



CITY MANAGER'S MONTHLY REPORT

December, 2024

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



Mayor
Sam D. Cobb

City Commission
R. Finn Smith – District 1
Christopher Mills – District 2
Larron Fields – District 3
Joseph D. Calderón – District 4
Dwayne Penick – District 5
Don Gerth – District 6

CITY MANAGER

City Manager Manny Gomez
Assistant City Manager Todd Randall
Executive Assistant Julie Nymeyer

CITY CLERK'S OFFICE

City Clerk Jan Fletcher
Deputy City Clerk Amelia Maldonado
Public Transportation Super. Jacque Pennington

CITY ENGINEER

Acting City Engineer Anthony Henry
Development Director Vacant
Building Official Scott Shed

COMMUNICATIONS DEPT.

Communications Director Vacant
Marketing Coordinator Chad Littlejohn

FINANCE DEPARTMENT

Finance Director Toby Spears
Assistant Finance Director Deborah Corral
MVD Manager Anna Villalobos

FIRE DEPARTMENT

Fire Chief Mark Doporto
Deputy Fire Chief Ryan Herrera

GENERAL SERVICES DEPT.

Gen. Services Director Shelia Baker
Building Maintenance Mario Silva
Electrician Shawn Smith
Garage Fleet Manager Eddie Trevino
Streets Superintendent Bryan Ussery

HUMAN RESOURCES DEPT.

H. R. Director Nicholas Goulet
Assistant H.R. Director Tracy South
Risk Management Director Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director Christa Belyeu
Assistant I.T. Director Matt Blandin

LEGAL DEPARTMENT

City Attorney Valerie Chacon
Deputy City Attorney Medjine Douyon
Assistant City Attorney Amber Leja

LIBRARY SERVICES

Library Director Nichole Lawless
Assistant Library Director Melody Maldonado

MUNICIPAL COURT

Municipal Judge Bobby Arther
Court Administrator Shannon Arguello

PARKS & OPEN SPACES DEPT.

POSD Director Bryan Wagner
Rockwind Superintendent Matt Hughes
Parks Superintendent Lou Maldonado
Sports Fields Supervisor Josh Dellinges

RECREATION DEPT.

Recreation Director Doug McDaniel
CORE Facility Director Lyndsey Henderson
Rockwind PGA Prof. Ben Kirkes
Recreation Supt./Teen Center Michal Hughes
Senior Center Coordinator Mary Puccio

POLICE DEPARTMENT

Police Chief August Fons
Deputy Chief Shane Blevins
Code Enforcement Supt. Jessica Silva
HAAC Superintendent Missy Funk

UTILITIES DEPARTMENT

Utilities Director Tim Woomer
WWRF Supt. Bill Griffin
WWRF Maint. Supt. Todd Ray
Water Office Manager Kaylyn Lewis



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

Julie Nymeyer
Executive Assistant

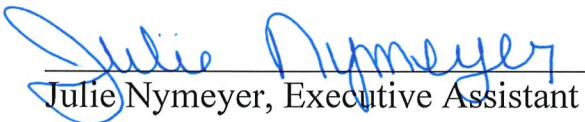
January 31, 2025

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

Attached is the City Manager's Monthly Report for the month of December, 2024. 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.

This month the City of Hobbs held the 7th Annual City of Hobbs Tree Lighting Ceremony. The event had En Pointe Dance Company, Hobbs High School Choir, photos with Santa, Carriage Rides and much more! The event was very well attended and there was a lot of positive comments from the community.

The City of Hobbs would like to wish everyone Happy Holidays!


Julie Nymeyer, Executive Assistant



CITY CLERK'S OFFICE
Monthly Report - December 2024

	Oct-24	Nov-24	Dec-24
Business Registrations - New	21	12	9
Business Registrations - New Owner	2	0	0
Business Registrations- Change of Address	1	3	2
Renewals	3	3	9
Web Payment Renewals	0	0	0
Total Business Registrations Activity	24	15	18
Active Business Registrations for the Month	2342	2349	2345
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	7	9	0
Mobile Business Licenses	0	2	0
Pawn Brokers	0	0	0
Secondhand Dealer's Licenses	0	1	0
Solicitor's Permit	0	0	0
Temporary Vendor's Licenses	0	0	0
		0	
Cemetery Deeds Issued/Processed	5	29	17
Public Documents Notarized	138	83	122
Public Records Request	42	26	27
Regular City Commission Meetings 12/2/24 12/16/24	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings 12/16/24	1	2	1
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	18	8	6
Consideration of Approval	2	8	8
Total Volume of Transactions on Tyler Cashiering	350	251	307
Total Amount	\$ 959,740.23	\$ 384,588.85	\$ 705,377.29
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 959,740.23	\$ 384,588.15	\$ 705,377.29

COMMUNICATIONS DEPARTMENT

DECEMBER 2024 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

24.1K ↓ 6.9%

Content Interactions

1.1K ↓ 26%

Followers

Lifetime

11.9K

Link Clicks

16 ↓ 5.9%

INSTAGRAM STATS

Reach

2.8k ↓ 22.4%

Content Interactions

353 ↓ 30.5%

Followers

Lifetime

2.4K

Link Clicks

0 0%

Our socials media reach decreased a bit in December as followers tend to concentrate more on family & friends during the holiday season. That said, our top-performing posts were significantly more popular than even those in November. Posts for the Tree Lighting Ceremony led the pack, followed by a Weekly Calendar post for the week of the Tree Lighting Ceremony, and an Employee Milestones post (which are always popular).

SIGNIFICANT ACTIONS THIS MONTH

REACHED 5,000 USES OF
TEXTMYGOV

VERY SUCCESSFUL
7TH ANNUAL TREE
LIGHTING
CELEBRATION

WRITING & RECORDING OF
CITY MANAGER NEW
YEAR'S MESSAGE FOR
RADIO AND SOCIAL MEDIA

ARRANGED HOLIDAY
PHOTOS OF DEPARTMENT
HEADS FOR NEWSPAPER
& SOCIAL MEDIA

Organized and ran the 7th Annual Tree Lighting Ceremony, which was very successful and well-attended. Overall feedback was very positive.

Wrote & recorded multiple radio ads, including writing of and arranging of recording for the City Manager's New Years message.

Distributed Santa photos from Tree Lighting Ceremony in a more efficient manner through a website link this year, and via Facebook.

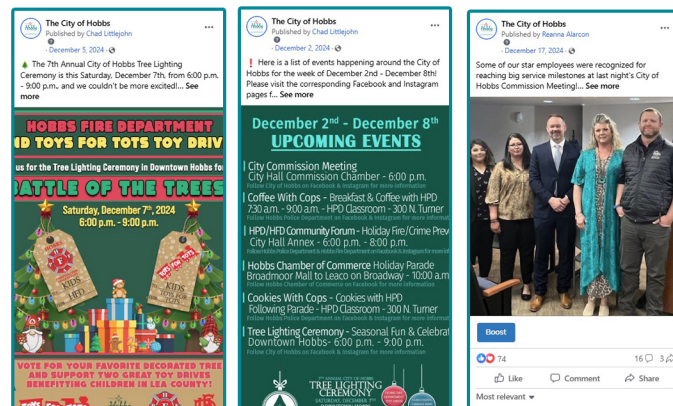
Taking & editing of photos for Legal Department for Hobbs News-Sun ad.

Creation of seasonal winter & New Years cover images for City of Hobbs, CORE, and Rockwind. Creation of fun flyer encouraging CORE use on cold-weather days.

Various flyer refreshes for CORE & Hobbs Public Library, and refresh of HFD Holiday Tournament Ad.

TOP SOCIAL POSTS THIS MONTH

All occurred on Facebook. Posts were seen by 19.7k, 10.2k, 7k, 6k, & 5.5 people respectively, performing extremely well for us.



Community Services Monthly
Report 12-2024

Type of Permit	No. of Permits	Est. Cost
COMM MECHANICAL	3	\$4,500.00
COMM PLUMBING	17	\$25,500.00
COMM SEWER TAP & EXCAVATION	1	\$1,500.00
COMMERCIAL ADDITION	1	\$382,322.00
COMMERCIAL ELECTRICAL	11	\$16,500.00
COMMERCIAL FENCE	1	\$8,000.00
COMMERCIAL REMODEL	3	\$259,000.00
COMMERCIAL RE-ROOFING	8	\$437,147.00
COMMERCIAL SIGN	2	\$35,200.00
COMMERCIAL STORAGE	1	\$86,400.00
COMMERCIAL TOWERS	2	\$100,000.00
FIRE EXTINGUISHING SYSTEM	1	\$1,500.00
NEW COMMERCIAL	2	\$222,500.00
RES MECHANICAL	16	\$24,000.00
RES PLUMBING	38	\$57,000.00
RES SEWER TAP & EXCAVATION	12	\$18,000.00
RESIDENTIAL ADDITION	1	\$71,000.00
RESIDENTIAL CANOPY	1	\$25,447.00
RESIDENTIAL CARPORT	1	\$12,500.00
RESIDENTIAL ELECTRICAL	42	\$61,500.00
RESIDENTIAL FENCE	4	\$9,000.00
RESIDENTIAL FOOTING/FOUNDATION	1	\$90,000.00
RESIDENTIAL MANUFACTURED HOME	3	\$230,703.00
RESIDENTIAL REMODEL	7	\$64,438.00
RESIDENTIAL RE-ROOF	90	\$1,854,452.00
RESIDENTIAL SINGLE FAMILY	11	\$3,795,997.00
RESIDENTIAL STORAGE	3	\$35,727.00
Grand Total	283	\$7,929,833.00



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
DECEMBER 2024**

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
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	4	40	45

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)

December 2024

On-Site DiNi Training: After purchasing a Trimble DiNi electronic level, the Engineering Department and GIS Division participated in a three-quarter-day training session hosted by Vectors, Inc., the vendor. The training covered both the theory and best practices for using auto levels, along with hands-on office and field-specific training for the DiNi unit. During the field training, participants practiced running a level loop, taking intermediate shots, and entering data into a Field Book. The session also provided an opportunity for the GIS Division’s two newest employees to gain hands-on experience setting up the DiNi and performing data entry.

EMS Service Area Map: the Engineering Department received a request from the Hobbs Fire Department (HFD) to create a map outlining the EMS Response District for regulatory purposes. The following day, the GIS division met with HFD to gather specific details and requirements for the map. the final version of the map was completed and sent on December 9th.

December Addressing Push: The GIS Division worked to update several new subdivisions, ensuring that street data was current and accurate for the EMS map. They also addressed the missing data for an expanded mobile home park on Warpath by updating its addresses.



**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
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Additionally, the division focused on correcting centerline and addressing errors highlighted in the state’s monthly report. Most of these issues were related to adjustments or expansions of centerline ranges. Furthermore, 45 addresses were flagged for detailed review by the Engineering Department to determine whether the errors were historical or the result of GIS-related data entry mistakes.

The division also discovered several newly constructed streets that were not reflected in the GIS data. To resolve this, they collaborated with local surveyors to gather the required information and incorporated the new streets into the system.

The Month’s Buffer Maps: During the month of December the GIS division did not receive any new buffer map requests, though we did have one request for the Buffer Map Request form.

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

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

The Planning Board meeting was scheduled for December 17th at 10:00 a.m.

Planning Board Summary:

December 17th - The Planning Board reviewed and considered action on 4 items in a Regular Meeting:

- Review and Consider the Setback Variance for 309 W Berry Drive.
- Review and Consider the Variance for a minimum frontage for 2908 W. Pinson Rd.
- Review and Consider the Sketch Plan for South 40 for approval.
- Review and Consider the 2025 Planning Board Calendar.

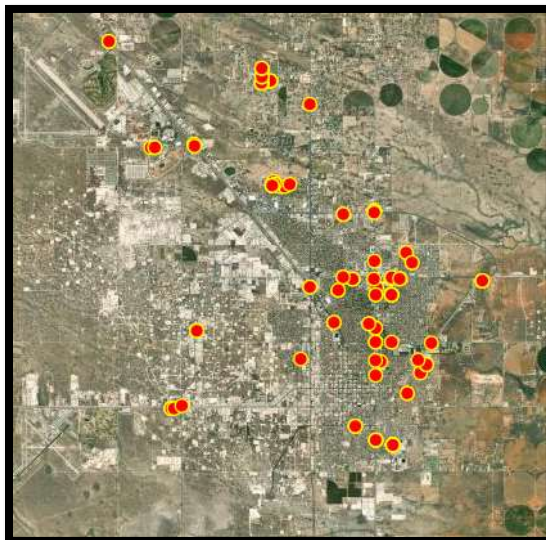
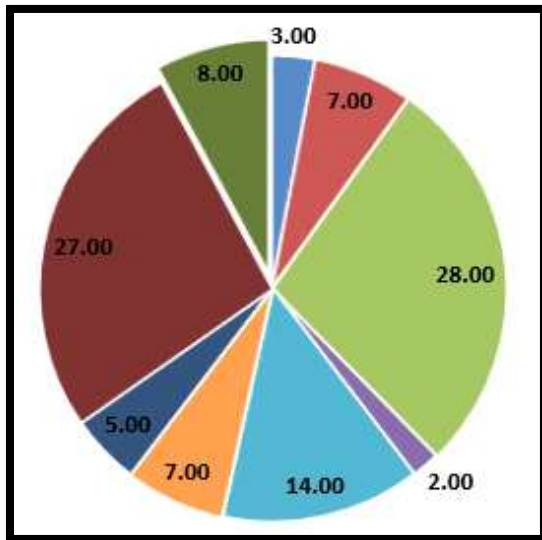


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
DECEMBER 2024**

TRAFFIC DIVISION:

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 = 3	■ 23. New Sign Made = 7	■ 26. Sign Install / Service = 28
■ 27. Pole Straighten / Re-bolted = 2	■ 28. Pole & Anchor Replace = 14	■ 31. Inspected Intersections = 7
■ 32. Int in Flash or Malfunction = 5	■ #N/A = 27	■ 36. 811 / Line Spot Hours = 8

Major Damage:

- A mast arm was hit by an oversized load truck at the intersection of Lovington Hwy. and Millen Dr.

December 2024

General Services – Building Maintenance

Work performed by City Carpenters

9	Items installed
1	Striped Tablet Sanded Fixed Stain
15	Striped Chairs Furniture Sanded Fixed Stain
8	Door Repairs
8	Doors Adjusted and grease
3	Baseboard Repair
1	T.V Installed
6	Furniture put together
2	Door Secure
5	Roof Inspections
18	Roof Repair

Location of work performed

1	City Hall
19	Fire department #3
12	Hobbs Police Dept. - HPD
4	Library
18	Adoption center
16	Shop
1	Garage

December 2024 General Services – Electrical Dept.

Break down of work performed by the Electricians.

12	Light repairs
37	Heater repairs
7	General electrical work
8	CORE work

Location of work performed.

8	CORE
3	City hall
8	Annex
3	PD
12	Fire stations
2	DA building
8	Parks
1	Senior center
7	AAC
3	Streets

December - 2024

General Services - Garage

In December - 2024 The City Garage had a total of 185 Repair Orders/Invoices. Of the 185 R.O./Invoices, 129 were repaired in house and 56 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 59,368.97 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	12	1	3,016.68	2,295.00	375.08	846.00	6,532.76
APM/BPM/CPM	16	11	2,694.26	1,292.00	965.37	1,524.99	6,476.62
Brakes	6	1	1,936.34	816.00	5,636.00	1,925.60	10,313.94
Charging	13	0	1,038.69	867.00	0.00	0.00	1,905.69
Engine	3	2	1,010.92	646.00	396.03	448.50	2,501.45
Filters	3	0	206.58	136.00	0.00	0.00	342.58
Fuel System	2	2	102.90	68.00	333.95	1,620.00	2,124.85
Hydraulics	1	0	300.00	544.00	0.00	0.00	844.00
Ignition	1	0	145.88	68.00	0.00	0.00	213.88
Lift Mechanism	3	0	499.38	85.00	0.00	0.00	584.38
Lighting	3	2	188.54	170.00	1,615.79	1,541.00	3,515.33
Miscellaneous Maintenance	17	9	595.54	799.00	2,530.68	1,703.95	5,629.17
Safety Recall	0	3	0.00	0.00	0.00	0.00	0.00
Service Calls	30	0	0.00	2,788.00	0.00	0.00	2,788.00
Steering	0	2	0.00	0.00	3,029.44	4,422.19	7,451.63
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Tires	16	13	2,392.44	816.00	963.98	897.00	5,069.42
Towing Vehicles	0	2	0.00	0.00	0.00	505.00	505.00
Warranty Work	0	3	0.00	0.00	0.00	0.00	0.00
Wash Job	0	2	0.00	0.00	0.00	145.00	145.00
Wheels/Hubs/Bearings	2	3	251.92	374.00	1,060.85	487.50	2,174.27
Monthly Total	129	56	14,580.07	11,815.00	16,907.17	16,066.73	59,368.97

	# of R.O./Inv	Parts	Labor	Total
City Garage	129	14,580.07	11,815.00	26,395.07
Vendor	56	16,907.17	16,066.73	32,973.90
	185	31,487.24	27,881.73	59,368.97

December 2024

General Services – Plumber

Work performed by City Plumber

10	Toilet Repairs
4	Sink/Faucet Repairs
2	Drain Repairs
3	Sewer Main Stoppage
2	Hose Bib Repairs

Location of work performed

2	Police Dept.
1	City Hall
3	Fire Stations
6	Parks
4	Animal Shelter
4	Golf Course

December 2024 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
120 HRS.	Street Sweeping
40 HRS.	Hot Mix
96 HRS.	Cold Mix Patching
8 HRS.	Admin/Orientation
312 HRS.	Alley Maintenance
88 HRS.	Storm Sewers and Inlets
181 HRS.	Maintenance
80 HRS.	Work in Welding Shop
24 HRS.	Building Brooms
104 HRS.	Meetings
24 HRS.	Hauling Caliche
80 HRS.	Hauling Trash
88 HRS.	Stockpiling

The total amounts of material hauled or used:

Quantity	Material
150 YDS	Sweepings
126 YDS	Alley Material
13 YDS	Cold Mix Used
265 YDS	Trash
600 YDS	Rough Caliche
6 YDS	Hot Mix

Calls responded to:

Number	Type
19	Dispatched – accidents, spills, debris
12	Requests
1	Block Party

Hobbs Fire Department

December 2024

Fire Alarms	Total
Alarms (City)	113
Alarms (County)	13
Alarms (Gaines)	2
Total	128

ZONES	Total
Zone 1 (NW City)	34
Zone 2 (NE City)	20
Zone 3 (SE City)	30
Zone 4 (SW City)	13
Zone 5 (NW County)	12
Zone 6 (NE County)	8
Zone 7 (SE County)	6
Zone 8 (SW County)	1
Out of District	4
Total	128

Dispatch to Enroute	Time
Station 1	0:35
Station 2	1:31
Station 3	0:37
Station 4	1:08
Average	0:57

Dispatch to Arrival	Time
Station 1	4:31
Station 2	4:43
Station 3	4:47
Station 4	6:15
Average	5:04

PREVENTION PROGRAMS	Total
Fire Investigations	3
Fire/Safety Inspections	55
Smoke Detectors Installed/Given	7
Public Education Activities	0
Plan Reviews	4
Burn Permits Issued	0
Total	69

Response By Station	Total
Station 1	52
Station 2	29
Station 3	34
Station 4	13
Total	128

Most Common	
Day	Tuesday
Time	17:00-17:59

FIRE DEATHS/INJURIES	Total
Fire Deaths	0
Fire Injuries	0

STRUCTURE FIRES	Total
Structure Fires	21

FALSE ALARM RESPONSE Total	
False Alarms	20

Training Hours	Hours
Fire Training	355.4
Hazmat Training	0.00
EMS Training	184.30
Officer Training	76.00
Total	615.70



Hobbs Fire Department

December 2024

EMS Alarms	Total
Alarms (City)	680
Alarms (County)	3
Alarms (Gaines)	5
Total	688

ZONES	Total
Zone 1 (NW City)	267
Zone 2 (NE City)	115
Zone 3 (SE City)	150
Zone 4 (SW City)	100
Zone 5 (NW County)	13
Zone 6 (NE County)	24
Zone 7 (SE County)	4
Zone 8 (SW County)	11
Out of District	4
Total	688

Average Run Times	Time
Enroute	2:05
At Scene	4:56
On Scene Time	16:59
To Destination	11:38
Back in Service	20:55

Out of Town Transfers	Total
Lubbock	2
Midland	0
Odessa	0
Roswell	0
Carlsbad	3
Artesia	0
Airport/Helipad	23
Total	28

Most Common

Day	Monday
Time	17:00-17:59

Most Common Complain Total

MVC	12.21%
Sick Person	10.76%
Falls	8.58%

Cardiac Arrest Responses Total

Cardiac Arrest	10
ROSC	0
ROSC = Return of Spontaneous Circulation	

EMS Billing

	Amount
Billed	\$199,744.00
Collected	\$173,303.73





HOBBS POLICE DEPARTMENT

January 6, 2025

To: Ricky Guerrero, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: December 24 Records Numbers

- Uniform Traffic Citations 343
- Warning Citations 69
- Misdemeanor Citations 4
- Arrest Reports 179
- Completed Reports 669
- Completed Supplements 154
- Completed Accident reports 121
- Criminal Trespass 69
- Warrants 182
- Recalled warrants 28
- IPRA Requests: 444
- Discovery Requests 172

Completed 27 cannabis expungements

Ongoing issue with City Court rejecting citations for misspelled street names and apartment numbers not listed on address line

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

Accredited By The
New Mexico Law Enforcement Professional Standards Council



HOBBS POLICE DEPARTMENT



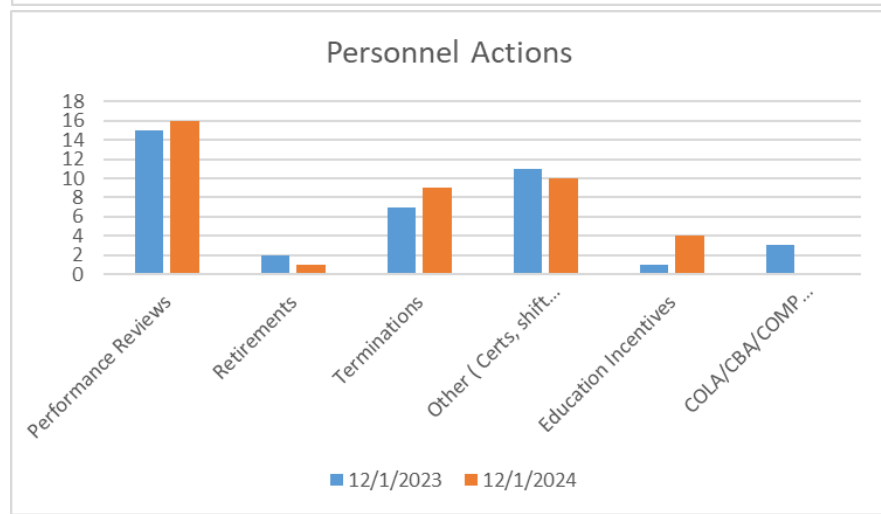
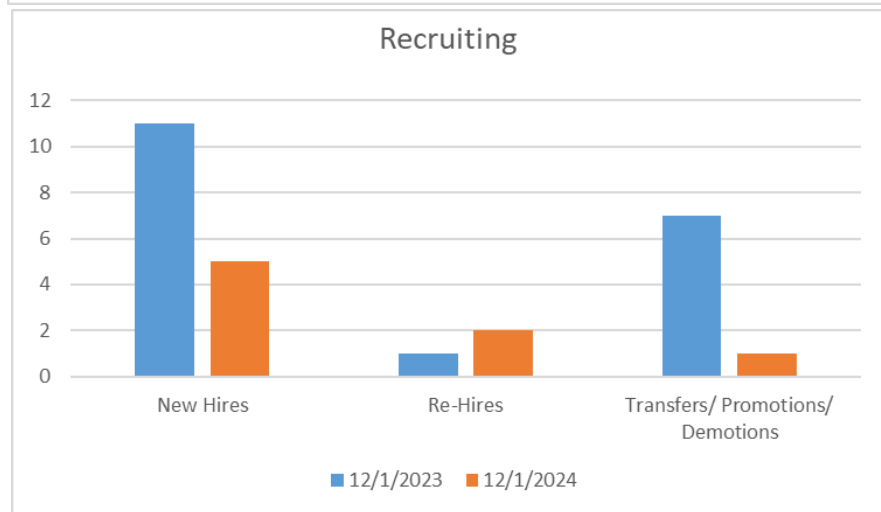
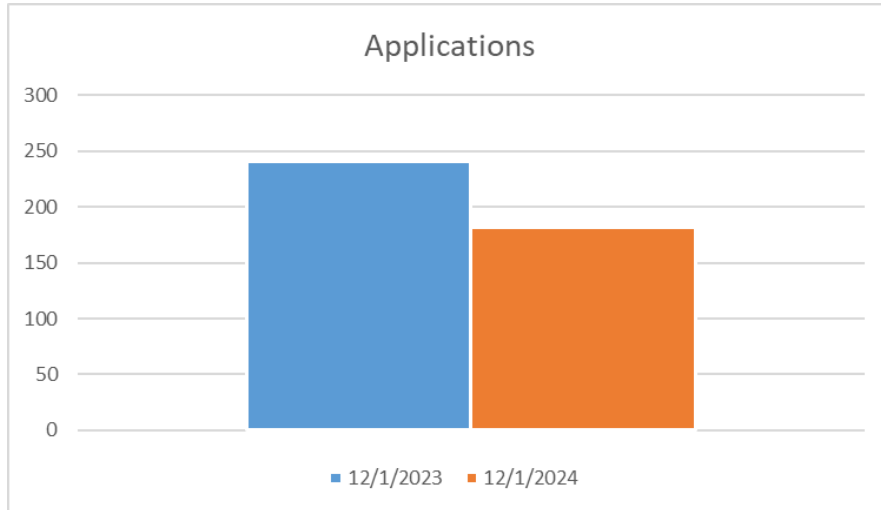
January 6, 2025
 To: Ricky Guerrero, Captain of Agency Support
 From: Linda Saiz, Records Administrator
 Re: December 2024 Stats

	TOTAL RPTS	TOTAL RPTS	%CHNG	Year to Date 2023	Year to Date 2024	%CHNG
December 2023/2024			2023/2024			
	2023	2024				
REPORTED CRIMES	374	322	-14%	4,761	4,444	-7%
CALLS FOR SERVICE	3,650	3,333	-9%	47,841	47,020	-2%
ARRESTS	169	179	6%	2387	2,650	11%
MURDER	0	0	0%	10	8	-20%
RAPE	5	0	-100%	36	28	-22%
ROBBERY	1	4	300%	31	26	-16%
ASSAULTS AND BATTERY	81	60	-26%	994	931	-6%
BURGLARY	63	34	-46%	710	428	-40%
LARCENY	61	45	-26%	764	576	-25%
SHOPLIFTING	26	37	42%	363	363	0%
AUTO THEFT	20	20	0%	281	162	-42%
ARSON	0	0	0%	13	1	-92%
FORGERY	1	0	0%	5	6	20%
FRAUD	9	7	-22%	89	95	7%
EMBEZZLEMENT	2	3	50%	24	27	13%
REC. STOLEN PROPERTY	3	1	-67%	9	12	33%
VANDALISM	87	72	-17%	1072	798	-26%
WEAPONS OFFENSES	1	4	300%	35	46	31%
DOMESTIC VIOLENCE	36	25	-31%	422	372	-12%
ASSAULTS/BATTERY ON PO	6	8	33%	49	71	45%
SHOOTING AT/FM MV OR DWELLING	6	4	-33%	80	46	-43%
CITATIONS ISSUED	333	343	3%	4,204	4,405	5%
DWI	7	10	43%	92	94	2%
TRAFFIC CRASHES	112	121	8%	1105	901	-18%

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

Accredited By The
 New Mexico Law Enforcement Professional Standards Council





Application Source

Source	Total
Billboard / Sign	0
Chamber of Commerce Website	0
City of Hobbs Website	70
Facebook	1
Friend / Family	17
Governmentjobs.com	9
Indeed.com	66
Job Fair	0
LinkedIn	0
Municipal League	0
New Mexico Department of Labor	0
Newspaper	0
Other	18
Radio	0
Recruiter	4
Unknown	0
Totals	185

New Position Postings

Core Custodian	Fire Captain
CORE Fitness Attendant	Civilian Training Admin Assistant
EMS Specialist	Code Enforcement Officer
EMS Superintendent	

Safety Skills Training:

- None Scheduled

Team Involvement:

- HR Team completed Open Enrollment meetings
- Team participated in Notice of Accident training for POSD
- Joslyn VanBuskirk, HR Specialist attended a two-day Excel training provided by NMJC

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.

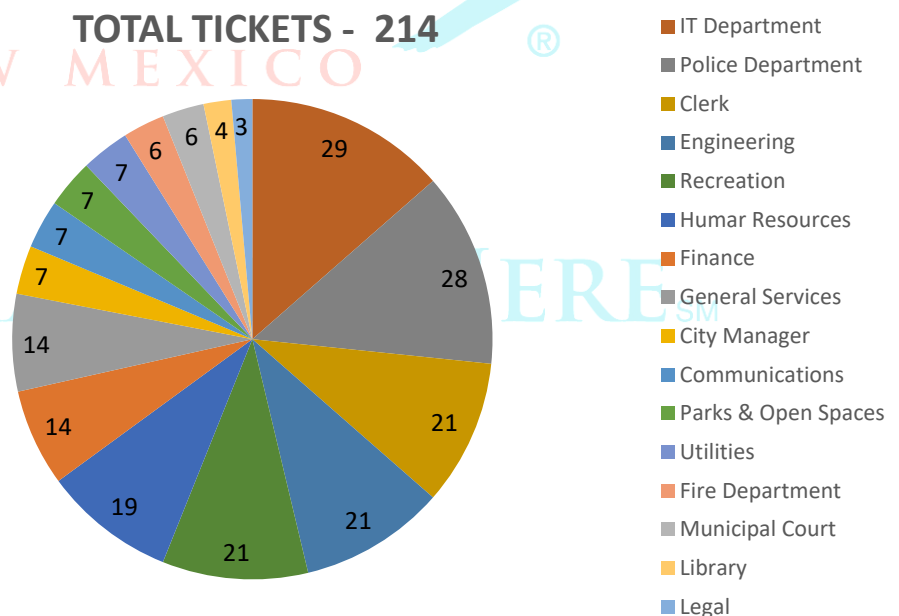
- ❖ **Technology Policies**
 - AR 15-02 – Technology Policy
- ❖ **I.T. Equipment (24 City of Hobbs facilities)**
 - Purchasing
 - Installation
 - Maintenance
 - Training
 - Research and Development/Planning
- ❖ **Computer**
 - Servers (62) (31 physical / 31 virtual)
 - Offsite replication
 - Desktops (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
 - 90+ hours of design and planning
 - 50+ hours network design and configuration
 - 30+ hours hardware installation
- ❖ Phone System Upgrade
 - 130+ 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 is the next facility on the list.
- ❖ Key Management System
 - 50+ 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
 - 200+ 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	8
Bulletin Board	1
Email	28
Hardware	44
Internet	1
Network	2
Other	4
Password Reset	9
PC Setup	15
Phone	13
Radio	2
Project	2
Research	0
Software	47
User Setup	9
Webpage	29
TOTAL	214

TOTAL TICKETS - 214



CITY MANAGER'S REPORT

December, 2024

Hobbs Public Library

CIRCULATION: **5,634**

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,879
Audio Books & Music	185
DVDs/CDs&DVDs(w/bks)/VOX	566
E-Books/E-Audio (OverDrive & Gale)	533
Kanopy	449
Hoopla	22

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	30	5
ELIN Loans	14	7

CIRCULATION BY PATRON TYPE:

Adult	2,331
Juvenile	576
Senior Citizen	578
Used in Library	2,149
Total Children's Items Circulated	1,791
Total Adult Items Circulated	3,843

Patron Visits	3,246
Overdue Notices Sent	0

PROGRAMS & PUBLIC SERVICES:

Programs Provided	26
Attendance	729
Passive Programs Provided	6
Passive Programming Participation	295
Meeting Room Use	27

Facebook Page Reach	16,041
Web Site Usage	350
HPL Database Usage	34
Reference Questions	
Public Computer Use	364
Board Games	13

PATRON PROFILES:

Adult	18,810
Juvenile (Under 18 Years)	3,657
Senior Citizens (62+ Years)	2,567

Total Active Borrowers 25,034

Library Patrons Added This Month 39

RECEIPTS:

Materials Paid For	\$5.00
Fines & Fees	\$156.90
Copy Machine & Public Printouts	\$388.75
Total	\$550.65

ITEMS ADDED:

Total Items Added	287
Items Weeded	581

HOLDINGS:

Total Library Holdings 169,698



Hobbs Express

Monthly Report - DECEMBER 2024

Passenger Activity	Prior Month Nov-24	Reporting Month Dec-24
No. of Elderly Passengers	750	928
No. of Non-Ambulatory Passengers	41	97
No. of Disabled Passengers	267	316
No. of Other Trips	2624	3038
Total Passenger Trips	3682	4379

Total Bus Route Trips	2393	2845
Total Demand Response/Paratransit Trips	1289	1534
Total Passenger Trips	3682	4379

Vehicle Statistics	Prior Month Nov-24	Reporting Month Dec-24
Total Vehicle Hours	390.25	446
Total Vehicle Miles	8,497	10,223

Revenue Collected	Prior Month Nov-24	Reporting Month Dec-24
Total Fares Collected	\$1,758.52	\$2,475.32

City Manager's Report
Municipal Court – December 2024

Monthly Cases:

Traffic Citations	355
Misdemeanor Citations	20
Environmental Citations	45
Fire Code Violations	0
AGG. DWI	4
DWI – 1 st	1
DWI – 2 nd	<u>0</u>
Total	425

Courtroom Activity:

Video Arraignments (Jail)	71
Court Appearances – A.M.	45
Court Appearances- P.M.	102
Virtual Court	0
Special Settings	2
Pretrial Court Appearances	64
Trial/Change of Plea Cases/PV Hearing	<u>17</u>
Total	301

Other Activity:

Summons issued	617
Warrants issued	<u>82</u>
Total	699

Fines/Fees Assessed based on Conviction:

Fines	\$37,107.00
Fee	<u>\$3,387.00</u>
Total	\$40,494.00

Fines/Fees Collected:

Fines	\$37,143.50
Penalty Assessment Fee	3,348.00
Automation Fee	356.75
Judicial Education Fee	175.00
Correction Fee	1,113.00
DWI Prevention Fee	274.00
DWI Lab Fee	<u>115.00</u>
Total	\$42,525.50

Parks & Open Spaces Department

December 2024 Report



IT ALL HAPPENS HERE™

1. Cemeteries had 18 interments
2. Cemetery held their annual Memorial Service had over 75 attendees
3. Graffiti received 10 reports this month
4. POSD supplied over 200 poinsettias plants to city facilities during this holiday
5. POSD assisted with the Tree Lighting Ceremony
6. POSD participated in the Hobbs Christmas Parade and the Lovington Lighted Christmas Parade
7. Serviced 11 environmental lots
8. New solar lights installed at Del Norte Dog Park
9. Memorial bench installed at Taylor Park for Anthony Maldonado Family
10. Rock/Dirt Screener was completed and delivered to Cemetery – the majority of this project was built with recycled materials
11. Snow removal operations training held





THE CITY OF
HOBBS, NEW MEXICO

4827 NORTH LOVINGTON HIGHWAY • HOBBS, NEW MEXICO 88240
RECREATION DEPARTMENT • (575) 397-9291

Recreation Department
Monthly Report - December 2024

Divisions

CORE Recreation Rockwind Clubhouse Senior Center Teen Center

CORE

After a decline in both participation and revenue in November 2024, both of these rebounded in December 2024. Participation increased by approximately 2,450 and revenue increased by \$26,462. December 2024 also compared favorably to December 2023 with very similar participation, but there was an increase in revenue in 2024, of approximately \$4,531. Notable events during December 2024 included: The Bob Reid Invitational Swim Meet, Cookies with Mrs. Claus, creation of Large Entity Corporate Memberships, a 6 vs. 6 adult volleyball tournament (12 teams) and one full facility rental.

CORE Participation and Revenue:

December 2024 Participation 22,584
December 2024 Revenue \$68,429.66

For Comparison Purposes:

November 2024 Participation 20,136 December 2023 Participation 22,550
November 2024 Revenue \$41,966.70 December 2023 Revenue \$63,897.84

Additional November 2024 Details:

Annual Passes Sold 643 COREkids Participation 856
Monthly Passes Sold 194 Group Fitness Classes 324
Weekly Passes Sold 27 Tours/Participants 17/39
Day Passes Sold 2,055 Facility Rentals 36

Senior Center

The Senior Center continues the very important mission of providing services to the senior citizens in the community. Below, is some information for December 2024:

Table with 3 columns: Description, # Meals, Donations Received. Rows include December 2024 Congregate Meals Served (1,394 meals, \$1,347.65), December 2024 Home Delivered Meals (2,881 meals, \$3,271.00), and December 2024 Totals (4,275 meals, \$4,618.65).

For comparison November 2024 Totals 3,679 \$2,371.41

Duplicated Recreation Activities: 640 Duplicated Exercise Activities: 564
Transportation/Transportation Donations: 213/\$108.00 Assessment/Reassessment: 90

Recreation

- Recreation staff is making preparations to start the summer seasonal staff hiring process
- There were a total of 17 park pavilion rentals during the month
- The Light Up the Night Christmas Decoration Contest attracted 14 entries.

Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Aquatics staff assisted with Hobbs High School's Bob Reid Invitational Swim Meet
- The Tsunami team members traveled to Albuquerque and Midland for swim meets.
- The Tsunami Swim & Dive Team had 15 participants for the month

Rockwind Community Links Clubhouse

During December, there were no golf events/tournaments. December brought colder weather to Rockwind, but rounds and revenue remained fairly consistent when compared to the previous month. December 2024 had significantly higher rounds (+628) and revenue (+\$15,786) than December 2023, with December 2024 being the highest revenue producing month of December since Rockwind opened in 2015. Staff is now making preparations to finalize the tournament scheduled for 2025.

Rounds, December 2024: 1,625
Revenue, December 2024: \$65,852.17

For Comparison purposes:

Rounds, November 2024:	1,910	Rounds, December 2023:	997
Revenue, November 2024:	\$67,834.00	Revenue, December 2023:	\$50,066.05

Teen Center

- Staff continues to offer rides home for teens who attend the Teen Center in the evening
- Teen Center staff continues to provide meals, activities, programs, and events at the Teen Center
- The Teen Center opened on Mondays during the Christmas Break
- The Teen Center hosted their annual Christmas Party

RISK MANAGEMENT REPORT

December 2024

- 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.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 application(s) for notary bond or inspection bond.
- Endorsed 7 new vehicles and/or equipment to city's insurance policy.
- Reviewed 33 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 9 property damage incidents on behalf of the City of Hobbs.
- Reviewed vendor COIs for upcoming events, projects and contracts.
- Sent 3 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 2023 2024

CLASS	ACTIVE ACCOUNTS	Billed gallons		ACTIVE ACCOUNTS	Billed gallons	
		December 2023	November Consumption		December 2024	November Consumption
Residential	11,900	70,443,846		11,903	68,340,214	
Commercial	1,875	44,225,225		1,838	41,001,187	
City Accounts	211	6,356,848		212	5,050,522	
School Accounts	65	3,469,668		66	1,494,308	
Irrigation	260	3,889,207		293	3,594,658	
Unbilled Maintenance		2,800,000			1,500,000	
	14,311	131,184,794		14,312	120,980,889	

LABORATORY December 2023 December 2024

Total Drinking Water Tests	49	44
Total Wastewater Tests	678	813
Liquid Waste Received (gallons)	157,066	125,120

WASTEWATER RECLAMATION FACILITY

Influent (Million Gallons)	98.940	97.535
Effluent (Million Gallons)	94.659	90.798
Solids Removed (Dry Pounds)	119,562	99,862

*All biosolids hauled to landfill due to sludge dryer OOS

WATER PRODUCTION REPORT - DECEMBER 2024

WATER PRODUCED

Total monthly water produced, million gallons	158,917,000
Total monthly water distributed, million gallons	163,230,000

CHLORINE

Monthly chlorine average residual, milligrams/liter	0.58
Monthly chlorine gas dosed to system (lbs)	1,462

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 DECEMBER 2024

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