



CITY MANAGER'S MONTHLY REPORT

September 2022

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



Mayor

Sam D. Cobb

City Commission

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

CITY MANAGER

City Manager
Executive Assistant

Manny Gomez
Julie Nymeyer

LEGAL DEPARTMENT

City Attorney
Deputy City Attorney
Assistant City Attorney

Efren Cortez
Valerie Chacon
Rocio Ocano

CITY CLERK'S OFFICE

City Clerk
Deputy City Clerk
Public Transportation

Jan Fletcher
Mollie Maldonado
Jacque Pennington

LIBRARY SERVICES

Library Director

Sandy Farrell

CITY ENGINEER

City Engineer
Planning
Building Official

Todd Randall
Kevin Robinson
Scott Shed

MUNICIPAL COURT

Municipal Judge
Municipal Court Clerk

Bobby Arther
Shannon Arguello

COMMUNICATIONS DEPT.

Communications Director

Meghan Mooney

PARKS & OPEN SPACES DEPT.

POSD Director
Parks/Cemetery
Golf Course/Trail
Sports Fields

Bryan Wagner
Wade Whitehead
Matt Hughes
Dustin Sharp

FINANCE DEPARTMENT

Finance Director
Assistant Finance Director
Motor Vehicle Dept.

Toby Spears
Deborah Corral
Irene De La Cruz

RECREATION DEPT.

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

Doug McDaniel
Lyndsey Henderson
Ben Kirkes
Michal Hughes
Angela Courter

FIRE DEPARTMENT

Fire Chief
Deputy Fire Chief

Barry Young
Mark Doport

POLICE DEPARTMENT

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
Tommy Trevino
Shawn Smith
Eddie Trevino
Anthony Maldonado

UTILITIES DEPARTMENT

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

Tim Woomer
Bill Griffin
Todd Ray
Kaylyn Lewis

HUMAN RESOURCES DEPT.

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

Nicholas Goulet
Tracy South
Selena Estrada

INFORMATION TECHNOLOGY DEPT.

I.T. Director
Assistant I.T. Director

Christa Belyeu
Matt Blandin



CITY MANAGER'S OFFICE

200 East Broadway
Hobbs, NM 88240

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

MANNY GOMEZ

City Manager

October 27, 2022

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

Attached is the City Manager's Monthly Report for the month of September, 2022. 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.

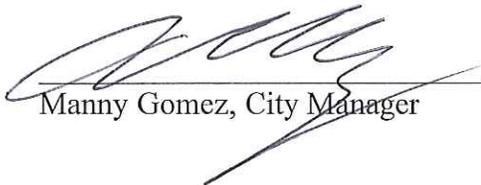
This month the City of Hobbs held the City Picnic at the CORE for all city staff and their families. The Kickball Tournament had 4 teams participate in a double elimination. The Hobbs Fire Department took 1st place, The Hobbs Police Department took 2nd and Communications took 3rd place.

The CORE in its entirety was opened to City Employees and their families and they enjoyed the SPLASH pool, gym with basketball and volleyball. Tee's Treats served an amazing meal to approximately 220 people.

On Sunday they had their annual bike ride and went to Cloudcroft and Timberon. There were 6 people for the ride and fun was had by all.

We want to thank everyone who had a part in this event and we look forward to it again next year!

Best regards,



Manny Gomez, City Manager



CITY CLERK'S OFFICE
Monthly Report - September 2022

	Jul-22	Aug-22	Sep-22
Business Registrations -New	22	24	26
Business Registrations - New Owner	0	1	1
Business Registrations- Change of Address	0	0	11
Renewals	10	11	83
Web Payment Renewals	0	0	0
Total Business Registrations Activity	32	36	121
Active Business Registrations for the Month	2193	2186	2130
Fireworks	0	0	0
Junk Yard Licenses	0	0	0
Liquor License	41	3	5
Mobile Business Licenses	5	0	3
Pawn Brokers	2	0	0
Secondhand Dealer's Licenses	2	0	0
Solicitor's Permit	2	0	0
Temporary Vendor's Licenses	0	0	0
Cemetery Deeds Issued/Processed	22	30	26
Public Documents Notarized	103	139	101
Public Records Request	34	48	43
Regular City Commission Meetings <i>9/6/22, 9/19/22</i>	2	2	2
Special City Commission Meetings <i>9/28/22</i>	0	0	1
City Commission Work Session/Closed Meetings	1	0	0
Notice of Potential Quorum <i>9/8/22, 9/14/22</i>	1	2	2
Resolutions and Ordinances Attested	15	11	20
Consideration of Approval	2	5	4
Total Volume of Transactions on Tyler Cashiering	346	381	510
Total Amount	\$ 1,695,307.37	\$ 673,684.59	\$ 445,119.71
Web Payments Online for All Departments	\$ -	\$ -	\$ -
Grand Total	\$ 1,695,307.37	\$ 673,684.59	\$ 445,119.71

COMMUNICATIONS DEPARTMENT

Monthly Report

September 2022

General Public Relations and Marketing Activity:

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.

The Communications Department distributed the following press releases and PSAs:

- Mosquito Spraying PSAs
- Delaney Spaulding Event (part of NMRPA Conference)
- DWI Checkpoints PSA on socials and shared through email press groups

CORE (Center of Recreational Excellence) – Special Events & Activities

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

- New CORE Back to School Aquatic Hours now posted and pinned at the top of Facebook Page.
- Challenge Nights – September – November (Fall Schedule) (Free with Facility Admission).
- Athlete Development – 8 Week Developmental Program for ages 13-15. Every Tuesday & Thursday from 4pm-5pm – August 9th – September 29th.
- Sports 101 – Class working on basic skills of soccer, basketball, football, t-ball (7-9y), and volleyball (10-12y). August 10th – September 2nd.
- Yoga Classes – Mommy & Me Yoga, Gentle Yoga, YogaFit.
- Adaptive Avengers – A recreational PE class for children & adults with special needs. Every Tuesday & Thursday from 10:30am – 11:30am for adults and 4:00pm – 5:00pm for school aged children K-12.
- Homeschool PE – Monthly Sessions (September 2022 – May 2023). Tuesdays & Thursdays – Elementary @ 10am and Middle & Highschool @ 11am.
- Turf Titans & Gym Giants (3-6y) – Every Monday & Wednesday at 10am.
- Ninja Warrior every Wednesday.
- TRX – Suspension training program.
- Zumba and XCO Latin by Jackie.
- Senior Games Activities – Track Walk, Pickleball, Soccer, and other varied activities.
- 50+ Pickup Games – Pickleball and Soccer.
- Food Trucks Wanted for all upcoming CORE events.
- You can now purchase CORE Day Passes online to speed things up when checking in.
- Halloween Spooktacular has been set for Monday, October 31st in conjunction with the Halloween Safe Stops.



COMMUNICATIONS DEPARTMENT

Monthly Report

September 2022

RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. The audio was taken from COVID-19 video(s) off Facebook for new recordings.

- Hosted biweekly radio recordings with City departments, local nonprofits, and other government agencies

CONVENTION VISITORS BUREAU MAIN FOCUSES LISTED EVENTS

- Hosted monthly Hoteliers Meeting
- Created and trained for new event bid sheets

DEPARTMENT HIGHLIGHTS

- Creation of COH Marketing Strategy for Q4 of 2022
 - Presented to City Manager; plans to present to the City Commission
- Tree Lighting Ceremony Committee meetings
 - Hosting different event vendors at meetings this year
- HPD officer recognition posts, including in the schools
- Provided the monthly Speaker Series Presentation; topic: Social Media Etiquette
- Attended SNM Public Affairs Working Group Meeting in Las Cruces, hosted by FBI PIO from Albuquerque: Frank Fisher
 - Made connections to host multi-agency mockup in Hobbs
- Began HPD Website Strategizing
- Filming of Swim Meet Welcome Video with Mayor Cobb, Senator Kernan, and Representative Scott
 - Event will be held at the CORE with an expected attendance of over 300
- NMRPA Conference Planning Committee Member
- City Employee Picnic Planning; Committee Member

COMMUNICATIONS DEPARTMENT
Monthly Report
September 2022

SOCIAL MEDIA INSIGHTS
for The City of Hobbs Pages



Facebook
August 2022

Post/Page Reach (people reached)	Followers	Page Visits
15,910 total (55.4% decrease)	70 new likes (45.3% decrease)	1,658 total (25.8% decrease)



Instagram
August 2022

Reach	Followers	Profile Visits
1,026 (24.6% decrease)	21 new (22.2% decrease)	134 (26.4% decrease)

Livestreamed City Commission Meetings for September 2022

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

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	98.7%	2,265	1,088
Live Viewers	1.3%	29	487
Total	100%	2,294	1,575

CITY OF HOBBS BUILDING DEPARTMENT

Total Type of Construction

for period ending September 01, 2022-September 30, 2022

Commercial		# OF PERMITS	VALUATION	FEES
COMM MECHANICAL	Commercial	11	\$16,500.00	\$2,008.50
COMM PLUMBING	Commercial	8	\$12,000.00	\$773.00
COMMERCIAL ADDITION	Commercial	1	\$6,600.00	\$72.00
COMMERCIAL CARPORT	Commercial	1	\$40,000.00	\$240.00
COMMERCIAL ELECTRICAL	Commercial	10	\$15,000.00	\$814.00
COMMERCIAL REMODEL	Commercial	2	\$1,090,400.00	\$2,085.60
COMMERCIAL SIGN	Commercial	3	\$11,485.00	\$168.00
COMMERCIAL TOWERS	Commercial	1	\$2,000.00	\$144.00
FIRE ALARM SYSTEM	Commercial	1	\$1,500.00	\$100.00
INDUSTRIAL EXCAVATION	Commercial	1	\$1,500.00	\$25.00
NEW COMMERCIAL	Commercial	2	\$442,000.00	\$420.00
		41	\$1,638,985.00	\$6,850.10

Residential		# OF PERMITS	VALUATION	FEES
RES MECHANICAL	Residential	32	\$48,000.00	\$2,300.00
RES PLUMBING	Residential	22	\$31,650.00	\$1,090.00
RES SEWER TAP & EXCAVATION	Residential	9	\$13,500.00	\$4,360.00
RESIDENTIAL ADDITION	Residential	1	\$2,700.00	\$48.00
RESIDENTIAL DEMOLITION	Residential	2	\$1,300.00	\$30.00
RESIDENTIAL DETACHED GARAGE	Residential	1	\$40,000.00	\$240.00
RESIDENTIAL ELECTRICAL	Residential	54	\$81,000.00	\$4,370.00
RESIDENTIAL FENCE	Residential	5	\$5,500.00	\$50.00
RESIDENTIAL MANUFACTURED HOME	Residential	5	\$512,069.00	\$300.00
RESIDENTIAL REMODEL	Residential	5	\$93,584.00	\$570.00
RESIDENTIAL RE-ROOF	Residential	22	\$276,733.00	\$2,280.00
RESIDENTIAL SINGLE FAMILY	Residential	5	\$1,856,834.00	\$3,831.99
RESIDENTIAL SOLAR	Residential	10	\$456,023.00	\$2,628.00
RESIDENTIAL STORAGE	Residential	4	\$144,988.00	\$776.00
RESIDENTIAL SWIMMING POOL	Residential	1	\$28,000.00	\$180.00
		178	\$3,591,881.00	\$23,053.99

COMMERCIAL		41	\$1,638,985.00	\$6,850.10
RESIDENTIAL		178	\$3,591,881.00	\$23,053.99
TOTAL COMBINED		219	\$5,230,866.00	\$29,904.09

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**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
September 2022**

ENGINEERING DEPARTMENT

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

Community Programs & Services:

Addressing Assignment:

	This Month	2021 Total	2022 Total
Permanent / Temporary Addresses: <i>*Includes Master Subdivision Addresses</i>	3	47	41

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 2022

ArcGIS Enterprise Server (Update):

Version 2 of Ground Water Model Map and Datasets: On August 25th the Engineering Dept. shared a report with the GIS Division related to a study done at the WWRF. As part of the study, several new monitoring wells were added to the area around Prairie Haven requiring changes to one of the Groundwater (GW) Model maps. As these changes would require a complete rebuild of the map, the GIS Division decided it would be a good time to modernize all aspects of the GW Model maps. Starting in early September the GIS Division created a new monitoring well dataset, then rebuilt the Prairie Haven GW Model map. The map now shows the expanded model area, along with being redesigned to more closely match our modern map layout standard. Additionally, the GIS Division was able to simplify updating the map, so future quarterly GW Models should only take about half as long to create/update. With the new monitoring well dataset, it will be possible in the future for the Utilities Dept. to do direct to GIS capture of Groundwater elevation (using Survey123), speeding up map turnaround time even further (if implemented). The Prairie Haven GW Model map work was completed on September 20th, but additional work will continue into October as we prepare for the Q3 GW Model calculation, as the Nadine map also needs to also be updated.

Municipal Boundary Update: On August 24th the New Mexico Taxation and Revenue Dept. reached out to the City of Hobbs about getting an updated municipal boundaries map for gross receipt tax purposes. During the first week of September, the GIS Division



**ENGINEERING / PLANNING
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worked with the Engineering and Planning Depts. to get all the active and pending annexations entered into the GIS. A fully updated municipal boundaries map was sent to the New Mexico Taxation and Revenue Dept. on September 5th.

The Month's Buffer Maps: During the month of September the GIS Division completed the following buffer maps for use in Cannabis or Liquor License application. These maps required a detailed search for church and school properties in the area of the requested address to comply with the City of Hobbs' regulations.

Starr Canna (718 E Bender Blvd.); R Green Organic (3624 N Camino Real); TBA (1900 W Marland Blvd.); TBA (207 N. Grimes St.); TBA (205 W Marland Blvd.)

PLANNING DEPARTMENT:

The following is a summary of the historical growth statistics.

City of Hobbs Growth Statistics								
	2014	2015	2016	2017	2018	2019	2020	2021
Land Development								
Annexations	101.9	1.37	1.31	0	163.23	0	1.3	0
Subdivisions (51)	3	8	1	3	1	5	4	6
Lots Gained	92	304	102	13	42	186	197	160
Summary Subdivisions	43	44	33	42	31	47	41	31

City Commission Planning Summary:

September - The City Commission reviewed and considered the following:

- Approved Resolution No. 7244 - Approving the Vacation and Replat of a Portion of Skelly Street and Roxanna Street and Alleys Within Blocks 31,44 and 47 of the First Unit of the Humble City Subdivision Located Outside of the Municipal Boundaries
- Approved Resolution No. 7245 - Approving the Dedication of Property Located in Section 21, Township 18 South, Range 38 East, N.M.P.M., Lea County, New Mexico, Providing Public Access to the Proposed Centre Pointe Subdivision
- Approved Resolution No. 7246 - Approving the Final Plan for NDEY Subdivision, Unit 1, Located Southwest of the Intersection of College Lane and Ja-Rob Lane
- ADOPTED: Ordinance No. 1145 - Approving a Real Estate Purchase Agreement to Sell and Convey a Parcel of Land Comprised of the Replat of Lots 13 and 14 of the Hobbs Industrial Air Park South Subdivision to Southwestern Public Service Company for the Purchase Price of \$450,000.00
- Approved Resolution No. 7255 - Approving a Development Agreement with Stuard Homes, LLC, Concerning the Development of Market Rate Single-Family Housing



ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
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- Approved Resolution No. 7256 - Approving the Final Plan for Westminster Hollow, Third Village, Located North of the Intersection of Brittany and Camelot

Planning Board Summary:

September - The Planning Board considered 2 Items:

- Review and Consider Preliminary Plan for The Habitat for Humanity Subdivision, located southwest of the intersection of W. Copper and Fowler, as submitted by property owner, Habitat for Humanity. (Approved)
- Review and Consider Final Plat Approval for Liberty Crossing Unit 2, as presented by property owner, ALJO, LLC. (Approved)

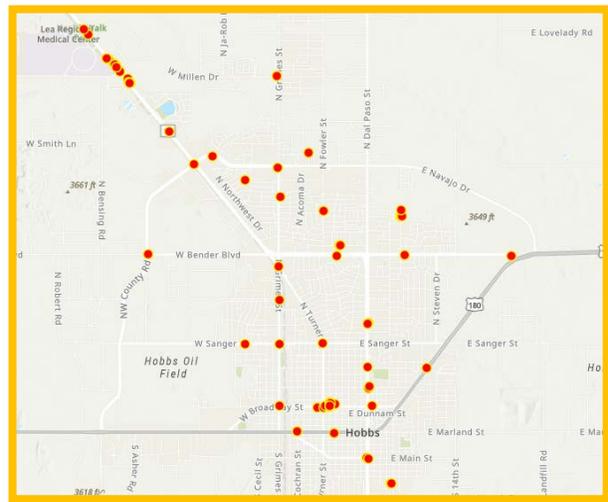
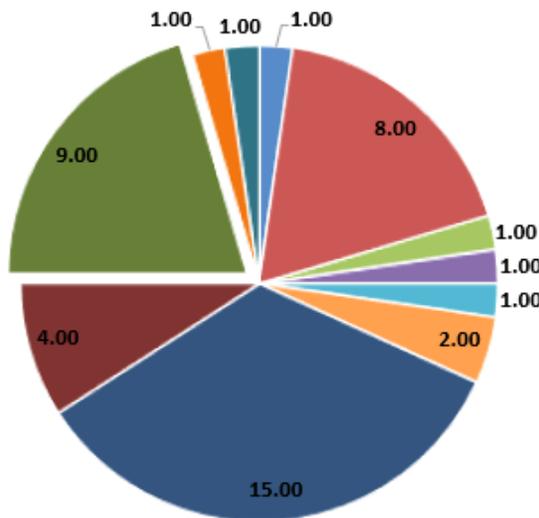


**ENGINEERING / PLANNING
TRAFFIC / GIS-MAPPING DEPARTMENTS
MONTHLY REPORT
September 2022**

TRAFFIC DIVISION:

The City of Hobbs has 41 traffic signals, 3 HAWK signals, 15 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1829 STOP signs, 354 warning signs, 2489 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

Total 1,326 tracked intersections



- | | | |
|------------------------------------|-------------------------------------|-------------------------------------|
| 13. Camera Service = 1 | 18. LED Module Replace = 8 | 02. Minor Traffic Signal Repair = 1 |
| 20. Repair Communication = 1 | 21. School Zone Repaired = 1 | 23. New Sign Made = 2 |
| 26. Sign Install / Service = 15 | 27. Pole Straighten / Re-bolted = 4 | 28. Pole & Anchor Replace = 9 |
| 30. Trim Limbs at Intersection = 1 | 31. Inspected Intersections = 1 | |

Major Damage:

- No major damages to report for September.

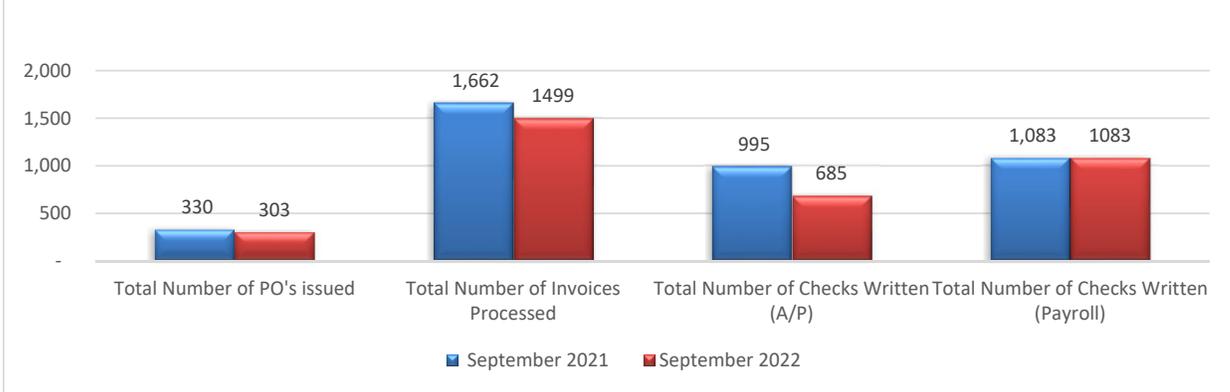
**Monthly Measurement
Finance Department
Fiscal Year 2023**

Cash Statistics	September 2021	September 2022
Beginning Cash Balance	145,856,417	145,126,477
Monthly Cash In (Revenue - all funds)	8,867,340	14,595,156
Monthly Cash Out (Expenditures - all funds)	8,303,129	8,190,570
Ending Cash Balance	146,420,627	151,531,063

Finance Transaction Statistics

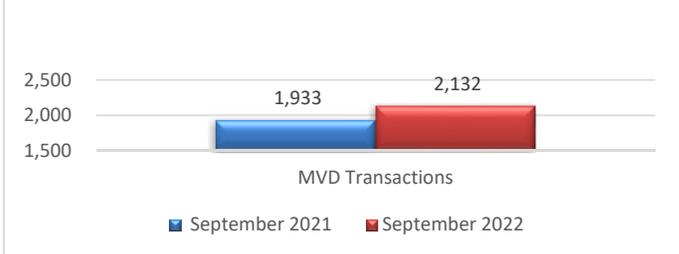
	September 2021	September 2022		
Total Number of PO's issued	330	303	daily average	14
Total Number of Invoices Processed	1,662	1499	daily average	71
Total Number of Checks Written (A/P)	995	685	weekly average	171
Total Number of Checks Written (Payroll)	1,083	1083	bi-weekly average	542

Financial Transaction Averages

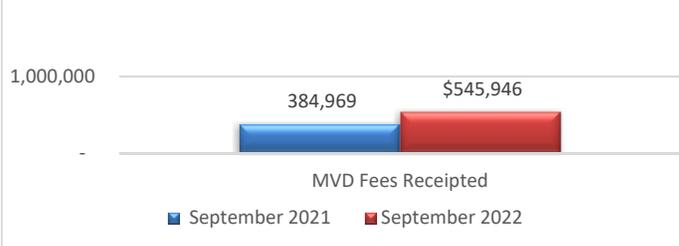


MVD Statistics	September 2021	September 2022		
MVD Transactions	1,933	2,132	daily average	102
MVD Fees Received	384,969	\$ 545,946	daily average	\$ 25,997

MVD Transaction Averages



MVD Fees Received



General Services – Building Maintenance

Work performed by City Carpenters

4	Door lock repaired
4	Building repaired/flooring
2	Repaired door locks
32	Roof inspection
21	Ceiling tile replaced
2	Roof repairs
90	Moved furniture
1	Repaired shower

Location of work performed

15	City Hall
2	Police Department
2	Senior Center
4	D.A.
3	Library
4	Municipal Court
4	Animal Adoption
1	Rockwind
2	State Police
2	Annex
2	Crime Lab
3	F.S. 1
2	F.S. 2
2	F.S. 3
3	DA Building
3	MVD
3	City Jail
2	Hobbs Express

Break down of work performed by the Electricians

35	Light repairs
14	AC repairs
19	General electrical work
9	CORE work
4	Nonelectrical work

Location of work performed

9	CORE
3	Library
2	City Hall
4	Annex
2	PD
2	Fire Stations
7	DA building
2	MVD
37	Parks
1	Senior center
2	Municipal Court
2	Crime Lab

September - 2022

General Services - Garage

In September - 2022 The City Garage had a total of 201 Repair Orders/Invoices. Of the 201 R.O./Invoices, 117 were repaired in house and 84 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 50,224.67 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	6	465.93	680.00	2,102.06	3,498.56	6,746.55
Accident Repair	0	4	0.00	0.00	292.40	1,159.40	1,451.80
Antifreeze	1	0	0.00	170.00	0.00	0.00	170.00
APM/BPM/CPM	11	15	1,499.82	799.00	1,644.04	79.50	4,022.36
Body & Sheet Metal	0	1	0.00	0.00	922.86	1,159.40	2,082.26
Brakes	9	6	772.77	986.00	1,406.53	0.00	3,165.30
Charging System	11	5	1,382.67	1,156.00	964.75	0.00	3,503.42
Clutch	2	0	0.00	102.00	0.00	0.00	102.00
Complete Wash	0	0	0.00	0.00	0.00	0.00	0.00
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	1	0	0.00	34.00	0.00	0.00	34.00
Engine	2	1	21.75	51.00	121.67	230.00	424.42
Exhaust	0	2	0.00	0.00	3,432.21	145.00	3,577.21
Filters	3	5	25.71	85.00	341.01	0.00	451.72
Fuel System	0	0	0.00	0.00	0.00	0.00	0.00
Hydraulics	0	0	0.00	0.00	0.00	0.00	0.00
Ignition	0	0	0.00	0.00	0.00	0.00	0.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Lift Mechanism	1	0	9.50	68.00	0.00	0.00	77.50
Lighting	5	0	204.68	306.00	0.00	0.00	510.68
Miscellaneous Maintenance	27	15	393.15	2,091.00	4,912.49	2,502.00	9,898.64
Radio Equipment	0	0	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	0	0.00	0.00	0.00	0.00	0.00
Service Calls	10	0	0.00	918.00	0.00	0.00	918.00
Steering	1	1	322.89	136.00	1,060.85	489.16	2,008.90
Suspension	1	2	0.00	68.00	0.00	248.33	316.33
Sweeper Brooms	1	0	200.00	51.00	0.00	0.00	251.00
Tires	20	17	4,673.01	1,716.00	2,575.80	1,117.00	10,081.81
Towing Vehicles	0	1	0.00	0.00	0.00	0.00	0.00
Transmission	2	1	0.00	204.00	110.28	0.00	314.28
Warranty	0	1	0.00	0.00	0.00	0.00	0.00
Wheels/Hub	2	1	0.00	102.00	14.49	0.00	116.49
Monthly Total	117	84	9,971.88	9,723.00	19,901.44	10,628.35	50,224.67

		# of R.O./Inv	Parts	Labor	Total
City Garage		117	9,971.88	9,723.00	19,694.88
Vendor		84	19,901.44	10,628.35	30,529.79
		201	29,873.32	20,351.35	50,224.67

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Street Department Monthly Report

Break down of work performed by the Street Department Crew:

Man Hours	Activity
370 HRS.	Street Sweeping
24 HRS.	Building Brooms
64 HRS.	Cold Mix Patching
124 HRS.	Alley Maintenance
128 HRS.	Storm Sewers and Inlets
48 HRS.	Equipment Maintenance
56 HRS.	Work for Cemetery
56 HRS.	Maintenance
88 HRS.	Work in the Welding Shop
72 HRS.	Work for Building Maintenance
240 HRS.	Stocking Material
72 HRS.	Meetings
85 HRS.	Work for Parks Dept.
104 HRS.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
300 YDS.	Sweepings
402 YDS.	Sand
192 YDS.	Caliche
348 YDS.	Alley Material
6 YDS	Cold Mix Used
2248 YDS.	Recycling Material
222 YDS	Trash Hauled

Calls responded to:

Number	Type
15	Dispatched – accidents, spills, debris
5	Complaints
5	Block Party Barricades

FIRE SUPPRESSION/PREVENTION

September 2022

ALARMS

Alarms (City)	97
Alarms (County)	17
Total Alarms	114

FIRE RESPONSE BY STATION

Station 1	27
Station 2	31
Station 3	32
Station 4	24

ZONES

Zone 1 (NW City)	41	Zone 5 (NW County)	8
Zone 2 (NE City)	24	Zone 6 (NE County)	6
Zone 3 (SE City)	27	Zone 7 (SE County)	2
Zone 4 (SW City)	5	Zone 8 (SW County)	1
Out of District 0			

MOST COMMON DAY/TIME

Friday (2100 – 2159 hours)

FIRE DEATHS/INJURIES

Fire Deaths - 0
Fire Injuries - 0

TURNOUT TIMES (Dispatch to Enroute)

Station 1	5:19
Station 2	1:17
Station 3	1:31
Station 4	1:50
Average	2:29

STRUCTURE FIRES

Structure Fires - 2

FALSE ALARM RESPONSE

False Alarms - 20

AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	9:12
Station 2	3:20
Station 3	4:56
Station 4	7:00
Average	6:07

TRAINING HOURS

Fire Training	295
EMS Training	57

PREVENTION PROGRAMS

Fire Investigations	7
Fire/Safety Inspections	70
Smoke Detectors Installed	12
Public Education Activities	0
Plan Reviews	6
Burn Permits Issued	3

EMERGENCY MEDICAL SERVICES

September 2022

EMS RUN BREAKDOWN

City Response	703
County Response	54
Total Responses	757

ZONES

Zone 1 (NW City)	370	Zone 5 (NW County)	13
Zone 2 (NE City)	124	Zone 6 (NE County)	31
Zone 3 (SE City)	109	Zone 7 (SE County)	0
Zone 4 (SW City)	100	Zone 8 (SW County)	10

AVERAGE RUN TIMES

Enroute:	2:00
At Scene:	4:43
On Scene Time:	28:52
To Destination:	18:14
Back in Service:	28:12

MOST COMMON DAY/TIME

Friday – 145 calls for service
Friday – 36 calls from 12:00 –14:59 hours

MOST COMMON COMPLAINT

Falls - 72

OUT OF TOWN TRANSFERS

Lubbock	11
Midland	2
Odessa	2
Roswell	5
Carlsbad	3
Airport	16

CARDIAC ARREST RESPONSES

Cardiac Arrest	8
ROSC	0

ROSC = Return of Spontaneous Circulation

Highlights for the month of September

- Promotional process for Fire Inspector position took place
- Promotional process for Battalion Chief positions took place
- HFD Recruit Academy continued
- Participated in WIPP Full Scale Exercise
- 2 personnel completed IFSAC Fire Instructor I class



Hobbs Express

Monthly Report - SEPTEMBER 2022

Passenger Activity	<i>Prior Month</i> Aug-22	<i>Reporting Month</i> Sep-22
No. of Elderly Passengers	663	727
No. of Non-Ambulatory Passengers	184	121
No. of Disabled Passengers	252	246
No. of Other Trips	3072	3350
Total Passenger Trips	4171	4444

Total Bus Route Trips	2638	2445
Total Demand Response/Paratransit Trips	1533	1999
Total Passenger Trips	4171	4444

Vehicle Statistics	<i>Reporting Month</i> Aug-22	<i>Reporting Month</i> Sep-22
Total Vehicle Hours	954.25	860.25
Total Vehicle Miles	13,182	11,139

Revenue Collected	<i>Prior Month</i> Aug-22	<i>Reporting Month</i> Sep-22
Total Fares Collected	\$0.00	\$0.00



Hobbs Animal Adoption Center

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

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

October 5, 2022

To: Chief Fons
 Captain Garrett
 Lt. James

From: HAAC Manager Missy Funk

Subject: Monthly Statistics HAAC

September 2022

Intake:	Cats	Dogs
Dead On Arrival	16	13
Sterilization Only	91	56
Stray	49	85
Transfers In		
Unwanted	28	32
Quarantine	3	14
Clinic Visit shots		
Totals:	187	200
Dispositions:		
Adopted	67	44
Died at Facility	1	2
Dead on Arrival	19	13
Euthanized	15	41
Rescued	2	14
Return to Owner	2	24
Sterilization Only	98	56
Escaped		
Clinic visit shots		3
Totals:	204	197

Total Revenue Collected:	Animal Pick Ups:	\$ 575
	Permits/Tags:	\$ 550
	Reclaims:	\$ 1,110
	Adoptions	\$ 60
	Cremations	\$
	<u>Sterilizations:</u>	<u>\$ 3,020</u>
		\$ 5,315

HAAC currently has 125 dogs and 13 cats

<u>Unit #</u>	<u>Year/Model</u>	<u>Officer Assigned</u>	<u>Beginning & Ending Mileage</u>	<u>Total Monthly</u>
1434	2013/Chevy	Funk	73240-73370	130
0864	2005/Dodge	Spare	95548-95556	8
0833	2004/Chevy	Spare	95522-95584	62



HOBBS POLICE DEPARTMENT

October 3, 2022

To: Chief August Fons
 Captain Shane Blevins
 Lieutenant Alvin Mattocks

From: Code Enforcement Superintendent Jessica Silva

Subject: Code Enforcement End of Month Report (September 2022)

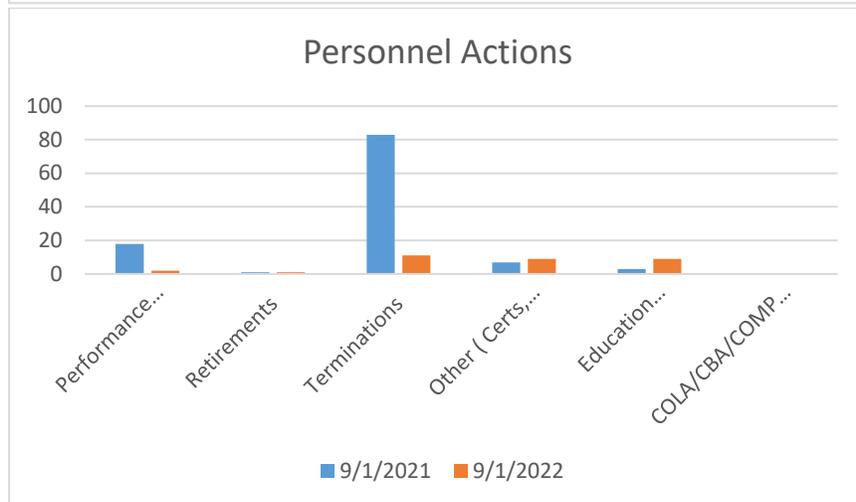
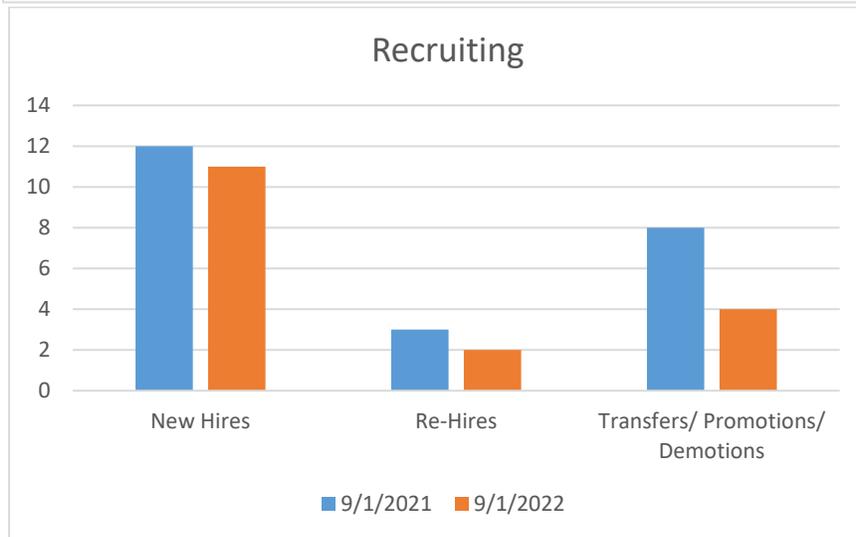
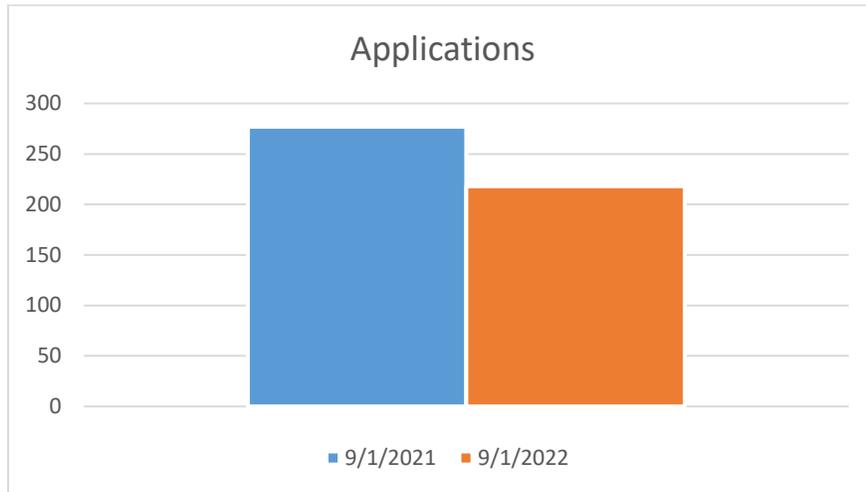
CODE ENFORCEMENT END OF MONTH REPORT (SEPTEMBER 2022)

Code warnings	736
Code citations	86
Code calls	1,066
Animal warnings	22
Animal calls	255
Animal citations	27
Inoperable Vehicles	39
Parking Violations	121

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

	total
Billboard / Sign	0
Chamber of Commerce Website	1
City of Hobbs Website	77
Facebook	3
Friend / Family	33
Governmentjobs.com	11
Indeed.com	64
Job Fair	1
LinkedIn	1
Municipal League	0
New Mexico Department of Labor	0
Newspaper	1
Other	21
Radio	1
Recruiter	4
Unknown	0
Totals	218

New Position Postings for July

CEMETERY MAINT. WORKER
COMPUTER SPECIALIST
CORE ATTENDANT
CORE FITNESS SPECIALIST
CORE KIDS LEAD SPC
CORE SPORTS SPECIALISTS
FIRE BATTALION CHIEF
FIRE INSPECTOR
CORE CUSTODIAN

CHILDREN'S LIBRARY ASSISTANT
LIBRARY SPECIALIST
PARKS SPECIALIST
DETENTION ADMINISTRATOR
POLICE CAPTAIN
INTELLIGENCE ANALYST
RECORDS TECHNICIAN
HOBBS EXPRESS TRANSPORTATION DRIVER (CDL)
SPORTSFIELD MAINTENANCE WORKER

Safety Skills Training:

- Driver Safety

Team Involvement:

- Team members participated in departmental interviews
- Conducted interviews for a Human Resource Specialist
- HR and Risk Management worked on a liability insurance package for the City

Information Technology Department – 72 years combined experience

Christa Belyeu – IT Director
Matt Blandin – Asst. IT Director
Joe Amador – Webpage Specialist

Jeff Sanford – Communications Specialist
Frank Porras – Computer Specialist
Gabriel Jurado – Computer Specialist

Daily operations, responsibilities, and policies

❖ **Technology Policies**

❖ **I.T. Equipment** (24 City of Hobbs facilities)

- Purchasing
- Installation
- Maintenance
- Training
- Research and Development/Planning

❖ **Computer**

- Servers (62) (31 physical / 31 virtual)
- Offsite replication
- Desktops (500)
- Laptops (250)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
 - Printers
 - Scanners/Fax
 - Cameras
- Data backup

❖ **Public Safety**

- Police
 - 2-way radio communications
 - Emergency Alert System (Radio/TV)
 - Communications interoperability equipment
 - Document Imaging
- Fire
 - 2-way radio communications
 - Paging/Tone out equipment
- Emergency Operations Center
 - Radio communications
 - Logistical Support

❖ **Two-way radio equipment** (620)

- Administration
- Programming
- Repair
- Installation
- Control Equipment (7 sites)
- Mobile (250 radios)
- Portable (370 radios)

Wide/Local area networking administration

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Cyber Security

❖ **Email**

- Account Administration
- SPAM filtering
- Intrusion protection

❖ **Internet Access**

- Web access and content filtering
- DSL connections
- Remote access

❖ **Wireless Networking**

- Point to point
- Wi-Fi Access points

❖ **Web Page Design** (City of Hobbs, Police, Fire, CORE, Library)

❖ **Telephone Equipment** (all City locations)

- Splash Pad 911 Call boxes

❖ **Outdoor Warning Equipment**

- Warning Siren/Public Address (33 locations)

❖ **Facility alarm systems** (all locations)

❖ **Copy Machines** (35) (all locations)

❖ **Outdoor Public Bulletin Boards** (3 units)

❖ **Audio/Video**

- Commission Chambers
 - Livestream regular, special and work session meetings.
- Meeting Rooms
- Portable
- Cable TV
- Video/Virtual conferencing
- KHBX LP radio station and remote

Inflow

(For 30 days in GMT -07:00)

Total Tickets ⓘ

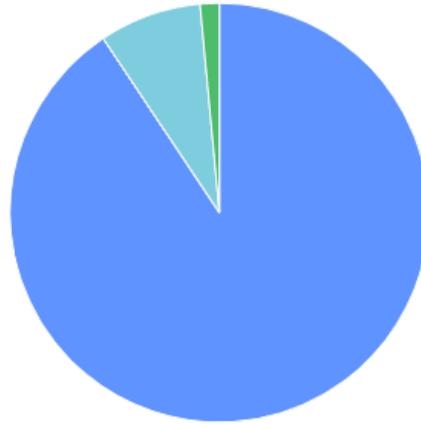
203

Avg Tickets/day ⓘ

7

Inflow by Channel ⓘ

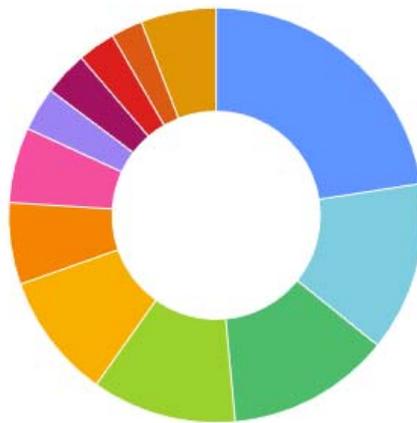
Pie Chart ▾



● Admin Panel 184 ● Email 16 ● Support Center 3 ● API 0 ● Chat 0 ● Contact Form 0 ● Facebook 0
● Messaging 0 ● MS Teams 0 ● Phone 0 ● Scheduled Ticket 0 ● Others 0

Issue Type ⓘ

Donut Chart ▾



● Email 46 ● User setup 27 ● Webpage 26 ● Software 23 ● Hardware 20 ● 2FA 13 ● Password Reset 12 ● Other 7
● Phone 7 ● Radio 6 ● Project 5 ● Others 12



CITY ATTORNEY'S OFFICE

200 East Broadway
Hobbs, New Mexico 88240

575-397-9226
575-391-7876 fax

ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO RULE 16-106 NMRA

CITY ATTORNEY'S REPORT

September 2022

Mission Statement:

To zealously represent the City of Hobbs and its departments in all legal matters. To create a culture of adherence to the strictest standards of ethics; and to foster an atmosphere where laws are formulated and enforced equally, with respect and dignity for all people.

Duties Required by Law:

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads, and staff on various legal topics for the month of September. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

Public Meetings:

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of September 2022, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Valerie Chacon (9/6 and 9/19) Efren Cortez (9/28 Special)
- ❖ Cemetery Board – Efren Cortez (N/A)
- ❖ Community Affairs Board – Rocío Ocano (9/13)
- ❖ Library Board – Rocío Ocano (9/6)
- ❖ Lodger's Tax Board – Valerie Chacon (N/A)
- ❖ Planning Board – Valerie Chacon (9/25)
- ❖ Utilities Board – Valerie Chacon (N/A)
- ❖ Labor Relations Board – Rocío Ocano (N/A)
- ❖ Veterans Advisory Board – Efren Cortez (N/A)

The contributions to the public meetings by the City Attorney's Office were:

- ❖ Public Hearings/Presentations 3
- ❖ Agenda Items drafted 5
- ❖ Resolutions Drafted 6

The City Attorney's Office is charged with ensuring compliance with New Mexico State Statutes requiring local government compliance. Some of these laws include the Inspection of Public Records Act (NMSA 1978, §14-2-1, et seq.), the Governmental Conduct Act (NMSA 1978, 10-16-1, et seq.), the Procurement Code (NMSA 1978, §13-1-1, et seq.), and the Open Meetings Act (NMSA 1978, §10-15-1, et seq.)

- ❖ Procurement Review 11
- ❖ Contract Review 5

Litigation:

The City Attorney's Office engages in litigation both in the criminal and civil settings. Unlike many public law offices, the City Attorney's Office engages in the practice of law in a multitude of legal disciplines. The spectrum of cases handled by the City Attorney's Office requires that each attorney in the office develop and retain a variety of skills and abilities so as to provide competent representation to the organization in any given case.

Legal Assistants, Courtney Packer and Heather Bara, calendar all events for the attorneys, gather all necessary documents for litigation, assist in the management of the budget, and conduct various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Rocío A. Ocano, and Assistant City Attorney, Amber Leija, prosecute all criminal matters filed in the Hobbs Municipal Court. Deputy City Attorney, Valerie S. Chacon, represents the City of Hobbs in property disputes, employment matters, and other civil issues. City Attorney, Efren A. Cortez, advises management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of September 2022, the litigation activity of the City Attorney's Office was as follows:

Criminal Litigation:

- ❖ Pretrial Release Hearings: 1
- ❖ Probation Violations: 0
- ❖ Pretrials (Pro Se): 169
- ❖ Pretrials (Attorney): 19
- ❖ Trials: 23
- ❖ Dangerous Dogs/Petitions: 1
- ❖ DWI Cases: 1
- ❖ Shoplifting Cases: 17
- ❖ Appeals in District Court: 1
- ❖ Criminal Pleadings (Mun/Dist.) 66
- ❖ Subpoenas: 68

- ❖ Clio Case Entries: 51
- ❖ Discovery Submissions 56

Property Matters:

- ❖ Condemnation Reviews 20
- ❖ Property Purchases Reviews 0
- ❖ Property Contract Doc Reviews 0
- ❖ Property Correspondence 0
- ❖ Foreclosures Filed 0
- ❖ Property Liens Filed 0

Civil Litigation:

- ❖ Civil Pleadings 6
- ❖ Civil Depositions 2
- ❖ Civil ADR: 0
- ❖ Demand Letters: 1
- ❖ Misc. Hearings (State/Fed.): 1
- ❖ Discovery Submissions: 5

Miscellaneous:

- ❖ Trainings: 4
- ❖ Witness Interviews: 8
- ❖ In-office consultations: 20
- ❖ Letters/Correspondence: 1,117

Areas of Notoriety:

- ❖ Legal Assistant Courtney Packer volunteered for, and serves on, the Wellness Committee for City of Hobbs employees.
- ❖ Assistant City Attorney Rocio A Ocano assisted the New Mexico Attorney General's Office in conducting a DWI training at the Southeastern New Mexico Law Enforcement Academy.
- ❖ Assistant City Attorney Amber Leija was sworn in as a Municipal Prosecutor by the Honorable Judge Bobby Arther.

Thank you for your time and consideration regarding the matter. On behalf of the staff of the City Attorney's Office, it is a sincere honor to serve the City of Hobbs as its legal team.

Respectfully,

/s/ Efren A. Cortez
 Efren A. Cortez
 City Attorney

CITY MANAGER'S REPORT

September, 2022

Hobbs Public Library

CIRCULATION: 5,359

CIRCULATION BY MATERIAL TYPE:

Books and Periodicals	3,101
Audio Books & Music	123
DVDs	1,593
E-Books/E-Audio (OverDrive & Gale)	542

CIRCULATION BY PATRON TYPE:

Adult	3,369
Juvenile	420
Senior Citizen	894
Used in Library	134

CIRCULATION WITH OTHER LIBRARIES:

	Borrowed	Loaned
Interlibrary Loans	6	6
ELIN Loans	8	7

Total Children's Items Circulated 1,899

Total Adult Items Circulated 2,918

Patron Visits	2,817
Overdue Notices Sent	657

PROGRAMS & PUBLIC SERVICES:

Programs Provided	18
Attendance	488
Passive Programs Provided	12
Passive Programming Participation	373
Meeting Room Use	16

Facebook Page Reach	3,636
Web Site Usage	4,671
HPL Database Usage	1,474
Reference Questions	144
Public Computer Use	335
Board Games	0

PATRON PROFILES:

Adult	15,858
Juvenile (Under 18 Years)	3,442
Senior Citizens (62+ Years)	2,480
Temp ELIN	2,145
Total Active Borrowers	23,925

RECEIPTS:

Materials Paid For	\$40.25
Fines & Fees	\$178.51
Copy Machine & Public Printouts	\$308.65
Total	\$527.41

Library Patrons Added This Month 54

ITEMS ADDED:

Total Items Added	667
Items Weeded	422

HOLDINGS:

Total Library Holdings 159,161

City Manager's Report
Municipal Court – September 2022

Monthly Cases:

Traffic Citations	455
Misdemeanor Citations	48
Environmental Citations	108
Fire Code Violations	0
AGG. DWI	7
DWI – 1 ST	<u>1</u>
Total	619

Courtroom Activity:

Video Arraignments (Jail)	139
Court Appearances – A.M.	27
Court Appearances- P.M.	129
Virtual Court	9
Special Settings	33
Pretrial Court Appearances – A.M.	41
Pretrial Court Appearances – P.M.	28
Attorney Pretrial	18
Trial/Change of Plea Cases	<u>21</u>
Total	445

Other Activity:

Summons issued	1228
Warrants issued	<u>437</u>
Total	1665

Fines/Fees Assessed based on Conviction:

Fines	\$38,175
Fee	<u>\$18,409</u>
Total	\$56,584

Fines/Fees Collected:

Fines	\$30,305
Penalty Assessment Fee	3,127
Automation Fee	2,778
Judicial Education Fee	1,381
Correction Fee	9,300
DWI Prevention Fee	422.00
DWI Lab Fee	<u>305.00</u>
Total	\$47,618.00

City Manager – September Report

2022



IT ALL HAPPENS HERE.™

1. Cemeteries had 15 interments
2. Fogged for mosquitoes twice
3. Graffiti had 9 reported locations
4. Del Norte Dog Park received new curbing and features
5. Rockwind hosted the New Mexico Open, we received several compliments
6. McAdams & Trails crew cleaning up after wind and rain hit the area this month
7. Volunteer group worked with staff at Harry McAdams Park to renovate horseshoe pit, install bat houses & paint pedestrian bridge
8. Staff assisting Traffic Operations with trimming tree canopies above stop/street signs
9. Fire Station 2 had landscape bed in front renovated
10. Vandalism continues to be high in parks and public restrooms



Parks & Open Spaces Department
September 2022





RISK MANAGEMENT REPORT

September 2022

- Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.
- Conducted monthly review of all open claims with City's insurance agent.
- Reviewed insurance monthly loss runs report.
- Reviewed & processed for payment 0 applications for notary bond.
- Met with insurance agents to review renewal applications/process for FY23
- Endorsed 2 new vehicles and/or equipment to city's insurance policy.
- Reviewed 38 Incident Reports from various city departments, associated police reports and video footage; established claims where required.
- Reviewed 18 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		2021		2022	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons August 2021</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons August 2022</u>	
Residential	11,684	107,710,224	11,776	138,459,210	
Commercial	1,817	49,102,871	1,801	55,305,626	
City Accounts	209	22,252,586	209	33,639,350	
School Accounts	58	7,389,871	62	13,411,290	
Irrigation	267	8,956,388	264	14,030,875	
Unbilled Maintenance		3,000,000		1,500,000	
	14,035	198,411,940	14,112	256,346,351	

LABORATORY	September 2021	September 2022
Total Drinking Water Tests	52	55
Total Wastewater Tests	749	758
Liquid Waste Received (gallons)	254,214	125,980

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	96.723	92.228
Effluent (Million Gallons)	89.176	89.086
Solids Removed (Dry Pounds)	98,313	80,006

WATER PRODUCTION REPORT - SEPTEMBER 2022

WATER PRODUCED	
Total monthly water produced, million gallons	251,691,000
Total monthly water distributed, million gallons	245,201,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.55
Monthly chlorine gas dosed to system (lbs)	1,780
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 SEPTEMBER 2022

WORK DESCRIPTION

Meter lid replacement	30
Meter box replacement	20
Meter stop / valve replacement	20
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	10
Meter change out 3"	0
Meter change out 4"	0
Meter change out 6"	0
Set new 3/4" meter	60
Set new 1" meter	0
Set new 2" meter	2
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	60
Service lateral replacement	25 qty - 50 feet
New Service Lateral	5 qty - 105 feet
Low water pressure investigation	5
Water quality investigations	1
Main line leaks/repair	2
Main line replacement (feet)	150
Valve maintenance	350
Valve new install/replacement	8
Fire hydrant maintenance	150
Fire hydrant repair/replacement	5
Fire hydrant meter maintenance	8
Fire hydrant meter set	8
New fire hydrant installed	5
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,500,000
Miscellaneous afterhour calls	50
Emergency Call Outs (From 6:00pm to 7:00am)	112

WORK DESCRIPTION

QUANTITY

Manhole maintenance	25
Manholes cleaned	19
Sewer main line cleaned (feet)	12,487
Sewer stoppages	74
Sewer main line video inspections	0
Odor complaints	2
Sewer pre-treatment additives	40 gallons
Property damage from sewer	0
Sewer main line repair/replacement	3

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	24
Emergency call out (from 5:00 pm to 7:00 am)	87

UTILITIES MONTHLY PLUMBER REPORT SEPTEMBER 2022	QUANTITY
Sewer stoppages	24
Odor complaints	2
Water leaks	20
Pool maintenance	25
Emergency call outs (from 5:00 pm to 7:00 am)	6
Core	27