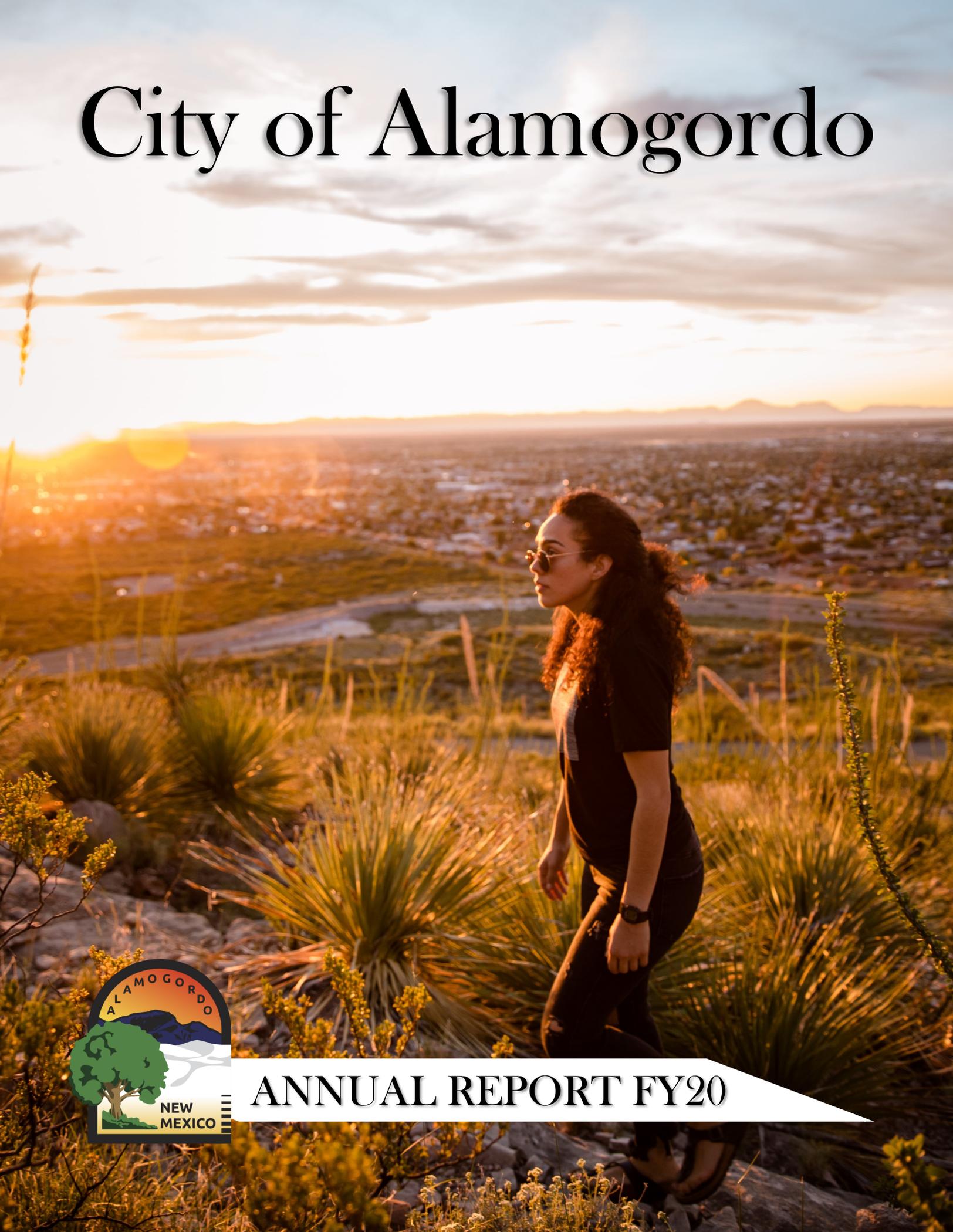


City of Alamogordo



ANNUAL REPORT FY20



INDEX

<u>Alameda Park Zoo</u>	<u>5</u>
<u>Alamo Senior Center</u>	<u>6</u>
<u>City Clerk</u>	<u>7-8</u>
<u>Civic Center</u>	<u>9</u>
<u>Engineering Department</u>	<u>10</u>
<u>Family Recreation Center</u>	<u>11-12</u>
<u>Finance Department</u>	<u>13</u>
<u>Fire Department</u>	<u>14-15</u>
<u>Golf Course</u>	<u>16-19</u>
<u>Grants</u>	<u>20</u>
<u>Human Resources</u>	<u>21-24</u>
<u>Monte Vista Cemetery</u>	<u>25</u>
<u>Parks Maintenance</u>	<u>26</u>
<u>Planning and Zoning</u>	<u>27</u>
<u>Police Department</u>	<u>28-29</u>
<u>Public Library</u>	<u>30-31</u>
<u>Public Works</u>	<u>32-39</u>
<u>Purchasing Department</u>	<u>40</u>
<u>White Sands Regional Airport</u>	<u>41</u>
<u>Covid-19 / Learn More</u>	<u>42</u>



City of
ALAMOGORDO

Message from City Manager

The City of Alamogordo provides an annual report to share with our citizens some achievements and define future objectives for the city. As we began Fiscal Year 2020, Alamogordo was showing promise and growth. Unfortunately, in March of 2020, a global pandemic caused some operations to slow, and others to completely stop within the city. Through fiscal conservatism, the City of Alamogordo fared better than many New Mexico Cities and we were able to maintain a high level of operations for our community. As we look forward to Fiscal Year 2021 we are focused on keeping our employees safe and healthy while exploring ways to help our community navigate these ever changing circumstances. We look forward to helping our community, citizens and businesses forge a profitable path ahead.

Brian Cesar, City Manager



Leadership / City Commission

- Richard Boss, Mayor at Large
- Nadia Sikes, Mayor Pro-Tem/District 2
- Jason Baldwin, District 1
- Susan Payne, District 3
- Joshua Rardin, District 4
- Sharon McDonald, District 5
- Dustin Wright, District 6

Boards and Committees

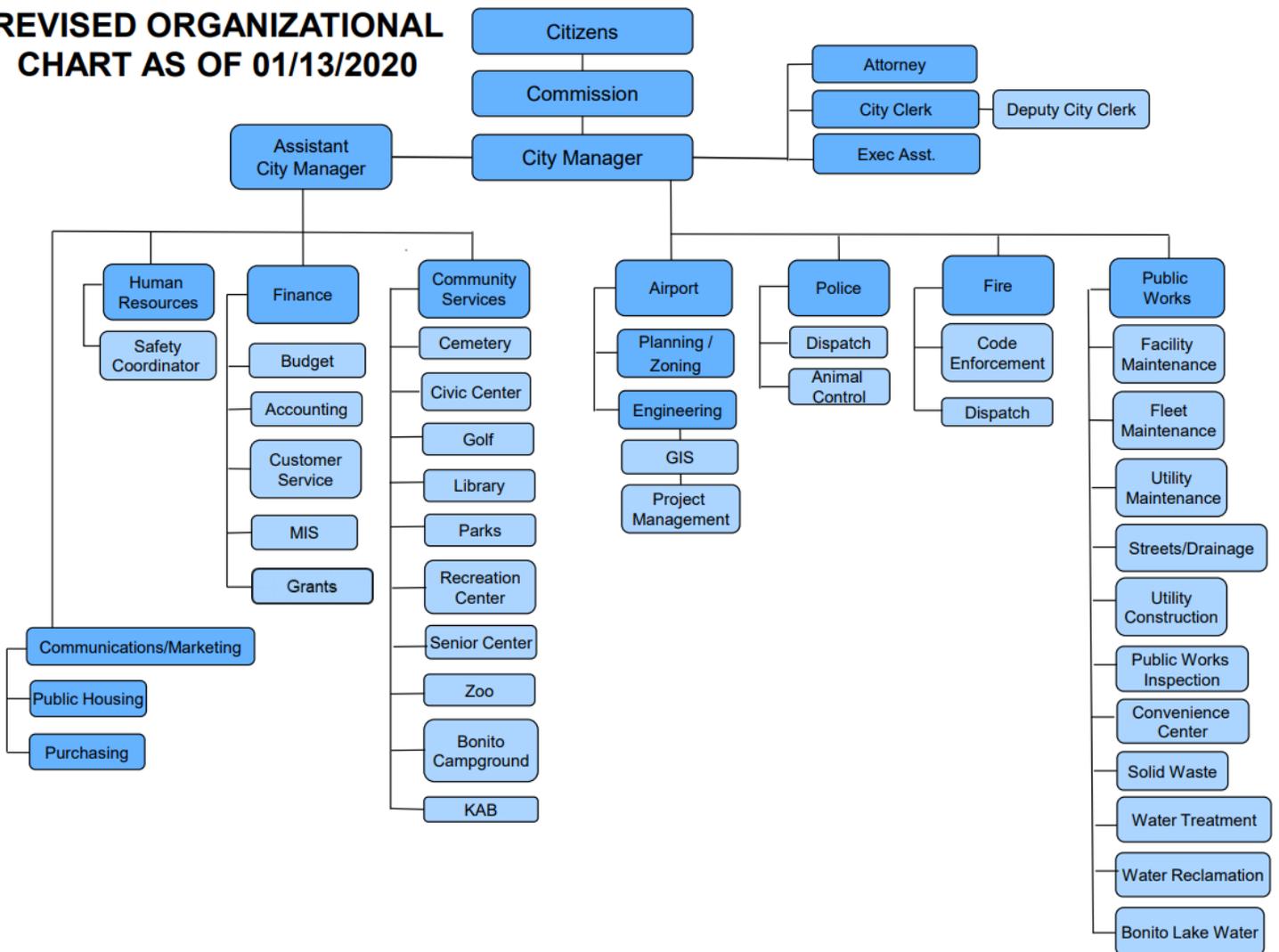
- Airport Advisory Board - 5 Members
- Airport Zoning Board - 5 Members
- Alamogordo Promotion Board - 5 Members
- Alamogordo Public Library Board - 5 Members
- Cemetery Board - 7 Members
- Community Development Advisory Committee - 3 Members
- Housing Authority Advisory Board - 7 Members
- Mayor's Committee on Aging - 5 Members
- Parks and Recreation Board - 7 Members
- Planning and Zoning Commission - 5 Members
- Senior Volunteer Programs Advisory Council - 11 Members



**For more information about Boards and Committees go to:
<http://ci.alamogordo.nm.us/353/Boards-Committees>**



REVISED ORGANIZATIONAL CHART AS OF 01/13/2020



Alameda Park Zoo

<https://ci.alamogordo.nm.us/477/Alameda-Park-Zoo>

ACCOMPLISHMENTS

The Education Center was equipped with new Reptile Exhibits procured by the Alamogordo Friends of the Zoo (AFOTZ). The third phase of the Primate Exhibit is scheduled to be completed in FY21 with funds provided by the City of Alamogordo and the AFOTZ. During FY20 two capybara, two springbok, and numerous reptiles were added to the zoo collection.

The Alameda Park Zoo has a collection of animals, representing over 50 species.

Animal Inventory

Type of Animal	Number of Animals
Mammals	48
Birds	128
Reptiles	49
Fish	67
50 Species Total	



The Alameda Park Zoo host an average of 65,000 visitors plus an additional 20,000 during special events annually. Due to COVID-19 three month closure during FY20 zoo attendance was approximately 45,000 regular visitors and 2,000 for 4th Fridays and Zoobilee. Zoo revenue totaled over \$146,000.

CHECK OUT THE NEW QR CODES AT THE EXHIBITS

RING-TAILED LEMUR *Lemur catta*

The Ring-tailed lemur is a primate from the island of Madagascar. It is the most recognized lemur because of its long, black and white ringed tail. They are highly social, living in groups of up to 30 individuals. It is also female dominant, a trait common among lemurs. Ring-tailed lemurs sunbathe, sitting upright facing its underside, with its thinner white fur towards the sun. Like other lemurs, this species relies strongly on its sense of smell and marks its territory with scent glands.

Diet
The lemur primarily eats fruits and leaves, particularly those of the tamarind tree as well as insects and small vertebrates.

FAST FACTS
Size: 36 inches length
Weight: 5 lbs
Lifespan: 16 - 19 years in the wild

ALAMEDA PARK ZOO
SUNBATHING, NEW MEXICO
FOUNDED IN 1971

CONSERVATION STATUS **ENDANGERED**

QR Code

New Phone: Open Camera & Scan Code
Older Phone: Use QR App to Scan Code

BROWN CAPUCHIN *Cebus apella*

The Brown Capuchin is a highly intelligent and curious primate from Central America. They are highly social and live in large groups. They are known for their ability to use tools and their complex social structures. They are also known for their ability to learn human language.

FAST FACTS
Size: 18 - 24 inches length
Weight: 10 - 15 lbs
Lifespan: 20 - 25 years in the wild

ALAMEDA PARK ZOO
SUNBATHING, NEW MEXICO
FOUNDED IN 1971

QR Code

New Phone: Open Camera & Scan Code
Older Phone: Use QR App to Scan Code

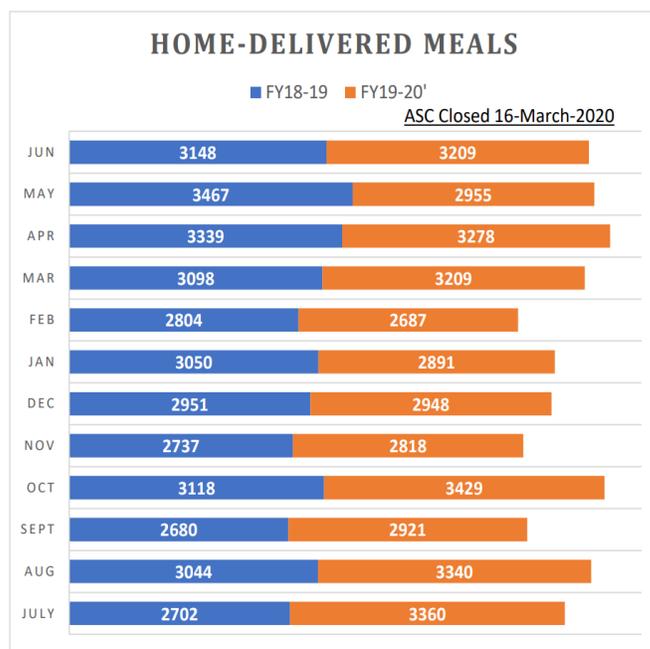
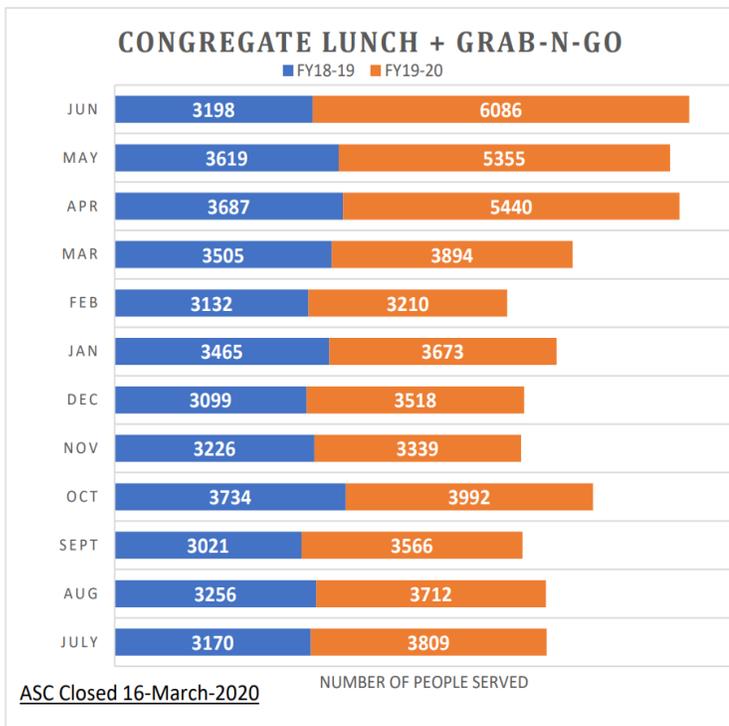
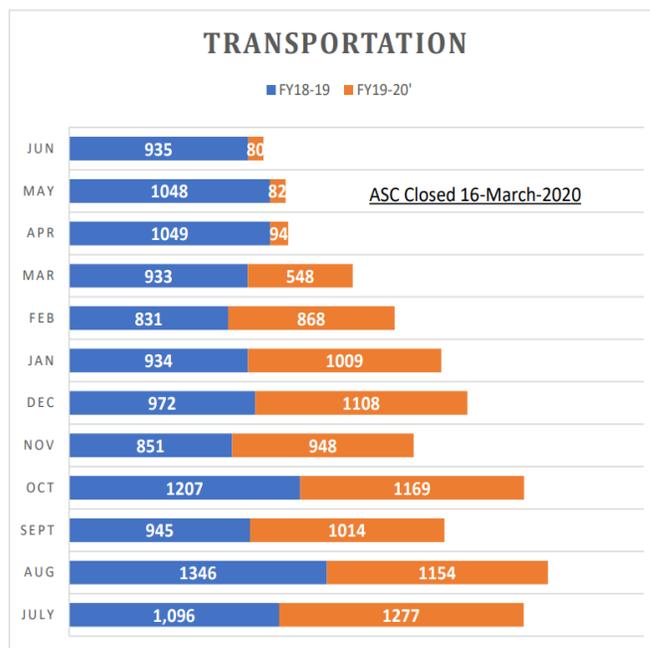
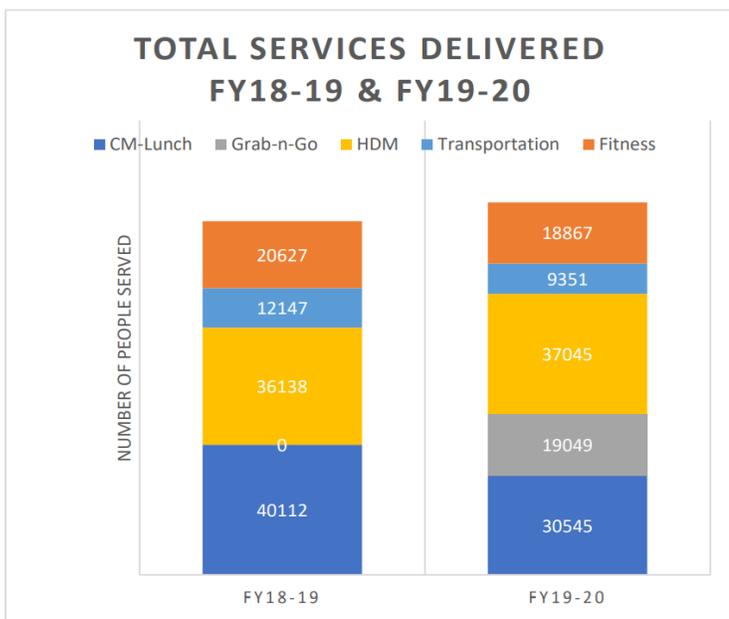


Alamo Senior Center

<https://ci.alamogordo.nm.us/165/Alamo-Senior-Center>

The Alamo Senior Center is a recreational center for senior citizens that are 60 years of age or older. There is a suggested donation for each activity that is provided. The Center is open Monday through Friday from 8:00 – 5:00 pm. The Center is membership based requiring an assessment of all our consumers. Come join us for meals, activities and socialization. At this time, due to COVID, we are only providing a meal through our Grab & Go Line. Just follow the line in our parking lot to receive a hot, nutritious meal. Meals on Wheels is available to those that are 60 years of age or older and that qualify.

In addition to our regular budget, the Senior Center received additional funding from FFCRA & CARES Act to provide additional meal services during the pandemic.





City Clerk's Office

<https://ci.alamogordo.nm.us/150/City-Clerk>

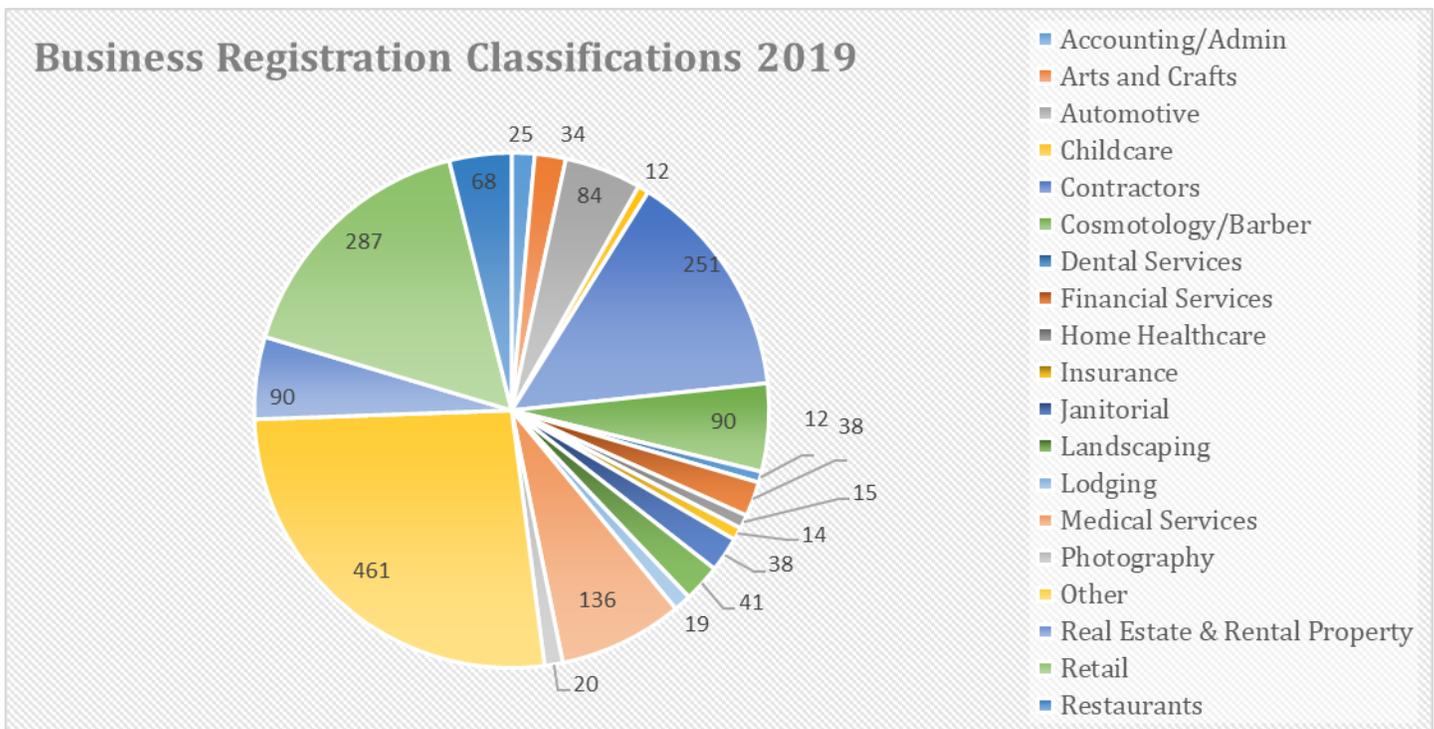
The City Clerk is the official Custodian of Records for the City. The City of Alamogordo was incorporated May 9, 1912. The City Clerk's department's team is made up of the City Clerk, Deputy Clerk, and Administrative Assistant.

The City Clerk's office provides the following services for the City of Alamogordo:

- City Commission Agendas and transcribe Minutes for Commission Meetings every two weeks, and special meetings
- Business Registrations
- Boards and Committees
- Cemetery Deeds
- Request for Public Records
- Records Management and Archiving for the City of Alamogordo
- Special Licenses
- Special Events permits
- Liquor Licenses
- Commercial Solicitor's licenses and Vehicle for Hire licenses
- Proclamations
- Residential and Mobility Parking signs
- Municipal Elections
- Notary Public services

BUSINESS REGISTRATIONS

The City of Alamogordo currently has 1,735 registered businesses, this is 111 more than end of year 2018. Business registrations are \$35 per calendar year, with a \$10 late fee if not paid by January 31st of each year. The chart below is the breakdown of the business classifications.





City Clerk's Office

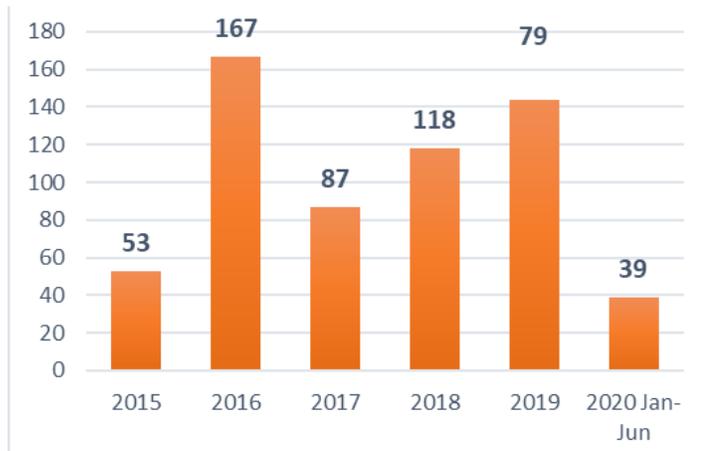
REQUEST FOR PUBLIC RECORDS

The chart below indicates the total number of requests for public records the City Clerk's office has received year over year 2015 through the 2nd quarter of 2020.



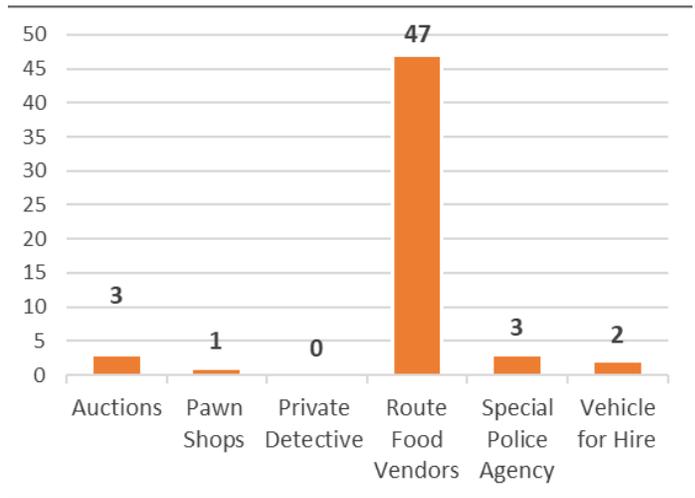
SPECIAL PERMITS

Special permits include Special Events permits, Noise Notification permits, and Block Party/Street Closure permits. There is no fee for the special permits. Some special events permits also require reservations with the Recreation Center, while others may require insurance if they are held on City property.



SPECIAL LICENSES

Special licenses require to be licensed with the State of New Mexico. There are currently 56 businesses that have a special license with the City of Alamogordo. Below are the different special license classifications and the fees for each.



SPECIAL LICENSE FEES PER YEAR:

- Auctioneer \$35
- Pawn Shops \$35
- Private Detective \$ 25
- Food Vendor \$35
- Special Police Agency \$100
- Vehicle for Hire \$35



Civic Center

<https://ci.alamogordo.nm.us/217/Civic-Center>

ACCOMPLISHMENTS

Events Held in Civic Center

Facility

Conference Room A/B	94
Conference Room D	35
Kitchen	32
Main Auditorium	62
Main Auditorium/Kitchen	7
Main Auditorium/Kitchen/Conf. Rm. A/B	3
Main Auditorium/Kitchen/Conf. Rm. A/B/ Conf. Rm. D	2

Bookings

94
35
32
62
7
3
2
288



Special Events Held

Event	Month	Location	Attendance (approx.)
4 th Fridays	July and August	Alameda Park Zoo	2,200
4th of July Parade	July	AFRC to 10 th Street	35 floats / Entries
Pupfish Baseball	July and August	Griggs Sports Complex	1,500
Zoo Boo	October	Alameda Park Zoo	3,000
Christmas Tree Lighting	December	Washington Park Stage	600
Lady of the Mtn Run	December	Griggs Sports Complex	250 runners

Keep Alamogordo Beautiful



Keep Alamogordo Beautiful (KAB) is a grant funded program that works to end littering, improve recycling, and beautify our community. KAB was present at seven community events which resulted in approximately 90,000 pounds of trash collected. KAB volunteers conducted approximately 20 litter clean ups. KAB had approximately 300 volunteers put in approximately 100 hours volunteering!

FUTURE GOALS

Civic Center - Provide the most preferred and sought-after indoor event venue in Alamogordo.

Special Events - Provide community events while keeping the health of the community in mind.

Keep Alamogordo Beautiful - KAB looks forward to developing and implementing strategies for program sustainability. KAB wants to complete more community beautification projects in FY21.



Engineering Department

<http://ci.alamogordo.nm.us/233/Engineering>

ACCOMPLISHMENTS

- Street Maintenance Project 2017
- Street Maintenance – Crack Sealing FY19
- Las Lomas Road Drainage Improvements
- Replace Emergency Backup Generator – Alamogordo Police Dept.

ONGOING PROJECTS

- **McKinley Channel Phase 8 Flood Control** - is administered by the US Army Corps of Engineers and was awarded to Pate Construction in January 2019. This is the final phase of the South and McKinley Channel flood control projects. This phase will concrete-line approximately 2 miles of channel from First Street up to the Sacramento Mountains where a large basin will be constructed. The anticipated completion timeframe is fall 2021, and the cost is approximately \$24 million.
- **Bonito Lake Restoration** - awarded to Smithco Construction in September 2017. It involves the dewatering of the lake by use of a coffer dam and 48-inch HDPE bypass pipeline to divert incoming flows over the dam spillway. Currently funded by FEMA primarily, the project involves the removal of approximately 581,000 cubic yards of burn scar material resultant from the Little Bear fire which occurred during the summer of 2012. Completion is scheduled for spring 2021. Cost to date is approximately \$16 million.

GIS DEPARTMENT

GIS continued to update and enhance the City's various location-based electronic infrastructure as follows:

- Maintained 307 GIS data layers in four geodatabases utilizing GPS, as-built records, and other methodologies.
- Created and maintained several web-based maps serving both City staff and the public.
- Provided the public and staff with map and information requests and inquiries.
- Purchased state of the art GPS data collector enabling GIS personnel to update both local and online GIS data more efficiently, freeing up a complete unit for Public Works to more efficiently collect utility information in the field as work is being done.
- Attended online ESRI International User Conference gaining tremendous insights and direction for the most advantageous value with the City's GIS efforts.



Family Recreation Center

ACCOMPLISHMENTS

<https://ci.alamogordo.nm.us/231/Family-Recreation-Center>

Fiscal Year 2020 was again comprised of numerous projects. Large-scale projects included an installation of a new patio surface along with shades in front of the AFRC, more interior and exterior door replacements throughout the facility and the implementation of new recreation software. Other projects involved interior painting in the facility conference room, the hallways and main lobby area. The most significant future facility project is the conversion of the facility’s former weight room. These changes have and will not only improve the functionality of the facility but also offer a more enjoyable and appealing experience for AFRC patrons.

The AFRC had a successful Fall/Winter with its popular After School Frenzy program and youth basketball split seasons (Ages 3-6 in the Fall and Ages 7-12 in the Winter). Regrettably, because of COVID-19, the AFRC was forced to close its doors in March 2020, which meant the cancellation of all programs, leagues and tournaments, the closing of the pool and putting on hold any park rentals. The Rec Center experienced minimal staffing transitions in FY20, but unfortunately, reduced staff in Spring 2020 because of the effects of COVID-19.

AFRC FACILITY USE AND RECREATION ACTIVITIES

As stated above, during Fiscal Year 2020, the AFRC was hit hard because of the Coronavirus. Overall program numbers were much lower and overall revenue was reduced by 50% due to the entire facility closure and the prohibition of park rentals.

Overall FY20 Revenues:

Adult Programs (basketball league, cornhole league, etc.)	\$ 114.25
Youth Programs (ASF, Camp Cottonwood, sports, specialty programs)	\$ 56,960.66
Pool Programs (swim lessons, Aquacize, lap swim, public swim)	\$ 6,219.56
Concessions (pool and ballfields)	\$ 2,572.16
Recreation Memberships (full facility, gym, weight room)	\$ 11,580.78
Pool Memberships	\$ 18,505.57
Donations	\$ 966.36
Misc: Refunds & Collections	\$ 13.90
Misc: Sale of Scrap (miscellaneous furniture and other items)	\$ 4,757.00
Misc: Credit Card Fees (negative balance - credit card payment fees)	\$ - 4,000.81



Family Recreation Center

PARK FACILITY RENTALS & COMMUNITY SPORTS LEAGUES

In FY20, AFRC continued charging youth sports leagues field light use fees for practices and tournaments as well as field fees and light use fees for adult leagues and waived the field fees for youth travel teams, charging travel teams only for light usage. The light use fees will help offset the electricity expense incurred by the City for field light use. Again, the cancellation of all spring and summer leagues due to COVID-19 greatly decreased revenues (50% reduction).

Revenue for FY20:

Park Rental Fees \$ 19,147.67

SPONSORSHIP PROGRAM

AFRC provides activity sponsorships for the children of families in financial need that qualify under the Federal Poverty Level (FPL) guidelines. Each qualifying child may receive up to \$300 in sponsorship disbursements per year. In FY20, there were two families (2 children) that participated in the program. Many families use the sponsorship for our summer Camp Cottonwood program, which was cancelled due to COVID-19.

FY20 Sponsorship Disbursements \$ 152.17

FUTURE GOALS

With COVID-19, there is still a lot of uncertainty for the AFRC. Once allowed to reopen, our goal is to rebuild our staff and program offerings so we again can meet the needs of our AFRC patronage.

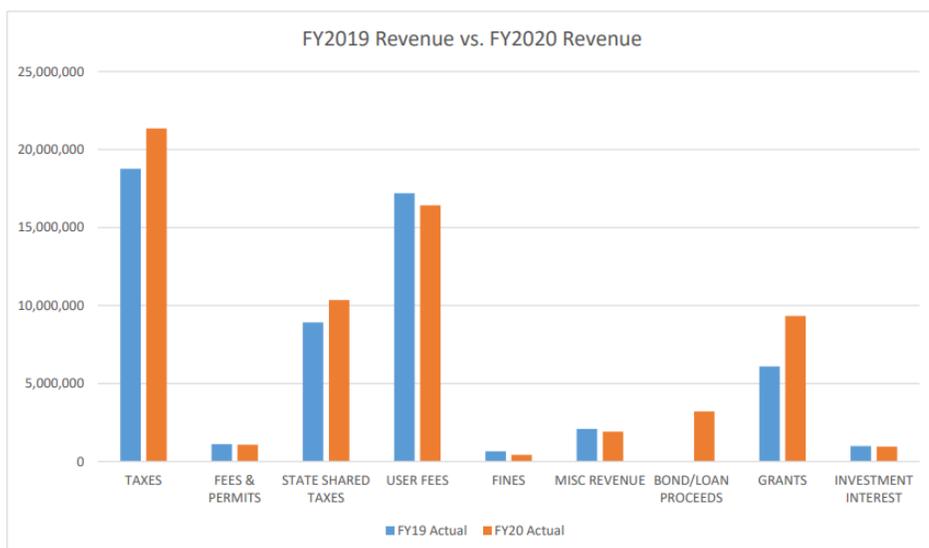




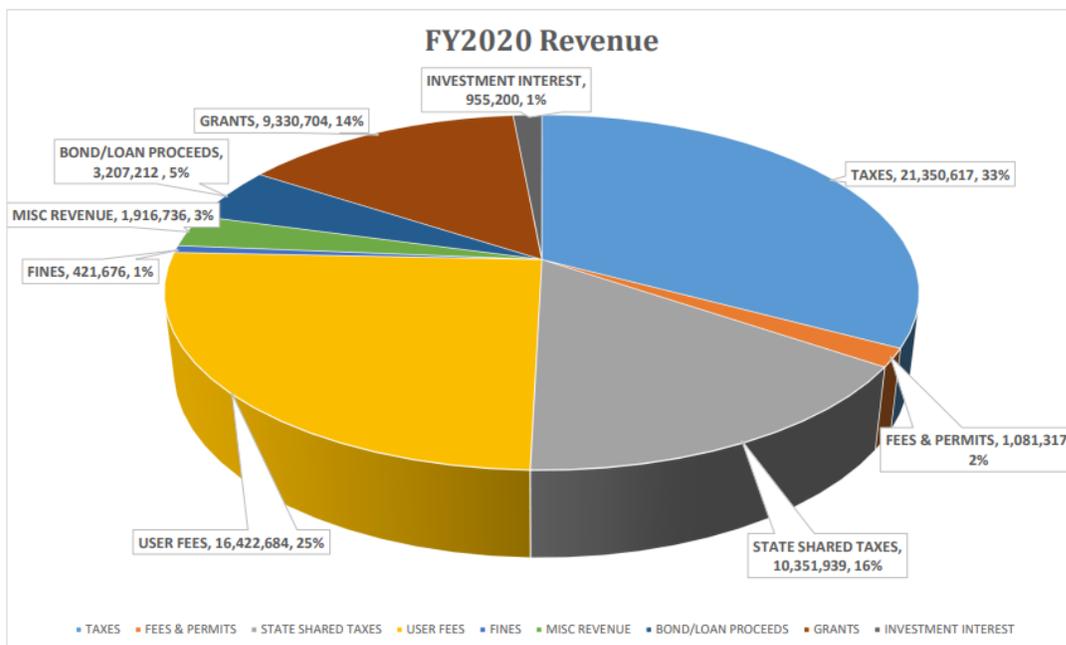
Finance Department

<http://ci.alamogordo.nm.us/234/Finance-Accounting>

The City of Alamogordo's Finance Department oversees the operational and capital finances, and manages the City's financial assets and resources in accordance with the goals established by the City Commission and the City Manager. It is the responsibility of the Finance Department to maintain compliance with laws, principles, rules, and regulations of the State of New Mexico Department of Finance and Administration, New Mexico State Statutes, and Generally Accepted Accounting Principles. The duties of the Finance Director shall include the keeping and supervision of all accounts and the custody of all public money of the municipality and to promote, secure, and preserve the financial and property interests of the city. The Finance Director supervises the operations of Customer Service / Utility Billing, Accounts Receivable, Budget, Management Information Systems and Accounting (which includes Payroll and Accounts Payable functions).



For current Fiscal Budget & Annual Audit information go to:
<http://ci.alamogordo.nm.us/235/Accounting-Documents-Fiscal-Year-Budget>





Fire Department

www.alamogordofd.com

ACCOMPLISHMENTS

- Fiscal Year 2020 New Mexico Fire Protection Grant Council Award of \$88,012.80 for the purchase of Self Contained Breathing Apparatus (SCBA's)
- Awarded a Capital Appropriations Project from DFA for \$200,000.00 for a new brush truck.
- The purchase of Bunker gear to allow fire staff two sets. This will allow fire staff the ability to wear second set while dirty set is being washed and air dried
- Adopted International Fire Code 2015
- Build and design Air Management room located at Fire House-4 to maintain Self Contained Breathing Apparatus and bottles
- Purchased new mattresses and box springs for fire houses
- Had a new concrete ramp installed at Fire House-6
- Purchased pump testing equipment to test all apparatus within our inventory
- Purchased Thermal Imaging camera's for command staff, and Fire House-1
- Purchased new radio's for all fire staff
- Purchased enough fire hose to supplement two fire trucks
- Wrote an Active Shooter Policy and purchased ballistic vests and helmets for the Fire Department
- Wrote a Confined Space Policy
- Our Fire Investigations Team went from two members to five
- Three investigation members attended the New Mexico International Association of Arson Investigators conference
- Two members of the department obtained their IFSAC Hazmat Tech certification
- Three members obtained their IFSAC Rope Tech 2 certification
- One member obtained their IFSAC Instructor 1 certification
- Three members obtained their IFSAC Fire Officer 1 certification
- Two members obtained their IFSAC Fire Officer 2 certification, and
- Several members attended the New Mexico Chief's conference

FUTURE GOALS

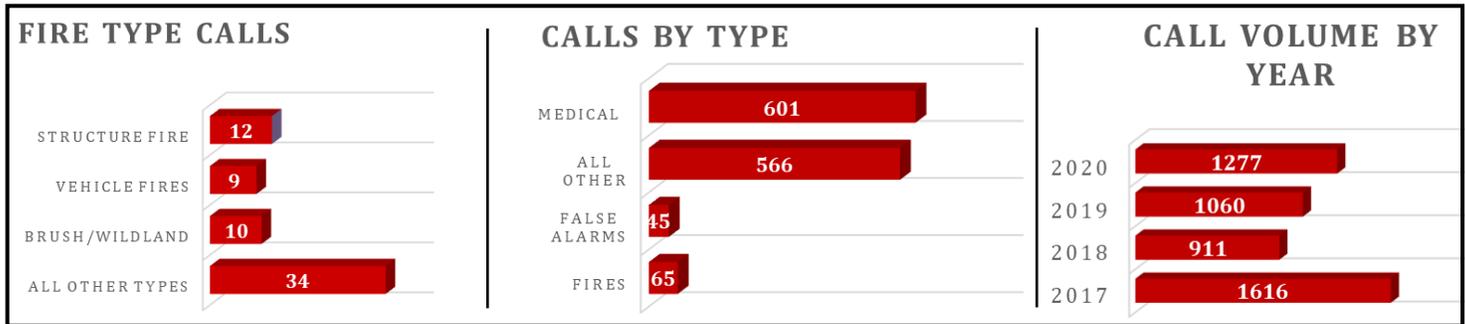
- Continue department wide training
- Send a member to the National Fire Academy (plans review class)
- Get all apparatus ISO ready
- Complete Fire House 2 renovation
- Identify which Fire House bay floors to be reconditioned
- Purchase Investigations Truck for the Fire Investigations Team Lead
- Have new bay doors installed at Fire House 5
- Design and move forward with the Fire Department Gym





Fire Department

ANNUAL STATISTICS FOR THE AFD



CODE ENFORCEMENT

In FY20 a total of 5,340 total violations were handled by this division. As you review the following Code Enforcement statistics you will see a decrease in calls for 2020 compared to 2019. This decrease in call volume is contributed to minimum staffing as we moved into 2020. For any of your Code Enforcement needs you can call: 575-43-WEEDS.

ACCOMPLISHMENTS

Dilapidated buildings removed

- 623 Virginia, owner removed structure after dilapidated notification letter received.
- 1016 Brooks, owner removed burnt out manufactured home after dilapidated notification letter received.
- 1102 Mescalero #21, owner removed burnt out manufactured home after dilapidated notification letter received.
- 815 15th St., owner removed the structure after dilapidated notification letter received.

FUTURE GOALS

- Obtain new software for Code Enforcement.
- Have the dilapidated structures at the Tinsley Trailer Court removed.
- Remove the La Placita building located on North Florida.
- Having a full time Abatement Officer for the entire year thus increasing the number of abatements.
- Maintaining full staffing levels thus increasing the number of violations addressed and notices issued.



Desert Lakes Golf Course

<https://www.desertlakesgolf.com/>

2019 - 2020 Annual Report for City of Alamogordo

The following report is an annual recap of the services and programs G & L Golf, Inc. provides for the City of Alamogordo along with statistical and KPI's (Key Performance Indicators) needed to evaluate the business.

Hours of Operation & Personnel:

- G & L Golf employed an average of 30+ employees throughout the year with an increase in the summer season and decrease in winter season. Approximately two-thirds were employed in the Food & Beverage area and the remainder in the Golf Shop and Service Staff area (carts & range).
- G & L Golf serviced hours of operation from 6:30am to 7:30pm for 364 days of the year. Hours of operation increase based on the season and business but never decrease.
- The Golf Course was closed due to COVID-19 from March 24th to April 30th, 2019
The 19th Hole was closed to dine in service from March 24th to May 31st, 2019

Rounds of Play:

- 2019 – 35,253 ** This was the lowest number of rounds recorded in G & L Golf contract history.
- 49% were 9 hole rounds
- 42% were 18 hole rounds
- 41% were Green fee rounds
- 49% were Golf Pass rounds
- 6% were employee and promotional rounds & 4% were High School golfer rounds

REVENUES:

There has been a downward trend to golf rounds in Alamogordo as a whole for the last decade. Part of this is a generational demographic problem that the Golf Industry understands and is multi-faceted. In Alamogordo though, the course condition over much of this time have added to the shrinkage of rounds.

Over the past several years we have been aggressive with new ideas such as special military rates, new types of golf outings & tournaments and growth of the game initiatives to help build new golfers and attract people to the golf course. The beginning of 2020 looked promising with new military rates and the closing of the base golf course. We have seen a large uptick of military golf and we will continue to cultivate that.

The shut-down of all services due to COVID-19 put a huge strain on the golf course from the G & L Golf aspect to the maintenance team and their budget. When this is over we hope to get back to aggressively targeting new golfers, military golf and programs that entice golfers to play more rounds and participate at the golf course regularly and actively.

Historical Rounds of Play vs: Total Golf Revenue (green fees & golf pass)



Desert Lakes Golf Course

	Rounds	Revenue
2019	35253	\$360714 – COVID-19 shut down
2018	39438	\$377,793 - Lingering Lake Project effects & Weather
2017	41229	\$390,173 - Lake Project
2016	42617	\$416,700
2015	42514	\$408,100
2014	42697	\$393,218 - Bunker Remodel
2013	43488	\$450,740
2012	45856	\$444,409
2011	42055	\$414,707 - Significant Weather interruptions Feb. & Dec.
2010	45471	\$446,516
2009	48146	\$472,123
2008	47940	\$436,000
2007	43991	\$405,852 - New Club house

Below are historical revenues for different areas

Green Fees:

- 2019 - \$215,827
- 2018 - \$240,386
- 2017 - \$232,1692

Golf Pass:

- 2019 - \$144,896
- 2018 - \$137,407
- 2017 - \$158,003

Range:

- 2019 - \$40,117
- 2018 - \$42,090
- 2017 - \$44,301

Carts:

- 2019 - \$166,203
- 2018 - \$160,569
- 2017 - \$161,173

Trail & Shed:

- 2019 - \$34,098
- 2018 - \$37,885
- 2017 - \$38,121





Desert Lakes Golf Course

Food & Beverage - The Food & Beverage once again has been the main support of the facility and continues to gain popularity and success. This is due to aggressive management, exceptional customer service and continued monitoring of the market and its trends. The 19th Hole has more than 20 regular events that take place in the banquet facility. Many of these are service clubs that utilize the facility every week or once a month. Most of these functions are “order off the menu” functions meaning, that we do not have prepared food for them and they are served as they come in.

- Before the COVID-19 shut-down, The 19th Hole was host to more than 50 banquets of various types including weddings, birthdays, anniversaries, class reunions, holiday and business parties and those special functions associated with tournaments. Even though we were reduced to carry-out only during the shut-down, The 19th Hole able to serve over 200 meals for Easter and over 100 meals for Mothers Day.

- 19th Hole Total Revenues are as follows:
- 2019 - \$820,553 – 13% decrease
- 2018 - \$939,300 - 10% increase!
- 2017 - \$843,895 - 14% increase!
- 2016 - \$725,000
- 2015 - \$680,000

Programs: Figures from July 2019 to March 2020

- Tournaments & Events – Desert Lakes was host to over 40 events & tournaments in 2017
- There were over 2000 participants for these events.
- Nearly \$72,000 was raised in these events for various charities. These are local charities that support local needs and give back to the community!
- Leagues - Desert Lakes was host to ten (10) various leagues most of which were weekly.
- Weekly leagues included events on every day of the week except Friday.
- Weekly events were host to 350 regular golfers and an additional 100 on a bi-weekly or monthly basis.
- Four (4) of the largest leagues run from April to August with 6 running all year long.
- Junior Program
- DLGC was host to four (4) junior camps
- A total of 72 juniors were serviced in the camp season

Re-Investment

The Facility saw re-investment from G & L Golf, Inc. in the following areas:

- New Carpet in the 19th Hole dining area
- Painting of the bathrooms & foyer area.
- New beer box, new beer tap cooler
- 12,000 range balls

Desert Lakes Golf Course

MAINTENANCE

The Golf Division (Maintenance) continues improvements and support to the facility. Overall, the golf maintenance division has provided a well-maintained golf course for the public with good support for the pro shop services. Some of the improvements made in FY20 were:



- Prepared course set-up for play on multiple tournaments to include pin setting, painting cups, mowing, and rolling greens and raking bunkers.
- Continued pruning and removing dead trees
- Still trying to establish turf in areas affected by pond construction and old 4 pond area.
- Responsible for all cultural practices (aeration, verticutting, etc.), all pesticide applications, and day to day set up of the golf course.
- Maintained an aged irrigation system (parts in excess of 25 years old) by replacing or repairing sprinklers and valves. Continued to adjust or change irrigation heads as needed.
- #8 cart path widened, new blacktop utility road to east side pump house



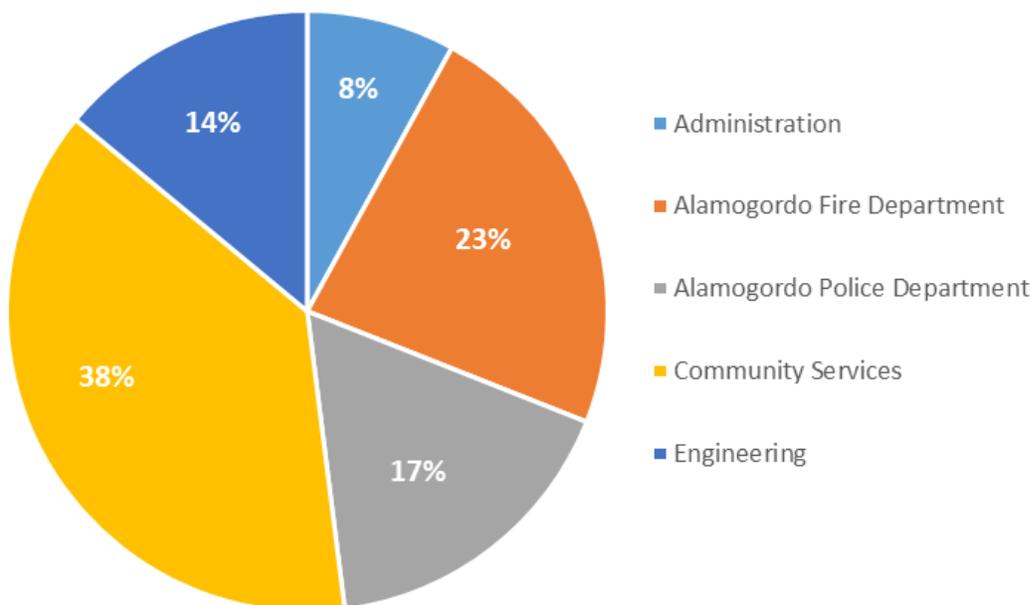


Grants

The Grant Coordinator administered 53 federal, state, local and foundation grants that supported projects and programs to positively impact the citizens of Alamogordo. New grants awarded in FY20 include a Community Development Building Grant in the amount of \$500,000 to construct ADA sidewalks in an area of the City; a \$211,603.57 grant from Paso Del Norte Health Foundation to the Alamogordo Police Department that will allow them to implement a program to build a culture of crisis intervention training to the City's police officers; five capital outlay grants from the New Mexico Department of Finance Administration, awarding the city funding for police, fire and community service projects and five grants that were awarded to specifically provide assistance for any financial burdens that resulted in response to COVID-19. New grants that were awarded in FY20 totaled over \$3,000,000, providing more than a \$1,000,000 increase in new grant funding when compared with FY19 total of approximately \$2,000,000 new grant awards. In addition to grants that provided funds to the City, the New Mexico Department of Tourism Cooperative Marketing Grant Program awarded a grant to the City's marketing

department that provided a \$38,762 match for advertising expenses to promote tourism; and the Apache Foundation Tree Grant Program awarded a grant of 50 trees to the City's parks department. Ongoing grants for public works projects total over \$17,000,000. The following pie chart shows the percentage of FY2020 grant funds received by department.

Percentage of FY2020 Grant Awards by Department





Human Resources

<http://ci.alamogordo.nm.us/258/Human-Resources>

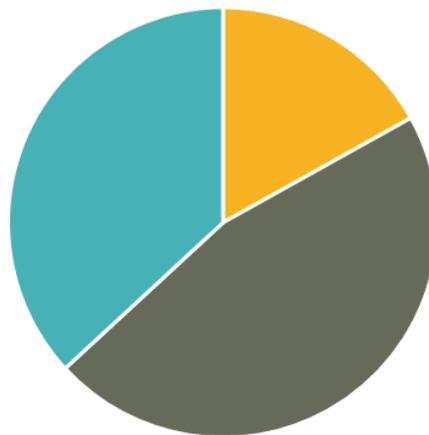
Welcome to the Office of Human Resources and our Annual Report; a snapshot of the Human Resources' activities from Fiscal Year 2020. Human Resources has a wide range of responsibilities including: Employment, Recruiting, Compensation Administration, Benefits, Wellness, Training and Development, Workers' Compensation, Employee Relations, etc.

NEW MEXICO LEGISLATURE - HB364

During its 2020 Regular Session, the New Mexico Legislature adopted HB364 Public Peace, Health, Safety & Welfare, Public Sector Collective Bargaining Changes, 7/1/2020. In short, this House Bill expanded what defines a position as being union eligible, with one major change being the inclusion of part-time employees. As a result, Human Resources was tasked with running a test of all positions within the City to determine which positions are considered union eligible. The pie chart below represents the City's current workforce composition, after HB364, based on a total of 331 employees:

As a result of testing the positions, 26 filled positions went from non-represented to AFSCME represented and 9 filled positions went from AFSCME represented to non-represented. There were not any changes to APSOA represented employees.

Workforce Composition



■ AFSCME Represented ■ APSOA Represented ■ Non-Represented

MINIMUM WAGE / PAY INCREASES

The City Commission approved across the board pay increases for FY21. The approved increases are based on the upward movement in the New Mexico Minimum Wage and the City's efforts to maintain internal equity and eliminate compression across all pay ranges.

For information about job openings for the City of Alamogordo go to:
<https://www.governmentjobs.com/careers/alamogordo>



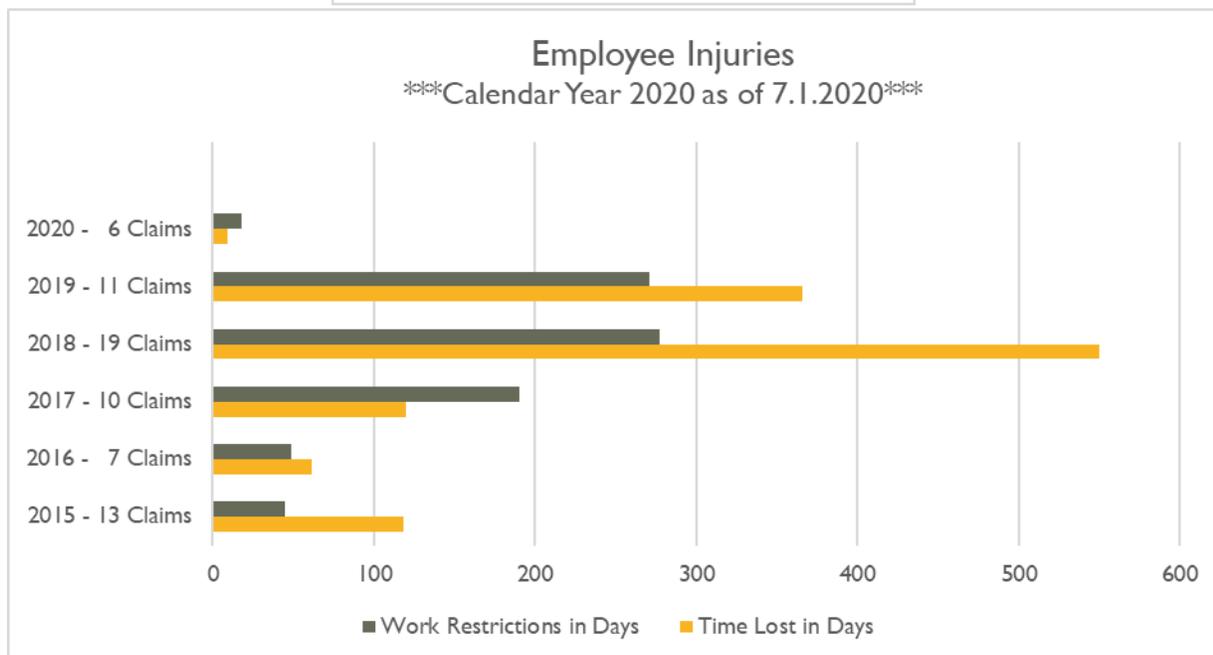
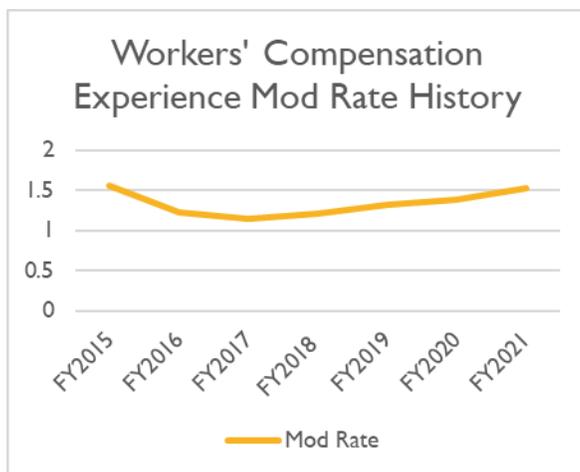
Human Resources

New Mexico Minimum Wage:	1-1-2020	\$ 9.00
	1-1-2021	\$10.50
	1-1-2022	\$11.50
	1-1-2023	\$12.00

All City employees, with a few exceptions, received a fifty-cent (\$0.50) hourly pay increase effective the pay day of July 16, 2020. All City staff will receive another fifty-cent (\$0.50) hourly pay increase effective the first full pay period after January 1, 2021, again with a few exceptions.

WORKERS' COMPENSATION

The chart below represents the City's Workers' Compensation Experience Mod Rate over a seven (7) year period. Also represented is an increase in the mod rate from 1.38 in FY20 to 1.53 for FY21. In FY16 and FY17 we showed a decline in the experience mod rate, but high cost individual claims have resulted in an upswing for the previous four (4) years. Human Resources has implemented a wellness program and will be conducting a pre-employment physical testing program in its efforts to decrease the mod rate.





Human Resources

COVID-19

The Corona Virus has brought about unprecedented times. The City has taken steps to implement new policies and practices to combat our new reality. One item that became prevalent was a need for telecommuting. In an effort to maintain the availability of a workforce should an outbreak occur among City employees a Telecommuting Policy and Telecommuting Agreement was put in place to separate employees but would still allow work to be done.

The enactment of the Families First Coronavirus Response Act (FFCRA) requires paid sick leave and expanded Family and Medical Leave. There are six (6) different factors that need to be considered when determining if an employee qualifies for these expanded benefits or not. This required Human Resources to design an intake questionnaire that could be used for any employee requests for relief under the FFCRA.

The most difficult, and again unprecedented, situation to handle was layoffs. Due to budgetary constraints the City found it necessary to lay off employees. The employees laid off were part time and seasonal employees. In total, there were twenty-two (22) layoffs made up of Community Services, Alamogordo Police Department, Municipal Court, Management of Information Systems (MIS), Planning & Zoning, and the City Clerk’s Office employees. With Community Services taking the largest hit.

AFFIRMATIVE ACTION

The below table represents the total number of applications received between the periods of July 1, 2019 and June 30, 2020. It also represents the breakdown of applications by gender, ethnicity, and newly added this year, Veteran status. The unknown column represents the number of individuals that elected not to provide the requested information.

Women	Men		Minority	Non-Minority	Veteran	Un-known
TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
20	65	85	26	58	19	1
32	33	65	24	40	5	1
5	24	29	16	12	3	1
46	220	266	163	102	48	1
0	0	0	0	0	0	0
376	93	469	192	277	36	0
2	32	34	15	19	6	0
115	309	424	195	224	46	5
594	776	1370	631	732	163	9



Human Resources

EMPLOYEE STATISTICS

Current Employee Demographics

Women Minority	Women Non-Minority	Men Minority	Men Non-Minority	Total Employees
48	67	111	105	331

New Hire Demographics

Women Minority	Women Non-Minority	Men Minority	Men Non-Minority	Total Employees
13	11	24	25	73

FY2021 - What's Next?

RECRUITMENT

It is proving to be more difficult to recruit and retain employees, especially for those who are skilled trade workers. In FY21 we hope to focus on implementing recruiting strategies such as apprentice programs, internships, and hiring individuals that have the will, the work ethic, and the ability to learn from our skilled employees.

PERFORMANCE MANAGEMENT

Human Resources will be eliminating the current electronic, standard performance management system to conduct and track employee performance evaluations as the benefits to employees does not outweigh the annual renewal fee. It was not well used amongst supervisors, was labor intensive to administer, and was very expensive. In an effort to implement something more cost effective and user-friendly, Human Resources will be designing custom evaluations with factors that are specific to individual positions.

EMPLOYEE MANUAL

The last update to the Employee Manual was June of 2019. There are many items that have come up that need addressing, most of which involve wordsmithing to clarify intent rather than change content. During this Fiscal Year, Human Resources is planning to update, cover to cover, and republish the Employee Manual.

LEADERSHIP PROGRAM

Implement a formal leadership program that will help train leaders on employment law issues such as the Family and Medical Leave Act, Americans with Disabilities Act, Uniformed Services Employment and Re-Employment Rights Act, Pregnancy Discrimination Act, etc.

Subjects to also be covered will be evaluations, corrective actions, what good leaders look like, etc. These programs will be in a quick reference written format in coordination with an in-person classroom format.



Monte Vista Cemetery

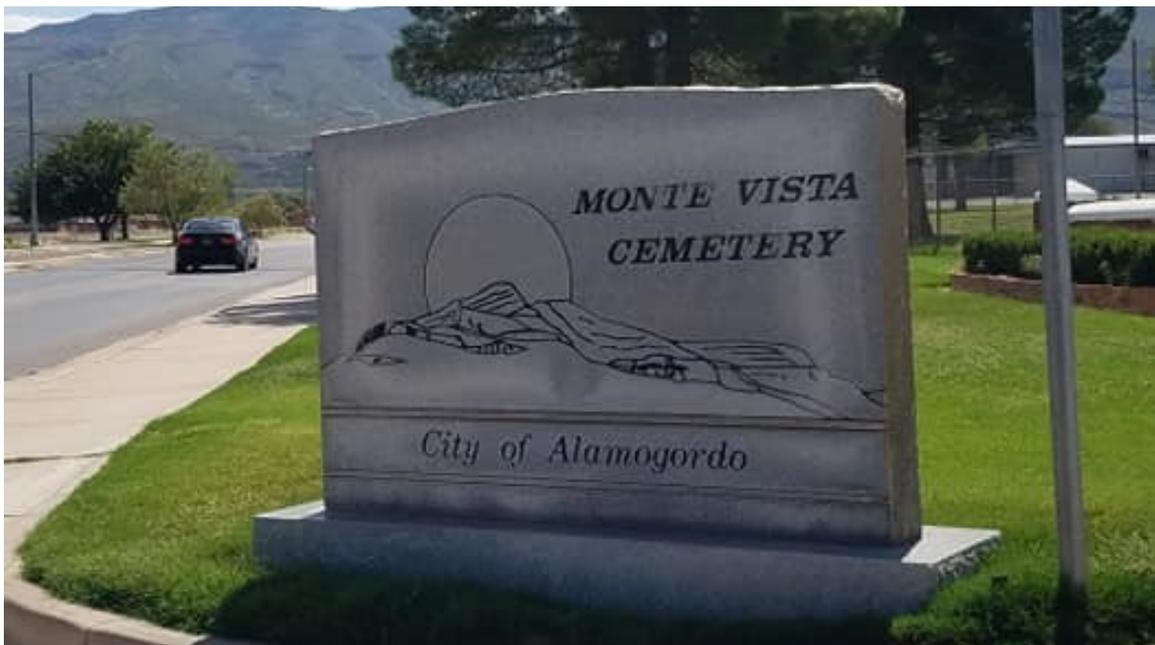
<https://ci.alamogordo.nm.us/261/Monte-Vista-Cemetery>

The Monte Vista Cemetery is a full-service operation which includes all aspects of casket and cremation remains interment, funeral service preparation and monument installation, as well as all associated grounds maintenance tasks required to keep the appearance of the property acceptable to the public. Efforts are coordinated with the local funeral homes and the day-to-day operations are primarily handled by the Cemetery Sexton, with daily supervision by the Parks Supervisor and Parks Foreman.

Tree care in the cemetery by the Parks Maintenance staff continued as a priority this year from last year. Additional trimming and removal of dead limbs and trees was conducted to progressively improve the overall health of the plant material as well as the appearance of the site. The cemetery realized a significant drop in volunteer assistance this year from the past local veteran organization that had been assisting with maintenance of the Non-Perpetual Care section of the property. However, the Keep Alamogordo Beautiful Volunteer program organized volunteer groups on several occasions to assist.

The following paid services were performed for the public at Monte Vista Cemetery through June of 2020:

<p>Funerals/Interments:</p> <ul style="list-style-type: none"> • Casket type - 84 • County Site casket - 0 • Cremation type - 45 • Infant type - 0 	<p>Headstone Installation:</p> <ul style="list-style-type: none"> • Single Headstones - 30 • Double Headstones - 6 • Flat VA stones - 7 • Survey for monuments - 4 • Vases - 4 • Foot Stones - 3
---	---





Parks Maintenance

<https://ci.alamogordo.nm.us/283/Parks>

Parks Maintenance Operations for the City of Alamogordo maintains approximately 450 acres of public owned land. Approximately 220 acres of this area is actively growing public park space consisting of park area grass, sports fields, trees and ornamental landscaping. The remaining acreage consists of hardscapes such as parking areas, sidewalks, trails, and recreational facilities. The City's public recreational facilities maintained by the division include multiple tennis courts, basketball courts, playgrounds, pavilions, benches, tables, and skate park. All aspects of service from mowing and litter removal to tree care and pest control are included in the divisions' duties. Service levels have been reduced significantly since the onset of the current Health Crisis and the associated public safety operational mandates.

ACCOMPLISHMENTS

Several new or notable accomplishments were completed this year by Parks Maintenance Department staff.

- Shade Structures were completed by contractors at four additional playgrounds throughout the city
- A full-size hard surface Futsal court was installed in Washington Park
- Balloon park was heavily renovated to repair use damage from the Fall Balloon Festival
- Renovations and topdressing to improve surface smoothness at Hanglider Field to accommodate OCYSL practices
- Removed artificial turf infield at Griggs Sports Complex on field 3

ONGOING PROJECTS

There are several ongoing projects within the purview of the Parks Operations. However, all projects have either been seriously delayed or put on indefinite hold until the resolution of the current public health crisis:

- Hooser Field Upgrades – A retaining wall for the playground and additional fencing improvements is planned.
- Picnic Pavilions – 6 ADA accessible picnic pavilions were completed in park areas.
- Park Amenities – Grills Tables, bleachers, and trash cans have been purchased and are being installed as picnic pavilions are completed.
- Median Beautification-This project was completed this year with the installation of irrigation, decorative rock, tree rings and trees in the Indian Wells medians.
- Washington Park – Wholesale renovation by contractors is underway to repair the large sections of this park that were under construction from the large storm water drainage project (McKinley Channel Project) in the area.

SPECIAL EVENTS/LEAGUE SUPPORT

The Parks Department supported a variety of special events as well as league and tournament activity at both sports complexes and in many parks throughout the year. This normally includes general site set up, stage installation as well as ongoing clean up and support throughout the event when required.

Likewise, staff supported the annual Keep Alamogordo Beautiful Christmas Tree Drop Off event by setting up drop off areas at the Civic Center and the Senior Center and transporting dropped off trees to the Convenience Center on Lavelle Road.

Youth Sports Leagues have been severely curtailed this year due to the ongoing public health crisis. Fall Sports Leagues operated; however no Spring leagues were allowed on Park Facilities.



Planning and Zoning

<https://ci.alamogordo.nm.us/162/Planning-Zoning>

The Department of Planning and Zoning (P&Z) is responsible for overseeing the City’s long range planning efforts to include: the comprehensive plan, economic development plan, resource conservation and water plan, transportation plan, the city infrastructure and green space development plan. P&Z is also responsible for reviewing all building permit paperwork for zoning compliance and approval prior to review and issuance of building permit by the State’s Construction Industries Division. Lastly, P&Z staff facilitates all the Planning and Zoning Commission meetings, as well as assisting the P&Z Commissioners with administrative and research needs as their City staff liaison.

FUTURE GOALS

In the coming year, P&Z is working on a predictable and enduring schedule for the five major plans that comprise the City’s Master Plan. This will be developed into a recurring 10-year cycle where one of the five plans is contracted in one Fiscal Year and completed in the next Fiscal Year. It is also expected P&Z staff will be well on its way to a complete review of all applicable zoning and development ordinances. The goal will be to align ordinance revisions, deletions, or additions to comply with the City’s deliberate planning documents, the City Commission’s vision for the future of Alamogordo, and to bring them into compliance with current Federal, State, and County mandates.

FY2020 Planning and Zoning Ordinance Review/Permit Actions													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun	Total
New Construction (residential)	6	3	4	5	2	4	0	2	4	2	4	13	49
New Construction (Commercial)	8	6	0	6	0	4	1	1	2	0	2	1	31
Carport	1	0	0	1	0	3	0	0	2	0	0	2	9
Reroof	20	20	8	27	13	14	7	9	57	41	30	37	283
Addition (Living Space)	1	0	0	0	0	0	0	0	1	0	0	0	2
Solar Panels	10	6	10	7	12	12	0	2	40	10	2	13	124
Exterior Repair	1	0	0	1	0	0	0	0	0	1	0	0	3
Swimming Pools	1	0	0	0	0	0	0	1	5	0	0	2	9
Accessory Buildings	0	2	1	1	0	2	1	0	4	2	1	1	15
Structure Demolition	0	0	2	1	1	0	0	0	5	0	0	0	9
Signs/Billboards	4	1	1	0	2	7	0	0	6	3	2	2	28
Cell Towers	0	0	0	0	1	0	0	1	0	0	0	0	2
Excavation	5	6	5	6	6	2	3	3	6	4	2	3	51
Interior Remodel	8	3	4	5	2	4	0	1	10	0	3	3	43
Curb Cuts	1	0	1	1	0	0	0	1	5	1	1	1	12
Blocking Permits (mobile homes)	2	0	0	1	0	1	0	0	1	0	0	0	5
Window Replacement	1	2	1	1	2	1	1	3	1				13
Foundation Repair	1	1		1	2		3	5	3	2	2	1	21



Police Department

www.alamogordopd.com

ACCOMPLISHMENTS

In August we went live with Spillman CAD system. This system has the Otero County Sheriff's office, Cloud Croft Police Department and Otero County Detention Center all using the same program.

The Mobile Crisis Response Team is up and running.

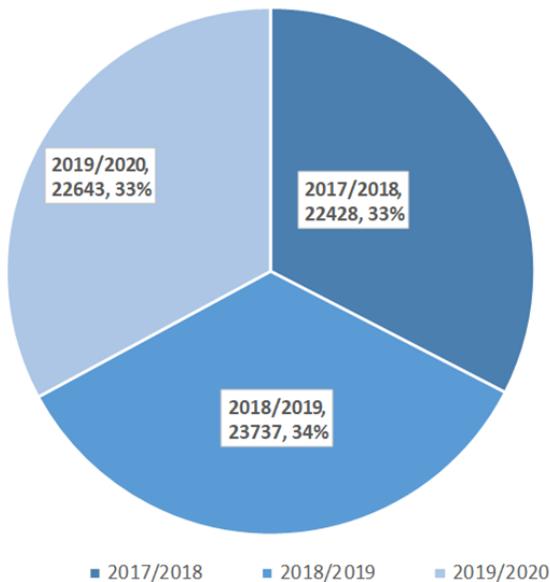
In the near future we are planning on having our computers installed in all of our patrol units being purchased with the ICIP funding from the state.

We will also be going to a system with electronic citations and crash reports.

The following charts will some statistical data for the department.

Alamogordo Police Department responded to 22643 calls for service during the last fiscal year. The chart shows a comparison to the previous two years. These are calls that came through dispatch and do not include officer generated/self-initiated activity.

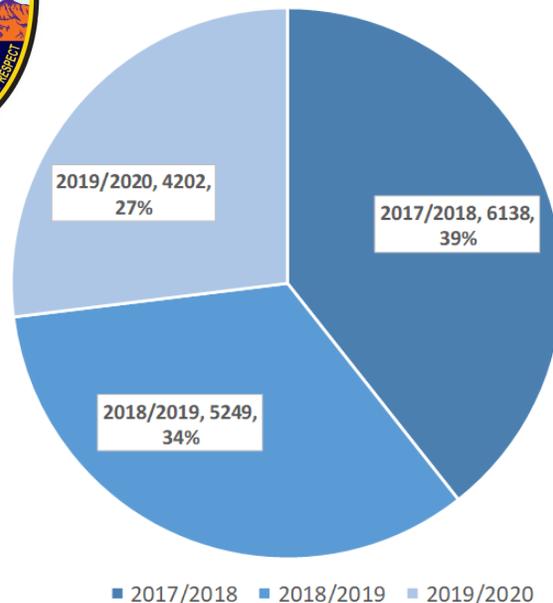
APD CALLS FOR SERVICE



Due to the pandemic officers did not make as much contact with the public this year as compared to years past. These are calls that do not come through dispatch and are completely self-initiated activity. As you can see by the chart we were down with self-initiated activity by about 7%.

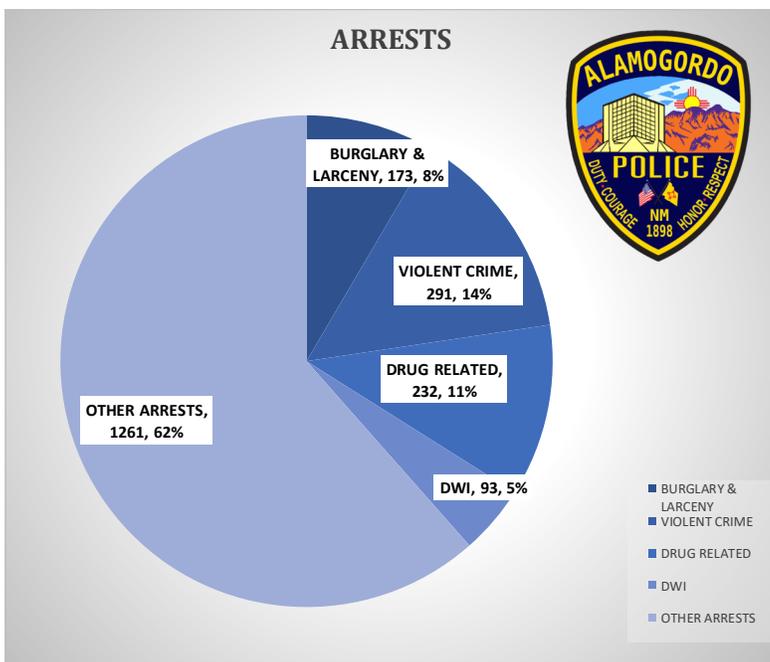


OFFICER GENERATED CALLS



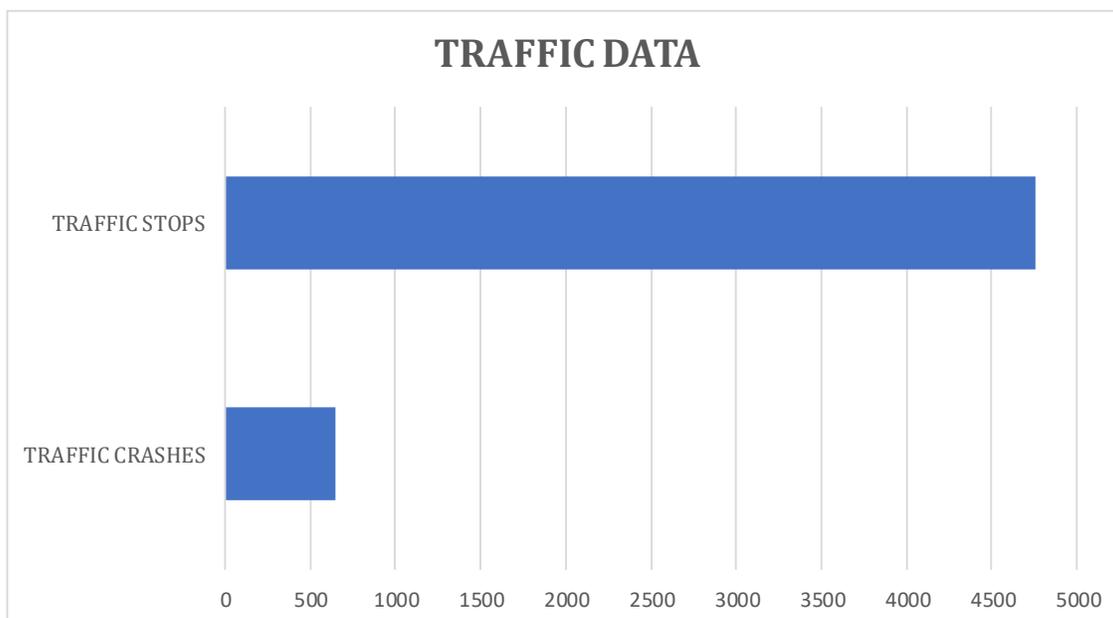


Police Department



The chart shows the arrests for the fiscal year. The total amount of arrests is 2050. In comparison to the last two years arrests are down for this fiscal year. 2018/2019 there was a total of 3113 and in 2017/2018 there was a total of 3065.

The next chart show traffic crashes and stops for the last year. Normally in the history of the department, the more traffic stops we make and the more citations we issue, usually results in a decrease in traffic crashes. In 2019/2020 we conducted 4757 and responded to 646 crashes, in 2017/2018 the total was 8971 traffic stops and we responded to 768 crashes and in 2018/2019 we made 9144 traffic stops and responded to 740 crashes.





Public Library

www.alamogordolibrary.com

ONGOING PROJECTS

- Genealogy programs included the following topics: Basic Genealogy, The History of the Census, DNA: Background, Military, Brick Walls, Female Ancestors, Migration, and Armchair Genealogy.
- Indie Authors Day event in October 2019.
- Several author book signings.
- Events for Summer Reading included Teen Size Candyland, Mud and Water Day, and Phases of the Moon, as well as special story time days for daycares and the Girls and Boys Club. Activities were offered every weekday. Adult programming featured astronomy themes like reading Hidden Figures for the Book Club and showing the movie Gravity. 169 adults registered, an increase of 38 from the year before. 968 children registered for the program, down from 1,012 previously, for a net loss of 6.
- Field Trips and special programs for the Boys and Girls Club, local public and private schools, daycares, and homeschooling groups throughout the year.
- Special displays included Banned Books Week and Constitution Week.
- New technologies: Video Relay Service phone for the deaf and hard of hearing..

BUDGET

We ended the year using 90% of our revised budget. Most savings came from staff reductions but we also spent much less than anticipated on utilities and supplies.

GOALS

Due to our staff cuts and other likely budget reductions, re-opening will require reduced operating hours. For now we will continue with curbside and digital services.

STATISTICS

As expected, we did see an increase in digital usage. This shows digital audiobooks, digital audiobooks/eBooks (different offerings), and downloadable/streaming music.

LEARN MORE AT WWW.ALAMOGORDOLIBRARY.COM



Alamogordo
Public Library

Reading & Learning Starts Here!



Public Library

GRANTS

- Following submission of the Annual Report to the New Mexico State Library, the Library received \$9,404 in State Aid, which can be used in support of Library operations. \$48,540 of materials purchases were reimbursed through a State General Obligation Bond. Otero County granted \$24,750 to provide library services to county residents for Fiscal Year 2020. County residents comprise just under 20% of the registered users.
- The library received two new grants this year. One was from the New Mexico Library Foundation to provide STEM (Science, Technology, Engineering, and Mathematics) programming to children. Four sessions were held in schools before the shut-down. Virtual programming will continue to produce lessons that then will be accessed on the City's Facebook page.
- The other was from the American Library Association to do outreach to the mountain communities which would encourage people to fill out their census returns. Again the shut-down changed the methods for this. Instead virtual contests were held and prizes were awarded using some of the funding.

ACCOMPLISHMENTS

- Librarian Emerita June Harwell died in December 2019. With donations in her memory, we were able to establish a Civil Rights book collection.
- The library closed to the public on March 16, 2020 due to the Coronavirus pandemic. On June 1, we were able to begin curbside service, allowing physical delivery of items. In the meantime, we kept busy answering the phone, renewing books, and interacting with the public through our virtual and social media services.
- After closing in mid-March, we focused on our digital offerings. New services included being able to put items on hold from home to be pulled by library staff, video story times, video craft lessons, and a livestreamed musical concert by one of our frequent musical guests.
- On May 1, 2020 all eight of the part-time positions were eliminated, causing seven employees to be laid off. This was a reduction of 44% or 29% of the FTE positions.
- The public restrooms were renovated using State ICIP funds. The men's and women's restrooms were switched in order to increase capacity in the women's section. The flooring was completely replaced in both rooms, in addition to the entryway. Special fold-out steps were added for children under the sinks. The water fountain in the hall was replaced with a fountain/water bottle filler.
- On a smaller scale, the Friends of the Library had a couch and loveseat in the Children's Room reupholstered.



Public Works

<http://ci.alamogordo.nm.us/306/Public-Works>

The Department of Public Works supports and enhances a high quality of life for the city's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality. The department is committed to the planning and implementation of the policies, goals, and objectives as established by the City Commission and the City Manager. It is our inherent duty to preserve and protect the City's major investment in its infrastructure so that we may realize the maximum possible benefit of its intended purpose. The department's mission is accomplished through the prudent use of resources, technology, innovations, teamwork and coordination with other service providers in the city.

FLEET MANAGEMENT DIVISION

Provides for all operational aspects of the City of Alamogordo's fleet of vehicles and equipment. This includes procurement, maintenance, insuring and disposal, thus allowing other departments/divisions to perform their missions.

The Fleet Management Division exists solely for the purpose of providing a fleet of reliable, safe, and well-maintained vehicles and equipment to all City of Alamogordo divisions. Fleet Maintenance services and maintains over 500 vehicles and pieces of equipment to include all heavy equipment, police units and fire



apparatus. This division of the department save the City and taxpayers money by performing these services in house the division provide 24-hour road call service to better serve all our City customers. The City has many Departments such as Public Works, Police and Fire Departments that work around the clock. Fleet Maintenance is committed to serve them if something happens after hours for their safety as well as the safety of our citizens. In the last year the Fleet Manager and his Parts Specialist have been involved with the Vehicle Replacement Committee. Effective with fiscal year 2020 budget a policy is in place that will assist with determining when vehicles and equipment are replaced. Fleet Maintenance is working with multiple departments to standardize our heavy trucks and equipment, Fleet will be better train it's mechanics and better serve our City customers. Fleet now has a Heavy Equipment mechanic. This will be a cost savings to the City as they will now be able to repair and maintain the large equipment part of the Cities Fleet, which was outsourced before, obtaining this mechanic. In the last year we also replaced our old tire changer and repair station. This will help us to keep repairing and replacing tires on all Cities vehicles and equipment. In the last year we purchased a new heavy truck diagnostic scanner to be able to better diagnose all heavy trucks (F-550's, Dump Trucks, Fire Engines, etc.). The wash bay in the Public Works Yard is now open. We ordered and received a new Compactor for the Landfill and also obtained a new backhoe for the Collection Center.

Public Works

THE FACILITY MAINTENANCE DIVISION



This division's fundamental role is providing quality repairs and maintenance services to City owned facilities including permanent building structures, traffic lights, alarm systems, radio and telephone, street lighting and power throughout all City parks. Minor maintenance and repair services include structural, mechanical, carpentry, plumbing, painting, electrical services, heating and cooling repairs and maintenance.

Our mission is to provide a professional service to all city departments and their employees, as well as the citizens of Alamogordo by maintaining all city owned equipment and buildings to the best of our ability. To improve the quality of life for all who live here in Alamogordo and to

represent our City to all of our visitors by maintaining all City owned equipment and buildings to the best of our ability. To accomplish this, we will strive to maintain a highly professional and knowledgeable staff. Facility Maintenance completed a total of 2,270 work orders for this calendar year. The projects continue, and we are dedicated to providing the best quality available to all of our projects. Highlighting some of the work Facility Maintenance has completed over the past year:

ELECTRICAL:

- Installed new LED lighting in several locations throughout the City: a) Golf Course Maintenance shop (bay lights). b) Senior Center (outside lighting), c) Library (outside lighting). d) Collection Center (outside lighting). e) Streetlights at several intersections 1). 54/70 Junction 2). 54/Bypass, 3). Replaced light pole on Florida between 10th and 16th, f) Founders Park (Bollards), g) Wastewater (outside security and inside lights).
- Installed banners on light poles from 10th to Indian Wells and Panorama to 54/70 Junction.
- Relocated the vacuum at the City Yard car wash station and installed all new electrical in building.
- Installed all new electrical for the new scale house building at the Collection Center.
- Assisted with the installation of the new 3 phase generator and service panels at APD.
- Revamped and repaired some of the Christmas decorations for next season.

COMMUNICATIONS:

- Repaired several knock downs at intersections of type 1 poles, traffic heads, etc.
- Performed preventative maintenance to all traffic signal control cabinets.
- Installed solar flashing crosswalk signals in front of the Recreation Center.
- Installed new cabling in several buildings for WIFI capability.
- Replaced and repaired lights on all traffic signal as needed.
- Assisted with Installation of new Fire voting system.
- Replaced the traffic arm at the Intersection of 10th and Cuba after knock down.
- Installed new camera system at: Water Treatment Plant, Golf Course cart barn, and Senior Center fitness center.
- Installed several lightbars and radio equipment in City vehicles and equipment.



Public Works

<http://ci.alamogordo.nm.us/306/Public-Works>

HEATING AND COOLING:

- Installed 2 new swamp coolers for Animal Control kennel area.
- Serviced the heater for the Swimming pool.
- Serviced and performed preventive maintenance on all city building units.
- Installed new split system (Heating and Cooling) on new scale house at the Collection Center.

CARPENTRY:

- Installed new support for post to the Aviary and installed a new net on top at the Zoo.
- Poured new sidewalks at the Zoo.
- Re-surfaced ramp into the fitness center for the Senior Center.
- Built new cabinet to hide electrical panels after removing closet at APD new booking extension room.
- Replaced roofing, fascia, and soffit, also cut and removed trees at La Placita building.
- Replaced several steel doors throughout the City: Zoo, Gol Course etc.
- Built a loft in the barn for the Zoo.
- Installed sanitizer dispensers and hand wash signs in all City Buildings.
- Replaced gable end wood siding with metal siding on parks bathrooms: a). Oregon basketball courts, b). Dale Scott hockey ring, c). Zoo public restroom.
- Installed plexiglass barriers in several areas: a). Zoo gift shop, b). City Hall Clerk administrative assistant area, c). Library circulation desk and desk at Children's section, d). having windows built for 9 locations in City Hall.

PLUMBING:

- Installed new utility sink and water heater at the Recreation Center.
- Repaired water leak at dump station in front of the Chamber of Commerce.
- Installed water lines in the new wash rack building at the City Yard.
- Repaired busted water line at Public Works Admin. Building.

POOL:

- Bought and had installed 2 new handicap chair lifts for the pool area.
- Installed new tarp over pool since it will not be opening this year due to COVID-19.
- Installed a new pump and motor for the circulation system.

These are just the highlights of some of the work that Facility Maintenance has completed over the past year. They also worked with several contractors to set up and then monitor all the different projects that are needed by all the different departments in the city. Due to COVID-19 we also worked with other departments with some of their needs such as: Driving meals for 2 weeks for Senior Center, helping Weed and Drainage cutting weeds around City intersections, and we were on 50 % staff for 4 weeks at the beginning of the pandemic and continues at the end of the Fiscal year

Public Works

THE STREETS MAINTENANCE DIVISION



Streets Maintenance is responsible for most street and alley related maintenance including but not limited to concrete and asphalt repair, sign and street marking maintenance, street sweeping, alley and dirt road maintenance, and even some City building construction and demolition.

Our mission is to provide unparalleled service by fostering an organizational environment that encourages a commitment to teamwork and to the efficient delivery of quality municipal services to all of our citizens; to strive to be consistent in the efficient and effective

maintenance of our streets, alley and any other area entrusted to this department, ensuring quality and safety for our citizens.

The Street Maintenance Department completed 1,906 work orders for sweeping, 3,775 work orders for pothole patching, 311 work orders for street sign maintenance, 15 work orders for street striping, and 330 work order for raised pavement markers, and purchased and laid approximately 70.56 tons of Hot Mix Asphalt.

The Street Maintenance department also was involved in the paving paths in various locations throughout the Golf Course.

The Street Maintenance Department also performed larger street patching and curb and gutter projects throughout the City.

This department of 7 full time regular employees plus 1 Manager, who also manages 2 other departments, completed a total of 6,676 work orders in 2020.



Public Works

<http://ci.alamogordo.nm.us/306/Public-Works>

THE DRAINAGE MAINTENANCE DIVISION



Drainage Maintenance is responsible for maintaining most of the City drainage rights-of-way with respect to debris and trash removal, weed spraying and cutting, soil stabilization, and minor dam maintenance and construction.

Our primary mission is to maintain the city's storm drainage system. By doing so we reduce the danger of property damage to the drainage system, community and keep the cost of flood insurance to a minimum.

This department is also responsible for weed maintenance and removal on all City owned

property and right-of ways including City streets, City wide Mosquito control in the form of larviciding, and City-wide Graffiti removal. Additionally, the department supports the Street Maintenance department with equipment and personnel for large projects.

During Fiscal Year 2020 the Drainage Maintenance Department completed 188 work orders for weed spraying, 457 work orders for weed cutting, and 187 work orders for storm drain cleaning. They also completed 99 work orders for larviciding, and 35 work orders for Graffiti removal. This small department of 6 full time regular employees completed 1,132 weed and drainage related work orders.

THE WATER FILTER DIVISION

Water Filter is committed to providing customers with the best water quality available. We are proud to report that last year drinking water met all applicable health standards regulated by the State and Environmental Protection Agency. These standards are met through continuous round the clock monitoring in conjunction with collecting over 600 regulatory samples. In 2020, the Water Filter Division treated and distributed approximately 1.7 billion gallons of water through our 13,950 water customer connections. The highest maximum daily production for 2011 was 8.8 million gallons on July 10th with the average being 4.7 million gallons per day. Managing this number is important because our water system can only pump, treat and distribute a certain amount of water at one time before the customer demand can no longer be met. The water treatment plants are capable of treating 8.5 million gallons per day, but the well field is only capable of supplying 3.5 million gallons in a single day. In 2018 the New Mexico Environment Department Drinking Water Bureau performed a through sanitary inspection and found Zero deficiencies within the Alamogordo Domestic Water System.



Public Works

WASTEWATER RECLAMATION DIVISION



Wastewater Reclamation collects sanitary waste from our 13,357 wastewater customer connections. This is done through a system of wastewater mains and lift stations that connect to the wastewater plant located on Airport Rd. This sewage is then treated through a Sequencing Batch Reactor (SBR) process and disinfected and returned back to the City's green spaces such as the Golf Course, Parks, pivot irrigation system and schools. In 2020, the Wastewater Reclamation Division treated over 774 million gallons of raw sewage, applied over 400 dry metric tons of sludge and successfully reclaimed 626 million gallons of water for the green spaces.

The remainder of the reclaimed water is distributed to section 16 for evaporation during periods of low demand while tending to over 150 sewer collection system calls that required the vac-truck. This was all accomplished while operating within the State and Environmental Protection Agency mandated guidelines with no reportable violations. Additionally, the Wastewater Treatment Division is responsible for the inspection of the sanitary sewer system, replacement of manhole rings and concrete collars, jetting of the sewer mains to ensure they continue to convey raw sewage to the treatment works and lift station maintenance.

THE UTILITY MAINTENANCE DIVISION



Utility Maintenance performs regular maintenance on the water distribution, wastewater collection and reclaimed distribution systems. This includes activities such as jetting sewer mains to remove buildup and other debris, utility locates, service line repairs, hydrant repairs, valve maintenance, and meter can replacement, placement of concrete collars, valve operation, manhole inspection and emergency water main repairs. During 2020 utility maintenance staff completed 61 emergency water main repairs, 183 service line repairs and replacements, repaired

or replaced 42 fire hydrants and complete 5200 work orders.

Public Works

<http://ci.alamogordo.nm.us/306/Public-Works>

THE UTILITY CONSTRUCTION DIVISION

Utility Construction is responsible for the construction and or replacement of the City's aging infrastructure which includes raising and replacing manholes, curb and gutter replacement, water and sewer pipeline installation and replacement and pavement repairs behind the Utility Maintenance Division. In 2020 the Utility Construction Division staff completed over 944 work orders which consisted of applying more than 855.37 tons of asphalt and installed and finished over 58.78 cubic yards of concrete. They also assist the Utility Maintenance Division



with the maintenance of over 295 miles of water mains, over 215 miles of sewer lines, over 25 miles of reclaimed water mains. This division was instrumental in the removal of the dilapidated structure at 711 Texas Ave. and worked with contractors to pave with asphalt and concrete paths at the Golf Course.

THE PUBLIC WORKS SOLID WASTE COLLECTIONS CENTER (Convenience Center)



Solid Waste Collections Center is responsible for receiving solid waste and green waste from the residents of the City of Alamogordo. This waste is containerized and hauled to the Otero-Greentree Landfill. Most of the waste is brought to the Collections Center location, however, 30 and 40 Cubic Yard containers are also delivered to various locations within that City to accommodate large quantities on location.

Responsibilities for this department are routine with weighing incoming vehicles, directing them where to dump, chipping much of the green waste and hauling the full containers to the Landfill for dumping and disposal. They also are responsible for the collection and disposal of white goods brought into the facility. The supervisor also has discretion to go around the community and clean up overlooked areas such as the desert in and around the Airport or dropping off large roll off containers for various events held throughout the City.

This department has a supervisor, and three full time regular employees that handle the Collection center and everything coming into the facility.

The total received solid waste tons at the facility for 2020 was 4,695.24 tons at the collection center, in 739 containers to the Otero-Lincoln Landfill. They helped 18,598 Citizens at the Collection center and collected and recycled 4,500 gallons of oil and 200 gallons of antifreeze. They also maintain and collect trash in various areas around the City such as New York for example.

Public Works

LANDFILL

The Otero-Greentree

Otero-Greentree Landfill is part owned by the City of Alamogordo and operated by the City of Alamogordo Public Works Division. This department's routine mission is to receive and dispose of solid waste originating in Otero and Lincoln Counties in accordance with New Mexico Environment Department- Solid Waste Division rules.

This facility is also permitted to receive Asbestos waste which can originate anywhere as long as it follows proper environmental, Solid Waste Bureau, and transportation rules.

This department also has the ability to sell red sand that is native to the area and used mainly for horse racing tracks, sandbags, and gardening. However, the facility is required to pay the New Mexico State Mines and Minerals division a royalty fee for the sale of this material

The routine responsibilities include scaling (weighing), incoming solid waste layering and compacting that waste, covering the waste and doing all of this while following very strict environmental rules for blowing trash, air quality, groundwater monitoring, methane gas monitoring, and mapping the areas of disposal.

For calendar year 2020 the Landfill received 75,301.26 tons of solid waste and 22,234 Cubic Yards of asbestos, sold 1,537.62 tons of sand, and generated a total revenue of \$1,389,938.06





Purchasing Department

The procurement of goods and services plays a critical role in government and the Purchasing Department continues to assure fairness in the procurement process, ensuring that the City receives the best value for each tax dollar spent. The Purchasing Department provides a purchasing system that ensures integrity and fairness, to oversee the purchases of the City, the City's solicitations, and disposal of the City's surplus property.

The Purchasing Department is responsible for the sale of surplus and unclaimed personal property. The Purchasing Manager is required to oversee and sign off on the destroyed items due to unusable condition. Fiscal Year 2020 brought in \$37,885.03. The City uses an electronic based auction site, Public Surplus, so there is no expense to the City.

The Purchasing Department maintains Liability, Property and Auto Insurance. Property coverage includes building, content and EDP is covered at an estimated value of \$58,891,347 with an annual premium of \$118,547. Liability coverage including General Liability, Auto Liability, Civil Rights and Law Enforcement coverage is an annual premium of \$584,790.

CENTRAL RECEIVING WAREHOUSE

This department is a division of Purchasing and includes 90% of the Central Receiving salary and benefits. Central Receiving maintains inventories for City supplies and materials for departments throughout the City; however, it is estimated that the bulk of inventory is related directly to the Utility Fund and, therefore, the bulk of expenditures for salaries and benefits is charged directly to the Water & Sewer Fund.

Because of the extensive inventory dealing with the water & sewer departments, the warehouse supervisor and attendant maintain training in all aspects of new and developing products and techniques associated with water and sewer products. This keeps the warehouse inventory at its most functional capacity.

Inventory in the warehouse averages \$600,000. The 2020 Fiscal Year-End inventory ratio was .002. National Average is .05.

<https://ci.alamogordo.nm.us/335/Purchasing>



White Sands Regional Airport

<https://ci.alamogordo.nm.us/167/Airport>

GRANTS

- FAA 90-05-05 100% grant to be executed in FY21.
- \$30,000 FAA grant to be used in operations.

ACCOMPLISHMENTS

- QF-4 awarded by Holloman Air Force Base and transferred to the airport. F-4 has been sanded and is ready to be painted.
- Neptune has provided the city a P2V Neptune that is now on display at the entrance to the airport.
- The German Air Force presented a GAF Tornado to the Space Hall for a static display.

IMPORTANT EVENTS

- The Experimental Aircraft Association (EAA) had a “Young Eagle event”, where youngsters are offered free aircraft flights to introduce them to the world of aviation. The EAA offered free flights to adults.

ONGOING PROJECTS

The Alamogordo Airport Advisory Board, in conjunction with the Main Gate program and OCEDC, is pursuing an airline for service into the Alamogordo Airport.

An FAA 90-05-05 grant was granted, but delayed due to the COVID 19 situation. The grant was converted to an FAA 100% grant and will be executed in early FY21. In addition the airport received a \$30,000 FAA grant to be used in operations.

One of the Holloman based QF-4 has been awarded, and has been moved to the Airport. The F-4 has been sanded in preparation for painting, which will be accomplished prior to being put on display in its permanent location. Neptune has provided the city a P2V Neptune that is now on display at the entrance to the airport. Additionally, the German Air Force has presented a GAF Tornado the Space Hall for a static display. That aircraft is now on display at the Space Hall.

The EAA (Experimental Aircraft Association) has had one Young Eagle events, where youngsters are offered free aircraft flights to introduce them to the world of aviation. In addition to the normally scheduled Young Eagle events, the EAA offered free flights to adults.

The Alamogordo Airport Advisory Board, in conjunction with the Main Gate program and OCEDC, is pursuing an airline for service into the Alamogordo Airport.



COVID-19

<http://ci.alamogordo.nm.us/636/COVID-19>

In Fiscal Year 2020 and into Fiscal Year 2021 a global pandemic impacted operations in the City of Alamogordo. As such, to comply with CDC and State of New Mexico Health Orders, the city of Alamogordo made critical decisions to help reduce the spread of COVID-19. Events were cancelled, staffing levels were adjusted, and we moved to a virtual workforce to every extent possible.

- January 20, 2020 the United States Center for Disease Control and Prevention activated its Emergency Operations Center.
- January 30, 2020 The World Health Organization announced the emergence of COVID-19.
- January 31, 2020 The United States Department of Health and Human Services secretary declared a public health emergency.
- March 11, 2020 Governor of New Mexico through Executive Order 2020-004 declared a public Health Emergency exist in NM under the Public Health Emergency Response Act.
- March 13, 2020 President Donald Trump declared a national emergency, beginning March 1, 2020.
- March 12, 2020 Alamogordo Public schools cancelled school activities.
- March 23, 2020 Governors orders stay-at-home, closing all non-essential businesses.
- March 23, 2020 City of Alamogordo activated our Emergency Operations Center.
- March 23, 2020 City Commission passed resolution 2020-23 proclaiming a state of emergency In Alamogordo.
- March 27, 2020 Governor orders 14 day self-isolation for air travelers to New Mexico
- March 27, 2020 Otero County Commission passed a resolution #3-27-20/108-56 proclaiming a state of emergency in Otero County.
- April 6, 2020 Governor extends health order keeping non-essential business closed.
- May 5, 2020 Governor ordered all business to require employees to wear face-coverings.
- May 16, 2020 Governor required facemask for all citizens in public spaces and allowed business to operate under certain guidelines including occupancy maximums. This did not include dine-in restaurants, indoor malls, gyms, etc.
- June 1, 2020 Governor extended health order but allowed businesses not previously allowed to open (dine-in restaurants, indoor malls, gyms, etc.) allowed to open.
- June 25, 2020 Governor extends health order with no significant changes.

LEARN MORE ABOUT OUR DIFFERENT DEPARTMENTS THROUGH OUR SOCIAL MEDIA OUTLETS

