



CITY MANAGER'S MONTHLY REPORT

**MAY, 2020**

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

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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  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

Recreation Director  
CORE  
Rockwind Acting PGA Prof.  
Recreation Supt./Teen Center  
Senior Center

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
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 REPORT

May, 2020

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

Participated in 1 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 7 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.

Scheduled 36 meetings for the Mayor and City Manager.

Scheduled 3 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve and post Planning Board, Cemetery, Library and Community Affairs Board agendas.

Notarized documents for the public and city staff.

Received and assisted 39 callers to Mayor/City Manager's office requesting assistance, general information/ filing complaint

Attended department head staff meetings on May 5, 19 & 26, 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

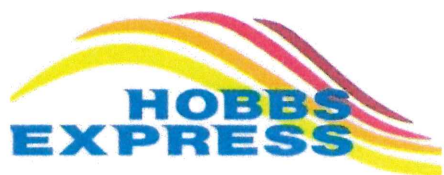
**JAN FLETCHER, CMC**  
City Clerk

**CLERK’S OFFICE MONTHLY REPORT  
MAY 2020**

*NUMBERS REFLECT DECREASED ACTIVITY DUE TO COVID-19 HEALTH PANDEMIC*

Business Registrations – New/Change of Owner	21
Business Registrations – Change of Address	0
Business Registrations - Renewals	18
<b>Total Business Registration Activity for Month</b>	<b>39</b>
<b>Total Active Business Registrations as of 5/31/20</b>	<b>1,978</b>
Firework Permits	0
Junk Yard Licenses	0
Liquor Licenses	1
Mobile Business Licenses	2
Pawnbrokers License	0
Secondhand Dealers License	0
Solicitor's Permits	1
Temporary Vendor’s License	0
Cemetery Deeds Issued/Processed	45
Public Documents Notarized	93
Public Records Requests	26
Regular City Commission Meetings 5/4/20 and 5/18/20	2
Special City Commission Meetings	1
City Commission Work Session/Closed Meetings	0
Notices of Potential Quorum 5/18/20	1
Resolutions and Ordinances Attested	11
Other Items Approved	0
Total Number of Transactions on Tyler Cashiering	220
Total Amount	\$437,899.98





# Hobbs Express

Monthly Report - May 2020

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

<b>Passenger Activity</b>	<b>Prior Month Apr-20</b>	<b>Reporting Month May-20</b>
No. of Elderly Passengers	190	162
No. of Non-Ambulatory Passengers	9	14
No. of Disabled Passengers	73	84
No. of Other Trips	160	183
<b>Total Passenger Trips</b>	<b>432</b>	<b>443</b>

Bus Route Trips	0	0
Rapid Line Trips	0	0
<b>Total Bus Route Trips</b>	<b>0</b>	<b>0</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>432</b>	<b>443</b>
<b>Total Passenger Trips</b>	<b>432</b>	<b>443</b>

<b>Vehicle Statistics</b>	<b>Prior Month Apr-20</b>	<b>Reporting Month May-20</b>
Total Vehicle Hours	119	106
Total Vehicle Miles	2,222	2,303

<b>Revenue Collected</b>	<b>Prior Month Apr-20</b>	<b>Reporting Month May-20</b>
Total Fares Collected	\$0.00	\$430.00

FOOD BOX DELIVERIES IN MAY  
 FUEL USED FOR DELIVERIES (GALLONS)  
 MILES DRIVEN FOR DELIVERIES

<b>Prior Month</b>	<b>Reporting Month</b>
775	764
106	99
518	429



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
May 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). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

	May	2019 Total	2020 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	1	244	90

**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):**

**Well Addresses:** Updated all water address scheme

**School Addressing Project:** 85% complete - Creating a complete GIS address database of all schools and sub-addresses for each room.

**FEMA, Flood, and CRS Program:**

**New City of Hobbs Flood and Hazards Web Page:** On May 12<sup>th</sup> the GIS division met to discuss the future of the GIS website. At this meeting it was decided to break out the FEMA related parts of the GIS site into a separate webpage on hobbsnm.org. This is to allow the public and regulators too more easily find and navigate the information related to floods and other disasters. An outline was created in May and the outline is planned to be sent to IT in June after review.

**FEMA CRS:** Since the start of May the GIS division has been posting FEMA related topics to Facebook and Instagram as part of the ready and preparedness activities. This is a critical function as we use these posts to get points as part of our CRS program. In May these post covered subjects relate to "Flood Awareness Week". The social media posts are meant as a way to provide the public with easy access important information and to hopefully get them more community involved in disaster preparedness.



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

**KMLs for Google Maps:** Updated KML using the new GIS server. Employee computers networked to the server KML's, will have continuously updated KML for the City's maintained asset infrastructure.

**ISO Map (Update):** On May 5<sup>th</sup> the GIS division completed its work on the ISO map for the Hobbs Fire Department. At this time HFD has not gotten back to us about any changes that need to be done, and as such the project is currently considered finished.

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

<b>Land Development</b>	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:**

May - The City Commission approved 2 Development Agreements allocating \$400 thousand towards infrastructure development. The City Commission Approved 2 Subdivisions adding a total of 86 single family lots to the Municipality.

**Planning Board Summary:**

May - The Planning Board reviewed and considered action on 4 items in 2 separate Virtual Meetings:

- Special Use Map Amendment for an RV Park located southeast of the intersection of Palace & Houston (Recommend Approval)
- Variance from MC 15.20 (Off Street Parking) for property located northeast of the intersection of Sockwell and Grimes (Recommend Approval)
- Preliminary Plat Approval for the Meadows Subdivision Unit IV (Recommend Approval)
- Held Public Hearing for proposed Bond Issue for Four Seasons Apartments





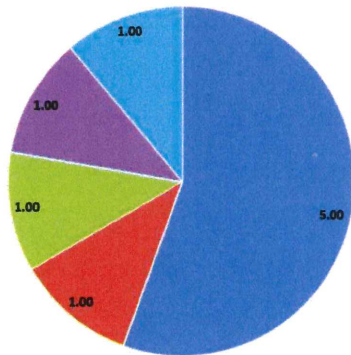
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
May 2020**

**TRAFFIC DIVISION:**

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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**



- Sign Install / Replace = 5
- Breakaway Base Replaced = 1
- New St. Name Sign Made = 1
- New St. Name Sign Installed = 1
- Call Outs = 1



Figure 1 - Location Map of Work Performed

**Major Damage Report**

**Dal Paso & Main Traffic Signal Damage:** On May 6<sup>th</sup>, 2020 a large truck and trailer hauler a CAT model Track Hoe made a right turn off of Main St and headed south on Dal Paso, and knocked down the traffic signal. A replacement pole was ordered, contracted and replaced. The total hard costs (*not including City Staff Time*) was approximately \$60,000.

**Project Update:**

**Dal Paso HAWK System Improvements:** Ramirez & Son's has started work at Dal Paso & Texas and Dal Paso & Highland to replace the existing School Zone Flashers with a pedestrian demand High Intensity Activated CrossWalk System (HAWK). If you're curious to know how it works, visit the following YouTube video's.

[https://www.youtube.com/watch?v=6\\_rym0bYINU](https://www.youtube.com/watch?v=6_rym0bYINU)

<https://www.youtube.com/watch?v=BB35ocRGazk>





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

**Dal Paso & Sanger Traffic Signal Improvements:** Lee Engineering has provided preliminary construction plans for replacing all existing signal poles and equipment at this intersection. Construction will start in the fall of 2020.



## COMMUNICATIONS DEPARTMENT

### Monthly Report

May 2020

Submitted June 15, 2020

### **PRESS/MEDIA ACTIONS**

The Communications Department distributed 5 press releases and 2 PSAs:

- Municipal Court Reopens May 11<sup>th</sup> 5.4.20
- Rockwind Reopens 5.4.20
- Hobbs Summer Programs (Recreation) 5.4.20
- Hot Asphalt Recycling 5.6.20
- Wildfire Prevention 5.6.20
- Water Conservation Period 5.6.20
- COVID Capacity Limits 5.21.20

### **Other Press Actions:**

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**

- Daily social media posts
- Promoted available Census jobs
- Conference call with NM Counties and the State of New Mexico
- Assisted Lea County with budget of State grant funds
- Coordinated and hosted Committee meetings
- Coordination of promotions with Committee members
- Coordination of promotions with Lea County Census Committee Chair
- Presented at Senator Udall's Census press conference on behalf of Southeast New Mexico infrastructure
- Social media ad meeting with Lea County Census Committee Chair
- Updates to Census Eagle according to new numbers
- Interviews with the press regarding Census Update Leave and more



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**May 2020**  
**Submitted June 15, 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**

- Rockwind Community Links TFN
- COVID-PSA Eng-Hello
- COVID PSA EN-SPAN-CONTACT
- COMMISSIONER PENICK UPDATE ENDS MAY 31
- Fly Hobbs COVID-19 – Missi Currier
- CORE Closed TFN
- Library Reopen Hours Ends July
- City Hall Reopening Hours
- Jan Fletcher COVID 19
- Manny Gomez COVID 19
- Municipal Court Reopen Hours COVID 19
- Parks Rec & Open Spaces COVID-19
- Center of the Arts Sidewalk Chalk
- DMV Hours
- MVD Opening Appt.
- United Way Lea County Strong
- United Way Morning Brew (Shop Local)
- Watering Restriction Ends September 15
- HFD CPR
- Dewayne Penick Clean up
- Slam & Jam Postponed
- United Way Lea County Strong
- United Way Feeding Families
- PSA Census Sesame Street Ends July1
- PSA Handwashing Hero Ends July 1
- PSA Social Distancing Superhero Eng & Span End July 1
- 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– Meghan Mooney
- Do you Know Your Commissioner V2- Meghan Mooney



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
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**CONVENTION VISITORS BUREAU MAIN FOCUSES**

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

- Worked on Grant for New Mexico Co-Op established goals of what to apply that will benefit the greater Hobbs at this time.
- Meet with Toby in Finance about the Co-op Grant and the workbook
- Meet with Jason Adams at several locations throughout May to make PA's and keeping social distancing
- Zoom Meeting with the Media Consultations from NMTourism about Grant what we might think about doing for the first year May 8
- Webinar with NM Tourism for COVID-19 May 21 Preparing to Open up the Tourism Economy
- Webinar with ECivis COVID-19 Grant Funding May 20
- Call with Lucy Stanus with NM Tourism about Clean and Beautiful grant thought out the month of May (We have been awarded \$5,000)
- Working with United Way Feeding Family Project
- Worked on the Opt workbook Budget for FY 2021 to prepare to submit Grant
- Submitted Grant to NM Tourism on May 22
- Returned full time to the office, May 18 started working with NM TRUE to get Hobbs on their map on the webpage.
- Call with Celia Garcia NM Tourism for CO-OP grant throughout May for Questions about Grant
- Zoom Meeting with NM Tourism Media Consult "Walk-Through Workbook" May 5.
- Meeting with Geni to go over what FLYHOBBS would like to see from Grant with NM TOURISM
- Meeting with Commissioners Penick for the Clean and Beautiful Grant during May
- Meeting with David Garcia from Hobbs Teen Court and Dora from CYFD for youth programs (discuss starting a program for Community Service youth once COVID-19 is lifted)
- Working with Guy at Walmart to get a fence up in the back to help control littering (Calls and email in May)

**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 15 ( canceled due to the COVID-19)
- 2020 NM State High School Golf Championship ( canceled due to the COVID-19)
- Fastpitch Tournament May 22-24 ( canceled due to the COVID-19)
- Last Chance for Rings July 24-26
- Desert Hills Electric Supplies Annual Christmas Party (250+ in attendance)



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
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**SOCIAL MEDIA INSIGHTS**



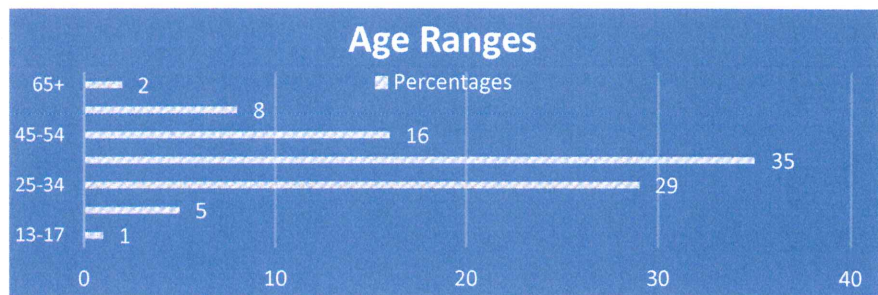
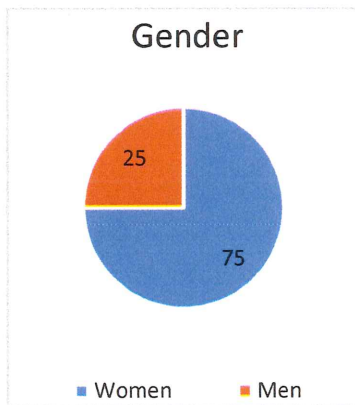
**Facebook – last 28 days**  
 (April 10– May 7)

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
757	4,404	64	65



## COMMUNICATIONS DEPARTMENT

### Monthly Report

May 2020

Submitted June 15, 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 (suspended for the time being)
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs (held virtually for the time being)
- Director serves on Rotary Club Board and attends monthly meetings (virtual for the time being, currently serving on the Virtual Meeting Committee)
- 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](http://hobbsnm.org/update)
- Assigned community service participants
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
- Virtual Commission Meetings viewings
- Safety Trainings from HR
- Viewed Governor's livestreamed press conferences via Facebook
- Participated in COVID TikTok video with MyPower
- Authorized Engineering employee access to social media accounts for FEMA outreach through social media posts; further coordination and teamwork conducted
- Delivered lunch to Traffic and Parks crews during installation of HHS Seniors banners
- Established new department email address with IT
- Drafted new Social Media Policy
- Participated in mental health video with United Way
- Mayor's presentation to Hobbs Realtors Group
- Formatted individual department Reopen Plans to be uniform with City-wide Reopen Plan release
- Prayer Video with the Mayor
- Served on Reopen Plan Committee
- Ordered Water Conservation Plan posters
- Attended various webinars
- Mask video with the Mayor



**COMMUNICATIONS DEPARTMENT**  
**Monthly Report**  
**May 2020**  
Submitted June 15, 2020

**Livestreamed City Commission Meetings for May**

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	93.7%	1947	1838
Live Viewers	6.3%	130	3444
Total	100%	2077	5282

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

for period ending May 01, 2020-May 31, 2020

### May 2020 Report

		<u># of Permits</u>	<u>Valuation</u>	<u>Fee's</u>
<b>Commercial</b>				
COMM MECHANICAL	C	10	15,000.00	336.50
COMM PLUMBING	C	2	3,000.00	89.00
COMMERCIAL DRIVEWAY	C	1	6,600.00	20.00
COMMERCIAL ELECTRICAL	C	13	19,500.00	1,515.00
COMMERCIAL FENCE	C	1	2,000.00	20.00
COMMERCIAL GRADING	C	1	7,500.00	60.00
COMMERCIAL REMODEL	C	2	13,000.00	120.00
COMMERCIAL RE-ROOFING	C	1	60,420.00	250.00
COMMERCIAL SIGN	C	3	9,800.00	110.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	1.00
SPRINKLER SYSTEM	C	1	1,500.00	100.00
		<b><u>36</u></b>	<b><u>139,820.00</u></b>	<b><u>2,621.50</u></b>
<b>Residential</b>				
RES MECHANICAL	R	44	66,000.00	2,760.00
RES PLUMBING	R	35	52,500.00	1,827.00
RES SEWER TAP & EXCAVATION	R	7	10,500.00	2,280.00
RESIDENTIAL ADDITION	R	1	3,500.00	40.00
RESIDENTIAL CANOPY	R	3	12,800.00	150.00
RESIDENTIAL CARPORT	R	5	39,600.00	350.00
RESIDENTIAL CURB CUTS	R	1	1,100.00	20.00
RESIDENTIAL DEMOLITION	R	1	1,500.00	20.00
RESIDENTIAL DRIVEWAY	R	5	14,400.00	95.00
RESIDENTIAL ELECTRICAL	R	50	75,000.00	3,968.00
RESIDENTIAL FENCE	R	11	30,800.00	120.00
RESIDENTIAL MANUFACTURED HOME	R	3	117,400.00	180.00
RESIDENTIAL REMODEL	R	15	373,683.00	1,640.00
RESIDENTIAL RE-ROOF	R	19	147,634.00	1,300.00
RESIDENTIAL SINGLE FAMILY	R	6	1,756,900.00	3,640.00
RESIDENTIAL STORAGE	R	4	116,375.00	548.00
		<b><u>210</u></b>	<b><u>2,819,692.00</u></b>	<b><u>18,938.00</u></b>
		<b><u>246</u></b>	<b><u>2,959,512.00</u></b>	<b><u>21,559.50</u></b>



CODE ENFORCEMENT NUMBERS FOR MAY

CODE WARNINGS	853
CODE CITATIONS	49
CODE COMPLAINTS	297
ANIMAL WARNINGS	223
ANIMAL CITATIONS	40
ANIMAL COMPLAINTS	558
VEHICLES TOWED/PD	5

HOBBS ANIMAL ADOPTION CENTER  
MAY 2020 MONTHLY REPORT

	20-Mar		20-Apr		20-May	
	Cats	Dogs	Cats	Dogs	Cats	Dogs
<b>Intakes:</b>						
Dead on Arrival	16	14	7	11	23	6
Stray	66	196	118	159	205	173
Transfer						1
Unwanted	18	102	26	59	50	58
Low Cost	88	40	44	35	21	9
Quarantine		5		5	3	4
<b>Total</b>	<b>188</b>	<b>357</b>	<b>195</b>	<b>269</b>	<b>302</b>	<b>251</b>
<b>Disposition:</b>						
Adopted	23	95	63	90	59	80
Died at Facility	9	2	15	4	20	3
Dead on Arrival	15	15	4	9	20	6
Escape trap						
Euthanized	11	18	10	22	53	17
Rescued	34	106	21	125	94	79
Return Owner	1	58	1	51	2	52
Low Cost	85	40	45	32	22	9
<b>Total</b>	<b>178</b>	<b>334</b>	<b>159</b>	<b>333</b>	<b>270</b>	<b>246</b>

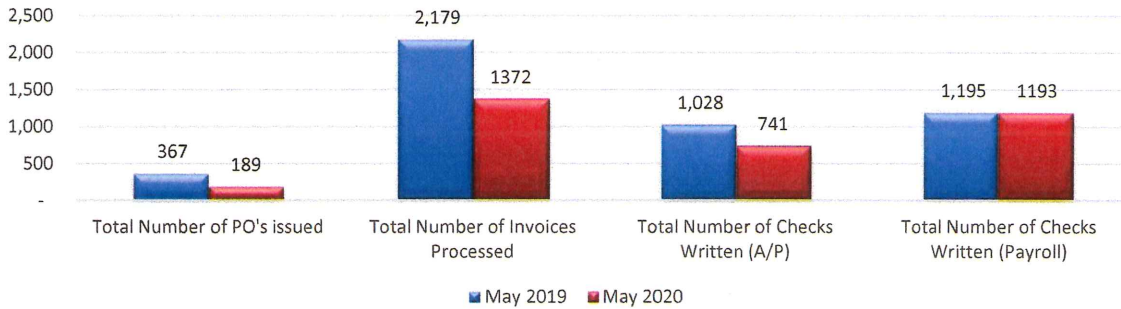
**Monthly Measurement  
Finance Department  
Fiscal Year 2020**

Cash Statistics	May 2019	May 2020
Beginning Cash Balance	\$ 118,914,896	143,794,335
Monthly Cash In (Revenue - all funds)	\$ 13,942,809	9,026,243
Monthly Cash Out (Expenditures - all funds)	\$ 10,280,532	7,601,598
Ending Cash Balance	\$ 122,577,174	145,218,981

**Finance Transaction Statistics**

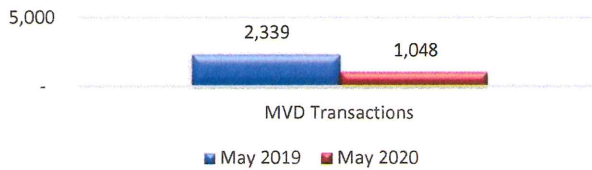
	May 2019	May 2020		
Total Number of PO's issued	367	189	daily average	23.00
Total Number of Invoices Processed	2,179	1372	daily average	90.70
Total Number of Checks Written (A/P)	1,028	741	weekly average	268.00
Total Number of Checks Written (Payroll)	1,195	1193	bi-weekly average	576.00

**Financial Transaction Averages**

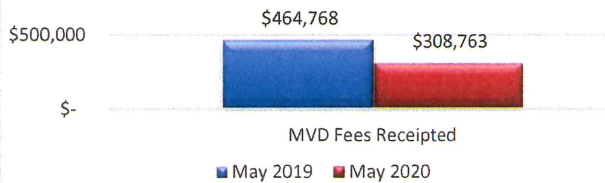


MVD Statistics	May 2019	May 2020		
MVD Transactions	2,339	1,048	daily average	52.41
MVD Fees Received	\$ 464,768	\$ 308,763	daily average	\$ 15,438.14

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

May 2020

## ALARMS

Alarms (City)	58
Alarms (County)	47
Total Alarms	105

## ZONES

Zone 1 (NW City) 14	Zone 5 (NW County) 2
Zone 2 (NE City) 11	Zone 6 (NE County) 24
Zone 3 (SE City) 24	Zone 7 (SE County) 2
Zone 4 (SW City) 9	Zone 8 (SW County) 11
Out of District	14

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:30
Station 2	1:20
Station 3	0:49
Station 4	1:16
<b>Average</b>	<b>1:13</b>

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:06
Station 2	4:15
Station 3	6:00
Station 4	8:31
<b>Average</b>	<b>5:58</b>

## PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	19
Smoke Detectors Installed	5
Public Education Activities	0
Plan Reviews	5
Burn Permits Issued	2

## FIRE RESPONSE BY STATION

Station 1	40
Station 2	33
Station 3	22
Station 4	10

## MOST COMMON DAY/TIME

Saturday (1900 – 1959 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## STRUCTURE FIRES

Structure Fires - 4

## FALSE ALARM RESPONSE

False Alarms - 15

## TRAINING HOURS

Fire Training	1047
EMS Training	426



## EMS RUN BREAKDOWN

City Response	506
County Response	42
Total Responses	548

## ZONES

Zone 1 (NW City) 184	Zone 5 (NW County) 13
Zone 2 (NE City) 84	Zone 6 (NE County) 16
Zone 3 (SE City) 136	Zone 7 (SE County) 4
Zone 4 (SW City) 102	Zone 8 (SW County) 9

## AVERAGE RUN TIMES

Enroute:	1:56
At Scene:	4:47
To Destination:	22:06
Back in Service:	33:35

## MOST COMMON DAY/TIME

Saturday – 102 calls for service  
Saturday – 20 calls from 18:00 – 20:59 hours

## MOST COMMON COMPLAINT

Falls - 43

## OUT OF TOWN TRANSFERS

Lubbock	13
Midland	1
Odessa	1
Roswell	9
Carlsbad	12

## CARDIAC ARREST RESPONSES

Cardiac Arrest	7
ROSC	0

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected \$115,522.78

## Highlights for the month of May

- Fire Prevention staff assisted numerous businesses with occupancy numbers due to COVID-19
- EMS Week recognized May 18<sup>th</sup>-23<sup>rd</sup>, 2020
- One Firefighter promoted to the position of Driver/Engineer
- Fire Prevention & Safety Grant submitted
- Chief and Deputy Chief participated in 2020 Law Enforcement Torch Run with the Hobbs Police Department

**May - 2020**

**General Services - Garage**

In May 2020 The City Garage had a total of 185 Repair Orders/Invoices. Of the 185 R.O./Invoices, 103 were repaired in house and 82 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 26,167.18 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>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	5	148.80	544.00	0.00	0.00	692.80
Instrument/Gauges	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	3	0.00	0.00	206.70	0.00	206.70
Filters	4	0.00	0.00	187.22	0.00	187.22
Service Calls	15	260.00	1,156.00	0.00	0.00	1,416.00
Miscellaneous Maintenance	39	301.57	901.00	3,714.12	903.00	5,819.69
Brakes	7	570.31	408.00	595.62	156.00	1,729.93
Steering/Suspension	5	0.00	204.00	37.47	408.90	650.37
Tires	50	2,701.00	1,258.00	1,532.98	1,114.00	6,605.98
Rear Axle/Drive	1	7.99	119.00	0.00	0.00	126.99
Transmission	4	328.67	238.00	598.53	260.00	1,425.20
Charging	9	734.22	459.00	350.32	0.00	1,543.54
Lighting	4	80.21	119.00	0.00	0.00	199.21
Preventive Maintenance	35	1,816.70	1,377.00	1,407.05	826.80	5,427.55
Cooling	0	0.00	0.00	0.00	0.00	0.00
Hydraulics	0	0.00	0.00	0.00	0.00	0.00
Engine	2	0.00	136.00	0.00	0.00	136.00
Safety Recalls	0	0.00	0.00	0.00	0.00	0.00
Accident Repair	0	0.00	0.00	0.00	0.00	0.00
Warranty	2	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>185</b>	<b>6,949.47</b>	<b>6,919.00</b>	<b>8,630.01</b>	<b>3,668.70</b>	<b>26,167.18</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
City Garage Staff	103	6,949.47	6,919.00	13,868.47
Vendor	82	8,630.01	3,668.70	12,298.71

# Street Department Monthly Report May 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
269 HRS.	Street Sweeping
56 HRS.	Building Brooms
12 HRS.	Cold Mix Patching
11 EA.	Street Complaints
12 HRS.	Storm Sewers & Inlets
1.5 HRS.	Work for police dept.
63 HRS.	Equipment Maintenance
40 HRS.	Maintenance
12 HRS.	Working in the Welding Shop
21 HRS.	Working with Dustrol recycling streets
21 HRS.	Meetings
434 HRS.	Alley work
32 HRS.	Work for Golf Course

The total amounts of material hauled or used:

Quantity	Material
260 YDS.	Sweepings
8,400 GAL.	Unmetered Water
424 YDS.	Alley material
3 YDS.	Cold Mix Used
150 YDS.	Trash Hauled

Calls responded to:

Number	Type
17	Dispatched – accidents, spills, debris
9	Call Requests

# May 2020 General Services – Building Maintenance

## Work performed by City Carpenters

17	Installed sneeze guards
4	Moved Office Furniture
5	Door lock repaired
1	Installed wall bracket and TV
9	Replaced ceiling tile
2	Door closer adjusted
5	Built restroom stall doors
1	Building repair
1	Installed upper deck unit
3	Bronze structure cleaning observation
19	Work orders

## Location of work performed

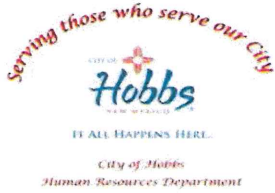
7	City Hall
3	D.M.V.
8	Police Department
6	Senior Center
2	Animal Adoption
2	Library
2	Wastewater
5	Hobbs Motor Sports
1	CORE
6	Municipal Court
2	Prairie Haven
1	Streets
3	Annex

Break down of work performed by the Electricians

9	Light repairs
28	AC repairs
20	General electrical work
6	CORE work

Location of work performed

6	CORE
5	City hall
14	PD
1	Fire stations
1	DA building
6	Rockwind
19	Parks
4	Teen center
2	AAC
1	Streets
4	Warehouse



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

<b>Recruitment:</b>	May 2019	May 2020
• Applications Received/Reviewed	344	63
• New Hires	41	2
• Re-Hires	23	2
• Transfers/Promotions/Demotions	4	4

<b>Personnel Actions:</b>	May 2019	May 2020
• Performance Reviews	26	17
• Retirements	2	1
• Terminations	27	5
• Other(certs, shift moves)	6	9

**New Position Postings in May:**

**Team Involvement:**

- Nicholas Goulet and Tracy South participated in the Re-opening Committee meetings
- Team worked with Nor Lea to provide COVID19 testing for employees
- HR Team members that were working from home came back to office full time on May 18<sup>th</sup>
- Team is reviewing Personnel Rules
- Team has reviewed Administrative Regulations and is working on a plan to update
- Viewed several update broadcasts from the Governor re: COVID19
- Continued to monitor requests for AR 20-02 leave



# Information Technology Department

Ron Roberts – IT Director

Christa Belyeu – Asst. IT Director

Joe Amador – Webpage Specialist

Jeff Sanford – Comm. Specialist

## Daily operations, responsibilities, and policies

### ➤ Technology Policies

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

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

### ➤ Computer

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

### ➤ Public Safety

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

### ➤ Two-way radio equipment (620)

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

Matt Blandin – Security/Comp. Spec.

Frank Porras – Computer Specialist

Gabriel Jurado – Computer Specialist

## Wide/Local area networking administration

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

### ➤ Email

- Account Administration
- SPAM filtering
- Intrusion protection

### ➤ Internet Access

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

### ➤ Wireless Networking

- Point to point
- Wi-Fi Access points

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

### ➤ Telephone Equipment (all City locations)

- Splash Pad 911 Call boxes

### ➤ Outdoor Warning Equipment

- Warning Siren/Public Address (33 locations)

### ➤ Facility alarm systems (all locations)

### ➤ Copy Machines (35) (all locations)

### ➤ Outdoor Public Bulletin Boards (3 units)

### ➤ Audio/Video

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

## Accomplishments for May 2020

- 118 Request for service
- 114 Completed
- 14 Email related
- 19 hardware related
- 1 internet related
- 9 network related
- 5 password resets
- 16 phone related
- 9 radio related
- 6 projects related
- 19 software related
- 4 User Setup
- 15 Web page related

### Special accomplishments:

- Setup virtual commission meetings
- Assisted with departmental virtual conferences
- Build new AMAG access control server.
- Built and installed 4 new computers
- Ran new fiber optic cable between City Court and PD
- Setup virtual court in INCODE.



**CITY ATTORNEY'S OFFICE**

200 East Broadway  
Hobbs, New Mexico 88240

575-397-9226  
575-391-7876 fax

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

**CITY ATTORNEY'S REPORT**

May 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 May. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

**Public Meetings:**

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

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

- ❖ Hobbs City Commission – Efren Cortez (5/4 and 5/18 (5/18 closed))
- ❖ Cemetery Board – (N/A)
- ❖ Community Affairs Board – Valerie Chacon (5/12)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (5/19 and 5/21)
- ❖ Utilities Board – (N/A)

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

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

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

❖ Procurement Review	12
❖ Contract Review	28

**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 May 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:	3
❖ Pleadings:	16
❖ Civil Depositions:	0
❖ Civil Mediations:	0
❖ Arbitrations:	1
❖ Demand Letters:	0

❖ Misc. Hearings (Mun./Dist./Fed.):	2
❖ Trainings:	1
❖ Witness Interviews:	6
❖ In-office consultations:	3
❖ Discovery Submissions:	20
❖ Letters/Correspondence:	1,160

**Areas of Notoriety:**

- ❖ The City Attorney's Office produced a revised Professional Services Agreement for general use throughout the organization.
- ❖ The City Attorney's Office conducted the first of a series of mock trials aimed at training and providing practice for officers and staff.
- ❖ Staff for the City Attorney's Office returned from remote work and resumed regular office hours.

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/ Efren A. Cortez*  
 Efren A. Cortez  
 City Attorney

# CITY MANAGER'S REPORT

May, 2020

Hobbs Public Library

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**CIRCULATION:** 3,027

**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	1,676
Audio Books & Music	78
DVDs	817
E-Books/E-Audio (OverDrive & Gale)	434

**CIRCULATION BY PATRON TYPE:**

Adult	1,805
Juvenile	318
Senior Citizen	460
Used in Library	444

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	0	0
ELIN Loans	6	2

*Total Children's Items Circulated*

**830**

*Total Adult Items Circulated*

**2,197**

Patron Visits	777
Overdue Notices Sent	0

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**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	1
Attendance	250
Meeting Room Use	3
Board Games	0

Web Site Usage	2001
HPL Database Usage	462
Reference Questions	36
Public Computer Use	109

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**PATRON PROFILES:**

Adult	24,736
Juvenile (Under 18 Years)	4,143
Senior Citizens (62+ Years)	4,386
Temp ELIN	2,231
<b>Total Active Borrowers</b>	<b>35,496</b>

**RECEIPTS:**

Materials Paid For	\$48.01
Fines & Fees	\$119.67
Copy Machine & Public Printouts	\$68.00
<b>Total</b>	<b>\$235.68</b>

Library Patrons Added This Month	9
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**ITEMS ADDED:**

Total Items Added	194
Items Weeded	147

**HOLDINGS:**

Total Library Holdings	149,965
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**City Manager's Report  
May 2020  
Municipal Court**

Monthly Cases:

Traffic Citations	585
Misdemeanor Citations	54
Environmental Citations	32
Fire Code Violations	0
AGG. DWI	4
DWI – 1 <sup>ST</sup>	<u>0</u>
Total	675

Courtroom Activity:

Video Arraignments (Jail)	37
Court Appearances – A.M.	48
Court Appearances- P.M.	111
Pretrial Court Appearances – A.M.	0
Pretrial Court Appearances – P.M.	0
Attorney Pretrials	0
Trial Cases	<u>0</u>
Total	196

Other Activity:

Summons issued	544
Warrants issued	<u>94</u>
Total	638

Fines/Fees Assessed:

Fines	\$97,745
Penalty Assessment Fee	4,590
Automation Fee	3,300
Judicial Education Fee	1,650
Correction Fee	11,020
DWI Prevention Fee	300
DWI Lab Fee	340
Copies/Misc. Fee	<u>0</u>
Total	\$118,945

Fines/Fees Collected:

Fines	\$24,949
Penalty Assessment Fee	2,762
Automation Fee	2,052
Judicial Education Fee	1,030
Correction Fee	6,964
DWI Prevention Fee	362
DWI Lab Fee	108
Copies/Misc. Fee	0
Restitution	<u>0</u>
Total	\$38,227

## City Manager – May Report

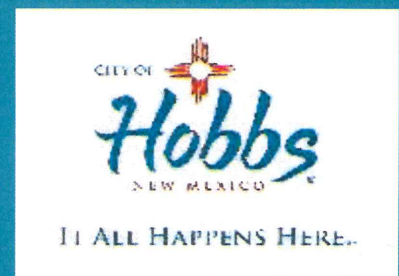
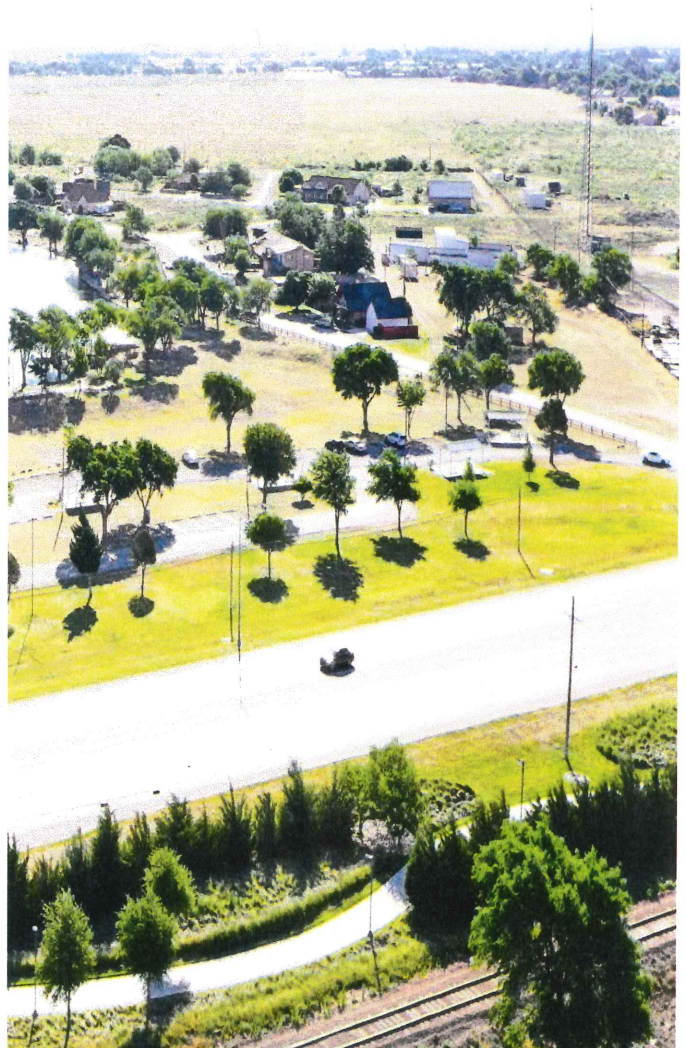
# 2020

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1. Rockwind had contractor out this month to develop Drainage Master Plan
  2. Rockwind reopened for play this month
  3. Multiple irrigation issues at McAdams, Trail and Green Meadows Park, staff is continuing to make repairs
  4. POSD assisted Lea Regional Hospital and State Health Department with COVID 19 test site at Washington Heights Park
  5. Trees removed and site prepared for installation of new fence at Everglade Cemetery, starting June 15th
  6. Cemeteries had 13 Interments
  7. Trailer Towing Training started this month
  8. Graffiti removed at 7 locations
  9. Assisted HMS with installing 2020 High School Graduate Banners around city
  10. Del Norte Park – site prepared for new playground structure, install to start June 1<sup>st</sup>
  11. Sand topped off at Jefferson Park Volleyball Court

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**Parks & Open Spaces Department**

**Authored by: Bryan Wagner**





THE CITY OF  
**HOBBS, NEW MEXICO**

RECREATION DEPARTMENT  
HOBBS, NEW MEXICO 88240

4827 NORTH LOVINGTON HIGHWAY  
(575) 397-9291

**Recreation Department  
Monthly Report - May 2020**

**Divisions**

CORE	Rockwind Clubhouse
Older Americans	Teen Center
Recreation	

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. Reopening dates are noted below for those facilities which have reopened:

The CORE (remained closed during May)  
Recreation Office (remained closed during May)  
Rockwind Community Links (Lil' Rock opened May 2; Championship Course opened May 4)  
Hobbs Senior Center (remained closed for programming/activities; meal service continuing)  
Hobbs Teen Center (remained closed during May)

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.

**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 were refinished and a quote for glass cleaning was received.
- 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 and admin friendly than processing refunds, cancelling memberships, and then redoing membership forms.
- Currently all summer programming is cancelled but may change based on Public Health Orders and the City of Hobbs Reopen Plan.
- Staff began to prepare in late May for the planned reopening of the CORE's fitness and lap swimming amenities which have been approved to proceed. Aquatics staff had already begun to prepare for returning to duty and had begun with fitness for duty skills, activities, and trainings. Staff from the Health and Wellbeing and Guest Services Divisions also began to prepare for the reopening of the CORE with COVID Safe Practices trainings. COREkids will also begin operations in early June and staff from this Division also began COVID Safe Practices trainings and preparations to comply with additional safety guidelines in place. Staff from the Sports and Facility Rentals will assist with operations at the CORE as needed and have also been temporarily assigned to assist at Rockwind Community Links.

## Older Americans

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 the month of May 2020, as have Home Delivered Meals.

Meals:		Meal Donations Received
May 2020 Grab N Go Meals	2,255	100.00*
May 2020 Home Delivered Meals Served	<u>2,360</u>	<u>\$2,207.41</u>
Total	4,615	\$2,307.41

Senior Center staff freezes any meals that are left after all meals have been delivered or handed out for the day. On Fridays, staff delivers these frozen meals to those seniors who are homebound and most in need so that they have an extra meal for the weekend. Frozen meals for May totaled 119.

\*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.

## Recreation

Recreation staff have been preparing a plan for a modified version of the very popular Summer Recess and Summer Sports programs that will comply with the recent 5:1 ratio to be used for Summer Youth Programs and Summer Camps. COVID Safe Practices will also be an integral part of these programs for the 2020 Summer. Prospective staff members are in the queue awaiting final approval for these programs to begin so that orientation and training can begin. With the recent relocation of the Recreation Department Office from City Hall to the CORE, Recreation staff has also completed the process of moving all Recreation Division equipment and supplies from their previous locations in the various storage areas at City Hall.

Aquatics Division staff continue with offseason maintenance and projects at the three seasonal pools and splash pads prepping these facilities for inspections and operations. A new controller was installed by General Services staff at the Jefferson Splash Pad. A plan for staffing all seasonal pools using Seasonal Lifeguards and CORE Lifeguards has been discussed. Operations of all pools could take place provided adequate applications for the Seasonal Lifeguard positions.

## Rockwind Community Links Clubhouse

By Public Health Order, golf operations were approved to resume at Rockwind with COVID Safe Practices in place and for golf operations only. The Lil' Rock course reopened on Saturday, May 2, and the Championship Course reopened on Monday, May 4. As a result of the "golf operations only" directive, no golf tournaments were scheduled for May 2020, no retail operations could take place, initially, nor did First Tee activities or programming take place. Staff posted COVID Safe Practices that are in effect both in the Clubhouse and on the website. Social distancing was observed in the clubhouse. Below is a re-cap of rounds and revenue for Rockwind for May 2020:

<u>Description</u>	<u>Quantity</u>	<u>Revenue</u>
Total Rounds (Par 3 + Championship Course)	2,431	\$58,465.81
Golf Equipment Rentals	119	875.00
Driving Range	262	1,708.00
Hard Good Sales	253	8,059.89
Membership Fees	1	600.00
Soft Good Sales	265	5,230.11
Food & Beverage (Snacks sold in Clubhouse)	152	286.50

**Teen Center**

Maintenance projects continue with the facility being closed due to Public Health Order. Floors and flooring have been the focus this month with various floors being revitalized throughout the Teen Center.





# HOBBS POLICE DEPARTMENT



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

**John Ortolano**  
Chief of Police

June 1, 2020

	TOTAL	TOTAL	%CHNG	Year to	Year to	%CHNG
<b>May 2019/2020</b>	RPTS	RPTS		Date	Date	
			2019/2020	2019	2020	
	2019	2020				
REPORTED CRIMES	492	455	-8%	2175	2,194	1%
CALLS FOR SERVICE	4,462	4620	4%	20,521	20,773	1%
ARRESTS	278	269	-3%	1414	1,525	8%
MURDER	0	0	0%	1	1	0%
RAPE	2	3	50%	13	13	0%
ROBBERY	0	5	100%	3	17	467%
ASSAULTS AND BATTERY	93	84	-10%	429	386	-10%
BURGLARY	28	84	200%	143	280	96%
LARCENY	50	40	-20%	202	250	24%
SHOPLIFTING	33	14	-58%	149	167	12%
AUTO THEFT	18	12	-33%	74	94	27%
ARSON	0	1	100%	0	4	100%
FORGERY	0	1	100%	6	1	-83%
FRAUD	7	7	0%	29	51	76%
EMBEZZLEMENT	3	2	-33%	16	10	-38%
REC. STOLEN PROPERTY	1	0	-100%	6	3	-50%
VANDALISM	47	85	81%	197	335	70%
WEAPONS OFFENSES	5	5	0%	20	20	0%
DOMESTIC VIOLENCE	41	37	-10%	183	177	-3%
ASSAULTS/BATTERY ON PO	3	8	167%	42	31	-26%
SHOOTING AT/FM MV OR DWELLING	7	1	-86%	16	11	-31%
CITATIONS ISSUED	870	1,352	55%	4,637	6,101	32%
DWI	8	15	88%	66	78	18%
TRAFFIC CRASHES	110	55	-50%	540	431	-20%



# UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
CLASS	ACTIVE	Billed gallons	ACTIVE	Billed gallons	
	ACCOUNTS	May 2019	ACCOUNTS	May 2020	
Residential	11,321	103,719,097	11,494	137,559,908	
Commercial	1,805	49,021,703	1,800	47,054,650	
City Accounts	215	15,520,068	215	12,491,631	
School Accounts	55	4,175,749	56	6,704,106	
Irrigation	250	6,624,591	253	8,644,921	
	<b>13,646</b>	<b>179,061,208</b>	<b>13,818</b>	<b>212,455,216</b>	

## DISCONNECTIONS FOR NON PAYMENT

May 2019	269
May 2020	

LABORATORY	May 2019	May 2020
Total Drinking Water Tests	52	49
Total Wastewater Tests	754	736
Liquid Waste Received (gallons)	442,437	358,435

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	102.317	89.317
Effluent (Million Gallons)	99.223	85.764
Solids Removed (Dry Pounds)	155,762	0

Normal operations, new digesters are extending intervals between centrifuge runs.

## WATER PRODUCTION REPORT

### WATER PRODUCED

Total monthly water produced, million gallons	296,764,810
Total monthly water distributed, million gallons	262,045,000

### CHLORINE

Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	2,068

### MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

### PUBLIC SERVICE

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

## UTILITY MAINTENANCE MAY 2020

WORK DESCRIPTION	QUANTITY
Meter lid replacement	40
Meter box replacement	35
Meter stop / valve replacement	8
Meter leaks	20
Meter change out 3/4"	350
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	3
Meter change out 4"	2
Meter change out 6"	1
Meters pulled for Inactivity	10
Set new 3/4" meter	30
Set new 1" meter	0
Set new 2" meter	1
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	40
Service lateral replacement	8 Qty. - 320 feet
New Service Lateral	6 Qty. - 120 feet
Low water pressure investigation	10
Water quality investigations	10/AIR
Main line leaks/repair	4
Main line replacement (feet)	0
New main line installed (feet)	0
Valve maintenance	20
Valve new install/replacement	0
Fire hydrant maintenance	80
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	2
Fire hydrant meter set	2
New fire hydrant installed	0
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,000,000
Miscellaneous afterhour calls	2
Emergency Call Outs (From 5:00pm to 7:00am)	86

**Progressing with the installation of the New SCADA System, nearing completion.**

WORK DESCRIPTION	QUANTITY
Manhole maintenance	71
Manholes cleaned	83
Sewer main line cleaned	45,210 feet
Sewer stoppages	89
Sewer main line video inspections	5
Odor complaints	3

Sewer pre-treatment additives	45 gallons
Property damage from sewer	0
Sewer main line repair/replacement	3
New sewer main line installation	12
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	35
Emergency call out (from 5:00 pm to 7:00 am)	5

**UTILITIES MONTHLY PLUMBER REPORT MAY 2020**

**QUANTITY**

Sewer stoppages	15
Odor complaints	0
Water leaks	10
Pool maintenance	20
Gas leaks	5
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	10