

ALAMOSA CITY COUNCIL
Regular Meeting Minutes
ZOOM VIDEO WEBINAR
300 Hunt Avenue, Alamosa, CO
November 18, 2020

Zoom Webinar Link: <https://us02web.zoom.us/j/84520304868>

Dial-in Number: US: +1 253 215 8782 | Webinar ID: 845 2030 4868

6:00 PM - Work Session: Golf Division First Year Update

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. ROLL CALL

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

III. AGENDA APPROVAL

Ms. Brooks requested that the executive session item be removed from the agenda as it is no longer needed. Councilor Griego moved, seconded by Councilor Hensley to approve the agenda as amended and to excuse Councilors Daniel and Carson. 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

Glen Hodges of Advantage Treatment Centers spoke in regards to the 250 thanksgiving meal they are giving away.

Gretchen Bianca spoke in regards to the homeless population and the trash along the river.

Shanae Diaz spoke thanking the Council for their compassion.

B. Follow-Up

None.

V. CONSENT CALENDAR A

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

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

C.7.a. Approve Minutes of Meeting November 4, 2020

C.8.a. Receive October 2020 Monthly Reports

VI. REGULAR BUSINESS

A. Presentations from Outside Agencies

1. Care and Share Food Bank for Southern Colorado

Lynne Telford spoke and shared with the Council the plans for a Care and Share Food Bank for Southern Colorado. Council thanked Ms. Telford for her presentation.

B. Board/Commission Business

1. Appointment of Homeless Coalition Board Member

Holly Martinez reviewed the advisory appointment process with Council. Votes were previously sent in electronically and Council voted to appoint Ms. Elizabeth Rivera to the Homeless Coalition.

Councilor Broyles moved, seconded by Councilor Griego to appoint Ms. Elizabeth Rivera to the Homeless Coalition as the Veteran representative. The motion carried unanimously.

C. Business Brought Forward by City Staff

1. City Manager/Legal

a. Motion naming the homeless campsite *St. Benedict Camp for the Homeless*

Ms. Brooks provided information to Council.

Councilor Griego moved, seconded by Councilor Hensley to adopt the name *St. Benedict Camp for the Homeless* as the official name for the homeless campsite. The motion carried unanimously.

b. Motion authorizing the creation of a COVID-19 Utility Assistance Program

Ms. Brooks provided information to Council in regards to the creation and need of a COVID-19 Utility Assistance Program.

Councilor Hensley moved, seconded by Councilor Griego to authorize the creation of a COVID-19 Utility Assistance Program. The motion carried unanimously.

D. Committee Reports

Councilor Vigil reported on the library board meeting he attended.

E. Staff Announcements

Heather Brooks updated Council on the following:

- Dawn Honeycutt contacted the City in regards to the annual Parade of Lights celebration.
- Reminded Council of the Ribbon Cutting for the Recycling Center this Friday.
- Updated them on the conversations and progress with the Dumb Friends League and the master contract for others in the valley to subcontract with the City of Alamosa.

Harry Reynolds spoke in regards to the recycling center and the ribbon cutting. He also gave Council an update on the Craft water tower.

Chief Anderson gave Council a brief update regarding the ongoing investigation case.

COUNCIL COMMENT

Mayor Coleman thanked Councilor Griego and all for the Veteran's Day Parade. He also thanked Mayor Pro Tem Vigil for running the meeting, and gave thanks to the Public Works Department, Police Department, and the Parks & Recreation department and wished everyone a Happy Thanksgiving.

Councilor Griego commented on the successful parade and thanked Heather and the health department for their help and made the comment that these things are safely possible still.

Councilor Vigil asked Heather to check on the following streets: 7th, 8th, 9th, and 10th between State and La Due. He also commented on the recycling center's new set up and encouraged everyone to shop local.

EXECUTIVE SESSIONS

This item was removed from the agenda.

1. Executive Session pursuant to C.R.S. § 24-6-402(4)(1) to discuss acquisition of certain property tax liens.

ADJOURNMENT

The meeting adjourned at 8:10 p.m.

Holly C. Martinez, City Clerk

Ty Coleman, Mayor

ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION

Subject/Title:

6:00 PM - Work Session: Golf Division First Year Update

ATTACHMENTS:

	Description	Type
D	Golf Report	Backup Material

Cattails Golf Course
Review of 2020 Season

Overview

This was an interesting year with a lot of unknowns. We had some new tools as well as hurdles this season. With the obstacles we had, I didn't think we would be able to reach our budget numbers for revenue. With being closed for about a month, not renting carts for almost two months, limited tournaments, and growing new turf, we were actually able to exceed our revenue budget! Below are some of the major factors which helped and hindered our season.

1st Year Operating Under the City- This was our first season operating under the city. It has overall been a great experience for myself and the staff. The extra support that we received was huge in allowing us to do our jobs. It truly is amazing how all departments of the city work together to accomplish different tasks. I can't even begin to explain the stress that has been lifted off of me personally. Myself and the staff are very grateful for everything!

1st Year With New Irrigation (front 9)- We had a drought again this season where we were very limited on water. Other than the pond not having water the irrigation system on the front 9 performed great! With the old system our turf conditions were far worse and we went over our allowed 80 acre feet allowance on dry years. This season, our turf conditions were better, we grew in new seed, and we stayed under the 80 acre feet! The new system is much more efficient.

1st Year With New Equipment and Carts- The new mowers truly are a big reason why we had a successful year. The appearance and playability of the golf course has totally changed. The new mowers have a superior cut and stripe the course really well. It has allowed us to shape fairways, rough, and approaches how we have been wanting. This gives the course a superior appearance. We were also able to get green lengths where we need them to roll at the speeds we want. The greens were a big factor in players coming back to our course. The new carts also give us the appearance of a high end course. Golf carts are the first thing that players judge about a facility other than the drive in.

Drought- After the flood last season we had a very dry year this season. This is not a good combination when we are trying to grow new seed. Our crew did a great job trying to manage our water the best we could to grow the new seed as well as keep the existing turf alive. For a large part of the summer the course looked burned up but the turf was alive and came back when more water was available.

Covid-19- Covid 19 was and is a tough and scary obstacle for our entire nation. Fortunately golf is a safer form of recreation. Golf as an industry has been very active in doing different research and implementing different protocols to get players playing as safe as possible. During the worst stages of the virus we were totally closed for a little less than a month. We then opened without carts and allowed walking only. We didn't have any tournaments until having a couple in August and September. We altered many things around the course to eliminate contact areas such as

single rider carts, no bunker rakes, cutting cups above ground, removed ball washers, and closed the pro shop.

Goals for 2021 Season

Continue to grow in fairways- The main thing we need to improve is our turf in our fairways. The turf has come a long way but we still have a long way to go. We have some thin areas without much grass that we need to grow in to be able to play tournaments without modified rules. Hopefully the water situation is better to help grow in the seed.

Player Development- I was very busy this season with private lessons but we didn't have a chance to do group lessons because of COVID. Hopefully things get better so that we can push our youth and beginner programs.

Tournaments- We opened tournament players' eyes to how great our course can be. Even though the fairways weren't where we wanted them to be our greens were amazing. Players in the Kahler and Grizzly Showdown commented that we have some of the best greens in the state! Britt has really done his magic. The greens we had this season are exactly why we went after Britt when Robbie retired. We want to build on our reputation from this season to grow our tournament schedule next season.

Below are budget numbers for revenue and expenses as of November 10th.

Revenue Budget 2020

	Budget 2020	Fiscal Activity
GOLF PASSES	\$13,000.00	\$18,962.50
GOLF TOURNAMENT REVENUE	\$27,000.00	\$8,030.00
GOLF MEMBERSHIPS	\$152,500.00	\$124,767.00
GOLF GREEN FEES	\$95,000.00	\$102,978.70
GOLF CART RENTAL/TRAIL FEES	\$51,200.00	\$58,470.98
GOLF MERCHANDISE SALES	\$60,000.00	\$53,709.94
GOLF RANGE FEES	\$10,000.00	\$8,471.14
GOLF FACILITY RENTAL	\$5,000.00	\$930.03
GOLF FOOD SALES	\$4,000.00	\$1,518.23
GOLF LIQUOR/BEVERAGE SALES	\$8,500.00	\$34,322.76
GOLF CART SHED RENTAL	\$42,000.00	\$49,325.00
GOLF HANDICAP FEES	\$10,000.00	\$540.00
GOLF MISCELLANEOUS	\$2,700.00	\$18,713.30
Total	\$480,900.00	\$480,739.58

Expense Budget 2020

	Current Total Budget	Fiscal Activity
FULL TIME SALARIES CLUBHOUSE	\$53,240.00	\$45,712.24
PART TIME SALARIES CLUBHOUSE	\$33,984.00	\$34,488.66
COVID 19 SALARIES	\$0.00	\$948.01
FULL TIME SALARIES GROUNDS	\$103,000.00	\$84,467.86
PART TIME SALARIES GROUNDS	\$80,538.00	\$50,531.76
FFCRA WAGES	\$0.00	\$836.36
FULL TIME OVERTIME	\$3,000.00	\$1,671.23
PERA/ICMA	\$37,505.00	\$29,419.66
MEDICARE	\$3,970.00	\$3,061.82
WORKMEN'S COMPENSATION	\$5,438.00	\$717.52
MEDICAL/DENTAL INSURANCE	\$56,000.00	\$20,781.54
LIFE INSURANCE	\$1,000.00	\$0.00
UNEMPLOYMENT INSURANCE	\$821.00	\$633.49
GENERAL OFFICE SUPPLIES	\$250.00	\$97.59
OUTSIDE PRINTING	\$1,000.00	\$1,176.50
GAS & OIL	\$12,000.00	\$7,187.32
BUILDING MAINT. SUPPLIES	\$500.00	\$597.06
MISCELLANEOUS SUPPLIES	\$500.00	\$369.04
COVID-19 EXPENSES	\$0.00	\$633.85
GOLF COURSE MAINTENANCE	\$12,500.00	\$10,462.31
TRAINING & TRAVEL	\$2,500.00	\$572.56
MEMBERSHIP & DUES & HANDICAP FEES	\$12,000.00	\$8,081.00
LICENSES & FEES	\$1,900.00	\$2,820.97
ADVERTISING	\$3,000.00	\$4,032.80
TELEPHONE	\$4,000.00	\$3,445.41
ELECTRICAL/GAS SERVICES	\$30,000.00	\$23,660.10
PROPANE	\$2,000.00	\$1,046.83
EQUIPMENT/MACHINERY LEASE	\$26,322.00	\$26,387.81
BLDG MAINT/REPAIR/SECURITY	\$3,500.00	\$8,541.84
POS SYSTEM/CREDIT CARD FEES	\$16,000.00	\$12,842.09
SAND/SEED/FERTILIZER	\$13,000.00	\$10,288.30
UNIFORM ALLOWANCE	\$1,000.00	\$0.00
TELEVISION	\$1,200.00	\$537.03
EQUIPMENT-REPAIR & MNX	\$13,500.00	\$10,740.32
FOOD PURCHASES	\$2,000.00	\$741.98

LIQUOR/BEVERAGE PURCHASES	\$5,000.00	\$15,413.38
MERCHANDISE PRO SHOP	\$40,000.00	\$30,541.04
TOURNAMENT EXPENSES	\$23,000.00	\$0.00
TRANSFERS OUT	\$5,000.00	\$5,000.00
Total	\$610,168.00	\$458,487.28

Below are some before and after photos

April 29,2020



September 25, 2020



May 7, 2020



September 17, 2020



May 7, 2020



September 17, 2020



August 2019



September 2020



August 2019



September 2020



Other pictures of the course







**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Approve Minutes of Meeting November 4, 2020

ATTACHMENTS:

	Description	Type
📎	Minutes of Meeting November 4, 2020	Minutes

ALAMOSA CITY COUNCIL
Regular Meeting Minutes
ZOOM VIDEO WEBINAR
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Dial-in Number: US: +1 253 215 8782 | Webinar ID: 845 2030 4868

6:00 PM - Work Session: Advisory Board Applicant Interviews

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. ROLL CALL

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

III. AGENDA APPROVAL

Councilor Broyles moved, seconded by Councilor Carson 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

None.

B. Follow-Up

None.

V. CONSENT CALENDAR A

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

consideration.

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

C.2.a. September monthly financial statements and expenditures

C.7.a. Approve Minutes of Special Meeting October 14, 2020

C.7.b. Approve Minutes of Meeting October 21, 2020

VI. REGULAR BUSINESS

C. Board/Commission Business

1. Appointment of Homeless Coalition Board Members

Holly Martinez provided background information for Council who interviewed applicants at the work session held prior to the regular meeting. Ballots were sent electronically for Councilors to cast their votes and votes were submitted as required.

After counting the votes, Council voted to appoint Sienna Gallegos as the Youth Representative, and Amber Sanders as the Homeless/Near Homeless Representative.

Councilor Vigil moved, seconded by Councilor Carson to appoint Sienna Gallegos and Amber Sanders to the Homeless Coalition Board in the respective seats. The motion carried with Councilor Griego abstaining from the vote as he was not present for the interviews.

D. Business Brought Forward by City Staff

1. Public Works

- a. Public Hearing and Second Reading, Ordinance No. 27-2020. An ordinance amending Section 21-6-301(f)(1) of *The Code of Ordinances of the City of Alamosa* to allow certain types of performance bond as collateral for required public improvements.

Counselor Schwiesow reviewed this information with Council.

Mayor Coleman opened the public hearing at 7:10 p.m. and asked for those wishing to speak on this ordinance.

There being no one wishing to speak, the hearing closed at 7:11 p.m.

Councilor Griego moved, seconded by Councilor Vigil to finally adopt Ordinance No. 27-2020. The motion carried unanimously.

2. Information Technology

- a. Non-Competitive upgrade of the audio/visual system in Council Chambers to accommodate changed attendance patterns of Council and Citizens under COVID

restrictions.

Heather Brooks provided information to Council and council further discussed the item.

Councilor Griego moved, seconded by Councilor Vigil to approve a non-competitive purchase of an a/v system upgrade for Council Chambers. The motion carried unanimously.

3. City Clerk/Municipal Court

- a. Public Hearing and Second Reading, Ordinance No. 26-2020, An ordinance amending Section 13-54 of The *Code of Ordinances of the City of Alamosa* concerning failure to pay court fines, fees and costs.

Holly Martinez reviewed this ordinance with Council.

Mayor Coleman opened the public hearing at 7:20 p.m. and asked for those wishing to speak on this ordinance.

There being no one wishing to speak, the hearing closed at 7:21 p.m.

Councilor Broyles moved, seconded by Councilor Carson to finally adopt Ordinance No. 26-2020. The motion carried unanimously.

E. Committee Reports

None.

F. Staff Announcements

Heather Brooks mentioned that the construction of the pole barn at the recycling center is moving along quickly and pictures will be out soon about the grant-funded project.

COUNCIL COMMENT

Councilor Broyles asked for an update regarding COVID and if there is risk to shutting businesses down in Alamosa again. Ms. Brooks stated it is something that is hard to predict.

Councilor Hensley commended Councilor Vigil for his race for County Commissioner.

Councilor Vigil commented regarding his race and thanked everyone for their support but looks forward to continuing to working with City Council and moving the City forward.

Councilor Griego echoed Councilor Hensley's comments. He also mentioned that the Veteran's Day parade is still moving forward and encouraged attendance for that, and thanked all those organizers for helping making it compliant and able to move forward.

Councilor Carson also thanked the organizers for bringing a sense of normalcy back, and thanked Councilor Vigil and also commended him.

Mayor Coleman thanked Councilor Griego and the Veteran's. He also made comments to Councilor Vigil related to his race and the results.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Holly C. Martinez, City Clerk

Ty Coleman, Mayor

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Receive October 2020 Monthly Reports

ATTACHMENTS:

	Description	Type
	October 2020 Monthly Reports	Reports

COUNCIL COMMUNICATION

DATE: November 18, 2020	AGENDA NO.	SUBJECT: City Manager Monthly Report for October 2020
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 2020 Report

- 9 News interview regarding COVID-19 impact on revenue
- Levee certification meeting
- Monthly meeting with Fire Chief
- Meetings with potential developers
- Meeting with Alamosa Housing Authority regarding PILOT funds
- Weekly Leadership Team meetings
- Bi-weekly meeting with Mayor and City Clerk
- County/City Joint COVID-19 Task Force bi-weekly meetings
- LEAD meetings
- Meeting with Care & Share
- Interview with Denver Post regarding Black Lives Matter
- Meeting with HR Manager
- Monthly meeting with Parks & Recreation Director
- Bi-weekly meeting with Communications/Project Specialist
- Weekly SLV Regional All-Hazards Stakeholder Briefing
- Monthly meeting with IT Director
- Community Recreation Board meeting
- Meeting with health insurance broker
- Governor's COVID Response Team and State Agency update
- Colorado Health Foundation evaluation call
- Meeting with Economic Development Director
- Bi-weekly meeting with Police Chief
- Monthly meeting with Public Works Director
- Monthly meeting with Councilor Griego
- Monthly meeting with Councilor Vigil
- Main Street Advisory Committee
- Lunch with Councilor Daniel
- Bi-weekly Local Government Coordination Call with State

- Valley Manager Lunch
- Meeting with Finance Director
- Meeting with DOLA regarding CARES funding
- Economic Development Committee meeting
- Homeless Coalition meeting
- La Puente Board Work Day

COUNCIL COMMUNICATION

DATE: November 11, 2020	AGENDA NO.	SUBJECT: Economic Development Report for October, 2020
Department Head: Kathy Woods, Economic Development		
City Manager: Heather Brooks		
PRESENTED BY: Heather Brooks		

October, 2020:**Meetings, Phone Conferences/Calls and Projects:**

- Continuation of Business Support during COVID-19 event
 - Multiple business visits
 - Continuing work with 6 restaurants/pubs located on Main St. in the Central Business District (CBD) to create more outdoor seating space through the Parklet Program with Deacons partnership. Due to arrive mid-December
 - Provided info. and assistance in grant opportunities to add weather barriers, etc.
- Finalized Golf Course Restaurant Lease
 - Due to open Mid-November under the name of "The Reeds at Cattails"
 - Lots of details; Lease adjustments, Liquor Licensing, Cleaning and Repairs
 - Great partnership with Andy Rice, Harry Reynolds, Erich and Heather, Jon and team to come to a fair agreement to help the restaurant succeed
 - They have scrubbed the kitchen and dining room as never before and are making a few interior improvements to better suit the facility and it's use.
 - Since they are opening in off season - they'll start by just opening evenings and for events...Closed on Monday's
 - Rob has a really good menu that is pretty basic with add ons and will offer specials quite often including steak and higher end options at times, but is keeping it pretty simple until they get their feet on the ground.
 - *He has the original Bullfrog Green Chili Pasta recipe that will be on the menu (If some of you remember the popularity of that item?)*
- Working on details of the potential RV Park
 - Several meetings with the Partners and one with East Alamosa Water and Sanitation
- Main St. Advisory Committee
- Economic Development Committee
- Worked with a few different potential business relocations or start ups looking at buildings downtown
 - Working with downtown building owners to find suitable use for some that are challenging

- Attempted contact (both Deacon and I) with Viaero to assist in progress of Maverick Convenience and Gas
- Met with Jess Caton on building locations/vacant property
- Continued work on Diodora - Italian Running attire business
- Continued meetings with DRG and Mushroom Farm
- Weekly meetings with Sarah Stoeber, DRG, as new Business Recovery staff with DRG
- Brian Cook on rough estimate of a couple of potential downtown projects in the works
- Attended some of the Zoom Sessions of the Mt. West IT Conference regarding working with providers to improve opportunities of attracting remote workers, etc.
 - Have been in contact and in meetings with Jade - Jordan Wehe - to brainstorm and work on some projects
- Continued involvement with Downtown CO Inc. on Placemaking for the SLV and other projects
- Cicada Therapy - new business
- New Salon opened in the space (part of the Hobbytown Building) west side of Hobbytown
- Work with Chris Lopez and Matt Abbey on some downtown ideas, as a subgroup of Main St. Committee

COUNCIL COMMUNICATION

DATE: November 11, 2020	AGENDA NO.	SUBJECT: Communication Specialist Monthly Report for October 2020
Department Head: City Manager		
City Manager: Heather Brooks		
PRESENTED BY: Jasmine Husmann		

October 2020 Report

- Charge Ahead Grant Meeting w/Building Inspector
- Recycling Pole Barn meeting w/Building Inspector
- Submitted grant reports due
- Attended weekly staff meetings
- Attended JIC PIO meetings
- Meet w/Ray and Harry to discuss Safe Routes to School Grant
- Attended council meeting
- Bi-weekly catch up with City Manager
- Attended tabletop exercise hosted by SLV Health
- Created video for DCI award for downtown design plan
- Took photos of murals
- Worked on and submitted Safe Routes to School Grant
- Worked on homeless coalition minutes
- Attended homeless coalition meeting

City of Alamosa
Monthly Activities Report
October 2020
Public Works Department

Streets:

Graded all gravel roads
Patched 435 Potholes
Completed 2020 concrete replacement program
Hauled yard waste at recycling center 3 times (from front to back pit)
Hauled Limbs from drop off sites Multiple Days (still not completed)
Completed Painting Centerlines and Bike Paths on First street
Paved Recycling Drop off area
Set parking blocks for recycling parking
Re stripped Recycling Center
Checked out snow removal equipment
Conducted snow removal operations from early snow storm

- Plowed and sanded roadways
- Removed Snow from Downtown area

Sign repairs 23
Clean inlets
Prepped ground for Fire Dept. overseas container
Installed no parking signs on First street Monterey to LaVeta
Conducted Large Item Pickup
Dismounted and Winterized Paint Machine

Solid Waste:

Commercial Waste Hauled totaled 257.81 T.; Residential Waste Hauled totaled 203.93 T.
Medical Waste totaled 6.57 T. Twenty three special pick-ups were completed. Zero, 96 gal toters, three 64 gal toters and one yard waste toters were delivered. Seven toters and six dumpsters were repaired.

Recycling:

A total of 85 bales of various materials were made. 90 bales were shipped. A total of 5.2 tons of glass was processed. Land fill savings totaled \$691.52.

Building Inspection:

In October 2020 the building department issued a total of 14 permits for a total revenue of \$40,563.37.

1-Demo
6-Roofing
5- New single family Dwellings
2- Remodel

Total Plan review fees= \$112.5

(8) Certificate of Occupancy issued.

Water:

Water pumped for municipal use totaled 65,780,000 gallons. Water treatment plant production totaled 53,514,016 gallons. There were 25 meter re-reads. Turn on/ turn offs and occupant changes totaled 27. Cleaned out 12 curb stops. Four curb stops were repaired. Took Bac-T's, Arsenic and Fluoride samples for the State. Started changing out Fibers in Train 1 and 2 at the Water Treatment Plant. Classic Coatings started repainting the Craft Water Tower. Shut off the water main to the Comfort Inn because it blew out. Replaced power meter panel at Murphy Well. Received pot hole and valve exerciser machine to test out for a few weeks. Turned water on to the Comfort Inn after Cooley Construction finished the tie in and installed new fire hydrant.

Water Treatment Facility:

Water produced= 53,514,016 gal. Average CL2= 1.29 mg/l Average Raw Arsenic= 37.4 ppb
Average Finished Arsenic= 9.6 ppb (MCL=10ppb) Coagulant used (Ferric Chloride) = 1,449 gal.
Sodium Hypochlorite Used (Chloride)= 1,003 gal. Average Recovery Ratio=91.6%

Wastewater:

Total discharge for the month was 33.518 million gallons. Biochemical Oxygen Demand Monthly Average: 98%. Total Suspended Solids Monthly Average: 99%. E.coli Monthly Average Effluent 5/100 mg. Ammonium Nitrogen (NH₄) Monthly Average: 0.11/1ml.
Ran all routine monthly testing.

Sewer:

Seventy nine sanitary sewers were inspected; 15 were unplugged. Thirty six were checked at customer's requests. 15 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 and Treamount Lift Stations. Repaired the discharge lines at 20th Street Lift Station. Performed locates for Highway 17 project. Cleaned Treamount, Monroe and 20th Street lift stations. Helped repair float line in the aeration basins at eh Water Treatment Plant. Repaired sewer service line at 2319 Andersen Circle.

East Alamosa:

Water supplied to East Alamosa totaled 4,294,703 gallons. Eight sanitary sewers were checked for plugs, five were unplugged. Cleaned out 4 manholes. Did re-reads for Jamie. Assisted Alpine Electric lay a new power line to the flow meter by Loaf n' Jug. Helped Rick with some of the meter change outs that were requested. Replaced both of the impellers at Highway 160 Lift Station.

Fleet:

Performed 11 Preventive Maintenance Services (1-Sewer, 5-Police, 1-Streets, 4-Sanitation, 1-Building Maintenance)
Performed 1 Major Service (1-Police)
Replaced 6 tires (5-Sanitation, 1-Police, 6-Streets)
Flat tire repair (1-Sanitation)

Replaced 1 batteries (1-Police, 2-Water, 1-Waste Water Treatment Plant)
Troubleshoot and replaced turn signal module (1-Police)
Removed engine and replaced water pump (1-Police)
Replaced sewer hose and actuator (1-Sewer)
Replaced Hydraulic lines on loader grapple (1-Streets)
Installed camera system in sweeper (1-Streets)
Replaced mirror assembly (1-Recycling)
Replaced strobe light (1-Streets)
Replaced molding on Police car (1-Police)
Replaced heater blower motor (1-Police)
Replaced master window switch (1-Police)
Replaced headlight (1-Police)
Replaced hydraulic hoses on trash truck (2-Sanitation)
Sent vehicle to L&M for door damage (1-Police)
Replaced TPMS sensor (2-Police)
Troubleshoot vehicle for battery drain (1-Police)
Replaced starter (1-Streets)
Alternator quit charging, replaced alternator (1-Water)
Replaced hydraulic hose on snow plow (1-Streets)
Replaced Thermostat housing (1-Cemetery)
Replaced wiper blades (1-Police)

Alamosa Fire Department

Department Report for October 2020

The Alamosa Fire Department responded to 24 incidents within the City Limits and 15 incidents outside the City Limits. In addition to paged fire calls, Officers also responded to an additional 6 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
2020	24*	208	49	143
2019	25**	164	87	128

* Includes 4 Airport Flight Standbys ** includes 5 Airport Flight Standbys

Inspections:

9 Commercial Building inspections were performed

Fire Prevention/Station Tours:

No station tours were given

Training:

Firefighters logged a combined total 54 hours of training during the month.

ALAMOSA

Incident Type Report (Summary)

Alarm Date Between {10/01/2020} And
{10/31/2020} and Station = "1"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	4.17%	\$10,000	83.33%
113 Cooking fire, confined to container	1	4.17%	\$1,000	8.33%
151 Outside rubbish, trash or waste fire	1	4.17%	\$0	0.00%
162 Outside equipment fire	1	4.17%	\$1,000	8.33%
	4	16.67%	\$12,000	99.99%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	4.17%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	8.33%	\$0	0.00%
424 Carbon monoxide incident	1	4.17%	\$0	0.00%
444 Power line down	1	4.17%	\$0	0.00%
463 Vehicle accident, general cleanup	1	4.17%	\$0	0.00%
	6	25.00%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	1	4.17%	\$0	0.00%
551 Assist police or other governmental agency	2	8.33%	\$0	0.00%
571 Cover assignment, standby, moveup	4	16.67%	\$0	0.00%
	7	29.17%	\$0	0.00%
6 Good Intent Call				
652 Steam, vapor, fog or dust thought to be smoke	1	4.17%	\$0	0.00%
	1	4.17%	\$0	0.00%
7 False Alarm & False Call				
735 Alarm system sounded due to malfunction	4	16.67%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	8.33%	\$0	0.00%
	6	25.00%	\$0	0.00%

Total Incident Count: 24

Total Est Loss: \$12,000

COUNCIL COMMUNICATION

DATE November 2, 2020	AGENDA NO.C. 8. a	SUBJECT: IT Director Monthly Report for October 2020
Department Head: 		
City Manager:		
PRESENTED BY: James A. Belknap		

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

October 2020 Report

- Assisted in the transition of personnel in the Finance Director position. This included ensuring that all access and permissions were transferred in programs such as Tyler Incode as well as domain services.
- IT first reported an issue to Tyler where public access services for business tax and court payments were inaccessible. Originally, Tyler prescribed a fix that temporarily resolved the issue while they investigated a more permanent solution. As time moved on and the issue recurred, IT stressed the importance of these services and came to the conclusion that a complete server rebuild would be the fastest and most thorough solution. Tyler agreed and is moving forward with scheduling the upgrade. In the meantime, IT has provisioned and licensed two replacement servers under the latest well supported operating system.
- In consideration of public safety concerns, IT has temporarily shut down outdoor wifi access at Cole Park.
- IT was able to utilize CARES funding to purchase more licensing to NetMotion. This service allows staff to safely and securely access internal network resources

remotely.

- Utilizing CARES funding, IT was able to purchase and provision a mobile workstation for the municipal court judge.
- Added Windows Server 2019 product key to the City's KMS server. This allows for volume licensing of Microsoft products to be activated by checking into the domain for approval.
- A printer scanner was deployed at the Recycling Center. Reports can now be printed, filled, and scanned without having to travel to City Hall.
- As the City is expanding and increasing the use of virtualization technology, IT researched various opportunities for training on the latest VMware technologies. Both IT technicians have enrolled in ongoing education and will complete the training in the coming months. The training will be provided by InfoSec Institute - a vendor that has previously been used by the City for IT training.
- Updated department heads contact card that is provided to council and department heads.
- IT worked closely with the Public Relations and Projects Specialist to complete multiple projects related to 2020 Alamosa Artscape. This included assistance with an artist showcase video that is streamed on channel 191 as well as Youtube. Additionally, multiple site edits and announcements were made via the City website.
- After a hardware failure, IT worked with Rocky Mountain Fire and Security to replace the dated security camera system in the library with new cameras. These cameras were added to the central surveillance camera system that is used throughout the City Hall/Police complex. The new system provides a more stable platform with longer recording time.
- IT built a department intranet for Finance. This intranet is available to Finance employees and contains links and relevant information exclusively for Finance team members.
- Attended the 2020 Mountain Connect Conference with the Economic Developer. This conference covers topics related to the development, expansion and management of broadband networks in the intermountain region of Colorado. Sessions attended included discussions of police, grant opportunities, and

lessons learned from other projects.

- IT had a meeting with Info-Tech, a vendor that will assist our department in the creation and implementation of various functional documents and policies. Their company specializes in assisting IT groups in many aspects such as information security, IT governance, and IT service management.
- IT increased the resources available on the MitelHQ server. This server is used to manage and report information about the central phone system. Increasing the resources was suggested by High Country Workplace Technologies as a strategy to increase system reliability.
- 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:

- As IT works with the Police Department to deploy the in-car Axon video system, IT worked with Cradlepoint to provision a cloud management system for the wireless routers that will be installed in each police vehicle. These wireless routers will provide a mobile hotspot for both the officer's mobile data terminal as well as the Axon camera system. The device connects to AT&T's FintNet network exclusively used by public safety personnel.
- IT assisted the Finance Director in the creation and publication of the Utilities Hardship Assistance Fund Application. The application can be found on the City website.
- Ordered computer for the K9 unit.
- 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.



Tickets

Ticket #	Summary	Created	Closed
8970	End Call Forwarding for Kristen	2020-10-01T22:55:42+00:00	2020-10-01T22:59:24+00:00
8971	Web Cam	2020-10-02T13:33:02+00:00	2020-10-08T19:58:00+00:00
8972	G: Drive	2020-10-02T17:51:51+00:00	2020-10-02T18:04:46+00:00
8973	Finance Director	2020-10-02T20:01:03+00:00	2020-10-05T14:14:55+00:00
8974	Open Public Restrooms an Additional Hour	2020-10-05T14:55:00+00:00	2020-10-22T22:11:53+00:00
8976	New Car Computer	2020-10-05T17:53:29+00:00	2020-10-06T22:49:34+00:00
8977	printing spreadsheet	2020-10-06T16:10:05+00:00	2020-10-06T16:28:19+00:00
8978	Assist/Reset Mikes Stationary phone VM password	2020-10-07T15:15:08+00:00	2020-10-07T15:18:37+00:00
8979	Terminate Access	2020-10-08T14:49:43+00:00	2020-10-08T15:05:49+00:00
8980	New Hire	2020-10-08T15:01:46+00:00	2020-10-13T14:30:06+00:00
8981	Printer	2020-10-08T19:51:33+00:00	2020-10-12T18:01:04+00:00
8982	Phone recording	2020-10-08T20:24:40+00:00	2020-10-08T20:35:21+00:00
8983	IFB posting	2020-10-09T15:39:14+00:00	2020-10-12T14:42:22+00:00
8984	Ethan's key Fab does not work on the Outside restroom at cityhall	2020-10-12T13:37:01+00:00	2020-10-12T14:46:46+00:00

Ticket #	Summary	Created	Closed
8985	Broken website link	2020-10-12T14:35:24+00:00	2020-10-12T15:19:33+00:00
8986	Projector usage for 11/10/20	2020-10-12T15:00:10+00:00	2020-10-12T15:17:49+00:00
8987	Unit 7	2020-10-12T17:09:20+00:00	2020-10-13T14:29:53+00:00
8988	Adobe Acrobat Install Issue?	2020-10-12T19:07:34+00:00	2020-10-12T19:34:27+00:00
8989	Juan's & Krys' workstations	2020-10-12T20:09:21+00:00	2020-10-13T21:07:42+00:00
8990	Update application Homeless Coalition Board	2020-10-12T20:45:13+00:00	2020-10-12T22:01:42+00:00
8991	vidoes	2020-10-12T22:33:44+00:00	2020-10-13T15:28:14+00:00
8993	2 Go Bags	2020-10-13T14:31:42+00:00	2020-10-13T14:45:23+00:00
8994	People's Choice	2020-10-13T14:52:58+00:00	2020-10-21T17:14:52+00:00
8995	Access to Valley Courier denied	2020-10-13T16:18:37+00:00	2020-10-14T16:11:08+00:00
8996	Door locks WTP.	2020-10-13T16:57:17+00:00	2020-10-13T17:04:37+00:00
8997	Telephone Recording	2020-10-13T21:08:32+00:00	2020-10-13T21:52:37+00:00
8998	Google drive permission and desk scanner set up	2020-10-13T22:56:26+00:00	2020-10-14T16:11:25+00:00
9000	Scanner is not working.	2020-10-14T13:35:54+00:00	2020-10-14T17:19:33+00:00

Ticket #	Summary	Created	Closed
9001	Rebuild Computer for Unit 20	2020-10-14T14:47:08+00:00	2020-10-30T17:08:31+00:00
9002	2 GO Laptop bags	2020-10-14T16:37:32+00:00	2020-10-14T17:18:24+00:00
9003	Name Change/New Badge	2020-10-14T19:48:11+00:00	2020-10-14T21:58:41+00:00
9004	Printer	2020-10-14T21:32:26+00:00	2020-10-14T21:59:46+00:00
9005	Left monitor periodically blacks out for a few seconds	2020-10-15T15:57:37+00:00	2020-10-20T17:15:42+00:00
9006	Key Fob for John	2020-10-16T13:50:53+00:00	2020-10-21T21:44:36+00:00
9008	Employee timeclock	2020-10-19T14:19:49+00:00	2020-10-19T14:35:40+00:00
9010	AV room beeping	2020-10-19T15:17:23+00:00	2020-10-19T16:27:20+00:00
9011	spreadsheet won't link to excel	2020-10-19T20:10:33+00:00	2020-10-19T20:55:32+00:00
9016	the drive folder is not working.... again	2020-10-20T16:33:37+00:00	2020-10-20T17:34:33+00:00
9017	FAX Machine not working	2020-10-20T16:43:47+00:00	2020-10-20T17:14:25+00:00
9018	Standing Desk	2020-10-20T20:50:05+00:00	2020-10-26T16:06:54+00:00
9019	Mouse	2020-10-21T00:15:26+00:00	2020-10-21T20:42:45+00:00
9021	My monitor keeps going to a black screen about once every few minutes.	2020-10-21T15:39:03+00:00	2020-10-21T15:52:00+00:00

Ticket #	Summary	Created	Closed
9022	Phone Call	2020-10-21T16:18:02+00:00	2020-10-21T16:45:20+00:00
9023	2nd phone call	2020-10-21T16:23:45+00:00	2020-10-21T16:45:15+00:00
9024	permission needed	2020-10-21T19:20:29+00:00	2020-10-21T19:24:50+00:00
9026	Cole Park outdoor bathrooms	2020-10-22T13:39:24+00:00	2020-10-30T14:53:32+00:00
9027	DW digital camera device in Salai's office	2020-10-22T16:29:40+00:00	2020-10-22T22:10:04+00:00
9028	Lights out in Lady's bathroom	2020-10-22T22:08:05+00:00	2020-10-22T22:09:41+00:00
9029	Website Update	2020-10-22T22:52:30+00:00	2020-10-22T22:55:15+00:00
9030	Trouble with Billie workstation	2020-10-23T19:22:34+00:00	2020-10-26T16:10:59+00:00
9031	No History on Telephone	2020-10-26T14:58:37+00:00	2020-10-27T17:44:59+00:00
9032	Bid Tabulation Sheet - Boat Ramps IFB	2020-10-26T18:31:57+00:00	2020-10-26T19:27:18+00:00
9033	Karen (our printer) is having issues	2020-10-26T20:38:15+00:00	2020-10-27T17:45:59+00:00
9036	Online payments	2020-10-27T15:18:28+00:00	2020-10-27T15:56:24+00:00
9037	remote desktop	2020-10-27T15:44:19+00:00	2020-10-27T19:53:23+00:00
9038	Update Rec Pro on Ice Rink Office computer	2020-10-27T19:24:08+00:00	2020-10-27T19:39:32+00:00

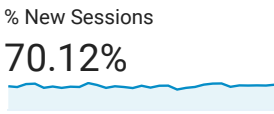
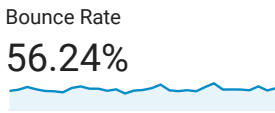
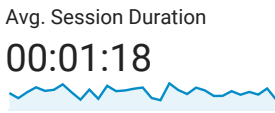
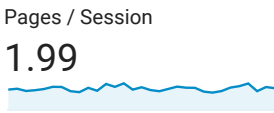
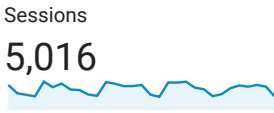
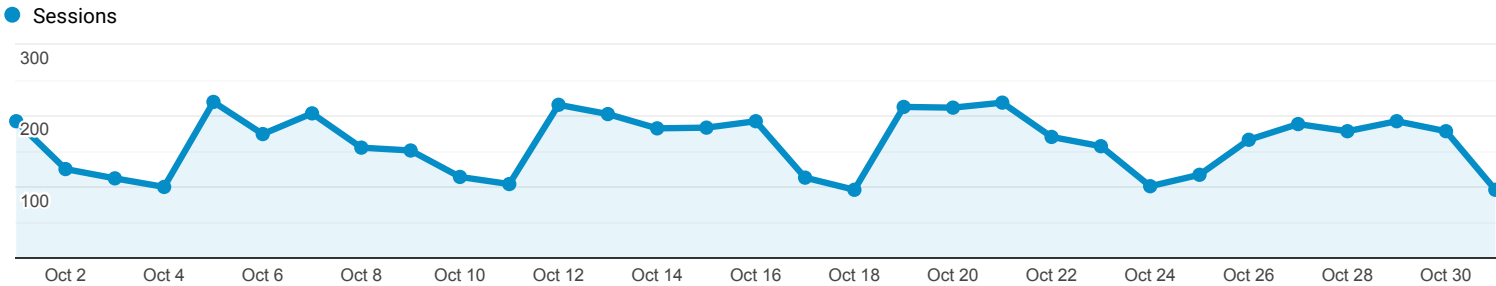
Ticket #	Summary	Created	Closed
9039	How to properly dispose of the maintenance cartridge for the plotter?	2020-10-28T14:36:48+00:00	2020-10-28T14:43:04+00:00
9040	help setting up a zoom meeting	2020-10-28T15:31:02+00:00	2020-10-28T17:04:35+00:00
9041	adobe	2020-10-28T17:13:25+00:00	2020-10-28T21:37:42+00:00
9043	Clerks office electronics	2020-10-29T13:21:59+00:00	2020-10-29T21:53:00+00:00
9044	The DWS software is not connecting to cameras	2020-10-29T17:18:50+00:00	2020-10-29T19:37:25+00:00
9045	Pull phone call	2020-10-29T18:27:54+00:00	2020-10-29T20:15:17+00:00
9046	Back inside door by Chief's office.	2020-10-29T21:38:43+00:00	2020-10-29T21:52:44+00:00

Audience Overview

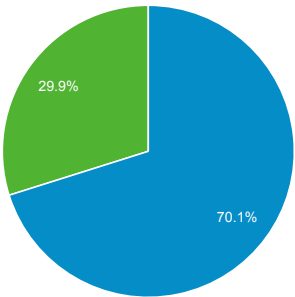
All Users
100.00% Sessions

Oct 1, 2020 - Oct 31, 2020

Overview



New Visitor Returning Visitor



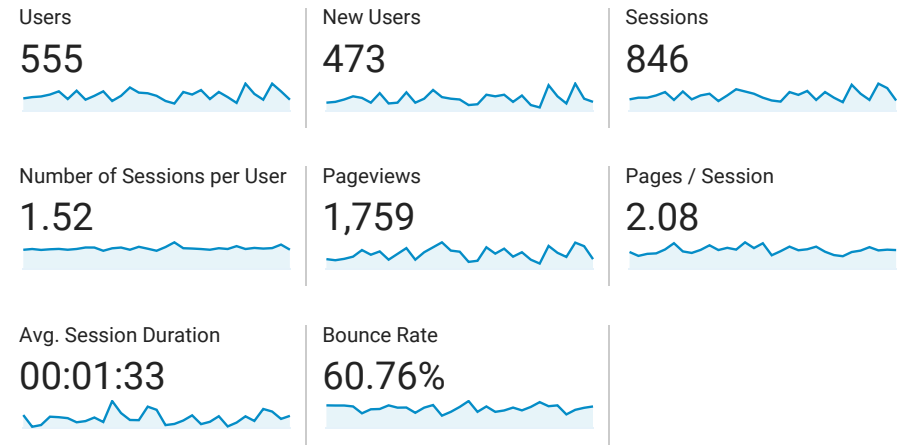
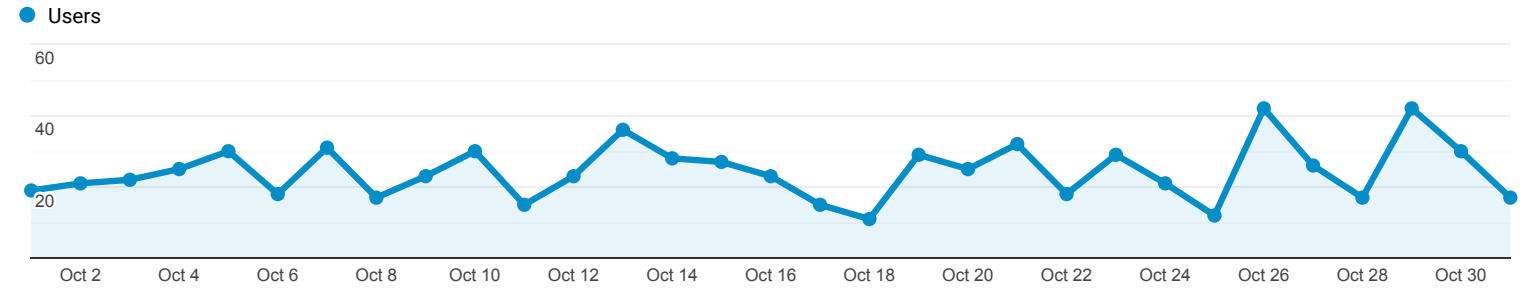
Language	Sessions	% Sessions
1. en-us	4,082	81.38%
2. en	725	14.45%
3. fr-fr	83	1.65%
4. en-gb	31	0.62%
5. zh-cn	21	0.42%
6. c	17	0.34%
7. en-ca	11	0.22%
8. es-419	6	0.12%
9. es-es	6	0.12%
10. es-us	6	0.12%

Audience Overview

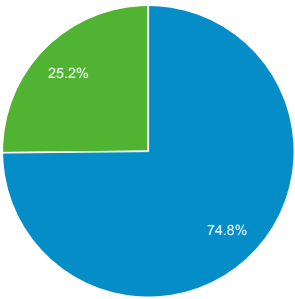
All Users
100.00% Users

Oct 1, 2020 - Oct 31, 2020

Overview



■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-us	469	84.20%
2. en	77	13.82%
3. c	2	0.36%
4. en-gb	2	0.36%
5. zh-cn	2	0.36%
6. en-ph	1	0.18%
7. es-419	1	0.18%
8. es-mx	1	0.18%
9. fr	1	0.18%
10. fr-ch	1	0.18%



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Totals For Filed Date From 10/01/2020 To 10/31/2020

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Violations By Filed Date

CITY ORDINANCE	25
PARKING	10
TRAFFIC	41
Total Violations Filed:	76

Violations Completed-Paid Fines By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	8
PARKING	7
TRAFFIC	39
CL	54

DENIED-DENIED FILING, CLOSED

CITY ORDINANCE	4
TRAFFIC	2
DENIED	6
Total Violations Completed-Paid Fines:	60

Violations Completed-Before Judge By Filed Date

CL-DOCKET CLOSED

CITY ORDINANCE	1
TRAFFIC	3
CL	4
Total Violations Completed-Before Judge:	4



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Totals For Filed Date From 10/01/2020 To 10/31/2020

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Violations Completed-Other By Filed Date

DD-DISMISSED AFTER DEFERRED

TRAFFIC 3

DD 3

DI-DISMISSED/PRESENTED INSURANCE

TRAFFIC 2

DI 2

DP-DISMISSED BY PROSECUTOR

CITY ORDINANCE 1

TRAFFIC 3

DP 4

DV-DIVERSION VOID

CITY ORDINANCE 5

DV 5

Total Violations Completed-Paid Fines: 14

Total Violations Completed-Paid Fines: 60

Total Violations Completed-Before Judge: 4

Total Violations Completed-Before Jury: 0

Total Violations Completed-Before Teen Court: 0

Total Violations Completed-Other: 14

Total Violations Completed: 78

Total Violations Filed: 76

Net Difference Filed - Completed: -2



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Totals For Filed Date From 10/01/2020 To 10/31/2020

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Warrants Issued

CITY ORDINANCE	28		
Total Warrants Issued:	28	Total Violations:	28

Warrants Cleared

CITY ORDINANCE	37		
Total Warrants Cleared:	37	Total Violations:	37
Total Warrants Issued:	28		
Total Warrants Cleared:	37		
Net Difference:	-9		

Violations Completed-Other Paid By Filed Date

AJ-TRAFFIC DEFERRAL

TRAFFIC	4		
AJ		4	

BH-BOND HEARING

CITY ORDINANCE	3		
BH		3	

CL-DOCKET CLOSED

CITY ORDINANCE	6		
PARKING	3		
TRAFFIC	4		
CL		13	

CP-PENDING COLLECTIONS



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Totals For Filed Date From 10/01/2020 To 10/31/2020

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Violations Completed-Other Paid By Filed Date

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

IA-INITIAL APPEARANCE

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

IA		1
----	--	---

LN-LIEN ON LICENSE - DEFAULT

TRAFFIC	4	
---------	---	--

LN		4
----	--	---

PD-PENDING

PARKING	2	
---------	---	--

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

PD		4
----	--	---

PP-PAYMENT PLAN

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

PARKING	1	
---------	---	--

TRAFFIC	8	
---------	---	--

PP		11
----	--	----

SC-SHOW CAUSE HEARING

CITY ORDINANCE	3	
----------------	---	--

SC		3
----	--	---

ST-STATUS HEARING

CITY ORDINANCE	28	
----------------	----	--

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

ST		30
----	--	----



Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Totals For Filed Date From 10/01/2020 To 10/31/2020

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Violations Completed-Other Paid By Filed Date

TR-TRIAL - NON JURY

CITY ORDINANCE	1	
TRAFFIC	1	
TR		2

WI-WARRANT ISSUED

CITY ORDINANCE	2	
WI		2

Total Violations Completed-Other Paid:	79	
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Filed Or Closed Cases Listing

ALAMOSA MUNICIPAL COURT

11/12/2020 9:43:38 AM

Posted Fee Totals For Transaction Date From 10/01/2020 To 10/31/2020

Fee Code	Fee Description	Paid
		\$0.00
CCOST	COURT COSTS	\$873.00
DEFER	DEFERRED FEE	\$50.00
DFLT	DFLT JUDGMENT	\$60.00
FINE	Fine	\$7,465.00
LATE	LATE FEE	\$130.00
OJW	OUTSTANDING JUDGMENT WAR	\$60.00
OP	Overpayment	\$195.00
PD SUR	PD SURCHARGE	\$1,320.00
REST	RESTITUTION	\$705.16
TP	SERVICE CHARGE	\$122.73
VA	VICTIMS ASSISTANCE	\$200.00
WF	WARRANT FEE	\$180.00

Report Totals: \$11,360.89

**City Clerk/Municipal Court
October 2020 Monthly Report**

Prepared and distributed 9 birthday cards.

LIQUOR:

- Renewals:
 - o American Legion
- Special Event Permit:
 - o Alamosa County Republican Party

COURT:

- Court held via Zoom Meetings October 5, 6, 12, 28 with In-person Trials held on October 6 and 28.
- Met with Court staff to discuss jury trial process.
- Met with BC Services to discuss contract agreement for collections.
- Walk through with County Health for set up of Jury Trial okay.

TRAINING:

- Attended CMCA Academy Sessions:
 - o From Average to Amazing
- Attended CMCA Fall Virtual Conference
- Attended NACM Trainings:
 - o How to conquer impossible goals
- Attended Tyler Training: Please help yourself, providing online access
- Attended IIMC Training:
 - o Minimizing workplace gossip
- Attended Laserfiche Basics training workshop

OTHER:

- Attended weekly Leadership Team meetings.
- Attend Work Sessions via Zoom Webinar.
- Attended Regular Council meetings via Zoom Webinar.
- Attended Regular Meetings with Mayor Coleman and City Manager.
- One-on-one meeting with Councilor Hensley.

LEADERSHIP AND REPRESENTATION IN OUTSIDE ORGANIZATIONS:

- Held and attended CAMCA Zoom Classes serving as Vice President for CAMCA Introduction to Court class.
- Attended CAMCA Board meeting.

HUMAN RESOURCES MONTHLY REPORT

October 2020

New Employees:

Mckinzee Kelley
Lisa Sandoval

Cashier/CSR
Finance Director

Recreation Center
Finance

Exiting Employees:

Workers Compensation:

New filings: 0



Alamosa Police Department

October 2020 Month End Report

Part 1 Crime Category	Aug-20	Sep-20	Oct-20	Oct-19	Raw # Change	Year to Date
Part 1 Violent Crimes						
Homicide	0	0	0	0	0	2
Sexual Assaults	0	4	4	4	0	24
Robbery	0	2	2	1	1	8
Aggravated Assault	6	2	0	2	-2	36
Total Violent Crimes	6	8	6	7	-1	70
Part 1 Property Crimes						
Burglary	3	6	8	13	-5	62
Larceny	33	46	43	42	1	350
Vehicle Theft	1	6	3	1	2	37
Total Property Crimes	37	58	54	56	-2	449
Total Part 1 Crimes	43	66	60	63	-3	519
Miscellaneous Offenses						
Domestic Violence	8	12	3	9	-6	89
Simple Assault	3	8	4	3	1	47
Drug Related	7	13	7	5	2	64
Liquor Laws	2	2	1	0	1	12
Harassment	7	5	5	7	-2	71
DUI/DWAI/DUID	5	4	3	1	2	34
Arson	0	1	0	0	0	7
Traffic Related						
Traffic Accidents	27	22	37	41	-4	253
Fatal	0	0	0	0	0	1
Injury	4	2	2	7	-5	32
Property Damage	23	20	35	34	1	220
Community Service Ofc						
Dogs picked up	12	18	10	18	-8	144
Animal Bites	2	3	1	0	1	19
Barking Dog Complaints	0	0	0	1	-1	0
Wildlife Calls	8	15	3	4	-1	72
Weed/Trash Removal	10	1	10	5	5	111
Snow Removal	0	0	0	0	0	16
Towed Vehicles	3	1	3	3	0	20
Red Tagged Vehicles	4	0	2	4	-2	40
Summons Issued	14	9	11	15	-4	130
Calls for Service	194	208	189	186	3	2061

Submitted by: Ken Anderson, Chief of Police



Parks and Recreation/Library

CREATING COMMUNITY THROUGH PEOPLE, PARKS, AND PROGRAMS

PARKS/CEMETERY

● Cemetery Activities

	<u>October</u>	<u>Total 2019</u>	<u>Total 2020</u>
Graves opened & closed	6	55	49
Graves set up services	6	55	49
Graves raised to grade	0	47	27
Cemetery spaces sold	8	35	93
Stones leveled	0	22	35
Columbarium Niches sold	0	0	10
Disinterment	0	0	0

● Tree Related Activities

	<u>October</u>	<u>Total 2019</u>	<u>Total 2020</u>
Trees Pruned/Trimmed	21	252	557
Tress Planted	0	44	35
Dead Trees Removed	2	18	20
Trees Moved	0	0	0

● Park Activities

- Worked accomplished:
- Equipment Serviced:
- Walker mowers at cemetery
- John Deere Parks mower
- Back hoe
- Chain saws 240, 445

Weed Spraying

Miscellaneous Activities

- Routine Work:
- Cemetery computer work
- Funeral setups and the digging of graves
- Locates for the public and the stone setters
- Playground inspections
- Daily trash runs in the parks, cemetery, and the ranch area
- Sanitizing of playgrounds and bathrooms

- Sanitizing of high traffic areas and pavilions
- Disinfecting of work trucks
- River dike checks
- Inventory of parks and cemetery needs
- Wash equipment
- Fix broken sprinklers in parks and cemetery
- Covid-19 screenings
- Trim trees
- Wash pavilions
- Blow off tennis courts
- Take off wind screens on tennis courts
- Cemetery obituaries and headstone pictures for the website
- Serviced mowers
- Park permits
- Blow out hydrants at Cole
- Blow out drip lines
- Blow out small parks
- Blow out big parks
- Move Christmas decorations
- Plow snow
- Clean snow at all City owned side walks
- Flag football lines
- Mow parks
- Mow weed lot Victoria and Vigil way
- Dig holes at Friends park
- Raked parks
- Raked cemetery
- Fix broken line Cole park

Sports & Activities

- Painting class for adults will be offered starting October 29th from 9am to 12pm.
- Taekwondo begins October 19th Monday and Wednesday. Youth 530-630pm adults 630-730pm
- Online Fitness classes will be offered through Zoom starting October 5th. Body weight training, lunchtime power Hour, Tabata/Pilates and Yoga.
- Youth volleyball fundamentals: Registration starts September 17 - October 12 session dates October 5 - November 12.

Outdoor Recreation & Guidelines

All of the City's 13 parks, 20+ miles of trails, as well as other outdoor public amenities, are open.

- City playgrounds and pavilions are open. Contact the AFRC for pavilion reservations at 589-2105.
- Cattails Golf Course (www.alamosacattails.com), City Tennis Courts, Skate Park, Dog Parks, Outdoor Volleyball/Basketball Courts and the Bicycle Pump Track are open (25 people maximum per field, court, or facility).

Please follow the State's Safer at Home guidelines for [Personal Recreation](#); specifically:

- Stay at home if sick or exhibiting COVID-19 symptoms.
- Practice good hygiene. Wash your hands frequently and don't touch your face. Bring hand sanitizer to clean hands when soap/water is not available.
- Wear a face covering or mask when you leave your home and while recreating.
- Continue to physically distance, staying at least 6 feet from members of other households.
- Limit non-household group sizes to 10 unless otherwise allowed as per the State's Safer at Home guidelines for [Personal Recreation](#).

Ice Rink

Staff are actively preparing for the 2020-2021 Ice Season, slated to begin on Halloween night, October 31! More information will be released in the coming weeks, including our season pass sale.

Upcoming Community Events

Dec 4 Celebration of Lights

RECREATION CENTER HOURS

Monday – Friday, 7:00 AM to 8:00PM

The Alamosa Family Recreation Center is open to visitors conducting official Parks and Recreation business and for individual workouts. Up to 30 guests per hour may access the facility in a socially distanced setting. Guests must wear a facemask properly for the entirety of their visit, including while exercising. Mask wearing will be strictly enforced. Reservations for workouts are required and can be booked online at <https://www.signupgenius.com/go/60B0C4CA9AF23A3FA7-individual> or by calling the Recreation Center at (719) 589-2105.

For the full COVID safety plan and guidelines, [click here](#).

Rec Center Revenue

Year to date	2019	2020
Courses	\$67,142.00	\$23,882.50
Facility Rentals	\$10,130.00	\$2,787.64
Membership	\$28,714.94	\$27,382.70
Merchandise	\$47,304.20	\$87,124.13
Security deposit	(105.00)	(105.00)
Total	\$153,291.14	\$141,071.97

Rec Center Door Count

2020

January	20,162
February	24,380
March	14,251
April	0
May	0
June	0
July	0
August	94
September	296
October	1897

Average per Month: 6,576

2019

January	19,755
February	20,272
March	23,314
April	19,780
May	13,294
June	15,899
July	21,818
August	13,145
September	15,893
October	22,261
November	21,132
December	<u>19,226</u>

Average per Month: 18,815

Ice Rink Door Count

January	22,717
February	11,102
March	6,387
April	0
May	0
June	0
July	0
August	0
September	0
October	53

Average per Month: 4,025

Cattails Golf Course Report Through October 31, 2020**Cattails Updates**

Cattails is winding down for the year. With the time change our twilight play will be done for the year. We don't have any other tournaments or events this season. If the weather stays nice, we will stay open until November 30th. If we get significant snow before the 30th we will close then.

We are gearing up for our Black Friday sale. All our remaining equipment is listed on our online store. Hopefully we will get rid of most of that product before Christmas. There will also be a 5% discount on 2021 memberships that are paid on Black Friday.

Below are our revenue numbers through October 31st. At this point we are about \$5,000 short of our budget. With our holiday revenue and tournament invoices still coming in, we will definitely exceed our budget. This is impressive with us not being able to have tournaments for most of the season and being closed for almost a month.

Cattails Revenue (YTD as of 10/31/2020)

Revenue Category	2020 Budget	YTD Total
Golf Passes	\$13,000	\$18,962.50
Golf Tournament Revenue	\$27,000	\$8,030
Golf Memberships	\$152,500	\$124,767
Golf Green Fees	\$95,000	\$101,763.70
Golf Cart Rental/Trail Fee	\$51,200	\$57,574.48
Golf Merchandise Sales	\$60,000	\$51,134.41
Golf Range Fees	\$10,000	\$8,382.56
Golf Facility Rental	\$5,000	\$930.03
Golf Food Sales	\$4,000	\$1,500.28
Golf Liquor/Beverage Sales	\$8,500	\$34,020.54
Golf Cart Shed Rental	\$42,000	\$49,325
Golf Handicap Fees	\$10,000	\$540
Golf Miscellaneous	\$2,700	\$18,713.3
Total	\$480,900	\$475,643.80

Golf Rounds YTD Through October 31, 2020

		Yearly Avg
Member Rounds-	8,660	
Daily Fee Rounds-	5,011	
Total	13,671	16,000

Cattails Maintenance

- Getting ready to blow out irrigation systems.
- ○ We stayed within our watering limits on the front 9 and back 9 systems. This is
- impressive with the drought conditions and growing in new seed from last
- season's flood.
- Working on leaf and stick removal.
- Will apply fungicide on greens before the first snow to protect the greens over the winter.
- Ordering parts for off season mechanical work on the cart fleet, mowers, and other equipment.

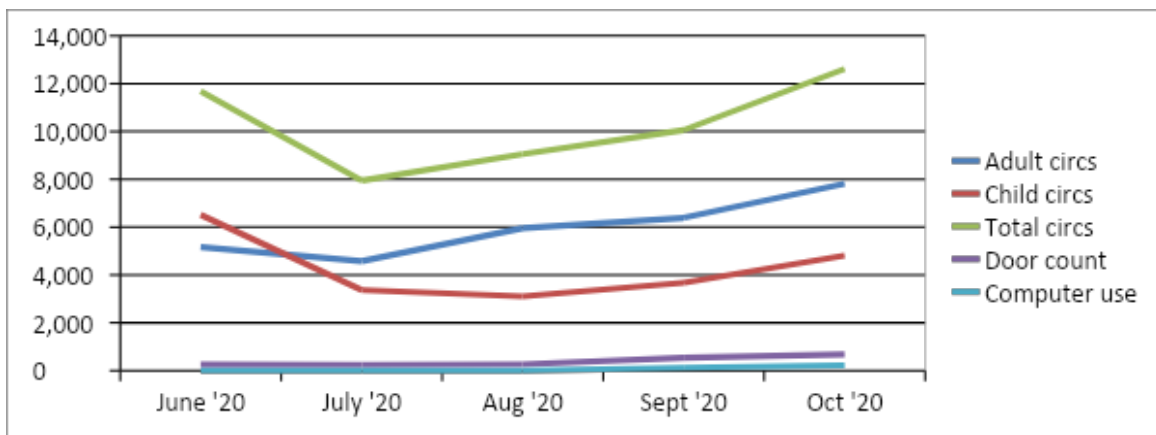
Library Manager Report – October 2020

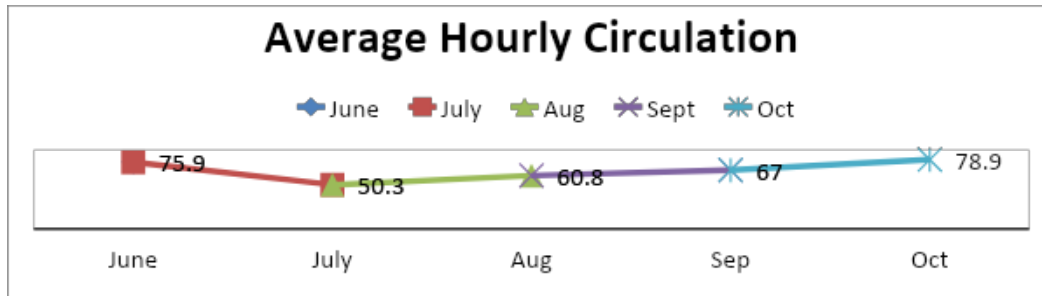
Library Stats

Website Counter					
	October	September	August	July	June
Page views	1,759	2,048	1,962	2,431	3,061
Sessions	846	925	873	994	1,174
1 st Time Visitors	473	531	511	554	614
Returning Visitors	82	102	91	121	121

MONTHLY STATISTICS SUMMARY					
	October	September	August	July	June
Adult Circs	7,811	6,386	5,956	4,578	5,164
Child Circs	4,805	3,671	3,103	3,369	6,518
Total Circs	12,616	10,057	9,059	7,947	11,682
Hours Open	160	150	149	158	154
Circs per hour	78.9	67.0	60.8	50.3	75.9
CLC Circs	602	257	178		298
Door Count	592 (+88 curb)	538 (Reopened)	263 (curbside)	242 (curbside)	254 (curbside)
Computer Use	219	125	0	0	0
Aspen e-books	238	251	244	218	262
Overdrive	279	275	282	289	259

+ WIFI usage is inaccessible





Collection Development:

October: Staff added 432 new materials to the library collection: 298 books, 51 magazines, 52 audiobooks, 28 DVD/Blu-ray and 3 Community Interest Kits. This process includes purchasing, cataloging, and material processing. 61 items were discarded for damaged condition or old non-used items (weeding unused books in Juvenile Fiction) and 28 magazines).

Staff announcements.

October:

Volunteers: Our volunteers come into the library and follow the same protocol as our staff members. We had 1 in October. Patty Campbell volunteered 4 days in October for 12 hours. Patty has been helping us with inventory and cataloging DVDs.

Home deliveries: Holly delivered a book to a patron. We are considering starting a program for Home deliveries.



October was full of a lot of cataloging! 237 books along with 3 new Community Interest Kits: Origami, American Sign Language and My First Pet. In addition, I inventoried 381 of the books in Genealogy and fixed 30 of the incorrect records.



Many patrons have expressed their appreciation for having the library open for browsing.

While it was disheartening that we could not put on our haunted library event, it was for the best interests of everyone involved and we are excited to share all of the wonderful

creations with the public once it is safe to do so. Planning and creating things for the event with fellow staff members has been a welcome experience.

Curbside Service has been opened since May. Since we reopened our front doors on 9/8/2020, the curbside appointments have dropped. We had 88 appointments for curbside pick-up in October compared to 144 in September. The front door count was 592. The trend is that patron prefer coming into the library!

Community KITS:

We have 45 Community Interest Kits for checkout:



October checkouts:

- 15 "Storytime to Go" Kits – 1 checkout
- 1 Toy Cars Kit (for in-library usage) 0 checkouts
- 2 Colorado State Park backpacks - 0 checkouts
- 2 Bird Watching Backpack – 0 checkouts
- 1 Alamosa Trails & Nature Adventure Backpack – 0 checkouts
- 1 300 Library Lane Dollhouse Kit (for in-library usage) - 0 checkouts
- 1 KILL A WATT monitor – 0 checkouts
- 1 Typing Kit (Learning Touch typing) – 0 checkouts
- 1 Art and Drawing Bag – 0 checkouts
- 1 Reiki Touch - 1 checkout
- 1 Microscope Kit - 1 checkout
- 1 Sewing Kit – NEW – 1 checkout
- 1 American Sign Language – NEW – 0 checkouts
- 1 Buggy (insect) backpack – NEW – 0 checkouts
- 1 My First Pet – NEW – 0 checkouts
- 5 Felt pieces Kits – 0 checkouts
- 8 Magnet Kits – 0 checkouts
- 1 Origami Kit – New - 0 checkouts

Patrons have become more interested in the kits now that we moved them out onto tables in front of the circulation desk where they could be seen.

Community Involvement

- **StoryWalk**
October

Alamosa Public Library and Kiwanis Club of Alamosa invited community members young and old to experience the updated StoryWalk just in time for One Book Colorado's 2020 book giveaway! Members of the Kiwanis Club of Alamosa installed the new book, in both English and Spanish. This book, "The Little Red Fort" is the OneBook Colorado 2020 giveaway. The mission of OneBook Colorado is to give a copy of a quality children's book to every 4-year-old in the state. Alamosa Public Library serves as a pick-up center. Any child who is, has been, or will be 4-years-old in 2020 is eligible to come to Alamosa Public Library to pick up their copy of this year's book in English or Spanish. Children of all ages are welcome to enjoy this year's giveaway title by walking the StoryWalk! To celebrate the reveal of this year's One Book Colorado title and to kick-off the grand reopening of the updated StoryWalk, Alamosa Mayor and Kiwanis Club member Ty Coleman lead community members on a virtual Story Walk on Tuesday, October 13th, which was filmed and put on Alamosa Public Library's YouTube page.

Watch it on: <https://www.youtube.com/watch?v=ikiYUipGMSA&t=1s>

StoryWalk®

New! October 13th

Join Alamosa Mayor
Ty Coleman and
Kiwanis Club of Alamosa
for the virtual debut of the
updated StoryWalk®,
featuring the 2020
One Book Colorado
giveaway title!

Watch here:
alamosalibrary.org/children

October 13th
@ 12 pm

Then, head over to experience the
StoryWalk® for yourself!
300 Hunt Avenue
Start near locomotive No. 169!

Generous funding by Kiwanis Club of
Alamosa & Rocky Mountain District
of Kiwanis Foundation

- **CARES ACT GRANT**

We were awarded a special CARES ACT grant this year of \$8,000.

Grant Description:

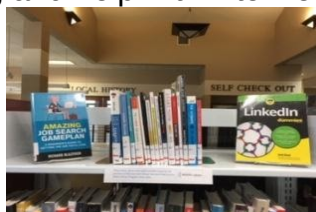
LSTA CARES Act Grant funding (Public Law 116-136; 20 U.S.C. §9101 et seq.) is provided by the Institute of Museum and Library Services through the Colorado State Library to prevent, prepare for, and respond to coronavirus, including to expand digital network access, purchase internet accessible devices, and provide technical support services using the following types of data to prioritize efforts:

- Poverty
- Supplemental Nutrition Assistance Program (SNAP)
- Unemployment; and
- Broadband Availability

For our grant we chose to subscribe to:

-  Lynda.com - offers online video tutorials to help you learn software, creative, and business skills. Courses such as: Business/Finance, Computers/Internet, Education/Academics, Job Search/Career Tools are available.
-  TumbleBook Library - is an interactive database for early learners (PreK-3). Free remote access to StoryBooks, Chapter Books, Puzzles & Games, videos, Language Learning from anywhere with internet access.
-  Creativebug - Creativebug is an eResource/Database that is created with professionally filmed video tutorials on arts & crafts. All instructors are professionals within their field and the classes can be used by patrons of all skill levels and ages. This is available remotely and via phone apps so patrons can use Creativebug at home during the current pandemic.

We also purchased new books for collection development in our employment section of the library, adding updated and new books about writing resumes, using LinkedIn, job searching and help with interviewing.



Since we were allowed to create KITS for checkout, our staff chose to purchase & create: an American Sign Language Kit, a “Fun with Magnets” Kit, a “My First Pet” Kit, a “Origami” kit, a “Beginners Sewing Machine” kit, a “Rock Hounding” kit, 7 Memory Kits and several mini wellness kits. (Details of these kits can be found by accessing the alamosalibrary.org website and from there the ‘Online Catalog’).



Sewing Kit



ASL Kit



My First Pet Kit

- **Free Online Databases**

These are the Online Resources offered FREE to our community. They can be accessed either through our Library's website or from our public computers.

- 1) Tumblebooks
- 2) Overdrive/Libby
- 3) AspenCat Cloud Library
- 4) Creativebug
- 5) Lynda.com
- 6) Mango Languages
- 7) Heritage Quest – genealogy research database
- 8) Sanborn Maps – access directly from our public computers
- 9) Colorado Grants guide - access directly from our public computers



- **Planting Seeds**

October: We have 146 children registered 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. 23 children/parents have completed the program



- **Growing Readers Together**

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. No contact or changes made at this time.



-

October

We had 178 views of our youtube channel. We have 55 subscribers. There are 34 videos now with the popular video, with 66 views, being the StoryWalk video starring Mayor, Ty Coleman.

<https://www.youtube.com/watch?v=ikiYUipGMSA&t=1s>

Need a good laugh! See our Alamosa Public Library YouTube Channel. <https://youtu.be/7E4DYmA1gKs>



14 official Little Free Libraries in Alamosa are sponsored by the Alamosa Public Library and the Friends of the Library. Each of these have different stewards that maintain the structure and keep them supplied with books donated by Friends of the Library.

October Stewardship for LFL at:



Cole Park (Library staff) - refilled with 23 books

Food Bank (Woman's Citizenship Club) - added 0 books – The entrance to the Foodbank is blocked and no access to the Little Free Library has been allowed. But, the Foodbank staff has asked for books to put in each box of food.

Friends Park (near Boys & Girls Club) – (Salai Taylor) – 20 books +Marty Jones installed a new door

Housing Authority (5 LFLs) (Julie Toczek) - no news

La Puente (Friends of the Library) - refilled with 7 books

Mosca Pit Stop (Jenene Holcomb) - no news – seems to be holding its own with book supply

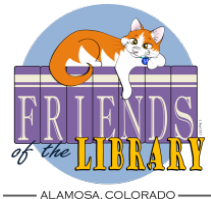
Rio Grande Farm Park 2 Little Free Libraries (Salai Taylor & Local Food Coalition)

- added 0 books

Senior Center (KREBS Foundation) 10 books

Zapata Park (Don Thompson) – refilled with 23 books

The Library Board hosted a Little Free Library Hunt which started October 17th. We gave out 2 Little Free Library Hunt packets during the 1st two weeks. The Hunt originally was going to be through October 31st, but was extended until November 14th.



Friends of the Alamosa Public Library

October

- The book sale proceeds for October 2020 were \$486.36.
- Membership of Friends of the Library is at 79 members.
- October Book Nook proceeds: no sales
- Narrow Gauge book store COOP – \$188 in proceeds for September sales of books & handmade journals.
- Friends' meeting was October 20, 2020. Next scheduled meeting is November 17, 2020. Minutes for the meetings can be found on the library website: <https://www.alamosalibrary.org/volunteer/join-friends/>
- The Friends' book bike was taken to the Farmers' Market on Saturdays filled with books for giveaways and to the "Trunk or Treat" event at the Rio Grande Farm Park, which was sponsored by the Boys & Girls Club.

**ALAMOSA CITY COUNCIL
COUNCIL COMMUNICATION**

Subject/Title:

Executive Session pursuant to C.R.S. § 24-6-402(4)(1) to discuss acquisition of certain property tax liens.