



CITY MANAGER'S
ANNUAL REPORT
2020

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

- SAFETY
- ENGAGED TEAM MEMBERS
- RESPONSIVE
- VISIONARY
- INCLUSIVE
- CUSTOMER DRIVEN
- ENHANCE QUALITY OF LIFE

200 East Broadway
Hobbs, NM 88240
www.hobbsnm.org



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

Manny Gomez
Acting City Manager

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

Attached is the City Manager's Annual Report for the months of January through December, 2020, to provide general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government. I hope you find this report helpful and informative on the progress of the City.

The COVID-19 pandemic has had a major impact on our organization and the community. Our most impressive accomplishment for 2020, of which I am very proud, is how our City employees committed to weather the challenges of this pandemic and get through this grueling year together. Our primary goal all year long was, and continues to be, the safety of our employees, our community, and our citizens during this crisis. Thank you to the leadership of the City Commission, Department Heads, Supervisors and dedicated employees. None of us have ever experienced a crisis of this scale.

The City never closed service to its citizens. We closed buildings but we stayed open, shifting more to services online and by phone. We did everything in our power to keep our employees and citizens safe. Day in and day out, our team continued to ensure our residents have safe, clean water, public safety, safe roads and buildings, robust leisure opportunities and many more City services. Through creativity, dedication and resilience, Departments found innovative ways to continue serving citizens such as: Drive-Up Trick or Treat, Movies Under the Stars, Library Sidewalk Service, Animal Adoption Center Sidewalk Service, Drive-Up Senior Center Meals, DMV by appointment, Census 2020 and sneeze guards for both employee and citizen safety.

We are fortunate the City has not had an abundantly large COVID-19 spread within the workplace and that is due to the well-thought-out safety plans and diligence of our employees.

The year 2020 was as sobering as it was defining. It will forever be a reminder of our community's heart and spirit. While we reflect on our wins and lessons learned, we look forward to a fresh start in 2021 and continuing our work together to respond, recover and thrive in the pandemic era. We, as a team at the City, will continue to work diligently to increase efficiencies in City services and achieve the goals of the City Commission as we proudly serve the citizens of Hobbs.

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

Sincerely,



Manny Gomez
Acting City Manager



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

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.
Acting Building Official
Code Enforcement
Animal Adoption Center

Vacant
Scott Shed
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 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
August Fons

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
Kaylin Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director

Nicholas Goulet
Tracy South

RISK MANAGEMENT/EXECUTIVE ASSISTANT

2020 Annual City Manager's Report

Attend Governor's Press Conferences	20
Attend Department Head Staff meetings	48
Notarize documents for public and City Staff	15
Review, approve & process monthly invoices – Work Comp, Health& General Liability	36
Conference calls w/ Insurance company/ attorneys/adjusters to review ongoing claims	41
Monthly review of open claims with insurance agent	12
Review Incident Reports from city depts., associated police reports and video footage; establish claims if required	118
Endorse new vehicles, equipment to policy	41
Review property damage reports, establish claim and collection process	59
Review Tort Notices, notify affected depts. and establish claim	50
Served as Acting City Manager	10
Facilitate lease of property for Congresswoman	-
Compose and prepare Proclamations	12
Schedule meetings for Mayor and City Manager	430
Serve on CARES Grant Committee	-
Serve on Re-Open Plan Committee	-
Attend Development and Safety Trainings	10
Received and assisted callers to Mayor/City Manager's office requesting assistance, general information/filing complaint	721
Review and approve Alcohol & Gaming Permit Apps.	2
Scheduled meetings in conference room	119
Review, approve and post Advisory Board Agendas	42
Issue purchase orders	24
Review and approve social service agencies quarterly invoices	60
Process notary bond applications	14
Review and approve payroll	26
Meet with insurance agent relating to annual renewal/GL	12
Meet with Work Comp carrier relating to annual renewal	2
Prepare various correspondence for Mayor and City Manager	-
Serve on City Hall Landscaping Committee	-
Compose and mail notification letters to social service agencies	25
Review and prepare funding requests from social service agencies	25
Meet with Commission committee to review social service requests for funding	1
Meet with finance regarding BAR adjustments for City Manager, Commission and Insurance budgets	1



CITY CLERK'S OFFICE

2020 Annual Report

	2019	2020
Business Registrations -New	253	231
Business Registrations - New Owner	29	48
Business Registrations- Change of Address	Not Tracked	55
Renewals	1135	1372
Web Payment Renewals	159	228
Total Business Registrations Activity	1576	1932
Average # of Active Business Registrations per Month	1921	1946
Fireworks Licenses	5	5
Junk Yard Licenses	3	2
Liquor License	63	56
Mobile Business Licenses	59	70
Pawn Brokers	2	2
Secondhand Dealer's Licenses	10	27
Solicitor's Permit	38	19
Temporary Vendor's Licenses	0	1
Cemetery Deeds Issued/Processed	377	476
Public Documents Notarized	1974	1450
Public Records Request	307	329
Regular City Commission Meetings	24	24
Special City Commission Meetings	2	2
City Commission Work Session/Closed Meetings	10	7
Notice of Potential Quorum	12	6
Resolutions and Ordinances Attested	145	135
Consideration of Approval	36	34
Total Volume of Transactions on Tyler Cashiering	5102	4587
Total Amount	\$ 9,178,048.79	\$ 6,654,462.29
Web Payments Online for All Departments	\$ 7,623.52	\$ 18,720.73
Grand Total	\$ 9,185,672.31	\$ 6,673,183.02



Hobbs Express

2020 Annual Report

Passenger Activity	<i>Prior Calendar Year 2018</i>	<i>Prior Calendar Year 2019</i>	<i>Calendar Year 2020</i> <small>**COVID**</small>
No. of Elderly Passengers	7,277	7,571	4,450
No. of Non-Ambulatory Passengers	2,119	2,366	1,098
No. of Disabled Passengers	4,756	3,210	2,013
No. of Other Trips	42,445	46,098	15,694
Total Passenger Trips	56,597	59,245	23,255

Bus Route Trips	48,395	52,296	18,395
Rapid Line Trips	3,467	3,084	1,256
Total Bus Route Trips	51,862	55,380	19,651
Response/Paratransit Trips	4,735	3,865	3,604
Total Passenger Trips	56,597	59,245	23,255

Vehicle Statistics	<i>Prior Calendar Year 2018</i>	<i>Prior Calendar Year 2019</i>	<i>Calendar Year 2020</i>
Total Vehicle Hours	11,275	11,099	7,302
Total Vehicle Miles	153,117	151,258	98,834

Revenue Collected	<i>Prior Calendar Year 2018</i>	<i>Prior Calendar Year 2019</i>	<i>Calendar Year 2020</i>
Total Fares Collected	\$36,753.00	\$37,689.00	\$10,368.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
2020 ANNUAL REPORT**

ENGINEERING DEPARTMENT:

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

Community Programs & Services:

Addressing Assignment: The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address).

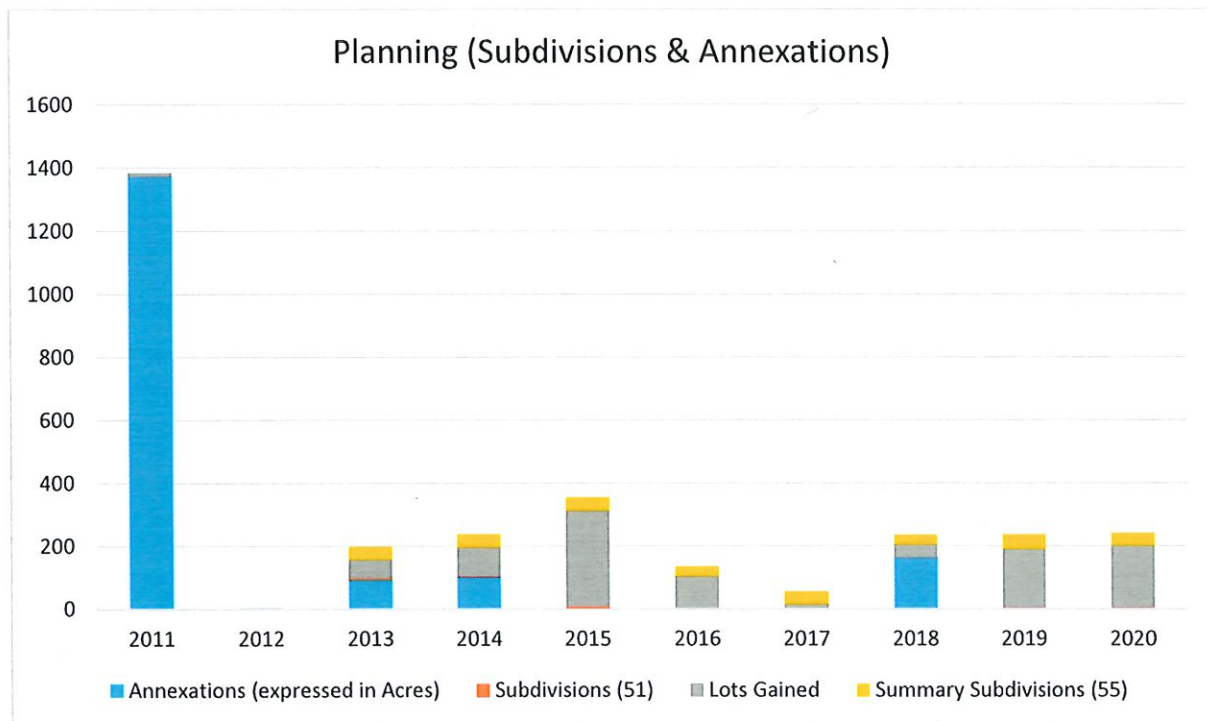
ADDRESSING						
Year	2015	2016	2017	2018	2019	2020
Permanent/Temporary Addresses :	118	85	69	75	244	151*

**Includes Master Subdivision Addresses*

PLANNING DEPARTMENT:

City of Hobbs Growth Statistics

Land Development	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Annexations (expressed in Acres)	1372.42	3.62	92.89	101.9	1.37	1.31	0	163.23	0	1.3
Subdivisions (51)	1	0	5	3	8	1	3	1	5	4
Lots Gained	11	0	61	92	304	102	13	42	186	197
Summary Subdivisions (55)			42	43	44	33	42	31	47	41





**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
2020 ANNUAL REPORT**

GIS-MAPPING DIVISION:

The year 2020 was an exciting and busy year for the GIS division. From our routine maps/tasks, pandemic related activities, special projects, and expanding our support for other departments. The GIS division has been making the most of time in 2020. The GIS division should be set to continue its expansion of services and dedication to providing the best possible data into 2021.

The biggest story of 2020 was the SARS-CoV-2 Pandemic, which the GIS division put some effort into projects to assist the City of Hobbs through it with technology solutions. A lot of these solutions were intended to offer other departments the ability to complete tasks with less direct contact. The best solutions that the GIS division worked on were:

- **KMLs for Google Maps expanded availability.**
- **Setup of County Wide Geo-locator, Workforce for ArcGIS and Engineering Web Maps for work from home**

Even with the restrictions that Covid-19 put on the GIS division, the division was able to complete more than a handful of special projects. A special project for the GIS division is a large one-off project that involve special attention to detail, reviewing of critical data, and/or have very tight deadlines. The GIS division worked on the following special projects in 2020:

- **Rockwind Data Corrections, Core Fire Map, Training and Maintenance Map/Data, Right-of Way Map for Parks**
- **Sanitary Survey and Lead & Copper Map for Utilities**
- **Address Validation, Annexations, School Addressing, Parcels and**
- **Cemetery Project or Engineering**
- **Precinct Map], Bus Route Map, and Grant Map for the Clerk's Office**
- **School District Map and TNMR Data review for outside parties**
- **HPD Rookie Map book and EMS/Fire Zones for HPD and HFD**

And finally the GIS division has expanded to support addition departments either with direct mapping support or through less mean; these project were:

- **IT Building Map, GIS2Server, GIS/Flood Website for IT**
- **Created Code Enforcement Mobile Map**

TRAFFIC DIVISION:

The City of Hobbs has 41 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1829 STOP signs, 354 warning signs, 2489 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

Major Damage to Traffic Signals:

Dal Paso St. & Main St. South bound signal pole was struck by oversized load.

Dal Paso St. & Clinton St. South Bound pole was struck by over height load and will be replaced by January 2021.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
2020 ANNUAL REPORT**

Turner St. & Sanger St. South bound pole was struck by box trailer turning right damaging the signal head on the pole.

Lovington Hwy. & Gerry St. Both north bound pedestrian poles were struck by vehicles during the ice storm in October.

H.A.W.K Signals

Broadway St. & Shipp St. Retro fitting traffic signal into HAWK signal in July.

Dal Paso St. & Texas St. HAWK signal completed and in service September.

Dal Paso St. & Sunset Dr. HAWK signal completed and in service September.

The City of Hobbs has added 30 new intersections to the city due to new subdivision developments. The Traffic Department has ordered all of the new equipment for Dal Paso St. & Sanger St. for complete rebuild of the intersection.

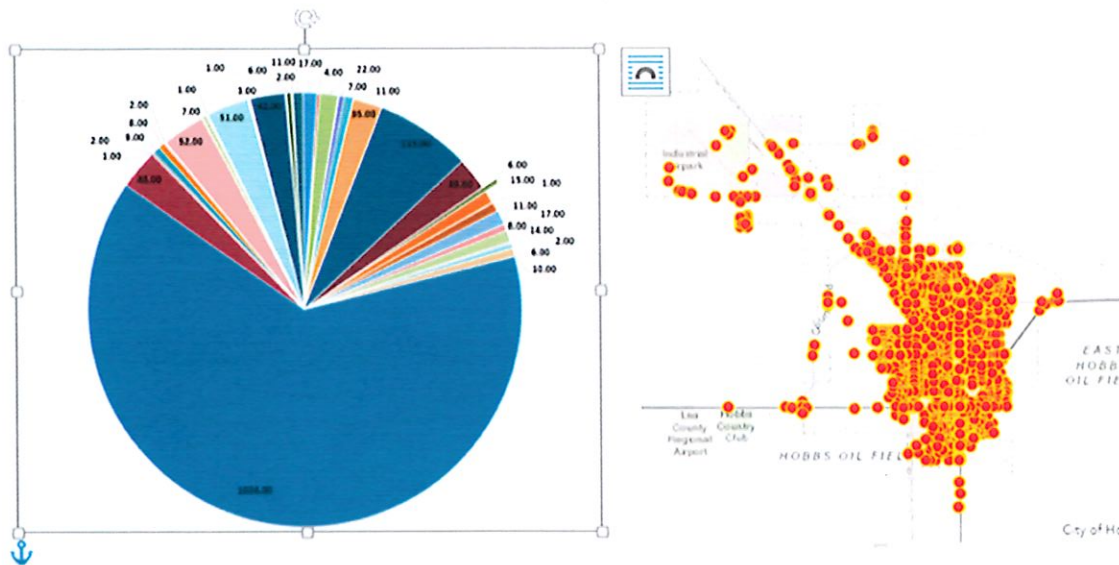


Figure 1 - Location Map of Work Performed

- | | | |
|-------------------------------------|--|------------------------------------|
| ■ LED Module Replace = 17 | ■ Traffic Signal Repair = 4 | ■ Repair Communication = 22 |
| ■ New Sign Made = 7 | ■ New St. Name Sign Made = 11 | ■ New St. Name Sign Installed = 35 |
| ■ Sign Install / Replace = 115 | ■ Pole Straighten / Re-bolted = 39 | ■ Pole & Anchor Replace = 6 |
| ■ Safe Hit Install / Replace = 15 | ■ Wiring Probe Repair = 1 | ■ Int in Flash or Malfunction = 11 |
| ■ Line Spot Hours = 17 | ■ Solar Flasher / Speed Sign = 8 | ■ Call Outs = 14 |
| ■ Call Out Hours = 2 | ■ Signal Head Straightened = 6 | ■ Detector Adjusted = 10 |
| ■ Inspected Intersections = 1024 | ■ Camera Cleaned = 48 | ■ Fuse / Relay Replace = 1 |
| ■ Visor Replace = 2 | ■ Ped Push Button Repair / Replace = 9 | ■ School Zone Repaired = 8 |
| ■ Cabinet Installed = 2 | ■ Work Order = 52 | ■ Trim Limbs at Intersection = 7 |
| ■ Load Switch / Detecto Replace = 1 | ■ Cabinet Clean / Inspected = 51 | ■ Graffiti Cleaned = 3 |
| ■ Test MMU's = 42 | ■ Power Outage Affected = 1 | ■ Traffic Count / Speed Study = 6 |
| ■ Assit Other Dept = 2 | ■ Breakaway Base Replaced = 11 | |



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

MEDIA AND PUBLIC INFORMATION 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.

The Communications Department distributed the following 54 press releases and PSAs:

- COVID Closure Notices
- Tax Season Scams 2/21/20
- 2020 Business Registration Renewals
- Snow Day Closure announcements and communication with media
- Snow Day Delay announcements and communication with media
- Max Summerlot Award 2/24/20
- Early Voting blasts through digital and media
- Tax Season Scams 2/21/20
- 2020 Business Registration Renewals
- Snow Day Closure announcements and communication with media
- Snow Day Delay announcements and communication with media
- Max Summerlot Award 2/24/20
- Early Voting blasts through digital and media
- 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
- Municipal Court Reopens May 11 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
- Public Restrooms Reopen 6/2/20
- CORE Reopening 6/1/2020
- City Employee Impersonators 6/12/2020
- Grimes and Turner Traffic Signal 6/12/2020
- HAWK on Dal Paso 6/12/2020
- New Phone Services Available at Municipal Court 6/18/2020

COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- 4th of July Safety Tips 6/18/2020
- Fireworks Safety reminders – throughout June
- Face Masks at Municipal Court 7/5/20
- Utilities Late Fees Suspension Complete 7/8/20
- Weed Growth Control 7/16/20
- City Employee Tests Positive for COVID-19 7/21/20
- District 3 Sweep
- Grimes Concrete Repair 8/5/20
- Lea County Tiny Census Concert Series 8/15/20
- Del Norte Playground Reopens 8/20/20
- New Golf Pro at Rockwind Community Links 8/31/20
- Closure to Facilities 9/17/20
- CARES Act for Small Businesses Process NOW OPEN 9/24/20
- HFD MDA Fill the Boot Campaign 9/25/20
- Harry McAdams Campgrounds Closed (for construction)
- CARES Act Update 11/5/20
- COVID Update 11/13/20
- Thanksgiving Closure 11/19/20
- COVID Update and EOY Closures 12/10/20
- Business Registrations 12/29/20
- Hobbs Apartments letter 12/31/20
- Holiday Closures

Video Projects

- Census commercial
 - Several mini commercials additionally
- Extra Mile Day video – “Thank you for being a community like no other.”
- HFD MDA Campaign video
 - Script writing
 - Scheduling with videographer and HFD
 - Casting
 - Directing
 - Editing with videographer
 - Publish final piece in several locations
- New Year’s Video – “We want you to know we support you in your endeavors in 2021. Let’s make this our year, Hobbs.”
- Two Mayor’s messages

CARES Act:

- Press release

COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Social media posts
- CARES Act webpage on hobbsnm.org
- Pop-up window on hobbsnm.org homepage
- City Commission meeting clip on webpage
- Radio commercials (doubled these about a month in)
- Radio interviews
- Email marketing campaign (shared with Chambers)
- CARES Act graphic for COH use
- Water bill message
- Daily "side lip ad" in Hobbs News-Sun
- CARES Act digital banners
- CARES Act events on Facebook page
- CARES Act banner on hobbsnm.org homepage
- Water bill flyer message
- Purchase orders
- Assist and direct business owners in locating and understanding the process

2020 CENSUS

Department Director served as Chair of the City of Hobbs 2020 Census Complete Count Committee (CCC) and as a Member on the Lea County Complete Count Committee.

Miscellaneous Census Efforts (all print materials were provided in English and Spanish; videos were produced in English/Spanish with alternative language subtitles):

- "Census at the Library" planning and information gathering
- Designed, gained approval, and submitted water bill flyer inserts for Census education and motivation purposes
- iCountNM posts for Hobbs and Lea County (the State is working mostly with Counties)
- Planned "Census and the Arts" with Western Heritage Museum Executive Director (cancelled due to COVID-19 pandemic)
- Scheduling and hosting Committee meetings
- Attending Lea County CCC meetings
- Advertising campaign meetings for different advertising mediums
- Census commercial filming on 2/19/20 and 2/26/20 at several locations
- Census commercials casting
- Script writing with United Way staff for "kids commercial"
- Print collateral creative (Spanish translations included)
 - Table tents
 - Postcards
- Design plans of "Census eagle structure" placed at Turner St. and Grimes intersection
 - Drawing completed by Commissioner Penick



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Construction coordinated by GEO's Warden and construction lead at Lea County Correctional Facility
- Numbers updated regularly by Director
- Collaboration with area recruiter for Census workers
- Promoted available Census jobs
- Script writing with United Way staff for "kids commercial"
- Designed, gained approval, and submitted water bill flyer inserts for Census education and motivation purposes
- iCountNM posts for Hobbs and Lea County (the State is working mostly with Counties)
- Meeting with Hollye Shearer, Marketing Chair for Lea County CCC
- "Census Day" at Hobbs High School meeting and continued planning with Melissa Richards
- 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
- Census outreach to African-American community
- Scheduled and hosted virtual meetings with Hobbs Complete Count Committee
- Weekly conference calls with N.M. Counties and the State of New Mexico
- Delivered giveaway items to real estate offices for clients
- Distribute t-shirts
- Distribute yard signs
- Billboard renewals
- Repeatedly adjusted to new deadline updates
- Followed communications of deadline updates
- Social media designs and posts
- End of campaign tasks
 - Appreciation certificates
 - Final budget submissions

Presentations:

- "Eagles Count Day" at Hobbs High School planning with Hobbs CCC
 - T-shirt design and order with Ampersand
- Presentation at Serving Our Seniors Committee meeting on 2/28/20
- Spoke at Commissioner Taylor's 2/11/20 Meet and Greet at Head Start
- Presentation at Hobbs Literary Club
- Spoke at Lea County Pre-Primary Republican Convention
- Presented to Lea County Census Complete Count Committee
- Census presentation on Hobbs Realtors lunch
- Presented at Senator Udall's Census press conference on behalf of Southeast New Mexico infrastructure
- Hosted Trivia Night and gave away gift cards at local establishment 9/29/20



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

2020 Statewide Complete Count Commission Meeting - January 13, 2020

- Invited all Committee members as well as all counties across the state to this meeting of the Commission
- Confirmed panelists panel participation from CCCs within/of Eddy and Lea Counties and provided guidance on presentations/speeches
- Requested Notice of Quorum from Clerk's office
- Coordinated meeting
 - Setup with State Coordinator, Ms. Best and Zia Park staff
 - Assigned table seating
 - Served as panel moderator
 - Assigned and directed panelists
 - Conducted PR on behalf of the City of Hobbs and Census efforts
 - Coordinated with hired event photographer
 - Made computer and presentation capabilities available (to those who were ready in a timely manner)
 - Promoted bus tour which was held after meeting
 - Pinpoint new route (changed due to meeting running late)
 - Communicated route changes to bus driver
 - Attended bus tour and acted as Tour Guide with Count Manager
 - Gave presentation on behalf of Hobbs Complete Count Committee
 - RSVP'd last minute dinner reservations
 - Attended that evening's dinner

Tiny Census Concert Series

- Coordinated with Lea County and State CCC to execute series (6 shows)
 - Major changes were made due to the Census Bureau unexpectedly moving the deadline forward one month earlier
- Contacted local performers in Lea County for Tiny Concert Series hosted by the Statewide Complete Count Commission
- Scheduling
- Collaborated with State CCC concerning digital advertising, ad creation, and social media management
- Coordinated recordings with videographer and performing groups
 - Attended these Tuesday and Saturday events
- Wrote and distributed press releases
- Held multiple interviews with Hobbs News-Sun and local radio stations on the series
- Established raffle giveaways
- Ad placements on radio, in newspaper, and on social media
- Collected gift cards for giveaways



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Scheduled hosts, including Mayor, City and County Commissioners, and other community leaders
- Provided talking points reference sheet for hosts
- Executed contracts with performers and communicated expectations
- Created online events on Facebook
- Entered requisitions for POs for meals
- Ordered meals every night for crew, performers, and hosts
- Set up for concerts ahead of time
- Gathered data from CCC marketing firms regarding TCC on Census response rates of Hobbs and Lea County



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

CONVENTION VISITORS BUREAU MAIN FOCUSES

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

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

Listed Events for 2020

- Kicker Monster Truck
- Veterans Town Hall
- Turf Border Wars
- Irish Hoopla 2020
- Women United Awards
- NMJC Pi Day
- Through the Ages
- Border Bash
- Anthony Torres
- Mama E's at the Park
- The Stepcrew
- Evangelio
- STTA Gymnastics Championship
- ATK 5K Run
- Boots and Bling for Casa
- Hispano Salud/Health Fair
- Gus Macker
- NMAA HS Golf
- King of the Turf
- Fastpitch
- Febrewary Fest
- Create Women's Conference
- Last Chance for Rings
- Lea County Fair & Rodeo
- Hobbs August Nites
- Fiesta de Septiembre
- Staked Plains Roundup
- St Helena's Family Fair
- Christmas Traditions Around the World
- Hobbs Tree Lighting Ceremony
- Hobbs Holiday Tournament

***** MANY EVENTS CANCELED DUE TO COVID PANDEMIC*****

CVB SPECIFIC ACTIONS

- Visited with Restaurants to partner with the CVB
- Worked with Women of United Way committee
- Attended Denver Golf Expo in January 2020 (booked Mo' Betta Golf Tournament for Summer 2021)
- Training at TRENDS conference in Santa Fe, New Mexico
- Worked with New Mexico Tourism Department on the Grant for Keeping Hobbs Clean and Beautiful; awarded Grant \$5,000 for FY 2021
- Worked with United Way, Main Street in Lovington, EDC, and Hobbs Chamber on Morning Brew
- Training Webinar Grant Writing Mini-Course



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Took photos of places that we plan to clean up for the Clean and Beautiful Grant
- Meeting with Commissioners Penick, Gerth, Mills, and Fields for the Clean and Beautiful Grant
- Worked with New Mexico Tourism Co-Op Grant (grant on hold due to COVID pandemic)
- Prepared New Mexico Tourism Co-Op Grant budget and presented to Lodgers' Tax; awarded \$18,500.00 for a two-to-one match
 - Grant on hold due to COVID
- Submitted an update for the City of Hobbs to the Southeast Tourism Region Broad meeting
- Worked with many agencies on the donations for School Supplies for the upcoming school year
 - Reserved seven parks for the giveaway of the school supplies and worked with the P.A.C.T. team to coordinate the event
 - The event changed due to COVID
 - All Supplies were donated to teachers
- Communications with the Maddox Foundation on improvements for the Hobbs Tree Lighting Ceremony
- Wrote up Staff Summer and resolution for Co-op Grant if we need them for approval from the Commission
- Presented to Lodgers' Tax Board at July 8 meeting
 - Reviewed by Acting City Manager Manny Gomez
- Met with the committee for the Hobbs Food Fest Summer event for FY 2021
- Submitted a budget for Lodgers' Tax Board meeting
- Sent many correspondence to Hobbs Hospitality group about COVID-19 Safe Certified Programs
- The Convention Visitors Bureau is signed up for Safe Certified Programs and has watched all videos on the safety of the COVID-19 pandemic
- Submitted write-up, photos, video to the New Mexico Tourism Department to develop a NM True webpage for Hobbs
 - This webpage may be found at <https://www.newmexico.org/places-to-visit/regions/southeast/hobbs/>
- Called and visited hotels and restaurants throughout Hobbs to discuss the New Mexico True website and encourage them to partner with New Mexico True to showcase Hobbs and Lea County
- Encouraged and trained the Hospitality partners to team up with New Mexico Safe Certified Programs
- Benefits of KAB (Keep America Beautiful) Affiliation Webinar
- Working on New Mexico Tourism Co-Op Recovery Readiness program #yeshobbs and #hobbsnm
 - Gathering photos of citizens, hospitality, and historical photos and videos to repost on CVB social media pages
- Working with New Mexico Tourism on places to take photos in Hobbs; Contacted agencies to set up a date and time for New Mexico True Magazine and State social media pages

COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Canceled due to COVID; will reschedule in 2021
- Meeting with Lovington Main Street, Lea County Event Center, and different Chambers on the impact of COVID-19 on Hobbs and surrounding areas
- GoToMeetings with Lucy from New Mexico Tourism on Clean and Beautiful every Tuesday and Thursday during August to learn and train on how the grant works
- Designed the Neighborhood Clean-up logo and signs
- Tourism Commission Meeting Thursday 09/10
- Worked with Commissioner Penick for District 5 Neighborhood Clean-up
 - Radio ads
 - Created a Clean and Beautiful Facebook page for Hobbs
 - Social media ads
 - Newspaper PA for the event
- Contacted Commissioner for the next Neighborhood Clean-up in October
- Planned and worked with United Soccer organization for hosting Summer Camp in Hobbs
 - Canceled due to the COVID pandemic
- Working on New Mexico Tourism Co-Op Recovery readiness program
- Virtual New Mexico Tourism Town Hall meeting for all Southeastern New Mexico
- District 5 Neighborhood Clean-up Saturday, September 26
- New Mexico Tourism GoToMeeting for Clean and Beautiful updates and tips to help stay COVID safe during upcoming clean-ups
- Worked with Jason from Keep America Clean and Beautiful on renewing membership with the City of Hobbs
- Worked on Neighborhood Clean-up with Commissioner Fields of District 3
 - Radio ads
 - Social media ads
 - Newspaper PA's
- New Mexico Clean and Beautiful Southeast Region Partners' meeting
- Delivered Neighborhood Clean-up signs to different locations around Hobbs for District 4
- Worked with Commissioner Calderon on District 4 Neighborhood Clean-up
 - Radio ads
 - Social Media ads
 - Newspaper
 - Railroad Commission correspondence
 - Sponsors for event
- Discuss plans to revise parade and Tree Lighting with Bryan Wagner from Parks and Open Spaces Department
- Spoke to merchants about lighting up Broadway for citizens to cruise Broadway while listening to 99.3 City of Hobbs radio
- Collaborated with Hobbs News-Sun on "City Holiday Lights" and worked with Jason Adams on setting up Christmas music on 99.3 KHBX city radio for the week of 12/20 thru 12/26/2020



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Correspondence with Hobbs Hospitality Group concerning COVID-19
- Began working with New Mexico State Google DMO for City of Hobbs properties
- Worked with food trucks on Summer event at City Park
 - Prepared budget and planning for City Manager to review
 - Canceled due to the COVID pandemic

MISCELLANEOUS DEPARTMENT ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Branding presentation to Lodgers' Tax Board
- PSAs and announcements through several local and regional media outlets
- Participated in the creation of several publications
- Provided presentations to different organizations about the City of Hobbs
 - State of the City – Hobbs Realtors Banquet, Hobbs Rotary, and Chamber of Commerce
- Assigned community service participants
- Attended webinars and town halls
- Attended New Employee Receptions
- Coordinated headshot of all leadership and new employees with contracted photographer
- Coordinated location and event shoots with contracted photographer and videographer
- Managed updated head shots of existing and new employees
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs
- Numerous notices for different departments and locations
- Ensured City participation at local parades
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Delivered copies of the Guide and other brochures to Lea County Regional Airport and local hotel properties
- Website monitoring and updates with IT Web Master
- Hosted June 2019 Hobbs Hispano Chamber's Dulce Y Café
- Contract renewals: Jason Adams (radio DJ), Meltwater (regional online mentions tracking), and ArchiveSocial (archiving of social media contact in order to comply with IPRA laws)
- Worked on FY 2021 budget
- Virtual 2020 Tree Lighting held with Mayor Sam Cobb on December 3rd (full event canceled due to COVID pandemic)

Re-Branding Campaign

- Digital ad and microsite reviews with community partners and DCI
- Finance released the RFP 2/14/20



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. Appointments are set biweekly.

Radio Announcements

January

- Business Registration Renewal Ends Jan 31
- Census Hiring Ends April 1
- Center For The Arts Ends April 30
- Center For The Arts Ends August 15
- Center For The Arts Ends December 31
- Center For The Arts Ends Feb 29
- Center For The Arts Ends January 31
- Center For The Arts Ends July 31
- Center For The Arts Ends June 30
- Center For The Arts Ends May 31
- Center For The Arts Ends October 31
- Center For The Arts Ends September 30
- City Closure MLK Day End Jan 21
- Commissioner Pat Taylor Improvements Ends Feb 28
- CORE Senior Sports & Wellness Ends Feb 6
- Election Early Voting English Ends March 3
- Election Early Voting Spanish Ends March 3
- Febrewary Fest 2020 Ends 02-22
- Presidents Day Closure Ends Feb 17
- Senior Olympics Sports & Wellness Day
- Southwest Symphony Ends 1-17
- Southwest Symphony Ends Feb 15

February

- Animal Adoption Feral Cat Ends TFN
- Animal Adoption Spaying and Neutering Ends TFN
- Hobbs Chamber Ends April 28
- Hobbs Chamber Ends Feb 28
- Hobbs Chamber Febrewary Merger Ends Mar 27
- Hobbs High Theatre Ends March 7
- MIEL Concert Ends March 22

March

- Census 2020 Meghan
- Dwayne Penick Update Ends April 2
- HPL Explora Ends April 4
- NMJC Baseball Ends April 4



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- NMJC Baseball Ends March 15
- NMJC Baseball Ends March 17
- NMJC Baseball Ends March 24
- NMJC Golf Tournament Ends March 15
- NMJC Pi Day Ends March 14
- Southwest Community Band Ends March 15
- Summer Seasonal Positions Ends May 31
- Western Heritage Grossology Ends May 10
- Western Heritage Museum Arts & Census Ends March 12

April

- Code Enforcement COVID 19
- 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 424

May

- Center For The Arts Chalk Ends May 22
- City Hall Reopened
- City Hall Reopening Hours
- COVID PSA Eng-Hello
- COVID PSA Eng-Span-Contact
- COVID PSA Eng-Span-Stay Home
- DMV Hours
- EDC of Lea County COVID 19
- July 4th Closure
- Library Reopen Hours-Ends July 1
- Library Summer Reading Curbside Ends May 29
- Library Summer Reading Virtual Ends June 26
- Memorial Day Closure 2020 Ends May 26th
- MVD Opening Ends July 1
- Municipal Court COVID 19 Hours
- PSA Census Sesame Street Ends July 1
- PSA Handwashing Hero Ends July
- PSA Social Distancing Superhero Eng & Span End July 1



COMMUNICATIONS DEPARTMENT

2020 Annual Report

Submitted February 5, 2021

- Rockwind Community Links TFN
- United Way Of Lea County Feeding Families
- United Way Of Lea County Shop Local
- United Way Of Lea County Shop Local Ends Aug 1
- United Way Of Lea County Shop Local Rev
- Watering Restrictions Ends Sept 15

June

- City of Hobbs July 4th Ends July 4th
- NMJC Fall 1 Ends July 14
- NMJC Fall 2 Ends July 14
- NMJC Fall 3 Ends Aug 13
- NMJC Fall 4 Ends Aug 13

July

- ATK Kids and Community Ends Aug 7
- ATK Kids & Community Ends Aug 7
- Hobbs Public Library Fall Update Ends Oct 31
- Movies Under the Stars Ends July 24
- 2020 Biz Registration Renewal English Ends Aug 31
- 2020 Biz Registration Renewal Spanish Ends Aug 31

August – No Recordings Due to COVID-19

September

- Center For The Arts Ends Sept 29
- Dwayne Penick Ends Sept 25
- Hobbs Public Library Curbside TFN
- NRC English Ends Oct 15
- NRC Spanish Ends Oct 15
- Toss It In The Bin Ends TBA
- United Way Light of Lea County Ends Oct 26
- United Way Option End Oct 1
- United Way Option End Oct 31
- United Way Project You Ends Dec 31

October

- Let's All Win Cleanup District 3 Ends Oct 23
- United Way Canned Food Ends 11-17

November

- Community Clean-up Calderon Nov 21
- City of Hobbs Thanksgiving Closure 11-30
- Isaiah's Kitchen Thanksgiving Schedule Ends 11-26



COMMUNICATIONS DEPARTMENT
2020 Annual Report
Submitted February 5, 2021

- Manny Thanksgiving Message Ends 11-30
- Meghan CARES Acct Small Biz 12-4-2020
- Meghan COVID Closures Ends TFN
- United Way Heater Drive 12-31-2020
- United Way Project Santa 12-18-2020
- Western Heritage Museum Ends 12-12-2020

December

- Manny Christmas Message Ends 01-02-2020
- Isaiah's Kitchen Christmas Schedule Ends 12-24

COMMUNICATIONS DEPARTMENT
2020 Annual Report
 Submitted February 5, 2021



Facebook – Annual

Page Likes	Post Reach	Post Engagement	Page Views
139% increase (4,821 in Jan 2020; 6,732 current)	394% increase (635 in Jan 2020; 2,501 current) ALL-YEAR HIGHS: Organic: 13,217 Paid: 18,409	AVERAGE REACHES: <i>Video</i> : 3,397 <i>Photo</i> : 2,339 <i>Link</i> : 990 AVERAGE ENGAGEMENTS: <i>Video</i> : 650 clicks; 155 reactions, comments, and shares <i>Photo</i> : 95 clicks; 34 reactions, comments, and shares <i>Link</i> : 39 clicks; 110 reactions, comments, and shares	ALL-YEAR HIGH: 304 in March

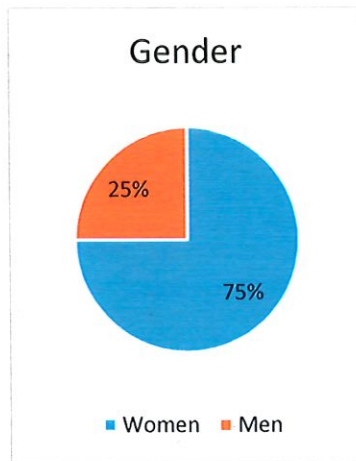
The Communications Department was integral during the COVID-19 pandemic due to public information outlets and increased efforts during these unprecedented times. This department participated in Facebook Lives with City officials, community leaders, and other government or health agencies, including Lea County and Nor Lea General Hospital District. Our organization was ahead of the curve due to having a statement ready in advance, being up-to-date on global current events regarding the pandemic, and constant communication with the City Manager and Mayor. In addition, all press releases, closures, schedule changes, and effects caused by the Public Health Orders were made public via social media outlets and communication with the press.

COMMUNICATIONS DEPARTMENT
2020 Annual Report
 Submitted February 5, 2021



Instagram – Annual

Followers	Impressions	Profile Visits	Interactions
236% annual increase (1,715 current)	985 current	22% increase	32 current



Livestreamed City Commission Meetings

Annual Totals

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	88.9%	16,422	20,136
Live Viewers	11.1%	2,051	27,867
Total	100%	18,473	48,003

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 January 02, 2020- December 31, 2020

Types of Construction

Commercial		<u># of Permits</u>	<u>Valuation</u>	<u>Fees</u>
COMM MECHANICAL	C	89	497,100.00	12,651.50
COMM PLUMBING	C	87	130,500.00	14,352.00
COMM SEWER TAP & EXCAVATION	C	13	19,500.00	4,480.00
COMMERCIAL ADDITION	C	8	1,073,307.00	2,712.00
COMMERCIAL CANOPY	C	1	35,500.00	240.00
COMMERCIAL CARPORT	C	6	33,630.00	456.00
COMMERCIAL DEMOLITION	C	2	131,000.00	370.00
COMMERCIAL DRIVEWAY	C	2	16,600.00	40.00
COMMERCIAL ELECTRICAL	C	167	256,300.00	18,686.00
COMMERCIAL FENCE	C	9	121,985.00	110.00
COMMERCIAL GRADING	C	3	1,383,521.00	2,236.02
COMMERCIAL REMODEL	C	36	10,157,394.00	18,850.16
COMMERCIAL RE-ROOFING	C	25	1,403,837.00	4,768.94
COMMERCIAL SIGN	C	27	176,521.00	1,115.00
COMMERCIAL STORAGE	C	2	514,600.00	1,380.00
COMMERCIAL SWIMMING POOL	C	1	152,741.00	456.00
COMMERCIAL TOWERS	C	1	15,000.00	144.00
FIRE ALARM SYSTEM	C	2	3,000.00	200.00
FIRE EXTINGUISHING SYSTEM	C	7	10,500.00	250.00
INDUSTRIAL EXCAVATION	C	59	87,000.00	4,212.30
NEW COMMERCIAL	C	13	90,901,636.00	100,721.55
PYROTECHNIC SPECIAL EFFECTS	C	1	1,500.00	25.00
SPRINKLER SYSTEM	C	3	4,500.00	250.00
		564	\$107,127,172.00	\$188,706.47

Residential		<u># of Permits</u>	<u>Valuation</u>	<u>Fees</u>
PERMITS RENEWED	R	3	29,500.00	117.50
RES MECHANICAL	R	377	550,650.00	26,332.50
RES PLUMBING	R	452	701,300.00	22,725.50
RES SEWER TAP & EXCAVATION	R	62	106,500.00	22,280.00
RESIDENTIAL ADDITION	R	23	876,230.00	3,970.00
RESIDENTIAL CANOPY	R	21	89,036.00	1,160.00
RESIDENTIAL CARPORT	R	58	405,054.00	4,190.00
RESIDENTIAL CURB CUTS	R	12	30,275.00	230.00
RESIDENTIAL DEMOLITION	R	15	19,100.00	260.00
RESIDENTIAL DETACHED GARAGE	R	15	669,752.00	2,400.00
RESIDENTIAL DRIVEWAY	R	32	149,200.00	640.00
RESIDENTIAL ELECTRICAL	R	656	982,210.00	49,091.00
RESIDENTIAL FENCE	R	82	246,199.00	890.00
RESIDENTIAL FOOTING/FOUNDATION	R	2	10,800.00	100.00
RESIDENTIAL MANUFACTURED HOME	R	43	2,701,198.00	2,820.00
RESIDENTIAL RAMPS	R	2	14,350.00	160.00
RESIDENTIAL REMODEL	R	159	2,923,514.00	17,540.00
RESIDENTIAL RE-ROOF	R	173	1,503,323.00	13,630.00
RESIDENTIAL SINGLE FAMILY	R	151	39,346,387.00	83,473.83
RESIDENTIAL STORAGE	R	42	1,442,986.00	6,658.00
RESIDENTIAL SWIMMING POOL	R	9	580,200.00	2,900.00
		2,389.00	\$53,377,764.00	\$261,568.33
		2,953.00	\$160,504,936.00	\$450,274.80

CODE ENFORCEMENT ANNUAL REPORT NUMBERS

	2020	2019
CODE WARNINGS	9660	3675
CODE CITATIONS	2845	193
CODE COMPLAINTS	2857	2273
ANIMAL WARNINGS	2831	2170
ANIMAL CITATIONS	335	248
ANIMAL COMPLAINTS	4131	2966
VEHICLES TOWED/PD	29	60

**Hobbs Animal Adoption Center
City Manager's Annual Report 2020**

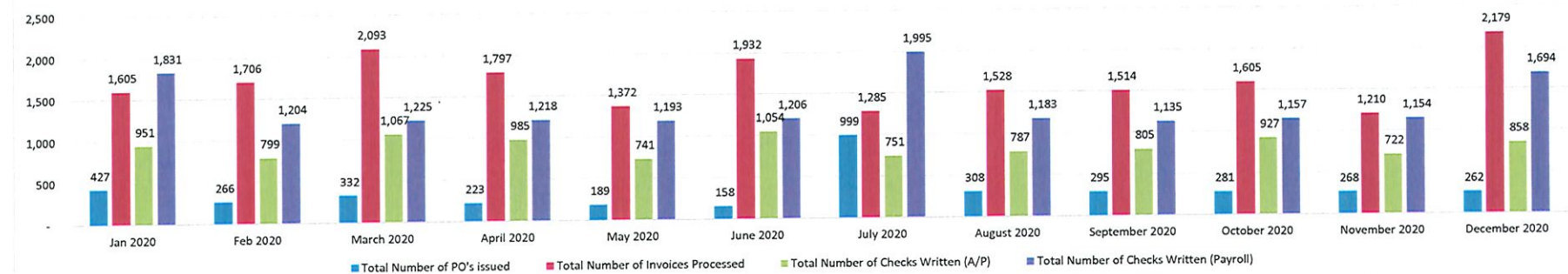
	Jan-Dec 2019		Jan-Dec 2020	
	Cats	Dogs	Cats	Dogs
Intakes:				
Dead on Arrival	180	162	197	156
Stray	1422	2453	1357	2023
Transfer	59	50	1	56
Unwanted	466	855	382	781
Low Cost	444	484	626	421
Quarantine	6	187	9	132
Total	2577	4191	2572	3569
Disposition:				
Adopted	650	1006	652	894
Died at Facility	95	39	103	42
Dead on Arrival	169	142	179	141
Escape trap	24	5	5	
Euthanized	498	447	338	243
Rescued	694	1318	618	1220
Return Owner	17	818	23	640
Low Cost	483	485	638	431
Total	2630	4260	2556	3611

Monthly Measurement
Finance Department
Calendar Year 2020

Cash Statistics	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Beginning Cash Balance	\$ 140,955,853	\$ 142,219,161	\$ 142,579,835	\$ 143,475,320	\$ 143,794,335	\$ 145,218,981	\$ 147,405,611	\$ 146,276,506	\$ 145,527,472	\$ 146,401,171	\$ 143,406,961	\$ 147,319,976
Monthly Cash In (Revenue - all funds)	\$ 10,981,353	\$ 10,283,426	\$ 10,431,483	\$ 8,869,074	\$ 9,026,243	\$ 11,078,627	\$ 9,033,798	\$ 7,949,357	\$ 7,968,316	\$ 7,926,852	\$ 7,987,944	\$ 10,313,735
Monthly Cash Out (Expenditures - all funds)	\$ 9,718,045	\$ 9,922,752	\$ 9,535,998	\$ 8,393,716	\$ 7,601,598	\$ 8,891,997	\$ 10,162,903	\$ 8,698,391	\$ 7,094,617	\$ 10,921,062	\$ 7,069,139	\$ 9,832,127
Ending Cash Balance	\$ 142,219,161	\$ 142,579,835	\$ 143,475,320	\$ 143,950,678	\$ 145,218,981	\$ 147,405,611	\$ 146,276,506	\$ 145,527,472	\$ 146,401,171	\$ 143,406,961	\$ 147,319,976	\$ 147,801,585

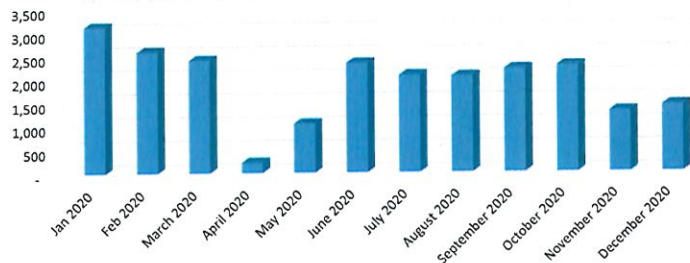
Finance Transaction Statistics	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Total Number of PO's issued	427	266	332	223	189	158	999	308	295	281	268	262
Total Number of Invoices Processed	1,605	1,706	2,093	1,797	1,372	1,932	1,285	1,528	1,514	1,605	1,210	2,179
Total Number of Checks Written (A/P)	951	799	1,067	985	741	1,054	751	787	805	927	722	858
Total Number of Checks Written (Payroll)	1,831	1,204	1,225	1,218	1,193	1,206	1,995	1,183	1,135	1,157	1,154	1,694

Financial Transaction Statistics

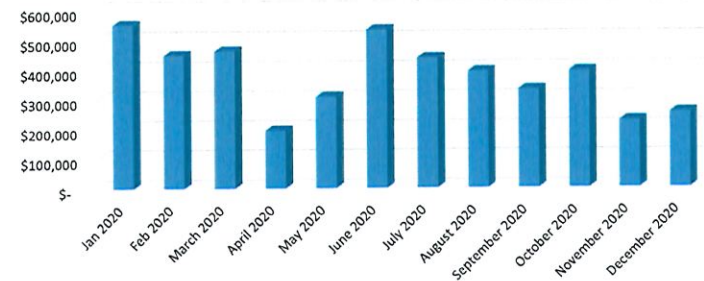


MVD Statistics	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
MVD Transactions	3,120	2,581	2,404	227	1,048	2,333	2,064	2,045	2,198	2,266	1,303	1,419
MVD Fees Received	\$ 553,000	\$ 451,349	\$ 464,667	\$ 196,650	\$ 308,763	\$ 534,308	\$ 440,388	\$ 394,755	\$ 332,901	\$ 395,892	\$ 227,515	\$ 254,712

MVD Transactions



MVD Fees Received



FIRE SUPPRESSION/PREVENTION

2020 Annual Report

ALARMS

Alarms (City)	846
Alarms (County)	706
Total Alarms	1552*

ZONES

Zone 1 (NW City) 296	Zone 5 (NW County) 37
Zone 2 (NE City) 166	Zone 6 (NE County) 247
Zone 3 (SE City) 275	Zone 7 (SE County) 47
Zone 4 (SW City) 109	Zone 8 (SW County) 190
Out of District 185	

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:33
Station 2	1:29
Station 3	1:27
Station 4	1:19
Average	1:27

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	5:20
Station 2	5:37
Station 3	4:48
Station 4	6:36
Average	5:35

PREVENTION PROGRAMS

Fire Investigations	80
Fire/Safety Inspections	462
Smoke Detectors Installed	47
Public Education Programs	5
Plan Reviews	40
Burn Permits Issued	32

FIRE RESPONSE BY STATION

Station 1	527
Station 2	356
Station 3	374
Station 4	210

MOST COMMON DAY/TIME

Thursday: 21:00 – 21:59 hours

FIRE DEATHS/INJURIES

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

STRUCTURE FIRES

Structure Fires - 33

FALSE ALARM RESPONSE

False Alarms - 257

TRAINING HOURS

Fire Training	8,333
EMS Training	2,073

*85 calls were firework patrol related;
classified as citizen complaints and not
assigned to any station

EMS RUN BREAKDOWN

City Response	7228
County Response	560
Total Responses	7788
Total Patient Contact	7802

ZONES

Zone 1 (NW City)	3204	Zone 5 (NW County)	172
Zone 2 (NE City)	1131	Zone 6 (NE County)	271
Zone 3 (SE City)	1642	Zone 7 (SE County)	34
Zone 4 (SW City)	1251	Zone 8 (SW County)	83

AVERAGE RUN TIMES (in minutes)

Enroute:	1:54
At Scene:	4:55
To Destination:	21:57
Back in Service:	36:12

MOST COMMON DAY/TIME

Friday – 1,178 calls

Tuesday – 215 calls from 12:00-17:59 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem – 711 calls

OUT OF TOWN TRANSFERS

Lubbock	231
Midland	23
Odessa	16
Roswell	114
Carlsbad	70
Artesia	1
Airport	224

CARDIAC ARREST RESPONSES

Cardiac Arrest	121
ROSC	24
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Billed	\$3,587,510.19
Collected	\$1,472,303.17

Highlights for 2020

- Received \$1.5 million state appropriation for the purchase of aerial apparatus
- Received \$400,000 state appropriation for the purchase of ambulances
- Awarded Fire Prevention & Safety Grant in the amount of \$46,985.71
- Received \$15,000 grant award from Oxy for Blue Card Command Training
- Took delivery of Skeeter Brush Truck
- Fire Marshal's Office assisted numerous businesses with occupancy numbers due to the COVID-19 pandemic
- 4 personnel completed 28th HFD Fire Academy
- 8 personnel began Paramedic School
- Planned and hosted 1st Annual 9/11 Stair Climb event at Watson Stadium
- LifeScan physicals completed for all HFD personnel
- Began a Leadership Development program for HFD with James Rowan

2020 Annual Report General Services – Building Maintenance

Work performed by Carpenters

32	Installed/Replace/Remove/Adjusted door closer
8	Painted Furniture/Wall/Handrails/Rooms
50	Door lock repaired
2	Installed new cores
20	Building repaired / outside
329	Ceiling Tile replaced
1	Glue carpet squares down/Carpet replaced
92	Roof repair/Inspection
1	Drawer Glides Replaced
57	Kennels Repaired
1	Door Alarms Installed/Replaced doors
85	Floor Tile Replaced/Floor Repaired
9	Replace Wall Panel/Wall Repaired/Wall Painted
159	Moved Office Furniture
7	Install/Built restroom stall doors
3	Installed upper desk unit
1	Replace Glass Panel
1	Installed nameplate
2	Installed wall bracket and TV
1	Built Plexi-Glass Shield
29	Installed sneeze guards
3	Bronze structure cleaning observation
66	Building Inspection
1	Repair Concession Stand

17	Ceiling Tile Water Damaged
1	Installed Awning
2	Remove/Repair Block Wall
1	Replaced Flags
408	Work Orders

Location of work performed

182	City Hall
6	Jogging Trail Restrooms
67	Police Department
71	Senior Center
1	Station #3
12	McAdams Restroom/Office
3	Humble Restroom/Pool
80	C.O.R.E.
17	Annex
1	Green Meadow Restroom
20	Animal Adoption
1	City Jail
14	Waste Water
43	Library
16	Teen Center
1	Washington Restroom/Park
3	City Garage
34	D.M.V
4	Station #1
2	Heizer Pool

2	Del Norte Pool
2	Prairie Haven
2	Hobbs Express
21	Street Dept
7	Rockwind
2	Station #2
1	Jefferson Reservoir
1	Jefferson Park
2	Office Complex
3	State Police Building
5	Hobbs Motor Sports
35	Municipal Court
2	Halliburton

2020 Annual Report General Services – Electricians

Break down of work performed by the Electricians.

158	Light repairs
145	AC repairs
87	Heater repairs
273	General electrical work
62	CORE work
61	Nonelectrical work

Location of work performed.

96	CORE
46	Library
66	City hall
14	Annex
44	PD
97	Fire stations
66	DA building
16	MVD
21	Rockwind
17	Water wells
223	Parks
18	Senior center
18	Teen center
10	Garage
53	AAC
11	Streets

2	Utilities
5	State police
6	Municipal Court
4	Warehouse
7	Hobbs Express
8	Crime Lab
3	Waste Water

2020 Annual Report
General Services - Garage

In 2020 The City Garage had a total of 2,468 Repair Orders/Invoices. Of the 2,468 R.O./Invoices, 1,446 were repaired in house and 1,022 were out sourced. The yearly total outlay for the garage as well as subcontracted parts and labor totaled \$560,573.66 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	45	\$259.76	\$2,278.00	\$9,557.52	\$10,395.26	\$22,490.54
Instrument/Gauges	5	\$0.00	\$51.00	\$221.78	\$139.00	\$411.78
Complete Wash	11	\$0.00	\$68.00	\$284.30	\$476.70	\$829.00
Filters	64	\$212.65	\$646.00	\$2,443.58	\$0.00	\$3,302.23
Service Calls	174	\$2,239.07	\$7,068.00	\$0.00	\$0.00	\$9,307.07
Miscellaneous Maintenance	724	\$3,129.82	\$33,627.71	\$52,310.16	\$38,419.31	\$127,487.00
Brakes	276	\$3,671.94	\$7,051.84	\$44,890.86	\$13,142.00	\$68,756.64
Steering/Suspension	38	\$0.00	\$340.00	\$3,191.83	\$6,870.85	\$10,402.68
Tires	120	\$39,687.64	\$15,734.50	\$21,061.75	\$10,751.21	\$87,235.10
Whls/Hubs/Brgs	17	\$459.11	\$629.00	\$1,652.18	\$678.00	\$3,418.29
Transmission	22	\$1,591.84	\$1,326.00	\$5,982.72	\$4,822.50	\$13,723.06
Charging	302	\$8,907.44	\$12,243.00	\$13,648.14	\$629.80	\$35,428.38
Lighting	84	\$681.15	\$2,694.50	\$8,747.62	\$3,887.00	\$16,010.27
Preventive Maintenance	431	\$27,048.13	\$15,771.00	\$28,047.46	\$19,466.13	\$90,332.72
Lift Inspection	1	\$0.00	\$17.00	\$0.00	\$0.00	\$17.00
Cooling	6	\$49.35	\$561.00	\$0.00	\$0.00	\$610.35
Hydraulics	3	\$77.20	\$357.00	\$0.00	\$0.00	\$434.20
Exhaust	2	\$205.44	\$527.00	\$0.00	\$0.00	\$732.44
Fuel System	6	\$6.00	\$204.00	\$253.39	\$527.00	\$990.39
Sweeper Brooms	1	\$200.00	\$51.00	\$0.00	\$0.00	\$251.00
Cranking	4	\$0.00	\$204.00	\$883.10	\$232.50	\$1,319.60
Engine	26	\$53.90	\$1,207.00	\$32,012.89	\$17,497.00	\$50,770.79
Safety Recalls	56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accident Repair	12	\$0.00	\$0.00	\$12,094.63	\$4,218.50	\$16,313.13
Warranty	38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Yearly Total	2468	\$88,480.44	\$102,656.55	\$237,283.91	\$132,152.76	\$560,573.66

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	1,446	\$88,480.44	\$102,656.55	\$191,136.99
Vendor	1,022	\$237,283.91	\$132,152.76	\$369,436.67

2020 Annual General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
4,484.5 Hrs.	Street Sweeping
571 Hrs.	Building Brooms
792 Hrs.	Cold Mix Patching
90 each	Street Complaints
1,060 Hrs.	Alley Complaints
1,474 Hrs.	Storm Sewers & Inlets
840 Hrs.	Equipment Maintenance
290 Hrs.	Yard Maintenance
424 Hrs.	Working in the Welding Shop
233 Hrs.	Street Grading
543 Hrs.	Stocking Fill Dirt & Caliche
659.5 Hrs.	Alley work
354 Hrs.	Work for Parks Department
168 Hrs.	Shoulder Work
128 Hrs.	Tree Trimming
326 Hrs.	Meetings/Skills Tests
109 Hrs.	Worked For Cemetery
254 Hrs.	Crack Seal
687 Hrs.	Haul Trash
75.5 Hrs.	Work For Police Dept.
140 Hrs.	Clean Main Ditch Lines
242 Hrs.	Working With Dustrol
179 Hrs.	Deicing Streets
32 Hrs.	Work For Traffic
24 Hrs.	Work For Waste Water Department
Hrs.	Stocking Sand
902 Hrs.	Hot Mix Work
124 Hrs.	Work For Golf Course
628 Hrs.	Work For Environmental
24 Hrs.	Work for Fire Dept.

The total amounts of material hauled or used:

Quantity	Material
3,452 Yds.	Sweepings
516 Yds.	Millings
3,154 Yds.	Alley Material

60.75 Yds.	Cold Mix Used
99,940 Gal.	Brine
5,880 Yds.	Trash Hauled
696 Yds.	Sand
9,530 Gal.	Unmetered Water
1,564 Yds.	Recycling Material
2,290 Lbs.	Pollex24 3 Rubber
150 Yds.	Fill Dirt
300 Lbs.	Super Sack Used (BTAP)
60 Yds.	Hot Mix

Calls responded to:

Number	Type
171	Dispatched – accidents, spills, debris
54	Call Requests



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

Recruitment:	2020	2019
• Applications Received/Reviewed	2726	4095
• New Hires	129	214
• Re-Hires	78	108
• Transfers/Promotions/Demotions	68	83

Personnel Actions:	2020	2019
• Performance Reviews	392	419
• Terminations/Retirements	220	306
• Educational Incentive	20	-
• Other(certs, shift moves)	260	81

Training Provided:

- Municipal Employee Safety
- Coronavirus Prevention in the Workplace
- Slips/trips/falls Prevention
- Back Injury Prevention
- Violence in the Workplace
- Sexual Harassment and Discrimination for Employees
- Heat Stress in the Workplace
- Discrimination in the Workplace
- Diversity in the Workplace
- Hazard Communication
- Safety Data Sheets
- United Way Giving
- Driver Safety
- Portable Fire Extinguishers
- American Red Cross CPR/AED/First Aid

Team Successes:

- Added larger departments to the Perform electronic review platform with all other departments to come online in 2021
- Shifted Benefits Open Enrollment process to the eLearning platform in light of Covid-19 restrictions

- Continuously supported and gave guidance to all departments through the workplace changes associated with Covid-19
- Though fiscally unable to implement, completed the compensation study with vendor support
- Operationally supported individual departments through the recruitment/hiring process and benefit administration plan.
- Assisted in the development and execution of Administrative Regulation 20-01 Educational Achievement Incentive
- Assisted with the development and execution of the Administrative Regulation 20-02 Pandemic Activation Plan

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 2020

- 1488 Request for service
- 1404 Request completed
- 5 Bulletin board related
- 6 Camera related
- 143 Email related
- 230 hardware related
- 20 Internet related
- 54 network related
- 103 password resets
- 61 phone related
- 49 projects related
- 111 Radio related
- 233 software related
- 232 User Setup
- 172 Web page related
- 52 Other

For the 2020 year the Information Technology Department had several noteworthy accomplishments as well as many challenges due to the COVID-19 virus.

The I.T. Department was tasked with creating a virtual environment in order to continue operations while meeting mandates for social distancing and minimal essential staffing. Virtual conferencing equipment was purchased and installed to conduct commission, board, staff and vendor meetings. Remote access software was installed on computers to allow employees to work from other locations.

The I.T. Department purchased, built, and installed 124 replacement laptop or desktop computers. In addition, we built 3 new servers which included a time keeping server for the MUNIS financial system, an IA Pro server and an AMAG access control server for the Police Department. New audio video and voting equipment was in the commission chambers. A new asset management/work order system was implemented by various service-oriented city departments. Radio consoles at the LCCA were also updated.

Many infrastructure upgrades were performed including new video presentation and voting equipment at the commission chambers. New fiber optic cables were installed between the Municipal Court and Police Department and between floors and buildings at City Hall. I.T. assisted in a network upgrade for the Police Department. Main networking switches were replaced and new networking structures are in the process of being implemented. Point of sale terminals were replaced at the Rockwind Golf Course.

Much effort was put in to Cyber Security including the implementation of new end point protection for all computers and servers. Many security changes were implemented to insure the security of incoming and outgoing emails.



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 2020 YEAR END REPORT

Staffing:

Since the Fall of 2018, the City Attorney's Office has maintained three attorneys on staff. In March of 2020, the City Attorney's Office hired a fourth attorney, Assistant City Attorney Rocio Ocano. The increase in attorneys has allowed the City Attorney's Office to take a more proactive approach to our civil litigation matters. Additionally, the City Attorney's Office consistently maintains a criminal caseload of over 1,000 cases. These cases are misdemeanor cases initiated by the Hobbs Police Department and filed in the Hobbs Municipal Court. Additionally, the City Attorney's Office continues to assist with all advisory boards and compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.). Finally, the City Attorney's Office has taken a more proactive approach to training departments on a wide range of topics including, but not limited to, search and seizure, employee discipline, and reporting suspected child abuse.

Mission Statement:

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

Duties Required by Law:

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

Public Meetings:

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

For 2020, the following public meetings were regularly attended by the City Attorney's Office:

- ❖ Hobbs City Commission – Efren Cortez (City Attorney)
- ❖ Labor Relations Board – Efren Cortez (City Attorney)
- ❖ Cemetery Board – Erik Scramlin (Deputy City Attorney)
- ❖ Community Affairs Board – Erik Scramlin (Deputy City Attorney)
- ❖ Library Board – Rocio Ocano (Assistant City Attorney)
- ❖ Lodger's Tax Board – Rocio Ocano (Assistant City Attorney)
- ❖ Planning Board – Valerie Chacon (Assistant City Attorney)
- ❖ Utilities Board – Valerie Chacon (Assistant City Attorney)

The contributions to the public meetings in 2020 by the City Attorney's Office were:

- | | | |
|---------------------------------|----|--------------|
| ❖ Public Hearings/Presentations | 20 | (30 in 2019) |
| ❖ Agenda Items drafted | 30 | (25 in 2019) |
| ❖ Resolutions Drafted | 29 | (35 in 2019) |

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 | 106 | (73 in 2019) |
| ❖ Contract Review | 223 | (256 in 2019) |

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, Rocio Ocano, is primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Assistant City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs in civil defense matters and property matters. Deputy City Attorney, Erik M. Scramlin, is primarily tasked with representing the City of Hobbs in civil matters as both plaintiff and defendant as well as providing training opportunities to City of Hobbs staff. City Attorney, Efren A. Cortez, is primarily tasked with advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For 2020, the litigation activity of the City Attorney's Office was as follows:

❖ Pretrial Release Hearings:	3	(30 in 2019)
❖ Probation Violations:	14	(60 in 2019)
❖ Pretrials (Pro Se):	1,178	(1,332 in 2019)
❖ Pretrials (Attorney):	302	(419 in 2019)
❖ Trials:	384	(673 in 2019)
❖ Dangerous Dogs/Petitions:	16	(30 in 2019)
❖ DWI Cases:	113	(35 in 2019)
❖ Appeals in District Court	19	(13 in 2019)
❖ Competency Matters	0	(24 in 2019)
❖ Pleadings	1,476	(1,040 in 2019)
❖ Civil ADR	6	(25 in 2019)
❖ Demand Letters	28	(32 in 2019)
❖ Misc. Hearings (Mun./Dist./Fed)	21	(16 in 2019)
❖ Trainings	11	(32 in 2019)
❖ Witness Interviews	80	(81 in 2019)
❖ Discovery Submissions	213	(244 in 2019)
❖ Letters/Correspondence	12,333	(74 in 2019)
❖ Condemnation Reviews	25	(not tracked in 2019)
❖ Property Acquisition Reviews	5	(not tracked in 2019)
❖ Property Document Reviews	16	(not tracked in 2019)
❖ Property Correspondence	2	(not tracked in 2019)

Accomplishments of Note for 2020:

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

- ❖ The City Attorney's Office relocated to the first floor of City Hall (the old Parks and Recreation suite).
- ❖ The City Attorney's Office welcomed Assistant City Attorney Rocio A. Ocano to the team.
- ❖ The City Attorney's Office established a podcast designed to update officers on changes in the law.
- ❖ The City Attorney's Office continued to prosecute – in person – thousands of cases filed in the Hobbs Municipal Court during the COVID-19 pandemic.
- ❖ Deputy City Attorney Erik Scramlin attended the Defense Research Institute Government Liability conference in San Diego, CA.
- ❖ The City Attorney's Office successfully hosted its first Legal Intern position with Devaney Ramirez serving as a Legal Intern.
- ❖ City Attorney, Efren A. Cortez, was selected as the First Vice President of the New Mexico Municipal Attorneys Association.
- ❖ Assistant City Attorney, Valerie S. Chacon, served as Treasure of the Lea County Bar Association.
- ❖ The City Attorney's Office presented the 2019 year-end report to the Hobbs City Commission on February 18, 2020.
- ❖ Deputy City Attorney, Erik Scramlin, taught officer prosecutions at the South Eastern

New Mexico Law Enforcement Academy.

- ❖ Deputy City Attorney, Erik M. Scramlin, conducted multiple trainings for new recruits at the Hobbs Police Department's in-house academy.
- ❖ The City Attorney's Office created a form professional services agreement to assist with consistency in contracting by the City of Hobbs and its departments.
- ❖ The City Attorney's Office conducted mock trials aimed at training and providing practice for officers and staff.
- ❖ Assistant City Attorney, Rocio Ocano volunteered with the local United Way by serving food to area residents on June 26, 2020.
- ❖ The City Attorney's Office began its evaluation of law suits wherein the City is a potential plaintiff and has commenced filing suit on behalf of the City of Hobbs in certain cases.
- ❖ Assistant City Attorney, Valerie S. Chacon has taken a proactive approach to condemnations and resolution of dilapidated properties.

Challenges of Note for 2020:

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

- ❖ COVID-19 pandemic and resulting Public Health Orders required adjustment to operations
- ❖ Staffing level required re-evaluation as the Office has a heavy caseload
- ❖ Competitive pay versus the public sector
- ❖ Necessary training for attorneys to anticipate national trends/changes in the law
- ❖ Lack of established systems for quick preparation, execution, and closing of cases
- ❖ Lack of data, files, information from work performed by previous City Attorneys

Plans for 2021:

With consideration of many of the challenges noted above, the City Attorney's Office has the following short list of plans for 2021:

- ❖ Create systems and processes to gain efficiency in our operations
- ❖ Ensure cases are evaluated properly in conjunction with the Risk Manager
- ❖ Pursue collections matters, foreclosure matters, and other civil matters
- ❖ Archive work/closed cases so that they may be accessed in the future
- ❖ Work with Code Enforcement regarding condemnation lists and dilapidated properties
- ❖ Scan and archive historic files that have been boxed and stored
- ❖ Revise/eliminate ordinances that may be problematic or outdated
- ❖ Provide training for advisory board members as to compliance with state law
- ❖ Create a system of accountability to management and elected officials regarding suits

On behalf of the staff of the City Attorney's Office, 2020, while challenging was a year in which we achieved great results. The staffing levels – with the tremendous support of the Acting City Manager and City Commission – are where they need to be to achieve optimal production. Staff continues to have a “customer service” oriented approach to the practice of law. On behalf of the staff of the City Attorney's Office, it has been a tremendous honor to serve the City of Hobbs

and its departments as legal counsel. We look forward to the challenges of 2021. Thank you for your support.

Respectfully,

/s/ Efrén A. Cortez
Efrén A. Cortez
City Attorney

CITY MANAGER'S ANNUAL REPORT

2020

Hobbs Public Library

CIRCULATION: 70,461

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	37,250
Audio Books & Music	2,360
DVDs	25,739
E-Books/E-Audio (OverDrive & Gale)	5,112

CIRCULATION BY PATRON TYPE:

Adult	45,317
Juvenile	7,987
Senior Citizen	11,130
Used in Library	6,078

Total Children's Items Circulated 21,090

Total Adult Items Circulated 49,393

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	43	151
ELIN Loans	130	125

Patron Visits	29716
Overdue Notices Sent	2056

PROGRAMS & PUBLIC SERVICES:

Programs Provided	83
Attendance	1084
Passive Programming	3984
Meeting Room Use	83

Web Site Usage	46287
HPL Database Usage	10995
Reference Questions	1,519
Public Computer Use	4,651
Board Games	29

PATRON PROFILES:

Adult	21,653
Juvenile (Under 18 Years)	3,960
Senior Citizens (62+ Years)	4,233
Temp ELIN	2,235
Total Active Borrowers	32,081

RECEIPTS:

Materials Paid For	\$784.81
Fines & Fees	\$4,877.48
Copy Machine & Public Printouts	\$3,908.69
Total	\$9,570.98

Library Patrons Added This Year 415

ITEMS ADDED:

Total Items Added	6754
Items Weeded	4170

HOLDINGS:

Total Library Holdings	152,479
------------------------	---------

Library Closed 03/19/2020 - 5/17/2020

Library Closed 11/16/2020 - 1/3/2021

Municipal Court 2020 Annual Report

The Municipal Court has seen many changes, had many challenges and embraced 2020 with the pandemic.

The Municipal Court has had many accomplishments in 2020 and they are:

- The Municipal Court was able to retain our previous Bailiff after going out for bids. Therefore, we continued our contract with Superior Security Services. The Bailiff secures and provides security in and around the Municipal Court. The Bailiff provides security management, managing conflict and practices as well as ensure proper behavior in courtroom for all proceedings.
- The Municipal Court has added the Aspen Program as an alternative to jail sentencing in January 2020. The Aspen program is an Offender Responsible Education Program. Aspen is designed to offer “Second Chance Life-Values” that works in combination with fines and/or incarceration.
- The Municipal Court has received \$33,332.10 in reimbursements from the New Mexico Court Automation Program from January 2020 – December 2020. The purpose of the New Mexico Court Automation is to assist Municipal Courts in the purchasing, maintaining, and operating of court automation systems.
- The Municipal Court is now holding traffic court throughout the day between the hours of 8:00 a.m. – 4:00 p.m. Since the pandemic, the Court is only allowed so many individuals in the building as well as the courtroom at a time. This has proved to be a challenge when individuals come to check in for traffic court. Therefore, the Judge has stressed the importance of seeing all individuals to ensure matters are handled timely as well as being more accessible to the public.
- Municipal Court filed and processed over 11,900 cases in 2020.
- The Municipal Court continues to work with the Legal Department on new Rule Changes and make necessary changes in its processes and procedures.
- The Municipal Court implemented Virtual Court in June 2020. Virtual Court gives individuals an opportunity to attend court, regardless of circumstances. As well as allowing individuals to attend court from anywhere. Virtual Court has improved workflow, increased compliance and decreased failure to appear.
- The Municipal Court also implemented “Court Notify”. This allows the court to send text messages for upcoming court dates, payment reminders, and when they can enter the building due to safety protocols in place by COVID.
- The Municipal Court continues to work on delinquent payments and payment plans. However, due to the current state of the economy, the Municipal Court is working diligently with individuals to get payments up to date or allow community services to be performed as an alternative when available.

- The Municipal Court has created an alternate entrance for bringing in inmates making it safer for the employees and the public. Therefore, eliminating the chances of inmates being mixed together with the general public. This also ensures the safety of the employees and public.

The Municipal Court has also faced some challenges that are:

- Due to the Supreme Court's order and the Supreme Court's Emergency Response Teams safety protocols for the pandemic, the Municipal Court has had to put many safety measures in place in order to remain open. The Emergency Response Team has and will continue to make surprise visits to ensure all Courts are in compliance with COVID safe practices. If the Emergency Response Team sees that Municipal Courts across the state are not in compliance, operations could be shut down. Therefore, the Hobbs Municipal Court continues to be in compliance and remains open.
- A huge challenge the Municipal Court continues to face is the collection of fines/fees and payment plans. The delinquency of payments have increased significantly due to the current state of the economy. However, we are currently working diligently on the collection process in house for fines and fees.
- The case backlog continues to increase significantly due to the pandemic. However, we are working with the Legal Department to create more dockets to resolve matters in a more efficient and timely manner.
- The Court faces a challenge of utilizing alternatives to sentencing programs such as Teen Court, Defensive Driving, and Community Service due to the pandemic.

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

- Security Assessment for Municipal Court is near completion and we look forward to implementation and construction.
- Continue following safety protocols for COVID-19 set out by the City of Hobbs and Supreme Court of New Mexico to ensure the safety of employees and the public.
- Continue working on the paperless process.

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

Thank you,

Shannon Arguello
Court Administrator for Municipal Court

<i>Monthly Cases</i>	<i>2020</i>	<i>2019</i>
<i>Traffic Citations</i>	10,392	8,028
Misdemeanor Citations	700	947
Environmental Citations	768	641
Fire Code Violations	0	4
AGG. DWI	45	58
DWI – 1 ST	27	33
DWI – 2 nd	0	1
<i>Total</i>	11,932	9,712
<i>Courtroom Activity</i>		
Video Arraignments (Jail)	1,047	1,251
Court Appearances – A.M.	451	699
Court Appearances- P.M.	2,014	1,850
Virtual Court	71	0
Pretrial Court Appearances – A.M.	369	420
Pretrial Court Appearances – P.M.	367	385
Attorney Pretrial	181	156
Trial Cases	208	319
<i>Total</i>	4,708	5,080
<i>Other Activity</i>		
Summons issued	8,699	13,017
Warrants issued	6,391	8,635
<i>Total</i>	15,090	21,652
<i>Fines/Fees Assessed</i>		
<i>Total</i>	\$1,763,469.00	\$1,507,218.50
<i>Fines/Fees Collected</i>		
<i>Total</i>	\$872,344.44	\$822,003.18



ANNUAL REPORT 2020

PARKS & OPEN SPACES DEPARTMENT

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

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

Areas of Responsibilities

The Parks and Open Spaces Department maintains all city owned facility grounds, parks, open space, sports fields, trails, campground, cemeteries, beautification areas, vacant lots, rights of ways, and code compliance environmental lots. To name a few: Rockwind Golf Course, Health-walk Trail, Fire Station 2 Park, Clinton Park/Library, Jefferson Park & Sports Complex, Heizer Park, Washington Heights Park, Boone Cemetery, Municipal Court, Hobbs Police Complex, Broadway Landscape, Turner Landscape and etc.

Staffing

The POSD has sixty-six employees with sixty being full-time, one part-time and five seasonal staff. These individuals maintain approximately one thousand, one hundred plus (1100+) acres of city owned property.

Operations

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

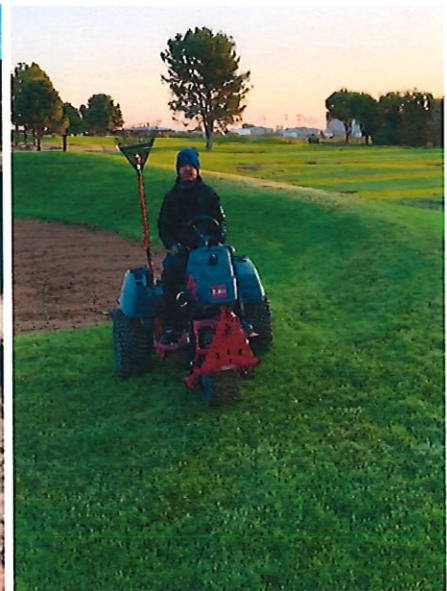
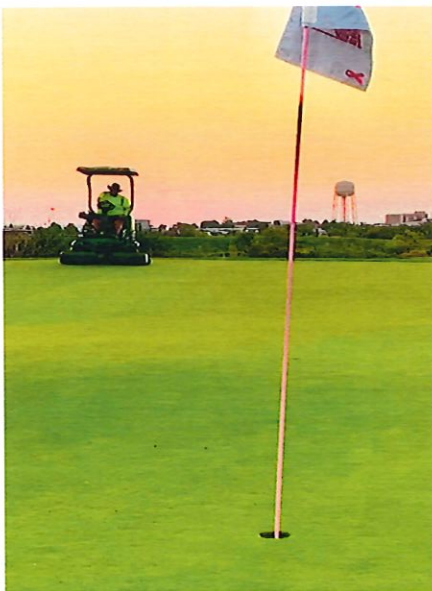
Operations include:

- Daily maintenance, landscaping, turf management and custodial services
- Insuring safety of facilities, park amenities and equipment
- Forestry; pruning/planting/removal for over 7,000 trees and 10,000 plants/shrubs
- Sports and athletic field maintenance synthetic and natural turf
- Equipment and fleet management
- Emergency and storm damage response/assessment/repair/clean up
- Graffiti removal
- Capital improvement projects
- City Commissioner projects/enhancements
- Direct response to external/citizen request for services

- Cemetery interments and disinterment's; property sales
- Construction Projects
- Special Events (Holiday Decorations, Tree Lighting, Fourth of July this year)
- Directly assist other internal departments with City Commission/citizen request for service
- Training and Safety

Accomplishments and Achievements from 2020

Golf, Trails and McAdams Division - The golf course has had another very successful year; Rockwind continues to stay at the number two ranking for golf courses in the state of New Mexico. The course staff also continues to work on the drainage issues throughout the golf course by reseeding low areas. This year the United States Golf Association was brought in twice to evaluate the golf course and give recommendations on ways to reduce the salt content throughout the turf. The recommendation from the USGA on both visits was course wide drainage system. In conjunction with the recommendations from the USGA, staff also brought in a company to produce a drainage masterplan for the golf course. The staff also conducted a year-long study of the soil and water conditions by sending in water samples each month for analysis and did soil sampling twice over the course of the year. This study has yielded very useful information to help staff to continue producing top quality turf. To help build a healthy ecosystem in the Rockwind Irrigation Lake several hundred pounds of minnows, grass carp, bass, catfish and sunfish were added to reduce unwanted plant growth and combat the mosquito larva population, several hundred pounds of minnows, grass carp, bass, catfish and sunfish were added.



At the Lovington Health-walk, CORE and Harry McAdams Park staff installed new Variable Frequency Drive Controlled Booster Pumps at each location. These VFD's will provide more control when pressurizing water lines, increase water output to improve watering coverage and reduce line breaks due to water hammering. Another notable project during 2020 was the upgrading of the electrical system at Harry McAdams Campground. The electrical system was upgraded to meet current electrical codes and standards for a campground. When the project is complete, we will have new modernized 50, 30 and 20 amp outlet pedestals at each site. Fish stocking also took place at Green Meadow Lake and Harry McAdams Lakes in which hundreds of pounds of Bass, Catfish, Minnows, and Sunfish were added to these lakes.



Cemetery Division performed 215 interments throughout 2020 with 175 cemetery lots sold. City staff took over pouring cemetery lot foundations in the spring and has completed 88 foundations. New metal fence was installed at Everglade Cemetery. Tree pruning project was completed at Boone Cemetery during the fall. Two additional maintenance staff were assigned to the cemetery division to assist with daily operations and irrigation improvements.



Sports Division - New scoreboards were installed at Hobbs High School Varsity Baseball Field and Sanger Field. A Skyway shade structure was erected at the Zia Sports Complex main entrance. With assistance from General Services, power service and electrical transformer was installed at the Zia Complex. Staff has implemented a new turf management program for all natural turf fields that include aeration and fertilization to provide a healthier plant and playing surface. Artificial turf was replaced on the landings at Sanger and Baker Fields. Tree pruning and dead tree removal took place at all sports field locations. Sports employees assisted the Parks division with clean up and maintenance of environmental lots and replacing rubber fall zone material with engineered wood fiber at Jefferson Park playground. We are ready and hope to have our fields open for play soon.

Parks Division - Graffiti has been removed from 53 private properties and 17 city owned properites during 2020. Staff has cleaned and maintained 84 environmental lots and 33 undeveloped city properites which range from a small residential lot to a couple acres. To note that is additional work that is not part of regualr maintenance and operations for this department. Engineered wood fiber was adding to fall zone areas at 15 playgrounds throughout the city. Heizer Park Basketball Court received a face lift with by removing old worn our fencing and new asphalt court with new concrete sidewalks around the court and the playground. The front playground at Del Norte Park was replaced with new play features, shade structures, benches and sidewalks. Parks staff assisted Hobbs High School with installing brackets, hanging and removing senior graduation banners thoroughout the community. They also assisted with setup and teardown for COVID-19 testing sites. During 2020, parks staff replaced 1,545 linear feet of sidewalk and 322 linear feet of concrete curbing.



This department as a whole has worked together closely during 2020 to complete some notable accomplishments. We have increased training opportunities for our employees such as: implementing a new Trailer Towing Training to reduce accidents and incidents that involve trailers; Work Zone Road Safety Audits and Maintenance/Short Duration Activities through the American Traffic Safety Services Association; Chain Saw Safety and Tree Pruning/Felling Operations; Leadership and Mentoring through Fred Pryor Learning Solutions; new online Safety Skills Training. The department created a committee to develop a New Hire Training Program that can be used for all employees not only new to the city/department, but for those that relocate/assigned to another division and/or repetitive training for long term employees. New standardized uniforms for each division that can be used for all seasons of the year. Due to COVID-19 this we implemented best practices for cleaning and disinfecting/sanitizing high touch point areas such as: playgrounds, restrooms, picnic tables, and outdoor fitness equipment. New equipment has been purchased to increase productivity, reduce safety concerns and replace worn out equipment. We worked with the Finance Department to implement new Asset Management System to create work orders for tracking projects and repairs/preventative maintenance on equipment.



Goals and Plans for 2021

Golf, Trail and McAdams -

- Install of a course wide drainage system to support and provide superior turf
- To encourage larger tournaments such as US Open Qualifier and/or larger college events, the overall length of the golf course needs increased. To do this, staff would recommend adding tournament tees that are further back on holes 3, 5, 14 and 16. This would be the most cost effective way to increase the length.
- Upgrade irrigation communication system along Health-walk
- Remove steel edging and install concrete curbing to control separation between turf and landscaped areas plus to increase appearance at CORE and Green Meadow Park
- Make adjustments to plant material currently at CORE to reduce safety concerns and region specific plants to increase health and life of plants
- Refurbish fishing dock and continue improvements to irrigation system at Green Meadow Park
- Upgrade irrigation control system to Baseline Controllers for wireless programming, troubleshooting and maintenance at Fire Station 4 and MVD

Cemetery -

- Office renovations to increase security & safety measures
- Install new two wire system for the irrigation system at Prairie Haven Memorial Park to connect all valves to one main controller
- Tree pruning, removal and planting

Sports -

- Replace or overlay asphalt in common areas and around maintenance shop
- Install centralized irrigation controllers

Parks -

- New playgrounds at Heizer and Washington Heights Parks
- Install small pavilion with picnic tables at Ranchview and Del Norte Parks
- Resurface basketball court and divide court in half basketball and half pickle courts at Jefferson Park
- Renovate landscape at Homestead access
- Install new park sign and pavilion at Charlie Brown Park
- Renovate South Dal Paso Median landscaped areas

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





THE CITY OF
HOBBS, NEW MEXICO

200 EAST BROADWAY • HOBBS, NEW MEXICO 88240
 PARKS & RECREATION DEPARTMENT (575) 397-9291 • FAX (575) 391-9940

**Recreation Department
 Annual Report - 2020**

Divisions

CORE Rockwind Clubhouse
 Older Americans Teen Center
 Recreation

2020 Department Summary

The year 2020 began as another exciting year, but with the arrival of the Coronavirus, the COVID-19 pandemic, and associated Public Health Orders, Recreation Departments throughout the country were greatly affected and had to adapt to being forced to cancel programs, activities, events and alter facility schedules. The CORE, Senior Center, Teen Center, and Rockwind Community Links were all closed at some point during the year beginning in March of 2020. The Senior Center and Teen Center remained closed for the duration of 2020. Additionally, during the Summer of 2020 the seasonal pools and splash pads never opened to the public. Some activities, events, and programming were eventually allowed to re-start were greatly modified to conform with Public Health Order mandates and COVID Safe Practices. Staff found creative ways to engage participants and offer programming, events, and activities that the public seemed to thoroughly enjoy even though these activities were vastly different than what they had been in the past.

CORE

CORE Revenue and Participation for 2020

Revenue for year	\$600,568.57
Total Guest Visited for year	119,922
Total Memberships Sold for year	1,482
Average New Memberships for year	124
Total Count of Active Individual Memberships for year	354
Total Count of Active Family Memberships for year	708
Total Count of Active Memberships for year	1,062
Total Count of Tours for year	260
Total Count of Individuals Toured for year	592
Total Day Passes Sold for year	5,933
Total week Passes Sold for year	62
Total Month Passes Sold for year	2,081
Grand Total for Passes Sold for year	8,076
Individual Member Check Ins	6,541
Count of All Check Ins	139,683
Swim Lesson Check Ins	773
Aquatics Participants for year	2,179
Rentals Count for year	60
Fitness Classes offered for year	50
Fitness Service Levels attendance for year	74,009
Cancellation Rate for year	56% Due to COVID-19
CORE kid (kidFIT) count for year	3,700
kidWATCH count for year	5,914

Although the COVID-19 pandemic was unexpected, the CORE adapted well to all of the changes that came about as a result. Staff has been able to continue to provide excellent customer service in a clean, safe, and unique environment despite not having full use of facility. The community has shown much appreciation for all that the CORE has been able to provide. Membership accounts are steadily increasing despite the pandemic. Participation in fitness and fitness activities has been the highlight of the year resulting in the majority of new memberships. The Tsunami Swim team grew to its highest participation of 60 swimmers in Fall 2020. The CORE Team has been creative in coming up with new classes or new ways of operating to provide as much opportunity to the community as possible and will continue to do so.

Older Americans

The Senior Center closed on March 17, 2020, and remains closed for activities and programming. However, the Senior Center has continued the very important mission of feeding the senior citizens in the community via Congregate/Grab-n-Go and Home Delivered meal programs. Upon closing, the daily, on-site, Congregate meals were eliminated and seniors received lunch via a Grab-n-Go, drive-through style process that still continues. The Grab-n-Go and Home Delivered meals ensure that the senior citizens in our community have access to a healthy, hot, and affordable meal on a daily basis.

Meals:		Meal Donations/Contributions:
2020 Grab-n-Go Meals Served	26,927	\$18,592.49
2020 Home Delivered Meals Served	28,685	\$21,119.56
2020 Food Boxes Delivered	<u>383</u>	<u>\$ 0.00</u>
2020 Total Meals Served	55,995	\$39,712.05

The Hobbs Senior Center served an average of 224 meals per day.

The Hobbs Senior Center also delivered 1,560 frozen meals so our most vulnerable clients had a meal during weekends and closures.

The Hobbs Senior Center delivered 8,986 more meals than in 2019.

The Outreach Workers were responsible for helping seniors receive immediate help during 2020. This means if a homebound client does not answer the door, or phone, staff immediately call an emergency contact/First Responders for a welfare check. Nine times this year, the homebound client needed emergency help and was able to receive it because of the concern, care, and dedication of our Outreach Workers.

Equipment and Renovations:

- Replacement Vehicle: In FY21, the budget included funding for a new Meals-On-Wheels delivery truck. This will help lengthen the life of current delivery trucks, and ensure timely and safe delivery of our meals to homebound senior citizens.
- Remodel Meal Site Bathrooms: Restrooms at the meal site were remodeled and updated.
- Updated Flooring: Flooring was replaced in the kitchen facility, breakroom, storage, and main offices.

The current membership total is at 1,636 clients. That is an increase of 264 members from 2019. There were 95 members that were deactivated in 2020. Staff continues to look for ways to improve services, equipment and facilities to make the Senior Center an enjoyable place for members, and one they can be proud of.

Recreation

- **January** - Tickets for the Father Daughter Dance went on sale the 2nd week of January, summer seasonal positions were posted.
- **February** - Father Daughter Dance was held at the CORE on February 7th in two sessions with an underwater theme. Total attendance was 479.
- **March** – As COVID-19 restrictions unfolded, staff began to brainstorm how events and programs would need to adapt to conform with Public Health Order restrictions. Summer Hiring continued.
- **April** – 50,000 Easter eggs were distributed throughout the community in a collaborative effort with the City of Hobbs and the Hobbs Municipal Schools. Eggs were bundled into 1 dozen count bags for each family. Summer Hiring was concluded.
- **May** – The May edition of Movies Under the Stars was postponed to September.
- **June** – The June edition of Movies Under the Stars was Postponed until October. Health orders allowed for Summer Programming to open on June 15, in reduced capacities, and with a 5:1 ratio for participants to staff. This greatly reduced the participation for Summer 2020 in the Summer Recess program, and it also made for a very different Summer Sports program with all activities being skills/drills related and no games/competition taking place. Participants were screened each day upon arriving to both the Summer Recess and Sports programs. Thankfully, there were no known cases of transmission of the COVID-19 virus at any 2020 summer programs.
- **July** – Summer Recess and Sports programs continued until July 17th. The July 4th Community Celebration was modified to reflect current Public Health Order mandates.
 - A ‘drive-in’ style fireworks show was held and all other activities that are usually a part of this event were eliminated. On July 24th, a drive-in Movies Under the Stars event was held. All current health and safety protocols were observed and it was well attended with over 250 vehicles in attendance.
- **August** – The Drive-In edition of Movies Under the Stars continued with a viewing on August 28th. 200 vehicles were counted.
- **September** – The Drive-In edition of Movies Under the Stars continued with a viewing on September 18. 160 cars were counted.
 - The 2020 Dog Daze of Summer was cancelled.
- **October** – The Drive-In edition of Movies Under the Stars continued with a viewing on October 17th of Halloween themed movies
 - The annual Halloween Carnival was modified into a drive-through trick-or-treat in conjunction with the existing Halloween Safe Stops which is organized by Noalmark Broadcasting. This event was very well attended with numerous cars still in line with the organizers ended the event at 5:00 p.m.
- **November** – Advertising for the Light Up the Night contest began.
 - Discussion of working with Studio M (a local dance school) was begun about hosting a modified production of their annual Nutcracker Suite. Public Health Orders delayed and eventually cancelled what would have been a drive-in style event.
- **December** – Awards for the Light Up the Night contest were distributed a total of 27 homes were nominated, with one winner for each of the 5 categories.

Aquatics:

- **February** - One Lifeguard Training Course was completed.
- **April** - Pools and Splash Pads were prepared to open for the season and readied for inspection.
- **May** - The State of New Mexico informed agencies that they would not be inspecting facilities due to COVID 19 restrictions.
- **October** - AES installed and serviced new controllers at Humble and Heizer Pools. They will return in spring of 2021 for annual maintenance.

Teen Center

During 2020, the Teen Center closed in mid-March due to Public Health Order mandates and remained closed for the remainder of 2020. Participation for 2020:

January	476
February	568
March	419

Upon closing, the Teen Center staff was reassigned to other Divisions within the Recreation Department and also assisted other Departments within the City. (CORE, Rockwind, Summer Recess, Municipal Court)

Items of Note:

- The Teen Center became the staging and training center for Summer Recess and Summer Sports programs and provided office space for seasonal staff.
- The Teen Center participated in the November 2020 General Election as a voting site on Tuesday, November 3.
- The Recreation Department's Art Program is being relocated to the Teen Center and the move is ongoing.
- New fitness equipment has been installed and includes a treadmill, functional trainer, and assisted pull-up machine.
- General Services began replacing ceiling tiles throughout the Teen Center.
- The Teen Center janitorial service revitalized the floors around the facility.
- Additional wall padding was added underneath indoor basketball goals
- The 13 year-old gym divider curtain was replaced.
- The Teen Center climbing wall was updated with new auto belay devices and additional handholds.
- The Teen Center added six new cameras in the surveillance system.
- During 2020 the Teen Center experienced its 20th anniversary.

Rockwind Club House

Rockwind hosted eight tournaments in 2020. The tee sheet was also reconfigured to include tee times that were spaced 12 minutes apart (from 8 minutes) due to Public Health Order mandates. Rockwind was closed a total of 60 days due to COVID 19 (March 18th-May 3rd and November 15th-December 1st).

- The average revenue for March 18th-May 3rd (2016-2019): \$151,710.67
- The average revenue for November 15th-December 1st (2015-2019): \$17,506
- The average rounds played during March 18th-May 3rd (2016-2019): 3,591
- The average rounds played during November 15th-December 1st (2015-2019): 578

Rockwind had 20,120 rounds in 2020 while being closed for 60 days and minimizing the tee sheet to 12 minute tee times. Below are the rounds for the last five years at Rockwind:

- 2016: 26,857
- 2017: 22,757
- 2018: 21,323
- 2019: 20,478
- 2020: 20,120 (estimated rounds for 2020 without the closures: 24,647)

Below is the revenue for the last 5 years at Rockwind:

- 2016: \$1,012,969.57
- 2017: \$949,509.41
- 2018: \$1,013,859.53
- 2019: \$807,707.94
- 2020: Actual: \$717,899.68 (estimated without the closures: \$869,610.35)

YEAR 2020

Department	Dept Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	713	\$5,203.01	(\$1.90)	\$5,201.11	\$0.00	\$261.89	\$5,463.00
Driving Range	31430	3920	\$22,166.60	(\$14.42)	\$22,152.18	\$0.00	\$1,120.16	\$23,272.34
Golf Cart Rental Fees	31431	13864	\$191,737.91	(\$10.46)	\$191,727.45	\$0.00	\$9,674.35	\$201,401.80
Green Fees	99999	20120	\$201,026.17	\$0.00	\$201,026.17	\$0.00	\$10,130.38	\$211,156.55
Hard Goods Sales	31410	4730	\$152,750.19	(\$4,714.32)	\$148,035.87	\$108,031.48	\$7,406.52	\$155,442.39
Membership Fees	31420	30	\$18,475.96	\$0.00	\$18,475.96	\$0.00	\$924.04	\$19,400.00
Soft Goods Sales	31401	4561	\$96,100.19	(\$2,014.86)	\$94,085.33	\$56,262.97	\$4,710.77	\$98,796.10
Food & Beverage	31441	1688	\$3,034.52	(\$216.97)	\$2,817.55	\$1,204.08	\$149.95	\$2,967.50
Totals for Revenue		49526	\$690,494.55	(\$6,972.93)	\$683,521.62	\$165,498.53	\$34,378.06	\$717,899.68
Grand Total:		49526	\$ 690,494.55	\$ (6,972.93)	\$683,521.62	\$ 165,498.53	\$ 34,378.06	\$ 717,899.68

GREEN FEE BREAKDOWN

EZLinks Prepaid	108		Punch Pass	294
GolfNow Prepaid	2		Summary for Punch Pass	294
Summary for EZLinks Prepaid	110			
Players Pass 18 Walk	2611		Rain Check	59
Summary for Player's Pass	2611		Summary for Rain Check	59
		12%	Resident 18	5860
LJI Rock Adult Resident	2222		Resident Junior	231
LJI Rock Adult Non-Resident	7		Resident Senior 18	2050
LJI Rock Jr. Comp w/Adult	153		League Fee	252
LJI Rock Junior Resident	4		Complimentary Round	229
LJI Rock Junior Non Resident	5		Resident Twilight	1613
LJI Rock Replay	8		Team Practice Round	673
LJI Rock Player's Pass	6		Resident 9	1255
LJI Rock Team Comp	27		Marshal/Team Green Fee	156
FootGolf Adult	2		Resident Replay	42
FootGolf Junior Comp	4	8%	Summary for Resident	12361
Summary for Par 3	2438			
			Tournament Fees	644
Public 18	1116	1%	Summary for Tournament - Public	644
Public 9	39		Grand Total:	20120
Public Junior	112			
Public Senior	83	0%	Minus LJI Rock Rounds	2438
Public Twilight	204			
Public Replay	13			
Specials	0			
Youth on Course	5			
PGA/GCSAA COMP	31			
Summary for Public	1603			

KEY PERFORMANCE INDICATORS	YEAR 2020
Total Pre-Tax Revenue	\$683,521.62
Total Rounds	20120
Avg Green Fee plus Cart Fee per Round	\$20.44
Total Merchandise Sales	\$242,121.20
Merchandise Sales Per Round	\$12.03
F&B Sales Per Round	\$ 0.14
COGS Hard Goods	73%
COGS Soft Goods	69%
COGS F&B	43%
Rounds w/Carts	69%
Total Revenue per Round	\$ 33.97

Recreation Department's Major Accomplishments for 2020:

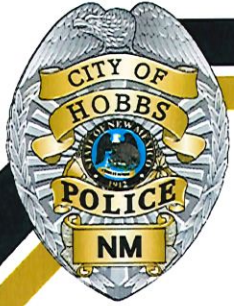
- The Hobbs Senior Center served 9,000 more meals in 2020 than it did in 2019.
- More than 20,000 rounds were played at Rockwind Community Links despite the course being closed for 60 days during 2020.
- While staying in compliance with Public Health Orders and COVID Safe Practices, numerous events, activities and programs were conducted and there was not a single known instance of transmission of the Coronavirus nor did any participants test positive to our knowledge.

Other notable accomplishments:

- Rockwind Community Links was ranked #2 in the state of New Mexico on Golf Digest's list of Best Courses You Can Play for 2020.

Recreation Department's Major Goals for 2021:

- Purchase safety equipment for Senior Center Outreach staff who deliver meals on a daily basis to keep them safe in case of an emergency situation. (personal panic buttons/radios/fleet GPS)
- Complete the Recreation Department's reorganization as it relates to the Aquatics and Sports operations with departmental staff having new responsibilities and/or changing chain-of-commands.
- Increase participation at the CORE to include recovering/new memberships, increase service levels, new offerings, increase occupancy, and add value to the CORE.



HOBBS POLICE DEPARTMENT

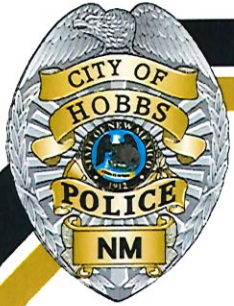
2020 Annual Report

Classification	2015	2016	2017	2018	2019	*2020	2019 to 2020 change
Reported Crimes	4648	4644	4865	5900	5376	4640	(-736) -14%
Calls for Service	42284	41280	42638	47296	48550	45021	(-3,529) -7%
Arrests	3553	6415	5299	4227	3521	3388	(-133) -4%
Murder/Manslaughter	2	3	2	4	8	2	(-6) -75%
Rape	29	33	40	53	42	24	(-18) -43%
Robbery	28	23	21	27	29	31	(+2) +7%
Assaults & Battery	920	997	988	1198	1076	808	(-268) -25%
Burglary	564	520	513	463	430	607	(+177) +41%
Larceny	677	583	606	502	547	480	(-67) -12%

John Ortolano, Chief of Police
 300 N. Turner • Hobbs, New Mexico 88240
 Dispatch (575) 397-9265 • Fax (575) 397-3867
 www.hobbspd.com

Accredited By The
 New Mexico Law Enforcement Professional Standards Council





HOBBS POLICE DEPARTMENT

Classification	2015	2016	2017	2018	2019	*2020	2019 to 2020 change
Auto Theft	108	91	94	161	198	192	(-6) -3%
Arson	6	6	4	5	6	7	(+1) +17%
Forgery	44	55	65	34	8	5	(-3) -38%
Fraud	68	84	80	95	86	100	(+14) +16%
Embezzlement	56	38	39	43	38	12	(-26) -68%
Rec. Stolen Property	12	11	14	19	16	6	(-10) -63%
Vandalism	536	437	462	569	582	705	(+123) +21%
Weapon Offenses	48	43	47	53	41	31	(-10) -24%
Assaults on P.O.	28	31	32	112	72	66	(-6) -8%
Domestic Violence	473	414	343	567	475	358	(-117) -25%
Citations Issued	16390	15537	10394	9160	12214	14307	(+2093) +17%
DWI	327	260	181	114	173	132	(-41) -24%
Traffic Crashes	738	650	601	1205	1332	898	(-434) -33%

John Ortolano, Chief of Police
 300 N. Turner • Hobbs, New Mexico 88240
 Dispatch (575) 397-9265 • Fax (575) 397-3867
www.hobbspd.com

Accredited By The
 New Mexico Law Enforcement Professional Standards Council



UTILITIES DEPARTMENT

2020 AVERAGE ANNUAL REPORT

WATER DEPARTMENT	<u>2019 AVERAGE</u>		<u>2020 AVERAGE</u>	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>
Residential	11,316	90,588,211	11,526	103,507,358
Commercial	1,797	47,897,899	1,812	41,638,641
City Accounts	216	13,549,391	215	13,725,055
School Accounts	56	3,777,548	56	5,818,222
Irrigation	249	6,089,148	249	6,763,004
	13,634	161,902,197	13,858	171,452,280

LABORATORY	2019 AVERAGE	2020 AVERAGE
Total Drinking Water Tests	98	91
Total Wastewater Tests	95	86
Liquid Waste Received (gallons)	155,314	129,953

WASTEWATER RECLAMATION FACILITY	2019 AVERAGE	2020 AVERAGE
Influent (Million Gallons)	98.966	94.784
Effluent (Million Gallons)	94.571	93.256
Solids Removed (Dry Pounds)	251,996	123,680

WATER PRODUCTION REPORT - 2020 AVERAGE

WATER PRODUCED

Total monthly water produced, million gallons	258,317,160
Total monthly water distributed, million gallons	234,422,083

CHLORINE

Monthly chlorine average residual, milligrams/liter	1
Monthly chlorine gas dosed to system (lbs)	1,719

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 - 2020 AVERAGE

WORK DESCRIPTION	QUANTITY
Meter lid replacement	35
Meter box replacement	27
Meter stop / valve replacement	31
Meter change out 3/4"	198
Meter change out 1"	2
Meter change out 2"	4
Meter change out 3"	1
Meter change out 4"	1
Meter change out 6"	1
Set new 3/4" meter	40
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	63
Service lateral replacement	Qty. 11 - Feet 180.42
New Service Lateral	Qty. 8.09 - Feet 146.67
Low water pressure investigation	6
Water quality investigations	3
Main line leaks/repair	7
Main line replacement (feet)	18
New main line installed (feet)	0
Valve maintenance	87
Valve new install/replacement	6
Fire hydrant maintenance	133
Fire hydrant repair/replacement	3
Fire hydrant meter maintenance	3
Fire hydrant meter set	4
New fire hydrant installed	1
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,390,000
Miscellaneous afterhour calls	7
Emergency Call Outs (From 5:00pm to 7:00am)	78

WORK DESCRIPTION - 2020 AVERAGE	QUANTITY
Manhole maintenance	63
Manholes cleaned	73
Sewer main line cleaned	41,887
Sewer stoppages	59
Sewer main line video inspections	3
Odor complaints	2
Sewer pre-treatment additives	31.25 gallons
Property damage from sewer	0
Sewer main line repair/replacement	3
New sewer main line installation	4
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	49
Emergency call out (from 5:00 pm to 7:00 am)	11

UTILITIES PLUMBER REPORT - 2020 AVERAGE	QUANTITY
Sewer stoppages	14
Odor complaints	2
Water leaks	17
Pool maintenance	22
Gas leaks	2
Emergency call outs (from 5:00 pm to 7:00 am)	1
Core	15