

: Have a great weekend and hope for snow.



Weekly Updates for week ending January 21st, 2020

CITY CLERK:

MUNICIPAL COURT: Municipal Court staff attended the January 19, 2021 court date. There were 27 attendees and 38 failed to appear. Three (3) trials are scheduled for 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.

- Staff submitted 2 publications for the Ordinances passed at the City Council meeting.
- 2 Liquor License renewals were received, reviewed and forwarded to the state for processing.
- 1 CIRSA claim received and filed.
- Staff processed 3 Records (CORA) Requests.
- 1 Boards, Commissions, and Committees resignation was received and processed.
- 1 Board reappointment was received and is in process
- 1 URA request for appointment was received and processed for approval.

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.

THERE WILL BE NO CITY COUNCIL WORK SESSION ON JANUARY 26, 2021.

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:

- Staff provided housing information for several residents at the Dillon Motel- one for low income senior housing and the other for an affordable apartment.
- Several inspections have been made concerning Housing Code violations.
- 142 Manitou Ave – the carwash. Staff spoke to a representative at Maggie’s Farm and they would like to have this building taken down by the end of March.
- Staff resolved one See Click Fix issue this week regarding the food truck in front of the Stagecoach. This item was permitted by the Planning Department and when the renters move out the trailer will also be removed.

| 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 | 2 | 1 | 1 | 1 | 13 | 0 | 0 | 0 | 0 | 1 | 0 | * |
| 15th - 21st | 0 | 1 | 2 | 0 | 0 | 21 | 1 | 0 | 1 | | 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, 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.

Blood Drive- Our first blood drive of the year is on Thursday, February 11th from 10am-2pm in Memorial Hall! We have 6 spots booked and 42 still available so please register to donate! Here is the link to sign up: <https://donors.vitalant.org/dwp/portal/dwa/appointment/phl/findDrive>. Our Blood Drive code is 20026.

FINANCE DEPARTMENT:

CUSTOMER SERVICE INTERACTIONS IN FINANCE DEPT: To ensure we follow the guidelines of 6 feet social distancing and 50% 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 1/11/20-1/15/20

| Utility Billing Clerk Phone Log | |
|---------------------------------|-----------------|
| Date | Number of Calls |
| Monday | 16 |
| Tuesday | 10 |
| Wednesday | 7 |
| Thursday | 7 |
| Friday | 25 |
| | 65 |

*Does not include phone calls or emails.

KEY PERFORMANCE INDICATORS:

- The Utilities/Business Licensing Clerk processed and sent 32 Business License Certificates
- Accounts Payable processed 1 check for \$62,152.00.

DEPARTMENT HIGHLIGHTS:

- Please review your Notice of Deposit for 2021 benefit elections. Thanks!
- Note that there is a 5% increase for FPPA retirement deductions.

FIRE DEPARTMENT:

This week the Manitou Springs Fire Department responded to 21 Incidents. There were 14 Medical related incidents and 7 Fire/Hazmat/Other related incidents. There were no responses to the Barr Trail/Incline area this week.

The Fire Department offered 16 Training Hours. As they pertain to firefighting, fire fighters reviewed topics that included Forcible Entry, Personal Protective Equipment (PPE), Self-Contained Breathing Apparatus (SCBA), Hose Deployment and Hydrant Operations. As they pertain to emergency medicine, firefighters reviewed topics that included Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Cardio-Pulmonary Resuscitation (CPR). There were 88 hours of firefighter participation.

Firefighters with Emergency Medical Certifications are also currently performing January's required monthly skills assessments that include ROSC-U Mini-Chest Compressor (RMCC), Bag Valve Mask (BVM), Continuous Positive Airway Pressure (C-PAP), Nebulizer, Airway, Splinting and Vital Signs. This is scheduled and performed individually by firefighters and assessed by paid staff.

The Manitou Springs Fire Department reminds everyone that we are still in a drought and the vegetation remains very dry and volatile. Even with recent snowfalls, our region continues to see outdoor fires. Be fire aware and please visit our [Wildfire Mitigation Site](#) to do your part to create a fire adaptive community. Educated homeowners and businesses can make a difference. If you have a property you would like to have evaluated for wildfire mitigation, please call the fire station to set up an appointment.

HUMAN RESOURCES (CPS HR):

No update this week.

PARKING:

CITATIONS: Over the past week the Parking Enforcement Officers (PEO's) have issued a total of 32 citations totaling **\$2,240.00**. Of those citations, the biggest violators were:

- Proof of Vehicle Registration with
 - **20** Citations issued
 - Totaling **\$2,000.00**
- Parked on a Sidewalk with
 - **1** Citation issued
 - Totaling **\$55.00**
- Official Signs Prohibit with
 - **1** Citation issued
 - Totaling **\$35.00**

PARKING TRANSACTIONS: This week there were **3,565** parking transactions for on-street parking and parking lots including Wichita Lot, Smischny Lot, Canon Lot, and 50% of Barr Trail Lot, equaling to **\$6,803.75** of parking revenue.

STAFF AND EVENTS: New modems arrived and have been installed.

PARKS AND RECREATION:

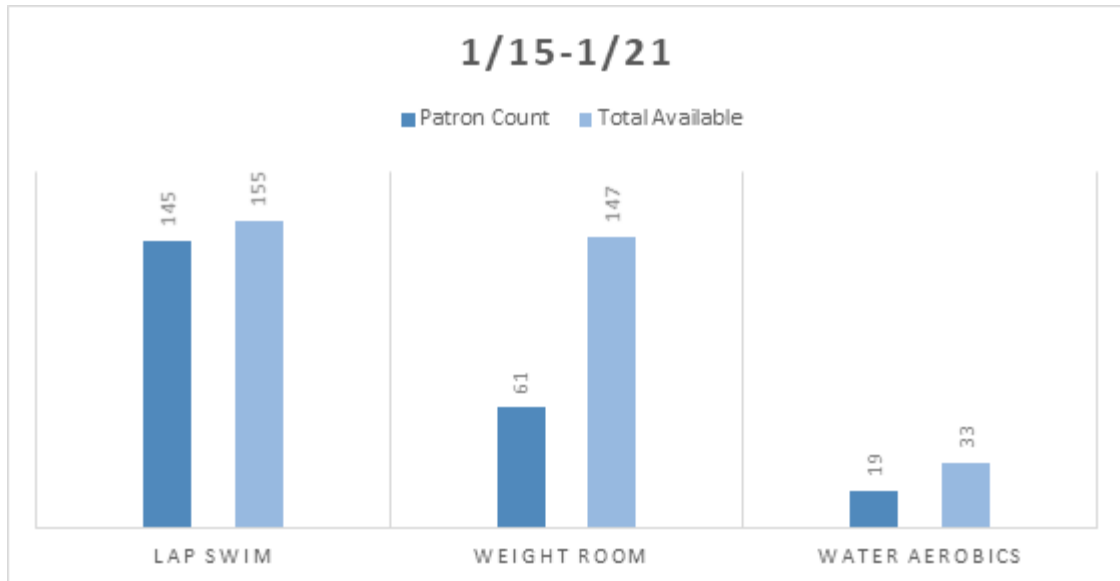
This week, Parks and Recreation Staff:

- Repaired/replaced several light fixtures at the pool.
- Performed an emergency repair on a piece of Ozone equipment.
- Finished the completely redesigned/rebuilt irrigation system in the upper center section of the cemetery.
- Painted walls, grates and trim at the pool.
- Walked the pool and measured for several new and redesigned signs.
- Stained around the new pool light fixtures to match.
- Painted exposed conduit at the pool.
- Installed all new electrical outlet covers to make them uniform in appearance.
- Replaced the old distressed entry mats at the pool.

POOL:

- 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 conducted and attended an in-service meeting.
- Pool and Parks repaired the indoor pool ozonation.

- Pool and parks staff replaced a broken team equipment locker.
- Parks staff painted and installed new lights in the pool lobby.
- Parks staff made plans for new signs in the pool lobby.
- Parks staff made plans for some preventative maintenance on the pool roof.
- Patron Count
 - Lap Swim: 145
 - Weight Room: 61
 - Water Aerobics: 19



Floor Vent Before:



Floor Vent After:



Lobby Post Before (left) and After (right):



PLANNING:

Housing Advisory Board: The Housing Advisory Board last met on January 20, 2021. The Housing Advisory Board continues to work on the Housing Code draft and also discussed residential rental licensing. The next Regular Meeting is scheduled for February 15, 2021.

December 21, 2020 Meeting Minutes: <https://manitouspringscityco.documents-on-demand.com/?l=5a5a76153544e911a2cb000c29a59557&r=8EB468BB261C6707B2643A56E41367B6&d=904bcfad0b5ceb11a326000c29a59557>

Special Projects:

- Pikes Peak Region Office of Emergency Management (PPROEM) Hazard Multihazard Mitigation Plan: Worked with PPROEM staff to prepare and present this agenda item to City Council for on Jan. 19; Council adopted Resolution of support for this regional hazard mitigation plan.
- Becker's Lane: Project team is handling ongoing communications with neighbors. Team has identified the need to provide information to neighbors in advance of work, and will include this and other approaches in a final Communications Plan.
- Cog car locations: City Administrator convened the Cog Car relocation workgroup, and Planning joined to provide staff project management support. The group is developing a Request for Bids for assistance with coordination and logistics of car relocation. In 2019, the work group prepared a short list of priority sites for relocating the two cars, and goal is to move the cars by May 2021.
- Carnegie Library: Staff are finalizing RFP's for design/engineering and capital campaign. Planning Director prepared and presented MACH application to the MACH board.
- Municipal Zoning Code Update: Planning Director works regularly with consultant team on this project. Strategies for public engagement and soliciting staff input in a meaningful way are the major focuses this week.
- Staff have responded to over twenty inquiries and community input conversations about a residential development at 6 El Paso.
- Requests for applications and pre-applications for PIP's, development plans and construction remains brisk. Staff have been receiving and responding to more than fifteen (15) inquires per day.
- Wayfinding: Planning staff are participating in the development of a wayfinding strategy for the City that will be a part of the larger TMMP effort.

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 **16** case reports.

Most frequent call types:

- **28** traffic stops
- **18** citizen contacts.
- **3** calls for disturbance

Our officers assisted the El Paso County Sheriff's Office outside of Manitou Springs on 14 Calls for Service

NOTABLE CASES:

01/16/2021 04:19 •BURGLARY - BURGLARY, FORCED ENTRY
NONRESIDENCE

Comments: Officers were advised of a cold criminal trespass wherein a party forced their way into an vacant hotel room. During routine checks on the business later that night, officers located this party and charged him appropriately.

01/17/2021 - 01/18/2021 23:15 - 01:43 •MISSING PERSON - MISSING PERSON

Comments: On January 17, 2021, at approximately 2315 hours, MSPD Officers responded to the 0 Block of El Paso Boulevard on a report of a missing person. Once on scene, a initial report was taken and the party was entered into the system as missing. At a later time the missing party was located and returned safely home.

01/09/2021 - 01/09/2021 14:00 •THEFT - LARCENY, FROM MAILS

Comments: On 01-14-21, officers investigated a reported mail theft that occurred in the 100 block of Via San Miguel. Victim was notified by the Colorado Springs Police Department they had recovered mail belonging to the victim in Colorado Springs. Investigation is continuing.

In other news:

Chief Churchill recognized our fellow first responders outstanding performance on our Facebook public forum;

Manitou: there are many examples from within our city which define the ideal of our community. One such example occurred this past weekend.

William, the son of friends, who moved to Manitou for many of the same reasons I did, suffered a terrible injury last week when he was struck by a car as he crossed a street. William suffered multiple broken bones and internal injuries. His recovery will be long and difficult, but here, in Manitou, William and his family are not alone.

Our community, friends and neighbors are here to help. Sunday, when William and his family arrived home from the hospital, they were met by the Manitou Fire Department. MSFD was not there for a 911 call, they responded via a community conversation (word of mouth) that William was coming home and may need assistance getting up to the second floor of his house; not easy to do with two broken knees and a pelvis broken in

three places.

This is what Manitou Springs is all about. This is Quality of Life and defines the term, "Thank you for your service" MSFD.

Chief Churchill



PUBLIC INFORMATION AND ENGAGEMENT:

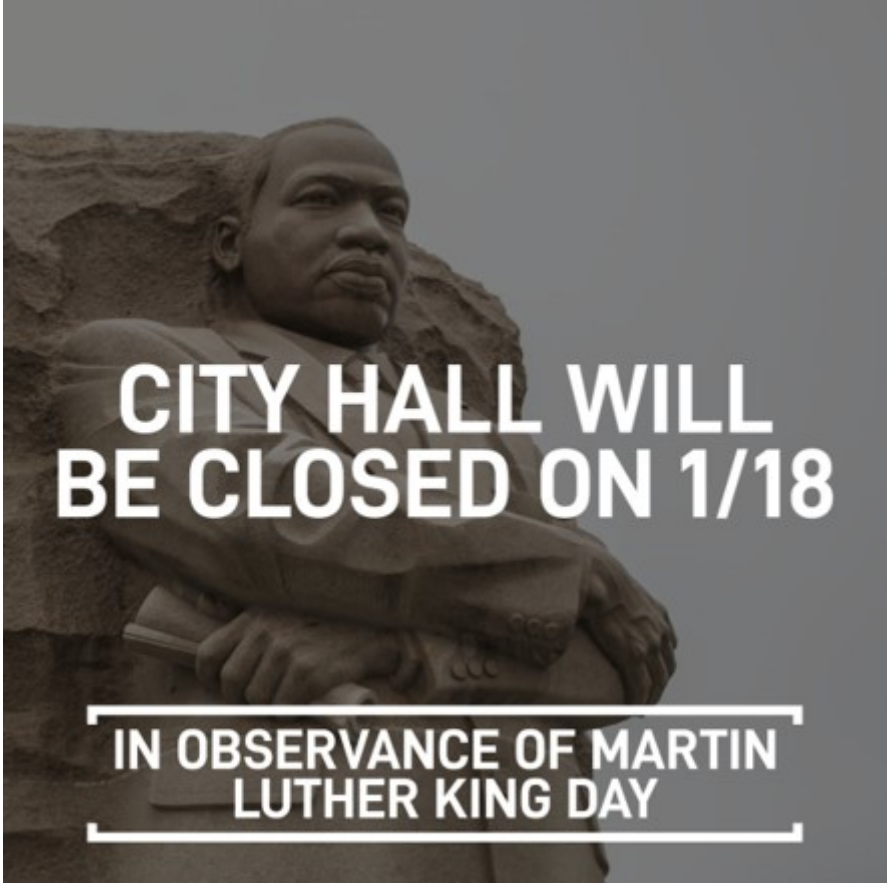
SOCIAL MEDIA: As of 1/21/21 at 2:00pm the Communications Team posted on Facebook, Nextdoor, Twitter, and Instagram 18 times this week. In addition, the Team responded to comments and direct messages from citizens on social media.

Subjects posted about:

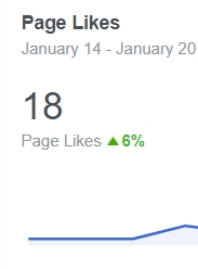
1. 1/14
 1. [Water Disruption](#)
 2. [Water Disruption Update](#)
2. 1/15
 1. [MLK Day Observance](#)
 2. [Weekly Update](#)
3. 1/16
 1. [Open Job Postings](#)
4. 1/19
 1. [City Hall Reopened](#)
 2. [City Council Meeting](#)
5. 1/20
 1. [Fruitcake Toss](#)

2. [Renters Rights](#)
 3. [Managing Mental Health and Emotional Needs During COVID-19](#)
6. 1/21
1. [COVID-19 Vaccine Information](#)



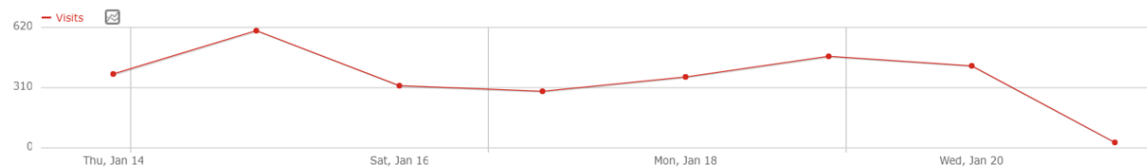


SOCIAL MEDIA ANALYTICS:



Website Analytics:

Evolution over the period



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%

Website Updates:

The current and 30-days previous agendas and minutes from CivicClerk have been emended on all of the boards and commissions webpages. Additionally, the agenda center has been removed from the website, to avoid confusion on where our most up-to-date agendas and minutes are. CivicClerk and Documents on Demand are where our agendas, minutes, and packets will be found.

Any broken links resulting from these changes have also been corrected.

PUBLIC WORKS DEPARTMENT (PW):

ADMINISTRATION / GRANTS – PROJECT SPOTLIGHT:

- **BID Meeting** – The City Engineer attended the Chamber of Commerce and Business Owners BID meeting to discuss on-going projects that may affect regular business and traffic patterns around their shops.
- **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 was evaluated by staff and 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 addressing proposals for consideration. Crystal has finished the RFP and has posted it 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 contract was approved by City Council and city staff has Monarch Landscaping under contract to proceed.

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 25th. 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, parks, and bathrooms 3 times a day due to COVID-19. Staff completed SeeClickFix work orders as well as replaced 4 bear proof metal recyclable trash containers on Manitou Avenue in the 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. 38 have been placed to date with 2 left to swap out. 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 set up for in-person court at

Memorial Hall and moved the Parking Enforcement Department storage shed away from the Public Works remodel construction site.

STREETS/STORMWATER – PROJECT SPOTLIGHT:

Staff worked again on grading and repairing 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 4 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 Via Linda Vista and Crystal Park Roads and installed 4 flashing solar powered crosswalk signs at the Manitou Avenue crosswalk in front of Patsy’s Candy and the crosswalk on Crystal Park and Plainview road.



WATER/SEWER – PROJECT SPOTLIGHT:

Staff completed required water meter readings while finishing 2 work orders, 41 water/sewer locates and 3 water shut off notices. The hydrant flushing contractor was on hold flushing/testing hydrants due to cold temperatures. Staff responded to a water main break on Waltham Avenue. The construction contractor damaged the water pipe while installing a residential water tap to 80 Waltham Place. The department had to shut water down for about 12 houses and repair the line but had water back on by close of business that day. Water sampling for bacteria tracing and mineral deposits were taken at various spots throughout the City. These samples are sent to the El Paso County Department of Health for evaluation and testing. 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. Staff performed more preventive maintenance on the sand/oil-interceptor/separator at the Manitou Fire Department.

WATER TREATMENT PLANT – MONTHLY FLOW REPORT THROUGH: 19, January

| Jan 2021 | |
|-------------|---------|
| 1 | 423,261 |
| 2 | 427,381 |
| 3 | 427,244 |
| 4 | 427,000 |
| 5 | 406,644 |
| 6 | 408,292 |
| 7 | 405,408 |
| 8 | 407,743 |
| 9 | 423,215 |
| 10 | 405,957 |
| 11 | 406,095 |
| 12 | 410,077 |
| 13 | 452,000 |
| 14 | 410,077 |
| 15 | 406,507 |
| 16 | 403,760 |
| 17 | 404,000 |
| 18 | 404,172 |
| 19 | 404,447 |

ADMINISTRATION DEPARTMENT:

Attended the Keith Herring meeting, the 5 Star Regional Meeting, the MSAC meeting, the CDAB Board meeting, the COG Car group meeting.

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