



CITY MANAGER'S
ANNUAL REPORT
2021

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



Mayor

Sam D. Cobb

City Commission

- R. Finn Smith – 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

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LIBRARY SERVICES

Library Director

Sandy Farrell

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

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

Barry Young
Mark Doport

POLICE DEPARTMENT

Acting Police Chief
Code Enforcement
Animal Adoption Center

August Fons
Art DeLaCruz
Missy Funk

GENERAL SERVICES DEPT.

Gen. Svcs. Director
Building Maintenance
Electrician
Garage
Streets

Shelia Baker
Tommy Trevino
Shawn Smith
Vacant
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

H. R. Director
Assistant H.R. Director
Risk Management Director

Nicholas Goulet
Tracy South
Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Ron Roberts
Christa Belyeu



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

Office: (575) 397-9206
Email: mgomez@hobbsnm.org

MANNY GOMEZ
City Manager

January 14, 2022

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

City Manager's Annual Report for 2021, provides general 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.

The year 2021 has been a hard year for our community and families as Covid has remained in the forefront. Through it all the City has continued to provide services to our citizens. We have done everything in our power to keep our employees and citizens safe.

The citizens of the City of Hobbs are resilient and hardworking and together we look forward to a fresh start in 2022 and continuing our work to respond, recover and thrive in the pandemic era. Whatever your New Years goals may be remember Teamwork is what makes the City of Hobbs work so well.

Wishing you a successful and healthy New Year!


Manny Gomez, City Manager



CITY CLERK'S OFFICE 2021 Annual Report

	2020	2021
Business Registrations -New	231	239
Business Registrations - New Owner	48	19
Business Registrations- Change of Address	55	42
Renewals	1372	1221
Web Payment Renewals	228	348
Total Business Registrations Activity	1932	1863
Average # of Active Business Registrations per Month	1946	2050
Fireworks Licenses	5	4
Junk Yard Licenses	2	3
Liquor License	56	57
Mobile Business Licenses	70	65
Pawn Brokers	2	2
Secondhand Dealer's Licenses	7	6
Solicitor's Permit	19	14
Temporary Vendor's Licenses	1	0
Cemetery Deeds Issued/Processed	476	532
Public Documents Notarized	1450	1471
Public Records Request	329	364
Regular City Commission Meetings	24	24
Special City Commission Meetings	2	2
City Commission Work Session/Closed Meetings	7	8
Notice of Potential Quorum	6	8
Resolutions and Ordinances Attested	135	142
Consideration of Approval	34	41
Total Volume of Transactions on Tyler Cashiering	4587	4203
Total Amount	\$ 6,654,462.29	\$ 5,396,456.96
Web Payments Online for All Departments	\$ 18,720.73	\$ 34,340.98
Grand Total	\$ 6,673,183.02	\$ 5,430,797.94



Hobbs Express

2021 Annual Report

Passenger Activity	<i>Prior Calendar Year 2019</i>	<i>Prior Calendar Year 2020 **COVID**</i>	<i>Calendar Year 2021 **COVID**</i>
No. of Elderly Passengers	7,571	4,450	5,376
No. of Non-Ambulatory Passengers	2,366	1,098	1,264
No. of Disabled Passengers	3,210	2,013	1,613
No. of Other Trips	46,098	15,694	10,676
Total Passenger Trips	59,245	23,255	18,929

Bus Route Trips	52,296	18,395	14,860
Rapid Line Trips	3,084	1,256	0
Total Bus Route Trips	55,380	19,651	14,860
Response/Paratransit Trips	3,865	3,604	4,069
Total Passenger Trips	59,245	23,255	18,929

Vehicle Statistics	<i>Prior Calendar Year 2019</i>	<i>Prior Calendar Year 2020</i>	<i>Calendar Year 2021</i>
Total Vehicle Hours	11,099	7,302	4,193
Total Vehicle Miles	151,258	98,834	68,138

Revenue Collected	<i>Prior Calendar Year 2019</i>	<i>Prior Calendar Year 2020</i>	<i>Calendar Year 2021</i>
Total Fares Collected	\$37,689.00	\$10,368.00	\$0.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
2021 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:

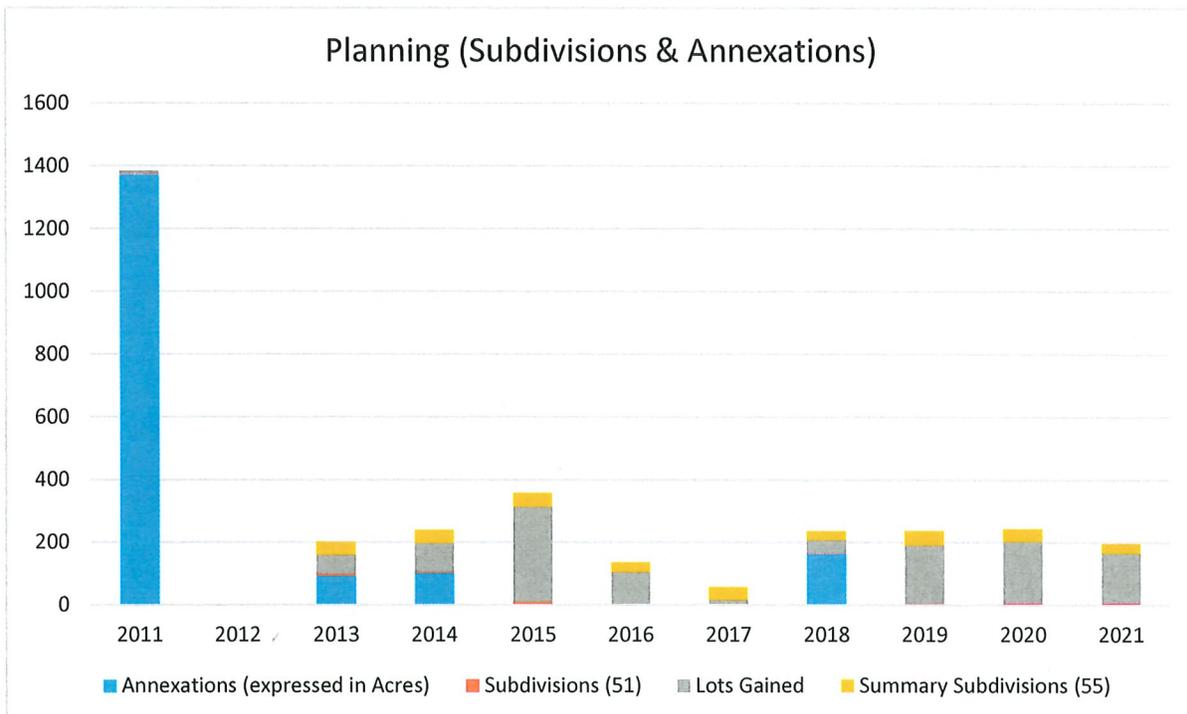
Addressing Assignment: The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

ADDRESSING						
Year	2016	2017	2018	2019	2020	2021
Permanent/Temporary Addresses :	85	69	75	244	151*	47
<i>*Includes Master Subdivision Addresses</i>						

PLANNING DEPARTMENT:

City of Hobbs Growth Statistics

Land Development	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Annexations (expressed in Acres)	1372.42	3.62	92.89	101.9	1.37	1.31	0	163.23	0	1.3	0
Subdivisions (51)	1	0	5	3	8	1	3	1	5	4	6
Lots Gained	11	0	61	92	304	102	13	42	186	197	160
Summary Subdivisions (55)			42	43	44	33	42	31	47	41	31





ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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GIS-MAPPING DIVISION:

ArcGIS Enterprise Server:

Updated Pavement Polygon (Jan, Feb, Mar): The GIS division has put together a new Streets Polygon dataset based on the data collected during the Mobile Liar Project.

ESRI ELA Update (Oct, Nov): During Oct and the first week of Nov, the GIS division completed its' once every three year renewal of our small government ELS with ESRI. This includes updating the software key, and data access to keep the GIS up and running.

Portal Outage Map (Jun, Aug): After an outage of the portal in June, the GIS division created a new map on ArcGIS online to be a back-up for Utilities if the portal goes down unexpectedly. This was helpful to keep Utilities online during the week's long internet outage in Aug.

Centerlines and Addressing:

County Update (Nov): In Nov the GIS division did a lot of work to update the County's Dispatch datasets with new subdivision north of town.

Training and procedures:

Mobile App Switchover (Sept): In Sept the GIS updated procedure and sent out notice on the need to switch to Field Maps by Jan 1, 2021.

GNSS Training (June, Dec): In June the GIS division did GNSS equipment training with the Golf Course. In Dec the GIS division did a full GNSS Basics class for Traffic.

New FCL (July, Dec): The GIS division started creating a new Feature Code Library in July to update the current FCL into an easier to understand tool. In Dec the GIS division did training with all depts. that use GNSS equipment on the new FCL.

Major Infrastructure:

Phase 11 (Jan, Feb): In Jan the GIS division worked with SMA to get ready for phase 11 waterline. During February the GIS supported and trained SAM on usage of the City of Hobbs GNSS equipment and data collection procedures.

Other Major Projects:

Street Scan (Sept): In Sept the GIS division did extensive work to update the Hobbs centerline for its use in the StreetScan Project.

Flood and GIS webpage (Mar, Aug, Dec): In March the GIS division completed it work on the Floods and Hazards page outline, and provided it to IT. In August, the GIS division and Eng. had a meeting with IT on getting both the GIS and Flood webpage set up. The work was completed on the Floods page before the FEMA CRS program review in Oct. GIS webpage was completed in Dec.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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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. & Broadway St. North bound signal pole was struck by oversized load.

Dal Paso St. & Clinton St. South bound new pole was installed.

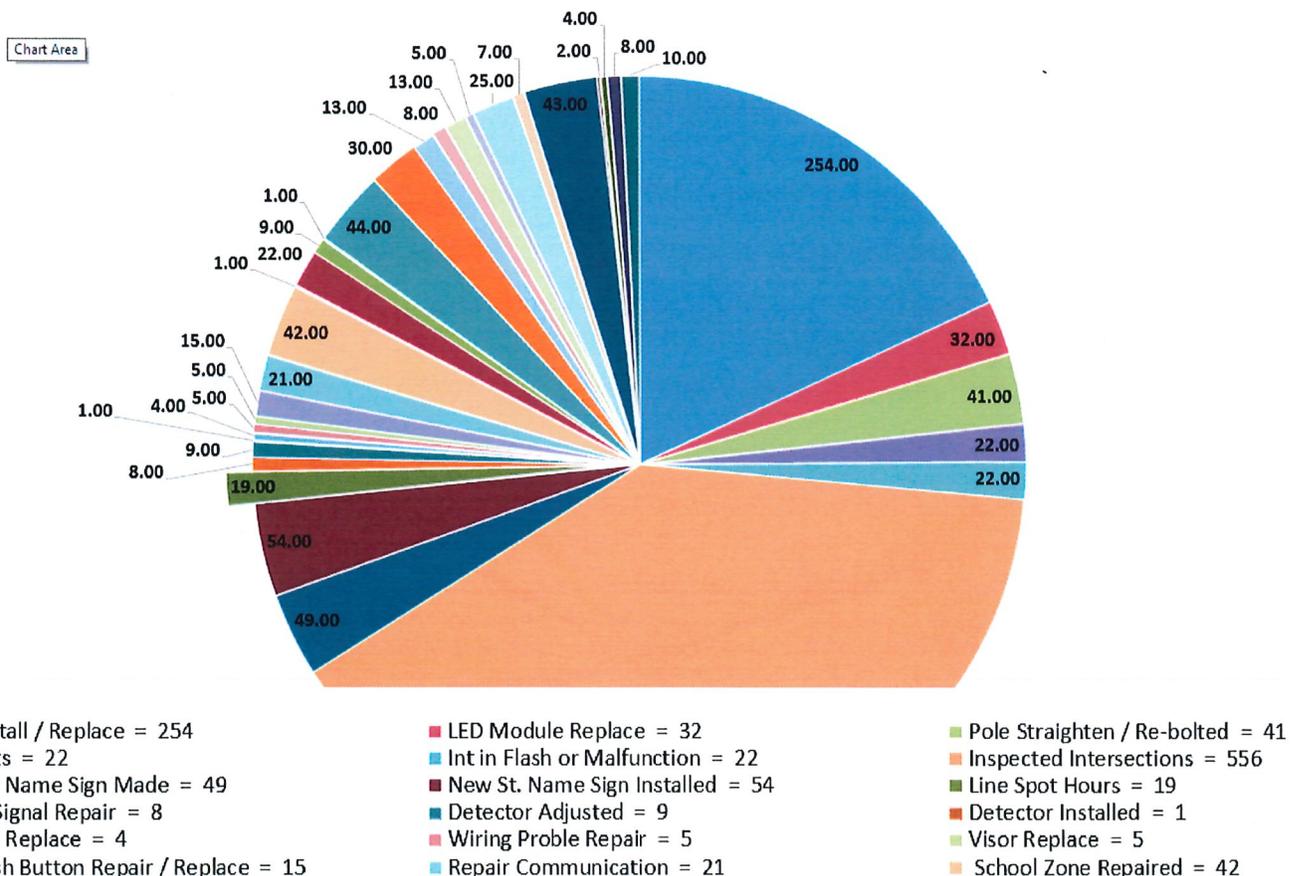
Dal Paso St. & Clinton St. North bound pole struck by over height vehicle.

Dal Paso St. & Sanger St. West bound pole was struck by vehicle.

Bender Blvd. & Fowler St. East bound over head signal struck by over height load.

Dal Paso St. & Sunset Dr. South bound pole struck by vehicles

Lovington Hwy. & Joe Harvey Blvd. North bound and east bound poles where struck vehicles requiring the replacement of transformer bases.



CITY OF HOBBS BUILDING DIVISION

Total Type of Construction

for period ending January 01, 2021-December 31, 2021

Commercial		# OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	108	160,500.00	20,575.00
COMM PLUMBING	Commercial	115	172,500.00	10,965.00
COMM SEWER TAP & EXCAVATION	Commercial	10	15,000.00	3,130.00
COMMERCIAL ADDITION	Commercial	9	1,624,820.00	4,101.00
COMMERCIAL CANOPY	Commercial	5	261,208.00	1,188.00
COMMERCIAL CARPORT	Commercial	1	11,500.00	144.00
COMMERCIAL DEMOLITION	Commercial	4	902,275.00	1,688.04
COMMERCIAL ELECTRICAL	Commercial	161	231,000.00	18,880.00
COMMERCIAL FENCE	Commercial	4	49,833.00	40.00
COMMERCIAL GRADING	Commercial	1	10,000.00	90.00
COMMERCIAL RAMPS	Commercial	1	4,500.00	40.00
COMMERCIAL REMODEL	Commercial	36	10,044,754.00	20,063.35
COMMERCIAL RE-ROOFING	Commercial	25	935,810.00	4,332.00
COMMERCIAL SIGN	Commercial	41	624,220.00	4,727.00
COMMERCIAL STORAGE	Commercial	4	463,697.00	1,762.00
COMMERCIAL TOWERS	Commercial	2	31,325.00	324.00
FIRE ALARM SYSTEM	Commercial	4	6,000.00	330.00
INDUSTRIAL EXCAVATION	Commercial	29	33,000.00	799.00
NEW COMMERCIAL	Commercial	12	9,616,705.00	18,014.77
SPRINKLER SYSTEM	Commercial	1	1,500.00	50.00
TEMPORARY TENTS AND CANOPIES	Commercial	1	0.00	0.00
		574	\$25,200,147.00	\$111,243.16

Residential		# OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	352	\$523,500.00	\$24,829.00
RES PLUMBING	Residential	503	\$774,010.00	\$29,002.00
RES SEWER TAP & EXCAVATION	Residential	69	\$103,500.00	\$24,290.00
RESIDENTIAL ADDITION	Residential	45	\$1,604,992.00	\$8,514.00
RESIDENTIAL CANOPY	Residential	3	\$29,620.00	\$264.00
RESIDENTIAL CARPORT	Residential	23	\$238,393.00	\$2,048.00
RESIDENTIAL CURB CUTS	Residential	12	\$41,466.00	\$685.00
RESIDENTIAL DEMOLITION	Residential	19	\$44,730.00	\$510.00
RESIDENTIAL DETACHED GARAGE	Residential	6	\$103,913.00	\$1,062.00
RESIDENTIAL DRIVEWAY	Residential	24	\$102,234.00	\$475.00
RESIDENTIAL ELECTRICAL	Residential	641	\$944,000.00	\$47,746.00
RESIDENTIAL EXCAVATION	Residential	2	\$4,100.00	\$550.00
RESIDENTIAL FENCE	Residential	45	\$135,100.00	\$470.00
RESIDENTIAL FOOTING/FOUNDATION	Residential	1	\$8,000.00	\$60.00
RESIDENTIAL MANUFACTURED HOME	Residential	41	\$3,287,202.00	\$2,700.00
RESIDENTIAL REMODEL	Residential	210	\$6,472,703.00	\$38,538.00
RESIDENTIAL RE-ROOF	Residential	180	\$1,378,649.00	\$12,586.00
RESIDENTIAL SINGLE FAMILY	Residential	159	\$45,566,914.00	\$98,513.09
RESIDENTIAL STORAGE	Residential	29	\$952,436.00	\$5,328.00
RESIDENTIAL SWIMMING POOL	Residential	10	\$620,805.00	\$2,870.00
		2374	\$62,936,267.00	\$301,040.09

COMMERCIAL		574	\$25,200,147.00	\$111,243.16
RESIDENTIAL		2374	\$62,936,267.00	\$301,040.09
TOTAL COMBINED FOR YEAR TO DATE JAN-DEC 2021		2948	\$88,136,414.00	\$412,283.25



COMMUNICATIONS DEPARTMENT 2021 Annual Report

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 48 press releases and PSAs:

- Health and Safety Improvements at Hobbs Apartments 1/1/21
- Skate Park Reopens in Hobbs 1/6/21
- HFD Selected to Participate in NFPA Community Risk Reduction Pilot Program 1/20/21
- Senior Center Tax Prep 2/12/21
- Chevron Grant Donation 2/18/21
- HFD Selected to Participate in NFPA Community Risk Reduction Pilot Program 1/20/21

PSAs – shared on socials

- Hobbs City Commission Meeting 2/1/21
- Covenant Vaccine Clinic at Booker T. Washington Park 2/3/21
- Tips to Prepare Your Home and Stay Warm 2/11/21
- Pet Safety Tips (for inclement weather conditions) 2/11/21
- Stay Home – Avoid Driving 2/13/21
- Intermittent Power Outages 2/14/21
- Rolling Electricity Blackouts 2/15/21
- City Offices Delay Opening 2/15/21
- Park Lakes are Closed (due to freezing) 2/16/21
- Drive Slow – Brake Slow 2/18/21
- Covenant Vaccine Clinic at Booker T. Washington Park 2/23/21
- Crack Sealing on Grimes 2/23/21
- We are YELLOW! 2/24/21
- Facebook Live video which promoted funds donated by Chevron Corp to benefits city sanitation procedures 3/8/21
- Presented the State of the City with the Mayor and CM Gomez 3/11/21
- Change in Library Hours 3/25/21
- Meals on Wheels Survey Results 4/12/21
- Fire Hydrants 4/14/21
- Centennial Roots (Tree Donations) 4/29/21
- Water Conservation Period – first week of May
- Memorial Day closure notice 5/28/21
- Sever weather notices
- New Commissioner for District 1: Finn Smith
- Hobbs Senior Center reopened
- Masks Still Required on Hobbs Express Buses 6/30/21

COMMUNICATIONS DEPARTMENT 2021 Annual Report

- 4th of July Fire Safety 6/30/21
- 4th of July Fire Safety 7/2/21
- Annual Large Item Pickup 7/16/21
- Hobbs Proactive against Network Security Breach 8/17/21
- Temporary Municipal Court Closure 8/20/21
- Hobbs Express Suspension Due to COVID Exposures 8/24/21
- Hobbs Express Suspension Update 8/30/21
- Large Item Pickup
- Avalon Cove Homicide 9/23/21
- Nymeyer – New Executive Assistant – written 10/20/21, released 12/1/21 with headshot
- Overgrown Weeds and Wildfires 10/7/21
- Heat Lamp/Space Heater Safety and Risks 12/6/21
- Shoplifting in Hobbs 12/9/21
- Hobbs Names Interim Police Chief 12/14/21
- Hobbs Names New Deputy Fire Chief 12/15/21

2020 CENSUS

- Continued coordination with State’s Census Commission Coordinator – new deadline for results to be announced has not yet made by the Census Bureau
- Continued communication with State Complete Count Commission Coordination and Lea County officials
- End of campaign tasks
 - Appreciation certificates
 - Final budget submissions

Other

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. See “OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS” for more info on social media posts.

- Holiday closure and schedule change notices
- Construction notices and updates
- Hosted biweekly radio recordings through contract with Jason Adams, AKA DJ Alpine
- Daily social media posts to Keep Hobbs Clean and Beautiful pages with #yeshobbs tag
- Annual Large Item Pickup advertising through social media networks, newspaper, and radio for all 4 events
- Comments and coordination of Mayor’s video for Governor’s Office
- Week long social media campaign for Hobbs Animal Adoption Center
- Hobbs Express Temporary Route PSA

COMMUNICATIONS DEPARTMENT 2021 Annual Report

- Coverage of ERAP (Emergency Rental Assistance Program)
 - Radio commercials placed
 - Multiple social media posts and stories
 - Newspaper ads placed
- Scheduling and script writing of HPD Female Officer Recruitment video and commercial in coordination with hiring event
 - Recording and production of video and commercial
 - Facebook event established
 - Promotional cards designed and printed
- Centennial Roots Coordination Arbor Day Event
 - Planning with other departments (including Parks and Open Spaces and Recreation) and Centennial Resource Development, Inc.
 - Locations chosen
 - Coordination with Booker T. Washington Elementary School to include students involvement in event, lunch, and planting trees
 - Facebook Live
 - Tree donations received and assigned
- Planned Veterans Memorial Groundbreaking in conjunction with General Services Director and City Manager – event held June 14, 2021
- “Stay Human” art piece ribbon cutting
- Director assisted with marketing duties of the CORE until new Marketing Coordinator position is filled
- RentHelpNM.org promotions
 - Calls with State DFA reps
 - Request for promotional materials (multiple requests)
 - Social media posts and stories
 - Shared with multiple groups
 - Communications with Salvation Army
 - Engaged local utility providers on Bulk Payment Program
- Finalized contract with Bender Billboards to run 6 monthly spots of City of Hobbs content on their digital billboards
- Designed, received, and distributed copies of The Guide, Issue 9, Fall 2021
- Distribution of proposed cannabis Ordinance public information (socials, newspaper, and billboard)
- Fire Prevention Week (October) promotional planning with Fire Marshal’s Office

COMMUNICATIONS DEPARTMENT 2021 Annual Report

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.

4th Annual Hobbs Tree Lighting Ceremony

- Tree Lighting Ceremony
 - Advertising Facebook posts
 - Facebook event with posts and updates in event
 - Instagram posts
 - Radio advertisement placements
 - Live broadcasts booked
 - Posters ordered, printed, and placed at different locations
 - Postcards ordered, printed, and distributed at different locations along with given to TLC Committee members to distribute
 - Weekly meetings are being held with the Committee
 - Vendors signed up and scheduled
 - Performers booked and scheduled
 - Rides and rentals are being booked and scheduled

NM True Grant

- Execution of NM True CoOp grant expectations
 - Biweekly check-ins
 - Facebook and Instagram posts and ads
 - Website directing
 - Videography planning
 - Ad creations



COMMUNICATIONS DEPARTMENT 2021 Annual Report

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 January 31
- City Closure MLK Day Ends January 19
- Presidents Day Closure Ends February 16
- HPL New Hours Ends TFN
- LCCA Ends April 30
- LCCA Ends August 31
- LCCA Ends December 31
- LCCA Ends January 31
- LCCA Ends July 31
- LCCA Ends June 30
- LCCA Ends March 31
- LCCA Ends May 31
- LCCA Ends October 31
- LCCA Ends September 30
- Skate Park Open Ends March 31
- United Way Facebook Live Ends March 31
- United Way Spotlight Ends Feb 28
- United Way Coats Ends Mar 5
- United Way Favorite Woman End Feb 28
- United Way Heater End March 31
- United Way Round Up Ends Jan 31
- United Way Social Media Ends Feb 25

February

- Center for The Arts & ATK End March 6
- Hobbs Express Ends TFN
- HPD Recruitment Ends TFN
- Senior Center Tax Prep Ends April 15

March

- Community Clean Up End April 09
- United Way 5k Run End April 17
- United Way Project Heartburn End April 17

April

- Community Cleanup Calderon May 15
- Community Players of Hobbs Ends 5-22-21
- Community Players of Hobbs Ends 7-18-21
- Community Players of Hobbs Ends 10-31-2021
- Community Players of Hobbs Ends 12-19-2021
- Convenience Centers End TFN
- COVID Vaccine Information Ends 7-10
- Hispano Chamber End April 10
- Hispano Chamber Pan-Dulce End April 23
- Hobbs Teen Center 5-31-2021
- HR Seasonal Hiring Ends 5-19-2021
- Library Hours Update End TFN
- Lifeguard Recruitment Ends 5-31-2021
- Parks & Rec New Location 6-30-2021
- Summer Jobs Ends 5-31-2021
- Waste Management Free Pickups TFN

May

- ATK Gold Tournament Ends 5-21
- ATK Steam Programs Ends 9-24
- ATK Try It till You Find It Ends 09-30
- Boys & Girls Club Summer Programs Ends 5-28
- City of Hobbs Closed Memorial Day 5-31
- City of Hobbs Summer Seasonal
- Community Cleanup June 4
- CORE Mostly Reopen Ends 5-31
- Hobbs Public Library Summer Reading Ends July 1



COMMUNICATIONS DEPARTMENT 2021 Annual Report

- Hobbs Public Library Summer Reading Ends Jun 4
- HPD Recruitment Ends 6-4 2021
- HR Summer Seasonal Ends 6-18
- Lea County DWI Graduation Ends 5-20
- Lea County DWI Memorial Day Ends 5-31
- United Way Project Feeding Families End July 27
- United Way Project Jail & Bail Ends 5-09-2021

June

- City of Hobbs July 4th Closure Ends July 5
- CORE Fit Challenge Ends July 9
- CORE Recruitment Ends July 16
- CORE Swim Hour Expansion Ends August 31
- Hobbs Chamber Ends July 21
- Hobbs Chamber Ends June 30
- HR Recruitment Generic Ends TFN
- Penick Cleanup Ends June 25
- Xcel Streetlight Replacement Ends Aug 6

July

- Code Enforcement Ends Aug 31
- Code Enforcement Weeds
- CORE Challenge Nights Ends Aug 31
- CORE Ninja Warrior Ends Aug 31
- Hobbs Aug Nites Battle of the Bands Ends July 30
- HR Recruitment Ends August 6
- Large Item Pickup Ends November 5
- Library in Person Programs Ends Aug 31

August

- HPL Closing Saturdays

- Large Item Pickup Spanish Ends Nov 5

September

- Code Enforcement Weeds Ends 12-1
- Healthy Happens Here Ends 10-02
- Light of Lea County
- Municipal Court Hours
- Tree Lighting Vendor & Performer Recruitment Ends 11-22
- United Way Concert Ends 10-16

October

- Business License Renewal Ends Nov 30
- Community Playhouse Haunted House Ends Oct 31
- Core Volleyball Tournament Ends Oct 23
- LCCA Events Ends Nov 14
- Parks and Open Spaces Ends 12-31
- Southwest Symphony Ends Oct 24
- United Way Campaign Ends Dec 31
- CORE Spooktacular Ends Oct 30

November

- Thanksgiving Closure Ends Nov 29
- United Way Drive Thru Ends Dec 17
- United Way Feeding Families Ends Nov 30
- United Way Heater Drive End Feb 28
- United Way Meeting Ends Dec 20
- United Way Women Ends Dec 3

December

- City Closures Ends Dec 27
- CORE Winter Leagues Ends Dec 27
- Father Daughter Teaser End Jan 12
- Holiday Fire Safety Ends Dec 31
- Lifeguard Generic Ends March 31
- Light Up the Night Ends Dec 11
- New Year's Closure Ends Jan 3
- Tipsy Taxi Ends Dec 31

COMMUNICATIONS DEPARTMENT 2021 Annual Report

CORE (Center of Recreational Excellence)

Duties and Focuses of the Marketing Coordinator

- Health Fair Presented by the CORE and United Way – Saturday, October 2 from 9am-2pm
 - Free Health Screenings & Consultations
 - Fitness Class Demos
- No Carve Pumpkin Decorating Contest – Starting Friday, October 15 to Friday, October 29
 - The CORE's first ever No Carve Pumpkin Decorating Contest
 - Anyone can enter the contest and drop their pumpkin off at the Welcome Desk
 - Voting will take place during the Halloween Spooktacular event on Friday, October 29
- Bump, Set, Spook Volleyball Tournament – Saturday, October 23 – Check in at 8:30am
 - 4v4 format with a max of 6 players
 - Pool play, single elimination tournament
 - Prizes will be awarded to 1st & 2nd place teams
 - \$60 per team, registration ends Monday, October 18
- Halloween Spooktacular – Friday, October 29 from 3pm-6pm
 - *Newspaper ad will be posted on Hobbs News-Sun October 20, 22, 24, and 28*
 - Booth games & music
 - Pet parade & costume contest
 - Spook alley (haunted house)
 - Touch a truck
 - Food truck vendors
 - Pie throwing fundraiser
 - Pumpkin drop
 - No carve contest winners announced
- Wild Turkey Bowl
 - Re-Scheduled for Saturday, December 18, Check in at 8:30 am
 - 4-on-4 Format
 - \$15 a person
 - Ages 16 years or older
- Kids Sports Clinic
 - Football Saturday, October 30 – November 13
 - Basketball Saturday, December 4 – 18
 - \$20 for members, \$25 for non-members
- Challenge Nights – November
 - 16 years or older
 - Monday's – Basketball
 - Tuesday's – Soccer
 - Thursday's – Volleyball
 - Friday's – Kickball

COMMUNICATIONS DEPARTMENT 2021 Annual Report

- Turf Titans & Gym Giants
 - Every Tuesday & Thursday @ 1pm
 - 3-6 Years old
 - \$25 for members, \$30 for non-members
 - Deadline is 1st Tuesday of each month
 - Teaching the fundamentals of sports
- Kids Sports Clinic
 - Basketball Saturday, December 4 – 18
 - \$20 for members, \$25 for non-members
- Challenge Nights – December
 - 16 years or older
 - Monday's – Basketball
 - Tuesday's – Soccer
 - Thursday's – Volleyball
 - Friday's – Dodgeball
- Adult Sport Leagues – Deadline for Registration is December 27th
 - Coed Flag Football \$250 Per Team – Starting January 3rd
 - Men's Soccer \$250 Per Team – Starting January 4th
 - Coed Volleyball \$200 Per Team – Starting January 4th
 - Coed Soccer \$250 Per Team – Starting January 6th
- Youth Sport Leagues – Deadline for Registration is December 27th
 - Coed Soccer \$35 Each – Starting January 8th (1st – 4th Grade)
 - Coed Basketball \$35 Each – Starting January 8th (1st – 8th Grade)
 - Coed Flag Football \$35 Each – Starting January 8th (1st – 6th Grade)
 - Coed Volleyball \$35 Each – Starting January 8th (3rd – 12 Grade)
 - Coed Tee-Ball \$35 Each – Starting January 8th (4 – 6 Years Old)
- Cookies & Cocoa with Mrs. Clause
 - Sunday, December 19 in Banquet Room #1 at the CORE
 - 4:00pm – 5:30pm
 - Free Event
 - Story Time and Photos with Mrs. Clause
 - Open to All Ages
- 12 Days of Christmas Challenges
 - Participants must sign up for the challenge/contest through the COREmove app.
 - Activity for the day will be posted on the COREmove app only.
 - Participants will have until 11:59pm that day to complete the activity and post.
 - Participants must tag the CORE when posting their activity video or pic on social media to be entered into the drawing for each day. Entries for one day do not carry over into other days.
 - Participants can enter the challenge whenever they like between day 1 and day 12.
 - Contest begins on December 13th and will end on December 24th.
 - Prizes will be available for pick-up at the Welcome Desk until January.

COMMUNICATIONS DEPARTMENT 2021 Annual Report

- *Advertising/Marketing for these events were done through Bender Billboard, MTD Radio, Facebook, and Instagram.*

MISCELLANEOUS DEPARTMENT ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Budget management
- PSAs and announcements through several local and regional media outlets
- Participated in the creation of several publications
- Assigned community service participants
- Attended webinars and town halls
- Attended New Employee Receptions
- Regular cleaning and sanitizing of office areas to comply with CSPs
- Spanish lessons
- 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 and shares upcoming City events/activities and network on behalf of the City of Hobbs
- Numerous notices for different departments and locations
- Filming projects
- Facebook Lives relevant to local current events
- Coordinated City participation in local parades
- Coordinated employee milestones, announcements, PSAs, employee recognitions, etc. on social media
- Website monitoring and updates with IT Web Master
- Collection and presentation of Cantril Survey results
- Assist coordination of Employee Appreciation Picnic 5/5/21
- Social Media Policy review with Senior Center staff members
- Aquatics Facilities Feasibility survey designed
- Kids Fire Camp ad for HFD
- Hobbs High School class of 2021 graduates ad in Hobbs News-Sun
- Choosehobbsnm.com updates
- 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)
- Social media post training regarding open positions given to HR representative
- Hootboard troubleshooting with IT and Hootboard reps

COMMUNICATIONS DEPARTMENT 2021 Annual Report

- Creation and presentation of State of the City presentation
- Updated City's flood brochure
- Participated in the Project ECHO COVID collaboration team
- Hosted the Employee Halloween Costume Contest
- Review of CVB RFP submitted to Finance
- Studies of Wellbeing in the Workplace book, as assigned by City Manager
- Gus Macker planning meetings
- Director served on 20th Anniversary of 9/11 Planning Committee
- Coordinated headshots of new employees and updated old outdated headshots
- Coordinated HFD Photography head shots and makeups
- Coordinated HPD Photography head shots and makeups
- Director attended eLearning for Department heads on 10/26
- NM Recovery Update Webinar 10/27
- Director gave MyPower presentation at Houston Junior High 10/27
- Marketing Coordinator started on September 13, 2021
 - Introductions and marketing strategizing meetings were held throughout the City, most specifically at the CORE and Rockwind
- HPD Women Recruitment Video planning
- CVB consultation firm research
- Online municipal employee trainings
- FEMA public information planning with GIS Division
- Creation of a branded City of Hobbs presentation
- Set up organization-wide Dropbox account with 20 licenses
 - Licenses distributed and set up
- Social Media Policy

COMMUNICATIONS DEPARTMENT 2021 Annual Report



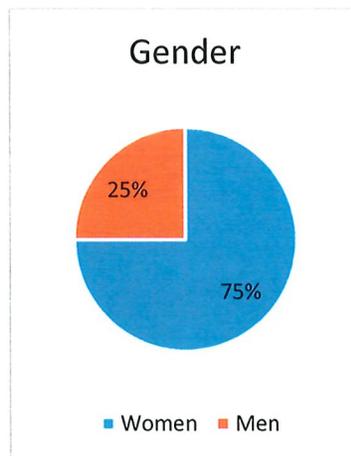
Facebook – Annual

Page Reach	Post Likes/Followers
182,833	9.1k



Instagram – Annual

Page Reach	Page Likes
40,993	1.9k





COMMUNICATIONS DEPARTMENT 2021 Annual Report

Livestreamed City Commission Meetings

Annual Totals

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

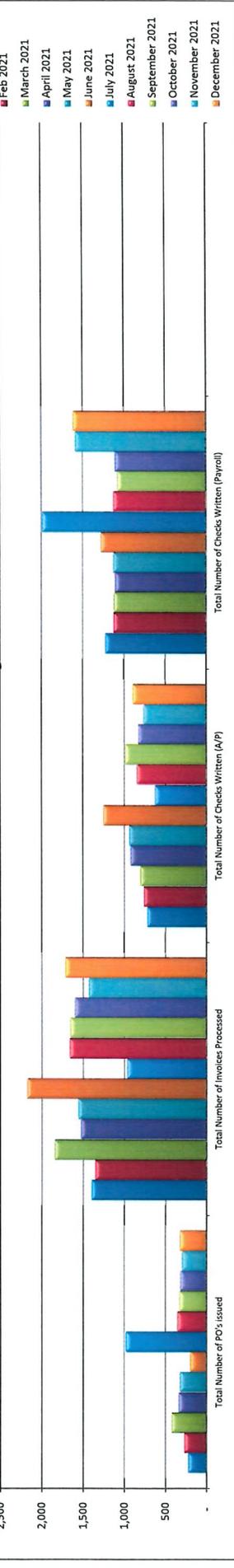
	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	83.8%	4,098	16,947
Live Viewers	16.2%	793	20,427
Total	100%	4,891	37,374

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

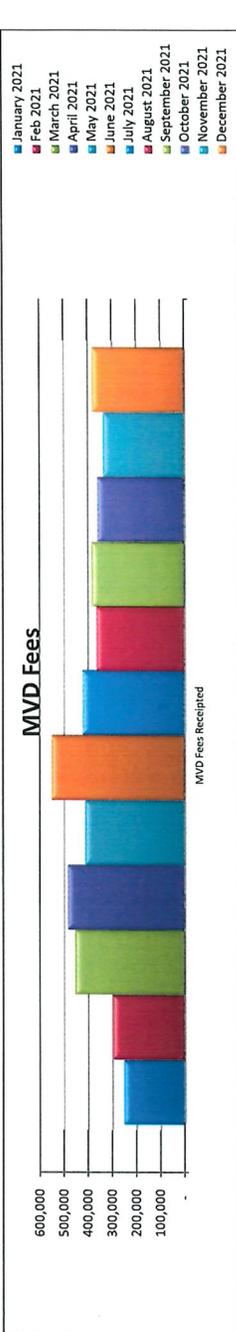
**Monthly Measurement
Finance Department
2021**

Cash Statistics	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	YTD Total
Beginning Cash Balance	145,782,922	145,240,203	145,293,175	145,791,989	145,497,154	146,158,652	142,412,202	144,154,814	145,856,417	146,420,627	146,868,694	145,396,963	
Monthly Cash In (Revenue - all funds)	8,477,722	8,947,561	8,038,333	8,117,998	9,028,467	11,689,724	13,001,049	9,657,544	8,867,340	11,027,552	9,034,311	9,931,965	\$ 115,819,567
Monthly Cash Out (Expenditures - all funds)	9,020,441	8,775,680	7,539,519	8,412,834	8,366,969	15,436,173	11,258,437	7,955,941	8,303,129	10,579,685	10,506,042	9,236,314	\$ 115,390,976
Ending Cash Balance	145,240,203	145,412,074	145,791,989	145,497,154	146,158,652	142,412,202	144,154,814	145,856,417	146,420,627	146,868,694	145,396,963	146,092,614	
Finance Transaction Statistics													
Total Number of PO's issued	226	272	428	341	326	203	986	356	330	322	300	326	4,416
Total Number of Invoices Processed	1,405	1,358	1,854	1,535	1,567	2,185	974	1,667	1,662	1,608	1,437	1,719	\$ 18,971
Total Number of Checks Written (A/P)	730	768	811	931	946	1,258	632	855	995	839	772	902	\$ 10,439
Total Number of Checks Written (Payroll)	1,232	1,130	1,126	1,110	1,135	1,283	1,996	1,132	1,083	1,113	1,596	1,619	15,555
daily average													41.6
weekly average													293.2
bi-weekly average													586.4

Finance Transactions Averages



MVD Statistics	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	YTD Total
MVD Transactions	1,567	1,719	2,380	2,209	1,849	2,170	2,038	1,949	1,933	1,926	1,698	1,880	\$ 23,318
MVD Fees Received	254,479	299,757	453,574	487,465	412,973	552,397	425,629	366,519	384,969	361,994	337,408	381,840	\$ 4,719,003
daily average													64.2
weekly average													449.4
bi-weekly average													898.8



FIRE SUPPRESSION/PREVENTION

2021 Annual Report

ALARMS

Alarms (City)	1304
Alarms (County)	309
Total Alarms	1613

ZONES

Zone 1 (NW City)	413	Zone 5 (NW County)	126	
Zone 2 (NE City)	371	Zone 6 (NE County)	86	
Zone 3 (SE City)	354	Zone 7 (SE County)	45	
Zone 4 (SW City)	166	Zone 8 (SW County)	33	
Out of District				19

TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:54
Station 2	1:16
Station 3	1:21
Station 4	1:59
Average	1:37

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:12
Station 2	5:30
Station 3	5:15
Station 4	7:37
Average	6:08

PREVENTION PROGRAMS

Fire Investigations	70
Fire/Safety Inspections	595
Smoke Detectors Installed	50
Public Education Activities	44
Plan Reviews	55
Burn Permits Issued	32

FIRE RESPONSE BY STATION

Station 1	557
Station 2	437
Station 3	398
Station 4	221

MOST COMMON DAY/TIME

Friday (1900 - 2059 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 3

STRUCTURE FIRES

Structure Fires - 42

FALSE ALARM RESPONSE

False Alarms - 304

TRAINING HOURS

Fire Training	10,053
EMS Training	960

EMS RUN BREAKDOWN

City Response	8407
County Response	605
Total Responses	9012
Total Reports	9028

ZONES

Zone 1 (NW City)	3719	Zone 5 (NW County)	174
Zone 2 (NE City)	1467	Zone 6 (NE County)	307
Zone 3 (SE City)	1811	Zone 7 (SE County)	19
Zone 4 (SW City)	1410	Zone 8 (SW County)	105

AVERAGE RUN TIMES

Enroute:	2:21
At Scene:	5:04
To Destination:	19:47
Back in Service:	33:43

MOST COMMON DAY/TIME

Friday – 1,347 calls for service
Monday – 243 calls from 15:00 – 17:59 hours

MOST COMMON COMPLAINT

Breathing/Respiratory Problem - 815

OUT OF TOWN TRANSFERS

Lubbock	290
Midland	22
Odessa	43
Roswell	90
Carlsbad	35
Fort Stockton	1
Airport	291

CARDIAC ARREST RESPONSES

Cardiac Arrest	136
ROSC	19
ROSC = Return of Spontaneous Circulation	

EMS BILLING

Billed	
Collected	\$1,690,061.53

Highlights for 2021

- Received \$10,000 grant from Oxy, \$3,500 from Devon, and \$5,000 from Chevron
- Hobbs Apartments inspections completed by Fire Prevention personnel
- Hobbs Municipal Schools COVID inspection completed by Fire Prevention personnel
- Blue Card IC for all Officers completed
- 8 personnel completed Paramedic internships
- Kids Fire Safety Camp held with 9 students attending
- Firework Patrol conducted with new ordinance in place; 217 Fireworks related calls
- 2 new ambulances received; funded through a \$400,000 state appropriation
- National Guard Building Divestment Ceremony
- New Fire Chief and Deputy Chief named

2021 Annual Report

Carpenter Dept.

Work performed by City Carpenters

17	Installed/Replace/Remove/Adjusted door closer
49	Door lock repaired
81	Building repaired / out side
167	Ceiling Tile replaced
331	Roof repair/Inspection
5	Door Alarms Installed/Replaced doors
120	Floor Tile Replaced/Floor Repaired
27	Replace Wall Panel/Wall Repaired/Wall Painted
194	Moved Office Furniture
4	Install/Built restroom stall doors
2	Replaced Door
600	Work Orders

Trips **Location of work performed.**

120	City Hall
3	Jogging Trail Restrooms
116	Police Department
37	Senior Center
12	Station #3
6	McAdams Restroom/Office
49	C.O.R.E.
3	Annex
4	Green Meadow Restroom
48	Animal Adoption
2	City Jail
79	Library
11	Teen Center
12	D.M.V
13	Station #1
21	Del Norte Pool
60	Prairie Haven
6	Rockwind
13	Station #2
18	State Police Building
42	Municipal Court
14	DA Office
32	Crime Lab
12	Warehouse
1	Station #4

2021 Annual Report General Services – Electrical Dept.

Break down of work performed by the Electricians.

169	Light repairs
111	AC repairs
92	Heater repairs
192	General electrical work
112	CORE work
51	Nonelectrical work

Location of work performed.

112	CORE
58	Library
101	City hall
36	Annex
32	PD
73	Fire stations
46	DA building
4	MVD
17	Rockwind
4	Water wells
182	Parks
16	Senior center
20	Teen center
6	Garage
24	AAC

6	Streets
12	State police
6	Municipal Court
2	Warehouse
13	Hobbs Express
7	Crime Lab
1	Waste Water
1	National Guard

**2021 Annual Report
General Services - Garage**

In 2021 The City Garage had a total of 2,205 Repair Orders/Invoices. Of the 2,205 R.O./Invoices, 1,231 were repaired in house and 974 were out sourced. The yearly total outlay for the garage as well as subcontracted parts and labor totaled \$553,987.51 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	80	\$241.83	\$3,264.00	\$10,675.73	\$14,695.10	\$28,876.66
Instrument/Gauges	12	\$144.90	\$476.00	\$921.08	\$440.10	\$1,982.08
Complete Wash	28	\$0.00	\$510.00	\$483.16	\$1,642.99	\$2,636.15
Filters	81	\$715.90	\$1,445.00	\$3,238.53	\$345.00	\$5,744.43
Service Calls	252	\$6,293.08	\$27,013.00	\$0.00	\$8.00	\$33,314.08
Miscellaneous Maintenance	439	\$1,763.68	\$13,652.30	\$48,618.76	\$37,716.26	\$101,751.00
Brakes	114	\$613.52	\$2,435.95	\$31,694.32	\$21,266.61	\$56,010.40
Steering/Suspension	33	\$10.22	\$184.00	\$6,498.15	\$6,519.18	\$13,211.55
Tires	420	\$25,218.46	\$14,150.50	\$60,008.97	\$14,105.02	\$113,482.95
Whls/Hubs/Brgs	11	\$0.00	\$102.00	\$598.69	\$2,170.00	\$2,870.69
Transmission	10	\$616.94	\$782.00	\$1,990.02	\$1,116.00	\$4,504.96
Antifreeze	1	\$0.00	\$0.00	\$95.88	\$0.00	\$95.88
Charging	171	\$7,660.13	\$7,293.00	\$10,459.41	\$1,923.49	\$27,336.03
Cranking	9	\$130.74	\$119.00	\$2,340.87	\$1,643.80	\$4,234.41
Lighting	63	\$674.13	\$2,550.00	\$3,847.99	\$1,320.00	\$8,392.12
Preventive Maintenance	305	\$16,491.01	\$10,948.00	\$14,581.55	\$765.00	\$42,785.56
Exhaust	12	\$0.00	\$340.00	\$5,204.27	\$3,595.00	\$9,139.27
Fuel System	23	\$572.51	\$816.00	\$5,267.57	\$4,602.50	\$11,258.58
Engine	39	\$403.61	\$2,686.00	\$5,879.08	\$3,621.97	\$12,590.66
Hydraulics	10	\$301.22	\$306.00	\$5,175.48	\$2,520.00	\$8,302.70
Lift Mechanism	5	\$0.00	\$238.00	\$0.00	\$0.00	\$238.00
Sweeper Brooms	6	\$1,200.00	\$306.00	\$0.00	\$0.00	\$1,506.00
Radio Equipment	2	\$0.00	\$0.00	\$30.98	\$455.00	\$485.98
Accident Repair	15	\$0.00	\$0.00	\$35,938.01	\$27,299.36	\$63,237.37
Safety Recalls	44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Warranty	20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Yearly Total	2205	\$63,051.88	\$89,616.75	\$253,548.50	\$147,770.38	\$553,987.51

	# of R.O./Inv	Parts	Labor	Total
City Garage Staff	1,231	\$63,051.88	\$89,616.75	\$152,668.63
Vendor	974	\$253,548.50	\$147,770.38	\$401,318.88
	2,205	\$316,600.38	\$237,387.13	\$553,987.51

2021 Annual General Services – Street Dept.

Break down of work performed by the Street Department Crew:

Man Hours	Activity
3,376 Hrs.	Street Sweeping
454.50 Hrs.	Building Brooms
1,117 Hrs.	Cold Mix Patching
161 Hrs.	Street Complaints
1,576.50 Hrs	Alley Complaints
1,868 Hrs.	Storm Sewers & Inlets
1,046.50 Hrs.	Equipment Maintenance
162 Hrs.	Yard Maintenance
352 Hrs.	Working in the Welding Shop
453 Hrs.	Street Grading
160 Hrs.	Stocking Fill Dirt & Caliche
553 Hrs.	Work for Parks Department
40 Hrs.	Work for Garage
216 Hrs.	Shoulder Work
204 Hrs.	Meetings/Skills Tests
260 Hrs.	Worked For Cemetery
622 Hrs.	Crack Seal
654 Hrs.	Haul Trash
32 Hrs.	Work For Warehouse
360 Hrs.	Work For HIAP
56 Hrs.	Deicing Streets
567.50 Hrs.	Hot Mix Work
270 Hrs.	Work For Golf Course
48 Hrs.	Work For Environmental
132 Hrs.	Working for Bldg. Maint.
32 Hrs.	Large Item Pick Up

The total amounts of material hauled or used:

Quantity	Material
2,936 Yds.	Sweepings
274 Yds.	Millings
2,092 Yds.	Alley Material
85.25 Yds.	Cold Mix Used
30,822 Gal.	Brine
4,382 Yds.	Trash Hauled
1,428 Yds.	Sand

1,425 Gal.	Unmetered Water
2,046 Yds.	Recycling Material
12,870 Lbs.	Pollex24 3 Rubber
2,046 Yds.	(Slit) Dirt
3,600 Lbs.	Super Sack Used (BTAP)
522 Yds.	Caliche
1,632 Yds.	State Base
46 Yds.	Hot Mix

Calls responded to:

Number	Type
169	Dispatched – accidents, spills, debris
10	Block Party Barricades



City of Hobbs
Human Resources Department
2021 Annual Departmental Re-cap
City Managers Report

The City of Hobbs Human Resources Department continues to support all Team members to be successful thereby making the City of Hobbs organization successful. The HR Team believes in the overall wellbeing of all employees and strives to improve processes and programs that support this. All Departments have been affected by the Covid-19 pandemic and we have had heartbreaking loss due to it. The HR Team will continue to manage and monitor the health and wellbeing of all employees as a number one priority and take care of the department responsibilities at an exceptionally high level.

Recruitment:	2021	2020
• Applications Received/Reviewed	3124	2726
• New Hires	163	129
• Re-Hires	82	78
• Transfers/Promotions/Demotions	105	68

Personnel Actions:	2021	2020
• Performance Reviews	275	392
• Terminations/Retirements	269	220
• Educational Incentive	52	20
• Other(certs, shift moves)	674	260

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
- Open Enrollment

Team Successes:

- Completed the transition to NeoGov's Perform platform for annual performance reviews
- Worked with an outside vendor to update the current Personnel Rules, both the handbook and the codified versions. The Personnel Rules are scheduled to be published pending Commission approval on the first meeting in February 2022.
- HR was a major participant in getting the Labor Management Relations Board approved by the State Labor Relations Board
- Participated in the hiring process of our new City Manager and the contract negotiations
- Worked with the Hobbs Police Officer Association to approve the new Collective Bargaining Agreement
- HR set up a much needed COVID-19 vaccine clinic for the City of Hobbs; a second clinic was unfortunately canceled by the vendor
- Assisted with the approval of Administrative Regulation 21-01 addressing call back and on-call pay. This replaced Administrative Regulation 08-02



RISK MANAGEMENT REPORT

2021 Annual City Manager's Report

Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.	12+
Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.	31
Conducted monthly review of all open claims with City's insurance agent.	12
Reviewed insurance monthly loss runs reports throughout the year.	-
Endorsed new vehicles and/or equipment to City's insurance policy.	36
Processed applications for Notary Bond.	18
Sent multiple Demand Letters for at fault claims.	-
Reviewed Incident Reports from various city departments, associated police reports and video footage; established claims where required.	237
Reviewed property damage incidents on behalf of the City of Hobbs and established claims where required.	72
Participated in numerous phone calls and 2 demo/conference calls with possible vendors for implementation of an emergency alert system for the City of Hobbs.	2
Issued multiple purchase orders to repair city vehicles.	-
Received and reviewed Tort Notices.	30
Reviewed insurance risk assessment report. Provided feedback and information as needed.	1
Met with insurance agents to review renewal applications/process	3
Completed required safety training throughout the year.	-
Attended Commission meetings throughout the year.	-

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 (62) (31 physical / 31 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*)
- Cyber 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/Virtual conferencing
- KHBX LP radio station and remotes

Accomplishments for 2021

- 1130 Request for service
- 1110 Request completed
- 4 Bulletin board related
- 7 Camera related
- 151 Email related
- 168 hardware related
- 15 Internet related
- 25 networks related
- 66 password resets
- 61 phones related
- 26 projects related
- 78 Radio related
- 174 software related
- 168 User Setup
- 168 Web pages related
- 30 Other

For the 2021 year the Information Technology Department had several noteworthy accomplishments as well as many challenges due to the ongoing COVID-19 virus.

The I.T. Department was tasked with modifications to provide both a virtual and live environment in order to continue operations while meeting mandates for social distancing. Additional 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 46 replacement laptop or desktop computers. In addition, we built 6 new servers including replacements of the active directory equipment, the Engineering server and the Police Department proxy server. New audio equipment was purchased and will be installed in the commission chambers.

Many infrastructure upgrades were performed including new main switches, firewall equipment, mesh Wi-Fi networking equipment to several city facilities. All virtual equipment's operating systems were upgraded. New fiber optic connectivity was installed at the Waste Water Treatment Plant. Work to replace a damaged guy post was begun at Fire Station 1.

Much effort was put in to Cyber Security including the implementation of new end point protection for all computers, and various security protocols. Additional security changes were implemented to insure the security of incoming and outgoing emails. Cyber Security detection and monitoring solutions are being evaluated.



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 2021 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. In 2021, the City Attorney's Office welcomed three new team members: Courtney Packer (Legal Assistant II); Heather Bara (Legal Assistant I); and Mahir Haque (Assistant City Attorney). The increased staff has allowed the City Attorney's Office to diversify its areas of practice in 2021. 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 prosecuting shoplifting cases in light of a documented increase in the crime throughout Hobbs, New Mexico. The City Attorney's Office has continued training departments on a wide range of topics including, but not limited to, search and seizure, employee discipline, and report writing.

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 in 2021. 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 2021, 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 – Mahir Haque (Assistant City Attorney)
- ❖ Community Affairs Board – Mahir Haque (Assistant 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 2021 by the City Attorney's Office were:

- ❖ Public Hearings/Presentations 35 (20 in 2020; 30 in 2019)
- ❖ Agenda Items drafted 72 (30 in 2020; 25 in 2019)
- ❖ Resolutions Drafted 53 (29 in 2020; 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 113 (106 in 2020; 73 in 2019)
- ❖ Contract Review 205 (223 in 2020; 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 I, Heather Bara, is the initial point of contact with members of the public, and conducts data entry, evidence review, and various other tasks that greatly assist the entire office. Legal Assistant II, Courtney Packer, calendars all events for the attorneys, gathers all necessary documents for litigation, assists in the management of the budget, assists in the management of active cases, and conducts various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Mahir Haque, primarily represents the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Assistant City Attorney, Rocio Ocano, primarily represents the City of Hobbs in contract disputes, civil defense matters, IPRA matters, Open Meetings Act matters, and she also prosecutes criminal cases as assigned. Deputy City Attorney, Valerie Chacon, serves as the office supervisor. Mrs. Chacon also

represents the City of Hobbs in civil matters as both plaintiff and defendant, represents the City in property matters and condemnations, and provides 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 2021, the litigation activity of the City Attorney's Office was as follows:

❖ Pretrial Release Hearings:	7	(3 in 2020; 30 in 2019)
❖ Probation Violations:	17	(14 in 2020; 60 in 2019)
❖ Pretrials (Pro Se):	2,378	(1,178 in 2020; 1,332 in 2019)
❖ Pretrials (Attorney):	351	(302 in 2020; 419 in 2019)
❖ Trials:	569	(384 in 2020; 673 in 2019)
❖ Dangerous Dogs/Petitions:	7	(16 in 2020; 30 in 2019)
❖ DWI Cases:	87	(113 in 2020; 35 in 2019)
❖ Appeals in District Court	6	(19 in 2020; 13 in 2019)
❖ Competency Matters	0	(0 in 2020; 24 in 2019)
❖ Pleadings	1,585	(1,476 in 2020; 1,040 in 2019)
❖ Civil ADR	9	(6 in 2020; 25 in 2019)
❖ Demand Letters	50	(28 in 2020; 32 in 2019)
❖ Misc. Hearings (Mun./Dist./Fed)	25	(21 in 2020; 16 in 2019)
❖ Trainings	12	(11 in 2020; 32 in 2019)
❖ Witness Interviews	97	(80 in 2020; 81 in 2019)
❖ Discovery Submissions	761	(213 in 2020; 244 in 2019)
❖ Letters/Correspondence	11,164	(12,333 in 2020; 74 in 2019)
❖ Condemnation Reviews	174	(25 in 2020; not tracked in 2019)
❖ Property Acquisition Reviews	6	(5 in 2020; not tracked in 2019)
❖ Property Document Reviews	43	(16 in 2020; not tracked in 2019)
❖ Property Correspondence	9	(2 in 2020; not tracked in 2019)

Accomplishments of Note for 2021:

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

- ❖ The City Attorney's Office is nearing our first year of being housed on the first floor of City Hall (the old Parks and Recreation suite).
- ❖ The City Attorney's Office welcomed three new team members in 2021: Courtney Packer (Legal Assistant II); Heather Bara (Legal Assistant I); and Mahir Haque (Assistant City Attorney).
- ❖ The City Attorney's Office continued to prosecute – in person – thousands of cases filed in the Hobbs Municipal Court during the COVID-19 pandemic.
- ❖ City Attorney, Efren A. Cortez, was selected as the President of the New Mexico Municipal Attorneys Association.
- ❖ Deputy City Attorney, Valerie S. Chacon, continues to serve as Treasure of the Lea County Bar Association.
- ❖ The City Attorney's Office completed its second annual comprehensive legal review for the City Commission on June 21, 2021.
- ❖ Deputy City Attorney, Valerie S. Chacon, conducted multiple trainings for officers and sergeants at the Hobbs Police Department on the Fourth Amendment.

- ❖ The City Attorney's Office conducted mock trials aimed at training and providing practice for officers and staff.
- ❖ The City Attorney's Office assisted in securing a \$2.6 Million settlement with the New Mexico Taxation and Revenue Department in Cause No. D-202-CV-2018-08036.
- ❖ The City Attorney's Office continues to represent the City's best interest in ongoing opioid litigation.
- ❖ Deputy City Attorney, Valerie S. Chacon, has taken a proactive approach to condemnations and resolution of dilapidated properties. Additionally, Mrs. Chacon worked with Code Enforcement Officer Jessica Silva to rescind over 100 condemnation designation for properties wherein the owners have remediated the nuisance.

Challenges of Note for 2021:

Looking back at 2021, I believe the following to be the most significant areas of challenge for the City Attorney's Office:

- ❖ COVID-19 pandemic and resulting Public Health Orders required adjustment to operations.
- ❖ 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 2022:

With consideration of many of the challenges noted above, the City Attorney's Office has the following short list of plans for 2022:

- ❖ Modify 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.
- ❖ Revise/eliminate ordinances that may be problematic or outdated.
- ❖ Provide training for advisory board members as to compliance with state law.
- ❖ Ensure all attorneys are knowledgeable in different areas of the law that impact the City.

2021 was a year of great change and tremendous perseverance. Productivity improved in virtually every aspect of our practice. Additionally, our office added three fantastic team members in Courtney, Heather, and Mahir. The team atmosphere is conducive to success and positive outcomes for the City of Hobbs. The City Manager remains a vital component to our success as his vision continues to drive ingenuity and growth in our department. Furthermore, the support received from the City Commission ensures that our team grows closer to our goal of being a reputable public sector law firm that provides the highest quality of legal services. Our team 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 2022. Thank you for your support.

Respectfully,

/s/ Efrén A. Cortez

Efrén A. Cortez
City Attorney

CITY MANAGER'S REPORT

2021 Yearly Totals

Hobbs Public Library

CIRCULATION: 57,587

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	34,943
Audio Books & Music	2,472
DVDs	14,999
E-Books/E-Audio (OverDrive & Gale)	5,173

CIRCULATION BY PATRON TYPE:

Adult	34,252
Juvenile	7,125
Senior Citizen	9,762
Used in Library	6,488

Total Children's Items Circulated **20,710**

Total Adult Items Circulated **36,877**

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	71	94
ELIN Loans	141	114

Patron Visits 29555

Overdue Notices Sent 2431

PROGRAMS & PUBLIC SERVICES:

Programs Provided	43
Attendance	621
Passive Programs Provided	77
Passive Programming Participation	5528
Meeting Room Use	116

Facebook Page Reach 29600

Web Site Usage 43005

HPL Database Usage 6621

Reference Questions 1,269

Public Computer Use 3,961

Board Games 4

PATRON PROFILES:

Adult	15,551
Juvenile (Under 18 Years)	3,473
Senior Citizens (62+ Years)	2,432
Temp ELIN	2,101
Total Active Borrowers	23,557

RECEIPTS:

Materials Paid For \$686.41

Fines & Fees \$3,989.66

Copy Machine & Public Printouts \$4,564.74

Total **\$9,240.81**

Library Patrons Added This Year 460

ITEMS ADDED:

Total Items Added	7852
Items Weeded	4950

HOLDINGS:

Total Library Holdings 155,515

Municipal Court 2021 Annual Report

The Municipal Court has seen many changes, had many challenges and embraced 2021 with the continuation of the pandemic.

The Municipal Court has had many accomplishments in 2021 and they are:

- The Municipal Court has received \$46,481.53 in reimbursements from the New Mexico Court Automation Program from January 2021 – December 2021. 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 has continued to have traffic court throughout the day between the hours of 8:00 a.m. – 4:00 p.m. on Monday through Thursday. Since the beginning of the pandemic, the Court is required by the Supreme Court to only allow 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 7,200 cases in 2021.
- The Municipal Court has worked diligently with the Legal Department to clear up the back log of Pretrial cases by holding weekly dockets.
- The Municipal Court has continued to work on clearing out old Bench Warrants and Payment Plans.
- The Municipal Court has complied with the Cannabis Regulation Act on resolving and redacting files.
- The Municipal Court has remained open throughout COVID with one five day exception.
- The Municipal Court continues to clear back log of Municipal Court cases due to COVID.
- The Municipal Court partnered with Parks and Open Spaces, Community Services, and Lea County to implement a community service program to clean up the community.
- The Municipal Court continues to work on collection of delinquent payments and payment plans. The Municipal Court continues to work with individuals to get payments up to date or allow community services to be performed as an alternative to fines.

The Municipal Court has also faced some challenges that are:

- Due to the continuation of 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.

- The biggest challenge the Municipal Court continues to face is the collection of fines/fees and payment plans. The delinquency of payments continue to increase 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 has continued to increase significantly due to the pandemic. However, will continue to work with the Legal Department to create more dockets to resolve matters in a more efficient and timely manner.

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

- Security Assessment for Municipal Court is in the beginning stages of going out for bid. Upon going out for bid and construction beginning, the Municipal Court will be relocated to the Hobbs Senior Center to hold traffic court. This will be a challenge since we can't take all of our files with us. Although, we are excited for the changes, we also look forward to completion of the project.
- 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 clearing up backlog of cases.

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

Thank you,

Shannon Arguello
Court Administrator for Municipal Court

Monthly Cases:	<u>2021</u>	<u>2020</u>
Traffic Citations	6,487	10,392
Misdemeanor Citations	397	700
Environmental Citations	287	768
Fire Code Violations	9	0
AGG. DWI	37	45
DWI – 1 ST	26	27
DWI – 2 nd	<u>0</u>	<u>0</u>
Total	7,243	11,932
Courtroom Activity:		
Video Arraignments (Jail)	1059	1047
Court Appearances – A.M.	266	451
Court Appearances- P.M.	1306	2014
Virtual Court	84	71
Pretrial Court Appearances – A.M.	638	369
Pretrial Court Appearances – P.M.	564	367
Attorney Pretrial	180	181
Trial Cases	<u>243</u>	<u>208</u>
Total	4340	4708
Other Activity:		
Summons issued	6091	8699
Warrants issued	<u>2702</u>	<u>6391</u>
Total	8,793	15,090
Fines/Fees Assessed:		
Total	\$1,167,771.00	\$1,763,469.00
Fines/Fees Collected:		
Total	\$698,601.11	\$872,344.44



ANNUAL REPORT 2021

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 assists with code compliance such as environmental lots and graffiti. To name a few: Rockwind Golf Course, Harry McAdams Park/Campground, Park Terrace Playground, Clinton Park/Library, MLK Soccer Complex, Clover Park, Everglade Cemetery, Municipal Court, Teen Center, Senior Center, and etc.

Staffing

The POSD has the best team of employees in the city with a total of sixty-six (66) employees; sixty (60) being full-time, one (1) part-time and five (5) seasonal staff. These individuals maintain approximately one thousand, one hundred plus (1100+) acres of city owned property.

Duties and Roles

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, Movies under the Stars, Hobbs Downtown Slam & Jam)
- Directly assist other internal departments for City Commission/citizen request for service
- Training and Safety
- Lake Maintenance and Fish Stocking

Operations from 2021

In January we received several inches of snow that our team was able to remove and have facilities ready for use by the opening times.



Then in February Winter Storm Uri hit the city hard with the extreme cold temperatures for several days. We had to post staff at Green Meadow Lake to keep people off the ice due to unstable conditions. Plus this department dealt with busted water backflow preventer devices, broken water lines in buildings/restrooms and broken toilets that froze. Our team responded to over four dozen requests to service due to broken water lines. We were still replacing toilets and other amenities in July due backordered items and shipping issues.



Thoroughout the spring, summer and fall our team responded multiple times to assist other departments with flooding and weather related issues. In August a Micro-Burst Wind damaged and up-rooted twenty eight (28) trees at Harry McAdams Park and Rockwind Golf Course. All trees will be replaced in 2022.



The POSD department partnered with Centennial Resources Development Group and Washington Elementary School to host the 2021 Arbor Day Event in April. Centennial Resources Development Group donated ten (10) pine trees total in which five (5) were planted by their employees, students and city staff at Booker T. Washington Park. The other trees were planted at a later date at Rockwind Community Links by city staff. A total of eighteen (18) trees were planted this year throughout the city.



Due to all the rain during the summer, this department fogged for mosquitoes for ten (10) weeks. Mosquitoes haven't been that intense for several years. As a reminder, we all can reduce mosquitoes by eliminating standing water on our properties and those of our neighbor's.

The department seeks ways to provide additional training opportunities to our employees. This year's top trainings consist of: New forklift certification training during the fall. This is to meet the Occupational Safety and Health Administration requirements within the workplace that provides our employees skill flexibility and career diversity. By year's end, over sixty-five (65) percent of our employees within POSD have successfully completed the training and have received certification that must be renewed after three (3) years. The department sent two (2) employees to Louisville, KY in October for the Green Industry Conference. This conference offers training sessions, workshops, networking opportunities, and an exposition hall to see, touch, ask questions and tryout the latest and greatest tools and equipment used in the hardscaping and landscaping industries.



A couple additional opportunities for our team in October, two (2) employees attended the Cooperative Educational Services - Facility Managers Conference held in Albuquerque, NM. This was a three day conference that our employees obtained knowledge in OSHA 10 Certifications, Playground Equipment Inspections, Artificial Turf benefits and maintenance, Roof Inspections and HVAC. Then we sent one (1) employee to the New Mexico Outdoor Economics Conference in Farmington, NM that provided information on Outdoor Recreation Marketing/Tourism, Emerging Trends in Outdoor Recreation, Creating a Sustainable Outdoor Industry and Making Outdoors Accessible and Inclusive. This conference provided free registration and lodging.

New this year, our leadership staff toured the Commission Districts with the Commissioners to discuss upcoming projects that staff had planned, gather information on deficiencies, and discuss any additional topics from the Commissioners. Our team also had 2-4 employees attend and assist with each of the Commissioner Cleanup Events during the year.

As for community engagement and fun, we assisted the Recreation department with Movies under the Stars, Hobbs Slam and Jam, the Halloween Event at the CORE, and City Employee Luncheon. Plus we had entries in two (2) parades this year, Veterans Day Parade and the Holiday Parade. This was a morale booster for this department as in the past we typically assisted other departments. Staff enjoyed it and look forward to improving their entries in the future. Our team also put up the Hobbs High School 2021 Graduate Class Banners again this year throughout the city. This took two-four employees two and half weeks to put up and take down over six hundred banners. The HHS gave the city crews a plaque for their appreciation and service. This team also assisted with the installation of holiday decorations and window painting at Desert Springs Retirement Community in December.



Accomplishments for 2021

Golf, Trails and McAdams Divisions

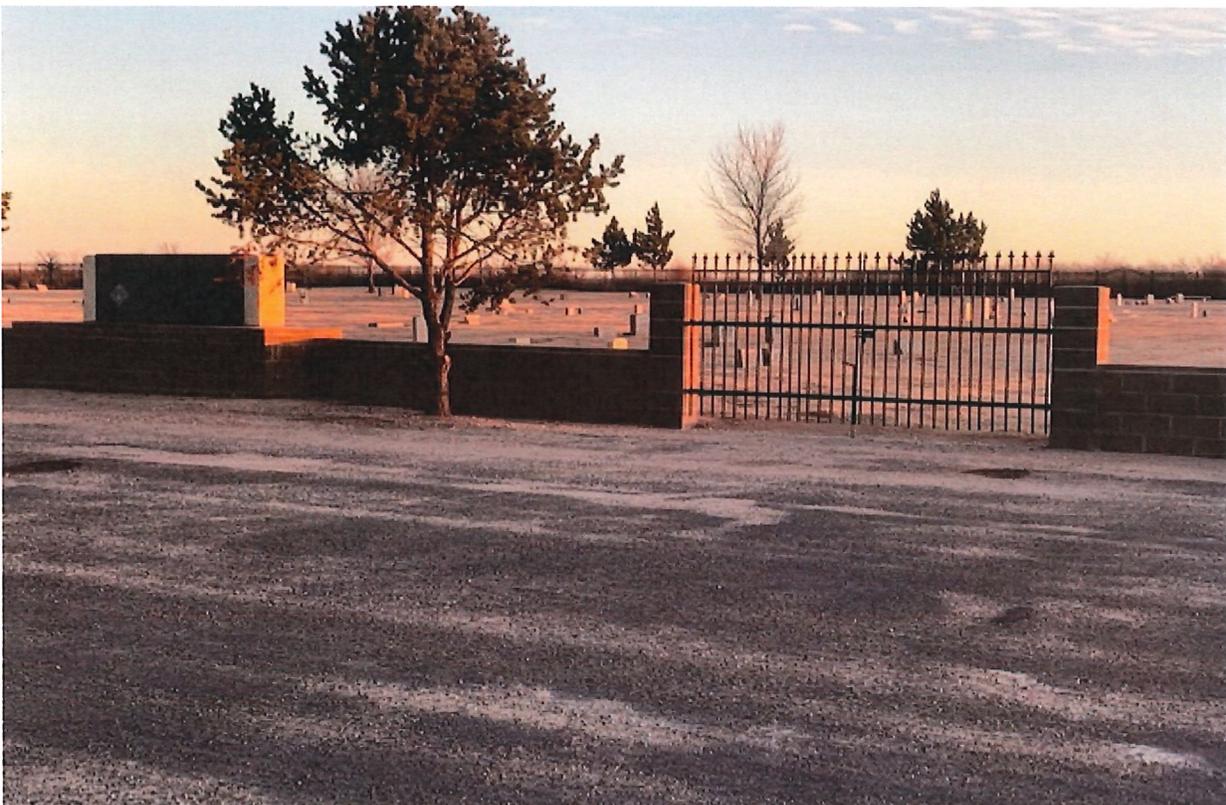
The golf course had a successful year; Rockwind continues to stay at the number two ranking for municipal golf courses in the state of New Mexico. This year the United States Golf Association came out in May to do an assessment of the course conditions. The staff have continued to conduct a soil and water conditions by sending water samples each month for analysis and soil samples twice during the year. This practice for the assessment and testing continues to provide very useful information to help staff produce top quality turf when they apply fertilizers, programming irrigation and aerification methods. Fish stocking also took place at Rockwind, Green Meadow Lake, and Harry McAdams Lakes in which hundreds of pounds of Bass, Catfish, Minnows, and Sunfish were added to these lakes.

Another notable project during the first couple months 2021 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. The campground now has modernized 50, 30 and 20 amp outlet pedestals at each site which reopened to the public in March. Also at Harry McAdams Park/Campground, the staff renovated the maintenance and storage area by installing parking lots for employees and city equipment/materials and new fencing with two (2) access gates to secure the area. Lastly, the new Veterans Memorial broke ground and the project is currently under construction. This is located on the east end of Harry McAdams Park adjacent to the State Police Building.



Cemetery Division

This team had a very busy year as they performed over two hundred and fifty (250) interments throughout 2021. The staff poured over two hundred and twenty (220) cemetery lot foundations. Everglade Cemetery received a new front block wall and pump house structure that was completed in June. This was the second phase of the fence project at Everglade as the metal fence was installed in 2020.



The cemetery office received new improvements to assist with security and office space. A serving window, doors and furniture were installed. At Prairie Haven Memorial Park, our team worked with a contractor to upgrade the sprinkler irrigation system to a new 2-wire system with decoders for every valve to be fully automated. This provides great connectivity from the controller to all valves to improve turf conditions. This update was needed as staff had been dealing with multiple connectivity issues over the past several years due to gopher damage and dated electronics and they were not able to provide consistent watering. With the assistance of our wonderful Cemetery Board members, the Rules were revised this year and they will be working on variances and enforcement procedures in 2022. Lastly, the cemetery hosted their annual Memorial Service on December 16th, that had sixty-seven (67) people attend and displayed over one thousand eight hundred (1800) luminarias. It was a great event!

Sports Division

We have acquired all new members of this team for this division during 2021. We look forward to continuing the excellent service that has been provided in the past. To list a couple accomplishments: New Skyway Shade structure was installed at the Zia Plex Entrance. This will not only provide sun protection but also foul balls for those who are in that area, four (4) new scoreboards were installed at Zia Plex Fields through a partnership with the USSSA organization. The Jefferson Park basketball ball court was resurfaced and coated to add a textured surface with basketball court and pickleball courts lines. Our team will be adding a couple more additional pickball courts to this project in 2022.





Parks Division

Like the other divisions, Parks had a great year and completed many projects. In March, Charlie Brown Park received a new park sign. During the spring, the Senior Center and City Hall landscapes were renovated. These renovations were needed to implement better water conservation practices, eliminate diseased plant/tree materials and provide a fresh new appearance to these wonderful facilities that will lower maintenance operations for our team. New irrigation, plants, crushed granite, and boulders were added to both locations.

The Parks team took on the Community Gardens during the spring and partnered with the Lea County Master Gardener's Group to renovate the site to better serve this community moving forward. A plan was established by a committee and work was put into action. A few improvements for this project were: update solar light pole and batteries, repair water spigots and hoses, replace eighteen raised beds and fill with new soil, remove non-working solar decomposters, and update garden rules. This project was completed and has been a great asset to the city this past summer.



This team has removed graffiti from over one hundred (100) locations during this during year. This includes city properties and private properties. Staff has cleaned and maintained over eighty (80) environmental lots which range from a small residential lot to a couple acres on private porperty. The Code Enforcement Division assists with these lots for documentation and working with the property owners which is very helpful to our team.

Parks along with other divisions and the Streets Department, cleaned up the storm drain at Main & Grimes and the area long the railroad tracks behind Staples. Crews spent a couple weeks at each location removing vegetation, dead trees and cleaning up trash and covering graffiti.



A few other projects that the Parks team did during this year was lift all tree canopies along Broadway downtown. This also included trimming back branches from rubbing against buildings, clearing the view for traffic signal and walkway lights and providing better clearance for pedestrian traffic. Plus, POSD came out to assist with a city employee cleanup for the downtown area in June.



Lastly, employees of the High Profile Crew in Parks created a new department logo...



Goals and Plans for 2022

Golf, Trail and McAdams -

- Install a drainage system to support and provide superior turf at the golf course
- Sand Bunker renovations at the golf course

- Renovate the material storage area at the south west corner of the golf course
- Refurbish fishing dock and continue improvements to irrigation system at Green Meadow Park
- Landscape assessment of the Trail
- Replace all 28 trees that were lost in 2021 storm

Cemetery -

- Tree pruning and removal along fence lines at Prairie Haven Park
- Install new decoration metal fence along the east side of Prairie Haven Memorial Park
- Improve landscaping to ponds and stream channel adjacent to Chapel/Office

Sports -

- Replace or overlay asphalt in common areas and around maintenance shop
- Upgrades and improvements to Concession Buildings at Veterans and Zia Complexes

Parks -

- Landscape assessment for Broadway and Turner beautification areas
- New playgrounds at Heizer
- Install small pavilion with picnic tables at Ranchview
- Improvements to Charlie Brown Park, new pavilion with drinking fountain, expand parking lot and resurface, add concrete surface to existing gravel pathway, and possibly install new perimeter fence.
- Renovate South Dal Paso Median landscaped areas



The Parks & Open Spaces Department would like to say Thank You to our 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

4827 NORTH LOVINGTON HIGHWAY
 RECREATION DEPARTMENT

HOBBS, NEW MEXICO 88240
 (575) 397-9291

**Recreation Department
 Annual Report 2021**

Divisions

CORE Rockwind Clubhouse
 Senior Center Teen Center
 Recreation

CORE

- The CORE operated with various restrictions on capacity from January through April.
- The CORE’s permanent operating hours were reduced by an hour in the evenings (Monday through Saturday) and by three hours on Sunday morning.
- The CORE’s “Stay Human” art sculpture was dedicated in July
- Work continued on final punch list items with most all items being completed
- Participation totals in both November and December 2021 exceeded participation totals for those same months during 2019 (pre-pandemic)

Total Memberships sold:	1,482
Individual Members:	5,080
Total Participation:	253,392
Total Day Passes sold:	5,933
Total Tours Given by Staff:	260
Total Tour Participants:	592
Total Participation for COREkids:	10,303
Total Facility Rentals:	251 (restricted to June 1 - December 31)
Total Fitness Reservations (Jan. – Mar.):	10,000+

Lifeguard Training Class Participants Certified:	45
Recertified	18

Hobbs High School Swim Meets:	3
Tsunami Swim/Dive Mock Meets	4
Tsunami Out of Town Meets	3

CORE Customer Satisfaction Survey Responses:	92
Vendors at CORE Health Fair:	17
COREfest participation:	100
Spooktacular Attendance:	1,500

Revenue (collected in-house):	\$1,100,875
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Hobbs Senior Center

- The Senior Center was closed from January 1 through July 5.
- A new Meals on Wheels truck was put into service. There are now three (3) trucks in service.
- New water fountains were installed at the Senior Center

- The Senior Center’s security camera system was upgraded
- The security lights inside and outside were upgraded
- A new steam table was put into service replacing one that ceased to operate
- New classes included: Arts & Crafts, Beginning Computer Skills, Virtual Tai Chi
- Six quilters won awards at the Lea County Fair
- Senior Center staff was recognized on two separate occasions by the State for their Extraordinary Service during COVID
- The Senior Center staff was selected as the only site in Public Service Area 3 to test a pilot program for data collection
- Staff continued distributing Grab N Go meals after Congregate Meals resumed
- Friday Night Dances resumed
- The Senior Center once again hosted their Annual Health Fair
- A 3 day meal kit was distributed to members in February
- Individual meals from Kentucky Fried Chicken was distributed in September

Total Senior Center Members: 1,389

Total Meals-on-Wheels Meals Delivered: 24,451

Total Congregate/Grab-N-Go Meals Served: 25,282

Grand Total 49,733

Transportation Total for 2021: 1,527

Recreation activities participation: 5,658

Recreation Division

- Special events prohibited by Mass Gathering/Public Health Order limitations
- There were to “drive-in” style Movies Under the Stars events held to comply with the above
 - Two additional events were cancelled; one due to weather, one due to technology
- Eight (8) Art Class students won awards at the Lea County Fair
- Safe Zones, for the discharge of fireworks, were held for three evenings (July 2, 3, 4)
- The annual fireworks display was held on July 3
- The Hobbs Downtown Slam & Jam was once held once again for the first time since April 2019. A total of 111 teams registered for the event.

Park Pavilion Reservations 228

Class Registrations 189

Attendance at Summer Recess/Sports 9,000+

Attendance at Summer Seasonal Pools 13,000+

Attendance in Summer Swim Lessons 650+

Attendance at Dog Daze of Summer 80+ (dogs, plus their owners)

Light up the Night Contest entries 50+

League Agreements 6

USSSA Baseball Tournaments 2

USSSA Girls Fastpitch Tournaments 1

Rockwind Community Links Golf Shop

- Hosted a total of 27 tournaments, plus 6 additional golf outings
- Largest event in the history at Rockwind was a tournament with 166 players (Mewbourne Oil)
 - This event generated \$20K in gift card sales in addition to greens fees

- The Super Bogey Bowl Tournament featured Super Bowl XIV participant, Preston Dennard, who played for the Los Angeles Rams.
- Other notable tournaments included: Rockwind Pro-Am, Southeast New Mexico Junior Open, IPS Fall Classic, Play the Rock
- Rockwind hosted 3 tournaments for Texas High School
- Rockwind hosted a total of 7 tournaments/events for Hobbs High School
- Rockwind hosted the City Employee Golf & Cornhole Tournaments

Total Rounds:	21,500
Merchandise Sales:	\$363,000
Total Revenue:	\$913,000
Merchandise Sales Per Round:	\$ 20.62
National Avg./Merchandise Sales Per Round	\$ 9.40

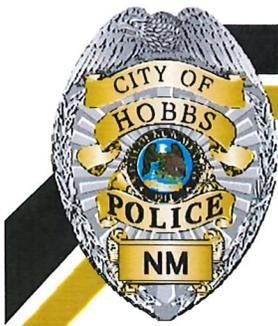
Rockwind also had two high profile visitors during 2021, County Music Artists Garry Allan and Clay Walker, both played at Rockwind while they were in for the Lea County Fair.

Additionally, course raters from both *Golf Digest* and *Golfweek* visited Rockwind to play and rate the course. Both had very complimentary things to say about Rockwind!

Hobbs Teen Center

- The Teen Center was closed from January 1 - April 12
- The Skatepark at the Teen Center did reopen in January, limited schedule, and both members and non-members were allowed to use the Skatepark. These hours gradually increased until the Teen Center was allowed to reopen.
- New video arcade games were purchased to replace aging equipment
- The Teen Center served as a Halloween Safe Stop location hosted by both Teen Center and Hobbs Fire Department staff.
- Teen Center staff continued to supervise programs, activities, and events to keep members active and engaged
- A total of three (3) Open House events were hosted to promote the Teen Center and attract new members
- The Teen Center's Annual Holiday Dinner was held during December
- Teen Center staff once again began giving rides home to those teens who need a ride home
- Repairs on the Teen Center roof were completed

Teen Center Active Members: 227



HOBBS POLICE DEPARTMENT

2021 Annual Report

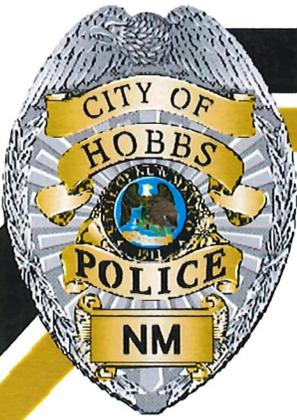
Classification	2016	2017	2018	2019	2020	*2021	% CHANGE	5 year average
Reported Crimes	4644	4865	5900	5376	4640	4,644	(+4) 0%	6,014
Calls for Service	41280	42638	47296	48550	45021	46,235	(+1214) +3%	54,204
Arrests	6415	5299	4227	3521	3388	2,634	(-754) -22%	5,097
Murder/Manslaughter	3	2	4	8	2	6	(+4) +200%	5
Rape	33	40	53	42	24	39	(+15) +63%	46
Robbery	23	21	27	29	31	40	(+9) +29%	34
Assaults & Battery	997	988	1198	1076	808	915	(+107) +13%	1196
Burglary	520	513	463	430	607	566	(-41) -7%	620
Larceny	583	606	502	547	480	451	(-29) -6%	634
Auto Theft	91	94	161	198	192	291	(+99) 52%	205
Arson	6	4	5	6	7	8	(+1) +14%	7
Forgery	55	65	34	8	5	6	(+1) +20%	35
Fraud	84	80	95	86	100	101	(+1) +1%	109
Embezzlement	38	39	43	38	12	24	(+12) +100%	39
Rec. Stolen Property	11	14	19	16	6	8	(+2) +33%	15
Vandalism	437	462	569	582	705	887	(+182) +26%	728
Weapon Offenses	43	47	53	41	31	30	(-1) -3%	49
Assaults on P.O.	31	32	112	72	66	65	(-1) -2%	75.6
Domestic Violence	414	343	567	475	358	416	(+58) +16%	514.6
Citations Issued	15537	10394	9160	12214	14307	8727	(-5580) -39%	14,068
DWI	260	181	114	173	132	141	(+9) +7%	200
Traffic Crashes	650	601	1205	1332	898	970	(+72) +8%	1131

August Fons, Interim 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



1/21/2022

To: Interim Chief August Fons
Captain Shane Blevins

From: Code Enforcement Superintendent Arthur De La Cruz

Subject: Code Enforcement End of Year Report (2021)

CODE ENFORCEMENT END OF YEAR REPORT 2021

Code warnings	2841
Code citations	289
Code complaints	3265
Animal warnings	246
Animal complaints	232
Animal citations	67





Hobbs Animal Adoption Center

Mailing Address:
 700 N. Grimes
 Hobbs, New Mexico
 575-397-9323

Adoption Center Location:
 700 N. Grimes
 Hobbs, New Mexico

January 21, 2022

To: Acting Chief Fons
 Captain Blevins
 Lt. Barrientes

From: HAAC Manager Missy Funk

Subject: 2021 Annual Statistics HAAC

Intake:	Cats	Dogs
Dead On Arrival	182	154
Sterilization Only	531	472
Stray	1566	2051
Transfers In	5	8
Unwanted	247	664
Quarantine	13	146
Totals:	2544	3495
Dispositions:		
Adopted	509	698
Died at Facility	116	60
Dead on Arrival	171	134
Euthanized	808	541
Rescued	199	928
Return to Owner	28	473
Sterilization Only	566	490
Escaped	7	6
Totals:	2404	3330

Animal Control: 1334 calls for service

UTILITIES DEPARTMENT

2021 AVERAGE ANNUAL REPORT

WATER DEPARTMENT	<u>2020 AVERAGE</u>		<u>2021 AVERAGE</u>	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>	<u>ACTIVE ACCOUNTS</u>	<u>BILLED GALLONS</u>
Residential	11,526	103,507,358	11,634	99,259,676
Commercial	1,812	41,638,641	1,814	45,159,780
City Accounts	215	13,725,055	212	14,209,144
School Accounts	56	5,818,222	59	6,418,985
Irrigation	249	6,763,004	258	7,048,378
	13,858	171,452,280	13,977	172,095,962

LABORATORY	2020 AVERAGE	2021 AVERAGE
Total Drinking Water Tests	47	48
Total Wastewater Tests	750	764
Liquid Waste Received (gallons)	326,492	274,037

WASTEWATER RECLAMATION FACILITY	2020 AVERAGE	2021 AVERAGE
Influent (Million Gallons)	95	95.113
Effluent (Million Gallons)	88	88.272
Solids Removed (Dry Pounds)	128,042	128,042

WATER PRODUCTION REPORT - 2021 AVERAGE

WATER PRODUCED

Total monthly water produced, million gallons	214,825,727
Total monthly water distributed, million gallons	203,013,536

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.561818182
Monthly chlorine gas dosed to system (lbs)	1,765

MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0