



Weekly Updates for week ending January 31, 2020

PUBLIC WORKS DEPARTMENT (PW):

PROJECT(s) of the WEEK:

WATER MAIN REPAIRS ON 2 AND 6 SUTHERLAND PLACE: The Water/Sewer crew was out for most of this last weekend on two separate water main leak repairs on Sutherland Place. The first repair was a planned repair from a known leak on 2 Sutherland Place. The next leak surfaced at 6 Sutherland Place shortly after the first leak was repaired.

The Water/Sewer crew was out late two nights in a row making these back to back repairs, and they have been putting in a lot of long hours this month with several water leak and sewer main issues and repairs. Their hard work is GREATLY APPRECIATED!



2 Sutherland Place water main leak



2 Sutherland with a new and proper repair clamp in place. Note street cut and fairly recent asphalt patch from the last repair.



6 Sutherland Place with a new repair clamp in place.

WEEKLY ACTIVITY: See the following pages for a spreadsheet outlining the tasks performed by Public Services this past week.

Week of 27 January 2020

STREETS - 2020

TASK DESCRIPTION	DATE TO BE COMPLETED	STAFF/EQUIPMENT	DATE COMPLETED
Street Signs throughout Manitou	8/19/2019	Jeff, Brandon, Paul	on-going
Fixed Potholes Around Manitou Springs	11/12/2019	Jeff, Brandon, Paul	on-going, too cold
Catch up on 311's	on-going	Jeff, Brandon, Paul	on-going
Curb Painting	12/13/2019	Jeff, Brandon, Paul	Complete
Handicapped Parking Signs @ Wichita	1/17/2020	Jeff, Brandon	Complete
Employee Parking Signs @ El Paso Lot	1/17/2020	Jeff, Brandon	Complete
Tree/Brush Removal Manitou Ave	1/29/2020	Paul S.	on-going
Cold Mix Pothole Patching	1/31/2020	Jeff, Brandon, Paul S.	on-going

STORMWATER - 2020

TASK DESCRIPTION	DATE TO BE COMPLETED	STAFF/EQUIPMENT	DATE COMPLETED
Street sweeping	10/26/2019	Joe/Josh	on-going
Slip line 968 Manitou Ave	TBD	Joe/Josh/Mike	waiting on materials
115 Beckers Stormwater Inspections	weekly	Joe/Josh/Mike	on-going
Sweeper Debris Landfill Trip	weekly	Joe	on-going
Washington Catch Basin Sed. Removal	1/17/2020	Joe/Josh	Complete
PW Yard Check Dam Install	1/17/2020	Joe/Josh	Complete
Working on Annual MS4 Permit	1/31/2020	Mike	on-going
Tree/Brush Removal Manitou Ave	1/31/2020	Joe, Josh, Paul S.	on-going

Mesa Tank Road Apron Install	3/1/2020	Joe/Josh/Mike	on-going	
PARKS - 2020				
Daily Park Runs	Weekly	Jason	Weekly	
Playground Inspections	Weekly	Jason	Weekly	
Tennis Court Nets	Working	Parks Dept	Parts are in	
Tree trimming Cemetery	8/15/2019	Aly McAlexander	50% complete	
Removal Contracts	10/31/2019	Aly McAlexander	50% complete	
Daily trimming Overgrowth	8/16/2019	Aly McAlexander	on-going	
Cemetery Organization	2/28/2020	Aly McAlexander	on-going	
Tree Trimming Plan	12/31/2019	Aly McAlexander	on-going	
Finalize Cemetery Ordinances	2/28/2020	Aly	Complete	
Install New Chains on all Swing Sets	TBD	Parks Dept	Waiting on quotes	
Installed Bike Rack at Pool	12/4/2019	Parks Dept	Waiting on install	
Finish All Other Nameplates	12/14/2019	Parks Dept	Complete	
Gehl Skid Steer Auction Closing	1/30/2020	Parks Dept	Complete	
JCB Backhoe Quote	1/13/2020	Parks Dept	Complete	
Organic Fertilizer Contract	1/16/2020	Parks Dept	Complete	
Perform Parks Soil Sampling	2/2/2020	Parks Dept	on-going	
Cemetery Operations Training w Aaron	1/28/2020	Aly, Aaron	on-going	

Meetings w Michelle, Alicia, Dole, Jeff	1/28/2020	Aly, Chris	Complete	
Make Lovers Lane Sign	1/29/2020	Chris, Star	Complete	
Make Forsett Blvd Sign	1/29/2020	Chris, Star	Complete	
Put Rodder Truck on Auction Site	1/29/2020	Chris	on-going	
Sort Invoices	1/30/2020	Chris	on-going	
UTILITIES - 2020				
TASK DESCRIPTION	DATE TO BE COMPLETED	STAFF/EQUIPMENT	DATE COMPLETED	
Fire Hydrant 22 Puma Path	8/9/2019	Eric Karlson, Harry Tinsley	postponed for CSU	
Mineral Springs Maintenance runs	weekly on Fridays	Eric Karlson, Harry Tinsley	on-going	
Jet Clarksley Road - Monthly	12/13/2019	Harry Tinsley	on-going	
Valve locating and marking	9/30/2019	Star, Water/Sewer	on-going	
231 Santa Fe Waterline Move	SAT. 12/21/2019?	Eric, Harry, Chad	on-going	
Locates	12/6/2019	Ronnie, Chad	on-going	
Leak checks, Final reads/discon., Meter/registers, Re-reads, Turnoffs, Turnons	11/25/2019	Ronnie, Chad	on-going	
Repair 23" Manhole Ring @ 308 Ruxton	12/5/2019	Harry, Eric, Chad	Completed	
Water Leak Repair on 2 Sutherland	1/23/2020	Harry, Eric, Chad, Paul, Ronnie	1/25/2020	
Water Leak Repair on 6 Sutherland	1/24/2020	Harry, Eric, Chad, Paul, Ronnie	1/26/2020	
Sewer Main Issues on Oklahoma	1/25/2020	Harry, Eric, Paul, Chad	on-going	
Mineral Springs Repair Work Research	1/25/2020	Harry	on-going	
Camera Van to Denver for Repairs	1/29/2020	Eric	Completed	

Vactor/Valve Exerciser Trailer Demo	1/28/2020	Water/Sewer & Storm Water	Completed	
FACILITIES - 2020				
TASK DESCRIPTION	DATE TO BE COMPLETED	STAFF/EQUIPMENT	DATE COMPLETED	
Open Bar trail restrooms at 0600	10/14/2019	Kevin French	Every week	
Painting outside restrooms	9/26/2019	Robert Brooker	on-going	
Memorial hall set ups	9/23/2019	Robert, J. Toons, Kevin	on-going	
Stocked downtown Mutt Mitts	9/26/2019	Kevin French	on-going	
Custodial Coverage	9/23/2019	Kevin	on-going	
Toolcat Training Demo	12/4/2019	Kevin	on-going	
Plow, shovel, sand, repeat	on-going	Kevin/Robert	on-going	
General cleaning and small repairs	on-going	Kevin/Robert	on-going	
ADMIN - 2020				
TASK DESCRIPTION	DATE TO BE COMPLETED	STAFF/EQUIPMENT	DATE COMPLETED	
Cemetery Re-plat	On Going	Lynn Johnson + Aly	90%	
Snow event prep - lamin. sheets 11x17	On Going	Lynn Johnson	75%	
TRIMBLE Data Capture - Sched 1-2 days	On Going	Lynn Johnson	25%	

FIRE DEPARTMENT:

This week the Manitou Springs Fire Department (MSFD) handled 17 Incident Responses. There were 9 Medical related incidents and 8 Non-Medical calls. The MSFD responded to calls to the Incline 0 times this week.

The Fire Department also offered 7 Training Hours with 70 Volunteer Participation Hours. This week's training consisted of fire scenario training that consisted of taking a hydrant, size up, forcible entry, ladder throws, and interior fire attack. The volunteers also had their monthly meeting this week. The fire department performed in house interviews for new lieutenant positions.

HUMAN RESOURCES (CPS HR)

WELCOME: No new hires this week.

RECRUITING:

Req #	Hiring Manager	Job Title	Posting Date	Status	Close Date	Notes
58502	Brian Churchill	Police Detective	1/27/20	Open	2/27/20	Accepting Applications
58376	Judy Morgan	Court Clerk/ Admin Assistant	1/24/20	Open	2/7/20	Accepting Applications
45376	TiAnna Pauley	Lifeguard	10/17/19	Open	12/30/20	Ongoing Posting
45377	TiAnna Pauley	Swim Instructor	10/17/19	Open	12/30/20	Ongoing Posting
45378	TiAnna Pauley	Lifeguard/Swim Instructor	10/17/19	Open	12/30/20	Ongoing Posting

If you are anyone you know that may be interested in the job openings currently posted, please visit the City's website to apply: <https://co-manitousprings.civicplushrms.com/careers/>

Benefits: Please let HR know if you have issues using your benefits or have not received all the necessary cards/information.

CIRSA Training: Required trainings will be assigned to each staff member on a monthly basis and employees will be notified via email on new assignments.

W2 and ACA: W2's and ACA Tax documents will be mailed out January 31, 2020.

POLICE DEPARTMENT:

SEEKING A DETECTIVE: The police department is now hiring! MSPD has posted an opening for a Detective. The job posting is open until February 27th. (See Human Resources report just above)



JOB LINK: <https://co-manitousprings.civicplushrms.com/careers/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzza4pmkRp7pejks1TTuSiy4PB9a6HOYqBpciF0O6tvK>

CALLS FOR SERVICE: This week the Manitou Springs Police Department (MSPD) handled 213 Calls for Service resulting in 15 case reports. The most frequent call types were 38 Traffic Stops and 17 Directed Patrol. Our officers assisted the El Paso County Sheriff's Office outside of Manitou Springs on 15 Calls for Service.

MSPD Officers made checks at the Incline 0 times this week and conducted 18.25 Hours foot Patrol in the Downtown Area.

NOTABLE CASES:

•**TRESPASSING - TRESPASSING, PRIVATE PROPERTY**

Comments: Manitou Springs Police Department Responded to a cold criminal trespass. After investigations a warrant for 1st Degree Criminal Trespass

•**AGENCY ASSIST - ASSIST OTHER AGENCY**

Comments: On January 23, 2020, at approximately 1957 hours, MSPD observed a vehicle run through a red light at the intersection of Manitou Avenue and Crystal Park Road while traveling westbound on Manitou Avenue. Upon further investigation, the driver was placed into custody for DUID.

•CONTROLLED SUBSTANCE - HEROIN, POSSESSION

Comments: On January 25th, 2020, Officers contacted an individual under suspicion of possession of controlled substances. The investigation is ongoing.

•STOLEN VEHICLE - VEHICLE THEFT, AUTO

Comments: At approximately 0900 hours, on Sunday, January 26, 2020, the MSPD received the report of a stolen vehicle. Upon arrival, the incident was reported with no suspect information. The vehicle was entered into NCIC/CCIC as stolen and the rp was given the report number.

•TRAFFIC (CRIMINAL VIOLATION) - CRIMINAL TRAFFIC VIOLATION

Comments: On 1/27/2020, MSPD Officer was involved in a pursuit of a vehicle in the 1000 block of Manitou Avenue after an attempted traffic stop for a stop sign violation. Follow up was conducted at the registered owner of the home and the driver of the vehicle was located. He was taken into custody and released to grandparents; he is a juvenile.

FINANCE DEPARTMENT:

CUSTOMER SERVICE INTERACTIONS IN FINANCE DEPT: Customer service interactions for the Finance Department for this week:.

Week of 01/20/2020-01/24/2020

Utilities Bills discussions/payments	57
Business License discussions/payments	7
Lodging Tax & Amusement Tax Info/Payment	4
Deliveries	7
Court Clerk/Ticket Payments	30
Facilities Rental Info/Payments	3
Parking Ticket Information	1
Planning Department information/payments	4
Cemetery/Notary Requests	2
Police Information	0

Employees-payroll/check request/budget/information inquiries/discussions	41
Misc (directions, general information, other payment types, etc.)	4
Total:	159

*This does not include phone calls or emails.

KEY PERFORMANCE INDICATORS:

- Accounts payable processed 99 payments
- Payroll processed 93 payments

POOL & FITNESS CENTER

AROUND THE CENTER: The Pool has been quite happy and normal this week. All of our fitness classes are proceeding with wonderful attendance and satisfaction! Saturday swim lesson start this weekend, if your kiddo isn't signed up yet let Pool Director TiAna Pauley (tpauley@comsgov.com) know!

The street signs sales have brought in over \$1,200 and we are about halfway to our sauna goal – an in only about a month since we started the fundraiser! A HUGE thanks to Public Works for giving us the old signs!

Marcus Electric continued to map out the pool & fitness facility for permits from the regional building department; for only an additional \$1,000 they are including the sauna power and two dedicated circuits for the treadmills. We are still looking at late February early March for closure. After speaking with Marcus, he is also confident we can still maintain power and circulation for the pool and heat so we should not experience an interruption in temperature or chemical balance for the main pool!

The Pool is looking to do a one day Valentine's Day Sale on custom "Lovers Lane" signs designed by Chris Hogan from PW! They will be out for the highest bidders to bid for from open to close Friday, February 14th. Winners will be contacted Saturday for payment and to receive their Lovers Lane sign. Be prepared if you want to participate! Donations will go towards the sauna fundraiser.

(photo: Ducks taking over the park and Schryver Pond)



SCHOOLS AND SWIM TEAMS: P.E classes proceeded as normal. The High School swim team just had their last home meet against Woodland Park this past Wednesday! The same evening was also Senior Night where teams honored their senior girls with flowers and speeches. The Swim team will now go on to Leagues with girls already qualifying for state. The divers are quite exceptional this year with a bigger team and challenging dives! If you ever get a chance, come down and watch them!

(photos: Last home meet)



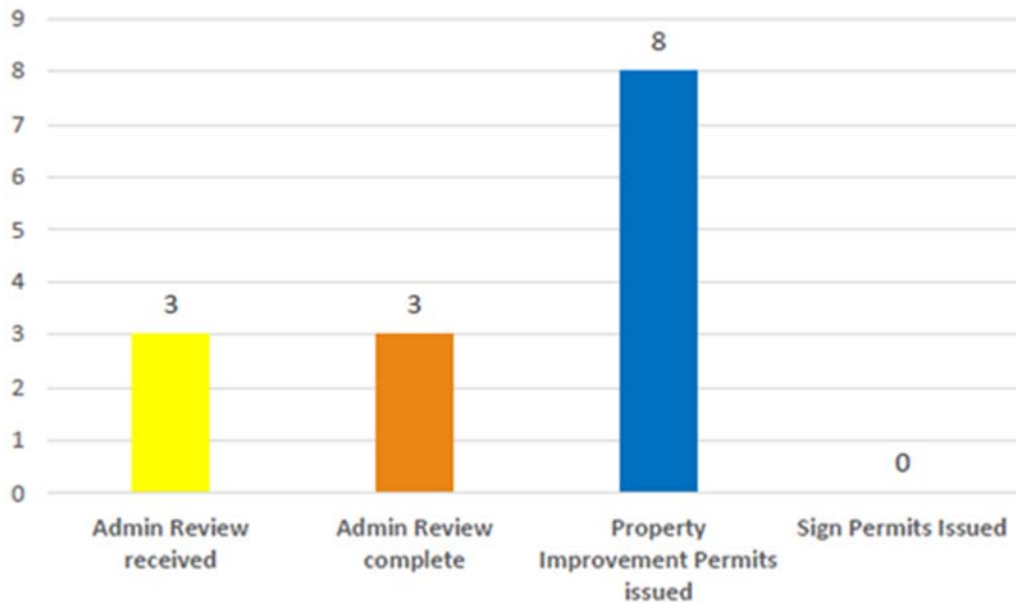
PLANNING:

BOARDS AND COMMISSIONS:

- **A rarity! No Board Meetings this week!**

MEETINGS: Planning staff time spent in meetings week of
January 20, 2020: Planning staff 11.0

Plan Review Activity: Week January 20, 2020

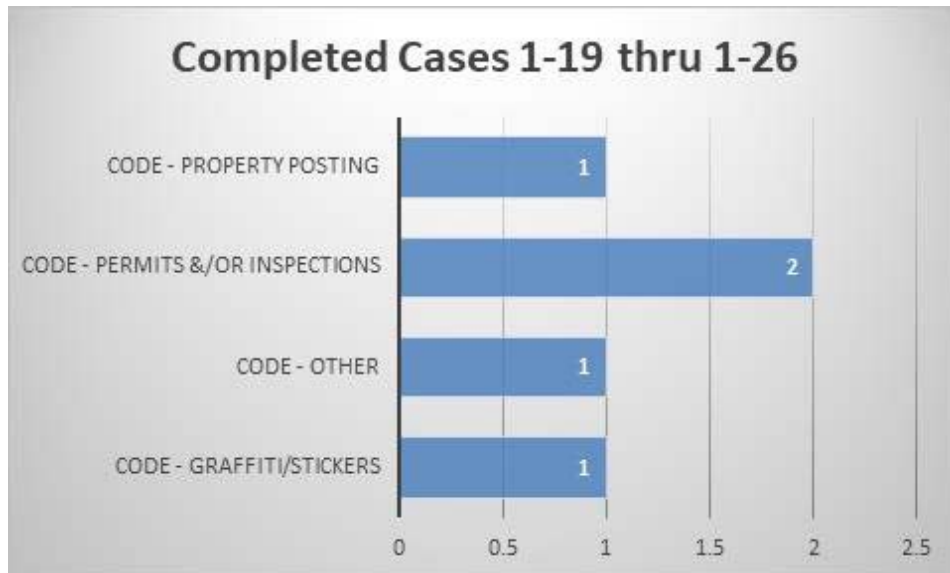


STAFF HIGHLIGHTS:

- Interim Planning Director James Mayerl attended the department heads meeting, a meeting on street right of way issues and a potential land swap with the City of Colorado Springs
- Senior Planner Michelle Anthony met with the James and representatives of Colorado Springs Parks, Planning, and Real Estate Departments about a potential property trade with a Manitou Springs landowner in the vicinity of Garden of the Gods
- Michelle met with the City Attorney for the Planning Department's regular, monthly meeting
- Michelle met with a representative of a business regarding potential expansion
- Michelle met with a property developer regarding addressing conditions of Building Permit approval in preparation for additional permitting
- Michelle drafted the Agenda and provided information for the Transportation and Parking Board (TPB) packets
- Michelle provided transition information regarding Staffing the TPB to the Deputy City Administrator and SP+ Facility Manager
- Michelle set-up files and organized information for my new role staffing the Housing Authority Board
- Planner Dylan Becker created 63 trail maps (9 different version of 7 maps) to present to the Open Space Advisory Committee at their Regular Meeting on January 27, 2020. The trail maps will be installed on the new trailhead signage
- Dylan created and sent out the Public Notice for the February HPC Meeting and created and posted the Property Postings for this meeting
- Dylan drafted the meeting memos for the Open Space Advisory Committee Regular Meeting and created/posted the meeting packet

- Fellowship Classic transcribed the SOPs and working documents regarding the GIS plan into one central document.
- Classic and Dylan had ArcGIS Pro installed on their computers
- Classic tested the ESRI Local Government Model, but found it to be outdated and suggested creating one specific to the needs of the City

CODE ENFORCEMENT: Code Enforcement Officer Cy Cushenberry currently has 59 open cases. 5 cases were resolved last week. 38 cases have been successfully resolved in 2020.



EVENT COORDINATOR

Great Fruitcake Toss: We had perfect weather for this year's Fruitcake Toss and had the highest attendance yet! Thanks to all of the staff members who came with their kiddos and doggies to enjoy the fun!

(photos: Tossing the Fruitcake!, Aaron Schultz is the Fruitcake Mascot, Cy Cushenberry & Chris Hogan)



Manni Awards: Congratulations to our City Employees who were nominated for a Manni Award. Finance Director Rebecca Davis, Planner Dylan Becker, and Fire Chief John Forsett. Each of you are winners – but there can only be one presented with an award - Chief Forsett was the winner of the award! Presenting the award to John were colleague and long-time friend (“brother” was the word used) Fire Captain Randy Perkins and City Administrator Denise Howell. This year we had many staff members at the Award ceremony supporting our colleagues! The room was almost standing-room only and attendees had a blast for the evening – enjoying the potluck food and good company.

(photos: Dylan Becker and friend, Cy Cushenberry & Jeff Jones;

Randy Perkins and Denise Howell presenting the Manni Award to John Forsett, John Forsett)



Carniball, Carnivale, and Mumbo Jumbo Gumbo Cookoff: February 21st-22nd
Carnivale weekend is just around the corner and this year's theme is Rocky's Magical Middle Earth. Stop by Meghan's desk to submit nominations for the Carnivale Court – consisting of King, Queen, Dukes, and Maids.

Come to Manitou that weekend to join in the fun! The parade is open to anyone so bring your whole family to march down Manitou Avenue and then enjoy delicious gumbo at Soda Springs Park!

Upcoming Public Events:

- CarniBall- Friday, February 21st- Memorial Hall
- Mumbo Jumbo Gumbo Cookoff- Saturday, February 22nd- Soda Springs Park
- Carnivale Parade- Saturday, February 22nd- Manitou Ave
- Chess Tournament- Saturday-Sunday February 29th-March 1st- Memorial Hall
- Chamber Spring Concert- Friday, April 17th- Memorial Hall

ADMINISTRATION DEPARTMENT:

FAREWELL AARON: On Friday, January 31, 2020 we said good-bye to Aaron Schultz. Aaron was brought aboard under contract as the Project Coordinator for the Climate Action. During his tenure these last few months he has reached many milestones and – not just the Climate Action Resolution for which he was contracted – but many other projects large and small. His contributions around here are invaluable and we will miss him. We hope this is not a true farewell, but merely see you soon! Best wishes to you Aaron. We are grateful for your invaluable contributions – workwise and personal. We'll always have your picture on file as the mascot in the Fruitcake toss! (See *Events Coordinator report just above*).

OUTLOOK MAIL TRANSITION: Late last night and early this morning, our IT consultants transitioned our outdated software Outlook email software to the newer Office365 platform. Randy Perkins forwarded to all city employees step-by-step instructions to not only set-up the new Outlook platform on the computers but for your phones and other mobile devices as well. To ensure you are receiving your emails, be sure to follow these instructions.

As is usually the case with software changes, this morning and some of this afternoon was not without challenges. Many thanks to Randy and RainTech for their assistance during most of today with the problems that arose from this transition. Their presence and support allowed most of city staff to continue their day with fewer hiccups!

And to all of city staff - thank you for your patience and ability to work through these problems – not only from today, but with recent and possible future situations as we consistently continue to improve!

If you continue to have problems with your emails – or know a colleague who is – contact RainTech technical support. Check your internal phone list for the email and phone information.