



CITY MANAGER'S MONTHLY REPORT

APRIL, 2020

200 East Broadway
Hobbs, NM 88240

www.hobbsnm.org



Mayor

Sam D. Cobb

City Commission

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

CITY MANAGER

Acting City Manager
Risk Management Dir.

Manny Gomez
Ann Betzen

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

CITY ENGINEER

City Engineer
Planning

Todd Randall
Kevin Robinson

COMMUNICATIONS DEPT.

Communications Director
Conv. & Visitors Bureau

Meghan Mooney
Tanya Sanchez

COMMUNITY SERVICES DEPT.

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

Raymond Bonilla
Ben Maynes
Art DeLaCruz
Missy Funk

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Manny Gomez
Barry Young

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Matt Berry
Anthony Maldonado

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Erik Scramlin
Valerie Chacon

LIBRARY SERVICES

Library Director

Sandy Farrell

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director
Cemetery
Golf Course/Trail
Parks
Sports Fields

Bryan Wagner
Monica Mendoza
Matt Hughes
Wade Whitehead
Vacant

PARKS & RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Steve Schoch
Michal Hughes
Angela Courter

POLICE DEPARTMENT

Police Chief
Deputy Police Chief

John Ortolano
Brian Dunlap

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

April 2020

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

Participated in 3 conference call with Travelers Inc./assigned attorneys to review on-going claims.

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

Endorsed 4 new vehicles and equipment to insurance policy.

Reviewed 8 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 4 property damage claims on behalf of the City of Hobbs.

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 2 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Processed 2 Notary bond application.

Scheduled 41 meetings for the Mayor and City Manager.

Prepared 1 proclamation for Mayor's office.

Scheduled 11 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Planning Board agenda.

Notarized documents for the public and city staff.

Received and assisted 48 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Prepared agendas for and attended department head staff meetings on April 7, 14, 21, and 28, 2020.

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



OFFICE OF THE CITY CLERK

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

JAN FLETCHER, CMC
City Clerk

CLERK'S OFFICE MONTHLY REPORT
APRIL 2020

NUMBERS REFLECT DECREASED ACTIVITY DUE TO COVID-19 HEALTH PANDEMIC

Business Registrations – New/Change of Owner	13
Business Registrations – Change of Address	7
Business Registrations - Renewals	16
Total Business Registration Activity for Month	36
Total Active Business Registrations as of 4/30/20	1,944
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	0
Mobile Business Licenses	2
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	0
Temporary Vendor's License	0
Cemetery Deeds Issued/Processed	37
Public Documents Notarized	71
Public Records Requests	23
Regular City Commission Meetings 4/6/20 and 4/20/20	2
Special City Commission Meetings 4/27/20	1
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum 4/24/20	1
Resolutions and Ordinances Attested	8
Other Items Approved	2
Total Number of Transactions on Tyler Cashiering	188
Total Amount	\$588,054.85



Hobbs Express

Monthly Report - April 2020

NUMBERS REFLECT COVID-19 SHUTDOWN OF ALL ROUTES EXCEPT DEMAND RESPONSE - ESSENTIAL RIDES ONLY

Passenger Activity	Prior Month	Reporting Month
	Mar-20	Apr-20
No. of Elderly Passengers	474	190
No. of Non-Ambulatory Passengers	84	9
No. of Disabled Passengers	125	73
No. of Other Trips	2383	160
Total Passenger Trips	3066	432

Bus Route Trips	2574	0
Rapid Line Trips	180	0
Total Bus Route Trips	2754	0
Total Demand Response/Paratransit Trips	312	432
Total Passenger Trips	3066	432

Vehicle Statistics	Prior Month	Reporting Month
	Mar-20	Apr-20
Total Vehicle Hours	714	119.25
Total Vehicle Miles	10,229	2,222

Revenue Collected	Prior Month	Reporting Month
	Mar-20	Apr-20
Total Fares Collected	\$3,383.22	\$0.00

FOOD BOX DELIVERIES IN APRIL	775
FUEL USED FOR DELIVERIES (GALLONS)	106.02
MILES DRIVEN FOR DELIVERIES	517.50



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

ENGINEERING DEPARTMENT

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

Community Programs & Services:

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

	April	2019 Total	2020 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	6	244	89

GIS-MAPPING DIVISION:

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

ArcGIS Enterprise Server (Update):

Next Gen 911 Datasets: The City of Hobbs has started working on creating a new NG911 compliant dataset for our Address Points and Street Centerlines. We are working with EDAC, the State's 911 data collection provider, to make sure our data meets the NM911's NG911 standard and any planned changes coming to that standard this year. Work is planned to take until late June, to allow for internal reviews and testing.

Bus Route Map: Hobbs Express requested new Bus Route Maps be created to show the additional pick-ups location. These maps will be posted as soon as final approvals are completed.

Commissioner Map Update: The GIS division pushed out updated commissioner maps to reflect the change in the seated commissioners that took effect April 1st.

Cemetery Survey: On April 28 the GIS division and Engineering department went to the Prairie Haven Memorial Cemetery to collect existing control points. The GIS division completed a site calibrated and non-site calibrated survey of all the control points.



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

Address Verification & Validation (Update): The GIS division is still working on completing this project. The process of verification and field validation is slow due to some of these addresses being over a decade old and being located all over the ETJ. The Task was 40% complete as of the end of April.

ISO Map: Through April the GIS division has been working with the Fire Department to create an updated ISO map. The map shows the response zone for Hobbs, Fire Station locations, and Fire Hydrant coverage area. Final rework should be finished in May.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics

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

City Commission Planning Summary:

April

The City Commission Approved an ETJ Subdivision, a lease assignment for the Hobbs Airfield Speedway, LLC and extended an existing Development Agreement with Suerte Land Group, LLC until January 1, 2021.

Planning Board Summary:

April - The Planning Board reviewed and considered action on 2 items in 2 separate Virtual Meetings:

- Final Plat Approval for The Meadows Subdivision, Unit 3 (Recommend Approval)
- Final Plat Approval for The Tanglewood Subdivision, Unit 4 (Recommend Approval)



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

TRAFFIC DIVISION:

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

Total 1,296 tracked intersections

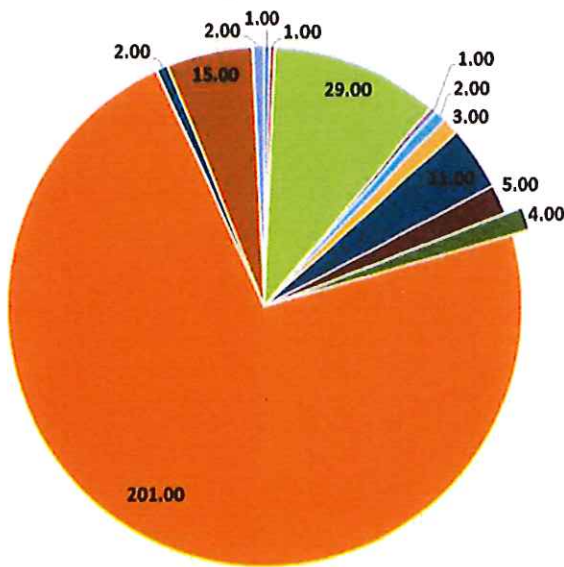


Figure 1 - Location Map of Work Performed

- | | | |
|--|-----------------------------------|-----------------------------------|
| ■ Signal Head Straightened = 1 | ■ Breakaway Base Replaced = 1 | ■ Camera Cleaned = 29 |
| ■ Ped Push Button Repair / Replace = 1 | ■ Cabinet Installed = 2 | ■ New St. Name Sign Installed = 3 |
| ■ Sign Install / Replace = 11 | ■ Pole Straighten / Re-bolted = 5 | ■ Trim Limbs at Intersection = 4 |
| ■ Inspected Intersections = 201 | ■ Int in Flash or Malfunction = 2 | ■ Cabinet Clean / Inspected = 15 |
| ■ Work Order = 2 | | |



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2020

Submitted May 20, 2020

PRESS/MEDIA ACTIONS

The Communications Department distributed 5 press releases and 2 PSAs:

- Virtual Commission Meeting and Commissioner Fields 4.7.20
- Hobbs Municipal Court Closure Extended 4.7.20
- Easter at Schools 4.9.20
- Temporary Friday Closures 4.13.20
- Essentials Testing 4.23.20 (did not release)
- Summer Programming 4.30.20

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

Other Press Actions:

- Review Facebook statement for reopening of Rockwind Community Links
- Mayor's update on Facebook Live on April 8, 2020
- Finalized scripts for individual department Facebook Live videos
- Hosted and recorded Facebook Live vides with City departments on April 13, 2020 (all day event)
- Signed up the City's Facebook page as a "Local Alert Page" during COVID-19 pandemic
- Joint press conference with Lea County and Lea Regional Medical Center on April 22, 2020 at Emergency Operations Center
- Viewed every press conference on Facebook Live from the NM Governor

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

2020 CENSUS

- iCountNM posts for Hobbs and Lea County (the State is working mostly with Counties)
- "Eagles Count Day" at Hobbs High School planning with Hobbs CCC held on March 11, 2020
- Marketing collateral creative (Spanish translations included)
- Monitoring and updates to count on "Census eagle structure" at Turner St. and Grimes intersection
- Collaboration with area recruiter for Census workers
- Promoted available Census jobs
- Conference call with counties and the State of New Mexico on April 8, 2020
- Assisted Lea County in creating budget for Census funds from the State
- Census Strategies call with the Office of African-American Affairs on April 9, 2020
 - Put them in touch with coordinator for future series
- Contacted local performers in Lea County for Tiny Concert Series hosted by the State wide Complete Count Commission
- Census outreach to African-American community
- Scheduled and hosted first virtual meeting with Hobbs Complete Count Committee on
- Pick up Census promotional items (prepared for future use)



COMMUNICATIONS DEPARTMENT

Monthly Report

April 2020

Submitted May 20, 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. April, Tanya, and Jason took Audio from COVID-19 video off Facebook for all-new recordings.

Current Radio Announcements

- Code Enforcement Covid 19
- Census 2020 – Meghan Mooney
- COVID PSA EN-SPAN-CONTACT
- COMMISSIONER PENICK UPDATE ENDS MAY 31
- Fly Hobbs COVID-19 – Missi Currier
- CORE Closed TFN
- Hobbs PD & FD Covid 19
- Hobbs Public Library Covid 19
- HR Dept Covid 19
- Jan Fletcher Covid 19
- Manny Gomez Covid 19
- Municipal Court Covid 19
- Parks Rec & Open Spaces Covid 19
- Slam & Jam Postponed
- United Way Lea County Strong
- United Way Local List Ends April 24
- PSA Handwashing Hero Ends July 1
- Animal Adoption Spaying and Neutering Ends June30
- Animal Adoption Feral Cat Ends
- Census 2020 -Census 2020 Ends April 15 – Meghan Mooney
- Do you Know Your Commissioner V2- Meghan Mooney

CONVENTION VISITORS BUREAU MAIN FOCUSES

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

- Prepared Budget for Lodgers' Tax and submitted it to Manny Gomez for approval April 7th
- Came into the office to update the Communication Department Budget Changes April 12th
- Webinar with NM Tourism for the Clean and Beautiful Grant April 8th
- Webinar NM Tourism COVID-19 April 2nd
- Shared Materials for Facebook from Webinar with Meghan and Manny April 3rd
- Worked on Grant for Clean and Beautiful grant established goals and budget for the following
 - End littering
 - Improve Recycling
 - Beautify Communities
 - Empower Youth
 - Improve Program Capacity



COMMUNICATIONS DEPARTMENT
Monthly Report
April 2020
Submitted May 20, 2020

- Call with Lucy Stanus with NM Tourism about Clean and Beautiful grant
- Working with United Way, Main Street in Lovington, EDC, and Hobbs Chamber on Morning Brew April 28th
- Webinar Grant Writing Made Easy April 21st
- Webinar Grant Writing Mini Course April 25th (Tanya Paid)
- Completed and Submitted Grant on April 30th
- Webinar with NM Tourism for the CO-OP Grant April 14th
- Call with Celia Garcia NM Tourism for CO-OP grant April 15th
- Zoom Meeting with NM Tourism for the CO-OP Grant April 16th
- Zoom Meeting with NM Tourism Media Consult "Walk-Through Workbook" canceled on April 26th reschedule May 5th
- Meeting with Geni with the EDC to review the Workbook for the CO-OP Grant
- Meeting with Commissioners Penick, Grath, Mills, and Fields for the Clean and Beautiful Grant
- Went around town to take photos of places that we plan to clean up for the grant
- Meeting with Tim Woomeer about our Recycling Programs in Hobbs
- Meeting with David Garcia from Hobbs Teen Court and Dora from CYFD for youth programs for the grant
- Spoke with Bradon with Adult Probation office about Community Service
- Researched and spoke with different representatives of Walmart about building a fence to help control littering.
- Submitted an update for the City of Hobbs to the SouthEast Tourism Region Broad on April 22nd after speaking to CM Manny Gomez
- Helped with community service participant's hours

Listed Events

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

COMMUNICATIONS DEPARTMENT
Monthly Report
April 2020
 Submitted May 20, 2020

SOCIAL MEDIA INSIGHTS



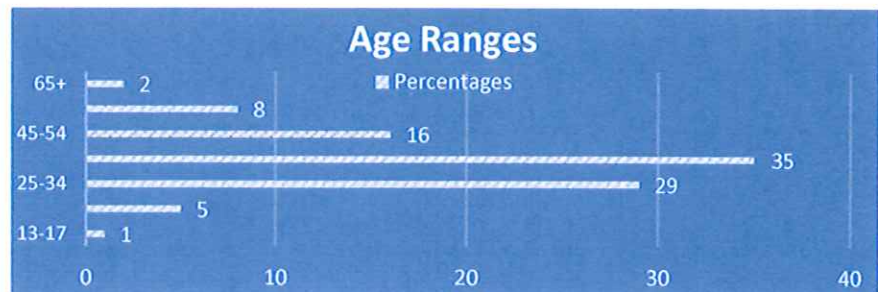
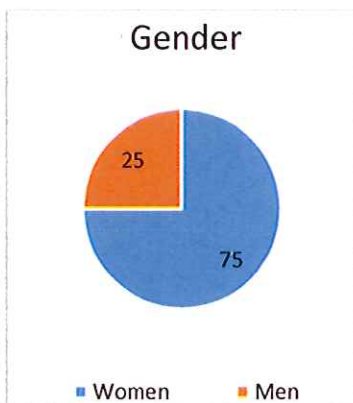
Facebook – last 28 days
 (Apr 10– May 7)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
51% decrease (3,200 total)	77% decrease (28,331 total)	77% decrease (16,802 total)	82% decrease (169 total new)



Instagram
 (May 1 – May 8)

Reach	Impressions	Profile Visits	Interactions
628	3,018	33	33





COMMUNICATIONS DEPARTMENT

Monthly Report

April 2020

Submitted May 20, 2020

MISCELLANEOUS ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs (cancelled for the time being)
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Director serves on Rotary Club Board and attends monthly meetings (virtual for the time being)
- Attended numerous webinars
- Numerous notices for different departments and locations
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Website monitoring and updates communicated with IT Web Master
- Collaborated with Web Master updates to the COVID-19 webpage at hobbsnm.org/update
- Assigned community service participants
- CDC face masks posts to Hootboard
- Closure posts to Hootboard
- 10% budget reduction, per City Manager's request
- Ordered new photography and videography equipment
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
- Virtual Commission Meetings viewed on Zoom April 6th, April 20th, April 27th
- Coronavirus Training and other Safety Training from HR
- Viewed Governor's livestreamed press conferences via Facebook

Livestreamed City Commission Meetings

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	95.4%	3921	2297
Live Viewers	4.6%	187	2649
Total	100%	4108	4946

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 April 01, 2020-April 30, 2020

APRIL 2020 Report

<u>Type of Construction</u>		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
Commercial				
COMM MECHANICAL	C	7	10,500.00	393.50
COMM PLUMBING	C	5	7,500.00	369.50
COMM SEWER TAP & EXCAVATION	C	1	1,500.00	540.00
COMMERCIAL ADDITION	C	1	50,000.00	240.00
COMMERCIAL ELECTRICAL	C	10	15,000.00	923.00
COMMERCIAL FENCE	C	1	3,000.00	10.00
COMMERCIAL REMODEL	C	2	47,500.00	528.00
COMMERCIAL RE-ROOFING	C	2	48,365.00	270.00
FIRE EXTINGUISHING SYSTEM	C	2	3,000.00	60.00
		31	186,365.00	3,334.00
Residential				
PERMITS RENEWED	R	1	3,500.00	20.00
RES MECHANICAL	R	30	45,000.00	2,039.00
RES PLUMBING	R	52	78,000.00	2,642.00
RES SEWER TAP & EXCAVATION	R	6	9,000.00	1,990.00
RESIDENTIAL CANOPY	R	4	13,396.00	200.00
RESIDENTIAL CARPORT	R	5	51,335.00	360.00
RESIDENTIAL DEMOLITION	R	4	2,400.00	40.00
RESIDENTIAL DETACHED GARAGE	R	5	122,000.00	680.00
RESIDENTIAL DRIVEWAY	R	3	23,900.00	55.00
RESIDENTIAL ELECTRICAL	R	54	81,000.00	4,110.00
RESIDENTIAL FENCE	R	3	3,500.00	40.00
RESIDENTIAL MANUFACTURED HOME	R	5	243,328.00	300.00
RESIDENTIAL RAMPS	R	1	2,650.00	40.00
RESIDENTIAL REMODEL	R	12	127,423.00	1,040.00
RESIDENTIAL RE-ROOF	R	21	179,719.00	1,700.00
RESIDENTIAL SINGLE FAMILY	R	10	2,528,225.00	5,344.90
RESIDENTIAL STORAGE	R	2	9,700.00	110.00
		218	3,524,076.00	20,710.90
		249	3,710,441.00	24,044.90

CODE ENFORCEMENT NUMBERS FOR APRIL 2020

CODE WARNINGS 734

CODE CITATIONS 37

CODE COMPLAINTS 178

ANIMAL WARNINGS 144

ANIMAL CITATIONS 34

ANIMAL COMPLAINTS 387

VEHICLES TOWED/PD 4

HOBBS ANIMAL ADOPTION CENTER

Apr-20

	20-Mar		20-Apr	
	Cats	Dogs	Cats	Dogs
Intakes:				
Dead on Arrival	16	14	7	11
Stray	66	196	118	159
Transfer				
Unwanted	18	102	26	59
Low Cost	88	40	44	35
Quarantine		5		5
Total	188	357	195	269
Disposition:				
Adopted	23	95	63	90
Died at Facility	9	2	15	4
Dead on Arrival	15	15	4	9
Escape trap				
Euthanized	11	18	10	22
Rescued	34	106	21	125
Return Owner	1	58	1	51
Low Cost	85	40	45	32
Total	178	334	159	333

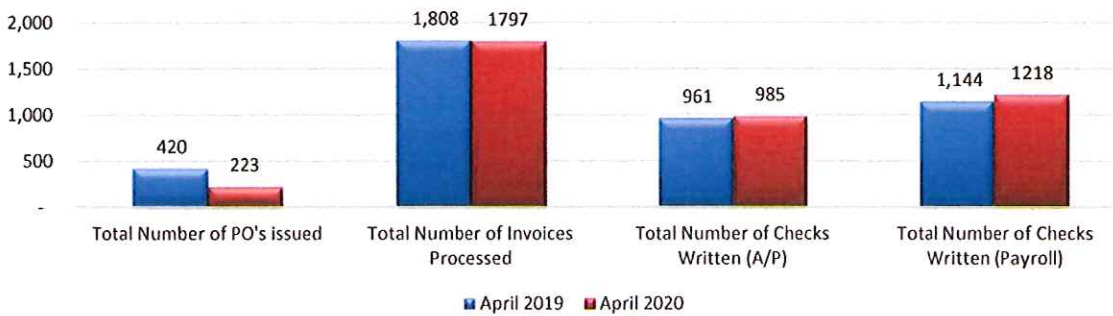
**Monthly Measurement
Finance Department
Fiscal Year 2020**

Cash Statistics	April 2019	April 2020
Beginning Cash Balance	\$ 118,801,088	143,475,320
Monthly Cash In (Revenue - all funds)	\$ 9,784,160	8,869,074
Monthly Cash Out (Expenditures - all funds)	\$ 9,670,352	8,393,716
Ending Cash Balance	\$ 118,914,896	143,950,678

Finance Transaction Statistics

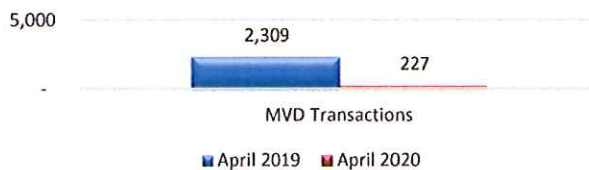
	April 2019	April 2020		
Total Number of PO's issued	420	223	daily average	20.91
Total Number of Invoices Processed	1,808	1797	daily average	82.45
Total Number of Checks Written (A/P)	961	985	weekly average	268.00
Total Number of Checks Written (Payroll)	1,144	1218	bi-weekly average	576.00

Financial Transaction Averages



MVD Statistics	April 2019	April 2020		
MVD Transactions	2,309	227	daily average	10.32
MVD Fees Received	\$ 477,638	\$ 196,650	daily average	\$ 8,938.62

MVD Transaction Averages



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

April 2020

ALARMS

Alarms (City)	48
Alarms (County)	48
Total Alarms	96

ZONES

Zone 1 (NW City) 12	Zone 5 (NW County) 1
Zone 2 (NE City) 12	Zone 6 (NE County) 16
Zone 3 (SE City) 22	Zone 7 (SE County) 4
Zone 4 (SW City) 2	Zone 8 (SW County) 13
Out of District 14	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	0:46
Station 2	1:46
Station 3	1:36
Station 4	1:13
Average	1:20

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	3:51
Station 2	6:29
Station 3	5:26
Station 4	6:36
Average	5:35

PREVENTION PROGRAMS

Fire Investigations	4
Fire/Safety Inspections	22
Smoke Detectors Installed	0
Public Education Activities	0
Plan Reviews	2
Burn Permits Issued	2

FIRE RESPONSE BY STATION

Station 1	43
Station 2	27
Station 3	15
Station 4	11

MOST COMMON DAY/TIME

Thursday (1900 – 1959)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

STRUCTURE FIRES

Structure Fires - 3

FALSE ALARM RESPONSE

False Alarms - 20

TRAINING HOURS

Fire Training	1000
EMS Training	108

EMS RUN BREAKDOWN

City Response	472
County Response	49
Total Responses	521

ZONES

Zone 1 (NW City)	201	Zone 5 (NW County)	15
Zone 2 (NE City)	68	Zone 6 (NE County)	21
Zone 3 (SE City)	112	Zone 7 (SE County)	5
Zone 4 (SW City)	91	Zone 8 (SW County)	8

AVERAGE RUN TIMES

Enroute:	1:45
At Scene:	4:25
To Destination:	20:07
Back in Service:	33:00

MOST COMMON DAY/TIME

Thursday – 89 calls for service
Monday – 21 calls from 12:00 – 14:59 hours

MOST COMMON COMPLAINT

Falls - 46

OUT OF TOWN TRANSFERS

Lubbock	12
Midland	1
Odessa	0
Roswell	15
Carlsbad	2

CARDIAC ARREST RESPONSES

Cardiac Arrest	4
ROSC	1

ROSC = Return of Spontaneous Circulation

EMS BILLING

Collected \$135,297.56

Highlights for the month of April

- All personnel completed Coaching the Emergency Vehicle Operator (CEVO) training
- 4 personnel completed Firefighter Quality Appraisal Board (QAB)
- Fire Prevention staff assisted numerous businesses with occupancy numbers due to COVID-19
- Purchase of new ambulance approved

April 2020 General Services – Building Maintenance

Work performed by City Carpenters

1	Installed nameplate
1	Moved Office Furniture
2	Door lock repaired
1	Installed wall bracket and TV
40	Repaired dog Kennels
2	Door closer adjusted
7	Built PLEXI-Glass shield
11	Work orders

Location of work performed

16	City Hall
14	D.M.V.
1	Police Department
1	Senior Center
6	Animal Adoption

Break down of work performed by the Electricians

10	Light repairs
31	AC repairs
6	Heater repairs
16	General electrical work
5	CORE work

Location of work performed

5	CORE
4	City hall
11	PD
6	Fire stations
7	DA building
2	MVD
15	Parks
2	Senior center
7	Teen center
4	AAC
3	Streets

April - 2020

General Services - Garage

In April 2020 The City Garage had a total of 133 Repair Orders/Invoices. Of the 133 R.O./Invoices, 74 were repaired in house and 59 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 23,672.77 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	1	0.00	34.00	0.00	0.00	34.00
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	0	0.00	0.00	0.00	0.00	0.00
Filters	1	0.00	34.00	0.00	0.00	34.00
Service Calls	11	0.00	1,292.00	0.00	0.00	1,292.00
Miscellaneous Maintenance	34	273.85	1,496.00	6,492.55	590.56	8,852.96
Brakes	6	155.36	306.00	714.77	903.50	2,079.63
Steering/Suspension	0	0.00	0.00	0.00	0.00	0.00
Tires	23	935.00	748.00	384.26	453.50	2,520.76
Whls/Hubs/Brgs	2	0.00	102.00	0.00	0.00	102.00
Transmission	0	0.00	0.00	0.00	0.00	0.00
Charging	10	1,767.90	612.00	784.47	0.00	3,164.37
Lighting	7	17.38	272.00	793.19	1,000.00	2,082.57
Preventive Maintenance	28	428.12	544.00	1,773.21	0.00	2,745.33
Cooling	0	0.00	0.00	0.00	0.00	0.00
Hydraulics	3	77.20	357.00	0.00	0.00	434.20
Engine	2	24.95	306.00	0.00	0.00	330.95
Safety Recalls	4	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0.00	0.00	0.00	0.00	0.00
Warranty	1	0.00	0.00	0.00	0.00	0.00
Monthly Total	133	3,679.76	6,103.00	10,942.45	2,947.56	23,672.77

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	74	3,679.76	6,103.00	9,782.76
Vendor	59	10,942.45	2,947.56	13,890.01

Street Department Monthly Report April 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
227 Hrs.	Street Sweeping
16 Hrs.	Building Brooms
3 Ea.	Street Complaints called in
3 Ea.	Alley Work complaints
304 Hrs.	Work for Parks
53 Hrs.	Equipment Maintenance
32 Hrs.	Work in the Welding Shop
88 Hrs.	Hauling Trash
24 Hrs.	Yard Maintenance
16 Hrs.	Safety Skill Meeting (test)
32 Hrs.	Work for Golf Course
160 Hrs.	Stocking Fill Dirt & Caliche

The total amounts of material hauled or used:

Quantity	Material
182 Yds.	Sweepings
72 Yds.	Sand
6 Yds.	Alley Fill Dirt
1,180 Yds.	Recycling Material
688 Yds.	Trash Hauled

Calls responded to:

Number	Type
14	Dispatched – accidents, spills, debris



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

Recruitment:	April 2019	April 2020
• Applications Received/Reviewed	274	37
• New Hires	26	6
• Re-Hires	40	2
• Transfers/Promotions/Demotions	4	1

Personnel Actions:	April 2019	April 2020
• Performance Reviews	31	14
• Retirements	1	1
• Terminations	7	5
• Other(certs, shift moves)	2	7

New Position Postings in April:

Team Involvement:

- Tracy South celebrated 2 years with the City
- Jesse Doran celebrated his first year with the City
- Personnel Budget was completed
- City of Hobbs Team met with Hobbs Municipal Schools for preliminary discussions regarding Summer Programs
- Department continued the staggered schedule
- Viewed several update broadcasts from the Governor re: COVID19
- Continued to monitor requests for AR 20-02 leave
- Bi-lingual Class was rescheduled for a later date TBD.

Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

Daily operations, responsibilities, and policies

➤ Technology Policies

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

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

➤ Computer

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

➤ Public Safety

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

➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

Wide/Local area networking administration

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

➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

➤ Internet Access

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

➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

➤ Facility alarm systems (all locations)

➤ Copy Machines (35) (all locations)

➤ Outdoor Public Bulletin Boards (3 units)

➤ Audio/Video

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

Accomplishments for Apr. 2020

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

Special accomplishments:

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



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

**ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO
RULE 16-106 NMRA**

CITY ATTORNEY'S REPORT

April 2020

Mission Statement:

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

Duties Required by Law:

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

Public Meetings:

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

For the month of April 2020, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (4/6 and 4/20)
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (4/21 and 4/28)
- ❖ Utilities Board – (N/A)

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

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

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	6
❖ Contract Review	9

Litigation:

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

Legal Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Valerie S. Chacon, and Assistant City Attorney, Rocio A. Ocano, are primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Erik M. Scramlin, is primarily tasked with representing the City of Hobbs in civil matters and providing training opportunities to staff. City Attorney, Efren A. Cortez, is primarily in charge of advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of April 2020, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	0
❖ Probation Violations:	0
❖ Pretrials (Pro Se):	0
❖ Pretrials (Attorney):	0
❖ Trials:	0
❖ Dangerous Dogs/Petitions:	1
❖ DWI Cases:	0
❖ Appeals in District Court:	1
❖ Pleadings:	17
❖ Civil Depositions:	0
❖ Civil Mediations:	2
❖ Arbitrations:	0
❖ Demand Letters:	1

❖ Misc. Hearings (Mun./Dist./Fed.):	0
❖ Trainings:	2
❖ Witness Interviews:	2
❖ In-office consultations:	20
❖ Discovery Submissions:	0
❖ Letters/Correspondence:	1,076

Areas of Notoriety:

- ❖ The City Attorney’s Office established the first podcast designed to update our officers regarding changes in the law.
- ❖ The City Attorney’s Office designed flow charts for our various departments to assist in understanding the legal process governing property matters.
- ❖ The City Attorney’s Office has been working remotely in light of the COVID-19 pandemic and resulting Public Health Orders. Many legal matters normally addressed in court have drastically decreased as some courts have closed and others have limited the types of cases they will hear during this time.

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

Respectfully,

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

CITY MANAGER'S REPORT

April, 2020

Hobbs Public Library

CIRCULATION: 2,286

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	1,602
Audio Books & Music	82
DVDs	147
E-Books/E-Audio (OverDrive & Gale)	455

CIRCULATION BY PATRON TYPE:

Adult	1,301
Juvenile	299
Senior Citizen	214
Used in Library	472

Total Children's Items Circulated 905

Total Adult Items Circulated 1,381

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	0	13
ELIN Loans	0	0

Patron Visits 0

Overdue Notices Sent 0

PROGRAMS & PUBLIC SERVICES:

Programs Provided	0
Attendance	0
Meeting Room Use	0
Board Games	0

Web Site Usage 633

HPL Database Usage 846

Reference Questions 0

Public Computer Use 0

PATRON PROFILES:

Adult	24,842
Juvenile (Under 18 Years)	4,176
Senior Citizens (62+ Years)	4,376
Temp ELIN	2,231
Total Active Borrowers	35,625

RECEIPTS:

Materials Paid For	\$0.00
Fines & Fees	\$0.00
Copy Machine & Public Printouts	\$0.00
Total	\$0.00

Library Patrons Added This Month 1

ITEMS ADDED:

Total Items Added	131
Items Weeded	40

HOLDINGS:

Total Library Holdings 149,946

**City Manager's Report
April 2020
Municipal Court**

Monthly Cases:

Traffic Citations	200
Misdemeanor Citations	44
Environmental Citations	63
Fire Code Violations	0
AGG. DWI	8
DWI – 1 ST	<u>2</u>
Total	307

Courtroom Activity:

Video Arraignments (Jail)	0
Court Appearances – A.M.	0
Court Appearances- P.M.	0
Pretrial Court Appearances – A.M.	0
Pretrial Court Appearances – P.M.	0
Attorney Pretrials	0
Trial Cases	<u>0</u>
Total	0

Other Activity:

Summons issued	0
Warrants issued	<u>0</u>
Total	0

Fines/Fees Assessed:

Fines	\$0
Penalty Assessment Fee	0
Automation Fee	0
Judicial Education Fee	0
Correction Fee	0
DWI Prevention Fee	0
DWI Lab Fee	0
Copies/Misc. Fee	<u>0</u>
Total	\$0

Fines/Fees Collected:

Fines	\$18,786
Penalty Assessment Fee	1,867
Automation Fee	1,227
Judicial Education Fee	620
Correction Fee	4,119
DWI Prevention Fee	282
DWI Lab Fee	405
Copies/Misc. Fee	1
Restitution	<u>0</u>
Total	\$27,307

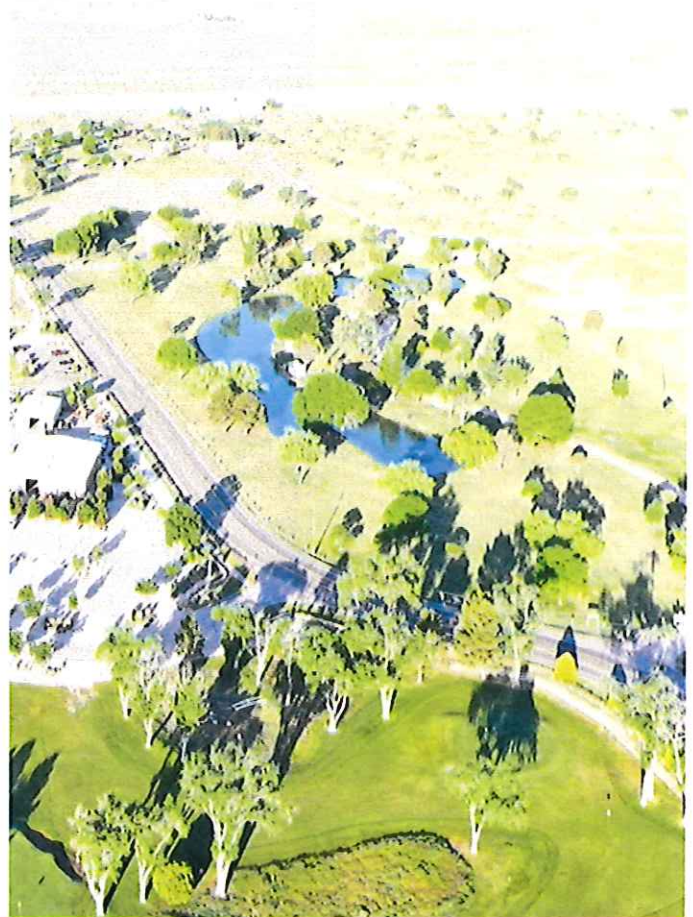
City Manager – April Report

2020

1. Charlie Brown Park has new swing set and sidewalk completed.
2. POSD has taken over working with Electrical Engineer for electrical design for repairs and upgrades at McAdams Campground.
3. Staff continue to address gopher issues along Healthwalk Trail
4. Staff at Rockwind started tree fertilizer applications at their locations
5. Installed new booster pump at Healthwalk Trail north end
6. Removed chain link fence at Heizer Park Basketball Court to prepare for court renovations
7. New sidewalk installed at Snyder Park to City Park
8. Sports crew has been busy aerating & fertilizing sports fields at MLK, Washington Heights and Carl Mackey
9. Tidwell Park aerated & fertilized, all parks will be completed this year, new practice for annual maintenance

Parks & Open Spaces Department

Authored by: Bryan Wagner



CITY OF
Hobbs
NEW MEXICO

IT ALL HAPPENS HERE.



THE CITY OF
HOBBS, NEW MEXICO

RECREATION DEPARTMENT
 HOBBS, NEW MEXICO 88240

4827 NORTH LOVINGTON HIGHWAY
 (575) 397-9291

**Recreation Department
 Monthly Report - April 2020**

Divisions

CORE	Rockwind Clubhouse
Older Americans Recreation	Teen Center

With the current COVID 19 pandemic taking place, Recreation Department services were ceased at the close of business on Wednesday, March 19, 2020. At that time, the following Recreation Department facilities were closed and remained closed during the entire month of April 2020:

The CORE	Hobbs Teen Center
Hobbs Recreation Department Office	Rockwind Community Links
Hobbs Senior Center	

While staff at the Coordinator level and above were working some on-site, most staff was working from home or was on Admin Leave per Administrative Regulation 20-02. CORE custodial and building maintenance staff also continued to work on a variety of projects. Recreation staff continued prepping the seasonal pools and splash pads for operations so that those facilities can be operated once approved, and also continued to interview candidates for seasonal positions. Rockwind staff completed inventory and began to prepare for golf operations in late April once notice was given that golf operations could resume on Saturday, May 2. Plans for resuming recreational services in all Divisions were compiled with several options for each to be included to include complying with any CSPs (COVID Safe Practices) and any limits on Mass Gatherings that may be in place.

Senior Center

The Senior Center and its staff did continue the very important mission of feeding the senior citizens in our community. The Senior Center is closed and no programming is taking place. The only activities taking place are the daily meal deliveries, assessments, cleaning before and after meal delivery, and submitting required information to the State on a daily basis. Grab N Go Meal service began on Monday, March 16, and has continued throughout April 2020, as have Home Delivered Meals.

Meals:		Meal Donations Received
April 2020 Grab N Go Meals	2,641	0.00*
April 2020 Home Delivered Meals Served	<u>2,558</u>	<u>\$1,589.41</u>
	Total	\$1,589.41

Aging and Long Term Services Department provided 342 grocery/food boxes that were distributed to seniors. Meals not distributed at the Grab N Go site are frozen and given out on Fridays to the neediest Home Bound Clients for weekend meals. The frozen meals for April totaled 128. The Hobbs Senior Center served a total of 384 individual Senior Citizens during the month of April.

*Due to the COVID 19 pandemic, on-site donations are not being accepted at this time. Those that have inquired about donating have been asked to mail their donation to the Hobbs Senior Center.

CORE

- Preventative Maintenance and cleaning are on-going on during closure. All flooring and upholstery cleaned, painting of walls and columns in progress, inspection of gym equipment completed, wood floors in Fitness Studio 1 & Racquetball Courts to be scheduled.
- Membership status: all memberships are currently suspended until reopening. March fees were processed and upon reopening, the first month fees will be waived to make each membership whole. Suspending is much more customer & admin friendly than processing refunds, cancelling memberships, and then redoing membership forms.
- Reopening plans being created to enforce social distancing for protection of staff and patrons.
- Currently all summer programming cancelled but may change based on Public Health Orders and the City of Hobbs Reopen Plan.



HOBBS POLICE DEPARTMENT



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

John Ortolano
Chief of Police

May 5, 2020

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
April 2019/2020	RPTS	RPTS		Date	Date	
			2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	380	423	11%	1683	1,739	3%
CALLS FOR SERVICE	3,853	3803	-1%	16,059	16,153	1%
ARRESTS	292	177	-39%	1136	1,256	11%
MURDER	0	0	0%	1	1	0%
RAPE	3	1	-67%	11	10	-9%
ROBBERY	1	0	-100%	3	12	300%
ASSAULTS AND BATTERY	78	101	29%	336	302	-10%
BURGLARY	37	51	38%	115	196	70%
LARCENY	48	46	-4%	152	210	38%
SHOPLIFTING	18	21	17%	116	153	32%
AUTO THEFT	7	19	171%	56	82	46%
ARSON	0	2	100%	0	3	100%
FORGERY	2	0	-100%	6	0	-100%
FRAUD	7	5	-29%	22	44	100%
EMBEZZLEMENT	2	3	50%	13	8	-38%
REC. STOLEN PROPERTY	0	0	0%	5	3	-40%
VANDALISM	35	74	111%	150	250	67%
WEAPONS OFFENSES	2	3	50%	15	15	0%
DOMESTIC VIOLENCE	28	48	71%	142	140	-1%
ASSAULTS/BATTERY ON PO	8	7	-13%	39	23	-41%
SHOOTING AT/FM MV OR DWELLING	7	2	-71%	9	10	11%
CITATIONS ISSUED	994	375	-62%	3,767	4,749	26%
DWI	16	7	-56%	58	63	9%
TRAFFIC CRASHES	117	57	-51%	430	376	-13%

UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
CLASS	ACTIVE	Billed gallons	ACTIVE	Billed gallons	
	ACCOUNTS	April 2019	ACCOUNTS	April 2020	
Residential	11,323	75,593,725	11,500	74,973,255	
Commercial	1,790	43,999,978	1,802	39,123,296	
City Accounts	216	7,814,583	215	6,184,888	
School Accounts	56	2,843,179	56	1,871,385	
Irrigation	249	3,041,106	249	3,106,043	
	13,634	133,292,571	13,822	125,258,867	

DISCONNECTIONS FOR NON PAYMENT

April 2019	333
April 2020	0 (COVID19)

LABORATORY	April 2019	April 2020
Total Drinking Water Tests	47	45
Total Wastewater Tests	767	714
Liquid Waste Received (gallons)	477,278	522,586

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	95.558	89.075
Effluent (Million Gallons)	91.794	84.727
Solids Removed (Dry Pounds)	192,574	143,198

WATER PRODUCTION REPORT

WATER PRODUCED

Total monthly water produced, million gallons	241,127,634
Total monthly water distributed, million gallons	222,998,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	1,770

MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

PUBLIC SERVICE

Customer complaints, investigated	2
Customer complaints, resolved	2
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

*Completed the 2019 Consumer Confidence Report. Posted on the City of Hobbs Website.

UTILITY MAINTENANCE APRIL 2020

WORK DESCRIPTION	QUANTITY
Meter lid replacement	55
Meter box replacement	30
Meter stop / valve replacement	40
Meter leaks	0
Meter change out 3/4"	200
Meter change out 1"	25
Meter change out 2"	4
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	25
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	55
Service lateral replacement	Qty. 4 - 85 feet
New Service Lateral	Qty. 15 - 285 feet
Low water pressure investigation	5
Water quality investigations	5
Main line leaks/repair	3
Main line replacement (feet)	15
New main line installed (feet)	0
Valve maintenance	50
Valve new install/replacement	6
Fire hydrant maintenance	75
Fire hydrant repair/replacement	4
Fire hydrant meter maintenance	3
Fire hydrant meter set	6
New fire hydrant installed	2
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,650,000
Miscellaneous afterhour calls	5
Emergency Call Outs (From 5:00pm to 7:00am)	68

WORK DESCRIPTION	QUANTITY
Manhole maintenance	47
Manholes cleaned	72
Sewer main line cleaned	31,269 feet
Sewer stoppages	76
Sewer main line video inspections	0
Odor complaints	2
Sewer pre-treatment additives	45 gallons

Property damage from sewer	0
Sewer main line repair/replacement	0
New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	28
Emergency call out (from 5:00 pm to 7:00 am)	6

UTILITIES MONTHLY PLUMBER REPORT APRIL 2020	QUANTITY
Sewer stoppages	10
Odor complaints	0
Water leaks	15
Pool maintenance	20
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	10