

ALAMOSA CITY COUNCIL

Regular Meeting Agenda

Council Chambers
300 Hunt Avenue, Alamosa, CO
December 20, 2017

As a full service municipal government, our mission is to enhance the quality of life for our residents, visitors, and businesses. We strive to provide balanced business, employment, recreational, and residential opportunities.

Any person needing reasonable accommodation to attend or participate in a public meeting, please contact the Alamosa City Clerk's office by telephone (719) 589-2593, by email cityclerk@ci.alamosa.co.us, in person at 300 Hunt Avenue, or by mail at POB 419, Alamosa, CO 81101.

7:00 PM - Regular Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. AGENDA APPROVAL

IV. CITIZEN COMMENT

Alamosa City Council welcomes your comments. Citizens wishing to speak may obtain and complete a speaker card through the City Clerk at the start of the meeting.

- A. Audience Comments
- B. Follow-Up

V. CEREMONIAL ITEMS

- A. Oath of Office, At-Large Councilor

VI. CONSENT CALENDAR A

The Consent Calendar allows multiple actions with one motion. Consent Calendar A contains routine items which have been recommended for action by staff or advisory boards. Council may remove a consent calendar item for separate consideration.

- C.8.a. Receive November 2017 Monthly Reports
- C.7.a. Approve Minutes of Meeting December 6, 2017

VII. REGULAR BUSINESS

B. Business Brought Forward by City Staff

1. Public Works

- a. Consideration of the request from Black & Veatch on behalf of AT&T for upgrades to existing cellular communications facilities at 962 Craft. This is a Special Review of a permitted use in the RL Residential Low zoning district

2. Finance

- a. Resolution No. 26-2017 amending Ordinance 17-2016 for the 2017 Budget also known as the 3rd Budget Amendment.

3. City Manager/Legal

- a. First Reading, Ordinance No. 34-2017, An ordinance prohibiting marijuana consumption clubs within the City of Alamosa.

C. Committee Reports

D. Staff Announcements

VIII. LOCAL LIQUOR LICENSING AUTHORITY ACTIONS

A. CONSENT CALENDAR B

The Consent Calendar allows multiple actions with one motion. Consent Calendar B contains routine items which have been recommended for action by staff or advisory boards. Council may remove a consent calendar item for separate consideration.

1. Accept Stipulation Agreements for Compliance Check Violations
 - Thai Hut
 - Wize Apples
 - Terry's Liquor
 - Beer Keg Depot

COUNCIL COMMENT

ADJOURNMENT

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Receive November 2017 Monthly Reports

ATTACHMENTS:

Description	Type
📎 November 2017 Monthly Reports	Reports

COUNCIL COMMUNICATION

DATE December 20, 2017	AGENDA NO.C. 8. a	SUBJECT: City Manager Monthly Report for November 2017
Department Head:		
City Manager: Heather Brooks		
PRESENTED BY: Heather Brooks		

The following reports cover the activities of the City's various departments. Below is a statement regarding major issues covered by the City Manager's Office. Additional information is provided in the bi-weekly updates from the City Manager to the Council.

November 2017 Report

- Weekly meetings with the Mayor and City Clerk
- Weekly Leadership Team meetings
- Attended regular City Council meetings & work sessions
- Monthly meeting with Councilor Hensley
- Attended Local Foods, Local Places meeting via web
- Monthly meeting with Councilor Coleman
- Participated in CRC Rural Experience Panel
- Met with staff to discuss PERA Audit
- Attended a broadband presentation to BOCES
- Participated in new councilor orientation
- Met with Boys & Girls Club Director
- Lunch meeting with Delzia Worley
- Held Committee Meeting for Healthcare Sector Partnership
- Monthly meeting with Councilor Stefano
- Attended the ASU Donor and Student Recognition Dinner
- Met with City Attorney & City Clerk to further review ACLU Case Study
- Weekly Economic Development meetings
- Attended the Grizzly Board meetings
- Monthly meeting with IT Director
- Attended TSJC Community Council Meeting
- Monthly meeting with Councilor Griego
- Met with Humane League to discuss budget request
- Held Art Committee Meeting
- Met with ASU President
- Met with La Punete to discuss partnership community planning
- Attended Value Added Ag Sector Partnership meeting
- Attended the Disc Golf & Archery Range Ribbon Cuttings
- Attended Library Board Meeting
- Met with Michael Booth, The Colorado Trust Blog regarding ACLU Case Study

- Met with Ashley Valdez from Xcel to discuss partnership opportunities
- Met with Councilor Broyles

City of Alamosa

Monthly Activities Report

November 2017

Public Works Department

Streets: The Street Department cut and installed buffer ends at the State Ave. Bridge. The remainder of the open utility cuts were patched. Work was done on patching the alley between Denver Ave and Hunt Ave and Main St. and 6th. A total of 390 potholes were patched. Conducted sign maintenance as necessary. Cleaned up around the Public Works yard before winter. Worked on materials piles at the 20th St. yard. Conducted traffic control for the Veterans' Day parade. Provided signs and barricades for active shooter training at airport. Applied Pre-mark stop bars to First Street at emergency lights. Bladed all alleys. Hauled yard waste. Replaced broom on broom badger street sweeper. Conducted interviews for vacant Maintenance Worker I position. Repaired belt and bearing to 324 sander. Cleaned problematic ditches at 1850 Carroll and 401 Lakewood Dr. Bladed all gravel roads. Rebuilt north end of Foster Ave. damaged from water. Assisted the Water Department with traffic control for valve repair on Craft Dr. at Hartman Way.

Solid Waste: Commercial waste hauled totaled 270 T.; residential waste hauled totaled 169 T. Twenty three special pick-ups were completed. Four toters were delivered and one 3 yd. dumpster. Three toters were repaired and five dumpsters.

Recycling: A total of 61 bales of various materials were made. Sixty eight bales (39.63 T.) were shipped. A total of 6 tons of glass were made. Land fill savings totaled \$677.67. The curbside yard waste pick up was concluded for the year and will resume in April.

Building Inspection: Fourteen building permits were issued for a total valuation of \$1,869,835.85. Building permit fees totaled \$9,154.50 and construction use tax totaled \$14,321.51. Plan review fees totaled \$1,211.38. A total of 38 various inspections were conducted. There was one certificate of occupancy issued for a single family dwelling.

Water: Water pumped for municipal use totaled 34,500,000 gallons. Water treatment plant production totaled 30,083,698 gallons. There were 19 meter re-reads, 15 meters checked for leaks. Turn on/ turn offs and occupant changes totaled 42. Eleven curb stops were cleaned out. Seven new water services were installed and four valve boxes were raised or lowered. Continued with locates for fiber optic project for Blanca Phone Co. Meter size verification in the system is ongoing. Continued with flushing dead end lines. There were fifteen shut offs for non- payment and ten call outs after hours. Completed locates for REC for fiber and power upgrades. Also completed locates for JKL Associates on West 8th St. and 10th St. for fiber upgrades.

Wastewater: Total discharge for the month was 32 million gallons. Sprayed down storage room and green house. Set up first quarter wet test for 2018 with Sea Crest. Repaired broken cable on Basin #1. Cleaned and calibrated effluent probe. Began training new Water/Sewer Technician for on call duties. Tightened the packing in the scum pump and changed the sensor on the effluent probe. Assisted at the Water treatment Plant with 4th Quarter sampling. Sprayed down both clarifiers. Ran blowers, generator and screw pumps periodically. Completed all routine testing and monthly reports. Ordered and received coveralls for sewer department, WWTP, and for cleaning lift stations and working on the ponds from the boat.

Sewer: Seven new sewer services installed. Seventy one sanitary sewers were inspected; eight unplugged. Fifteen were checked at customer's requests. Ten blocks of sewer line were cleaned; nine sewers were cleaned and flushed and five manholes. Pulled screen and cleaned out beaver dams on discharge line at WWTP. Replaced pump flange at West 7th St. lift station. Replaced both check valves at Murphy lift station. Completed locates for JKL Associates in the Industrial Park and West 8th St. and for Bower Construction in Price Subdivision.

East Alamosa: Water supplied to East Alamosa totaled 2,734,533 gallons. Four sanitary sewers checked for plugs, two unplugged. Three sewers were cleaned and flushed. Replaced motor #2 at Econo Lodge lift station after it was rebuilt. Pulled pumps to clean impellers of debris at Rodeo, McKinney, McQuerry and Blanca Vista lift stations. Cleaned Sunnyside, Price and Blanca Vista lift stations. Repaired the overflow from Highway 17 well. Located water valves that were paved over on Trinchera Lane. Worked on bad order MXU's on meters. Completed locates for REC and Blanca Phone Company for fiber project.

Alamosa Fire Department

Department Report for November 2017

The Alamosa Fire Department responded to 42 incidents within the City Limits and 5 incidents outside the City Limits. In addition to paged fire calls, Officers also responded to an additional 6 calls for assistance.

City Call Comparisons

Year	Monthly Comparison	Total City Calls Year to Date W/O Flights	Total Flights Year to Date	Total County Calls Year to Date
2017	42*	187	483	111
2016	104**	198	552	91

* Includes 32 Airport Flight Standbys ** includes 80 Airport Flight Standbys

Inspections 5 Commercial Building inspections were performed

Fire Prevention/Station Tours

The Department hosted six station tours.

Training:

Firefighters logged a combined total 72 hours of in house training during the month.

ALAMOSA

Incident Type Report (Summary)

Alarm Date Between {11/01/2017} And
{11/30/2017} and Station = "1"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	2.13%	\$1,000	100.00%
	1	2.13%	\$1,000	100.00%
3 Rescue & Emergency Medical Service Incident				
322 Motor vehicle accident with injuries	2	4.26%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	2.13%	\$0	0.00%
	3	6.38%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	2.13%	\$0	0.00%
424 Carbon monoxide incident	1	2.13%	\$0	0.00%
	2	4.26%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	3	6.38%	\$0	0.00%
553 Public service	1	2.13%	\$0	0.00%
571 Cover assignment, standby, moveup	32	68.09%	\$0	0.00%
	36	76.60%	\$0	0.00%
6 Good Intent Call				
622 No Incident found on arrival at dispatch address	2	4.26%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	1	2.13%	\$0	0.00%
	3	6.38%	\$0	0.00%
7 False Alarm & False Call				
736 CO detector activation due to malfunction	1	2.13%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	2.13%	\$0	0.00%
	2	4.26%	\$0	0.00%

Total Incident Count: 47

Total Est Loss: \$1,000

COUNCIL COMMUNICATION

DATE December 5, 2017	AGENDA NO.C. 8. a	SUBJECT: IT Director Monthly Report for November 2017
Department Head: 		
City Manager:		
PRESENTED BY: James A. Belknap		

Below is a statement regarding major issues covered by the City IT Department:

November 2017 Report

- Rebuilt the Virtual images for City Council and staff to include the latest windows updates and VMWare Horizon View drivers. During this upgrade we discovered that the version we were running was no longer supported by VMWare, this discovery launched IT into upgrading the entire Horizon View suite to the latest version. Along with the software, our 5 year old zero client terminals for the entire council chambers had to be replaced to support the new software. These upgrades have been completed.
- As part of the Horizon View upgrade the VMWare Infrastructure had to be upgraded as well to support the new software. IT ran internal tests and trials of the latest version of VMWare. We have been staying on version 5.5 for several years now awaiting a stable release of VMWare. Finding the current version to be stable for our use, we proceeded to upgrade the entire virtual network to the latest build (version 6.5 update 1) of VMWare. This upgrade also included upgrades to every server the City operates. Some servers such as our VCenter server, Ticket Server, Backup Server, Replication Server, VMWare Update Server, Vconnection Server, and Vcomposer Server had to be completely rebuilt.
- Investigated and attempted in house repair of the automated lock system at the Craft water tower. IT discovered the lock was no longer supported and could not repair the lock. The City has made the decision to abandon the lock and return to a traditional

padlock and chain system rather than spend some \$2000.00-\$5000.00 on a new electronic lock for that gate.

- As the Police Department moved it's Training Center technology to the PD Training Center, IT worked to replace the moved equipment within the Fire Training Center. This new installation included a projector, sound system, Digital TV and Projection Screens. The Fire Training Center is now capable of hosting meetings require AV equipment.
- Replaced the PC at Recycling. We utilized previously deployed computer systems at Recycling due to the environment.
- IT has began a trial of newly released Toughbook Laptop/Tablet units as possible replacements for our aging fleet of CF-31's utilized over the last 8 years by our Police Department.
- At the request of the Police Department. IT utilized the SuAS to take pictures of the new driving track at the Police Range. These pictures and videos will assist with complice in the grant process.



- Working in conjunction with the Human Resource Department, IT attended ASU job fair.
- Attended UAS Integration Webinar regarding FAA looking for feedback regarding UAS regulations and policies.
- Worked with Gobins to establish lease contracts for all Copiers throughout the City for the next 5 years. These contracts include staff needs and equipment performance
- Patched all City owned computers to the latest patch and vulnerability fixes from Microsoft. This monthly patching helps protect our computers from malicious software, resolve general windows issues/bugs, and provide access to new windows features.

In Monte Vista, we performed the following items:

- The interim judge requested several items at the last Council meeting, in direct response IT has added mute switches to every microphone in council, provided an inline recording system for the Executive Conference room and repaired the video conference system to the Alamosa County Jail. Additionally we are investigating a panic alarm system that would not require a monitoring service.
- As part of the ADP conversion, IT provided assistance and training for employees in using the ADP app on their phone. This included the install of the app and creation of emails for employees that did not have an email address.
- IT created an ADP desktop icon for all users using group policy. This ensured that the ADP login icon is available on every desktop computer.
- Installed the latest Caselle updates on the server and all client computers.
- Wiped and reinstall City Hall reception computer due to continuing issues with Caselle.
- Utilizing our relationship with our printer and copier partner Gobins, we were able to replace the inkjet printer in our evidence room with a Laser model at no cost. This printer will now be part of a service contract with Gobins, and will require no additional toner cartridges into the future.
- Re-utilizing an old laptop, IT created laptop for clerks to user alongside the interim judge and to record the Executive Conference room telephone calls to the Rio Grande County Jail, at no additional cost to the City.
- Worked to establish the possibility of reducing internet costs at the Welcome Center, unfortunately SLVREC fiber is not available at this location at this time. We will revisit this next year when fiber is available at that location.
- Diagnosed and fix printing issues at Kids Connection.
- Patched all City owned computers to the latest patch and vulnerability fixes from Microsoft. This monthly patching helps protect our computers from malicious software, resolve general windows issues/bugs, and provide access to new windows features.

City of Alamosa: All Tickets

List of all tickets (64 items)

Generated on Dec 05, 2017 @ 11:13 am

Ticket #	Created By(Email)	Summary	Related to	Create Date	Close Date	Status	Priority	Days Open
4937	arice@ci.alamosa.co.us	Cannot get on email or calendar from network		11-01-2017 @ 07:54 am	11-01-2017 @ 08:35 am	closed	Med	< 1 day
4938	staylor@ci.alamosa.co.us	TimeClock - clocking out using the software on the computer	pc1144	11-01-2017 @ 01:34 pm	11-02-2017 @ 04:06 pm	closed	Med	1 day
4939	lmontano@ci.alamosa.co.us	online docket	pc1142	11-01-2017 @ 04:01 pm	11-02-2017 @ 08:06 am	closed	Med	< 1 day
4940	jbelknap@ci.alamosa.co.us	Unsubscribe		11-02-2017 @ 11:20 am	11-03-2017 @ 08:10 am	closed	Med	< 1 day
4941	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-02-2017 @ 04:09 pm	11-02-2017 @ 06:23 pm	closed	Med	< 1 day
4942	sarchuleta@ci.alamosa.co.us	Brandon Gallegos x2499	pc1229	11-03-2017 @ 08:34 am	11-03-2017 @ 10:45 am	closed	Med	< 1 day
4943	jjolly@ci.alamosa.co.us	Security Camera Footage not being recorded	pc1161	11-03-2017 @ 09:08 am	11-03-2017 @ 10:46 am	closed	Med	< 1 day
4944	arice@ci.alamosa.co.us	Payware Connect Login	pc1218	11-03-2017 @ 09:35 am	11-07-2017 @ 02:15 pm	closed	Med	4 days
4945	pgarcia@ci.alamosa.co.us	Unable to load koha on either front desk computer	pc1190	11-03-2017 @ 12:56 pm	11-03-2017 @ 01:19 pm	closed	Med	< 1 day
4946	lmontano@ci.alamosa.co.us	online docket	pc1142	11-03-2017 @ 03:24 pm	11-06-2017 @ 08:11 am	closed	Med	2 days
4947	lmontano@ci.alamosa.co.us	online docket	pc1142	11-03-2017 @ 03:24 pm	11-06-2017 @ 08:11 am	closed	Med	2 days
4948	amckinley@ci.alamosa.co.us	New Employee ID Badge	pc1168	11-03-2017 @ 03:45 pm	11-06-2017 @ 09:42 am	closed	Med	2 days
4949	amckinley@ci.alamosa.co.us	Please investigate	pc1168	11-06-2017 @ 10:10 am	11-06-2017 @ 01:40 pm	closed	Med	< 1 day
4950	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-06-2017 @ 10:16 am	11-06-2017 @ 11:48 am	closed	Med	< 1 day
4951	rsanchez@ci.alamosa.co.us	Craft Tower	pc1152	11-06-2017 @ 12:47 pm	11-07-2017 @ 10:11 am	closed	Med	< 1 day

City of Alamosa: All Tickets

List of all tickets (64 items)

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Ticket #	Created By(Email)	Summary	Related to	Create Date	Close Date	Status	Priority	Days Open
4952	swahi@ci.alamosa.co.us	Uninstall/reinstall ArcGIS	pc1227	11-06-2017 @ 01:46 pm	11-06-2017 @ 03:03 pm	closed	Med	< 1 day
4953	amckinley@ci.alamosa.co.us	Please add the following posting to the city web-site	pc1168	11-07-2017 @ 09:37 am	11-07-2017 @ 10:35 am	closed	Med	< 1 day
4954	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-07-2017 @ 10:05 am	11-07-2017 @ 10:13 am	closed	Med	< 1 day
4955	sgallegos@ci.alamosa.co.us	ADD DOCKET TO WEB PAGE	pc1192	11-07-2017 @ 10:34 am	11-07-2017 @ 10:49 am	closed	Med	< 1 day
4956	amckinley@ci.alamosa.co.us	On the intranet	pc1168	11-07-2017 @ 01:35 pm	11-07-2017 @ 04:21 pm	closed	Med	< 1 day
4957	amckinley@ci.alamosa.co.us	Please remove old SBC and add new SBC	pc1168	11-07-2017 @ 01:37 pm	11-08-2017 @ 08:08 am	closed	Med	< 1 day
4958	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-07-2017 @ 03:43 pm	11-07-2017 @ 04:15 pm	closed	Med	< 1 day
4959	mabeyta@ci.alamosa.co.us	Bianca Cortez	pc1147	11-08-2017 @ 08:10 am	11-08-2017 @ 08:38 am	closed	Med	< 1 day
4960	amckinley@ci.alamosa.co.us	Please add job posting with PDF application only	pc1168	11-08-2017 @ 11:02 am	11-08-2017 @ 04:50 pm	closed	Med	< 1 day
4961	jscott@ci.alamosa.co.us	Internet connection-1130 Old Airport Rd.	pc1176	11-08-2017 @ 04:13 pm	11-13-2017 @ 04:58 pm	closed	Med	5 days
4962	rmartinez2@ci.alamosa.co.us	Printer	pc1201	11-09-2017 @ 07:55 am	11-09-2017 @ 03:08 pm	closed	Med	< 1 day
4963	amckinley@ci.alamosa.co.us	Please add	pc1168	11-09-2017 @ 12:19 pm	11-09-2017 @ 03:24 pm	closed	Med	< 1 day
4964	wharrison@ci.alamosa.co.us	CAD logs from CSP not importing	pc1162	11-09-2017 @ 02:39 pm	11-13-2017 @ 08:22 am	closed	Med	3 days
4965	lmontano@ci.alamosa.co.us	online docket	pc1142	11-09-2017 @ 03:58 pm	11-09-2017 @ 04:03 pm	closed	Med	< 1 day
4966	arice@ci.alamosa.co.us	De-activation; Solomon	city_council-8	11-13-2017 @ 11:32 am	11-17-2017 @ 01:33 pm	closed	Med	4 days

City of Alamosa: All Tickets

List of all tickets (64 items)

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Ticket #	Created By(Email)	Summary	Related to	Create Date	Close Date	Status	Priority	Days Open
4967	sgallegos@ci.alamosa.co.us	ADD DOCKET TO WEB PAGE	pc1192	11-14-2017 @ 09:55 am	11-14-2017 @ 10:07 am	closed	Med	< 1 day
4968	nvaldez@ci.alamosa.co.us	Meeting Tonight	pc1193	11-14-2017 @ 10:04 am	11-15-2017 @ 01:02 pm	closed	Med	1 day
4969	zcerny@ci.alamosa.co.us	RMS	pc1155	11-15-2017 @ 07:26 am	11-15-2017 @ 01:02 pm	closed	Med	< 1 day
4970	sgallegos@ci.alamosa.co.us	ADD DOCKET TO WEB PAGE	pc1192	11-16-2017 @ 08:22 am	11-16-2017 @ 09:09 am	closed	Med	< 1 day
4971	jjolly@ci.alamosa.co.us	Video Surveillance Footage not recording on public cameras again	pc1161	11-16-2017 @ 11:16 am	11-17-2017 @ 10:47 am	closed	Med	< 1 day
4972	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-16-2017 @ 11:43 am	11-16-2017 @ 02:46 pm	closed	Med	< 1 day
4973	jwebb@ci.alamosa.co.us	Press Release	pc1222	11-16-2017 @ 01:48 pm	11-16-2017 @ 03:04 pm	closed	Med	< 1 day
4974	amckinley@ci.alamosa.co.us	Please remove	pc1168	11-16-2017 @ 01:50 pm	11-16-2017 @ 02:47 pm	closed	Med	< 1 day
4975	jjolly@ci.alamosa.co.us	Ch. 10 Update	pc1161	11-16-2017 @ 04:53 pm	11-17-2017 @ 10:51 am	closed	Med	< 1 day
4976	jjolly@ci.alamosa.co.us	Rec Pro Error Message	pc1161	11-20-2017 @ 11:37 am	11-21-2017 @ 10:23 am	closed	Med	< 1 day
4977	mabeyta@ci.alamosa.co.us	Access maintenance portal	pc1147	11-20-2017 @ 01:13 pm	11-20-2017 @ 03:11 pm	closed	Med	< 1 day
4978	bdecker@ci.alamosa.co.us	Cards	pc1226	11-20-2017 @ 02:15 pm	11-20-2017 @ 03:40 pm	closed	Med	< 1 day
4979	amckinley@ci.alamosa.co.us	Please add	pc1168	11-21-2017 @ 08:23 am	11-21-2017 @ 09:38 am	closed	Med	< 1 day
4980	kvangieson@ci.alamosa.co.us	Incode 10 Unavailable	pc1203	11-21-2017 @ 09:02 am	11-21-2017 @ 09:10 am	closed	Med	< 1 day
4981	tbrubacher@ci.alamosa.co.us	CAD imports	pc1209	11-21-2017 @ 11:43 am	11-21-2017 @ 01:32 pm	closed	Med	< 1 day

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Ticket #	Created By(Email)	Summary	Related to	Create Date	Close Date	Status	Priority	Days Open
4982	hmartinez@ci.alamosa.co.us	Channel 191		11-21-2017 @ 04:07 pm	11-21-2017 @ 05:03 pm	closed	Med	< 1 day
4983	jscott@ci.alamosa.co.us	PC minutes	pc1176	11-21-2017 @ 04:53 pm	11-21-2017 @ 05:03 pm	closed	Med	< 1 day
4984	jwebb@ci.alamosa.co.us	Friday Update	pc1184	11-21-2017 @ 05:01 pm	11-21-2017 @ 05:05 pm	closed	Med	< 1 day
4985	jscott@ci.alamosa.co.us	PC minutes	pc1176	11-22-2017 @ 08:37 am	11-22-2017 @ 09:09 am	closed	Med	< 1 day
4986	jbelknap@ci.alamosa.co.us	Re: [City of Alamosa] (Early) Friday Update 11/21/2017		11-22-2017 @ 09:28 am	11-22-2017 @ 10:07 am	closed	Med	< 1 day
4987	lmontano@ci.alamosa.co.us	ONLINE DOCKET	pc1142	11-22-2017 @ 10:08 am	11-22-2017 @ 11:25 am	closed	Med	< 1 day
4988	amckinley@ci.alamosa.co.us	New Employee	pc1168	11-22-2017 @ 11:11 am	11-27-2017 @ 01:20 pm	closed	Med	5 days
4989	bpichon@ci.alamosa.co.us	dash cam car #3	pc1146	11-24-2017 @ 07:13 am	11-28-2017 @ 10:32 am	closed	Med	4 days
4990	jwebb@ci.alamosa.co.us	Employee Picture Directory Update	pc1184	11-27-2017 @ 09:21 am		open	Med	8 days
4991	mabeyta@ci.alamosa.co.us	Close Down Exterior Restrooms	pc1147	11-27-2017 @ 02:45 pm	11-28-2017 @ 08:40 am	closed	Med	< 1 day
4992	staylor@ci.alamosa.co.us	Website stats for october	pc1144	11-27-2017 @ 03:37 pm	11-27-2017 @ 03:46 pm	closed	Med	< 1 day
4993	amckinley@ci.alamosa.co.us	Please remove	pc1168	11-27-2017 @ 04:22 pm	11-28-2017 @ 08:14 am	closed	Med	< 1 day
4994	jbelknap@ci.alamosa.co.us	Invitation for Bid (Police Vehicles)		11-28-2017 @ 10:43 am	11-28-2017 @ 04:10 pm	closed	Med	< 1 day
4995	smaestas@ci.alamosa.co.us	UNIT 6 MVR	pc1194	11-28-2017 @ 12:45 pm		open	Med	6 days
4996	jscott@ci.alamosa.co.us	agenda for posting	pc1176	11-28-2017 @ 03:05 pm	11-28-2017 @ 04:13 pm	closed	Med	< 1 day

City of Alamosa: All Tickets

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Ticket #	Created By(Email)	Summary	Related to	Create Date	Close Date	Status	Priority	Days Open
4997	amckinley@ci.alamosa.co.us	New ID Badge, fob, etc	pc1168	11-28-2017 @ 04:19 pm	11-29-2017 @ 08:54 am	closed	Med	< 1 day
4998	lmontano@ci.alamosa.co.us	COMPUTERS IN COURTROOM	pc1142	11-29-2017 @ 08:58 am	11-29-2017 @ 04:07 pm	closed	Med	< 1 day
4999	jscott@ci.alamosa.co.us	PC meeting	pc1176	11-29-2017 @ 02:02 pm	11-30-2017 @ 08:48 am	closed	Med	< 1 day
5000	lmontano@ci.alamosa.co.us	ONLINE DOCKET	pc1142	11-29-2017 @ 04:01 pm	11-29-2017 @ 04:30 pm	closed	Med	< 1 day



Audience Overview

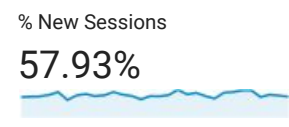
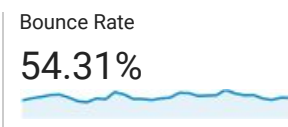
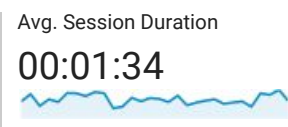
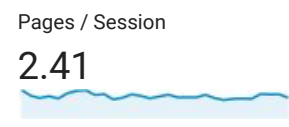
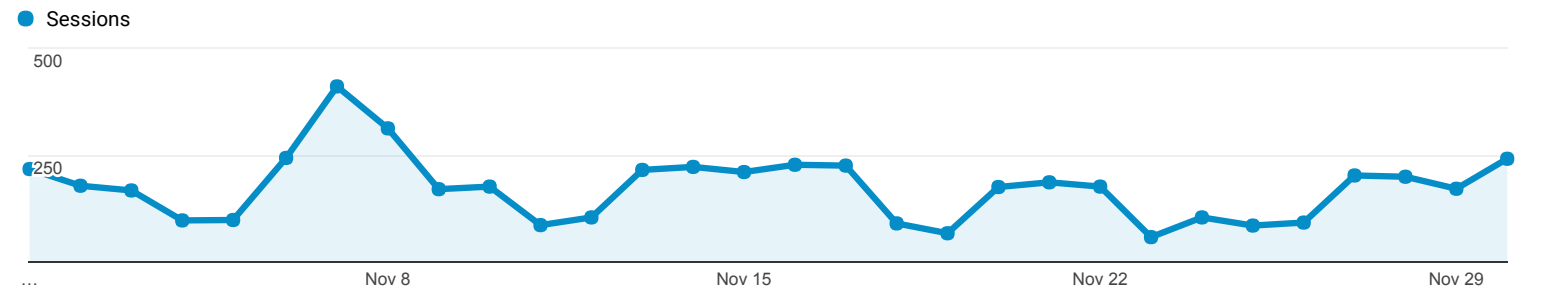


All Users

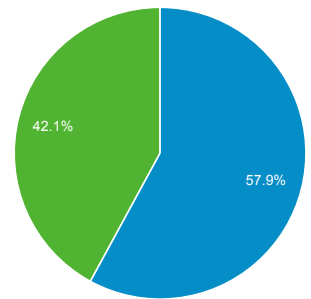
100.00% Sessions

Nov 1, 2017 - Nov 30, 2017

Overview



New Visitor Returning Visitor



Language		Sessions	% Sessions
1.	en-us	5,087	97.77%
2.	fr-fr	50	0.96%
3.	en-gb	20	0.38%
4.	ko	6	0.12%
5.	en-ca	5	0.10%
6.	es-xl	4	0.08%
7.	c	3	0.06%
8.	cs-cz	3	0.06%
9.	es-419	3	0.06%
10.	fr	3	0.06%



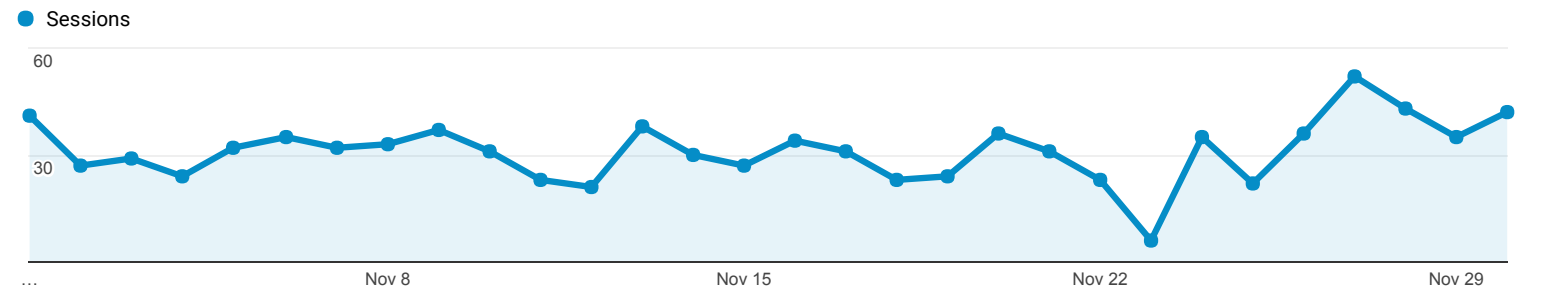
Audience Overview

All Users

100.00% Sessions

Nov 1, 2017 - Nov 30, 2017

Overview



Sessions

933

Users

619

Pageviews

2,012

Pages / Session

2.16

Avg. Session Duration

00:01:50

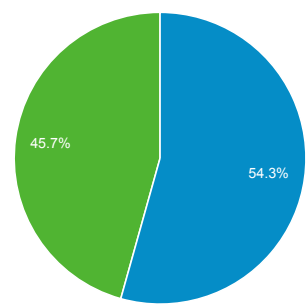
Bounce Rate

61.20%

% New Sessions

54.34%

New Visitor Returning Visitor



Language		Sessions	% Sessions
1.	en-us	890	95.39%
2.	fi-fi	20	2.14%
3.	cs-cz	3	0.32%
4.	en-gb	3	0.32%
5.	ko-kr	3	0.32%
6.	zh-cn	3	0.32%
7.	en	2	0.21%
8.	ru	2	0.21%
9.	de	1	0.11%
10.	en-au	1	0.11%



Device Activity Report

Report Generation Info			
Date Created:	12/05/2017 11:14 AM	Created By:	jbelknap
Machine Name:	PC1156		

	Total		Collision		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink		Wireless Microphone	
Total	1021	100%	2	0%	22	2%	427	42%	1	0%	292	29%	6	1%	266	26%	5	0%

Device Name	Total		Collision		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink		Wireless Microphone	
Car Unit 21	95	9%	0	0%	8	8%	82	86%	0	0%	5	5%	0	0%	0	0%	0	0%
Car Unit T2-23	80	8%	0	0%	0	0%	69	86%	0	0%	10	13%	0	0%	1	1%	0	0%
Bodycam Unit 3	75	7%	0	0%	1	1%	0	0%	0	0%	23	31%	0	0%	51	68%	0	0%
Car Unit 4	71	7%	0	0%	0	0%	46	65%	0	0%	6	8%	0	0%	19	27%	0	0%
Bodycam Unit 23	64	6%	0	0%	0	0%	0	0%	0	0%	6	9%	0	0%	58	91%	0	0%
Car Unit 10	60	6%	0	0%	0	0%	50	83%	0	0%	7	12%	0	0%	3	5%	0	0%
Car Unit 3	56	5%	0	0%	0	0%	38	68%	0	0%	5	9%	0	0%	9	16%	4	7%
Bodycam Unit 12	54	5%	0	0%	1	2%	0	0%	0	0%	12	22%	0	0%	41	76%	0	0%
Car Unit T1-12	43	4%	0	0%	0	0%	28	65%	0	0%	13	30%	0	0%	2	5%	0	0%
Bodycam Unit 4	42	4%	0	0%	3	7%	0	0%	1	2%	38	90%	0	0%	0	0%	0	0%
Bodycam Spare	34	3%	0	0%	0	0%	0	0%	0	0%	34	100%	0	0%	0	0%	0	0%
Bodycam Unit 17	32	3%	0	0%	1	3%	0	0%	0	0%	13	41%	0	0%	18	56%	0	0%
Bodycam Unit 65	30	3%	0	0%	3	10%	0	0%	0	0%	27	90%	0	0%	0	0%	0	0%
Car Unit 7	28	3%	1	4%	0	0%	25	89%	0	0%	2	7%	0	0%	0	0%	0	0%
Car Unit 17	27	3%	0	0%	0	0%	16	59%	0	0%	2	7%	0	0%	9	33%	0	0%
Car Unit 65	24	2%	0	0%	0	0%	7	29%	0	0%	6	25%	0	0%	11	46%	0	0%
Bodycam Unit 63	22	2%	0	0%	0	0%	0	0%	0	0%	22	100%	0	0%	0	0%	0	0%
Car Unit 8	21	2%	0	0%	0	0%	19	90%	0	0%	2	10%	0	0%	0	0%	0	0%
Car Unit T1-13	20	2%	0	0%	1	5%	13	65%	0	0%	4	20%	0	0%	1	5%	1	5%
Bodycam Unit 7	18	2%	0	0%	0	0%	0	0%	0	0%	18	100%	0	0%	0	0%	0	0%
Bodycam Unit 10	16	2%	0	0%	2	13%	0	0%	0	0%	3	19%	0	0%	11	69%	0	0%
Car Unit 18	14	1%	0	0%	0	0%	5	36%	0	0%	5	36%	4	29%	0	0%	0	0%
Bodycam Unit 2	13	1%	0	0%	1	8%	0	0%	0	0%	11	85%	0	0%	1	8%	0	0%
Bodycam Unit 13	11	1%	0	0%	0	0%	0	0%	0	0%	4	36%	0	0%	7	64%	0	0%
Bodycam Unit 8	11	1%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	11	100%	0	0%
Car Unit 6	10	1%	0	0%	0	0%	1	10%	0	0%	0	0%	0	0%	9	90%	0	0%
Car Unit 16	7	1%	0	0%	0	0%	6	86%	0	0%	1	14%	0	0%	0	0%	0	0%
Car Unit 15	7	1%	0	0%	0	0%	5	71%	0	0%	1	14%	1	14%	0	0%	0	0%
Car Unit 63	6	1%	0	0%	1	17%	4	67%	0	0%	0	0%	0	0%	1	17%	0	0%
Car Unit 2	6	1%	0	0%	0	0%	4	67%	0	0%	1	17%	1	17%	0	0%	0	0%
Bodycam Unit 16	5	0%	0	0%	0	0%	0	0%	0	0%	5	100%	0	0%	0	0%	0	0%
Car Unit 14	4	0%	0	0%	0	0%	3	75%	0	0%	0	0%	0	0%	1	25%	0	0%
Car Unit 24	3	0%	1	33%	0	0%	2	67%	0	0%	0	0%	0	0%	0	0%	0	0%

Device Name	Total		Collision		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink		Wireless Microphone	
Car Unit 19	3	0%	0	0%	0	0%	1	33%	0	0%	2	67%	0	0%	0	0%	0	0%
Bodycam Unit 24	2	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%
Bodycam Unit 19	2	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%
Car Unit 9	2	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%
Car Unit T2-20	2	0%	0	0%	0	0%	1	50%	0	0%	1	50%	0	0%	0	0%	0	0%
Bodycam Unit 21	1	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%

**City Clerk/Municipal Court
Monthly Report
November 2017**

Prepared and distributed 9 birthday cards.

Liquor:

- Renewals processed:
 - o El Charro
 - o Grille at Cattails
 - o Safeway
 - o Bistro Rialto
 - o Beer Keg Depot
 - o American Legion
 - o Oscar's
 - o VFW
- Special Events Permits:
 - o Valley-Wide Health Systems, Inc.
- Attended Pre-hearing negotiation meetings with City Prosecutor, Chief Oakes, Detectives Russell and Vasquez for the following establishments who failed compliance checks:
 - o Thai Hut
 - o Wize Apples
 - o Beer Keg Depot
 - o Terry's Liquor

Municipal Court:

- Held work session to discuss Municipal Court Philosophy.
- Posted ads for Municipal Judge position.
- Attended executive session with Council to review applications for Municipal Judge.
- Attended executive session with Council for Municipal Judge interviews.
- Attended executive session with Council for determination of Municipal Judge job offer.
- Met with City Manager and City Attorney to review ACLU documents prior to engaging in Conference Call with Michael Booth of the Colorado Trust Blog related to the ACLU report.
- Attended Conference call with Michael Booth of the Colorado Trust Blog, along with the City Manager and City Attorney to discuss the ACLU report for his blog.

Election:

- Held regular election and sent results November 7, 2017.
- Attended ballot recount at the Clerk and Recorder's office for the race in Ward 2.

Council:

- Meet with City Attorney and City Manager to review material for new councilor orientation.
- Held Council Orientation for new Councilors along with City Manager and City Attorney.

Training:

- Attended National Association for Court Management training in Lakewood, Colorado regarding Leadership.

Other:

- Attended weekly meetings with Mayor and City Manager.
- Attended weekly Leadership Team meetings.

CITY OF ALAMOSA

Page: 1

Report For November 1, 2017 Thru November 30, 2017 FILEDST

Violations by Filed Date...

TRAFFIC	152	
PARKING	16	
CITY ORDINANCE	26	
Total Filed Violations		194

Completed Cases...

Paid Fine...

TRAFFIC	68	
PARKING	11	
CITY ORDINANCE	4	
Total Paid Fines		83

Before Judge...

TRAFFIC	3	
PARKING	0	
CITY ORDINANCE	17	
Total Before Judge		20

Total Completed		103
-----------------	--	-----

Other Completed...

DISMISSED BY COMPLAINANT

TRAFFIC	1	
PARKING	0	
CITY ORDINANCE	0	
Total		1

DISMISSED/PRESENTED INSURANCE

TRAFFIC	2	
PARKING	0	
CITY ORDINANCE	0	
Total		2

DISMISSED BY JUDGE

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	6	
Total		6

COMPLIANCE DISMISSAL

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	1	
Total		1

DISMISSED BY PROSECUTOR

CITY OF ALAMOSA

Page: 2

Report For November 1, 2017 Thru November 30, 2017 FILEDST

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	7	
Total		7

DISMISSED/FOUND NOT GUILTY

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	2	
Total		2

VOIDED DOCKET

TRAFFIC	1	
PARKING	0	
CITY ORDINANCE	0	
Total		1

Total Other Completed	20
-----------------------	----

Grand Total Completed	123
-----------------------	-----

Net Difference Filed/Complete	71
-------------------------------	----

Warrants...

Issued...

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	17	
Total Violations		17
Total Warrants Issued		17

Cleared...

TRAFFIC	0	
PARKING	0	
CITY ORDINANCE	30	
Total Violations		30
Total Warrants Cleared		30
Change in Total Warrants		13-

Other Paid Cases...

Paid Fine...

Total Other Paid Fines	45
------------------------	----

FINE FINE	\$12,758.06
PD SUR PD SURCHARGE	\$1,784.58
DEFER DEFERRED FEE	\$75.00
LATE LATE FEE	\$186.76

CITY OF ALAMOSA

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Report For November 1, 2017 Thru November 30, 2017 FILEDST

TP SERVICE CHARGE	\$178.18
WF WARRANT FEE	\$222.87
VA VICTIMS ASSISTANCE	\$208.97
CCOST COURT COSTS	\$691.16
DFLT DFLT JUDGMENT	\$60.00
BF BOND FORFEITURE	\$60.00
SUBWIT SUBPOENA WITNESS FEE	\$20.42
REST RESTITUTION	\$49.99
Total Fees/Fines Paid	\$16,295.99

HUMAN RESOURCES MONTHLY REPORT

November 2017

New Employees:

Bianca Cortez	Custodian	Bldgs/Facilities-City Hall
Calder Larsen	Official	Parks and Rec
J.R. Tailey	Official	Parks and Rec
Isaiah Juarez	Streets-Maintenance Worker I	Public Works
J. Mark Wright	Public Works Director	Public Works
Jeremy Arellano	Parks Superintendent/This is a transfer from being Park Supervisor	

Exiting Employees:

Dominique Wright	Custodian	Bldgs/Facilities-AFRC
Rodney Fahrenbruch	Streets-Maintenance Worker I	Public Works
Solomon Archuleta	Parks Superintendent	Parks and Rec

Workers Compensation:

Alamosa Police Department

November 2017 Month End Report

Part 1 Crime Category	Sep-17	Oct-17	Nov-17	Nov-16	Raw # Change	Year to Date
Part 1 Violent Crimes						
Homicide	0	0	0	0	0	0
Sexual Assaults	1	1	1	2	-1	11
Robbery	3	0	1	5	-4	8
Aggravated Assault	2	1	1	5	-4	33
Total Violent Crimes	6	2	3	12	-9	52
Part 1 Property Crimes						
Burglary	12	13	7	8	-1	90
Larceny	52	45	52	59	-7	570
Vehicle Theft	3	1	3	2	1	13
Total Property Crimes	67	59	62	69	-7	673
Total Part 1 Crimes	73	61	65	81	-16	725
Miscellaneous Offenses						
Domestic Violence	10	4	10	14	-4	109
Simple Assault	10	11	5	12	-7	142
Drug Related	20	13	12	12	0	146
Liquor Laws	7	8	1	6	-5	34
Harassment	11	7	11	15	-4	132
DUI/DWAI/DUID	14	8	4	6	-2	81
Arson	0	0	0	1	-1	3
Traffic Related						
Traffic Accidents	41	41	29	40	-11	362
Fatal	0	0	0	0	0	0
Injury	4	3	2	9	-7	42
Property Damage	37	38	27	31	-4	320
Community Service Ofc						
Dogs picked up	5	15	7	9	-2	109
Animal Bites	1	0	3	2	1	29
Barking Dog Complaints	0	2	1	2	-1	24
Wildlife Calls	11	16	15	5	10	136
Weed/Trash Removal	0	0	3	2	1	524
Snow Removal	0	0	0	0	0	5
Junk Vehicles	5	6	0	0	0	14
Abandoned Vehicles	1	5	8	3	5	58
Summons Issued	4	6	8	13	-5	90
Calls for Service	145	147	161	133	28	1876

Submitted by: Duane Oakes, Chief of Police



CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

PARKS/CEMETERY

- **Cemetery Activities**

	<u>November</u>	<u>Total 2017</u>	<u>Total 2016</u>
Graves opened & closed	5	47	64
Graves set up services	5	47	64
Graves raised to grade	0	107	49
Cemetery single spaces sold	4	35	49
Stones leveled	6	57	4
Columbarium Niches sold	0	0	0
Disinterment	0	0	0

- **Tree Related Activities**

	<u>November</u>	<u>Total 2017</u>	<u>Total 2016</u>
Trees Pruned/Trimmed	9	129	113
Tress Planted	0	27	35
Trees Removed	1	8	11

- **Park Activities**

Worked accomplished:

- Parks
 - Weekly check and maintenance of play equipment; get playground log and spraying log up to date
 - Daily trash pickup of parks, cemetery, fairgrounds, ballfields, and City Hall
 - Blow out and winterize all bathrooms
 - Replace split rail fence posts in parks
- Dog Park
 - Cleared dirt and weeds by gate
- Lee Fields
 - Remove dirt around south fence
- Other
 - Funerals and grave digging, locates for public and stone setters, raise graves and level head stones, , mow and trim, and work on cemetery records
 - Pick up branches and leaves at Cemetery
 - Finish blow out of cemetery irrigation
 - Raise and lower flags
 - Decorate train, City Hall, and Public Library
 - Hang lights on Hwy 160, 6th St. and State St., 4th St. and Hwy 285, Craft Dr. and the Rec. Center
 - Changed parking lot lights and hang Christmas banners at Rec. Center
 - Went to the mountains for Christmas trees
 - Decorated Main St. and side streets
 - Decorate trees and plug in lights for lighting ceremony
 - Check and adjust slow timers and try to get all lights on at the same time

- Clean old office and move files to new office
- Fixed line at Rec. Center
- Trimmed trees on Main St. for Christmas decorations and pedestrians
- Add new decoration brackets to San Juan

FALL & WINTER ACTIVITIES GUIDE

Check out our activities guide for all the upcoming fall and winter events and programs. Our Facebook page - City of Alamosa Activities - is another great way to be informed of updates.

SPORTS & ACTIVITIES

Youth Sports

- **Basketball:** games will be October - December for kids in grades 1st-6th.
- **Ice Hockey:** registration is still open; games are set for February-March for kids, ages 5-13. Registration ends January 8th, equipment fitting January 15th.
- **Volleyball:** registration is still open; games are set for February – March for kids in grades 2nd-6th. The 2nd-4th division is semi-clinic style.

UPCOMING COMMUNITY EVENTS

- **Christmas Light Parade and Run**
 - o Saturday, December 23 6:00pm
 - o 1st Annual Round-UP Rudolph 5K Run

Rec Center Summer Hours

Monday – Thursday: 6am – 10pm

Friday: 6am – 6pm

Saturday: 7am – 6pm

Sunday: 12pm-6pm

Upcoming Rec Center Closures

- Christmas Eve (*observed*)-December 22 *after 12pm*
- Christmas Eve-December 24
- Christmas Day-December 25
- New Year's Eve-December 31
- New Year's Day-January 1

Rec Center Revenue

	November	October	September	August	July
Courses	\$1,782.00	\$7,182.00	\$3,498.00	\$8,680.00	\$3,707.00
Facility Rentals	(\$167.00)	\$1,020.50	\$2,548.60	\$1,187.33	\$1,351.20
Membership	\$6,111.11	\$7,212.03	\$2,866.03	\$5,731.15	\$4,167.33
Merchandise	\$5,962.69	\$5,076.00	\$4,966.00	\$2,491.53	\$6,927.27
	\$13,688.80	\$20,490.53	\$13,878.63	\$18,090.01	\$16,152.80

Rec Center Door Count

January 2016	18,048	January 2017	29,114
February 2016	24,453	February 2017	22,218
March 2016	11,180	March 2017	16,985
April 2016	8,976	April 2017	11,967
May 2016	7,535	May 2017	14,574
June 2016	7,542	June 2017	24,041
July 2016	6,789	July 2017	16,384
August 2016	6,572	August 2017	13,277

September 2016 5,299
 October 2016 7,413
 November 2016 10,391
 December 2016 10,123
 Month: 10,382

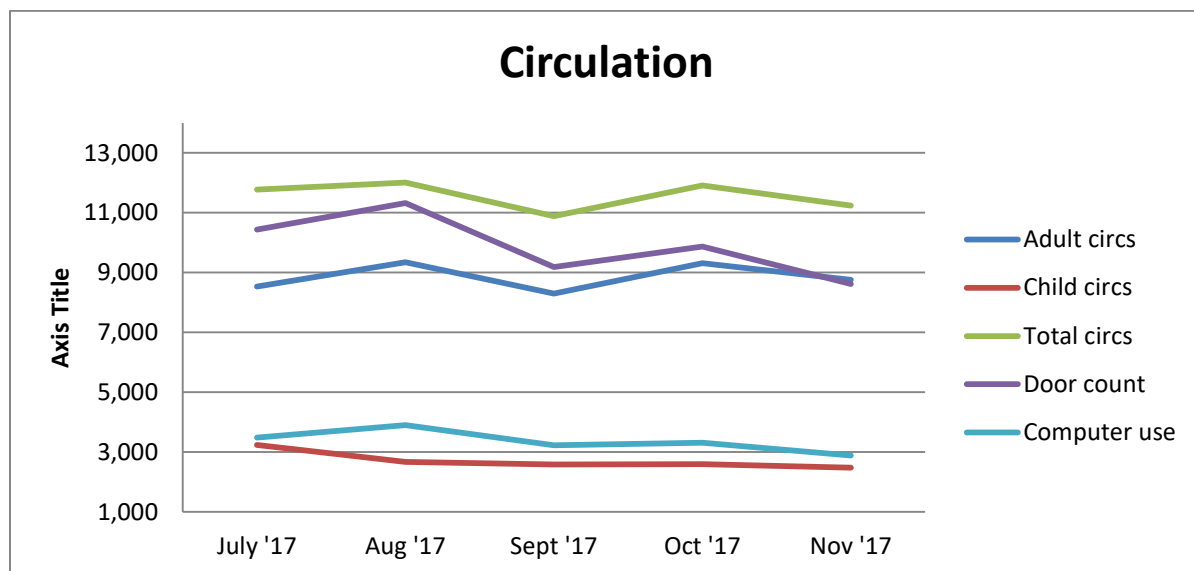
September 2017 13,665
 October 2017 17,111
 November 2017 21,042
 Average per Month: 16,398

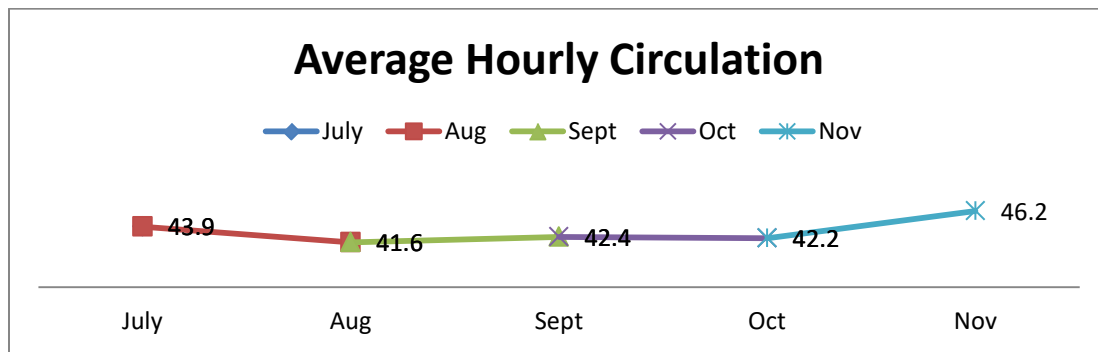
Library Manager Report – November 2017

Library Stats

Website Counter					
	November	October	September	August	July
Pageviews	2,012	1,975	2,098	2,250	2,152
Sessions	933	934	998	1,093	1,083
1 st Time Visitors	334	295	330	393	340
Returning Visitors	285	346	330	348	383

MONTHLY	STATISTICS	SUMMARY			
	November	October	September	August	July
Adult Circs	8,758	9,313	8,299	9,342	8,536
Child Circs	2,477	2,599	2,585	2,667	3,234
Total Circs	11,235	11,912	10,884	12,009	11,770
Hours Open	243	282	257	289	268
Circs per hour	46.2	42.2	42.4	41.6	43.9
CLC Circs	2,015	1,932	2,099	2,179	2,396
Door Count	8,616	9,863	9,182	11,327	10,437
Computer Use	2,880	3,314	3,239	3,897	3,484
Aspen e-books	155	178	150	151	188
TumbleBooks	3	31	36	5	2





Collection Development:

Staff added 371 new materials to the library collection: 233 books, 77 magazines, 22 audiobooks, 1 music CDs and 62 DVDs. This process includes purchasing, cataloging, and material processing. 213 materials were discarded.

Staff announcements.

Volunteers: We had a total of 46 volunteer hours this month. (9) Patty Campbell and (4) Leroy Espinoza. They both worked in the staff room doing miscellaneous jobs. A new volunteer Jaymie Coffman volunteered 3 hours to help her school resume for community services. She helped the children's librarian sort and inventory story room supplies. We had another volunteer here on behalf of the Vocational Rehab. She worked directly with Melissa, who is able to communicate through sign language. Working side by side, Melissa taught her many duties and aspects of the library.

Community Involvement

We have added another storytime on Tuesday mornings for toddlers and the public response has been very positive. There have been about 15 attendees. This took the load off the Friday toddler storytime which was showing 30-40 parents and kids attending. That was a lot of people in the story room at one time!

- 
 Of 16 Storytime To Go Kits, we have had 28 checkouts since August 14, 2017

- 
 There are now 29 children signed up for our Planting Seeds, 1,000 books program.

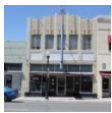
- 
 Family, Friends and Neighbors program is showing 20 caregivers signed up.



- Movie Night “Captain Underpants: The First Epic Movie – shown November 10, 2017



- The local Fiber group met in the Story Room. Usual attendance is 10-15 fiber enthusiasts. The group knits, weaves, spins, and crafts all things fiber. They share and teach each other new techniques and ideas. Planning for charity projects or events is also done at these meetings. The next meeting will be December 13, 2018. We welcome anyone interested in any type of fiber arts.



- The Historic Preservation Advisory Committee meets the second Tuesday each month in the Local History Room.



- The Essential Oils workshop was “Introduction to Essential Oils” 5 students attended. The next workshop will be in January 2018.
- People First group had their meeting in our Local History room. 9 members attended.



- San Luis Valley Origami workshop at the library was November 12, 2017 with 7 participants. The next workshop will be December 2, 2017.



- We have 7 Little Free Libraries in Alamosa, sponsored by the Alamosa Public Library and the Friends of the Library.
Food Bank – WCC added 50 books; **La Puente** – FOL (Friends of the Library) refilled with 40 books;
Zapata Park –Jan Oen & Don Thompson refilled with 15 books; **Senior Center** – KREBS 0 books;
Nancy Cutters Office (Optimist) – no changes; **SLV Immigrant Resource Center** (Optimist) – no changes;
Cole Park (library staff) we refilled with 30 books.



Friends of Alamosa Public Library

- The Friends are collecting donations through the winter for the May 2018 book.
- Membership of Friends of the Library is now at 51 members.
- Friend's meeting for November was canceled. Next regular meeting is scheduled for December 19, 2017.
- November Holiday sale made \$311. The Holiday Sale was held in the City Council Chambers this year.
- The next book sale will be May 5, 2018.

Children's Services Monthly Report

2017

Monthly Overview – November was a blur! Pat Garcia and I attended a Growing Readers Together regional meeting, planned the Every Child Ready to Read workshops, and worked on some great displays, along with Katie Fransen's help. I had a school class visit, hosted a La Llave family night, and worked to get our cabinets organized in the Story Room. Volunteer, Jaymie, helped to organize some of the craft supplies in that effort. The storage continues to be a source of great joy and pride and positive comments by families, I am so grateful for this! I have to say that I love our current staff. Everyone is so helpful in so many ways; it makes my job so much easier. I'm extremely grateful for Pat, Katie, Cathy, and Judith for all they do to enhance my work. On a personal note, my proposal to do a workshop entitled "Finding Your Voice: Developing your storytelling and singing voice for improved services to children and families" was accepted for the CLiC Spring Workshops in Grand Junction and Pueblo. Additionally, I was elected by the CLEL membership to serve on the CLEL Steering Committee. I'm excited for these opportunities as it allows me to stay involved in library services at the state level while my husband and I are in transition.

Storytime – Everyone loves the extra storytime on Tuesdays. I foresee a possible need to add the preschool session in the future. We were closed on the 10th for Veteran's Day and of course on the 23rd for Thanksgiving.

Date	Rhythm & Rhyme		Fun and Fantasy	Total
11/3/17	16k, 11a; 27t		21k, 8a; 29t	56
11/7/17	15k, 11a; 26t		5k, 3a; 8t	34
11/14/17 & 11/17/17	9k, 6a; 15t	21k, 9a; 30t	17k, 8a; 25t	70
11/21/17	16k, 10a; 26t		15k, 7a; 22t	48
11/28/17	10k, 7a		----	17
TOTAL				225

Special Events – see detail about these events below.

DATE	EVENT	PARTICIPATION
11/16/17	La Llave Family Night	7k, 7a; 14t
11/21/17	Cornerstone Christian Academy Class Visit	6k, 2a; 8t
11/30/17	ECRR2 Foundational Fun Workshop	2
TOTAL		24

Total Children's Services Visits for November: 249

Partnerships:

- **La Llave Event** – At the request of La Llave, I planned and executed the Every Child Ready to Read 2 Parent/Child Workshop, with Pat Garcia's help. The event went great! We had 3 families and 2 La Llave staff members. Pat made a nice set of cue cards with the 5 practices on them for each participant – these are really neat! We put that and some other brochures and information on early literacy in a bag along with the Early Literacy Perpetual Calendar that the State Library GRT staff made, and then we let each participant choose a book and a manipulative from our GRT stash. *The really wonderful thing about this event was how surprised the staff members were at the quality of the library as a resource for families!* They plan to do their monthly family meetings here at the library instead of at their offices!
- **Alamosa Literacy Council** – We celebrated our 2nd anniversary!

Growing Readers Together:

- **ECRR2 Workshops** – We did our first ECRR2 Parent/Caregiver Workshop for FFN's and Parents on November 30. Once again, Pat Garcia helped me immensely! We had only two participants, but it was a great time to work out the bugs and get some practice under our belt! We had one of our FFN's, a grandmother, and Mandy Pittman. Mandy has been giving great word of mouth about this training which will help us with participation in future events.
- **Storytime to Go Kits** – These continue to be popular.
- **Planting Seeds** – We have 29 kids signed up for our 1,000 Books program.
- **FFN Signups** – Holding steady at 20 FFN's at this point. We have 5 kits still available, and I continue to spread the GRT message!

Displays:

- **Teen Lounge** – Cathy put up some information about the Colorado Blue Spruce Award which is a teen nominated, teen voted state book award program.
- **Kid's Area** – Pat Garcia did a splendid display about author, Jan Brett.

- **Board Bookshelf** – Katie Fransen did a cute display of Olaf from "Frozen" – it says, "Some books are worth melting for!"
- **The PAD** – 5 practices highlight – "READ"

Respectfully Submitted,
Becky Steenburg
Children's Librarian

Pat's Display





Katie's Display

5 Practices bulletin board (a little rearranged by a young patron!)



Cathy's Display

Workshop Set Up



**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Approve Minutes of Meeting December 6, 2017

ATTACHMENTS:

Description	Type
 Minutes of Meeting December 6, 2017	Minutes

ALAMOSA CITY COUNCIL

Regular Meeting Minutes

Council Chambers
300 Hunt Avenue, Alamosa, CO
December 6, 2017

As a full service municipal government, our mission is to enhance the quality of life for our residents, visitors, and businesses. We strive to provide balanced business, employment, recreational, and residential opportunities.

Any person needing reasonable accommodation to attend or participate in a public meeting, please contact the Alamosa City Clerk's office by telephone (719) 589-2593, by email cityclerk@ci.alamosa.co.us, in person at 300 Hunt Avenue, or by mail at POB 419, Alamosa, CO 81101.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Regular Meeting of the Alamosa City Council was called to order at 7:00 p.m. on the above date by Mayor Pro Tem Ty Coleman. The Pledge of Allegiance was recited.

II. ROLL CALL

Present at roll call: Mayor Pro Tem Ty Coleman, Councilors Liz Hensley, Michael Stefano, Kristina Daniel, and Jan Vigil. Mayor Lucero and Councilor Griego previously requested to be excused. Also present: City Manager Heather Brooks, City Attorney Erich Schwiesow, and City Clerk Holly Martinez.

III. AGENDA APPROVAL

Heather Brooks stated that there will need to be an amendment to the agenda to include Councilor Vigil's reelection for his oath of office under ceremonial items.

Councilor Daniel moved, seconded by Councilor Stefano to approve the agenda as amended and to excuse Mayor Lucero and Councilor Griego. The motion carried unanimously.

IV. CITIZEN COMMENT

Alamosa City Council welcomes your comments. Citizens wishing to speak may obtain and complete a speaker card through the City Clerk at the start of the meeting.

A. Audience Comments

Jon Atencio spoke in regards to the Golf Course contract.

Ruthie Brown spoke in regards to the election.

Diana Hamilton and Marianna Young spoke in regards to the Valley Humane League.

Dan McCann spoke in regards to the election.

Darrel Cooper spoke in regards to the election and the at-large vacancy.

B. Follow-Up

None.

V. CONSENT CALENDAR A

The Consent Calendar allows multiple actions with one motion. Consent Calendar A contains routine items which have been recommended for action by staff or advisory boards. Council may remove a consent calendar item for separate consideration.

Councilor Daniel moved, seconded by Councilor Stefano to approve Consent Calendar A as presented. The motion carried unanimously.

C.2.a. October 2017 Monthly Expenditure Report and Financial Statements

C.7.a. Approve Minutes of Meeting November 15, 2017

C.7.b. Approve contract with James R. McDonald for Municipal Judge Services

VI. CEREMONIAL ITEMS

A. Recognition of Retiring Council Members:

1. Josef P. Lucero
2. Michael Stefano
3. Kristina Daniel

Councilor Daniel and Councilor Stefano thanked the community and staff for all their support and were presented with plaques for their years of service.

B. Oath of Office for New Council Members

1. Ty Coleman, Mayor
2. David Broyles, Ward 2
3. Michael Carson, Ward 4

City Clerk, Holly Martinez, administered the oath of offices to these newly elected Councilors.

Councilor Broyles and Councilor Carson thanked those who voted and supported them and also thanked outgoing Councilors for their service.

Mayor Coleman, Councilor Vigil, Councilor Broyles and Councilor Carson carried out the remainder of the meeting.

C. Introduction of Mark Wright, Public Works Director

Heather Brooks introduced Mark Wright, who was welcomed by Council.

D. Oath of Office, Municipal Judge James R. McDonald

City Clerk, Holly Martinez, administered the oath of office to James R. McDonald. Judge McDonald was welcomed by Council.

E. Adams State Cross Country Day Proclamation

Larry Mortenson and Damon Martin provided background information on the Cross Country team at Adams State.

Mayor Coleman read the proclamation, and Councilor Hensley along with Council, presented the proclamation to Mr. Martin and Mr. Mortenson.

VII. REGULAR BUSINESS

F. Business Brought Forward by City Staff

1. Public Works

- a. Second Reading and Public Hearing, Ordinance No. 33-2017, An ordinance repealing and replacing Chapter 21 of the *Code of Ordinances of the City of Alamosa* adopting a new Alamosa Unified Development Code in place of the existing zoning code

Erich Schwiesow reviewed what this ordinance is with Council and informed them that Todd Messenger and staff will give an overview of where the Unified Development Code sits. He also informed Council that this Ordinance needs to be adopted by the end of the year due to requirements by contracts and also to be consistent with the Comprehensive Plan. There are a number of items that are going to be highlighted to have discussion among Council. Counselor Schwiesow recommends that Council adopt the code tonight and if there needs to be amendments they can do that moving forward as it is still an ordinance that can be changed.

Todd Messenger provided Council with an overview of the Code and

explained that the following are the concerns to be addressed.

1. Murals (Table 21-4-702A)
2. Landscape species diversification (§ 21-5-302)
3. Parking lot landscaping threshold (10 versus 16 spaces) (§ 21-5-305(b))
4. Water and other issues in annexation (§ 21-8-401-405)
5. Balance of staff vs. planning commission approvals (§ 21-8-202 to 203)
6. Conditional use decisions and ratification (§§ 21-8-203 to 512(b))

He also explained that the changes since first reading and second reading. Those changes include the following:

- allowed campgrounds in CB zones
- implemented most tree board recommendations
- simplified short-term rental regulations
- standardized notice periods to avoid weekend deadlines
- clarified administrative appeals
- added other minor clarifications and definitions and corrected grammatical errors

Mayor Coleman opened the public hearing at 8:16 p.m. and asked for those wishing to speak on this ordinance.

Adam Moore spoke in regards to this being a good step forward and gets the community where they need to be. He also addressed his concerns with it.

Marilyn Loser stated a few comments that it was not the Tree Board making recommendations, rather it was MariyInn Loser. She also stated that no one had contacted the Tree Board regarding the Code. She also stated her appreciation for the Code and the changes that have been made.

Ruthie Brown spoke addressing her concerns about making businesses keep up with the care of their landscaping.

There being no one else wishing to speak, the public hearing closed at 8:34 p.m.

Councilor Vigil asked for clarification of the established neighborhoods.

Todd Messenger explained that the established neighborhoods are shown on the new zoning map in brown right around the central business district. The Code says that what you have there is conforming: so if your lot is real small, you could still build a house on it. He also stated that a staff process is there for people who are wanting to invest to build without having to come before a public hearing.

Council further discussed this ordinance.

Counselor Schwiesow stated that this also changes the culture of how the current process work and is giving broader scope to administrative approval and deferring more decisions to Planning Commission.

Council further discussed this ordinance.

Councilor Vigil moved, seconded by Councilor Hensley to finally adopt Ordinance No. 33-2017. The motion carried unanimously.

2. City Clerk/Municipal Court

a. Discussion and Direction on At-Large Vacancy Process

Holly Martinez explained that Council will need to determine how to proceed with the remainder of the filling of the At-Large vacancy. This vacancy was created upon Ty Coleman's election to Mayor and the Charter directs that Council make appointment to fill any vacancies that occur. Council directed staff to notify the public of this opportunity and requested letters of interest be submitted with a deadline of December 1, 2017. There were thirteen submissions which included: Shirley Adcock, Darrel Cooper, Leland Romero, Lori Smith, Kristina Daniel, Michael Stefano, Rob Oringdulph, Josef Lucero, Martin Diaz, Heather Hixson, John Adams, Pete Magee, and Josh Wehe. In previous years, Council agreed to hold interviews and then to determine the appointment at a next regular meeting after interviews were held. Staff is not planning to schedule the appointment of Mayor Pro Tem until the vacancy has been filled.

Councilor Vigil stated that he thinks everyone deserves an interview and he suggested a full day, potentially a Saturday, in order to get the interviews all done in one night.

Councilor Hensley somewhat agrees and states that even if they were to do 1/2 hour interviews, they're looking at 6-7 hours. She suggested may having it 1, 2, or 3 days in a row.

Council further discussed the interviews and the length of time that the interviews should be. They determined 15 minute interviews, with 5 minutes in between which comes out to about four hours.

Counselor Schwiesow stated that these interviews are not executive sessions and are open meetings so Council needs to think of how they want to handle the interviews for the fairness of the applicants.

Council determined that they will conduct interviews on December 19th beginning at 5:30 p.m. and will discuss questions they want to ask the applicants.

Counselor Schwiesow explained to Council the proposed voting system based upon problems that are pointed out by Arrow's Impossibility Theorem. Staff recommends a voting system that would request Councilors to rank their top four candidates, then invert the rankings to give the highest number of points to the top candidate (ie a number 1 candidate gets 4 points, a number 2, 3 points, down to a number 4, one point). If this results in a tie, then a runoff can be conducted in the manner initially proposed by Councilor Vigil, and used in the selection of the municipal judge. This should minimize problems pointed out by Arrow's Impossibility Theorem. It would also allow Councilor Carson to vote in the second stage if his fiancée, who is a candidate and therefore creates a conflict of interest, should fail to become a runoff candidate.

Council further discussed the voting system proposed. They also determined that staff will assign times and draw names earlier on for each time slot.

Council also discussed the potential conflict that could happen with Councilor Carson's fiancée being one of the applicants in the running for the at-large vacancy.

3. City Manager/Legal

a. Temporary Council Committee Appointments

Heather Brooks advised Council that they have historically appointed committee assignments at its winter retreat on an annual basis. Given the outcome of the recent election, several committees will be losing their Council liaison, which necessitates the need for temporary appointments to ensure coverage until the March 17th retreat. In addition to making the temporary assignments to the committees, staff recommends that two members volunteer for preliminary discussions with La Puente representatives. Staff anticipates that this will require just one or two meetings and will help develop the agenda for the full La Puente Board and City Council meeting.

The following appointments were made to the committees:
Airport advisory (non voting): 1st: Councilor Carson, 2nd: Councilor Hensley

- Tree Board: 1st: Councilor Griego, 2nd: Councilor Vigil
- Rec Board: Mayor, Mayor Pro Tem
- Intergovernmental Affairs: Mayor, Mayor Pro Tem (Councilor Hensley until Mayor Pro Tem is appointed)
- Senior Citizens: 1st: Councilor Broyles, 2nd: Councilor Hensley
- Capital Leasing: Mayor, Mayor Pro Tem (Councilor Hensley until Mayor Pro Tem appointed)
- Library Board: 1st: Councilor Vigil, 2nd:

- Marketing Board: 1st: Councilor Broyles, 2nd: Councilor Griego
- Council of Governments: Councilor Carson
- Alamosa Housing Authority: 1st: Councilor Hensley, 2nd: Councilor Griego
- Investment Committee: Councilor Broyles
- Animal Shelter Committee: Councilor Carson, Councilor Greigo
- La Puente: Councilor Carson, Councilor Vigil

b. Renewal of Contract with Valley Humane League

Heather Brooks reviewed this contract with Council. The City has been operating under the current contract with Valley Humane League since December 30, 2013 for the provision of certain animal control services. During 2013, the City was in jeopardy of losing the provision of shelter services when the operations of the Valley Humane League were possibly going to cease. With the provision of sheltering in jeopardy, staff reached out to regional shelters to determine various options. The most viable option was located in Monte Vista, but it would have required upfront capital to expand their capacity to accommodate the City's anticipated numbers and a significantly larger drive time. Thankfully the volunteers with the Valley Humane League remained organized and moved their operations to their current location at 6414 Co. Rd. 107 South.

The current contract is for \$1,500 per month or a total of \$18,000 annually. This amount, combined with other funds, is used to fund a full-time shelter manager and two part-time shelter technicians. See attached 2018 Budget for detailed revenue and expense items. Up until this request, the Executive Director position has been voluntary and unpaid. The Board of Directors has determined that based on the workload for the Executive Director that the unpaid status is no longer appropriate and is requesting a \$500/month increase (\$6,000 annual increase). See attached request letter that details the duties of the Executive Director.

Staff feels that it is vital that the shelter is appropriately funded in order to ensure continued operations. Over the last 9 months, the City has taken 105 stray dogs and the community has taken 76 stray dogs. Without the Valley Humane League, both the City and residents would not have a convenient and viable option to take stray dogs. While other valley shelters might be able to take on some, they in no way could accommodate the current numbers and the drive time would discourage residents from utilizing the services

Councilor Vigil and Councilor Broyles both stated they were in favor of this.

Councilor Vigil moved, seconded by Councilor Carson to approve the contract. The motion carried unanimously.

- c. Management Agreement with Alamosa Golf Club for the management and operation of the Golf Course on behalf of the City of Alamosa

Heather Brooks reviewed this agreement with Council. The Alamosa Golf Club has managed the operations of the Golf Course pursuant to the 2008 management agreement that expires January 24, 2018. Over the last several years there has been significant discussion between the City of Alamosa and the Alamosa Golf Club on needed changes to the contract and whether the City should assume operational control of the Golf Course. The attached management agreement is the culmination of those discussions. Attached is a clean copy of the management agreement and a copy that has the changes tracked. Below are the major changes:

- A better description of the facility
- Elimination of tax exempt lease purchase language since it is no longer relevant
- Term of the agreement is three years
- Better description of equipment and facility responsibilities
- Added a requirement for the Club to maintain a list of all personal property valued over \$2,000
- Added language that use of irrigation water will comply with well permits
- Added language that City Council and appropriate staff will tour the facility annually
- Removed the language for payment of water pumping costs
- Added language pertaining to annual lease payments
- Added language that the Club cannot depart from budgeted expenses if it would necessitate an unbudgeted increased use of credit without the City's prior approval
- Clarified that the responsibility for major repairs is for permanent infrastructure
- Added language that the City will fill pot holes, stripe, and do snow removal on the paved parking lot
- Added language that debt payments are considered operational expenses

Councilor Hensley moved, seconded by Councilor Vigil to approve the management agreement with the Alamosa Golf Club. The motion carried unanimously.

G. Committee Reports

Councilor Hensley reported on the golf board meeting that she attended. She also reported on the CML Executive Board meeting that she attended.

H. Staff Announcements

Public Works Director Pat Steenburg provided Council with some updates regarding the 8% public land dedication ordinance. foregoing some of public land dedication, Western Rivers.; La Due crossing; and preliminary numbers for curbside recycling.

Parks and Rec Director Andy Rice provided Council with updates related to the Recreations Inspires Opportunities which was an award of \$886,000; the GOCO Inspire Initiative; receiving \$50,000 from the Daniels Fund; Ice rink/multi-purpose facility to have a late January opening; and CTC, Xcel/Tree grant which will be for the southern gateway in front of the cemetery which the match will be around 3.

Heather Brooks reminded Council of the following:

Next Wednesday, December 19th is the Work Session for Liquor License Authority Training,

December 19th is for the At-Large Vacancy Interviews

Goodbyes to Pat Steenburg and Heinz Bergan: Pat's going away party will be 2pm - 4pm on Friday and Heinz Bergann's going away is 1pm - 2pm on Tuesday at the Recreation Center.

She also asked if there was need for work sessions for the following topics: ban on marijuana consumption clubs and decriminalization ordinances. Council determined they would only like a work session for the decriminalization ordinance.

Counselor Schwiesow updated Council on the Amicus brief he is on on behalf of City of Alamosa, The Amicus friend of the Court is in defense of home-rule powers and there is no cost to the City for this.

COUNCIL COMMENT

Councilor Hensley stated that Coach Martin wanted to see if Council would be at Friday night's game at halftime... game is at 7:30, halftime 8-830... for presentation of the proclamation. She also thanked Pat for his service.

Councilor Vigil acknowledged the following high schools: Alamosa, Sangre, Sargent, and Centauri for their tournaments they put on this weekend. He also thanked Pat for everything he has done for the City of Alamosa.

Councilor Broyles stated he appreciates this opportunity to be on council and thanks council and staff.

Councilor Carson said thank you as well and he looks forward to this journey.

Councilor Hensley congratulated all of the Adams State graduates as well as her nephew who was in the audience.

Mayor Coleman also thanked Councilor Hensley's nephew for his attendance and congratulated

him. He also thanked Pat and well as the new city council members. Mayor Coleman thanked those who helped him on his campaign and thanked those who were interested in the at large position.

ADJOURNMENT

The meeting adjourned at 10:48 p.m.

Holly C. Martinez, City Clerk

Ty Coleman, Mayor

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Consideration of the request from Black & Veatch on behalf of AT&T for upgrades to existing cellular communications facilities at 962 Craft. This is a Special Review of a permitted use in the RL Residential Low zoning district

Recommended Action:

Staff recommends that Council approve the request as presented and per the recommendation of the Planning Commission.

Background:

Staff has received a request from Black & Veatch Engineering on behalf of AT&T Communications to upgrade existing cellular facilities at 962 Craft Drive (the City water tower). The applicant wishes to add six (6) radio heads to their existing antennae atop the City's water tower. The proposed modification will not significantly alter the existing views of the antennae and therefore will have little or no visual impact to the community.

Issue Before the Council:

Does the Council wish to approve the requested Special Review for a Permitted Use in the Residential Low (RL) zoning district?

Alternatives:

- 1) Approve the request as presented per the Planning Commission recommendation.
- 2) Approve the request with additional conditions; or,
- 3) Deny the request with direction to staff and the applicant.

Fiscal Impact:

None

Legal Opinion:

The City Attorney will be available for questions.

Conclusion:

The proposed modification to the existing facilities will not significantly alter the current views of the antennae. The upgraded antennae will not create an added visual impact to the community.

ATTACHMENTS:

Description	Type
❑ Planning Commission Minutes - November 27, 2017	Cover Memo
❑ Planning Commission Staff Report	Cover Memo

City of Alamosa
Planning Commission
November 29, 2017
6:00 p.m.
Minutes of the Meeting

The regular meeting of the Planning Commission was called to order on the above date at 6:05 p.m. by Dan Vaughn, City Planner. Present were the following members: Shirley Adcock, Farris Bervig, Darrel Cooper and Christopher Lopez. Excused: David Mize, Absent: Mark Manzanares. A quorum was declared. Staff present: Pat Steenburg, Mark Wright, Harry Reynolds, Dan Vaughn, and Julie Scott.

In the absence of the Chairman and resignation of the Vice Chair on November 21, 2017, Vaughn facilitated the meeting.

Agenda Approval: M/S/C. Adcock, Lopez. Motion was made to approve the agenda with the following addition:

Introduction of Mark Wright, new Public Works Director.

Vaughn introduced the new Public Works Director. Mr. Wright gave a brief background of his work history and was welcomed by the Commission.

Approval of the Minutes: M/S/C. Adcock, Bervig. Motion made to approve the minutes of the October 25, 2017 meeting as presented. (Unanimous)

Public Comments: None.

Regular Business - Conduct Public Hearings – Planning Issues

The request of Black & Veatch for an expansion of a Permitted Use by Special Review to allow modifications to telecommunications equipment (Use Group C-33) in a Residential Low (RL) zone. The property affected is a portion of the Northwest corner of Harold Carroll Park, City of Alamosa, Alamosa County, also known as Craft Water Tower, 902 Craft Dr.

The public hearing opened at 6:10 p.m.

The applicant was not present. Staff presented the request.

Vaughn: This request is to expand on the existing facilities with six (6) additional radio heads. There is no change in the visual aspects and the staff recommendation is to approve this request.

Bervig: Dan, they want six more heads?

Vaughn: Yes.

Adcock: So are they replacing some or adding new?

Vaughn: Adding new, it's a regular kind of maintenance to their cellular system that they do quarterly.

Bervig: Every two, three months everything changes in that business

Reynolds: Looking over the plans when they submitted the application they have the dish and this is a box to back of it a radio head.

Adcock: After this month, we won't be seeing any more of this type of application?

Steenburg: Most likely not.

Bervig: Dan, if you have checked it over and feel comfortable recommending approval?

Vaughn: It's a very simple request and regular maintenance to the equipment and I see no reason for it not to be approved. Are there any other questions?

The public hearing closed at 6:13 p.m.

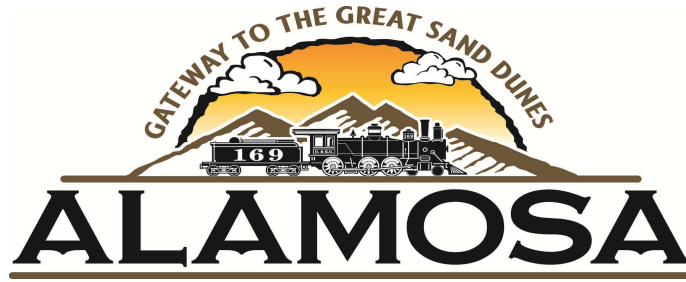
M/S/C. Lopez, Cooper. Motion made to recommend approval of the request of Black & Veatch for an expansion of a Permitted Use by Special review to allow modifications to telecommunications equipment (Use Group C-33) in a Residential Low (RL) zone. The property affected is a portion of the Northwest corner of Harold Carroll Park, City of Alamosa, Alamosa County, also known as Craft Water Tower, 902 Craft Dr. (Yes's - Lopez, Cooper, Bervig; Nay-Adcock.)

Correspondence: Distributed.

After no further business, the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Julie Scott
Recording Secretary



MEMO

To: Planning Commission Members
From: Dan Vaughn, City Planner
Subject: Consideration of the request from Black & Veatch on behalf of AT&T for upgrades to existing cellular communications facilities at 962 Craft. This is a Special Review of a permitted use in the RL Residential Low zoning district
Date: November 17, 2017

Staff has received a request of Black & Veatch Engineering on behalf of AT&T communications to upgrade existing cellular facilities at 962 Craft Drive (the City water tower). This request is an expansion of a Permitted Use by Special Review for the addition of six (6) radio heads on existing antennae. The proposed upgrade will not significantly alter the visual impact of the facilities that currently exist on the water tower.

Staff recommends approval, as submitted.

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Accept Stipulation Agreements for Compliance Check Violations

- Thai Hut
- Wize Apples
- Terry's Liquor
- Beer Keg Depot

Recommended Action:

Accept the stipulated agreements.

Background:

On October 21, 2017, the Alamosa Police Department conducted random alcohol compliance checks of liquor licensees within the city of Alamosa. There were a total of thirteen licensees checked and four of those licensees or employees sold to the underage person (operative), who was working with the Detectives.

Stipulation meetings were held on November 15th. The following is information related to each. The meetings were for the purpose of Prosecutor Gene Farish and the Alamosa PD to discuss the evidence obtained and to uncover any aggravating or mitigating factors. The Licensees have all stipulated that the violations occurred, and the Prosecutor has made a stipulated offer. They have all signed their agreements, and they are now being presented to Council for formal action.

Thai Hut: The licensee was represented by Soranai Srasom who was accompanied by employee, Pimera Wipan Ngern. Both parties were extremely apologetic for the violation. This was a first violation in the history of this licensee. Because of it was a first time offense violation, they were offered a written warning which they willingly accepted with further provision that they would provide proof to the City Clerk of completion of a TIPS or similar training course within 30 days, in the absence of which a five (5) day suspension with a *fine in lieu* alternative would be levied. The parties provided a ServSafe Certification for Soranai Srasom and an Alamosa Basic Food Safety Completion Certificate for Suparb Pungpuang.

Wize Apples: The licensee was represented by owner, Linda Cade. The employee/waitress who had served the alcohol was issued a citation into municipal court for serving an underage person. Ms. Cade was very cooperative. Although, she stated she had given training to her employees, neither she nor her employee had completed the TIPS or similar training course. A written warning was issued and it was mandated that she supply evidence to the City Clerk that both her and her employees had completed such training within 30 days, in the absence of which a *fine in lieu* of suspension would be levied. Ms. Cade contacted the City Clerk, Holly Martinez, on December 4th to inform her that she has set up a training for a certified course for her and all of her staff on December 22, 2017 at 8:00 a.m. Ms. Martinez informed the City Prosecutor the same day.

Beer Keg Depot: The licensee was represented by co-owner/manager, Gordon Mand. This is Beer Keg's fourth violation since 2001. However, this violation occurred on October 21, 2017 and their last previous offense was on February 2, 2013. It was not a second or third offense within a year, nor a fourth offense within two years. The previous offenses were on January 24, 2003, May

9, 2003, and April 23, 2011. Due to the history of violations, a five (5) day *fine in lieu* was offered with two (2) days of served suspension to be imposed if the *fine in lieu* is not paid. The *fine in lieu* will be calculated as per the provisions of C.R.S. § 12-47-601(3)(b) on 20% of the licensee's estimated gross revenue from sales of alcoholic beverages during the period of proposed suspense of days actually served - i.e. two (2) days. The owner submitted his sales receipts from the month of October 15 to November 15 to the City Clerk and the calculation is as follows:

\$121,901.64 Average Sales for Oct. 15 - Nov. 15 / 31 days = \$3,932.31
\$3,932.31 x 2 days = \$7,864.62
\$7,864.62 x 20% = **\$1,572.92**

Terry's Liquor: The licensee was represented by co-owner/manager, Nikki Martinez. This is Terry's Liquor's fifth violation since 2001. The other violations occurred on December 26, 2001, October 1, 2004, May 3, 2007, and February 2, 2013. While a change in ownership happened between violations, Nikki Martinez and Tom Martinez were the same owners when the February 2, 2013 violation occurred. There were no certificates or evidence of training for this establishment's employees. Based on the history of violations and applicable criteria, a *fine in lieu* of suspension of five (5) days, was offered with three (3) days of served suspension to be imposed if the *fine in lieu* is not paid. The *fine in lieu* will be calculated as per the provisions of C.R.S. § 12-47-601(3)(b) on 20% of the licensee's estimated gross revenue from sales of alcoholic beverages during the period of proposed suspense of days actually served - i.e. three (3) days. The owner submitted his sales receipts from the month of October 15 to the City Clerk and the calculation is as follows:

\$55,491.96 Average Sales for Oct. / 31 days = \$1,790.06
\$1,790.06 x 3 days = \$5,370.19
\$5,370.19 x 20% = **\$1,074.04**

Issue Before the Council:

Does the Council wish to accept the stipulated agreements?

Alternatives:

1. Accept the stipulations as presented, documenting that the violation occurred and accepting the proposed penalty.
2. Accept the stipulation that the violation occurred, but impose a different penalty.
3. Do not accept that the violation occurred, and request a hearing to receive evidence.

Fiscal Impact:

N/A

Legal Opinion:

The City Attorney will be present at the meeting if needed.

Conclusion:

All the preliminary steps have been completed, and it is appropriate for Council to act on the agreement presented.

ATTACHMENTS:

Description	Type
□ Memo from City Prosecutor	Backup Material

▣	Letters Regarding Liquor Violations	Backup Material
▣	Stipulation Agreement - Thai Hut	Backup Material
▣	Stipulation Agreement - Wize Apples	Backup Material
▣	Stipulation Agreement - Beer Keg Depot	Backup Material
▣	Stipulation Agreement - Terry's Liquor	Backup Material

MEMORANDUM

To: Alamosa City Council
Alamosa City Clerk

CC: Alamosa Chief of Police
Alamosa City Attorney
Alamosa City Manager

From: Eugene L. Farish, City Prosecutor

Date: November 17, 2017

Re: Offered Dispositions on Liquor Violations resulting from compliance checks on Thai Hut; Wize Apples; Beer Keg Depot; and Terry's Liquors

Date of Compliance Checks: October 21, 2017

Date of Offered Dispositions: November 15, 2017

Four cases were scheduled for offered dispositions at Alamosa City Hall on November 15, 2017, which resulted from compliance checks on Alamosa liquor license establishments conducted by Detective J. Vasquez, Detective J. Russell and Deputy Rodman in the evening hours of October 21, 2017. The officers utilized an underage operative. The operative was checked through NCIC and CCIC and had no convictions or arrests for any crimes. The operative has never attempted to buy (and was never sold) liquor previously at any of the compliance check locations. The operative was provided with \$100 of U.S. currency for the controlled purchase of alcohol and the money was photographed prior to the start of the operation. The operative was given a body microphone for monitoring throughout the operation and interaction inside each establishment. The operative's age was verified by picture identification. The operative entered seventeen (17) liquor establishments: Hunan's Chinese Restaurant, Square Peg Brewworks, Purple Pig Pub, Pizza Hut, St. Ives Pub & Eatery, Bank Shot, Airport Liquor, Chief's Liquor, Atencio's Market, Walgreen's Pharmacy, Safeway, City Market, Wal Mart, Thai Hut, Wize Apples, Beer Keg Depot and Terry's Liquor. Thirteen of the seventeen establishments passed the compliance checks; four did not.

At approximately 17:41 hours on October 21, 2017, the underage operative entered Wize Apples at 408 4th Street, sat at the bar and ordered two Fat Tire beers. The waitress did not request to see an I.D.

When the beers were served, Deputy Rodman, who was on the phone with the operative for the entire time until the beer was served, went inside Wize Apples and obtained a sample of the beer that was served to the operative. The sample was turned over to the officers conducting the operation. The waitress who had served the operative was identified as Shawna Manzanares.

The operative then entered Thai Hut at 525 Main Street, Alamosa, Colorado, was seated by the waitress and when asked what she wanted to drink, ordered a bottle of Pineapple Sake using the same procedure and equipment previously mentioned for Wize Apples. When the operative was asked for an I.D., she replied, "I forgot it but I've been here before." She was served the bottle of Sake by the waitress, Pimara Wipan Ngern. Deputy Rodman likewise entered the restaurant and collected the bottle of alcohol which had just been served and placed it into evidence.

The third compliance check was a liquor store—Beer Keg Depot, 603 Del Sol Drive, Alamosa, Colorado. The operative entered the store at 20:10 hours on October 21, 2017, using the same equipment and procedures previously mentioned, and was able to purchase a 750 milliliter bottle of Peach Svedaka Vodka from the only clerk in the store at 20:14 hours, without being asked for an I.D. The clerk was identified as Laura Ortiz. The alcohol was seized, collected and secured into evidence.

The fourth business was Terry's Liquor at 408 Denver Avenue, Alamosa, Colorado, utilizing the same procedures and operative as with Beer Keg Depot and conducted at 20:40 hours. The clerk, Jacqueline Maestas failed to properly determine the operative's age and sold her a 750 milliliter bottle of grape Svedaka Vodka at 20:41 hours. Deputy Rodman then entered the store, seized the alcohol and secured it into evidence.

Offered Dispositions

Utilizing the criteria established by the City of Alamosa in Section 10-32, *Liquor Violation Penalties and Process*, (c) *Pre-hearing Negotiated Stipulation* and (d) *Penalty Guidelines*, the first two violations, (Wize Apples and Thai Hut) were first offense violations.

1. Wize Apples: The employee/waitress who had served the alcohol was issued a citation into municipal court for serving an underage person. The owner, Linda Cade, was very cooperative and stated she had given training to her employees. However, neither she nor her employee had completed the TIPS or similar training course. Therefore Ms. Cade was issued this written warning and mandate to supply evidence to the City Clerk that both she and her

employees had completed such training within 30 days, in the absence of which a *fine in lieu* of suspension would be levied against her establishment. She indicated that she understood and accepted the disposition.

2. Thai Hut: Pimera Wipan Ngern and owner Soranai Srasom appeared for the Disposition Meeting and were extremely apologetic for the violation. Since this was a first offense violation, they were offered this written warning which they willingly accepted with the further provision that they would provide proof to the City Clerk of completion of a TIPS or similar training course within 30 days, in the absence of which a five (5) day suspension with a *fine in lieu* alternative would be levied. They willingly accepted this disposition.
3. Beer Keg Depot: This is Beer Keg Depot's fourth violation since 2001. However, it occurred on October 21st, 2017 and their last previous offense was on February 2, 2013, so it wasn't a second offense within a year, a third offense within a year, nor a fourth offense within two years since the previous offenses were on January 24, 2003, May 9, 2003 and April 23, 2011.

The co-owner/manager, Gordon Mand appeared at the dispositional meeting. Due to the history of violations, a five (5) day *fine in lieu* of suspension was offered with two (2) days of served suspension to be imposed if the *fine in lieu* is not paid within thirty (30) days. The *fine in lieu* will be calculated as per the provisions of C.R.S. 12-47-601(3)(b) on 20% of the licensee's estimated gross revenue from sales of alcoholic beverages during the period of proposed suspension of days actually served—i.e. two (2) days. The owner was directed to submit his sales receipts to the City Clerk for the month of October 15 to November 15 so that the Clerk could average the receipts, divide by 30 days to obtain a daily average, and multiply by two (days) and then multiply by 20% to obtain the fine due to the City. The owner estimated gross sales of up to \$2,000 per day so that may result in a *fine in lieu* of \$4,000 x 20% = \$800.00 (or more). The owner was satisfied with this disposition.

4. Terry's Liquor: This is a fifth offense for Terry's Liquor since 2001. The other offenses were on December 26, 2001, October 1, 2004, May 3, 2007 and February 2, 2013. There was apparently a change in ownership of the establishment. Nevertheless, Nikki Martinez and Tom Martinez were the same owners when the February 2, 2013 violation occurred (even though none of the violations fell into the criteria of two in one year, three in one year

or four in two years). Although the establishment has a scanner it has no certificates or evidence of training for its employees. Based on the history of violations and all other applicable criteria, the establishment was offered a *fine in lieu* of suspension of five (5) days, with three days to be actually served, the balance held in suspension and the fine to be calculated on gross sales with the same obligation to produce receipts to the City Clerk as in the Beer Keg Depot obligation. According to the owners approximately \$2,000 sales per day would be the average. Therefore, $\$2,000 \times 3 \text{ (days)} = \$6,000 \times 20\% = \$1,200$ fine (or more) would be the expected range. The owner was satisfied with this disposition.

Summary: All four of the violations appear to have been resolved in satisfactory terms with each of the establishments. Each owner was told that final acceptance was the province of the City Council as well as the fact that any owner had the right to have the case heard before City Council. The police department performed its job in completing the compliance checks in a professional manner and none of the owners indicated that they were being treated unfairly. Each appeared resolved to not allow the violations to recur.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Eugene L. Farish", is written over a horizontal line.

Eugene L. Farish
City Prosecutor

Alamosa Police Department

425 4th St.

Alamosa, Colorado 81101

DUANE C. OAKES, CHIEF OF POLICE

October 23, 2017

Alamosa City Council
425 4th St.
Alamosa, CO 81101

City Council Members:

On October 21, 2017, Detective Russell and Detective Vasquez from the Alamosa Police Department conducted random alcohol compliance checks of liquor licensees within the City of Alamosa.

During the checks, there were thirteen (13) licensees checked and four (4) of those licensees or employees sold to the underage person (operative), who was working with our Detectives. This operative was under twenty-one (21) years old and did not possess any form of identification when the purchase was attempted.

The operative entered each establishment and attempted to purchase an alcoholic beverage. The operative did not possess any form of identification and if asked for identification the operative advised the server or employee that they didn't have any form of identification on them. As noted above, employees from four of the establishments sold alcoholic beverages to our underage operative, one of which was identified as the Terry's Liquor, located at 408 Denver Ave., Alamosa, CO 81101. Our operative purchased a bottle of 750 ml, Grape Svedaka Vodka from Terry Liquor employee, ID'd as Jacqueline Maestas.

As a result of these alcohol compliance checks and a violation of Alamosa Municipal Code Sec. 11-51. - Serving an alcoholic beverage to a person under the age of twenty-one years the Alamosa Police Department respectfully request a "Show Cause" hearing for Terry's Liquor at your earliest convenience.

Sincerely,



Duane C. Oakes
Chief of Police
Alamosa Police Department

Police Headquarters
425 4th St
Alamosa, Colorado 81101
(719) 589-2548

"WE CARE"

Mailing Address
P.O. Box 1101
Alamosa, CO 81101
Fax: (719) 589-5257

Alamosa Police Department

425 4th St.

Alamosa, Colorado 81101

DUANE C. OAKES, CHIEF OF POLICE

October 23, 2017

Alamosa City Council
425 4th St.
Alamosa, CO 81101

City Council Members:

On October 21, 2017, Detective Russell and Detective Vasquez from the Alamosa Police Department conducted random alcohol compliance checks of liquor licensees within the City of Alamosa.

During the checks, there were thirteen (13) licensees checked and four (4) of those licensees or employees sold to the underage person (operative), who was working with our Detectives. This operative was under twenty-one (21) years old and did not possess any form of identification when the purchase was attempted.

The operative entered each establishment and attempted to purchase an alcoholic beverage. The operative did not possess any form of identification and if asked for identification the operative advised the server or employee that they didn't have any form of identification on them. As noted above, employees from four of the establishments sold alcoholic beverages to our underage operative, one of which was identified as the Beer Keg Depot, located at 603 Del Sol Dr., Alamosa, CO 81101. Our operative purchased a bottle of 750 ml, Peach Svedaka Vodka from the Beer Keg Depot employee, ID'd as Laura Ortiz.

As a result of these alcohol compliance checks and a violation of Alamosa Municipal Code Sec. 11-51. - Serving an alcoholic beverage to a person under the age of twenty-one years the Alamosa Police Department respectfully request a "Show Cause" hearing for the Beer Keg Depot at your earliest convenience.

Sincerely,



Duane C. Oakes
Chief of Police
Alamosa Police Department

Police Headquarters
425 4th St
Alamosa, Colorado 81101
(719) 589-2548

"WE CARE"

Mailing Address
P.O. Box 1101
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Alamosa Police Department

425 4th St.

Alamosa, Colorado 81101

DUANE C. OAKES, CHIEF OF POLICE

October 23, 2017

Alamosa City Council
425 4th St.
Alamosa, CO 81101

City Council Members:

On October 21, 2017, Detective Russell and Detective Vasquez from the Alamosa Police Department conducted random alcohol compliance checks of liquor licensees within the City of Alamosa.

During the checks, there were thirteen (13) licensees checked and four (4) of those licensees or employees sold to the underage person (operative), who was working with our Detectives. This operative was under twenty-one (21) years old and did not possess any form of identification when the purchase was attempted.

The operative entered each establishment and attempted to purchase an alcoholic beverage. The operative did not possess any form of identification and if asked for identification the operative advised the server or employee that they didn't have any form of identification on them. As noted above, employees from four of the establishments sold alcoholic beverages to our underage operative, one of which was identified as the Thai Hut, located at 525 Main St., Alamosa, CO 81101. Our operative purchased and was served a bottle of Pineapple Sake from the Thai Hut employee, ID'd as Pimara Wipan Ngern.

As a result of these alcohol compliance checks and a violation of Alamosa Municipal Code Sec. 11-51. - Serving an alcoholic beverage to a person under the age of twenty-one years the Alamosa Police Department respectfully request a "Show Cause" hearing for the Thai Hut at your earliest convenience.

Sincerely,



Duane C. Oakes
Chief of Police
Alamosa Police Department

Police Headquarters
425 4th St
Alamosa, Colorado 81101
(719) 589-2548

"WE CARE"

Mailing Address
P.O. Box 1101
Alamosa, CO 81101
Fax: (719) 589-5257

Alamosa Police Department

425 4th St.

Alamosa, Colorado 81101

DUANE C. OAKES, CHIEF OF POLICE

October 23, 2017

Alamosa City Council
425 4th St.
Alamosa, CO 81101

City Council Members:

On October 21, 2017, Detective Russell and Detective Vasquez from the Alamosa Police Department conducted random alcohol compliance checks of liquor licensees within the City of Alamosa.

During the checks, there were thirteen (13) licensees checked and four (4) of those licensees or employees sold to the underage person (operative), who was working with our Detectives. This operative was under twenty-one (21) years old and did not possess any form of identification when the purchase was attempted.

The operative entered each establishment and attempted to purchase an alcoholic beverage. The operative did not possess any form of identification and if asked for identification the operative advised the server or employee that they didn't have any form of identification on them. As noted above, employees from four of the establishments sold alcoholic beverages to our underage operative, one of which was identified as Wize Apples, located at 408 4th St., Alamosa, CO 81101. Our operative purchased and was served two mugs of Fat Tire Beer from the Wize Apples employee, ID'd as Shawna Manzanares.

As a result of these alcohol compliance checks and a violation of Alamosa Municipal Code Sec. 11-51. - Serving an alcoholic beverage to a person under the age of twenty-one years the Alamosa Police Department respectfully request a "Show Cause" hearing for Wize Apples at your earliest convenience.

Sincerely,



Duane C. Oakes
Chief of Police
Alamosa Police Department

Police Headquarters
425 4th St
Alamosa, Colorado 81101
(719) 589-2548

"WE CARE"

Mailing Address
P.O. Box 1101
Alamosa, CO 81101
Fax: (719) 589-5257

BEFORE ALAMOSA CITY COUNCIL SITTING AS THE LOCAL LICENSING
AUTHORITY FOR THE CITY OF ALAMOSA

STIPULATION, AGREEMENT, AND ORDER

IN THE MATTER OF:

**THAI HUT LLC
D/B/A THAI HUT
525 MAIN STREET
ALAMOSA, CO 81101**

LICENSE NO. 4707665

THIS AGREEMENT BETWEEN the City of Alamosa (City) and THAI HUT LLC d/b/a THAI HUT, 525 MAIN ST., Alamosa, CO 81101 (Licensee”), is offered for the purpose of a settlement of the matters detailed in the attached memo from Prosecutor Eugene L. Farish attached hereto as Exhibit 1 (hereinafter "Memo"). The above-named parties submit and agree as follows:

1. The facts and allegations pertaining to Licensee contained in the Memo are true and accurate.
2. The Licensee agrees to the written warning as contained in the prosecutor’s memo, and further agrees that the owner Soranai Srasom and employee Primera Wipan Ngern will complete TIPS or similar training within 30 days from the date of this stipulation, and provide evidence of such completion to the City Clerk.
3. If the TIPS training is completed as set forth above, this Stipulation shall be satisfied. Should the TIPS training not be completed, Licensee stipulates to a *fine in lieu* of a 5-day suspension (2 active, 3 held in abeyance) of its Liquor License as a penalty for its violation of the Colorado Liquor Code as set forth in Paragraph 1 of this stipulation and agreement.
4. In the event TIPS training as set forth above is not completed, and absent the payment of the fine set forth in paragraph 5, below, the suspension of license is to take place as follows:
 - A. License to be actively suspended for two (2) days.
 - B. 3 days of the suspension are to be held in abeyance for a period of one year from the date of approval of this agreement, pending no further violations of the Colorado Liquor Code during this period.

- C. Specific days may be chosen by the Licensee, but must be consecutive and completed prior to March 31, 2018. Licensee must notify the City Clerk of the dates no later than March 10, 2018.
- D. During any period of active license suspension, Licensee will post its premise in compliance with Regulation 47-600(F), 1 C.C.R. 203-2. The City Clerk will provide appropriate posters.
5. The parties agree that the fine shall be the equivalent of twenty percent (20%) of the Licensee's estimated gross revenues from the sales of alcohol beverages during a period of two days, except that the fine shall not be less than two hundred dollars (\$200.00) nor more than five thousand dollars (\$5,000.00).
6. Upon the payment of the fine as agreed upon in Paragraph 5, Licensee's active suspension, if any, as set forth in Paragraph 4 of this stipulation and agreement shall be deemed to have been served.
7. The alcohol beverages that were sold or used in the violation described in the Memo are hereby forfeited.

If the TIPS training set forth in paragraph 2, above was not completed and the suspension or fine was imposed, and if, at any subsequent hearing or stipulation in lieu of hearing, the City of Alamosa should find that the Licensee, during the aforesaid one-year period, violated any provision of the Colorado Beer or Liquor Codes, including all regulations thereunder, then the City shall, in addition to any other penalty imposed, order Licensee to serve all or any days of suspension presently held in abeyance, pursuant to this agreement.

This Stipulation, Agreement, and Order shall not be effective unless and until approved by the Alamosa City Council.

APPROVED and ORDERED this ____ day of _____, 2017.

(Licensee)

Ty Coleman, Mayor

Date

Date

BEFORE ALAMOSA CITY COUNCIL SITTING AS THE LOCAL LICENSING
AUTHORITY FOR THE CITY OF ALAMOSA

STIPULATION, AGREEMENT, AND ORDER

IN THE MATTER OF:

WIZE APPLES/LINDA CADE
D/B/A WIZE APPLES
408 4TH STREET
ALAMOSA, CO 81101

LICENSE NO. 4707682

THIS AGREEMENT BETWEEN the City of Alamosa (City) and WIZE APPLES/LINDA CADE d/b/a WIZE APPLES, 4TH ST., Alamosa, CO 81101 (Licensee”), is offered for the purpose of a settlement of the matters detailed in the attached memo from Prosecutor Eugene L. Farish attached hereto as Exhibit 1 (hereinafter "Memo"). The above-named parties submit and agree as follows:

1. The facts and allegations pertaining to Licensee contained in the Memo are true and accurate.
2. The Licensee agrees to the written warning as contained in the prosecutor’s memo, and further agrees that the owner and all employees will complete TIPS or similar training within 30 days from the date of this stipulation, and provide evidence of such completion to the City Clerk.
3. If the TIPS training is completed as set forth above, this Stipulation shall be satisfied. Should the TIPS training not be completed, Licensee stipulates to a *fine in lieu* of a 5-day suspension (2 active, 3 held in abeyance) of its Liquor License as a penalty for its violation of the Colorado Liquor Code as set forth in Paragraph 1 of this stipulation and agreement.
4. In the event TIPS training as set forth above is not completed, and absent the payment of the fine set forth in paragraph 5, below, the suspension of license is to take place as follows:
 - A. License to be actively suspended for two (2) days.
 - B. 3 days of the suspension are to be held in abeyance for a period of one year from the date of approval of this agreement, pending no further violations of the Colorado Liquor Code during this period.

- C. Specific days may be chosen by the Licensee, but must be consecutive and completed prior to March 31, 2018. Licensee must notify the City Clerk of the dates no later than March 10, 2018.
- D. During any period of active license suspension, Licensee will post its premise in compliance with Regulation 47-600(F), 1 C.C.R. 203-2. The City Clerk will provide appropriate posters.
5. The parties agree that the fine shall be the equivalent of twenty percent (20%) of the Licensee's estimated gross revenues from the sales of alcohol beverages during a period of two days, except that the fine shall not be less than two hundred dollars (\$200.00) nor more than five thousand dollars (\$5,000.00).
6. Upon the payment of the fine as agreed upon in Paragraph 5, Licensee's active suspension, if any, as set forth in Paragraph 4 of this stipulation and agreement shall be deemed to have been served.
7. The alcohol beverages that were sold or used in the violation described in the Memo are hereby forfeited.

If the TIPS training set forth in paragraph 2, above was not completed and the suspension or fine was imposed, and if, at any subsequent hearing or stipulation in lieu of hearing, the City of Alamosa should find that the Licensee, during the aforesaid one-year period, violated any provision of the Colorado Beer or Liquor Codes, including all regulations thereunder, then the City shall, in addition to any other penalty imposed, order Licensee to serve all or any days of suspension presently held in abeyance, pursuant to this agreement.

This Stipulation, Agreement, and Order shall not be effective unless and until approved by the Alamosa City Council.

APPROVED and ORDERED this ____ day of _____, 2017.

(Licensee)

Ty Coleman, Mayor

Date

Date

BEFORE ALAMOSA CITY COUNCIL SITTING AS THE LOCAL LICENSING
AUTHORITY FOR THE CITY OF ALAMOSA

STIPULATION, AGREEMENT, AND ORDER

IN THE MATTER OF:

**PS LIQUOR LLC
D/B/A BEER KEG DEPOT
603 DEL SOL
ALAMOSA, CO 81101**

LICENSE NO. 4700643

THIS AGREEMENT BETWEEN the City of Alamosa (City) and PS LIQUOR LLC d/b/a BEER KEG DEPOT, 603 DEL SOL, Alamosa, CO 81101 (Licensee”), is offered for the purpose of a settlement of the matters detailed in the attached memo from Prosecutor Eugene L. Farish attached hereto as Exhibit 1 (hereinafter "Memo"). The above-named parties submit and agree as follows:

1. The facts and allegations pertaining to Licensee contained in the Memo are true and accurate.
2. The Licensee agrees to a *fine in lieu* of a 5-day suspension (2 active, 3 held in abeyance) of its Retail Store Liquor License as a penalty for its violation of the Colorado Liquor Code as set forth in Paragraph 1 of this stipulation and agreement. The *fine in lieu* of suspension shall be paid by December 31, 2017, according to the terms set forth in paragraph 3, below. Absent the pay of the fine, the suspension of license is to take place as follows:
 - A. License to be actively suspended for two (2) days.
 - B. 3 days of the suspension are to be held in abeyance for a period of one year from the date of approval of this agreement, pending no further violations of the Colorado Liquor Code during this period.
 - C. Specific days may be chosen by the Licensee, but must be consecutive and completed prior to March 31, 2018. Licensee must notify the City Clerk of the dates no later than March 10, 2018.
 - D. During any period of active license suspension, Licensee will post its premise in compliance with Regulation 47-600(F), 1 C.C.R. 203-2. The City Clerk will provide appropriate posters.
3. The parties agree that the fine shall be the equivalent of twenty percent (20%) of

Stipulation, Agreement, and Order

«BUSINESS_NAME»

Page 2

the Licensee's estimated gross revenues from the sales of alcohol beverages during a period of two days, except that the fine shall not be less than two hundred dollars (\$200.00) nor more than five thousand dollars (\$5,000.00). The parties agree that the average days' sales for the month of October 1 to October 31 be the appropriate measure of said estimated gross revenues.

$(\$121,901.64/31 = \$3,932.31; \$3,932.31 \times 2 = \$7,864.62 \times 20\% = \underline{\$1,572.92})$

4. Payment of the fine pursuant to the provisions of this agreement shall be in the form of cash or check made payable to the City of Alamosa. Said fine shall be paid to the City on or before **December 31, 2017**.
5. Upon the payment of the fine as agreed upon in Paragraph 3, Licensee's active suspension as set forth in Paragraph 2 of this stipulation and agreement shall be deemed to have been served.
6. If the Licensee fails to make payment in a timely manner as detailed in Paragraph 4 of this stipulation and agreement, the suspension shall be served as detailed in Paragraph 2.
7. The alcohol beverages that were sold or used in the violation described in the Memo are hereby forfeited.

If at any subsequent hearing or stipulation in lieu of hearing, the City of Alamosa should find that the Licensee, during the aforesaid one-year period, violated any provision of the Colorado Beer or Liquor Codes, including all regulations thereunder, then the City shall, in addition to any other penalty imposed, order Licensee to serve all or any days of suspension presently held in abeyance, pursuant to this agreement.

This Stipulation, Agreement, and Order shall not be effective unless and until approved by the Alamosa City Council.

APPROVED and ORDERED this ____ day of _____, 2017.

(Licensee)

Ty Coleman, Mayor

Date

Date

BEFORE ALAMOSA CITY COUNCIL SITTING AS THE LOCAL LICENSING
AUTHORITY FOR THE CITY OF ALAMOSA

STIPULATION, AGREEMENT, AND ORDER

IN THE MATTER OF:

**SLV WINE AND SPRITS, LLC
D/B/A TERRY'S LIQUOR
408 DENVER AVE
ALAMOSA, CO 81101**

LICENSE NO. 42-73407-0000

THIS AGREEMENT BETWEEN the City of Alamosa (City) and SLV WINE AND SPRITS, LLC d/b/a TERRY'S LIQUOR, 408 DENVER AVE, Alamosa, CO 81101 (Licensee"), is offered for the purpose of a settlement of the matters detailed in the attached memo from Prosecutor Eugene L. Farish attached hereto as Exhibit 1 (hereinafter "Memo"). The above-named parties submit and agree as follows:

1. The facts and allegations pertaining to Licensee contained in the Memo are true and accurate.
2. The Licensee agrees to a *fine in lieu* of a 5-day suspension (3 active, 2 held in abeyance) of its Retail Store Liquor License as a penalty for its violation of the Colorado Liquor Code as set forth in Paragraph 1 of this stipulation and agreement. The *fine in lieu* of suspension shall be paid by December 31, 2017, according to the terms set forth in paragraph 3, below. Absent the payment of the fine, the suspension of license is to take place as follows:
 - A. License to be actively suspended for three (3) days.
 - B. 2 days of the suspension are to be held in abeyance for a period of one year from the date of approval of this agreement, pending no further violations of the Colorado Liquor Code during this period.
 - C. Specific days may be chosen by the Licensee, but must be consecutive and completed prior to March 31, 2018. Licensee must notify the City Clerk of the dates no later than March 10, 2018.
 - D. During any period of active license suspension, Licensee will post its premise in compliance with Regulation 47-600(F), 1 C.C.R. 203-2. The City Clerk will provide appropriate posters.
3. The parties agree that the fine shall be the equivalent of twenty percent (20%) of

Stipulation, Agreement, and Order

«BUSINESS_NAME»

Page 2

the Licensee's estimated gross revenues from the sales of alcohol beverages during a period of two days, except that the fine shall not be less than two hundred dollars (\$200.00) nor more than five thousand dollars (\$5,000.00). The parties agree that the average days' sales for the month of October 15 to November 15 be the appropriate measure of said estimated gross revenues.

$(\$55,491.96/31 = \$1,790.06; \$1,790.06 \times 3 = \$5,370.19 \times 20\% = \underline{\$1,074.04})$

4. Payment of the fine pursuant to the provisions of this agreement shall be in the form of cash or check made payable to the City of Alamosa. Said fine shall be paid to the City on or before **December 31, 2017**.
5. Upon the payment of the fine as agreed upon in Paragraph 5, Licensee's suspension as set forth in Paragraph 2 of this stipulation and agreement shall be deemed to have been served.
6. If the Licensee fails to make payment in a timely manner as detailed in Paragraph 4 of this stipulation and agreement, the suspension shall be served as detailed in Paragraph 2.
7. The alcohol beverages that were sold or used in the violation described in the Memo are hereby forfeited.

If at any subsequent hearing or stipulation in lieu of hearing, the City of Alamosa should find that the Licensee, during the aforesaid one-year period, violated any provision of the Colorado Beer or Liquor Codes, including all regulations thereunder, then the City shall, in addition to any other penalty imposed, order Licensee to serve all or any days of suspension presently held in abeyance, pursuant to this agreement.

This Stipulation, Agreement, and Order shall not be effective unless and until approved by the Alamosa City Council.

APPROVED and ORDERED this ____ day of _____, 2017.

(Licensee)

Ty Coleman, Mayor

Date

Date