ALAMOSA CITY COUNCIL
Regular Meeting Minutes

Council Chambers
300 Hunt Avenue, Alamosa, CO
October 5, 2016

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

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

7:00 PM - Regular Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. ROLL CALL

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

III. AGENDA APPROVAL

Councilor Vigil moved, seconded by Councilor Hensley, to approve the agenda as presented and excuse Councilor Stefano. 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

Gene Gonzales commented on the railroad crossing on La Due Avenue and the feral cat refuge.

Dan McCann commented in regards to the election.

Claudia Ebel commented in regards to the V.E.G.I. program.

B. Follow-Up

Heather Brooks stated that funding for railroad crossing is being looked into and that there is a meeting scheduled for next week to discuss the feral cat issue.

V. CEREMONIAL ITEMS

A. 40 Year Service Award presentation to Officer Bruce Lukow

Chief Oakes presented the 40 year service award to Officer Lukow.

Council thanked Officer Lukow for his years of service to the City.

B. Proclamation: Alamosa Elementary 3-5 Recognition

Mayor Lucero read the proclamation and Council presented it to Alamosa Elementary 3-5 staff Jose Ortega, Jason Romero, and Jeremy Alonzo.

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 Griego asked for clarification on Item C.1.a. Pat Steenburg informed Council of how a property can be half residential and half commercial. Ordinance states that when this occurs and an application is made on the property, the least restrictive of the two zoning districts should be considered.

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

C.7.a. Approve Minutes of Meeting September 21, 2016

C.8.a. City Manager Employment Agreement

C.8.b. City Attorney Employment Agreement

C.1.a Request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a residential Use Group R-1 in a commercial Business Zone.

VII. REGULAR BUSINESS

C. Business Brought Forward by City Staff

1. Public Works

a. Award of Contract, First Street Design and Master Plan

Pat Steenburg presented information to Council. On preliminary approval of the proposed 2017 Capital Improvement Plan that included the first phase of First Street reconstruction staff advertised a Request for Proposals that included, among other things, the comprehensive survey, engineering, and design, necessary for the completion of First Street in its entirety. This request was intended to provide the City with a complete set of construction plans, volumes, and potential utility conflicts that would allow timely preparation of bid estimates and requests in the coming years of the project that would have saved staff time and allowed the City to take advantage of phase expansions should any potential revenue excess present that opportunity.

A modified scope of work was negotiated with the low bidder that included all aspects of the original scope but limited the actual construction plan preparation and right of way survey to that section of street that is proposed for construction next year. The new scope maintains those aspects of the design, planning, and stakeholder collaboration process that are necessary to help ensure a satisfactory outcome and will provide for a seamless transition between future design years. This reduced scope of work includes some duties being transferred to City staff to maximize the impact of monies spent and also includes the necessary traffic engineering and evaluation of those problem intersections previously identified.

Council Daniel asked if the award of the contract means that it'll be $32,550 but with the award of a mini-grant (which could be lost if this bid is rejected) it would be $22,500.

Councilor Griego moved, seconded by Councilor Daniel to approve the low bidder, Reynolds Engineering in the amount of $143,700.00. Mayor Lucero clarified that that cost was not what they are wanting to approve tonight and asked Councilor Griego to amend his motion.

Councilor Griego amended his motion that Council award the contract for the First Street Design and Master Plan to Reynolds Engineering in the amount of $32,550 as the lowest responsible and responsive bidder. Councilor Daniel seconded the motion. The motion carried unanimously.

Pat Steenburg stated that this covers the first phase which is the review of the problem intersections that have been identified by traffic engineers.

2. Finance

a. First Hearing of Ordinance No. 17-2016, An Ordinance making the annual appropriations for fiscal year 2017.

Heather Brooks presented information to Council. This ordinance reflects a significant commitment of time from the City Council, staff, and other interested parties. This year, the city used a modified budgeting for outcomes approach with an emphasis on historical data for expenditures in department operations. The budget should assist the council in focusing expenditures towards those activities that forward the overall goals of the community.

This year's prioritization includes the following: in the general fund, the overall revenues are expected to increase over current year budget projections.The identified projects in the Capital Improvement Plan remains in the budget, $75,000 was carried over in Public Works Administration for hiring a consultant to develop the scope of work for the levee certification; a line item was added for the Public Art Program and budget of $20,000 remains for this; $10,000 was included for the November 2017 election; $28,610 was included in the Police Operations as grant match for E-Citation; funds were once again included to support Neighborhood Watch Programs in the amount of $4,000; $15,000 was maintained for property abatement activities in the Police Support Services Division; a season position was added in Parks Maintenance; and a line item for landscaping/beautification was created with $15,000 to address Council prioritized projects.

In the Enterprise fund, the annual review of all utility rates were greatly enhanced with the contracted services for a professional utility assessment - the rate themselves are yet to be voted on, however, overall revenue projection were included in the budget appropriately: 6% water, 8% sewer, 7% sanitation; water issues are maintained; $15,000 included in Sewage Treatment; $10,000 included in Sanitation. In the Recreation fund, it includes $50,000 from the Rec Fund and $50,000 from the CTF Fund as match for the GOCO Inspire Grant; and operational line items increased appropriately in anticipation of the Ice Rink/Multi-Purpose Facility. Other funds include the internal service fund responsible for health insurance, ACLC debt service for City Complex and Water Treatment plant, cemetery improvements, and capital reserves.The grant total budget is $20,391,490. Total revenues are anticipated at $35,154,747.

Councilor Griego asked if there was going to be a public meeting to review the budget. Ms. Brooks stated that with all workload issues and items that have are being worked on within the City Manager and Finance offices, they were unable to meet the date of having a public meeting prior to the second reading and public hearing of this ordinance. However, the process has been a very public process from the beginning.

Councilor Griego moved, seconded by Councilor Vigil, to approve Ordinance No. 17-2016 on first reading and set for a public hearing thereon on Wednesday, October 19, 2016 at 7:00 p.m. or as soon thereafter as the matter may be heard. The motion carried unanimously.

b. First Reading, Ordinance No. 18-2016 an Ordinance establishing the employee pay plan for fiscal year 2017

Heather Brooks presented information to Council. Every year Council adopts, by ordinance, the pay plan for City officers and employees. This plan establishes the pay range for all City job classifications. While Council reserves the right to amend this ordinance, the ordinance directs the City Manager to fix salaries within these ranges. Without formal Council approval the City Manager does not have authority to pay someone outside the established pay range.

Councilor Vigil moved, seconded by Councilor Hensley, to approve Ordinance No. 18-2016 on first reading and set for public hearing thereon on Wednesday, October 19, 2016 at 7:00 p.m. or as soon thereafter as the matter may be heard. The motion carried unanimously.

3. City Manager/Legal

a. Reclassification of Fire Chief from Part-Time to Full-Time

Heather Brooks presented information to Council. The Fire Chief routinely works 30-40 hours and is currently compensated at a half-time salary. During busy weeks, it is not uncommon for the Chief to log more than 50 hours. Clearly paying a part-time salary for a position that has proven to work consistently closer to a full-time or more is not appropriate. Additionally, recent changes in FLSA requirements will prevent the City from compensating at the current level and keep the position salaried. The Fire Chief will also assume responsibility for emergency management activities for the City. This will include finalization of an Emergency Operations Plan, emergency preparedness planning, regional coordination, and serving as Emergency Manager in times of emergencies. The Chief will be compensated at the beginning full-time salary already included in the pay plan. The year-end budget amendment will include the costs for the reclassification for the remaining portion of 2016 and the 2017 budget will include the cost for full-time.

Councilor Vigil moved, seconded by Councilor Daniel to reclassify the Fire Chief from part-time to full-time. The motion carried unanimously.

b. Combined Public Hearing and Second Reading of Carroll Subdivision No. 2 Gas and Electric SID (SID 2015-1) Assessment Ordinance and public hearing on Assessment Roll

Counselor Schwiesow reviewed this ordinance with Council. This was presented at the September 21, 2016 meeting on first reading. The assessment roll recognizes those lots that are already served by either gas or electricity and deducts those costs out from the costs being apportioned to each lot. This ordinance adopts the assessment roll. Once the assessment roll is adopted, any lot owner whose lot is being assessed will have 30 days to pay that assessment in full or if not paid in full, the effect is the lot owner has elected to pay that over time with an annual bill coming due in May every year with no interest over five years.

Mayor Lucero opened the public hearing at 8:00 p.m. and asked for those wishing to speak on the matter.

There being no one wishing to speak, the hearing closed at 8:01 p.m.

Councilor Vigil moved, seconded by Councilor Daniel to finally adopt Ordinance No. 16-2016. The motion carried unanimously.

D. Committee Reports

Councilor Vigil will get notes from the school board meeting and pass them along to the rest of council at the next meeting.

Councilor Griego reported on the airport board meeting that he attended.

E. Staff Announcements

Heather Brooks reminded Council of the following:

- Dinner next week with County Commissioners on Wednesday, October 12 in Council Chambers
- Thanked everyone involved with the First Responder BBQ.

Heinz Bergann updated Council on upcoming events:

- Dog Park Public Forum is tomorrow at the Rec Center at 6:00 p.m.
- October 8th is last day for the Farmer's Market
- October 8th 12 Hours of Petinence
- October 12th is the triathlon.

Ms. Brooks also stated that the neighborhood watch program meeting being held tomorrow will have attendance from the City.

Chief Oakes updated Council on the clown threat phenomena that has occurred. There haven't been any schools named specifically but threats have been made. A total of four people so far have been identified as being involved with these postings. Local investigation is continuing but the police department have deem the threats as not credible, however, police presence has been increased at the schools as a precaution.

COUNCIL COMMENT

Councilor Coleman acknowledged the public works department for the work done on 8th street and also thanked Councilor Vigil for bringing information to help address the concerns with the railroad crossing issues off of La Due.

Councilor Vigil stated that there is a grant program that helps communities to work with railroads to help make community railroad crossings safer.

Councilor Hensley commented regarding the CML District 8 meeting and the CML Executive Board meeting that she attended.

Councilor Daniel commented regarding Domestic Violence Awareness month and the event that was held to promote that. She also commented regarding the dedication of the methadone clinic ribbon cutting and thanked staff for the budget process and comp plan meetings.

Mayor Lucero commented regarding concerns from a constituent on the proposed building on Murphy drive and if there was enough parking and the burned out building by Safeway. Mr. Steenburg confirmed that the building went through the planning commission and the parking requirements were met and also that there is a process that has to be followed before the City can step in in regards to the house by Safeway.

ADJOURNMENT

The meeting adjourned at 8:18 p.m.

________________________________ ________________________________

Holly C. Martinez, City Clerk

Josef P. Lucero, Mayor

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
40 Year Service Award presentation to Officer Bruce Lukow

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
Proclamation: Alamosa Elementary 3-5 Recognition

ATTACHMENTS:

	Description	Type
🗋	Alamaosa Elementary Recognition Proclamation	Backup Material

PROCLAMATION

IN RECOGNITION OF THE
ALAMOSA ELEMENTARY 3-5 CAMPUS

WHEREAS, The Alamosa Elementary School 3-5 Campus won a 2016 *Let's Move!* Active Schools National Award, and

WHEREAS, *Let's Move!* Active Schools is part of First Lady Michelle Obama's *Let's Move!* Intiative, and

WHEREAS, the *Let's Move!* Active Schools National Award is the nation's top physical education and physical activity distinction for K-12 schools, and

WHEREAS, the award celebrates a school's commitment to providing students with at least 60 minutes of physical activity before, during and after school each day and

WHEREAS, to earn this award a school must have met significant benchmarks in five areas: physical education; physical activity before and after school; physical activity during school; staff involvement; and family and community engagement.

WHEREAS, Five hundred and fourty-four U.S. Schools, representing 41 states plus the District of Columbia, were recognized for their outstanding efforts in creating an Active School environment, and

WHEREAS, only four schools in Colorado received this award, one of them being the Alamosa Elementary 3-5 Campus.

NOW THEREFORE, BE IT HEREBY PROCLAIMED that I, Mayor, Josef P. Lucero, on behalf of the Alamosa City Council, recognize and congratulate the Alamosa Elementary 3-5 Campus and its educators for receiving the *Let's Move!* Active Schools National Award.

Given under my hand and the seal of the City of Alamosa this 5th day of October, 2016.

____
Josef P. Lucero, Mayor

____
Holly C. Martinez, City Clerk

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
Approve Minutes of Meeting September 21, 2016

ATTACHMENTS:

	Description	Type
🗋	Minutes of Meeting September 21, 2016	Cover Memo

ALAMOSA CITY COUNCIL
Regular Meeting Minutes

Council Chambers
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September 21, 2016

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7:00 PM - Regular Meeting

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

II. ROLL CALL

Present at roll call: Mayor Josef Lucero, Councilors Michael Stefano, Kristina Daniel, Ty Coleman, Liz Hensley, Charles Griego and Jan Vigil. 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

Dan McCann spoke in regards to racism.

Jim Quiller spoke in regards to the Blanca Vista Park and the fishing regulations.

John Saxton spoke in regards to the Multi-Use Facility.

Johnathon Griffin also spoke in regards to the Multi-Use Facility.

Rob Pickett spoke in regards to the bid for architectural services for the Multi-Use Facility.

B. Follow-Up

Heinz Bergann clarified the rules and regulations in regards to fishing at the Blanca Vista Ponds.

V. CEREMONIAL ITEMS

A. Introduction of HR Manager Amy McKinley

Heather Brooks introduced Amy McKinley, who was welcomed by Council.

VI. CONSENT CALENDAR A

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

Councilor Griego pulled Item C.8.b. from Consent Calendar A to discuss under Regular Business. Councilor Vigil moved, seconded by Councilor Hensley to approve Consent Calendar A as amended. The motion carried unanimously.

C.7.a. Approve Minutes of Meeting September 7, 2016

C.8.a. Receive August 2016 Monthly Reports

C.1.a. Award of Bid, 2016 Craft Water Tower Recoating

VII. REGULAR BUSINESS

A. Presentations from Outside Agencies

1. Golf Board Request to Defer Lease Payment

Heather Brooks reviewed information that was presented to Council in the Council Communication. The last two years have been especially challenging for the Golf Board given the turnover and losses associated with the restaurant. The Board has firmly decided that it will no longer manage the restaurant and is working on soliciting appropriate tenants to lease that part of the building. Additionally, the Board has created a budget moving forward that only depends on revenues from the Pro Shop and Golf Course operations. These steps are very important, but unfortunately two years of significant losses associated with restaurant operations has left the Board with significant debt and no cash to pay the 2016 lease payment of $24,750. The Golf Board is requesting that the City defer the 2016 lease payment to the end of the financing term 2028.

The Recreation Board discussed the possible request from the Golf Board at their meeting on September 13th. The Recreation Board voted unanimously to support the deferment of the payment with the encouragement that the renegotiation of the Management Agreement, which ends January 24, 2018, include discussions pertaining to minimizing the overhead for operations and setting triggers for Council approval of debt.

Golf Board members Joelle Boos-Medina, Jon Atencio, and Jose Ortega presented information to Council. Ms. Boos-Medina stated that there are interested parties that would like to lease the restaurant and once they have more information, they will share that. They are looking to defer this payment until the end at this point and are still working on the financing.

Jon Atencio echoed Ms. Boos-Medina's comments and stated that the companies interested are really good at events and they see the positives of being operational during the winter months.

Jose Ortega mentioned that the negotiations and talks that have occurred being positive and the relationships with the City and the Rec Board are being reestablished.

Council discussed this matter, thanking the golf board members for the transparency and communication.

Councilor Griego questioned the management agreement and who would be responsible for the debt. Counselor Schwiesow confirmed that under the current terms of the management agreement, whoever takes over management of the course, takes over the debt that has been incurred.

Council further discussed this matter.

Councilor Daniel moved, seconded by Councilor Vigil to defer the lease payment until the end of the financing term. The motion carried unanimously.

B. Business Brought Forward by City Staff

1. Agreement for Temporary Accounting Services

Councilor Griego asked for clarification on the timeframe for these services. City Manager Heather Brooks stated that the length of time has not been determined but that it will depends on how the conditions of the finance department are and will be focused on that. The contract is anticipated to be under $15,000. It is a part-term temporary relationship for the City until the Finance department is where they need to be.

Councilor Vigil moved, seconded by Councilor Stefano to confirm the contract signed by the City Manager for temporary assistance in the Finance Department. The motion carried unanimously.

2. Public Works

a. Award of Bid, Architectural services for the coordination of design data and the completion of construction plan sets for a proposed municipal ice rink/multi-use pavilion.

Pat Steenburg presented information to Council. Acting on the decision of Council's motion of a 6-1 vote to move forward with the Ice Rink/Multi-Purpose Pavilion project and higher budget, staff released a Request for Proposals for architectural services for the coordination of design data and the completion of construction plan sets for the Ice Rink/Multi-Purpose pavilion as visioned in the conceptual drawing created by the advisory group last winter. The City received four bids from eligible and responsive bidders. After thorough review of the submitted proposals, staff recommends awarding the bid to the second lowest bidder, Reynolds Ash & Associates of Durango, Colorado.

Staff believes the Reynolds Ash project team and proposal works best within the criteria considered and gives the project the best opportunity for the a successful outcome. The Recreation Board considered this information at their September 13th meeting and voted unanimously to move forward in awarding the contract.

Council further discussed this issue and addressed concerns of this project going more over budget than what it already currently has. They also discussed that without this part of the project completed and giving them the information that is needed to be able to truly see the costs associated with building this building, the project really cannot move forward.

Councilor Vigil moved, seconded by Councilor Coleman to award the bid for the 2016 Ice Rink/Multi-Use Pavilion Architectural Services contract to Reynolds Ash & Associates of Durango, Colorado in the amount of $117,500.00 (one hundred seventeen thousand five hundred dollars). The motion carried 6 to 1 with Councilor Griego casting the no vote.

3. Parks and Recreation

a. Resolution 14-2016; A Resolution to act as Alamosa Hub fiscal agent for the grant application for the San Luis Valley Inspire Initiative Implementation Grant from the State Board of the Great Outdoors Colorado Trust Fund.

Heinz Bergann and Julie Mordecai presented information to Council. This resolution allows the City of Alamosa to act as Alamosa Hub fiscal agent for the grant application for the San Luis Valley Inspire Initiative Implementation Grant from the State Board of the Great Outdoors Colorado Trust Fund.

The timing of this grant opportunity is ideal considering the significant amount of public input collected through the update to the Comprehensive Plan. Improvement of the river corridor is one of the highest ranking priorities. Also, captured through the outreach is significant support for trails and recreational program enhancements.

Council further discussed this resolution.

Councilor Vigil moved, seconded by Councilor Stefano to adopt Resolution No. 14-2016. The motion carried unanimously.

b. Motion to Approve Funding for the San Luis Valley GOCO Inspire Initiative Implementation Project (Alamosa Hub) and allow an increase in Community Recreation staffing by one FTE in 2020

Heinz Bergann and Julie Mordecai presented information to Council. The Alamosa Hub has been concentrating on two aspects which is Place and Program. The Place involves the Rio Grande corridor improvements and the Program involves the Alamosa Parks and Recreation Outdoor Rec Program.

There are two separate budgets for each, place and program. Under the Place budget, the City is looking at $184,880 to be a partner match. The proposed expenditures include: $100,000 for Land Acquisition, $9,880 to Put-In Parking Lots/Roadways, and $75,000 for the Levy Certification. The $9,880 will come out of the Community Rec fund but will be reimbursed and the $75,000 for the levy certification is an already existing budgeted expense. The total final expense for Place would be $100,000 that would be matched 1:1. $50,000 would be coming from the community recreation fund and $50,000 would be from the conservation trust fund.

Under the Program budget, the City is looking at $117,000 cash match, in-kind contribution and expenditures. The proposes expenditures included $60,000 for the Boy & Girls Club Programming, $51,000 for Senior Recreation Programming, and $6,000 for ALMA Programming; all funded from the General Fund Non-departmental. All the amounts are a three year total and represent what the City has historically given to these three entities through the outside funding line item.

This grant will pay for one FTE staff member for three years in Community Recreation. This position is similar to the current Recreation Specialist and would coordinate all outdoor recreation youth programs in the Alamosa Hub among various entities. Starting in year four (2020), the full cost of the Outdoor Recreation Coordinator would need to be absorbed by the Community Recreation Fund.

Councilor Stefano moved, seconded by Councilor Vigil, to approve the City's portion of the proposed funding match for the Alamosa Hub as highlighted in the draft budgets and approve the addition of one FTE staff position in Community Recreation in 2020. The motion carried unanimously.

4. Information Technology

a. Fiber line to Street and Fleet Facility

Jim Belknap presented information to Council. In 2007, IT placed a wireless system in place to service outlying buildings, which was designed to be a temporary solution for these buildings. That system has had to have repairs over the years and the radios are now obsolete. Staff would have to replace the entire system to ensure functionality. It is recommended that rather than replacing what was intended to be a temporary solution, the the fiber optic line that currently ends at the Recreation Center, be extended to serve Fleet Maintenance and the Streets Division. This is a more permanent solution that also improves connectivity.

Councilor Vigil moved, seconded by Councilor Daniel to adopt Alternative 1, authorizing staff to spend IT fund savings for a fiber line extension to service Fleet Maintenance and Street Department. The motion carried unanimously.

5. City Manager/Legal

a. Carroll Subdivision No. 2 Gas and Electric SID (SID 2015-1) Assessment Ordinance

Counselor Schwiesow presented information to Council. City Council approved the final plat for Carroll Subdivison Addition No. 2 in 1976. In a portion of the subdivision, public infrastructure, including paving, curb and gutter, water mains, sanitary and storm sewers, electricity, gas, and street lighting were never completed by the developer. Paving, curb and gutter, water mains, ADA corners, and sanitary and storm sewers were installed pursuant to Special Improvement District 14-1, established by the City of Alamosa, but Special Improvement District 14-1 did not address electricity, gas, and street lighting. Council, through enactment of Resolution No.11-2016, gave notice of its intent to create a special improvement district to provide gas, electric, and street lighting to those un-served portions of Carroll Subdivision No. 2.

Pursuant to the terms of the creation of the SID, those improvements have been completed and it is appropriate to assess the costs of the improvements to the lot owners. Council approved the statement of expenses setting forth the total cost and proposed apportionment at the September 7, 2016 meeting. The assessment ordinance, together with the assessment roll implement that apportionment. A notice of hearing with the total cost and the apportionment amongst lot owners has been sent to the lot owners within the SID and has been published.

Councilor Griego moved, seconded by Councilor Vigil to approve Ordinance No. 16-2016 on first reading and set for a Public Hearing thereon on Wednesday, October 5, 2016 at 7:00 p.m. or as soon thereafter as the matter may be heard. The motion carried unanimously.

C. Committee Reports

Councilor Coleman reported on the San Luis Valley Development Resource Group meeting that he attended.

Councilor Vigil made the announcement that the Library will be having a movie night at the library this Friday, at 7:00 p.m.

Councilor Griego stated that there will be an airport board meeting tomorrow and informed Council that there has been an airport manager hired. Council Vigil also stated that Boutique Air will up and running here soon.

D. Staff Announcements

Heather Brooks updated Council on the following:

- CML District 8 Meeting next week, September 28th.
- Thanked everyone who participated in the Cities and Towns Week.
- Mayor and Mayor Pro Tem will be meeting with HUD on the 29th.
- Work Session scheduled for Oct. 5th that is scheduled for budget.
- Grant submitted to DOLA to help offset painting project.

COUNCIL COMMENT

Councilor Daniel thanked everyone who worked on the Cities and Towns weeks and also mentioned the Stephanie L. Miner Walk/run this weekend and the methadone clinic open house, which is October 5 from 9:30 a.m. to Noon.

Councilor Coleman mentioned the ice cream social and relayed his appreciation.

Councilor Vigil thanked all those who went to the opening game for the first-ever Alamosa High School Softball team.

EXECUTIVE SESSIONS

Councilor Daniel moved, seconded by Councilor Stefano (9:13 p.m.), to enter into Executive Session pursuant to C.R.S. §24-6-402(4)(f) for Personnel Matters relating to the Evaluations of the City Manager and City Attorney. The motion carried unanimously.

After the executive sessions, Council will move back in to regular session and no further business will be discussed.

1. Executive Session pursuant to C.R.S. §24-6-402(4)(f) for Personnel Matters - Evaluation of City Manager

2. Executive Session pursuant to C.R.S. §24-6-402(4)(f) for Personnel Matters - Evaluation of City Attorney

ADJOURNMENT

The meeting adjourned immediately following the Executive Sessions.

____________________________ ____________________________

Holly C. Martinez, City Clerk — Josef P. Lucero, Mayor

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
City Manager Employment Agreement

Recommended Action:
Approve the professional employment agreement with Heather Brooks.

Background:
City Council has evaluated the performance of Heather Brooks and determined that a 3.12% salary increase is appropriate. The employment agreement has been updated to reflect the increase and the current dates.

Issue Before the Council:
Does Council wish to renew the employment agreement with Heather Brooks that includes a 3.12% salary increase?

Alternatives:
- Council can approve the agreement with the 3.12% salary increase.
- Council can approve the agreement with changes.
- Council can decide to not approve the agreement and provide further direction to staff.

Fiscal Impact:
The 3.12% salary increase is covered by the existing budget.

Legal Opinion:
The City Attorney will be present for any comments.

Conclusion:
City Council conducted the annual evaluation of the City Manager and determined that a 3.12% increase in salary was appropriate.

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
City Attorney Employment Agreement

Recommended Action:
Approve the professional employment agreement with Erich Schwiesow.

Background:
City Council has evaluated the performance of Erich Schwiesow and determined that a 3.39% salary increase is appropriate. The employment agreement has been updated to reflect the increase and the current dates, retroactive to January 1, 2015.

Issue Before the Council:
Does Council wish to renew the employment agreement with Erich Schwiesow that includes a 3.39% salary increase retroactive to January 1, 2015?

Alternatives:
- Council can approve the agreement with the 3.39% salary increase.
- Council can approve the agreement with changes.
- Council can decide to not approve the agreement and provide further direction to staff.

Fiscal Impact:
The 3.39% salary increase is covered by the existing budget.

Legal Opinion:
The City Attorney will be present for any comments.

Conclusion:
City Council conducted the annual evaluation of the City Attorney and determined that a 3.39% increase in salary was appropriate.

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
Request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a residential Use Group R-1 in a commercial Business Zone.

Recommended Action:
That Council approve the request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a residential Use Group R-1 in a commercial Business Zone on Lots 11 and 12, Block 25, in the Bellview Subdivision, AKA 315 Ross Avenue, as per the unanimous recommendation of the Planning Commission.

Background:
The City has made a point to follow current national planning and development trends to encourage uses downtown that can potentially add vitality and increased pedestrian use in the Central Business District as well as transitional residential/commercial areas adjacent to the Central Business District. This request is consistent with that ideology and is further complimented by an identical use adjacent to this property on the north. While commercially zoned, the proposed location does not lend itself favorably to retail or any other business model that would require walk in traffic or street frontage, has alley access only, has adequate parking outside of the public right of way, and has City utilities available with very short extensions of existing infrastructure.

Issue Before the Council:
Does Council wish to accept the unanimous recommendation of the Planning Commission and approve the requested Permitted Use by Special Review as presented?

Alternatives:
- Council may choose to approve the requested Permitted Use by Special Review as presented.
- Council may choose to approve the request with conditions.
- Council may choose to deny the request with or without referring the item back to the Planning Commission.

Fiscal Impact:
No significant fiscal impact is anticipated.

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

Conclusion:
This request is consistent and in line with previous approvals. All adjacent property owners have been notified and no concerns or arguments were presented during the public hearing nor have any been communicated to staff prior to, or subsequent to the Planning Commission meeting.

ATTACHMENTS:

Description	Type
Application	Backup Material
Planning Commission Minutes	Backup Material
Planning Commission Recommendation	Backup Material

CITY OF ALAMOSA
APPLICATION FOR PERMITTED USE BY SPECIAL REVIEW

1. Name of property owner(s): William and Janis DeSouchet
2. Mailing address of property owner(s): PO Box 1810
   Alamosa, CO 81101
3. Phone number/E-mail: 719-589-1902, 719-298-1361
   desouchetwilliam@qwestoffice.net
4. Applicant information if different form owner. Attach Power of Attorney.
   Name: N/A
   Address: ______________________
   ____
   Phone: ______________________
5. Legal description of property: Lots 11 & 12 Bellview Subdivision, Blk 25
   JSWD REC # 295782 11-19-99
6. Street address of property: 315 Ross Ave
   Alamosa
7. Zoning of property: lot 11 - Comm Bus, lot 12 Res Med
8. Describe proposed use in detail. We want to convert the existing garage on lot 12 into an apartment for the owners to occupy. Addl info attached.
9. Attach a list of adjacent property owners names and addresses for notification. (Available at County Assessors Office)
10. E-mail an electronic file of attached site plan to: engineer@cc.alamosa.co.us
11. Attach time schedule for development.
12. Enclose application fee of $50.00 non-refundable.

OWNER(S)	APPLICANT(S)
Wm and Janis DeSouchet	
Signature(s)	Signature(s)
William and Janis DeSouchet 8/01/16	
Print Name Date	Print Name Date

7/27/16

Bill and Janis DeSouchet (589-1902 or 298-1361)

Tentative Plan for Garage Apartment at 315 Ross Avenue

Prepared for Harry Reynolds, Alamosa Building Department Administrator

Contractors:

- Melvin Cordoba, carpenter, 480-0797
- Miller Electric, Jason Miller, 588-3503
- Chad Liddell, plumber, 588-5618

We would like to put a bathroom and kitchen on the east end of the building and a sleeping loft above that.

Jason Miller would upgrade the electric so it is all to code with new wires outside and a separate meter and panel on the apt building.

Chad Liddell would hook up water and sewer and natural gas. He said the plumbing would require that a strip of the concrete pad on the east side about three feet wide would have to be removed in order to get the plumbing installed.

Melvin Cordoba would do the insulation and sheetrock and painting inside. He'll also install new double pane windows with screens. He'll raise the level of the loft area so there is full head room down below in the kitchen and bathroom.

Word file: wld and jb tentative plan for garage apartment

Additional details on
#8 Proposed use

CITY OF ALAMOSA

ATTACHMENT TO APPLCIATION FOR PERMITTED USE BY SPECIAL REVIEW

William and Janis DeSouchet

315 Ross Ave, Alamosa, CO 81101

11. Time Schedule for Development:

* If this application and our request for a variance for the required 25' setback are approved, we plan to get started as soon as we can get any necessary permits from the city, hopefully within the next month or two.

* Based on what our contractors have said, the actual work should be completed fairly quickly if there are no major hitches, maybe one or two months of construction time total between the carpenters, electricians and plumbers.

#11

Planning Issues

<u>1B. The request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a single family dwelling in a Commercial Business/Residential Medium zone. The property affected is Lots 11 & 12, Bellview Subdivision, Block 25, City of Alamosa, Alamosa County, also known as 315 Ross Ave.</u>

The public hearing opened at 6:32 p.m.
Manzanares: Once again,please state your name and address again for the record.

DeSouchet: Bill DeSouchet, 315 Ross Ave. As you know, we would like to convert this garage.

Steenburg this is a permitted use by special review to allow a residential use in a commercial zone. The property is actually bisected by the zoning districts; the north half is Residential Medium and the south half is commercial. Our code clearly outlines that the least restrictive zone be used and this is a fairly common use in this area.

Manzanares: Thank you. Let it be noted there is no one else here to speak for or against this request. We will close the public hearing.

The public hearing closed at 6:33p.m.

Clark: You're not planning to make it a two story or anything?

DeSouchet: No, there is a loft and we will raise the loft a little bit.

Bervig: This will be your primary residence?

DeSouchet: Yes.

Adcock: Back to the parking situation, you can't park in the alley- is there room in the back?

DeSouchet: If you look at the picture, just north of it there is twelve to fifteen feet that is not in the alley.

Steenburg: My concern when I wrote the recommendation was that they didn't extend their fence all the way back and prevent parking there.

Adcock: Could we end the permitted use if it was ever to become a rental?

Steenburg: I don't know if we could enforce that.

Clark: I think it would clean it up and look nice. I'm sure they would take good care of it.

M/S/C. Clark, Travis. Motion made to recommend approval of the request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a single family dwelling in a

Commercial Business/Residential Medium zone. The property affected is Lots 11 & 12, Bellview Subdivision, Block 25, City of Alamosa, Alamosa County, also known as 315 Ross Ave.
(Unanimous)

The recommendation will go to City Council for final action on Wednesday, September 21, 2016.

MEMO

To: Planning Commission Members

From: Pat Steenburg, Public Works Director

Subject: The request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a single family dwelling in a Commercial Business Zone,

Date: August 19, 2016

I have reviewed the request of William and Janis DeSouchet for a Permitted Use by Special Review to allow a single family dwelling in a Commercial Business Zone and recommend that it be approved. The applicants want to convert an existing garage into an apartment for their occupation. This use is similar and compatible with other grandfathered uses in the neighborhood and will serve to allow the owner to reside on the same parcel as their business. My only recommendation and concern would be that the approval, should the Planning Commission choose make a positive recommendation, include a condition that one parking space outside of the alley right of way be provided for the resident of the proposed apartment. As always, any building safety issues will be addressed during the building permit process.

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:
Award of Contract, First Street Design and Master Plan

Recommended Action:
That Council Award the contract for the First Street Design and Master Plan to Reynolds Engineering in the amount of $32,550 as the lowest responsible and responsive bidder.

Background:
On preliminary approval of the proposed 2017 Capital Improvement Plan that included the first phase of First Street reconstruction staff advertised a Request for Proposals that included, among other things, the comprehensive survey, engineering, and design, necessary for the completion of First Street in its entirety. This request was intended to provide the City with a complete set of construction plans, volumes, and potential utility conflicts that would allow timely preparation of bid estimates and requests in the coming years of the project that would have saved staff time and allowed the City to take advantage of phase expansions should any potential revenue excess present that opportunity.

Staff based its budget estimate on the fact that over eighty percent of the project has established flow line elevations that would simply require the preparation of new cross sections and volume calculations based on those established elevations for the creation of construction plans. This estimate, however, proved to be low. Evaluation of the bids received indicated that three of the four bids came within a stone's throw of 6 percent of the estimated total project cost. Conversations with other municipalities and engineering firms, this seems to be an unavoidable rule of thumb that will not be overlooked in the future.

A modified scope of work was negotiated with the low bidder that included all aspects of the original scope but limited the actual construction plan preparation and right of way survey to that section of street that is proposed for construction next year. The new scope maintains those aspects of the design, planning, and stakeholder collaboration process that are necessary to help ensure a satisfactory outcome and will provide for a seamless transition between future design years. This reduced scope of work includes some duties being transferred to City staff to maximize the impact of monies spent and also includes the necessary traffic engineering and evaluation of those problem intersections previously identified. The original bids are detailed below for your review and consideration.

Original Bids, First Design and Master Plan		
Company	**Location**	**Total Bid**
Reynolds Engineering	Sanford, Colorado	$143,700.00
Bohannon Huston	Albuquerque, New Mexico	$144,720.00
SGM	Salida/Glenwood Springs, Colorado	$166,340.00
Davis Engineering	Alamosa, Colorado	$353,000.00

Issue Before the Council:
Does Council wish to award the First Street Design and Master Plan contract to Reynolds Engineering as the lowest responsible and responsive bidder?

Alternatives:
- Council may choose to award the bid to Reynolds Engineering as the lowest responsible and responsive bidder.
- Council may choose to award the bid to another respondent.
- Council may choose to reject all bids and provide staff with further direction. However, doing so will cause the City to lose a $10,000 mini-grant through DOLA.

Fiscal Impact:
No significant fiscal impact is anticipated. The negotiated scope of work is within the budget approved for this project. No additional funds will be requested.

Legal Opinion:
The City Attorney will be available to answer any questions.

Conclusion:

Award of this contract will allow us to proceed with the First Street Project while still achieving the project goals that were identified in the capital planning process.