



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

September, 2023

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  
Executive Assistant

Manny Gomez  
Julie Nymeyer

**LEGAL DEPARTMENT**

Acting City Attorney  
Deputy City Attorney  
Assistant City Attorney

Valerie Chacon  
Vacant  
Amber Leja

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Amelia Maldonado  
Jacque Pennington

**LIBRARY SERVICES**

Library Director

Nichole Lawless

**CITY ENGINEER**

City Engineer  
Planning  
Building Official

Todd Randall  
Kevin Robinson  
Scott Shed

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNICATIONS DEPT.**

Communications Director

Meghan Mooney

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

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

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Mark Doport  
Vacant

**POLICE DEPARTMENT**

Police Chief  
Deputy Chief  
Code Enforcement  
Animal Adoption Center

August Fons  
Shane Blevins  
Jessica Silva  
Missy Funk

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Vacant  
Shawn Smith  
Eddie Trevino  
Bryan Ussery

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maint. Supt.

Tim Woomer  
Bill Griffin  
Todd Ray

**HUMAN RESOURCES DEPT.**

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

Nicholas Goulet  
Tracy South  
Selena Estrada

Utilities Admin.

Kaylyn Lewis

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Christa Belyeu  
Matt Blandin



## CITY MANAGER'S OFFICE

200 East Broadway  
Hobbs, NM 88240

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

**Julie Nymeyer**  
Executive Assistant

October 30, 2023

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

Attached is the City Manager's Monthly Report for the month of September, 2023. 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 their Annual City Picnic at the CORE. The employees and their families had full access to the CORE and everything it has to offer. Dinner for the Picnic was catered by Joy of Catering. On Friday the City Employees and their families had a kickball Tournament. Included in the Picnic Events were a Golf Tournament and a Motorcycle Ride. This years City Picnic was a huge success and the City thanks everyone who made it possible for this event to happen!

Sincerely,

  
Julie Nymeyer, Executive Assistant



**CITY CLERK'S OFFICE**  
*Monthly Report - September 2023*

	Jul-23	Aug-23	Sep-23
Business Registrations - New	23	26	22
Business Registrations - New Owner	1	0	0
Business Registrations- Change of Address	2	6	2
Renewals	60	28	3
Web Payment Renewals	0	0	0
Total Business Registrations Activity	26	60	27
Active Business Registrations for the Month	2163	2174	2184
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	5	0	0
Mobile Business Licenses	2	6	5
Pawn Brokers	1	0	0
Secondhand Dealer's Licenses	0	3	0
Solicitor's Permit	4	1	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	24	32	32
Public Documents Notarized	157	178	174
Public Records Request	21	41	39
Regular City Commission Meetings <i>9/5/23 and 9/18/23</i>	2	2	2
Special City Commission Meetings	0	0	0
City Commission Work Session/Closed Meetings	1	1	0
Notice of Potential Quorum	0	0	0
Resolutions and Ordinances Attested	21	13	12
Consideration of Approval	3	3	1
Total Volume of Transactions on Tyler Cashiering	369	386	285
Total Amount	\$ 746,270.39	\$ 599,023.76	\$ 446,153.54
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 746,270.39	\$ 599,023.76	\$ 446,153.54

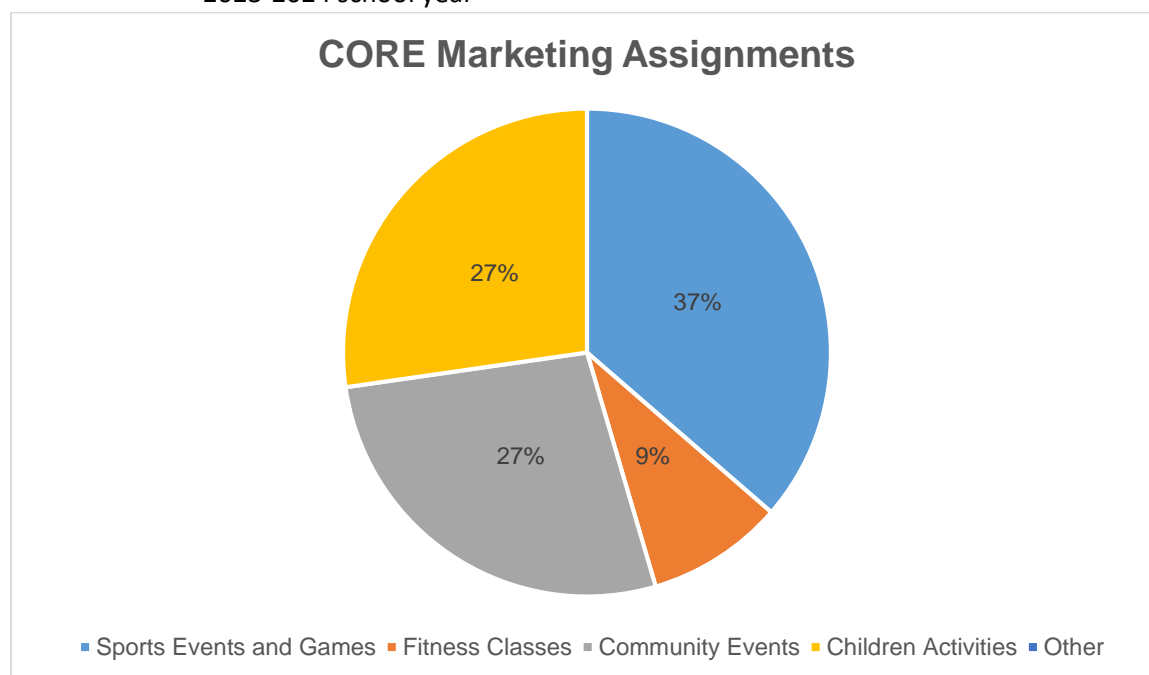
## COMMUNICATIONS DEPARTMENT

### Monthly Report September 2023

#### DEPARTMENT HIGHLIGHTS

All public information is regularly shared on social media, on the website, on billboards we hold contracts, via print materials, and more; some information locations are dependent on the topic. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. Most of the information is also translated into Spanish by a court-certified translator. In addition to the daily duties carried out by the Communications Department, the following unique tasks or advertising campaigns were performed:

- Press releases and PSA’s this month (includes social media posts and other advertising actions):
  - Large Item Pickup
  - College Lane Closure Notice
  - Library Temporary Closure on Sep. 13
  - City Hall Closure Due to HVAC Repairs on Sep. 18
  - City Hall Closure Due to HVAC Repairs on Sep. 19
  - Baby Box Saves Life in Hobbs, NM
- Press Conference regarding baby box held on September 23<sup>rd</sup>
- Social Wellbeing Committee:
  - Held Monthly Social Wellbeing Event – City Picnic Dinner – September 30<sup>th</sup> at the CORE
- Special attention on the following high-volume events:
  - Registration open for Fall Youth Sports (Season begins on September 5<sup>th</sup>)
  - Blasters War – September 30<sup>th</sup>
  - Homeschool PE is held every Tuesday and Thursday beginning in August for the 2023-2024 school year

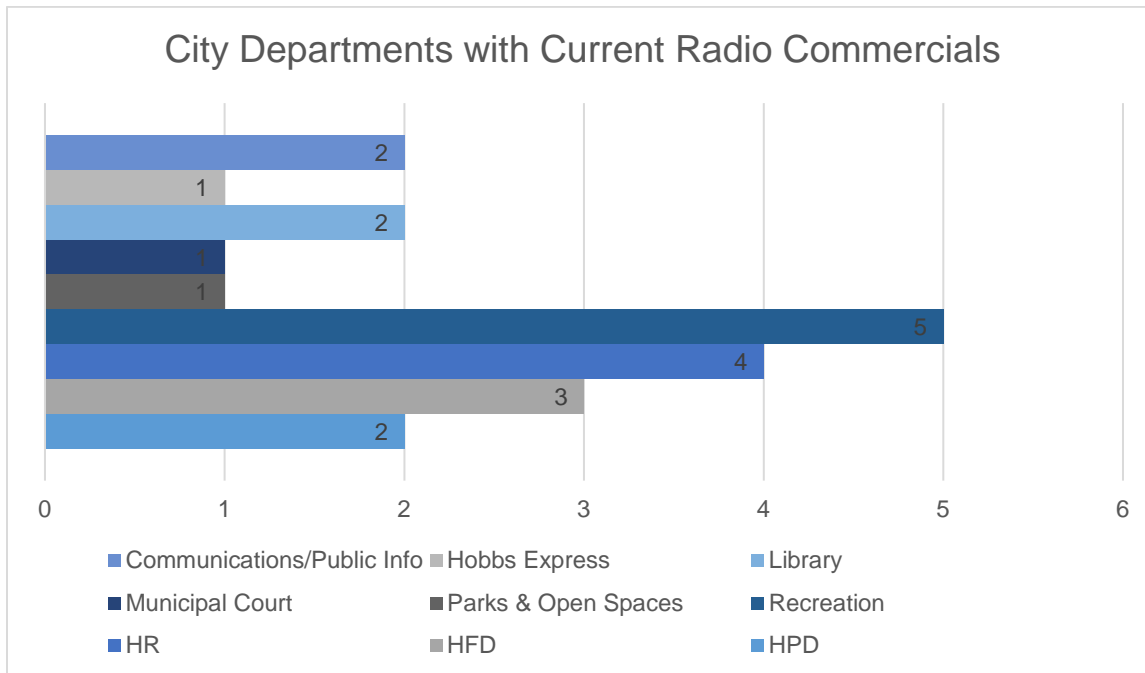
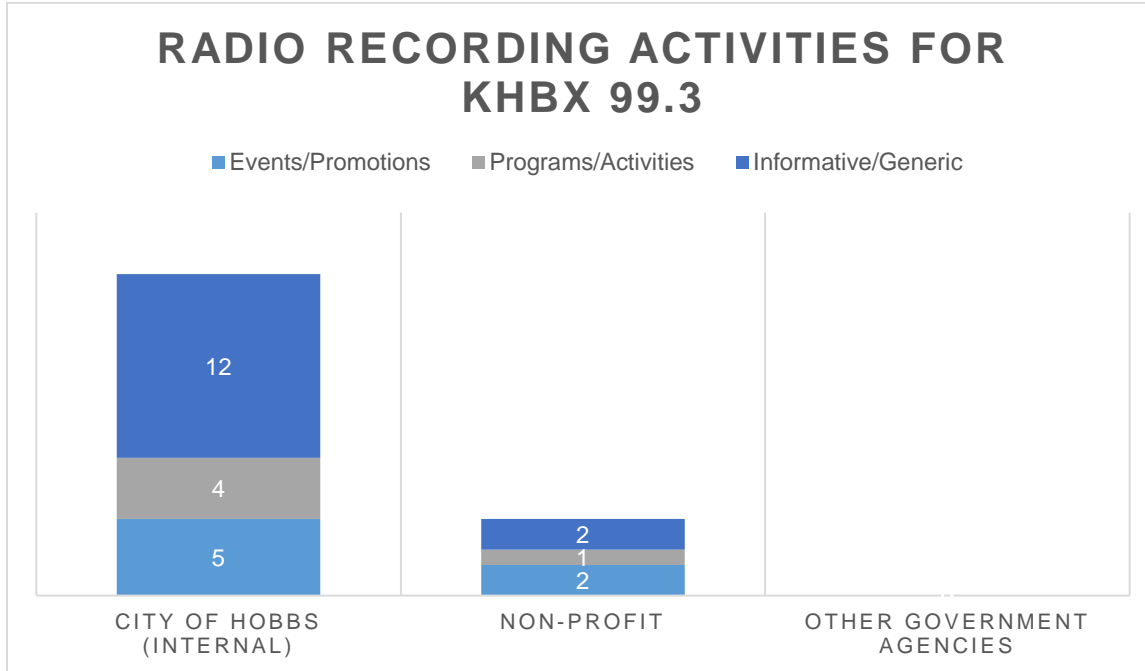




## COMMUNICATIONS DEPARTMENT Monthly Report September 2023

### RADIO STATION, 99.3 KHBX

Biweekly radio recordings with City departments, local nonprofits, and other government agencies are held to promote community functions for all ages and interests.



# COMMUNICATIONS DEPARTMENT

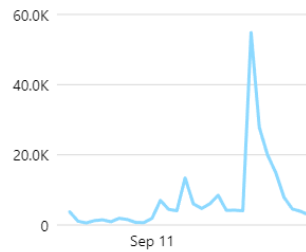
## Monthly Report September 2023

### SOCIAL MEDIA INSIGHTS for The City of Hobbs Facebook and Instagram Pages

#### Reach

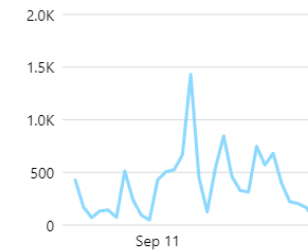
Facebook reach ⓘ

108,199 ↑ 274.6%



Instagram reach ⓘ

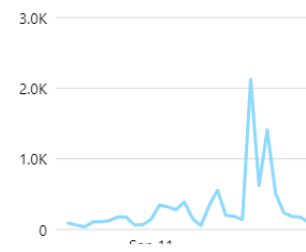
2,723 ↑ 126%



#### Page and profile visits

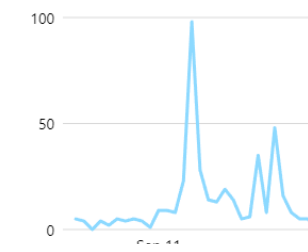
Facebook visits ⓘ

9,491 ↑ 196.5%



Instagram profile visits ⓘ

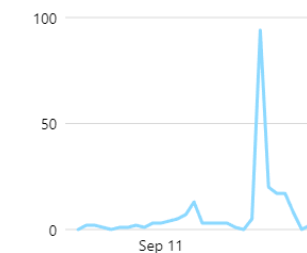
406 ↑ 165.4%



#### New likes and follows

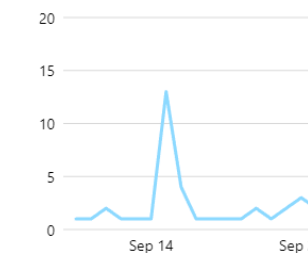
Facebook Page new likes ⓘ

224 ↑ 409.1%



New Instagram followers ⓘ

38 ↑ 153.3%



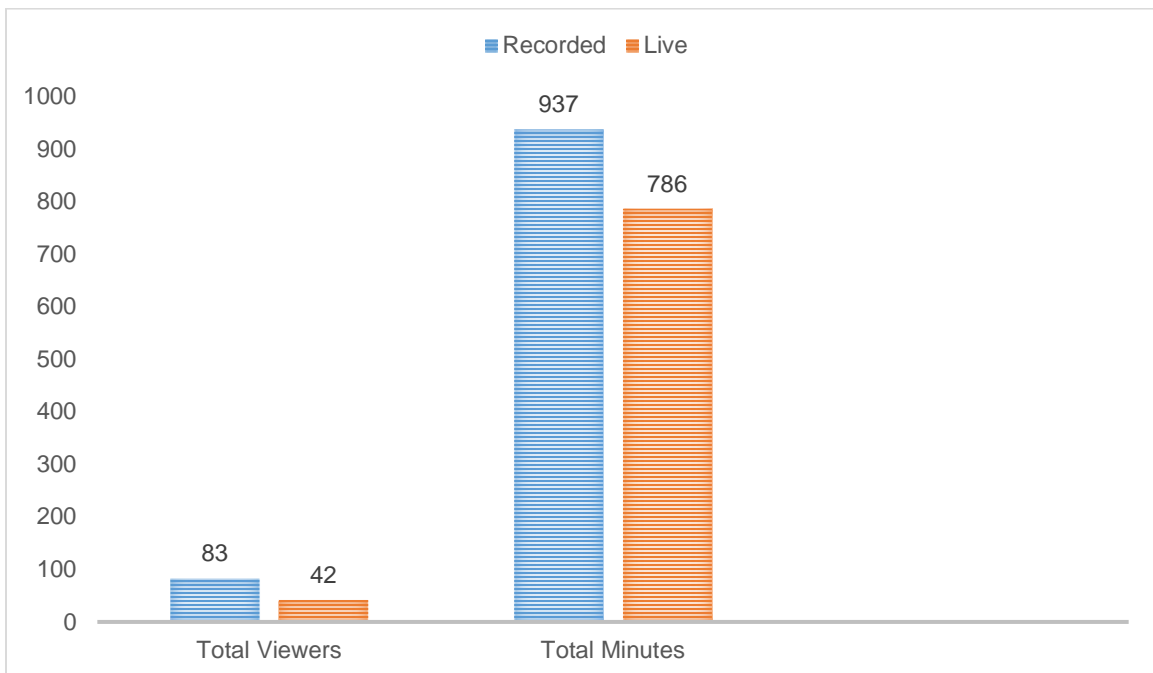
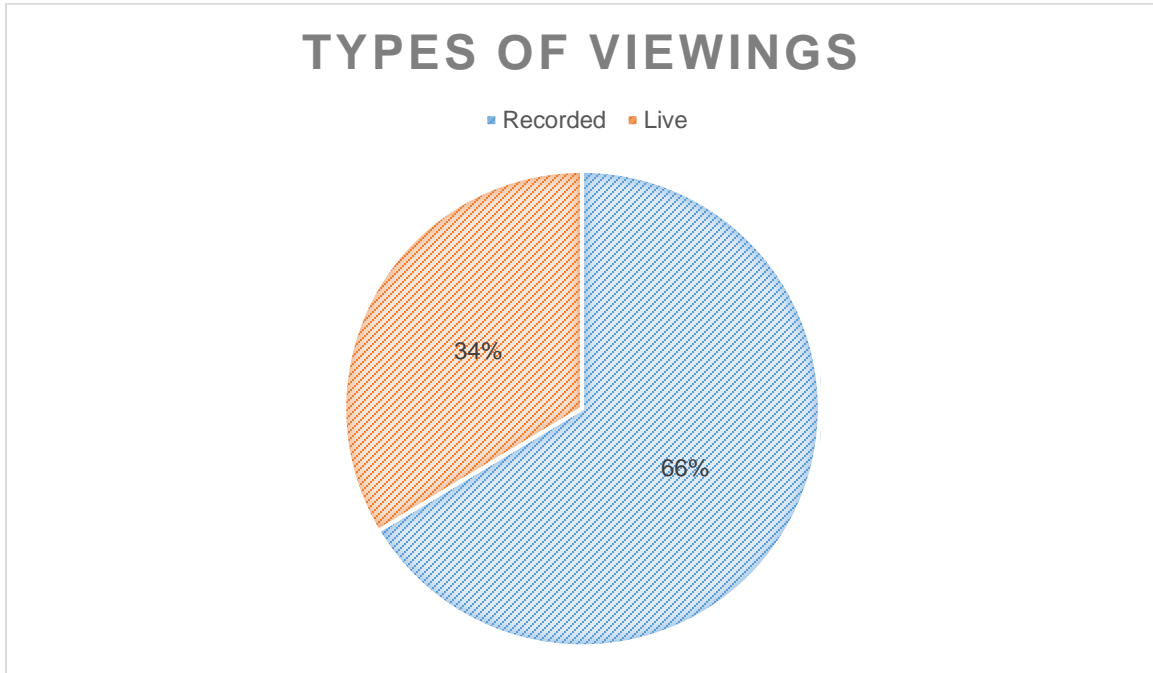
#### DATA ANALYSIS AND CONCLUSION SUMMARY:

*There was a lot of press coverage surrounding the City of Hobbs and its departments in the month of September, one of the topics being extremely unique (Baby Box Save) while others were closures that of course affect the entire community's services. With such a high reach on socials and increase in press attention, hopefully, we can capitalize on this throughout the holiday season and maintain high "green" numbers.*

## COMMUNICATIONS DEPARTMENT Monthly Report September 2023

### Livestreamed City Commission Meetings for September 2023 Insights

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).





# CITY OF HOBBS BUILDING DEPARTMENT

**Total Type of Construction  
for period ending September 01, 2023-September 30, 2023**

<b>Commercial</b>		<b><u>#OF PERMITS</u></b>	<b><u>VALUATION</u></b>	<b><u>FEES</u></b>
COMMERCIAL DEMOLITION	Commercial	2	\$39,000.00	\$120.00
COMMERCIAL ELECTRICAL	Commercial	27	\$40,500.00	\$3,506.00
COMMERCIAL FENCE	Commercial	2	\$18,400.00	\$20.00
COMMERCIAL REMODEL	Commercial	3	\$153,652.00	\$908.00
COMMERCIAL RE-ROOFING	Commercial	2	\$58,653.00	\$384.00
COMMERCIAL SIGN	Commercial	8	\$157,230.00	\$1,097.00
COMMERCIAL TOWERS	Commercial	2	\$75,000.00	\$420.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
INDUSTRIAL EXCAVATION	Commercial	3	\$4,500.00	\$75.00
NEW COMMERCIAL	Commercial	1	\$80,000.00	\$384.00
<b>TOTAL</b>		<b>51</b>	<b>\$628,435.00</b>	<b>\$7,014.00</b>

<b>Residential</b>		<b><u>#OF PERMITS</u></b>	<b><u>VALUATION</u></b>	<b><u>FEES</u></b>
RES SEWER TAP & EXCAVATION	Residential	6	\$7,500.00	\$1,990.00
RESIDENTIAL ADDITION	Residential	2	\$319,300.00	\$984.00
RESIDENTIAL CARPORT	Residential	2	\$77,160.00	\$444.00
RESIDENTIAL ELECTRICAL	Residential	42	\$61,500.00	\$3,610.00
RESIDENTIAL FENCE	Residential	5	\$60,000.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	5	\$227,900.00	\$300.00
RESIDENTIAL REMODEL	Residential	10	\$67,199.00	\$600.00
RESIDENTIAL RE-ROOF	Residential	21	\$245,221.00	\$1,970.00
RESIDENTIAL SINGLE FAMILY	Residential	13	\$4,699,400.00	\$10,989.34
RESIDENTIAL SOLAR	Residential	5	\$303,894.00	\$1,488.00
RESIDENTIAL STORAGE	Residential	1	\$10,800.00	\$144.00
<b>TOTAL</b>		<b>112</b>	<b>\$6,079,874.00</b>	<b>\$22,569.34</b>

COMMERCIAL		51	\$628,435.00	\$7,014.00
RESIDENTIAL		112	\$6,079,874.00	\$22,569.34
<b>TOTAL COMBINED</b>		<b>163</b>	<b>\$6,708,309.00</b>	<b>\$29,583.34</b>



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
SEPTEMBER 2023**

**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	2022 Total	2023 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>		4	52	29

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's 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)

**September 2023**

**GRT Boundary (yearly):** Updated annexation(s) to the GIS and shared with New Mexico Taxation and Revenue Department as part of the yearly tax boundary update

**LCCA & Motorola NG911 Meeting:** Meeting to discuss Next Gen 911 and status of e911 data. Error report reviewed and changes need to correct errors.

**Automated GIS (update):** The GIS Division spent a few days researching ways to help make up for the loss of staff using automation. The information found during this research has the potential to allow the GIS Division to provide much more advanced self-servicing tools to both the public and internal departments, including very basic map creation automation.

**HPD GIS Special Project:** Collaboration with HPD, LCCA and GIS Division to integrate LCCA data and ERSI analysis tools to better serve HPD.

**The Month's Buffer Maps:** During the month of September the GIS Division completed the following buffer maps (1) for use in Cannabis or Liquor License application. Downtown Liquor Map (Reverse Buffer Map for all of Downtown);



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
SEPTEMBER 2023**

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

<b>Land Development</b>	2015	2016	2017	2018	2019	2020	2021	2022
Annexations	1.37	1.31	0	163.23	0	1.3	0	95.44
Subdivisions	8	1	3	1	5	4	6	10
Lots Gained	304	102	13	42	186	197	160	196
Summary Subdivisions	44	33	42	31	47	41	31	40

City Commission Planning Summary:

September - The City Commission reviewed and considered the following:

- Approved Resolution #7397, approving a Fair Share Development Agreement for the extension of complete public infrastructure (Water, sewer, street, curb, and gutter) within the Roth Road ROW.
- Approved Resolution #7398, approving an Infrastructure Oversize and Over Depth Development Agreement for public infrastructure within the Del Norte Parkway ROW (west of Grimes).
- Adopted Ordinance #155 an annexation of +/- 0.806 acres being a portion of a parent parcel located southwest of the intersection of Millen and Grimes.

Planning Board Summary:

September - The Planning Board reviewed and considered action on 1 item in a Regular Meeting:

- Reviewed and Considered the Final Plan for Meadowlands Unit II, located northwest of the intersection of Ponderosa and Ja-Rob, as submitted by property owner, Lemke Development, Inc.

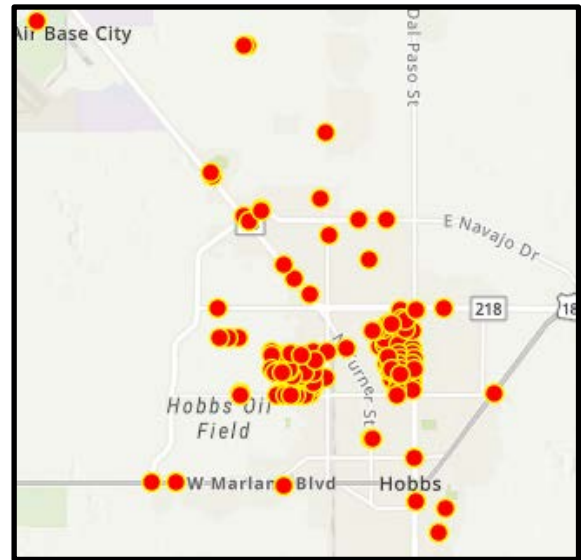
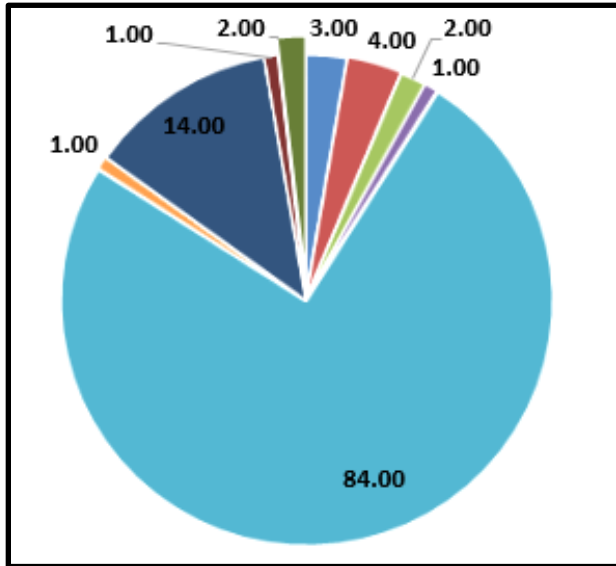


**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
SEPTEMBER 2023**

**TRAFFIC DIVISION:**

The City of Hobbs has 42 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1829 STOP signs, 354 warning signs, 2489 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

**Total 1,326 tracked intersections**



- 18. LED Module Replace = 3
- 28. Pole & Anchor Replace = 2
- 31. Inspected Intersections = 84
- 36. 811 / Line Spot Hours = 14
- 08. Signal Head Straightened = 2

- 27. Pole Straighten / Re-bolted = 4
- 29. Safe Hit Install / Replace = 1
- 32. Int in Flash or Malfunction = 1
- 43. Battery Backup System Service = 1

**Major Damage:**

- No major damages for the month of September.

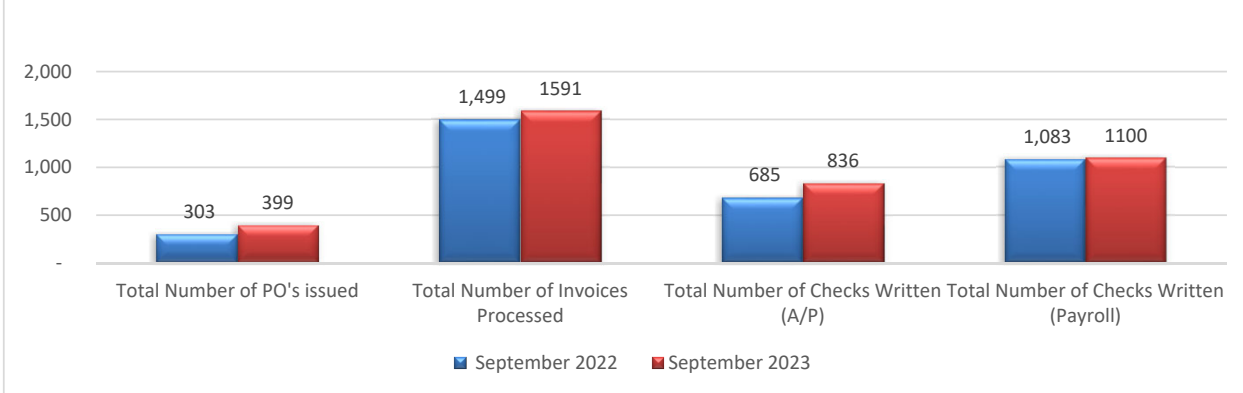
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2024**

Cash Statistics	September 2022	September 2023
Beginning Cash Balance	145,126,477	180,206,951
Monthly Cash In (Revenue - all funds)	14,595,156	11,891,039
Monthly Cash Out (Expenditures - all funds)	8,190,570	11,570,493
<b>Ending Cash Balance</b>	<b>151,531,063</b>	<b>180,527,497</b>

**Finance Transaction Statistics**

	September 2022	September 2023		
Total Number of PO's issued	303	399	daily average	20
Total Number of Invoices Processed	1,499	1591	daily average	80
Total Number of Checks Written (A/P)	685	836	weekly average	209
Total Number of Checks Written (Payroll)	1,083	1100	bi-weekly average	550

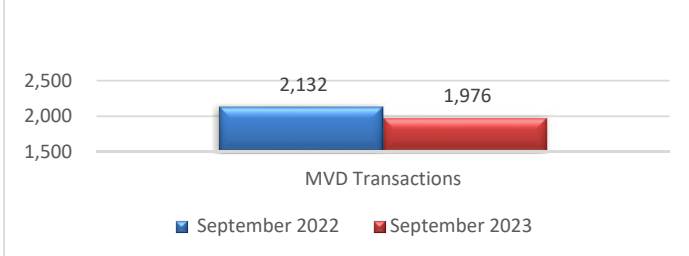
**Financial Transaction Averages**



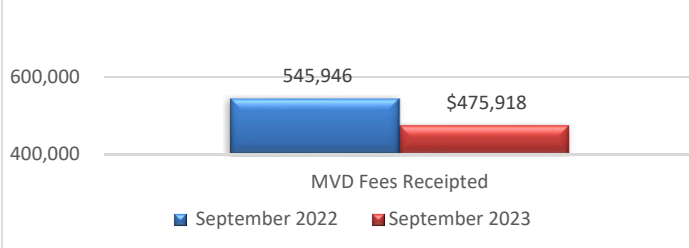
MVD Statistics	September 2022	September 2023
MVD Transactions	2,132	1,976
MVD Fees Received	545,946	\$ 475,918

daily average	99
daily average	\$ 23,796

**MVD Transaction Averages**



**MVD Fees Received**



**September - 2023**

**General Services - Garage**

In September - 2023 The City Garage had a total of 221 Repair Orders/Invoices. Of the 221 R.O./Invoices, 162 were repaired in house and 59 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 73,248.40 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	13	0	1,722.35	1,360.00	0.00	0.00	3,082.35
Accident Repair	0	0	0.00	0.00	0.00	0.00	0.00
Air Intake	1	0	0.00	102.00	0.00	0.00	102.00
Antifreeze	0	0	0.00	0.00	0.00	0.00	0.00
APM/BPM/CPM	29	10	4,307.47	2,771.00	1,071.13	570.00	8,719.60
Body & Sheet Metal	0	0	0.00	0.00	0.00	0.00	0.00
Brakes	8	2	1,627.99	850.00	179.79	541.00	3,198.78
Charging	11	0	1,690.64	1,139.00	0.00	0.00	2,829.64
Clutch	1	0	834.72	170.00	0.00	0.00	1,004.72
Cranking	0	0	0.00	0.00	0.00	0.00	0.00
Differential	0	0	0.00	0.00	0.00	0.00	0.00
Drive Shaft	2	0	16.20	68.00	0.00	0.00	84.20
Engine	4	0	1,026.89	1,122.00	0.00	0.00	2,148.89
Exhaust	1	0	1,741.82	204.00	0.00	0.00	1,945.82
Filters	3	0	96.82	85.00	0.00	0.00	181.82
Front Axle	0	0	0.00	0.00	0.00	0.00	0.00
Fuel System	1	0	115.33	136.00	0.00	0.00	251.33
Hydraulics	3	0	132.88	357.00	0.00	0.00	489.88
Ignition	1	0	10.00	323.00	0.00	0.00	333.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	0	0	0.00	0.00	0.00	0.00	0.00
Lighting	6	1	1,984.01	1,020.00	518.40	200.00	3,722.41
Miscellaneous Maintenance	36	18	3,762.72	2,703.00	3,558.00	2,430.00	12,453.72
Radio Equipment	1	0	0.00	68.00	0.00	0.00	68.00
Rear Axle/Drive	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	1	0.00	0.00	0.00	0.00	0.00
Service Calls	9	0	0.00	986.00	0.00	0.00	986.00
Steering	0	0	0.00	0.00	0.00	0.00	0.00
Suspension	1	3	200.00	102.00	362.74	789.90	1,454.64
Sweeper Brooms	1	0	200.00	0.00	0.00	0.00	200.00
Tires	17	11	7,648.08	2,686.00	5,973.17	904.00	17,211.25
Towing Vehicles	0	1	0.00	0.00	0.00	231.00	231.00
Transmission	2	1	307.82	170.00	4,689.00	1,300.00	6,466.82
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wash Job	0	9	0.00	0.00	0.00	805.00	805.00

Wheels/Hub	11	1	3,554.53	1,513.00	0.00	210.00	5,277.53
<b>Monthly Total</b>	<b>162</b>	<b>59</b>	<b>30,980.27</b>	<b>17,935.00</b>	<b>16,352.23</b>	<b>7,980.90</b>	<b>73,248.40</b>

		# of R.O./Inv	Parts	Labor	Total
City Garage		162	30,980.27	17,935.00	48,915.27
Vendor		59	16,352.23	7,980.90	24,333.13
		221	47,332.50	25,915.90	73,248.40

# September 2023 Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
264 HRS.	Street Sweeping
32 HRS.	Building Brooms
136 HRS.	Cold Mix Patching
32 HRS.	Crack Seal
168 HRS.	Alley Maintenance
200 HRS.	Storm Sewers and Inlets
75 HRS.	Maintenance
32 HRS.	Work in the Welding Shop
32 HRS.	Hot Mix
16 HRS.	Stocking Material
144 HRS.	Meetings
32 HRS.	Cemetery
24 HRS.	Haul Trash

The total amounts of material hauled or used:

Quantity	Material
288 YDS	Sweepings
12 BLOCKS	Crack Seal
82 YDS	BTAP
120 YDS	Alley Material
11 YDS	Cold Mix Used
102 YDS	Trash Hauled
5 YDS	Hot Mix Used

Calls responded to:

Number	Type
18	Dispatched – accidents, spills, debris
12	Requests
2	Block Party Barricades



# FIRE SUPPRESSION/PREVENTION

September 2023

## ALARMS

Alarms (City)	143
Alarms (County)	29
Total Alarms	172

## FIRE RESPONSE BY STATION

Station 1	69
Station 2	35
Station 3	45
Station 4	23

## ZONES

Zone 1 (NW City) 52	Zone 5 (NW County) 10
Zone 2 (NE City) 39	Zone 6 (NE County) 4
Zone 3 (SE City) 38	Zone 7 (SE County) 3
Zone 4 (SW City) 14	Zone 8 (SW County) 5
Out of District 7	

## MOST COMMON DAY/TIME

Saturday (0800 - 0859 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	2:24
Station 2	0:38
Station 3	0:46
Station 4	1:10
<b>Average</b>	<b>1:03</b>

## STRUCTURE FIRES

Structure Fires - 5

## FALSE ALARM RESPONSE

False Alarms - 29

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	6:15
Station 2	4:20
Station 3	3:48
Station 4	5:09
<b>Average</b>	<b>6:01</b>

## TRAINING HOURS

Fire Training	612
EMS Training	74

## PREVENTION PROGRAMS

Fire Investigations	8
Fire/Safety Inspections	60
Smoke Detectors Installed	7
Public Education Activities	0
Plan Reviews	10
Burn Permits Issued	2

# EMERGENCY MEDICAL SERVICES

September 2023

## EMS RUN BREAKDOWN

City Response	683
County Response	56
Total Responses	739

## ZONES

Zone 1 (NW City)	301	Zone 5 (NW County)	20
Zone 2 (NE City)	120	Zone 6 (NE County)	26
Zone 3 (SE City)	155	Zone 7 (SE County)	1
Zone 4 (SW City)	107	Zone 8 (SW County)	9

## AVERAGE RUN TIMES

Enroute:	2.00
At Scene:	4.75
On Scene Time:	10.01
To Destination:	15.01
Back in Service:	26.54

## MOST COMMON DAY/TIME

Friday from 1200-1400

## MOST COMMON COMPLAINT

Sick person 74

## OUT OF TOWN TRANSFERS

Lubbock	5
Midland	0
Odessa	1
Roswell	2
Carlsbad	1
Airport	23
Helipad	36

## CARDIAC ARREST RESPONSES

Cardiac Arrest	7
ROSC	2
ROSC = Return of Spontaneous Circulation	

## EMS BILLING

Billed	\$*****
Collected	\$*****

\*Image trend report still pending



# Hobbs Express

Monthly Report - SEPTEMBER 2023

<b>Passenger Activity</b>	<i>Prior Month</i> <b>Aug-23</b>	<i>Reporting Month</i> <b>Sep-23</b>
No. of Elderly Passengers	842	803
No. of Non-Ambulatory Passengers	156	143
No. of Disabled Passengers	363	353
No. of Other Trips	3183	3487
<b>Total Passenger Trips</b>	<b>4544</b>	<b>4786</b>

<b>Total Bus Route Trips</b>	2948	2811
<b>Total Demand Response/Paratransit Trips</b>	1596	1975
<b>Total Passenger Trips</b>	<b>4544</b>	<b>4786</b>

<b>Vehicle Statistics</b>	<i>Reporting Month</i> <b>Aug-23</b>	<i>Reporting Month</i> <b>Sep-23</b>
Total Vehicle Hours	741.75	676.5
Total Vehicle Miles	8,665	7,634

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
Total Fares Collected	\$0.00	\$0.00



# HOBBS POLICE DEPARTMENT

October 1, 2023

To: Chief August Fons  
 Deputy Chief Shane Blevins  
 Captain Marina Barrientes  
 Superintendent Jessica Silva

From: Code Enforcement Officer David Gough

Subject: Code Enforcement End of Month Report (September)

## CODE ENFORCEMENT END OF MONTH REPORT (SEPTEMBER 2023)

Code warnings	305
Code citations	31
Code calls	499
Animal warnings	39
Animal calls	292
Animal citations	22
Inoperable Vehicles	24
Parking Violations	34
Search Warrants	8

*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 Animal Adoption Center***

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

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

October 2, 2023

To: Chief Fons  
 Deputy Chief Blevins  
 Captain Barrientes  
 Superintendent Silva

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

September 2023

Intake:	Cats	Dogs
Dead On Arrival	25	10
Sterilization Only		41
Stray	23	53
Transfers In		
Unwanted	14	41
Quarantine	1	22
Clinic Visit shots	22	
Cat Trap, Neuter, Return	28	
<b>Totals:</b>	<b>113</b>	<b>167</b>
Dispositions:		
Adopted	25	44
Died at Facility		1
Dead on Arrival	25	11
Euthanized	6	33
Rescued	4	15
Return to Owner	1	16
Sterilization Only	29	28
Escaped		
Clinic visit shots	22	13
<b>Totals:</b>	<b>112</b>	<b>161</b>

Total Revenue Collected:	Animal Pick Ups:	\$ 200
	Permits/Tags:	\$ 610
	Reclaims:	\$ 740
	Adoptions	\$
	Cat traps	\$ 140
	<u>Sterilizations:</u>	<u>\$2665</u>
		\$ 4355

HAAC currently has 61 dogs and 11 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning &amp; Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Tahoe/Missy/Code	76452-76634	182
0864	2005/Dodge	Spare	95913-95913	0
0833	2004/Chevy	Spare	96416-96501	85



# HOBBS POLICE DEPARTMENT

October 3, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

Re: September 23 Records Numbers

- Uniform Traffic Citations 376
- Warning Citations 61
- Misdemeanor Citations 1
- Arrest Reports 207
- Completed Reports 605
- Completed Supplements 186
- Completed Accident reports 77
- Criminal Trespass 47
- Warrants 99
- Recalled warrants 28
- IPRA Requests 410
- Discovery Requests 182

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# HOBBS POLICE DEPARTMENT

October 3, 2023

To: Danny Garrett, Captain of Agency Support

From: Linda Saiz, Records Administrator

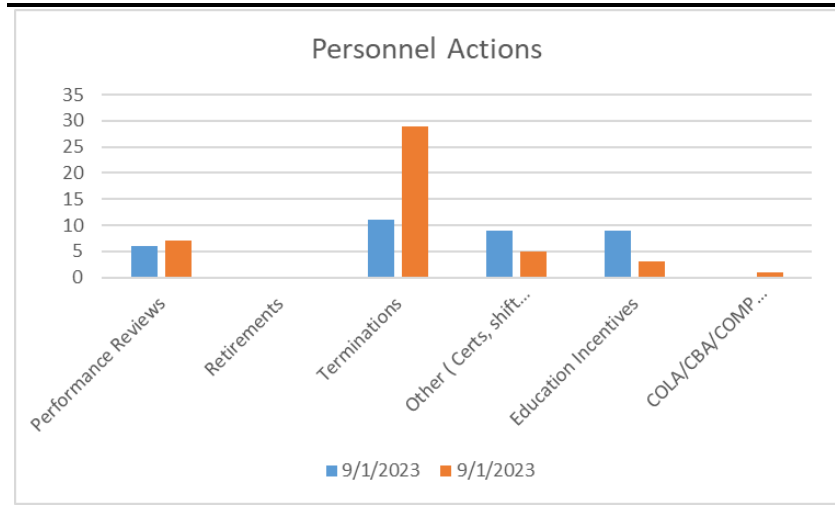
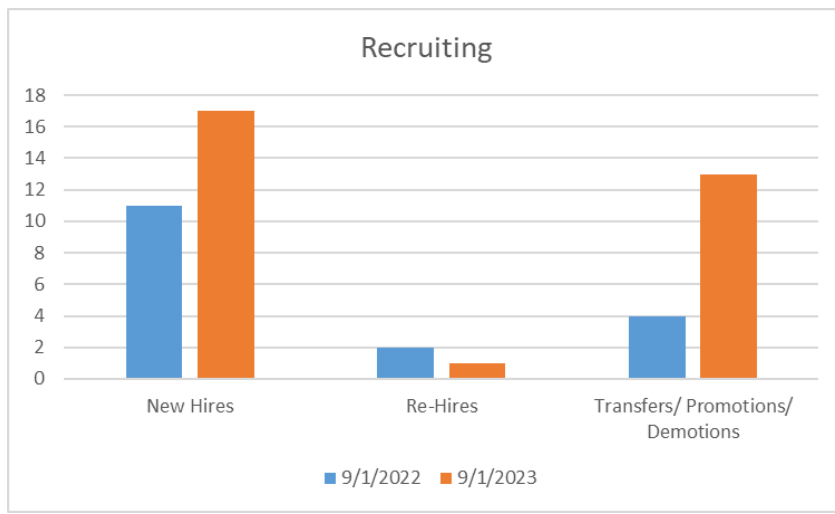
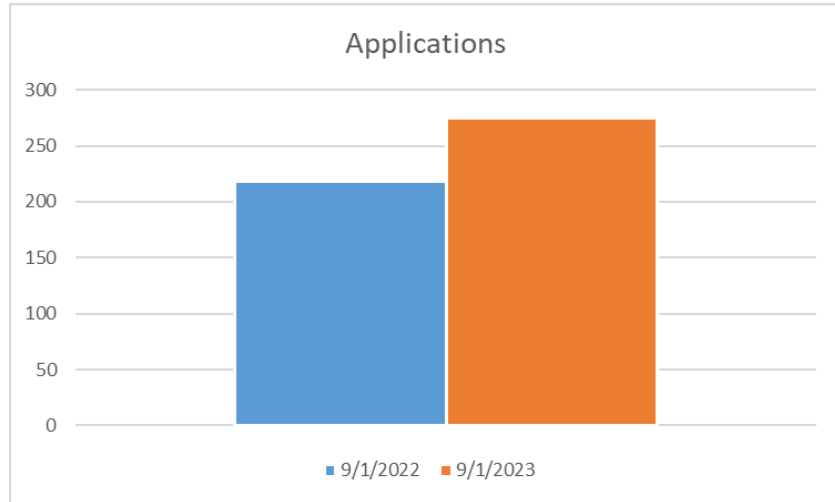
Re: September 23 Monthly Stats

Sept 2022/2023	TOTAL RPTS	TOTAL RPTS	%CHNG	Year to Date	Year to Date	%CHNG
	2022	2023	2022/2023	2022	2023	
REPORTED CRIMES	456	356	-22%	3,878	3,692	-5%
CALLS FOR SERVICE	5,172	3,907	-24%	37,159	36,487	-2%
ARRESTS	202	207	2%	1,599	1832	15%
MURDER	0	1	100%	3	7	133%
RAPE	6	2	100%	45	25	-44%
ROBBERY	3	1	-67%	29	28	-3%
ASSAULTS AND BATTERY	83	75	-10%	796	763	-4%
BURGLARY	42	41	-2%	431	563	31%
LARCENY	71	69	-3%	579	584	1%
SHOPLIFTING	23	24	4%	290	268	-8%
AUTO THEFT	25	18	-28%	208	176	-15%
ARSON	1	1	0.00%	12	10	-17%
FORGERY	1	1	0%	6	4	-33%
FRAUD	1	6	700%	94	65	-31%
EMBEZZLEMENT	3	2	-33%	16	18	13%
REC. STOLEN PROPERTY	1	0	-50%	6	6	0%
VANDALISM	107	62	-42%	944	856	-9%
WEAPONS OFFENSES	8	1	-88%	29	26	-10%
DOMESTIC VIOLENCE	27	28	4%	307	323	5%
ASSAULTS/BATTERY ON PO	3	2	-33%	57	35	-39%
SHOOTING AT/FM MV OR DWELLING	3	3	0%	73	68	-7%
CITATIONS ISSUED	584	376	-36%	3,984	3,293	-17%
DWI	13	15	15%	55	75	36%
TRAFFIC CRASHES	100	77	-23%	830	799	-4%

August Fons, Interim Chief of Police  
 300 N. Turner • Hobbs, New Mexico 88240  
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## Application Source

source	total	total %
<a href="#">Billboard / Sign</a>	2	0.73
<a href="#">Chamber of Commerce Website</a>	1	0.36
<a href="#">City of Hobbs Website</a>	88	32.00
<a href="#">Facebook</a>	3	1.09
<a href="#">Friend / Family</a>	30	10.91
<a href="#">Governmentjobs.com</a>	17	6.18
<a href="#">Indeed.com</a>	89	32.36
<a href="#">Job Fair</a>	1	0.36
<a href="#">LinkedIn</a>	1	0.36
<a href="#">Municipal League</a>	3	1.09
<a href="#">New Mexico Department of Labor</a>	4	1.45
<a href="#">Newspaper</a>	3	1.09
<a href="#">Other</a>	31	11.27
<a href="#">Radio</a>	0	0.00
<a href="#">Recruiter</a>	2	0.73
<a href="#">Unknown</a>	0	0.00
<b>Totals</b>	<b>275</b>	<b>100.00</b>

## New Position Postings for September

CLERK ASSISTANT	CEMETERY MAINTENANCE WORKER
CORE GUEST SERVICES COORDINATOR	PARKS MAINTENANCE LEAD WORKER
CORE LIFEGUARD PART TIME	RECORDS TECHNICIAN
CORE SEASONAL SLIDE ATTENDANT	SPORTS FIELD MAINTENANCE WORKER
GIS TECHNICIAN	WW CONTROL OPERATOR FOREMAN
ACCOUNTING SPECIALIST	WW MAINTENANCE FOREMAN
SENIOR CENTER DIRECTOR	UTILITY MAINTENANCE FOREMAN

## Safety Skills Training:

- Driver Safety

## Team Involvement:

- Diana Campos and Tracy South attended a business Law update workshop provided by SENM SHRM group
- HR Team members assisted with the set up for Fire Chief Interviews
- Conducted New Hire Orientation

## 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 78+ 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)**
- ❖ **Outdoor Public Bulletin Boards (3 units)**
- ❖ **Audio/Video**
  - Commission Chambers
  - Livestream regular, special and work session meetings
  - Meeting Rooms
  - Portable
  - Cable TV
  - Video/Virtual Conferencing
  - KHBX LP radio station and remotes

Total Tickets ⓘ

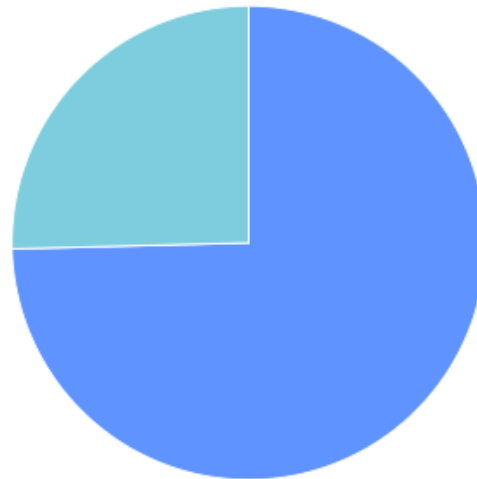
307

Avg Tickets/day ⓘ

10

Inflow by Channel ↗

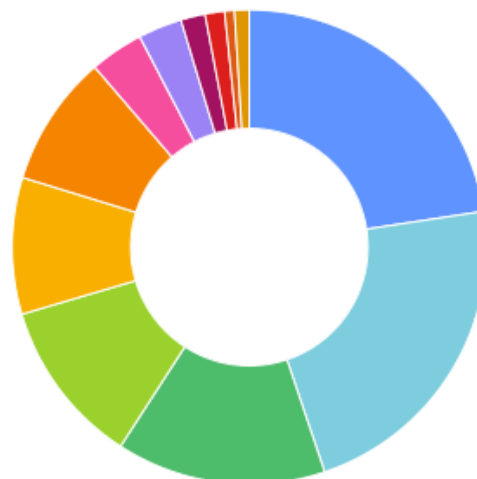
Pie Chart



- Email 229
- Admin Panel 78
- API 0
- Chat 0
- Contact Form 0
- Facebook 0
- Messaging 0
- MS Teams 0
- Phone 0
- Scheduled Ticket 0
- Slack 0
- Others 0

Issue Type ↗

Donut Chart



- Software 68
- Email 67
- Hardware 43
- Webpage 34
- User setup 28
- Phone 27
- PC Setup 11
- Network 9
- Password Reset 5
- Other 4
- 2FA 2
- Others 3

City Manager's Report  
Municipal Court – September 2023

Monthly Cases:

Traffic Citations	376
Misdemeanor Citations	15
Environmental Citations	48
Fire Code Violations	0
AGG. DWI	0
DWI – 1 <sup>st</sup>	0
DWI – 2 <sup>nd</sup>	<u>0</u>
Total	439

Courtroom Activity:

Video Arraignments (Jail)	96
Court Appearances – A.M.	31
Court Appearances- P.M.	98
Virtual Court	2
Special Settings	4
Pretrial Court Appearances – A.M.	36
Pretrial Court Appearances – P.M.	37
Attorney Pretrial	16
Trial/Change of Plea Cases/PV Hearing	<u>28</u>
Total	348

Other Activity:

Summons issued	489
Warrants issued	<u>161</u>
Total	650

Fines/Fees Assessed based on Conviction:

Fines	\$43,560.00
Fee	<u>\$15,899.00</u>
Total	\$59,459.00

Fines/Fees Collected:

Fines	\$37,928.25
Penalty Assessment Fee	3,296
Automation Fee	2,513
Judicial Education Fee	1,263
Correction Fee	8,298
DWI Prevention Fee	43.00
DWI Lab Fee	<u>121.00</u>
Total	\$53,462.25

# Parks & Open Spaces Department

## September 2023 Report



IT ALL HAPPENS HERE.™

1. Cemeteries had 12 interments
2. 10 new solar roadway lights installed at PHMP; 83 irrigation station were brought back online at PHMP/PHC
3. POSD hosted 1<sup>st</sup> Annual Splash Bash Event at City Park – well attended
4. Graffiti had 4 reported locations
5. Parks completed 7 environmental lots
6. Rockwind hosted New Mexico Open and received multiple compliments for great course conditions
7. Rockwind completed a course wide aerification after NMO tournament
8. POSD assisted with the Large Item Pick Up
9. USSSA kicked off season for Adult Slow Pitch at Zia Plex
10. USSSA Youth Baseball hosted tournament
11. Youth Soccer kicked off at MLK Soccer Plex
12. Boys & Girls Club start flag football season



Parks & Open Spaces Department





### Membership & Participation Detail

Member Visits	24,506
Guest Visits	2,490
Classes	168
Tour Participants	52
Rentals Count	38
Annual and Monthly Memberships Sold in Month	692

#### 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 September 2023:

	<u># Meals</u>	<u>Donations Received</u>
September 2023 Congregate Meals Served	1,403*	\$1,537.83*
September 2023 Home Delivered Meals	<u>2,344</u>	<u>\$1,304.00</u>
September 2023 <b>Totals</b>	3,747	\$2,841.83
<b>For comparison August 2023 Totals</b>	3,632	\$2,778.23

*\*Includes one (1) Guest Under 60 Meal Served @ \$12.00*

Duplicate Recreation Activities:	537	Exercise:	503
Transportation/Transportation Donations:	193/\$95	Assessment/Reassessment:	86

#### Recreation

- Hosted a Movie Under the Stars event at the Del Norte Park
- Hosted the Dog Daze of Summer event at Del Norte Pool
- The Mother/Son Dance, the first of its kind, was held at the Rockwind Community Links Clubhouse
- Recreation staff assisted with planning for the Splash Bash at City Park
- There were 95 Park Pavilion rentals during the month

#### Aquatics

- Aquatics staff continue to provide mandatory weekly in-service trainings for Lifeguards
- Del Norte Pool has been drained and cleaned and the winterization process has begun
- The boiler at Del Norte Pool was repaired
- The last event of the summer at Del Norte Pool was the Dog Daze of Summer event which was held on September 9
- Splash Pads are operational on Saturdays and Sundays through the end of September
- Tsunami Swim & Dive had a total of 30 participants for the month



## Rockwind Community Links Clubhouse

During September, Rockwind hosted three very successful events: The New Mexico Open, the El Paso Eastwood High School Tournament, and the University of the Southwest Tournament. The New Mexico Open was very successful with 147 golfers from fourteen states and four countries participating. The course was in phenomenal condition for this event. After the New Mexico Open event concluded, the course was closed so that fall aerification of greens, tee boxes and collections areas could be performed. This is vital to keeping the golf course healthy and in great shape for the long run.

Department	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	26	\$128.52	\$0.00	\$128.52	\$0.00	\$6.48	\$135.00
Driving Range	445	\$1,799.28	\$0.00	\$1,799.28	\$0.00	\$91.22	\$1,890.50
Golf Cart Rental Fees	1159	\$18,749.11	\$0.00	\$18,749.11	\$0.00	\$945.57	\$19,694.68
Green Fees	2071	\$21,402.09	\$0.00	\$21,402.09	\$0.00	\$1,072.44	\$22,474.53
Hard Goods Sales	767	\$17,533.98	(\$136.16)	\$17,397.82	\$12,501.28	\$870.37	\$18,268.19
Membership Fees	2	\$1,380.94	\$0.00	\$1,380.94	\$0.00	\$69.06	\$1,450.00
Soft Goods Sales	562	\$17,432.48	(\$543.15)	\$16,889.33	\$10,272.62	\$845.13	\$17,734.46
Food & Beverage	47	\$111.86	\$0.00	\$111.86	\$44.65	\$5.64	\$117.50
Totals for Revenue	5079	\$78,538.26	(\$679.31)	\$77,858.95	\$22,818.55	\$3,905.91	\$81,764.86
<b>Grand Total:</b>	<b>5079</b>	<b>\$78,538.26</b>	<b>\$ (679.31)</b>	<b>\$ 77,858.95</b>	<b>\$ 22,818.55</b>	<b>\$ 3,905.91</b>	<b>\$ 81,764.86</b>

## KEY PERFORMANCE INDICATORS

**Sep-23**

<b>Total Pre-Tax Revenue</b>	<b>\$77,858.95</b>
<b>Total Rounds</b>	<b>2071</b>
<b>Avg Green Fee plus Cart Fee per Round</b>	<b>\$20.05</b>
<b>Total Merchandise Sales</b>	<b>\$34,287.15</b>
<b>Merchandise Sales Per Round</b>	<b>\$16.56</b>
<b>F&amp;B Sales Per Round</b>	<b>\$ 0.05</b>
<b>COGS Hard Goods</b>	<b>72%</b>
<b>COGS Soft Goods</b>	<b>61%</b>
<b>COGS F&amp;B</b>	<b>40%</b>
<b>Rounds w/Carts</b>	<b>56%</b>
<b>Total Revenue per Round</b>	<b>\$ 37.59</b>

**GREEN FEE BREAKDOWN**

EZLinks Prepaid	
GolfNow Prepaid	0
Summary for EZLinks Prepaid	<u>0</u>
Player's Pass 18 Walk	93
Summary for Player's Pass	<u>93</u>
Li'l Rock Adult Resident	184
Li'l Rock Adult Non-Resident	0
Li'l Rock Jr. Comp w/Adult	5
Li'l Rock Junior Resident	0
Li'l Rock Junior Non Resident	0
Li'l Rock Replay	0
Li'l Rock Player's Pass	0
Li'l Rock Team Comp	80
FootGolf Adult	0
FootGolf Junior Comp	0
Summary for Par 3	<u>269</u>
Public 18	86
Public 9	0
Public Junior	1
Public Senior	5
Public Twilight	8
Public Replay	7
Specials	0
Youth on Course	1
PGA/GCSAA COMP	0
Summary for Public	<u>108</u>
Punch Pass	11
Summary for Punch Pass	<u>11</u>
Rain Check	0
Summary for Rain Check	<u>0</u>
Resident 18	779
Resident Junior	3
Resident Senior 18	75
League Fee	18
Complimentary Round	0
Resident Twilight	11
Team Practice Round	176
Resident 9	47
Marshal/Team Green Fee	8
Resident Replay	0
Summary for Resident	<u>1117</u>
Tournament Fees	<u>473</u>
Summary for Tournament - Public	<u>473</u>
Grand Total:	<b>2071</b>

## **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 hosted a variety of games and events during September
- The climbing wall at the Teen Center is now open to families every Tuesday



## RISK MANAGEMENT REPORT

September 2023

---

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 1 applications for notary bond.
- Coordinated the purchase of an emergency alert system for the City of Hobbs.
- Met with insurance agents to review renewal applications/process.
- Endorsed 1 new vehicles and/or equipment to city's insurance policy.
- Reviewed 32 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 13 property damage incidents on behalf of the City of Hobbs.
- Sent 1 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		2022	2023	
<b>CLASS</b>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>August 2022</u>	<u>ACTIVE</u> <u>ACCOUNTS</u>	<u>Billed gallons</u> <u>August 2023</u>
Residential	11,776	138,459,210	11,900	160,444,335
Commercial	1,801	55,305,626	1,833	63,888,494
City Accounts	209	33,639,350	212	33,001,967
School Accounts	62	13,411,290	62	15,906,841
Irrigation	264	14,030,875	260	15,113,230
Unbilled Maintenance		1,500,000		2,800,000
	<b>14,112</b>	<b>256,346,351</b>	<b>14,267</b>	<b>291,154,867</b>

LABORATORY	September 2022	September 2023
Total Drinking Water Tests	55	49
Total Wastewater Tests	758	726
Liquid Waste Received (gallons)	125,980	110,535

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	96.723	100.338
Effluent (Million Gallons)	89.176	96.595
Solids Removed (Dry Pounds)	98,313	123,899
No centrifuge run in May 2023		

## WATER PRODUCTION REPORT - SEPTEMBER 2023

<b>WATER PRODUCED</b>	
Total monthly water produced, million gallons	22,945,100
Total monthly water distributed, million gallons	22,950,200
<b>CHLORINE</b>	
Monthly chlorine average residual, milligrams/liter	0.49
Monthly chlorine gas dosed to system (lbs)	1,727
<b>MICROBIOLOGY</b>	
Bacteria tests, routine	40
Positive results	0
<b>PUBLIC SERVICE</b>	
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 SEPTEMBER 2023

### WORK DESCRIPTION

Meter lid replacement	35
Meter box replacement	25
Meter stop / valve replacement	30
Meter change out 3/4"	50
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	65
Set new 1" meter	0
Set new 2" meter	0
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	1
Service lateral leaks/repair	120
Service lateral replacement	6 qty - 120 feet
New Service Lateral	6 qty - 200 feet
Low water pressure investigation	5
Water quality investigations	0
Main line leaks/repair	8
Main line replacement (feet)	85
Valve maintenance	150
Valve new install/replacement	0
Fire hydrant maintenance	180
Fire hydrant repair/replacement	8
Fire hydrant meter maintenance	2
Fire hydrant meter set	3
New fire hydrant installed	28
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	2,800,000
Miscellaneous afterhour calls	15
Emergency Call Outs (From 6:00pm to 7:00am)	82

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	100
Manholes cleaned	65
Sewer main line cleaned (feet)	10,000
Sewer stoppages	40
Sewer main line video inspections	3
Odor complaints	5
Sewer pre-treatment additives	110 gallons
Property damage from sewer	0
Sewer main line repair/replacement	0

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	2

<b>UTILITIES MONTHLY PLUMBER REPORT SEPTEMBER 2023</b>	<b>QUANTITY</b>
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Sewer stoppages	11
Odor complaints	2
Water leaks	24
Pool maintenance	0
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	27