



CITY MANAGER'S MONTHLY REPORT

FEBRUARY, 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

March 25, 2019

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

As we continue our efforts to be more transparent and performance driven, I am pleased to present the City Manager's Monthly Report for the month of February, 2019. The monthly reports provide general and performance information to the City Commission and the public on programs and services provided by the City.

During my tenure as Acting City Manager for the past year and a half, I have learned that the dedicated team of staff and employees at the City of Hobbs are most definitely the greatest resource and asset to this organization. Staff works tirelessly and diligently to increase efficiencies in City services and achieve the goals of the City Commission as we proudly serve the citizens of Hobbs.

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,

A handwritten signature in blue ink, appearing to be "Manny Gomez".

Manny Gomez
Acting City Manager



Mayor
Sam D. Cobb

City Commission

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

CITY MANAGER

Acting City Manager	Manny Gomez
Risk Management Dir.	Ann Betzen

CITY CLERK'S OFFICE

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

CITY ENGINEER

City Engineer	Todd Randall
Planning	Kevin Robinson

COMMUNICATIONS DEPT.

Communications Director	Meghan Mooney
Conv. & Visitors Bureau	Tanya Sanchez

COMMUNITY SERVICES DEPT.

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

FINANCE DEPARTMENT

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

FIRE DEPARTMENT

Fire Chief	Manny Gomez
Deputy Fire Chief	Barry Young

GENERAL SERVICES DEPT.

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

HUMAN RESOURCES DEPT.

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

INFORMATION TECHNOLOGY DEPT.

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

LEGAL DEPARTMENT

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

LIBRARY SERVICES

Library Director	Sandy Farrell
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MUNICIPAL COURT

Municipal Judge	Benjamin Harrison
Municipal Court Clerk	Shannon Arguello

PARKS & RECREATION DEPT.

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

POLICE DEPARTMENT

Acting Police Chief	Brian Dunlap
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UTILITIES DEPARTMENT

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

RISK MANAGEMENT/EXECUTIVE ASSISTANT

February, 2019 City Manager's Report

Attend Commission Meetings	2
Dept. Head Staff meetings – prepare agenda	3
Notarize documents for public & City Staff	5
Process monthly invoices – Work Comp, Health and General Liability	3
Conference calls with Insurance company/ attorneys to review ongoing claims	4
Monthly review of open claims with insurance agent	
Review Incident Reports from city depts., establish claims if required	19
Endorse new vehicles, equipment to policy	3
Review property damage reports, establish claim and collection process	3
Review Tort Notices, notify affected depts. and establish claim	2
Served as Acting City Manager	3
Prepare various correspondence for Mayor's office	3
Compose and prepare Proclamations	2
Schedule meetings for Mayor and City Manager	40
Travel arrangements for City Manager and Mayor	2
Respond to invitations to Mayor and City Manager	5
Met with Risk Control Div. of Liberty Mutual for on-site visit	1
Met w/CORE staff to review insurance/risk management requirements for volunteers	1
Review and approve Alcohol & Gaming Permit Apps.	14
Scheduled 13 meetings in conference room	13
Review, approve and post Advisory Board Agendas	3
Issue purchase orders	4
Compose and prepare letters to social service agencies	23



OFFICE OF THE CITY CLERK

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

JAN FLETCHER, CMC
 City Clerk

MONTHLY REPORT – FEBRUARY 2019

Business Registrations – New	17
Business Registrations - Renewals	86
<i>Total Business Registrations Activity for February</i>	103
<i>Total Active Business Registrations as of 2/28/19</i>	1889
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	2
Mobile Business Licenses	7
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	12
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	61
Public Documents Notarized	176
Public Records Requests	24
Regular City Commission Meetings: 2/4/19 and 2/25/19	2
Special City Commission Meetings	0
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum 2/19/19 and 2/20/19	2
Resolutions and Ordinances Attested	13
Other Items Approved	5
Total Number of Transactions on Tyler Cashiering	371
Total Amount	\$429,750.25



Hobbs Express

Monthly Report - February 2019

Passenger Activity	<i>Prior Month</i>	<i>Reporting Month</i>
	Jan-19	Feb-19
No. of Elderly Passengers	453	494
No. of Non-Ambulatory Passengers	168	152
No. of Disabled Passengers	321	245
No. of Other Trips	4235	3781
Total Passenger Trips	5177	4672

Bus Route Trips	4587	4193
Rapid Line Trips	245	193
Total Bus Route Trips	4832	4386
Total Demand Response/Paratransit Trips	345	286
Total Passenger Trips	5177	4672

Vehicle Statistics	<i>Prior Month</i>	<i>Reporting Month</i>
	Jan-19	Feb-19
Total Vehicle Hours	948	831
Total Vehicle Miles	12,470	11,267

Revenue Collected	<i>Prior Month</i>	<i>Reporting Month</i>
	Jan-19	Feb-19
Total Fares Collected	\$3,649.23	\$2,867.21



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

Engineering Department

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

Capital Improvements

Humble Street CDBG: Final payment was made to Ramirez & Sons for the CDBG Project and final grant / admin close-out is anticipated in March of the this year.

City Park Contract Close-out: The GIS Department finalized all as-built information and final contract change order will be presented in March for City Commission Approval.

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 2
- Temporary / Non-Habitable Structure Addresses:
 - Inside City Limits 3
 - Outside City Limits 4

Traffic Department:

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	9 hrs
Intersections Damaged by vehicles	4
Assisted other departments	38 Hrs (10 hrs w/ lines down at Bender / Dal Paso)

Signal damage by unknown vehicles at the following intersections:

- Marland Blvd / Turner St.
- DalPaso St. / Clinton St.
- West County Rd. / Marland Blvd.
- Bender Blvd. / Michigan Dr.



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

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 2 Subdivisions within the Municipal Boundaries creating a total of 51 new Lots and an ETJ Subdivision creating 4 Lots.

Development Agreements: The City Commission approved 4 Market Rate Single Family Infrastructure Reimbursement Incentives and 1 Affordable Housing Funding Commitment.

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

- Albertson Block 1 Subdivision Final Plan (Approved)
- The Meadows, Unit 1 Subdivision Final Plan (Approved)
- Subdivision of Lot 4, Mid-Way Acres Subdivision, Unit 2 Final Plan (Approved)
- Tanglewood, Unit 3 Subdivision Preliminary Plan (Approved)
- The Credo Subdivision Sketch Plan (Reviewed)
- The Mesquite Draw Subdivision Sketch Plan (Reviewed)



COMMUNICATIONS DEPARTMENT

Monthly Report

February 2019

Submitted March 15, 2019

GENERAL ACTIONS

The Communications Department created 4 press releases/public announcements

- Wildfire (distributed in February)
- Max Summerlot (distributed in March)
- Abandoned Vehicles (yet to be distributed; further collaboration with the Legal Dept. required)

In addition, a large amount of research and collaboration for the report for the Hobbs News-Sun's Progress Edition was conducted (submitted in March, to be published on March 24th).

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

- Informed the Hobbs City Commission of the first 2020 Census Complete Count Committee (CCCC) and members at the February 4th City Commission meeting.
- Requested and received approval of the members of the 2020 CCCC at the February 15th City Commission meeting.
- The first CCCC meeting date was scheduled for March 7th, according to the schedules of the Regional Census representative, 2020 CCCC's members, and Communications Department.

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

<u>Hiring-Police Lifeguard Rockwind</u>	<u>Station ID</u>
<u>City Rental Spaces Available</u>	<u>Do you know your commissioner?</u>
<u>Easter Egg Hunt April 19</u>	<u>CORE Lifeguard Hiring</u>
<u>Playhouse April 14</u>	<u>Rockwind Hiring</u>
<u>Parks & Rec Summer Hiring</u>	<u>CORE Fitness Mixdown</u>
<u>CORE Outermarket Mixdown</u>	<u>Hobbs Chamber Ribbon Cutting March 16</u>
<u>Slam & Jam Save the Date</u>	<u>Hobbs Chamber Ribbon Cutting March 14</u>
<u>HR Now Hiring-City of Hobbs</u>	<u>HFD Spanish CPR Class</u>
<u>Southwest Symphony Art March 31</u>	<u>HFD CPR class</u>
<u>Southwest Symphony Final Concert April 14</u>	<u>CORE MIXDOWN adult league spring 2019</u>
<u>Seniors Standing Strong May 4</u>	<u>CORE MIXDOWN volleyball tourney</u>
<u>Hobbs Senior Ctr Sam Cobb March 15</u>	<u>General Recruitment Multi-voice-City of Hobbs</u>
<u>Hobbs Public Library April 12</u>	<u>Hobbs</u>
<u>Hobbs Chamber Ribbon Cutting March 21</u>	<u>Hobbs express with #2014-01</u>
<u>Hobbs Public Library Kids Programs</u>	<u>Western Heritage Ends May 12</u>



COMMUNICATIONS DEPARTMENT
Monthly Report
February 2019
 Submitted March 15, 2019

CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention and Visitors Bureau held a meeting with hoteliers on February 22nd at 9:30 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
- 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.
- Planning and brainstorming of future CVB signature events.

MISCELLANEOUS ACTIONS

Excel training at NMJC
 Conference Call with NM Vacation Directory
 Conference Call with Social Interface
 Build Your ROI Emergency Kit Webinar
 Building an Effective Survey Webinar
 Assisted the EDC in meeting RSVPs
 Evaluated the possibility of contracting social media influencers for destination marketing; presented at the Department Head staff meeting on the topic

Participated with Women’s First Responders Job Recruitment event planning committee
 Attended NM Angels Lunch & Learn with Hobbs Chamber of Commerce
 Evaluated new rental equipment for next year’s Tree Lighting Ceremony
 Further Meltwater training
 Received professional photos of Hobbs
 Assisted Create Conference with understanding process of receiving Lodgers funds

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	96.2%	1,101	7,277
Live Viewers	3.8%	43	1,352
Total	100%	1,144	8,629



COMMUNICATIONS DEPARTMENT
Monthly Report
February 2019
Submitted March 15, 2019

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.

BUILDING PERMIT REPORT

Total Type of Construction

for period ending February 01, 2019-February 28, 2019

<u>Type of Construction</u>		<u># Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	10	15,000.00	2,315.00
COMM PLUMBING	C	13	25,500.00	891.50
COMM SEWER TAP & EXCAVATION	C	5	7,500.00	1,420.00
COMMERCIAL ELECTRICAL	C	24	39,000.00	3,254.00
COMMERCIAL GRADING	C	1	160,000.00	380.00
COMMERCIAL REMODEL	C	2	386,470.00	1,068.00
COMMERCIAL RE-ROOFING	C	3	100,216.00	520.00
COMMERCIAL SIGN	C	2	17,680.00	80.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	1.00
NEW COMMERCIAL	C	3	2,415,000.00	4,356.00
		64	3,167,866.00	14,285.50
Residential				
PERMITS RENEWED	R	2	0.00	102.00
RES MECHANICAL	R	30	45,000.00	2,155.00
RES PLUMBING	R	27	57,500.00	1,820.00
RES SEWER TAP & EXCAVATION	R	3	4,500.00	870.00
RESIDENTIAL ADDITION	R	2	145,000.00	520.00
RESIDENTIAL CURB CUTS	R	2	7,000.00	40.00
RESIDENTIAL DEMOLITION	R	3	7,500.00	80.00
RESIDENTIAL DRIVEWAY	R	2	2,400.00	40.00
RESIDENTIAL ELECTRICAL	R	54	81,500.00	4,090.00
RESIDENTIAL FENCE	R	2	1,500.00	20.00
RESIDENTIAL FOOTING/FOUNDATION	R	1	19,800.00	120.00
RESIDENTIAL MANUFACTURED HOME	R	10	437,752.00	600.00
RESIDENTIAL REMODEL	R	12	348,826.00	1,430.00
RESIDENTIAL RE-ROOF	R	10	116,918.00	840.00
RESIDENTIAL SINGLE FAMILY	R	16	3,698,797.00	8,360.00
RESIDENTIAL STORAGE	R	3	65,742.00	420.00
		179	5,039,735.00	21,507.00
		243	8,207,601.00	35,792.50

FEBRUARY 2019 MONTHLY REPORT
CODE ENFORCEMENT

Proactive environmental code warnings	183
Environmental code citations	6
Vehicles towed with Hobbs, PD	6
Environmental code complaints	57
Animal warnings	124
On call animal complaints	142

February Hobbs Animal Adoption Center

Jan-19

Feb-19

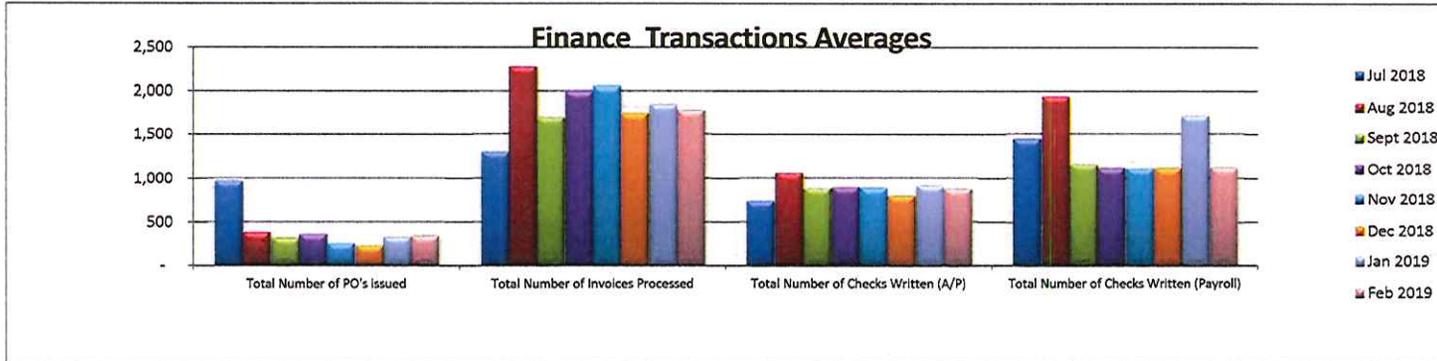
	Cats	Dogs	Cats	Dogs
Intakes:				
Dead on arrival	8	12	17	17
Stray	91	215	42	150
Transfer	1	11		11
Unwanted	23	56	21	50
Low Cost	30	21	44	40
Quarantine		5		17
Total	153	320	124	285
Disposition:				
Adopted	58	74	23	73
Dead on arrival	8	12	17	16
Escape trap	7			
Euthanized	26	31	11	39
Rescued	52	152	24	107
Return Owner	1	62	3	51
Low Cost	30	21	44	40
Total	182	352	122	326

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	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	
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	\$ 86,835,840
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	\$ 70,378,508
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	

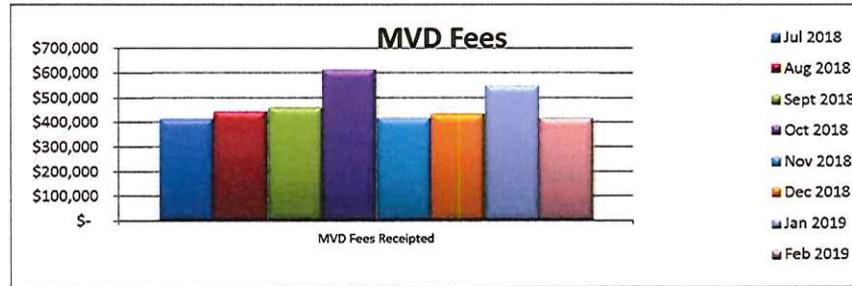
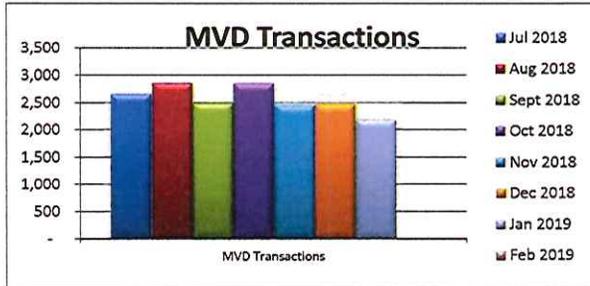
Finance Transaction Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	YTD Total
Total Number of PO's issued	973	390	324	369	262	233	335	351	3,237
Total Number of Invoices Processed	1,311	2,272	1,700	2,004	2,059	1,750	1,857	1,789	14,742
Total Number of Checks Written (A/P)	735	1,065	885	897	891	797	916	878	7,064
Total Number of Checks Written (Payroll)	1,450	1,946	1,168	1,126	1,121	1,126	1,723	1,133	10,793

daily average	19.38
daily average	88.28
weekly average	207.76
bi-weekly average	539.65



MVD Statistics	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	YTD Total
MVD Transactions	2,664	2,862	2,489	2,857	2,460	2,480	2,184		17,996
MVD Fees Received	\$ 413,477	\$ 444,414	\$ 460,261	\$ 613,190	\$ 418,460	\$ 432,700	\$ 549,746	\$ 417,205	\$ 3,749,453

daily average	107.76
daily average	\$ 22,451.82



FIRE SUPPRESSION/PREVENTION

February 2019

ALARMS

Alarms (City)	67
Alarms (County)	52
Total Alarms	119

ZONES

Zone 1 (NW City) 22	Zone 5 (NW County) 3
Zone 2 (NE City) 18	Zone 6 (NE County) 21
Zone 3 (SE City) 17	Zone 7 (SE County) 3
Zone 4 (SW City) 10	Zone 8 (SW County) 10
Out of District	15

TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:48
Station 2	1:03
Station 3	1:30
Station 4	0:44
Average	1:00

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:57
Station 2	10:55
Station 3	6:29
Station 4	3:16
Average	7:08

PREVENTION PROGRAMS

Fire Investigations	6
Fire/Safety Inspections	40
Smoke Detectors Installed	2
Public Education Activities	8
Plan Reviews	5
Burn Permits Issued	2

FIRE RESPONSE BY STATION

Station 1	34
Station 2	33
Station 3	39
Station 4	13

MOST COMMON DAY/TIME

Monday 1400 – 1459 & 15:00 -15:59
** 11 calls during these times

FIRE DEATHS/INJURIES

Fire Deaths - 1
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 8

FALSE ALARM RESPONSE

False Alarms - 24

TRAINING HOURS

Fire Training	867
EMS Training	124

EMERGENCY MEDICAL SERVICES

February 2019

EMS RUN BREAKDOWN

City Response	612
County Response	50
Total Responses	662
Total Patient Reports	663

ZONES

Zone 1 (NW City)	279	Zone 5 (NW County)	10
Zone 2 (NE City)	103	Zone 6 (NE County)	31
Zone 3 (SE City)	119	Zone 7 (SE County)	3
Zone 4 (SW City)	111	Zone 8 (SW County)	6

AVERAGE RUN TIMES (in minutes)

Enroute:	2.20
At Scene:	5.15
To Destination:	20.21
Back in Service:	44.90

MOST COMMON DAY/TIME

Tuesday (1100 – 1159), Wednesday (1400 – 1459),
Friday (1200 – 1259), Saturday (0900 – 0959)

** All had 9 calls during these times

MOST COMMON COMPLAINT

Medical Transport - 58

OUT OF TOWN TRANSFERS

Lubbock	21
Midland	4
Odessa	1
Roswell	14
Carlsbad	0
Artesia	0

CARDIAC ARREST RESPONSES

Cardiac Arrest	7
ROSC	3

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected \$111,142.41

Highlights for the month of February

- Pump Operations and Hydraulics class held with 4 personnel attending. This class is part of the Driver's Academy personnel must attend and pass in order to promote to the Driver/Engineer position.
- CPR classes held on the 1st and 3rd Saturday of the month for the public. A total of 25 members of the public attended the classes.
- EMS Documentation class provided to all personnel by department's QA/QI coordinator.
- Apparatus Operations training for all personnel. Training held at HIAP and involved the driving of the different apparatus of the fire department.
- Firefighter Derek Cox attended National Child Passenger Safety (CPS) Certification Training Program in Roswell, NM; a 4-day course on educating parents and caregivers on the proper selection, installation, and use of their child safety seats.
- 1 major grass fire, over 500 acres were burned (origin at Lovington Hwy. & Alabama).

February 2019 General Services – Building Maintenance

Work performed by City Carpenters

8	Floor tile replaced
19	Door closer adjusted or repaired
3	Door lock repaired
5	Furniture
4	Door alarms installed
5	Roof inspection /storage room
3	Building repaired
19	Work orders
3	Gate repaired
2	New door closer

Location of work performed

3	City Hall
2	Library
4	Police Department
1	Senior Center
2	City Jail
3	C.O.R.E
10	MVD
2	Station one
3	Annex
2	Hobbs Express

Work performed by City Electricians

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

Location of work performed.

12	CORE
3	Library
5	City hall
3	Annex
3	PD
1	Fire stations
3	DA building
1	Rockwind
4	Water wells
4	Parks
2	Senior center
5	AAC

February 2019

General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
193.5	Street Sweeping
38.5	Building Brooms
120	Cold Mix Patching
60	Crack Seal
5	Street Complaints
2	Alley Complaints
26	Storm Sewers & Inlets
176	Equipment Maintenance
12	Stocking Sand
64	Meetings AND SCHOOLS
200	Alley work
176	Work for Parks Department
12	Stocking Fill Dirt

The total amounts of material hauled or used:

Quantity	Material
206 yds.	Sweepings
300 Gal.	Unmetered Water
150 LBS.	Pollex24 3 Rubber
48 yds.	Millings
154 yds.	Fill Dirt
12 yds.	Cold Mix Used
456 yds.	Recycling Material
1,600 gal.	Brine
380 yds.	Trash Hauled
2,046 yds.	(Silt) Dirt

Calls responded to:

Number	Type
19	Dispatched -- accidents, spills, debris
5	Street complaints

February 2019
General Services - Garage

In February 2019 The City Garage had a total of 178 Repair Orders/Invoices. Of the 178 R.O./Inv., 106 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 \$43,855.63. 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	38	7,917.00	1,530.00	950.50	706.00	11,103.50
Preventive Maintenance	26	1,298.54	1,088.00	706.09	0.00	3,092.63
Batteries/Charging system	7	738.32	442.00	872.75	0.00	2,053.07
Belts,wipers, glass, etc.	52	298.84	1,258.00	7,489.40	3,477.95	12,524.19
Brakes	21	542.63	1,190.00	859.16	0.00	2,591.79
Service Calls	1	0.00	68.00	0.00	0.00	68.00
Transmission	5	388.00	374.00	108.00	0.00	870.00
Auto Collision	2	0.00	0.00	2,153.72	1,820.00	3,973.72
Miscellaneous	25	692.50	1,054.00	4,610.81	1,221.42	7,578.73
Warranty	1	0.00	0.00	0.00	0.00	0.00
Monthly Total	178	11,875.83	7,004.00	17,750.43	7,225.37	43,855.63

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

Recruitment:	February 2018	February 2019
• Applications Received/ Reviewed:	380	352
• New Hires:	7	16
• Transfers/ Promotions	3	13
• Re-Hires	3	5

Jobs newly posted in February:

- Police Investigative Aide
- Lead CORE Kids Specialist
- Golf Course Tree Technician
- Support Services Assistant
- Animal Adoption Center Assistant Attendant
- CORE Kids Specialist
- Summer Recreational Positions
- Parks Maintenance Worker
- Summer Sports Program Coordinator

Personnel Actions:	February 2018	February 2019
• Performance Reviews	27	15
• Retirements	0	2
• Terminations	9	23
• Other (Certification, Move to Shift, etc.)	3	11

Team Involvement:

- Job Fair: New Mexico Department of Workforce Solutions
- City on the Move Proposal
- Risk Control Meeting with Liberty Mutual
- PDS- Records scanning meeting
- Compensation Study kick-off meeting with Evergreen

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 February 2019

- Planned for and purchased SQL licensing for enterprise edition for virtual servers
- Coordinated H.R. project for creating and implementing Applicaton Xtender for scanning all active files.
- Worked on preparation the 2020 budget for I.T.
- Updated firewall firmware to current release version.
- Setup hardware for Skype interviews for Senior Affairs coordinator.
- Investigated suspicious email from State of New Mexico Xerox copier for HPD records.
- Assisted in IPRA request fulfillment for emails on Exchange server and individual hard drives.
- Troubleshoot problem with EAGLE's Park camera server, rebuilt RAID array on server.
- Coordinated with Platesmart to discuss additional equipment and network infrastructure.
- Coordinated with a network assessment for the police department.
- Provided new FTP credentials for engineering department.
- Coordinated with EAGLE and Dell reps on computer specifications for Eagle Bridge computers.
- Employee working on CompTIA A+ training.
- Performed additional networking of multiple devices.
- Arranged for the installation of fiber optic cabling for the Jefferson Reservoir SCADA project.
- Coordinated the installation of internet for SCADA alarms.
- Performed troubleshooting and repair of CORE, and Court cameras.
- Performed multiple computer replacements.
- Coordinated with Legal Department on creating a training web page for the HPD.
- Created a City on the Move web page.
- Updated CORE event calendars.
- Isolated and repaired ongoing problem with radio system.
- Performed repairs to police and fire radios.
- Provided Livestream of commission meetings.
- Updated Planning and Engineering web page.



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

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

- ❖ Hobbs City Commission – Efren Cortez (2/4 and 2/25)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – Valerie Chacon (2/5)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (2/19)
- ❖ Utilities Board – (N/A)

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

❖ Public Hearings/Presentations	0
❖ Agenda Items drafted	2
❖ Resolutions Drafted	5

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

❖ IPRA Review	5
❖ Procurement Review	2
❖ Contract Review	14

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

❖ Pretrial Release Hearings:	4
❖ Probation Violations:	3
❖ Pretrials (Pro Se):	124
❖ Pretrials (Attorney):	29
❖ Trials:	53
❖ Dangerous Dogs/Petitions:	5
❖ DWI Cases:	1
❖ Appeals in District Court	1
❖ Competency Matters	8
❖ Pleadings	7

❖ Civil Depositions	0
❖ Civil Mediations	1
❖ Arbitrations	0
❖ Demand Letters	1
❖ Misc. Hearings in District Court	3
❖ Trainings	1
❖ Witness Interviews	10
❖ Subpoenas	63
❖ Witness Lists	24
❖ Discovery Submissions	36
❖ Letters/Correspondence	4

Areas of Notoriety:

- ❖ Assistant City Attorney, Valerie S. Chacon, successfully argued a motion before the Fifth Judicial District Court on appeal.
- ❖ Deputy City Attorney, Erik M. Scramlin, successfully assisted with the renewal of Governmental License #90005.

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,



Efrén A. Cortez
City Attorney

CITY MANAGER'S REPORT

February, 2019

Hobbs Public Library

CIRCULATION: 9,178

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	5,101
Audio Books & Music	450
DVDs	3,310
E-Books/E-Audio (OverDrive & Gale)	317

CIRCULATION BY PATRON TYPE:

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

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	9	22
ELIN Loans	24	50

Total Children's Items Circulated 3,138

Total Adult Items Circulated 6,257

Patron Visits 4789

Overdue Notices Sent 254

PROGRAMS & PUBLIC SERVICES:

Programs Provided	11
Attendance	421
Meeting Room Use	27

Web Site Usage 5893

HPL Database Usage 754

Reference Questions 335

Public Computer Use 815

PATRON PROFILES:

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

RECEIPTS:

Materials Paid For \$181.40

Fines & Fees \$1,107.45

Copy Machine & Public Printouts \$679.95

Total \$1,968.80

Library Patrons Added This Month 182

ITEMS ADDED:

Total Items Added	750
Items Weeded	1810

HOLDINGS:

Total Library Holdings 154,505

City Manager's Report
February 2019
Municipal Court

The Municipal Court has recently added a new addition to the team. After months of hard work, we now have a Bailiff/Security to assist us in monitoring and providing security for the Municipal Court. The Bailiff provides security management, managing conflict and practices as well as ensure proper behavior in courtroom for all proceedings. The assigned Bailiff - Officer Ron Campbell has been doing an excellent job.

The Municipal Court has recently added additional Eagle cameras in our witness rooms to ensure safety of the City Attorney and witnesses.

The Municipal Court implemented the alternative to jail program in September 2018 along side the Community Drug Coalition (CDC), Palmer Drug Abuse Program (PDAP) and Guidance Center. Since September, the Municipal Court has referred 127 cases to the CDC. As of February, the Municipal Court has 88 pending cases for Possession of Narcotic Paraphernalia and PCS Marijuana charges, 39 Probation Violations, 42 in compliance and 43 have completed the program. The program is designed to reduce reoffending. The alternative to jail sentencing program such as the CDC, helps an offender be a part of the community or address the reason they offended. Through counseling, skills or structure makes them less likely to reoffend.

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

Monthly Cases:

Traffic Citations	592
Misdemeanor Citations	80
Environmental Citations	72
AGG. DWI	6
DWI – 1 ST	<u>2</u>
Total	752

Courtroom Activity:

Video Arraignments (Jail)	80
Court Appearances – A.M.	9
Court Appearances- P.M.	181
Pretrial Court Appearances – A.M.	42
Pretrial Court Appearances – P.M.	29
Attorney Pretrials	17
Trial Cases	<u>21</u>
Total	379

Other Activity:

Summons issued	799
Warrants issued	<u>213</u>
Total	1012

Fines/Fees Assessed:

Fines	91,054
Penalty Assessment Fee	3,810
Automation Fee	3,024
Judicial Education Fee	1,512
Correction Fee	10,220
DWI Prevention Fee	1,350
DWI Lab Fee	510
Copies/Misc. Fee	<u>0</u>
Total	\$111,480

Fines/Fees Collected:

Fines	43,293.75
Penalty Assessment Fee	4,810
Automation Fee	4,248
Judicial Education Fee	2,144
Correction Fee	14,296
DWI Prevention Fee	2,088
DWI Lab Fee	300
Copies/Misc. Fee	7
Restitution	<u>37.36</u>
Total	\$71,224.11



**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 - February 2019**

PRCA Divisions

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

CORE

There was a slight increase in revenue by 4.82%, as reflected in \$157,412.87 collected in February. The following area of focus is Facility Visits, Tours, & Rentals. Although there were more facility rental events that took place in January, there was more Revenue generated in February for current and future events. The new Monthly Pass that is now being offered seems to be fairly popular, shown by the 30 purchases in February. One of the most significant changes noted was the increase of revenue as a result from Spring Youth League Registration Deadlines: \$5,740.00 in February compared to \$1,505 in January.

Revenue & Participation

Description	Feb 1 to Feb 28
Fitness Unlimited	101
Day Passes	1,835
Week Passes	4
Month Passes	30
Annual Membership Attendance	2,994
Monthly Membership Attendance	20,016
Swim Lessons - Sessions	-
Kid Watch	516
Kid Fit	195
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	301
Total Participants & Visits	25,992
Revenue	157,412.87
DIFFERENCE = prev month - current month	\$ 7,241.60
PERCENT DIFF = DIFFERENCE / prev month	0.048222273
% =	4.82%

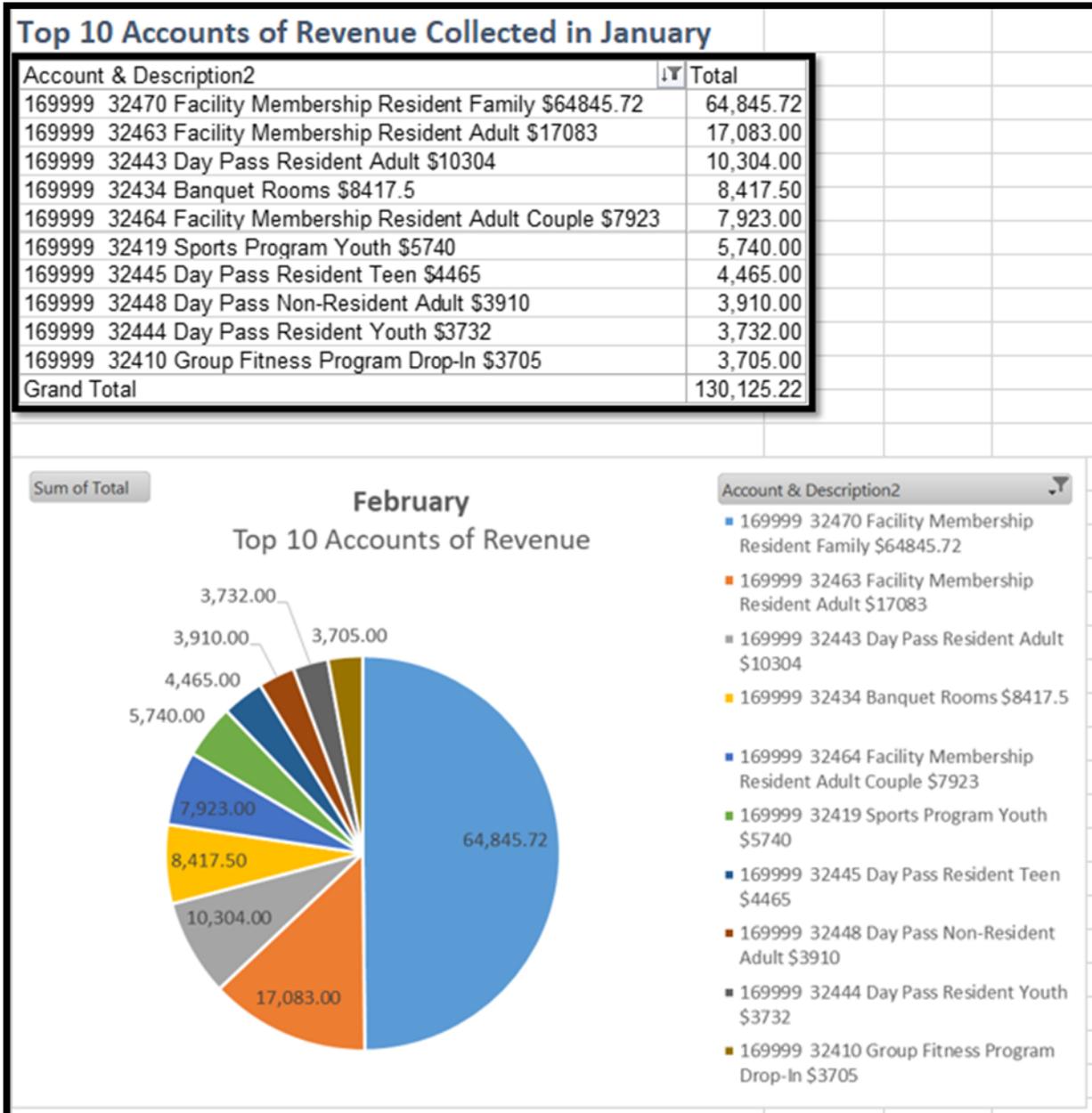
Summary of Visits, Tours & Facility Rentals

Description	Feb 1 to Feb 28
Member Visits	23,010
Classes	Approximately 402 Participants
Tour Participan	254
	25 Facility Rentals for Feb 1 to Feb 28 with \$8,417.50 in revenue including deposits for future events through July 2019 as of
Private Rentals	03/01/19

Monthly Membership Recap

Month Ending: February	
Memberships Sold in Month	470
Memberships Sold MTD	3,736
Individuals Part of a Membership in Month	1,047
Individuals Part of a Membership MTD	9,147

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



Top % Gain/Loss, Last Month vs. Current Month by Account

Acct	Desc	Total	Jan Look	Diff	% Diff	Comment
169999 32474	Facility Membership Non-Resident Youth	410.00	69.00	341.00	494.20%	Non Res Youth
169999 32419	Sports Program Youth	5,740.00	1,505.00	4,235.00	281.40%	Spring League Registration Deadlines
169999 32481	Program Fee Resident	975.00	318.00	657.00	206.60%	Program Fee
169999 32453	Week Pass Resident Adult	2,312.00	931.00	1,381.00	148.34%	Res Adult Week Passes
169999 32450	Day Pass Non-Resident Teen	416.00	192.00	224.00	116.67%	Non Res Teen Day Pass
169999 32449	Day Pass Non-Resident Youth	1,729.00	810.00	919.00	113.46%	Non Res Youth Day Pass
169999 32458	Week Pass Non-Resident Adult	120.00	60.00	60.00	100.00%	Non Res Adult Week Pass
 <div style="border: 2px dashed black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>EXCLUDE 28 ACCOUNTS FROM FEB REPORT DUE TO NO SIGNIFICANT CHANGES</p> </div>						
169999 32408	Group Fitness Program Contracted	370.00	480.00	(110.00)	-22.92%	Group Fitness Decrease
169999 32473	Facility Membership Non-Resident Adult Couple	216.00	288.00	(72.00)	-25.00%	Non Res Adult Couple Membership Decrease
169999 32447	Day Pass Resident Senior	240.00	356.00	(116.00)	-32.58%	Res Senior Day Pass Decrease
169999 32404	Group Swim Lessons Adult	95.00	180.00	(85.00)	-47.22%	Masters Swimming Decrease
169999 32491	Merchandise Sales	1,989.00	4,280.00	(2,291.00)	-53.53%	CORE Store
169999 32411	Personal Training Contracted	270.00	1,080.00	(810.00)	-75.00%	Personal Training
		157,412.87				

Older Americans

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

Meal Donations Received:

Meals:

February 2019 Congregate Meals Served	1,846	\$2,559.08
February 2019 Home Delivered Meals Served	1,875	\$1,876.36
February 2019 Total Meals Served	3,721	\$4,435.44

Duplicate Recreation Activities:	1,004
Duplicate Exercise Activities:	413
Assessments/Reassessments:	84

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 celebrations.

Transportation:	354
Meal Program Transportation	340
Other Transportation:	14

Daily transportation is provided for our members to attend the daily lunch program. The Senior Center also provides transportation for doctor appointments, hair dresser appointments, grocery store trips, etc.

Other: 8 dining tables that were in need of replacement. to be replaced.
 Dalia's retirement party went well, and it was well attended.
 Non-Metro AAA is conducting an In-House Assessment of our program beginning Tuesday, March 5th and ending Tuesday, March 19th.
 The seniors are scheduled to take a trip to Ruidoso March 16th.

Senior Center Monthly Participation Report

Activity/Program	February 2019
SENIOR CENTER	
<i>Congregate Meals Served</i>	1846
<i>Meals On Wheels Delivered</i>	1875
<i>Transportation Provided</i>	354
<i>Duplicated Recreation Activities</i>	1004
<i>Duplicated Exercise Activities</i>	413
<i>Out of Town Trips</i>	0
<i>Reassessments</i>	<u>84</u>
Total	5,576

Park Maintenance

McAdams

- 144 RV space rentals for February. (Capacity would be 420 space rentals)
- \$2,342.40 revenue generated.
- Staff began filling lower pond and discovered the pond was losing water. Efforts being made to place bentonite in the pond to seal it off.

Cemetery

- 26 interments for February.
- PHMP chapel landscape improvements continue; groundcover mulch and pond circulation mechanicals being addressed.
- Everglades Veteran Memorial under construction; 30 x 30 concrete pad with a split face block wall.
- PHC maintenance building under construction; re-skinning of building and new doors.

Sports Fields

- 6 HHS baseball games beginning with the JV Tournament on February 22. Softball will begin March 8.
- HYSA (Hobbs Youth Soccer Association) began February 25 (postponed two days/weather).
- 8 USW softball games beginning on February 1.

Parks

- 2 Park Pavilion Rentals with 50 in attendance.
- Maintenance on sand volleyball courts included: rototilling and raking at Humble Park and Del Norte Park
- Tree trimming conducted at Heizer Park and Del Norte Park
- 12 employees attended pesticide training/CEU classes at NMJC Training and Outreach Center
- Parks Staff along with Golf/Trail Maintenance Staff participated in a Team Building Exercise
- Homestead entryway landscape cleaned and attended to
- Parks staff assisted with cemetery services due to personnel shortage at cemetery
- Mowing crews began close-cutting turf in the parks

Recreation

- Father Daughter Dance tickets went on sale February 9. Only 19 tickets were not redeemed at the door, 8 from the first session and 11 from the second of the total of 500 tickets.
- Seasonal Positions for Summer 2019 are now open and applications are being submitted. The background packet was reviewed and revised and the Parks and Recreation Office will distribute those to applicants and screen for mistakes prior to sending to HR for processing.
- A Hobbs Downtown Slam & Jam Planning Committee meeting was held. Items discussed were: options for vendor booths and non-profits, event layout and advertising which will begin soon.
- Staff met with General Services staff to discuss options and solutions for the Art Classroom at the Senior Center. Storage, ease of function and accessibility are the main concerns. Options will be researched and staff will meet again.
- After discussion with citizens about accommodating children with disabilities at the Community Egg Hunt, the Parks & Recreation Department will plan to host a separate event that will help those attendees have a more joyful experience. This will be done at no additional cost to the City, on Good Friday.

Rockwind Club House

There were five (5) high school events held at Rockwind during February. Two of these events were hosted by Texas high school which attracted a total of 99 golfers. There were also three (3) events that local schools hosted at Rockwind which attracted 59 golfers. There were 4 days with high, gusty winds and 12 days with substantial frost delays.

Sales Report by Revenue Departments

2019 January

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	37	\$342.74	\$0.00	\$342.74	\$0.00	\$17.26	\$360.00
Driving Range	31430	237	\$1,244.17	\$0.00	\$1,244.17	\$0.00	\$62.83	\$1,307.00
Golf Cart Rental Fees	31431	742	\$10,616.65	\$0.00	\$10,616.65	\$0.00	\$535.43	\$11,152.08
Green Fees	99999	1062	\$9,495.39	\$0.00	\$9,495.39	\$0.00	\$487.28	\$9,982.67
Hard Goods Sales	31410	181	\$7,845.91	(\$82.44)	\$7,763.47	\$5,730.44	\$388.34	\$8,151.81
Membership Fees	31420	2	\$1,142.84	\$0.00	\$1,142.84	\$0.00	\$57.16	\$1,200.00
Soft Goods Sales	31401	358	\$7,749.67	(\$329.29)	\$7,420.38	\$4,378.66	\$370.74	\$7,791.12
Food & Beverage	31441	166	\$266.44	(\$31.74)	\$234.70	\$115.40	\$12.80	\$247.50
Totals for Revenue		2785	\$38,703.81	(\$443.47)	\$38,260.34	\$10,224.50	\$1,931.84	\$40,192.18
Grand Total:		2785	\$ 38,703.81	\$ (443.47)	\$ 38,260.34	\$ 10,224.50	\$ 1,931.84	\$ 40,192.18

KEY PERFORMANCE INDICATORS

2019 February

Total Pre-Tax Revenue	\$38,260.34
Total Rounds	1062
Avg Green Fee plus Cart Fee per Round	\$20.01
Total Merchandise Sales	\$15,183.85
Merchandise Sales Per Round	\$14.30
F&B Sales Per Round	\$ 0.22
COGS Hard Goods	74%
COGS Soft Goods	59%
COGS F&B	49%
Rounds w/Carts	70%
Total Revenue per Round	\$ 36.03

GREEN FEE BREAKDOWN

EZLinks Prepaid	12
GolfNow Prepaid	10
Summary for EZLinks Prepaid	22
Player's Pass 18 Walk	198
Summary for Player's Pass	198
Li'l Rock Adult Resident	58
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	0
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	26
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	84
Public 18	59
Public 9	3
Public Junior	24
Public Senior	17
Public Twilight	4
Public Replay	0
Specials	0
Youth on Course	5
PGA/GCSAA COMP	2
Summary for Public	114
Punch Pass	6
Summary for Punch Pass	6
Rain Check	8
Summary for Rain Check	8
Resident 18	317
Resident Junior	4
Resident Senior 18	112
League Fee	0
Complimentary Round	1
Resident Twilight	74
Team Practice Round	66
Resident 9	56
Marshal/Team Green Fee	7
Resident Replay	3
Summary for Resident	640
Tournament Fees	0
Summary for Tournament - Public	0
Grand Total:	1072
Minus Lil Rock Rounds	84

Rockwind Community Links Maintenance

- Fertilizing of the driving range was completed.
- Mechanic's duties included general maintenance on all equipment.
- The greens mower that had the oil seal issue has been repaired.
- 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.
- Staff carved an owl into an old pine. (see picture below)
- Added new fish to the pond to help control insects and algae. (see pictures below)

Replacement of damaged turf (see pictures below)

- #12 Tee replaced 80 square feet.
- #13 areas in the fairway near the bunker 350 square feet.
- #2 surrounds replaced 500 square feet.
- #14 surrounds replaced 450 square feet.

Fairway re-hab

- On hole #9, the removal of the algae from the upper section (125 yds.) was accomplished with some sand being put down.
- On hole #14, the main landing area from the left bunker to the pine tree (100 yds.) algae removed, some clean up is still needed with sand and seed to be put down when weather allows.



Lovington Highway Trail Maintenance

- Thatch and debris removed from under Eastern Red Cedars.
- Trash removed (as needed, up to several times a week) and 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 back-filled to eliminate trip hazards. (weekly)
 - This includes irrigation heads located under Pampas Grass.
- Irrigation system leaks repaired and system monitored for coverage. (weekly)
- Tree well rings and net-a-film maintained. (weekly)
- Trail staff assisted Rockwind staff with:
 - Maintenance on holes #1, #12, #13, #2, #14 and #9
 - Installation of drainage sumps
 - General course maintenance

Seasonal Pools and Splash Pads

Completed 2018-2019 post-season work for outdoor pools

- Removal of rock and artificial turf at Heizer Pool. Will replace with concrete.
- Renovation of ship wreck slide at Heizer Pool.
- Additional tables for the increased concrete area at Heizer Pool and new shade structure at Del Norte Pool have arrived.

2018-2019 post-season repair work not yet completed

- Cleaning, repair and staining of fake rock at Heizer Pool. Purchase Order has been issued. Project will begin when weather allows.
- A new, main circulating pump has been ordered for Humble Pool.
- Repair of pool gutter tile at Heizer Pool. Building Maintenance staff will perform a temporary fix to be operational for 2019 Summer season. Estimate to completely renovate gutter system to deck level gutters = \$385,000.00. Contractor was asked for a quote to re-tile gutter system. Waiting on response.
- Drain all three pools and replace main drain covers to comply with state regulations.
- Yearly maintenance of all pool filter systems. Purchase Order has been issued and work to be completed in March.

Equipment to be purchased for 2019 Summer Season

- Additional umbrellas for added tables and replacement of broken umbrellas have been ordered.

2019 Summer Season Planning

- Seasonal positions for Summer Aquatics and Summer Sports programs are currently being advertised. Applications have been received from both returning staff and potential new hires.

Teen Center

- A month of events has been planned for this year's Teen Center anniversary.
- Attendance at the Teen Center averaged 20 teens per day.
- The Teen Center fire alarm system issues have been addressed and a number of audible alarm horns and strobe lights have been replaced.



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

FEB 2018/2019

	TOTAL	TOTAL	%CHNG	Year	Year	%CHNG
	RPTS	RPTS		to	to	
			2018/2019	Date	Date	
	2018	2019		2018	2019	
REPORTED CRIMES	406	391	-4%	890	839	-6%
CALLS FOR SERVICE	3,683	3,416	-7%	7,429	7,017	-6%
ARRESTS	316	261	-17%	618	525	-15%
MURDER	0	1	0%	0	1	100%
RAPE	8	1	-88%	9	5	-44%
ROBBERY	0	1	100%	5	1	-80%
ASSAULTS AND BATTERY	70	85	21%	179	185	3%
BURGLARY	28	35	25%	60	88	47%
LARCENY	30	44	47%	65	87	34%
SHOPLIFTING	40	28	-30%	81	62	-23%
AUTO THEFT	12	10	-17%	22	23	5%
ARSON	0	0	0%	1	0	-100%
FORGERY	8	1	-88%	12	2	-83%
FRAUD	7	2	-71%	14	6	-57%
EMBEZZLEMENT	1	4	300%	5	8	60%
REC. STOLEN PROPERTY	0	1	100%	2	5	150%
VANDALISM	37	24	-35%	90	72	-20%
WEAPONS OFFENSES	6	2	-67%	11	10	-9%
DOMESTIC VIOLENCE	39	35	-10%	86	76	-12%
ASSAULTS/BATTERY ON PO	4	10	150%	9	22	144%
SHOOTING AT/FM MV OR DWELLING	4	0	-100%	7	0	-100%
CITATIONS ISSUED	812	808	0%	1,300	1,817	40%
DWI	6	12	100%	16	24	50%
TRAFFIC CRASHES	78	91	17%	163	197	21%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2018		2019	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons February 2018</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons February 2019</u>	
Residential	10,894	66,789,625	11,229	64,828,726	
Commercial	1,770	43,237,796	1,804	45,227,161	
City Accounts	208	2,565,041	216	6,155,681	
School Accounts	56	830,296	56	889,226	
Irrigation	242	2,310,492	244	1,804,585	
Effluent Water	4	1,928,000	3	116,000	
Industrial Water	2	89,000	2	3,000	
	13,176	117,750,250	13,554	119,024,379	

DISCONNECTIONS FOR NON PAYMENT

February 2018	283
February 2019	248

LABORATORY	February 2018	February 2019
Total Drinking Water Tests	64	50
Total Wastewater Tests	669	708
Liquid Waste Received (gallons)	215,470	314,230

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	84,967	89,937
Effluent (Million Gallons)	83,606	85,918
Solids Removed (Dry Pounds)	131,959	232,327

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	144,920,000
Total monthly water distributed, million gallons	145,702,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.7
Monthly chlorine gas dosed to system (lbs)	1,157

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 FEBRUARY 2019

WORK DESCRIPTION	QUANTITY
Meter lid replacement	14
Meter box replacement	10
Meter stop / valve replacement	22
Meter leaks	24
Meter change out 3/4"	20
Meter change out 1"	0
Meter change out 2"	1
Meter change out 3"	2
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	5
Set new 3" meter	2
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	24
Service lateral replacement	Qty. 5 - 125 feet
New service lateral	Qty. 5 - 100 feet
Low water pressure investigation	5
Water quality investigations	4
Main line leaks/repair	3
Main line replacement (feet)	15
New main line installed (feet)	0
Valve maintenance	80
Valve new install/replacement	3
Fire hydrant maintenance	125
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	3
Fire hydrant meter set	4
New fire hydrant installed	3
Vehicle/equipment maintenance hours	20
Miscellaneous afterhour calls	5
Emergency call outs (from 5:00pm to 7:00am)	20 hours

WORK DESCRIPTION	QUANTITY
Manhole maintenance	31
Manholes cleaned	21
Sewer main line cleaned (feet)	2566 feet
Sewer stoppages	14
Sewer main line video inspections	1

Odor complaints	7
Sewer pre-treatment additives	50 gallons
Property damage from sewer	0
Sewer main line repair/replacement	4
New sewer main line installation	16 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	14
Emergency call out (from 5:00 pm to 7:00 am)	6

UTILITIES MONTHLY PLUMBER REPORT FEBRUARY 2019	QUANTITY
Sewer stoppages	12
Odor complaints	3
Water leaks	9
Pool maintenance	36
Gas leaks	6
Emergency call outs (from 5:00 pm to 7:00 am)	0