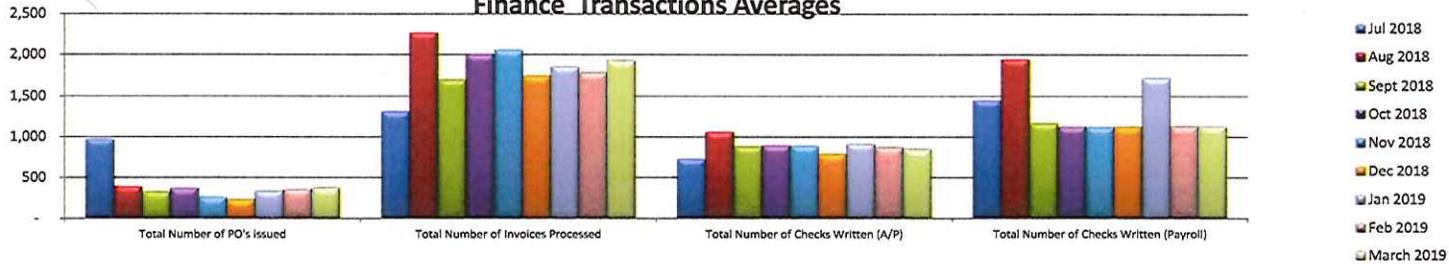
	19-Mar		19-Apr		19-May	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
Intakes:						
Dead on Arrival	10	11	4	9	21	12
Stray	69	224	141	237	206	210
Transfer	30	7	22	15		2
Unwanted	16	81	38	92	41	122
Low Cost	69	40	46	50	46	40
Quarantine	1	8				8
Total	195	371	251	403	314	394
Disposition:						
Adopted	28	75	45	96	72	85
Died at Facility	1		13	1	16	
Dead on Arrival	9	11	4	9	21	12
Escape trap					1	
Euthanized	13	28	14	38	36	11
Rescued	69	121	80	122	76	99
Return Owner	3	72	1	86	2	65
Low Cost	69	40	46	50	46	40
Total	192	347	203	402	270	312

Monthly Measurement
Finance Department
Fiscal Year 2019

Cash Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	YTD Total
Beginning Cash Balance	\$ 98,600,331	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	
Monthly Cash In (Revenue - all funds)	\$ 10,296,196	\$ 10,202,114	\$ 9,725,197	\$ 13,643,964	\$ 9,339,297	\$ 11,111,130	\$ 10,864,019	\$ 11,653,922	\$ 14,705,292	\$ 9,784,160	\$ 13,942,809	\$ 125,268,101
Monthly Cash Out (Expenditures - all funds)	\$ 8,773,182	\$ 11,379,787	\$ 7,488,250	\$ 9,473,480	\$ 7,524,676	\$ 8,435,191	\$ 9,003,429	\$ 8,300,513	\$ 10,961,867	\$ 9,670,352	\$ 10,280,532	\$ 101,291,258
Ending Cash Balance	\$ 100,123,345	\$ 98,945,672	\$ 101,182,620	\$ 105,353,104	\$ 107,167,724	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896		

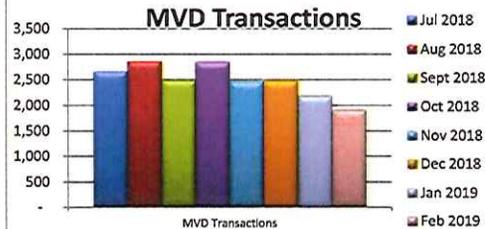
Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	YTD Total		
Total Number of PO's issued	973	390	324	369	262	233	335	351	374	420	367	4,398	daily average	18.96
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	1,857	1,789	1,934	1,808	2,179	20,663	daily average	89.06
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	916	878	859	961	1,028	9,912	weekly average	210.89
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	1,723	1,133	1,132	1,144	1,195	14,264	bi-weekly average	594.33

Finance Transactions Averages

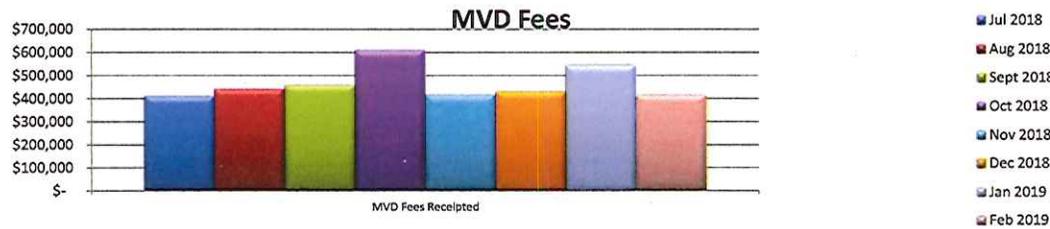


MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	YTD Total		
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	2,184	1,911	1,158	2,309		23,374	daily average	100.75
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 549,746	\$ 417,205	\$ 456,834	\$ 477,638	\$ 464,768	\$ 5,148,693	daily average	\$ 22,192.64

MVD Transactions



MVD Fees



FIRE SUPPRESSION/PREVENTION

May 2019

ALARMS

Alarms (City)	78
Alarms (County)	69
Total Alarms	147

ZONES

Zone 1 (NW City) 31	Zone 5 (NW County) 5
Zone 2 (NE City) 18	Zone 6 (NE County) 27
Zone 3 (SE City) 18	Zone 7 (SE County) 9
Zone 4 (SW City) 11	Zone 8 (SW County) 19
Out of District 9	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:36
Station 2	1:02
Station 3	1:11
Station 4	1:01
<i>Average</i>	<i>1:12</i>

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:35
Station 2	6:15
Station 3	4:27
Station 4	6:05
<i>Average</i>	<i>5:50</i>

PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	39
Smoke Detectors Installed	0
Public Education Activities	6
Plan Reviews	5
Burn Permits Issued	1

FIRE RESPONSE BY STATION

Station 1	54
Station 2	37
Station 3	45
Station 4	11

MOST COMMON DAY/TIME

Friday: 15:00 – 15:59

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 4

FALSE ALARM RESPONSE

False Alarms - 26

TRAINING HOURS

Fire Training	632.4
EMS Training	29.3

EMERGENCY MEDICAL SERVICES

May 2019

EMS RUN BREAKDOWN

City Response	654
County Response	59
Total Responses	713

ZONES

Zone 1 (NW City) 290	Zone 5 (NW County) 17
Zone 2 (NE City) 114	Zone 6 (NE County) 27
Zone 3 (SE City) 132	Zone 7 (SE County) 4
Zone 4 (SW City) 118	Zone 8 (SW County) 11

AVERAGE RUN TIMES (in minutes)

Enroute:	1.94
At Scene:	5.10
To Destination:	22.84
Back in Service:	34.62

MOST COMMON DAY/TIME

Wednesday (1500 – 1759 hours)
Friday (1200 – 1459 hours)

MOST COMMON COMPLAINT

Falls - 54

OUT OF TOWN TRANSFERS

Lubbock	29
Midland	1
Odessa	0
Roswell	13
Carlsbad	1
Midland	1
Andrews	1

CARDIAC ARREST RESPONSES

Cardiac Arrest	10
ROSC	1
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Collected	\$252,358.17
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Highlights for the month of February

- 17 personnel completed the second session of Hazardous Materials Technician refresher training held at Fire Station 1.
- All personnel completed annual fit testing for SCBA.
- Annual service testing of all fire apparatus completed.
- Two hour report writing class attended by all personnel; class instructed by City of Hobbs Legal Department.
- Public education activities included 3 station tours and 3 CPR classes.

May 2019 General Services – Building Maintenance

Work performed by City Carpenters

2	Ceiling tile replaced
22	Door closer adjusted or repaired
8	Door lock repaired
3	Furniture
1	Pool repaired
21	Roof inspection /storage room
4	Building repaired
24	Work orders

Location of work performed

4	City Hall
2	Library
10	Police Department
8	Senior Center
1	City Jail
5	C.O.R.E
1	Humble Pool
2	Station one
1	Annex
1	Heizer Pool
2	D.A. Building
1	Pro Shop
1	Golf Course Shop Building
2	Hobbs Express
1	Humble Pool
1	Street Department
1	Rock Wind
1	Station II
1	Station III
1	Station IIII
1	Animal Adoption Center

Work performed by City Electricians

4	Light repairs
11	AC repairs
1	Heater repairs
22	General electrical work
9	CORE work
2	Nonelectrical work

Location of work performed.

15	CORE
4	Library
2	City hall
4	Annex
3	PD
3	DA building
2	Rockwind
7	Parks
3	Senior center
2	Teen center
3	AAC

May - 2019
General Services - Garage

In May 2019 The City Garage had a total of 250 Repair Orders/Invoices. Of the 250 R.O./Inv., 197 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 \$34,589.74 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	48	1,167.50	1,496.00	3,201.61	972.00	6,837.11
Preventive Maintenance	27	1,674.84	1,241.00	1,028.70	0.00	3,944.54
Batteries/Charging system	9	1,375.62	391.00	0.00	0.00	1,766.62
Misc. Maintenance	44	370.35	3,485.00	216.73	1,113.26	5,185.34
Brakes	7	542.45	425.00	0.00	0.00	967.45
Service Calls	32	0.00	2,312.00	0.00	0.00	2,312.00
Auto Transmission	3	301.00	408.00	0.00	0.00	709.00
Auto Collision	0	0.00	0.00	0.00	0.00	0.00
Belts, Wipers, Misc.	76	4,990.67	2,873.00	2,113.06	2,890.95	12,867.68
Warranty	4	0.00	0.00	0.00	0.00	0.00
Monthly Total	250	10,422.43	12,631.00	6,560.10	4,976.21	34,589.74

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	197	10,422.43	12,631.00	23,053.43
Vendor	53	6,560.10	4,976.21	11,536.31

May 2019 General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
416 hrs.	Street Sweeping
50.5 hrs.	Building Brooms
144 hrs.	Cold Mix Patching
7 hrs.	Street Complaints
334 hrs.	Alley Complaints
264 hrs.	Storm Sewers & Inlets
13.5 hrs.	Equipment Maintenance
56 hrs.	Maintenance
1687 hrs.	Working in the Welding Shop
16 hrs.	Stocking Material
2 hrs.	Meetings
334 hrs.	Alley work
32 hrs.	Work for Parks Department
118 hrs.	Work for Cemetery

The total amounts of material hauled or used:

Quantity	Material
460 yds.	Sweepings
546 yds.	Sand
54 yds.	Millings
180 yds.	Alley material
10 yds.	Cold Mix Used
474 yds.	Recycling Material
108 yds.	Trash Hauled

Calls responded to:

Number	Type
15	Dispatched – accidents, spills, debris



Human Resources

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

Recruitment:	May 2018	May 2019
• Applications Received/ Reviewed:	442	344
• New Hires:	111	41
• Transfers/ Promotions	7	4
• Re-Hires	38	22

Jobs newly posted in May:

- Police Records Technician
- Building Inspector
- Summer Interns
- Utilities Maintenance
- Season Trail Maintenance Worker
- Cemetery Maintenance Worker
- Veterinary Assistant
- WW Control Operator
- Golf Course Maintenance Worker
- CORE Sports Specialist

Personnel Actions:	May 2018	May 2019
• Performance Reviews	20	13
• Retirements	0	1
• Terminations	13	15
• Other (Certification, Move to Shift, etc.)	5	6

Team Involvement:

- Reasonable Suspicion Training
- Nicholas Goulet and Tracy South attended EXCEL 3 training at NMJC
- HR Specialist and Benefits Specialist attend Payroll Law Course in Carlsbad
- HR Specialist attended a job fair in Lovington
- Nicholas Goulet and Tracy South attended an EEOC Conference in Albuquerque

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 May 2019

- 139 Request for service
- 128 Request completed
- 10 Email related
- 41 hardware related
- 13 network related
- 5 password resets
- 11 phone related
- 12 project related
- 1 radio related
- 30 software related
- 17 User Setup

Special accomplishments:

- Built 4 new Financial servers
- Built 3 new GIS servers
- Assisted in SKYPE conferences.
- Assisted in interview videos.
- Added Email authentication method.
- Replaced and configured 17 computers.
- Assisted in Station 3 move to temporary building.



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

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

- ❖ Hobbs City Commission – Efren Cortez (5/6 and 5/20)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Valerie Chacon (5/14)
- ❖ Library Board – Valerie Chacon (5/7)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (5/21)
- ❖ Utilities Board – (N/A)

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

- ❖ Public Hearings/Presentations 1
- ❖ Agenda Items drafted 1
- ❖ 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 8
- ❖ Contract Review 20

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

- ❖ Pretrial Release Hearings: 0
- ❖ Probation Violations: 12
- ❖ Pretrials (Pro Se): 117
- ❖ Pretrials (Attorney): 50
- ❖ Trials: 59
- ❖ Dangerous Dogs/Petitions: 1
- ❖ DWI Cases: 3
- ❖ Appeals in District Court 0
- ❖ Competency Matters 1
- ❖ Pleadings 9
- ❖ Civil Depositions 0
- ❖ Civil Mediations 0
- ❖ Arbitrations 0

❖ Demand Letters	2
❖ Misc. Hearings in District Court	0
❖ Trainings	3
❖ Witness Interviews	2
❖ Subpoenas	52
❖ Witness Lists	22
❖ Discovery Submissions	14
❖ Letters/Correspondence	3

Areas of Notoriety:

- ❖ Legal Assistant, Kathy Lord, won – by a large margin – both categories for the City of Hobbs “City on the Move” organization-wide competition.
- ❖ Assistant City Attorney, Valerie S. Chacon, and Deputy City Attorney, Erik M. Scramlin conducted a three-day report writing training for the Hobbs Fire Department.
- ❖ Deputy City Attorney, Erik M. Scramlin, and Assistant City Attorney, Valerie S. Chacon, conducted training for new recruits at the Hobbs Police Department’s in-house academy.

Thank you for your time and consideration regarding the matter. I am honored to work with the incredible staff of the City of Hobbs City Attorney’s Office. I look forward to continued success for the Department and the Organization alike.

Respectfully,

/s/ Efren A. Cortez

Efren A. Cortez
City Attorney

CITY MANAGER'S REPORT

May, 2019

Hobbs Public Library

CIRCULATION: 9,427**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	5,452
Audio Books & Music	437
DVDs	3,181
E-Books/E-Audio (OverDrive & Gale)	357

CIRCULATION BY PATRON TYPE:

Adult	5,434
Juvenile	1,577
Senior Citizen	1,844
Used in Library	572

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	10	42
ELIN Loans	41	18

Total Children's Items Circulated 3,315

Total Adult Items Circulated 6,112

Patron Visits	5308
Overdue Notices Sent	257

PROGRAMS & PUBLIC SERVICES:

Programs Provided	11
Attendance	362
Meeting Room Use	30

Web Site Usage	6534
HPL Database Usage	418
Reference Questions	195
Public Computer Use	781

PATRON PROFILES:

Adult	24,721
Juvenile (Under 18 Years)	4,260
Senior Citizens (62+ Years)	4,207
Temp ELIN	2,122
Total Active Borrowers	35,310

RECEIPTS:

Materials Paid For	\$242.94
Fines & Fees	\$851.74
Copy Machine & Public Printouts	\$522.55
Total	\$1,617.23

Library Patrons Added This Month 168

ITEMS ADDED:

Total Items Added	699
Items Weeded	404

HOLDINGS:

Total Library Holdings 147,760

City Manager's Report
 May 2019
 Municipal Court

Monthly Cases:

Traffic Citations	626
Misdemeanor Citations	87
Environmental Citations	66
Fire Code Violations	1
AGG. DWI	4
DWI – 1 ST	<u>1</u>
Total	785

Courtroom Activity:

Video Arraignments (Jail)	99
Court Appearances – A.M.	7
Court Appearances- P.M.	201
Pretrial Court Appearances – A.M.	42
Pretrial Court Appearances – P.M.	38
Attorney Pretrials	17
Trial Cases	<u>30</u>
Total	434

Other Activity:

Summons issued	883
Warrants issued	<u>586</u>
Total	1469

Fines/Fees Assessed:

Fines	\$86,853
Penalty Assessment Fee	4,130
Automation Fee	3,270
Judicial Education Fee	1,635
Correction Fee	10,940
DWI Prevention Fee	825
DWI Lab Fee	340
Copies/Misc. Fee	<u>0</u>
Total	\$107,993

Fines/Fees Collected:

Fines	\$41,007.50
Penalty Assessment Fee	5,083
Automation Fee	3,838
Judicial Education Fee	1,906
Correction Fee	12,733.50
DWI Prevention Fee	1,501
DWI Lab Fee	260.75
Copies/Misc. Fee	0
Restitution	<u>50</u>
Total	\$66,379.75



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 & Parks and Open Spaces Departments
 Monthly Report - May 2019**

Divisions

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

CORE

Revenue for May 2019 at the CORE = \$199,052.23, which represents an increase of 13% from the previous month. The increase can be attributed to purchase of Family Memberships (\$73,910), Facility Rentals (\$20,005), and the purchase of Daily Passes (\$15,259) which were the top revenue producers. In May, there were 2,149 more check-ins by members than in April.

Participation in May 2019 = 32,751 (an increase of 14% over April 2019)

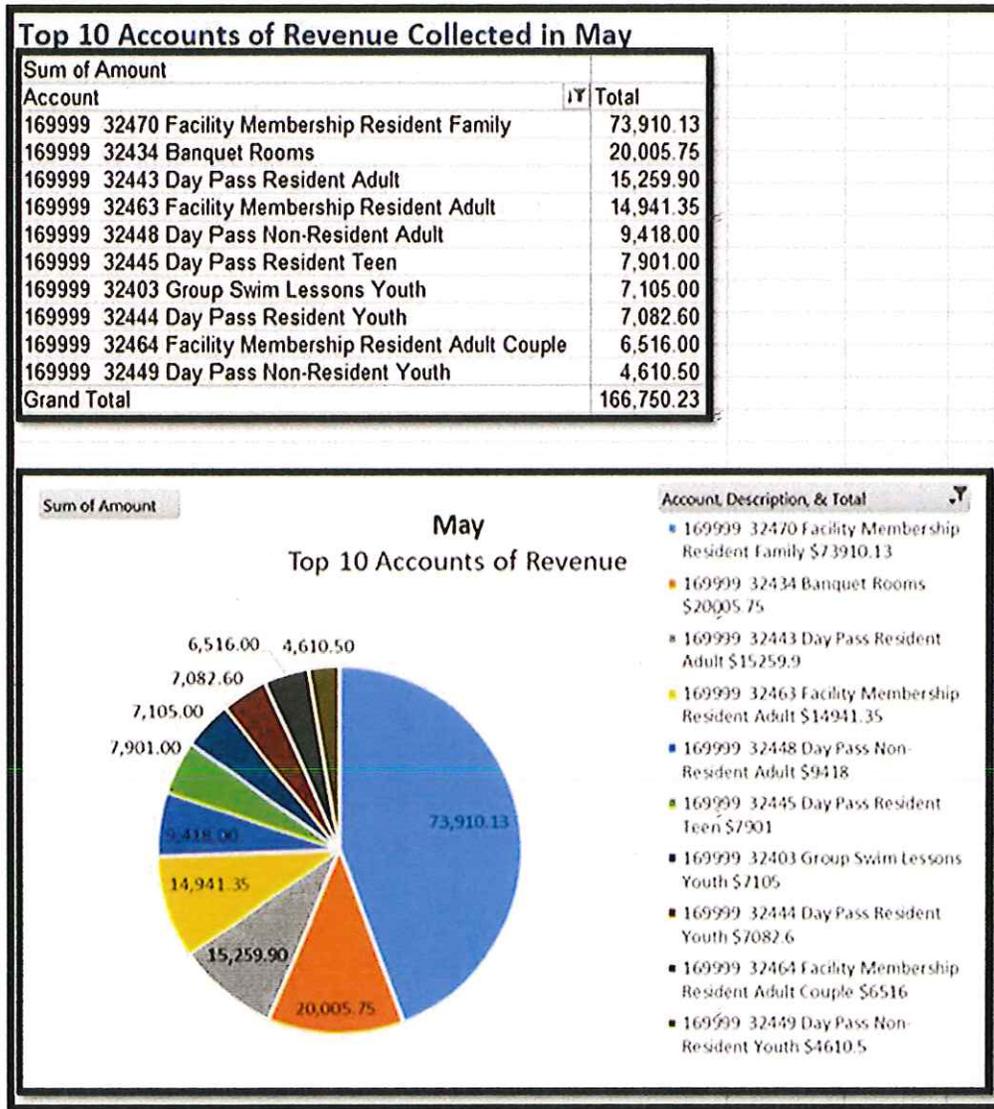
Revenue & Participation

Description	May 1 to May 31
Fitness Unlimited	191
Day Passes Sold	3,079
Week Passes Sold	30
Month Passes Sold	101
Annual Membership Attendance	2,701
Monthly Membership Attendance	23,671
Month-to-Month Pass Attendance	
Swim Lessons - Sessions	746
Kid Watch	1,236
Kid Fit	747
Group Classes (Ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	249
Total Participants & Visits	32,751
Revenue	199,052.23
DIFFERENCE = prev month - current month	\$ 22,866.26
PERCENT DIFF = DIFFERENCE / prev month	0.129784795
% =	↑ 12.98%

Monthly Membership Re-cap

Month Ending: May	
Memberships Sold in Month	345
Memberships Sold YTD	4,888
Individuals Part of a Membership in Month	1,050

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:

May 2019 Congregate Meals Served	1,902
April 2019 Home Delivered Meals Served	<u>2,097</u>
Totals	3,999

Meal Donations Received:

\$2,414.07
<u>\$1,452.85</u>
\$3,866.14

Duplicate Recreation Activities: 1,042
Duplicate Exercise Activities: 467
Assessments/Reassessments: 87

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

Transportation:

Meal Program Transportation: 334
Other Transportation: 18

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

Renovations:

The Dining Room Floor update project is complete. Work has begun on removing the wall paper from the Dining Room. The kitchen ventilation project has begun. The electricity has been moved, and the new fans are mounted on the wall. Also scheduled, is the connecting the exhaust fans and installing new duct work.

Other:

The Older American's Picnic was held on Saturday, May 4. A total of 68 seniors participated in the festivities. The monthly out-of-town trip for June is scheduled for June 8, and Ruidoso is the destination. The HPD Honor Guard will present a Flag Ceremony before the luncheon on June 14 (Flag Day). All Fathers will be honored during the June 14 luncheon, too.

Park Maintenance

Parks

With recent rains, mow crews are having a hard time keeping up with regular maintenance. Staff are working on ROW mowing in the northern part of the city with attention to the major roadways. Irrigation staff are filling in for horticulture maintenance by pulling weeds in the color zones. The new playground for Ranchview has been received and construction will begin soon. Repair parts for City Park Playground warranty work have been delivered.

Park Pavilion Rentals/Attendance	73/2,634
Park Special Events/Attendance	18/13,727

Sports Fields

These facilities hosted:

1. 12 High School Games
2. 59 USSSA Slow Pitch League Games
3. 39 Teams for USSSA Slow Pitch JB Memorial Tournament
4. 104 Teams King of the Turf Baseball Tournament
5. 43 HYSA League Soccer Games
6. 142 Youth Fast Pitch Softball League Games
7. 89 Youth Baseball League Games
8. National Collegiate Baseball Association Regional Tournament (4 Teams)

McAdams

Work was completed on the two ponds at McAdams Park. All mechanicals are working properly. New water fountains were installed. Irrigation repairs are minimal after sprinklers being off for the extended time period. Fish Stocking will take place during the second week of July.

314 RV Daily space rentals generating \$4,587.20.

Cemetery

Work continues on improving conditions in center section of Prairie Haven Memorial Park with attention to irrigation, herbicide spraying and fertilizer. Attention will be shifted to Everglade Cemetery focusing on grounds improvements. For the month of May there were 17 interments.

Recreation

- 4 plots have been adopted at the Community Garden.
- Preparations are underway for the July 4th Community Celebration and staff has been working with the fireworks vendor.
- The first Movies Under the Stars event was held on May 24 at Del Norte Park with a showing of the movie, Smallfoot.
- Recruiting of summer seasonal staff for Summer Recess, Sports Sports, and Summer Aquatics continued.
- Summer Seasonal staff attended orientation programs specific to their positions and programs.

Rockwind Club House

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

Sales Report by Revenue Departments

Apr-19

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	100	\$1,023.48	\$0.00	\$1,023.48	\$0.00	\$51.52	\$1,075.00
Driving Range	31430	605	\$3,277.02	\$0.00	\$3,277.02	\$0.00	\$165.48	\$3,442.50
Golf Cart Rental Fees	31431	1693	\$25,104.09	\$0.00	\$25,104.09	\$0.00	\$1,256.15	\$26,360.24
Green Fees	99999	2425	\$23,696.30	\$0.00	\$23,696.30	\$0.00	\$1,192.46	\$24,888.76
Hard Goods Sales	31410	446	\$20,381.96	(\$270.93)	\$20,111.03	\$14,595.23	\$1,005.95	\$21,116.98
Membership Fees	31420	3	\$1,714.26	\$0.00	\$1,714.26	\$0.00	\$85.74	\$1,800.00
Soft Goods Sales	31401	538	\$11,975.37	(\$993.75)	\$10,981.62	\$6,845.21	\$546.91	\$11,528.53
Food & Beverage	31441	367	\$587.98	(\$29.35)	\$558.63	\$264.41	\$30.37	\$589.00
Totals for Revenue	6177		\$87,760.46	(\$1,294.03)	\$86,466.43	\$21,704.85	\$4,334.58	\$90,801.01
Grand Total:	6177		\$ 87,760.46	(\$ 1,294.03)	\$ 86,466.43	\$ 21,704.85	\$ 4,334.58	\$ 90,801.01

KEY PERFORMANCE INDICATORS

Apr-19

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

GREEN FEE BREAKDOWN

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

Rockwind Community Links Maintenance

- Mechanic duties included general maintenance on all equipment, plus:
 - Golf cart maintenance to determine the number of batteries needed to get carts operational.
 - Replaced batteries.
 - Warranty work on new mowing equipment.
- Greens mowed, sand bottles filled, tee markers moved (daily) changed cups 3 times per week.

- Roughs mowed, edged and trimmed course. (daily)
- Moisture levels on greens monitored and addressed with hand watering. (weekly)
- Trash removed from course and trash containers emptied. (daily)
- Ropes moved to re-route cart traffic in various high-traffic areas. (daily)
- Liquid chemical applications and granular fertilizer were applied to the greens, and a granular and liquid application was also completed on the fairways, rough and tees.
- Continued the address the lack of drainage in some of the fairways, adding sand and seed to some bare spots where drainage has been improved.
- Prepared course for multiple tournaments.
- Mowed fairways and tees weekly.
- Chemical and fertilizer injections were applied through the irrigation system.
- Two (2) candidates for employment are going through the hiring process.
- Tree limbs that had fallen during the recent wind storms were removed throughout the course.
- Spot spraying across the course, rock beds, cart paths, bunkers.

Lovington Highway Trail Maintenance

- Trash removed (as needed, up to several times a week). Net-a-film checked. (weekly)
- Staff trimmed large trees along the trail. (weekly)
- Irrigation heads identified to be moved and backfilled to eliminate trip hazards to include heads located under Pampas Grass plants. (weekly)
- Irrigation system leaks repaired and system monitored for coverage. (weekly)
- Tree well rings and net-a-film maintained. (weekly)
- Restrooms locked after hours due to vandalism and misuse.
- Trail staff assisted with various projects at Rockwind Community Links.
- Staff continues to work on moving irrigation coverage to include moving heads away from Pampas Grass plants and installing heads as needed for better coverage.
- The Irrigation Tech position was filled.
- Staff replaced broken and worn out irrigation heads.
- Staff addressed the collapsed gopher tunnels, repaired damage caused by gophers and performed additional dirt work.
- Documented areas for sump and/or rock bed expansion.
- Staff continues to monitor rotation on irrigation heads throughout the trail system.
- Replaced two VFD's on the trail irrigation system.
- Tree limbs that had fallen during the recent wind storms were removed.

Seasonal Pools and Splash Pads

May 25 to May 31:

Heizer	\$314.00	517 patrons
Humble	\$186.00	516 patrons
1 pool party at Del Norte	\$500.00	150 patrons
1 pool party at Humble	\$150.00	42 patrons
Total Revenue for May	\$1,150.00	
Total Patrons for May		1,225 patrons

Teen Center

- Summer Hours for the Teen Center started on June 3. The Teen Center now opens at 2pm instead of 4pm.
- Summer special events have also been taking place, to include: movie night, cooking classes, and a fishing trip to Green Meadow Lake.



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

MAY 2018/2019	TOTAL	TOTAL	% CHNG	Year to	Year to	% CHNG
	RPTS	RPTS		Date	Date	
	2018	2019	2018/2019	2018	2019	
REPORTED CRIMES	491	492	0%	2,709	2175	-20%
CALLS FOR SERVICE	4,114	4,462	8%	19,204	20,521	7%
ARRESTS	337	278	-18%	1,613	1414	-12%
MURDER	0	0	0%	1	1	100%
RAPE	2	2	0%	21	13	-38%
ROBBERY	0	0	0%	9	3	-67%
ASSAULTS AND BATTERY	110	93	-15%	477	429	-10%
BURGLARY	25	28	12%	155	143	-8%
LARCENY	44	50	14%	189	202	7%
SHOPLIFTING	49	33	-33%	178	149	-16%
AUTO THEFT	9	18	100%	49	74	51%
ARSON	1	0	100%	2	0	-100%
FORGERY	6	0	-100%	21	6	-71%
FRAUD	12	7	-42%	42	29	-31%
EMBEZZLEMENT	3	3	0%	10	16	60%
REC. STOLEN PROPERTY	1	1	0%	5	6	20%
VANDALISM	58	47	-19%	228	197	-14%
WEAPONS OFFENSES	1	5	400%	23	20	-13%
DOMESTIC VIOLENCE	44	41	-7%	225	183	-19%
ASSAULTS/BATTERY ON PO	10	3	-70%	45	42	-7%
SHOOTING AT/FM MV OR DWELLING	3	7	133%	19	16	-16%
CITATIONS ISSUED	999	870	-13%	4,410	4,637	5%
DWI	5	8	60%	46	66	43%
TRAFFIC CRASHES	117	110	-6%	449	540	20%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018	2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons May 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons May 2019</u>
Residential	11,090	114,864,387	11,321	103,719,097
Commercial	1,776	53,754,639	1,805	49,021,703
City Accounts	211	19,863,071	215	15,520,068
School Accounts	56	4,323,860	55	5,066,083
Irrigation	252	8,214,658	250	6,624,591
Effluent Water	4	4,013,000	4	5,113,000
Industrial Water	4	28,598,139	4	5,405,133
	13,393	233,631,754	13,654	190,469,675

DISCONNECTIONS FOR NON PAYMENT

May 2018	252
May 2019	269

LABORATORY

	May 2018	May 2019
Total Drinking Water Tests	63	54
Total Wastewater Tests	768	748
Liquid Waste Received (gallons)	248,480	477,278

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	95.348	102.317
Effluent (Million Gallons)	91.597	99.223
Solids Removed (Dry Pounds)	169,792	234,237

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	237,152,819
Total monthly water distributed, million gallons	243,208,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.54
Monthly chlorine gas dosed to system (lbs)	1,874

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 MAY 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	55
Meter box replacement	30
Meter stop / valve replacement	25
Meter leaks	10
Meter change out 3/4"	5
Meter change out 1"	1
Meter change out 2"	5
Meter change out 3"	4
Meter change out 4"	2
Meter change out 6"	0
Meters tested	0
Set new 3/4" meter	25
Set new 1" meter	0
Set new 2" meter	6
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	28
Service lateral replacement	Qty. 8 - 125 feet
New service lateral	Qty. 5 - 85 feet
Low water pressure investigation	3
Water quality investigations	4
Main line leaks/repair	15
Main line replacement (feet)	0
New main line installed (feet)	0
Valve maintenance	50
Valve new install/replacement	0
Fire hydrant maintenance	60
Fire hydrant repair/replacement	10
Fire hydrant meter maintenance	2
Fire hydrant meter set	2
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	250,000 gallons
Miscellaneous afterhour calls	5
Emergency call outs (from 5:00pm to 7:00am)	75

WORK DESCRIPTION

QUANTITY

Manhole maintenance	37
Manholes cleaned	41
Sewer main line cleaned	10,250 feet
Sewer stoppages	20
Sewer main line video inspections	0

Odor complaints	1
Sewer pre-treatment additives	50 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	12
Emergency call out (from 5:00 pm to 7:00 am)	6

UTILITIES MONTHLY PLUMBER REPORT MAY 2019	QUANTITY
Sewer stoppages	19
Odor complaints	3
Water leaks	11
Pool maintenance	47
Gas leaks	4
Emergency call outs (from 5:00 pm to 7:00 am)	1
Core	15