

The November 2016 **Gross Receipts Tax** report is shown below. November reflects September business activity.

	<u>Month</u>	<u>YTD</u>
November FY17 GRT Received (Gross)	\$ 3,917,556	\$ 19,949,148
November FY17 Budget	\$ 4,243,183	\$ 21,199,617

	<u>Budget to Actual</u>	<u>\$ Over / (Under) Budget</u>
Month of November	(7.7%)	(\$ 325,625)
Fiscal Year To-Date	(5.9%)	(\$ 1,250,469)

**GRT - Major Sectors
Month-Over-Month Comparison
November - FY2017**

Single Month	November FY17	November FY16	\$ Change	% Change
Mining, Oil, Gas	\$ 132,031	\$ 212,701	\$ (81,000)	(38%)
Construction	228,155	355,329	(127,000)	(36%)
Manufacturing	113,790	200,536	(87,000)	(43%)
Wholesale Trade	105,260	220,551	(115,000)	(52%)
Retail	1,727,771	1,600,218	128,000	8%
Prof, Scientific, Technical	170,119	161,220	9,000	6%
Healthcare & Assistance	409,832	340,551	69,000	20%
Accommodations / Food Svc.	383,350	349,112	34,000	10%
Other Services	227,833	472,489	(245,000)	(52%)
Misc./ Unclassified	419,419	395,083	24,000	6%
Total	\$ 3,917,558	\$ 4,307,788	\$ (390,000)	(9.1%)

**GRT - Major Sectors
Year-Over-Year Comparison
July - November FY 2017**

5 Month Period	FY17 YTD	FY16 YTD	\$ Change	% Change
Mining, Oil, Gas	\$ 559,943	\$ 932,509	\$ (373,000)	(40%)
Construction	1,359,229	1,523,312	(164,000)	(11%)
Manufacturing	753,041	939,574	(187,000)	(20%)
Wholesale Trade	609,825	901,355	(292,000)	(32%)
Retail	8,420,221	8,121,263	299,000	4%
Prof, Scientific, Technical	858,694	900,942	(42,000)	(5%)
Healthcare & Assistance	1,832,026	1,814,791	17,000	1%
Accommodations / Food Svc.	1,925,819	1,770,290	156,000	9%
Other Services	1,548,486	2,377,535	(829,000)	(35%)
Misc./ Unclassified	2,081,863	1,982,412	99,000	5%
Total	\$ 19,949,147	\$ 21,263,983	(1,315,000)	(6.2%)

Certification: Deputy City Clerk Andrea Jones has achieved the designation of Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks and the New Mexico Clerks and Finance Officers Association. [This designation is only granted to those Clerks who meet the](#) demanding education requirements and submit a record of significant contribution to local government, the community and state.

Requests for Information: 35 requests to inspect public records were processed.

Solicitors: Solicitor Licenses were issued to Taylormade Enterprises (Manuel Chavez, Jr., Jason VanWormer, Ivan Estrada and Kevin Peshlakai) during the month of November. Solicitor licenses are valid for three months. If a salesman does not have a license, call 599-1170 or non-emergency dispatch at 334-6622 if it is after hours.

Business Registration: 38 new business registrations were processed during the month of November, 2016 and 7 businesses have already renewed for 2017.

✚ 3,566 business registration renewal letters were mailed on December 1. This is a decrease of 30 from 2015. The breakdown is as follows:

	<u>2015</u>	<u>2016</u>
Contractors:	571	635
Exempt (non-profits):	64	65
Home occupations:	606	567
Regular registrations:	2265	2210
Security Guard companies:	9	7
Licenses:	81	82

AGENDA ITEM LIST

NOTE: The items listed are tentatively scheduled and are subject to change.

12/13/16 CC

- *Minutes – 11/8/16 CC; 11/15/16 WS; and 11/30/16 SP CC
- *DBE Percentage Goal – Red Apple Transit (A. Montoya)
- *Recommendation from Liquor Hearing Officer - Dickey’s BBQ (Jones)
- Public Hearing and resolution re: CDBG 2015 CAPER (Clashin)

12/20/16 WS

Employee of the Month (Farley)

1/10/17 CC

- *Minutes – 12/6/16 SP WS; 12/13/16 CC and 12/20/16 WS

1/17/17 WS

Water Sharing Agreement (Montoia/Sypher)

1/24/17 CC

- **Building Inspections Activities:**

Permits were issued for the following projects:

1. New, A to Z Auto, 2105 East Main Street.
2. Tenant improvement, Big O Tires, 901 San Juan Boulevard.
3. Tenant improvement, New Durango Joe's, 1245 West Apache Street, Suite 125.

Plans ready to permit:

1. New, Denny's, (Demolish Old Denny's), 600 Scott Avenue
2. Interior remodel Stotz Equipment, 1201 Troy King Road.

Plans are currently under review for the following projects:

1. Tenant Improvement, New Chipotle Mexican Grill, 4906 East Main Street, Suite 102.
2. New, Shell only building, Shops at Main, 4906 East Main Street.
3. Tenant Improvement, Warehouse Addition, The Floor Trader, 5013 East Main Street.
4. New, Shell only building, 2900 East Main Street.
5. Tenant Improvement, New Starbucks, 2900 East Main Street.
6. United Rentals Fuel Tank, 171 Browning Parkway.
7. Crown Plaza Shell Only Building, 2050 Knudsen Avenue.
8. Tenant Improvement, Wells Fargo, 4601 East Main Street, Suite #1.

The Division issued a total of 68 building permits with a valuation of \$783,499, issued 1 building permit for a new single-family home, performed 7 final inspections of new single-family homes, issued 1 building permit for a new commercial building, performed 3 final inspections for new commercial buildings, and performed a total of 514 inspections. The Division also processed 9 public record requests.

- **Planning Division Activities:**

1. Staff accepted, reviewed, processed, and/or presented the following: 1 variance petition; 2 final plats; 17 summary plats; 3 administrative adjustments; 11 business license zoning verifications; 1 liquor certification; 6 address verification/assignments; 17 well site inspections; 9 UDC violation complaint inspections; 7 UDC violation complaint re-inspections; 5 zoning code violation letters; reviewed 68 sets of building permit plans for UDC compliance; 1 Public Records Request; and, met with 55 counter visitors to answer inquiries and/or approve permit plans.
2. Staff is continuing to assist with the LaPlata Ranch PID Review.
3. Staff provided training on the Open Meetings Act, Ex Parte Communication, Conflicts of Interest, UDC Updates, and the Existing Building Code to the members of the P&Z Commission, the ARB, and the MRA Commission.
4. Staff continues to coordinate the Main Street Complete Streets Project with the MRA Commission and other departments. Proposals for the Construction Plans RFQP are under review. An application to NMDOT for a Transportation Alternates Program (TAP) Grant to fund a portion of the construction costs of the project was submitted to NMDOT by the MPO. CDBG staff is providing additional information to HUD to ensure the project's eligibility for HUD funding during the construction phase.

- **Community Development Block Grant (CDBG) Activities:**

1. The Draft 2015 Consolidated Annual Performance Report (CAPER) for the 2015 Annual Action Plan was made available for public review and comment on Nov 14. The 2015 CAPER will be considered for adoption by the City Council after a public hearing on Dec 13. The CAPER will then be submitted to HUD by Dec 28.
2. The 2016 Action Plan public service contracts have been executed. All the public service environmental clearances have been completed, and staff has begun working on the environmental clearance for the capital project, which is the Main Street Complete Streets Project.

- **Metropolitan Planning Organization (MPO) Activities:**

1. The MPO Technical Committee met on November 9 and the MPO Policy Committee met on November 17 to consider TIP Amendment #4, Amendment #1 to the FFY2017-2018 UPWP, and the 2017 Meeting Schedules. A Special Joint Policy & Technical Committee Meeting is scheduled for December 8 to finalize TIP Amendment #4.
2. Staff attended the New Mexico Data Affiliates Meetings in Albuquerque and VISUM Training (Travel Demand Modeling Software) in Portland, OR.

Administration

1. Integrated Resource Plan Discussions continue to progress towards presentation to commission.
2. Cost of Service Meetings continued through November. Finalization expected in December for recommendation for approval processes.
3. San Juan Generating Station Meetings.
4. Attended APPA Public Power Forward Summit.
5. Critical vacancies filled with quality staff.

Business Operations

- New Service work orders - 14 released to Line Dept. for construction; new projects include services for a remodeled building for Lower Valley Senior Center, a new commercial building for Morningstar Minerals and system improvements on US 550 and Road 4960.
- Ongoing Cost of Service meetings and tariff review; NewGen presentation of proposed rates at PUC meeting.
- Prep work for PUC workshop.
- More discussions regarding load changes with large customer.
- FY2016 NMMEA audit exit conference.

Customer Service

- City of Farmington annexation along U.S. 64 effective Dec 1.
- Water and Sewer rate changes effective Dec 1.
- Bilingual utility disconnection notices in effect Nov 15.
- LIHEAP moratorium in effect Nov 15.
- Presentation to City Council of Farmington Utility Assistance Program (approved).
- In Nov (Oct terminations reported in Dec), 141 collection accounts worked totaling \$21,355. Of these, 54 have been collected for \$6,834, leaving 87 outstanding accounts for \$14,521. Of these, 84 accounts totaling \$13,960 will be sent to The Advantage Group for additional collection efforts (3 accounts for \$561 belong to deceased individuals). In Dec there are 158 accounts for \$24,549 to be researched. In Nov we had 156 LIHEAP verifications and 155 payments (15 from last month); and currently 16 payments are due.
- The Oct collection report from The Advantage Group showed 37 accounts collected, \$4,561 received & a \$673 fee.

Compliance, Environmental, Safety

1. Safety: 2 OSHA Recordable Events in November.
2. Safety: VIVID Learning Systems Training being used and implement for computer based training.
3. Compliance: Meetings and Discussions Related to Transmission Planner Certification and Roles.
4. Compliance: Generator Verification testing work plan continues in relation to MOD compliance.
5. Compliance: CIPv5 Low Impact policy work continues in relation to substations and generation.
6. Environmental: Enhanced Alarm response functions for plant operations.
7. Environmental: Job plan completed to replace CEM analyzers at Animas Plan project in initiation phase.
8. Environmental: Inspections and reporting related to Storm Water and Discharge permits for Bluffview completed.
9. Environmental: Osprey platform project at Navajo Dam continued permitting and approvals to begin work in December 2016.

Engineering:

1. Aztec Substation was energized after testing on November 17, 2016 and a second PT transformer failure occurred while energized and at no load conditions. Additional investigation work continuing. Transformers of oil filled design have been ordered for full replacement.
2. Cotton Wood Sub – Grading and redesign work has been completed. Project is out for bid with bid review to take place in January.
3. GPS Inventory Related to Transmission has been awarded and initial pilot phase beginning for review of data.

Customer Inquiries: 39 Estimates: 18 Work Orders Written by EE: 14 Transformer Checks: 16
Meter/Quad Spots: 0 Work Orders Released by EE: 14 Easements Obtained: 6

Transmission and Distribution:**Construction/Maintenance:**

1. Installed 6,000 feet of 3 phase line for Devon/BP in the Middle Mesa Area.
2. Three phase underground conversion on 20th St. 65% complete. All conduit and 15,000 feet of primary cable installed. Awaiting second order of cable delivery to complete installation.
3. Three phase conversion in Hart Canyon to Aztec is 85% complete.
4. Completed maintenance on 115 kv Transmission line for Kutz to Gallegos. Began maintenance on Vista to Bergin transmission line.

Construction WOs Completed: 23 Maintenance WOs Completed: 49 Tree Trimming WOs Completed: 148
 Customer Trouble calls: 57 Street Light locations maintained: 49

Relay/Substation/Meter:

1. Relay: Upgraded distribution protection relays at Foothills and Bergin Substation.
2. Relay: Upgraded relay protection on mobile substation.
3. Substation: Completed equipment testing and repair for Navajo Substation.
4. Substation: Completed compliance inspections of 6 battery banks.
5. Meter: Continued long term inactive pulls.
6. Meter: Replaced damaged primary service in Smith Pass area.

New Service Installations: 19 Meters Tested: 547 Power Quality Checks: 2
 Meters Verified: 80 Tampering: 7
 Disconnect tags mailed: 5974 Field disconnect notices: 2467 Regular Reconnects: 34 After Hours Reconnects: 260

Generation:

1. Continued work on the updated Integrated Resource Plan (IRP).
2. Navajo dual unit outage completed.
3. Navajo air compressor project completed.
4. Work continues on Animas Hydro Restoration. Focus was on mechanical restoration for the month. Projection is to start work related to draft tube in January pending river flows.

Fuel Sales & Purchases:

1. Animas total estimated gas sale – 108,400 mmbtu. Bluffview total estimated gas sale – zero mmbtu.
2. Animas estimated gas buy back – 2,640 mmbtu. Bluffview estimated gas buy back – zero mmbtu.

Control Center:

1. Completed annual compliance requirements for November.
2. Successfully completed physical annual testing of the loss of control center with use of the backup center.

System Outages:

11/3/2016 Related to PT transformer failure in the Aztec substation energized under no load.
 11/17/2106 Related to PT transformer failure in the Aztec substation energized under no load.
 Failures have resulted in the purchase of oil filled PT's for all locations in the new Aztec sub.
 Root cause analysis continues and is focused currently around test process of the transformers and the failure mechanism of feral resonance.

Operating Statistics:

Animas Plant MWh: 2,396
 Bluffview Plant MWh: 39,403
 Navajo Plant MWh: 2,381
 San Juan Plant MWh: 21,143
 WAPA MWh: 5,421
 Purchase MWh: 15,267
 Average Purchase Price: \$ 42.40/MW
 Purchased Power cost: \$876,170
 Peak Demand MWh: 136 Annual increase (decrease): (10.3%)
 Monthly System Energy MWh: 79,516 Annual increase (decrease): (14.8%)

<i>CALL TYPE</i>	<i>NUMBER OF RESPONSES</i>
Structure Fires	3
Vehicle Fires	2
Brush/Grass Fires	2
Rubbish/Dumpster Fires	2
Other Fires	0
Rescue/Emergency Medical	492
False Alarms	18
Mutual Aid Given	1
Hazardous Materials Response	10
General Hazard Response	11
Other Responses	220
<i>TOTAL</i>	<i>761</i>

TRAINING

- EMS Training: Scenario based training conducted in the simulation lab at San Juan College.
- Company Training: Hearing, Alcohol awareness and Incident Reporting refresher conducted by City Safety.
- Several FFD members completed bi-annual Blue Card Command and Control recertification requirements.
- Recruit 8 week Academy continues with online personnel assistance as per the subject matter delivery.
- The Technical Rescue Team conducted their quarterly team training at San Juan College's rope course.
- Two FFD members attended a Four Corners Regional Training meeting held in Cortez, CO.
- Scheduled Maintenance:
 - o Technical Rescue Team Maintenance: A-Shift
 - o Hazmat Team Maintenance: B-Shift
 - o Wildland Team Maintenance: C-Shift

MISCELLANEOUS

- Numerous public events, station tours, and fire safety talks to include EMS standby for FHS and PV football games, stand-by for the Trump Jr visit, The Fire Truck Pull Special Olympics fundraiser, and the Santa Jailhouse event initially hosted at Fire Station #2.
- Three FFD Team members participated with FPD's S.W.A.T. monthly training activities.
- Conducted annual OSHA required mask fit tests for the entire department.
- Coats for Kids set-up and distributed the collected coats from Fire Station #6.
- FFD was invited to attend a La Plata County Fire Chief's meeting in an attempt to improve regional relations.
- Several FFD members participated in fire safety talks at the local schools.
- Eight week academy continues.
- AFLAC presentations attended by shift personnel.
- Several FFD members participated in multiple neighborhood watch meetings.
- Participated in the annual Cathy Lincoln fund raiser, by selling shirts at Fire Operations. 387 shirts and 25 beanies were sold with \$2397.75 delivered to the San Juan Medical foundation to date.
- Conducted quarterly Medication Pharmacist review.
- Hosted several San Juan College EMT student ride-alongs.
- Continued discussions relating to mobile integrated health, with New Mexico Blue Cross/Blue Shield.

(Yearly Totals Are Calendar Year)

Vehicle Maintenance Division:

- Vehicle Job Orders Completed 625
- Service Calls Completed 17
- PM Services Completed 74

Building & Maintenance Division:

- Active Job Orders 274
- Completed Job Orders (Month) 63
- Completed Job Orders (YTD) 1,148

Maintenance Projects:

- Installing standby generator at the Warehouse. 50% complete
- Ramp system at RC Park completed. Started installation of shade cover
- General Services Parking Lot completed.

Status of Construction Projects:

- PD Remodel Upstairs: Electrical, Plumbing and Framing done and inspected. Ongoing sheetrock, tape & texturing.
- City Hall – Design in progress
- MOC Project – Phase 1 has been completed

Red Apple Transit:

Ridership Numbers:

Blue:	2759
Green:	1461
Purple:	1439
Red:	672
Yellow:	2308
Saturday:	213
Aztec:	629
Kirtland:	570
Dial A Ride	332

Total Ridership this Month: 10,383

This Year's Ridership from Jan 2016 to this month 2016: 121,814

Advertising

Bus #	Affixed Organization	
10275	Open	Open
10276	Open	Open
10418	29 Nov	Aztec Sparkles Sign
10419	Open	Open
10420	29 Nov	Aztec Sparkles Sign
10500	29 Nov	Aztec Sparkles Sign
10501	Open	Open
10502	Open	Open
10541	Open	Open

DBE Goal

The DBE Program ensures that socially (women, Blacks, Hispanics, Native, Asian, or other minorities) and economically (small businesses) disadvantaged business are non-discriminated against when awarding federally funded contracts. The City receives federal funding for the transit system, therefore it is to comply with Federal Regulation 49 CFR (Transportation) Part 26 (DBE) requiring it to contract DBE certified businesses. The City dba Red Apple determined a (Goal) percentage of 1.5 % of the amount of federal financial assistance to go towards DBE certified businesses for the next three years to encourage more local businesses to become DBE certified.

Ride Right Vice President Visit

Mr. Brian Balogh, Vice President visited the Farmington area. During his visit he met with the Ride Right personnel, Red Apple personnel, and sat in during a New Mexico Transit Association meeting. He was also invited to join along with the San Juan College Community Development Center to their field trip where the kids were being transported using the Red Apple trolley.

(Y-T-D percentage Change)

	Current Month November 2016	% Change	Previous Year November 2015
Enplanements:	252	7.69%	234
Deplanements:	281	6.04%	265
Air Traffic Operations	2,849	11.33%	2,559
Fuel Flowage (<i>gallons</i>):	17,703	-41.46%	30,241
Car Rental Revenue:	\$ 5,000	0%	\$5,000

Human Resources Monthly Report – November, 2016

PERSONNEL DIVISION

Job Postings:

Regular/FT- 6

Temp/SN- 3

Inter-Department -1

Inter-Division - 0

Inter-City - 0

New Hires

Temp./SN- 8

Regular/FT- 4

Terminated:

Temp/SN- 26

Regular/FT- 5

PAYROLL

PP# 22

Printed Direct Deposits 277
Regular Checks 63
Emailed Direct Deposits 682
Total Checks printed 1022**

Gross Pay \$1866180.34
Net Pay \$1188704.35
Regular Employees 738
Temporary Employees 265

PP# 23

Printed Direct Deposits 269
Regular Checks 62
Emailed Direct Deposits 678
Total Checks printed 1009**

Gross Pay \$1823409.43
Net Pay \$1166192.97
Regular Employees 738
Temporary Employees 263

*** Note: This includes supplemental and garnishment/child support checks and clothing/tool allowance*

HR General

- DOL Labor changes informational meetings
 - Handle injunction of DOL rule
 - Prepare information and data for workers compensation software
 - Begin open enrollment meetings
-

Application Services Division**High-Level Projects and Activities**

- Responded to a broad range of help desk requests
- Continued automating routine task
- Continued development of IT discussion board for shared problem resolution
- Printed Business License renewals for the Clerk's Office
- Prepared for HTE upgrade to 9.1.16.3
- Completed AS400 startup script - Tested
- Performed routine tasks related to system availability and data protection

Departmental Help Desk Ticket Counts:

227 tickets created

234 tickets closed

Average satisfaction rating of 4.5 (out of 5) based on 5 responses

GIS Services Division**High-Level Projects and Activities**

- Continued working on Mobile Mapping Project for FEUS
- Continued to update 15 maps associated with annexation
- Continued moving data from files to SDE Database
- Provided intake count for Animal Shelter based on found address
- Worked on technical issues with Electric Base Station
- Updated response maps with events for Nov
- Published online water map for Public Works and CH2M

Infrastructure Services Division**High-Level Activities and Projects**

- Responded to a broad range of escalated technical issues
- Completed migration of backup jobs to new disk based system
- Provisioned servers for FEUS Generation OSI Project
- Continued progress on multiple projects
- Performed virtual server capacity analysis
- Performed daily tasks of Infrastructure Services operations, maintenance, and recovery

Technical Services Division**High-Level Activities and Projects:**

- Setup New Users - Completed helpdesk calls for various departments
- Continued Electric Utility Training Building and Navajo Dam Projects
- 3 new computer installs , 2 laptops, 3 refurbished upgrade
- 0 Virus infections – 0 Trojan – 0 Malware
- Continued deployment of VoIP Phones
- TRACS Fully Operational
- 524 trouble calls (23 call outs) for FPD, 100 laptop updates
- 11 trouble calls for FFD and Telestaff Upgrade – Ready for go live

Hours Open



Downloadables

Downloadables Checked Out 4,883

Wifi



☛ Daily Average Public Wifi Logins 74

Computers

Daily Average Computer Users 167
 PL Computer Users 264

FPL Computer Users 4344

Daily Average Number of Downloadables Checked Out 188

Materials



Visitors

☞ Daily Average of FPL Visitors 959
 ☞ PL Visitors 575



Volunteers

Volunteers This Month Last Year 23
 Volunteer Hours This Month Last Year 63

Volunteers This Month 44

Volunteer Hours This Month 173

Programs

FPL Program Attendance 3699

PL Program Attendance 576
 Number of PL Programs 40

Number of FPL Programs 134



Administration

- Kiwanis Park trail improvements completed. Bocce Court and Horse shoe pit development next step.
- Feasibility study for aquatic feature at Brookside

Aquatic Center	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Water Safety Instructor Course	4	0	4	0
Lifeguard Certification	0	4	0	0
Swimming Lessons	851	751	195	188
Public Swimming Single Payment (FAC)*	16,217*	12,790*	1,305*	1,161*
Pass Usage*	1,128*	849*	164*	117*
Aquacise (Lions)	2,349	2,756	357	331
Arthritis (Lions)	528	534	100	55
The Beach (Hourly avg)**	292	N/A	N/A	N/A
The Beach (Peak hours 2-4pm total)**	7,108**	N/A	N/A	N/A

Note: Public Swim, Pass Usage, and Swim Lessons at FAC have continued to increase in participation and we hope to continue that trend throughout the year. 4 lifeguards are attending the water safety instructor course, which will allow for more swim lesson instructors in the spring and summer. FAC had 710 lap swimmers during the month of November. Lions Pool had 445 lap swimmers compared to 202 last November. Lions Pool also had 299 patrons for Water Therapy. *These numbers are for FAC only. **These numbers are for the beach only.

Bonnie Dallas Senior Center (BDSC)	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Congregate Meals Served	48,243	33,738	4,223	3,977
MOW Deliveries	26,726	22,025	2,469	1,595
Silver Fitness Center	13,180	8,274	1,149	912

Note: The Silver Fitness Center has enrolled 20 new members bringing the total to 1,514 members. There were 9,999 visitors to the Bonnie Dallas Senior Center. November 5, 2016 Conducted Bonnie Dallas Senior Center Annual Craft Fair 45 Vendors and 675 in attendance. November 11, 2016 feed 600 seniors at the Annual Thanksgiving Luncheon. November 12, 2016 BDSC seniors traveled to the Annual Santa Domingo Feast Day (Jemez Pueblo Feast).

Civic Center	YTD FY17	YTD FY16	NOV. FY 17	NOV. FY16
Civic Center Attendance	35,180	36,246	6,180	4,350
Amphitheater Attendance	8,865	11,142	0	0
Room/Theater Rentals/Paid Events	228	256	42	43
Free Events/Meetings	232	228	46	42
Lions Wilderness Amphitheater	25	9	0	0
Total Civic Center Events	460	484	88	85
Total Amphitheater Events	25	9	0	0
Total Scheduled Events	485	493	88	85
Total No Shows/Canceled	20	35	6	6
Total Walk-In	1	1	1	0
Total Civic Center/Lions Events	465	458	82	79

November Civic Center attendance is up from last year due to Grace Place Fund Raising and Two Hearts Wedding Expo events. Both events took place in different months last year.

Farmington Indian Center (FIC)	YTD FY 17	YTD FY 16	NOV. FY 17	NOV. FY 16
Indian Center Total Customers	14,313	15,097	2,496	2,878
Restaurant Customers	11,503	12,676	2,173	2,378

Note: Four hundred fifteen guests attended special events sponsored by the Indian Center in October at both the Indian Center and Farmington Museum for a meet and greet for former Miss Indian Farmington tile holders that hold new leadership titles and at the Giving Thanks for Our Veteran Thanksgiving meal on Veterans Day. Indian Center customers continue to support the center as the budget meets FY17 projected revenue. Another big thank you Four Corners!. Sixty volunteer hours were completed at FIC in November.

Farmington Museum	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Museum General Attendance	65,533*	68,243	16,020	4,064

Note: The Farmington Museum opened a new exhibit on Nov 19th titled “Redress” fashions from recycled materials by Nancy Judd. A members-only preview was held on the 18th with award winning students from Tibbett’s Middle School competing in a recycled art and fashion competition at the school. The student winners are being displayed in conjunction with the exhibit. The photography exhibit “Coyote Tales” continues in the Atrium until January 7th. The Farmington Museum is also preparing to host a new exhibit titled “Technicolor Dreaming: Psychedelic Posters from the Rock and Roll Hall of Fame” in December. The E3 Children’s Museum & Science Center is working to host a series of teen science cafes. The Riverside Nature Center hosted a grape vine wreath making activity on November 26th. Attendance was higher due to being an election polling place (*denotes minus Grower Market number).

Farmington Regional Animal Shelter	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Intake Dog / Cat				
Owner Surrender	548/575	666/710	75/67	138/83
O/S Return	16/5	22/16	5/0	6/2
Stray	919/939	969/1053	172/134	153/139
Seized	48/9	31/3	9/1	9/0
Public S/N	339/265	266/261	779/36	44/57
Total Public S/N	605	524	108, (101 Free)	101, (93 Free)
TOTAL	2035/2033	1831/2039	312/259	350/281

Outcomes Dog / Cat				
Adopt	544/430	592/446	118/94	97/87
Transfer	344/218	483/270	57/65	93/17
Return to Owner (RTO)	301/24	319/19	52/4	53/5
Euthanized	324/789	252/871	33/79	42/90
Died	24/89	15/76	9/5	6/8
TOTAL	1,476/1,537	1,609/1,670	259/246	277/202

Note: November was still a busy month at the shelter. We have not been able to transfer as many animals out so we have remained fuller longer than normal. We had a “Black Friday” sale weekend which did well and drove up adoption numbers.

Parks Operations

Parks Maintenance and Construction:

With warmer than normal fall temperatures, many summer annuals remained colorful throughout November. Parks staff has since removed all summer annuals and completed winterizing restrooms and irrigation systems for the season. All parks restrooms and athletic fields have been closed for season. Parks staff completed installation of Christmas decorations and lights around the City. Parks athletic field staff and Farmington Municipal Schools softball and baseball teams conducted a field work day on Sports Complex #6, #1, Fairgrounds #2, and Ricketts. Lake Farmington fishing pier modifications are complete. Structural improvements were made to pier footings and concrete support columns were added to help withstand winter conditions, pier to be installed. Farmington Museum landscape garden construction continues. Kiwanis Park playground safety surface upgrades. All seasonal staff has been laid off for season.

Training and Certification: Safety Division conducted Respirator Safety and Fitting Training with Parks staff.

Lake Farmington: Closed to watercraft usage for season.

Special Events: Crews provided support for 4 events including Turkey Trot.

Graffiti Reports: 31 graffiti reports were taken and all removals complete.

Piñon Hills Golf Course (PHGC)	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Golf Rounds	14,638	15,204	1,613	1,583
Pro Shop Sales	\$65,149	\$93,865	\$8,062	\$9,186
Food & Beverage Commission	\$11,536	\$12,585	\$2,236	\$2,112
Golf Revenue	\$342,277	\$378,088	\$29,240	\$28,434
Total Facility Gross Revenue	\$418,962	\$484,538	\$39,538	\$39,732

Note: November was fairly busy for the golf course compared to FY2016 numbers, with a few more rounds played. The golf course was closed the final 2 days of the month due to a snow storm that left 2”-3” on the ground.

Recreation Center	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Racquetball Courts	2,848	3,425	934	1,193
Gym:				
• Open	1,513	2,592	216	288
• Programs	6,039	6,816	2,760	3,261
Customer Contacts (counter)	3,063	3,028	424	416
Special Events/Athletics				
• Family Bingo & Pizza Night	84	81	32	23
• Christmas Craft Fair			55 Vendors	55 Vendors
			420 Visitors	542 Visitors
• Turkey Trot & Gobble Wobble			176	212

Note: November was busy for the Recreation Center staff with the start of some of the holiday events and programs that will be occurring over the next couple of months. As usual, a slight upswing in the use of the racquetball courts and open gym has been noted due to the cooler weather.

Sycamore Park Community Center	YTD FY17	YTD FY16	NOV. FY17	NOV. FY16
Adult Activities	3,174	2,906	578	706
Kids Activities	4,359	4,671	568	815
Facility Rentals	297	309		
Visiting Patrons	34,046	38,035	6,413	6,911
Thanksgiving Potluck			182	330
Teen Night			20	15

Note: November was a busy month. We held two special events: The Thanksgiving Potluck and Teen Night. The Thanksgiving Potluck didn't have as much attendance compared to last year due to landing on a holiday event and several people were already going out of town. Sycamore Park Community Center staff also assisted with the Turkey Trot 5k/2 mile walk by working games or directing runners on the course. Our daily activities continue to be steady with both kids and adults. We are working together with other groups and outside sources to provide more educational adult classes. With the weather getting colder and darker earlier, we are seeing more patrons using our Open Gym times on Tuesday and Thursdays.

Statistics for the month:

Calls for Service	7154
Arrests	297 (42 DWIs)
Traffic Cites	941 (including written warnings)
Municipal Cites	114 (including Animal Control Citations)
Accidents	115 (0 fatal, 24 with injury, 56 property damage, 3 hit & run, 2 city vehicle, 25 on or involving private property, and 4 alcohol related)
Evidence Processed	488
Reports Taken	1108
Code Violations	530

Major Events and Accomplishments:

In November, FPD hosted its first annual Southwest Women in Law Enforcement conference. The conference spanned two days and featured speakers from across the country. Topics at the conference addressed issues faced by women working in a law enforcement setting. There were more than eighty attendees from various agencies across our region, to include the Navajo Nation.

In November, FPD took part in No-Shave November. Officers had to make a monetary donation to participate in the initiative. The department's involvement in No-Shave November benefitted both raising cancer awareness and the local Shop with Your Cops program.

In November, FPD participated in the 2016 Law Enforcement Torch Run Fire Truck Pull. Teams came together to challenge others in a tug-of-war with a 55,000-pound fire truck. Proceeds from the event benefit Special Olympics of New Mexico.

In November, FPD Chief Hebbe was the DJ for a day on KSJE 90.9 radio. Chief Hebbe lost the Green Bay Packers trivia challenge, resulting in his standing in the rain to collect donations for the radio station.

In November, FPD attended the funeral of Detective Benjamin Edward Marconi. Detective Marconi was shot twice while on a traffic stop by an unrelated suspect. Detective Marconi served with the San Antonio Police Department for 20 years.

In November, FPD attended the funeral of Officer Darrin Reed. Officer Reed was shot while answering a disturbance call. Officer Reed served with the Show Low Police Department since 2006 and was planning to retire in February.

In November, FPD participated in the following events:

- Total JIP House Warming
- Muscular Dystrophy lockup fund raiser
- Women Against Crime
- Salvation Army Thanksgiving dinner service
- Black Friday security patrols

- Foothills Enhancement Project – Holmes to Lakewood; Phase 1 - MAP Grant, \$636,379; Phase 2 and Phase 3 right of way maps were finalized in August; will update other certifications after ROW is acquired. The Utility Certification and appraisals for Phase 1 were approved which allowed the acquisition process to begin. Time Extension granted. Utility Certifications for Phase 2 and 3 submitted. Once the Utility Certs are in place acquisitions for Phase 2 and 3 will proceed. Environmental Certification letter submitted - a requirement before acquisition for Phase 2 and 3. Phase 1 property acquisition to City Council Dec. 13, 2016.
- Piñon Hills Boulevard Extension: After many meetings in August with NMDOT and FHWA, NMDOT pulled funding for Phase 2 which also pulls funding for Phase 1. Plan and approvals will continue to shovel ready and funding will be pursued. All certifications and PS&E submittals have been resubmitted to NMDOT. Tiger grant application unsuccessful. Letter to FHWA requesting approval for ROW and Environmental September 14th. Nov 7, 2016 response from NMDOT, MPO is working on TIP amendment
- 20th Street Sidewalks – on hold until April 1, 2017.
- NMDOT FFY 2014 HSIP Project – San Juan Blvd/Scott Avenue intersection safety improvements and traffic signal reconstruction: Phase 1 – MWI, Inc., \$503,054.40. Notice to Proceed - Monday, May 2, 2016. Construction complete; finalizing close out. Continued to update B2GNow and LCP Tracker for NMDOT CN# F100200; created Change Order #1 and revised Source Book.
- Piñon Hills / Farmington Ave Pedestrian Improvements: final reimbursement requests submitted; responding to NMDOT/FHWA additional detail requests. Final submittal provided.
- SAFE ROUTES TO SCHOOL: Phase 1 -- Apache, McKinley and NE Elementary sidewalks & Hawk signal - complete; submitted final documentation, anticipate December final reimbursement.
- Water projects: 4P Pump Station – design 95% complete, scheduling closing date for property purchase; 20th Street, Schofield Ave to Hutton Ave – waterline replacement – construction complete; 20th Street, Hutton Avenue to Main Street – waterline replacement – construction complete; W. Navajo, Airport terminal to Municipal Drive – waterline replacement – construction 75% complete.
- 2P Waterline Project, Phase 1 - waterline upgrade: Project probable cost \$3.2 million. NMFA loan closed; Design - 99% complete; Bid documents and construction drawings approved by NMED; awaiting highway permit from NMDOT; Construction spring 2017. 2P Phase 2 – City received notification the project was approved by NMFA board for a 25% grant award of \$898,900; Term, 22 years, 2% interest; estimated project cost \$3.6 million – design – 60% complete.
- WWTP Phase III – project probable cost \$22 million – Contractor - RMCI, Inc. Albuquerque; Demolition – trickling filter “A” completed; Medium Rate Activated Sludge (MRAS) Basin #1 – concrete foundation completed; started placing walls; MRAS Basin #3 – excavation completed, setting forms for foundation; Final Clarifier #2 – excavation complete, started forming for center column, installing 30” inlet pipe.
- Water and Sewer projects: *West Main, 4100’ replacement - water and sewer*: design complete; NMDOT permit approved; Construction spring 2017; *W. 20th Street, Chilton to cul-de-sac* – waterline and sewer line replacement – construction 2% complete.
- Sewer Projects: *Lift Station #9 Improvements* – design 90% complete, Construction summer 2017.
- Farmington Reach, Navajo Municipal Pipeline Project: on hold pending completion of BOR portion of pipeline.
- Traffic crews responded to 12 emergency call-outs, including a Type 1 signal pole knock down in Bloomfield, and 58 NM811 calls, 8 locates. Crews continued to monitor the East Main corridor flow, the work on 20th Street and completed preventative maintenance on 10 control cabinets. 259 new Street Name Signs were fabricated and installed. Traffic control plans approved for Southwest Safety (5) and Right Way Traffic Control (2); Traffic Control Plan upgrades completed for the Turkey Trot, Luminaria Display and Christmas Parade while Traffic Control was provided for the Turkey Trot. Crews continued curb painting downtown Main Street; re-painted Elks Lodge Parking Lot and painted arrows for eastbound traffic at Browning Parkway and MOC. Turning movement counts were held on Hallmarc Drive, Rio Vista Way and Cliffside Drive while speed study was conducted Kingsway Drive between Rochester and Country Club.
- Streets: Heavy Equipment and Truck crews bladed 30,041.0 ft. of dirt streets using 41 hours and hauled materials as needed. Asphalt crews repaired 55 street cuts with hot mix asphalt and repaired 430 potholes. Sweepers swept 1,274 miles of residential and arterial streets while Roadside crews cut weeds and picked up trash on city lots, drainages and right-of-ways. Concrete crews repaired curb and sidewalk using 4.19 CY of concrete; crew members assisted the Asphalt crew during November.



Safety Office Report –November 2016

Training Statistics

Training Sessions: **20**

Number of Employees Trained: **216**

New Employee Orientation, Back Safety, Hazard Recognition, Noise and Hearing Conservation, Incident Reporting. Employee Drug & Alcohol Free

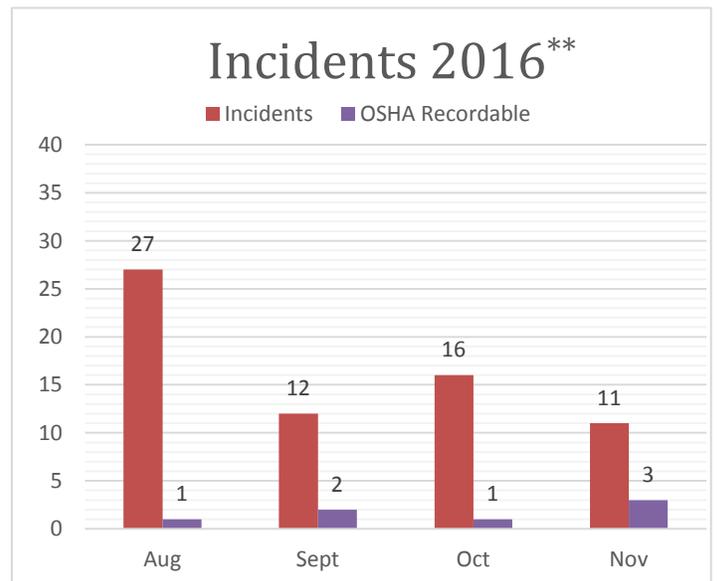
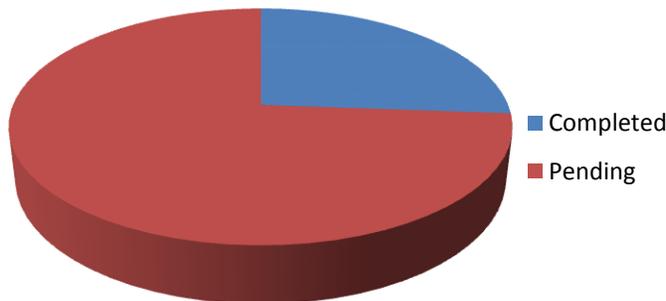


December is Safe Toys and Gifts Month.

Noteworthy Safety Activities

- Attended and assisted with Department/Division safety meetings.
- Conducted Safety Training for Fire Department Employees

Spot Inspections



** Safety Statistics are Preliminary and May Change Pending Final Review