

Happy New Year! Have a great weekend!!



Weekly Updates for week ending January 8th, 2021

CITY CLERK:

MUNICIPAL COURT: Municipal Court staff has finalized the January 19, 2021 arraignment docket. Currently, staff is preparing the February 16, 2021 court date.

STAFF HIGHLIGHTS: In addition to prepping for and attending the City Council meeting this week, staff performed a variety of other duties.

4 Liquor License Renewals were issued.

Staff is preparing a refresher for agenda setting guidelines for City Council and Boards and Commissions.

REMINDER: In accordance with Municipal Code 02.08.090, **ALL matters to appear on the agenda shall be filed with the City Clerk's Office no later than twelve noon (12) on Wednesday**. Matters not filed with the City Clerk in accordance with the code will not be considered and be placed on the Agenda for the following meeting.

COUNCIL MEETINGS & AGENDA: The First and Third Tuesdays of each month are Regular Council Meetings. Work Sessions are held the Second and Fourth Tuesdays of each month (as needed). If there is a Fifth Tuesday in the month, generally there are no meetings this night.

With the COVID-19 outbreak and social distancing, until further notice City Council meetings will be held on-line. For the time being, we are using Zoom. You can always go to the City's Website (<https://www.manitouspringsgov.com/201/City-Council>) to click on the link for the Live on-line meetings via Zoom.

ZOOM MEETING: Here is the link to the City Council January 12, 2021 Work Session via

Zoom: <https://us02web.zoom.us/j/99163862062?pwd=ZjltajJEUWwwcTFGZ1VMUEM4NkVKdz09>

Passcode: 781936

To view all Agendas, Meeting Packets and Minutes of previous City Council meetings, visit: <https://manitouspringscityco.documents-on-demand.com/>

CODE ENFORCEMENT:

Highlights of the last 3 weeks include:

- 341 Oklahoma – concerned residents have been in contact with Code Enforcement and planning to make sure proper permits are being applied for.
- 718 and 724 Manitou Ave – both of these properties need extensive repair work before allowing a new tenant to apply for a business license.
- Work continues hotels to abide by the code restrictions for long term rentals.
- Two See Click Issues were reported and closed, eight business license inspections were made and seven phone calls were handled.

DATE	Cases	See Click Fix	Business Licenses	Graffiti	Junk & Vehicles	Phone Calls	Building Code	Stormwater	Trash	Sign Violation	Wa
1st- 7th	1	2	8	1		7	1		2		

EVENT COORDINATION:

COVID19 WORKPLACE COORDINATOR: The Event Coordinator in her dual role as the Covid-19 WorkPlace Coordinator has been attending meetings regarding COVID updates in the State and the upcoming vaccine distribution plan. If any of you have any questions or concerns, feel free to reach out to Meghan Weiss (mweiss@manitouspringscityco.gov, 719-492-2353).

As a reminder, we put a few new protocols in place to keep our community and families safe:

- Only ONE person in any office space at a time (maximum 10% capacity due to Level Red restrictions in El Paso County)
- When you are in an office, you must keep the door closed
- If you are entering an office space, knock first and don't enter if someone else already occupies the space
- Masks still must be worn at all times indoors, with the exception of when you are in an office alone with the door closed
- Only meet in person when absolutely necessary, and utilize Memorial Hall when doing so, ensuring you don't exceed 10 people and that the 6-foot social distancing can be maintained at all times!

PLEASE REMEMBER TO ACTIVATE COLORADO EXPOSURE NOTIFICATIONS ON YOUR CITY-ISSUED CELL PHONE ASAP AND SEND A SCREENSHOT TO YOUR DEPARTMENT HEAD. Here is the link: <https://www.addyourphone.com/> Feel free to reach out to Meghan at mweiss@manitouspringsco.gov or 492-2353 with any questions.

Great Fruitcake Toss: January 23rd in Memorial Park: Manitou Springs residents and visitors will once again be invited to let their fruitcakes fly at the 25th annual Great Fruitcake Toss on January 23 at downtown Memorial Park! The contest will take place from 1-3 p.m. Fruitcake throwers and event attendees will be required to follow the El Paso County Health Department's COVID-19 safety protocols.

FINANCE

DEPARTMENT:

No update this week.

FIRE

DEPARTMENT:

Over the holidays (past two weeks), the Manitou Springs Fire Department handled 36 Incident Responses. There were 22 Medical related incidents and 14 Fire/Hazmat/other related incidents. Fire Department had 2 Incline/Barr Trail Incidents.

The Fire Department assisted with food baskets for the needy and did "drive thru" for Santa Claus on Christmas Eve.

HUMAN RESOURCES (CPS HR):

WELCOME: We had two promotions take effect on January 3, 2021. Congratulations to:

- Sydney Buckley – Director of Aquatics
- Alex Trefry – Full-time Public Information Officer (PIO)

RECRUITING:

- Brian Churchill - Patrol Officer – Until Filled
- Randy Perkins – PT EMT/Fire – Until Filled
- Randy Perkins – PT Paramedic/Fire – Until Filled
- Jeff Jones – Streets/Stormwater Maintenance I – Until Filled

If you are or anyone you know that may be interested in the job openings currently posted, please visit the City's website to apply: <https://manitouspringsgov.casellehire.com/jobs/>

COVID19: As the City moves toward reopening of City Hall, we all still need to be aware of symptoms. If you are experiencing Coronavirus-19 symptoms or have possibly been exposed, please contact HR immediately. cpsshr@manitouspringsco.gov or 719-728-5898.

HR SCHEDULE:

CPS HR Consulting is recruiting to replace Lori Spahn, whose last day was December 23, 2020. Currently, Deanna Heyn is covering for day-to-day operations and Jackie Frost, with CPS HR is conducting all recruitment activities. Deanna Heyn can be reached at dheyn@cpsshr.us or by cell phone at (303) 396-2130.

PERFORMANCE MANAGEMENT:

The annual performance evaluation process is underway, with additional information on due dates to come next week.

2021 Employee Benefits:

Open Enrollment is complete for 2021 and benefit elections were reflected in the first paycheck of the year. HUB International continues to serve as the City's Benefits Consultant/Broker.

PARKING:

CITATIONS: Over the past week the Parking Enforcement Officers (PEO's) have issued a total of 45 citations totaling **\$3,045.00**. Of those citations, the biggest violators were:

- Proof of Vehicle Registration with
 - **16** Citations issued
 - Totaling **\$1,600.00**
- RPP Violations with
 - **14** Citations issued
 - Totaling **\$980.00**
- Over 72 hours
 - **3** Citations issued
 - Totaling **\$75.00**

PARKING TRANSACTIONS: This week there were **680** parking transactions for on-street parking and parking lots including Wichita Lot, Smischny Lot, Canon Lot, and 50% of Barr Trail Lot, equaling to **\$1,444.00** of parking revenue. Transaction data is low due to internet connection issues at the pay stations. New modems have been ordered and will be promptly installed when received. Transactions are being stored in the pay stations and will be updated once pulled from the pay stations and uploaded to the back end software.

PARKS AND RECREATION:

- Conducted our second green burial.
- Repaired several headstones that had fallen over or were crooked.

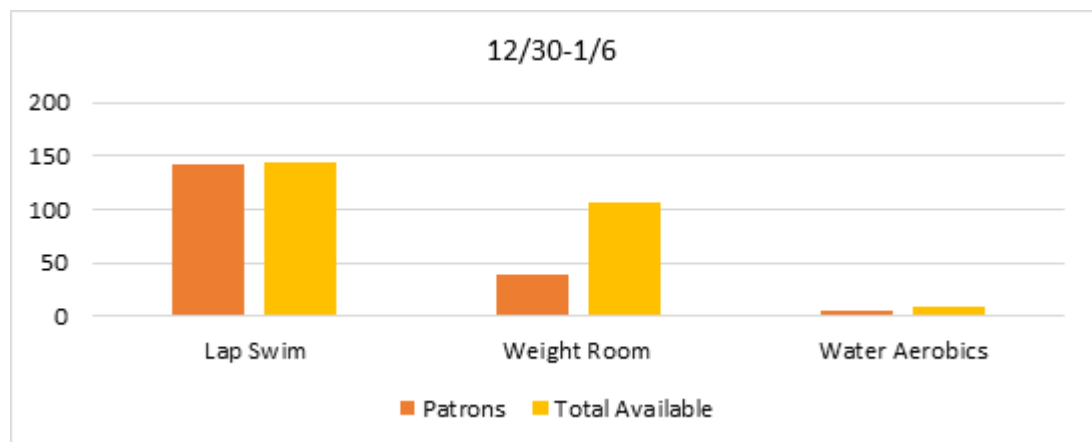
- Repaired a light on the pool that wasn't functional.
- Replaced a pump for the pools hot tub.

Project of the Week:

The Parks Department has completely re designed and rebuilt the irrigation system in the top center section of the cemetery. New valves were installed, new lines were ran and new larger heads were installed. The previous system was inadequate to keep that area green.

POOL:

- Staff helped to feed the beaver in Schryver Park and clear the inlet to the pond.
- The indoor hot tub is now open.
- Pool and parks staff worked on creating a list of maintenance to be done at the pool.
- The weight room is now open from 2-4pm for MSSD-14 staff.
- Patron Count
 - Lap Swim: 142
 - Weight Room: 39
 - Water Aerobics: 5



PLANNING:

Historic Preservation Commission: The Historic Preservation Commission met on January 6, 2021 and approved an Application for Material Change of Appearance Certification for a New Detached Garage at 106 Washington Avenue in the Upper Washington District. The next Regular Meeting is scheduled for February 3, 2020, however, no submittals for this date have been submitted at the time of this writing. December 2, 2020 Meeting Minutes: <https://manitouspringscityco.documents-on-demand.com/?l=5e1286c5c878e511b9cd001fbc00ed84&r=158DC4CEA54BF2240F7DC40EB21094CE&d=70a3190d2c51eb11a323000c29a59557>

Housing Advisory Board: The Housing Advisory Board last met on December 21, 2020. The Housing Advisory Board continues to work on the Housing Code draft and are

currently looking at minimum SQFT sizes and tailor the Code toward Manitou's unique circumstances. The next Regular Meeting is scheduled for January 18, 2021. November 16, 2020 Meeting Minutes: <https://manitouspringscityco.documents-on-demand.com/?l=5a5a76153544e911a2cb000c29a59557&r=8EB468BB261C6707B2643A56E41367B6&d=5a6a4000fa3eeb11a320000c29a59557>

POLICE DEPARTMENT:

Due to the current COVID precautions, our Officers and staff have taken extraordinary measures to avoid any and all unnecessary contact with citizens to prevent the spread of the virus. Our top priority is, and will always be, our people and the citizens of Manitou Springs

CALLS FOR SERVICE: Over the last couple weeks, the Manitou Springs Police Department (MSPD) handled **179** Calls for Service resulting in **25** case reports.

Most frequent call types:

- **13** traffic stops
- **16** citizen contacts.
- **10** calls for disturbance

Our officers assisted the El Paso County Sheriff's Office outside of Manitou Springs on **8** Calls for Service.

NOTABLE CASES:

01/06/2021 21:02 •DUI - DRUGS

Comments: During a traffic stop, officers came to believe the driver of a motor vehicle may have been under the influence of marijuana. Following roadside testing this party was taken into custody and a chemical sample collected.

12/29/2020 •MENTAL SUBJECT - MENTAL SUBJECT

Comments: On 12/29/2020 at approximately 1618 hours a party came into the lobby of the police department with suicidal ideations. He then left without making contact with officers leaving his phone behind. The party was later located and his phone placed into evidence for safekeeping.

12/31/2020 09:10 •ASSAULT - AGGRAVATED ASSAULT, FAMILY, STRONGARM

Comments: On 12/31/2020 at approximately 0910 hours, Officers responded to a domestic violence in progress. Following investigation, a male party was arrested for felony domestic violence related charges, and was subsequently booked into CJC without incident.

12/31/2020 04:59 •DUI - ALCOHOL

Comments: During a traffic stop, officers came to believe a party was operating a motor vehicle while under the influence of alcohol. This party was subsequently taken into custody and a chemical sample requested.

01/01/2021 •OBSTRUCT POLICE - RESISTING/INTERFERING W/POLICE

Comments: On January 1, 2021, at approximately 0053 hours, MSPD Officers observed an illegal camp on the bridge near Park Avenue / Manitou Avenue. The illegal camper did not want to identify himself so as officers were placing him into custody the camper began to resist officers. The camper was eventually identified and cited in the City of Manitou Springs.

PUBLIC INFORMATION AND ENGAGEMENT:

SOCIAL MEDIA: As of January 7, 2021 at 10:00am the Communications Team posted on Facebook, Nextdoor, Twitter, and Instagram 39 times since December 17, 2020. In addition, the Team responded to comments and direct messages from citizens on social media.

Subjects posted about:

1. 12/17
 1. [Mayor Video](#)
2. 12/18
 1. [Crane Activity](#)
3. 12/21
 1. [City Hall Closed for Christmas](#)
4. 12/22
 1. [Listen to Your Neighbors](#)
 2. [Supporting Manitou Businesses](#)
5. 12/23
 1. [Gas Main Renewal Work](#)
6. 12/28
 1. [Chamber Decoration Judging](#)
 2. [COVID-19 Vaccine](#)
 3. [Snow Removal Updates](#)
7. 12/29
 1. [Delay of Facilities](#)
8. 12/30
 1. [Restaurant and Bar Grant Program](#)
 2. [Reduced Capacity of Shuttles](#)
9. 12/31
 1. [City Hall Closed for New Years Day](#)
 2. [Gas Main Renewal Work](#)
 3. [MACH Grant Information](#)
10. 1/4
 1. [Emergency Food Distribution](#)

- 2. [We're Hiring!](#)
- 11.1/5
 - 1. [City Council Meeting](#)
- 12.1/6
 - 1. [City Hall to Reopen](#)
- 13.1/7
 - 1. [Beckers Lane Utilities Work](#)
 - 2. [CivicReady](#)
- 14.12/16
 - 1. [Waltham Avenue Construction](#)
 - 2. [TPB Meeting Date Change](#)
- 15.12/17
 - 1. [CivicReady](#)



4 Ways to Support Manitou Businesses During COVID-19

On Friday, November 27th, El Paso County Will Move to Level Red on the COVID-19 Dial. Therefore, lowering the capacity of some of our local businesses, and restricting our restaurants to takeout and/or delivery.

ORDER TAKEOUT

With no indoor dining, our restaurants would appreciate the added business!

PURCHASE GIFTCARDS

They make great gifts for the holiday season!

SHOP LOCAL

BUY ONLINE

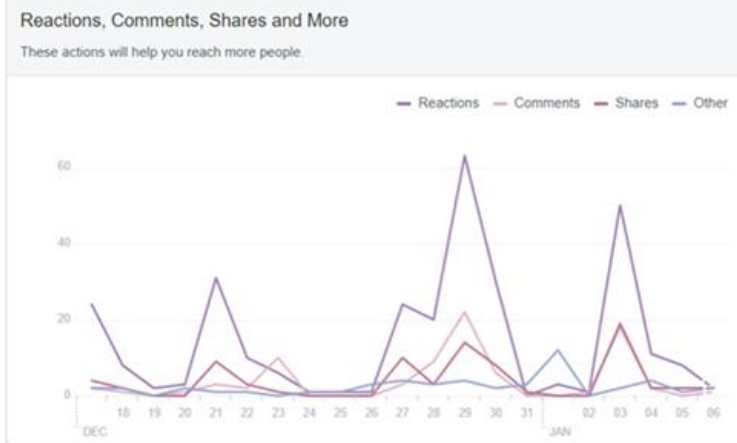
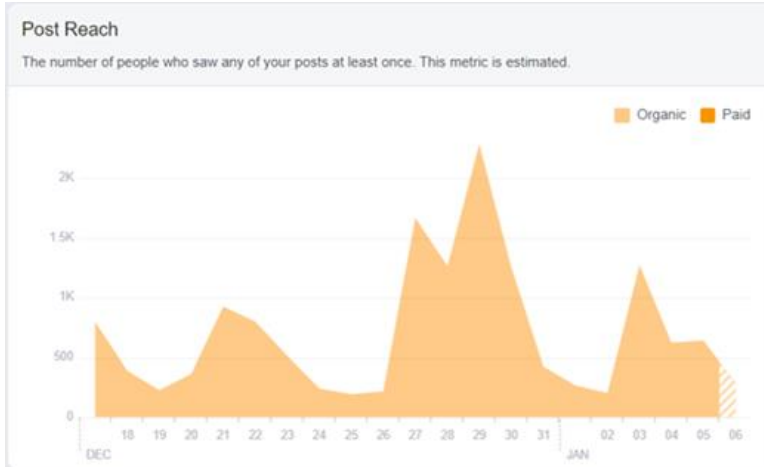
Many businesses have their own website, and many are on the new: Manitoumade.com

SHARE STORIES

Let social media know how great our businesses are!

CASE STUDY: CivicPlus, our website and engagement software provider conducted a case study regarding the City of Manitou Springs. You can view it [here](#).

SOCIAL MEDIA ANALYTICS:



WEBSITE ANALYTICS:

Evolution over the period



PUBLIC WORKS DEPARTMENT (PW):

ADMINISTRATION / GRANTS – PROJECT SPOTLIGHT:

- **Sewage/wastewater Treatment Agreement:** Manitou Springs processed a renewal sewage/wastewater treatment disposal agreement with Colorado Springs Utilities. This continuing agreement will allow for shipment, treatment and disposal of sewage/wastewater in the Colorado Springs collection management system. A signed copy of this agreement has been filed at the City Clerk's office.
- **Park Ave/Canon Ave/Lover's Lane Gas Line:** Field survey and walk through was conducted with Manitou Springs Public Works, Colorado Springs Utilities (CSU) and the contractor regarding the proposed installation of a new gas supply line feeding down Lover's Lane. The first phase of construction will start on Park Avenue Friday, January 8 2021.
- **USFS permits for Reservoir:** The City Attorney reviewed the draft Special Use permit application and it is now ready to submit to the USFS. Public Works staff are completing two supporting maps; once those are complete, we will submit the application. These two permits have a 30-year timeframe, so we will provide good documentation for future staff.
- **Parks & Facilities Capital Improvement Plan** – Cushing Terrell is scheduled to brief City Council on the recommendation from their study.
- **Hiawatha Gardens** - Grant Administrator Crystal Abeyta of the Hiawatha Gardens Task Force will be the staff member that is the lead for the team. Task Force meetings are scheduled to discuss options.
- **Special Use Permit for Patios and Parklets** - Patios and Pedals Project, written by the Manitou Creative District, for grant funding was approved by CDOT. Waiting on next steps from Chamber of Commerce and Creative District.
- **CARES ACT** - The City's monthly CARES Act report was submitted to El Paso County. Various expenditures related to personnel, telework capabilities, public health compliance, personal protection equipment and local economic support related to the COVID-19 pandemic were included.

CITY ENGINEERING – PROJECT SPOTLIGHT:

MAPS – Construction continues this week on the utility duct banks and Wildcat Construction is working to identify the next phase start date while trying to minimize traffic impact.

Sanitary and Water Repairs at Clarksley/Mountain View – The contract is fully executed and has been sent to the Contractor. The preconstruction meeting occurred on November 17th. The contractor is working to finalize their start date which is tentatively set for 11, January 2021.

Creek Walk Trail Phase 3: Final Plans have been sent to CDOT to begin the ROW and Environmental Clearance processes.

Creek Walk Trail Phases 4 & 5: The RFP for Design Services is under final draft.

Soda Springs Park – The construction contract will be on the next available council agenda with construction starting shortly thereafter.

Ruxton Avenue – The Survey Consultant is 90% complete with topographical survey and is continuing to delineate the right of way (ROW), along the corridor. No new input at this time.

Water Treatment Plant Mini-hydroelectric Project – Construction is progressing and is on schedule.

Manitou Incline – Manitou Staff continue to meet weekly with the City of Colorado Springs to discuss the project and offer and suggest modifications as necessary. A Winter Operation Amendment has been approved by the Manitou Springs City Council which reduces the hours the Incline Attendants need to be at the base of the Incline from 6 pm to 3 pm daily. Private security patrols begun the week of October 26th and patrol during the hours when the Incline is closed. Find meeting minutes at:

<https://www.manitouspringsgov.com/585/Manitou-Incline>

Becker's Lane Bridge: Project scope was approved by City Council and construction is expected to start on or around 20, January 2021.

FACILITIES/CUSTODIAL – PROJECT SPOTLIGHT:

Beginning the first week in March 2020, deep cleaning has been performed at all city facilities and park bathrooms 3 times a day due to COVID-19. Staff completed SeeClickFix work orders as well as repaired a malfunctioning light fixture in the pool pump house. We were short one custodian during the last two weeks which caused adjustment of cleaning schedules and overtime for the existing custodian and supervisor. Staff performed more excavation of hill side from behind the North West corner of building "B" at the Public Works compound. This work was accomplished in conjunction with the building remodel in preparation for the installation of three condenser units supporting the heating and cooling of the new building layout. Staff are actively swapping out the old Municipal trash cans with new Bear proof can that support the collection of trash and recycle debris.

STREETS/STORMWATER – PROJECT SPOTLIGHT:

Staff worked diligently to remove wash-out top soil that had washed onto the road surface at vacant lot #7 on Crystal Valley Road. This dirt washout has been occurring more frequently and the land owner has been notified to install some type of soil containment netting or barrier to stop the sluff off into the roadway. Two members from the streets/storm water section performed trash pickup during the weekend in the Municipal part of the city. Staff conducted sweeper duties and trained a new member of the streets section. This training consisted of safety practices, operational procedures, and sweeper rout identification. Staff scraped the ice build-up in front of 737 Manitou Ave, asphalted the water main repair patch in front of 6 Sutherland Place, and snow plowed the road to French Creek.



WATER/SEWER – PROJECT SPOTLIGHT:

Staff completed all required water meter readings while completing 6 work orders, 10 water locates and 2 water shut off notices. The hydrant flushing contractor was on hold flushing/testing hydrants due to cold temperatures. Staff responded to a 6 inch water main break on Becker’s Lane and continued water sampling for bacteria tracing and mineral deposits at all Mineral Springs fountains. These samples are sent to the El Paso County Department of Health for evaluation and testing. Staff performed maintenance on snow removal equipment at Public Works. Staff checked tire chains, fluid levels, braking systems, tire conditions and loaded sanding trucks with ice cutter sand/salt mixture and are now prepared for inclement weather.

WATER TREATMENT PLANT – MONTHLY FLOW REPORT THROUGH: Jan 6

Jan 2021	
1	423,261
2	427,381
3	427,244
4	427,000
5	406,644
6	408,292

ADMINISTRATION DEPARTMENT:

Have a super weekend!