

Quote of the week: “Try not to become a person of success, but rather try to become a person of value.” - Albert Einstein

City facilities will be closed in honor of Martin Luther King.

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### Weekly Updates for week ending January 15<sup>th</sup>, 2020

#### **CITY CLERK:**

**MUNICIPAL COURT:** Municipal Court staff is preparing the February 16, 2021 court date. There are 54 arraignments scheduled for the January 19, 2021 Municipal Court session.

Staff attended a webinar provided by the Office of the Alternate Defense Counsel for the Municipal Court Program Annual Recap and Review.

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

Staff prepared for and attended the Metropolitan District Regular Meeting.

One Boards, Commissions, and Committees application was completed.

One CORA request was received and is currently being processed.

**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 19, 2021 Regular meeting via  
Zoom: <https://us02web.zoom.us/j/83219641560?pwd=SGUrbklybUkrNGpiWVZQbllDbn hPUT09>

**Passcode: 912983**

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 week :

- Inspection of 718 Manitou Ave by an engineer and Regional showed that the building is structurally sound and just needs some internal repairs to bring it up to code and available for rent.
- 724 Manitou Ave is moving along with a remodel and retaining wall repair.
- License inspections continue for those businesses who have been expired or are in need of just a yearly.
- See Click Fix has one item open for snow shoveling at the Banana Manor; staff has issued a warning and 13 phone calls have been handled.

DATE	Cases	See Click Fix	Business Licenses	Graffiti	Junk & Vehicles	Phone Calls	Building Code	Stormwater	Trash	Sign Violation	Warning	Citations	Other
1st- 7th	1	2	8	1		7	1		2		2		*
8th - 14th	0	1	1	1	1	13	0	0	0	0	1	0	*

**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@manitouspringscogov](mailto:mweiss@manitouspringscogov), 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](mailto:mweiss@manitouspringsco.gov) or 492-2353 with any questions.

**Great Fruitcake Toss: January 23<sup>rd</sup> 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.

**Other projects:** The Event Coordinator is working with the Smokebrush Foundation and Planning Department to ensure the Canon Ave Art project will be installed this Spring. She is also working with the Planning Department and Mobility group to assist in implementing the Signage and Wayfinding Plan prior to the Cog's reopening this Spring and is working with the Creative District and other stakeholders to look at the possibility of converting the Manitou Community Market to a permanent year-round co-op.

## **FINANCE DEPARTMENT:**

**CUSTOMER SERVICE INTERACTIONS IN FINANCE DEPT:** To ensure we follow the guidelines of 6 feet social distancing and 10% staffing in the office per COVID-19 requirements and suggestions, our staff are on a rotating schedule - either working in the office or teleworking. Staff is working to ensure the needs of residents and the community are being met including responding to calls and emails.

The below chart reflects the number of phone calls handled for the week of 1/4//21-1/9/21

Utility Billing Clerk Phone Log	
Date	Number of Calls

Monday	27
Tuesday	14
Wednesday	20
Thursday	off
Friday	36
	97

\*This does not include phone calls or emails.

**KEY PERFORMANCE INDICATORS:**

Business Licensing/Utilities Clerk processed 38 Business License Renewal Letters

Accounts Payable processed 31 checks for a total of 283,144.11  
 Payroll processed 101 deposits for a total of 128,291.47

**MACH Board Jan 7<sup>th</sup> Meeting**

The MACH Board met on Thursday, January 7<sup>th</sup>, and provided guidance to Tier 1 grant applicants (the MAC, the Heritage Center, Miramont Castle, Hiawatha Gardens City Building and the Carnegie City Building). And, further discussed the rubric for rating the Tier 2 grant applicants (awards and grants “to foster the arts, culture, and heritage within Manitou Springs”).

**FPPA Rate Increases**

Member rate increase of 0.5% to 11.5%  
 Employer rate increase of .05% to 5.5%

**BENEFITS**

Please check your payroll deductions to verify that the deductions match your new elections. Thanks

**FIRE DEPARTMENT:**

This week the Manitou Springs Fire Department (MSFD) handled 30 Incident Responses. There were 26 Medical related incidents and 4 Fire/Hazmat/Other related incidents. The MSFD responded to calls to the Incline 0 time this week.

The Fire Department offered 4 Training Hours. The topics were Wildland and Ladders with 36 hours of staff participation.

The Manitou Springs Fire Department reminds everyone that we are still in a drought and the vegetation remains very dry and volatile even with the recent snowfall so please be fire aware!

## HUMAN RESOURCES (CPS HR):

**FOR THE WEEK OF:** January 11, 2021

**WELCOME:** We had no new hires or promotions this week

### 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
- Judy Morgan – PT Court Clerk – Two Week Posting

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](mailto:cpsshr@manitouspringSCO.gov) or 719-728-5898.

### HR SCHEDULE:

Currently, Deanna Heyn is covering for day-to-day operations primarily remotely and available 24/7 and can be reached at [dheyn@cpsshr.us](mailto:dheyn@cpsshr.us) or by cell phone at (303) 396-2130. Jackie Frost, is conducting all recruitment activities and coordinating benefits enrollment/eligibility remotely. We have also brought on board Kristin Gordley, who will be helping compliance audits, filing and other administrative tasks.

### PERFORMANCE MANAGEMENT:

The annual performance evaluation process is underway with the following schedule:

- By January 29, 2021, All employees' self-evaluations completed
- February 19, 2021, All employee evaluations completed by Supervisors
- March 18, 2021, Human Resources completes its review of the evaluation project and compensation management recommendations
- April 2, 2021, The annual performance review process completed

## PARKING:

**CITATIONS:** Over the past week the Parking Enforcement Officers (PEO's) have issued a total of 29 citations totaling **\$2,185.00**. Of those citations, the biggest violators were:

- Proof of Vehicle Registration with

- 14 Citations issued
  - Totaling **\$1,400.00**
- RPP Violations with
  - 5 Citations issued
  - Totaling **\$350.00**
- Yellow Curb/Reserved Space with
  - 2 Citations issued
  - Totaling **\$70.00**

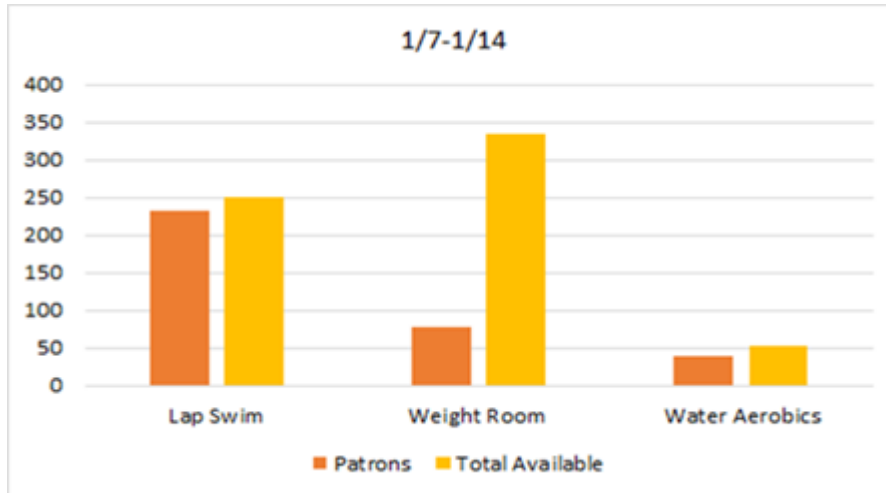
**PARKING TRANSACTIONS:** This week there were **374** parking transactions for on-street parking and parking lots including Wichita Lot, Smischny Lot, Canon Lot, and 50% of Barr Trail Lot, equaling to **\$702.00** of parking revenue. Transaction data is low due to internet connection issues at the pay 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:**

- The Parks department spent several days at the pool updating fixtures and painting. This work is ongoing.
- The Parks crew assisted with snow removal on the streets and sidewalks.
- Staff cleaned up several pallets that were left on the library lawn.
- Staff removed the snow and ice in the pools parking lot for the safety of all the guests.
- Parks staff continues to rebuild the irrigation in the upper center section of the cemetery after a complete redesign of the system.

## **POOL:**

- Two staff members received their Certified Pool Operator (CPO) Certificates.
- Staff helped to feed the beaver in Schryver Park and clear the inlet to the pond.
- Staff worked to troubleshoot issues with the chemical controller for the indoor hot tub.
- Staff made adjustments to resolve an issue with the indoor pool chlorinator.
- 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: 233
  - Weight Room: 77
  - Water Aerobics: 39



## PLANNING:

### Boards and Commissions Update:

Planning Commission: The Planning Commission last met on January 13, 2021, the Commission postponed 4 Variance Requests, Approved 1 Variance Request, and set A Rezoning for Public Hearing at the February meeting. The next regular meeting is scheduled for February, 2021 and the Commission will review the postponed variance requests from January and a New Major Development Plan and two Associated Variances to that request.

- November 12 Minutes: <https://manitousspringscityco.documents-on-demand.com/?l=9b0d3d711362e5119795001fbc00ed84&r=AAEB7051995ED05C2DF669CF4D11074C&d=8d5e2e139d56eb11a325000c29a59557>

### Special Projects and Initiatives:

**Pikes Peak Region Office of Emergency Management (PPROEM) Hazard Multi-hazard Mitigation Plan:** Worked with PPROEM staff to prepare and present this agenda item to City Council for discussion on Jan. 12, leading up to Council adoption of this plan on Jan. 19. Staff's objective was to provide an overview of the topic and benefits of City participation in this important regional effort.

**Becker's Lane:** Attended construction team meeting and handling ongoing communications with neighbors while team finalizes Communications Plan.

### **Dining in Manitou Springs:**

City Staff are working with the BID and the Chamber to enhance opportunities. The first two tables went into Shoshone Park this week. There will be at least one more table,



and we are acquiring patio furniture for Cheyenne. This already adds up to 9 seats for take-out dining.



## **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 **202** Calls for Service resulting in **24** case reports.

Most frequent call types:

- **24** traffic stops
- **17** citizen contacts.
- **7** calls for disturbance

Our officers assisted the El Paso County Sheriff's Office outside of Manitou Springs on **15** Calls for Service

### **NOTABLE CASES:**

01/07/2021 17:55                   •CONTROLLED SUBSTANCE - HEROIN, POSSESSION

Comments: On 1-7-21 the Manitou Springs Police Department responded to a check the welfare of an unconscious female party inside of a vehicle. Upon arrival police discovered the female party slumped over in the driver's seat and the vehicle running. The female party woke up quickly and refused medical attention. After an investigation the female party was taken into custody and later charged for DUID,



Possession of a Controlled Substance, and Possession of Drug Paraphernalia. The female party was released after being cited.

01/07/2021 21:48 •TRAFFIC (CRIMINAL VIOLATION) - CRIMINAL TRAFFIC VIOLATION

Comments: On 1/7/2020, Officers conducted a traffic stop on a vehicle with fictitious plates. The vehicle was impounded, and the driver was issued a summons. An inventory of the vehicle located various drug paraphernalia, controlled substances, and a firearm. A warrant will be issued for the driver.

01/11/2021 - 01/12/2021 18:00 •BURGLARY - BURGLARY, FORCED ENTRY NONRESIDENCE

Comments: On 01-12-21 officers investigated an attempted burglary to a business located in the 900 block of Manitou Ave. Investigation revealed unknown persons(s) damaged a window, but failed to make entry into the business. Investigation is continuing.

01/12/2021 - 01/12/2021 19:38 - 00:00 •TRAFFIC (CRIMINAL VIOLATION) - CRIMINAL TRAFFIC VIOLATION

Comments: On January 12, 2021, at approximately 1938 hours, MSPD Officer observed a white in color vehicle speeding in the 100 Block of El Paso Boulevard. While attempting to conduct a traffic stop the vehicle fled the scene. The vehicle then caused a traffic stop but continued fleeing from the MSPD. Eventually the vehicle stopped in Colorado Springs and the driver was placed into custody, subsequently being transported to CJC.

Other News:

MSPD celebrated their annual awards banquet at **Border Burger** on Wednesday. Border Burger graciously hosted and provided meals for all the Officers in attendance. Mayor Graham was in attendance and assisted Chief Churchill in providing Chief's Excellence Awards for the following:

**Ben Snuggerud** – Civilian Officer of the Year for Excellence in Evidence Control / Property Room

**Ofc. Gary Johnson**- Most Citations Written & Excellence in Homeless outreach/ Camp Cleanup

**Ofc. Tyler Meyers**- Most Case Reports Filed

**Ofc. Alex Rathbun**- Most Traffic Stops & Arrests

Congratulations to these officers and employee for their outstanding performance and excellence in the Police Department and our beautiful city. Through your hard work and dedication, our city remains safe and orderly.

## The BeeHive

The BeeHive is currently under construction. Organizational, Management and Structural assessments are in progress and under development. At this time the Hive is working on funding sources and staffing. It is our goal to re-open to assist those in need sometime in the near future.

### **MSPD is HIRING!**

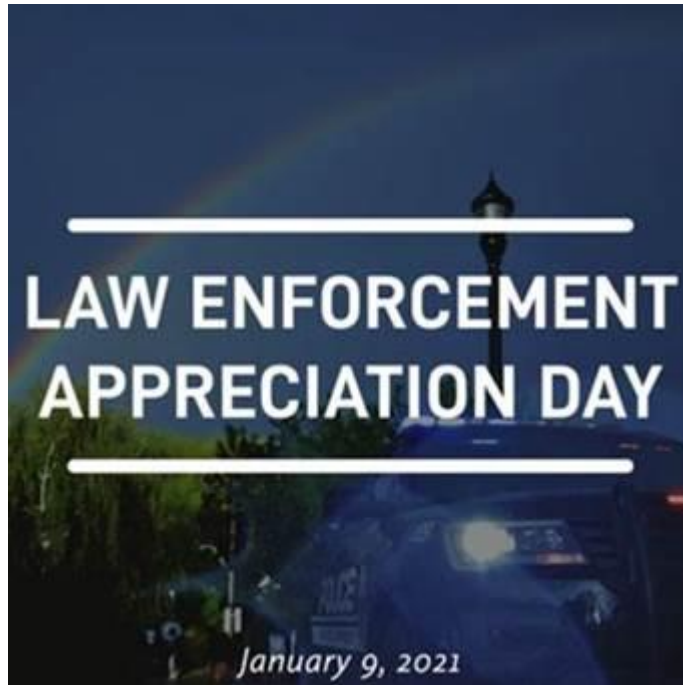
Currently the police department is short 4 patrol officers and has one officer out for an extended period on light duty. We are looking for a few good women and men to fill our ranks. Pass the word and help us recruit.

## **PUBLIC INFORMATION AND ENGAGEMENT:**

**SOCIAL MEDIA:** As of 1/14/21 at 2:00pm the Communications Team posted on Facebook, Nextdoor, Twitter, and Instagram 23 times this week. In addition, the Team responded to comments and direct messages from citizens on social media.

Subjects posted about:

1. 1/7
  1. [TreeCycle](#)
  2. [Water Disruption](#)
  3. [Water Disruption Reestablished](#)
2. 1/8
  1. [COVID-19 Small Business Relief Program](#)
  2. [Waltham Ave Planned Construction](#)
3. 1/9
  1. [Law Enforcement Appreciation Day](#)
  2. [Snow Removal Reminder](#)
4. 1/11
  1. [Waltham Avenue Update](#)
  2. [COVID-19 Vaccine Information](#)
5. 1/12
  1. [Council Meeting](#)
6. 1/13
  1. [Beckers Lane Construction Update](#)
  2. [HAB Meeting Time Change](#)
  3. [MSFD Volunteer Information](#)
7. 1/14
  1. [Support Manitou Businesses](#)



**GFL Rate Increase:**

- A \$1.00 increase per month for trash and a \$1.00 increase per month for recycle
- Additionally, there is a \$1.98 increase per month for a recycling process fee
  - This fee is only applicable as long as the recycling markets are low
    - If the market rebounds the fee will be removed
- This totals to a roughly 16%-18% increase on bills for 2021
- In upcoming years (2021-onward) residents will see an increase no higher than 3-5%

## SOCIAL MEDIA ANALYTICS:

### Page Likes

January 7 - January 13

17

Page Likes ▼6%



### Post Reach

January 7 - January 13

2,792

People Reached ▼3%



### Post Engagement

January 7 - January 13

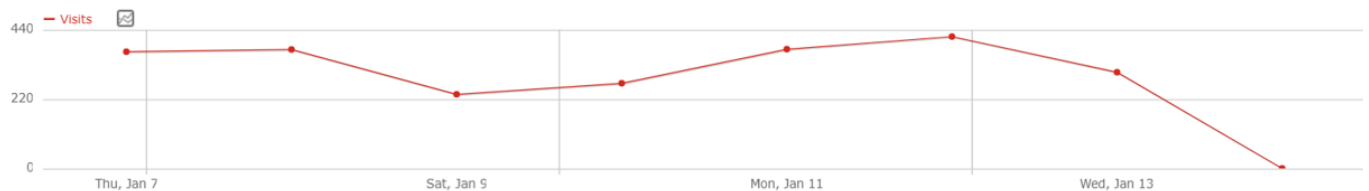
341

Post Engagement ▼16%



## Website Analytics:

Evolution over the period



## PUBLIC WORKS DEPARTMENT (PW):

### ADMINISTRATION / GRANTS – PROJECT SPOTLIGHT:

- **Sewage/wastewater Treatment Agreement:** A new sewage treatment and storage agreement has been finalized with Colorado Springs Utilities and contract is filed at City Clerk's office.
- **Park Ave/Canon Ave/Lover's Lane Gas Line:** Work is scheduled to continue East on Manitou Avenue. Additional gas line work is also being designed by CSU for replacement along Park Avenue, Canon Ave and then to Lover's Lane. That work, once finalized, will be messaged out to the community.
- **USFS permits for Reservoir:** 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 conducted an informational briefing to City Council on 12 January. 75% Cushing Terrell study will be sent to city Council for draft review.
- **Hiawatha Gardens** - Grant Administrator Crystal Abeyta of the Hiawatha Gardens Task Force conducted an in-depth City Council presentation on 12 January 2021 addressing proposals for consideration. Crystal has finished the RFP and will be posting on-line.
- **Special Use Permit for Pedals and Parklets Patios** - 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 was included.

### **CITY ENGINEERING – PROJECT SPOTLIGHT:**

**MAPS** – Construction continues this week on the utility duct banks as well as storm drain sizing and routing. 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 the contractor has staged most of their equipment and material at Mt. View and Clarksley. Construction has begun as scheduled and updates will be provided as project progresses.

**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 out for review by several interested parties and will be advertised as soon as the document is ready.

**Soda Springs Park** – The project opened bids and City staff are working to get Monarch Landscaping under contract.

**Ruxton Avenue** – The Survey Consultant is nearly complete with topographical survey and is continuing to delineate the ROW along the corridor. The RFP for developing design plans and undergrounding utilities is under final review with the goal to advertise the RFP the week of January 18<sup>th</sup>. This process will bring in a qualified design consultant with expertise in roadway and utility engineering.

**Water Treatment Plant Mini-hydroelectric Project** – Construction continues and is making final arrangements with Pikes Peak Regional Building in receive the construction permit.

**Manitou Incline** – Manitou Staff have shifted the meetings with the City of Colorado Springs to a monthly scheduled. The Incline will continue to operate daily from 6 am to 3 pm daily. Find meeting minutes at: <https://www.manitouspringsgov.com/585/Manitou-Incline>

### **FACILITIES/CUSTODIAL – PROJECT SPOTLIGHT:**

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 replaced 8 bear proof metal recyclable trash containers on Manitou Avenue in Municipal area. These new containers will prevent bears and other wild life from rummaging through the waste and causing an environmental and safety hazard for residents, business owners and visitors. We were short one custodian during the last week which caused an adjustment of cleaning schedules and overtime for the existing custodian and supervisor. Staff performed snow removal during snow fall as well as extensive ice build-up removal along the South side of Manitou Avenue which is shaded by the trees and buildings causing the snow and ice melt to refreeze at night during colder temperatures.

### **STREETS/STORMWATER – PROJECT SPOTLIGHT:**

Staff performed snow removal during snow fall as well as extensive ice build-up removal along the South side of Manitou Avenue which is shaded by the trees and buildings causing the snow and ice melt to refreeze at night during colder temperatures. Staff worked diligently to grade and repair wash-out spots at the City reservoir road just off of the Pikes Peak Highway. These reservoir roads often wash out due to heavier snow loading and excessive water run off after a snow or rain event. Staff assisted Facilities in replacing 8 bear proof metal recyclable trash containers on Manitou Avenue in Municipal area. These new containers will prevent bears and other wild life from rummaging through the waste and causing an environmental and safety hazard for residents, business owners and visitors. Staff conducted sweeper duties on Manitou and El Paso Avenue and trained a new member to the streets section. This training consisted of safety practices, operational procedures and sweeper rout identification. Staff prepped the area and asphalted a water break patch back in the Via Linda Vista neighborhood.



#### **WATER/SEWER – PROJECT SPOTLIGHT:**

Staff completed all of the required water meter readings while completing 6 work orders, 20 water locates and 1 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 Manitou Avenue. The construction contractor damaged the water pipe and the department had to shut water down for about 50 houses but got the water back on within 1.5 hours with a quick turn repair. Staff assisted a plumber at peacock condos when he had trouble with an existing water line. We assisted by locating and alternate line and crimped off the old line as a backup supply. Staff 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 monthly scheduled preventive maintenance on identified problem sewer line by using our high pressure jetting truck to clear lines before they become restricted by solids and foreign trash.

**WATER TREATMENT PLANT – MONTHLY FLOW REPORT THROUGH: January  
13<sup>th</sup>**

<b>Jan 2021</b>	
<b>1</b>	<b>423,261</b>
<b>2</b>	<b>427,381</b>
<b>3</b>	<b>427,244</b>
<b>4</b>	<b>427,000</b>
<b>5</b>	<b>406,644</b>
<b>6</b>	<b>408,292</b>
<b>7</b>	<b>405,408</b>
<b>8</b>	<b>407,743</b>
<b>9</b>	<b>423,215</b>
<b>10</b>	<b>405,957</b>
<b>11</b>	<b>406,095</b>
<b>12</b>	<b>410,077</b>
<b>13</b>	<b>452,000</b>

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