



CITY MANAGER'S  
**ANNUAL REPORT**  
**2019**

*Our Mission is S.E.R.V.I.C.E.*

SAFETY

ENGAGED TEAM MEMBERS

RESPONSIVE

VISIONARY

INCLUSIVE

CUSTOMER DRIVEN

ENHANCE QUALITY OF LIFE

200 East Broadway  
Hobbs, NM 88240  
[www.hobbsnm.org](http://www.hobbsnm.org)



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

Manny Gomez  
*Acting City Manager*

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

Attached is the City Manager's Annual Report for the months of January through December, 2019, to provide general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government. I hope you find this report helpful and informative on the progress of the City.

We, as a team at the City, will continue to work diligently to increase efficiencies in City services and achieve the goals of the City Commission as we proudly serve the citizens of Hobbs.

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

Sincerely,

*Manny Gomez*

Manny Gomez  
*Acting City Manager*



**Mayor**

Sam D. Cobb

**City Commission**

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

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**CITY MANAGER**

Acting City Manager  
Risk Management Dir.

Manny Gomez  
Ann Betzen

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Erik Scramlin  
Valerie Chacon

**CITY ENGINEER**

City Engineer  
Planning

Todd Randall  
Kevin Robinson

**LIBRARY SERVICES**

Library Director

Sandy Farrell

**COMMUNICATIONS DEPT.**

Communications Director  
Conv. & Visitors Bureau

Meghan Mooney  
Tanya Sanchez

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNITY SERVICES DEPT.**

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

Raymond Bonilla  
Ben Maynes  
Art DeLaCruz  
Missy Funk

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Cemetery  
Golf Course/Trail  
Parks  
Sports Fields

Bryan Wagner  
Monica Mendoza  
Matt Hughes  
Wade Whitehead  
Vacant

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**PARKS & RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Steve Schoch  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Manny Gomez  
Barry Young

**POLICE DEPARTMENT**

Police Chief  
Deputy Police Chief

John Ortolano  
Brian Dunlap

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Matt Berry  
Anthony Maldonado

**UTILITIES DEPARTMENT**

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

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**HUMAN RESOURCES DEPT.**

H. R. Director  
Assistant H.R. Director

Nicholas Goulet  
Tracy South



## RISK MANAGEMENT/EXECUTIVE ASSISTANT

### 2019 Annual City Manager's Report

Attend Commission Meetings	20
Prepare agenda and attend Department Head Staff meetings	42
Notarize documents for public and City Staff	18
Review, approve and process monthly invoices – Work Comp, Health and General Liability	36
Conference calls with Insurance company/ attorneys to review ongoing claims	12
Monthly review of open claims with insurance agent	12
Review Incident Reports from city depts., associated police reports and video footage; establish claims if required	246
Endorse new vehicles, equipment to policy	29
Review property damage reports, establish claim and collection process	54
Review Tort Notices, notify affected depts. and establish claim	38
Served as Acting City Manager	11
Facilitate lease of property for Grant Writer	-
Compose and prepare Proclamations	20
Schedule meetings for Mayor and City Manager	551
Travel arrangements for City Manager and Mayor	3
Respond to invitations to Mayor and City Manager	10
Attend Training: Understanding Implicit Bias, ALICE, Fraud, Cyber	4
Received and assisted callers to Mayor/City Manager's office requesting assistance, general information/filing complaint	566
Review and approve Alcohol & Gaming Permit Apps.	48
Scheduled meetings in conference room	169
Review, approve and post Advisory Board Agendas	21
Issue purchase orders	12
Review and approve social service agencies quarterly invoices	60
Process notary bond applications	27
Review and approve payroll	26
Meet with insurance agent relating to annual renewal	12
Meet with Work Comp carrier Risk Control Division for on-site visit	1
Attend EnergyPlex Conference and staff the City's Booth	1
Attend NMPRA State Conference @ CORE	1
Compose and mail notification letters to social service agencies	25
Review and prepare funding requests from social service agencies	25
Meet with Commission committee to review social service requests for funding	1
Meet with finance regarding BAR adjustments for City Manager, Commission and Insurance budgets	1





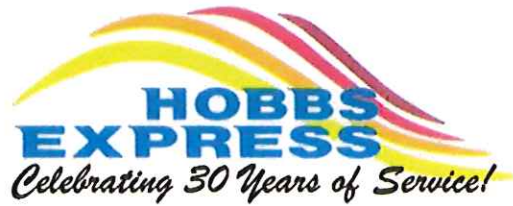
JAN FLETCHER, CMC  
City Clerk

**OFFICE OF THE CITY CLERK**

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

**CLERK'S OFFICE ANNUAL REPORT  
JANUARY – DECEMBER, 2019**

Business Registrations – New	282
Business Registrations - Renewals	1,294
<b>Total Business Registration Activity for Year</b>	<b>1,576</b>
<b>Total Active Business Registrations as of 12/31/19</b>	<b>1,923</b>
Firework Permits	5
Junk Yard Licenses	3
Liquor Licenses	63
Mobile Business Licenses	59
Pawnbrokers License	2
Secondhand Dealers License	10
Solicitor's Permits	38
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	377
Public Documents Notarized	1,974
Public Records Requests	307
Regular City Commission Meetings	24
Special City Commission Meetings	2
City Commission Work Session/Closed Meetings	10
Notices of Potential Quorum	12
Resolutions and Ordinances Attested	145
Other Items Approved	36
Charter Commission Meetings	2
Total Number of Transactions on Tyler Cashiering	5,102
Total Amount	\$9,185,672.31



# Hobbs Express

Annual Report  
Calendar Year 2019

<b>Passenger Activity</b>	<b><i>Prior Calendar Year 2018</i></b>	<b><i>Calendar Year 2019</i></b>
No. of Elderly Passengers	7,277	7,571
No. of Non-Ambulatory Passengers	2,119	2,366
No. of Disabled Passengers	4,756	3,210
No. of Other Trips	42,445	46,098
<b><i>Total Passenger Trips</i></b>	<b><i>56,597</i></b>	<b><i>59,245</i></b>

Bus Route Trips	48,395	52,296
Rapid Line Trips	3,467	3,084
<b><i>Total Bus Route Trips</i></b>	<b><i>51,862</i></b>	<b><i>55,380</i></b>
<b><i>Total Demand Response/Paratransit Trips</i></b>	<b><i>4,735</i></b>	<b><i>3,865</i></b>
<b><i>Total Passenger Trips</i></b>	<b><i>56,597</i></b>	<b><i>59,245</i></b>

<b>Vehicle Statistics</b>	<b><i>Prior Calendar Year 2018</i></b>	<b><i>Calendar Year 2019</i></b>
Total Vehicle Hours	11,275	11,099
Total Vehicle Miles	153,117	151,258

<b>Revenue Collected</b>	<b><i>Prior Calendar Year 2018</i></b>	<b><i>Calendar Year 2019</i></b>
Total Fares Collected	\$36,753.00	\$37,689.00





**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
2019 ANNUAL REPORT**

**ENGINEERING DEPARTMENT**

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

**Community Programs & Services:**

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

	Jan.	2019 Total	2020 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	7	258	7

**GIS-MAPPING DIVISION:**

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

**New Aerial Imagery / Aerial Lidar / Mobile Lidar:** The City Commission approved the acquisition for new aerial data / aerial LiDAR and mobile LiDAR data and is available to the public at no costs and would benefit any developers / consultants looking at any new development for design or planning purposes. This information has already been utilized for base mapping of capital improvement project internally for City Capital improvement projects and will be used as the foundation for the drainage master plan update.

**ArcGIS Enterprise Server (Update):** 2019 was a milestone year with the launch of ArcGIS Enterprise Deployment, which will provide additional tools, such as an Internal Portal for Map Viewing and out the box tools, such as Survey 123. The Traffic Dept. was the first pilot project and GIS staff created the custom interface utilizing Survey 123 for traffic inspections and work order. Other Departments that are still in progress include the Parks Map and Code Enforcement Web Map.

**New Base Station:** A new base station was purchased and installed to replace the existing base station as part of the Aerial / LiDAR project.

**Lea County Parcels:** The GIS Dept. has established a method to efficiently take the County's parcel information and graphical improve the "rubber sheeting" of parcel lines to better match the City's new aerial imagery. The goal is obtain updated parcel information to be better assist City Employees in answering questions and property owners





**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
2019 ANNUAL REPORT**

**DEPARTMENT:**

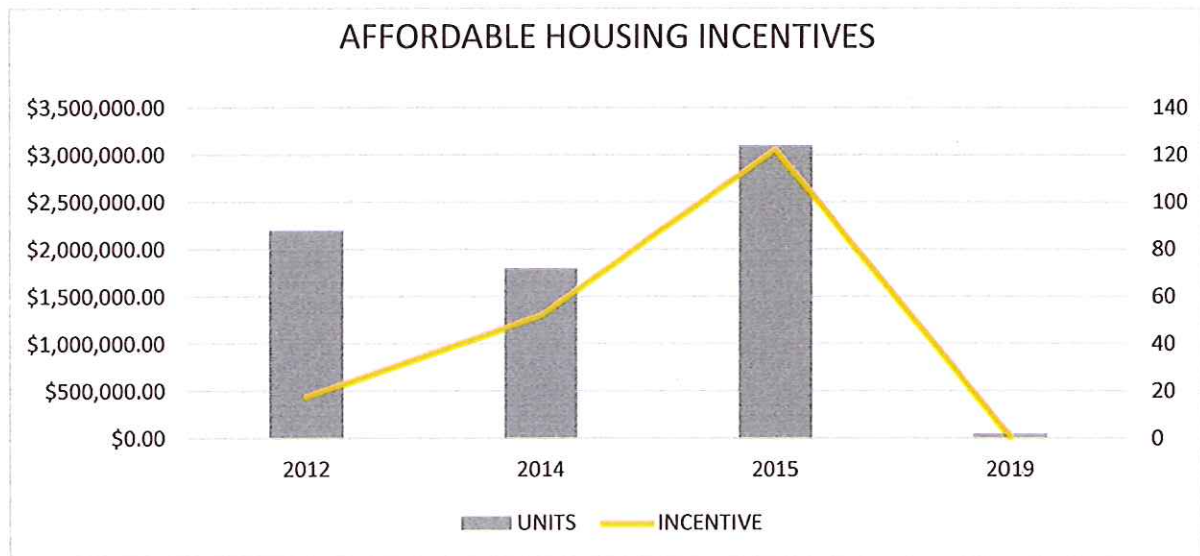
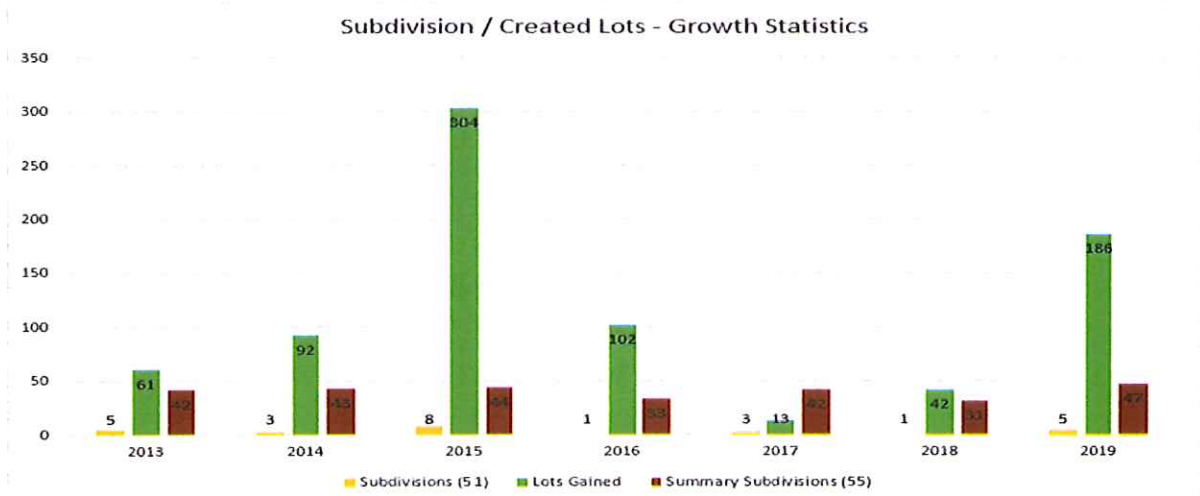
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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

**Land Development**

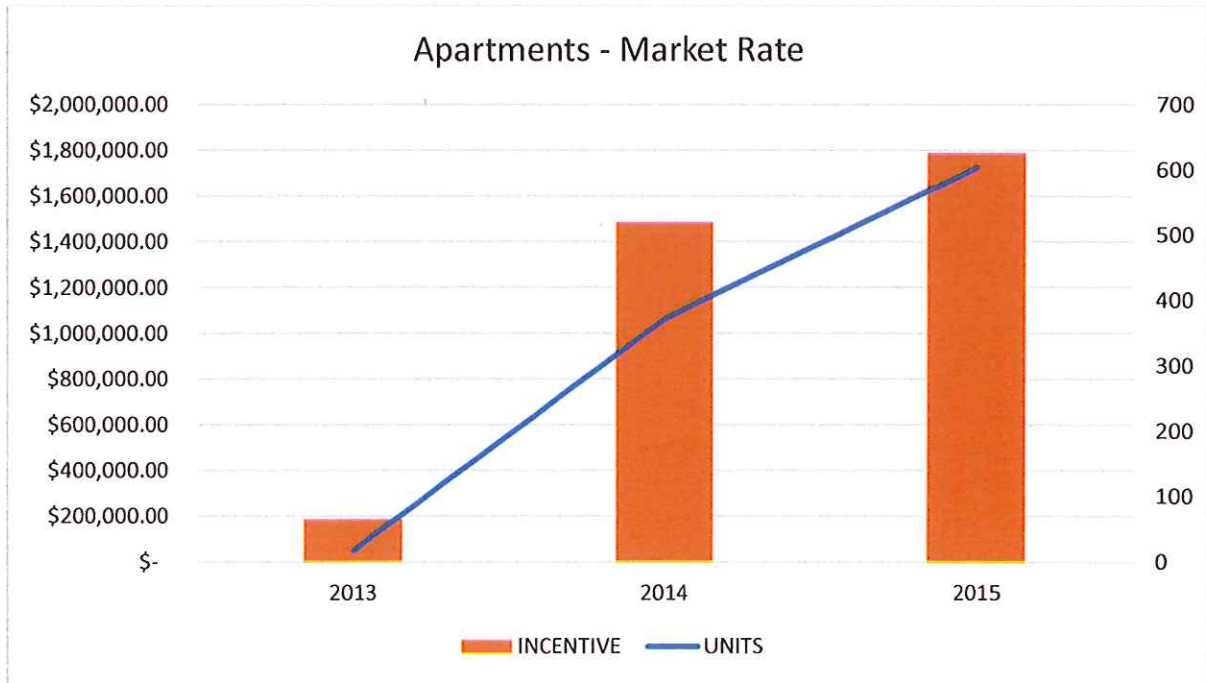
	2012	2013	2014	2015	2016	2017	2018	2019
Annexations (expressed in Acres)	3.62	92.89	101.9	1.37	1.31	0	163.23	0
Subdivisions (51)	0	5	3	8	1	3	1	5
Lots Gained	0	61	92	304	102	13	42	186
Summary Subdivisions (55)		42	43	44	33	42	31	47



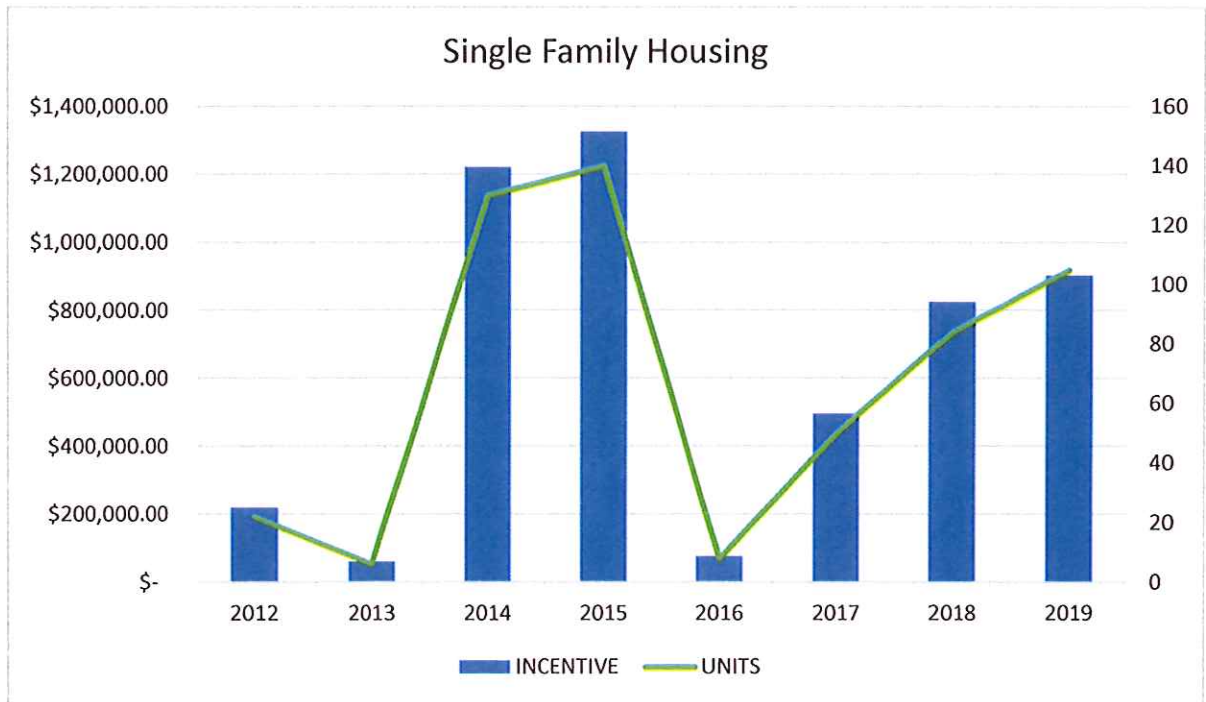
A total of 284 Affordable Housing units have been added and to \$4,835,000 City investment.



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
2019 ANNUAL REPORT**



The last apartment complexes that received a Development agreement was in 2015 and included five different developers / location. To date there have been 993 units added and City incentive of \$3,460,000.



Since 2012 there have been 545 single family residence built and received a City of Hobbs Development agreement for a total expenditure of \$2,210,813.



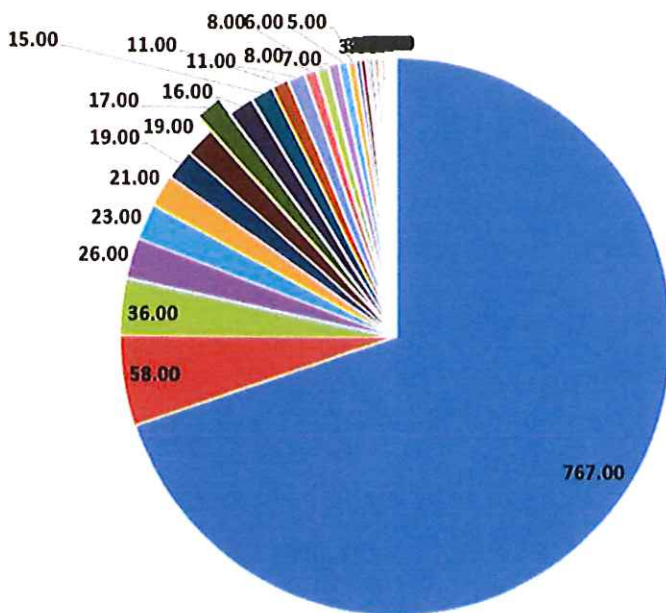
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
2019 ANNUAL REPORT**

**TRAFFIC DIVISION:**

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

Starting on September 27, 2019 the Traffic Division along with the GIS/Mapping Division launched an inspection and work order tracking app utilizing the City's existing ERSI Enterprise Software – *Survey 123 for ArcGIS*. Traffic Division Staff can quickly document inspections and repairs in the field and automatically geo-codes the location.

**Total 1,296 tracked intersections - (October to December 2019)**



*Figure 1 - Location Map of Work Performed*

- |   |                                     |                                   |
|---|-------------------------------------|-----------------------------------|
| ■ Inspected Intersections = 767         | ■ Sign Install / Replace = 58       | ■ Work Order = 36                 |
| ■ Ped Push Button Repair / Replace = 26 | ■ New St. Name Sign Installed = 23  | ■ Repair Communication = 21       |
| ■ Detector Adjusted = 19                | ■ Pole Straighten / Re-bolted = 19  | ■ Controller Replaced = 17        |
| ■ LED Module Replace = 16               | ■ Controller Software Updated = 15  | ■ New St. Name Sign Made = 11     |
| ■ Int in Flash or Malfunction = 11      | ■ Trim Limbs at Intersection = 8    | ■ Assit Other Dept = 8            |
| ■ Line Spot Hours = 7                   | ■ Call Outs = 6                     | ■ Traffic Count / Speed Study = 5 |
| ■ Call Out Hours = 3                    | ■ Breakaway Base Replaced = 3       | ■ Routine Signal Inspection = 2   |
| ■ Camera Cleaned = 2                    | ■ Load Switch / Detecto Replace = 2 | ■ Cabinet Clean / Inspected = 2   |
| ■ Solar Flasher / Speed Sign = 2        | ■ Graffiti Cleaned = 2              | ■ Camera Replace = 1              |
| ■ School Zone Repaired = 1              | ■ Cabinet Installed = 1             | ■ Safe Hit Install / Replace = 1  |
| ■ Wiring Problem Repair = 1             | ■ Power Outage Affected = 1         | ■ Signal Head Straightened = 1    |

**Note: The above data only represents Oct – Dec 2019 (a quarter of 2019)**





## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

#### MEDIA AND PUBLIC INFORMATION

The Communications Department distributed 10 press releases and 4 PSAs:

- Wildfire
- Max Summerlot Award
- Abandoned Vehicles (yet to be distributed; further collaboration with the Legal Dept. required)
- City of Hobbs Mayor's Letter for the Hobbs News-Sun's Progress Edition
- Hobbs High School Parking Town Hall
  - We also created and printed sign examples for display at this meeting.
- Annual Water Conservation Period
- District 5 Neighborhood Cleanup on May 4<sup>th</sup>
- Hobbs High School Parking Town Hall
- PSA – Early Start Time for May 20<sup>th</sup> 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
- Del Norte Speed Bumps
- Closure of City Buildings/Facilities During Active Shooter Trainings
- Large Item Pickup Details and Schedule
- Weekend Hours at Humble and Heizer Pools
- 4<sup>th</sup> of July Safety and Tips
- Parks and Open Spaces Director, Bryan Wagner
- Rockwind's New Golf Pro, Steve Schoch
- Summer Sports Program Relocation
- Mosquito Spraying PSA (numerous times)
- Firefighter Combat Challenge
- Large Item Pickup Details and Schedule
- Common Code Violations
- Conditional Offer for Chief of Police
- Parks and Open Spaces Director, Bryan Wagner
- LCCA E-9-1-1 Grant
- Large Item Pickup (reminder)
- Mosquito Spraying PSA (numerous)
- Road Construction Notices (numerous)
- Released Bond Homicide PR (did not create)
- Resignation of Judge Harrison PR
- Large Item Pickup Details and Schedule Reminders
- LCCA Receives \$1 Million Grant
- CORE Safety Notice
- Retirement of Judge Harrison



## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

- Announcement of Judge Arther Appointment
- Worked on “Hometown Hero Award” press release with Devon Energy rep, Shannon Johnson
- Change Your Clock, Change Your Battery!
- McAdams Campground (electrical issue)
- Large Item Pickup (lots of advertising on radio, newspaper, social media, etc.)
- Veterans Day Closure notice
- Thanksgiving Safety Tips from HFD
- 2020 Municipal Election (great help from the Clerk’s office)
- 2019 Hobbs Tree Lighting Ceremony
- Hobbs Public Library 80 Year Anniversary
- Turner Street Manholes
- HPD and HFD Basketball Fundraiser (not released)
- Hobbs Public Library 80 Years
- 2019 Hobbs Tree Lighting Ceremony
- 2020 Municipal Election – Candidacy for Municipal Office (great help from the Clerk’s office)
- Holiday Closure Notices

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

#### 2020 CENSUS

- Director serves as Chair of Hobbs Complete Count Committee
  - This CCC has been recognized as the lead across the state and region concerning Census efforts
  - Resolution 6763 authorized and established the Hobbs CCC and gained our community recognition from the U.S. Census Bureau
- Director serves on Lea County Complete Count Committee as Hobbs representative
- Entered \$25,000 professional services agreement with the Hobbs Hispano Chamber of Commerce to focus on Census efforts
- Hosted meeting with Hobbs CCC, oil and gas industry executives, and Representative Xochitl Small to address the Census concerns specific to the oil and gas industry in our region
- Director attended December 5<sup>th</sup> meeting with Governor’s Statewide Complete Count Commission in Albuquerque and served on the City-County Census Panel
  - At this meeting, Director secured Hobbs as the host of the January 2020 monthly meeting with this Commission
- Hosted Governor’s Statewide Complete Count Census Committee January 2020 meeting at Zia Park
  - Room reservation, catering, and planning conducted with State Census Coordinator and Zia Park



## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

- Spent an entire day in Hobbs planning the meeting with State Census Commission Coordinator Paige Best during her visit
- Put Best in contact with several other Hobbs CCC members to meet with while in town
- Drafted and finalized with Jan. 13th agenda with Paige and Secretary Padilla-Jackson
- Invited all Committee members as well as all counties across the state to this meeting of the Commission
- Requested panel participation from CCCs within/of Eddy and Lea Counties and provided guidance on presentations/speeches
- Designed marketing collateral
  - Billboards
  - Posters
  - Postcards
  - Table tents
  - Social media content
  - Water bill flyers
  - Ad in Mariachi Christmas program
- Census commercial script writing, casting, and creative with professional videographer
- Design of “Soaring Eagle” structure to be placed at Turner and Grimes intersection done with local sculpture artist and Commissioner Penick
- Gathered quotes and confirmed placements for advertising and public information
- Applied for two (2) NM Counts grants, one being in conjunction with the Hispano Chamber
- Hosted regional Census Bureau reps and Area Specialists 8 times for presentations and trainings
- Hosted information booths at community events (USW New Student Orientation, NMJC New Student Orientation, EnergyPlex Conference for both City and Census information, etc.)
- Held monthly meetings beginning March 2019 (sometimes more than once a month with subcommittees during busy times)
- “Census at the Library” planning and information gathering
- Presentations (8 total) at several events held by businesses, non-profit organizations, or social clubs
- Provided promotional items for giveaway by Committee members





## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

#### CONVENTION VISITORS BUREAU MAIN FOCUSES

The Convention Visitor Bureau attends Lodgers' Tax Board Meetings to stay abreast of local tourism and hospitality activities, as well as to offer services to event planners.

The Convention and Visitors Bureau held a monthly meeting with hoteliers each month for the calendar year 2019, during which new events were announced, and rates and room blocks for them were gathered. The prices and instructions on how to receive the rates are shared with the event coordinators. The CVB would invite different organizations to meetings to talk about the upcoming event they will be hosting.

#### Listed Events for 2019

- Gus Macker May 3-5, 2019
- NCBA Regional Playoffs May 3-5, 2019
- New Mexico High School State Championship – May 9-11, 2019
- 2019 National Junior College Athletic Association Division I Outdoor Track & Field Championship – May 15-18, 2019
- Lea County EDC EnergyPlex Conference – June 23-25
- New Mexico Recreation and Parks Association's 2019 Conference – August 2019
- Firefighter Combat Challenge – September 9-10, 2019
- Sun Country Team Championship-September 20-22
- United Way Concert with Rodney Atkins November 9<sup>th</sup>
- Hobbs Tree Lighting Ceremony December 7<sup>th</sup>

#### Hosted the 2019 Firefighter Combat Challenge in Hobbs

- Designed marketing collateral and ordered printing
- Created schedule with input from FFCC Association
- Executed social media advertising
- Directed TV commercial with KOBR-8
  - Quoted and confirmed TV commercial advertising with KOBR-8
- Contacted all major broadcasting and radio stations for advertisement Texas, New Mexico, Colorado for advertising quotes
- Signed up food trucks
- Obtained sponsors
- Contracted musical entertainment
- Worked with other departments to obtain stage, trash cans, cones, etc.
- Worked with the County to reserve the location
- Worked with GIS Division to create event map
- Assigned professional event photographer



## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

#### CVB SPECIFIC ACTIONS

- Meetings to assist local event coordinators in obtaining hotel bids
- Staff attended NMHA Governor's Conference April 28<sup>th</sup> -May 1<sup>st</sup>
- Worked NMJCAA Information Booth May 15<sup>th</sup> –May 17<sup>th</sup>
- Planning meetings with Parks about the NMRPA Conference
- Requested and received items for the NMRPA Silent Auction during the month of July
- Biweekly meetings to report to Doug about NMRPA subcommittee progress
- Worked NMRP August 20th - August 23rd
- CVB compiles and maintains a list of all events for the year in Hobbs
- Numerous meetings about seasonal lighting for Downtown Hobbs
- CVB helped with Hobbs Chili Fest
- CVB worked with United Way on the allocations of funds for 2020 to non-profits
- CVB called meetings with vendors for the Hobbs Tree Lighting Market
- Worked with many different agencies for the Hobbs Tree Lighting
- Created the vendor contract and fee that is now used by all City of Hobbs departments at special events

#### MISCELLANEOUS DEPARTMENT ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- PSAs and announcements through several local and regional media outlets
- Participated in the creation of several publications
- Presentations to different organizations about the City of Hobbs
  - State of the City – Hobbs Realtors Banquet, Hobbs Rotary, and Chamber of Commerce
- Assigned community service participants
- Attended several webinars
- Attended New Employee Reception
- Coordinated headshot of all leadership and new employees with contracted photographer
- Coordinated location and event shoots with contracted photographer
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Numerous notices for different departments and locations
- Ensured City participation at local parades
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Delivered copies of the Guide and other brochures to Lea County Regional Airport and local hotel properties
- Website monitoring and updates communicated with IT Web Master
- Hosted June 2019 Hobbs Hispano Chamber's Dulce Y Café



## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

- Contract renewals: Jason Adams (radio DJ), Meltwater (regional online mentions tracking), and ArchiveSocial (archiving of social media contact in order to comply with IPRA laws)
- Hosted booths at community events to build and improve community relations and public image (Hispano Chamber Salud Fair, Hispano Chamber Dia de Los Nino, Walk for Light etc.); promotional items are ordered for giveaway at these events
- Worked on FY 2020 Budget March 2019
- Microsoft Excel Training at NMJC in January, February, and March
- Microsoft Word Training at NMJC in April





## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

#### 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.

#### Radio Announcements

##### January

- Animal Adoption Shot Clinic Ends Jan 26
- Father-Daughter Dance End Feb 8
- Fire Dept CPR Class English End Jan 19
- Fire Dept CPR Class Spanish End Jan 19
- Meghan Senior Center Meals On Wheels
- Meghan Senior Center Tax Ends April 9
- Southwest Symphony Ends Feb 23
- Southwest Symphony Ends Jan 25

##### February

- Easter Egg Hunt Ends April 19
- Febrewary Fest 2019 Ends Feb 23
- Goosebumps 01
- Meghan City Rental Spaces
- Meghan Jack Maddox Lecture Series Ends March 12
- Parks & Rec Summer Hiring
- Playhouse Ends 02-24
- Playhouse Ends 04-14
- Playhouse Ends 06-09
- Playhouse Ends 07-21
- Playhouse Ends 09-15
- Playhouse Ends 12-15
- Slam & Jam Save The Date
- Tanya Library Rosetta Stone
- Western Heritage Ends May 12

##### March

- 000025502
- 2019 US National Chili Ends March 30
- ATK Color Run
- Community Egg Hunt Ends April 21
- CORE Mixdown Adult League Spring 2019
- CORE Mixdown Volleyball Tourney
- Fire Dept CPR Class No Expiration
- Fire Dept Spanish CPR Class No Expiration
- General Recruitment Multi Voice
- Hobbs Chamber Ribbon Cutting End March 14
- Hobbs Chamber Ribbon Cutting End March 16
- Hobbs Chamber Ribbon Cutting End March 21



**COMMUNICATIONS DEPARTMENT**  
**2019 Annual Report**  
**Submitted March 10, 2020**

- Hobbs Public Library Rosetta Stone No Exp
- Hobbs Senior Ctr Sam Cobb Ends Mar 15
- Hobbs Senior Ctr Sam Cbb Start Mar 16 Ends Mar 21
- Lea County DWI End May 1st
- Seniors Standing Strong End May 4
- Southwest Symphony Art Ends March 31
- Southwest Symphony Final Concert Ends April 14

**April**

- Hobbs Chamber End April 18
- Hobbs Chamber End April 25
- Hobbs Chamber End May 4
- Hobbs Chamber End May 16
- Hobbs Chamber End May 30
- Hobbs Hispano Chamber Ends May 10
- Hobbs Hispano Chamber Spanish Ends May 10
- Hobbs Summer Guide End May 7
- HPD PACT Ends August 29
- HPD PACT Ends July 25
- HPD PACT Ends June 27
- HPD PAT Ends May 30
- Senior Center Picnic Ends May 4
- Sr Center Easter End April 17
- Sr Center Free Meal
- Sr Center Health and Wellness
- Sr Center Membership
- Sr Center Rec Activities End May 31

**May**

- Closed July 4 Ends July 5
- Closed Memorial Day Ends May 28
- HFD Summer Camp Ends June 2
- July 4 Celebration End July 5
- Library Out of this World 1 Ends June 6
- Library Out of this World 2 Ends June 13
- Library Out of this World 3 Ends June 20
- Library Out of this World 4 Ends June 27
- Library Out of this World 5 Ends June 28
- Movies Under The Stars End Aug 24
- Movies Under The Stars End July 5
- Movies Under The Stars End July 27
- Movies Under The Stars End June 29
- Movies Under The Stars Ends May 26
- NMJC Orientation 1 Ends May 28
- NMJC Orientation 2 Ends June 11



## COMMUNICATIONS DEPARTMENT

### 2019 Annual Report

Submitted March 10, 2020

- NMJC Orientation 3 Ends July 9
- NMJC Orientation 4 Ends Aug 15
- Police Chief Survey End TBD

#### June

- Hobbs Fire Challenge Local Ends 8-09
- July 4<sup>th</sup> Closure Ends 07-05
- Swimming Pool Schedule Ends 08-31

**July-We did not have any because we were caught up.**

#### August

- Back To School Traffic Ends 8-30
- Boy Scouts Ends May 10 2020
- Boy Scouts May 2020
- Coffee With Cops
- Dog Days of Summer Ends Sept 6
- Hobbs Express
- Hobbs Express 30 Years
- HPD Coffee With cops Generic No End
- HPD Hiring 1 End Sept 22
- HPD Hiring 2 Ends When Positions Fill
- HPD Hiring 2 Start Sept 23
- Labor Day Ends 9-03
- Library Adult Program Ends May 11
- Library E Resources Ends May 11
- Library story Hour Ends 5-11-20
- Library Story Hour Ends 8-20
- Library Young Adult Program Ends May 11
- Movies under The Stars Ends Aug 23
- Pool Schedules
- Southwest Symphony Ends Sept 6
- United Way Campaign Sept 28
- United Way Concert End Nov 9

#### September

- ATK Halloween Ends Oct 11
- ATK United Way collaboration Ends May 10
- Fall Winter guide Ends Jan 3
- Halloween Carnival Ends Oct 25
- Halloween Special Needs Ends Oct 19
- Homecoming Security Ends 9-6-19
- LCSO Explorer Program Ends 12-31
- Southwest Symphony End Oct 7
- Splash Pads End 9-27





**COMMUNICATIONS DEPARTMENT**  
**2019 Annual Report**  
Submitted March 10, 2020

**October**

- HFD Fire Prevention End Nov 30
- HPD Recruitment No End
- Library Virtual Tour Ends Oct 19
- Library Virtual Tour No End
- Southwest Symphony Ends Nov 1

**November**

- City closure Ends Nov 12
- City Of Hobbs Tree Lighting 30 For Distribution
- Fire Department Thanksgiving Safety Ends Nov 28
- Hobbs Hispano Laces of Love Ends Dec 20
- Hobbs Hispano Laces of Love Ends Nov 29
- Hobbs Hispano Mariachi Christmas Ends Dec 13
- Hobbs Hispano Mariachi Sponsors End Nov 15
- Hobbs Hispano Pan Dulce Dec 13
- Hobbs Public Library Open House Ends Dec 10
- HPL Virtual Tour Ends Dec 14
- HPL Virtual Tour Ends Nov 16
- Llano Estacado Art Market Ends Dec 24
- Manny Gomez Christmas Wishes From City Ends Jan 2
- Manny Thanksgiving Wishes Ends Dec 2
- Senior Center Thanksgiving Ends Nov 28
- Tree Lighting Ends Dec 7
- Water Department Survey Period Ends Feb 28

**DECEMBER**

- FD Dance On Sale End Feb 7
- FD Dance Presale End Jan 7
- Holiday Wish Dwayne Penick Ends Dec 31
- HPL Children's Programs End May 12
- HPL VR Tour End January 18'
- Parks and OS Remodels Ends May 31
- Recruitment Michael Ends Jan 31



**COMMUNICATIONS DEPARTMENT**  
**2019 Annual Report**  
Submitted March 10, 2020

**Livestreamed City Commission Meetings**  
**Annual Totals**

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).

	<b>Viewers</b>	<b>Total Number of Viewers</b>	<b>Total Minutes</b>
Recorded Viewers	91.5%	5437	4648
Live Viewers	8.5%	432	12999
Total	100%	5869	17647

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

## City of Hobbs Building Division

### **Total Type of Construction**

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

### **December 2019 Report**

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b>Commercial</b>				
COMM MECHANICAL	C	4	6,000.00	286.00
COMM PLUMBING	C	9	13,500.00	510.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	290.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	451.00
COMMERCIAL GRADING	C	1	9,000.00	90.00
COMMERCIAL REMODEL	C	3	105,500.00	480.00
COMMERCIAL RE-ROOFING	C	3	15,100.00	140.00
COMMERCIAL SIGN	C	6	101,892.00	305.00
FIRE EXTINGUISHING SYSTEM	C	1	1,500.00	30.00
NEW COMMERCIAL	C	1	211,296.00	576.00
TEMPORARY TENTS AND CANOPIES	C	1	1,500.00	20.00
		<b><u>40</u></b>	<b><u>481,788.00</u></b>	<b><u>3,178.50</u></b>
<b>Residential</b>				
RES MECHANICAL	R	26	52,500.00	1,860.00
RES PLUMBING	R	29	43,500.00	1,173.00
RES SEWER TAP & EXCAVATION	R	8	12,000.00	2,570.00
RESIDENTIAL CANOPY	R	1	3,000.00	40.00
RESIDENTIAL CARPORT	R	2	21,000.00	180.00
RESIDENTIAL CURB CUTS	R	1	15,000.00	20.00
RESIDENTIAL DETACHED GARAGE	R	1	42,000.00	200.00
RESIDENTIAL DRIVEWAY	R	1	2,500.00	20.00
RESIDENTIAL ELECTRICAL	R	56	84,000.00	4,436.00
RESIDENTIAL FENCE	R	6	8,350.00	60.00
RESIDENTIAL MANUFACTURED HOME	R	3	247,850.00	120.00
RESIDENTIAL REMODEL	R	4	133,265.00	540.00
RESIDENTIAL RE-ROOF	R	5	46,598.00	410.00
RESIDENTIAL SINGLE FAMILY	R	20	4,719,575.00	9,845.00
RESIDENTIAL STORAGE	R	2	61,000.00	540.00
		<b><u>65</u></b>	<b><u>5,492,138.00</u></b>	<b><u>22,014.00</u></b>
		<b><u>205</u></b>	<b><u>5,973,926.00</u></b>	<b><u>25,192.50</u></b>

### **January-December 2019**

<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b><u>2,981</u></b>	<b><u>97,365,535.00</u></b>	<b><u>387,544.23</u></b>



CODE ENFORCEMENT ANNUAL REPORT FOR 2019

CODE WARNINGS 3675

CODE CITATIONS 193

CODE COMPLAINTS 2273

ANIMAL WARNINGS 2170

ANIMAL CITATIONS 248

ANIMAL COMPLAINTS 2966

VEHICLES TOWED/PD 60

# 2019 Yearly Report Hobbs Animal Adoption Center

## Intakes:

Dead on Arrival	343
Stray	3928
Transfer	109
Unwanted	1313
Low Cost	929
Quarantine	116

Totals: 6738

## Dispositions:

Adopted	1653
Died at Facility	133
Dead on Arrival	310
Escape Trap	27
Euthanized	797
Rescued	2022
Return to Owner	896
Low Cost	930

Totals: 6768

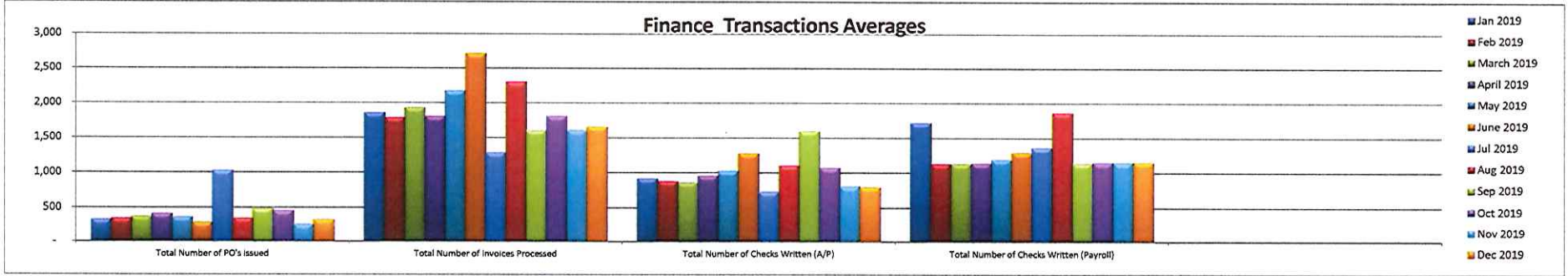
## Total Revenue 2019:

January	\$6,645
February	\$8,260
March	\$8,490
April	\$6,343
May	\$15,225
June	\$5,565
July	\$6,505
August	\$5,865
September	\$6,155
October	\$5,780
November	\$4,065
December	\$5,070

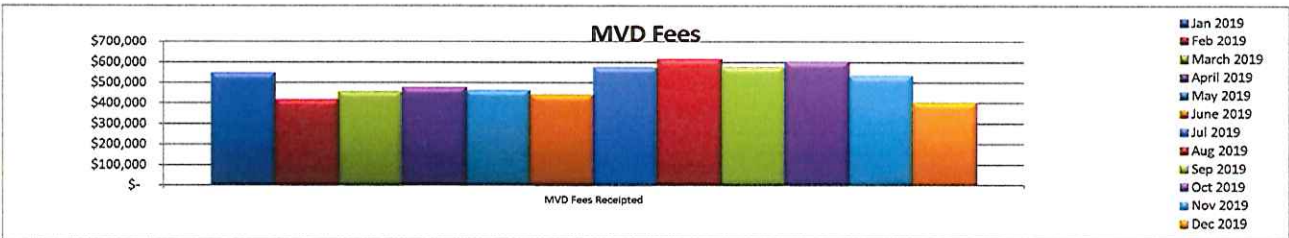
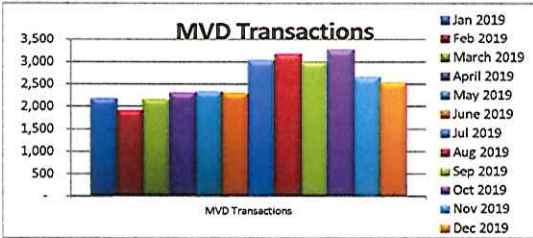
**Monthly Measurement**  
**Finance Department**  
**Calendar Year 2019**

Cash Statistics	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	YTD Total
Beginning Cash Balance	\$ 109,843,663	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	\$ 122,577,174	\$ 122,313,424	\$ 122,886,229	\$ 121,776,685	\$ 128,167,703	\$ 131,669,386	\$ 134,199,386	
Monthly Cash In (Revenue - all funds)	\$ 10,864,019	\$ 11,653,922	\$ 14,705,292	\$ 9,784,160	\$ 13,942,809	\$ 12,075,875	\$ 10,240,059	\$ 10,787,315	\$ 13,339,648	\$ 12,229,366	\$ 12,077,206	\$ 13,699,186	\$ 145,398,857
Monthly Cash Out (Expenditures - all funds)	\$ 9,003,429	\$ 8,300,513	\$ 10,961,867	\$ 9,670,352	\$ 10,280,532	\$ 12,339,624	\$ 9,667,254	\$ 11,896,859	\$ 6,948,631	\$ 8,617,738	\$ 9,547,206	\$ 7,021,325	\$ 114,255,328
Ending Cash Balance	\$ 111,704,254	\$ 115,057,664	\$ 118,801,088	\$ 118,914,896	\$ 122,577,174	\$ 122,313,424	\$ 122,886,229	\$ 121,776,685	\$ 128,167,703	\$ 131,779,331	\$ 134,199,386	\$ 140,877,247	

Finance Transaction Statistics	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	YTD Total	
Total Number of PO's issued	335	351	374	420	367	286	1,030	349	489	460	262	326	5,049	daily average 19.96
Total Number of Invoices Processed	1,857	1,789	1,934	1,808	2,179	2,711	1,286	2,307	1,602	1,814	1,612	1,660	22,559	daily average 89.17
Total Number of Checks Written (A/P)	916	878	859	961	1,028	1,283	731	1,102	1,602	1,072	809	794	12,035	weekly average 231.44
Total Number of Checks Written (Payroll)	1,723	1,133	1,132	1,144	1,195	1,298	1,365	1,867	1,143	1,152	1,155	1,158	15,465	bi-weekly average 594.81



MVD Statistics	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	YTD Total	
MVD Transactions	2,184	1,911	2,158	2,309	2,339	2,300	3,042	3,180	3,007	3,278	2,663	2,549	30,920	daily average 122.21
MVD Fees Received	\$ 549,746	\$ 417,205	\$ 456,834	\$ 477,638	\$ 464,768	\$ 444,187	\$ 576,642	\$ 618,385	\$ 581,269	\$ 603,917	\$ 538,119	\$ 404,989	\$ 6,133,697	daily average \$ 24,243.86





# FIRE SUPPRESSION/PREVENTION

# 2019 Annual Report

## ALARMS

Alarms (City)	851
Alarms (County)	674
Total Alarms	1525

## ZONES

Zone 1 (NW City) 315	Zone 5 (NW County) 47
Zone 2 (NE City) 160	Zone 6 (NE County) 228
Zone 3 (SE City) 259	Zone 7 (SE County) 61
Zone 4 (SW City) 117	Zone 8 (SW County) 183
Out of District	155

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:23
Station 2	1:14
Station 3	1:16
Station 4	1:33
<b>Average</b>	<b>1:21</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:23
Station 2	6:16
Station 3	5:48
Station 4	6:51
<b>Average</b>	<b>6:19</b>

## PREVENTION PROGRAMS

Fire Investigations	79
Fire/Safety Inspections	493
Smoke Detectors Installed	31
Public Education Programs	74
Plan Reviews	51
Burn Permits Issued	36

## FIRE RESPONSE BY STATION

Station 1	534
Station 2	339
Station 3	489
Station 4	163

## MOST COMMON DAY/TIME

Thursday: 13:00 – 15:59

## FIRE DEATHS/INJURIES

Fire Deaths – 1 (Civilian)  
Fire Injuries – 1 (Firefighter)

## STRUCTURE FIRES

Structure Fires - 45

## FALSE ALARM RESPONSE

False Alarms - 288

## TRAINING HOURS

Fire Training	11,010
EMS Training	1,199

# EMERGENCY MEDICAL SERVICES

# 2019 Annual Report

## EMS RUN BREAKDOWN

City Response	7279
County Response	605
Total Responses	7884
Total Patient Contact	7914

## ZONES

Zone 1 (NW City)	3140	Zone 5 (NW County)	188
Zone 2 (NE City)	1191	Zone 6 (NE County)	280
Zone 3 (SE City)	1605	Zone 7 (SE County)	32
Zone 4 (SW City)	1352	Zone 8 (SW County)	126

## AVERAGE RUN TIMES (in minutes)

Enroute:	2:02
At Scene:	5:03
To Destination:	22:03
Back in Service:	38:43

## MOST COMMON DAY/TIME

Friday 15:00 – 17:59 hours  
218 total calls

## MOST COMMON COMPLAINT

Falls – 651 calls

## OUT OF TOWN TRANSFERS

Lubbock	336
Midland	40
Odessa	24
Roswell	111
Carlsbad	23
Andrews	1
Seminole	1

## CARDIAC ARREST RESPONSES

Cardiac Arrest	101
ROSC	33

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Billed	\$3,859,320.62
Collected	\$1,932,651.34

## Highlights for 2019

- Cancer Awareness Initiative Kickoff
- Took delivery of 2018 International Type 4 Grass Truck
- 4 personnel obtained National Child Passenger Safety Certification
- 10<sup>th</sup> Annual HFD Kids Fire Camp; hosted 30 kids for one week
- Union negotiations with Hobbs Professional Firefighters Association completed
- Hosted Scott Firefighter Combat Challenge at the Lea County Event Center
- Conducted annual Fill the Boot drive for MDA; collected \$26,164
- Awarded \$25,000 grant from Devon Energy and \$15,000 grant from Oxy
- Hosted Coffee with the Cops on September 11<sup>th</sup>, in conjunction with 9/11 memorial
- Conducted presentations to state elected officials for Aerial and Ambulances (ICIP)
- Annual Toys for Tots completed
- Multiple personnel obtained certifications throughout the year (IFSAC and EMT)
- Adopted "Axe" from Hobbs Animal Adoption Center

2019 Annual Report

Carpenter Dept.

Work performed by City Carpenters

74	Installed/Replace/Remove/Adjusted door closer
13	Painted Furniture/Wall/Handrails/Rooms
74	Door lock repaired
47	Built new Furniture
4	Installed New cores
16	Building repaired / out side
33	Ceiling Tile replaced
4	Adjusted Garage door track/Repair gate
28	Glue carpet squares down/Carpet replaced
174	Roof repair/Inspection
2	Drawer Glides Replaced
11	Kennels Repaired
22	Door Alarms Installed/Replaced doors
8	Repair Cabinet Doors
9	Floor Tile Replaced/Floor Repaired
12	Replace Wall Panel/Wall Repaired/Wall Painted
8	Install Roof Hatch Ladder/Safety Poles
37	Toilet Paper Dispenser Replaced
1	Relocated Park Bench
4	Pool Repaired
1	Power Washed Municipal Court Building
1	Installed Exhaust Fan
231	Work Orders

**Trips**      **Location of work performed.**

67	City Hall
2	Jogging Trail Restrooms
83	Police Department
115	Senior Center
16	Station #3
14	McAdams Restroom/Office
9	Humble Restroom/Pool
48	C.O.R.E.
28	Annex
1	Green Meadow Restroom
10	Animal Adoption



11	City Jail
1	Gun Range
3	Waste Water
64	Library
25	Teen Center
6	Washington Restroom/Park
1	City Garage
25	D.M.V
30	Parks
29	Station #1
16	Pro Shop/Golf Course
4	Heizer Pool
19	DA Building
5	Del Norte Pool
1	Prairie Haven
19	Hobbs Express
2	Street Dept
9	Rockwind
7	Crime Lab
5	Station #2
12	Michigan Fence
5	Station #4
1	Taylor Splash Pad
3	Jefferson Splash Pad/Restroom
2	City Park Splash Pad
1	Mills Splash Pad
4	Eagle
1	T.R.T Pit
1	State Police Building

# 2019 Annual Report General Services – Electrical Dept.

Break down of work performed by the Electricians.

95	Light repairs
154	AC repairs
56	Heater repairs
217	General electrical work
89	CORE work
53	Nonelectrical work

Location of work performed.

121	CORE
55	Library
61	City hall
27	Annex
44	PD
24	Fire stations
22	DA building
6	MVD
32	Rockwind
4	Water wells
103	Parks
36	Senior center
13	Teen center
11	Garage
29	AAC

6	Streets
5	Utilities
17	State police
3	Municipal Court

**2019 Annual Report**  
**General Services - Garage**

In 2019 The City Garage had a total of 2,868 Repair Orders/Invoices. Of the 2,868 R.O./Invoices, 1,973 were repaired in house and 895 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 497,424.31 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vendor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	36	\$729.46	\$2,473.00	\$277.02	\$420.00	\$3,899.48
Instrument/Gauges	1	\$0.00	\$34.00	\$0.00	\$0.00	\$34.00
Complete Wash	23	\$0.00	\$567.00	\$630.50	\$310.00	\$1,507.50
Filters	35	\$341.53	\$918.00	\$400.45	\$0.00	\$1,659.98
Service Calls	262	\$3,523.06	\$22,457.00	\$265.42	\$30.00	\$26,275.48
Miscellaneous Maintenance	1023	\$21,378.10	\$38,528.50	\$64,321.91	\$40,667.30	\$164,895.81
Brakes	144	\$5,849.51	\$8,704.00	\$5,824.12	\$846.50	\$21,224.13
Steering/Suspension	16	\$0.00	\$34.00	\$2,367.87	\$12,070.75	\$14,472.62
Tires	474	\$37,644.44	\$15,521.00	\$23,243.28	\$11,650.00	\$88,058.72
Whls/Hubs/Brgs	24	\$675.85	\$1,326.00	\$1,705.48	\$1,256.95	\$4,964.28
Transmission	66	\$5,600.31	\$5,406.00	\$4,088.11	\$3,820.00	\$18,914.42
Charging	171	\$10,248.66	\$9,197.00	\$6,553.04	\$671.00	\$26,669.70
Lighting	53	\$539.01	\$1,989.00	\$784.17	\$2,630.00	\$5,942.18
Preventive Maintenance	416	\$23,458.94	\$18,309.00	\$15,269.79	\$334.00	\$57,371.73
Cooling	8	\$69.95	\$782.00	\$0.00	\$0.00	\$851.95
Exhaust	1	\$31.49	\$0.00	\$0.00	\$0.00	\$31.49
Fuel System	4	\$21.75	\$68.00	\$415.69	\$1,311.00	\$1,816.44
Engine	25	\$151.13	\$2,610.00	\$4,714.25	\$4,684.00	\$12,159.38
Safety Recalls	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accident Repair	16	\$0.00	\$0.00	\$36,782.65	\$9,892.37	\$46,675.02
Warranty	62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Monthly Total</b>	<b>2868</b>	<b>\$110,263.19</b>	<b>\$128,923.50</b>	<b>\$167,643.75</b>	<b>\$90,593.87</b>	<b>\$497,424.31</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
City Garage Staff	2003	110,263.19	128,923.50	239,186.69
Vendor	865	167,643.75	90,593.87	258,237.62



# 2019 Annual General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
4,334 Hrs.	Street Sweeping
618 Hrs.	Building Brooms
1,626 Hrs.	Cold Mix Patching
72 each	Street Complaints
1,376 Hrs.	Alley Complaints
1,939 Hrs.	Storm Sewers & Inlets
669 Hrs.	Equipment Maintenance
430 Hrs.	Maintenance
2,201 Hrs.	Working in the Welding Shop
173 Hrs.	Street Grading
211 Hrs.	Stocking Piling Material
1,843.50 Hrs.	Alley work
529 Hrs.	Work for Parks Department
232 Hrs.	Work for Garage
256 Hrs.	Shoulder Work
307 Hrs.	Hot Asphalt Recycling Coating
474.50 Hrs.	Meetings
470 Hrs.	Worked For Cemetery
500 Hrs.	Crack Seal
400 Hrs.	Haul Trash
396 Hrs.	Work For Police Dept.
56 Hrs.	Seal Coat
282 Hrs.	Working With Dustrol
32 Hrs.	Work For Warehouse
139 Hrs.	Traffic Control

The total amounts of material hauled or used:

Quantity	Material
3,926 Yds.	Sweepings
168.5 Yds.	Millings
2,282 Yds.	Alley Material
100.25 Yds.	Cold Mix Used
11,600 Gal.	Brine
6,081 Yds.	Trash Hauled
1,932 Yds.	Sand
43,725 Gal.	Unmetered Water

3,132 Yds.	Recycling Material
7,710 Lbs.	Pollex24 3 Rubber
3,972 Yds.	(Slit) Dirt
275 Gal.	Seal Coat Used
333 Yds.	Fill Dirt
34 Yds.	Hot Mix

Calls responded to:

Number	Type
250	Dispatched – accidents, spills, debris
65	Street Complaints
9	Alley Complaints
17	Block party requests



City of Hobbs  
Human Resources Department  
2019 Annual Departmental Re-cap  
City Managers Report

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<b>Recruitment:</b>	2019
• Applications Received/Reviewed	4095
• New Hires	214
• Re-Hires	108
• Transfers/Promotions/Demotions	83

<b>Personnel Actions:</b>	2019
• Performance Reviews	419
• Terminations/Retirements	306
• Other(certs, shift moves)	81

**Team Successes:**

- Completed an exit from the Abra HR System
- The Team was active in several Job Fairs
- City on the Move health and wellness program was implemented
- Active Employee files are now electronic
- Instituted a Multi-Generational Training for all staff
- Started New Hire Orientation
- Began electronic employee review process
- Assisted with the NM Recreation and Parks State Conference
- Tracy South was a participant in the Maddox Leadership Institute
- Purchased an online training platform (Safety Skills)
- Purchased an online video interview platform (Spark Hire)

# 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 2019

- 1431 Request completed
- 15 Camera related
- 127 Email related
- 295 hardware related
- 110 network related
- 65 password resets
- 61 phone related
- 58 projects related
- 26 Radio related
- 362 software related
- 186 User Setup
- 126 Web page related

For the 2019 year the Information Technology Department had several noteworthy accomplishments.

We purchased, built, and installed 162 replacement laptop or desktop computers. In addition, the I.T. Department built 12 new servers which included upgrades to the MUNIS financial system and Exchange email system plus the addition of 85 new users. The Human Resources and Legal Departments were added to the Application Xtender document imaging system. We assisted in the evaluation and selection of new IPRA software and setting up and operating software and hardware for CORE events including the audio/video for the NMPRA conference. There were several additions and changes to the hobbsnm.org web site.

Many infrastructure upgrades were performed including new video presentation and voting equipment at the commission chambers. A new backup server was installed, fiber optics was installed at the Library, Fire Station 2, and the Jefferson Reservoir. Fire Station 3 equipment was relocated to a temporary structure during renovations. The P25 radio system's firmware was upgraded and new consoles were added to the LCCA emergency dispatch center. I.T. assisted in a network assessment for the Police Department.

Much effort was put in to Cyber Security including the creation of a Cyber Security Specialist position. Certification training and conferences were attended, and awareness training was conducted for all City employees. Many security changes were implemented to insure the security of incoming and outgoing emails. Cyber Security Awareness materials were distributed via various media.



## 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 2019 YEAR END REPORT**

##### **Staffing:**

Since the Fall of 2018, the City Attorney's Office has maintained three attorneys on staff. The increase in attorneys has allowed the City Attorney's Office to take a more proactive approach to our civil litigation matters. Additionally, the City Attorney's Office continues to prosecute all cases for the Hobbs Police Department that are filed in the Hobbs Municipal Court. The City Attorney's Office has also assisted with all advisory boards and compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.). Finally, long-time Legal Assistant, Kathy Lord, retired in December of 2019. Prior to her retirement, the City Attorney's Office hired Georgia Cherney to fill the role of Legal Assistant. We were fortunate to have Kathy for a few weeks to assist in helping Georgia get acquainted with the Office.

##### **Mission Statement:**

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

##### **Duties Required by Law:**

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads and staff on various legal topics for the month of January. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

##### **Public Meetings:**

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

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

- ❖ Hobbs City Commission – Efren Cortez
- ❖ Cemetery Board – Efren Cortez
- ❖ Community Affairs Board – Valerie Chacon
- ❖ Library Board – Valerie Chacon
- ❖ Lodger's Tax Board – Valerie Chacon
- ❖ Planning Board – Erik Scramlin
- ❖ Utilities Board – Erik Scramlin

The contributions to the public meetings in 2019 by the City Attorney's Office were:

- ❖ Public Hearings/Presentations 30
- ❖ Agenda Items drafted 25
- ❖ Resolutions Drafted 35

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 73
- ❖ Contract Review 256

### **Litigation:**

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

Legal Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Valerie S. Chacon, 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 2019, the litigation activity of the City Attorney's Office was as follows:

- ❖ Pretrial Release Hearings: 30
- ❖ Probation Violations: 60

❖ Pretrials (Pro Se):	1,332
❖ Pretrials (Attorney):	419
❖ Trials:	673
❖ Dangerous Dogs/Petitions:	30
❖ DWI Cases:	35
❖ Appeals in District Court	13
❖ Competency Matters	24
❖ Pleadings	165
❖ Civil Depositions	21
❖ Civil Mediations	4
❖ Arbitrations	0
❖ Demand Letters	32
❖ Misc. Hearings in District Court	16
❖ Trainings	32
❖ Witness Interviews	81
❖ Subpoenas	621
❖ Witness Lists	254
❖ Discovery Submissions	244
❖ Letters/Correspondence	74

**Accomplishments of Note for 2019:**

The City Attorney's Office has instituted, or significantly contributed, to the following:

- ❖ There were 10,480 cases filed in Municipal Court in 2019 and the City Attorney's Office is the sole prosecuting agency for criminal cases in Municipal Court
- ❖ The City Attorney's Office participated in a pro bono legal fair that was hosted by New Mexico Legal Aid and the Access to Justice Committee on August 30, 2019, at City Hall.
- ❖ Assistant City Attorney, Valerie S. Chacon, spoke to students at both Highland Middle School and Heizer Middle School about the importance of getting involved in extra-curricular activities.
- ❖ Assistant City Attorney, Valerie S. Chacon, gave a presentation to the students of New Hope Alternative School in Lovington, NM.
- ❖ City Attorney, Efren A. Cortez, was selected as the Second Vice President of the New Mexico Municipal Attorneys Association.
- ❖ Assistant City Attorney, Valerie S. Chacon, was elected by her peers as Treasure of the Lea County Bar Association.
- ❖ Deputy City Attorney, Erik M. Scramlin, served on the City Manager's hiring committee to assist in hiring the next Police Chief of the Hobbs Police Department.
- ❖ In the month of June 2019, the City Attorney's Office began implementation of a paperless office in an effort to improve efficiency, retention, and communication.
- ❖ The City Attorney's Office assisted the City Manager in establishing a Permit Parking program for the neighborhood west of the Hobbs High School.
- ❖ Deputy City Attorney, Erik M. Scramlin, and Assistant City Attorney, Valerie S. Chacon, conducted multiple trainings for new recruits at the Hobbs Police Department's in-house academy.
- ❖ Assistant City Attorney, Valerie S. Chacon, conducted a three-day report writing training



for the Hobbs Fire Department.

- ❖ The City Attorney's Office assisted the Charter Review Commission in the charter review during two public meetings on November 7, 2019, and November 19, 2019.
- ❖ Assistant City Attorney, Valerie S. Chacon, participated in Career Day hosted by the Hobbs Municipal Schools.
- ❖ Assistant City Attorney, Valerie S. Chacon, and Deputy City Attorney, Erik Scramlin taught Fourth Amendment search and seizure at the Hobbs Police Department Citizens' Police Academy on October 22, 2019.
- ❖ Assistant City Attorney, Valerie S. Chacon, conducted a training for staff on reporting suspected child abuse pursuant to New Mexico's Children's Code.
- ❖ The City Attorney's Office presented a comprehensive legal review for the City Commission in a closed session on September 3, 2019 – the first of its kind.
- ❖ The City Attorney's Office assisted in achieving two defense verdicts following jury trials in the Fifth Judicial District Court.
- ❖ Assistant City Attorney, Valerie S. Chacon, conducted a volunteer training for student attorneys for the Teen Court of Lea County, Inc. on Saturday, September 28, 2019.
- ❖ Deputy City Attorney, Erik M. Scramlin, and Assistant City Attorney, Valerie S. Chacon, assisted law enforcement with the legal destruction of narcotics, pursuant to District Court Order.
- ❖ Assistant City Attorney, Valerie S. Chacon, gave a presentation to the students of Hobbs High School during the School's career day.

#### **Challenges of Note for 2020:**

Looking toward 2020, I believe the following to be the most significant areas to address for the City Attorney's Office:

- ❖ Necessary office space where all attorneys have access to each other
- ❖ Safety of the staff/personnel in the City Attorney's Office
- ❖ Competitive pay versus the public sector
- ❖ Necessary training for attorneys to anticipate national trends/changes in the law
- ❖ Proper career growth opportunities for attorneys in order to offset pay and attract talent
- ❖ Lack of data, files, information from work performed by previous City Attorneys

#### **Plans for 2020:**

With consideration of many of the challenges noted above, the City Attorney's Office has the following short list of plans for 2019:

- ❖ Become more active in the community with outreach to educate citizens on the law
- ❖ Ensure cases are evaluated properly in conjunction with the Risk Manager
- ❖ Pursue collections matters, foreclosure matters, and other civil matters
- ❖ Archive work/closed cases so that they may be accessed in the future
- ❖ Work with Code Enforcement regarding condemnation lists and dilapidated properties
- ❖ Increase training for law enforcement and other departments
- ❖ Revise ordinances that may be problematic
- ❖ Provide training for advisory board members as to compliance with state law
- ❖ Create a system of accountability to management and elected officials regarding suits

On behalf of the staff of the City Attorney's Office, 2019 was a tremendous step towards building a sustainable City Attorney's Office to ensure the City of Hobbs has the most competent legal representation possible. I look forward to the challenges of 2020. Thank you for your support.

Respectfully,

/s/ Efren A. Cortez

Efren A. Cortez

City Attorney

# CITY MANAGER'S ANNUAL REPORT

**2019**

**Hobbs Public Library**

**CIRCULATION:** **114,552**

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	56,436
Audio Books & Music	4,731
DVDs	46,340
E-Books/E-Audio (OverDrive & Gale)	4,045

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	159	553
ELIN Loans	280	247

**CIRCULATION BY PATRON TYPE:**

Adult	75,140
Juvenile	14,251
Senior Citizen	18,583
Used in Library	6,794

*Total Children's Items Circulated* **36,420**

*Total Adult Items Circulated* **78,349**

Patron Visits 50555

Overdue Notices Sent 4705

**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	165
Attendance	5831
Meeting Room Use	303
Board Games	33

Web Site Usage 66797

HPL Database Usage 9091

Reference Questions 3,240

Public Computer Use 9,412

**PATRON PROFILES:**

Adult	24,885
Juvenile (Under 18 Years)	4,223
Senior Citizens (62+ Years)	4,367
Temp ELIN	2,203
<b>Total Active Borrowers</b>	<b>33,475</b>

**RECEIPTS:**

Materials Paid For	\$2,722.69
Fines & Fees	\$10,372.03
Copy Machine & Public Printouts	\$7,227.86
<b>Total</b>	<b>\$20,322.58</b>

**ITEMS ADDED:**

Total Items Added	7467
Items Weeded	7355

**HOLDINGS:**

Total Library Holdings 148,944

*The City of Hobbs*  
**MUNICIPAL COURT**

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301 North Turner ▪ Hobbs, New Mexico 88240 ▪ Phone 575.397.9272 ▪ Fax  
575.397.9365

## **Municipal Court 2019 Annual Report**

The Municipal Court has seen many changes, had many challenges and plans to embrace 2019 and make some changes.

The Municipal Court has had many accomplishments in 2019 and they are:

- The Municipal Court has added a Bailiff to monitor and providing security. The Bailiff provides security management, managing conflict and practices as well as ensure proper behavior in courtroom for all proceedings.
- The Municipal Court added additional Eagle cameras in our witness rooms to ensure safety of the City Attorney and witnesses.
- The Municipal Court continues to partner with the Lea County Probation Office to supervise all DWI's and Aggravated DWIs.
- The Municipal Court has received \$45,089.69 in reimbursements from the New Mexico Court Automation Program from January 2019 – December 2019. The purpose of the New Mexico Court Automation is to assist Municipal Courts in the purchasing, maintaining, and operating of court automation systems.
- The Municipal Court received a newly appointed Judge Bobby Arther upon the retirement of Judge Ben Harrison. We also welcomed Brian Belyea as our Acting Judge that will serve in the absence or incapacity of the Municipal Court Judge.
- The City of Hobbs passed the first Permit Parking Resolution and to date has issued 25 parking permits.
- The Municipal Court made a few changes to the Traffic Violations Bureau. The Traffic Violations Bureau now has 24 traffic violations upon first offense that can be deferred at the window by order of the Judge. This has decreased the traffic in the courtroom daily.
- The Municipal Court is now holding traffic court in the morning as well as the afternoon that allows the court to be more accessible to the public.
- Municipal Court filed and processed over 9917 cases in 2019.
- The Municipal Court continues to work with the Legal Department on new Rule Changes and make necessary changes in its processes and procedures.
- The Municipal Court has added to the current filing system which has given us much more space for files.
- The Municipal Court is getting a handle on delinquent payments as we continue pulling reports monthly.

The Municipal Court has also faced some challenges that are:

- A huge challenge the Municipal Court continues to face is the collection of fines/fees and payment plans. We are currently working diligently on the collection process in house



for fines and fees. However, we are also in communication with an attorney's office that will assist in the collection of delinquent fines and fees.

- As the case load continues to increase monthly, the need continues for another employee.
- Having inmates mixed in courtroom with general public continues to be a concern.

The Municipal Court plans to embrace the challenges and put action in motion:

- Security Assessment for Municipal Court is near completion and we look forward to implementation and construction.
- Implement an alternate entrance to bring inmates in to the court instead of through general public.
- Budget and install new Eagle Cameras outside the front, back and side of the Municipal Court for safety concerns.
- Create a Bench Warrant Forgiveness day to clear out outstanding warrants without the fear of being arrested. The Court hours for the week in questions will be from 7:30 a.m. to 7:30 p.m. on Monday – Friday to allow individuals to pay/appear before the Judge.
- Continue working on the paperless process.

Please feel free to contact me for any questions or additional information.

Thank you,

Shannon Arguello  
Court Administrator for Municipal Court

Annual Totals:

Traffic Citations	8028
Misdemeanor Citations	947
Environmental Citations	641
Fire Code Violations	4
AGG. DWI	58
DWI – 1 <sup>ST</sup>	33
DWI – 2 <sup>ND</sup>	<u>1</u>
Total	9712

Courtroom Activity:

Video Arraignments (Jail)	1251
Court Appearances – A.M.	699
Court Appearances- P.M.	1850
Pretrial Court Appearances – A.M.	420
Pretrial Court Appearances – P.M.	385
Attorney Pretrials	156
Trial Cases	<u>319</u>
Total	5080

Other Activity:

Summons issued	13,017
Warrants issued	<u>8635</u>
Total	21,652

Total Annual Fines/Fees Assessed:

Total	\$1,507,218.50
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Total Annual Fines/Fees Collected:

Total	\$822,003.18
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# ANNUAL REPORT 2019

**PARKS & OPEN SPACES DEPARTMENT**

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# NEW DEPARTMENT MAY 2019

## **Our Mission is S.E.R.V.I.C.E**

Safety, Engaged Team Members, Responsive, Visionary, Inclusive, Customer Driven,  
Enhance Quality of Life

## **Areas of Responsibilities**

The Parks and Open Spaces Department maintains all city owned facility grounds, parks, open space, sports fields, trails, campground, cemeteries, beautification areas, vacant lots, rights of ways, and code compliance environmental lots. To name a few: Rockwind Golf Course, McAdams Park/Campground, CORE, Green Meadow Park, Health-walk Trail, Del Norte Park, Fire Station 2 Park, Clinton Park/Library, Charlie Brown Park, Jefferson Park, Jefferson Sports Complex, Clover Park, Heizer Park, Humble Park, MLK Soccer Complex, Snyder Park, City Park, Taylor Park, Veterans Sports Complex, Washington Park, Washington Heights Park, Everglade Cemetery, Prairie Haven and Prairie Haven Memorial Park Cemeteries, all Fire Stations, Municipal Court, Hobbs Police Complex, City Hall, Broadway Landscape, Turner Landscape, Community Bulletin Board, Senior Center and etc.

## **Staffing**

The POSD has currently seventy-five positions with sixty full-time, two part-time and thirteen seasonal staff. These individuals maintain approximately one thousand, one hundred plus (1100+) acres of city owned property. This equates to around fifteen (15) acres per person if all staff are working in the field.

## **Operations**

Daily operations insure the continued safe use of these areas listed above to our residents, businesses, visitors and other city departments while maintaining the variety of its assets to current industry standards and best practices that are attractive and inviting to the public.

Operations include:

- Daily maintenance, landscaping, mowing, irrigation and custodial services
- Insuring safety of facilities, park amenities and equipment
- Forestry; pruning/planting/removal for over 7,000 trees and 10,000 plants/shrubs
- Sports and athletic field maintenance synthetic and natural turf
- Equipment and fleet management



- Emergency and storm damage response/assessment/repair/clean up
- Graffiti removal
- Capital improvement projects
- City Commissioner projects/enhancements
- Direct response to external/citizen request for services
- Cemetery interments and disinterment's; property sales
- Construction Projects
- Special Events (Gus-Macker, Hobbs August Nights, Tree Lighting, Fourth of July)
- Directly assist other internal departments with City Commission/citizen request for service
- Training and Safety

### **Accomplishments and Achievements for 2019**

Golf, Trails and McAdams Division - Rockwind Golf Course received a new piece of equipment to help with compaction and drainage on the course "Vibra-Sandmaster". When this unit came out to be demonstrated to the staff they used it in a couple area's that drainage is an issue. The results from this equipment showed improvements and provided better drainage to those areas. Staff also teamed up with Dryject Aerification to replace one of the core aerifications with sand injection on the greens. The results of the new aerification method were very positive and help produced a superior playing surface for the summer of 2019. Staff looks forward to this application in the summer 2020.



Health-walk Trail crew and Harry McAdams crew created a new team to strengthen resources to provide better service to Trail, CORE, Green Meadow, McAdams and other locations in the northern region of Hobbs in mid-July. Results are showing as compliments continue to come in from park users. McAdam's lakes were cleaned out to remove sediment and trash build up on the bottom and provide depth for the fish habitat.



## Accomplishments and Achievements for 2019 (continued)

Cemetery Division performed 221 interments throughout 2019. The December holiday memorial service, had the highest attendance over the past four years with over 80 attending. It was a full chapel and a wonderful service that night and special thanks goes out to staff. The POSD team along with a few members of the community successfully constructed a Veteran's Memorial Wall at Everglade Cemetery. The area was created to provide an area for remembrance for friends and families of occupants of Everglade Cemetery. The Veteran's Wall also serves as a commemorative of a Buffalo Soldier who is buried at that site. A dedication service was held December 14, 2019 with guest speakers from the community and attended by many.

Parks Division installed new playground equipment at Ranchview Park. This division is also responsible mowing and maintenance of environmental lots in City of Hobbs. The team removes trash and mows residential and commercial properties when property owner receives warnings or citations for not maintaining the properties to meet requirements set forth by city ordinance. This is additional work is performed by the Parks Division employees. In 2019, the department serviced 65 requests ranging from 5,000 square feet to more than 43,560 square feet (1 acre) for each request.



Sports Field Division installed new homerun netting at Zia Sports Complex. This will reduce homerun balls damaging vehicles parked in the first couple of rows in the parking lots. They also renovated parking lots at Veteran's Memorial Sports Complex 1 and Zia Sports Complex in April 2019 for the cost of \$486,000. The new parking lots have increased the flow of traffic in and out of the complexes.



## PROJECTS FOR 2020

Jefferson Sports Complex - Artificial turf installation and basketball court resurfacing  
 Rockwind Golf Course - Drainage Master Plan and Construction to improve drainage  
 Green Meadows Park - Walk pathway improvements  
 Del Norte Park - New Playground Equipment and Sidewalks in the front of park  
 Washington Heights Park - New Playground Equipment  
 Heizer Park - Basketball Court Resurfaced  
 Zia Sports Complex - New power service and skyway shade structure  
 Charlie Brown Park - New swing set, pavilion with group grill and picnic tables  
 Potential new dog park on south side  
 CORE - Irrigation improvements and turf renovations on east side  
 McAdams Campground - Electrical repairs/upgrades and park master plan  
 Everglade Cemetery - Fencing and block wall  
 Prairie Haven and PHMP - Fencing  
 City Wide Tree Inventory and Assessment  
 Standard Operating Procedures Manual  
 More improvements coming soon.....

# PLANS FOR 2020

As the department moves into year 2020, we are creating a Parks & Open Spaces Department Business Plan. The POSD Business Plan is not an end product in itself. The Plan is a means to guide the provision of maintenance services to advance the overall mission of the City of Hobbs. The POSD Business Plan is an informed and guided plan to guide the delivery of excellent customer service with routine maintenance and improvements for public recreation at our parks, golf course, trails, sport fields and facilities that will contribute to community prosperity and an enhanced quality of life for residents of and visitors to Hobbs. The business plan focuses on three primary areas:

- 1) A systematic and ongoing inventory of amenities, plants and trees, and equipment, analysis and assessment process that will help the Department now and in the future
- 2) Identify maintenance deficiencies to better determine best practices and sustainability
- 3) Determine the effectiveness of maintenance and other services.

This, ultimately, will guide the Department in an appropriate direction for current and future programs and services and provide specific means and measurements to determine success in meeting its mission.

The department is redefining its training program by developing a new training curriculum and tracking system. This will provide better on-boarding training for new hire employees and reoccurring training for veteran employees. Providing accurate and selected training will raise employee morale, ability to promote within, reduce injuries and accidents and strengthen skills, knowledge and experience to better serve the city and community.

This department is excited to be working with the Finance Department to implement the new Enterprise Asset Management software system. This system will allow us to track up to date true costs of what our staff are completing when it comes to daily tasks, projects, and equipment repairs and servicing. We will be able to provide what is costs this department to work at a city sponsored event utilizing supplies, labor and equipment. This system is going live this spring!



The Parks & Open Spaces Department would like to say Thank You to our Acting City Manager, City Commissioners, the citizens and visitors of this great city for their support in making Hobbs the place where “It All Happens Here”!





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 Department  
 Annual Report - 2019**

**Divisions**

CORE  
 Older Americans  
 Recreation

Rockwind Clubhouse  
 Special Events  
 Teen Center

**CORE**

The CORE continues to set the bar high when it comes to bringing families closer together by offering fun and safe activities for youth, and by helping individuals reach their health and fitness goals. Throughout the 2019 calendar year, the CORE experienced an increase of community participation as seen by the nearly 340,000 guest visits. More families and individuals continue to choose the CORE for its vast programming and classes offered. The CORE fosters an atmosphere of safe learning and collaboration as proven by the abundance of programs such as Adaptive Avengers, CORE PE, CORE teens, Skills Clinics, Turf Titans, Ninja Warrior Wednesdays, Tutoring Sessions, Youth Certification programs, dive-in movies, swim lessons, challenge nights, and many other services.

**Participation & Revenue**

Description	2019 Totals
Fitness Unlimited (incl. Fit. Unlim. Passes)	1,834
Day Passes Sold	29,333
Week Passes Sold	267
Month Passes Sold	2,182
Annual Membership Attendance	26,899
Monthly Membership Attendance	253,057
Month-to-Month Pass Attendance	54
Swim Lessons - Sessions	3,506
kidWATCH	12,010
kidFIT	5,986
Group Classes (ie: Yoga Fit, UrbanKick, Senior Fit, Power Ride, Power Cuts, Masters Swimming etc.)	3,044
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	1,782
<b>Total Participants &amp; Visits</b>	<b>339,974</b>
Revenue	2,046,992.15



## Tours & Rentals Summary

<b>Tour Participants</b>	<b>2,827</b>
<b>Private Rentals</b>	<p style="text-align: center;"><b>Approximately 449 Facility Rentals through out Calendar Year 2019, which generated \$232,669 in Revenue combined.</b></p>

## Membership Recap

New Memberships	
Month Ending: Avg/Mo.	
Memberships Sold in Month	405
Memberships Sold YTD	
Individuals Part of a Membership YTD	
Month Ending: Avg/Mo.	
Family Memberships	1542
Individual Memberships	291
<b>Total Memberships</b>	<b>1,833</b>
<b>Total Individual Members</b>	<b>5,078</b>

- There were an average of 405 new memberships sold each month throughout Calendar Year 2019, making an average of 1,833 Active Memberships in any given month.
- There are currently 7,541 Active Members who have either a recurring monthly membership or an annual membership.

### Older Americans

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

<b>Meals:</b>	<b>Meal Donations Received:</b>	
2019 Congregate Meals Served	21,732	\$28,740.29
2019 Guest Meal Under 60 years	11	117.48
2019 Home Delivered Meals Served	25,266	\$18,551.86
	47,009	\$47,409.63
<b>Duplicate Recreation Activities:</b>	11,958	
<b>Duplicate Exercise Activities:</b>	4,797	
<b>Assessments/Reassessments:</b>	896	
<b>Transportation:</b>	4,391	
<b>Nutrition Education:</b>	824	
	22,866	

These activities include billiards, dominos, 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, holiday celebrations, and our annual Health Fair. We added an additional program called Artful Hands. This began in May and allows

seniors to work on several different arts and crafts projects each month, every Wednesday from 9:00am - 3:00pm.

**Renovations:** New flooring is finished in the Lounge Kitchen and Main Offices and also the entire Meal Site. Wall paper was removed in the Meal Site, and a fresh coat of paint was put on the walls. Fixtures and flooring are being ordered to begin the Meal Site bathroom remodels. New office furniture has been installed.

### Recreation

For the first time ever, the City of Hobbs hosted the 2019 New Mexico Recreation and Parks Association State Conference. This event registered a total of 209 attendees which included conference attendees, speakers, exhibitors and sponsors. The main conference site was the CORE with two additional educational tracks (CPSI, CPO) being hosted at the NJMC Training and Outreach Center. The first event held was a golf tournament and social to welcome attendees to Hobbs. A total of twenty four different educational sessions were held for which attendees could receive CEU credits. Two additional social events were held. One at the Turf Club at the Zia Park Racetrack and a Private Pool Party that was held in CORE Splash. The Opening and Closing Keynote Addresses proved to be very popular.

Also, for the first time ever, the City of Hobbs hosted a National Club Baseball Association (NCBA) Tournament. The NCBA has more than 330 colleges whose club teams participate in football, basketball, baseball and fastpitch softball. In 2019, the Rocky Mountain/Lone Star Regional Tournament was held on Varsity Field at the Veterans Memorial Complex. Teams participating were: Metro State University (Denver), United States Air Force Academy (Colorado Springs), University of Houston-Downtown, and the Texas A&M Corp of Cadets. Air Force Academy won the Regional Tournament and advanced to the NCBA Division III World Series in Pittsburg, Kansas where they finished as the National Runner-up.

### Special Events:

- Hosted the Dog Daze of Summer event.
- Two new special events were added in 2019 for families and participants with special needs: an Easter Egg Hunt and a Trick or Treat event.
- The Holiday Egg Hunt, July 4<sup>th</sup> Celebration, Hobbs Downtown Slam & Jam, and Halloween Carnival had thousands of Hobbs residents attend.
- Recreation staff assisted with the Hobbs August Nights event hosted by the Chamber of Commerce.
- The 2019 Gus Macker 3-on-3 Basketball Tournament increased to 205 teams and expanded from 15 to 18 courts.
- Father/Daughter Dance Tickets went on sale January 8, 2019 and all 500 tickets were sold out on January 28, 2019.
- During 2019, volunteer groups helped pick up trash around the community on 10 different occasions.
- Summer Recess registered 509 children into the Summer Recess Program.
- Movies Under the Stars hosted five (5) different movies at Del Norte and McAdams Parks.

**Aquatics – Outdoor Seasonal Pool Operations:**

The 2019 season with 3 pool managers, 1 head guard, 2 cashiers and 14 lifeguards. At the start of the season due to the number of lifeguards on staff, only Humble and Heizer pools were operational. On June 1, 2019, Del Norte Pool opened and operated on Tuesday, Saturday and Sunday. Humble and Heizer Pools were open on Wednesday, Thursday and Friday. Humble and Heizer began to operate on Saturday and Sunday, respectively, on June 22.

Between all three pools, we had 10 active saves for 7 years and under, 6 active saves from 8 years and older and 8 received first aid treatment. EMS was called only once concerning an infant in distress.

**Aquatics – Maintenance:**

Preparation for summer pool opening started in March 2019. Before opening for Summer 2019, a main circulation pump was replaced at Humble Pool. To say the least it is operating way above expectations as far as volume goes. New main drain covers were also installed at all three seasonal pools as per state requirements.

The gutter system at Heizer Pool will need to be remodeled at some point. There are several splash pads that need concrete work done. Pool deck repairs at Del Norte Pool are also being discussed. Humble and Heizer Pools will be replastered prior to the 2020 summer season.

**SUMMER REPORT 2019**

	2018				2019				
	POOL	REVENUE	PATRONS	DAYS AVG	REVENUE	PATRONS	DAYS/AVG	*****COMMENTS*****	
<b>MAY</b>	Del Norte		Not Open	Retrained staff		Not open	Staff Shortage	Open Pool Parties Only 2019	
	Humble	\$666.00	1243	6/207	\$186.00	516	7/74		
	Heizer	\$900.00	1501	6/250	\$314.00	518	7/74		
	Parties	\$500.00	3/157		\$650.00	2/192			
	Pavilion	0			0				
<b>JUNE</b>	Del Norte	\$4716.00	2801	13/215	\$6564.00	4039	14/288	6/1/19 Del Norte open Tues, Sat and Sun	
	Humble	\$1160.00	2546	24/106	\$754.00	1439	14/103	6/22/19 Added Saturday Humble	
	Heizer	\$1518.00	2688	24/112	\$1060.00	1585	14/113	6/23/19 Added Sunday to Heizer	
	Parties	\$4400.00	25/1569		\$3750.00	15/858			
	Pavilion	1/\$50.00			3/\$150.00				
<b>JULY</b>	Del Norte	\$6858.00	4109	26/158	\$4534.00	2709	13/208		
	Humble	\$680.00	1469	26/57	\$766.00	1276	17/75		
	Heizer	\$744.00	1241	26/48	\$930.00	1344	17/79		
	Parties	\$8900.00	39/2016		\$5300.00	21/1481			
	Pavilion	5/\$350.00			3/\$150.00				
<b>AUGUST</b>	Del Norte	\$1946.00	1122	11/102	\$2282.00	1337	9/148		
	Humble		Not Open		\$90.00	185	3/62	8/3/19 Last Day	
	Heizer		Not Open		\$100.00	162	2/81	8/2/19 Last Day	
	Parties	\$1000.00	3/158		\$250.00	1/98			
	Pavilion	7/\$450.00			8/\$850.00				
<b>SEPTEMBER</b>	Del Norte	\$192.00	112	3/37	\$312.00	176	2/88	9/2/19 Last Day	
	Pavilion	2/\$150.00			1/100.00				
	DogDaze	212 Dogs			160 Dogs				



**Summer Sports Program:**

As anticipated, the Cheer program saw very large numbers this year. Because of the numbers, this program is in need of one more supervisor and two more instructors. The Tennis program continues to be successful. There are discussions at this time to consider making changes to the Volleyball program to increase the programming due to interest. Wrestling was not a part of the program for Summer 2019, but there were many inquiries about it. With the new wrestling arena at Hobbs High School, this program will be explored. The Basketball program is still very popular. In all, there were 736 youth that signed up for the Summer Sports Program. This includes elementary, junior high and high school students.

2018				2019			
TENNIS	JUNE	JULY	TOTAL	TENNIS	JUNE	JULY	TOTAL
4-7 year old	121	29	150	4-7 year old	121	59	180
8-10 year old	195	79	274	8-10 year old	195	116	311
11-12 year old	133	53	186	11-12 year old	133	94	227
13 – Adult	106	174	280	13 – Adult	106	162	268
<b>BASKETBALL</b>							
3 <sup>RD</sup> -5 <sup>TH</sup> Grade	248	91	339	3 <sup>rd</sup> -5 <sup>th</sup> Grade	248	91	339
6 <sup>th</sup> Grade	211	67	279	6 <sup>th</sup> Grade	211	55	266
7 <sup>th</sup> Grade	264	55	319	7 <sup>th</sup> Grade	264	20	284
8 <sup>th</sup> Grade	146	35	181	8 <sup>th</sup> Grade	146	15	161
8 <sup>th</sup> -9 <sup>th</sup> Grade	185	44	229	8 <sup>th</sup> -9 <sup>th</sup> Grade	185	40	225
Twilight League	466	213	679	Twilight League	466	75	541
Nite-League	673	470	1143	Nite-League	673	248	921
Women’s League	385	190	575	Women’s League	385	75	460
Spectators				Spectators	2486	843	3329
<b>VOLLEYBALL</b>							
Elementary	113	28	141	Elementary	113	58	171
Junior High	183	36	219	Junior High	183	170	353
High School	360	37	397	High School	360	95	455
3 <sup>rd</sup> -10 <sup>th</sup> Grade	523	123	646	3 <sup>rd</sup> -10 <sup>th</sup> Grade	523	307	830
<b>Soccer</b>							
3 <sup>RD</sup> -8 <sup>TH</sup> Grade	246	77	323	3 <sup>rd</sup> -8 <sup>th</sup> Grade	246	148	394
<b>WRESTLING</b>							
3 <sup>rd</sup> -8 <sup>th</sup> Grade	161	43	204	3 <sup>rd</sup> -8 <sup>th</sup> Grade	Not	Offered	
<b>CHEER</b>							
Elementary	163	54	217	Elementary	163	123	286
Junior High	202	107	309	Junior High	202	98	300
High School	265	80	345	High School	265	115	380

**LEAGUE PLAY:**

**9<sup>TH</sup> Grade League 6 team 46 players**

**Twilight League 7 teams 57 players**

**G Men’s League 6 teams 72 players**

**Women’s League 5 teams 64 players**

**Men’s Nite League 10 teams 75 players**

**Rockwind Club House**

**Sales Report by Revenue Departments**

Rockwind Community Links

Date Between 1/1/2019 & 12/31/2019

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	919	\$10,096.99	\$0.00	\$10,096.99	\$0.00	\$508.01	\$10,605.00
Driving Range	31430	4448	\$24,096.76	\$0.00	\$24,096.76	\$0.00	\$1,218.24	\$25,315.00
Golf Cart Rental Fees	31431	14855	\$214,377.45	(\$0.94)	\$214,376.51	\$0.00	\$10,785.70	\$225,162.21
Green Fees		20478	\$229,234.90	\$0.00	\$229,234.90	\$0.00	\$11,536.89	\$240,771.79
Hard Goods Sales	31410	4267	\$148,522.68	(\$2,772.89)	\$145,749.79	\$105,924.90	\$7,106.06	\$152,855.85
Membership Fees	31420	42	\$26,475.88	\$0.00	\$26,475.88	\$0.00	\$1,324.12	\$27,800.00
Soft Goods Sales	31401	5818	\$122,183.95	(\$8,751.05)	\$115,432.90	\$72,699.87	\$5,565.08	\$120,997.98
Food & Beverage	31441	2900	\$4,420.76	(\$437.64)	\$3,983.12	\$1,785.25	\$216.99	\$4,200.11
Totals for Revenue	53527		\$779,409.37	(\$9,962.52)	\$769,446.85	\$180,410.02	\$38,261.09	\$807,707.94
Grand Total:	63527		\$779,409.37	(\$9,962.52)	\$769,446.85	\$180,410.02	\$38,261.09	\$807,707.94

**KEY PERFORMANCE INDICATORS**

	<b>Sep-19</b>
<b>Total Pre-Tax Revenue</b>	<b>\$779,409.37</b>
<b>Total Rounds</b>	<b>20478*</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$21.66</b>
<b>Total Merchandise Sales</b>	<b>\$270,706</b>
<b>Merchandise Sales Per Round</b>	<b>\$13.22</b>
<b>F&amp;B Sales Per Round</b>	<b>\$0.22</b>
<b>COGS Hard Goods</b>	<b>71%</b>
<b>COGS Soft Goods</b>	<b>60%</b>
<b>COGS F&amp;B</b>	<b>40%</b>
<b>Rounds w/Carts</b>	<b>73%</b>
<b>Total Revenue per Round</b>	<b>\$38.06</b>

\* Tournament Rounds not captured in total rounds

**RECAP HIGH POINTS OF 2019**

- Hosted the 2019 NMAA High School State Golf Championship
- Hosted the 2019 NMAA High School State Golf Championship
- Conducted over 85 golf tournaments
- Hosted the NMRPA Golf Tournament
- Purchased New Golf Car Fleet w/GPS
- Hosted the 2nd Annual SouthEast New Mexico Junior Championship

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	331	Punch Pass	270
Sum for EZLinks Prepaid	331	Summary for Punch Pass	270
Player's Pass Senior	1,087	Rain Check	147
Player's Pass 18 Walk	3,045	Sum for Rain Check	147
Summary Player's Pass	4,132		
Lil Rock Adult Resident	1,816	Resident 18	5,728
Lil Rock Adult Non-Res	13	Resident Junior	91
Lil Rock Jr. CompwAdult	71	Resident Senior 18	2,025
Lil Rock Junior Resident	3	Leag Fee	144
Lil Rock Junior Non Res	0	Complimentary Round	167
Lil Rock Replay	6	Resident Twilight	914
Lil Rock Player's Pass	0	Team Practice Round	565
Lil Rock Team Comp	82	Resident 9	1,138
FootGolf Adult	9	Marshal/Team Fee	112
FootGolf Jr Comp	7	Resident Replay	87
Summary for Par 3	2,007	Summary for Resident	10,971
Public 18	1,739	Tournament Fees	947
Public 9	78	Summary Tournament	20,503
Public Junior	158	Grand Total:	<b>21,450</b>
Public Senior	391		
Public Twilight	101		
Public Replay	14		
Employees	42		
Yth on Crse	105		
PGA/GCSAA COMP	17		
Summary for Public	2,645		

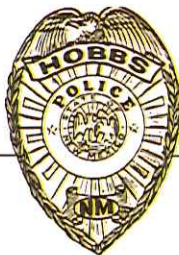
**Teen Center**

- Averaged 50 participants each day during 2019.
- Outdoor basketball court resurfaced.
- Hired two new staff during 2019.
- Hosted 8 new events for Teens during the 2019 summer.
- Bathrooms were upgraded to decrease out-of-order times.
- 2019 saw several facility upgrades to the Teen Center with the addition of new refrigerators, ice machine, upright freezer, parking lot and basketball court resurfacing,

updated camera system, painting of the skate parks and hallways, as well as new facility furniture.

- Camera surveillance system was upgraded in 2019.
- Replacement of old facility furniture continues.





# HOBBS POLICE DEPARTMENT

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

JOHN ORTOLANO  
Chief of Police

## 2019 Annual Report

Classification	2014	2015	2016	2017	2018	*2019	2018/2019 year average
Reported Crimes	4205	4648	4644	4865	5900	5376	(-524) -9%
Calls for Service	40936	42284	41280	42638	47296	48550	(+1254) +3%
Arrests	3647	3553	6415	5299	4227	3521	(-706) -17%
Murder/Manslaughter	8	2	3	2	4	8	(+4) +100%
Rape	40	29	33	40	53	42	(-11) -21%
Robbery	23	28	23	21	27	29	(+2) +7%
Assaults & Battery	743	920	997	988	1198	1076	(-122) -10%
Burglary	553	564	520	513	463	430	(-33) -7%
Larceny	894	677	583	606	502	547	(+45) +9%

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JOHN ORTOLANO  
Chief of Police

Classification	2014	2015	2016	2017	2018	2019	2018/2019 year average
Auto Theft	88	108	91	94	161	198	(+37) +23%
Arson	3	6	6	4	5	6	(+1) +20%
Forgery	39	44	55	65	34	8	(-26) -76%
Fraud	77	68	84	80	95	86	(-9) -9%
Embezzlement	80	56	38	39	43	38	(-5) -12%
Rec. Stolen Property	11	12	11	14	19	16	(-3) -16%
Vandalism	500	536	437	462	569	582	(+13) +2%
Weapon Offenses	37	48	43	47	53	41	(-12) -23%
Assaults on P.O.	26	28	31	32	112	72	(-40) -36%
Domestic Violence	486	473	414	343	567	475	(-92) -16%
Citations Issued	12123	16390	15537	10394	9160	12214	(+3054) +33%
DWI	335	327	260	181	114	173	(+59) +52%
Traffic Crashes	741	738	650	601	1205	1332	(+127) +11%

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# UTILITIES DEPARTMENT

## 2019 AVERAGE ANNUAL REPORT

WATER DEPARTMENT	<u>2018 AVERAGE</u>	<u>2019 AVERAGE</u>
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<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>
Residential	11,102	99,573,705	11,295	94,557,001
Commercial	1,780	49,679,175	1,796	45,618,312
City Accounts	187	13,689,001	188	13,103,831
School Accounts	83	7,757,981	83	6,979,076
Irrigation	249	6,336,648	249	6,496,224
	<b>13,401</b>	<b>177,036,510</b>	<b>13,611</b>	<b>166,754,444</b>

### DISCONNECTIONS FOR NON PAYMENT

2018 Monthly Average	274
2019 Monthly Average	281

LABORATORY	2018 AVERAGE	2019 AVERAGE
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Total Drinking Water Tests	107	98
Total Wastewater Tests	103	95
Liquid Waste Received (gallons)	165,101	155,314

WASTEWATER RECLAMATION FACILITY	2018 AVERAGE	2019 AVERAGE
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Influent (Million Gallons)	98.966	94.784
Effluent (Million Gallons)	94.571	93.256
Solids Removed (Dry Pounds)	251,996	123,680

### WATER PRODUCTION REPORT - 2019 AVERAGE

#### WATER PRODUCED

Total monthly water produced, million gallons	214,090,279
Total monthly water distributed, million gallons	200,889,263

#### CHLORINE

Monthly chlorine average residual, milligrams/liter	1
Monthly chlorine gas dosed to system (lbs)	1,497

#### 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 - 2019 AVERAGE

WORK DESCRIPTION	QUANTITY
Meter lid replacement	26
Meter box replacement	16
Meter stop / valve replacement	26
Meter leaks	19
Meter change out 3/4"	24
Meter change out 1"	2
Meter change out 2"	3
Meter change out 3"	2
Meter change out 4"	1
Meter change out 6"	26
Set new 3/4" meter	5
Set new 1" meter	2
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	28
Service lateral leaks/repair	65
Service lateral replacement	qty. 12.50 - 173.75 feet
New Service Lateral	qty. 12.59 - 181.25 feet
Low water pressure investigation	5
Water quality investigations	4
Main line leaks/repair	7
Main line replacement (feet)	26
New main line installed (feet)	4
Valve maintenance	65
Valve new install/replacement	6
Fire hydrant maintenance	42
Fire hydrant repair/replacement	6
Fire hydrant meter maintenance	3
Fire hydrant meter set	5
New fire hydrant installed	3
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	438,667
Miscellaneous afterhour calls	4
Emergency Call Outs (From 5:00pm to 7:00am)	73

## WORK DESCRIPTION - 2019 AVERAGE

WORK DESCRIPTION	QUANTITY
Manhole maintenance	37
Manholes cleaned	43
Sewer main line cleaned	11,945
Sewer stoppages	28
Sewer main line video inspections	1
Odor complaints	1
Sewer pre-treatment additives	35.84 GALLONS

Property damage from sewer	0
Sewer main line repair/replacement	2
New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	16
Emergency call out (from 5:00 pm to 7:00 am)	13

#### **UTILITIES PLUMBER REPORT - 2019 AVERAGE**

#### **QUANTITY**

Sewer stoppages	15
Odor complaints	4
Water leaks	11
Pool maintenance	41
Gas leaks	4
Emergency call outs (from 5:00 pm to 7:00 am)	1
Core	15