

ALAMOSA CITY COUNCIL

Regular Meeting Agenda

Council Chambers
300 Hunt Avenue, Alamosa, CO
November 20, 2019

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

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 for Council Members
 - 1. Kristina Daniel, At Large
 - 2. Charles Griego, Ward 3

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.1.a. Impressionz Commercial Business Conversion from Non-conforming to Conforming Use and Conditional Use Permit
- C.1.b. Resolution No. 21-2019, Adopting the Annexation Handbook for the City of Alamosa.
- C.7.a. Approve Minutes of Meeting November 6, 2019
- C.8.a. Receive October 2019 Monthly Reports

VII. REGULAR BUSINESS

- B. Business Brought Forward by City Staff

1. Public Works

- a. Excel Energy LED Program Direction

2. City Manager/Legal

- a. First Reading, Ordinance No. 28-2019, An ordinance approving an intergovernmental agreement with Alamosa Veteran Service for providing veteran assistance to local veterans.
- b. Motion authorizing the City Manager to sign a development agreement with Manish Patel for the construction of a downtown hotel.

C. Committee Reports

D. Staff Announcements

COUNCIL COMMENT

EXECUTIVE SESSIONS

- 1. Executive Session pursuant to C.R.S. § 24-6-402(4)(b) to receive legal advice from the City Attorney concerning opting out of the opioid litigation negotiating class.

ADJOURNMENT

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:

Council Calendar

ATTACHMENTS:

Description		Type
📎 Council Calendar		Cover Memo

Alamosa City Council Meetings and Events

Updated 11/14/2019

All events are held in Alamosa Colorado unless otherwise noted

CITY HALL IS LOCATED AT 300 HUNT				
Date	Time	Event	Location	Additional Information
November 20, 2019	7:00 p.m.	Regular Council Meeting	Council Chambers	
December 4, 2019	7:00 p.m.	Regular Council Meeting	Council Chambers	
December 6, 2019	5:30 p.m.	Celebration of Lights	Downtown	***
December 18, 2019	7:00 p.m.	Regular Council Meeting	Council Chambers	
December 21, 2019	6:00 p.m.	Parade of Lights	Downtown	***
January 18, 2020	8:30 a.m.	Council Mini-Retreat	Council Chambers	*
January 24 -26, 2020	All Day	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:

Impressionz Commercial Business Conversion from Non-conforming to Conforming Use and Conditional Use Permit

Recommended Action:

That Council ratify the unanimous Planning Commission recommendation changing the Impressionz Commercial Business from a non-conforming to a conforming use and issue the Conditional Use Permit **with the conditions set by Planning Commission.**

Background:

The subject property is located at 2214 Stockton St. The site is currently improved with an existing warehouse-style building constructed in 1969. The zoning of this block is Residential Medium (RM). Historically, the structure has been used as a garage and a trophy shop. Currently, the building is used for custom engraving, embroidering, and car wraps, which is classified as Retail Sales and Services Type 1 and not permitted in RM. The current owner, Gary Quintana, purchased the property in December of 2017, and contacted the Public Works Department in late September of 2019 to inquire about pulling a building permit for his business. This area was included in the 2002 Stockton Annexation, at which point it was zoned RM. Previous zoning codes did not allow commercial use in RM zones, however it did allow for certain modifications of non-conforming structures as long as they did not expand the use. Currently, retail businesses are not permitted within RM zones, and though preexisting non-conforming uses are grandfathered in with the current UDC, alterations or extensions to non-conforming uses are not permitted.

The UDC allows non-conforming uses to be converted to conforming uses. This process is found at Sec. 21-7-204. - Conversion of a nonconforming use to a conforming use -- which provides as follows:

(a) Generally. In many instances, nonconforming uses may be integral parts of the city's fabric, that is, its character and function, so their continuing existence promotes the city's policy of retaining existing businesses or protecting its character and neighborhoods. In these instances, the classification "nonconforming use" and resulting restriction on investment may not be what the community desires. As such, a nonconforming use may be made "conforming" pursuant to this Section in order to remove the potential stigma associated with the "nonconforming" designation.

Changing Mr. Quintana's commercial use from non-conforming to a conforming use will allow Mr. Quintana the ability to add a garage and storage building for his growing business. The UDC requires certain aspects be taken into consideration to be eligible to convert a non-conforming to a conforming use and the Planning Commission unanimously agreed that this request meets those aspects. The conversion must meet the standards set forth in Sec. 21-7-204 and also those for a conditional use set forth in Sec. 21-2-302. Both sections are attached for your reference. Planning Commission set the condition that any improvements conform to the Lot and Building Standards in Table 21-4-301.

Issue Before the Council:

Does Council wish to ratify the unanimous approval of Planning Commission to approve the

requested Conversion from Non-conforming to Conforming Use and Conditional Use Permit as presented?

Alternatives:

- Council may choose to ratify the requested Conversion from Non-conforming to Conforming Use and Conditional Use Permit as presented.
- Council may choose to place the issue for public hearing on the next Council Meeting agenda and approve, amend, or deny the Conditional Use Permit after conducting a new public hearing.

Fiscal Impact:

None

Legal Opinion:

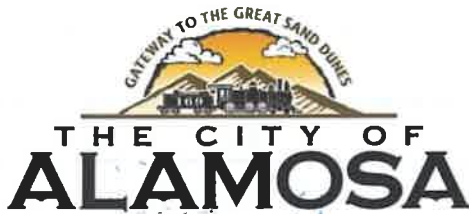
The City Attorney will be available to answer any questions should the need arise.

Conclusion:

As Council is aware, with the adoption of the new Unified Development Code (UDC), there will be instances that bring to light the different impact on certain properties. The new code includes a process such as changing from non-conforming to conforming use that appropriately addresses this specific issue.

ATTACHMENTS:

Description	Type
▢ Application	Backup Material
▢ Impressionz Staff Recommendation & Site Plan	Backup Material
▢ Sec_21-7-204	Backup Material
▢ Sec_21-2-302	Backup Material
▢ Conditional Use Permit	Backup Material
▢ PC Minutes	Backup Material



City of Alamosa
Public Works Department
300 Hunt Avenue
Alamosa, Colorado, 81101
(719) 589-6631
pubwrks@ci.alamosa.co.us

LAND USE APPLICATION

This form provides the basic information about a project proposal. This application form is only one of the items required for a complete project submittal. It is the responsibility of the applicant to ensure that all other required materials are submitted. A checklist of submittal items is attached for your use. It is also the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials that the proposed activity complies with the City of Alamosa's Unified Development Code. Incomplete or substandard applications may cause delays. All applications shall include digital files as well as the hard copy unless otherwise determined by staff.

PROJECT TYPE

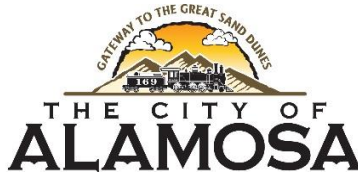
☐	Annexation and Initial Zoning	☒	Conditional Use Permit
☐	Rezoning	☐	Grading and Excavation Permit
☐	Home Occupation Permit	☐	Variance
☐	Site Plan Review	☐	Planned Development
☐	Minor (< 10,000 SF)	☐	Conceptual
☐	Major (10,000 SF or more)	☐	Preliminary
☐	Subdivision, Major (<5 lots)	☐	Subdivision, Minor (>5 lots)
☐	Sketch	☐	Preliminary
☐	Preliminary	☐	Final
☐	Final	☐	Lot Line Vacation/Adjustment
☐	Zoning Verification	☐	Vested Property Rights Plan
☒	Other: <u>Non-conforming Conversion</u>	☐	

SITE INFORMATION

Legal Description: Fr. Tr. 2 Stockton Addition
Current Zoning: RM Proposed Zoning: Same
Current Use: Commercial - Retail 1 Proposed Use: Same

PROJECT CONTACT INFORMATION

Applicant: Gary Quintana Agent: _____
Address: 2214 Stockton Address: _____
Telephone: (719) 206-3245-0 Telephone: _____
E-mail: impressions11c@gmail.com E-mail: _____
Property Owner (If different from owner): _____



Memo

To: Planning Commission Members

From: Deacon Aspinwall, Public Works Department

Subject: Impressionz Commercial Use from Non-conforming to Conforming Use and Subsequent Required Conditional Use Permit

Date: October 15, 2019

BACKGROUND

The subject property is located at 2214 Stockton St, otherwise known as a 0.27 acre fraction of Tract 2 in the Stockton Addition. The site is currently improved with an existing warehouse-style building constructed in 1969. The zoning of this block is Residential Medium (RM). Historically, the structure has been used as a garage and a trophy shop. Currently, the use is classified as Retail Sales and Services Type 1 and not permitted in RM.

This area was included in the 2002 Stockton Annexation, at which point it was zoned RM. Previous zoning codes did not allow commercial use in RM zones, however it did allow for certain modifications of non-conforming structures as long as they did not expand the use. Currently, retail businesses are not permitted within RM zones (*cf.* **Table 21-2-204A**), and though preexisting non-conforming uses are grandfathered in with the current UDC, alterations or extensions to non-conforming uses are not permitted (**Sec. 21-7-204a**).

The current owner, Gary Quintana, purchased the property in December of 2017, and contacted the Public Works Department in late September of 2019 to inquire about pulling a building permit for his business. Apparently due to confusion based on the determination of property tax by the County Assessor based on its historic commercial use, Mr. Quintana believed the business was *zoned* Commercial Business. It appears that the different taxing authorities (property tax with the County Assessor, sales tax with the City) created confusion, miscommunication, and oversight which allowed this situation to occur.

Mr. Quintana wishes to construct two expansions in two phases: an approximately 20'x24' detached accessory building to store supplies and a screen-printing machine, and an approximately 20'x60' attached bay for vehicle wraps at a later time.

ANALYSIS AND IMPACT

The completed Land Use Application was delivered to the Public Works Department on 10/8/2019. Per **Sec. 21-7-204**, any non-conforming use may be converted into a conforming use by meeting the approval criteria for a Conditional Use Permit (CUP) - specifically plan implementation, compatibility, and community need. Further requirements state that the non-conforming use

should have minimal nonconformities and has been integrated into the function of its surrounding neighborhood or zone.

CUP Requirements:

Plan Implementation. The proposal specifically meets ED.2 from the Comprehensive Plan: Retain existing businesses across all sectors and help them adapt and expand.

Compatibility. The existing business is the only business on the block, however there are other businesses along Stockton Street on the adjacent block.

Community Need. The business does provide employment to 3 people, however it is difficult to ascertain further community need.

Additional Conversion Requirements

Beyond being a non-conforming use, the use has minimal nonconformities and has been integrated into the function of its surrounding neighborhood or zone.

RECOMMENDATION

Planning Commission has heard similar requests recently and has chosen to approve both non-conforming uses.

It is the opinion of staff that the request is **denied** on the grounds that Commercial Businesses are not permitted in Residential zones.

If Planning Commission chooses to accept the request in order to be consistent with previous decisions, staff recommends that they determine what setbacks to apply, so as to not materially detract from the neighborhood. Staff recommends using **Table 21-4-301** for RM zones to determine these setbacks. Planning Commission may also wish to impose lot coverage maximums.

TABLE 21-4-301 NONRESIDENTIAL AND MIXED-USE LOT AND BUILDING STANDARDS											
Standard	Zones										
	EN	RE	RL	RM	RH	MU	CB	I	CBD	CA	A
Minimum Lot Standards											
Lot Area	8,000 sf.	0.5 ac.	0.5 ac.	8,000 sf.	8,000 sf.	0.5 ac. ¹	0.5 ac.	0.5 ac.	N/A	N/A	5 ac.
Lot Width (ft.)	80 ft.	100 ft.	100 ft.	80 ft.	80 ft.	100 ¹	100	100	25	N/A	165
Minimum Setback Standards (ft.)											
Front	25	30	30	25	25	0	30	30	0	25	30
Street Side	10	30	30	25	10	0	30	30	0	25	30
Interior Side											
Principal Buildings	7	10	10	7	7	0 ²	7	7	0	7	20
Accessory Buildings	3	10	3	3	3	0 ²	3	3	0	3	15
Rear											
Principal Buildings	25	25	25	25	25	0 ²	25	25	0	20	25

Accessory Buildings	5	10	5	5	5	0 ²	5	5	0	5	10
Maximum Building Height Standards (ft.)											
Principal Buildings	35	35	35	35	50	50	50	50	50	90	45
Accessory Buildings	20	20	20	20	20	20	20	25	20	45	45
TABLE NOTES: ¹ Lot area and lot width may be reduced if parking is provided in centralized facilities outside of the subject property and sufficient landscape surface is provided in the development as required by Section 21-3-301, <i>Required Landscape Surface Ratio</i> . ² If the lot line from which the setback is measured is shared with a lot that is put to residential use, the setback is 20 feet.											

Relevant Code:

Article VII. - Nonconformities

Sec. 21-7-101. - Purpose

- (a) **Generally.** The application of new regulations to existing development may create circumstances in which existing lot dimensions, density, intensity, land uses, buildings, structures, landscaping and buffering, lighting, parking areas, or signs do not strictly conform to the requirements of the new regulations. For existing lots or development (including uses, buildings, structures, and signs) that are “legally nonconforming,” this Article sets out equitable rules for whether, when, and how the regulations of this UDC apply.
- (b) **Conversion of Nonconformities.** Generally, nonconforming uses, buildings, structures, and signs are not allowed to be enlarged, expanded, increased, nor be used as grounds for adding other structures or uses that are now prohibited in the same zone. This Article provides standards by which minor nonconforming uses can be made “conforming” through a public hearing process.
- (c) **Reduction of Nonconformities.** It is the policy of the City to encourage reinvestments in property that increase its value and utility and reduce its external impacts. Since bringing a developed parcel into full compliance with this UDC may involve substantial costs that may discourage reinvestment, Division 7-4, *Other Physical Nonconformities*, provides a set of thresholds for determining when new construction or modifications to development trigger a requirement for increasing conformity with the various requirements of this UDC.

Sec. 21-7-204. - Conversion of a Nonconforming Use to a Conforming Use

- (a) **Generally.** In many instances, nonconforming uses may be integral parts of the City’s fabric, that is, its character and function, so their continuing existence promotes the City’s policy of retaining existing businesses or protecting its character and neighborhoods. In these instances, the classification “nonconforming use” and resulting restriction on investment may not be what the community desires. As such, a nonconforming use may be made “conforming” pursuant to this Section in order to remove the potential stigma associated with the “nonconforming” designation.
- (b) **Limitation.** Unlawful uses may not be made conforming under this Section.

- (c) **Conversion by Conditional Use Approval; Standards.** A conditional use approval may be granted to make a nonconforming use “conforming,” if:
- (1) The criteria for approval of a conditional use set forth in Section 21-2-302, *General Standards for All Conditional Uses*, are met; and
 - (2) The use has minimal nonconformities and has been integrated into the function of its surrounding neighborhood or zone, as evidenced by the following:
 - a. Nearby City residents regularly patronize the use or are employed by the use (for nonresidential uses in or abutting residential neighborhoods).
 - b. Management practices eliminate nuisances such as:
 - i. Spillover of noise or light;
 - ii. Odors and appearance of waste materials and litter;
 - iii. Unreasonably congested on-street parking; or
 - iv. Comparable conflicts with abutting and nearby properties.
 - c. There is no material history of complaints about the use (a history of complaints is justification for denying the conditional use permit, unless the conditions of the permit will eliminate the sources of the complaints).
 - d. If the use is nonresidential, it is licensed in accordance with the applicable ordinances of the City.
 - e. The use has been maintained in good condition and its classification as a nonconforming use would be a disincentive for such maintenance.
- (d) **Conditions.** Conditions may be imposed relative to bufferyards, landscaping, or other site design provisions, or other limitations (including limitations on future expansion or operational characteristics) necessary to ensure that, as a conforming use, the use will not become a nuisance. Such conditions may relate to the lot, buildings, structures, lighting, landscaping, parking, drainage, or operations of the use.
- (e) **Effect of Approval.** Uses that comply with the terms of a conditional use approval that is issued in accordance with this Section are converted from “legally nonconforming uses” to “conforming uses” by virtue of the issuance of the conditional use permit, and subject to its terms. Conditional use approvals shall be provided to the Applicant in writing and may be recorded by the Applicant at the Applicant’s expense.
- (f) **Effect of Denial.** If an application for conversion of a nonconforming use is denied, the use may thereafter continue as a nonconforming use.

Sec. 21-2-302. - General Standards for All Conditional Uses

- (a) **Generally.** All conditional uses shall meet the standards of this Section related to plan implementation, compatibility, and community need.

- (b) **Plan Implementation.** The proposed conditional use in its proposed location will not conflict with the implementation of current adopted plans of the City, including, but not limited to, the Comprehensive Plan;
- (c) **Compatibility.** The conditional use:
 - (1) Will be compatible with surrounding land uses;
 - (2) Is proposed for a location that is appropriate in terms of mitigating the impacts or risks of the use to the natural environment, or the environmental impacts or risks are mitigated through the design or the operation of the use; and
 - (3) Will not materially detract from the character of the immediate area or negatively affect the anticipated development or redevelopment trajectory (for example, by creating a critical mass of similar conditional uses that is likely to discourage permitted uses by making the vicinity less desirable for them).
- (d) **Community Need.** The conditional use, in the proposed location, will:
 - (1) Address a material need for the use in the community; or
 - (2) Create jobs that are likely to pay more than the median wages for the region, or support a critical mass of related and mutually supportive land uses that promote economic development and opportunity.

Sec. 21-7-204. - Conversion of a nonconforming use to a conforming use.

- (a) *Generally.* In many instances, nonconforming uses may be integral parts of the city's fabric, that is, its character and function, so their continuing existence promotes the city's policy of retaining existing businesses or protecting its character and neighborhoods. In these instances, the classification "nonconforming use" and resulting restriction on investment may not be what the community desires. As such, a nonconforming use may be made "conforming" pursuant to this Section in order to remove the potential stigma associated with the "nonconforming" designation.
- (b) *Limitation.* Unlawful uses may not be made conforming under this section.
- (c) *Conversion by conditional use approval; standards.* A conditional use approval may be granted to make a nonconforming use "conforming," if:
 - (1) The criteria for approval of a conditional use set forth in section 21-2-302, are met; and
 - (2) The use has minimal nonconformities and has been integrated into the function of its surrounding neighborhood or zone, as evidenced by the following:
 - a. Nearby city residents regularly patronize the use or are employed by the use (for nonresidential uses in or abutting residential neighborhoods).
 - b. Management practices eliminate nuisances such as:
 - 1. Spillover of noise or light;
 - 2. Odors and appearance of waste materials and litter;
 - 3. Unreasonably congested on-street parking; or
 - 4. Comparable conflicts with abutting and nearby properties.
 - c. There is no material history of complaints about the use (a history of complaints is justification for denying the conditional use permit, unless the conditions of the permit will eliminate the sources of the complaints).
 - d. If the use is nonresidential, it is licensed in accordance with the applicable ordinances of the city.
 - e. The use has been maintained in good condition and its classification as a nonconforming use would be a disincentive for such maintenance.
- (d) *Conditions.* Conditions may be imposed relative to bufferyards, landscaping, or other site design provisions, or other limitations (including limitations on future expansion or operational characteristics) necessary to ensure that, as a conforming use, the use will not become a nuisance. Such conditions may relate to the lot, buildings, structures, lighting, landscaping, parking, drainage, or operations of the use.
- (e) *Effect of approval.* Uses that comply with the terms of a conditional use approval that is issued in accordance with this section are converted from "legally nonconforming uses" to "conforming uses" by virtue of the issuance of the conditional use permit, and subject to its

terms. Conditional use approvals shall be provided to the applicant in writing and may be recorded by the applicant at the applicant's expense.

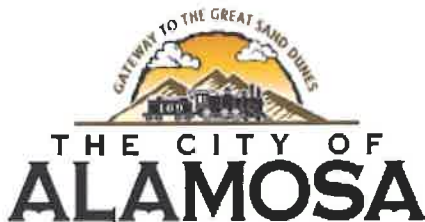
- (f) *Effect of denial.* If an application for conversion of a nonconforming use is denied, the use may thereafter continue as a nonconforming use.

(Ord. No. 33-2017, § 1, 12-6-17)

Sec. 21-2-302. - General standards for all conditional uses.

- (a) *Generally.* All conditional uses shall meet the standards of this section related to plan implementation, compatibility, and community need.
- (b) *Plan implementation.* The proposed conditional use in its proposed location will not conflict with the implementation of current adopted plans of the city, including, but not limited to, the comprehensive plan;
- (c) *Compatibility.* The conditional use:
 - (1) Will be compatible with surrounding land uses;
 - (2) Is proposed for a location that is appropriate in terms of mitigating the impacts or risks of the use to the natural environment, or the environmental impacts or risks are mitigated through the design or the operation of the use; and
 - (3) Will not materially detract from the character of the immediate area or negatively affect the anticipated development or redevelopment trajectory (for example, by creating a critical mass of similar conditional uses that is likely to discourage permitted uses by making the vicinity less desirable for them).
- (d) *Community need.* The conditional use, in the proposed location, will:
 - (1) Address a material need for the use in the community; or
 - (2) Create jobs that are likely to pay more than the median wages for the region, or support a critical mass of related and mutually supportive land uses that promote economic development and opportunity.

(Ord. No. 33-2017, § 1, 12-6-17)



City of Alamosa
Public Works Department
300 Hunt Avenue
Alamosa, Colorado, 81101
(719) 589-6631

Conditional Use Permit No. 04-2019

Owner: Gary M Quintana

If applicant is not owner, proof of authority to act on behalf of owner is required

Address of Permitted Property: 2214 Stockton St

Current Zoning: Residential Medium Current Land Use: Commercial—Retail/Services Type 1

Approved Use: Commercial Business—Retail/Services Type 1

Legal Description: Fraction of Tr. 2 Sunnyside Park

PERMIT AUTHORIZING CONDITIONAL USE,

Findings

1. The owners of the real property described above have filed an application for a Conditional Use Permit proposing a conditional use,
 2. This Conditional Use Permit is granted subject to the following terms and conditions to ensure compliance with Section 21-3-302 of the Unified Development Code:
- The Applicant may build the proposed two accessory buildings, so long as they conform to the RM setbacks laid out in Table 21-4-301.

Planning Commission


Planning Commission Chair


Planning Commission Secretary

11-5-19
Date

Ratified by City Council on

Date

Attest

City Mayor

City Clerk

Date

City of Alamosa
Planning Commission
October 30, 2019
6:00 p.m.
Minutes of the Meeting

The regular meeting of the Planning Commission was called to order on the above date at 6:00 p.m. by Mark Manzanares. Present were the following members: Mark Manzanares, Darrel Cooper, David Mize, Christopher Lopez and Kindra Lambert. A quorum was declared. Staff present: Harry Reynolds, Deacon Aspinwall and Nicole Valdez.

Agenda Approval: M/S/C. Mize, Lopez. Motion was made to approve the agenda as presented. All approved, none opposed.

Approval of the Minutes: M/S/C. Mize, Lambert. Motion made to approve the minutes of the August 28, 2019 meeting as presented. All approved, none opposed.

Public Comments: None.

Regular Business - Conduct Public Hearing- Impressionz Commercial Use from Non-conforming to Conforming Use and Subsequent Required Conditional Use Permit.

Present was Gary Quintana. He briefly spoke and explained to the board what his intentions were for his business. He explains that he would like to expand his business as he already has a building there.

Public Hearing was closed at 6:06p.m.

Aspinwall reads over staff recommendation.

Mize makes a motion: "I move that we approve non- conforming to conforming use in an additional use permit as staff recommends

Approval of Impressionz: M/S/C. Mize, Cooper. All approved, none opposed.

After no further business, the meeting was adjourned at 6:10p.m

Other Business:

Correspondence: None.

After no further business, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Nicole Valdez
Recording Secretary

ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Resolution No. 21-2019, Adopting the Annexation Handbook for the City of Alamosa.

Recommended Action:

Adopt Resolution No. 21-2019, which will adopt a revised Annexation handbook for the City of Alamosa.

Background:

The City has an annexation handbook in place that generally provides information and guidance for those interested in the annexation process, incorporating elements from the Colorado Annexation Act, C.R.S. § 31-12-101 et seq., City ordinances, and policies and practices of the Public Works Department.

The current version of the Annexation Handbook was last updated in 2000. The City has since (in 2018) adopted its Uniform Development Code (UDC), codified in Chapter 21 of the Code of Ordinances of the City of Alamosa, Division 8-4 of which covers annexation and disconnection. The UDC provides, at Section 21-8-402(c), for City Council to approve an annexation handbook by resolution.

The Annexation Handbook has been updated to current practices and includes current standard forms for the petition, annexation agreement (including water at the rate of \$1,900 per acre foot of diversion rather than the current SLV water conservancy district rate of \$20,000 per acre foot of consumptive use), annexation related notices, resolutions, and ordinances.

Issue Before the Council:

Does Council wish to adopt the revised, updated annexation handbook?

Alternatives:

- 1) Adopt Resolution No. 21-2019, thereby adopting the revised annexation handbook
- 2) Decline to adopt Resolution No. 21-2019 and return the matter to staff with direction on changes Council would like to see to the handbook

Fiscal Impact:

None.

Legal Opinion:

The City Attorney has worked closely with staff on revisions to the handbook, and will be present at the Council meeting for comment.

Conclusion:

It is time to revise the City's annexation handbook to bring it current with the new UDC and the City's annexation practices.

ATTACHMENTS:

Description	Type
 Resolution No. 21-2019	Resolution
 Annexation Handbook Rev. 2019	Exhibit

RESOLUTION No. 21-2019

**A RESOLUTION ADOPTING THE ANNEXATION HANDBOOK
FOR THE CITY OF ALAMOSA**

WHEREAS, the City of Alamosa has an annexation handbook in place that generally provides information and guidance for those interested in the annexation process, incorporating elements from the Colorado Annexation Act, C.R.S. § 31-12-101 *et seq.*, City ordinances, and policies and practices of the City's Department of Public Works; and

WHEREAS, the current version of the Annexation Handbook was last updated in 2000, while the City has since (in 2018) adopted its *Uniform Development Code*, codified in Chapter 21 of the *Code of Ordinances of the City of Alamosa*, Division 8-4 of which covers annexation and disconnection; and

WHEREAS, the *Uniform Development Code* provides, at Section 21-8-402(c), for City Council to approve an annexation handbook by resolution; and

WHEREAS, Council deems it in the best interests of the citizens of Alamosa to adopt a new Annexation Handbook, setting forth guidelines and policies governing annexation for the City, and providing standard forms for petitions, resolutions, ordinances and agreements related to annexation;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALAMOSA, COLORADO that the Annexation Handbook dated November, 2019, attached hereto as Exhibit A, is hereby approved and adopted.

ADOPTED this 20th day of November, 2019.

CITY OF ALAMOSA

Ty Coleman, Mayor

ATTEST:

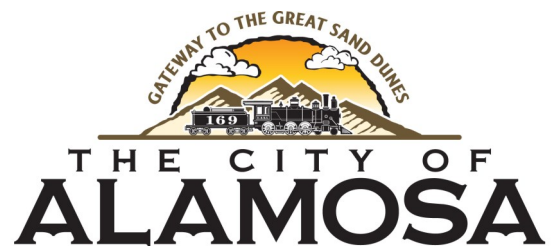
Holly C. Martinez, City Clerk

City of Alamosa

Annexation Handbook

Revised October 2019

Adopted by City Council Resolution No. 21-2019 on November 20, 2019



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Purpose

Annexation is a process by which property may be incorporated into the City of Alamosa in order to gain municipal services. The Comprehensive Plan and Three Mile Plan work in unison to guide and review annexations for conformance to the vision of the City for current and future practices. The policies, procedures, and processing guides relating to annexation assist the governing body in their decision making process. This handbook can also be used as an informational resource for applicants seeking annexation to the City.

The City of Alamosa follows Colorado Constitution, Art II, Sec. 30; Colorado Municipal Annexation Act of 1965, C.R.S. §31-12-101 *et seq.*; and City Code Chapter 21, Division 8-4, Annexation and Disconnection, as amended. Section 21-8-402(c) of the City Code authorizes this handbook as outlining the processes and procedures in annexation to the city, and in establishing a philosophy for annexation for the City.

The City of Alamosa implements in its Annexation Policy the philosophy that annexation can be beneficial when community values are supported, and specifically when:

1. The resulting development pattern is in immediate proximity to the City landscape and facilitates a rational growth pattern
2. It supports sustainable economic viability within the community
3. It supports sustainable environmental preservation within the community
4. It supports a sustainable social/political framework within the community

The Three Mile Plan

The City of Alamosa has adopted and annually updates its 3 Mile Plan as required by Colorado Revised Statutes (CRS) Section 31-12-105 (1)(e). The three-mile annexation plan generally describes the proposed location, character and extent of land use, public facilities and public utilities within a three-mile area from any point on the municipal boundary. This plan must be considered when reviewing any annexation application.

The Comprehensive Plan

Any annexation application should meet, or potentially be able to meet goals set by the Comprehensive Plan. This includes, but is not limited to, addressing strategies relating to economic development, core services and infrastructure, future land use and designations, downtown needs assessment, and strategies set forth in the implementation matrix contained in the Comprehensive Plan.

Annexation Overview

- A. **Necessary Conditions.** In order for an annexation to potentially occur, at least one of three necessary conditions must exist (Colo. Const. Art II Sec 30):
- 1) Landowner petition signed by more than 50% of the landowners [Colo. Const. Art. II Sec. 30(1)(b)] who own more than 50% of the land C.R.S. 31-12-107(1).
 - 2) Annexation election, in which only landowners and registered electors in the area may vote. Colo. Const. Art II Sec. 30(1)(b); C.R.S. 31-12-107(2).
 - 3) Unilateral annexation of enclave or municipally owned land: C.R.S. 31-12-106.
- B. **Eligibility.** An area is eligible for annexation if City Council, at a properly prescribed hearing, finds and determines that both of the following conditions are met:
- 1) That not less than one-sixth of the perimeter of the area to be annexed is contiguous with the municipal boundary. Contiguity is not affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, public lands, whether owned by the State, the United States, or any agency thereof, except county-owned open space, or a lake, reservoir, stream, or other natural or artificial waterway between the annexing municipality and the land proposed to be annexed. Contiguity may be established by the annexation of one or more parcels in a series, which annexations may be completed simultaneously and considered together for purposes of the required public hearing and impact report (C.R.S. 31-12-104(a)).
 - 2) That a community of interest exists between the area proposed to be annexed and the City of Alamosa; that said area is urban or will be urbanized in the near future; and that the area is integrated with or is capable of being integrated with the City (C.R.S. 31-12-104(b)).

The contiguity requirement shall be a basis for a finding that such community of interest exists unless the City Council, upon competent evidence presented at the public hearing finds that at least two of the following are shown to exist (C.R.S. 31-12-104(b)):

- i) Less than fifty percent of the adult residents of the area proposed to be annexed make use of part or all of the following types of facilities of the City of Alamosa: recreational, civic, social, religious, industrial, or commercial; and less than twenty-five percent of said area's adult residents are employed in the City of Alamosa. If there are no adult residents at the time of the hearing, this standard shall not apply.
- ii) One-half or more of the land to be annexed (including streets) is agricultural, and the landowners of such agricultural land, under oath, express an intention to devote the land to such agricultural use for a period of not less than five years.
- iii) It is not physically practicable to extend to the area proposed to be annexed those urban services which the City of Alamosa provides in common to all of its citizens on the same terms and conditions as such services are made available to such citizens.

This standard shall not apply to the extent that any portion of an area proposed to be annexed is provided or will be provided within the reasonably near future with any service by or through a quasi-municipal corporation.

- C. **Limitations** (see C.R.S 31-12-105). The following limitations shall apply to all annexations:
- 1) No land held in identical ownership may be split into separate parcels without written permission of the owners unless the split is due to separation by a roadway.
 - 2) Written consent of owner required if 20 acres or more AND assessed valuation of over \$200,000 (unless enclave).
 - 3) Municipal boundaries cannot be extended more than three miles in one year unless enforcing such limit would divide property held in identical ownership AND at least 50% of such property is within the three mile limit.
 - 4) The entire width of a street or alley must be annexed if it abuts or is included within the area to be annexed.
 - 5) When annexation eligibility is created by annexing streets, rights of way or waterways, the City must generally provide the opportunity for parcels adjoining such features to annex in on the same terms and conditions.

ANNEXATION CRITERIA

All annexation applications must demonstrate their compatibility with the annexation criteria within this section. The City Council will consider all annexation criteria in approval or denial of annexation petitions. The City may deny an annexation petition for any reason or no reason at all, based on the legislative prerogative of the City Council.

In any annexation application, these policies will be considered by the decision making body and should require careful contemplation by the applicant for annexation:

- An annexation will infill and/or completely utilize the land within the city boundaries to maximize and improve the growth strategies outlined for the City.
- Existing residents should not have to bear any new or increased costs as a result of annexation.
- A property must be annexed to receive city water/sewer service.
- Annexation proposals need to be accompanied by a conceptual development plan for the entire “fathering” parcel when only smaller lots subdivided under county or state regulations are serving the function of incrementally annexing a larger parcel into the City.
- Annexations should not adversely affect the city’s fiscal conditions or degrade the level of service for city infrastructure and core public services.
- Developers will be expected to pay for or contribute in kind resources or public benefits necessary to cover their fair share of the cost of maintaining levels of service.
- A fair portion of the costs of previously installed municipal utilities benefitting the

property annexed will be reimbursed to prior developers in accordance with City ordinance or policy.

- The design and location of proposed development in a proposed annexation will result in a well-planned extension of the city streets/pedestrian network, water distribution system, sewer collection system, and storm water management system and rationally build upon the city's core services infrastructure.
- The City will actively encourage annexation of enclaves of unincorporated land that are entirely or mostly surrounded by incorporated land.
- Applicants are expected to pay all water assessment fees at time of annexation for existing development or to be determined upon subsequent development.
- Subsequent development of vacant land shall be required to install at their own expense any utilities, streets and other public improvements as outlined in subdivision improvement agreements. These improvements and all rights-of-way shall be dedicated to the City.
- The annexation area shall be initiated, financially supported, and promoted by those living within the area with the support of local groups, where possible.
- The area under consideration is in the apparent growth zone of the City, and should be adaptable to the expansion requirements of the City for residential or commercial purposes.
- Arrangements may be made for the appropriate use by the City of water and ditch rights appurtenant to the property being annexed, which may include the mandatory dedication of water rights or payments in lieu thereof, in order provide assurance that the new annexation will not burden the City water supply.
- The proposed zoning is appropriate to the Comprehensive Plan.
- Requirements and performance guarantees that existing conditions on the property proposed for annexation will be remediated if they adversely affect the health, safety, or general welfare of the public.
- Consideration of topography, water, drainage, or other natural features and identification of measures to mitigate these conditions as deemed necessary.
- The dedication of rights-of-way and public utility easements as required.
- Where the City determines, certain lands to be dedicated to the City or reserved and otherwise not developed for a period of years.
- To the extent practical, that the annexation boundary lines be drawn along major topographical or geographical boundaries, to include property for at least one lot depth to one side or the other along a right-of-way [*cf. CRS 31-12-105(1)(e)*], include all public ownership and dedicated easements, and that all existing street names and assigned addresses within the proposed annexation area conform to the City's addressing and street naming system.

Annexation Process

Generally, the annexation process will follow these steps, but is subject to change based on the unique aspects of every annexation application. The following procedures are provided for use by those seeking annexation into the City of Alamosa and as a guide for the City to use during the

annexation process. This section does not contain all statutory requirements for annexations and as such should be used only as a guide. Where questions arise that need additional clarification, the City and/or applicant should review the Colorado Annexation Act (CRS 31-12-101 *et seq.*), or obtain the advice of a professional planner or attorney.

1. *Pre-Application Meeting*
2. *Draft Annexation Agreement*
3. *Petition for Annexation*
4. *Submission of Application Materials and Supplemental Documentation*
5. *Referral Agencies*
6. *Determination of Fees and Dedications*
7. *Completeness and Sufficiency Review*
8. *Notice by Mail*
9. *Resolution of Substantial Compliance and Setting of Eligibility Hearing*
10. *Notice of Eligibility Hearing*
11. *Annexation Impact Report*
12. *Eligibility Hearing*
13. *First Reading of Annexation Ordinance*
14. *Second Reading of Annexation Ordinance*
15. *Approval and Signatures for Annexed Plats*
16. *Copies of Final Plat and accompanying annexation agreement filed with County Clerk*

VOLUNTARY ANNEXATION PROCEDURES WITHOUT AN ELECTION

This section of the handbook deals with the most common type of annexation, voluntary annexations where 100% of the property owners of an area petition to be annexed into the City limits without an election.

Step One: Pre-application Meeting

The petitioner should meet with City staff to discuss the proposed annexation in order to learn the requirements for annexations, and to understand the goals and policies of the City prior to preparing a petition for annexation, and submitting an annexation application. At a minimum, staff from the Public Works Department should be in attendance. At this meeting the petitioner

should be prepared to discuss plans for the development of the property, including proposed land uses, zoning, subdivision and service requirements, and other critical issues. This meeting will help applicant identify issues associated with the proposed annexation and provide the applicant with the appropriate documents necessary for a complete submittal.

Step Two: Preparation of the Annexation Petition and Supporting Materials

The applicant prepares the annexation petition and submits it along with the following other materials:

- A. An annexation map meeting the requirements of CRS §31-12-107(d)
- B. A cost-benefit analysis;
- C. A preliminary development plan;
- D. A copy of any draft or final pre-annexation agreement, if applicable;
- E. Other plans and reports as may be required by the City;
- F. A request for zoning is not required at this stage but is strongly recommended.
- G. Annexation application fees;
- H. If the annexation is ten acres or more in size, an Annexation Impact Report is required, unless waived by both the City and the Alamosa County Board of Commissioner. The City will assist in the preparation of this report, if required. This report shall include the following information at a minimum: (see CRS §31-12-108.5(1)(a))
 - 1. A map or maps of the municipality and the adjacent territory showing present and proposed boundaries of the City in the vicinity of the proposed annexation, the present street, water mains, sewer interceptors and out-falls, and other utility lines and ditches in the vicinity of the annexation, as well as the extension of streets in the vicinity of the proposed annexation and the existing and proposed land use patterns in the areas to be annexed;
 - 2. A statement setting forth the plans of the City for extending to or otherwise providing for municipal services and which sets forth a method under which the municipality plans to finance the extension of municipal services;
 - 3. A statement identifying existing districts within the area to be annexed;
 - 4. A statement regarding the effect of the annexation upon local public school district systems, including the estimated number of students generated and the capital construction required to educate such students.

Step Three: Submission of the Annexation Petition

The materials prepared above are filed with the City of Alamosa Planning Department.

Step Four: Formal acceptance of an annexation petition as substantially complete and setting of Public Hearing

The application is reviewed by the City Planning Department and, if found to be substantially complete, placed on the City Council agenda for consideration of a resolution finding the petition in compliance with CRS §31-12-107.

Step Five: Publication of Notice

The resolution of finding of substantial compliance shall also typically set the date for a public hearing on eligibility of the land for annexation, which shall be not less than 30 days, or more than 60 days after the effective date of this resolution. The resolution should specify the date, time and place of this hearing. A notice of the hearing must be published once per week for a period of four consecutive weeks with the first publication occurring at least 30 days prior to the date of the hearing. (Note that this means eligibility hearing may not be set sooner than 30 days from the date notice can first be published after adoption of the resolution finding substantial compliance). Copies of the published notice, the resolution, the annexation impact report (if required), and the annexation petition must be sent by registered mail to the clerk of the Board of County Commissioners and to the County Attorney of the county wherein the territory is located, as well as to any special district or school district having territory within the area to be annexed. This mailing must be accomplished at least 25 days prior to the date set for the hearing. *If the City has determined conclusively that the property is not eligible for annexation (in accordance with CRS §31-12-104 and §31-12-105) no public hearing is required and the annexation process shall end at that point.*

Step Six: Public Hearing and Finding of Eligibility

The public hearing is to determine if the proposed annexation complies with CRS §31-12-104 and §31-12-105 which deal only with the eligibility of the property to be annexed. The primary criterion for eligibility is that the property has a common boundary with the existing City limits (contiguity) of at least 1/6 of its perimeter. There are some limitations that could apply such as: services cannot reasonably be extended to the property; more than 50% of the property is agricultural in nature and the owners of at least 50% of that property state that they plan to keep it agricultural; the property is subject to annexation proceedings of another municipality. While there is a narrowly defined purpose for the public hearing *any person may appear to present evidence upon any matter to be determined by the council in connection with the proposed annexation.* Upon completion of the hearing council must set forth findings of fact and conclusions with regard to the following:

- A. Whether the requirements of the applicable parts of sections §31-12-104 and §31-12-105 have been met.
- B. Whether an election is required: §31-12-107(2).
- C. Whether additional terms or conditions are to be imposed.

These findings of fact are normally included as part of the resolution that is prepared outlining issues raised during the public hearing. This resolution is normally presented to Council at the next regularly scheduled Council session unless the hearing raises issues requiring further research. Note that the 1/6th contiguity requirement may be met by the annexation of one or more parcels in a series, which may be considered simultaneously for the purposes of the public hearing required by CRS §§31-12-108 and 109, and the impact analysis required by CRS §31-12-108.5. See CRS §31-12-104(1)(a).

Step Seven: Annexation Agreement and Ordinance

Once the City Council has determined that the requirements of sections §31-12-104 and §31-12-105 have been met and further determines that an election is not required, it may proceed to annex the area by ordinance, *unless* it chooses to impose “additional terms and conditions” upon the annexation, in which case, unless the terms are negotiated with all petitioners, an annexation election must be held. Should such terms be negotiated with petitioners of a 100% landowner petition and these terms are accepted by said petitioners an election is not required. Terms and conditions may be imposed by an annexation agreement, which is to be filed at the office of the County Clerk and Recorder.

- a. First reading of the annexation ordinance. Passage on first reading essentially only introduces the ordinance to the Council and to the Public. Zoning of the property to be annexed is typically incorporated into the annexation ordinance and is considered at the same time as the annexation. The ordinance is then set for public hearing before City Council.
- b. Prior to or at the public hearing on the annexation (and zoning) ordinance, any annexation agreement(s) must be ratified by the petitioners and the City Council. This may require one or more work sessions with the Council with preparation of the formal agreement and its execution before the public hearing takes place.
- c. Public Hearing and Passage of the Annexation Ordinance. This hearing shall be noticed as required by law. Any person may appear at the hearing and present evidence. The City Council shall make final determination to pass or defeat the ordinance. The Public Hearing can be continued for up to 45 days should the Council so desire.

Step Eight: Filing of Annexation Ordinance and Map

The City Clerk files all originals of the annexation ordinance, map and agreement, and records certified copies of the annexation ordinance, the agreement, and the map, and provides two additional copies of the annexation ordinance and map with the Clerk and Recorder of Alamosa County. The annexation is not effective until the ordinance, and plat have been recorded, however the City will not record these without the signed annexation agreement.

Variation: Petitions with Less Than 100% of Landowners

Petitions signed by more than 50% but less than 100% of the owners in the area to be annexed, owning in aggregate 50% of the property in the area, may be done without an election. This does add difficulty, however, at imposing terms and conditions in an annexation agreement, which must be agreed to by all owners within the area to be annexed. Absent such agreement, additional terms and conditions may be imposed by an election.

VOLUNTARY ANNEXATION PROCEDURES WITH AN ELECTION

Another form of voluntary annexation is the petition for an annexation election, where less than 100% of the property owners of an area request to be annexed to the City.

Steps Required to Petition for an Annexation Election.

- The steps to be taken to petition for an annexation election are almost the same as those for the 100% property owner voluntary annexation, with the exception that:
- The petition shall be signed by at least forty qualified electors resident in and landowners of the area to be annexed, or ten percent of said electors, whichever is less;
- The petition shall contain an allegation that the signers of the petition are qualified electors, and residents in and landowners of the area proposed to be annexed;
- The petition shall request the City to commence proceedings for the holding of an annexation election.

Review of the Annexation Petition

The City Council shall conduct a review of the petition, and if the City Council determines that it is in substantial compliance with the requirements of C.R.S. 31-12-107(1)(c) (just like for petition without an election), shall issue a resolution so finding and set the matter for an eligibility

hearing and follow the procedure outlined above for the eligibility hearing and impact report. If Council finds that the 1/6th contiguity requirement exists, and that an election is required under the provisions of section §31-12-107(2) of CRS, the City of Alamosa must petition the district court of the county to hold the required election pursuant to the provisions of C.R.S. 31-12-112. The court appoints three election commissioners to call an election of all the landowners and registered electors in the area proposed to be annexed (any landowner may vote irrespective of status as a registered elector, any corporate landowner may designate one of its officers to vote, and any registered elector in the area proposed for annexation may vote irrespective of whether such elector owns land in the area). Notice of the election must be given by publication once a week for four weeks in a newspaper of general circulation in the area. If a majority of the votes cast at the election are against annexation or if the vote is tied, the annexation election proceeding fails. If the majority of the votes cast are for annexation the court must order that the territory may be annexed to Alamosa upon the terms and conditions, if any, set forth by the governing body.

Significantly, an annexation election does not require that Alamosa annex the land after a successful annexation election. The only thing a successful annexation election accomplishes is to render the property eligible for annexation. The determination of whether to annex the property or not remains a legislative determination for the City Council, whose hand has not been forced by the successful outcome of the election.

INVOLUNTARY ANNEXATIONS AND ANNEXATIONS OF CITY-OWNED LAND

Annexation of enclaves and municipally owned land are different from all other annexation requests and enclave annexation is the only instance when annexation can be forced upon a landowner.

Annexation of Enclaves

The annexation of enclave requirements established in state statutes provide that when an unincorporated area has been entirely contained within the boundaries of a municipality for at least three years, the municipality may annex the property by ordinance without regard to eligibility requirements, limitations, or hearing requirements. Notice must still be given.

With regards to the annexation of enclaves, the City may initiate the annexation of an enclave simply by the adoption of an ordinance annexing the property. The City may adopt the ordinance in the normal process allowed for the review and approval of ordinances (with the exception that notice must be given), and upon approval shall file the annexation ordinance with the Clerk and Recorder of Alamosa County.

A property owner may petition for annexation of an enclave in a similar manner as allowed for a 100% annexation. The only exception with regards to process is that the City may review the

annexation under their ordinance process and may forego the other statutory requirements of 100% annexations that are not enclaves.

City Owned Land

Unilateral annexation is also available when the land is entirely owned by the City of Alamosa. When the City is the sole owner of the area that it intends to annex (so long as the area meets the eligibility requirements of section 104 CRS, and the limitations of section 105 CRS), it may annex the area by ordinance without notice and hearing. The annexing ordinance must state that the area proposed to be annexed is owned by the City and is not solely a public street or right of way.

ANNEXATION WORKFLOW

A workflow is provided in the appendix of this handbook. It outlines the general steps that will be taken in an annexation application from pre-application to completion.

STATUTORY REFERENCE

All annexation procedures are required to meet state statutes including, but not limited to the Municipal Annexation Act of 1965 (Article 12 of Title 31 in the Colorado Revised Statutes), in addition to the Colorado Constitution annexation provisions found in Article II, Section 30.

CITY REQUIREMENTS

The Unified Development Code applies to annexations, and an applicant can expect to follow all applicable codes during the annexation application. This is including, but not limited to:

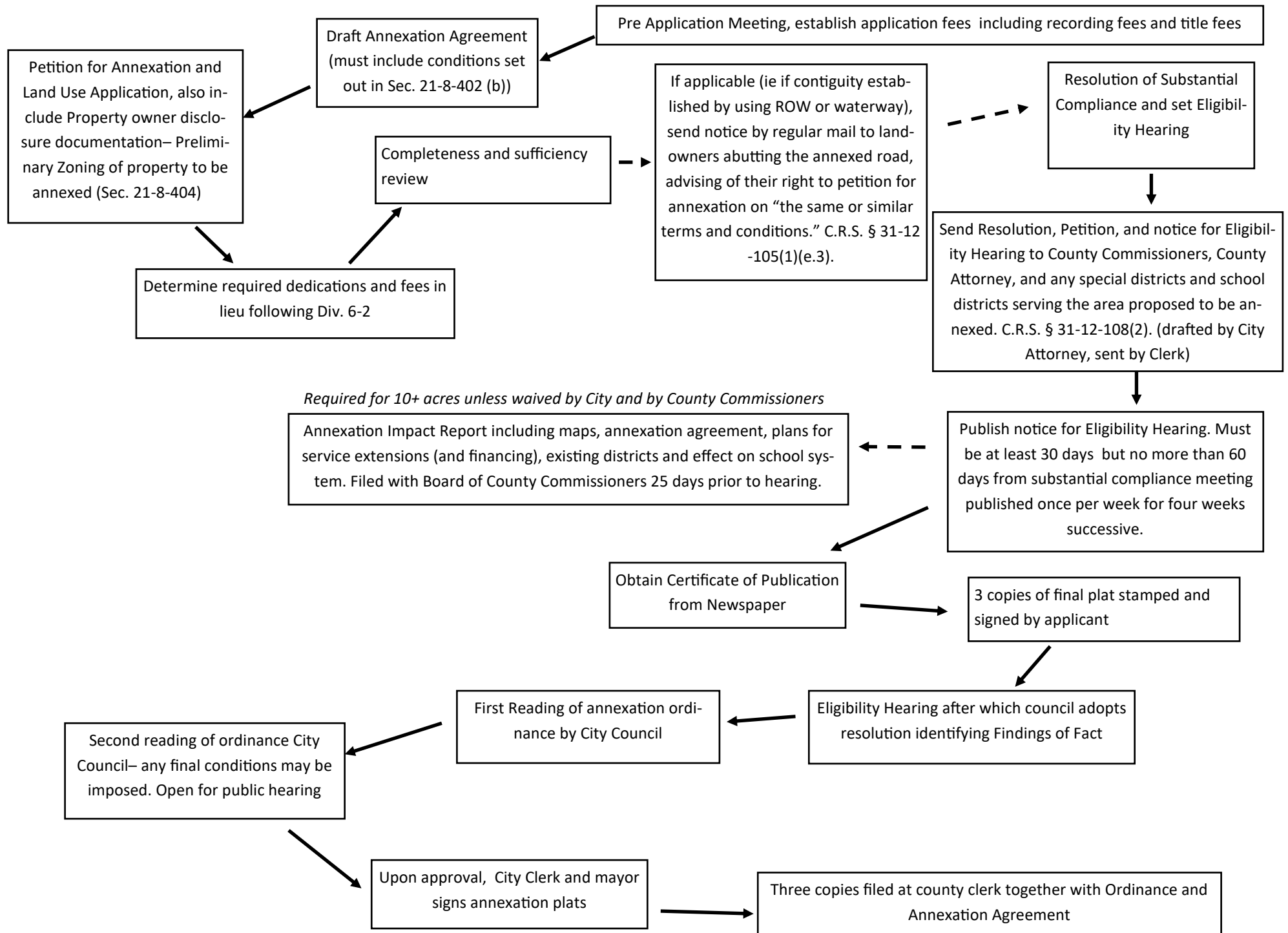
1. Section 21-2-105 Zoning of Annexed Land
2. Chapter 21, Division 6-23 Required Dedications and Fees-in-lieu
3. Chapter 21, Division 8-4 Annexation and Disconnection
4. Section 21-8-515 Recording Approvals
5. Section-21-8-602 Vested Property Rights; Establishment
6. Section 21-9-303 Civil Remedies

The City of Alamosa may require an agreement to annex as a condition of any contract to provide municipal services outside of the City limits. Those signing the agreement shall consent to annexation at such time in the future that the serviced area becomes eligible for annexation.

Such agreement will be recorded in the office of the county clerk as constructive notice to all persons not party to the agreement.

Appendix of Sample Documents and Supporting Material

- i. Workflow
- ii. Annexation Application
- iii. Petition for Annexation
- iv. Sample Annexation Agreement
- v. Resolution Finding Substantial Compliance
- vi. Sample Public Notice
- vii. Eligibility Resolution
- viii. Ordinance Approving Annexation
- ix. Annexation Plat Checklist



City of Alamosa
Public Works Department
300 Hunt Avenue
Alamosa, Colorado, 81101
(719) 589-6631
pubwrks@ci.alamosa.co.us



CITY OF ALAMOSA, COLORADO ANNEXATION APPLICATION

(100% PETITION)

Please fill out this application fully, and submit it along with all other materials, as required by the City of Alamosa and by Section 31 of Colorado Revised Statutes.

1. Submittal Requirements:

- _____ a. Vicinity Map at a scale of 1" = 400' showing the area to be annexed in relationship to the City and surrounding area.
- _____ b. Application Fee (non-refundable): Base Fee = \$500 + \$25 per acre or fraction thereof up to a maximum fee of \$2,500.
- _____ c. Preliminary Annexation Map and Survey - which meets the requirements of section 31-12-107(d)(I-IV) C.R.S.
- _____ d. Annexation Petition.
- _____ e. Draft "Annexation Agreement".
- _____ f. Preliminary Development Plans (Site Plan, General Land Use Plan, etc.)
- _____ g. Cost/Benefit Analysis. This analysis should be prepared by a professional with the knowledge of the fiscal impacts of the proposed annexation and development on the City of Alamosa.
- _____ h. If required, a traffic impact analysis for the proposed annexation and development showing the impacts on the existing public street systems, and recommending those improvements necessary to mitigate any adverse impacts to the existing transportation system.
- _____ i. Proposed Development Schedule.

- _____j. Impact Report-If the area proposed to be annexed is greater than ten (10) acres in size, an impact report as provided for in section 31-12-108.5 C.R.S., as amended, is required unless waived by City and County.
- _____k. An Ownership and Encumbrance Report (O&E) Only in those instances where the applicants will be dedicating any rights of ways, open spaces, or other lands to the City as a component of the annexation.
- _____l. Final Annexation Map and Survey - One mylar and three copies, which meets the requirements of section 31-12-107(d)(I-IV) C.R.S.
- _____j. One CAD/Shapefile of annexation boundary.

2. General location of the area proposed to be annexed:

3. Size of area to be annexed:

4. Existing Use of area proposed to be annexed:

5. Existing Zoning of area proposed to be annexed:

6. Desired City of Alamosa Zoning Classification, upon annexation:

7. List all existing vested property rights that may exist on the area to be annexed, if any. (Existing county approvals?)

8. **Special Districts:** List any special districts the area proposed for annexation is located within (School Districts, Fire Districts, Water Districts):

9. **Signatures of all owners and all lien holders and addresses:**
(Attach additional sheets if necessary)

Name: _____

Address: _____

10. **Contact Person:**

Name: _____ Phone: _____

Mailing Address: _____

Staff Use Only

The application, annexation petition and all application materials were submitted on the _____ day of

_____, 20__.

City Staff

Date

PETITION FOR ANNEXATION

The undersigned landowners ("Petitioners"), in accordance with the Municipal Annexation Act of 1965 [Article 12, Chapter 31, C.R.S., as amended] hereby petition the City Council of the City of Alamosa, Colorado, for annexation to the City of Alamosa of the unincorporated territory more particularly described below, and in support of said Petition, you Petitioners allege that:

(1) It is desirable and necessary that the following described territory be annexed to the City of Alamosa, Colorado:

The Petitioners are owners of 100% of the property* located within such area proposed to be annexed.

(2) Not less than one-sixth (1/6) of the perimeter of the area proposed to be annexed is contiguous with the City of Alamosa, Colorado.

(3) A community of interest exists between the area proposed to be annexed and the City of Alamosa, Colorado.

(4) The area to be annexed is urban or shall be urbanized in the near future.

(5) No land in the area proposed to be annexed which is held in identical ownership and consisting of either a single tract or parcel or two or more contiguous tracts or parcels:

(a) Have been divided into separate parcels without the written consent of the landowners thereof.

(b) Comprising twenty (20) or more acres and having an assessed valuation for ad valorem tax purposes in excess of \$200,000, has been included in the area proposed to be annexed without the written consent of the landowner(s).

(6) No part of the area proposed to be annexed is more than three (3) miles from a point in the municipal boundary, as such was established more than one (1) year before this annexation shall take place.

(7) The area proposed to be annexed to located solely within unincorporated Alamosa County, Colorado.

(8) The undersigned request that the City of Alamosa, Colorado approve the

annexation of the area proposed to be annexed.

(9) The signature of each signer, the mailing address of each such signer, the legal description of the land owned by each such signer and the date of signing of each signature are all shown on the signature sheets which are attached to and made a part of this Petition.

(10) There is attached hereto the affidavit of each circulation of this Petition, whether consisting of one or more sheets, that each signature here on is the signature of the person whose name it purports to be.

(11) Accompanying this Petition are four (4) copies of the Annexation Map containing the following information:

(a) A written legal description of the boundaries of the area proposed to be annexed;

(b) A map showing the boundary of the area proposed to be annexed;

(c) Within the annexation boundary map there is shown the location of each ownership tract in un-platted land, and, if part or all of the area proposed to be annexed is platted, then the boundaries and the plat numbers of the plots or of lots and blocks.

(d) Next to the boundary of the area proposed to be annexed is drawn the contiguous boundary of the City of Alamosa, and the contiguous boundary of any other municipality abutting the area proposed to be annexed.

(12) The area proposed to be annexed is not presently a part of any incorporated city, city and county, or town.

(13) The petitioner(s) hereto acknowledge the fact that the City of Alamosa is not legally obligated to annex the described area, and that if the City does annex the described area, the annexation shall be contingent upon the conditions and agreement of the petitioner(s) to the conditions as set forth in a proposed "Annexation Agreement", which the petitioner(s) agree to enter into prior to the effective date of this annexation.

Wherefore, the Petitioners request that the City Council of the City of Alamosa, Colorado, approve the annexation of the area described herein.

*If not owners of 100% of the real property to be annexed, address requirements in CRS §31-12-107(1)(c)(III).

Landowners	Signature	Date of Signature
By: _____	_____	_____

Are you a resident of the area to be annexed? () Yes () No

Mailing Address: _____

Legal Description of land owned by signators:

INSERT PROPERTY DESCRIPTION OF LAND OWNED BY THIS PETITIONER.
REPEAT FOR ALL PETITIONERS

ANNEXATION AGREEMENT

This **ANNEXATION AGREEMENT** ("Agreement"), is made and entered into this ____ day of _____, 20__ by and between **THE CITY OF ALAMOSA**, a Colorado Municipal Corporation, ("City") and _____ ("Owners").

WHEREAS, Owner is the owner of the real property described in Exhibit "A" ("property"); and

WHEREAS, Owner proposes the annexation of the Property to the City; and

WHEREAS, The City has determined it to be in the best interest of the public health, safety, and welfare of its citizens to impose certain terms and conditions on the Owner in conjunction with the annexation of the Property to the City; and

WHEREAS, Owner and City have come to an Agreement, with respect to the terms and conditions of the annexation of the Property to the City, all as more fully set forth hereafter.

NOW, THEREFORE, in consideration of the recitals, promises, and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows;

1. Definitions: As used in this Agreement, unless the context clearly requires otherwise:

"Annexation Ordinance" shall mean Ordinance No. ____-2019, adopted by the City Council of the City of Alamosa pursuant to the pending Petition for Annexation of the property, and in accordance with the Municipal Annexation Act of 1965 (Section 31-12-101, et seq., C.R.S.) officially annexing the Property to the City of Alamosa.

"Applicable City Ordinances" shall mean all ordinances of the City that regulate the development, subdivision and use of the Property, as in effect from time to time. Such ordinances shall include, but shall not be limited to, the City's (i) Uniform Development Code, (ii) Street Standards, (iii) Drainage Ordinance, (iv) Flood Prevention Ordinance, (v) Building, Technical and Construction Codes, (vi) Ordinances and policies concerning annexation/water surcharges, (vii) Ordinances concerning payment of fees, (viii) Ordinances concerning public dedications; and (ix) all other applicable City Ordinances, Resolutions, regulations and policies.

"Owners", _____, their successors and assigns, and all other subsequent owners of the Property.

"PIF" shall mean the current City Plant Investment Fee as provided for by the Ordinances or regulations of the City at the time such charges are due and payable to the City as provided in Paragraphs 7 & 8 of this Agreement.

"Property" shall mean that certain real property described on the attached Exhibit "A".

2. DEVELOPMENT.

Upon the annexation to the City, development of the Property shall conform in all respects with

all applicable City Ordinances.

3. PROPOSED USE OF THE PROPERTY.

- 3.1 **Land Use District Designation.** In the event of approval of the Petition for Annexation, upon annexation the Property shall be placed in the _____ zoning district, but only if after receiving testimony at a public hearing the City Council determines that such zoning classification is justified as the most appropriate zoning classification for the property.
- 3.2 **General Plan of Development.** The City and Owner agree that the Property is presently _____, and that any current and future development will be in accordance with applicable City Ordinances. A general development plan for the Property is shown within Exhibit "B".
- 3.3 **Annexation not Contingent.** Owner understands and acknowledges that the annexation of the Property is not contingent upon approval by the City of any particular plan of development of the Property, nor specific zoning classification and development plan, or zoning as may hereafter be approved by City. Owner assumes all risks of obtaining required subdivision and development permits for the Property in accordance with Applicable City Ordinances.

4. UTILITY SERVICE AND PUBLIC IMPROVEMENTS.

- 4.1 **Extensions of Utility Services and Public Improvements.** Except as specifically set forth otherwise in Exhibit C, Owner shall pay all costs for design and construction of all public improvements and utility services necessary to serve the Property, including but not limited to, roads, curbs, gutters, sanitary and drainage sewers, water, street lights, electricity, telephone, gas, and cable television service all in accordance with applicable City or public utility company standards and specifications. Owner specifically agrees to construct or cause to be constructed those extensions and improvements described in Exhibit "C". Owner shall dedicate to the City and applicable public utility companies without charge, free and clear of all liens and encumbrances those easements and rights of way necessary for installation and maintenance of said utility lines and other public improvements including public streets and trails, and in addition shall convey the public improvements to the appropriate entity upon completion and acceptance of the improvements (Exhibit "D"). Evidence of the status of title ownership shall be provided by Owner insuring title in City, by an ALTA insurer acceptable to City, in an amount designated by the Public Works Director, which amount shall be reasonably calculated to cover the actual value to City after the improvements are completed. Such insurance shall be preceded by a title insurance commitment adequate to establish that the Owner can perform this provision.

- 5. PUBLIC DEDICATIONS.** In addition to those dedications required in Paragraph 4 of this Agreement, Owner further agrees to dedicate to the City without charge and free and clear of any liens and encumbrances that certain real property which is described in Exhibit "D". Such dedicated property shall be insured in City, at the expense of Owner, in the manner and amount as is provided in the preceding paragraph regarding Utility Services and Public Improvements.

6. **WATER AND DITCH RIGHTS.** Outline relevant water and ditch rights, to be conveyed, or Owner shall pay cash in-lieu of water rights upon annexation and prior to being connected to City water service in accordance with the Attached Exhibit E for all development currently existing, and prior to connection of any future development at such rate as is applicable at the time of application for such future development (currently \$1,900 per acre foot of water demand).
7. **WATER CHARGES.**
 - 7.1 **Payment of PIF's.** Prior to making connections to the City water utility system, Owner shall pay to the City the PIF for the portion of the Property which is being connected. If the portion of the property being connected is not owned by the present Owner at the time of the connection, the PIF shall be paid by the then-current owner.
 - 7.2 **Water Rates.** Water users on the Property shall pay the then-current rates for water service paid by in-City users, subject to all decreases or increases in fees adopted in accordance with City ordinances and regulations. Water users on the property are subject to all rules, regulations and ordinances pertaining to the City's water system, including all future amendments.
8. **SEWER CHARGES**
 - 8.1 **Payment of PIF's.** Prior to making connections to the City sewer utility system, Owner shall pay to the City the PIF for the portion of the Property which is being connected. If the portion of the Property being connected is not owned by the present Owner at the time of the connection, the PIF shall be paid by the then-current owner.
 - 8.2 **Sewer Rates.** Sewer users on the Property shall pay the then-current rates for sewer service paid by in-City users, subject to all decreases or increases in fees adopted in accordance with City ordinances and regulations. Sewer system users on the property are subject to all rules, regulations and ordinances pertaining to the City's sewer system, including all future amendments.
9. **VESTED PROPERTY RIGHTS.** The Owner hereby waives any and all vested property rights that may exist on the property. Further, nothing contained herein shall be construed as to constitute vesting of development rights.
10. **MISCELLANEOUS.**
 - 10.1 **Effective Date.** This agreement is contingent upon the City approval of the annexation and shall become effective, as of the date on and the time when the annexation itself becomes effective.
 - 10.2 **Parties' Authority.** The City and Owner represent that each has the authority to enter into this Agreement according to applicable Colorado law and the City's Home Rule Charter and Ordinance, and each represents that the terms and conditions hereof are

not in violation of any agreement previously entered into by the City. This Agreement shall not become effective until resolution or other necessary authorizations for the execution of the Agreement are effective.

- 10.3 **Recording.** This Agreement may be recorded in the Alamosa County Clerk and Recorder's Office in order to put prospective purchasers or other interested parties on notice as to the terms and conditions contained herein and liens hereby created.
- 10.4 **Entire Agreement.** This Agreement and the exhibits hereto represent the entire understanding between the parties, and no other agreement concerning this Property, oral or written, made prior to the date of this Agreement, which conflicts with the terms of this Agreement, shall be valid as between the parties.
- 10.5 **Disconnection.** In the event of disconnection of the Property for any reason, the City's infrastructure and service obligations shall be void and of no further force and effect, but all dedications and conveyances to the City made hereunder shall continue in full force and effect unless vacated in the manner provided by law.
- 10.6 **Modification.** This Agreement shall not be modified except in writing executed by all parties hereto.
- 10.7 **Damages and Additional Remedies.** If at any time any part hereof has been breached by the Owners, the City may in addition to other remedies, withhold approval of any or all building or other permits applied for by the Owner on its Property, or withhold issuance of certificates of occupancy until the breach or breaches has or have been cured. Except as otherwise specifically provided for herein, neither party shall be entitled to claim or receive any form of monetary damages, including but not limited to remedial, compensatory, punitive or consequential damages, including economic damages and lost profits.
- 10.8 **Binding Effect.** The agreements and covenants as set forth herein shall be binding upon the Owners, their heirs, successors, and assigns, and all persons who may hereafter acquire an interest in the Property, or any part hereof.
- 10.9 **Joint and Several Liability.** If there are two or more Owners, the responsibility of the Owners shall be joint and several.
- 10.10 **Severability.** In case one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby; provided, however, that if such invalid provision deprives either party of a material benefit to be derived from this prospective annexation, the parties acknowledge that such shall constitute irreparable injury, and entitle such party to relief in equity in the event a satisfactory adaptation of this agreement cannot be reached by the parties.
- 10.11 **Incorporation of Exhibits.** Exhibits "A" through "E" inclusive, which are attached hereto, are incorporated herein by reference.

- 10.12 **Notices.** Any notices required or permitted hereunder shall be sufficient if personally delivered or if sent by certified mail, return receipt requested, addressed as follows:

If City: Public Works Director
P.O. Box 419
Alamosa, CO 81101

With A Copy
(Which Shall Not Constitute Notice)

To: City Manager
PO Box 419
Alamosa, CO 81101

If to Owner: **Owner Name**
Address
Address

Notices mailed in accordance with the provisions of this Paragraph shall be deemed to have been given on the 3rd day following mailing. Notices personally delivered shall be deemed to have been given upon delivery. Nothing herein shall prohibit the giving of notice in the manner provided for in the Colorado Rules of Civil Procedure for service of civil process.

- 10.13 **Waiver.** The failure of either party to exercise any of its rights under this Agreement shall not be a waiver of those rights. A party waives only those rights specified in writing and signed by either party waiving such rights.
- 10.14 **Applicable Law.** This Agreement shall be interpreted in all respects in accordance with the laws of the State of Colorado.
- 10.15 **Counterparts.** This Agreement may be executed in several counterparts and/or signature pages and all counterparts and signature pages so executed shall together constitute one agreement binding on all parties hereto.
- 10.16 **Terminology.** Wherever applicable, the pronouns in this Agreement designating a particular gender shall apply equally to all genders. Furthermore, wherever applicable within this Agreement, the singular shall include the plural, and the plural shall include the singular.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

City of Alamosa, a Colorado
Municipal Corporation

ATTEST:

City Clerk

Mayor

Property Owner

Owner

STATE OF _____)
)SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 2019, by
INSERT NAME.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

Annexation Agreement

EXHIBIT "A"

Insert Legal Description of property

EXHIBIT "B"

General Plan of Development

A vicinity map is attached, illustrating the boundary and surrounding area of the property, the zoning for such property, and the uses to which it will be put. A general outline of transportation and utility connectivity is shown. The anticipated annexation, if approved, encompasses the area demonstrated in said vicinity map.

EXHIBIT "C"

Public Improvements

Insert outlined public improvement propositions, outlining location, responsibility for improvements, and other necessary improvements which may include, but be limited to connectivity and accessibility

EXHIBIT "D"

Public Dedications

Public dedications such as any parks, trails, open space, utility easements, as shown on the annexation plat.

EXHIBIT "E"

Ditch and Water Rights Dedication

Owner shall pay cash-in-lieu of water rights in the amount of \$1,900 per acre foot multiplied by the amount of water deemed necessary for the development (total water demand, not consumptive use). The amount of such estimated water demand has been determined by applying the assumptions delineated below to existing development on the subject property. In the event the use of the annexed property is increased in the future, such as by additional cash-in-lieu payments shall be required, and shall be based upon both the additional uses, and the then-current cash-in-lieu rates applicable to annexations generally.

[Show calculations and basis thereby]

RESOLUTION NO. XX-YYYY

A RESOLUTION FINDING SUBSTANTIAL COMPLIANCE OF THE (name and legal description); AND SETTING FORTH DETAILS IN REGARDS THERETO; AND SETTING A DATE FOR A PUBLIC HEARING TO CONSIDER SAID PETITION:

WHEREAS, the owners of 100% of the real property included in an area proposed to be annexed, lying generally **INSERT GENERAL PROPERTY DESCRIPTION** (which area is described in exhibit A attached hereto and made a part hereof by reference), excluding public streets and alleys and any land owned by the City of Alamosa, have filed an amended petition for annexation of said area with the City Clerk of the City of Alamosa, Colorado, requesting the City to commence proceedings for the annexation of said area; and

WHEREAS, having received the amended petition for annexation, the City Council is required under the *Municipal Annexation Act of 1965*, as amended, to determine whether said petition is in substantial compliance with C.R.S. Section 31-12-107 (1), and if so, to follow the procedure set forth in C.R.S. Sections 31-12-108 through 111;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALAMOSA, COLORADO:

1. City Council hereby finds that the amended petition for annexation has been signed by 100% of the landowners in the area proposed to be excluding public streets and alleys and any land owned by the City of Alamosa.
2. The City Council hereby finds that the amended petition for annexation is in substantial compliance with the requirements of C.R.S. Section 31-12-107 (1), as amended.
3. City Council hereby finds that it has the necessary jurisdiction to proceed with the annexation of said area.
4. The City Council hereby determines that it shall hold a public hearing to determine if the proposed annexation complies with section 30 of Article 2 of the state constitution, and Sections 31-12-104 and 31-12-105, C.R.S., as amended, to establish whether or not said area is eligible for annexation under the *Municipal annexation act of 1965*, said hearing to be held at a regular meeting of the City Council on the __ day of _____, 20__ at : **TIME.**, in the Council Chambers at City Hall, 300 Hunt Avenue, Alamosa, Colorado. **Note – the timing will need to give room for the 30 day notice requirements and preparation of impact report, if required.**
5. The City Clerk is hereby directed to give notice of said public hearing in accordance with the provisions of Section 31-12-108 (2), C.R.S., as amended.
6. This resolution shall take effect upon its adoption.

REVIEWED, CONSIDERED, APPROVED AND ADOPTED this __ day of _____,
20__.

City of Alamosa, Colorado

Ty Coleman, Mayor

Attest: (SEAL)

Holly C. Martinez, City Clerk

EXHIBIT A
LEGAL DESCRIPTION
"Name of" ANNEXATION PARCEL

Insert Legal Description

PUBLIC NOTICE
Annexation Eligibility Hearing
(Insert Annexation Name and Year)

Date of Public Hearing: **Day of Week, Month Day, Year**
Time: 7:00 p.m. or as soon thereafter as the matter may be heard.
Place: City Council Chambers, 300 Hunt Avenue, Alamosa, CO.

PLEASE TAKE NOTICE there will be a public hearing at the date, time, and location set forth above, before the City Council of the City of Alamosa, Colorado, pursuant to Resolution No. **(Number, Year)**, which is incorporated by reference and made a part hereof, to determine if the area proposed for annexation to the City of Alamosa set forth in said Resolution meets the applicable requirements of section 30 of article II of the Constitution of the State of Colorado, and of Sections 31-12-104 and 31-12-105, C.R.S., as amended, and is considered eligible for annexation to the City of Alamosa, Colorado. The area is generally described as **insert general legal description and acreage here**. The annexation eligibility requirements are, in summary form, as follows:

1. That one or more of the conditions set forth in section 30(1) of article II of the state constitution, concerning initiation of the annexation process have been met.
2. That not less than one-sixth of the perimeter of said area proposed to be annexed to the City of Alamosa is contiguous to the City limits of the City of Alamosa.
3. That a community of interest exists between the above described territory and the City of Alamosa, and that the same is urban, or will be urbanized in the near future, and further that said territory is integrated or is capable of being integrated into the City of Alamosa.
4. That in establishing the boundaries of the above described territory, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, has been divided into separate parts or parcels without the written consent of the landowners thereof, unless such tracts or parcels are already separated by a dedicated street, road or other public way.
5. That in establishing the boundaries of the above described territory, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, comprising twenty (20) acres or more (which together with the building and improvements situated thereon have an assessed valuation in excess of \$200,000 for ad valorem tax purposes for the year next preceding the filing of the annexation petition), has been included in the above described territory without the written consent of the landowner or landowners thereof.
6. That no annexation proceedings have been commenced for the annexation of part or all of the above described territory to another existing municipality.
7. That the annexation of the proposed territory will not result in the detachment of the area from any school district and attachment to another school district unless accompanied by a resolution of the board of directors of the school district to which the area will be attached approving such annexation.
8. That the annexation of the proposed territory will not have the effect of extending a municipal boundary more than three miles in any direction in any one year unless allowable under exceptions set forth in section 31-12-105(e), C.R.S.

At the public hearing, any person may appear and present evidence upon any matter to be determined by the City Council.

Alamosa City Council
Holly C. Martinez, City Clerk

(Please publish legal notice on the following days: **insert four dates, one each week**

(Clerk to mail by registered mail copy of notice as published, Resolution of Substantial Compliance, and petition to Clerk to Board of County Commissioners, County Attorney, Alamosa Ambulance District, Alamosa Fire District, Rio Grande Water Conservation District, San Luis Valley Water Conservancy District, Alamosa School District and Alamosa Mosquito Control District) **(check other applicable districts)**

RESOLUTION NO. __-20__

**A RESOLUTION FINDING (property description), TO BE ELIGIBLE FOR
ANNEXATION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALAMOSA,
COLORADO:**

The City Council of the City of Alamosa, Colorado, finds that the property generally described as **(property description)**, said description being attached as Exhibit A to this Resolution, complies with the applicable annexation laws, that the land described is eligible to be annexed because there is at least one-sixth contiguity between the municipality and the area to be annexed and, after considering all competent evidence adduced at the hearing on this matter held on __, 20__, City Council makes the following findings:

1. A community of interest exists between the area proposed to be annexed and the City of Alamosa; that said area is urban or will be urbanized in the near future; that said area is integrated with or is capable of being integrated with the City of Alamosa, and, furthermore, it has NOT been shown that at least two of the following conditions exist:

(a) Less than fifty percent (50%) of the adult residents of the area proposed to be annexed use some of the recreation, civic, social, religious, industrial, or commercial facilities of the municipality and less than twenty-five percent (25%) of its adult residents are employed in the annexing municipality;

(b) Fifty percent (50%) or more of the land proposed to be annexed is agricultural, and the owners of such agricultural land have expressed an intention under oath to devote the land to such agricultural use for at least five (5) years;

(c) It is not physically practical to extend urban services which the municipality normally provides in common to all of its citizens on the same terms and conditions as such services are made available to such citizens to the area proposed to be annexed.

2. The City Council further determines that applicable parts of the *Municipal Annexation Act* have been met and further determines that an election is not required under said *Act* and that there are no other terms and conditions to be imposed upon said Annexation other than as may be agreed to by the Applicant in an annexation agreement with the City; and

Having found that the property subject to said petition is eligible to become annexed, the City Council of the City of Alamosa, Colorado, shall undertake further annexation proceedings as provided by law.

ADOPTED this __ day of _____, 20__.

CITY OF ALAMOSA

By: _____
Mayor

ATTEST: _____
City Clerk

EXHIBIT A
LEGAL DESCRIPTION
(Name) ANNEXATION PARCEL

Insert Legal Description

ORDINANCE NO. XX-YYYY

AN ORDINANCE APPROVING THE ANNEXATION OF THE (name) PETITION FOR THE ANNEXATION OF (general property description).

WHEREAS, the petition filed by the owners of 100% of the real property included in an area proposed to be annexed, being generally **(general property description)**, excluding public streets and alleys and any land owned by the City of Alamosa, was previously found by the Alamosa City Council to be in substantial compliance with Section C.R.S. § 31-12-107(1) (Resolution No. __-20__,) and

WHEREAS, all applicable requirements of the *Code of Ordinances of the City of Alamosa, Colorado*, have been fulfilled; and

WHEREAS, the property is eligible for annexation in accordance with the *Municipal Annexation Act of 1965*, as amended, as found by Resolution No. __, 20__, after duly noticed public hearing; and

WHEREAS, the Alamosa City Council finds it in the best interests of the citizens of Alamosa that the proposed property be annexed, consistent with the terms and conditions of the annexation agreement dated _____, 20__, hereby approved by the City, with direction to the City Manager to execute the annexation agreement on behalf of the City;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Alamosa, Colorado:

Section 1. That the property described in the attached Exhibit A is hereby annexed to the City of Alamosa, Colorado, which property has street addresses of **(Insert Address)**

Section 2. The zoning for said property is hereby determined and established to be: "____" **(insert zone)**.

Section 3. That, in annexing said property to the City of Alamosa, Colorado, the City does not assume any obligation respecting the construction of water mains, sewer lines, gas mains, electric service lines, streets, or any other services or utilities in connection with the property hereby annexed except as may be expressly provided by the ordinances of the City of Alamosa, Colorado, or the annexation agreement dated _____, 20__, approved herein, and that the owners of such annexed property shall be responsible for the cost of extension of such services and utilities.

Section 4. General Repealer. All acts, orders, ordinances, resolutions, or portions thereof in conflict herewith, are hereby repealed to the extent of such conflict.

Section 5. Recording and Authentication. This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the City Book of Ordinances kept for that purposes, and published according to law.

Section 6. Publication and Effective Date. This ordinance shall take effect ten (10) days after publication following final passage. Publication both before and after final passage shall be by the title of this ordinance, which Council determines constitutes a sufficient summary of the ordinance, together with the statement that the full text of the ordinance is available for public inspection and acquisition on the City's website and in the office of the City Clerk.

Section 7. Recordation. A certified copy of this Ordinance after its final adoption, together with a copy of the annexation agreement and the annexation map shall be filed with the County Clerk and Recorder of Alamosa County for recording in the land records. Two additional certified copies of this ordinance and the annexation map shall be provided to the Alamosa County Clerk and Recorder, who shall file one certified copy of the ordinance and map with the division of local government of the department of local affairs and one certified copy of this Ordinance and the annexation map with the department of revenue.

Section 8. Declaration of Public Interest. This ordinance is necessary to preserve the peace, health, safety, welfare, and to serve the best interest of the citizens of the City of Alamosa, Colorado.

Section 9. NON-Codification. The City Clerk is directed to ensure that the provisions of this ordinance **ARE NOT** codified in the *Code of Ordinances of the City of Alamosa*.

INTRODUCED, READ AND ORDERED published the __ day of _____, 20__, and a public hearing hereon fixed for the __ day of _____, 20__ at 7:00 p.m., or as soon thereafter as the matter may be heard.

APPROVED, AND ADOPTED after public hearing this __ day of _____, 20__.

CITY OF ALAMOSA

By: _____
Mayor

ATTEST:

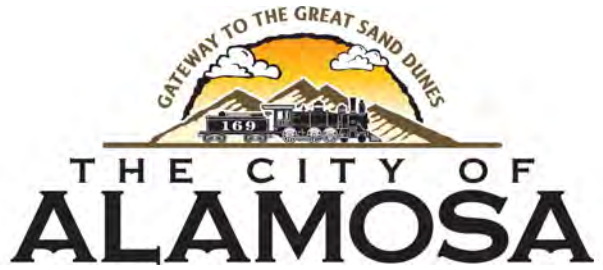
City Clerk

EXHIBIT A

ORDINANCE NO. XX-YYYY

**LEGAL DESCRIPTION OF PROPERTY
TO BE ANNEXED INTO THE CITY OF ALAMOSA**

Legal Description



Annexation Plat Checklist

Use this checklist to ensure the required plat meets these items before submittal.

PLAT REQUIREMENTS

Applicant Requirements

- ☐ Preparer: A Colorado registered professional land surveyor must prepare this plat.
- ☐ Sheet size of 24" x 36" with a 1" margin on all sides for each sheet.
- ☐ Title at the top of the sheet must include:
 - Name of the proposed annexation
 - A brief legal preamble
- ☐ Include the following in a block in the lower right-hand corner:
 - Preparation date and date of revisions, if applicable
 - North arrow
 - Written and graphic scale
 - Legend
 - Names and addresses of the applicant, developer, engineer or surveyor
 - Bearing basis
 - Surveyor notes, if applicable
 - Sheet number and total number of sheets
- ☐ Vicinity map of the area to be annexed and surrounding area within a 1-mile radius. Must indicate existing municipal boundaries.
- ☐ A written legal description of the annexation limits and boundaries.
- ☐ Contiguity Calculation, including:
 - Total perimeter length of annexation
 - Perimeter contiguous with existing City Limit
 - Percent Contiguity
- ☐ Accurately locate 100-year floodplain and other water or drainage ways.
- ☐ Reference any developer improvements agreement, if applicable.



Annexation Plat Checklist

ANNEXATION MAP REQUIREMENTS

Applicant Requirements

- ☐ Boundary of the area proposed to be annexed.
- ☐ Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks.
- ☐ Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the annexing municipality.
- ☐ Show all adjoining and internal streets and right-of-ways (ROW) and label the street names.
- ☐ Describe the purpose, widths and locations of all easements and abutting easements.
- ☐ Ties to aliquot or section corners of a monumented land survey.

- ☐ **Upon final approval and prior to recordation, per state statute, the applicant must submit one mylar original, three paper originals, all signed and stamped. Please also submit PDF copy, and one electronic copy in DWG or Shapefile format.**

Certificates and Signature Blocks

ANNEXATION PLATS must have signature blocks for:

- Owner(s) signature, notarized
- Surveyor
- Acceptances of Annexation, signed by Mayor and attested by City Clerk
- County Clerk and Recorder's Certificate

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Approve Minutes of Meeting November 6, 2019

ATTACHMENTS:

Description	Type
☐ Minutes of Meeting November 6, 2019	Minutes

ALAMOSA CITY COUNCIL

Regular Meeting Minutes

Council Chambers
300 Hunt Avenue, Alamosa, CO
November 6, 2019

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 Coleman at 7:00 p.m. The Pledge of Allegiance was recited.

II. ROLL CALL

Present at roll call: Mayor Ty Coleman, Councilors Kristina Daniel, David Broyles, Charles Griego, Liz Hensley, Jan Vigil and Michael Carson. A quorum was declared. Also present: City Manager Heather Brooks, City Attorney Erich Schwiesow, and City Clerk Holly Martinez.

III. AGENDA APPROVAL

Councilor Griego moved, seconded by Councilor Vigil to approve the agenda as presented. 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

Shanna Hobbs spoke in regards to the outdoor grow ban result from the election.

Alex and Karen Miller spoke in regards to deer concerns within the city.

Israel Garcia-Humes spoke in regards to La Puente and the things they have done.

B. Follow-Up

Heather Brooks responded that there is nothing in code that prevents people from having a greenhouse must it must be compliant with code and that now that this has passed, the City will need to look at the best way to incorporate it into code, and the enforcement related to such. She also followed up regarding the deer population and that the city is currently collecting information for a deer management plan with Division of Wildlife.

V. CEREMONIAL ITEMS

A. SLV Hospice Month Proclamation

Mayor Ty Coleman read the proclamation and Council presented it to Kendra Decker and Laura Lewis, representatives of Hospice del Valle.

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

C.2.a. September 2019 Monthly Financial Statements and Expenditure report

C.7.a. Approve Minutes of Meeting October 16, 2019

C.7.b. Approve Municipal Judge employment contract 1/1/19 through 10/31/20.

VII. REGULAR BUSINESS

A. Presentations from Outside Agencies

1. Five Star Riders Car Club and Alamosa County Prevention Coalition community clean up on the Rio Grand River / Devils Playground

Representatives of the Five Star Riders Car Club and the Alamosa County Prevention Coalition Ann Marie DeHerrera, Helen Sigmond, Jamie Dominguez, Bill Holsonback and Alexander Husack presented information on the clean up on the Rio Grande River and Devils Playground clean up.

Council thanked them for all the work on the clean up to the area and let them know they have their support and would like them to keep them involved in clean up and everything.

B. Business Brought Forward by City Staff

1. Public Works

- a. Resolution No. 19-2019, Finding of Substantial Compliance, Annexation of McClain Fink Subdivision, Lots 66 & 67.

Public Works Director, Harry Reynolds, presented information to Council.

Councilor Griego moved, seconded by Councilor Vigil to adopt Resolution No. 19-2019 and set an eligibility hearing for December 18, 2019. The motion carried unanimously.

- b. Authorize purchase of 11 acres surrounding Independent Ditch diversion works.

Heather Brooks presented information to Council.

Councilor Carson moved, seconded by Councilor Daniel to authorize the City Manager to sign the proposed purchase and sale contract for approximately 11 acres surrounding the City's independent Ditch dam and headgate. The motion carried unanimously.

2. Finance

- a. Public hearing and second reading of Ordinance No. 27-2019, an ordinance authorizing and approving the execution and delivery of a lease purchase agreement, a site lease, an official statement, a continuing disclosure agreement, escrow agreements, and defeasance agreements and other documents and actions in connection with retiring lease purchase agreements entered into in 2010 and 2017 in order to realize significant monetary savings.

Finance Director, Judy Kelloff 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 hearing closed at 7:47 p.m.

Councilor Broyles moved, seconded by Councilor Hensley to finally adopt Ordinance No. 27-2019. The motion carried unanimously.

3. City Manager/Legal

- a. Motion authorizing the sponsorship of \$5,100 to six entities in varying amounts as detailed in the Council Communication.

Heather Brooks reviewed information with Council. The Sponsorship Committee recommended \$5,100 to be distributed in the first half of 2020 as follows:

- Youth of the Year Breakfast - \$400
- Cinco de Mayo Celebration - \$1,750 plus use of the stage valued at \$200
- SLV Big Band CD Promo - \$100 from the Public Relations line item in the City Council budget
- Alamosa RoundUP - \$2,250
- Rails & Ales Block Party - \$300 plus use of the stage valued at \$600
- Rodeo Dance/Street Party - \$300 plus use of the stage valued at \$300

The SLV Big Band CD promo did not meet the criteria for sponsorship, but the Committee felt that \$100 from the Public Relations line item would be appropriate.

Councilor Vigil moved, seconded by Councilor Hensley to authorize the sponsorship of \$5,100 to the six entities for the first half of 2020. The motion carried unanimously.

C. Committee Reports

None.

D. Staff Announcements

Heather Brooks updated Council in regards to the email from TSJC and ending the contract of having an officer provided to their campus.

She also updated Council on the following:

- Celebration of Lights is scheduled for December 6th and the difference this year compared to previous years.
- Successful vote on the streets sales tax

Counselor Schwiesow let Council know that we have finally got the decree for approval of change of water rights for the golf course for irrigation of the back nine.

VIII. LOCAL LIQUOR LICENSING AUTHORITY ACTIONS

A. Consideration of Stipulated Findings and Order, Airport Liquor compliance check.

Counselor Schwiesow reviewed information with Council. Council further discussed this item.

Councilor Daniel asked for a follow up of what the owners of Airport Liquor will choose to do.

Councilor Griego moved, seconded by Councilor Carson to accept the proposed stipulation with Airport Liquor LLC. The motion carried unanimously.

COUNCIL COMMENT

Councilor Carson thanked staff and everyone involved in getting the streets tax passed. He also thanked Council for the team that are and congratulated everyone. He also congratulated the community for getting out there and voting and getting the tax passed.

Councilor Vigil congratulated Councilor Daniel, Councilor Griego and Councilor Hensley on their reelections to Council. He also thanked and congratulated everyone on the streets sales tax. He also spoke in regards to the initiative petition question regarding outdoor grow of marijuana passing.

Councilor Hensley echoed the congratulations for the reelections. She also stated she will be going to the League of Cities on behalf of CML and will miss the next meeting.

Councilor Griego spoke in regards to the streets sales tax. He also spoke regarding Veteran's Day and the parade on Monday.

Councilor Broyles also spoke his congratulations to the reelections of City Council.

Councilor Daniel thanked everyone on the election and thanked Mr. Rob Oringdulph. She also spoke in regards to hearing from other members of the community tonight. She also spoke in regards to Veteran's Day and her congratulations.

Councilor Carson also congratulated everyone on their elections and stated that the money will be spent on the streets the way it was intended.

Councilor Vigil congratulated the Alamosa schools for the Cross Country championships as well as commented on the valley teams still in tournaments.

Councilor Hensley also spoke in regards to Veteran's Day and the SLV Big Band playing this Saturday at Adams State University Richardson Hall.

Councilor Griego also stated that anyone is welcome to participate in the parade as well. He also congratulated Monte Vista band for taking state.

Heather Brooks also state Monte Vista passed their one cent sales tax.

Mayor Coleman thanked everyone for their work with the streets sales tax. He also thanked those who won their reelections. He also stated that last night there was an opportunity last night to celebrate law enforcement and that Alamosa Police Department represented well.

EXECUTIVE SESSIONS

1. Possible executive session pursuant to CRS § 24-6-402(4)(a) and (4)(e) to discuss the purchase of land surrounding Independent Ditch dam and diversion works, and determine positions and instruct negotiators further with respect to that purchase.

There was no executive session needed.

ADJOURNMENT

The meeting adjourned at 8:27 p.m.

Holly C. Martinez, City Clerk

Ty Coleman, Mayor

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Receive October 2019 Monthly Reports

ATTACHMENTS:

Description	Type
📎 October 2019 Monthly Reports	Reports

COUNCIL COMMUNICATION

DATE: November 20, 2019	AGENDA NO.	SUBJECT: City Manager Monthly Report for October 2019
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.

October 2019 Report

- Multiple public presentations on the Streets Trust Fund
- Multiple meetings on Craft Intersection contracts
- Weekly Team Leadership meetings
- Bi-weekly meeting with Mayor and City Clerk
- Monthly meeting with Councilor Carson
- Bi-Weekly meeting with Police Chief
- Coffee with TSJC President
- Monthly meeting with IT Director
- Rec Board meeting
- Meet the Candidates Forum
- Meetings regarding future locations for the Farmers' Market
- LEAD presentation at Alamosa County Commissioner meeting
- Monthly meeting with Councilor Griego
- Homeless Coalition meetings
- LEAD meetings
- Ribbon cutting for Alamosa Riparian Park
- Meeting with Economic Development Director
- Valley Managers/Administrators Lunch
- Meeting with Councilor Daniel
- Meeting with Kim Smoyer to discuss facilitation services
- Meeting with Chamber to review remaining untangling items
- Monthly meeting with Councilor Vigil
- Downtown Hotel meetings
- Community Partnership Summit related to case management
- La Puente Board meeting
- Veteran Coalition of the SLV meeting on Veteran Homelessness
- ARTwalk Meeting
- Sponsorship Committee Meeting
- Electric Charging Station meeting
- Dinner with County Commissioners
- Meeting with Paul Gearhart (ICE)

- Meeting with PW Director

COUNCIL COMMUNICATION

DATE: November 4, 2019	AGENDA NO.	SUBJECT: PR Specialist Monthly Report for October 2019
Department Head:		
City Manager: Heather Brooks		
PRESENTED BY: Heather Brooks		

September 2019 Report

- Vacation Oct. 9-20
- 4 Press Releases to Alamosa Valley Courier and Radio Stations
- 23 FB posts to 4,367 Followers with 41,472 reached
- 17 Tweets to 785 Followers with 7.3K impressions.
- Instagram: 5 posts; 380 followers
- Weekly Leadership Team meetings
- Bi-Weekly meeting with City Manager
- SLV PIO meeting
- Library board meeting
- Senior Center meeting
- Ice Fest Committee meeting
- Art Committee Meeting (cancelled)
- Crane monument meeting
- Arts Festival 2020 planning; partner meetings
- \$60K Mural pre-grant submitted to Arts in Society. Invited to submit part 2.
- DOLA grant reporting: Downtown Plan

City of Alamosa
Monthly Activities Report
October 2019
Public Works Department

Streets: Continue with daily sweeping operations
Hauled Brush from recycle yard to pit (1 day @10 Hrs. ea. Day)
Performed routine maintenance to our equipment
Multiple sign repairs
Conducted Road closures for the following events:

- ASU Homecoming Parade
- ASU Homecoming Bon Fire

Patched_697___Potholes
Worked piles at 20th street yard
Patched open cuts with hot mix (Multiple Day's)
Prepped Monroe Place for Large patch
Attended Street Trust fund presentation sessions regarding street tax
Heat Tape of all First Street Phase III on Victoria and Stuart

- Turn lanes and arrows
- Crosswalks

Maintain irrigation water at Blanca vista ponds
Soft spot repairs and Patching Victoria, Mullins
Patched all open cuts
Conducted Large Item Pick-up
Began Sander inspections and Prep for mounting
Mounted Two sanders
Mal Bridge work

- Dirt work completion for footer
- Form and rebar work
- Pour Footer

Repaired Gravel road at Maddox lane from irrigation washout
Un-plug blocked culverts from beavers at ranch
Dismount Paint machine
Conducted Sanding operations for 1st snow storm

Solid Waste: Commercial Waste Hauled totaled 307.96 T.; Residential Waste Hauled totaled 195.55 T. Medical Waste totaled 1.59 T Thirty special pick-ups were completed. Two 96 gal toter, zero 64 gal toter and one yard waste toters were delivered. Four toters and twenty dumpsters were repaired.

Recycling: A total of 74 bales of various materials were made. 54 bales were shipped. A total of 5.2 tons of glass was processed. Land fill savings totaled \$515.39. One Yard Waste toters delivered.

Building Inspection: Twenty two building permits were issued for a total valuation of \$48,956. Building Permit fees totaled \$1,122.31. Plan review fees totaled \$1,500.00. A total of 46 various inspections were conducted. There were 2 certificate of occupancies issued. A total of four general contractor licenses and 0 limited contractor licenses were issued.

Water: Water pumped for municipal use totaled 57,726,00 gallons. Water treatment plant production totaled 47,450,338 gallons. There were nineteen meter re-reads. Turn on/ turn offs and

occupant changes totaled 32. Took Bac-T's for the State. Worked on flushing dead end water mains. Checked all storm lift stations. Did upgrades to eight pit and setters. Repaired fire hydrant at High School. Replaced fire hydrant on the corner of Murphy and Carroll that was hit by a truck on the corner of Sixth and Alamosa. Did locates for Martin for design purposes on First Street from Sierra, East to West Ave. Installed water taps for new business on Railroad and State. Winterized the Well House. Absmier Excavation started to install storm line on Foster Ave.

Water Treatment Facility: Water produced= 47,450,338 gal. Average CL2= 1.37 mg/l Average Raw Arsenic= 26.6 ppb Average Finished Arsenic= 7.5 ppb (MCL=10ppb) Coagulant used (Ferric Chloride) = 1,250 gal. Sodium Hypochlorite Used (Chloride)= 686 gal. Average Recovery Ratio=91.7%

Wastewater: Total discharge for the month was 31.54 million gallons. Biochemical Oxygen Demand Monthly Average: 98%. Total Suspended Solids Monthly Average: 99%. E.coli Monthly Average Effluent 151 mg/l. Ammonium Nitrogen (NH4) Monthly Average: 1/100ml. Collected and sent out all routine monthly samples. Cleaned and inspected screen and press. Attended weekly safety meetings.

Sewer: Seventy one sanitary sewers were inspected; 12 were unplugged. Twenty were checked at customer's requests. 10 were cleaned and flushed. All lift stations were checked daily. Hauled off grit and cleaned splitter box at Waste Water Treatment Plant. Pulled pumps at West 7th Street, Tremont, Lift Station #2 at Golf Course, Wal-Mart, Riverwood and West 11th Street and cleaned impellers of debris. Flushed dead end sewer lines. RMS started to install 8" sewer line on West Lakewood. Sent motor for West 7th lift stations to be rebuilt. Install new sewer taps for new business on Railroad and State. Had to repair the control panel on Sanford Lift Station. Both motors at Sanford Lift Station needed to be repaired and one needed to be replaced.

East Alamosa: Water supplied to East Alamosa totaled 2,942,425 gallons. Five sanitary sewers were checked for plugs, two were unplugged. Cleaned out 2 manholes. Did re-reads for Sally. Pulled the pumps at Price, McKinney, McQuerry and Rodeo Lift Stations. Cleaned impellers of debris. Cleaned Rodeo, Price and McKinley Lift Station. Took brush booster pump off line for winter. Winterized Highway 17 Well House and Brush Well.

Fleet: Performed 11 Preventive Maintenance Services

Performed 1 Major Service (Water-1)

(Police-4, Parks-1, Sanitation-2, Water-2, Street-1, City Hall-1)

Troubleshoot and repaired 3 vehicles with check engine lights (Police-3)

Troubleshoot 2 vehicles with charging problems (Fire-1, Street-1)

Repaired 2 vehicles with suspension problems (Police-2)

Replaced brakes on 3 vehicles (Police-2, Public Works Admin-1)

Troubleshoot 4 vehicles with lighting problems, headlights and turn signals (Police -4)

Installed tensioner for belt (Police-1)

Installed new water pump (Water-1)

Service calls, 2 to Recycling for hydraulic and transmission hoses, 1 to Water Treatment Plant generator for a check engine light

Sent 3 vehicles to Town and Country for vehicle recalls (Police-2, Street-1)

Fabricated clamp system for Rec center basketball hoops (Rec-2)

Fabricated bracket for Street Sweeper that got bent (Street-1)

Fabricated bolt holes for Street sweeper broom

Fabricated snow sander that had bent and worn out hinges (Street-1)

Installed trailer tow hitch to tow the SWAT trailer and speed trailer (Police-1)

Troubleshoot and repaired dump truck that would not build air pressure (Street-1)

Repaired 2 flat tires (Sanitation-2)

Replaced 14 tires with new tires (Fire-2, Police-4, Sanitation-6, Water-2)

Alamosa Fire Department

Department Report for October 2019

The Alamosa Fire Department responded to 25 incidents within the City Limits and 21 incidents outside the City Limits. In addition to paged fire calls, Officers also responded to an additional 5 calls for assistance.

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
2019	25*	171	88	125
2018	32**	172	240	122

* Includes 3 Airport Flight Standbys ** includes 14 Airport Flight Standbys

Inspections:

7 Commercial Building inspections were performed

2 School/Daycare facility inspections were performed

Fire Prevention/Station Tours

The Department hosted two station tours. Firefighters presented Fire and Life Safety programs to approximately 1500 school children in classes K through 5th grade in the public and private schools in the City.

Training:

Firefighters logged a combined total 60 hours of in house training during the month. We also had some of our Firefighters attend classes at the Colorado Firefighters Academy and The Colorado State Fire Chiefs conference.

ALAMOSA

Incident Type Report (Summary)

Alarm Date Between {10/01/2019} And
{10/31/2019} and Station = "1"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
322 Motor vehicle accident with injuries	4	16.00%	\$0	0.00%
	4	16.00%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	4.00%	\$0	0.00%
463 Vehicle accident, general cleanup	6	24.00%	\$0	0.00%
	7	28.00%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	3	12.00%	\$0	0.00%
561 Unauthorized burning	2	8.00%	\$0	0.00%
571 Cover assignment, standby, moveup	4	16.00%	\$0	0.00%
	9	36.00%	\$0	0.00%
6 Good Intent Call				
622 No Incident found on arrival at dispatch address	1	4.00%	\$0	0.00%
	1	4.00%	\$0	0.00%
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	1	4.00%	\$0	0.00%
736 CO detector activation due to malfunction	1	4.00%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	8.00%	\$0	0.00%
	4	16.00%	\$0	0.00%
Total Incident Count:	25		Total Est Loss:	\$0

COUNCIL COMMUNICATION

DATE November 7, 2019	AGENDA NO.C. 8. a	SUBJECT: IT Director Monthly Report for October 2019
Department Head: 		
City Manager:		
PRESENTED BY: James A. Belknap		

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

October 2019 Report

- IT is moving forward with the completion of one of this year's biggest projects. The City's internal use fiber optics footprint has increased to include the wastewater treatment facility, recycling center and now the solid waste office (sanitation building). After the installation of the fiber cable that branches off of the line connecting the cemetery building to the recycling building, all new networking equipment was installed at sanitation. This equipment will connect a computer, phone, printer, timeclock, and a new lock with our new access management system.
- IT is continuing to work with CDPS on the Morpho Identity Scanning devices for APD. A private secure network has been established with the state to operate the devices. A training will be scheduled to show officers how to properly use the device and some basic troubleshooting. The identity scanners will be used to check contacts fingerprints against both state and national databases for criminal history and identity verification. The City currently uses one of these

devices but the recent efforts are to increase the number of devices and allow for mobile use.

- As the City builds out fiber optic infrastructure, wireless backhaul devices are no longer relied upon for network connectivity. Because of this, IT was able to reclaim multiple radios and add them to cold storage. These devices could be rapidly configured and deployed in the event of a network outage if needed. Until that type of scenario, the fiber connection is far more reliable and functional.
- IT recorded the “Meet the Candidates 2019” event. The video was made available on youtube and channel 191 shortly after.
- IT rebuilt the Unifi AP controller server. This server controls all of the City’s secure wireless infrastructure. The rebuild includes updates and vulnerability patches to the system and ensures consistent secure access to network resources for laptops, tablets, and city owned cell phones.
- IT assisted the City Manager’s office in monitoring the traffic on the Street Tax Fund page on the city website. Traffic statistics such as unique visitors, click-through/exit statistics, and total traffic were reported.
- IT continues to upgrade and secure network infrastructure. Multiple City core switches were configured to report statistics to a monitoring software called LanTopoLog. The use of this software was almost immediately justified as a network outage occurred soon after installation. The Rec center lost connectivity which caused a network failure at the Ice Rink, City Shops, and City Streets Dept. switches. The diagnostic information gathered from the application pointed toward an issue at the Rec Center where a simple power failure was identified. The software eliminated much of the troubleshooting process and greatly expedited the restoration of connectivity.
- Two IT staff members attended the 2019 Fall CGAIT Conference. Other than networking and professional development, key take-aways include discussions with an IT systems management and development vendor, the development of strategies for future projects, and the opportunity to connect with other agencies that use the Axon BWC/In-Car system.
- City staff representatives from the Police Department, City Shops, Finance, and IT met with representatives in similar roles with the City of Durango to discuss the

Axon BWC/In-Car system per discussions held at the CGAIT Conference. The experience proved highly valuable as lessons learned and possible pitfalls in the system adoption were discussed. Strategy was developed from the physical installation of the system up to data management best practices.

- IT worked with Google Enterprise to implement a Google Chrome Browser Management product. IT now has the ability to monitor and add extensions to City operated Google Chrome instances. The first extension pushed to all browsers was uBlock Origin - an ad blocker. The implementation of this extension will keep our network more secure and eliminate bandwidth using ads.
- IT introduced a security policy that will lock unattended computers automatically.
- IT performed a simulated Phishing and Security Awareness test for all City employees. The results of which were used to assign Security Awareness training to all City employees.
- This policy is standard to enterprise environments and is required by multiple security policies (CJIS, PCI, NIST, etc.).
- IT upgraded the hardware usage availability on all MDT virtual machines. This increase will result in increased performance on the data terminals used in police vehicles for access to our RMS and CCIC applications.
- IT created an internal Google Site for the IT Department. Internal documents and links can now be easily shared within the IT Department from a unified and secured interface. The City already uses this system for the City Health and Wellness website and will continue to rollout its usage where appropriate.
- IT continues to use the Zoom video platform for recorded interviews between APD and other parties.
- IT upgraded the firmware on the City's central firewall device.
- 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 has been working closely with Colorado Interactive - a vendor working through SIPA to implement a new content management system for the City public website. In the project planning and implementation stage, training material was distributed and paperwork signed agreeing to the project roll-out.
- An instance of Google Analytics was setup to monitor site statistics for the new City website. The API and access token was given to Colorado Interactive to integrate into the Drupal 8 platform on which the site will be built.
- IT continues to work with High Country, Avaya, and other specialists to upgrade, configure and add features to the IP Phone system used by the City. The system was undermanaged and feature restricted when the IT department began working with the City and needed the development of a robust IT infrastructure before those issues could be addressed.
- 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: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

Create Date	Ticket #	Summary	Assigned to
09-02-2019 @ 08:50 am	6859	Automatic reply Re: Mitel voice message from ALAMOSA,CO , +17195870781 for mailbo...	Brandon Gallegos
09-03-2019 @ 10:55 am	6860	Channel 10	Christian Batzer
09-03-2019 @ 01:15 pm	6861	Phone call	Brandon Gallegos
09-03-2019 @ 03:45 pm	6862	Ugh	Brandon Gallegos
09-04-2019 @ 08:15 am	6863	Erich access to PW Drive	Jim Belknap
09-04-2019 @ 10:35 am	6864	ARTscape Online Voting	Brandon Gallegos
09-04-2019 @ 01:40 pm	6865	Digital Ally	Christian Batzer
09-04-2019 @ 03:20 pm	6866	MDT for VanRy	Brandon Gallegos
09-05-2019 @ 10:54 am	6867	Wellness Fair	Christian Batzer
09-05-2019 @ 04:02 pm	6868	WIFI	Brandon Gallegos
09-06-2019 @ 09:12 am	6869	Dropbox	Christian Batzer
09-06-2019 @ 10:15 am	6870	Out of the Office Re: Mitel voice message from ALAMOSA,CO , +17195887512 for mail...	Christian Batzer
09-09-2019 @ 09:23 am	6871	unit 17 MVR	Christian Batzer
09-09-2019 @ 10:11 am	6872	website	Christian Batzer
09-09-2019 @ 11:18 am	6873	New Employee	Christian Batzer
09-09-2019 @ 11:30 am	6874	Out of the Office Re: Mitel voice message from VALLEY COURIER, +17195892555 for m...	Christian Batzer
09-09-2019 @ 03:35 pm	6875	Excel Viewing Issue	Christian Batzer
09-09-2019 @ 04:36 pm	6876	Assistance in printing permit reports from iWoq	Brandon Gallegos
09-10-2019 @ 11:44 am	6877	Application for Street Closure	Brandon Gallegos
09-10-2019 @ 01:08 pm	6878	New Employee	Christian Batzer
09-10-2019 @ 02:51 pm	6879	Streets on Front Page	Brandon Gallegos
09-10-2019 @ 03:41 pm	6880	Updated Application Form for Website	Christian Batzer
09-10-2019 @ 04:04 pm	6881	Channel 191	Christian Batzer

City of Alamosa: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

Create Date	Ticket #	Summary	Assigned to
09-11-2019 @ 08:37 am	6882	Little laptop not connected to drives	Christian Batzer
09-11-2019 @ 08:43 am	6883	Cemetery Network Issues	Christian Batzer
09-11-2019 @ 03:24 pm	6884	Color Printer Setting	Brandon Gallegos
09-11-2019 @ 03:49 pm	6885	Updated list	Christian Batzer
09-11-2019 @ 03:54 pm	6886	Another one	Christian Batzer
09-12-2019 @ 08:43 am	6887	Brianna Corona and Errol Coleman	Christian Batzer
09-12-2019 @ 01:08 pm	6888	More than one AntiVirus is installed on pc1188 (Central Server)	Christian Batzer
09-13-2019 @ 03:31 pm	6889	Planning Website Updates	Brandon Gallegos
09-13-2019 @ 03:40 pm	6890	Public Works Website Revisions	Brandon Gallegos
09-15-2019 @ 12:59 pm	6891	#7 Computer mouse broken	Christian Batzer
09-16-2019 @ 10:23 am	6892	Out of the Office Re: Mitel voice message from USDA-NAT FIN CT, +17192748971 for ...	Brandon Gallegos
09-16-2019 @ 10:40 am	6893	Street Trust Link on Intranet	Brandon Gallegos
09-17-2019 @ 10:21 am	6894	Marlin	Brandon Gallegos
09-17-2019 @ 01:16 pm	6895	Install Firehouse Mobile on I pad	Brandon Gallegos
09-18-2019 @ 08:03 am	6896	Lockdown Procedure	Brandon Gallegos
09-18-2019 @ 09:27 am	6897	Website Updating	Brandon Gallegos
09-18-2019 @ 09:28 am	6898	Phones and website	Christian Batzer
09-18-2019 @ 09:44 am	6899	Station 1 Printer	Christian Batzer
09-18-2019 @ 03:46 pm	6900	Mouse on computer #8	Jim Belknap
09-18-2019 @ 04:13 pm	6901	Council Chamber sound system issue	Brandon Gallegos
09-18-2019 @ 05:45 pm	6902	Mouse for computer lab	Jim Belknap
09-19-2019 @ 05:06 am	6903	Automatic reply Re: [Success] Backup Configuration Job (1 VMs)	Christian Batzer
09-19-2019 @ 11:50 am	6904	Brianna Corona	Christian Batzer

City of Alamosa: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

Create Date	Ticket #	Summary	Assigned to
09-19-2019 @ 11:59 am	6905	Phone recording	Christian Batzer
09-19-2019 @ 12:40 pm	6906	Channel 191	Christian Batzer
09-19-2019 @ 02:35 pm	6907	Phone Call Recording	Christian Batzer
09-20-2019 @ 12:28 pm	6908	Public Computers don't have internet	Brandon Gallegos
09-20-2019 @ 01:34 pm	6909	Public Internet Down	Brandon Gallegos
09-20-2019 @ 04:02 pm	6910	Password not working	Brandon Gallegos
09-23-2019 @ 09:43 am	6911	Council Video	Brandon Gallegos
09-23-2019 @ 10:57 am	6912	.dgn file	Christian Batzer
09-23-2019 @ 11:03 am	6913	Need an updated graphics driver	Christian Batzer
09-23-2019 @ 02:46 pm	6914	Department Web Page	Brandon Gallegos
09-24-2019 @ 08:08 am	6915	Terminal	Christian Batzer
09-25-2019 @ 09:33 am	6916	Dropbox redux	Christian Batzer
09-25-2019 @ 11:46 am	6917	Possible problem with the back up Power Supply at the assistant's desk	Christian Batzer
09-27-2019 @ 06:52 am	6918	Sanitation	Brandon Gallegos
09-27-2019 @ 10:01 am	6919	Surveillance Camera @ Rec Center	Christian Batzer
09-27-2019 @ 11:09 am	6920	Six New Firefighters	Christian Batzer
09-27-2019 @ 11:42 am	6921	DESKTOP SET UP	Christian Batzer
09-27-2019 @ 04:45 pm	6922	WWTP INTERNET TO TOUGHBOOK	Christian Batzer
09-29-2019 @ 09:51 am	6923	sirius/xm	Christian Batzer
09-30-2019 @ 01:32 pm	6924	Internet Connection is spotty	Christian Batzer
10-01-2019 @ 08:06 am	6925	Remote Desktop Issues	Christian Batzer
10-01-2019 @ 09:43 am	6926	Channel 10	Christian Batzer
10-02-2019 @ 02:32 pm	6927	Out Of The Office Re: Mitel voice message from ALAMOSA,CO , +17195880721 for mail...	Christian Batzer

City of Alamosa: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

Create Date	Ticket #	Summary	Assigned to
10-02-2019 @ 03:03 pm	6928	ArchGIS update	Christian Batzer
10-02-2019 @ 03:04 pm	6929	Sound and keyboard issues.	Christian Batzer
10-03-2019 @ 09:52 am	6930	Fleetwise	Brandon Gallegos
10-03-2019 @ 10:24 am	6931	Channel 191	Christian Batzer
10-04-2019 @ 06:25 am	6932	Update Team Viewer on Rec Center Computer	Christian Batzer
10-04-2019 @ 12:17 pm	6933	MD1252	Christian Batzer
10-04-2019 @ 04:34 pm	6934	New Employee	Brandon Gallegos
10-05-2019 @ 08:17 am	6935	RecPro	Brandon Gallegos
10-05-2019 @ 09:21 am	6936	public computers 20 and 21	Jim Belknap
10-07-2019 @ 08:03 am	6937	Automatic reply Re: Mitel voice message from +17194265337 for mailbox 1715	Brandon Gallegos
10-07-2019 @ 08:44 am	6938	New Employee	Christian Batzer
10-07-2019 @ 09:00 am	6939	No Sound on Computer	Christian Batzer
10-07-2019 @ 12:00 pm	6940	Chiller PC Not online	Christian Batzer
10-08-2019 @ 09:01 am	6941	Kiosk in City Hall Lobby	Brandon Gallegos
10-08-2019 @ 02:13 pm	6942	Out of the Office Re: Mitel voice message from NEW MEXICO HIGH, +15054543440 for ...	Brandon Gallegos
10-08-2019 @ 02:28 pm	6943	MVR UNIT 17	Christian Batzer
10-08-2019 @ 03:43 pm	6944	Out of Office Re: Mitel voice message from ENGLEWOOD,CO , +13038806135 for mailbo...	Christian Batzer
10-08-2019 @ 03:44 pm	6945	Weirdness on the Web	Brandon Gallegos
10-09-2019 @ 01:43 pm	6946	Out of the Office Re: Mitel voice message from CO ST GOVT, +13038663203 for mailb...	Christian Batzer
10-09-2019 @ 04:21 pm	6947	Holding Cell Camera	Brandon Gallegos
10-10-2019 @ 10:52 am	6948	CD format	Brandon Gallegos
10-10-2019 @ 11:22 am	6949	Retrieve Phone Call	Brandon Gallegos
10-11-2019 @ 01:23 pm	6950	Friday Updates	Christian Batzer

City of Alamosa: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

Create Date	Ticket #	Summary	Assigned to
10-14-2019 @ 08:21 am	6951	Incode 10 logging off	Christian Batzer
10-14-2019 @ 09:21 am	6952	Computer Troubles	Christian Batzer
10-14-2019 @ 09:27 am	6953	Public PC #20	Christian Batzer
10-14-2019 @ 01:38 pm	6954	IFB for 2020 Dodge Durango	Christian Batzer
10-14-2019 @ 04:14 pm	6955	Remove a WP Upload	Christian Batzer
10-16-2019 @ 01:17 pm	6956	sound on computer	Christian Batzer
10-16-2019 @ 03:47 pm	6957	Automatic reply Re: Mitel voice message from WIRELESS CALLER, +15054360284 for ma...	Christian Batzer
10-17-2019 @ 10:13 am	6958	3D Printer Programs	Christian Batzer
10-18-2019 @ 03:31 pm	6959	Montana Azul Playgrounds IFB	Christian Batzer
10-19-2019 @ 12:26 pm	6960	Body Cam khoketkham	Christian Batzer
10-21-2019 @ 11:33 am	6961	New Employee	Christian Batzer
10-21-2019 @ 02:03 pm	6962	Laserfiche scanner connection	Christian Batzer
10-21-2019 @ 02:33 pm	6963	RFP for Ice Carving	Christian Batzer
10-22-2019 @ 09:17 am	6964	Out of Office Re: Mitel voice message from +17035816633 for mailbox 2514	Christian Batzer
10-22-2019 @ 11:47 am	6965	Is this real?	Brandon Gallegos
10-22-2019 @ 11:59 am	6966	Body Camera Issues	Christian Batzer
10-23-2019 @ 08:24 am	6967	Homeless Coalition Links	Brandon Gallegos
10-23-2019 @ 05:06 pm	6968	Email blocked	Brandon Gallegos
10-24-2019 @ 09:23 am	6969	Zenius Printer Needs Cleaned	Christian Batzer
10-24-2019 @ 10:47 am	6970	3d printer - Plastic accumulating on the Head	Christian Batzer
10-25-2019 @ 09:04 am	6971	Ice rink printer	Christian Batzer
10-25-2019 @ 05:58 pm	6972	MDT ISSUES	Christian Batzer
10-28-2019 @ 08:10 am	6973	payment for sales tax license on line	Brandon Gallegos

City of Alamosa: !MONTHLY TICKET REPORT

All Tickets Last Month (129 items)

Generated on Nov 08, 2019 @ 11:32 am

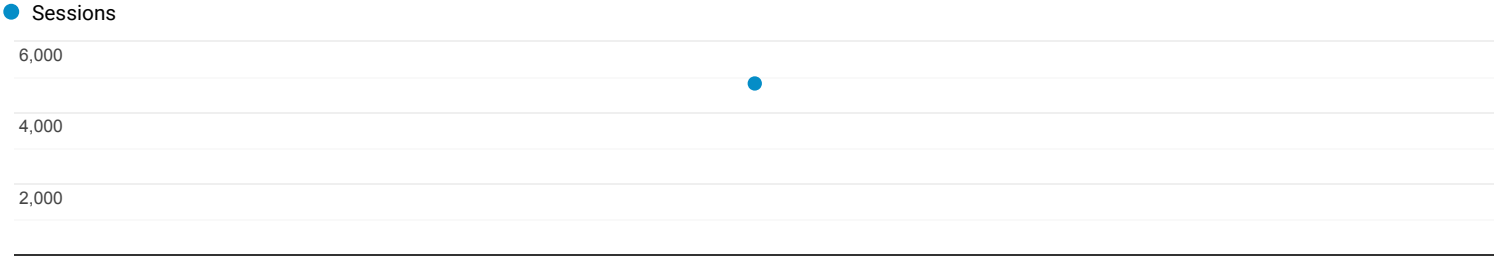
Create Date	Ticket #	Summary	Assigned to
10-28-2019 @ 09:27 am	6974	??	Christian Batzer
10-28-2019 @ 09:27 am	6975	Screen saver settings lock out	Christian Batzer
10-28-2019 @ 03:20 pm	6976	WEBCAM INTERVIEWW	Brandon Gallegos
10-28-2019 @ 03:21 pm	6977	slow public computers in the library	Christian Batzer
10-29-2019 @ 08:13 am	6978	MDT12	Christian Batzer
10-30-2019 @ 08:28 am	6979	Circulation Desk PC	Jim Belknap
10-30-2019 @ 09:57 am	6980	Automatic reply Re: Mitel voice message from ARVADA,CO , +13035502901 for mailbox...	Christian Batzer
10-30-2019 @ 10:54 am	6981	Errol Coleman	Brandon Gallegos
10-30-2019 @ 10:55 am	6982	Twitter Feed Not Loading	Jim Belknap
10-30-2019 @ 04:02 pm	6983	Office Phone Voicemail	Christian Batzer
10-31-2019 @ 10:35 am	6984	Printer	Christian Batzer
10-31-2019 @ 01:10 pm	6985	P and R Auction	Christian Batzer
10-31-2019 @ 02:42 pm	6986	Laserfiche training	Brandon Gallegos
10-31-2019 @ 03:21 pm	6987	Printers	Christian Batzer

Audience Overview

 All Users
100.00% Sessions

Oct 1, 2019 - Oct 31, 2019

Overview



Sessions

4,813

Users

3,479

Pageviews

10,487

Pages / Session

2.18

Avg. Session Duration

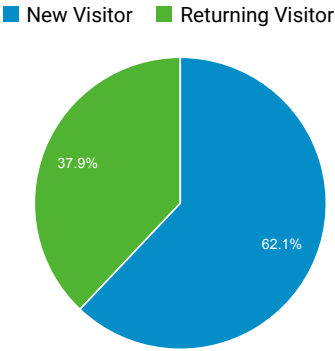
00:01:25

Bounce Rate

52.71%

% New Sessions

62.02%



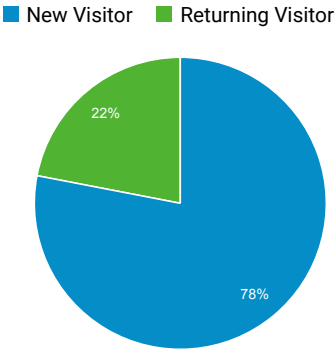
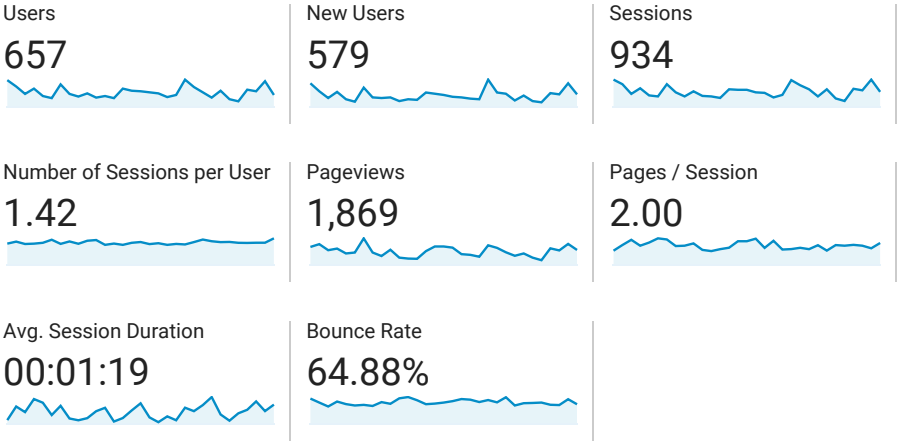
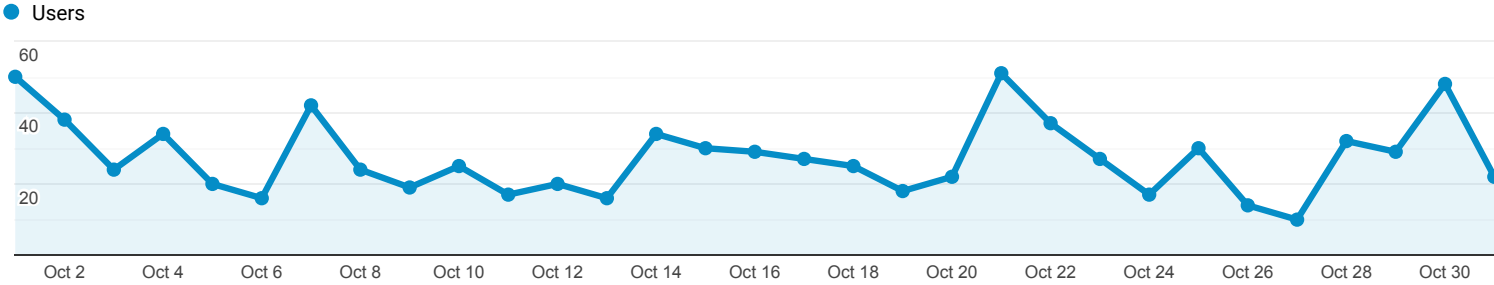
Language		Sessions	% Sessions
1.	en-us	4,580	95.16%
2.	en-gb	75	1.56%
3.	fr-fr	66	1.37%
4.	zh-cn	11	0.23%
5.	en	8	0.17%
6.	ko	8	0.17%
7.	ko-kr	5	0.10%
8.	(not set)	4	0.08%
9.	es-us	4	0.08%
10.	es	3	0.06%

Audience Overview

 All Users
100.00% Users

Oct 1, 2019 - Oct 31, 2019

Overview



Language	Users	% Users
1. en-us	646	98.33%
2. en-gb	2	0.30%
3. c	1	0.15%
4. en-au	1	0.15%
5. en-ca	1	0.15%
6. en-ph	1	0.15%
7. es-419	1	0.15%
8. es-es	1	0.15%
9. ko-kr	1	0.15%
10. pl	1	0.15%



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Totals For Filed Date From 10/01/2019 To 10/31/2019

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Violations By Filed Date

CITY ORDINANCE	35
PARKING	8
TRAFFIC	31
Total Violations Filed:	74

Violations Completed-Paid Fines By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	6
PARKING	14
TRAFFIC	33
CL	53

DENIED-DENIED FILING, CLOSED

CITY ORDINANCE	1
DENIED	1
Total Violations Completed-Paid Fines:	54

Violations Completed-Before Judge By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	8
TRAFFIC	1
CL	9

DP-DISMISSED BY PROSECUTOR

CITY ORDINANCE	1
DP	1
Total Violations Completed-Before Judge:	10



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Totals For Filed Date From 10/01/2019 To 10/31/2019

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Violations Completed-Other By Filed Date

DI-DISMISSED/PRESENTED INSURANCE

TRAFFIC	2
---------	---

DI	2
----	---

DP-DISMISSED BY PROSECUTOR

CITY ORDINANCE	4
----------------	---

TRAFFIC	1
---------	---

DP	5
----	---

DV-DIVERSION VOID

CITY ORDINANCE	6
----------------	---

DV	6
----	---

DX-DISMISSED/FOUND NOT GUILTY

CITY ORDINANCE	2
----------------	---

DX	2
----	---

Total Violations Completed-Paid Fines:	15
---	-----------

Total Violations Completed-Paid Fines:	54
---	-----------

Total Violations Completed-Before Judge:	10
---	-----------

Total Violations Completed-Before Jury:	0
--	----------

Total Violations Completed-Before Teen Court:	0
--	----------

Total Violations Completed-Other:	15
--	-----------

Total Violations Completed:	79
------------------------------------	-----------

Total Violations Filed:	74
--------------------------------	-----------

Net Difference Filed - Completed:	-5
--	-----------



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Totals For Filed Date From 10/01/2019 To 10/31/2019

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Warrants Issued

CITY ORDINANCE	27		
Total Warrants Issued:	27	Total Violations:	27

Warrants Cleared

CITY ORDINANCE	31		
TRAFFIC	1		
Total Warrants Cleared:	32	Total Violations:	32
Total Warrants Issued:	27		
Total Warrants Cleared:	32		
Net Difference:	-5		

Violations Completed-Other Paid By Filed Date

AJ-TRAFFIC DEFERRAL

TRAFFIC	5		
AJ		5	

BH-BOND HEARING

CITY ORDINANCE	11		
BH		11	

CL-DOCKET CLOSED

CITY ORDINANCE	4		
CL		4	

CP-PENDING COLLECTIONS

CITY ORDINANCE	2		
CP		2	



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Totals For Filed Date From 10/01/2019 To 10/31/2019

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Violations Completed-Other Paid By Filed Date

DD-DISMISSED AFTER DEFERRED

CITY ORDINANCE	1	
DD		1

EX-EXTENSION OF TIME TO PAY

CITY ORDINANCE	1	
EX		1

PD-PENDING

CITY ORDINANCE	1	
TRAFFIC	1	
PD		2

PP-PAYMENT PLAN

CITY ORDINANCE	2	
TRAFFIC	2	
PP		4

SN-SENTENCING HEARING

TRAFFIC	1	
SN		1

ST-STATUS HEARING

CITY ORDINANCE	36	
TRAFFIC	3	
ST		39



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Totals For Filed Date From 10/01/2019 To 10/31/2019

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Violations Completed-Other Paid By Filed Date

TR-TRIAL - NON JURY

CITY ORDINANCE	1
----------------	---

TR	1
----	---

WI-WARRANT ISSUED

CITY ORDINANCE	2
----------------	---

WI	2
----	---

Total Violations Completed-Other Paid:	73
--	----



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2019 11:26:16 AM

Posted Fee Totals For Transaction Date From 10/01/2019 To 10/31/2019

Fee Code	Fee Description	Paid
		\$0.00
CCOST	COURT COSTS	\$497.50
DEFER	DEFERRED FEE	\$25.00
FINE	Fine	\$5,861.00
LATE	LATE FEE	\$30.00
OP	Overpayment	\$60.00
PD SUR	PD SURCHARGE	\$1,085.00
REST	RESTITUTION	\$460.00
TP	SERVICE CHARGE	\$195.00
VA	VICTIMS ASSISTANCE	\$164.00
WF	WARRANT FEE	\$448.50

Report Totals:	\$8,826.00
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**City Clerk/Municipal Court
Monthly Report
October 2019**

Prepared and distributed 8 birthday cards.

LIQUOR:

- Liquor License Renewals:
 - o Safeway
 - o American Legion Post 113
 - o Oscar's
 - o Purple Pig Pizzeria & Pub
- Special Events Permits:
 - o Kristi Mountain Sports for SLV Dirt Worx, Inc.
 - o Valley Wide Health
 - o Rio Grande Restoration Foundation
- Liquor License Inspections
 - o Safeway
 - o Purple Pig
 - o Oscar's
 - o SLV Brewery/Roast
 - o Juanito's

ELECTION:

- Held Meet the Candidates Forum

RECORDS:

- Interviewed potential interns for records management intern position.
- Hired intern with start date of October 28th

COURT:

- Met with Municipal Judge, Court Staff, City Prosecutor and staff to discuss Restitution Hearing procedures
- Attended TylerNotify training with staff via Bomgar session.
- Met with Luke Yoder of CRP to complete JAG Grant reporting.
- Defense Counsel grant reporting.

TRAINING:

- Attended Colorado Municipal Clerks Association Conference in Durango, CO and helped train a session at the conference.
- Trained a Colorado Association for Municipal Court Administration class in Aurora, CO.

OTHER:

- Attended weekly Leadership Team meetings.
- Attended Regular Council meetings.
- Attended City Council and County Commissioner Dinner meeting.

HUMAN RESOURCES MONTHLY REPORT

October 2019

New Employees:

Cael Apodaca	Sports Official	Recreation Center
Daniel Blankenship	Seasonal Maintenance Worker	Parks
Kyle Brown	Records Intern	Clerks
Sergion Cazares	Firefighter	Fire
Tabitha Gutierrez	Sports Official	Recreation Center
Garrett Hall	Firefighter	Fire
Cole Schweizer	Maintenance Worker	Recreation Center
Sean Snook	Firefighter	Fire
Mario Valdez	Firefighter	Fire

Exiting Employees:

Sylvia Vigil	Planning/Zoning	Public Works
--------------	-----------------	--------------

Workers Compensation:

New filings: 0



Alamosa Police Department

October 2019 Month End Report

Part 1 Crime Category	Aug-19	Sep-19	Oct-19	Oct-18	Raw # Change	Year to Date
Part 1 Violent Crimes						
Homicide	0	0	0	0	0	0
Sexual Assaults	3	2	4	3	1	26
Robbery	0	0	1	1	0	4
Aggravated Assault	4	2	2	3	-1	24
Total Violent Crimes	7	4	7	7	0	54
Part 1 Property Crimes						
Burglary	6	3	13	10	3	67
Larceny	31	33	42	47	-5	375
Vehicle Theft	2	2	1	2	-1	27
Total Property Crimes	39	38	56	59	-3	469
Total Part 1 Crimes	46	42	63	66	-3	523
Miscellaneous Offenses						
Domestic Violence	8	10	9	4	5	87
Simple Assault	3	2	3	3	0	44
Drug Related	13	7	5	5	0	89
Liquor Laws	7	3	0	1	-1	19
Harassment	13	9	7	5	2	87
DUI/DWAI/DUID	8	4	1	7	-6	41
Arson	1	1	0	0	0	3
Traffic Related						
Traffic Accidents	43	33	41	36	5	356
Fatal	0	0	0	0	0	0
Injury	4	5	7	6	1	42
Property Damage	39	28	34	30	4	314
Community Service Ofc						
Dogs picked up	10	17	18	15	3	138
Animal Bites	1	1	0	1	-1	28
Barking Dog Complaints	2	3	1	1	0	11
Wildlife Calls	18	11	4	7	-3	81
Weed/Trash Removal	75	12	5	18	-13	466
Snow Removal	0	0	0	0	0	79
Towed Vehicles	1	0	3	0	3	18
Red Tagged Vehicles	4	8	4	15	-11	98
Summons Issued	16	18	15	70	-55	258
Calls for Service	197	206	186	340	-154	2025

Submitted by: Ken Anderson, Chief of Police



CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

PARKS/CEMETERY

- **Cemetery Activities**

	<u>October</u>	<u>Total 2019</u>	<u>Total 2018</u>
Graves opened & closed	7	55	50
Graves set up services	7	55	50
Graves raised to grade	7	47	97
Cemetery single spaces sold	3	35	46
Stones leveled	0	22	135
Columbarium Niches sold	0	0	0
Disinterment	0	0	0

- **Tree Related Activities**

	<u>October</u>	<u>Total 2019</u>	<u>Total 2018</u>
Trees Pruned/Trimmed	32	219	252
Tress Planted	0	44	34
Trees Removed	0	18	22
Trees Moved	0	0	0

- **Park Activities**

Worked accomplished:

- Olympian Park
 - Finished landscape
 - Fixed irrigation
- Parks
 - Weekly check and maintenance of play equipment; get playground log up to date
 - Daily trash pickup of parks, cemetery, and ranch
 - Repair split rail fences
 - Repair vandalism at Boyd Park
 - Fix broken sprinklers and lines at parks
 - Repair culvert at disc golf course
 - Remove wind screens at Carroll Park
 - Blow out hydrants at Cole Park
 - Take down soccer goals and nets
- Other
 - Funerals and grave digging, locates for public and stone setters, raise graves and level head stones, and work on cemetery records
 - Cemetery computer work for website
 - Raise and lower flags
 - Banners
 - Stage set ups for Square Peg and the ASU bonfire; store stage for winter
 - Haul poly carts for events and pickup for winter
 - Set up interviews
 - Blow out drip lines, sprinklers, and bathrooms
 - Sign for Chefas
 - Prune trees

- Cemetery flower removal
- Move Christmas decorations
- Service equipment
- Snow removal

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

Outdoor Recreation Activities

- **Adventure Club:** OMS and AHS students, more Adventure Club activities are in the works. Contact Outdoor Recreation Specialist, John Reesor, at 937-9025 or jreesor@ci.alamosa.co.us for more info.
- **Alamosa Trail System:** Summer is a great time to explore our new trails, go to www.alamosarec.org to view the trail map and get out there!

Youth Sports & Activities

- **Youth Basketball:** Games are set from October 26th-December 14th on Saturdays & some weekdays.
- **Youth Ice Hockey:** Registration is open through December 2nd for ages 5-13. There is a \$45/player fee as well as a \$25/player equipment deposit. The equipment fitting will be divided this year by division: Mites (5-7)-Dec. 2nd @ 5:30pm, Squirrels (8-10)-Dec. 3rd @ 5:30pm, and Peewee (11-13)-Dec. 3rd @ 6:30pm. Practices will start after the fitting and games will be played from January 11th-February 22nd on Saturdays and some weekdays.
- **Youth Volleyball:** Registration is now open through January 20th for boys and girls in 2nd-6th grade for a fee of \$20/player. Games are set from February 22nd-April 11th, 2020 on Saturdays and some weekdays.
- **Denver Nuggets Skills Challenge:** This free event is scheduled for December 4th at 5:30pm for kids ages 7-14. Registration forms can be found at the Rec Center or on the recreation website. Practice and same night registration will begin at 5:00pm.

Adult Sports & Activities

- **Adult Oil Painting:** Cost is \$90 for an entire session or the drop-in rate is \$15/class. Go to our website for updated session dates.
- **Ceramics:** Learn handbuilding techniques to create sculptures or creative dishware inspired by natural forms, design, or anything from your imagination. You can experiment with handbuilding, coiling, rolling, stamping, relief, texture, shape, form and temporary amateur. Create unique works of art, cups, plates bowls... Or make unique gifts for friends for the holidays!
- **Mindful Monday Yoga:** Come check out a new fitness class at the AFRC! This class is suitable for all levels, encourages a mindful slow flow, and aims to help you set an intention for your week. Come move, stretch, rest, and renew on Monday evenings. Class is led by Brittany Schoer (RYT). FREE to AFRC members or \$4/non-members.
- **Open Pickleball:** Pickleball is a paddle sport created for all ages and skill levels. The rules are simple and the game is easy for beginners to learn; however, play can develop into a quick, fast-paced, competitive game for experienced players. The sport combines many elements of tennis, badminton and ping-pong. Games are played in the Recreation Center; Tuesdays 7am-11am, Fridays 7am-11am, and Sundays 12:30pm-3:30pm Balls and nets are provided; paddles are available for checkout.
- **Ice Skating:** The Multi-Use Facility is open for all ice skating activities will continue through March. A detailed schedule can be found at www.alamosarec.org.

UPCOMING REC CENTER CLOSURES

Veterans Day-November 11th

Thanksgiving Day-November 28th

Black Friday-November 29th

UPCOMING RINK CLOSURES

Thanksgiving Day-November 28th

RECREATION CENTER HOURS

November 1-April 30

Monday - Thursday: 6am – 10pm

Friday: 6am – 6pm

Saturday: 7am – 6pm

Sunday: 12pm – 6pm

MULTI-USE PAVILION/ICE RINK

Public Skating

November 1-November 30

Monday, Wednesday, & Thursday: 3:30pm – 6:30pm

Tuesday: 5pm-6:30pm

Friday: 2pm – 8pm

Saturday: 12pm – 8pm

Sunday: 2pm – 6pm

*Schedule is subject to change, check

www.alamosarec.org for up to date info.

Rec Center Revenue

	Year to date	
	2018	2019
Courses	\$96,454.00	\$89,001.00
Facility Rentals	\$17,941.48	\$21,127.46
Membership	\$53,725.62	\$55,550.88
Merchandise	\$86,492.08	\$81,945.72
Total	\$254,613.18	\$ 247,625.06

Rec Center Door Count

January 2019 19,755
February 2019 20,272
March 2019 23,314
April 2019 19,780
May 2019 13,294
June 2019 15,899
July 2019 21,818
August 2019 13,145
September 2019 15,893
October 2019 22,261

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
December 2018 22,038

Average per Month: 18,543

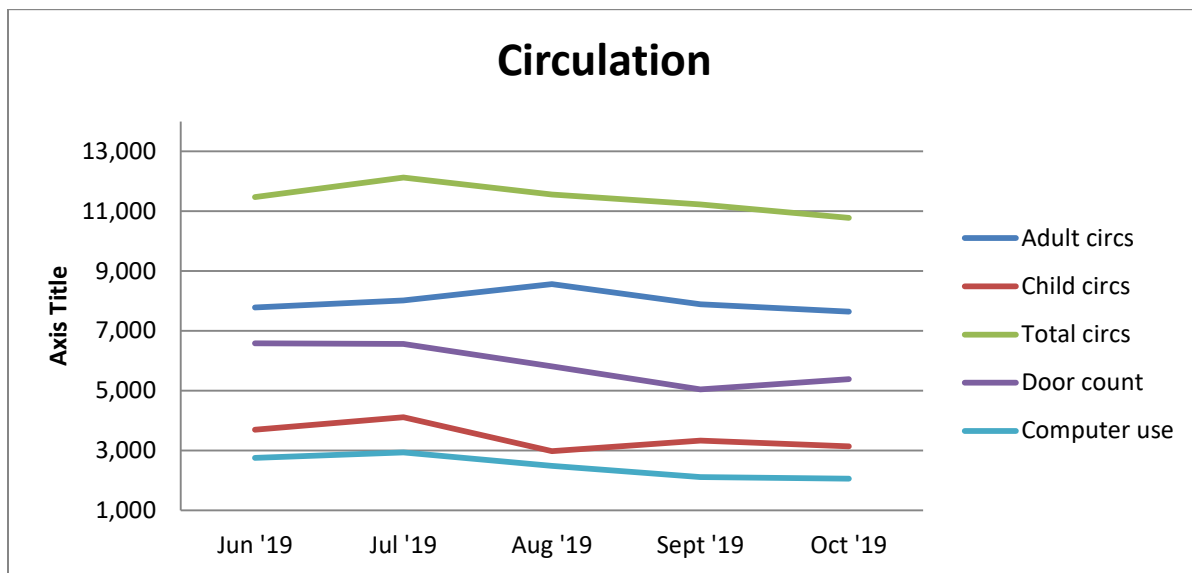
Average per Month: 21,623

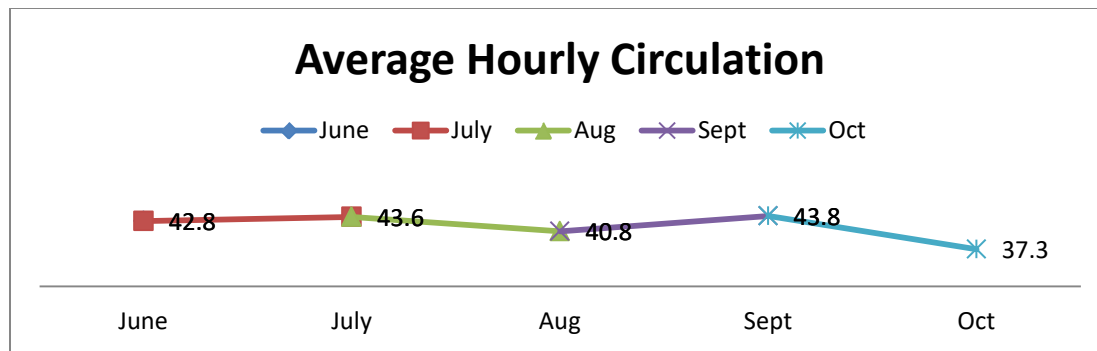
Library Manager Report –October 2019

Library Stats

Website Counter					
	October	September	August	July	June
Page views	1,869	2,351	2,341	2,374	2,501
Sessions	934	915	1,021	998	1,030
1 st Time Visitors	579	493	551	503	520
Returning Visitors	78	113	119	110	136

MONTHLY STATISTICS SUMMARY					
	October	September	August	July	June
Adult Circs	7,641	7,888	8,567	8,018	7,778
Child Circs	3,139	3,334	2,986	4,111	3,694
Total Circs	10,780	11,222	11,553	12,129	11,472
Hours Open	289	256	283	278	268
Circs per hour	37.3	43.8	40.8	43.6	42.8
CLC Circs	1,762	1,848	1,936	2,117	2,038
Door Count	5,382	5,042	5,812	6,564	6,580
Computer Use	2,061	2,120	2,493	2,937	2,757
Aspen e-books	191	242	227	243	250





Collection Development:

October: Staff added 477 new materials to the library collection: 364 books, 56 magazines, 25 audiobooks and 32 DVD/Blu-Rays. This process includes purchasing, cataloging, and material processing. 166 items were discarded usually for damaged condition or old non-used items.

Staff announcements.

October: Volunteers: 3 volunteers, (Patty Campbell (15 hrs), Leroy Espinoza (13.50 hrs) and Sandy Larson (8.5 hrs), worked a total of 37 hours in the staff room doing miscellaneous jobs such as inventory, cataloging and book repair. Our SER National Senior Trainee, Jane Northrip, worked 79 hours.

Judith Boyd:

“In October I worked on the Harry Potter chamber maze for Fright Night, which I helped to design and make with Holly and Cathy. I made Fluffy, the three-headed dog that guarded the entrance to the maze, which I printed out from the computer and glued to cardboard that had a "trap door" beneath it for kids to go through to enter the maze. I also created the Wizard Chess portion of the maze by first designing it on the computer, printing it out and taping it together inside the maze. Holly, Cathy and I set up the maze together at the Rec Center before the event, and we each took turns handing out candy and manning the maze with Salai.”

Cathy Zverez – “I worked with Christian from I.T. to learn how to use the 3D printer and acquired the necessary programs to use the printer. As a personal interest of mine, I have been learning to model in 3D at home. I used the online program Tinkercad.com to create 3d models of fittings that would allow us to join dowel rods together. I used these models to print out enough of each one for the design that Judith envisioned for our Harry Potter maze. As a group, Judith, Holly, and I decided to utilize the 3D printer and dowel rods as this was a cheaper option and we would be able to get everything we needed before the Halloween deadline. Printing these fittings took several days and generated quite a bit of interest in our 3D printer. I have been working on procedures and policies that satisfy I.T. Security, safety and fairness so that the public may begin using our 3D printer. I'm very excited to work on getting this amazing resource available to our Patrons. There are a lot of free resources available for those who are interested in learning to create 3D models for printing on our printer.”

Melissa Martinson: Currently we have three volunteers on board. Patty Campbell, Sandy Larsen and Leroy Espinoza. Volunteers are essential to maintaining quality library service. Volunteers support the library staff in various ways and all three of our volunteers have gone above and beyond to support our library. Also, when staff is busy, they take the initiative to find what needs to be done and complete the tasks on hand. By volunteering they acquire new skills and gain valuable work experience. I'd like to say kudos to our volunteers! Here is a list of what our volunteers are currently working on:

Patty Campbell is keeping track of and keeping our collection of DVDs updated and current by checking the title of our donated DVDs in our system and if it is lost or we do not have it, Patty will catalog the DVD and add it to our collection.

Sandy Larsen is supporting our children's librarian by doing an inventory of our children's books which helps provide accurate records. She also provides input of what may be essential to our collection.

Leroy Espinoza helps with the uncovering of books needing a new cover. He also helps check our books for damage and determines if it is worth recovering. He often cleans books of old barcodes, sands the edge of pages if it is showing as dirty or has spots. He has helped save many of our books from being discarded just by doing simple repairs for the books.

I'd like to say kudos to our volunteers!

Rose Strand: "Jim Duncan, executive director of the Colorado Library Consortium (CLiC), stopped by while Salai was on vacation. He was on his way to Ruby Sisson Public Library in Pagosa Springs for a training session there and naturally wanted to see our "new" building! The last time Jim visited us was years ago in the old building when he and a colleague gave staff their first training on the new Integrated Library System, or ILS, which after many upgrades we still use today. I gave him a tour and he was very impressed! He especially loved Judith's murals in the Storyroom!"

Holly Van Hoy – "Speaking of ways to connect with the community, I had a blast creating a Harry Potter-themed "Chamber of Secrets" maze with my coworkers Judith and Cathy for the Halloween Fright Fest at the Rec Center! We gave out little treat bags with APL bookmarks and the attendees were able to crawl through our maze! I invited some teen volunteers from my Summer Reading volunteer roster to join us for Fright Fest, but they already had plans. They may join us for our Housewarming Party for the dollhouse in November, though, so it was good to reconnect."

Community Involvement



Genealogy classes: Dora Gay Anderson from the Family History Center taught basic genealogy research. The class met 6 weeks using our story room, tables, chairs and large TV. They finished up with 5 students on October 15, 2019.

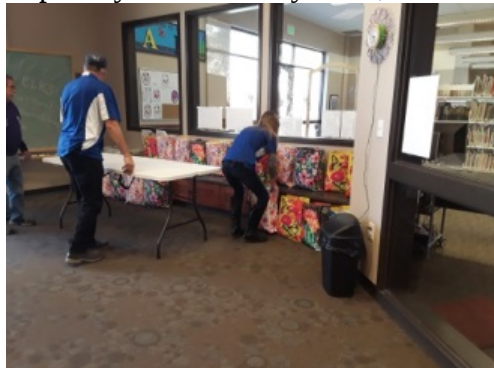


"A local online school program called AIM Global & Immersion online school used the Story Room to host a ceremony and celebration of their students' accomplishments this month. Students and parents came from around the Valley to receive certificates and have cupcakes together. AIM has requested to do this monthly, and has a date set for November. I see this as a great way to connect with the online schooling community and welcome folks from different corners of the Valley to APL." (Holly)



Elks Club coat giveaway:

Deanna Wagner from the Alamosa elks lodge received a grant. The Library played host to an ELKS Club event, during which the ELKS members welcomed children from the PALS program and gave away winter coats and books purchased with a grant submitted by the club. In partnership with the library, PALS set up an organizational library card and checked out books to keep at PALS headquarters for children to enjoy. Additionally, ELKS members plan to invite the PALS to meet them at the library, hopefully on a monthly basis, to read and check-out books together



Fright Night: Judith, Holly, Cathy and Salai attended the event – we gave candy out to at least 500 children. It was an awesome evening with the kids playing in the Maze that staff created, the costumes and seeing the joy on the children's faces. I appreciate my staff so much. They work and play well together. They respect each other. And most importantly they actually have fun!



- **October:** Of 15 "Storytime To Go Kits", we have had 5 more checkouts in September - bringing the total checkouts to 176 since they were first available in August 2017.
- **Community Kits:** Our Community Kits checkouts:
 - Toy Cars Kit: in-library usage only has 175 checkouts since created in May of 2017
 - Birdwatching Backpack: 8 checkouts since accessioned in May of 2019
 - Checkout Colorado State Passes: 26 checkouts since June 2016; added 2nd backpack in August of 2019 has 7 checkouts
 - Alamosa Trails Backpack: 0 checkouts since Aug. 2019



- **October:** We have 128 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. At completion, each child receives a free T-Shirt with the Planting Seeds logo on it. 15 children/parents have completed the program. The child & Parent that completed their 1,000 books this month was Lucia Aldrich (Jessica Aldrich, mother). They started the program in June of 2018.



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



- **October:** 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 November 13, 2019. Anyone interested in any type of fiber arts is welcome.



- **October:** The attendance for the Tuesday and Friday morning Fall Family Storytime was 210 (Holly out one Friday for attendance at CLEL conference) and Kid’s Club was 57. There are around 10 “regulars” in the “Kids Club” who have been coming weekly.
- **Amanda Warman**, a Speech-Language Pathologist, is also using our facilities to work with families and their young children. She is accessing our ILL department to receive and send tools and books to help the children and parents she is working with.



- 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.



- **October:** San Luis Valley Origami workshop, William Krebs (instructor), at the library was Sunday October 6th when 4 adults and 1 child participated. The next workshop is scheduled for November 9, 2019.



7 Little Free Libraries in Alamosa are sponsored by the Alamosa Public Library, the Friends of the Library and the volunteer stewards that maintain the structure and keep them supplied with books. Books are supplied by Friends of the Library. We are a part of an international literacy project. See www.littlefreelibrary.org

We started with 5 Little Free Libraries here in Alamosa in 2015. Paul Wolfram, volunteer, eagerly built those first LFLs for us when the project was presented to our volunteers and Friends of the Library.

Those 5 lovingly built Little Free Libraries were installed in Alamosa and Mosca.



La Puente: The First installation can be found in front of the La Puente Administration Office. Friends of the Library and PALS installed this LFL together, supervised by Tim Dellett.



Senior Center: A Little Free Library can be found at the Senior Center. There, the KREBS Foundation as it's steward, supplies it with Large Print books.



Cole Park: One LFL can be found in Cole Park which is stewarded by the staff of the Alamosa Public Library. It was painted by Judith Boyd and installed by City Parks & Rec. staff.



Zapata Park: Don Thompson and Jan Oen Steward the LFL in Zapata Park. Zapata Park got a new KABOOM playground. They installed this LFL for us at that time.



Mosca Pit Stop: In October of 2016, Jenene Holcomb, teacher at the Sangre deCristo preschool, and her students partnered with the owners of the ‘Pit Stop’ in Mosca to install and steward a Little Free Library located at the Pit Stop. This was the last Little Library that Paul built. Jenene saw the LFL and staff at the City Services Fair and was inspired with the project.



Nancy Cutter & SLV Immigrant Center: Optimists Club member, Allyn Lewis, worked with Nancy Cutter and the SLV immigrant Center to have a bookshelf put into their offices as chartered Little Free Library locations.



Alamosa Foodbank: The Woman's Citizenship Club steward the LFL at the Foodbank. The foodbank decided to have a bookshelf rather than a little house. Mark Jones built the shelf
And the WCC installed it and keep it filled. It is very popular. Up to 100 books a month go in and out of that LFL.



A LFL at the Boys & Girls Club is being maintained by the Boys & Girls Club. It was installed by KABOOM in 2018 when they built their new playground.



NEW! (2019) The Alamosa Housing Authority installed 4 new chartered LFLs at their affordable housing units. The Friends of the Library will be supplying them with books as needed.



October Stewardship for LFL at:

La Puente – FOL (Friends of the Library) refilled with 20 books

Cole Park (library staff) we refilled with 25 books

Zapata Park –Jan Oen & Don Thompson refilled with 10 books

Senior Center – KREBS 0 books

Food Bank – WCC added 100 books

Nancy Cutters Office (Optimist) – no changes

SLV Immigrant Resource Center (Optimist) – no changes



Friends of the Alamosa Public Library

October

- The next book sale will be November 2, 2019. This is our holiday sale and the last one for the year.
- Membership of Friends of the Library is at 76 members.
- Friends' meeting was October 15th with 5 members in attendance. Next scheduled meeting is November 12, 2019. Minutes for the meetings can be found on the library website: <https://www.alamosalibrary.org/volunteer/join-friends/>
- The 11th edition of "Messages from the Hidden Lake" has ended its period of accepting submissions. 230 submissions were received including those from 5 schools. The process for preparing for publication
- The Book Bike was taken to the Trunk or Treat event at TSJC and the Narrow Gauge bookstore COOP for Halloween. Books were given away to the children.

Children's Services Monthly Report

October

2019

Well, consistency is key! Weekend Kick-Off Kids Club has gone swimmingly this month! Last month, I was a little concerned that the younger regulars in attendance would force me to change the direction and lower the developmental level of my lesson planning. However, the children and their adults are learning and adapting with me after a few weeks of the program! We've got some "regulars" who have been coming weekly, and several more families who come almost weekly. So, the children's group size has stayed around 10, which works very well. For the month of November, I have been prepping plans for Kids Club members to participate in National Novel Writing Month (NaNoWriMo) through the NaNoWriMo Young Writers Program! We will read a chapter book together over several weeks and hopefully I will have some writers who feel inspired.

Fall Family Storytime continues to be a popular program, and truly is the highlight of my week! I've enjoyed continuing to incorporate our big book collection as well as fun materials in the sensory table. Pumpkin guts for Halloween was the best!

The Story Room played host to an ELKS Club event, during which the ELKS members welcomed children from the PALS program and gave away winter coats and books purchased with a grant submitted by the club. In partnership with the library, the PALS were able to set up an organization library card so that they can come periodically and check out books to keep at PALS headquarters for children to enjoy. Additionally, ELKS members plan to invite the PALS to meet them at the library, hopefully on a monthly basis, to read and check-out books together. We are delighted to be the hub for ELKS/PALS meet-ups!

A local online school program called AIM Global & Immersion online school used the Story Room to host a ceremony and celebration of their students' accomplishments this month. Students and parents came from around the Valley to receive certificates and have cupcakes together. AIM has requested to do this monthly, and has a date set for November. I see this as a great way to connect with the online schooling community and welcome folks from different corners of the Valley to APL.

Speaking of ways to connect with the community, I had a blast creating a Harry Potter-themed "Chamber of Secrets" maze with my coworkers Judith and Cathy for the Halloween Fright Fest at the Rec Center! We gave out little treat bags with APL bookmarks and the attendees were able to crawl through our maze! I invited some teen volunteers from my Summer Reading volunteer roster to join us for Fright Fest, but they already had plans. They may join us for our Housewarming Party for the dollhouse in November, though, so it was good to reconnect.

Fall Family Storytime

Date	Storytime	Total
10/1	14k + 9a	23
10/4	CANCELLED – CLEL conference	--
10/8	15k + 13a	28
10/11	13k + 6a	19
10/15	15k + 12a	27
10/18	20k + 12a	32
10/22	15k + 9a	24
10/25	11k + 9a	20
10/29	22k + 15a	37
Monthly Total		210

Weekend Kick-Off Kids Club

Date	Storytime	Total
10/4	CANCELLED – CLEL conference	--
10/11	15k + 8a	23
10/18	13k + 6a	19
10/25	10k + 5a	15
Monthly Total		57

Special Events

DATE	EVENT	PARTICIPATION
10/31	Halloween – Fright Fest	Estimating 500 children! (not including adults)
Monthly Total		

Total Children's Services Visits this month:

767

Storybox Delivery - I added some Halloween books to the Storyboxes for the October delivery. A few of the providers have mentioned that they like the seasonal additions, so I'll keep it up! Library Assistant Jaymie continues to be a big help with check-in and check-out, but this month we were both delighted to have volunteer Sandy Larson back in town to check-in all of the returning boxes!

Planting Seeds – We have 128 registered participants in our program, signing up 1 more reader this month. We have had 15 children complete the challenge since we started, giving away one t-shirt for completion this month. I connected with Duke from Fat Tee's in Salida, who ran the first printing of our Alamosa Public Library/Planting Seeds t-shirts. He is able to run 50 more shirts for us in November, which will keep us stocked for several years, in my estimation. We will use La Llave donation funds to pay for the shirts and printing. I am so grateful to La Llave for the ability to keep Planting Seeds running in the way it was intended, with new hardbacks to giveaway and a t-shirt for reaching the 1,000 book goal! Feedback from the community is really positive about Planting Seeds.

Housing Authority Partnership – Julia and Salai have been in touch about the Little Free Libraries that the Housing Authority has installed near their housing developments around town. While Julia maintains a very busy schedule, Salai has informed her of the Friends of the Library book sale days when she could nab some books to supplement their libraries. Julia and I have not discussed further our plans to host a family event geared toward her clients yet, but I am holding out hope for a winter collaboration.

The Dollhouse – Planning for the Halloween Fright Fest has left the dollhouse project at a standstill, which is ok because we still plan to host a housewarming event in November! We all still enjoy walking past it in the office each day.



Inventory – Our beloved volunteer, Sandy Larson, is back in town and volunteering at the library. She gave us 8.5 hours in October! Salai showed me how to run and set up an inventory list, and Sandy checked inventory in Juvenile Fiction Easy Reader and started inventory of Easy Fiction and Non-fiction Beginning Reader. She is methodical and careful, and asks thoughtful questions when she suspects something is awry. It has been a great help to have Sandy here this month!

CLEL Conference and CLEL Bell Submission – On Friday, Oct. 4th, I was lucky enough to attend the annual Colorado Libraries for Early Literacy (CLEL) conference in Arvada. I attended four workshops and a keynote address over the course of the day. The keynote speaker, Dr. Dipesh Navsaria, was the standout from the day for me. Dr. Navsaria is an inspiring activist, using his position as a pediatrician to advocate for children and families. Dr. Navsaria discussed ways in which librarians – and children's librarians specifically – can use their knowledge and position in the community in which they live and work to advocate for early literacy programming. Dr. Navsaria serves as the vice-president of the Wisconsin Chapter of the American Academy of Pediatrics, and with his Master's degree in Library Science, works to build understanding that early literacy programming contributes to the health of young children. He was fascinating!

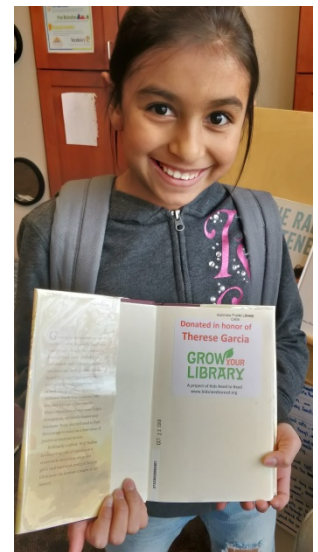
I also attended a thought-provoking session titled “Drag Queen Story Hour: How to Present a Dynamic and Successful All Ages Storytime with Pride!” Librarians from Boulder and Greeley presented the benefits and difficulties of hosting a special storytime led by drag queens to promote diversity and inclusion in the community. In addition, I attended a session on “Readying the Whole Family for Kindergarten” and one devoted to the idea that we can “Create Engaging Spaces and Activities: Lessons from Beyond Libraryland,” taking cues from children’s museums around the country to engage patrons in new ways.

The last session was called “CLEL Bells: What Are They?” A former member of the CLEL Bell Book Awards committee explained the process of awarding the five CLEL Bells each year. It was very informative and inspired me to submit my first suggestion for a book award! I submitted My Papi Has a Motorcycle by Isabel Quintero in the “Play” category, and I hope it at least makes the short list!

Grow Your Library – Well, it’s finally truly done! The Grow Your Library final donation of books with our patrons names on the bookplate inside are on the shelves! Therese Garcia was the most excited!

The Story Room – The Story Room is lookin’ good! I took a few minutes to straighten up the far right corner where we stash things like tents for events. I rearranged the little bit of furniture we keep in the room, and now all of the cabinets are easily accessed, without moving the chalkboard or climbing over a stack of event tents!

Before and after!



Storybox Shelf – And while I’m sharing my adventures in tidying, we managed to get the Storyboxes stored in an out-of-the-way but perfectly accessible spot! When stacked, the boxes start to collapse. This saves floor space and keeps the boxes protected.



ALAMOSA CITY COUNCIL COUNCIL COMMUNICATION

Subject/Title:

Excel Energy LED Program Direction

Recommended Action:

That Council authorize the City's continued participation in the Xcel LED Program.

Background:

On March 16, 2016 City Council authorized staff to work with Xcel Energy in its LED Program to replace 437 street lights from the current high pressure sodium fixtures to LED technology. The background information from that agenda item is included below. Unfortunately, during that process a clerical error caused Xcel to miss identification of 192 street lights. Xcel has explained that most communities have one account whereas the City of Alamosa has one main account (the 437 street lights previously identified) and two smaller accounts (the missed 192 street lights). The attached map identifies the street lights that have been converted to LED (yellow stars) and the lights that remain to be converted to LED (green dots).

Since City Council was motivated to explore LED conversion prior to Xcel's program and the unanimous decision to participate in Xcel's program in 2016, staff has assumed that City Council would want to move forward with the conversion of these remaining 192 street lights. While it is unfortunate that these lights were not included in the initial project, staff has worked with Xcel to ensure that same specifications and pricing will be applied. The cost of the remaining lights is estimated at \$73,620.

March 16, 2016 Background Information

Last year Council asked about the possibility of converting the City's street lights from the current high pressure sodium fixtures to LED technology. At that time the discussion ended with the possibility of experimenting with some of our own, privately metered fixtures because Xcel had not adopted an LED tariff that would make it possible for the City to realize the savings associated with the lower power consumption, making it impossible for the City to recoup what would most likely be an investment somewhere north of \$200,000.

Xcel has recently created an LED specific tariff and has started promoting a program that allows municipalities to convert their lights to LED. This program offers municipalities three options; the first being to do nothing and not participate in the LED program. The second, Option A, Xcel retrofits existing cobra head light fixtures with LED components at their cost, passing on a savings of approximately 4.42% which would equate to approximately \$4,409 per year. The third option, Option B, would have the City to pay Xcel for the retrofit of the LED components. This up-front investment would result in a savings of approximately 14% for an estimated annual savings of \$13,887. This savings would provide for a nine year pay back, after which, this savings should allow us to reduce the electrical and gas services line item in our annual Street Department budget by approximately 7%, effectively freeing up those funds for use elsewhere.

After several discussions with Xcel, staff consultation, and budget review, staff recommends a phased approach to Option B. This would allow us to maximize the potential long-term savings

associated with the low power consumption of the LED fixtures, and fund the project over a period of three years from the general fund balance without negatively impacting our ten-year plan. This would require a budget amendment that staff would prepare and present later in the year.

We would anticipate three annual phases of replacement, each costing in the neighborhood of \$45,000. This phased approach is recommended both to protect the General Fund balance as well as alleviating many of the uncertainties associated with the data and estimates provided by Xcel. We will be able to re-evaluate the costs of our participation after the first year. If those costs are higher than we expect, we will be able to convert to Option A and take advantage of the 4.4 percent savings without subjecting ourselves to the up-front investment.

Issue Before the Council:

Does Council wish for the City to convert the remaining street lights through Xcel's LED program?

Alternatives:

Council may choose not to participate in the program, participate on a limited basis by choosing Program Option A in which Xcel pays for the retrofit to LED components and passes on an estimated savings to the City of 4.4%, or fully participate by choosing Program Option B, in which the City pays Xcel for the cost of the retrofit to maximize savings into the future.

Fiscal Impact:

Xcel has shared that they could complete this project this year or split it over two years if that helps the City pay for the project. The anticipated cost is \$73,620. The approved 2020 budget includes \$40,000 and there is \$11,000 remaining from the 2019 budget for the conversion. Interest revenue for 2019 has exceeded the budget and could cover the \$22,620 difference. Xcel has indicated that there could be a small savings to the City if the project is done all at once since the mobilization costs would be reduced.

Through a previous internship, staff was able to determine that the City is seeing the associated savings it expected from the conversion.

Previous Fiscal Impact Information

Participation in Option A will result in an estimated annual savings of approximately \$4,400 starting the first year of the program. Participation in Option B will result in an estimated annual savings of \$13,900 after an estimated 9-year payout for the up-front investment.

Legal Opinion:

The City Attorney will be present for comment.

Conclusion:

Participation in this program serves to further Council's vision of environmental sustainability through the annual reduction of carbon emissions.

ATTACHMENTS:

Description	Type
▣ 2019 Remaining Community Savings Worksheet	Backup Material
▣ Street Light Location Map	Backup Material
▣ 2016 Community Savings Worksheet	Backup Material

Outdoor Lighting - Colorado 2019

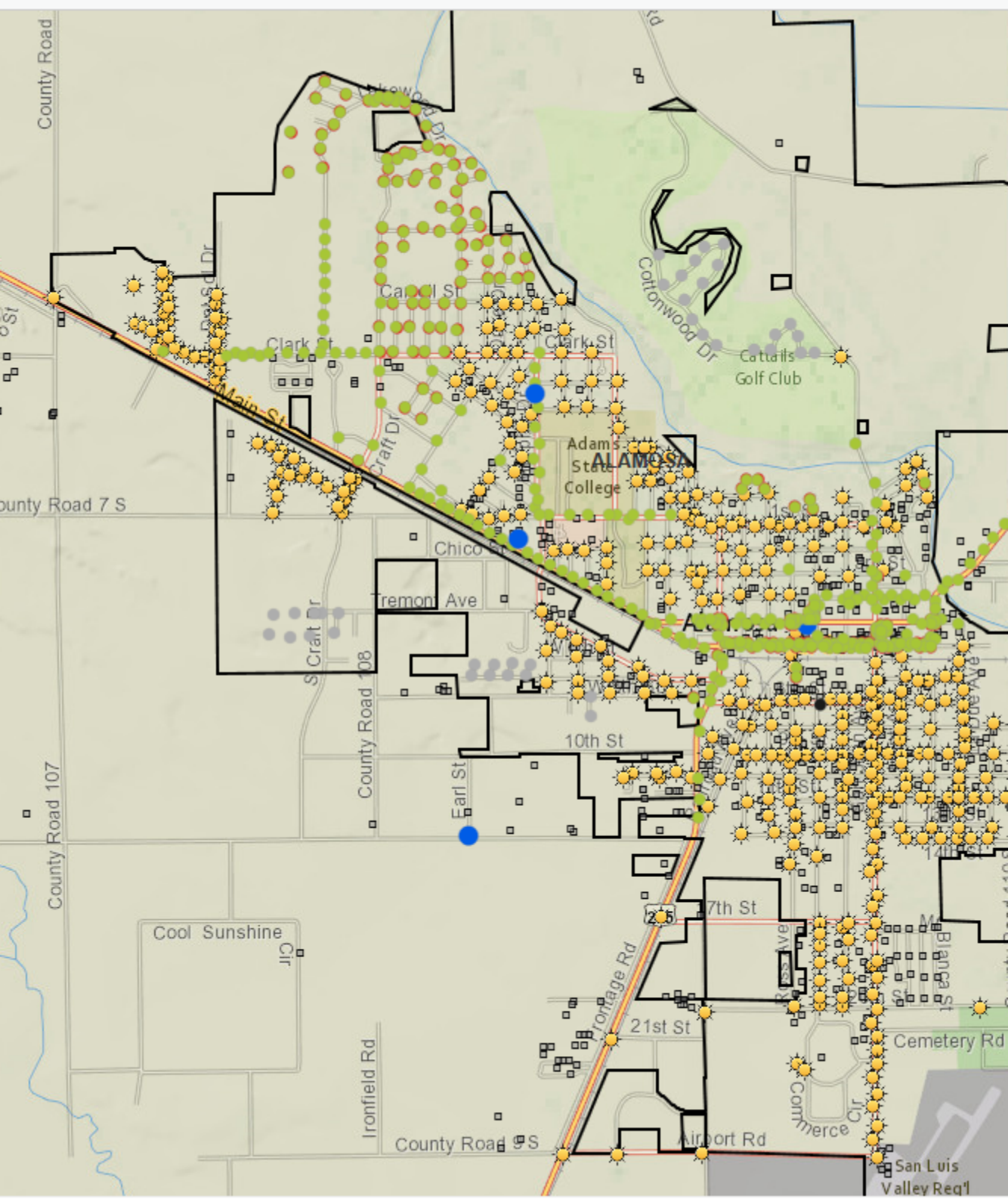


CITY OF ALAMOSA

These are average estimated costs that will fluctuate. We will bill on actual costs using tariff maintenance rate after work is complete

The cobrahead style fixture counts are estimated and may vary

OPTION A						
HPS		LED Equivalent		AVG MONTHLY SAVINGS PER FIXTURE		
Wattage	SL Rate	Wattage	Monthly Rate	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs avoided
250 Watt (14,000 Lumens)	\$21.38	155 Watt (14,000 Lumens)	\$19.49	\$1.89	52.7	77.2582
400 Watt (25,000 Lumens)	\$28.01	246 Watt (25,000 Lumens)	\$25.29	\$2.72	81.8	119.9188
TOTAL AVG. MONTHLY RATE SAVINGS FOR ALL ELIGIBLE LIGHTS				LABOR & MATERIAL COST		
Wattage	# Fixtures**	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs avoided	Estimated Cost of Each Fixture & Installation*	Total Cost
250 Watt HPS → 155 Watt LED	172	\$325.08	9064.4	13288.4104	\$0.00	\$0.00
400 Watt HPS → 246 Watt LED	20	\$54.40	1636	2398.376	\$0.00	\$0.00
Total	192	\$379.48	10700.4	15686.7864		\$0.00
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Colorado Region (1.466 lbs/kWh)						
OPTION B						
HPS		LED Equivalent		AVG MONTHLY SAVINGS PER FIXTURE		
Wattage	SL Rate	Wattage	Monthly Rate	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs avoided
250 Watt (14,000 Lumens)	\$21.38	155 Watt (14,000 Lumens)	\$17.56	\$3.82	52.7	77.2582
400 Watt (25,000 Lumens)	\$28.01	246 Watt (25,000 Lumens)	\$21.96	\$6.05	81.8	119.9188
TOTAL AVG. MONTHLY SAVINGS FOR ALL ELIGIBLE LIGHTS				LABOR & MATERIAL COST		
Wattage	# Fixtures**	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs avoided	Estimated Cost of Each Fixture & Installation*	Total Cost
250 Watt HPS → 155 Watt LED	172	\$657.04	9064.4	13288.4104	\$360.00	\$61,920.00
400 Watt HPS → 246 Watt LED	20	\$121.00	1636	2398.376	\$585.00	\$11,700.00
Total	192	\$778.04	10700.4	15686.7864		\$73,620.00
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Colorado Region (1.466 lbs/kWh)						
	Option A	Option B	Savings Difference	Option B Customer Investment	# of Years for Return on Investment	
Yearly Rate Savings	\$4,553.76	\$9,336.48	\$4,782.72	\$73,620.00	15.39	





CITY OF ALAMOSA

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The cobrahead style fixture counts are estimated and may vary

OPTION A						
HPS		LED Equivalent		AVG MONTHLY SAVINGS PER FIXTURE		
Wattage	SL Rate	Wattage	Monthly Rate	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs avoided
70 Watt	\$15.82	29 Watt (2,750 Lumens)	\$15.77	\$0.05	14.145	20.73657
100 Watt (4,000 Lumens)	\$16.89	39 Watt (4,000 Lumens)	\$16.21	\$0.68	27.1	39.7286
150 Watt (6,000 Lumens)	\$18.63	65 Watt (6,000 Lumens)	\$17.30	\$1.33	36.8	53.9488
250 Watt (14,000 Lumens)	\$22.66	155 Watt (14,000 Lumens)	\$21.40	\$1.26	52.7	77.2582
400 Watt (25,000 Lumens)	\$28.64	246 Watt (25,000 Lumens)	\$27.20	\$1.44	81.8	119.9188
TOTAL AVG. MONTHLY RATE SAVINGS FOR ALL ELIGIBLE LIGHTS				LABOR & MATERIAL COST		
Wattage	# Fixtures**	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs avoided	Estimated Cost of Each Fixture & Installation*	Total Cost
70 Watt → 29 Watt LED	5	\$0.25	70.725	103.68285	\$0.00	\$0.00
100 Watt HPS → 39 Watt LED	307	\$208.76	8319.7	12196.6802	\$0.00	\$0.00
150 Watt HPS → 65 Watt LED	0	\$0.00	0	0	\$0.00	\$0.00
250 Watt HPS → 155 Watt LED	120	\$151.20	6324	9270.984	\$0.00	\$0.00
400 Watt HPS → 246 Watt LED	5	\$7.20	409	599.594	\$0.00	\$0.00
Total	437	\$367.41	15123.425	22170.94105		\$0.00
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Colorado Region (1.466 lbs/kWh)						
OPTION B						
HPS		LED Equivalent		AVG MONTHLY SAVINGS PER FIXTURE		
Wattage	SL Rate	Wattage	Monthly Rate	Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs avoided
70 Watt	\$15.82	29 Watt (2,750 Lumens)	\$14.27	\$1.55	14.145	20.73657
100 Watt (4,000 Lumens)	\$16.89	39 Watt (4,000 Lumens)	\$14.68	\$2.21	27.1	39.7286
150 Watt (6,000 Lumens)	\$18.63	65 Watt (6,000 Lumens)	\$15.62	\$3.01	36.8	53.9488
250 Watt (14,000 Lumens)	\$22.66	155 Watt (14,000 Lumens)	\$18.97	\$3.69	52.7	77.2582
400 Watt (25,000 Lumens)	\$28.64	246 Watt (25,000 Lumens)	\$22.99	\$5.65	81.8	119.9188
TOTAL AVG. MONTHLY SAVINGS FOR ALL ELIGIBLE LIGHTS				LABOR & MATERIAL COST		
Wattage	# Fixtures**	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs avoided	Estimated Cost of Each Fixture & Installation*	Total Cost
70 Watt → 29 Watt LED	5	\$7.75	70.725	103.68285	\$249.00	\$1,245.00
100 Watt HPS → 39 Watt LED	307	\$678.47	8319.7	12196.6802	\$249.00	\$76,443.00
150 Watt HPS → 65 Watt LED	0	\$0.00	0	0	\$269.00	\$0.00
250 Watt HPS → 155 Watt LED	120	\$442.80	6324	9270.984	\$379.00	\$45,480.00
400 Watt HPS → 246 Watt LED	5	\$28.25	409	599.594	\$639.00	\$3,195.00
Total	437	\$1,157.27	15123.425	22170.94105		\$126,363.00
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Colorado Region (1.466 lbs/kWh)						
	Option A	Option B	Savings Difference	Option B Customer Investment	# of Years for Return on Investment	
Yearly Rate Savings	\$4,408.92	\$13,887.24	\$9,478.32	\$126,363.00	13.33	