



## **CITY MANAGER'S MONTHLY REPORT**

January, 2025

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

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**CITY MANAGER**

City Manager  
Assistant City Manager  
Executive Assistant

Manny Gomez  
Todd Randall  
Julie Nymeyer

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation Super.

Jan Fletcher  
Amelia Maldonado  
Jacque Pennington

**CITY ENGINEER**

City Engineer  
Development Director  
Building Official

Anthony Henry  
Vacant  
Scott Shed

**COMMUNICATIONS DEPT.**

Communications Director  
Marketing Coordinator

Vacant  
Chad Littlejohn

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
MVD Manager

Toby Spears  
Deborah Corral  
Anna Villalobos

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief  
Deputy Fire Chief

Mark Doporto  
Ryan Herrera  
Adam Marinovich

**GENERAL SERVICES DEPT.**

Gen. Services Director  
Building Maintenance  
Electrician  
Garage Fleet Manager  
Streets Superintendent

Shelia Baker  
Mario Silva  
Shawn Smith  
Eddie Trevino  
Bryan Ussery

**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

Christa Belyeu  
Matt Blandin

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Valerie Chacon  
Medjine Douyon  
Amber Leja

**LIBRARY SERVICES**

Library Director  
Assistant Library Director

Nichole Lawless  
Melody Maldonado

**MUNICIPAL COURT**

Municipal Judge  
Court Administrator

Bobby Arther  
Shannon Arguello

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Rockwind Superintendent  
Parks Superintendent  
Sports Fields Supervisor

Bryan Wagner  
Matt Hughes  
Lou Maldonado  
Josh Dellinges

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Mary Puccio

**POLICE DEPARTMENT**

Police Chief  
Deputy Chief  
Code Enforcement Supt.  
HAAC Superintendent

August Fons  
Vacant  
Jessica Silva  
Missy Funk

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maint. Supt.  
Water Office Manager

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis



## *CITY MANAGER'S OFFICE*

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200 East Broadway  
Hobbs, NM 88240

Office: (575) 397-9206  
Email: [jnymeyer@hobbsnm.org](mailto:jnymeyer@hobbsnm.org)

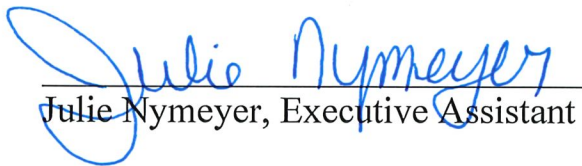
**Julie Nymeyer**  
Executive Assistant

March 3, 2025

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

Attached is the City Manager's Monthly Report for the month of January, 2025. This report provides general and performance information to the City Commission and the public on programs and services provided by the City. The data is compiled internally by each department/division for the purpose of improving services, responsible budgeting and enhancing transparency in local government.

Sincerely,

  
Julie Nymeyer, Executive Assistant



**CITY CLERK'S OFFICE**  
*Monthly Report - January 2025*

	Nov-24	Dec-24	Jan-25
Business Registrations - New	12	9	13
Business Registrations - New Owner	0	0	0
Business Registrations- Change of Address	3	2	8
Renewals	3	9	1137
Web Payment Renewals	0	0	0
Total Business Registrations Activity	15	18	1150
Active Business Registrations for the Month	2349	2345	2296
Fireworks	0	0	0
Junk Yard Licenses	0	0	2
Liquor License	9	0	0
Mobile Business Licenses	2	0	0
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	1	0	0
Solicitor's Permit	0	0	1
Temporary Vendor's Licenses	0	0	0
	0		
Cemetery Deeds Issued/Processed	29	17	0
Public Documents Notarized	83	122	131
Public Records Request	26	27	27
Regular City Commission Meetings <b>1/6/25 121/25</b>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings <b>1/16/25</b>	2	1	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	8	6	5
Consideration of Approval	8	8	5
Total Volume of Transactions on Tyler Cashiering	251	307	1,476
Total Amount	\$ 384,588.85	\$ 705,377.29	\$ 629,993.48
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 384,588.15	\$ 705,377.29	\$ 629,993.48



# COMMUNICATIONS DEPARTMENT

## JANUARY 2025 CITY MANAGER'S REPORT

### SOCIAL MEDIA STATS AT A GLANCE

City of Hobbs Instagram and Facebook pages only  
(other departments not included)

#### FACEBOOK STATS

##### Reach

33K ↑ 33.1%

##### Content Interactions

1.1K ↑ 95.6%

##### Followers

Lifetime

12K

##### Link Clicks

28 ↑ 75%

#### INSTAGRAM STATS

##### Reach

2.5k ↓ 9%

##### Content Interactions

232 ↓ 34.3%

##### Followers

Lifetime

2.4K

##### Link Clicks

0 0%

Our Facebook followers were significantly more active & engaged in January following the holidays. Impressive employee milestones performed well, as always, as did the announcement of a long-sought warming station in Hobbs, and other posts affecting citizens (like water meter replacements). Our Department is investigating methods to drive/increase engagement on Instagram. Meanwhile, reels/stories on Facebook, as well as video content, is increasingly popular, and a focus for us.

### SIGNIFICANT ACTIONS THIS MONTH

**REACHED 5,200 USES OF  
TEXTMYGOV**

**PARTNERED WITH  
CTECH FOR PICKLEBALL  
TOURNAMENT  
COVERAGE**

**DOWNTOWN SLAM & JAM  
GUS MACKER  
TOURNAMENT INFO WENT  
LIVE ON SOCIALS**

**CREATED MANY FLYERS  
FOR CORE EVENTS**

Created teaser video for Downtown Slam & Jam Gus Macker Tournament. This has led to additional teaser videos created for other upcoming events.

Wrote & recorded multiple radio ads, including 30-year employee milestones for Jan Fletcher & Shawn Williams.

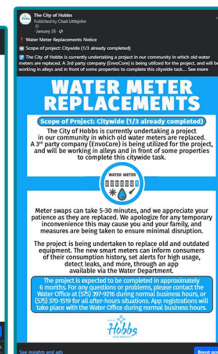
Posted photos from Tree Lighting Ceremony.

Creation of posts for graffiti, advisory boards, the warming station, email scam alert, and over half a dozen flyers for the CORE.

Added Dolly Parton's Imagination Library flyer with QR code to City Hall Free Library, sending free books to children each month. Idea came from interaction at monthly United Way Interagency Hub Luncheon Communications attends each month.

### TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook. Posts were seen by 15.2k, 7.4k, 7.4k, 7.1k, & 5.5k people respectively, a solid month.



CITY OF HOBBS BUILDING REPORT

Total Type of Construction  
for period ending January 01,2025 thru January 31,2025

Commercial		#OF PERMITS
COMM MECHANICAL	Commercial	7
COMM PLUMBING	Commercial	18
COMM CANOPY	Commercial	1
COMMERCIAL ADDITION	Commercial	1
COMMERCIAL ELECTRICAL	Commercial	12
COMMERCIAL FENCE	Commercial	0
COMMERCIAL GRADING	Commercial	0
COMMERCIAL REMODEL	Commercial	3
COMMERCIAL RE-ROOFING	Commercial	5
COMMERCIAL SIGN	Commercial	5
COMMERCIAL TOWERS	Commercial	0
FIRE EXTINGUISHING SYSTEM	Commercial	2
INDUSTRIAL EXCAVATION	Commercial	0
NEW COMMERCIAL	Commercial	1
SEWER TAP	Commercial	1
SPRINKLER SYSTEM	Commercial	1
FIRE ALARM	Commercial	2

TOTAL		59
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Residential		#OF PERMITS
RES MECHANICAL	Residential	23
RES PLUMBING	Residential	37
RES SEWER TAP & EXCAVATION	Residential	13
RESIDENTIAL ADDITION	Residential	1
RESIDENTIAL CARPORT	Residential	0
RESIDENTIAL DEMOLITION	Residential	3
RESIDENTIAL DETACHED GARAGE	Residential	0
RESIDENTIAL ELECTRICAL	Residential	33
RESIDENTIAL FENCE	Residential	3
RESIDENTIAL FOOTING/FOUNDATION	Residential	2
RESIDENTIAL MANUFACTURED HOME	Residential	2
RESIDENTIAL REMODEL	Residential	8
RESIDENTIAL RE-ROOF	Residential	77
RESIDENTIAL SINGLE FAMILY	Residential	5
RESIDENTIAL SOLAR	Residential	0
RESIDENTIAL SWIMMING POOL	Residential	1
RESIDENTIAL STORAGE	Residential	3

TOTAL		211
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COMMERCIAL	59
RESIDENTAIL	211
TOTAL	270



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
JANUARY 2025**

**ENGINEERING DEPARTMENT**

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

**Community Programs & Services:**

**Addressing Assignment:**

	This Month	2023 Total	2024 Total	2025 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	4	40	45	4

**GIS-MAPPING DIVISION:**

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

**January 2025**

**City Park Project:** The Engineering Department asked the GIS Division to assist in capturing data for redesigning a pedestrian crossing from City Park to Snyder Park. Data collection was delayed due to issues with the robotic total station. The crew switched to the DiNi Digital Level and R12 PNSS unit, slowing progress. Over several days, they collected data on the sidewalk, street, curb, and gutter. The compiled data will support the design process, with GIS continuing to assist as the project progresses over the next few months.

**Technology Upgrades:** The GIS Division worked on upgrading technology. They assisted with replacing the Map Table PC, a shared computer for Engineering and Planning staff with limited software licenses. IT installed the new PC on January 12th, but software issues delayed setup. After a week of troubleshooting with vendors and IT, GIS requested a full Windows reinstall. The PC was successfully set up. Later in the month, GIS began transitioning to City-owned cell phones, preparing for a smooth switch.

**Water Meter Test Data:** The Utilities Department and Water Office asked Engineering to review location data from a contractor, which was assigned to GIS. GIS used both mapping-grade and survey-grade GNSS units to verify accuracy, also testing equipment for future water meter mapping. Discrepancies led to additional accuracy checks on January 30th to rule out user error. GIS will continue the project into February and meet with the Water Office later in the month to review findings.



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
JANUARY 2025**

**The Month's Buffer Maps:** During the month of January the GIS Division did not receive any new buffer map requests.

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics									
Land Development	2016	2017	2018	2019	2020	2021	2022	2023	2024
Annexations	1.31	0	163.23	0	1.3	0	95.44	0.86	236.14
Subdivisions	1	3	1	5	4	6	10	4	5
Lots Gained	102	13	42	186	197	160	196	103	80
Summary Subdivisions	33	42	31	47	41	31	40	26	

The Planning Board meeting was scheduled for January 21<sup>st</sup> at 10:00 a.m.

**Planning Board Summary:**

January 21<sup>st</sup> - The Planning Board reviewed and considered action on 6 items in a Regular Meeting:

- Review and Consider multiple variances for the proposed renovations for Heizer Middle School.
- Review and Consider the Summary Replat for lot 12, Block 56 and the vacation of a portion of Morris Street.
- Review and Consider the Front Yard setback variance for 703 E Luna Drive.
- Review and Consider a Sign Variance for 5230 N. Lovington Highway.
- Review and Consider the Development Agreement for Windmill Business Park Subdivision.
- Review and Consider the 2025 New Mexico Open Meetings Act Notice.



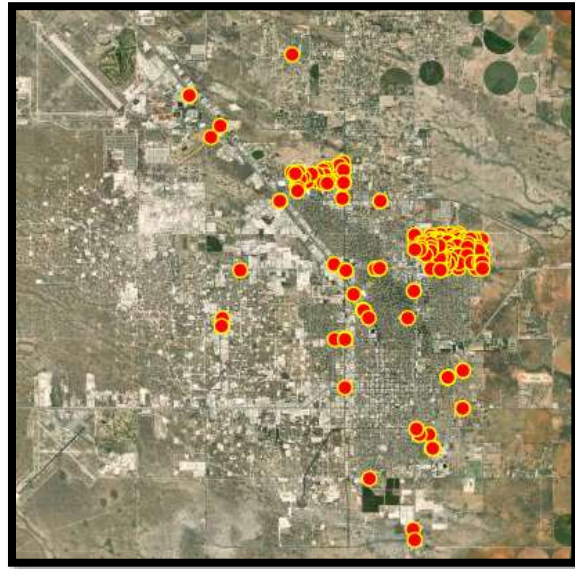
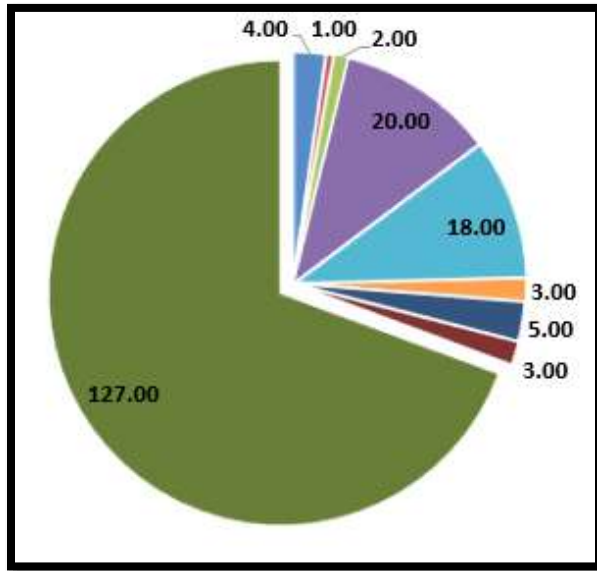
**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
JANUARY 2025**

**TRAFFIC DIVISION:**

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The City of Hobbs has 42 traffic signals, 5 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.

**Total 1,326 tracked intersections**



13. Camera Service = 4	16. Visor Replace = 1	18. LED Module Replace = 2
23. New Sign Made = 20	26. Sign Install / Service = 18	27. Pole Straighten / Re-bolted = 3
28. Pole & Anchor Replace = 5	03. Wiring Problem Repair = 3	31. Inspected Intersections = 127

**Major Damage:**

- No major damage for the month of January.

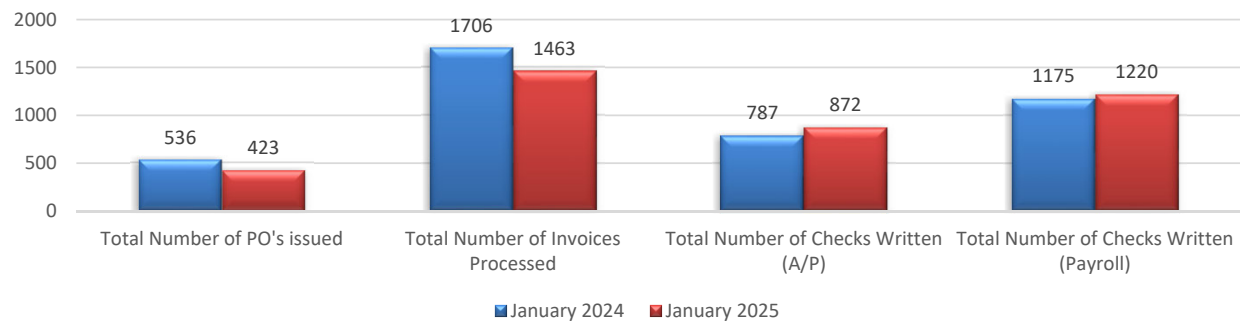
Monthly Measurement  
Finance Department  
Fiscal Year 2025

Cash Statistics	January 2024	January 2025
Beginning Cash Balance	184,778,865	198,523,415
Monthly Cash In (Revenue - all funds)	13,286,539	11,708,526
Monthly Cash Out (Expenditures - all funds)	10,328,274	14,899,321
Ending Cash Balance	187,938,907	196,342,552

Finance Transaction Statistics

	January 2024	January 2025		
Total Number of PO's issued	536	423	daily average	19
Total Number of Invoices Processed	1706	1463	daily average	67
Total Number of Checks Written (A/P)	787	872	weekly average	174
Total Number of Checks Written (Payroll)	1175	1220	bi-weekly average	610

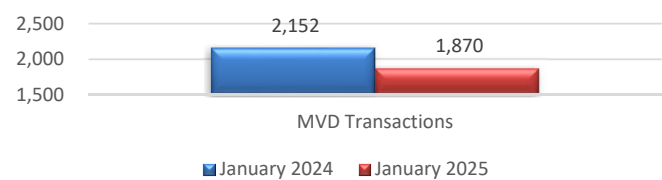
Financial Transaction Averages



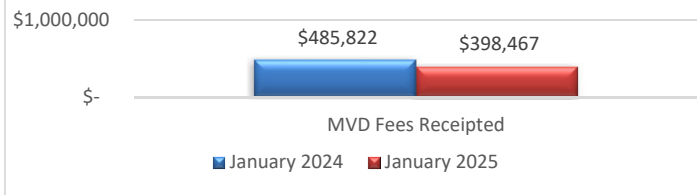
MVD Statistics	January 2024	January 2025
MVD Transactions	2,152	1,870
MVD Fees Received	\$ 485,822	\$ 398,467

daily average	85
daily average	\$ 18,112

MVD Transaction Averages



MVD Fees Received





# January 2025

## General Services – Building Maintenance

Work performed by City Carpenters

4	Ceiling Tiles Removed
4	Ceiling Tiles Replaced
4	T.V Removed
12	Items installed
7	Items removed
1	Furniture Assembled/ Items
5	Door Repairs
5	Doors Adjusted and grease
3	T.V Installed
48	Drywall Patches and Painting
1	Door Secure
2	Drywall work

Location of work performed

6	City Hall
4	Senior Center
2	Fire department #4
53	Hobbs Police Dept. - HPD
6	Library
6	CORE
6	Court
13	Shop

# January 2025 General Services – Electrical Dept.

Break down of work performed by the Electricians.

13	Light repairs
10	AC repairs
16	Heater repairs
18	General electrical work
6	CORE work

Location of work performed.

6	CORE
3	Library
3	City hall
7	Annex
1	PD
5	Fire stations
1	DA building
4	MVD
3	Rockwind
18	Parks
2	Senior center
2	AAC
1	Streets
2	Municipal Court
1	Crime Lab



## January - 2025

### General Services - Garage

In January - 2025 The City Garage had a total of 232 Repair Orders/Invoices. Of the 232 R.O./Invoices, 196 were repaired in house and 36 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 81,268.08 Below is a break-down by categories. The break-down includes all parts and labor.

Work Performed	# of City R.O./Inv	# of Vendor R.O./Inv	Garage Parts \$	Garage Labor \$	Vendor Parts \$	Vndor Labor \$	Total \$
AC/Heater/Vent	7	1	1,714.55	1,360.00	132.68	280.00	3,487.23
Accident Repair	0	1	0.00	0.00	3,908.91	2,032.00	5,940.91
APM/BPM/CPM	24	10	3,782.18	2,006.00	947.82	114.86	6,850.86
Brakes	11	1	5,585.95	1,717.00	22.72	440.00	7,765.67
Charging	20	1	3,344.41	1,700.00	328.95	20.00	5,393.36
Drive Shaft	1	0	0.00	102.00	0.00	0.00	102.00
Engine	4	2	607.26	442.00	6,244.83	3,735.00	11,029.09
Filters	4	0	400.56	136.00	0.00	0.00	536.56
Fuel System	5	0	962.16	850.00	0.00	0.00	1,812.16
Hydraulics	1	0	433.44	68.00	0.00	0.00	501.44
Lift Mechanism	2	1	0.00	68.00	0.00	130.00	198.00
Lighting	9	0	1,254.64	425.00	0.00	0.00	1,679.64
Miscellaneous Maintenance	68	5	2,692.83	3,859.00	2,503.92	14,705.00	23,760.75
Rear Axle/Drive	1	0	143.44	238.00	0.00	0.00	381.44
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Service Calls	12	0	0.00	1,020.00	0.00	0.00	1,020.00
Steering	2	0	435.08	306.00	0.00	0.00	741.08
Suspension	0	1	0.00	0.00	0.00	89.95	89.95
Tires	20	10	798.79	935.00	809.88	537.00	3,080.67
Towing Vehicles	0	2	0.00	0.00	0.00	240.00	240.00
Transmission	2	0	5,285.61	578.00	0.00	0.00	5,863.61
Wheels/Hubs/Bearings	3	0	572.66	221.00	0.00	0.00	793.66
<b>Monthly Total</b>	<b>196</b>	<b>36</b>	<b>28,013.56</b>	<b>16,031.00</b>	<b>14,899.71</b>	<b>22,323.81</b>	<b>81,268.08</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		196	28,013.56	16,031.00	44,044.56
Vendor		36	14,899.71	22,323.81	37,223.52
		<b>232</b>	<b>42,913.27</b>	<b>38,354.81</b>	<b>81,268.08</b>

## January 2025

### General Services – Plumber

Work performed by City Plumber

8	Toilet Repairs
10	Sink/Faucet Repairs
7	Water Leak
1	Water Heater
2	Drain Repairs
10	Sewer Main Stoppage
1	Ice Machine Repairs

Location of work performed

2	City hall
1	Police Dept.
2	Senior Center
7	Fire Stations
2	Jail
1	Municipal Court
2	Rockwind
12	Parks
2	State Crime Lab
4	Animal Shelter

# January 2025 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
128 HRS.	Street Sweeping
40 HRS.	Building Brooms
352 HRS.	Cold Mix Patching
32 HRS.	Work for Parks
136 HRS.	Alley Maintenance
192 HRS.	Storm Sewers and Inlets
104 HRS.	Maintenance
32 HRS.	Work in Welding Shop
72 HRS.	Hauling Caliche
96 HRS.	Meetings
48 HRS.	Stock piling
32 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
174 YDS	Sweepings
42 YDS	Alley Material
29 YDS	Cold Mix Used
144 YDS	Trash
50 Bags	BTAP/cold mix
696 YDS	Caliche
67 YDS	Recycled Material

Calls responded to:

Number	Type
22	Dispatched – accidents, spills, debris
11	Requests
2	Block Party's



# Hobbs Express

Monthly Report - JANUARY 2025

<b>Passenger Activity</b>	<b>Prior Month Dec-24</b>	<b>Reporting Month Jan-25</b>
No. of Elderly Passengers	928	679
No. of Non-Ambulatory Passengers	97	88
No. of Disabled Passengers	316	260
No. of Other Trips	3038	3316
<b>Total Passenger Trips</b>	<b>4379</b>	<b>4343</b>

<b>Total Bus Route Trips</b>	2845	2518
<b>Total Demand Response/Paratransit Trips</b>	1534	1825
<b>Total Passenger Trips</b>	<b>4379</b>	<b>4343</b>

<b>Vehicle Statistics</b>	<b>Prior Month Dec-24</b>	<b>Reporting Month Jan-25</b>
Total Vehicle Hours	787	772
Total Vehicle Miles	10,223	10,384

<b>Revenue Collected</b>	<b>Prior Month Dec-24</b>	<b>Reporting Month Jan-25</b>
Total Fares Collected	\$2,485.32	\$2,506.00



## HOBBS POLICE DEPARTMENT

February 5, 2025

To: Ricky Guerrero, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: January 2025 Records Numbers

- Uniform Traffic Citations 504
- Warning Citations 163
- Misdemeanor Citations 5
- Arrest Reports 206
- Completed Reports 645
- Completed Supplements 258
- Completed Accident reports 85
- Criminal Trespass 56
- Warrants 226
- Recalled warrants 102
- IPRA Requests: 447
- Discovery Requests 128

Completed cannabis expungements 14

*August Fons, Chief of Police*  
300 N. Turner • Hobbs, New Mexico 88240  
Dispatch (575) 397-9265 • Fax (575) 397-3867  
[www.hobbspd.com](http://www.hobbspd.com)

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Accredited By The  
New Mexico Law Enforcement Professional Standards Council





# HOBBS POLICE DEPARTMENT

February 5, 2025

To: Ricky Guerrero, Captain of Agency Support

From: Linda Saiz, Records Administrator

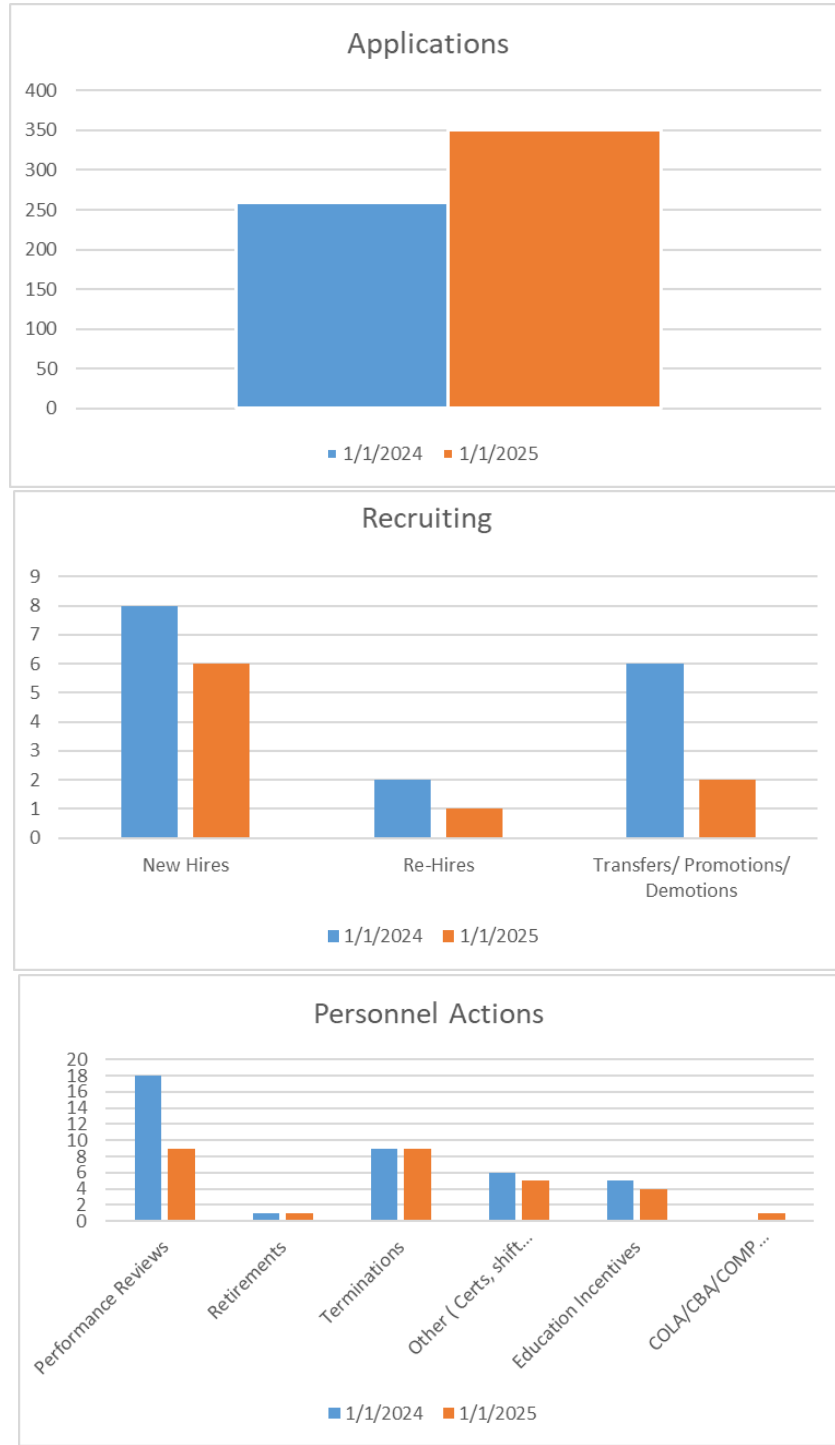
Re: January 2025 stats

	TOTAL	TOTAL	%CHNG
JANUARY 2024/2025	RPTS	RPTS	
			2024/2025
	2024	2025	
REPORTED CRIMES	369	390	6%
CALLS FOR SERVICE	3,931	3,314	-16%
ARRESTS	215	206	-4%
MURDER	1	0	0%
RAPE	0	3	100%
ROBBERY	3	3	0%
ASSAULTS AND BATTERY	79	87	10%
BURGLARY	30	24	-20%
LARCENY	62	59	-5%
SHOPLIFTING	34	35	3%
AUTO THEFT	16	18	13%
ARSON	0	0	0%
FORGERY	0	3	0%
FRAUD	5	10	100%
EMBEZZLEMENT	4	2	-50%
REC. STOLEN PROPERTY	0	2	100%
VANDALISM	71	74	4%
WEAPONS OFFENSES	5	4	-20%
DOMESTIC VIOLENCE	37	43	16%
ASSAULTS/BATTERY ON PO	6	4	-33%
SHOOTING AT/FM MV OR DWELLING	2	3	50%
CITATIONS ISSUED	457	504	10%
DWI	8	7	-13%
TRAFFIC CRASHES	81	85	5%

August Fons, Chief of Police  
300 N. Turner • Hobbs, New Mexico 88240  
Dispatch (575) 397-9265 • Fax (575) 397-3867  
[www.hobbspd.com](http://www.hobbspd.com)

Accredited By The  
New Mexico Law Enforcement Professional Standards Council





## **Application Source**

Source	Total
Billboard / Sign	4
Chamber of Commerce Website	0
City of Hobbs Website	108
Facebook	6
Friend / Family	43
Governmentjobs.com	13
Indeed.com	120
Job Fair	14
LinkedIn	2
Municipal League	1
New Mexico Department of Labor	2
Newspaper	0
Other	33
Radio	0
Recruiter	5
Unknown	0
Totals	351

## **New Position Postings**

CORE Guest Services Specialist
CORE Lead Fitness Specialist
CORE Pool Manager
Senior Center Custodian
Library Page

## **Safety Skills Training:**

- Sexual Harassment and Discrimination for Employees

## **Team Involvement:**

- HR Team along with the Legal Team conducted two sessions of the “Legal Block” for Supervisors (104 attendees)
- Conducted monthly New Hire Orientation
- Nicholas Goulet and Tracy South participated in PSHRA’s webinar “2025 HR Trends in the Public Sector”



## Information Technology Department

### IT Mission Statement:

The Information Technology Department strives to provide high quality technology-based services, in the most cost-effective manner, to facilitate the City of Hobbs operations and its services to the community.

### IT Staff Experience:

The Information Technology Department is a support department comprised of 8 team members. We have 86+ years of combined experience with the City of Hobbs.

**Christa Belyeu – IT Director**  
**Matt Blandin – Asst. IT Director**  
**Joe Amador – Webpage Specialist**  
**Jeff Sanford – Communications Specialist**  
**Frank Porras – IT Network Administrator**  
**Gabriel Jurado – Computer Specialist**  
**Stephanie Ledezma – Computer Specialist**  
**Justin Munoz – IT Network Specialist**

### IT Responsibilities:

The Information Technology Department is responsible for the research, development and implementation of all City technological equipment and programs.

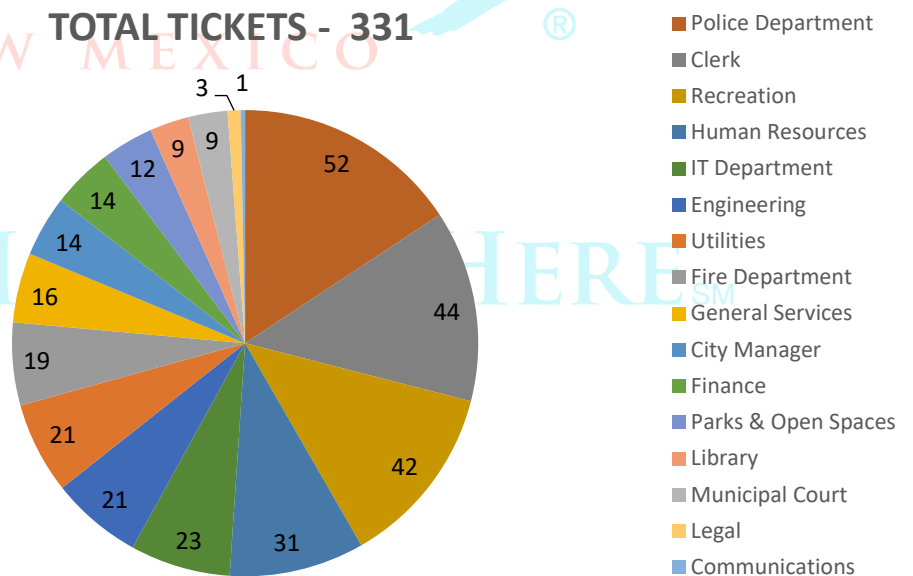
- ❖ **Technology Policies**
  - AR 15-02 – Technology Policy
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
  - Purchasing
  - Installation
  - Maintenance
  - Training
  - Research and Development/Planning
- ❖ **Computer**
  - Servers (62) (31 physical / 31 virtual)
  - Offsite replication
  - Desktops (500)
  - Laptops (250)
  - Tablets (130)
  - Point of Sale systems
  - Credit Card devices
  - Peripherals
  - 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)
- ❖ **Copy Machines (35) (all locations)**
- ❖ **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 (33 locations)**
  - Warning Siren/Public Address
- ❖ **Facility alarm systems (all locations)**
- ❖ **KHBX LP Radio Station**
- ❖ **Audio/Video**
  - Commission Chambers
  - Livestream regular, special and work session meetings
  - Meeting Rooms
  - Portable
  - Cable TV
  - Video/Virtual Conferencing
  - Radio station and remotes

The following IT projects are based on our strategic goals set forth by our Mayor, City Commission and City Manager. These projects progress over many months and help change the way our users handle day to day tasks. These projects are designed to make users jobs easier while improving efficiency. Each of these jobs take many hours to plan, design, configure and implement and are handled in addition to our regular workload of monthly user related tickets.

- ❖ CivicPlus Agenda Management Solution
  - 50+ hours of configuration and training users
  - 60+ hours of template design and implementation
  - Community members are able to see the agenda and video in one portal
- ❖ Virtual Environment Replacement
  - 100+ hours of design and planning
  - 50+ hours network design and configuration
  - 30+ hours hardware installation
- ❖ Phone System Upgrade
  - 150+ hours of design and planning
  - 110+ hours coordinating and cleaning up old circuits and billing issues
  - 170+ hours upgrading old copper circuits to fiber connections
  - Deployed new phone system to City Hall staff. PD and Court are the next facilities on the list.
- ❖ Key Management System
  - 60+ hours to design and construct plan to replace all locks and keys at City Hall
  - 25+ hours to design and build new server to house new key management software to improve tracking and accountability for all keys issued to all City employees
  - Purchase and install key management boxes with audit tracking capabilities
- ❖ KHBX Radio Station Upgrade
  - 230+ hours researching, purchasing and planning for upgrade from low power station to high power FM station
  - 40+ hours applying and coordinating for FCC licenses
  - 30+ preparing for installation of new hardware and software for new station

ISSUE TYPE	# OF TICKETS
2FA	6
Bulletin Board	0
Email	59
Hardware	70
Internet	3
Network	5
Other	6
Password Reset	9
PC Setup	25
Phone	15
Radio	3
Project	1
Research	1
Software	71
User Setup	11
Webpage	46
<b>TOTAL</b>	<b>331</b>

TOTAL TICKETS - 331



City Manager's Report  
Municipal Court – January 2025

Monthly Cases:

Traffic Citations	459
Misdemeanor Citations	29
Environmental Citations	26
Fire Code Violations	0
AGG. DWI	5
DWI – 1 <sup>st</sup>	3
DWI – 2 <sup>nd</sup>	<u>0</u>
Total	522

Courtroom Activity:

Video Arraignments (Jail)	95
Court Appearances – A.M.	9
Court Appearances- P.M.	99
Virtual Court	1
Special Settings	0
Pretrial Court Appearances	64
Trial/Change of Plea Cases/PV Hearing	<u>30</u>
Total	298

Other Activity:

Summons issued	499
Warrants issued	<u>92</u>
Total	591

Fines/Fees Assessed based on Conviction:

Fines	\$46,248.00
Fee	<u>\$4,461.00</u>
Total	\$50,709.00

Fines/Fees Collected:

Fines	\$33,299.00
Penalty Assessment Fee	3,017.25
Automation Fee	377.50
Judicial Education Fee	159.00
Correction Fee	1,120.00
DWI Prevention Fee	134.00
DWI Lab Fee	<u>46.00</u>
Total	\$38,152.75

## Parks & Open Spaces Department

### January 2025 Report



1. Cemeteries had 14 interments
2. Cemetery offices were painted
3. POSD attended Job Fair Event at Lea County Event Center this month
4. Graffiti received 16 reports this month
5. Golf removed 5 trees along Jack Gomez Blvd that were in bad condition and were a hazard to vehicles and pedestrians
6. Mobile Elevating Work Platform Certification Class that 12 employees completed
7. Forklift Certification Class that had 2 recertifications and 6 new certifications
8. All holiday decorations were removed and stored for the year
9. POSD hosted Good, Better & How meetings with all employees to prepare for 2025
10. The old fence at Boone Cemetery was removed to make room for the new fence
11. Bucket Truck Training was held with 9 employees completing
12. Gary Hendley retired after 13 years of service



## RISK MANAGEMENT REPORT

January 2025

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- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability Insurers.
- Participated in conference calls with insurance companies and assigned adjusters to review on-going claims.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 application(s) for notary bond or inspection bond.
- Endorsed 6 new vehicles and/or equipment to city's insurance policy.
- Reviewed 24 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 5 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 2 demand letters for at fault claims.
- Received and reviewed Tort Notices.
- Issued multiple purchase orders to repair city vehicles.
- Completed required monthly safety training.
- Attended Commission meetings.

# UTILITIES DEPARTMENT

## WATER DEPARTMENT

2024

2025

CLASS	ACTIVE ACCOUNTS	<u>Billed gallons</u> <u>January 2024</u>	ACTIVE ACCOUNTS	<u>Billed gallons</u> <u>January 2025</u>
		November Consumption		November Consumption
Residential	11,819	67,440,635	12,019	71,252,581
Commercial	1,592	70,385,369	1,702	42,178,804
City Accounts	212	4,937,175	213	4,558,325
School Accounts	65	3,085,711	65	788,823
Irrigation	288	2,582,267	293	2,481,063
Unbilled Maintenance		2,800,000		1,500,000
	<b>13,976</b>	<b>151,231,157</b>	<b>14,292</b>	<b>122,759,596</b>

## LABORATORY

January 2024

January 2025

Total Drinking Water Tests	51	51
Total Wastewater Tests	795	765
Liquid Waste Received (gallons)	146,885	118,035

## WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	101.398	103.223
Effluent (Million Gallons)	97.660	96.714
Solids Removed (Dry Pounds)	146,649	91,699

**\*All biosolids hauled to landfill due to sludge dryer OOS**

## WATER PRODUCTION REPORT - JANUARY 2025

### WATER PRODUCED

Total monthly water produced, million gallons	139,887,000
Total monthly water distributed, million gallons	143,152,000

### CHLORINE

Monthly chlorine average residual, milligrams/liter	0.59
Monthly chlorine gas dosed to system (lbs)	1,351

### MICROBIOLOGY

Bacteria tests, routine	40
Positive results	0

### PUBLIC SERVICE

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

## UTILITY MAINTENANCE JANUARY 2025

### WORK DESCRIPTION

Meter lid replacement	40
Meter box replacement	25
Meter stop / valve replacement	15
Meter change out 3/4"	55
Meter change out 1"	0
Meter change out 2"	0
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	20
Set new 1" meter	0
Set new 2" meter	3
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	70
Service lateral replacement	11 qty - 115 feet
New Service Lateral	10 qty - 135 feet
Low water pressure investigation	4
Water quality investigations	0
Main line leaks/repair	6
Main line replacement (feet)	5
Valve maintenance	20
Valve new install/replacement	0
Fire hydrant maintenance	50
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	2
Fire hydrant meter set	25
New fire hydrant installed	15
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,500,000
Miscellaneous afterhour calls	5
Emergency Call Outs (From 6:00pm to 7:00am)	65

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	120
Manholes cleaned	50
Sewer main line cleaned (feet)	65,000
Sewer stoppages	22
Sewer main line video inspections	2
Odor complaints	12
Sewer pre-treatment additives	500 gallons

Property damage from sewer	0
Sewer main line repair/replacement	30 feet
New sewer main line installation	0 feet
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	8/weekly