

ALAMOSA CITY COUNCIL

Regular Meeting Agenda

Council Chambers
300 Hunt Avenue, Alamosa, CO
December 19, 2018

Mission Statement: We are committed to providing balanced, effective and efficient public services for our residents, visitors and businesses by cultivating a vibrant, resilient and livable city.

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.

Council Calendar

Advisory Board Minutes

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. 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.7.a. Approve Minutes of Meeting December 5, 2018

C.8.a. Receive November 2018 Monthly Reports

VI. REGULAR BUSINESS

A. Presentations from Outside Agencies

1. Family Fun Skate Night

B. Business Brought Forward by City Staff

1. Finance

- a. Resolution No. 18-2018 amending Ordinance 31-2017 for the 2018 Budget also known as the 3rd Budget Amendment.

2. City Manager/Legal

- a. Amendment of Subdivision Improvement Agreement, Lot 1, Block 1, Sierra Vista Addition (Sage Apartments).
- b. Motion authorizing the Mayor to enter into a second Golf Course lease-purchase agreement with San Luis Valley Federal Bank for the Front 9 irrigation replacement project.
- c. First Reading, Ordinance No. 33-2018, an ordinance adding a new section 13-10 to the Code of Ordinances of the City of Alamosa to address subpoenas and eliminate witness fees for municipal court

C. Committee Reports

D. Staff Announcements

COUNCIL COMMENT

ADJOURNMENT

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:

Council Calendar

ATTACHMENTS:

Description		Type
Council Calendar		Cover Memo

Alamosa City Council Meetings and Events

Updated 12/14/2018

All events are held in Alamosa Colorado unless otherwise noted

CITY HALL IS LOCATED AT 300 HUNT				
Date	Time	Event	Location	Additional Information
December 19, 2018	4:00 p.m.	Farewell Reception for Gene Farish	Council Chambers	***
December 19, 2018	5:00 p.m.	Moose the Reading Dog Celebration	Library	***
December 22, 2018	6:00 p.m.	Parade of Lights	Downtown	***
January 25 - 27, 2019	All Day	Rio Frio Ice Fest	Downtown	***
* Work sessions are informal Council meetings for the purpose of discussion among Council members. No action is taken. The public is invited to attend, but public comment is generally not received unless otherwise noted.				
**Sponsored by outside entity. Council members have been invited to attend. Please check with originating entity for registration information				
*** Citizens are encouraged to attend this community event				
**** This is a purely social event and not open to the public				
*****This is a closed session and not open to the public				

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Advisory Board Minutes

ATTACHMENTS:

Description	Type
📎 Tree Board Minutes November 7, 2018	Minutes



Alamosa Tree Board

Minutes - draft

Noon, November 7 -- Alamosa City Complex

Attendees

Board Members: Megan Dudley, Marilyn Loser, Benita Martinez (alternate), Kevin Ruybal

City Parks and Recreation: Jeremy Arellano

City Council Liaison: Kristina Daniel

[Excused: Adam Moore]

Meeting called to order at 12:00 p.m.

1. Quorum established.
2. 2018 October 3 meeting minutes were unanimously approved. [Moved, Adam; Second, Benita]

Announcements/Discussion

1. **Tree City USA.** The group discussed the annual Tree City USA application. Marilyn usually gets her info regarding volunteer Tree Board member hours and volunteer citizen hours during Arbor Week in by the first week in December. She mentioned the need to look into current 'Growth Award' in case we can apply for that this year – the award is given “by the Arbor Day Foundation to recognize higher levels of tree care by participating Tree City USA communities. Marilyn will look into.
2. **Megan resubmitted National Science Foundation grant proposal.** Megan reported that she submitted a NSF grant proposal that includes a community outreach portable display on tree health. The idea is to have a hands-on display to teach children about tree health and she thinks the proposal is stronger this time. The board wished her well.

Agenda Items

1. **2019 Colorado Tree Coalition (CTC) grant draft proposal.** The group discussed the proposal regarding “Adding Shade and Wind Breaks to the Alamosa Family Recreation Center Campus”. Last month the Board visited the campus and noted several possible places for tree additions. 1) South of the new parking lot, 2) surrounding the new pavilion, 3) the new Peyton’s Playground, and 4) in the turf field north of the building.

The distributed draft document had a 2016 Google Earth photo of the Rec Campus that doesn't include the new pavilion. Megan suggested asking Rob Benson, Adams State University professor, who has a drone if he'd be willing to take a current photo. Andy said the City has one also and he will ask if that can happen.

Andy reported that trees cost about \$300 each. The City has about \$3,000 per year from the Conservations Trust Fund (CTF). We request the maximum for each grant proposal. The CTF also funds shrubs (these could be good for windbreaks). Marilyn will check to see if our matching funds could be used for shrubs in the CTC proposal.

Jeremy in consultation with Andy and Kevin will decide where to plant trees. Particular species may depend upon acquiring trees locally.

Usually proposals have to be submitted by the first Friday in December. Adam emailed that he should have this year's proposal document next week and will email it out. Marilyn said it doesn't usually change much from year to year. Also, she reported that the more specific a proposal is, the better chance it has of being funded – she has been able to review grants the last 2 years for the specific one Alamosa wasn't applying for. Alamosa has had these grants (CTC and CTC/Xcel) funded for the last 10 years. They are not large, but certainly help.

Suggestions for community support outreach regarding planting involve the hockey group and the roller derby folks – contact information is needed. We will seek out contacts and approach them now in preparation for spring planting events.

2. **Safeway letter regarding pine tree scale.** Marilyn distributed a draft letter to Safeway from the Tree Board regarding the issue. Kristina suggested making sure that it is OK to quote Adam Moore who was unable to attend the meeting. Marilyn suggested she would and indicated possible alternate text.
3. **Tree Board Chair position.** Marilyn said again she'd like to step down as TB chair no later than May. She also said it's time for having a change --fresh leadership and perspectives are useful from time to time. Also, she said she continues to have health issues.

Further Discussion:

1. **Other grant options.** Marilyn said the 2 types of grants we've applied for over the years are the only ones she's found that meet our community profile. Megan said we might try a grant from Colorado Gardens. She will furnish contact information.
2. **East Adams State University Campus (previously Evans School).** Discussion ranged from historic use of the dirt area at the east end of the block to possible future use. Kevin said it has always been dirt but had some surrounding shrubs. Apparently, there has been exploration into adding artificial turf, moving the kindergarten care building to the site, and/or moving facilities services to the site.
3. **Tree health care at the golf course:** Apparently, the golf course would like input on tree health. A tree uprooted late summer causing concern as it fell across a frequently-used path. Discussion ensued on how the Tree Board could help.
 - a. Andy suggested that maybe next spring the TB could take a look.
 - b. It was noted that there are a lot out trees out there!
 - c. Perhaps the local Colorado Forest Service could assess the trees as they did at Adams State recently.
 - d. Megan said the Federal Forest Service has assessment forms that might help.
 - e. Marilyn said she'd take a look at assessment help for open spaces including golf courses.

Meeting adjourned at 12:53p.m. [Moved, Megan; Second, Kevin] unanimously approved.

Submitted by Marilyn Loser

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Approve Minutes of Meeting December 5, 2018

ATTACHMENTS:

Description	Type
▢ Minutes of Meeting December 5, 2018	Minutes

ALAMOSA CITY COUNCIL

Regular Meeting Minutes

Council Chambers
300 Hunt Avenue, Alamosa, CO
December 5, 2018

6:30 PM - Work Session: Board Applicant Interview

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. ROLL CALL

Present at roll call: Mayor Ty Coleman, Councilors Liz Hensley, David Broyles, Jan Vigil, and Michael Carson. Councilor Kristina Daniel was present via Zoom Conference. Councilor Charles Griego previously requested to be excused.

III. AGENDA APPROVAL

Councilor Vigil moved, seconded by Councilor Carson to approve the agenda as presented and to excuse 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

None.

B. Follow-Up

None.

V. CEREMONIAL ITEMS

A. Introduction of Officer Ryan Veneman

Police Chief Ken Anderson introduced Officer Ryan Veneman who was welcomed by Council.

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.

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

C.7.a. Approve Minutes of Meeting November 7, 2018

C.2.a. October 2018 Monthly Financial Statements & Expenditure Reports

C.8.a. Receive October 2018 Monthly Reports

VII. REGULAR BUSINESS

A. Presentations from Outside Agencies

1. LEAD Update

Clarissa Woodworth, Carrie Deacon, Jordan Welch and Chief Anderson presented an update on the LEAD program to Council.

B. Business Brought Forward by City Staff

1. Public Works

- a. Public Hearing and Second Reading, Ordinance No. 32-2018, an ordinance amending Division 2-2 of Chapter 21 of the *Code of Ordinances of The City Of Alamosa* to allow manufactured homes in the CA zone for residential, civic, education and healthcare purposes.

Counselor Schwiesow reviewed this ordinance with Council.

Mayor Coleman opened the public hearing at 7:31 p.m. and asked for those wishing to speak on this ordinance.

There being no one wishing to speak, the hearing closed at 7:31 p.m.

Councilor Vigil moved, seconded by Councilor Carson to finally adopt Ordinance No. 32-2018. The motion carried unanimously.

- b. Adoption of the 2018 Alamosa Ranch Master Plan

Daniel Vaughn presented information to Council and Council further discussed this item.

Councilor Hensley moved, seconded by Councilor Broyles to adopt the 2018 Alamosa Ranch Master Plan. The motion carried 5 to 1 with Councilor Carson casting the no vote.

2. City Manager/Legal

- a. Public Hearing and Second Reading, Ordinance No. 31-2018, an ordinance to clarify provisions related to smoking in public buildings to comply with the Colorado clean indoor air act and to make provision for smoking lounges.

Counselor Schwiesow reviewed this ordinance with Council.

Mayor Coleman opened the public hearing at 7:47 p.m. and asked for those wishing to speak on this ordinance.

There being no one wishing to speak, the ordinance closed at 7:47 p.m.

Councilor Vigil moved, seconded by Councilor Hensley to finally adopt Ordinance No. 31-2018. The motion carried 4 to 2 with Councilors Carson and Broyles casting the no votes.

C. Committee Reports

Councilor Carson stated at the Rio Grande Water Conservation District tomorrow at 10:30 a.m. there will be a presentation by an outside entity for on-setting of a Water Export scenario and invited Council to attend.

Councilor Daniel reported on the Library Board and Housing Authority Board meetings she attended.

D. Staff Announcements

Heather Brooks reviewed upcoming dates for Council and let them know of an upcoming farewell reception for Gene Farish.

Jes Jolly provided Council with information in regards to the costs to participate in the Youth Ice Hockey League.

Ms. Brooks also provided a clarification to a recent article in the newspaper regarding sales tax.

COUNCIL COMMENT

Councilor Hensley congratulated all the graduates who will be graduating from Adams State this semester.

Councilor Vigil thanked Council for being able to attend via Zoom conference at the last council meeting and thanked Holly for getting it set up. He also informed Council of a conversation with a constituent regarding the permit parking.

Mayor Coleman thanked City Staff and Councilors Hensley and Carson for participating in the Celebration of Lights event.

EXECUTIVE SESSIONS

Councilor Vigil moved, seconded by Councilor Carson to move into Executive Session (8:19 p.m.) pursuant to C.R.S. § 24-6-402(4)(a) and (4)(b) to receive water cases update from City Attorney and discuss lease of Alamosa River water rights. The motion carried unanimously.

After the executive session, no further business will be discussed.

1. Executive session pursuant to C.R.S. § 24-6-402(4)(a) and (4)(b) to receive water cases update from City Attorney and discuss lease of Alamosa River water rights.

ADJOURNMENT

The meeting adjourned immediately after the executive session.

Holly C. Martinez, City Clerk

Ty Coleman, Mayor

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Receive November 2018 Monthly Reports

ATTACHMENTS:

Description	Type
📎 November 2018 Monthly Reports	Reports

COUNCIL COMMUNICATION

DATE: December 19, 2018	AGENDA NO.C. 8. a	SUBJECT: City Manager Monthly Report for November 2018
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 2018 Report

- Weekly Leadership Team meetings
- Monthly meeting with Aaron Miltenberger, Boys & Girls Club
- Attended VIP Branding Relaunch Subcommittee
- Called in to the Colorado Women in Local Government Coaching Call
- Attended Local Food Local Places reconvening meeting
- Attended JC Penney's Ribbon Cutting
- Met with staff regarding Ranch Plan
- Monthly meeting with Councilor Broyles
- Bi-weekly meeting with Police Chief
- Attended Economic Summit Post Event meeting
- Met with stakeholders regarding downtown development
- Bi-weekly meetings with Mayor and City Clerk
- Monthly meeting with Councilor Carson
- Met with water augmentation team
- Attended Woody's Q Shack Ribbon Cutting
- Met with Valley Courier regarding Healthcare Sector Partnership
- Downtown Plan status call
- LEAD Meetings
- Meetings regarding LiveWell Colorado
- Bi-Weekly meetings with Public Works Director
- Monthly meeting with Councilor Griego
- Monthly meeting with Councilor Hensley
- Meetings regarding Sage Apartments and Foster Avenue
- Attended VIP/ASU meeting
- Attended monthly ACEDC Board meeting
- Attended monthly La Puente Board meeting
- Meeting regarding ACEDC goals
- Healthcare Sector Partnership monthly meeting

- Meeting regarding URAs
- Attended 11th Annual Celebration of Lights

City of Alamosa

Monthly Activities Report

November 2018

Public Works Department

Streets: Conducted traffic control for Veteran's Day parade. Hauled brush twice from recycling yard. Graded all gravel roads. Graded all residential alleys. Conducted snow removal operations on multiple small storms. (sanding only) Hauled dirt for initial pad for trench burner. Began cleanup of 12th Street yard. (relocated catch basins to 20th Street) Storm drain system review with P.W. Director. Two men to Armarillo to retrieve trench burner rental. Began burning of yard waste. Began hauling to expand yard waste burn pad. Patched 241 potholes. Installed sign bases for residential parking area by ASU.

Solid Waste: Commercial waste hauled totaled 311.64 T.; residential waste hauled totaled 190.86 T. Medical Waste totaled 1.6. Twenty two special pick-ups were completed. One, 96 gal toter, zero, 64 gal toters and zero yard waste toters were delivered. Four toters and five dumpsters were repaired.

Recycling: A total of 77 bales of various materials were made. 96 bales were shipped. A total of 5.2 tons of glass was processed. Land fill savings totaled 96.35. There were no Yard Waste toters delivered.

Building Inspection: Nineteen building permits were issued for a total valuation of 2,192,693.76. Building permit fees totaled \$3,545.50 and construction use tax totaled \$4,255.67. Plan review fees totaled \$2,005.27. A total of 45 various inspections were conducted. There were 5 certificate of occupancies issued. A total of five general contractor licenses were issued.

Water: Water pumped for municipal use totaled 29,639,000 gallons. Water treatment plant production totaled 28,454,620 gallons. There were 12 meter re-reads. Turn on/ turn offs and occupant changes totaled 10. Took bac-T's for the State. Worked on flushing dead end water mains. Did located for JKL Construction for fiber install along highway 160 and Victoria fiber projects. Installed new jockey pump at Golf Course. Finished draining the pond at the Waste Water Treatment Plant for Outfall Project. Winterized both booster pump stations at Golf Course.

Wastewater: Total discharge for the month was 28.36 million gallons. Collected and sent out all routine monthly samples. Took a repeat sample of metals to Sangre de Cristo Labs to determine what was going on with the second set of metals from October. (All was good) Set up First quarter wet test for 2019 for the week of January 7th-the 11th. Received oil for screw pumps. Cleaned and calibrated effluent PH and temp. probe. Gardner Excavating started to clear a path to the river for Outfall Project.

Sewer: Sixty nine sanitary sewers were inspected; eight were unplugged. Seventeen were checked at customer's requests. Eight were cleaned and flushed. All lift stations were checked daily; hauled off grit and cleaned splitter box at the Waste Water Treatment Plant. Pulled pumps at West 7th, Tremont lift station #1 at Golf Course, Wal-Mart, Riverwood and West 11th, cleaned out impellers and debris. Cleaned Murphy, Riverwood, Anderson, Alamosa and 14th Street Lift Stations. Checked all of our Storm Water Lift Stations after snow storm.

East Alamosa: Water supplied to East Alamosa totaled 2,509,045 gallons. Five sanitary sewers were checked for plugs, two unplugged. 0 sewers were cleaned and flushed with Vac truck. There was not any new water services. Did re-reads for Sally. Pulled the pumps at Price, McKinney, McQuerry and Rodeo Lift Stations. Did located for Xcel Energy for power pole installation on Sunny Side Lane. Put Highway 17 well back online. Cleaned and winterized all well houses. Replaced low level float at McKinney lift station.

Alamosa Fire Department

Department Report for November 2018

The Alamosa Fire Department responded to 29 incidents within the City Limits and 7 incidents outside the City Limits. In addition to paged fire calls, Officers also responded to an additional 3 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
2018	29*	196	259	149
2017	47**	181	500	118

* Includes 10 Airport Flight Standbys ** includes 32 Airport Flight Standbys

Inspections:

11 Commercial Building inspections were performed

Fire Prevention/Station Tours

The Department hosted two station tours

Training:

Firefighters logged a combined total 78 hours of in house training during the month.

ALAMOSA

Incident Type Report (Summary)

Alarm Date Between {11/01/2018} And
{11/30/2018} and Station = "1"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
2 Overpressure Rupture, Explosion, Overheat(no fire)				
222 Overpressure rupture of boiler from air or gas	1	3.45%	\$0	0.00%
	1	3.45%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
353 Removal of victim(s) from stalled elevator	1	3.45%	\$0	0.00%
	1	3.45%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	3.45%	\$0	0.00%
424 Carbon monoxide incident	1	3.45%	\$0	0.00%
463 Vehicle accident, general cleanup	8	27.59%	\$0	0.00%
	10	34.48%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	2	6.90%	\$0	0.00%
571 Cover assignment, standby, moveup	10	34.48%	\$0	0.00%
	12	41.38%	\$0	0.00%
7 False Alarm & False Call				
731 Sprinkler activation due to malfunction	1	3.45%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	3.45%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	1	3.45%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	3.45%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	3.45%	\$0	0.00%
	5	17.24%	\$0	0.00%

Total Incident Count: 29

Total Est Loss: \$0

COUNCIL COMMUNICATION

DATE December 4, 2018	AGENDA NO.C. 8. a	SUBJECT: IT Director Monthly Report for November 2018
Department Head: 		
City Manager:		
PRESENTED BY: James A. Belknap		

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

November 2018 Report

- In efforts to keep up with the rapidly changing world of computer security, IT has initiated an upgrade to the latest security platform offered by Sophos. Included in the new system is feature that protects against cryptolocker viruses and malware - the latest craze of malicious cyber attack. The new platform will also enforce network usage policy on all City computers regardless of internet source. This will extend greater protection to mobile devices that move on and off our network.
- At the end of October, IT began investigating a network outage that occurred on the Alamosa Public Library. During our troubleshooting we found the network switches which have been in almost constant use since the construction of the library network were beginning to fail. IT was able to source second hand switches that include all the modules we needed and of the model line above what we currently have for a steep discount. IT then replaced all the network switches down the line and rebuilt the network cabinet in the library. So far we

have seen greater network stability and more consistent speeds.

- IT assisted the Police Department in moving computer equipment and installing donated standing desks. As part of the personnel changes - the new Chief, Captain, Sergeant, and Corporal - IT swapped equipment and phone settings for the incoming person.
- IT received a ticket from the Police Department around mid July of this year regarding inconsistencies in the transfer of CAD files from the State to our server. IT worked back and forth with CBI on this issue until November when IT scheduled time with a CBI back end engineer to troubleshoot the entire data transfer path. After identifying and correcting mismatched settings on both ends, the file transfers began working.
- A new computer and tablet was deployed to the City Streets Department with software that will assist the City in identifying and assessing the quality of our streets. The new tablet and PC was fitted with software developed by CSU called Paver.
- IT was made aware of an issue that was preventing the municipal court to connect to the Polycom systems at the Alamosa County and Rio Grande County Jails. IT was able to recover the settings on both Polycoms and re-establish a connection to the City.
- IT has continued to work with Tyler on upgrading our court software to the latest version 10 revision. Additionally, IT is working with Tyler to implement a prosecutor's module that will be used by the City Attorney. This module fully interfaces with our current court software and will reduce time and effort surrounding the transfer of information between the two departments.
- IT discussed and assisted a design for an audio system for the new multipurpose pavilion and ice rink with a community member. The project is a proposed venture by the local Boy Scouts for a member's Eagle Scout Badge.
- IT sent a representative to the ASU/BOCES career fair. This is the third year that the IT Department participated in this event. This year there was about 400 students that attended.
- Sent out monthly Phishing and Virus reports to all network users.

- 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:

- IT sourced and specified hardware for the new courtroom project. All hardware has been ordered and IT will work with Public Works to install as the remodel is completed.
- Performed duties normally assigned to the City PIO until such time as a new PIO can be trained.
- Trained the new PIO (Public Information Officer) to post items to the City Facebook, Police Facebook, Recreation Facebook, and the City Website. IT will continue to support the PIO with additional trainings throughout the transition.
- IT was made aware of an issue that was preventing the Alamosa municipal court to connect to the Polycom systems at the Alamosa County and Rio Grande County Jails. With some onsite verification, IT was able to recover the settings on both Polycoms and re-establish a connection to both Cities.
- Attended all budget worksessions with City Council.
- Designed and worked to establish expenses for the much needed extension of the Main Distribution Frame (MDF). Our current MDF is completely overloaded and must be reworked in order to provide for future expansion of the City network and to provide IT the ability to efficiently support the existing network.
- Worked with the City Manager, Finance Director, and City Council to establish the first IT budget with departmental line items. Removing IT from all other departmental line items ensures a more comprehensive view of IT expenses and assists in expense tracking for the annual audit.
- Removed the MDF expansion project from the proposed 2019 budget in order to assist in providing a balanced budget to City Council. This project will need to be revisited in the near future in order to continue the expansion of the City network.

- Recorded the City Council meeting of 11/1/18 and placed the recording on YouTube.
- Recorded the City Council meeting of 11/15/18 and placed the recording on YouTube.
- Updated the Municipal Airport website master plan.
- Sent out monthly Phishing and Virus reports to all network users, these reports assist in end user training of all employees.
- 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: Brandon
 All Tickets Last Month (69 items)
 Generated on Dec 10, 2018 @ 02:00 pm

Create Date	Ticket #	Summary	Close Date
11-01-2018 @ 08:59 am	6021	Desk	11-13-2018 @ 10:18 am
11-01-2018 @ 09:17 am	6022	Printing from Public Computers	11-01-2018 @ 10:47 am
11-01-2018 @ 12:12 pm	6023	Volunteer's work computer	11-05-2018 @ 04:13 pm
11-01-2018 @ 04:23 pm	6024	Corey Saxton	11-01-2018 @ 05:20 pm
11-01-2018 @ 05:28 pm	6025	Wifi Not Functional	11-08-2018 @ 03:44 pm
11-02-2018 @ 08:41 am	6026	conference phone in courtroom	11-05-2018 @ 04:44 pm
11-05-2018 @ 10:17 am	6027	Phone Issues	11-05-2018 @ 10:40 am
11-05-2018 @ 11:15 am	6028	Ice Rink Cameras	11-06-2018 @ 09:21 am
11-05-2018 @ 11:18 am	6029	Program MVR	11-05-2018 @ 04:44 pm
11-05-2018 @ 12:22 pm	6030	Volunteer PC	11-05-2018 @ 04:13 pm
11-05-2018 @ 02:11 pm	6031	website	11-05-2018 @ 04:25 pm
11-05-2018 @ 04:03 pm	6032	Need employee ID Badge	11-15-2018 @ 08:52 am
11-05-2018 @ 04:08 pm	6033	Channel 10	11-05-2018 @ 04:24 pm
11-06-2018 @ 08:12 am	6034	CCTV Issues	11-06-2018 @ 03:41 pm
11-06-2018 @ 08:36 am	6035	No response from Printer	11-06-2018 @ 09:32 am
11-06-2018 @ 11:07 am	6036	Cash Drawer	11-06-2018 @ 03:40 pm
11-07-2018 @ 02:31 pm	6037	Unit 26	
11-07-2018 @ 03:11 pm	6038	Moving computer and phone line equipment	11-13-2018 @ 04:06 pm
11-07-2018 @ 04:38 pm	6039	Downtown Design Plan Web Page	11-07-2018 @ 04:54 pm
11-08-2018 @ 09:58 am	6040	Video for Website	11-08-2018 @ 10:32 am
11-08-2018 @ 11:26 am	6041	Channel 191	11-08-2018 @ 11:30 am
11-08-2018 @ 11:35 am	6042	art voting poll	11-09-2018 @ 10:30 am
11-08-2018 @ 03:11 pm	6043	update chief of police	11-08-2018 @ 03:47 pm

City of Alamosa: Brandon
 All Tickets Last Month (69 items)
 Generated on Dec 10, 2018 @ 02:00 pm

Create Date	Ticket #	Summary	Close Date
11-08-2018 @ 03:51 pm	6044	Receipt Printer	11-09-2018 @ 08:09 am
11-08-2018 @ 04:00 pm	6045	police chief picture	11-09-2018 @ 08:47 am
11-09-2018 @ 02:07 pm	6046	Katelyn Gallegos	11-09-2018 @ 02:14 pm
11-09-2018 @ 03:35 pm	6047	Channel 191	11-09-2018 @ 03:39 pm
11-13-2018 @ 08:58 am	6048	Friday Updates	11-13-2018 @ 01:29 pm
11-13-2018 @ 09:22 am	6049	Computer won't turn on	11-13-2018 @ 10:05 am
11-13-2018 @ 09:33 am	6050	Membership Computer	11-13-2018 @ 04:06 pm
11-13-2018 @ 10:05 am	6051	HPAC Meeting Tonight	11-14-2018 @ 05:04 pm
11-13-2018 @ 11:28 am	6052	Library online catalog strange thing	11-13-2018 @ 01:24 pm
11-13-2018 @ 12:44 pm	6053	Wifi in the ice rink	11-13-2018 @ 01:16 pm
11-13-2018 @ 07:29 pm	6054	Laptop will not connect.	11-15-2018 @ 08:48 am
11-14-2018 @ 10:18 am	6055	Unified video	11-14-2018 @ 02:44 pm
11-15-2018 @ 08:20 am	6056	Install ArcGIS Patch	11-15-2018 @ 08:53 am
11-15-2018 @ 08:41 am	6057	Making groups in google	11-15-2018 @ 09:16 am
11-15-2018 @ 09:28 am	6058	label maker	11-15-2018 @ 01:06 pm
11-16-2018 @ 12:44 pm	6059	Need employee ID Badge	11-16-2018 @ 03:29 pm
11-16-2018 @ 01:20 pm	6060	Remote Access for phone voicemail?	11-16-2018 @ 01:48 pm
11-16-2018 @ 04:30 pm	6061	Need employee ID Badge	11-19-2018 @ 01:54 pm
11-17-2018 @ 08:49 am	6062	Vu Vault	11-29-2018 @ 10:27 am
11-19-2018 @ 08:55 am	6063	HPAC Agenda & Minutes	11-19-2018 @ 09:19 am
11-19-2018 @ 09:11 am	6064	Kids PC	11-19-2018 @ 10:51 am
11-19-2018 @ 01:14 pm	6065	Name Change	11-19-2018 @ 01:36 pm
11-19-2018 @ 01:45 pm	6066	Need employee ID Badge	11-20-2018 @ 11:37 am

City of Alamosa: Brandon
 All Tickets Last Month (69 items)
 Generated on Dec 10, 2018 @ 02:00 pm

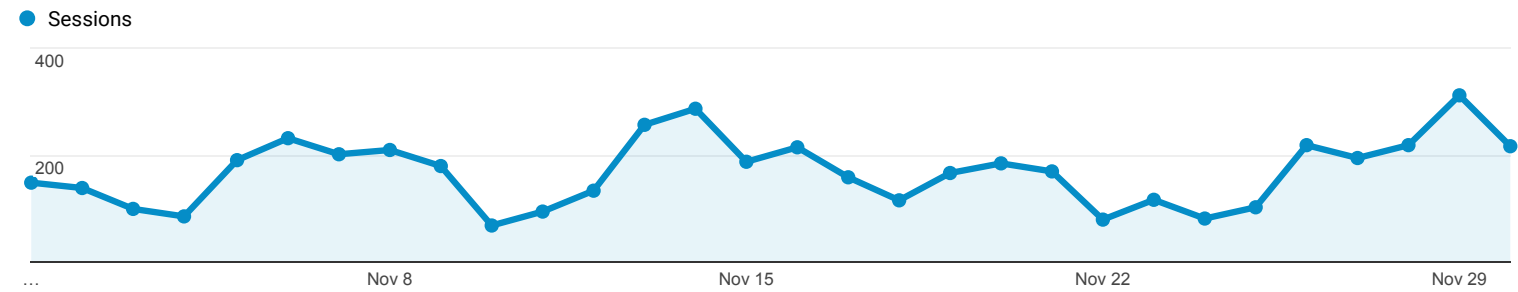
Create Date	Ticket #	Summary	Close Date
11-19-2018 @ 02:08 pm	6067	Time Clock	11-20-2018 @ 09:10 am
11-19-2018 @ 03:17 pm	6068	PHONE RECORDING	11-19-2018 @ 03:29 pm
11-20-2018 @ 09:17 am	6069	Slow internet	11-29-2018 @ 09:18 am
11-20-2018 @ 09:30 am	6070	Website	11-30-2018 @ 04:53 pm
11-21-2018 @ 08:55 am	6071	EXTERNAL SPEAKERS	11-27-2018 @ 03:38 pm
11-21-2018 @ 10:09 am	6072	Downtown Design Plan Web Page	11-21-2018 @ 03:19 pm
11-21-2018 @ 10:19 am	6073	Fwd: Older eGuage model - requesting any data	11-30-2018 @ 08:25 am
11-22-2018 @ 02:24 pm	6074	UNIT 26	12-04-2018 @ 04:12 pm
11-26-2018 @ 08:35 am	6075	INTERVIEW ROOMS	11-26-2018 @ 09:15 am
11-26-2018 @ 08:59 am	6076	email issues	11-29-2018 @ 02:46 pm
11-26-2018 @ 09:58 am	6077	MDT	11-29-2018 @ 09:19 am
11-26-2018 @ 02:47 pm	6078	For Website	11-27-2018 @ 08:58 am
11-26-2018 @ 06:27 pm	6079	Cooper-body camera	12-04-2018 @ 04:18 pm
11-26-2018 @ 06:28 pm	6080	Unit 5 camera	12-06-2018 @ 09:03 am
11-27-2018 @ 06:25 am	6081	Streets computer replacement	
11-27-2018 @ 11:07 am	6082	Friday Updates	11-27-2018 @ 04:08 pm
11-28-2018 @ 07:10 am	6083	MDT	11-29-2018 @ 09:20 am
11-28-2018 @ 02:31 pm	6084	Front desk computer issue	11-28-2018 @ 03:31 pm
11-29-2018 @ 07:18 am	6085	BODY CAM	
11-29-2018 @ 09:04 am	6086	Interview Room	11-29-2018 @ 02:46 pm
11-29-2018 @ 10:18 am	6087	vuvault	11-29-2018 @ 10:26 am
11-29-2018 @ 10:50 am	6088	Access to Ice Rink Cameras	11-29-2018 @ 11:05 am
11-29-2018 @ 04:58 pm	6089	Laserfische Account	11-30-2018 @ 09:57 am

Audience Overview

All Users
100.00% Sessions

Nov 1, 2018 - Nov 30, 2018

Overview



Sessions
5,045

Users
3,559

Pageviews
11,016

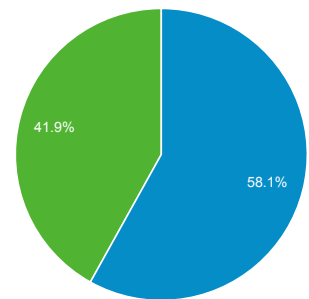
Pages / Session
2.18

Avg. Session Duration
00:01:31

Bounce Rate
50.47%

% New Sessions
58.08%

New Visitor Returning Visitor



Language		Sessions	% Sessions
1. en-us		4,882	96.77%
2. fr-fr		53	1.05%
3. en-gb		21	0.42%
4. ro-ro		12	0.24%
5. zh-cn		9	0.18%
6. it-it		8	0.16%
7. ko		6	0.12%
8. de-de		5	0.10%
9. es-es		5	0.10%
10. pt-br		5	0.10%



Device Activity Report

Report Generation Info				
Created Date:	12/10/2018 2:01 PM	Created By:	bgallegos	Machine Name: PC1186

	Total		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink	
Total	1248	100%	25	2%	405	32%	11	1%	802	64%	3	0%	2	0%

Device Name	Total		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink	
HEREDIA	149	12%	0	0%	0	0%	0	0%	149	100%	0	0%	0	0%
SPA NGLER	83	7%	0	0%	0	0%	6	7%	77	93%	0	0%	0	0%
BERTSCH	82	7%	2	2%	0	0%	0	0%	80	98%	0	0%	0	0%
AGARCIA	79	6%	2	3%	0	0%	0	0%	77	97%	0	0%	0	0%
Car Unit 22	70	6%	7	10%	58	83%	0	0%	5	7%	0	0%	0	0%
VENEMAN	67	5%	4	6%	0	0%	0	0%	63	94%	0	0%	0	0%
Car Unit 10	53	4%	0	0%	46	87%	0	0%	7	13%	0	0%	0	0%
Car Unit 26	51	4%	0	0%	45	88%	0	0%	4	8%	2	4%	0	0%
Car Unit 3	50	4%	0	0%	40	80%	0	0%	10	20%	0	0%	0	0%
VANRY	50	4%	1	2%	0	0%	0	0%	49	98%	0	0%	0	0%
SQUIRES	46	4%	1	2%	0	0%	0	0%	45	98%	0	0%	0	0%
LOPEZ	43	3%	4	9%	0	0%	0	0%	39	91%	0	0%	0	0%
Car Unit 65	43	3%	0	0%	35	81%	0	0%	8	19%	0	0%	0	0%
Car Unit 21	42	3%	0	0%	41	98%	0	0%	1	2%	0	0%	0	0%
KHOKHETKHAM	41	3%	0	0%	0	0%	5	12%	36	88%	0	0%	0	0%
NORTHROP	37	3%	0	0%	0	0%	0	0%	37	100%	0	0%	0	0%
Car Unit 25	37	3%	0	0%	24	65%	0	0%	13	35%	0	0%	0	0%
KINDSCHUH	36	3%	1	3%	0	0%	0	0%	35	97%	0	0%	0	0%
Car Unit 17	35	3%	0	0%	26	74%	0	0%	9	26%	0	0%	0	0%
Car Unit 2	24	2%	0	0%	20	83%	0	0%	4	17%	0	0%	0	0%
new test	22	2%	0	0%	21	95%	0	0%	1	5%	0	0%	0	0%
Car Unit 8	18	1%	0	0%	17	94%	0	0%	0	0%	1	6%	0	0%
DECKER	17	1%	0	0%	0	0%	0	0%	17	100%	0	0%	0	0%
Car Unit 4	14	1%	0	0%	14	100%	0	0%	0	0%	0	0%	0	0%
HADLEY	11	1%	0	0%	0	0%	0	0%	11	100%	0	0%	0	0%
EARLS	10	1%	0	0%	0	0%	0	0%	10	100%	0	0%	0	0%
Car Unit T2-20	6	0%	0	0%	3	50%	0	0%	3	50%	0	0%	0	0%
Car Unit 23	6	0%	0	0%	6	100%	0	0%	0	0%	0	0%	0	0%
DOMINGUEZ	4	0%	0	0%	0	0%	0	0%	4	100%	0	0%	0	0%
DORDAN	3	0%	2	67%	0	0%	0	0%	1	33%	0	0%	0	0%
Car Unit 16	2	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%
ANDERSON	2	0%	1	50%	0	0%	0	0%	1	50%	0	0%	0	0%
Car Unit 5	2	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%

Device Name	Total		Continuation		Lights		None		Record Button		Vehicle Speed		VuLink	
ROGERS	2	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%
Car Unit 9	2	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%
Car Unit 6	2	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%
Car Unit 11	2	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%
Car Unit 15	1	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
Car Unit 24	1	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%
COOPER	1	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
COULSON	1	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
RUSSELL	1	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%



Filed Or Closed Cases Listing

CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Totals For Filed Date From 11/01/2018 To 11/30/2018

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Violations By Filed Date

CITY ORDINANCE	34
PARKING	33
TRAFFIC	13
Total Violations Filed:	80

Violations Completed-Paid Fines By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	5
PARKING	30
TRAFFIC	19
CL	54
Total Violations Completed-Paid Fines:	54

Violations Completed-Before Judge By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	9
TRAFFIC	1
CL	10

DD-DISMISSED AFTER DEFERRED

CITY ORDINANCE	6
TRAFFIC	2
DD	8

DP-DISMISSED BY PROSECUTOR



Filed Or Closed Cases Listing

CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Totals For Filed Date From 11/01/2018 To 11/30/2018

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Violations Completed-Before Judge By Filed Date

CITY ORDINANCE	3	
DP		3
Total Violations Completed-Before Judge:		21

Violations Completed-Other By Filed Date

DD-DISMISSED AFTER DEFERRED

CITY ORDINANCE	4	
TRAFFIC	1	
DD		5

DJ-DISMISSED BY JUDGE

CITY ORDINANCE	2	
DJ		2

DL-COMPLIANCE DISMISSAL

PARKING	1	
DL		1

VD-VOIDED DOCKET

CITY ORDINANCE	1	
TRAFFIC	1	
VD		2

Total Violations Completed-Paid Fines:	10	
--	----	--

Filed Or Closed Cases Listing



CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Totals For Filed Date From 11/01/2018 To 11/30/2018

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Total Violations Completed-Paid Fines:	54
Total Violations Completed-Before Judge:	21
Total Violations Completed-Before Jury:	0
Total Violations Completed-Before Teen Court:	0
Total Violations Completed-Other:	10
Total Violations Completed:	85
Total Violations Filed:	80
Net Difference Filed - Completed:	-5

Warrants Issued

CITY ORDINANCE	38	
TRAFFIC	3	
Total Warrants Issued:	41	Total Violations: 41

Warrants Cleared

CITY ORDINANCE	40	
TRAFFIC	4	
Total Warrants Cleared:	43	Total Violations: 44

Total Warrants Issued:	41
Total Warrants Cleared:	43
Net Difference:	-2

Violations Completed-Other Paid By Filed Date AJ-TRAFFIC DEFERRAL

TRAFFIC	1	
AJ	1	



Filed Or Closed Cases Listing

CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Totals For Filed Date From 11/01/2018 To 11/30/2018

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Violations Completed-Other Paid By Filed Date CL-DOCKET CLOSED

CITY ORDINANCE	4	
PARKING	2	
CL		6

CO-COLLECTIONS

CITY ORDINANCE	1	
CO		1

CS-COMMUNITY SERVICE HOURS

CITY ORDINANCE	3	
TRAFFIC	1	
CS		4

EX-EXTENSION OF TIME TO PAY

CITY ORDINANCE	1	
EX		1

IA-INITIAL APPEARANCE

CITY ORDINANCE	4	
PARKING	2	
TRAFFIC	3	
IA		9

PP-PAYMENT PLAN

CITY ORDINANCE	10	
PARKING	1	
TRAFFIC	7	
PP		18

Filed Or Closed Cases Listing



CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Totals For Filed Date From 11/01/2018 To 11/30/2018

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Violations Completed-Other Paid By Filed Date ST-STATUS HEARING

CITY ORDINANCE	1	
TRAFFIC	1	
ST		2
Total Violations Completed-Other Paid:	42	



Filed Or Closed Cases Listing

CITY OF ALAMOSA

12/14/2018 11:15:00 AM

Posted Fee Totals For Transaction Date From 11/01/2018 To 11/30/2018

Fee Code	Fee Description	Paid
BF	BOND FORFEITURE	\$1,150.00
CCOST	COURT COSTS	\$520.92
DFLT	DFLT JUDGMENT	\$30.00
FINE	Fine	\$4,387.19
LATE	LATE FEE	\$159.26
OJW	OUTSTANDING JUDGMENT WAR	\$30.00
PD SUR	PD SURCHARGE	\$525.00
REST	RESTITUTION	\$702.00
TP	SERVICE CHARGE	\$221.05
VA	VICTIMS ASSISTANCE	\$132.37
WF	WARRANT FEE	\$326.71

Report Totals:	\$8,184.50
----------------	------------

**City Clerk/Municipal Court
Monthly Report
November 2018**

Prepared and distributed 8 birthday cards.

LIQUOR:

- Liquor License Renewals:
 - o El Charro
 - o VFW
- Special Events Permits:
 - o Elks
- Met with Mike Cavalier to discuss process of obtaining a new liquor license.

COURT:

- Met with Advantage Treatment Centers (ATC)
- Met with Center for Restorative Programs (CRP)
- Attended GoToMeeting with LegalEdge for Prosecutor software.
- Worked with Konda Shelton for Incode Court Migration conversion part 1 (2 full days)
- Attended WebEx Meeting with Tyler Incode for Prosecutor software.
- Judge swearing in of new officer.
- Worked with Konda Shelton for Incode Court Migration conversion part 2 (1 full day)
- Conference call with Tyler Tech team for Cut Over Plan for Incode Court Migration

TRAINING:

- Attended Annual CAMCA (Colorado Association of Municipal Court Administration) Meeting and sworn in as Vice President.

OTHER:

- Attended bi-weekly meetings with Mayor and City Manager.
- Attended weekly Leadership Team meetings.
- Attended Regular Council meetings and Work Sessions.
- Attended Conference Call regarding Granicus software for video streaming.
- Monthly one-on-one meeting with Councilor Broyles.
- Monthly one-on-one meeting with Mayor.
- Attended dinner with Board of Education and Council.
- Monthly one-on-one meeting with Councilor Daniel.

HUMAN RESOURCES MONTHLY REPORT

November 2018

New Employees:

Benigno (Junior) Gardea	Sports Offical	Parks and Rec
James Martinez	W/WW Tech I	PW-Utilities
Ethan Reynolds	W/WW Tech I (Transfer from Recycling)	PW-Utilities
Catherine Martinez	Maint Worker I	PW-Recycling Center
Britt Jardon	Superintendent	Cattails Golf Course
Gabriela Ledezma	Library Assistant	P/R/L-Library

Exiting Employees:

Christi Risdahl	Library Assistant	P/R/L-Library
Ryan Hunter	W/WW Tech I	PW-Utilities
Ronnie Hadley	Police Officer	APD
Katelyn Gallegos	Cashier	Parks and Rec
Dalton Carleo	Maint Worker I	Parks and Rec
Ethan Trujillo	Maint Worker I	Parks and Rec
Hubert Price	Maint Worker I	Parks and Rec

Workers Compensation:

New filings: 4

Alamosa Police Department

November 2018 Month End Report

Part 1 Crime Category	Sep-18	Oct-18	Nov-18	Nov-17	Raw # Change	Year to Date
Part 1 Violent Crimes						
Homicide	0	0	0	0	0	0
Sexual Assaults	3	3	1	1	0	17
Robbery	1	1	0	1	-1	10
Aggravated Assault	4	3	3	1	2	18
Total Violent Crimes	8	7	4	3	1	45
Part 1 Property Crimes						
Burglary	5	10	6	7	-1	75
Larceny	29	47	48	52	-4	458
Vehicle Theft	3	2	0	3	-3	22
Total Property Crimes	37	59	54	62	-8	555
Total Part 1 Crimes	45	66	58	65	-7	600
Miscellaneous Offenses						
Domestic Violence	11	4	3	10	-7	67
Simple Assault	10	3	1	5	-4	43
Drug Related	5	5	9	12	-3	89
Liquor Laws	2	1	0	1	-1	20
Harassment	11	5	6	11	-5	91
DUI/DWAI/DUID	8	7	2	4	-2	67
Arson	0	0	0	0	0	4
Traffic Related						
Traffic Accidents	48	36	31	29	2	368
Fatal	0	0	0	0	0	0
Injury	6	6	4	2	2	54
Property Damage	42	30	27	27	0	314
Community Service Ofc						
Dogs picked up	6	15	12	7	5	86
Animal Bites	1	1	4	3	1	18
Barking Dog Complaints	0	1	0	1	-1	10
Wildlife Calls	6	7	10	15	-5	76
Weed/Trash Removal	33	18	5	3	2	179
Snow Removal	0	0	0	0	0	1
Towed Vehicles	1	0	5	0	5	8
Red Tagged Vehicles	11	15	15	8	7	77
Summons Issued	38	70	53	8	45	217
Calls for Service	237	340	306	161	145	1836

Submitted by: Ken Anderson, Chief of Police



CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

PARKS/CEMETERY

- **Cemetery Activities**

	<u>November</u>	<u>Total 2018</u>	<u>Total 2017</u>
Graves opened & closed	7	57	47
Graves set up services	7	57	47
Graves raised to grade	0	97	107
Cemetery single spaces sold	3	49	35
Stones leveled	1	136	57
Columbarium Niches sold	0	0	0
Disinterment	0	0	0

- **Tree Related Activities**

	<u>November</u>	<u>Total 2018</u>	<u>Total 2017</u>
Trees Pruned/Trimmed	50	302	129
Tress Planted	0	34	27
Trees Removed	0	22	8
Trees Moved	0	0	0

- **Park Activities**

Worked accomplished:

- Parks
 - Weekly check and maintenance of play equipment; get playground log up to date
 - Daily trash pickup of parks, cemetery, and ranch
- 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
 - Raise and lower flags
 - Set up and take down banners and signs
 - Service all equipment
 - Snow removal
 - Pick up leaves in cemetery and parks
 - Prune trees on main street
 - Blow out last of the restrooms
 - Daily cleanup of ice shavings at ice rink
 - Decorate train and check bulbs
 - Decorate city hall and public safety
 - Hang Hwy 160 decorations, hang lights on 6th St., Craft, State St., 4th St. and Hwy 285
 - Decorate Rec Center entrance and parking lot banners
 - Went to the mountains to cut trees for Main St.
 - Worked on Main St. and side street lighting
 - Staked and decorated pine trees on Main St.
 - Plug in lights for lighting ceremony
 - Check and adjust all timers
 - Maintenance done on East garage door

- Springs replaced on small garage door
- Weld decoration brackets

Fall/Winter Activities Guide

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

SPORTS & ACTIVITIES

Adult Sports

- **Men's Basketball:** Team registration is now closed. Players can still sign up but must pay the \$30 fee before their first game

Youth Sports

- **Youth Basketball:** Games have begun and will run through December 15th.
- **Youth Ice Hockey:** Games are set to begin in early January. Spots are still open for registration at \$50/participant (\$5 late fee included). Equipment fittings are not by appointment only; contact Don Mendoza to schedule an appointment. A \$25 deposit is needed to rent out equipment and will be given back upon the return of all items taken.
- **Youth Volleyball:** Registration goes from August 1st-January 21st for 2nd-6th graders for \$20. Games are scheduled for late February.

Multi-Purpose Facility/Ice Rink

- **Beginner Skating:** The Beginner Class is designed for first time skaters and those with minimal time on ice skates. Classes are Saturdays and Sundays from 5:45pm-6:30pm. The fee is \$7 and it covers the one-day class and skate rental.
- **Recreational Adult Drop-In Hockey:** Participants must be 14 years old or older with full equipment and a signed waiver. If under age 18, a parent/guardian must sign the participant waiver. Sessions are held on Sundays 6:45pm-8:15pm. The fee is \$5/session with the exception of goalies, who may play for free after they check in.
- **Competitive Adult Drop-In Hockey:** Participants must be 16 years old or older with full equipment and a signed waiver. If under age 18, a parent/guardian must sign the participant waiver. Sessions are held on Sundays from 8:30pm-10:00pm. The fee is \$5/session with the exception of goalies, who may play for free after they check in.
- **Combined Adult Drop-In Hockey:** Participants must be 16 years old or older with full equipment and a signed waiver. If under 18, a parent/guardian must sign the participant waiver. Sessions are held on Wednesday from 7:15pm-9:00pm. The fee is \$5/session with the exception of goalies, who may play for free after they check in.
- Go to AlamosaRec.org for updates to the facility calendar and rates for ice passes, passes + rentals, 10 punch passes, and season passes.

RECREATION CENTER HOURS

November 1 - April 30

Monday – Thursday: 6am – 10pm

Friday: 6am – 6pm

Saturday: 7am – 6pm

Sunday: 12pm – 6pm

Upcoming Closures

Rec Center:

Christmas Eve (December 24th)-closed after 12pm

Christmas Day (December 25th)-CLOSED

New Year's Day (January 1st)-CLOSED

Ice Rink:

Christmas Day (December 25th)-CLOSED

New Year's Day January 1st)-CLOSED

Rec Center Revenue

	November		October		September		August	
	2017	2018	2017	2018	2017	2018	2017	2018
Courses	\$1,782.00	\$5,028.00	\$7,182.00	\$4,266.00	\$3,498.00	\$4,527.00	\$8,680.00	\$4,197.00
Facility Rentals	(\$167.00)	\$445.00	\$1,020.50	\$1,877.50	\$2,548.60	\$1,277.00	\$1,187.33	\$1,950.00
Membership	\$6,111.11	\$6,479.16	\$7,212.03	\$5,713.35	\$2,866.03	\$4,031.83	\$5,731.15	\$4,776.98
Merchandise	\$5962.69	\$13,693.46	\$5,076.00	\$4,061.33	\$4,966.00	\$5,008.62	\$2,391.53	\$7,398.68
Total	\$13,688.80	\$25,645.62	\$20,490.53	\$15,918.18	\$13,878.63	\$14,844.45	\$17,990.01	\$18,322.66

Rec Center Door Count

January 2018	36,068
February 2018	22,859
March 2018	21,848
April 2018	17,721
May 2018	15,810
June 2018	32,845
July 2018	15,958
August 2018	13,109
September 2018	13,925
October 2018	24,509
November 2018	22,792

Average per Month: 21, 585

January 2017	29,114
February 2017	22,218
March 2017	16,985
April 2017	11,967
May 2017	14,574
June 2017	24,041
July 2017	16,384
August 2017	13,277
September 2017	13,665
October 2017	17,111
November 2017	21,042
December 2017	<u>19,654</u>

Average per Month: 16,669

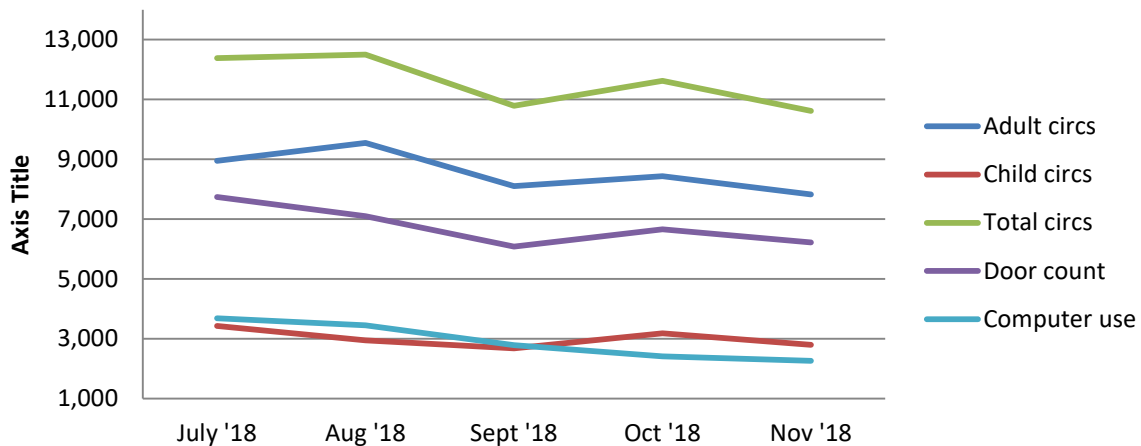
Library Manager Report – November 2018

Library Stats

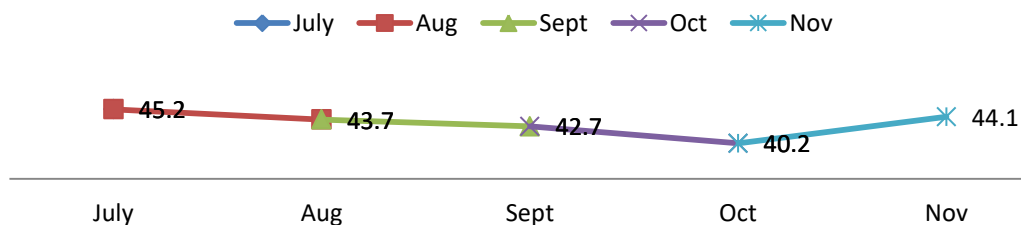
Website Counter					
	November	October	September	August	July
Pageviews	1,998	1,914	2,020	2,232	2,405
Sessions	921	815	914	1,001	1,006
1 st Time Visitors	507	447	510	597	539
Returning Visitors	132	135	129	142	147

MONTHLY	STATISTICS	SUMMARY			
	November	October	September	August	July
Adult Cires	7,822	8,437	8,108	9,552	8,951
Child Cires	2,798	3,181	2,683	2,947	3,434
Total Cires	10,620	11,618	10,791	12,499	12,385
Hours Open	241	289	253	286	274
Cires per hour	44.1	40.2	42.7	43.7	45.2
CLC Cires	2,131	2,051	2,208	2,213	2,123
Door Count	6,218	6,655	6,085	7,096	7,742
Computer Use	2,266	2,413	2,788	3,453	3,684
Aspen e-books	203	198	220	198	228
TumbleBooks	canceled	canceled	1	4	6

Circulation



Average Hourly Circulation



2018 Alamosa Public Library - Record Highs

Most checkouts and renewals in a single month:

13,472 (Aug '16) (Jun '16 – 13,333)

Most checkouts and renewals in a single year:

148,330 (2016) (2017-140,133)

Highest adult circulation in a single month:

10,417 (Aug '16) (Mar '18 – 9,900)

Highest adult circulation in a single year:

112,818 (2016) (2017-107,025)

Highest children's circulation in a single month:

4,735 (Jan '13) (Jun '05 – 4,508)

Highest children's circulation in a single year:

39,223 (2013) (2012 – 38,883)

Most patron visits in a single month:

13,742 (Jul '12) (Jul '13 – 13,451)

Most patron visits in a single year:

142,257 (2012) (2014– 136,656)

Most PC users in a single month:

7,270 (Jul '12) (Aug '10 – 6,637)

Most PC users in a single year:

68,251 (2012) (2010 – 65,497)

Highest Interlibrary Loan circs in a single month:

1,006 (Feb '18) (Jan '18-984)

Highest Interlibrary Loan circs in a single year:

8,967 (2017) (2016-7,912)

Highest CLC circulation in a single month:

3,182 (Mar '11) (Jan '11 – 2,953)

Highest CLC circulation in a single year:

31,509 (2010) (2016-30,742)

Single Day Records:

Most checkouts/renewals:

1,044 (8/13/12) (4/9/12 – 914)

Most patron visits:

978 (7/23/14) (1/14/15 – 815)

Most PC users:

434 (9/25/14) (9/6/11 – 427)

Revised 4/6/2018

Collection Development:

November: Staff added 295 new materials to the library collection: 176 books, 52 magazines, 34 audiobooks, 0 music CDs and 33 DVDs. This process includes purchasing, cataloging, and material processing. 298 items were discarded.

Staff announcements.

November: Volunteers: We had a total of 89.5 volunteer hours this month. Patty Campbell and Leroy Espinoza, our faithful volunteers, work in the staff room doing miscellaneous jobs. Sandra Larsen, a new volunteer, helped the children's librarian with the weeding of the Easy books. Our SER National (Service, Employment, Redevelopment) Senior Trainee worked 68 hours with us.

The library was closed a day and half for Veteran's Day and two days for Thanksgiving.

Staff decorated the front of the Library in time for the Celebration of Lights.

Computer Lab was down from Oct. 28th to Nov. 5th. We can look at this as our stats may have been higher if the lab was operating or this shows that without the computer lab our patronage did not suffer. Our average checkouts per hour is up 10% from October and only 5% lower than November last year.

Community Involvement



- Of 16 "Storytime To Go Kits", we have had 132 checkouts between August 2017 and November 2018.



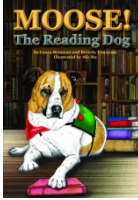
- **November:** There are 80 children signed up for our Planting Seeds, 1,000 books program. In this program, as each child reads 100 books, they receive 1 free book. Three children/parents have completed the program.
- **National Novel Writing Month:** NaNoWriMo runs the entire month of November. It is an event run by a world-wide nonprofit that promotes creativity by encouraging anyone who has ever wanted to write to do so. The goal is 50,000 words in 30 days. We provided our Local History room for four writers to come to write together.



- **November:** Family, Friends and Neighbors program - 27 caregivers are signed up and all received Early Literacy Kits containing EL books, music, toys. We now have 9 Spanish Literacy Kits in the community.



- **November:** “Hotel Transylvania 3” - We had 22 attend the movie. Next showing will be December 14, 2018.



- MOOSE was back in November for two more sessions of reading time with the children. He had a visit from the Crestone Charter School with 7 students on November 7th along with 5 readings. On November 28th 6 readers attended sessions with MOOSE.



- The local Fiber group, “**Fiber Floozies**”, 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 12, 2018. We welcome anyone interested in any type of fiber arts.



- **Nancy Wilkie**, a physical therapist working with Blue Peaks Early Intervention Program, meets in the library to meet with parents and their children in the program (birth to age 3) because the library provides a safe environment when they cannot meet with them in their homes and also introduces them to the value of a community library.



- The **Historic Preservation Advisory Committee** meets the second Tuesday each month in the Local History Room.
- **The People First** group, persons with disabilities in the San Luis Valley, meets weekly, Sunday afternoons, in our Local History room.
- **SLV Playdates “Baby Time”**: The Baby Time group numbers were low in November month due to library holiday closures and illness. The month’s total attendance was 13.



- **November:** 291 children and parents attended the Tuesday and Friday Storytimes.



- **November:** San Luis Valley Origami workshop at the library was November 15th with 20 participants. The next workshop is scheduled for December 3, 2018.
- **Hands on History:** Alamosa Public Library and Fort Garland Museum have teamed up to bring a new program on Alamosa Elementary early release Wednesdays. Join us every other Wednesday for our Hands on History program, "The Time Traveler's Passport." In November there was one program with attendance of 16 children and adults. November's session was all about medieval Europe! The next sessions will be December 5th & 19th, 2018.

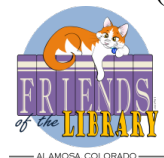


- 8 Little Free Libraries in Alamosa are sponsored by the Alamosa Public Library and the Friends of the Library. Each of these has different stewards that maintain the structure and keep them supplied with books, donated by Friends of the Library. There is also a Little Free Library in Mosca at the 'Pit Stop', sponsored and stewarded by Jenene Holcomb from the Sangre DeCristo School and the owner of the Pit Stop.

November Stewardship for LFL at:

Food Bank – WCC added 100 books; **La Puente** – FOL (Friends of the Library) refilled with 80 books; **Zapata Park** –Jan Oen & Don Thompson refilled with 8 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 35 books.



Friends of Alamosa Public Library

- The November Holiday Book Sale proceeds were \$340 book sales and \$100 in crafts.
- The Friends are collecting donations for the next book sale which is May 4, 2019.
- Membership of Friends of the Library is at 65 members.
- Friend's meeting was November 20, 2018 with 6 members in attendance. Next scheduled meeting is December 18, 2018.
- Having taken over the maintenance of the Story Walk in Cole Park, the Friends put in a new book "Mouse Mess".

Monthly Overview – Wait, November is over? Time flies when you're a librarian...

Storytime - Our Storytime session subjects ranged from "Bubbles & Snowflakes" to "Kittens, Mittens, Mice and ... Dinosaurs?" We spent some time at the beginning of the month, post-Halloween, talking about what to do when we feel afraid. We spent some time at the end of the month, pre-holidays, talking about what to do when we *really, really* want something! The groups have been big (for the most part) and wonderful! We even have a parent that's a baker that keeps bringing us tiny, homemade cookies to share each week! Storytime is a treasure.

Storytime

Date	Rhythm & Rhyme	Fun and Fantasy	Total
11/2/18	9k;8a;17t	5k;4a;9t	26
11/6/18	19k; 12a	--	31
11/9/18	15k;12a;27t	14k;10a;24t	51
11/13/18	27k;18a	--	45
11/16/18	14k;12a;26t	7k;5a;12t	38
11/20/18	17k;13a	--	20
11/23/18	CLOSED FOR	THANKSGIVING	--
11/27/18	20k;14a	--	34
11/30/18	13k;10a;23t	14k;9a;23t	46
TOTAL			291

Special Events

DATE	EVENT	PARTICIPATION
11/5/18	SLV Play Dates Baby Time	3k;3a;6t
11/7/18	Hands on History	11k; 5a; 16t
11/12/18	SLV Play Dates Baby Time - CLOSED	CLOSED
11/19/18	SLV Play Dates Baby Time	0 (sick babies)
11/26/18	SLV Play Dates Baby Time	3k;4a;7t
11/29/18	ECC Group Connections Family Night	21k;20a;41t
TOTAL		70

Total Children's Services Visits for October **361**

Early Release Day Programming with Fort Garland Museum – Hands on History

The Hands on History "Time Travelers' Passport" series of programming, presented by Kelley Ivers, Education Coordinator for Fort Garland Museum, grew in numbers this month! We only held one session, however, as there was only one Alamosa Elementary early release day this month. Next month, we will be back on track with two sessions as our program draws to a close. November's session was all about medieval Europe! We read a silly fiction story called How to Become a Knight (in Ten Easy Lessons) by Todd Tarpley. Through the silliness, we worked out the facts of becoming a

knight long ago! To incorporate our STEM project approach, we built catapults! We offered up all kinds of building materials, including rubber bands and popsicle sticks. The things these young people came up with were amazing! We launched marshmallows across the patio outside the story room, despite the chilly temperature! The participants were having so much fun learning – launching, fixing their catapults, reworking for further distances – I don't think they noticed the cold. I cannot believe I did not take any photos!

SLV Playdates – The Baby Time group numbers are low this month due to library holiday closures and illness. By the end of the month, the regulars were back, however, and hopefully the group will stay healthy in December! I do appreciate those thoughtful parents keeping the germs at home, though...

Storybox Delivery – This month, I began working on next year's Storybox delivery calendar and thinking about how to encourage our Storybox participants to get the most from their deliveries. In talking with Salai about my concerns that some of the Storyboxes may go unopened, we agreed that the first step should be a welcoming of questions and comments. In the next delivery, I will be asking participants to schedule a time to talk with me, either on delivery day or on the phone. These are very busy women, and I know that their days start early and end late, but I'm hoping that I will get to talk with each of them about what is working for them concerning Storybox and what may not be working. Maybe with their input, I can tweak an already awesome program that has been a wonderful staple of our Children's programming for nearly a decade.

Weeding and Collection Development – I'm sticking with the goal of completing the Children's Easy weeding project by the end of December! Many thanks to awesome volunteer, Sandra Larsen!

FFN – In busy November, October's idea of hosting an FFN event went right out the window! It may be an event that waits until after the holidays. There is so much already planned! Hopefully some of our FFN will attend events in December.

Planting Seeds – We have 80 registered participants in our program, adding 1 this month. Parents are bringing in their little readers to choose new books to take home as they reach 100 book checkpoints! We are stocked with plenty of supplies to continue this worthwhile program.

ECC Group Connections Family Night – This group was organized by the ECC SLV Parents as Teachers. Parents as Teachers (PAT) engages parents and caregivers of young children in our valley by providing in-home enrichment activities, education, and support. In partnering with the library, they provide their families with a community connection! Our family night focused on "Math Talk," which is a subject I was inspired to explore after attending a math-focused workshop at the CLEL Conference in October. I was able to provide a fun storytime and family activities centered around our Five Early Literacy Practices (read, talk, sing, write, play), which also incorporated plenty of pre-kinder math exploration! We had a wonderful turnout and the PAT team is incredibly kind and helpful. I look forward to our next collaboration.



This group is creating their own "Five Elephants" story characters for singing, retelling and counting at home!

These boys are feeling what's in the Mystery Bag, then using words to describe the objects by their attributes. Math Talk!



There's always a dance party, if I have anything to do with it! These friends are "Going on a Bear Hunt," acting out concepts like "over," "under" and "through!"

*Submitted by
Holly Van Hoy
Children's Librarian*