



MANITOU SPRINGS CITY COUNCIL REGULAR MEETING AGENDA

City Council meetings are held in hybrid form by Zoom
(remote) or in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	John G. Graham	January 6, 2026
At-Large	Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Mayor Pro Tem Natalie Johnson	January 6, 2026
Ward 2	Nancy Fortuin	January 6, 2026
Ward 3	Michelle Whetherhult	January 6, 2026

June 17, 2025

6:00 PM

THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR
TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. CONSENT CALENDAR

1. Presentation of Warrants
2. June 3, 2025 City Council Regular Meeting Minutes
3. Consider Reappointing Alison Gerbig to the Housing Advisory Board

G. BUSINESS

1. Approval of Easement for 122 Palisade Circle
2. First Reading of Ordinance No. 1425, an Ordinance Amending the Budget for Fiscal Year 2025

H. HEARINGS

1. Second Reading and Public Hearing of Ordinance No. 1025, An Ordinance Amending Section 13.36.100 of the Municipal Code

2. Second Reading and Public Hearing of Ordinance No. 1125, An Ordinance Repealing and Reenacting Title 14 of the Manitou Springs Municipal Code Concerning Stormwater Quality Management and Discharge Control
3. Second Reading and Public Hearing of Ordinance No. 1225, An Ordinance Amending Title 6 with the Addition of a New Chapter 6.17 Concerning Discharges to the Municipal Separate Storm Sewer System
4. Second Reading and Public Hearing of Ordinance No. 1325, An Ordinance Amending Chapters 18.03 and 18.06 of the Manitou Springs Municipal Code Concerning Storm Water Management and Grading and Erosion Control Permit Provisions

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

J. CITY ADMINISTRATOR REPORT

ADJOURN

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.



Memorandum

Title: Presentation of Warrants
From: Nicole Ortega, Finance Supervisor
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

June 17, 2025

Purpose:

To present warrants, written from May 2025 to City Council.

Background:

City Code 4.2. Powers and duties of Council

...the Council shall have the responsibility and power to:

(d) Prepare and administer an annual budget, and post monthly in City Hall *and make available to the public the line by line expenditures authorized by the Council.*

Pros and Cons:

N/A

Fiscal Impact:

\$1,689,372

Workload Impact:

15 Minutes

Recommended Action:

Acknowledge presentation of the warrants by approval of the Consent Calendar

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/25	05/09/2025	251100	20220576	PIKES PEAK BULLETIN	29-202-100	7,000.00
05/25	05/09/2025	251189	144506	ADVANCE AUTO PARTS	10-202-100	345.58
05/25	05/09/2025	251190	37	AFLAC	10-202-100	34.40
05/25	05/09/2025	251191	145724	AMAZON CAPITAL SERVICES	10-202-100	3,422.03
05/25	05/09/2025	251192	1045	AMERICAN PUBLIC WORKS ASSOCIATION	10-202-100	409.00
05/25	05/09/2025	251193	20220745	ANGEL ARMOR LLC	24-202-100	4,473.90
05/25	05/09/2025	251194	1516	CASELLE INC	10-202-100	1,787.00
05/25	05/09/2025	251195	144823	CASEY'S LUMBER	10-202-100	432.00
05/25	05/09/2025	251196	125	CEM SALES & SERVICE	10-202-100	401.16
05/25	05/09/2025	251197	848	CENTURYLINK	10-202-100	277.46
05/25	05/09/2025	251198	2021025	CHAVEZ CONSULTING INC	54-202-100	10,081.25
05/25	05/09/2025	251199	20220859	CHIARTANO ENGINEERING GROUP LLC	39-202-100	2,000.00
05/25	05/09/2025	251200	170	CIRSA	10-202-100	405.15
05/25	05/09/2025	251201	144290	CITY OF COLORADO SPRINGS	10-202-100	603.86
05/25	05/09/2025	251202	1	CITY OF MANITOU SPRINGS PETTY CASH	10-202-100	40.04
05/25	05/09/2025	251203	160403	CLARION ASSOCIATES LLC	10-202-100	158.10
05/25	05/09/2025	251204	266	COLORADO DEPT OF PUBLIC HEALTH	26-202-100	410.00
05/25	05/09/2025	251205	2021034	COLORADO PERA	10-202-100	12,281.76
05/25	05/09/2025	251206	177	COLORADO SPRINGS UTILITIES	53-202-100	42,107.53
05/25	05/09/2025	251207	145514	CRAIG'S POWER EQUIPMENT	10-202-100	49.49
05/25	05/09/2025	251208	20220017	CYBERSOURCE CORPORATION	55-202-100	548.00
05/25	05/09/2025	251209	20221004	DETECTACHEM, INC.	10-202-100	225.77
05/25	05/09/2025	251210	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00
05/25	05/09/2025	251211	20220140	ECOSWEEPING INC	55-202-100	5,940.00
05/25	05/09/2025	251212	202119	EXPRESS SERVICES, INC.	10-202-100	2,467.18
05/25	05/09/2025	251213	20220313	EXTRA SPACE MANAGEMENT INC	10-202-100	13.00
05/25	05/09/2025	251214	20221028	FILANC	52-202-100	41,388.53
05/25	05/09/2025	251215	20220583	FISHER, LESA	10-202-100	43.43
05/25	05/09/2025	251216	160344	FLAIR DATA SYSTEMS	10-202-100	1,833.05
05/25	05/09/2025	251217	682	FP MAILING SOLUTIONS	10-202-100	104.85
05/25	05/09/2025	251218	20221102	GENTRY, JENNIFER	10-202-100	28.00
05/25	05/09/2025	251219	346	GLASER WELDING / GLASER STEEL	53-202-100	113.42
05/25	05/09/2025	251220	1024	GOODYEAR AUTO SERVICE CTR	10-202-100	977.76
05/25	05/09/2025	251221	5040	GOVPRO CONSULTING LLC	10-202-100	150.00
05/25	05/09/2025	251222	20220965	GSE CONSTRUCTION CO, INC	52-202-100	48,847.36
05/25	05/09/2025	251223	160394	GUIRY'S INC.	10-202-100	132.16
05/25	05/09/2025	251224	202194	HAMMERS CONSTRUCTION INC	10-202-100	37,387.03
05/25	05/09/2025	251225	568	HEALTHCARE MEDICAL WASTE SERVICES	10-202-100	230.00
05/25	05/09/2025	251226	148807	HOFFMANN, PARKER, WILSON & CARBERRY	10-202-100	93,982.84
05/25	05/09/2025	251227	436	HOME DEPOT CREDIT SERVICES	10-202-100	913.98
05/25	05/19/2025	251228	20220966	ICON STRUCTURES INC	55-202-100	.00 V
05/25	05/09/2025	251229	20220715	INTERNATIONAL PARKING & MOBILITY INSTITU	55-202-100	480.00
05/25	05/09/2025	251230	1581	JACK'S ALIGNMENT SERVICE INC	10-202-100	85.50
05/25	05/09/2025	251231	144638	KUMAR & ASSOCIATES, INC.	55-202-100	927.50
05/25	05/09/2025	251232	20220682	LANDO EXCAVATION LLC	54-202-100	33,465.00
05/25	05/09/2025	251233	43	LEGAL SHIELD	10-202-100	623.90
05/25	05/09/2025	251234	56	LOWE'S	10-202-100	333.26
05/25	05/09/2025	251235	202158	MACDOUGALL & WOLDRIDGE PC	52-202-100	243.00
05/25	05/09/2025	251236	939	MANITOU ART CENTER	29-202-100	20,250.00
05/25	05/09/2025	251237	1120	MANITOU MUSIC FOUNDATION	29-202-100	13,650.00
05/25	05/09/2025	251238	145606	MILE HIGH ACE HARDWARE	10-202-100	329.54
05/25	05/09/2025	251239	20220786	MONTANO, ELIZABETH	10-202-100	500.00
05/25	05/09/2025	251240	20200300	MORENO, MARCUS	10-202-100	1,350.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/25	05/09/2025	251241	20220280	MOTOROLA SOLUTIONS, INC.	55-202-100	116.66
05/25	05/09/2025	251242	20221099	NASSIF, VANESSA	29-202-100	500.00
05/25	05/09/2025	251243	2021089	NATIONSEARCH.COM LLC	10-202-100	353.75
05/25	05/09/2025	251244	20221086	NOMATIX	39-202-100	4,750.00
05/25	05/09/2025	251245	20221067	NTVIA ACCOUNTING DEPT	10-202-100	15,960.05
05/25	05/09/2025	251246	415	OLSON PLUMBING & HEATING	10-202-100	526.09
05/25	05/09/2025	251247	187	O'REILLY AUTO PARTS / FIRST CALL	10-202-100	860.96
05/25	05/09/2025	251248	242	PETTY CASH - FINANCE	10-202-100	867.24
05/25	05/09/2025	251249	138	PHIL LONG MOTOR CITY	10-202-100	371.30
05/25	05/09/2025	251250	20220576	PIKES PEAK BULLETIN	10-202-100	255.00
05/25	05/09/2025	251251	20220421	POO FREE PARKS	10-202-100	1,599.90
05/25	05/09/2025	251252	20220913	PURCELL TIRE & SERVICE CENTERS	55-202-100	1,051.93
05/25	05/09/2025	251253	391	RICK'S GARDEN CENTER	10-202-100	1,756.98
05/25	05/09/2025	251254	20220393	ROCKSOL CONSULTING GROUP INC	26-202-100	16,822.14
05/25	05/09/2025	251255	145602	SITEONE LANDSCAPE SUPPLY	10-202-100	66.89
05/25	05/09/2025	251256	20200248	SMOKEBRUSH FOUNDATION INC	29-202-100	13,758.00
05/25	05/09/2025	251257	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	189.69
05/25	05/09/2025	251258	20221097	SUMMIT TOPCO LP	10-202-100	7,817.31
05/25	05/09/2025	251259	20200156	T2 SYSTEMS CANADA INC	55-202-100	809.25
05/25	05/09/2025	251260	20220380	TAKE 5 CAR WASH	10-202-100	147.00
05/25	05/09/2025	251261	662	TAYCO SCREEN PRINTING	10-202-100	125.00
05/25	05/09/2025	251262	20221100	TAYLOR, ZACHARY	10-202-100	150.00
05/25	05/09/2025	251263	20221101	THORCON SHOTCRETE & SHORING	26-202-100	247,340.00
05/25	05/09/2025	251264	940	TIMBER LINE ELECTRIC	52-202-100	2,401.00
05/25	05/09/2025	251265	170078	TWIN BEARS	10-202-100	150.00
05/25	05/09/2025	251266	20220331	VERIZON CONNECT FLEET USA LLC	55-202-100	805.40
05/25	05/09/2025	251267	160197	VERMEER SOUTH	10-202-100	211.96
05/25	05/09/2025	251268	20220809	VERSATERM PUBLIC SAFETY US INC	10-202-100	2,696.40
05/25	05/09/2025	251269	10065	WASTE CONNECTIONS	10-202-100	4,417.64
05/25	05/09/2025	251270	202195	WATTERS H2O SERVICES	52-202-100	6,180.00
05/25	05/09/2025	251271	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	1,266.79
05/25	05/09/2025	251272	20200273	WOLFCO COMMERCIAL SERVICES	10-202-100	175.00
05/25	05/09/2025	251273	20220024	WOLFCO COMMERCIAL SERVICES	10-202-100	135.00
05/25	05/09/2025	251274	20220025	WOLFCO COMMERCIAL SERVICES	10-202-100	165.00
05/25	05/09/2025	251275	20220358	WOLFCO COMMERCIAL SERVICES	10-202-100	100.00
05/25	05/09/2025	251276	144382	ZEP SALES & SERVICE	10-202-100	140.24
05/25	05/09/2025	251277	20221094	OLSON, NICHOLAS RILEY	29-202-100	750.00
05/25	05/15/2025	251278	145724	AMAZON CAPITAL SERVICES	10-202-100	2,079.86
05/25	05/15/2025	251279	426	AMERICAN LOCK & KEY	52-202-100	40.00
05/25	05/15/2025	251280	1410	BOBCAT OF THE ROCKIES	52-202-100	157.55
05/25	05/15/2025	251281	615	CARDMEMBER SERVICE	55-202-100	195.41
05/25	05/15/2025	251282	125	CEM SALES & SERVICE	10-202-100	1,149.50
05/25	05/15/2025	251283	235	CLEAN AIR LAWN CARE	25-202-100	1,425.00
05/25	05/15/2025	251284	160124	COLORADO ADVERTISING PRODUCTS	10-202-100	2,047.66
05/25	05/15/2025	251285	177	COLORADO SPRINGS UTILITIES	10-202-100	9,370.82
05/25	05/15/2025	251286	642	CORE & MAIN LP	52-202-100	1,436.57
05/25	05/15/2025	251287	20220771	CORREA-PULIDO, NATALIA	29-202-100	4,849.00
05/25	05/15/2025	251288	20221053	DEFENSE TECHNOLOGY, LLC	10-202-100	745.00
05/25	05/15/2025	251289	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00
05/25	05/15/2025	251290	658	EL PASO COUNTY PUBLIC HEALTH LABORATORY	10-202-100	598.00
05/25	05/15/2025	251291	202119	EXPRESS SERVICES, INC.	10-202-100	1,352.69
05/25	05/15/2025	251292	436	HOME DEPOT CREDIT SERVICES	52-202-100	166.83
05/25	05/15/2025	251293	144638	KUMAR & ASSOCIATES, INC.	39-202-100	963.75
05/25	05/15/2025	251294	939	MANITOU ART CENTER	29-202-100	3,500.00
05/25	05/15/2025	251295	248	MANITOU SPGS SCHOOL DIST 14	10-202-100	660.96
05/25	05/15/2025	251296	145606	MILE HIGH ACE HARDWARE	10-202-100	80.73
05/25	05/15/2025	251297	415	OLSON PLUMBING & HEATING	53-202-100	747.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/25	05/15/2025	251298	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	400.00
05/25	05/21/2025	251299	20221103	NOE, NICOLE	29-202-100	.00 V
05/25	05/21/2025	251300	939	MANITOU ART CENTER	29-202-100	.00 V
05/25	05/19/2025	251301	939	MANITOU ART CENTER	29-202-100	4,000.00
05/25	05/29/2025	251302	20220183	ALL AMERICAN SPORTS CENTER INC.	10-202-100	600.00
05/25	05/29/2025	251303	20200132	ALLEN, MICHAEL T	10-202-100	1,037.50
05/25	05/29/2025	251304	145724	AMAZON CAPITAL SERVICES	10-202-100	2,710.65
05/25	05/29/2025	251305	145600	AMERICAN BATTERY CORPORATION	10-202-100	199.12
05/25	05/29/2025	251306	426	AMERICAN LOCK & KEY	53-202-100	3,301.20
05/25	05/29/2025	251307	20220880	AUTOMATED BUSINESS PRODUCTS OF COLORAD	10-202-100	13.91
05/25	05/29/2025	251308	1410	BOBCAT OF THE ROCKIES	52-202-100	157.55
05/25	05/29/2025	251309	358	BOUND TREE MEDICAL,LLC.	10-202-100	5,661.54
05/25	05/29/2025	251310	615	CARDMEMBER SERVICE	10-202-100	38.91
05/25	05/29/2025	251311	170	CIRSA	10-202-100	1,032.53
05/25	05/29/2025	251312	613	CLAYTON HOLDINGS, LLC	54-202-100	80,671.17
05/25	05/29/2025	251313	235	CLEAN AIR LAWN CARE	25-202-100	1,425.00
05/25	05/29/2025	251314	177	COLORADO SPRINGS UTILITIES	10-202-100	61,633.04
05/25	05/29/2025	251315	20221107	CONARD, FURMAN WILLIAM	10-202-100	210.00
05/25	05/29/2025	251316	20220908	DATAWORKS PLUS LLC	39-202-100	3,334.00
05/25	05/29/2025	251317	361	DAWSON INFRASTRUCTURE SOLUTIONS	54-202-100	2,558.50
05/25	05/29/2025	251318	202119	EXPRESS SERVICES, INC.	10-202-100	2,858.21
05/25	05/29/2025	251319	20220313	EXTRA SPACE STORAGE	10-202-100	9.00
05/25	05/29/2025	251320	503	FEDERAL EXPRESS	52-202-100	82.01
05/25	05/29/2025	251321	20221028	FILANC	52-202-100	74,569.38
05/25	05/29/2025	251322	160344	FLAIR DATA SYSTEMS	10-202-100	6,376.83
05/25	05/29/2025	251323	20220664	FOX, AVRAM	10-202-100	7,701.27
05/25	05/29/2025	251324	346	GLASER WELDING / GLASER STEEL	10-202-100	7.53
05/25	05/29/2025	251325	1024	GOODYEAR AUTO SERVICE CTR	10-202-100	1,109.00
05/25	05/29/2025	251326	20200299	GRANITE ENGINEERING GROUP INC	52-202-100	705.56
05/25	05/29/2025	251327	20221105	GRANITE TELECOMMUNICATIONS LLC	53-202-100	705.56
05/25	05/29/2025	251328	20221106	GROUND ENGINEERING CONSULTANTS, INC	55-202-100	460.00
05/25	05/29/2025	251329	20220965	GSE CONSTRUCTION CO, INC	52-202-100	78,327.17
05/25	05/29/2025	251330	160394	GUIRY'S INC.	10-202-100	12.22
05/25	05/29/2025	251331	20220738	HARBOR FREIGHT COMMERCIAL ACCOUNT	53-202-100	110.28
05/25	05/29/2025	251332	1258	HARDLINE EQUIPMENT	55-202-100	646.70
05/25	05/29/2025	251333	436	HOME DEPOT CREDIT SERVICES	52-202-100	364.87
05/25	05/29/2025	251334	594	HORD, COPLAN, MACHT	39-202-100	1,808.10
05/25	05/29/2025	251335	20221104	IICON CONSTRUCTION COLORADO LLC	55-202-100	202,430.32
05/25	05/29/2025	251336	15009	JR ENGINEERING LLC	39-202-100	4,028.75
05/25	05/29/2025	251337	144777	L.N. CURTIS & SONS	10-202-100	724.00
05/25	05/29/2025	251338	43	LEGAL SHIELD	10-202-100	590.00
05/25	05/29/2025	251339	56	LOWE'S	10-202-100	106.88
05/25	05/29/2025	251340	20220734	MALLORY SAFETY & SUPPLY LLC	54-202-100	1,535.17
05/25	05/29/2025	251341	939	MANITOU ART CENTER	29-202-100	6,750.00
05/25	05/29/2025	251342	20110	MANITOU SPRINGS HISTORICAL SOCIETY	10-202-100	225.00
05/25	05/29/2025	251343	1009	MARCUS ELECTRIC LLC	10-202-100	150.00
05/25	05/29/2025	251344	142003	MASTER BLASTER, INC.	10-202-100	1,720.00
05/25	05/29/2025	251345	142083	MCCANDLESS TRUCK CENTER LLC	10-202-100	258.50
05/25	05/29/2025	251346	1118	MELCON COMMUNICATIONS LLP	10-202-100	3,050.00
05/25	05/29/2025	251347	746	MHC KENWORTH-COLORADO SPRINGS	10-202-100	240.68
05/25	05/29/2025	251348	145606	MILE HIGH ACE HARDWARE	10-202-100	123.96
05/25	05/29/2025	251349	169	NAPAAUTO PARTS	10-202-100	112.20
05/25	05/29/2025	251350	2021089	NATIONSEARCH.COM LLC	10-202-100	598.85
05/25	05/29/2025	251351	20221086	NOMATIX	55-202-100	13,019.65
05/25	05/29/2025	251352	20200297	OLSON, DAN	10-202-100	348.37
05/25	05/29/2025	251353	20220774	ORGANIC GARDENING SERVICES LLC	10-202-100	3,502.80
05/25	05/29/2025	251354	20220576	PIKES PEAK BULLETIN	10-202-100	260.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/25	05/29/2025	251355	194	RAMPART	10-202-100	1,987.54
05/25	05/29/2025	251356	749	RESPEC	52-202-100	4,140.20
05/25	05/29/2025	251357	391	RICK'S GARDEN CENTER	10-202-100	386.73
05/25	05/29/2025	251358	20220393	ROCKSOL CONSULTING GROUP INC	26-202-100	11,123.77
05/25	05/29/2025	251359	855	ROCKY MOUNTAIN AIR SOLUTIONS	52-202-100	1,218.31
05/25	05/29/2025	251360	143	SCHMIDT CONSTRUCTION	10-202-100	661.05
05/25	05/29/2025	251361	20200287	SHELDON'S AUTO REPAIR	10-202-100	440.47
05/25	05/29/2025	251362	20221096	SILVERBACK EXCAVATION, LLC	55-202-100	202,430.32
05/25	05/29/2025	251363	20220557	STAMPLI CREDIT CARD	10-202-100	89.53
05/25	05/29/2025	251364	20200156	T2 SYSTEMS CANADA INC	55-202-100	12,151.94
05/25	05/29/2025	251365	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	1,500.00
05/25	05/29/2025	251366	20221035	TALOS TECHNOLOGIES LTD	52-202-100	1,770.55
05/25	05/29/2025	251367	662	TAYCO SCREEN PRINTING	10-202-100	41.25
05/25	05/29/2025	251368	20220751	TEMP FENCE USA	55-202-100	425.00
05/25	05/29/2025	251369	1196	THE LANDSCAPER, LLC	10-202-100	500.00
05/25	05/29/2025	251370	20220970	TIMBERLINE BUILDING SYSTEMS LLC	39-202-100	63,471.49
05/25	05/29/2025	251371	20200170	UNITED SITE SERVICES	55-202-100	4,703.00
05/25	05/29/2025	251372	20220216	VAN NIMWEGEN, HANNAH	10-202-100	2,300.00
05/25	05/29/2025	251373	20221033	VIVID ENGINEERING GROUP INC	52-202-100	34,411.25
05/25	05/29/2025	251374	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	928.79
05/25	05/29/2025	251375	213	WHISLER INDUSTRIAL SUPPLY	10-202-100	41.50
05/25	05/29/2025	251376	20220123	WIKSTROM, YVETTE	10-202-100	3,850.00
05/25	05/29/2025	251377	160160	WONG, MARK	10-202-100	7,739.66
05/25	05/29/2025	251378	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	1,790.37
05/25	05/30/2025	251379	144506	ADVANCE AUTO PARTS	55-202-100	375.89
05/25	05/30/2025	251394	114	CMI INC	10-202-100	103.93
05/25	05/21/2025	20250477	361	DAWSON INFRASTRUCTURE SOLUTIONS	54-202-100	2,558.50- V
05/25	05/19/2025	20250675	114	CMI INC	10-202-100	103.93- V
05/25	05/30/2025	20250701	295	LINDSAY PRECAST, INC.	54-202-100	13.67- V
05/25	05/02/2025	20250971	242	PETTY CASH - FINANCE	10-202-100	147.24- V
05/25	05/09/2025	20250972	20220576	PIKES PEAK BULLETIN	29-202-100	7,255.00- V
05/25	05/02/2025	20251005	1	CITY OF MANITOU SPRINGS PETTY CASH	10-202-100	40.04- V
05/25	05/02/2025	20251056	242	PETTY CASH - FINANCE	10-202-100	720.00- V
05/25	05/09/2025	20251073	20220387	STUTZMAN, KARA	29-202-100	250.00- V
05/25	05/21/2025	20251080	2021042	THUNBERG, SOPHIE	29-202-100	5,000.00- V
Grand Totals:		202				1,689,372.11

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Memorandum

Title: June 3, 2025 City Council Regular Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

June 17, 2025

Purpose:

To review and approve the meeting minutes from the June 3, 2025 City Council meeting.

Background:

The City Council met in regular session on June 3, 2025.

Pros and Cons:

N/A

Fiscal Impact:

None.

Workload Impact:

Approximately three hours of staff time to attend the meeting and to prepare and review the minutes.

Recommended Action:

Approve the June 3, 2025 City Council regular meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS
CITY COUNCIL**

Regular Meeting Minutes
606 Manitou Avenue
June 3, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, June 3, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor John Graham
Councilor Judith Chandler
Councilor Julie Wolfe
Councilor Nancy Fortuin

COUNCIL MEMBERS ABSENT FOR ROLL CALL:

Mayor Pro Tem Natalie Johnson (Excused)
Councilor John Shada (Arrived at 6:03 PM)
Councilor Michelle Whetherhult (Excused)

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:01 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call, except for Mayor Pro Tem Johnson, Councilor Shada and Councilor Whetherhult.

D. APPROVAL OF AGENDA

Councilor Fortuin moved to approve the agenda as presented. The motion was seconded by Councilor Chandler. The motion carried unanimously (4-0).

Note for the Record – Councilor Shada arrived at 6:03 PM.

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Mimi Foster, 14519 Air Garden Lane, Colorado Springs, CO 80921, shared that she is the realtor and legal representative for 122 Palisade Circle property. She explained that

the property owners have moved into assisted living in Denver and that they have been unable to sell their property due to an 11-foot encroachment. An easement was presented as a solution at the last City Council meeting. She expressed concern about the issue being postponed to July and stated that the situation has caused financial hardship for the property owners.

El Paso County Commissioner for District 3, Bill Wysong, shared that the Pikes Peak Regional Office of Emergency Management made an announcement on May 13, 2025 that they are under contract for an evacuation modeling software program called Ladriss. He explained that the program is being shared with fire districts in the area.

F. CONSENT CALENDAR

1. May 13, 2025 City Council Special Meeting Minutes
2. May 20, 2025 City Council Regular Meeting Minutes

Note for the Record – This item was pulled from the consent calendar as requested by Councilor Chandler.

Councilor Chandler moved to approve the consent calendar as amended. The motion was seconded by Councilor Fortuin. The motion carried unanimously (5-0).

F2. May 20, 2025 City Council Regular Meeting Minutes

Councilor Chandler moved to approve the minutes as amended to correct the second paragraph on page four to state “Councilor Chandler suggested collecting payment for the City Attorney fees and 100 percent of staff hours at a minimum.” The motion was seconded by Councilor Wolfe. The motion was carried unanimously (5-0).

G. BUSINESS

1. Art on the Avenue 2025 Review and Authorization

Ralph Routon presented the 2025 proposals for Art on the Avenue on behalf of the Creative Alliance Board (CRANE). He shared that there are four installations being presented, all with standard two year leases. The four proposed installations included “Mr. Hare” by Mark Dyke to be installed on Manitou Avenue in front of Toasted, “My Mental Garden” by Sandy Friedman to be installed in front of City Hall, “Pink Cyclone” by Annette Coleman to be installed in Seven Minute Springs Park, and “Seeds in the Wind” by Jodie Bliss to be installed outside the former Chase Bank Building. He explained that public feedback on the proposed installations was positive and that the installations are MACH grant funded. Additionally, Mr. Routon noted that he has recused himself from all MACH discussions related to CRANE due to the fact that he is on both boards.

Councilor Wolfe commented that she thinks the proposed installations are great and that she especially loves the Mr. Hare installation.

Councilor Chandler expressed support for the proposed installations.

Councilor Fortuin moved to approve the Art on the Avenue 2025 CRANE recommendations as presented. The motion was seconded by Councilor Wolfe. The motion was carried (5-0).

2. Community Wildfire Protection Plan

Fire Chief Kieth Buckmiller and Fire Lieutenant Michael Willie presented the Community Wildfire Protection Plan.

There was a brief discussion about the plan's emphasis on interagency and intergovernmental cooperation, during which Fire Lieutenant Willie explained that this was intended to highlight collaboration with other entities, such as Colorado Springs Utilities, El Paso County, and Colorado Springs Fire Department, on fire mitigation efforts for the City of Manitou Springs.

Councilor Fortuin commented that the current plan does not appear to have a specific evacuation plan and only indicates that the Fire Department and Police Department will direct evacuations.

Fire Chief Buckmiller explained that there is a basic plan organized by zone to avoid congestion, but the intent is to create plans for a variety of hazards beyond fire, which require different responses.

Councilor Fortuin suggested that the Fire Department work with the Open Space Advisory Board (OSAC) to provide input on open space fire mitigation. She noted that education seemed to be of a primary focus for the plan.

Fire Lieutenant Willie shared that he regularly attends OSAC meetings. He added that education efforts included a community meeting this past February, social media posts and wildfire assessments.

There was a brief discussion regarding community feedback on the plan, during which Fire Lieutenant Willie stated that the feedback was positive overall, with 30 to 40 responses received. This was followed by a discussion about whether there had been any major changes to the plan since its last update in 2019. Fire Lieutenant Willie confirmed that there were no significant changes, and that the updates presented were intended to make the plan more robust and educational.

Councilor Chandler stated that she does not think a framework or basic evacuation plan is sufficient. She suggested that the Fire Department prioritize the development of a comprehensive evacuation plan.

Fire Chief Buckmiller confirmed that it is feasible to create alternate plans based on the circumstances. He emphasized the importance of people following directions during

emergencies and noted that citizens often wait for emergency alerts to be canceled, but this delay can result in them waiting too long to evacuate safely. Additionally, he stressed that residents should not rely solely on previously taught plans, as those may no longer be appropriate for the current situation. Flexibility and situational awareness are critical.

There was a general discussion about varying communication pathways and the Peak Alert System, in which Fire Chief Buckmiller stated that typically after an emergency, 911 subscriptions go up, but after a few days people stop answering their phones.

Councilor Shada suggested coordinating with the COG Railway to ensure that tourists and staff at the station and on trains are alerted in the event of an emergency.

Fire Chief Buckmiller noted that El Paso County is starting to work with an evacuation modeling software program, however, he does not want to put too much emphasis on computer programming but rather utilize the software as a tool.

Mayor Graham expressed appreciation for the level of detail included in the plan.

Councilor Chandler echoed the Mayor's sentiments regarding the quality of the plan and requested hard copies of the Community Wildfire Protection Plan be made available.

There was further discussion about educating the community beyond reading the plan, during which Chief Buckmiller shared that after a suggestion provided at the meeting in February the Fire Department has started implementing an ambassadorship program via block parties and taking the opportunity to talk to residents during Chipping Days.

Councilor Fortuin agreed that the proposed plan was very thorough and educational.

Councilor Chandler moved to approve the Community Wildfire Protection Plan as presented. The motion was seconded by Councilor Wolfe. The motion was carried unanimously (5-0).

3. First Reading of Ordinance No. 1025, An Ordinance Amending Section 13.36.100 of the Municipal Code

Mayor Graham advised the Council that ordinances 1025, 1125, 1225, and 1325 are all related and have previously been discussed during a work session.

Planning Director Fred Rollenhagen noted that all four ordinances are related to the stormwater code. He explained that because they are under separate titles they require separate ordinances. Ordinance No. 1025 is amending the definitions "Storm Sewer System" and "Stormwater Management System" under Title 13.

Councilor Chandler moved to approve on first reading Ordinance No. 1025, An Ordinance Amending Section 13.36.100 of the Municipal Code and set a public hearing for June 17, 2025, at 6:00 PM. The motion was seconded by Councilor Fortuin. The motion was carried unanimously (5-0).

4. First Reading of Ordinance No. 1125, An Ordinance Repealing and Reenacting Title 14 of the Manitou Springs Municipal Code Concerning Stormwater Quality Management and Discharge Control

Planning Director Rollenhagen noted that Title 14 contains the most substantive content of the stormwater code, including applicable construction activity, applicable development sites, plan review, exemptions, inspections, permanent stormwater quality management, base design standards, and long-term operations and maintenance. He added that Consultant John Chavez with Chavez Consulting Inc., LLC, is available to answer questions.

Councilor Chandler moved to approve on first reading, Ordinance No. 1125, An Ordinance Repealing and Reenacting Title 14 of the Manitou Springs Municipal Code Concerning Stormwater Quality Management and Discharge Control and set a public hearing for June 17, 2025, at 6:00 PM. The motion was seconded by Councilor Wolfe. The motion was carried unanimously (5-0).

5. First Reading of Ordinance No. 1225, An Ordinance Amending Title 6 with the Addition of a New Chapter 6.17 Concerning Discharges to the Municipal Separate Storm Sewer System

Planning Director Rollenhagen explained that the amendments in Title 6 are to provide enforcement authority for the city.

Councilor Wolfe moved to approve on first reading Ordinance No. 1225, An Ordinance Amending Title 6 with the Addition of a New Chapter 6.17 Concerning Discharges to the Municipal Separate Storm Sewer System. The motion was seconded by Councilor Fortuin. The motion was carried unanimously (5-0).

6. First Reading of Ordinance No. 1325, An Ordinance Amending Chapters 18.03 and 18.06 of the Manitou Springs Municipal Code Concerning Storm Water Management and Grading and Erosion Control Permit Provisions

Planning Director Rollenhagen shared that the amendments to Chapters 18.03 and 18.06 are proposed to connect the requirements in Title 18 to Title 14. He noted that Title 18 is usually where citizens are most impacted, through excavation work and permitting.

Councilor Fortuin moved to approve Ordinance No. 1325, An Ordinance Amending Chapters 18.03 and 18.06 of the Manitou Springs Municipal Code Concerning Storm Water Management and Grading and Erosion Control Permit Provisions and set a public hearing for June 17, 2025, at 6:00 PM. The motion was seconded by Councilor Chandler. The motion was carried unanimously (5-0).

H. HEARINGS

1. Second Reading and Public Hearing of Ordinance No. 0825, An Ordinance Reducing the City's Special Tax on the Sale of Retail Marijuana and Retail Marijuana Products

Mayor Graham opened the hearing for public comment at 7:04 PM.

Bill Conkling, 850 South Fillmore Street, Denver, CO 80209, Founder and Owner of Maggie's Farm expressed appreciation for the Council's understanding and attentiveness to the marijuana tax issue.

Due to no further comments, the public comment portion of the hearing was closed at 7:05 PM.

Councilor Wolfe moved to adopt on second reading Ordinance No. 0825, An Ordinance Reducing the City's Special Tax on the Sale of Retail Marijuana and Retail Marijuana Products. The motion was seconded by Councilor Fortuin. The motion was carried unanimously (5-0).

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

There was a brief discussion regarding the downtown authority districts, in which it was confirmed that the City Council had decided not to provide funds to the Business Improvement District (BID).

Councilor Fortuin shared that the Urban Renewal Authority (URA) is replanting planters along Manitou Avenue and the URA has requested help from the city with watering the planters. She added that John Maynard with the URA would like to speak with staff regarding the Dillon Mobility Hub Project.

City Administrator Denise Howell confirmed that Mr. Maynard has met with the Planning Director and that she has advised him to share his ideas during public meetings.

Councilor Fortuin stated that the El Colorado Lodge closing has been moved to end of July. She added that the URA is concerned about security, safety and signage at the Dillon property.

Councilor Chandler announced that the Climate Action Work Group is hosting a potluck on Sunday, June 22, 2025 in City Hall from 5:00 PM to 8:00 PM.

There was a brief discussion regarding upcoming agenda items, during which City Administrator Howell confirmed that the June 10, 2025 City Council Work Session will include discussions regarding vendor special event parking fees and overnight parking for residents on Manitou Avenue.

Mayor Graham announced that the Kiwanis Club is sponsoring an Arch-to-Arch Community Clean-up on Sunday, June 8, 2025 from 11:00 AM to 1:30 PM. He added

that Saturday, June 7, 2025 is the Manitou Springs Wine Festival. Mayor Graham shared that he received a phone call from President and Publisher Lyn Ettinger-Harwell with Pikes Peak Bulletin (PPB), during which he was informed that PPB will be publishing a story about City Administrator Howell in the June 6, 2025 edition and the that the story was not going to be positive. He explained that state laws limit what the city could say and that he provided comments to the bulletin under the guidance of the City Attorney. Mayor Graham read the Council's previous statement affirming confidence in City Administrator Howell that released on May 6, 2025.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported on the following:

- Trees have been planted downtown along Manitou Avenue.
- Sidewalks are being cleaned.
- Chipping Days is on Osage Avenue and Duclo Avenue this week.
- Dumpsters Days will be on June 21, 2025 from 8:00 AM to 2:00 PM.
- The grass in the parks is getting long, but staff will have to wait to cut it due to the weather.

K. EXECUTIVE SESSION

1. An Executive Session to determine positions

Mayor Graham read the purpose of the Executive Session into the record at 7:20 PM.

Councilor Wolfe moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Chandler. The motion was carried (5-0).

The City Council moved back to Regular Session at 8:43 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

L. ADJORN

With no other items to discuss, Councilor Wolfe moved to adjourn the meeting. The motion was seconded by Councilor Chandler. The motion was carried (5-0). The meeting adjourned at 8:44 PM.

Attest:

John Graham, Mayor

Elena Krebs, City Clerk

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.



Memorandum

Title: Consider Reappointing Alison Gerbig to the Housing Advisory Board

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

June 17, 2025

Purpose:

For the City Council to review and consider approving the request for the reappointment of Alison Gerbig to the Housing Advisory Board (HAB).

Background:

Alison Gerbig has been serving as a member of HAB since 2017, and her current term is set to expire on June 30, 2025. She currently serves as Chair of the board. Given her knowledge, leadership, and support of housing solutions in Manitou Springs, Vice Chair, Alea German, has endorsed Chair Gerbig's request for reappointment.

Pros and Cons:

N/A

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Approve reappointing Alison Gerbig as a regular member of the Housing Advisory Board through the approval of the consent calendar.

Dear City Clerk,

I am writing to express my interest in renewing my membership on the Housing Advisory Board. My current term is set to end on June 30, 2025, and I would be grateful for the opportunity to continue serving the community in this capacity for another term.

Throughout my tenure on the board, I have been dedicated to addressing important housing issues and contributing to meaningful discussions about increasing affordable housing in Manitou Springs. I believe that my continued involvement will be beneficial to the board and the community as a whole.

Thank you for considering my request. I look forward to your response.

Best regards,

Alison Gerbig

Alea German
Housing Advisory Board
June 10, 2025

Manitou Springs City Council
606 Manitou Avenue
Manitou Springs, CO 80829

Dear Manitou Springs City Council:

I am writing to express my strong support for Alison Gerbig's reappointment with the Housing Advisory Board (HAB). Alison is a staunch supporter of our housing needs in Manitou Springs and a balanced implementer who thoughtfully considers her board decisions. She actively engages community members in housing discussions and invites all board members to contribute their perspectives and expertise. Under Alison's leadership as Chair of the HAB the past couple of years we have grown to a full slate of members with diverse backgrounds, worked with the city to commit to Colorado Proposition 123, and pursued a variety of housing solutions through research and relationship building. Thank you for your support in reappointing Alison to the HAB.

Sincerely,

A handwritten signature in black ink that reads "Alea German". The signature is written in a cursive, flowing style.

Alea German
Vice Chair, Housing Advisory Board



Memorandum

Title: Approval of Easement for 122 Palisade Circle

From: Fred Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 minutes

June 17, 2025

Purpose:

The purpose of this easement is to provide legal access and use to that portion of the residential improvements at 122 Palisade Circle that are encroaching on City-owned property.

Background:

In 2004, the property owner of 122 Palisade Circle owned two separate lots adjacent to each other. They constructed improvements to the rear of their residence, including a deck, pool and other backyard improvements that fell on both parcels. Due to a bankruptcy, the rear parcel was lost and later acquired by the City, inadvertently creating an encroachment situation. Due to this encroachment of private improvements on what is now City-owned property, the property owner is facing complications in selling the residence.

This action item and request was heard by City Council on May 20, 2025. Council decided to continue this request to a certain date of July 15, 2025 to provide staff adequate time to provide additional information. Staff was able to compile the requested information in shorter time than anticipated and therefore scheduled this action item today. The additional requested information included the following:

- 1) An estimate of staff costs
- 2) Attorney costs of putting together the draft easement
- 3) Estimate of value for the easement

These will be found in the Fiscal Impact section of this Memo.

Additional information was requested:

- 4) Information on how the City obtained said foreclosed property
- 5) Consideration of alternate forms of payment such as dedication of a trail/access easement from Palisade Circle to City open space.

It appears that the City received this property when it received a dedication of approximately 4.8 acres of open space during the plat approval of Hyskell Valley Estates in 2014 (plat was recorded 01/2015). Currently, it is unknown how the



subdivider obtained the property after foreclosure by the owners of 122 Palisade.

After a cursory review of the property, the area that is available for a possible trail/access easement from Palisade Circle to City open space is extremely steep and would make trail construction very expensive and the access very difficult to use.

Gillian Rossi, Parks and Recreation Director, offered to put this issue on the agenda for Open Space Advisory Committee (OSAC) consideration should City Council wish to hear from them prior to making a decision. Their next meeting is scheduled for Monday, June 23, 2025.

It should also be noted that in 2007 the City received a 25-foot-wide easement from the property owners across the northern portion of the property for the installation of a water line. Said easement is for "excavation and modifications requisite to the construction, operation, maintenance, repair, removal and replacement of the Pipeline System". The easement document indicates the sum for the easement received was \$10.

Pros and Cons:

Filing an easement would be the most cost-effective method to allow the property owners legal use of the improvements that are on City property, and this solution has been accepted by the property owners as an adequate solution. An alternative solution is to subdivide and sell a portion of the City-owned land to the property owners, which would be more costly for the property owners. A third alternative is to require the demolition of the encroachments on City property.

Fiscal Impact:

The following is an estimate of all costs, including estimated value of the easement itself, associated with the preparation of this easement:

City Staff Costs:	\$1973
Attorney Fees:	\$413
Recording Fees:	\$28
Professional costs for easement valuation:	\$1536
<u>Estimated value of easement:</u>	<u>\$1605</u>
Total:	\$5555

Workload Impact:

Public Works and Planning Staff have spent time working with the property owner in identifying a solution and working with legal counsel in preparing the appropriate documents. Staff would estimate approximately 35 hours of staff time have been put into this solution.



Recommended Action:

Move to approve and execute the encroachment easement for 122 Palisade Circle and charge the costs of preparing the easement, along with the estimated value of the easement, to the grantor.

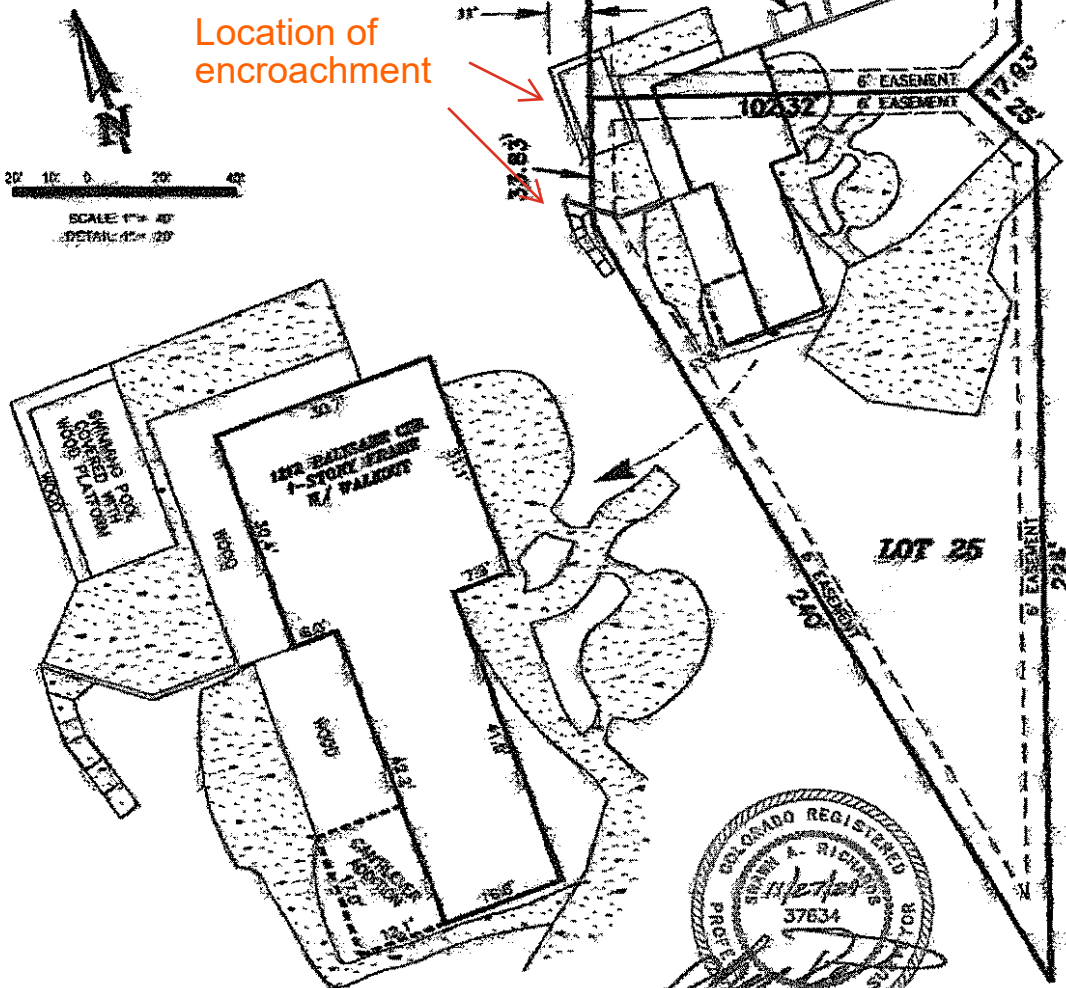
Further, Staff recommends the preparation and review of a standardized process for considering and granting easements to assure consistency and fairness for future easement requests. Staff intends to prepare a draft process for Council consideration within the next few months.

IMPROVEMENT LOCATION CERTIFICATE (THIS IS NOT A PROPERTY SURVEY)

PROPERTY ADDRESS:
122 PALISADE CIRCLE
MANitou SPRINGS, CO 80829

LEGAL DESCRIPTION:
LOTS 25 AND 26, BLOCK 1 IN CRYSTAL HILLS SUBDIVISION
NO. 2, COUNTY OF EL PASO, STATE OF COLORADO.

I HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR THE LENDER AND THE TITLE COMPANY AND THAT IT IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON NOVEMBER 26TH, 2024, EXCEPT UTILITY CONNECTIONS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES, EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.



* GUILD MORTGAGE COMPANY LLC
* CORE TITLE GROUP LLC & WESTCOAST LAND TITLE INSURANCE COMPANY

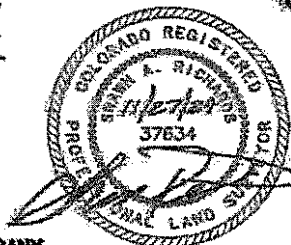
TITLE COMMITMENT NO. 300000-C, HAVING AN EFFECTIVE DATE OF NOVEMBER 18, 2024, AT 07:30 A.M.

NOTE: FOR AN ACCURATE BOUNDARY SURVEY, WE RECOMMEND THAT A LAND SURVEY PLAT BE PREPARED.

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS IMPROVEMENT LOCATION CERTIFICATE WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS IMPROVEMENT LOCATION CERTIFICATE BE COMMENCED MORE THAN TEN YEARS AFTER THE DATE OF THE CERTIFICATION SHOWN HEREON.

DATE OF PREPARATION: 11/27/2024
JOB NUMBER: 24332-01

SHEET 1 OF 1



EAGLE
LAND SURVEYING INC.
P.O. BOX 5365
COLORADO SPRINGS, CO 80931
PHONE: (719) 382-4150

TO: City Council, City of Manitou Springs

Dear Council Members,

For over 30 years, the Donn family has proudly called Manitou Springs home. Last October, recognizing the realities of our advancing age, we made the difficult decision to downsize and sell our home in Crystal Hills. The property was listed and placed under contract within a day, with every expectation of a smooth closing within weeks.

However, the sale was abruptly terminated due to a newly raised lot-line issue—an issue that had never impacted any of the previous three sales over the past 60 years. Since the adjacent land is now City-owned, we immediately sought assistance from City Administration in our letter dated December 16, 2024 (copy attached).

We are relieved that, thanks to the support of City Administration, a solution has now been identified and understand it is scheduled for inclusion on a May Council agenda for your approval.

We respectfully urge the Council to prioritize and expedite this matter. We look forward to your support in promptly resolving this issue so we may finally proceed with the sale of our home.

Thank you for your time and consideration.

Respectfully,

Jack J. Donn and Carole G. Donn

ENCROACHMENT EASEMENT AGREEMENT

THIS ENCROACHMENT EASEMENT AGREEMENT is made and entered into this _____ day of _____, 2025, by and between the City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, Colorado 80829, a Colorado municipal corporation (the "City"), and _____, with an address of _____ ("Owner") (collectively the "Parties").

WHEREAS, Owner is the owner of residential property with an address of 122 Palisade Circle, Manitou Springs, Colorado 80829 with a legal description of Lots 25 and 26, Block 1 in Crystal Hills Subdivision No. 2, County of El Paso, State of Colorado;

WHEREAS, Owner has certain structures located on the above-described real property that encroach into adjacent City-owned property; a raised deck platform on top of a covered pool, concrete patio and split-rail wooden fence with landscape retaining wall, and poured concrete steps; and

WHEREAS, the City is willing to grant an easement to Owner, which allows for the encroachments, and access as is reasonably necessary to repair, replace and maintain said encroachments, subject to the terms and conditions set forth herein.

NOW THEREFORE, for and in consideration of the sum of ten dollars (\$10.00) to the City paid in hand by Owner, the receipt of which is hereby acknowledged, the City hereby grants to Owner an encroachment easement for use by Owner, its successors and assigns, lessees, licensees, and agents, of the real property described in **Exhibit A** which is attached hereto and incorporated herein.

Section 1. Grant of Easement by the City. The City does hereby grant to Owner, its successors, assigns, lessees, licensees, and agents, an encroachment easement over City-owned property (Assessor's Parcel #7404413029) as more particularly described in Exhibit A (the "Easement Property") for the sole purpose of authorizing the encroachment onto City property as shown in Exhibit A.

Section 2. Covenants of Owner. Owner hereby represents, covenants, and warrants in favor of the City as follows:

a. Owner shall protect the Easement Property and the adjacent lands from damage caused in whole or in part by acts or omissions of Owner, its employees, agents, contractors, subcontractors, assigns, lessees, licensees, agents, patrons, invitees, and visitors. Owner shall clean, cure, and correct any such damage to the Easement Property or the above-referenced adjacent lands. Notwithstanding the foregoing, the City may, in the event of an emergency as determined by the City in its sole discretion, clean, cure, or correct damage caused by Owner at Owner's expense.

b. In all activities undertaken on the Easement Property by Owner or its employees, agents, contractors, subcontractors, successors, assigns, lessees, or licensees, all work shall be completed in a good and workmanlike manner.

c. Owner shall not allow, cause, or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees, or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA") including, but not limited to, asbestos, and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored, or deposited on, over, or beneath the Easement Property or any other lands owned by the City. Any hazardous, toxic, or flammable substances used by Owner, its employees, agents, contractors, subcontractors, successors, assigns, or lessees, shall be utilized in a lawful manner and in compliance with all federal, state, and local rules and regulations relating to protection of health or the environment.

Section 3. Indemnification of the City by Owner. Owner agrees to, and hereby does, indemnify and hold harmless the City, its agents, employees, officers and assigns, from any costs, expenses, damages, claims, or demands incurred or asserted against the City or arising out of the activities of Owner, its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, patrons, visitors, or invitees in the construction, operation, or maintenance of the Easement Property.

Section 4. Insurance. Owner shall obtain for itself, its agents, successors, assigns, lessees, licensees, and agents, necessary and adequate worker's compensation insurance, and commercial general liability insurance with limits commensurate with the hazards and risks associated with the use of the Easement Property, but in no event less than the liability limits established by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101, et seq., as now in effect or as hereinafter amended. The insurance policy shall list the City as an additional insured and shall contain a clause providing that coverage shall not be cancelled by the insurance company without thirty (30) days written notice to the City of intention to cancel.

Section 5. Nonwaiver. The failure of the City or Owner to enforce any provision of this Agreement shall not act as a waiver by the City or Owner to enforce any other provision of this Agreement.

Section 6. Abandonment/Termination of the Easement. The City and Owner agree that this Easement shall remain in effect for so long as the encroaching structure remains in good working condition and has not deteriorated to the point it is no longer in good working condition. In the event the structure is demolished or ceases to be in good working condition, this Easement may be deemed abandoned and terminated, and of no further force or effect, upon written notice by the City to Owner.

Section 7. Miscellaneous.

a. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.

b. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

c. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Consultant and the City, superseding all prior oral or written communications.

d. Third Parties. There are no intended third-party beneficiaries to this Agreement.

e. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.

f. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

g. Modification. This Agreement may only be modified upon written agreement of the Parties.

h. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either party without the written consent of the other.

i. Governmental Immunity. The City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the City and its officers or employees.

j. Rights and Remedies. The rights and remedies of the City under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the City's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

IN WITNESS WHEREOF, the parties hereto have executed this Encroachment Easement Agreement by their respective duly authorized officers as of the date and year first above written.

[Remainder of page intentionally left blank. Signatures on following page]

CITY OF MANITOU SPRINGS

Denise Howell, City Administrator

ATTEST:

Elena Krebs, City Clerk

OWNER

By: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____
day of _____, 2025 by _____, as _____ of
_____.

My commission expires:

(SEAL)

Notary Public

EXHIBIT A
Easement Property

(See attachment)

City of Manitou Springs JUST COMPENSATION WAIVER VALUATION	Owner Name: City of Manitou Springs
	Property Address: Crystal Hills Blvd / Tract B Hyskell Valley Estates
	Assessor Parcel Number: 7404413029

Brief description of subject and taking: The subject property is legally described as Tract B, Hyskell Valley Estates in the Hyskell Valley Estate Subdivision Plat at Reception No. 215713572 ("Subject"). A copy of the subdivision plat is attached. Tract B was dedicated to the City of Manitou Springs ("City") Parks and Open Space through the subdivision process. The subject property is identified by El Paso County Assessor Parcel No. 7404413029. Per the Assessor, the subject contains a gross land area of 4.88 acres. Per the City of Manitou Springs zoning map, the property is zoned low density residential. The property is held for parks and open space.

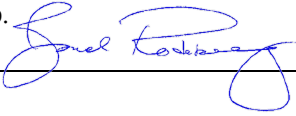
Improvements constructed upon Lots 25 and 26, Chrystal Hills Subdivision No. 2 encroach upon the Subject. The improvements include a swimming pool, concrete steps and other hard-scape improvements. The City and the adjacent owner are developing an Encroachment Easement Agreement to permit the encroaching improvements to remain.

Based upon an improvement location certificate prepared by Eagle Land Surveying, and measurements obtained through the El Paso County Assessor's GIS website, the encroachment appears to be approximately 675 square feet into the Subject property (the Encroachment"). Exhibits and photographs depicting the location of the encroachment are attached.

Land/Site Value Part Taken Parcel or Easement # (except TE)	Area SF or AC	\$/Unit	Easement Burden %	
Encroachment easement	675 SF	\$2.50	95%	\$ 1,603.13
Total Land				\$ 1605.00 (rounded)
Improvements Value Part Taken: Describe Below	Contributory Value: Per Unit Basis or Lump Sum Basis			
None				\$ -0-
+ Total Improvements				+ \$ 0.00

TE	Purpose	Area SF or AC	Unit/Price	% rate of return/duration	
NA					
Damages (Cost to Cure). Describe and quantify:					\$ 0.00
+Total Temporary Easements and Damages (Cost to Cure)					+ \$0.00
= Total Compensation Estimate					\$1605 (rounded)

Inspection: The site was inspected by Brad Rodenberg on June 13, 2025

WAIVER VALUATION APPROVAL:	
Prepared by: Brad Rodenberg, TRS Corp. 	Date: June 15, 2025
Approved by: City of Manitou Springs	Date:

Waiver Valuation Research Data

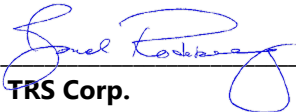
Parcel #: 7404413029								Prepared by: Brad Rodenberg, TRS Corp.	
Address: Tract B Hyskell Valley Estates				Owner: The City of Manitou Springs				Date: June 15, 2025	
	Property	Sale Date	Size	Price	Price/Unit	Adjustment	Value	Proximity to Subject	Parcel Data Source
PP	TSN	Date	Acre/SF	\$	\$	#	\$	Distance	Information
1.	7409101057	3/3/2023	45,302 SF (1.04 ac)	\$235,000	\$5.19	Size (-10%) Topography (-40%) Entitlements (-10%)	\$2.08	Approximately 0.25 miles southeast of Subject	El Paso County Assessor
2.	7409101058	11/18/2024	47,916 SF (1.11 ac)	\$200,000	\$4.14	Size (-10%) Topography (-40%) Entitlements (-10%)	\$1.66	Approximately 0.25 miles southeast of Subject	El Paso County Assessor
3.	7409101059	9/26/2024	54,014 SF (1.24 ac)	\$277,000	\$5.13	Size (-10%) Topography (-40%) Entitlements (-10%)	\$2.05	Approximately 0.25 miles southeast of Subject	El Paso County Assessor
Subject use: The Subject is zoned low density residential. It is utilized as open space.									
Subject Site Size: 4.88 acres per El Paso County Assessor.									
Acquisition Type/Size: The project requires the acquisition of one (1) encroachment easement containing approximately 675 square feet.									
Comparable Sales: Market data research is from public sales taken from the El Paso County Assessor website. The Subject is a 4.88 acre platted tract, for open space within the low-density residential zone district it is not entitled for further development, and a 10% adjustment for land use entitlements is applied to the sales.. The subject is 4 times greater in size than the comparable properties and adjusted 10% for size. The Subject terrain is steep, rocky drainage. Further development would be challenging and an adjustment of 40% was made to the comparable sale for topography. The value of the Subject is further supported by the City of Manitou Springs payment in lieu of dedication as outlined in the Municipal Code. <i>18.05.3.4 of the code defines how Cash In Lieu of Dedication is derived, passed upon the fair market value of the undeveloped land, but not less than \$20,000 per acre.</i> In the neighboring jurisdiction of the City of Colorado Springs, this value is set at \$4.15/sf for a neighborhood park, and \$2.75/sf for a regional park, with the last update of January 28, 2025									

Waiver Valuation Research Data

Parcel #: 7404413029								Prepared by: Brad Rodenberg, TRS Corp.	
Address: Tract B Hyskell Valley Estates				Owner: The City of Manitou Springs				Date: June 15, 2025	
	Property	Sale Date	Size	Price	Price/Unit	Adjustment	Value	Proximity to Subject	Parcel Data Source
PP	TSN	Date	Acre/SF	\$	\$	#	\$	Distance	Information
Proposed use of acquisition(s): The encroachment easement is needed to permit the encroachment of a raised deck platform on top of a covered pool, concrete patio and split-rail wooden fence with landscape retaining wall, and poured concrete steps appurtenant to 122 Palisade Circle, Manitou Springs, Colorado encroaching upon Tract B, Hyskell Valley Estates in the Hyskell Valley Estate Subdivision Plat, owned by the City of Manitou Springs. The City will effectively have no utility within the area of the encroachment. However, if the encroachment is removed or ceases to be in good working condition, the easement may be abandoned and terminated, so the City does retain reversionary rights. The easement is valued on Page 1 at 95% of the land value determined herein.									

Based on the foregoing information, I have surmised the probable value for unimproved land (as if vacant) is:

\$2.50/SF

Prepared by:  _____
TRS Corp.

Approved: _____
City of Manitou Springs

SUBJECT

El Paso County - Colorado

7404413029
CRYSTAL HILLS BLVD

Total Market Value
\$13,167

OVERVIEW

Owner:	MANITOU SPRINGS CITY OF
Mailing Address:	606 MANITOU AVE STE A MANITOU SPRINGS CO 80829-1878
Location:	CRYSTAL HILLS BLVD
Tax Status:	Exempt
Zoning:	-
Plat No:	R13572
Legal Description:	TR B HYSKELL VALLEY ESTATES

MARKET & ASSESSMENT DETAILS

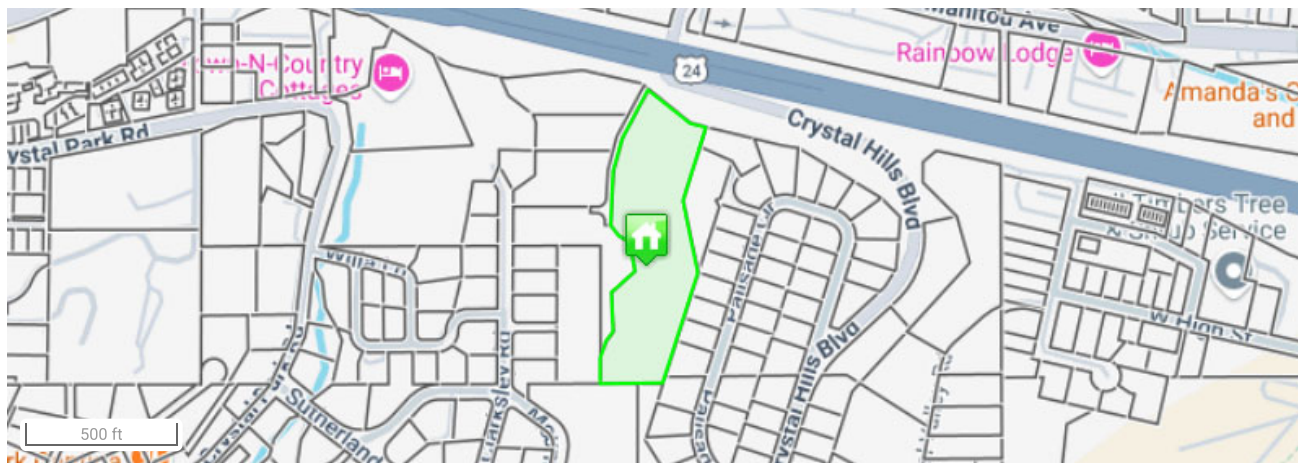
	Market Value	Assessed Value (School)	Assessed Value (Non-School)
Land	\$13,167	\$0	\$0
Improvement	\$0	\$0	\$0
Total	\$13,167	\$0	\$0

LAND DETAILS

SEQUENCE NUMBER	LAND USE	SCHOOL ASMT RATE	NON-SCHOOL ASMT RATE	AREA	MARKET VALUE
1	EXEMPT NONRESIDENTIAL LAND - POLITICAL SUBDIVISION	27.00	27.00	4.88 Acres	\$13,167

SALES HISTORY

SALE DATE		SALE PRICE		SALE TYPE		RECEPTION	
+	01/23/2015	\$0		-		215713572	
Schedule No	7404413029			Reception	215713572		
Book	0			Page	0		
Balloon	-			PP/Good Will	\$0		
Related Parties	-			Trade/Exch	-		
Condition	-			Term	Month(s): 0		
Financing	New 0% Fixed			Amt. Financed	\$0		
Down Pmt	\$0			Doc Type	PLAT		
Grantee	HYSKELL VALLEY ESTATES			Grantor	HYSKELL CHRISTOPHER L, HYSKELL VALLEY ESTATES		



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.

CHUCK BROERMAN

El Paso County, CO

01/23/2015 03:32:28 PM

Doc \$0.00

Page

Rec \$11.00

1 of 1

215713572



SUBDIVISION/CONDOMINIUM PLAT

Reception Number	Date	Time
------------------	------	------

	<u>1</u>	<u>13572</u>
Reception Fee	Number of Pages	File Number

<u>HYSKELL VALLEY ESTATES</u>
Name of Plat

<u>CHRISTOPHER L HYSKELL</u>
Owner's Name

Subdivision ☒

Condominium ☐

ENCROACHMENT





ENCROACHMENT EASEMENT AGREEMENT

THIS ENCROACHMENT EASEMENT AGREEMENT is made and entered into this _____ day of _____, 2025, by and between the **City of Manitou Springs**, 606 Manitou Avenue, Manitou Springs, Colorado 80829, a Colorado municipal corporation (the "City"), and **Jack J. Donn and Carole G. Donn** with an address of 122 Palisade Circle, Manitou Springs, Colorado 80829 ("Owner") (collectively the "Parties").

WHEREAS, Owner is the owner of residential property with an address of 122 Palisade Circle, Manitou Springs, Colorado 80829 with a legal description of Lots 25 and 26, Block 1 in Crystal Hills Subdivision No. 2, County of El Paso, State of Colorado;

WHEREAS, Owner has certain structures located on the above-described real property that encroach into adjacent City-owned property; a raised deck platform on top of a covered pool, concrete patio and split-rail wooden fence with landscape retaining wall, and poured concrete steps; and

WHEREAS, the City is willing to grant an easement to Owner, which allows for the encroachments, **and access as is reasonably necessary to repair, replace and maintain said encroachments**, subject to the terms and conditions set forth herein.

NOW THEREFORE, for and in consideration of the sum of ten dollars (\$10.00) to the City paid in hand by Owner, the receipt of which is hereby acknowledged, the City hereby grants to Owner an encroachment easement for use by Owner, its successors and assigns, lessees, licensees, and agents, of the real property described in **Exhibit A** which is attached hereto and incorporated herein.

Section 1. Grant of Easement by the City. The City does hereby grant to Owner, its successors, assigns, lessees, licensees, and agents, an encroachment easement over City-owned property (**Assessor's Parcel #7404413029**) as more particularly described in Exhibit A (the "Easement Property") for the sole purpose of authorizing the encroachment onto City property as shown in Exhibit A.

Section 2. Covenants of Owner. Owner hereby represents, covenants, and warrants in favor of the City as follows:

- a. Owner shall protect the Easement Property and the adjacent lands from damage caused in whole or in part by acts or omissions of Owner, its employees, agents, contractors, subcontractors, assigns, lessees, licensees, agents, patrons, invitees, and visitors. Owner shall clean, cure, and correct any such damage to the Easement Property or the above-referenced adjacent lands. Notwithstanding the foregoing, the City may, in the event of an emergency as determined by the City in its sole discretion, clean, cure, or correct damage caused by Owner at Owner's expense.

- b. In all activities undertaken on the Easement Property by Owner or its employees, agents, contractors, subcontractors, successors, assigns, lessees, or licensees, all work shall be completed in a good and workmanlike manner.
- c. Owner shall not allow, cause, or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees, or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA") including, but not limited to, asbestos, and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored, or deposited on, over, or beneath the Easement Property or any other lands owned by the City. Any hazardous, toxic, or flammable substances used by Owner, its employees, agents, contractors, subcontractors, successors, assigns, or lessees, shall be utilized in a lawful manner and in compliance with all federal, state, and local rules and regulations relating to protection of health or the environment.

Section 3. Indemnification of the City by Owner. Owner agrees to, and hereby does, indemnify and hold harmless the City, its agents, employees, officers and assigns, from any costs, expenses, damages, claims, or demands incurred or asserted against the City or arising out of the activities of Owner, its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, patrons, visitors, or invitees in the construction, operation, or maintenance of the Easement Property.

Section 4. Insurance. Owner shall obtain for itself, its agents, successors, assigns, lessees, licensees, and agents, necessary and adequate worker's compensation insurance, and commercial general liability insurance with limits commensurate with the hazards and risks associated with the use of the Easement Property, but in no event less than the liability limits established by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101, et seq., as now in effect or as hereinafter amended. The insurance policy shall list the City as an additional insured and shall contain a clause providing that coverage shall not be cancelled by the insurance company without thirty (30) days written notice to the City of intention to cancel.

Section 5. Nonwaiver. The failure of the City or Owner to enforce any provision of this Agreement shall not act as a waiver by the City or Owner to enforce any other provision of this Agreement.

Section 6. Abandonment/Termination of the Easement. The City and Owner agree that this Easement shall remain in effect for so long as the encroaching structure remains in good working condition and has not deteriorated to the point it is no longer in good working condition. In the event the structure is demolished or ceases to be in good working condition, this Easement may be deemed abandoned and terminated, and of no further force or effect, upon written notice by the City to Owner.

Section 7. Miscellaneous.

- a. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in El Paso County, Colorado.
- b. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.
- c. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Consultant and the City, superseding all prior oral or written communications.
- d. Third Parties. There are no intended third-party beneficiaries to this Agreement.
- e. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.
- e. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.
- f. Modification. This Agreement may only be modified upon written agreement of the Parties.
- g. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either party without the written consent of the other.
- h. Governmental Immunity. The City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the City and its officers or employees.
- i. Rights and Remedies. The rights and remedies of the City under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the City's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

[Remainder of page intentionally left blank. Signatures on following page]

CITY OF MANITOU SPRINGS

ATTEST:

OWNER

By: _____
Carole G. Donn

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____ day of _____, 2025 by Jack J. Donn and Carole G. Donn.

(SEAL)

Notary Public

EXHIBIT A
Easement Property

(See attachment)

COMPARABLE PROPERTIES

El Paso County - Colorado

7409101057
232 CRYSTAL VALLEY RD

Total Market Value
\$225,180

OVERVIEW

Owner:	SLAUGHTER JOHN, SLAUGHTER DORIE
Mailing Address:	88 S OLYMPIAN DR COLORADO SPRINGS CO 80905-4304
Location:	232 CRYSTAL VALLEY RD
Tax Status:	Taxable
Zoning:	-
Plat No:	R11758
Legal Description:	LOT 4 CRYSTAL HILLS EAST SUB

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value (School)	Assessed Value (Non-School)
Land	\$225,180	\$60,800	\$60,800
Improvement	\$0	\$0	\$0
Total	\$225,180	\$60,800	\$60,800

LAND DETAILS

SEQUENCE NUMBER	LAND USE	SCHOOL ASMT RATE	NON-SCHOOL ASMT RATE	AREA	MARKET VALUE
1	VACANT RESIDENTIAL LOTS	27.00	27.00	1.04 Acres	\$225,180

BUILDING DETAILS

SALES HISTORY

SALE DATE		SALE PRICE	SALE TYPE	RECEPTION
+ 03/03/2023		\$235,000	Vacant Land	223019937
Schedule No	7409101057	Reception	223019937	
Book	-	Page	-	
Balloon	No	PP/Good Will	\$0	
Related Parties	-	Trade/Exch	\$0	
Condition	-	Term	Month(s): 0	
Financing	New 0% Fixed	Amt. Financed	\$0	
Down Pmt	\$0	Doc Type	WARRANTY DEED	
Grantee	SLAUGHTER DORIE, SLAUGHTER JOHN	Grantor	WILSON DENNIS R, WILSON LEANA D	
+ 05/03/2016		\$135,000	Vacant Land	216047360
Schedule No	7409101057	Reception	216047360	
Book	-	Page	-	
Balloon	No	PP/Good Will	\$0	
Related Parties	-	Trade/Exch	\$0	
Condition	-	Term	Month(s): 0	
Financing	New 0% Fixed	Amt. Financed	\$0	
Down Pmt	\$0	Doc Type	WARRANTY DEED	
Grantee	WILSON DENNIS R, WILSON LEANA D	Grantor	NELSON PAUL S	
+ 07/03/2013		\$90,000	Vacant Land; REO or Sale After Foreclosu	213086687
Schedule No	7409101057	Reception	213086687	
Book	-	Page	-	
Balloon	No	PP/Good Will	\$0	
Related Parties	-	Trade/Exch	\$0	
Condition	-	Term	Month(s): 0	
Financing	New 0% Fixed	Amt. Financed	\$0	
Down Pmt	\$0	Doc Type	WARRANTY DEED	
Grantee	NELSON PAUL S	Grantor	PUEBLO BANK AND TRUST COMPANY	
+ 03/23/2012		\$0	-	212032734
Schedule No	7409101057	Reception	212032734	
Book	-	Page	-	
Balloon	-	PP/Good Will	\$0	
Related Parties	-	Trade/Exch	-	
Condition	-	Term	Month(s): 0	
Financing	New 0% Fixed	Amt. Financed	\$0	
Down Pmt	\$0	Doc Type	PUBLIC TRUSTEE DEED	
Grantee	PUEBLO BANK AND TRUST COMPANY	Grantor	CRYSTAL HILLS EAST LLC PT	
+ 07/23/2004		\$0	-	204123864

SALE DATE		SALE PRICE	SALE TYPE	RECEPTION	
Schedule No		7409101057	Reception		204123864
Book		-	Page		-
Balloon		-	PP/Good Will		\$0
Related Parties		-	Trade/Exch		-
Condition		-	Term		Month(s): 0
Financing		New 0% Fixed	Amt. Financed		\$0
Down Pmt		\$0	Doc Type		PLAT
Grantee		CRYSTAL HILLS EAST SUB	Grantor		CRYSTAL HILLS EAST LLC, CRYSTAL HILLS EAST SUB

TAX ENTITY AND LEVY INFORMATION

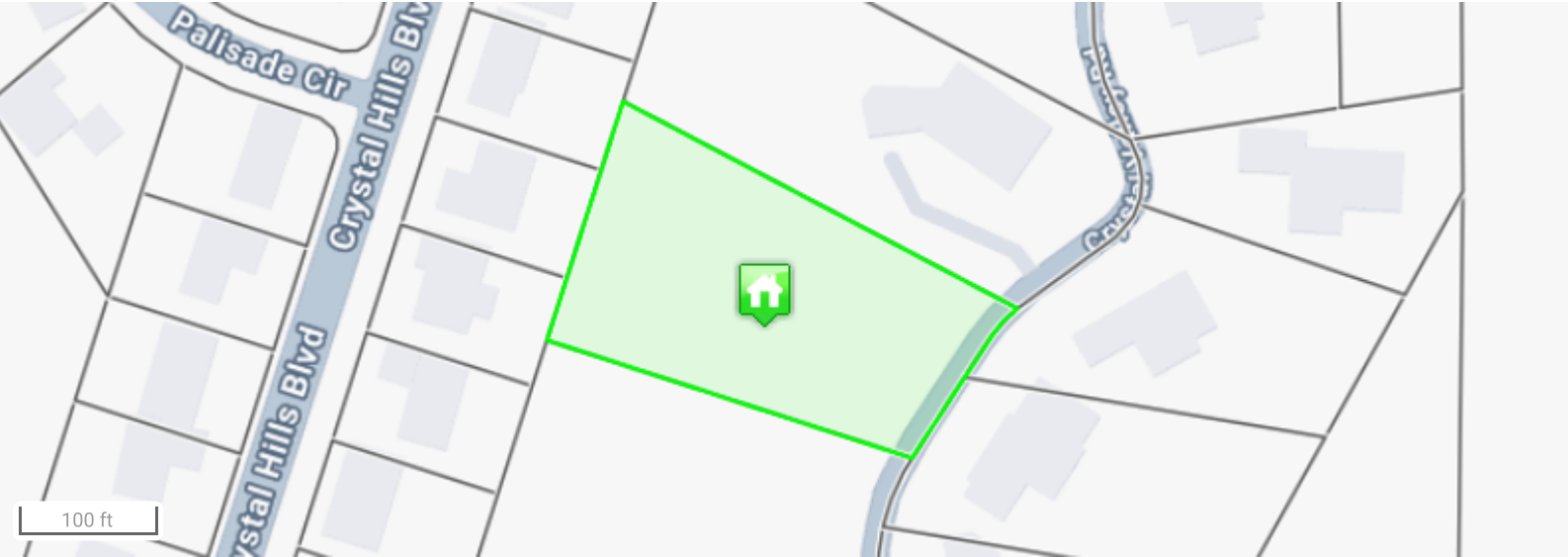
[County Treasurer Tax Information](#)

Tax Area Code: **HBH** Levy Year: **2025** Non-School Levy: **24.152** School Levy: **50.450**

TAXING ENTITY	LEVY	CONTACT NAME/ORGANIZATION	CONTACT PHONE
EL PASO COUNTY	6.985	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
CITY OF MANITOU SPRINGS	12.950	REBECCA DAVIS	(719)685-5481
EPC-MANITOU SPGS ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
MANITOU SPRINGS SCHOOL DISTRICT #14	50.450	SUZI THOMPSON	(719)685-2011
PIKES PEAK LIBRARY DISTRICT	3.140	RANDALL A GREEN	(719)531-6333
SOUTHEASTERN COLO WATER CONSERVANCY DISTRICT	0.747	JAMES BRODERICK	(719)948-2400

MAP SHEET

[Click to view Map Sheet 1](#)



El Paso County - Colorado

7409101058
242 CRYSTAL VALLEY RD

COMP #2

Total Market Value
\$250,200

OVERVIEW

Owner:	TYSLAND LINDSEY
Mailing Address:	242 CRYSTAL VALLEY RD MANITOU SPRINGS CO 80829-2667
Location:	242 CRYSTAL VALLEY RD
Tax Status:	Taxable
Zoning:	-
Plat No:	R11758
Legal Description:	LOT 3 CRYSTAL HILLS EAST SUB

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value (School)	Assessed Value (Non-School)
Land	\$250,200	\$67,550	\$67,550
Improvement	\$0	\$0	\$0
Total	\$250,200	\$67,550	\$67,550

LAND DETAILS

SEQUENCE NUMBER	LAND USE	SCHOOL ASMT RATE	NON-SCHOOL ASMT RATE	AREA	MARKET VALUE
1	VACANT RESIDENTIAL LOTS	27.00	27.00	1.11 Acres	\$250,200

BUILDING DETAILS

SALES HISTORY

SALE DATE		SALE PRICE	SALE TYPE	RECEPTION
+ 11/18/2024		\$200,000	Vacant Land	224092054

Schedule No	7409101058	Reception	224092054
Book	-	Page	-
Balloon	No	PP/Good Will	\$0
Related Parties	-	Trade/Exch	-
Condition	Average	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$200,000	Doc Type	WARRANTY DEED
Grantee	TYSLAND LINDSEY	Grantor	WOODS DANA, WOODS PATRICK

+ 08/14/2017		\$165,000	Vacant Land	217097144
--------------	--	-----------	-------------	-----------

Schedule No	7409101058	Reception	217097144
Book	-	Page	-
Balloon	No	PP/Good Will	\$0
Related Parties	-	Trade/Exch	\$0
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$0	Doc Type	WARRANTY DEED
Grantee	WOODS DANA, WOODS PATRICK	Grantor	JOHNSON MARTIN D, JOHNSON NANCY D

+ 11/14/2013		\$85,000	Vacant Land; REO or Sale After Foreclosu	213139243
--------------	--	----------	--	-----------

Schedule No	7409101058	Reception	213139243
Book	-	Page	-
Balloon	-	PP/Good Will	\$0
Related Parties	-	Trade/Exch	-
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$0	Doc Type	WARRANTY DEED
Grantee	JOHNSON MARTIN D, JOHNSON NANCY D	Grantor	PUEBLO BANK AND TRUST COMPANY

+ 03/23/2012		\$0	-	212032734
--------------	--	-----	---	-----------

Schedule No	7409101058	Reception	212032734
Book	-	Page	-
Balloon	-	PP/Good Will	\$0
Related Parties	-	Trade/Exch	-
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$0	Doc Type	PUBLIC TRUSTEE DEED
Grantee	PUEBLO BANK AND TRUST COMPANY	Grantor	CRYSTAL HILLS EAST LLC PT

+ 07/23/2004		\$0	-	204123864
--------------	--	-----	---	-----------

SALE DATE		SALE PRICE	SALE TYPE	RECEPTION	
Schedule No		7409101058	Reception		204123864
Book		-	Page		-
Balloon		-	PP/Good Will		\$0
Related Parties		-	Trade/Exch		-
Condition		-	Term		Month(s): 0
Financing		New 0% Fixed	Amt. Financed		\$0
Down Pmt		\$0	Doc Type		PLAT
Grantee		CRYSTAL HILLS EAST SUB	Grantor		CRYSTAL HILLS EAST LLC, CRYSTAL HILLS EAST SUB

TAX ENTITY AND LEVY INFORMATION

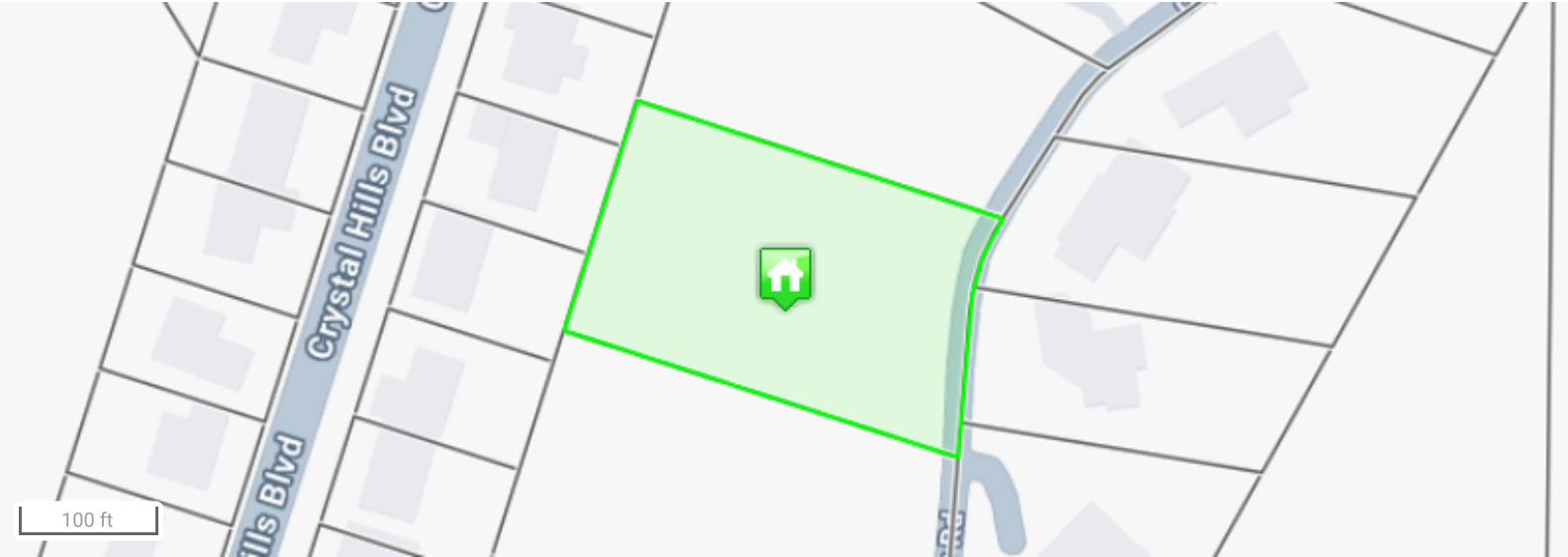
[County Treasurer Tax Information](#)

Tax Area Code: **HBH** Levy Year: **2025** Non-School Levy: **24.152** School Levy: **50.450**

TAXING ENTITY	LEVY	CONTACT NAME/ORGANIZATION	CONTACT PHONE
EL PASO COUNTY	6.985	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
CITY OF MANITOU SPRINGS	12.950	REBECCA DAVIS	(719)685-5481
EPC-MANITOU SPGS ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
MANITOU SPRINGS SCHOOL DISTRICT #14	50.450	SUZI THOMPSON	(719)685-2011
PIKES PEAK LIBRARY DISTRICT	3.140	RANDALL A GREEN	(719)531-6333
SOUTHEASTERN COLO WATER CONSERVANCY DISTRICT	0.747	JAMES BRODERICK	(719)948-2400

MAP SHEET

[Click to view Map Sheet 1](#)



El Paso County - Colorado

7409101059

252 CRYSTAL VALLEY RD

Total Market Value

\$200,160

OVERVIEW

Owner:	ADAMS JOSHUA ZACKE, ADAMS CAROLINE
Mailing Address:	252 CRYSTAL VALLEY RD MANITOU SPRINGS CO 80829-2667
Location:	252 CRYSTAL VALLEY RD
Tax Status:	Taxable
Zoning:	-
Plat No:	R11758
Legal Description:	LOT 2 CRYSTAL HILLS EAST SUB

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value (School)	Assessed Value (Non-School)
Land	\$200,160	\$54,040	\$54,040
Improvement	\$0	\$0	\$0
Total	\$200,160	\$54,040	\$54,040

LAND DETAILS

SEQUENCE NUMBER	LAND USE	SCHOOL ASMT RATE	NON-SCHOOL ASMT RATE	AREA	MARKET VALUE
1	VACANT RESIDENTIAL LOTS	27.00	27.00	1.24 Acres	\$200,160

BUILDING DETAILS

SALES HISTORY

SALE DATE	SALE PRICE	SALE TYPE	RECEPTION
+ 09/26/2024	\$277,000	Vacant Land; Related Parties / Business	224076182

Schedule No	7409101059	Reception	224076182
Book	-	Page	-
Balloon	No	PP/Good Will	\$0
Related Parties	Y	Trade/Exch	-
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$277,000	Doc Type	WARRANTY DEED
Grantee	ADAMS CAROLINE, ADAMS JOSHUA ZACKE	Grantor	JOSEPH MICHAEL L

+ 06/03/2014	\$120,000	Vacant Land; REO or Sale After Foreclosu	214046960
---------------------	-----------	--	-----------

Schedule No	7409101059	Reception	214046960
Book	-	Page	-
Balloon	No	PP/Good Will	\$0
Related Parties	-	Trade/Exch	\$0
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$90,000
Down Pmt	\$0	Doc Type	WARRANTY DEED
Grantee	JOSEPH MICHAEL L	Grantor	PUEBLO BANK AND TRUST COMPANY

+ 03/23/2012	\$0	-	212032734
---------------------	-----	---	-----------

Schedule No	7409101059	Reception	212032734
Book	-	Page	-
Balloon	-	PP/Good Will	\$0
Related Parties	-	Trade/Exch	-
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$0	Doc Type	PUBLIC TRUSTEE DEED
Grantee	PUEBLO BANK AND TRUST COMPANY	Grantor	CRYSTAL HILLS EAST LLC PT

+ 07/23/2004	\$0	-	204123864
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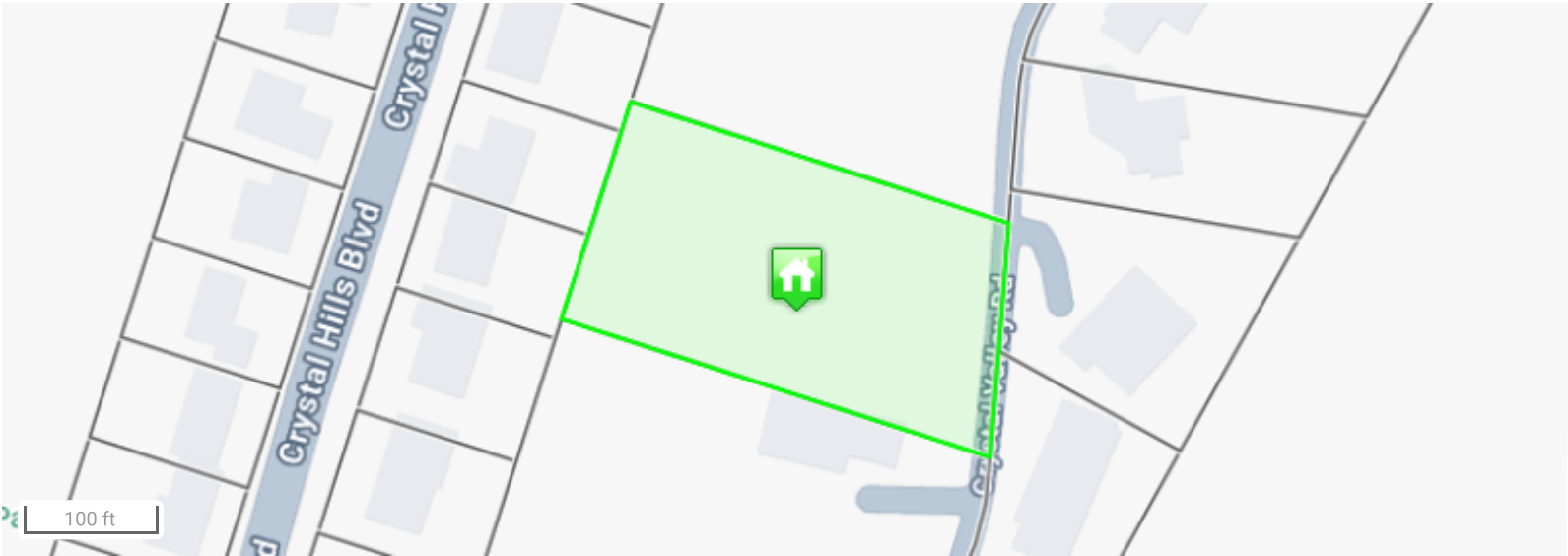
Schedule No	7409101059	Reception	204123864
Book	-	Page	-
Balloon	-	PP/Good Will	\$0
Related Parties	-	Trade/Exch	-
Condition	-	Term	Month(s): 0
Financing	New 0% Fixed	Amt. Financed	\$0
Down Pmt	\$0	Doc Type	PLAT
Grantee	CRYSTAL HILLS EAST SUB	Grantor	CRYSTAL HILLS EAST LLC, CRYSTAL HILLS EAST SUB

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SOUTHEASTERN COLO WATER CONSERVANCY DISTRICT	0.747	JAMES BRODERICK	(719)948-2400

MAP SHEET

[Click to view Map Sheet 1](#)



No Photo Available



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.



Memorandum

Title: First Reading of Ordinance No. 1425, an Ordinance Amending the Budget for Fiscal Year 2025

From: Rebecca Davis, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

June 17, 2025

Purpose:

To appropriate the expenditures from rolling over 2024 budgeted capital expenditures that did not occur in 2024, adjusting the salaries for the 4% merit increase from the beginning of the year and midyear adjustments to the budget based on 2025 actualities.

Background:

City Council may amend the budget by Ordinance whenever it is needed.

For midyear 2025, the following amendments are being made:

General Fund Significant Changes

Revenues:

Real Property tax was increased by \$167,161 to match the revenue created by the final assessed property valuation for 2025.

-General Sales tax was decreased by \$3,223,000 due to a decrease in the special retail marijuana sales tax from 10% to 5% and additional decreases in the vendor category type, "other in city".

-Public Utilities Franchise Fee was increased by \$37,000 due to an increased percentage negotiated with the current CSU Franchise agreement with the City. The original budget contained an increase for this revenue by \$40,000 but revenues are coming in higher than anticipated for this revenue type.

General Fund Support from the Mobility & Parking Enterprise fund was increased by \$400,000 to provide funding for the Public Services (streets) department.

Donations - The City received \$41,085 from the Mineral Springs Foundation to help with the cost of repairing the Navajo Springs font. This cost is reflected in the Parks &



Recreation Department.

Expenditures:

-For personnel, salaries and benefits within the General Fund and the Enterprise funds' budgets were changed to reflect the 4% merit increases approved by the City Council for the original 2025 budget. Please note, these increases were offset by reducing the lump sum amount, originally in the Finance Department's budget for the merit increase, to zero.

All the department heads reviewed their General Fund expenditures to determine if and where decreases could be made to help offset the decreased sales tax:

Legislative Department - decreased training/professional development, travel/conferences, and digital ADA compliance. We were able to cut digital ADA compliance due to the work of the new Sr. ADA & Accessibility Coordinator who has taken on many of the issues that would have had to be paid from this account line.

Legal expenditures had to be increased due to increased activities requiring the use of the City Attorney. Budget decrease \$22,000.

City Clerk Department - decreased professional services, travel/conferences, and elections. Budget decrease \$2,825.

Judicial Department - decreased professional services. Budget decrease \$2,720.

Executive Department - decreased regular salaries (due to not filling the part-time HR admin assistant which was a full-time person split between planning/HR but now will only be a half-time Planning admin assistant), professional services, training/professional development, and printing/photocopying. Budget decrease \$19,120.

Finance Department - decreased regular salary & med insurance (by making a full-time Finance Tech position a part-time position), insurance for city hall due to cutting the flood insurance, and the 4% COLA pay account line was zeroed out due to the pay being distributed to the various departments. Budget decrease \$409,420.

Neighborhood Services Department - cut the summer part-time position and decreased professional services-nuisance abatement. Budget decrease \$68,848.

Planning Department-decreased regular salaries and medical insurance (due to the full-time HR/Planning Admin Assistant being only a half-time Planning Admin Assistant which was vacant for several months), recruiting/employee retention, printing/photocopying, Historic Preservation Committee support, and Housing Advisory Board support. Budget decrease \$40,390.

Police Department - decreased regular salaries & medical insurance (by leaving one position vacant), and recruiting/employee retention. Professional services was increased (for half a year of a mental health professional contract position) and insurance was increased to accommodate increased cost. Budget increase: \$28,573.

Fire Department - no decreases in the department but unspent capital from previous



years in the Capital Improvements Fund was released to help decrease the transfer from the General Fund. Budget increase: \$28,404.

EMS Transport Department - no decreases in the department but unspent capital from previous years in the Capital Improvements Fund was released to help decrease the transfer from the General Fund. Budget increase: \$19,571.

Public Service Department (streets) - decreased the department manager's salary by reallocating between the department and Enterprise funds, office supplies, food/meals reimbursement, street materials/supplies, and historic bridge maintenance. Budget decrease: \$191,035.

Parks & Recreation Department - decreased salary (by leaving an aborist position vacant), professional services, summer beautification program, temporary contract employees, training/professional development, travel/conferences, downtown maintenance, parks maintenance, trees/maintenance/trimming, and recreation programming. Several department lines had to be increased: computer software (for cemetery software & this department's share of the See, Click, Fix program), mineral springs maintenance for the Navajo Spring repair (this cost was paid by a donation from the Mineral Springs Foundation), and cemetery maintenance (the columbarium was not completed in 2024, the remaining donated funds were rolled over to 2025). Budget increase: \$39,974.

Aquatics & Fitness Department - decreased part-time/seasonal salaries, overtime, recruiting/employee retention, travel/conferences, advertising/publications, bank charges-pool, uniforms, and swim team/masters' swim team. Budget decrease: \$22,230.

Economic Development/Promotion - Decreased the Chamber's distribution by \$25,000, Increased discretionary City economic promotion by \$25,000 for holiday lighting. Net change: zero.

Transfers to the Capital Improvements Fund - decreased by using rollovers of unspent funding from previous years' projects, that had been completed, to offset the transfer. Budget decreased: \$642,000.

Finally, the pool spent \$3,061 from their donation fund balance, which has now been included in the budget, but that does not affect the General Fund Unassigned Fund Balance.

Capital Improvements Fund's Significant Changes

Several projects budgeted for 2024 were not completed, and the funds were rolled over to 2025 for project completion. The transfer from the General Fund was decreased by offsetting it with existing fund balances from previous years' projects that had remaining unspent funds.

Other Funds' Significant Changes



Manitou Arts Culture & Heritage Fund - Grant awards were decreased due to the beginning budgeted amounts including the current year's revenues and the MACH board recommends spending only the previous year's collected revenues.

For the Water and Sewer Enterprise Funds, projects not completed in 2024 have been rolled over to 2025.

Finally, in the Mobility & Parking Enterprise Fund, the transfer to the General Fund was increased by \$400,000 to offset the cost of the Public Services (Streets) department.

Capital Improvements were decreased from the original budget to reflect the decrease in the Dillon Mobility Hub project to \$1,300,000 and Bridge Repair, Sidewalk Repair and Road Repair & Maintenance were decreased to ensure an ending healthy current net position.

Pros and Cons:

Pro: Approving this amended budget will allow the completion of unfinished projects that began in 2024 and allow adjustments to reflect 2025 realities.

Con: There are no cons.

Fiscal Impact:

The ending General Fund Unassigned Fund balance is now forecasted to be \$6,826,506 rather than \$5,699,028 from when the Original 2024 budget was approved in December 2024. This is due to 2024 revenues coming in higher than the budgeted amounts and leadership's close monitoring of expenses. The Unassigned Fund Balance will be spent down by \$1,288,400, which is less than what was anticipated earlier this year.

Workload Impact:

Multiple hours by department heads, Finance Director and the City Administrator.

Recommended Action:

Move to approve on First Reading, Ordinance No. 1425, an Ordinance amending the Annual Budget for Fiscal Year 2025 and set a public hearing for July 1, 2025, at 6:00 p.m., or as soon thereafter as the matter may be heard.

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2025

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1: The City of Manitou Springs FY 2025 annual Budget is hereby revised to the Amended FY 2025 amounts shown:

**GENERAL FUND
SUMMARY OF GENERAL FUND REVENUES & EXPENDITURES**

	ACTUAL 2023	ACTUAL 2024	ORIGINAL BUDGET 2025	AMENDED BUDGET 2025
REVENUES/AVAILABLE FUNDS:				
Taxes	\$ 13,204,477	\$ 12,781,781	\$ 12,508,650	\$ 9,489,811
Licenses & Permits	143,258	114,003	103,500	103,500
Intergovernmental Revenues	267,954	301,195	167,724	167,724
Interfund Transfers	306,815	291,158	311,807	711,807
Charges for Services	365,445	535,421	692,650	675,250
Fines & Forfeitures	59,753	30,928	76,015	76,015
Miscellaneous Revenues	714,552	824,238	582,700	623,785
Assigned/Committed Revenues	11,170	1,217,390	414,900	414,900
SUBTOTAL--Current Year Revenues (net of assigned revenues)	\$ 15,062,254	\$ 14,878,724	\$ 14,443,046	\$ 11,847,892
Prior Year Ending Fund Balance	6,544,120	7,035,835	8,273,745	8,273,745
TOTAL AVAILABLE GF FUND REVENUES (net of assigned)	\$ 21,606,374	\$ 21,914,559	\$ 22,716,791	\$ 20,121,637
EXPENDITURES:				
Legislative (City Council)	244,791	287,928	414,075	392,075
City Clerk	245,014	266,462	363,278	360,453
Judicial Department	77,224	96,129	124,587	121,867
Executive Department (Admin)	972,064	1,025,236	1,114,830	1,095,710
Finance Department	641,726	715,917	1,121,365	711,945
Neighborhood Services	134,185	105,335	186,226	117,378
Planning Department	486,734	682,644	660,020	619,630
Police Department	1,987,551	2,061,762	2,379,002	2,407,575
Fire Department	1,264,450	1,340,181	1,378,899	1,407,303
EMS Transport Department	574,531	745,938	832,259	851,830
Public Services Department (Streets)	1,407,788	1,395,461	1,675,605	1,484,570
Parks & Recreation Department	1,202,762	1,505,117	1,556,293	1,596,267
Swimming Pool & Fitness (under P&R)	656,496	689,201	698,977	676,747
SUBTOTAL-- Expenditures by Department	\$ 9,895,316	\$ 10,917,311	\$ 12,505,416	\$ 11,843,350
Economic Development	1,308,952	646,829	647,600	647,600
Intergovernmental Outlays & Misc	45,185	40,906	46,470	46,181
Assigned/Committed Expenditures	99,032	725,950	253,000	256,065
SUBTOTAL--Operating & Non- Operating Expenditures (NET OF ASSIGNED EXP.)	\$ 11,249,453	\$ 11,605,046	\$ 13,199,486	\$ 12,537,131

	ACTUAL 2023	ACTUAL 2024	ORIGINAL BUDGET 2025	AMENDED BUDGET 2025
TRANSFERS TO OTHER FUNDS				
Capital Improvements Fund	3,321,085	2,035,767	1,400,000	758,000
Transfer East End Tax to Cap Imp				
SUB TOTAL--Transfers To Other				
Funds	\$ 3,321,085	\$ 2,035,767	\$ 1,400,000	\$ 758,000
TOTAL UNASSIGNED EXPEND. &				
TRANSFERS	\$ 14,570,538	\$ 13,640,813	\$ 14,599,486	\$ 13,295,131
ENDING BALANCE--				
Unreserved*	\$ 7,035,837	\$ 8,273,745	\$ 8,117,305	\$ 6,826,506
Revenues more (or less) than expenditures	\$ 491,716	\$ 1,237,911	-\$ 156,440	-\$ 1,447,239
FUND BALANCE COMMITTED FOR BARR TRAIL PARKING	\$ 0	\$ 480,721	\$ 649,921	\$ 649,921
FUND BALANCE ASSIGNED FOR PARAB	20,348	21,590	20,148	16,890
FUND BALANCE COMMITTED FOR IMAGING TECHNOLOGY	8,205	12,188	12,988	12,988
FUND BALANCE ASSIGNED FOR FIRE DONATIONS	3,384	3,384	3,384	3,384
FUND BALANCE ASSIGNED FOR POLICE DONATIONS	6,265	7,091	7,691	7,691
FUND BALANCE ASSIGNED FOR POOL DONATIONS	4,896	3,061	3,061	(4)
FUND BALANCE ASSIGNED FOR HPC DONATIONS	5,457	5,457	5,457	5,457
FUND BALANCE ASSIGNED FOR PARKS&RECREATION DONATIONS	3,851	3,851	3,851	3,851
FUND BALANCE ASSIGNED FOR PUB ART DEDUCTIBLES	8,420	8,420	8,420	8,420
FUND BALANCE ASSIGNED-KIWANIS DONATIONS- RECREATION	1,368	6,872	6,872	1,872
FUND BALANCE ASSIGNED LIBRARY-CAP IMPROVEMENTS	(1,001)	-	-	-
GENERAL FUND TOTAL FUND BALANCES	\$ 7,097,030	\$ 8,345,659	\$ 8,189,177	\$ 6,887,055
OTHER FUNDS EXPENDITURES:				
Transportation Fund	3,947	274,916	54,000	54,000
Open Space Fund	132,018	200,971	666,340	666,340
Law Enforcement Special Rev. Fund	1,420	27,567	17,420	17,420
Conservation Trust Fund	9,499	67,184	133,000	133,000
PPRTA Fund	851,688	504,299	945,673	945,673
El Paso Blvd Park Fund	53,024	50,326	88,370	91,594
MACH Fund	480,521	520,071	861,860	477,597
Downtown Public Facilities Fund	-	-	141,211	141,211
Capital Improvement Fund	2,803,589	3,136,436	2,542,550	4,739,727
Assigned East End Taxes	1,036,513	332,424	750,000	1,425,097
Committed Carnegie Library	21,820	4,131,864	-	355,517
Assigned Hiawatha Gardens	15,048	52,706	375,000	1,454,117
Assigned Cemetery Software	-	6,063	-	9,023
Water Enterprise Fund	2,210,059	3,191,915	6,817,904	10,433,696
Sewer Enterprise Fund	1,768,205	1,315,794	1,821,221	2,245,024
Storm Drainage Enterprise Fund	897,786	335,480	734,086	749,477
Mobility & Parking Enterprise Fund	3,549,604	4,371,110	7,241,692	4,862,217
Assigned Barr Trail	184,907	760,574		
SUBTOTAL--Current Year Exp.	14,019,648	19,279,700	23,190,327	28,800,730
Less: Interfund Transfers To Other Funds (this includes the MACH Grants to Library & Hiawatha Gardens)	5,246,505	3,373,071	1,936,807	1,720,239
NET OTHER FUNDS EXPENDITURES	\$ 8,773,143	\$ 15,906,629	\$ 21,253,520	\$ 27,080,491

Section 2: This ordinance shall be in full force and effect from and after five (5) days following its final passage as provided by law.

Passed on first reading and ordered published this 17th day of June, 2025.

City Clerk, Elena Krebs

A Public Hearing on Ordinance No. 1425 will be held at the July 1st City Council Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado and/or by Zoom.

Ordinance Published: _____, 20____.

City's Official Website and City Hall

Passed on second reading and adopted by Council this 1st day of July, 2025.

Mayor, John Graham

Attest: _____ City Clerk, Elena Krebs

Published: _____, 20 _____ (*by title or in full*)

City's Official Website and City Hall

CITY OF MANITOU SPRINGS



2025 AMENDED BUDGET



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CITY OF MANITOU SPRINGS
Amended Budget

SUMMARY OF ALL FUNDS--REVENUES AND EXPENDITURES

	2022	2023	2024	2025	2025	\$ Change
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Original Budget</u>	<u>Amended budget for 2024 budgets</u>	
<u>REVENUES/AVAILABLE FUNDS:</u>						
10 General Fund (net of committed/assigned rev)	\$ 14,325,217	\$ 15,062,254	\$ 14,878,697	\$ 14,443,046	\$ 11,847,892	(2,595,154)
Committed/Assigned General Fund revenues	8,177	11,170	1,217,390	414,900	414,900	-
11 Transportation Fund	59,734	66,091	62,894	54,500	54,500	-
23 Open Space Fund	232,381	242,428	248,243	228,210	228,210	-
24 Law Enforcement Spec. Revenue Fund	16,088	15,715	5,779	12,550	12,550	-
25 Conservation Trust Fund	64,618	81,591	71,055	76,000	76,000	-
26 PPRTA Public Facilities Fund	1,424,135	730,778	590,096	945,673	945,673	-
28 El Paso/Beckers Park Fund (maintenance)	81,276	86,854	103,801	88,367	88,367	-
29 MACH Fund - The Five	323,504	322,115	305,837	274,500	274,500	-
29 MACH Fund Tier 2 Grants	166,563	165,938	157,563	141,400	141,400	-
35 Downtown Public Facilities Fund	-	-	-	-	-	-
39 Capital Improvement Fund-unassigned rev	4,250,132	4,922,629	2,559,962	1,396,250	2,305,658	909,408
Committed Cap Imp Fund-East End Sales Tax	-	-	600,000	-	-	-
Grants associated with East End Sales Tax	39,527	259,595	218,669	615,000	1,052,333	437,333
Committed Cap Imp Fund-Library Donations/MACH	112,735	1,293,605	2,449,040	-	-	-
Committed Cap Imp Fund-Hiawatha Gardens (from MACH)	75,000	325,000	-	125,000	400,592	275,592
52 Water Enterprise Fund	1,948,226	2,426,739	3,248,171	5,951,860	10,276,522	4,324,662
53 Sewer Enterprise Fund	1,804,392	1,619,039	1,651,273	1,796,727	2,175,027	378,300
54 Storm Drainage Enterprise Fund	467,538	629,820	589,891	664,000	664,000	-
Mobility & Parking Enterprise Fund (unassigned)	1,885,527	3,216,461	3,152,601	7,714,500	5,582,027	(2,132,473)
55 Assigned Barr Trail Parking Lot	665,881	387,474	-	-	-	-
SUBTOTAL--Current Year Revenues	\$ 27,950,651	\$ 31,865,296	\$ 32,110,962	\$ 34,942,483	\$ 36,540,151	\$ 1,597,668
Less: Interfund Transfers To & From Other Funds (including MACH transfers for the library & Hiawatha Gardens & from parking to C.I. in 2024)	3,862,194	5,246,505	3,373,071	1,936,807	1,720,239	(216,568)
NET CURRENT YEAR REVENUES	\$ 24,088,457	\$ 26,618,791	\$ 28,737,891	\$ 33,005,676	\$ 34,819,912	\$ 1,814,236
Prior Year Ending Net Positions/Enterp. Funds Net current position:	14,331,544	19,062,567	23,274,623	22,545,164	22,545,164	
Total Available Funds:	\$ 38,420,001	\$ 45,681,358	\$ 52,012,514	\$ 55,550,840	\$ 57,365,076	\$ 1,814,236
<u>EXPENDITURES:</u>						
General Fund (net of committed/assigned rev)	13,134,980	14,570,537	13,640,814	14,599,486	13,295,131	(1,304,355)
Committed-Barr Trail Parking Lot	338,524	-	721,693	244,000	244,000	-
Committed/Assigned expenditures	72,734	99,032	4,257	9,000	12,065	3,065
11 Transportation Fund	13,650	3,947	274,916	54,000	54,000	-
23 Open Space Fund	236,193	132,018	200,971	666,340	666,340	-
24 Law Enforcement Spec. Rev Fund	5,145	1,420	27,567	17,420	17,420	-
25 Conservation Trust Fund	16,377	9,499	67,184	133,000	133,000	-
26 PPRTA Public Fac Fund	1,424,135	851,688	504,299	945,673	945,673	-
28 El Paso/Beckers Park Fund-capital	33,100	-	-	-	-	-
28 El Paso/Beckers Park Fund-maintenance	56,867	53,024	50,326	88,370	91,594	3,224
29 MACH Fund - The Five	324,299	320,596	339,534	538,832	294,118	(244,714)
29 MACH Fund - Tier 2 Grants	170,361	159,925	180,537	323,028	183,479	(139,549)
35 Downtown Public Facilities Fund	940	-	-	141,211	141,211	-
39 Capital Improvement Fund	2,188,389	2,803,589	3,136,436	2,542,550	4,739,727	2,197,177
Assigned Cap Imp Fund-East End Taxes	613,703	1,036,513	332,424	750,000	1,425,097	675,097
Assigned Library	9,740	21,820	4,131,864	-	355,517	355,517
Assigned Hiawatha Gardens	19,999	15,048	52,706	375,000	1,454,117	1,079,117
Assigned Cemetery Software	-	-	6,063	-	9,023	9,023
52 Water Enterprise Fund	2,013,815	2,210,059	3,191,915	6,817,904	10,433,696	3,615,792
Sewer Enterprise Fund	970,711	1,768,205	1,315,794	1,821,221	2,245,024	423,803
Storm Drainage Enterprise Fund	412,577	897,786	335,480	734,086	749,477	15,391
Mobility & Parking Enterprise Fund	1,250,925	3,549,604	4,371,110	7,241,692	4,862,217	(2,379,475)
55 Assigned Barr Trail Parking Lot	110,249	184,907	760,574	-	-	-
SUBTOTAL--Current Year Expenditures	\$ 23,417,413	\$ 28,689,217	\$ 33,646,464	\$ 38,042,813	\$ 42,351,926	\$ 4,309,113
Less: Interfund Transfers To Other Funds	3,862,194	5,246,505	3,373,071	1,936,807	1,720,239	-216,568
NET CURRENT YEAR EXPENDITURES	\$ 19,555,219	\$ 23,442,712	\$ 30,273,393	\$ 36,106,006	\$ 40,631,687	\$ 4,525,681
ENDING BALANCES--All Funds & Reserves	\$ 19,062,567	\$ 23,274,623	\$ 22,545,164	\$ 20,904,123	\$ 16,847,402	\$ (4,056,721)
Revenues more (or less) than expenditures	\$ 4,533,238	\$ 3,176,079	\$ (1,535,502)	\$ (3,100,330)	\$ (5,811,775)	\$ (2,711,445)

CITY OF MANITOU SPRINGS
Amended Budget

SUMMARY OF ALL FUNDS--FUND BALANCES

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2025</u>	<u>\$ Change</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Original Budget</u>	<u>Amended budget for 2023 budgets</u>	
<u>FUND BALANCES:</u>						
General Fund (excluding Restricted/Committed/Assigned Fund Balances)	\$ 6,544,120	\$ 7,035,835	\$ 8,273,745	\$ 8,117,305	\$ 6,826,506	\$ (1,290,799)
General Fund-Assigned Barr Trail Parking lot				-	-	\$ -
Assigned Library Cap Imp	96,896	-	-	-	-	\$ -
Other committed/assigned fund balances	52,159	61,193	552,635	714,535	711,470	\$ (3,065)
11 Transportation Fund	154,386	216,530	4,508	5,008	5,008	\$ -
23 Open Space Fund	456,340	566,750	614,022	175,892	175,892	\$ -
24 Law Enforcement Spec. Rev Fund	12,165	26,460	4,672	(198)	(198)	\$ -
25 Conservation Trust Fund	298,715	370,807	374,678	317,678	317,678	\$ -
26 Rural Transportation PubFac Fund	-	(120,910)	(35,113)			\$ -
28 El Paso/Beckers Park Fund-Capital	62,810	62,810	62,810	62,810	62,810	\$ -
28 El Paso/Beckers Park Fund-Maintenance	155,969	189,799	243,274	243,274	237,947	\$ (5,327)
29 MACH Fund - The Five	319,689	321,208	321,208	56,876	301,590	\$ 244,714
29 MACH Fund - Tier 2 Grants	169,814	198,933	198,933	17,305	156,854	\$ 139,549
35 Downtown Public Facilities Fund	142,150	142,151	142,152	941	941	\$ -
39 Capital Improvement Fund	2,032,175	3,281,395	2,704,921	1,558,621	270,852	\$ (1,287,769)
Assigned Cap Imp Fund-East End Taxes	901,883	294,783	781,028	646,028	408,264	\$ (237,764)
Committed Cap Imp Fund-Bridges	125,343	125,343	125,343	125,343	125,343	\$ -
Assigned Cap Imp Fund-Library	685,773	1,957,561	274,737	355,737	220	\$ (355,517)
Committed Cap Imp Fund-Hiawatha Gardens	96,279	1,106,231	1,053,525	803,525	-	\$ (803,525)
Assigned Cap Imp Fund-Cemetery Software	15,086	15,086	9,023	9,023	-	\$ (9,023)
	\$ 12,321,752	\$ 15,851,965	\$ 15,706,101	\$ 13,209,703	\$ 9,601,177	\$ (3,608,526)
<u>ENTERPRISE FUNDS CURRENT NET POSITIONS *:</u>						
Water Enterprise Fund	1,034,823	1,336,844	1,465,903	1,943,032	1,308,729	\$ (634,303)
Sewer Enterprise Fund	2,783,927	3,317,771	3,611,064	3,586,570	3,541,067	\$ (45,503)
Storm Drainage Enterprise Fund	1,468,860	1,217,800	1,472,214	1,402,128	1,386,737	\$ (15,391)
Mobility & Parking Enterprise Fund	897,573	792,045	289,882	762,690	1,009,692	\$ 247,002
Assigned Barr Trail Parking Lot	555,632	758,198		-	-	\$ -
	\$ 6,740,815	\$ 7,422,658	\$ 6,839,063	\$ 7,694,420	\$ 7,246,225	\$ (448,195)
* Current net position is current assets minus current liabilities net of current portion of long						
Total Fund Balances/Current Net Positions:	\$ 19,062,567	\$ 23,274,623	\$ 22,545,164	\$ 20,904,123	\$ 16,847,402	\$ (4,056,721)

These are the total Fund Balances & Enterprise funds available for future appropriation (spending) on a cash basis, for the purposes designated by the legislation that created the individual funds or reserves, respectively.

GENERAL FUND SUMMARY

	2023	2024	2025		Change (Original to Amended Budget)
	Actuals	Actuals	Original Budget	Amended Budget	%
					\$
Revenue:					
Taxes:					
General Sales Tax	9,670,983	9,219,272	8,900,000	5,677,000	-36.21%
Real Property Tax	924,868	947,443	936,150	1,103,311	17.86%
Amusement Tax	1,332,343	1,289,247	1,330,000	1,330,000	-
Auto Use Tax	389,518	401,461	395,000	395,000	-
Lodging & Camping Tax	310,719	310,698	330,000	330,000	-
Public Utilities Franchise Tax	319,958	367,909	390,000	427,000	37,000
Specific Ownership Tax	120,698	103,106	110,000	110,000	-
All Other Taxes	135,390	142,645	117,500	117,500	-
Licenses & Permits	143,258	114,003	103,500	103,500	-
Intergovernmental Revenues	267,954	301,195	167,724	167,724	-
Interfund Transfers (In)	306,815	291,158	311,807	711,807	400,000
Charges for Services	365,445	535,421	692,650	675,250	-2.51%
Fines & Forfeitures	59,753	30,928	76,015	76,015	0.00%
Miscellaneous Revenues (includes interest)	714,552	824,238	582,700	623,785	7.05%
<i>Assigned/Committed (Barr, P&R, Doc Retrieval, Donations, CARES Act funding)</i>	11,170	1,217,390	414,900	414,900	0.00%
Total Revenue:	15,073,424	16,096,114	14,857,946	12,262,792	(2,595,154)
Expenditures:					
Operating:					
Legislative (City Council)	244,791	287,928	414,075	392,075	-5.31%
City Clerk Department	245,014	266,462	363,278	360,453	-0.78%
Judicial Department	77,224	96,129	124,587	121,867	-2.18%
Executive Department (Administration)	972,064	1,025,236	1,114,830	1,095,710	-1.72%
Finance Department	641,726	715,917	1,121,365	711,945	-36.51%
Neighborhood Services	134,185	105,335	186,226	117,378	-36.97%
Planning Department	486,734	682,644	660,020	619,630	-6.12%
Police Department	1,987,551	2,061,762	2,379,002	2,407,575	1.20%
Fire Department	1,264,450	1,340,181	1,378,899	1,407,303	2.06%
EMS Transport Department	574,531	745,938	832,259	851,830	2.35%
Public Services Department (Streets)	1,407,788	1,395,461	1,675,605	1,484,570	-11.40%
Parks & Recreation (& Facilities)	1,202,762	1,505,117	1,556,293	1,596,267	2.57%
Swimming Pool & Fitness Dept (under P&R)	656,496	689,201	698,977	676,747	-3.18%
Nonoperating:					
Economic Development/Promotion	1,308,952	646,829	647,600	647,600	0.00%
Intergovernmental & other agencies & misc	45,185	40,906	46,470	46,181	-0.62%
Interfund Transfers:					
Transfer East End tax to Capital Improvements Fund					
Transfer to Capital Improvements Fund	3,321,085	2,035,767	1,400,000	758,000	-45.86%
Committed Expenditures:					
Barr Trail		721,693	244,000	244,000	0.00%
Assigned Expenditures:					
PARAB	1,135	2,422	4,000	4,000	
Various Donations	97,897	1,835	5,000	8,065	61.30%
Total Expenditures:	14,669,570	14,366,764	14,852,486	13,551,196	(1,301,290)
Revenue Over/(Under) Expenditures (Including assigned/committed revenues & expenditures)	403,854	1,729,350	5,460	(1,288,404)	(1,293,864)
Beginning Fund Balances (including assigned and committed):	6,693,176	7,097,030	8,826,380	8,826,380	
Transfer of Barr Trail Assigned Ending fund balance					
Ending Fund Balances (including Assigned/Committed Fund Balances)	7,097,030	8,826,380	8,831,840	7,537,976	(1,293,864)
<i>Committed Barr Trail Fund Balance, Ending</i>		480,721	649,921	649,921	
<i>Committed Document Retrieval, Ending</i>	8,205	12,188	12,988	12,988	
<i>Assigned Library-Capital Improvement, Ending</i>	(1,001)	0	-	-	
<i>Assigned PARAB Fund Balance, Ending</i>	20,348	21,590	17,890	17,890	
<i>Assigned Aggregated Donation fund balances, Ending</i>	33,641	38,136	33,736	30,671	
<i>Unassigned Fund Balance</i>	7,035,837	8,273,745	8,117,305	6,826,506	

	actual 2023	actual 2024	original 2025	midyear 2025
Total current Revenues:	15,073,424	16,096,114	14,857,946	12,262,792
Current Assigned/Committed Revenues:	(11,170)	(1,217,392)	(414,900)	(414,900)
Total Current Expenditures:	(14,669,570)	(14,366,764)	(14,852,486)	(13,551,196)
Current Assigned/Committed Expenditures:	99,032	725,950	253,000	256,065
Unassigned/noncommitted NET difference between current revenues & expenditures:	\$ 491,716	\$ 1,237,908	\$ (156,440)	\$ (1,447,239)
Year End Unassigned/Noncommitted Fund Balance:	7,035,837	\$ 8,273,745	\$ 8,117,305	\$ 6,826,506

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
GENERAL FUND								
TAX REVENUES								
10-311-110	REAL PROPERTY TAXES	865,407	924,868	947,443	925,441	936,150	1,103,311	167,161
10-311-200	SPECIFIC OWNERSHIP TAX	112,062	120,698	103,106	110,000	110,000	110,000	
10-311-300	GENERAL SALES TAX	10,113,406	9,670,983	9,219,272	9,100,000	8,900,000	5,677,000	-3,223,000
10-311-310	AUTO USE TAX	394,562	389,518	401,461	395,000	395,000	395,000	
10-311-320	GENERAL USE TAX	79,988	69,693	83,446	60,000	60,000	60,000	
10-311-400	AMUSEMENT TAX	645,927	1,332,343	1,289,247	1,283,500	1,330,000	1,330,000	
10-311-500	LODGING & CAMPING TAX	304,446	310,719	310,698	330,000	330,000	330,000	
10-311-610	TELEPHONE FRANCHISE TAX-L	15,000	15,000	15,758	15,000	15,000	15,000	
10-311-620	CABLE TV FRANCHISE TAX-CO	52,420	48,496	42,488	42,400	42,000	42,000	
10-311-630	PUBLIC UTILITIES FRANCHISE	371,410	319,958	367,909	350,000	390,000	427,000	37,000
10-311-900	PENALTIES/INTEREST ON TAX	254	2,201	953	500	500	500	
Total TAX REVENUES:		12,954,883	13,204,478	12,781,781	12,611,841	12,508,650	9,489,811	-3,018,839
LICENSES & PERMITS								
10-320-110	LIQUOR (CITY) LICENSE FEES	4,365	5,737	5,023	4,000	4,500	4,500	
10-320-115	LIQUOR LICENSE APPLICATIO	5,626	5,479	5,706	6,000	6,000	6,000	
10-320-120	FIRE PLAN REVIEW FEES							
10-320-150	PLANNING FEES	40,238	98,653	52,333	51,000	56,000	56,000	
10-320-160	BUSINESS LICENSE FEES	25,559	20,908	26,154	24,500	25,000	25,000	
10-320-180	STREET PERMITS INSPECTION	3,245	8,006	13,643	12,000	8,000	8,000	
10-320-190	OTHER LICENSES & FEES	5,708	4,475	11,144	3,500	4,000	4,000	
10-320-270	DOG LICENSES							
Total LICENSES & PERMITS:		84,741	143,258	114,003	101,000	103,500	103,500	
GOVERNMENT GRANT REVENUES								
10-334-715	GRANTS & REIMBURSEMENTS	48,236	1,804	5,313	5,000	5,000	5,000	
10-334-716	POLICE OVER TIME GRANTS	6,050	11,941	5,898	5,000	10,000	10,000	
10-334-718	EIAF A-0264 STORMWATER CO	53,331	1,696	6,553	20,000			
10-334-719	DOLA GRANT- EIAF 9628 PLAN			43,378	65,000			
10-334-720	PLANNING-HPC SURVEY GRAN							
10-334-721	STATE-FIREFIGHTER PPE ASSI	14,199		19,999	20,000			
10-334-722	FEMA-HAZARD MITIG PLANNIN		42,000					
10-334-723	PLANNING GRANT		10,045					
Total GOVERNMENT GRANT REVENUES:		121,816	67,486	81,142	115,000	15,000	15,000	
GOVERNMENT SHARED REVENUES								
10-335-521	HIGHWAY USER TAX	158,077	155,259	161,103	156,330	108,724	108,724	
10-335-550	CIGARETTE TAX	6,434	9,136	7,199	12,000	12,000	12,000	
10-335-712	ROAD & BRIDGE TAX	13,284	14,229	16,655	16,000	17,000	17,000	
10-335-713	AUTO LICENSE FEES	18,751	14,824	16,261	15,000	15,000	15,000	
10-335-750	METRO DISTRICT ADMINISTRA	6,435	7,020	14,526	13,734			
10-335-752	URA ADMINISTRATION FEE	605		4,310				
Total GOVERNMENT SHARED REVENUES:		203,586	200,468	220,053	213,064	152,724	152,724	
ADMINISTRATIVE SUPPORT REVENUE								

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
10-339-810	ADM SUPP-W/S FUNDS	141,636	148,715	148,715	148,715	154,663	154,663	
10-339-811	PAYMENT IN LIEU OF TAXES-W	45,000	53,235	50,750	50,750	55,300	55,300	
10-339-821	ADM SUPP-STORM DRAINAGE	1,420	1,400	1,400	1,420	1,420	1,420	
10-339-830	ADM SUPPORT - OPEN SPACE	9,000	9,000	9,000	9,000	9,000	9,000	
10-339-870	ADM SUPP-EL PASO BL PARK	56,100	52,124	46,090	52,124	56,224	56,224	
10-339-890	ADM SUPPORT--LAW ENF SPE	1,420	1,420	1,420	1,420	1,420	1,420	
10-339-891	ADM SUPPORT-MACH FUND	1,420	2,450	3,230	3,230	3,360	3,360	
10-339-892	ADM SUPPORT-MOBILITY&PAR	28,970	28,970	28,970	28,970	30,420	430,420	400,000
10-339-893	ADMIN SUPPORT-BARR TRAIL	18,580	9,500	1,583				
Total ADMINISTRATIVE SUPPORT REVENUE:		303,546	306,815	291,158	295,629	311,807	711,807	400,000
CHARGES FOR SERVICES								
10-347-500	EVENT FEES (OVERTIME/VEHI	15,555	8,035	10,736	10,000	10,000	10,000	
10-347-600	POLICE SERVICES	48,391	50,737	45,754	49,000	49,000	49,000	
10-347-610	FIRE PROTECTION SERVICES	126,789	114,302	188,408	100,000	52,000	52,000	
10-347-622	FIRE DEPT PLANS REVIEW	462	144	288	450	450	450	
10-347-625	EMS TRANSPORT REVENUE		47,386	141,470	400,000	400,000	400,000	
10-347-700	SWIMMING POOL FEES & SALE	59,120	83,562	86,116	80,000	85,000	85,000	
10-347-710	SWIMMING POOL RENTAL	8,298	4,826	8,489	15,000	15,500	8,000	-7,500
10-347-720	SWIMMING POOL LESSONS	8,560	9,958	8,062	15,000	15,500	10,000	-5,500
10-347-730	SWIMMING--VENDING CONCES	813	112	1,892	3,000	3,200	1,800	-1,400
10-347-740	SWIMMING--SWIM TEAM CHAR	21,685	9,396	4,379	15,000	23,000	20,000	-3,000
10-347-741	SWIMMING POOL ACTIVITIES							
10-347-750	SWIMMING RECREATION PRO							
10-347-762	MEMORIAL HALL USE FEES	13,308	14,613	14,839	14,000	14,000	14,000	
10-347-765	PARK USE FEES	6,886	7,265	8,863	7,000	7,000	7,000	
10-347-767	RECREATIONAL PROGRAM FE	16,764	15,109	16,125	18,000	18,000	18,000	
Total CHARGES FOR SERVICES:		326,629	365,445	535,421	726,450	692,650	675,250	-17,400
FINES & FEES REVENUE								
10-351-110	COURT FEES & FINES	40,726	47,347	22,231	21,000	35,000	35,000	
10-351-125	POLICE SPEED CAMERA FINES					35,000	35,000	
10-351-130	OJW FEES--CITY PORTION				15	15	15	
10-351-135	MITIGATION FEES-REIMB-PRO	11,013	9,795	7,706	7,000	3,000	3,000	
10-351-140	BAG FEE - HOUSE BILL 21-1162		2,611	990	3,000	3,000	3,000	
Total FINES & FEES REVENUE:		51,739	59,753	30,928	31,015	76,015	76,015	
INTEREST EARNINGS								
10-361-190	INVESTMENT INTEREST	101,679	528,723	702,777	680,000	450,000	450,000	
Total INTEREST EARNINGS:		101,679	528,723	702,777	680,000	450,000	450,000	
PARKING REVENUES								
10-363-110	PARKING ENFORCEMENT REV							
10-363-200	ON-STREET PARKING							
10-363-210	CANON AVE PARKING REVENU							

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
10-363-211	PARKING PERMITS							
10-363-215	PARKING SPACES - HIAWATHA							
Total PARKING REVENUES:								
CONTRIBUTIONS, DONATIONS, MISC								
10-365-200	DONATIONS/GIFTS	4,900					41,085	41,085
10-365-210	DONATIONS-BEQUEST							
10-365-211	DONATIONS--FLOOD VICTIMS							
10-365-250	DONATIONS-CEMETERY		21,475	42,950	38,525			
10-365-400	INSURANCE RECOVERIES	17,167	955	3,180				
10-365-500	MISCELLANEOUS REVENUE	6,055	5,066	3,646	2,300	2,300	2,300	
Total CONTRIBUTIONS, DONATIONS, MISC:		28,122	27,496	49,776	40,825	2,300	43,385	41,085
PARKS AND RECREATION REVENUE								
10-391-725	GRANT REVENUE-PARKS & RE	5,000						
Total PARKS AND RECREATION REVENUE:		5,000						
PROCEEDS FROM SALE OF ASSETS								
10-392-630	CEMETERY	96,160	54,028	56,832	65,000	65,000	65,000	
10-392-700	SALES OF SURPLUS EQUIPME	47,130	101,472	14,244	10,000	65,000	65,000	
10-392-702	MATERIALS RECYCLING SALE	186	2,833	582	400	400	400	
10-392-730	METRO PARKING ENFORCE. R							
Total PROCEEDS FROM SALE OF ASSETS:		143,475	158,333	71,658	75,400	130,400	130,400	
COMMITTED/ASSIGNED ACCOUNTS								
10-393-100	BARR TRAIL PRKNG LOT REV-			444,215	400,000	413,200	413,200	
10-393-101	BARR TRFER from PARKING EN			758,199	758,199			
10-393-300	DOCUMENT RETRIEVAL-COMM	105	852	3,983	3,700	800	800	
10-393-305	DONATIONS-P&R-TREES-ASSI	1,319						
10-393-315	DONATIONS-FIRE DEPT ASSIG							
10-393-320	DONATIONS-POLICE ASSIGNE	2,000	4,950	826	600	600	600	
10-393-330	LIBRARY-Donate Use 39-332-31			1,001				
10-393-500	DONATIONS & FEES-PARAB-AS	333		3,664	3,664	300	300	
10-393-550	ART MAINT-DEDUCT COVER(no	4,420	4,000					
10-393-650	KIWANIS DONATIONS-RECREA		1,368	5,504	5,000			
Total COMMITTED/ASSIGNED ACCOUNTS:		8,177	11,170	1,217,390	1,171,163	414,900	414,900	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
LEGISLATIVE DEPARTMENT								
10-410-120	SALARIES & WAGES-PART/SEA	18,335	17,600	17,400	17,400	17,400	17,400	
10-410-220	BENEFITS--MEDICARE CONTRI	270	255	252	255	255	255	
10-410-230	BENEFITS--PERA/FPPA CONTR	2,704	2,593	2,572	2,575	2,575	2,575	
10-410-250	BENEFITS-UNEMPLOYMENT IN	37	35	35	55	55	55	
10-410-260	BENEFITS-WORKER'S COMP IN	1,377	1,003	5,363	5,363	5,830	5,830	
10-410-320	SERVICES--LEGAL	148,115	153,851	149,723	170,000	170,000	240,000	70,000
10-410-360	RECRUITING/EMPLOYEE RETE		356					
10-410-370	TRAINING/PROFESSIONAL DEV	1,520		435	4,000	4,000	1,000	-3,000
10-410-380	MEMBERSHIPS/PROFESSIONA	4,010	8,384	4,382	4,000	4,000	4,000	
10-410-390	TRAVEL/CONFERENCES	5,677	4,525	2,083	6,000	6,000	2,000	-4,000
10-410-421	INSURANCE-(CASUALTY/LIABLI	39,362	48,631	75,188	75,188	87,720	87,720	
10-410-422	UNCOVERED LOSSES/DEDUCT			1,000	1,000	1,000	1,000	
10-410-490	VEHICLE MILEAGE			160	150	150	150	
10-410-530	TELEPHONE/COMMUNICATION	510	508	495	540	540	540	
10-410-531	COMMUNICATION EQUIPMENT		2,050	18	6,000	6,000	6,000	
10-410-540	ADVERTISING/PUBLICATIONS	14						
10-410-550	PRINTING/PHOTOCOPY/BINDIN	17	175					
10-410-565	COMPUTER SOFTWARE	13,806						
10-410-605	OFFICE SUPPLIES (PAPER,ETC	441						
10-410-630	CITY COUNCIL	1,496	693	139	1,050	1,050	1,050	
10-410-640	BOOKS, PERIODICALS, SUBSC							
10-410-880	CLTURE OF ENGAGEMENT AC	6,755	4,133	7,001	7,500	7,500	7,500	
10-410-881	DIGITAL ADA COMPLIANCE			21,681	157,500	100,000	15,000	-85,000
Total LEGISLATIVE DEPARTMENT:		244,448	244,791	287,928	458,576	414,075	392,075	-22,000

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
CITY CLERK DEPT								
10-411-100	SALARY-DEPARTMENT MANAG	102,887	86,625	74,820	105,000	105,000	105,000	
10-411-110	SALARIES & WAGES-REGULAR	48,954	62,710	89,087	88,080	136,625	146,500	9,875
10-411-120	SALARIES & WAGES-PART/SEA		1,551					
10-411-130	SALARIES & WAGES-OVERTIM	-526	1,312	880	2,000	2,000	2,000	
10-411-210	BENEFITS-GROUP INSURANCE	12,162	12,818	11,771	15,250	15,250	12,650	-2,600
10-411-220	BENEFITS-MEDICARE CONTRI	2,255	2,170	2,240	2,458	2,458	2,458	
10-411-230	BENEFITS-PERA/FPPA CONTRI	21,789	20,657	22,791	23,100	32,700	34,600	1,900
10-411-250	BENEFITS-UNEMPLOYMENT IN	315	304	315	400	400	400	
10-411-260	BENEFITS-WORKERS COMP IN	392	280	1,163	1,300	1,500	1,500	
10-411-320	SERVICES-PROFESSIONAL	850	29,609	18,594	13,000	15,000	6,000	-9,000
10-411-330	SERVICES-STAFF/CLERICAL							
10-411-360	RECRUITING/EMPLOYEE RETE	77	229	2,064	1,790	500	500	
10-411-365	EMPLOYEE APPRECIATION		69					
10-411-370	TRAINING/PROFESSIONAL DEV	1,186	1,060	3,815	3,000	4,500	4,500	
10-411-380	MEMBERSHIPS/PROFESSION	575	580	1,015	600	600	600	
10-411-390	TRAVEL/CONFERENCES	499	1,075	4,826	2,000	2,000	1,000	-1,000
10-411-490	VEHICLE MILEAGE (REIMBURS		180	563	500	500	500	
10-411-530	TELEPHONE/COMMUNICATION	929	995	1,068	995	995	995	
10-411-531	COMMUNICATION EQUIPMENT				400	400	400	
10-411-540	ADVERTISING/PUBLICATIONS	816	958	3,520	3,500	2,500	2,500	
10-411-550	PRINTING/PHOTOCOPYING	4,741	2,529	3,056	3,500	3,500	3,500	
10-411-565	COMPUTER SOFTWARE	12,388	13,316	22,915	21,750	21,750	21,750	
10-411-571	ELECTIONS	12,138	3,577	26	12,000	12,000	10,000	-2,000
10-411-605	OFFICE SUPPLIES (PAPER, ET	743	335	467	2,000	2,000	2,000	
10-411-615	POSTAGE	80	5	27	100	100	100	
10-411-630	FOOD-MEALS&REIMBURSEME				300	300	300	
10-411-640	BOOKS, PERIODICALS SUBSC				200	200	200	
10-411-743	CAPITAL PURCHASES-FURNIT		2,070	1,438	1,500	500	500	
Total CITY CLERK DEPT:		223,248	245,014	266,462	304,723	363,278	360,453	-2,825

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
JUDICIAL DEPARTMENT								
10-412-110	SALARIES & WAGES--REGULA		152	44,406	48,900	48,900	33,100	-15,800
10-412-120	SALARIES & WAGES-PART/SEA	46,321	45,094	16,800	21,600	21,600	21,600	
10-412-130	SALARIES & WAGES-OVERTIM			596	1,000	1,000	1,000	
10-412-210	BENEFITS--GROUP INSURANC			50	60	60	4,100	4,040
10-412-220	BENEFITS--MEDICARE CONTRI	638	423	869	1,005	1,005	1,005	
10-412-230	BENEFITS--PERA/FPPA CONTR	5,897	4,288	8,837	10,210	10,210	8,850	-1,360
10-412-250	BENEFITS-UNEMPLOYMENT IN	88	58	124	150	150	150	
10-412-260	BENEFITS-WORKER'S COMP IN	43	31	581	650	750	750	
10-412-320	SERVICES--PROFESSIONAL (P	11,578	16,328	15,891	35,700	35,700	23,200	-12,500
10-412-330	SERVICES--STAFF/CLERICAL	3,600	8,721	5,481			22,900	22,900
10-412-370	TRAINING/PROFESSIONAL DEV		472	1,389	1,500	1,500	1,500	
10-412-380	MEMBERSHIPS/PROFESSIONA		50	200	200	200	200	
10-412-550	PRINTING/PHOTOCOPYING/BIN	163	245	713	650	650	650	
10-412-560	OFFICE MACHINE/COMPUTER	595		40	100	100	100	
10-412-565	SOFTWARE LICENSES					1,762	1,762	
10-412-605	OFFICE SUPPLIES (PAPER,ETC	165	1,363	154	900	900	900	
10-412-615	POSTAGE	7			100	100	100	
Total JUDICIAL DEPARTMENT:		69,094	77,224	96,129	122,725	124,587	121,867	-2,720

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
EXECUTIVE DEPARTMENT								
10-413-100	SALARY--DEPARTMENT MANA	145,723	157,213	166,351	165,000	165,000	171,600	6,600
10-413-110	SALARIES & WAGES--REGULA	198,197	234,461	275,752	274,170	271,210	265,700	-5,510
10-413-130	SALARIES & WAGES-OVERTIM	856	1,334	1,492	2,000	2,000	2,000	
10-413-210	BENEFITS--GROUP INSURANC	7,131	7,508	16,833	15,770	16,000	16,000	
10-413-220	BENEFITS--MEDICARE CONTRI	5,166	5,646	6,290	6,160	6,160	6,250	90
10-413-230	BENEFITS--PERA/FPPA CONTR	49,942	57,092	63,687	64,700	65,500	65,500	
10-413-250	BENEFITS-UNEMPLOYMENT IN	719	787	888	1,100	1,100	1,100	
10-413-260	BENEFITS-WORKER'S COMP IN	1,066	769	2,325	2,585	2,810	2,810	
10-413-320	SERVICES-COMPUTER RELAT	285,753	361,091	361,686	350,000	350,000	350,000	
10-413-321	SERVICES--PROFESSIONAL (LI	75,421	61,586	40,472	121,500	130,000	120,000	-10,000
10-413-330	SERVICES--STAFF/CLERICAL		5,001					
10-413-360	RECRUITING/EMPLOYEE RETE	28	408	1,417	2,000	500	500	
10-413-370	TRAINING/PROFESSIONAL DEV	9,367	145	7,678	18,000	18,000	6,000	-12,000
10-413-375	PUBLIC RELATIONS	365	500					
10-413-380	MEMBERSHIPS/PROFESSIONA	2,120	1,802	2,128	2,500	2,500	2,500	
10-413-390	TRAVEL/CONFERENCES	3,324	4,722	785	3,300	3,300	3,300	
10-413-421	INSURANCE--(CASUALTY/LIAB							
10-413-430	BLDG MAINTENANCE/MATERI		296	6	500	500	500	
10-413-461	VEHICLE GAS & OIL							
10-413-470	VEHICLE REPAIRS & MAINTEN		135					
10-413-490	VEHICLE MILEAGE(REIMBURS	61	339	359	750	750	750	
10-413-530	TELEPHONE/COMMUNICATION	10,509	12,213	13,932	11,000	11,000	11,000	
10-413-531	COMMUNICATION EQUIPMENT	346			600	600	600	
10-413-540	ADVERTISING/PUBLICATIONS	3,995	1,165	13,460	6,300	6,300	10,000	3,700
10-413-550	PRINTING/PHOTOCOPYING/BIN	6,505	4,512	6,086	8,000	8,000	6,000	-2,000
10-413-560	OFFICE MACHINE/COMPUTER							
10-413-565	COMPUTER-CITYWIDE MAINT	37,408	47,013	38,145	47,000	47,000	47,000	
10-413-605	OFFICE SUPPLIES (PAPER,ETC	2,981	3,381	2,126	3,000	3,000	3,000	
10-413-615	POSTAGE	2,050	50	10	100	100	100	
10-413-620	UNIFORMS (RECURRING COST	108	60	275	195	400	400	
10-413-630	FOOD--MEALS&REIMBURSEME	1,499	1,953	1,246	1,000	1,000	1,000	
10-413-640	BOOKS, PERIODICALS, SUBSC	587	240	264	500	500	500	
10-413-743	CAPITAL PURCHASES-FURNIT		641	1,544	1,600	1,600	1,600	
Total EXECUTIVE DEPARTMENT:		851,226	972,064	1,025,236	1,109,330	1,114,830	1,095,710	-19,120

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
FINANCE DEPARTMENT								
10-415-100	SALARY--DEPARTMENT MANA	114,833	123,190	127,623	127,650	127,650	132,800	5,150
10-415-110	SALARIES & WAGES--REGULA	237,308	191,175	181,402	181,730	195,700	154,700	-41,000
10-415-120	SALARIES & WAGES-PART/SEA		1,408	3,117	6,000	6,000	20,800	14,800
10-415-130	SALARIES & WAGES-OVERTIM	5,163	1,816	2,713	2,500	2,500	10,500	8,000
10-415-210	BENEFITS--GROUP INSURANC	115,130	38,788	43,223	46,400	60,440	39,500	-20,940
10-415-220	BENEFITS--MEDICARE CONTRI	7,377	4,346	4,313	4,590	4,820	4,450	-370
10-415-230	BENEFITS--PERA/FPPA CONTR	64,723	44,087	43,883	46,500	49,030	45,100	-3,930
10-415-250	BENEFITS-UNEMPLOYMENT IN	1,515	639	647	640	660	660	
10-415-260	BENEFITS-WORKER'S COMP IN	679	475	2,325	2,580	3,230	3,230	
10-415-310	MERIT INCREASE - GF EMPLOY					359,400		-359,400
10-415-311	HSA SEEDNG &PERFORM REC	35,852	45,975	42,989	59,000	59,000	59,000	
10-415-315	HEALTH & WELLNESS PROGRA	1,480	545	902	1,500	1,500	1,500	
10-415-320	SERVICES--PROFESSIONAL (LI	32,427	45,818	56,110	48,300	50,700	60,700	10,000
10-415-330	SERVICES--STAFF/CLERICAL	52,590	583	25,212	25,700		9,070	9,070
10-415-360	RECRUITING/EMPLOYEE RETE	219		98	400	400	400	
10-415-370	TRAINING/PROFESSIONAL DEV	9,205	1,299	2,933	2,000	2,000	2,000	
10-415-380	MEMBERSHIPS/PROFESSIONA	675	550	730	545	545	545	
10-415-390	TRAVEL/CONFERENCES	365		1,073	2,500	2,500	2,500	
10-415-421	INSURANCE--(CASUALTY/LIABI	33,620	42,111	58,178	58,100	85,800	55,000	-30,800
10-415-422	UNCOVERED LOSSES/DEDUCT	1,446		675	675			
10-415-490	VEHICLE MILEAGE(REIMBURS		51	563	100	100	100	
10-415-530	TELEPHONE/COMMUNICATION	464	1,042	988	800	1,000	1,000	
10-415-531	COMMUNICATION EQUIPMENT	314		12	250	250	250	
10-415-550	PRINTING/PHOTOCOPYING/BIN	2,963	5,344	5,224	6,000	6,000	6,000	
10-415-560	OFFICE MACHINE/COMPUTER	1,705	1,979	1,911	1,880	1,880	1,880	
10-415-565	COMPUTER SOFTWARE MAINT	28,424	29,032	29,036	30,800	30,800	30,800	
10-415-569	COLLECTION FEES	10,575	10,098	12,555	13,160	13,160	13,160	
10-415-570	BANK/SERVICE CHARGES	47,007	43,701	46,907	47,500	47,500	47,500	
10-415-605	OFFICE SUPPLIES (PAPER,ETC	2,034	1,726	1,083	2,000	2,000	2,000	
10-415-615	POSTAGE (US MAIL/FEDEX/UP	2,370	4,869	18,690	9,000	6,000	6,000	
10-415-618	CUSTODIAL SUPPLIES			302				
10-415-630	FOOD-MEALS & REIMBURSEM		81		100	100	100	
10-415-640	BOOKS, PERIODICALS, SUBSC			199	200	200	200	
10-415-743	CAPITAL PURCHASES	-361	998	300	300	500	500	
Total FINANCE DEPARTMENT:		810,104	641,726	715,917	729,400	1,121,365	711,945	-409,420

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
NEIGHBORHOOD SERVICES DEPT.								
10-418-110	SALARIES&WAGES-REGULAR	61,370	66,870	45,703	48,500	56,800	59,100	2,300
10-418-120	SALARIES&WAGES-PART/SEAS			2,814	10,000	10,000		-10,000
10-418-130	SALARIES&WAGES-OVERTIME(	669	217	694	1,500	1,500	1,500	
10-418-210	BENEFITS-GROUP INSURANCE	13,054	20,883	4,501	8,850	16,085	7,685	-8,400
10-418-220	BENEFITS-MEDICARE CONTRI	875	925	678	975	975	975	
10-418-230	BENEFITS-PERA/FPPA CONTRI	8,413	9,384	6,884	11,248	11,248	8,500	-2,748
10-418-250	BENEFITS-UNEMPLOYMENT IN	130	134	94	150	150	150	
10-418-260	BENEFITS-WORKER'S COMP IN	1,153	836	1,391	1,888	1,888	1,888	
10-418-320	PROF SERV-NUISANCE ABATE	8,637	9,317	19,952	59,000	59,000	9,000	-50,000
10-418-360	RECRUITNG/EMPLOYEE RENT	40		2,243	1,020	500	500	
10-418-370	TRAINING/PROFESSIONAL DEV	492	3,523	1,636	2,000	2,000	2,000	
10-418-380	MEMBERSHIPS/PROFESSIONA	55	100	45	150	200	200	
10-418-461	VEHICLE GAS & OIL	840	907	368	1,030	1,030	1,030	
10-418-470	VEHICLE REPAIRS & MAINTEN	2,137	674	762	1,500	1,500	1,500	
10-418-490	VEHICLE MILEAGE(REIMBURS	157	142	120	350	350	350	
10-418-530	TELEPHONE/COMMUNICATION	1,393	1,546	1,523	1,400	1,400	1,400	
10-418-531	COMMUNICATIONS EQUIPMEN							
10-418-550	PRINTING/PHOTOCOPYING/BIN	50	224	510	500	500	500	
10-418-565	COMPUTER SOFTWARE		11,167	11,726	6,256	6,300	6,300	
10-418-605	OFFICE SUPPLIES (PAPER ETC	313	30	112	200	200	200	
10-418-610	OPERATING SUPPLIES (CHEMI	172		175	1,000	1,000	1,000	
10-418-615	POSTAGE (US MAIL/FED EX/UP	481	125	26	400	400	400	
10-418-620	UNIFORMS (RECURRING COST	286	475	902	600	600	600	
10-418-625	VANDALISM REPAIR	9,426	6,250	2,357	12,400	12,400	12,400	
10-418-630	BUSINESS MEALS & REIMBURS	447	43	59	100	100	100	
10-418-640	BOOKS, PERIODICALS, SUBSC	236	411	60	100	100	100	
Total NEIGHBORHOOD SERVICES DEPT.:		110,825	134,185	105,335	171,117	186,226	117,378	-68,848

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
PLANNING DEPARTMENT								
10-419-100	SALARY--DEPARTMENT MANA	76,154	117,746	109,087	112,000	112,000	116,480	4,480
10-419-110	SALARIES & WAGES--REGULA	176,348	201,398	232,530	245,930	257,700	244,100	-13,600
10-419-120	SALARIES & WAGES-PART/SEA			1,919			19,800	19,800
10-419-130	SALARIES & WAGES-OVERTIM	4,509	731	1,140	3,500	5,000	5,000	
10-419-210	BENEFITS--GROUP INSURANC	25,110	25,737	30,206	32,675	37,340	22,800	-14,540
10-419-220	BENEFITS--MEDICARE CONTRI	3,702	4,500	4,685	4,800	4,800	4,800	
10-419-230	BENEFITS--PERA/FPPA CONTR	35,394	45,657	47,588	51,800	51,800	54,000	2,200
10-419-250	BENEFITS-UNEMPLOYMENT IN	530	644	683	700	700	700	
10-419-260	BENEFITS-WORKER'S COMP IN	866	619	2,325	2,325	2,530	2,000	-530
10-419-320	SERVICES--PROFESSIONAL (LI	201,636	46,066	225,087	225,750	100,000	100,000	
10-419-330	SERVICES--STAFF/CLERICAL	1,509	5,001					
10-419-360	RECRUITING/EMPLOYEE RETE	4,714	1,442	4,451	2,300	4,500	1,000	-3,500
10-419-370	TRAINING/PROFESSIONAL DEV	1,622	5,991	8,276	7,886	6,000	6,000	
10-419-380	MEMBERSHIPS/PROFESSIONA	1,335	1,358	1,428	2,800	2,800	2,800	
10-419-422	UNCOVERED LOSSES/DEDUCT	186	132					
10-419-461	VEHICLE GAS & OIL-CODE ENF							
10-419-470	VEHICLE REPAIRS & MAINTEN							
10-419-490	VEHICLE MILEAGE(REIMBURS			93	350	350	350	
10-419-530	TELEPHONE/COMMUNICATION	2,140	2,051	1,976	2,400	2,400	2,400	
10-419-531	COMMUNICATION EQUIPMENT	95			600	600	600	
10-419-540	ADVERTISING/PUBLICATIONS	955	1,944	1,070	2,000	2,000	2,000	
10-419-550	PRINTING/PHOTOCOPYING/BIN	2,990	1,836	1,981	7,000	7,000	2,500	-4,500
10-419-560	OFFICE MACHINE/COMPUTER		271					
10-419-565	COMPUTER SOFTWARE		213	3,565	1,400	2,000	2,000	
10-419-575	HSTORIC PRSRVTN INCENTIVE		165		5,000	5,000	5,000	
10-419-577	HSTORIC PRSRVTN GRANT EX				5,000	5,000	5,000	
10-419-593	CPC PLANNING SUPPORT	425			1,400	1,400	1,400	
10-419-595	HPC SUPPORT	22,159	14,526	2,473	21,400	24,200	12,000	-12,200
10-419-596	HOUSING ADVIS BOARD SPRT	718	3,366		18,100	18,100	100	-18,000
10-419-605	OFFICE SUPPLIES (PAPER,ETC	1,436	4,048	966	3,800	3,800	3,800	
10-419-615	POSTAGE(US MAIL/FED EX/UP	378	419		1,500	1,500	1,500	
10-419-620	UNIFORMS				600	600	600	
10-419-630	BUSINESS MEALS & REIMBURS	9	103	716	300	300	300	
10-419-640	BOOKS, PERIODICALS, SUBSC		61		200	200	200	
10-419-743	CAPITAL PURCHASES-FURNIT	2,104	708	400	400	400	400	
Total PLANNING DEPARTMENT:		567,023	486,734	682,644	763,916	660,020	619,630	-40,390

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
POLICE DEPARTMENT								
10-420-100	SALARY--DEPARTMENT MANA	108,447	117,083	123,044	122,937	122,937	127,900	4,963
10-420-110	SALARIES & WAGES--REGULA	1,053,546	1,109,164	1,037,120	1,220,000	1,258,000	1,165,400	-92,600
10-420-120	SALARIES & WAGES-PART/SEA	12,236	12,382	23,646	21,890	23,410	31,500	8,090
10-420-130	SALARIES & WAGES-OVERTIM	89,617	99,238	119,319	75,000	75,000	114,000	39,000
10-420-210	BENEFITS--GROUP INSURANC	103,016	126,583	112,249	118,000	150,000	127,100	-22,900
10-420-220	BENEFITS--MEDICARE CONTRI	18,781	18,985	18,341	19,505	19,505	19,505	
10-420-230	BENEFITS--PERA/FPPA CONTR	109,456	122,264	122,262	130,000	138,900	141,600	2,700
10-420-250	BENEFITS-UNEMPLOYMENT IN	2,649	2,704	2,591	2,650	2,650	2,870	220
10-420-260	BENEFITS-WORKER'S COMP IN	64,347	48,832	77,181	84,500	91,800	81,500	-10,300
10-420-320	SERVICES--PROFESSIONAL (LI	70,879	69,370	72,516	70,000	70,000	135,000	65,000
10-420-360	RECRUITING/EMPLOYEE RETE	1,950	2,494	22,307	13,000	13,000	6,000	-7,000
10-420-370	TRAINING/PROFESSIONAL DEV	19,921	3,305	6,134	13,500	25,000	25,000	
10-420-380	MEMBERSHIPS/PROFESSIONA	285	1,335	800	1,145	1,145	1,145	
10-420-390	TRAVEL/CONFERENCES	-50	5,787	1,409	7,500	7,500	7,500	
10-420-421	INSURANCE--(CASUALTY/LIABI	54,657	65,997	123,114	114,710	133,900	147,300	13,400
10-420-422	UNCOVERED LOSSES/DEDUCT	5,809	5,046	17,277	12,000	5,000	5,000	
10-420-430	PROPERTY SERVICES--BLDG	28		125	150	150	150	
10-420-461	VEHICLE GAS & OIL	31,267	32,367	27,307	30,000	30,000	30,000	
10-420-470	VEHICLE REPAIRS & MAINTEN	12,263	30,809	15,112	35,000	35,000	35,000	
10-420-480	VEHICLE INSURANCE (DAMAG	14,217	13,174	33,378	31,304	40,700	71,500	30,800
10-420-530	TELEPHONE/COMMUNICATION	19,480	19,049	12,127	16,000	16,000	16,000	
10-420-531	COMMUNICATION EQUIPMENT	129		66	6,000	6,000	6,000	
10-420-550	PRINTING/PHOTOCOPYING/BIN	2,318	4,332	3,239	3,000	3,000	3,000	
10-420-565	SOFTWARE MAINTENANCE	24,537	15,912	23,440	34,800	34,800	34,800	
10-420-580	PRISONER CUSTODY	266			2,000	2,000	2,000	
10-420-585	HUMANE SOCIETY SERVICES	34,130	46,472	46,472	46,472	50,000	50,000	
10-420-605	OFFICE SUPPLIES (PAPER,ETC	3,242	3,232	3,082	3,500	3,500	3,500	
10-420-610	OPERATING SUPPLIES (CHEMI	2,210	1,964	3,044	3,000	3,000	3,000	
10-420-615	POSTAGE (US MAIL/FED EX/UP	934	75	76	300	300	300	
10-420-620	UNIFORMS (RECURRING COST	15,288	8,784	13,662	12,700	12,700	12,700	
10-420-630	BUSINESS MEALS & REIMBURS	171	85	332	200	200	200	
10-420-640	BOOKS, PERIODICALS, SUBSC	1,547	190	82	405	405	405	
10-420-743	CAPITAL PURCHASES--FURNIT	16,673	539	907	3,500	3,500	700	-2,800
Total POLICE DEPARTMENT:		1,894,243	1,987,551	2,061,762	2,254,668	2,379,002	2,407,575	28,573

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
FIRE DEPARTMENT								
10-422-110	SALARIES & WAGES--REGULA	535,749	590,547	608,808	604,200	604,200	632,550	28,350
10-422-120	SALARIES & WAGES-PART/SEA	39,619	37,353	23,880	52,000	52,000	52,000	
10-422-130	SALARIES & WAGES-OVERTIM	77,237	83,299	72,999	88,000	88,000	85,000	-3,000
10-422-210	BENEFITS--GROUP INSURANC	66,418	58,219	80,115	80,120	74,146	76,000	1,854
10-422-220	BENEFITS--MEDICARE CONTRI	9,606	10,004	9,807	10,100	10,100	10,100	
10-422-230	BENEFITS--PERA/FPPA CONTR	106,242	112,265	117,170	118,000	118,000	119,200	1,200
10-422-250	BENEFITS-UNEMPLOYMENT IN	1,374	1,428	1,401	1,450	1,450	1,450	
10-422-260	BENEFITS-WORKER'S COMP IN	47,996	37,249	41,559	41,950	45,600	45,600	
10-422-320	SERVICES--PROFESSIONAL	1,463	17,063	330	18,500	18,500	18,500	
10-422-330	PROF SERVICES (ALL HAZARD	116,954	108,784	154,085	80,000	50,000	50,000	
10-422-340	SERVICES-MAINTENANCE/CUS	1,262	1,441	1,119	1,700	1,700	1,700	
10-422-360	RECRUITING/EMPLOYEE RETE	4,160	5,431	1,577	6,640	6,640	6,640	
10-422-370	TRAINING/PROFSSNL DEVELO	18,596	15,660	15,487	36,130	36,130	36,130	
10-422-380	MEMBERSHIPS/PROFESSIONA	10,095	16,613	40,293	30,215	30,215	30,215	
10-422-410	GAS & ELECTRIC UTILITIES	6,150	3,023	2,639	6,500	6,500	6,500	
10-422-421	INSURANCE--(CASUALTY/LIABI	3,246	1,838	8,499	3,175	3,700	3,700	
10-422-422	UNCOVERED LOSSES/DEDUCT	1,500	2,307	1,210	1,500	1,500	1,500	
10-422-430	BUILDING MAINTENANCE	7,007	3,608	8,064	2,800	2,800	2,800	
10-422-461	VEHICLE GAS & OIL	10,164	15,674	5,749	17,500	17,500	17,500	
10-422-470	VEHICLE REPAIRS & MAINTEN	52,647	34,928	9,909	34,000	34,000	34,000	
10-422-480	VEHICLE INSURANCE(DAMAGE	19,655	11,038	42,666	27,940	32,600	32,600	
10-422-530	TELEPHONE/COMMUNICATION	6,055	4,983	8,399	7,000	7,000	7,000	
10-422-531	COMMUNICATION EQUIPMENT	23,268	13,447	3,527	14,000	14,000	14,000	
10-422-550	PRINTING/PHOTOCOPYING/BIN	2,010	957	806	2,000	2,000	2,000	
10-422-588	FIREWISE FIRE MITIGATION	227	29,740	27,937	50,000	50,000	50,000	
10-422-589	FIRE PREVENTION	5,633	2,328	2,610	4,800	4,800	4,800	
10-422-590	MEDICAL SERVICES	16,759	16,506	19,561	15,000	15,000	15,000	
10-422-591	HIGH ANGLE RESCUE	1,686	3,270	-11,069	4,200	4,200	4,200	
10-422-605	OFFICE SUPPLIES (PAPER, ET	1,490	1,294	532	1,650	1,650	1,650	
10-422-610	OPERATING SUPPLIES	6,480	5,219	5,557	6,000	6,000	6,000	
10-422-611	WILDLAND TOOLS & EQUIPME	2,190	432	1,036	2,323	2,323	2,323	
10-422-612	TOOLS REPAIR & MAINTENANC	1,684	3,894	4,164	2,000	2,000	2,000	
10-422-613	PPE/SCBA REPAIR AND MAINT	10,068	6,782	23,647	25,745	25,745	25,745	
10-422-615	POSTAGE(US MAIL/FED/FED E	706	171	133	400	400	400	
10-422-618	CUSTODIAL/MAINT SUPPLIES	782	625	2,060	2,500	2,500	2,500	
10-422-620	UNIFORMS (RECURRING COST	6,704	7,033	3,915	6,000	6,000	6,000	
10-422-630	BUSINESS MEALS & REIMBURS							
Total FIRE DEPARTMENT:		1,222,879	1,264,450	1,340,181	1,406,038	1,378,899	1,407,303	28,404

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
EMS TRANSPORT DEPT.								
10-424-110	SALARIES & WAGES--REGULA		402,741	449,854	447,200	447,200	464,500	17,300
10-424-120	SALARIES & WAGES-PART/SEA		182		30,000	30,000	2,000	-28,000
10-424-130	SALARIES & WAGES-OVERTIM		37,088	107,042	88,000	88,000	116,000	28,000
10-424-210	BENEFITS--GROUP INSURANC		35,921	59,750	59,750	59,750	60,400	650
10-424-220	BENEFITS--MEDICARE CONTRI		6,190	7,732	7,600	7,600	7,900	300
10-424-230	BENEFITS--PERA/FPPA CONTR		39,389	45,037	47,822	47,822	48,900	1,078
10-424-250	BENEFITS-UNEMPLOYMENT IN		878	1,107	1,007	1,007	1,250	243
10-424-260	BENEFITS-WORKER'S COMP IN			40,396	40,396	43,900	43,900	
10-424-320	SERVICES-PROFESSIONAL		737	650	750			
10-424-340	SERVICES-MAINTENANCE/CUS		402	100	510	510	510	
10-424-360	RECRUITING/EMPLOYEE RETE	262	80		4,140	4,140	4,140	
10-424-370	TRAINING/PROFSSNL DEVELO		282	972	5,000	5,000	5,000	
10-424-380	MEMBERSHIPS/PROFESSIONA		2,879	6,866	7,000	7,000	7,000	
10-424-410	GAS & ELECTRIC UTILITIES		3,023	2,635	3,300	3,300	3,300	
10-424-421	INSURANCE--(CASUALTY/LIABI		2,005	-1,625	3,175	4,130	4,130	
10-424-422	UNCOVERED LOSSES/DEDUCT			3,074	1,000	1,000	1,000	
10-424-430	BUILDING MAINTENANCE		1,216	717	4,000	4,000	4,000	
10-424-461	VEHICLE GAS & OIL		4,826	5,151	5,000	5,000	5,000	
10-424-470	VEHICLE REPAIRS & MAINTEN		2,351	5,245	5,000	7,000	7,000	
10-424-480	VEHICLE INSURANCE(DAMAGE		11,038	-8,533	9,300	10,900	10,900	
10-424-530	TELEPHONE/COMMUNICATION		2,608	2,470	4,000	4,000	4,000	
10-424-531	COMMUNICATION EQUIPMENT		516		5,000	5,000	5,000	
10-424-550	PRINTING/PHOTOCOPYING/BIN		945	750	1,000	1,000	1,000	
10-424-590	MEDICAL SERVICES		12,291	13,248	36,000	36,000	36,000	
10-424-605	OFFICE SUPPLIES (PAPER, ET		64	40	1,000	1,000	1,000	
10-424-618	CUSTODIAL/MAINT SUPPLIES		25	334	2,000	2,000	2,000	
10-424-620	UNIFORMS (RECURRING COST		6,851	2,924	6,000	6,000	6,000	
Total EMS TRANSPORT DEPT.:		262	574,531	745,938	824,950	832,259	851,830	19,571

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
PUBLIC SERVICE DEPARTMENT								
10-431-100	SALARY--DEPARTMENT MANA	34,238	62,631	98,501	106,185	106,185	64,500	-41,685
10-431-110	SALARIES & WAGES--REGULA	472,515	499,952	560,523	530,000	569,300	535,000	-34,300
10-431-120	SALARIES & WAGES-PART/SEA	-62			10,000	10,000	10,000	
10-431-130	SALARIES & WAGES-OVERTIM	25,896	24,399	18,470	25,500	25,500	25,500	
10-431-210	BENEFITS--GROUP INSURANC	59,389	61,563	57,198	80,300	68,000	55,000	-13,000
10-431-220	BENEFITS--MEDICARE CONTRI	7,894	7,010	8,066	9,240	9,240	8,200	-1,040
10-431-230	BENEFITS--PERA/FPPA CONTR	74,935	70,216	81,993	82,000	89,600	95,800	6,200
10-431-250	BENEFITS-UNEMPLOYMENT IN	1,132	1,186	1,339	1,280	1,280	1,370	90
10-431-260	BENEFITS-WORKER'S COMP IN	33,945	26,881	15,152	18,400	20,000	28,500	8,500
10-431-320	SERVICES--PROFESSIONAL (LI	40,277	35,631	125,357	75,000	75,000	75,000	
10-431-330	SERVICES-TEMP PERSONNEL	103,535	102,993	15,702	12,000	12,000	12,000	
10-431-340	SERVICES--TRASH REMOVAL	51,725	62,535	58,984	60,000	60,000	60,000	
10-431-360	RECRUITING/EMPLOYEE RETE	1,563	2,497	3,348	3,000	3,000	3,000	
10-431-370	TRAINING/PROFESSIONAL DEV	1,239	1,146	8,813	6,000	8,000	4,000	-4,000
10-431-380	MEMBERSHIPS/PROFESSIONA	966	1,280	1,350	1,000	1,000	1,000	
10-431-390	TRAVEL/CONFERENCES	336			2,500	2,500	2,500	
10-431-410	GAS & ELECTRIC UTILITIES	54,682	45,628	44,915	49,000	49,000	49,000	
10-431-412	STREET LIGHTING UTILITIES	61,617	56,313	61,939	60,000	60,000	60,000	
10-431-421	INSURANCE--(CASUALTY/LIABI	6,803	6,012	8,389	9,000	10,750	10,750	
10-431-422	UNCOVERED LOSSES/DEDUCT	1,739	3,968	2,550	4,000	4,000	4,000	
10-431-430	PROPERTY SERVICES--BLDG	20,901	11,574					
10-431-431	POLICE STATION MAINTENANC	878	90					
10-431-434	LIBRARY BUILDING MAINTENA	1,196						
10-431-436	DOWNTOWN MAINTENANCE	17,108	20,832	165				
10-431-461	VEHICLE GAS & OIL	20,250	19,933	19,146	22,500	22,500	22,500	
10-431-470	VEHICLE REPAIRS & MAINTEN	36,772	56,084	62,024	65,000	65,000	65,000	
10-431-480	VEHICLE INSURANCE(DAMAGE	5,835	7,209	11,146	11,145	13,000	13,000	
10-431-490	VEHICLE MILEAGE(REIMBURS	57			150	150	150	
10-431-530	TELEPHONE/COMMUNICATION	13,307	12,813	9,453	12,000	12,000	12,000	
10-431-531	COMMUNICATIONS EQUIPMEN	531	1,990	99	2,000	2,000	2,000	
10-431-540	ADVERTISING/PUBLICATIONS	116	50	155	500	500	500	
10-431-550	PRINTING/PHOTOCOPYING/BIN	1,844	2,853	1,849	1,600	1,400	1,400	
10-431-560	OFFICE MACHINE/COMPUTER		1,154	883	1,000	500	500	
10-431-565	COMPUTER SOFTWARE	400	13,544	7,260	8,750	15,000	15,000	
10-431-605	OFFICE SUPPLIES (PAPER, ET	4,897	3,135	3,130	4,000	4,000	2,800	-1,200
10-431-610	OPERATING SUPPLIES (CHEMI	781			2,200	1,000	1,000	
10-431-615	POSTAGE (US MAIL/FED EX/UP	-5	28		200	200	200	
10-431-618	CUSTODIAL SUPPLIES	18,310	19,206	16				
10-431-620	UNIFORMS (RECURRING COST	3,520	2,095	3,608	5,500	4,000	4,000	
10-431-622	PERSONAL PROTECTION EQUI			2,249	3,000	3,000	3,000	
10-431-630	FOOD/MEALS REIMBURSEMEN	539	894	683	400	1,000	400	-600
10-431-640	FLOOD RECOVERY/RESTORAT			26				
10-431-641	MASONRY WORK	14,045	32,493	17,770	45,000	45,000	45,000	
10-431-642	SNOW REMOVAL SUPPLIES/SE		16,782	36,007	20,000	30,000	30,000	
10-431-644	STREET MATERIALS/SUPPLIES	52,022	48,825	44,726	65,000	65,000	55,000	-10,000
10-431-645	VANDALISM REPAIRS							
10-431-646	TRAFFIC SERVICES (SIGNS, ET	9,742	40,145					
10-431-730	HISTORIC BRIDGE MAINTENAN		24,129	2,480	200,000	200,000	100,000	-100,000
10-431-742	CAPITAL PURCHASES--EQUIP	1,266			5,000	5,000	5,000	
10-431-743	CAPITAL PURCHASES - FURNIT		87		100	1,000	1,000	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
Total PUBLIC SERVICE DEPARTMENT:		1,258,673	1,407,788	1,395,461	1,619,450	1,675,605	1,484,570	-191,035

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
PARKS & RECREATION DEPARTMENT								
10-432-100	SALARY--DEPARTMENT MANA	98,683	104,390	108,755	108,755	108,755	108,755	
10-432-110	SALARIES & WAGES--REGULA	328,859	411,112	562,282	554,350	562,900	566,000	3,100
10-432-120	SALARIES & WAGES-PART/SEA	20,873	10,345	32,853	32,800	45,000	45,000	
10-432-130	SALARIES & WAGES-OVERTIM	20,272	41,453	37,758	36,000	36,000	36,000	
10-432-210	BENEFITS--GROUP INSURANC	63,932	50,020	87,302	91,556	91,556	121,560	30,004
10-432-220	BENEFITS--MEDICARE CONTRI	6,569	8,309	10,202	10,007	10,007	11,300	1,293
10-432-230	BENEFITS--PERA/FPPA CONTR	58,914	82,214	103,686	101,840	101,840	114,600	12,760
10-432-250	BENEFITS-UNEMPLOYMENT IN	943	1,195	1,473	1,335	1,335	1,620	285
10-432-260	BENEFITS-WORKER'S COMP IN	14,920	12,674	22,943	21,500	23,400	24,000	600
10-432-320	SERVICES--PROFESSIONAL (LI	1,356		1,953		5,000	1,500	-3,500
10-432-322	SUMMER BEAUTIFICATION PR		107,139	16,581	16,000	75,000	67,000	-8,000
10-432-325	SUSTAINABILITY INITIATIVES	26,668	19,461	28,938	20,000	20,000	20,000	
10-432-330	SERVICES-TEMP PERSONNEL	13,164	81,689	67,937	66,000	20,000		-20,000
10-432-342	SERVICES-GARDENER CONTR	30,072	36,768	35,812	36,000	40,000	40,000	
10-432-360	RECRUITING/EMPLOYEE RETE	2,704	6,144	2,855	3,000	2,000	3,641	1,641
10-432-370	TRAINING/PROFESSIONAL DEV	4,462	5,015	9,669	5,000	7,000	5,000	-2,000
10-432-380	MEMBERSHIPS/PROFESSIONA	1,578	1,823	1,803	2,200	2,200	2,200	
10-432-390	TRAVEL/CONFERENCES	413	3,300	2,035	3,000	3,000	1,000	-2,000
10-432-410	GAS & ELECTRIC UTILITIES		44					
10-432-421	INSURANCE--(CASUALTY/LIABI	2,843	3,406	5,307	5,230	6,790	6,790	
10-432-422	UNCOVERED LOSSES/DEDUCT	1,496	12,364	5,530	8,000	8,000	8,000	
10-432-430	PROPERTY SERVICES-BUILDIN			23,806	15,000	25,000	25,000	
10-432-436	DOWNTOWN MAINTENANCE			15,075	20,000	30,000	20,000	-10,000
10-432-461	VEHICLE GAS & OIL	14,751	14,081	12,405	11,600	12,500	12,500	
10-432-470	VEHICLE REPAIRS & MAINTEN	5,017	13,907	190				
10-432-480	VEHICLE INSURANCE(DAMAGE	1,945	8,223	3,715	3,715	4,830	4,830	
10-432-530	TELEPHONE/COMMUNICATION	2,970	4,719	6,662	6,080	6,080	6,080	
10-432-531	COMMUNICATIONS EQUIPMEN	792	308	85	800	800	800	
10-432-540	ADVERTISING/PUBLICATIONS	348	425	680	1,470	1,000	1,000	
10-432-550	PRINTING/PHOTOCOPYING/BIN	1,033	960	1,283	1,500	1,200	1,200	
10-432-560	OFFICE MACHINE/COMPUTER	21	1,773		500	500	500	
10-432-565	COMPUTER SOFTWARE	180	5,209	5,969	1,000	1,000	10,100	9,100
10-432-605	OFFICE SUPPLIES (PAPER, ET	2,027	2,802	1,873	2,000	2,000	2,000	
10-432-615	POSTAGE (US MAIL/FED EX/UP		48		100	100	100	
10-432-618	CUSTODIAL SUPPLIES			20,744	27,500	20,000	20,000	
10-432-620	UNIFORMS (RECURRING COST	5,629	5,097	5,132	5,500	5,500	5,500	
10-432-622	PERSONAL PROTECTIVE EQUI			4,553	3,000	3,000	3,000	
10-432-630	FOOD/MEALS REIMBURSEMEN	886	662	548	400	500	500	
10-432-640	PARKS MAINTENANCE			5,644	20,000	27,500	17,500	-10,000
10-432-643	IRRIGATION			8,285	10,000	10,000	10,000	
10-432-644	FORESTRY			3,554	5,000			
10-432-645	MINERAL SPRINGS MAINTENA			99,369	100,000	100,000	141,085	41,085
10-432-646	TREES/MAINTENANCE/TRIMMI	33,289	22,914	17,803	30,000	50,000	30,000	-20,000
10-432-647	GARDEN SUPPLIES/FLOWERS	2,923	5,084	6,423	6,000	10,000	10,000	
10-432-648	PARKS MATERIALS/SUPPLIES	65,994	66,395	24,719	23,780	30,000	30,000	
10-432-649	CEMETERY MAINTENANCE	12,096	29,590	56,394	90,000	10,000	43,606	33,606
10-432-650	RECREATION PROGRAMMING	34,529	21,701	34,535	35,000	35,000	17,000	-18,000

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
Total PARKS & RECREATION DEPARTMENT:		883,151	1,202,762	1,505,119	1,542,518	1,556,293	1,596,267	39,974

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
AQUATICS & FITNESS (under P&R)								
10-451-100	SALARY--DEPARTMENT MANA	80,232	88,770	67,798	87,890	87,890	87,890	
10-451-110	SALARIES & WAGES--REGULA	111,470	103,416	125,514	122,930	132,930	138,500	5,570
10-451-120	SALARIES & WAGES-PART/SEA	140,737	161,639	211,896	168,100	175,000	160,000	-15,000
10-451-130	SALARIES & WAGES-OVERTIM	5,598	7,053	8,276	6,000	6,000	3,000	-3,000
10-451-210	BENEFITS--GROUP INSURANC	22,790	27,397	18,619	18,620	18,620	18,620	
10-451-220	BENEFITS--MEDICARE CONTRI	5,170	5,409	6,087	6,400	7,730	7,730	
10-451-230	BENEFITS--PERA/FPPA CONTR	48,744	54,569	61,691	64,000	64,000	64,000	
10-451-250	BENEFITS-UNEMPLOYMENT IN	727	777	848	3,057	3,057	3,057	
10-451-260	BENEFITS-WORKER'S COMP IN	17,563	12,557	18,663	18,665	20,300	18,600	-1,700
10-451-320	SERVICES--PROFESSIONAL (LI		3,658	4,997	5,000	4,500	4,500	
10-451-360	RECRUITING/EMPLOYEE RETE	7,181	2,367	1,443	1,500	2,500	1,400	-1,100
10-451-370	TRAINING/PROFESSIONAL DEV	1,352	2,061	3,915	4,000	4,000	4,000	
10-451-380	MEMBERSHIPS/PROFESSIONA	399	1,710	1,690	3,000	2,000	2,000	
10-451-390	TRAVEL/CONFERENCES		188	907	1,000	1,500	500	-1,000
10-451-410	GAS & ELECTRIC UTILITIES	59,196	46,311	36,053	40,000	40,000	40,000	
10-451-411	WATER SEWER UTILITIES	14						
10-451-421	INSURANCE--(CASUALTY/LIABI	3,533	4,365	6,756	6,750	7,900	7,900	
10-451-422	UNCOVERED LOSSES/DEDUCT		607	49	1,000	600	600	
10-451-430	BLDG MAINTENANCE	44,677	46,292	44,521	46,000	35,000	35,000	
10-451-461	VEH GAS & OIL					2,000	2,000	
10-451-490	VEHICLE MILEAGE (REIMBURS		210	216	200	200	200	
10-451-530	TELEPHONE/COMMUNICATION	10,543	9,185	9,725	10,000	9,500	9,500	
10-451-531	COMMUNICATION EQUIPMENT	972	92	310	400	450	450	
10-451-540	ADVERTISING/PUBLICATIONS	494		1,005	500	1,000		-1,000
10-451-550	PRINTING/PHOTOCOPYING/BIN	1,086	1,400	1,847	1,200	1,200	1,200	
10-451-560	OFFICE MACHINES/COMPUTER	1,067	155	270	800	800	800	
10-451-565	COMPUTER SOFTWARE	17,725	8,286	3,945	3,230	3,000	3,000	
10-451-570	BANK CHARGES POOL	5,213	5,799	3,534	6,700	6,000	4,500	-1,500
10-451-605	OFFICE SUPPLIES (PAPER,ETC	512	761	777	800	1,000	1,000	
10-451-610	OPERATING SUPPLIES (CHEMI	14,489	22,912	26,710	30,000	30,000	30,000	
10-451-618	CUSTODIAL/MAINT SUPPLIES	2,150	3,216	3,407	4,800	3,500	3,500	
10-451-620	UNIFORMS(RECURRING COST	988	3,133	764	2,000	2,000	1,500	-500
10-451-631	VENDING SUPPLIES	937		1,052	800	1,800	1,800	
10-451-670	SWIM TEAM/MASTERS SWIM T	6,677	32,199	15,914	15,000	23,000	20,000	-3,000
Total AQUATICS & FITNESS (under P&R):		612,238	656,496	689,201	680,342	698,977	676,747	-22,230

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
ECONOMIC DEVELOPMENT/PROMOTION								
10-465-844	BUS PROMOTION&TOURISM-F	420,935	587,255	587,705	587,255	587,255	562,255	-25,000
10-465-845	BUS PROMTION&T-DISCRETIO	41,874	37,318	59,124	59,124	60,345	85,345	25,000
10-465-850	COG RAILWAY ECON INCENTIV		684,379		670,000			
10-465-855	URA SALES TAX INCREMENT	398,141						
Total ECONOMIC DEVELOPMENT/PROMOTION:		860,950	1,308,952	646,829	1,316,379	647,600	647,600	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
INTERGOVERNMENTAL & OTHER AGEN								
10-480-851	PPACG-PIKES PEAK AREA COU	2,581	2,523	2,795	2,795	3,070	2,781	-289
10-480-854	MUNICPL PRGRMS DONTIONS	37,500	37,500	37,500	37,500	38,000	38,000	
10-480-859	ReGIONAL INTRGOV SUPRT	1,810	4,598		4,800	4,800	4,800	
Total INTERGOVERNMENTAL & OTHER AGEN:		41,891	44,621	40,295	45,095	45,870	45,581	-289

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
GENERAL FUND MISC PROGRAMS								
10-490-700	TRANSIT SHUTTLE	113,100						
10-490-870	TV TOWER	711	564	611	600	600	600	
Total GENERAL FUND MISC PROGRAMS:		113,811	564	611	600	600	600	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
TRANSFERS OUT TO OTHER CITY FU								
10-491-800	TRNSFR-ASSIGNED EAST END							
10-491-939	TRANSFERS TO CAPITAL IMPR	3,370,913	3,321,085	2,035,767	2,035,767	1,400,000	758,000	-642,000
Total TRANSFERS OUT TO OTHER CITY FU:		3,370,913	3,321,085	2,035,767	2,035,767	1,400,000	758,000	-642,000

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
Total MOBILITY/PARKING:								
BARR TRAIL - COMMITTED								
10-496-330	SERVICES PROF TEMP PERS (				19,500	19,500	19,500	
10-496-570	CREDIT CARD FEES - BARR			17,501	15,500	15,500	15,500	
10-496-571	PARKING MANAGEMENT-BARR							
10-496-909	INCLINE MANAGEMENT							
10-496-911	BARR TRAIL FACILITIES MAINT			53,250	56,000	56,000	56,000	
10-496-912	BARR TRAIL SHUTTLE			50,942	50,943	53,000	53,000	
10-496-913	TRANSFER- CAP IMP RUXTON			600,000	600,000	100,000	100,000	
10-496-915	TRANSFER TO MOB&PARKING	338,524						
Total BARR TRAIL - COMMITTED:		338,524		721,693	741,943	244,000	244,000	
PARAB - ASSIGNED								
10-497-802	MINI-GRANTS - PARKS&REC	500	1,000	1,000	3,000	3,000	3,000	
10-497-803	TRAINING/STRATGIC WRKSHO	150	135	250	500	500	500	
10-497-804	PARK IMPROVEMENTS			1,172	1,172	500	500	
Total PARAB - ASSIGNED:		650	1,135	2,422	4,672	4,000	4,000	
PARAB - ASSIGNED								
10-498-431	POOL DONATION EXPENDITUR			1,835			3,065	3,065
10-498-433	FIRE DONATION EXPENDITURE							
10-498-434	POLICE DONATION EXPENDITU	9,007						
10-498-435	COMMITTED DOC RETRIEVAL							
10-498-437	EXP-KIWANIS DONTIONS-REC				5,000	5,000	5,000	
10-498-438	CARES ACT GRANT & OTHER C							
10-498-439	LIBRARY-COMMITTED USE 394	63,077	97,897					
Total PARAB - ASSIGNED:		72,084	97,897	1,835	5,000	5,000	8,065	3,065
GENERAL FUND Revenue Total:		14,333,394	15,073,424	16,096,087	16,061,387	14,857,946	12,262,792	-2,595,154
GENERAL FUND Expenditure Total:		13,546,238	14,669,569	14,366,764	16,137,209	14,852,486	13,551,196	-1,301,290
Total GENERAL FUND:		787,156	403,855	1,729,323	-75,822	5,460	-1,288,404	-1,293,864

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
TRANSPORTATION FUND								
LICENSES & PERMITS								
11-320-160	SINGLE HAULER FEE	58,000	58,500	57,500	54,000	54,000	54,000	
Total LICENSES & PERMITS:		58,000	58,500	57,500	54,000	54,000	54,000	
INTEREST EARNINGS								
11-361-190	INVESTMENT INTEREST	1,734	7,591	5,394	4,700	500	500	
Total INTEREST EARNINGS:		1,734	7,591	5,394	4,700	500	500	
OTHER FUNDS PROGRAMS & CAPITAL								
11-499-835	STREET IMPROVEMENTS	13,650	3,947	274,916	224,000	54,000	54,000	
11-499-840	PARKING LOT IMPROVEMENTS							
Total OTHER FUNDS PROGRAMS & CAPITAL:		13,650	3,947	274,916	224,000	54,000	54,000	
TRANSPORTATION FUND Revenue Total:		59,734	66,091	62,894	58,700	54,500	54,500	
TRANSPORTATION FUND Expenditure Total:		13,650	3,947	274,916	224,000	54,000	54,000	
Total TRANSPORTATION FUND:		46,084	62,144	-212,022	-165,300	500	500	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
OPEN SPACE FUND								
TAX REVENUES								
23-311-110	REAL PROPERTY TAXES	65,019	69,483	83,036	81,787	70,693	70,693	
23-311-300	SALES TAXES	161,101	148,851	145,119	152,800	145,100	145,100	
Total TAX REVENUES:		226,119	218,334	228,155	234,587	215,793	215,793	
INTEREST EARNINGS								
23-361-190	INVESTMENT INTEREST	5,845	24,023	18,533	19,000	12,000	12,000	
Total INTEREST EARNINGS:		5,845	24,023	18,533	19,000	12,000	12,000	
CONTRIBUTIONS AND DONATIONS								
23-365-500	MISCELLANEOUS REVENUES	417	72	1,555	1,555	417	417	
Total CONTRIBUTIONS AND DONATIONS:		417	72	1,555	1,555	417	417	
DEBT SERVICE PAYMENTS								
23-498-573	ADMIN FEE-ZION-IRON MTN LE							
23-498-825	IRON MOUNTAIN PURCH-PRIN	55,501						
23-498-826	IRON MOUNTAIN PURCH-INTE	2,404						
Total DEBT SERVICE PAYMENTS:		57,905						
OTHER FUNDS PROGRAMS & CAPITAL								
23-499-320	PROFESSIONAL SERVICES	4,409	1,895	18,833	26,000	25,000	25,000	
23-499-370	TRAINING		2,323		5,000	5,000	5,000	
23-499-420	NOXIOUS WEED MITIGATION				7,000	7,000	7,000	
23-499-425	TRAIL BUILDING & MAINTENAN	45,176	38,750	63,945	55,000	70,000	70,000	
23-499-710	CAPITAL ACQUISITION - LAND	117,859	71,024	94,596	200,000	400,000	400,000	
23-499-830	ACQUISTN COSTS-INCLUDES T	1,845	2,775	14,446	25,000	12,000	12,000	
23-499-840	GRANT MATCH		1,250					
23-499-845	CONTRIBUTION TO CREEKWAL		5,000			138,340	138,340	
23-499-910	ADMINISTRATIVE SUPPORT	9,000	9,000	9,150	9,000	9,000	9,000	
Total OTHER FUNDS PROGRAMS & CAPITAL:		178,288	132,018	200,971	327,000	666,340	666,340	
OPEN SPACE FUND Revenue Total:		232,381	242,428	248,243	255,142	228,210	228,210	
OPEN SPACE FUND Expenditure Total:		236,193	132,018	200,971	327,000	666,340	666,340	
Total OPEN SPACE FUND:		-3,812	110,410	47,272	-71,858	-438,130	-438,130	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
LAW ENFORCEMENT SPECIAL REV FU								
GOVERNMENT GRANT REVENUES								
24-334-715	GRANTS - FEDERAL				2,250	2,250	2,250	
Total GOVERNMENT GRANT REVENUES:					2,250	2,250	2,250	
FINES & FEES REVENUE								
24-351-110	COURT FEES & FINES	15,875	15,715	5,377	6,000	10,000	10,000	
Total FINES & FEES REVENUE:		15,875	15,715	5,377	6,000	10,000	10,000	
INTEREST EARNINGS								
24-361-190	INVESTMENT INTEREST	213		402	470	300	300	
Total INTEREST EARNINGS:		213		402	470	300	300	
EXPENDITURES								
24-499-749	CAPITAL PURCHASES - OTHER	3,725		26,147	23,008	16,000	16,000	
24-499-910	TRANSFER TO GENERAL FUND	1,420	1,420	1,420	1,420	1,420	1,420	
Total EXPENDITURES:		5,145	1,420	27,567	24,428	17,420	17,420	
LAW ENFORCEMENT SPECIAL REV FU Revenue Total:		16,088	15,715	5,779	8,720	12,550	12,550	
LAW ENFORCEMENT SPECIAL REV FU Expenditure Total:		5,145	1,420	27,567	24,428	17,420	17,420	
Total LAW ENFORCEMENT SPECIAL REV FU:		10,943	14,295	-21,788	-15,708	-4,870	-4,870	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
CONSERVATION TRUST FUND								
GOVERNMENT SHARED REVENUES								
25-335-740	LOTTERY SHARE-CTF	61,038	67,289	58,770	65,000	65,000	65,000	
Total GOVERNMENT SHARED REVENUES:		61,038	67,289	58,770	65,000	65,000	65,000	
INTEREST EARNINGS								
25-361-190	INVESTMENT INTEREST	3,579	14,302	12,285	14,700	11,000	11,000	
Total INTEREST EARNINGS:		3,579	14,302	12,285	14,700	11,000	11,000	
OTHER FUNDS PROGRAMS & CAPITAL								
25-499-320	PROFESSIONAL SERVICES (PA	9,148		42,337	50,000	50,000	50,000	
25-499-597	LOCAL MATCH-GRANTS (PARA							
25-499-802	MISCELLANEOUS (PARAB)	3,900			5,000	5,000	5,000	
25-499-803	BENCH, PICNIC TABLE REPLAC	3,329						
25-499-807	SODA SPRINGS RESERVES/IM							
25-499-810	MEMORIAL TREE/BENCH MAIN/				3,000	3,000	3,000	
25-499-811	POOL & RECREATION (PARAB)				20,000	20,000	20,000	
25-499-812	MANITOU ART IN THE PARKS P			3,000	5,000	5,000	5,000	
25-499-813	URBAN FORESTRY (PARAB)				10,000	10,000	10,000	
25-499-820	PARKS (PARAB)		9,499	21,847	40,000	40,000	40,000	
25-499-821	PLAY PARKS (PARAB)							
Total OTHER FUNDS PROGRAMS & CAPITAL:		16,377	9,499	67,184	133,000	133,000	133,000	
CONSERVATION TRUST FUND Revenue Total:		64,618	81,591	71,055	79,700	76,000	76,000	
CONSERVATION TRUST FUND Expenditure Total:		16,377	9,499	67,184	133,000	133,000	133,000	
Total CONSERVATION TRUST FUND:		48,241	72,092	3,871	-53,300	-57,000	-57,000	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
PPRTA PUBLIC FACILITIES FUND								
GOVERNMENT SHARED REVENUES								
26-335-720	RTA CAP PROJ-TRANSIT/PARKI	59,570	172,726	147,689				
26-335-721	RTA MAINTENANCE ALLOCATI	457,770	492,994	354,158	354,158	390,387	390,387	
26-335-722	RTA CAPITAL IMPROVEMENTS	906,795	65,058	88,250	2,259,274	555,286	555,286	
Total GOVERNMENT SHARED REVENUES:		1,424,135	730,778	590,096	2,613,432	945,673	945,673	
OTHER FUNDS PROGRAMS & CAPITAL								
26-499-456	RTA MAINTENANCE EXPENDIT	459,320	480,584	354,158	354,158	390,387	390,387	
26-499-731	RTA CAPITAL PROJ-WEST END	921,172	98,378	2,340	55,267			
26-499-732	RTA CAP PROJ-TRANSIT/PARKI	43,643	195,898	147,801	1,988,219			
26-499-733	RTA CAP PROJ-DOWNTOWN		76,828		215,788			
26-499-735	2025-2034 CAPITAL PROJECTS					555,286	555,286	
Total OTHER FUNDS PROGRAMS & CAPITAL:		1,424,135	851,688	504,299	2,613,432	945,673	945,673	
PPRTA PUBLIC FACILITIES FUND Revenue Total:		1,424,135	730,778	590,096	2,613,432	945,673	945,673	
PPRTA PUBLIC FACILITIES FUND Expenditure Total:		1,424,135	851,688	504,299	2,613,432	945,673	945,673	
Total PPRTA PUBLIC FACILITIES FUND:			-120,910	85,797				

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
EL PASO BLVD/BECKERS PARK FUND								
TAX REVENUES								
28-311-111	REAL PROPERTY TAXES-MAIN	81,273	86,854	103,801	102,233	88,367	88,367	
Total TAX REVENUES:		81,273	86,854	103,801	102,233	88,367	88,367	
OTHER FUNDS PROGRAMS & CAPITAL								
28-499-421	INSURANCE--(CASUALTY/LIABL	573	708	1,095	1,060	1,240	1,240	
28-499-733	CAPITAL PURCHASES-IMPROV	33,100						
28-499-898	ORGANIC LAWN MAINTENANC			200	12,000	12,000	12,000	
28-499-899	PARK MAINTENANCE (PARAB)	192	191	2,941	26,670	22,130	22,130	
28-499-900	CAP EXP-SCHRYVER PARK (PA							
28-499-902	CAP EXP-SODA SPRGS PARK P							
28-499-910	MAINT/ADMIN SPPRT-GEN FD	56,100	52,124	46,090	46,090	53,000	56,224	3,224
Total OTHER FUNDS PROGRAMS & CAPITAL:		89,965	53,023	50,326	85,820	88,370	91,594	3,224
EL PASO BLVD/BECKERS PARK FUND Revenue Total:		81,273	86,854	103,801	102,233	88,367	88,367	
EL PASO BLVD/BECKERS PARK FUND Expenditure Total:		89,965	53,023	50,326	85,820	88,370	91,594	3,224
Total EL PASO BLVD/BECKERS PARK FUND:		-8,692	33,831	53,475	16,413	-3	-3,227	-3,224

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
MACH FUND								
TAX REVENUES								
29-311-300	SALES TAX-THE 5 (66%)	318,979	318,174	301,116	284,800	270,600	270,600	
29-311-310	SALES TAX - GRANTS (34%)	164,323	163,908	155,131	146,700	139,400	139,400	
29-311-320	USE TAX - THE 5 (66%)	4,525	3,941	4,721	3,900	3,900	3,900	
29-311-330	USE TAX-GRANTS (34%)	2,331	2,030	2,432	2,000	2,000	2,000	
Total TAX REVENUES:		490,158	488,053	463,399	437,400	415,900	415,900	
INTEREST EARNINGS								
29-361-190	INTEREST REV-GRANTS	2,722	23,184	4,675	13,500	8,000	8,000	
29-361-191	INTEREST REV-TIER 1 THE FIV			9,075				
Total INTEREST EARNINGS:		2,722	23,184	13,750	13,500	8,000	8,000	
DEBT SERVICE PAYMENTS								
29-498-910	ADMIN SUPPORT (TO GEN FUN							
Total DEBT SERVICE PAYMENTS:								
OTHER FUNDS PROGRAMS & CAPITAL								
29-499-320	PROF SERV-THE 5	201						
29-499-321	PROF SERV - GRANT	12,901	11,603	13,089	12,000	12,000	18,000	6,000
29-499-705	GRANT AWARDS (34%)	156,984	147,489	166,350	166,350	309,800	164,251	-145,549
29-499-710	THE 5 - FACLTY IMPR&OPERAT	323,154	318,979	337,402	337,402	536,700	291,986	-244,714
29-499-910	The 5-ADMIN SUPPRT TO GEN	944	1,617	2,132	2,132	2,132	2,132	
29-499-911	GRANTS-ADMIN SUPPRT TO G	476	833	1,098	1,098	1,228	1,228	
Total OTHER FUNDS PROGRAMS & CAPITAL:		494,660	480,521	520,071	518,982	861,860	477,597	-384,263
MACH FUND Revenue Total:		492,880	511,237	477,149	450,900	423,900	423,900	
MACH FUND Expenditure Total:		494,660	480,521	520,071	518,982	861,860	477,597	-384,263
Total MACH FUND:		-1,780	30,716	-42,922	-68,082	-437,960	-53,697	384,263

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
DOWNTOWN PUBLIC FACILITIES								
TAX REVENUES								
35-311-310	GENERAL USE TAX							
Total TAX REVENUES:								
OTHER FUNDS PROGRAMS & CAPITAL								
35-499-579	DOWNTOWN IMPROVEMENTS	940				141,211	141,211	
Total OTHER FUNDS PROGRAMS & CAPITAL:		940				141,211	141,211	
DOWNTOWN PUBLIC FACILITIES Revenue Total:								
DOWNTOWN PUBLIC FACILITIES Expenditure Total:								
		940				141,211	141,211	
Total DOWNTOWN PUBLIC FACILITIES:		-940				-141,211	-141,211	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
CAPITAL IMPROVEMENTS FUND								
TAX REVENUES								
39-311-110	REAL PROPERTY TAXES	45,188	48,291	58,606	58,520	49,132	49,132	
Total TAX REVENUES:		45,188	48,291	58,606	58,520	49,132	49,132	
ASSIGNED EAST END SALES TAX								
39-331-110	ASSGND EAST END SALES TA							
Total ASSIGNED EAST END SALES TAX:								
ASSIGNED REVENUES								
39-332-310	LIBRARY DONATION & MACH G	112,735	1,293,608	1,811,040	1,740,572			
39-332-311	TRANSF FROM GEN FUND-LIB				272,500			
39-332-320	HIAWATHA GRDNS-DONATNS	75,000	75,000			125,000	150,592	25,592
Total ASSIGNED REVENUES:		187,735	1,368,608	1,811,040	2,013,072	125,000	150,592	25,592
GOVERNMENT GRANT REVENUES								
39-334-701	CDBG GRANT-ADA CARNEGIE			338,000	338,000			
39-334-702	ST HIST GRNT-HIAWATHA GRD	13,545						
39-334-704	POOL GRANT-20% OF POOL C							
39-334-714	EIAF 8763-PRKS&FACLTIES M	8,966						
39-334-715	DOLA-FIRE TOWER(East End Ta		91,000					
39-334-716	FIRE STATE GRANTS-DFPC	19,762						
39-334-727	GRANT REV-STATE HIST-LIBRA			300,000	300,000			
39-334-729	GRANT REVENUE - GOCO	-3,959						
39-334-730	GRANT REVENUE (DOLA-FD S		9,496		105,000			
39-334-731	GRNT REVENUE (CDBG-ADA)							
39-334-732	FEDERAL STIM-BROADBRAND	20,686	179,314					
39-334-737	CDOT GRANT-MAPS PROJECT	558,663						
39-334-738	CDOT GRANT-RUXTON CORRI	9,875	159,099	218,669	656,000	615,000	1,052,333	437,333
39-334-739	CDOT GRANT-CREEKWALK TR	63,022	534,970		333,770	397,500	691,686	294,186
39-334-740	STATE RMS GRANT-CREEKWA						250,000	250,000
39-334-742	CREEKWALK TRANSPRT ALTE	50,418	26,232		246,230	177,020		-177,020
39-334-818	GRANT REV-POLICE EIAF 9536		23,768	350,963	350,963			
Total GOVERNMENT GRANT REVENUES:		740,978	1,023,878	1,207,631	2,329,963	1,189,520	1,994,019	804,499
INTEREST EARNINGS								
39-361-190	INVESTMENT INTEREST	420	25,779	14,599				
Total INTEREST EARNINGS:		420	25,779	14,599				
CONTRIBUTIONS AND DONATIONS								
39-365-501	DONATION--UNASSINGED							
39-365-505	CSU PAYMENT-RUXTON ENGIN		217,880					
39-365-510	COG DONATION-HIAWATHA GA		250,000		250,000		250,000	250,000

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
Total CONTRIBUTIONS AND DONATIONS:			467,880		250,000		250,000	250,000
TRANSFERS IN FROM OTHER CITY F								
39-391-310	TRANSFER FROM GENERAL F	3,370,913	3,321,085	2,035,767	1,763,267	1,400,000	757,840	-642,160
39-391-320	TRANSFER FROM MOB&PARKI			100,000	100,000			
39-391-330	TRANSFER FOR RUXTON(BAR			600,000	600,000	100,000	100,000	
Total TRANSFERS IN FROM OTHER CITY F:		3,370,913	3,321,085	2,735,767	2,463,267	1,500,000	857,840	-642,160
PROCEEDS FROM DEBT FINANCING								
39-393-100	LEASE PROCEEDS	132,160	545,309	28		457,000	457,000	
Total PROCEEDS FROM DEBT FINANCING:		132,160	545,309	28		457,000	457,000	
ASSGNET-EXPENDITURES								
39-495-830	CARNEGIE LIBRARY-COMMITT	9,740	21,820	4,131,864	4,533,053		355,517	355,517
39-495-835	HIAWATHA GARDENS-MACH F	19,999	15,048	52,706	856,231	125,000	954,117	829,117
39-495-836	HIAWATHA GARDENS BATHRO				250,000	250,000	500,000	250,000
39-495-900	CEMETERY-SOFTWARE & EQUI			6,063	15,086		9,023	9,023
Total ASSGNET-EXPENDITURES:		29,739	36,868	4,190,633	5,654,370	375,000	1,818,657	1,443,657
ASSGNET EAST END SALES TAX								
39-496-802	AQUATIC&FITNESS CENTER-A	16,315	250		33,435		33,435	33,435
39-496-803	PUBLIC WORKS-ASSIGNED INF						7,500	7,500
39-496-805	PEDSTRIAN BRIDGES-ASSIGN				30,000			
39-496-806	ADA PROJECTS-ASSIGNED EA	350	137,907	54,470	61,743			
39-496-807	CITY HALL PROJECTS-ASSIGN	63,756	192,972					
39-496-808	FIRE STATION PROJECTS-ASSI	37,074	81		34,586			
39-496-810	FIRE TRAINING TOWER -ASSIG	210,600	237,523	20,565	37,311			
39-496-811	BROADBAND	20,686	243,207					
39-496-813	PUBLIC ART-ASSIGN EAST EN							
39-496-814	PARKS & FACILITIES MSTR PLA	25,267						
39-496-816	RUXTON CORRIDOR CDOT-AS	73,081	143,188	165,838	800,000	750,000	1,384,162	634,162
39-496-817	POLICE EQUIP-EAST END ASSI			25,494	25,794			
39-496-821	MOBILITY PROJECT IMPLEMEN	130,006	22,450	66,057	52,959			
39-496-822	SERPENTINE PROJECT - ASSI							
39-496-823	SODA SPRINGS PARK 2-ASSIG	36,567	58,936		1,214			
Total ASSGNET EAST END SALES TAX:		613,703	1,036,513	332,424	1,077,042	750,000	1,425,097	675,097
DEBT SERVICE PAYMENTS								
39-498-500	HIAWATHA GARDENS-PRIN LE	48,120	49,584	51,092	51,092	52,648	52,648	
39-498-501	HIAWATHA GARDENS-INT LEA	14,032	12,569	11,061	11,061	9,505	9,505	
39-498-573	LEASE PURCHASE FEES	639	250		640	500	500	
39-498-851	2014 LEASE PURCHASE -PRIN	33,513	35,461					

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
39-498-852	2014 LEASE PURCHASE -INTER	1,650	835					
39-498-853	2015 LEASE PURCHASE -PRIN	61,064	62,601	60,519	60,519			
39-498-854	2015 LEASE PURCHASE -INTER	4,634	3,138	1,523	1,523			
39-498-855	2016 LEASE PURCHASE -PRIN	4,905	5,020	5,137	5,137	5,421	5,421	
39-498-856	2016 LEASE PURCHASE -INTER	477	362	244	244	123	123	
39-498-857	2017 LEASE PURCHASE -PRIN	62,135	63,962	65,843	65,843	67,779	67,779	
39-498-858	2017 LEASE PURCHASE -INTER	9,505	7,679	5,798	5,798	3,862	3,862	
39-498-859	2018 LEASE PURCHASE -PRIN	71,427	31,493	32,565	32,565	33,673	33,673	
39-498-860	2018 LEASE PURCHASE-INTER	8,168	5,737	4,665	4,665	3,557	3,557	
39-498-861	2021 LEASE PURCHASE-PRINCI	45,093	45,711	46,337	46,337	46,972	46,972	
39-498-862	2021 LEASE PURCHASE-INTERE	2,522	1,905	5,076	1,279	644	644	
39-498-863	2022 LEASE PURCHASE PRINCI	28,102	22,104	22,858	22,857	23,636	23,636	
39-498-864	2022 LEASE PURCHASE - INTE		5,998	5,244	5,244	4,465	4,465	
39-498-865	2023 LEASE PURCHASE -PRIN		68,715	54,292	54,292	56,453	56,453	
39-498-866	2023 LEASE PURCHASE-INTER			14,423	14,423	12,262	12,262	
39-498-873	2025 LEASE PURCH-PRINCIPAL					84,800	84,800	
39-498-881	LEASE INTEREST--DUMP TRUC							
39-498-886	LEASE PURCH 2013-PRIN	9,117						
39-498-887	LEASE PURCH-2013-INT	161						
Total DEBT SERVICE PAYMENTS:		405,267	423,123	386,676	383,519	406,300	406,300	
OTHER FUNDS PROGRAMS & CAPITAL								
39-499-646	STREET SIGNS PROGRAM				150,000	50,000	150,000	100,000
39-499-800	CAP EQPMNT FROM LEASES	219,600	317,373			457,000	457,000	
39-499-801	NON-CAPITALIZED ASSETS LP	615						
39-499-816	POLICE STATION REMODEL-CI		52,296	817,928	817,700			
39-499-817	CAP EQUIP- 2022&2023 RETRE	165,975	606,414	19,654	157,611			
39-499-818	CITY HALL IMPROVEMENTS	9,749	214,221	38,712	54,030			
39-499-819	LIBRARY REMODEL USE 39-495							
39-499-820	FIRE STATION/EQUIPMENT	65,061		190,324	580,000	50,000	300,000	250,000
39-499-821	SODA SPRINGS PARK-ALL PHA			258,410	996,000	100,000	837,590	737,590
39-499-822	EMS TRANSPORT	456,180	131,072	23,033	23,649			
39-499-823	DON'T USE-HIAWATHA GARDN							
39-499-824	CRITICAL ADA ISSUES		34,062	148,015	156,000			
39-499-825	HWY 24/MANITOU EXCHANGE				230,000			
39-499-826	RUXTON CORRIDOR CDOT PR							
39-499-827	PAWNEE LAND PURCHASE		158,068					
39-499-828	CREEKWALK PHASE 4	126,045	75,529	81,462	500,000	400,000	941,686	541,686
39-499-829	RUXTON DESIGN-CSU UNDER	1,285	33,713	100,964	184,167		83,203	83,203
39-499-830	CREEKWALK-SERPENTINE			45,302	100,000	534,250	588,948	54,698
39-499-831	CREEKWALK TRAIL-PHASE 3		611,507					
39-499-832	MAPS CDOT PROJECT	561,426						
39-499-835	POOL IMPROVEMENTS	91,691	59,625	564,509	1,128,459	450,000	900,000	450,000
39-499-836	PUBLIC WORKS EQUIPMENT		22,372	241,440	470,000			
39-499-837	PUBLIC WORKS FACILITIES			32,500	32,500	30,000	10,000	-20,000
39-499-839	CITY HALL IMPROVEMENTS							
39-499-841	ADA IMPROV CANON(CDBG)							
39-499-844	SPRING STREET BRIDGE				86,000			
39-499-849	HIAWATHA GARDNS-GRANT R	39						

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
39-499-850	FEMA GRANT MATCH - 800 MG							
39-499-853	EV CHARGING STATION-EXPE		1,646					
39-499-871	CODE ENFORCEMENT VEHICL							
39-499-872	POLICE EQUIPMENT/VEHIC	45,483	22,325	115,487	112,231			
39-499-910	CITY COMPUTER EQUIPMENT	39,975	40,242	72,021	60,000	65,000	65,000	
Total OTHER FUNDS PROGRAMS & CAPITAL:		1,783,122	2,380,466	2,749,760	5,838,347	2,136,250	4,333,427	2,197,177
CAPITAL IMPROVEMENTS FUND Revenue Total:		4,477,394	6,800,829	5,827,671	7,114,822	3,320,652	3,758,583	437,931
CAPITAL IMPROVEMENTS FUND Expenditure Total:		2,831,831	3,876,970	7,659,493	12,953,278	3,667,550	7,983,481	4,315,931
Total CAPITAL IMPROVEMENTS FUND:		1,645,563	2,923,859	-1,831,822	-5,838,456	-346,898	-4,224,898	-3,878,000

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
WATER ENTERPRISE FUND								
ARPA FED GRANT REVENUE								
52-334-720	AMERICAN RESCUE PLAN-GRA	11,603	270,370		1,072,802			
Total ARPA FED GRANT REVENUE:		11,603	270,370		1,072,802			
CHARGES FOR UTILITY SERVICES								
52-344-320	WATER COMMODITY CHARGE	1,306,525	1,367,596	1,552,170	1,565,000	1,565,000	1,565,000	
52-344-321	WATER CUSTOMER CHGS	512,721	540,690	567,818	565,000	565,000	565,000	
52-344-330	WATER PENALTIES/INTEREST	15,980	16,340	16,820	16,000	16,000	16,000	
52-344-340	WATER TURN ON FEES	850	1,217	1,616	1,460	1,460	1,460	
52-344-345	TAPPING CHARGES	1,410	1,811	911	800	800	800	
52-344-350	WATER METER SALES	1,989	3,580	2,586	3,200	3,200	3,200	
52-344-395	WATER TAP REVENUE	70,637	69,990	32,459	39,600	39,600	39,600	
52-344-450	OTHER FINANCING SOURCES-			1,000,000	4,053,000	3,150,000	6,399,836	3,249,836
52-344-500	MISCELLANEOUS REVENUE	1,357	634	471	363			
52-344-715	GRANT REVENUE -EIAF9652				953,600		953,600	953,600
52-344-716	GRANT REV- EIAF 9862 POND				113,500		113,500	113,500
52-344-717	GRANT-DOLA REHAB TANK					570,000	577,726	7,726
Total CHARGES FOR UTILITY SERVICES:		1,911,469	2,001,858	3,174,850	7,311,523	5,911,060	10,235,722	4,324,662
INTEREST EARNINGS								
52-361-190	INVESTMENT INTEREST	25,154	113,102	73,322	60,000	40,800	40,800	
Total INTEREST EARNINGS:		25,154	113,102	73,322	60,000	40,800	40,800	
LEASE PURCHASE PROCEEDS								
52-392-100	LEASE/PURCHASE PROCEEDS							
52-392-700	SALES OF SURPLUS EQUIPME		41,410					
Total LEASE PURCHASE PROCEEDS:			41,410					
OPERATIONS								
52-492-100	SALARY--DEPARTMENT MANA	31,308					17,750	17,750
52-492-110	SALARIES & WAGES--REGULA	299,339	218,712	264,787	273,430	273,430	320,000	46,570
52-492-120	SALARIES & WAGES-PART/SEA	37,771	52,199			12,000	12,000	
52-492-130	SALARIES & WAGES-OVERTIM	38,359	30,917	47,910	43,000	43,000	43,000	
52-492-210	BENEFITS--GROUP INSURANC	36,797	23,197	26,486	35,000	35,000	35,000	
52-492-220	BENEFITS--MEDICARE CONTRI	5,884	4,138	4,390	6,500	6,500	6,500	
52-492-230	BENEFITS--PERA/FPPA CONTR	-198,476	120,570	44,157	48,000	48,000	52,500	4,500
52-492-250	BENEFITS-UNEMPLOYMENT IN	899	603	623	1,385	1,385	1,385	
52-492-260	BENEFITS-WORKER'S COMP IN	16,598	11,855	18,732	18,750	21,000	21,000	
52-492-310	MERIT/SPOT AWARDS	2,691	748	411	3,500	3,850	500	-3,350
52-492-320	SERVICES--PROFESSIONAL (LI	52,826	73,627	73,031	120,000	115,000	115,000	
52-492-321	LEGAL FEES & SETTLEMENTS	5,690	26,049	22,479	15,000	6,000	6,000	
52-492-360	RECRUITING/EMPLOYEE RETE	350	33	4,838	1,200	1,200	1,200	
52-492-370	TRAINING/PROFESSIONAL DEV	3,807	5,803	4,638	5,500	5,500	5,500	
52-492-380	MEMBERSHIP/PROFESSIONAL	1,828	1,701	1,256	1,500	1,500	1,500	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
52-492-410	GAS & ELECTRIC UTILITIES	6,984	5,424	4,654	6,000	6,000	6,000	
52-492-421	INSURANCE--(CASUALTY/LIABI	31,334	37,827	30,216	39,700	46,220	25,000	-21,220
52-492-422	UNCOVERED LOSSES/DEDUCT	1,000	3,372	1,488	2,000	2,000	2,000	
52-492-424	MINERAL SPRING MAINTENAN	89,633	47,335	19,917	30,000	50,000	50,000	
52-492-430	BLDG MAINTENANCE/MATERIA	7,902	2,967	2,822	3,000	3,000	7,500	4,500
52-492-450	FIRE HYDRANT MAINTENANCE			22,915	25,000	30,000	30,000	
52-492-451	METER PURCHASES	15,707	4,264	38,933	40,000	20,000	20,000	
52-492-452	METER REPAIR/REPLACEMEN	8,557	7,328	715	500	500	2,605	2,105
52-492-453	EMERGENCY SYSTEM REPAIR	70,971	69,782	140,791	195,000	195,000	176,500	-18,500
52-492-454	WATER TANK MAINTENANCE	2,249	22,373	13,966	18,000	18,000	18,000	
52-492-455	WATERSHED MAINTENANCE	73,236	79,392	124	20,000	20,000	20,000	
52-492-456	STREET PATCHING (FOR WTR	957	7,459	4,331	5,000	5,000	5,000	
52-492-457	RAW WATER & RESERVOIR MA		47,125	75,660	96,000	180,000	180,000	
52-492-461	VEHICLE GAS & OIL	18,174	17,450	7,940	26,000	20,000	20,000	
52-492-470	VEHICLE REPAIRS & MAINTEN	5,028	7,015	4,990	15,000	15,000	15,000	
52-492-480	VEHICLE INSURANCE(DAMAGE	5,835	7,209	11,146	11,200	12,730	12,730	
52-492-490	VEHICLE MILEAGE/REIMBURSE			-86				
52-492-530	TELEPHONE/COMMUNICATION	2,492	1,851	2,676	4,000	3,000	3,000	
52-492-531	COMMUNICATION EQUIPMENT	347	3,845		400	400	400	
52-492-550	PRINTING/PHOTOCOPYING/BIN	254	87	338	200	200	200	
52-492-560	OFFICE MACHINE/COMPUTER	3,772	6,383	6,285	5,500	5,500	5,500	
52-492-581	UNCC CHARGES	1,872	1,382	1,318	5,000	5,000	5,000	
52-492-605	OFFICE SUPPLIES	403	766	981	750	750	750	
52-492-610	OPERATING SUPPLIES	1,835	389	11,916	1,000	1,000	15,000	14,000
52-492-615	POSTAGE	6,145	5,310	10,250	10,250	10,000	10,000	
52-492-620	UNIFORMS (RECURRING COST	2,385	1,721	2,567	2,500	2,500	2,500	
52-492-622	PERSONAL PROTECTIVE EQUI			1,427	3,000	3,000	3,000	
52-492-630	FOOD/MEALS REIMBURSEMEN	242	97	263	300	300	300	
52-492-640	BOOKS, PERIODICALS, SUBSC	83			500	500	500	
52-492-910	TRANSFER TO GENERAL FUND	83,786	87,975	87,975	87,975	91,494	91,494	
52-492-912	TRANSFER PAYMENT IN LIEU	45,000	53,235	50,750	53,235	55,300	55,300	
52-492-953	TRANSFER TO SEWER FUND	257,304						
Total OPERATIONS:		1,079,156	1,099,513	1,071,008	1,279,775	1,375,759	1,422,114	46,355

WATER TREATMENT PLANT

52-493-320	SERVICES PROFESSIONAL (EN	43,232	132,730	99,416	160,000	160,000	160,000	
52-493-410	GAS & ELECTRIC UTILITIES	43,953	34,742	35,403	40,000	40,000	40,000	
52-493-453	SYSTEM REPAIRS/MAINTENAN	284,281	158,926	152,486	200,000	200,000	200,000	
52-493-470	VEHICLE REPAIRS & MAINTEN	727	1,542	1,415	3,300	3,300	3,300	
52-493-490	VEHICLE MILEAGE				200	200	200	
52-493-530	TELEPHONE/COMMUNICATION	14,287	16,900	16,610	16,500	16,500	16,500	
52-493-531	COMMUNICATION EQUIPMENT	123	13	39	250	200	200	
52-493-540	ADVERTISING - PUBLICATION	783			1,065			
52-493-550	PRINTING/PHOTOCOPY/BINDIN		1,520	1,598	1,300	1,300	1,300	
52-493-605	OFFICE SUPPLIES (PAPER, ET	623	765	464	750	750	750	
52-493-610	CHEMICALS	78,593	105,172	66,833	100,000	100,000	100,000	
52-493-615	POSTAGE (US MAIL/FED EX/UP	661	844	1,746	2,000	3,000	3,000	
52-493-630	BUSINESS MEALS & REIMBURS	128	49		300	300	300	
52-493-640	BOOKS,PERIODICALS,SUBSCR	143			250	100	100	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
52-493-674	AUGMENTATION & EXCHANGE	11,797	63,593	11,516	40,000	40,000	40,000	
52-493-675	TREATMENT OPERATION	3,516	7,966	4,984	8,000	8,000	8,000	
52-493-676	TREATMENT TESTING	6,817	2,024	7,582	10,000	8,000	8,000	
52-493-743	HYDROPOWER PLANT		2,093	2,381	2,000	500	500	
52-493-744	CAP IMPROV--COMPUTERS/PR							
52-493-746	CAP IMP-TREATMENT PLANT	37,266		65,018	2,833,000	64,500	1,482,000	1,417,500
52-493-747	CAP IMP-2ND MESA TANK(ARP	11,603	270,370	1,193,543	2,026,402		832,857	832,857
52-493-750	CAPITAL IMPROVEMNTS-REHA			20,145		1,140,000	1,200,000	60,000
52-493-751	CAP IMP-BACKWASH POND						113,500	113,500
Total WATER TREATMENT PLANT:		538,531	799,249	1,681,180	5,445,317	1,786,650	4,210,507	2,423,857
CAP IMP(not WTP) & DEBT								
52-498-733	CAPITAL PURCHASES-ARRA C							
52-498-737	CAP IMP-SUPPLMENTAL MAINS	46,992	446	77,491	1,220,000		1,145,580	1,145,580
52-498-738	CAP IMP - METER SYSTEM					3,100,000	3,100,000	
52-498-742	CAP IMP--EQUIPMENT					10,000	10,000	
52-498-746	CAPITAL IMPROV-FIRE HYDRA				30,000	30,000	30,000	
52-498-800	CAPITAL EQUIPMENT FROM LE	38,626				50,000	50,000	
52-498-805	CWRPDA HYDROPOWER--INT	8,399	8,039	7,732	7,732	7,355	7,355	
52-498-806	CWRPDA HYDROPWR PRIN H2	14,256	14,614	14,982	14,982	15,359	15,359	
52-498-807	COLO WTR CONSERV--INTERE	5,514	3,302	2,555	2,555	234	234	
52-498-808	COLO WTR CONSERV--PRINCI	53,642	55,796	58,036	58,036	5,828	5,828	
52-498-809	ARRA DRINKING WTR LOAN D0	62,068	62,068	62,068	62,068	62,068	62,068	
52-498-811	ARRA DRINKING WTR LOAN D0	26,864	26,864	26,864	26,864	26,864	26,864	
52-498-812	ARRA DRINKING WATER D09Z2	62,068	62,068	62,068	62,068	62,068	62,068	
52-498-815	2013 LEASE PURCHASE - INTE	-12						
52-498-816	2014 LEASE PURCHASE - INTE	187	-38					
52-498-817	2015 LEASE PURCHASE - INTE	469	266	198	198			
52-498-818	2018 LEASE PURCHASE - INTE	289	224	211	259	161	161	
52-498-819	2021 LEASE PURCHASE - INTE	-90	242	237	237	119	119	
52-498-835	2013 LEASE PURCHASE -PRIN							
52-498-836	2014 LEASE PURCHASE -PRIN	3,794	5,835					
52-498-837	2015 LEASE PURCHASE -PRIN	7,930	8,130	7,860	7,860			
52-498-838	2018 LEASE PURCHASE -PRIN	3,226	1,422	1,471	1,471	1,521	1,521	
52-498-839	2021 LEASE PURCHASE -PRIN	8,365	8,479	8,595	8,595	8,713	8,713	
52-498-860	CWRPD D20F243-PRINCIPAL 20	33,692	34,540	35,408	35,408	36,299	36,299	
52-498-861	CWRPDA D20F243 LOAN INTER	19,850	18,999	18,274	18,274	17,383	17,383	
52-498-862	CWRPDA 2024 LOAN-PRINCIPA			29,219	54,785	113,213	113,213	
52-498-863	CWRPDA 2024 LOAN-INT			26,459	49,611	97,360	97,360	
52-498-864	2025 LEASE PURCH-PRINCIPAL					10,950	10,950	
Total CAP IMP(not WTP) & DEBT:		396,127	311,296	439,727	1,661,003	3,655,495	4,801,075	1,145,580
WATER ENTERPRISE FUND Revenue Total:								
		1,948,226	2,426,739	3,248,171	8,444,325	5,951,860	10,276,522	4,324,662
WATER ENTERPRISE FUND Expenditure Total:								
		2,013,815	2,210,059	3,191,915	8,386,095	6,817,904	10,433,696	3,615,792
Total WATER ENTERPRISE FUND:		-65,589	216,680	56,256	58,230	-866,044	-157,174	708,870

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
SEWER ENTERPRISE FUND								
CHARGES FOR UTILITY SERVICES								
53-344-395	SEWER TAP REVENUE	18,868	16,979	17,133	8,085	8,085	8,085	
53-344-400	CUSTOMER SEWER CHARGES	483,967	507,784	535,803	532,500	532,500	532,500	
53-344-415	INSPECTION FEES	917	849	2,550	1,453	1,142	1,142	
53-344-420	SEWER VOLUME CHARGES	1,012,950	872,084	911,736	990,000	990,000	990,000	
53-344-500	OTHER FINANCING SOURCES-				500,000	205,000	583,300	378,300
53-344-510	MISCELLANEOUS REVENUE	660						
Total CHARGES FOR UTILITY SERVICES:		1,517,361	1,397,696	1,467,222	2,032,038	1,736,727	2,115,027	378,300
INVESTMENT INTEREST								
53-361-190	INVESTMENT INTEREST	29,727	126,593	184,051	82,250	60,000	60,000	
Total INVESTMENT INTEREST:		29,727	126,593	184,051	82,250	60,000	60,000	
TRANSFERS IN FROM OTHER CITY F								
53-391-352	TRANSFERS FROM WATER FU	257,304						
Total TRANSFERS IN FROM OTHER CITY F:		257,304						
PROCEEDS FROM SALE OF ASSETS								
53-392-700	SALE OF SURPLUS EQUIPMEN		94,750					
Total PROCEEDS FROM SALE OF ASSETS:			94,750					
SEWER EXPENSES								
53-494-100	SALARY--DEPARTMENT MANA	45,508					17,750	17,750
53-494-110	SALARIES & WAGES--REGULA	159,328	173,753	152,468	173,150	197,000	150,000	-47,000
53-494-130	SALARIES & WAGES-OVERTIM	17,060	18,534	26,364	23,000	23,000	23,000	
53-494-210	BENEFITS--GROUP INSURANC	18,782	17,146	13,976	23,300	23,300	23,300	
53-494-220	BENEFITS--MEDICARE CONTRI	2,882	2,673	2,532	3,310	3,310	3,310	
53-494-230	BENEFITS--PERA/FPPA CONTR	-67,535	14,291	25,254	26,600	33,600	33,600	
53-494-250	BENEFITS-UNEMPLOYMENT IN	472	379	354	640	640	640	
53-494-260	BENEFITS-WORKER'S COMP IN	3,067	2,992	7,054	7,054	7,700	7,700	
53-494-310	MERIT/SPOT AWARDS	2,227	2,370	1,883	3,000	4,000	500	-3,500
53-494-320	SERVICES--PROFESSIONAL (LI	721	76,664	27,927	35,000	75,000	75,000	
53-494-321	LEGAL FEES AND SETTLEMEN	2,305	4,000	2,098	4,000	4,000	4,000	
53-494-360	RECRUITING/RETENTION/TRAI	1,443	27	1,537	1,000	1,000	1,000	
53-494-370	TRAINING/PROFESSIONAL DEV	992	2,187	2,918	3,000	3,000	3,000	
53-494-421	INSURANCE--(CASUALTY/LIABI	716			1,150	1,150	1,150	
53-494-422	UNCOVERED LOSSES/DEDUCT	4,000	1,000		3,000	3,000	3,000	
53-494-430	BLDG MAINTENANCE/MATERIA		2,050	320	520	520	7,500	6,980
53-494-453	EMERGENCY SYSTEM REPAIR	108,243	15,545	28,288	55,000	55,000	48,020	-6,980
53-494-454	MAINTENANCE HOLE REPAIRS			40,319	42,000	42,000	80,000	38,000
53-494-456	STREET PATCHING (FOR SWR		5,000	1,299	5,000	2,000	2,000	
53-494-461	VEHICLE GAS & OIL	2,994	4,263	9,313	8,000	8,000	8,000	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
53-494-470	VEHICLE REPAIRS & MAINTEN	7,845	11,669	4,127	15,000	15,000	15,000	
53-494-480	VEHICLE INSURANCE(DAMAGE	3,890	4,806	7,430	7,430	8,700	8,700	
53-494-530	TELEPHONE/COMMUNICATION	1,466	1,836	2,759	2,500	2,500	2,500	
53-494-531	COMMUNICATION EQUIPMENT	39	64		250	250	250	
53-494-560	OFFICE MACHINE/COMPUTER			446				
53-494-605	OFFICE SUPPLIES	127	368	469	500	750	750	
53-494-610	OPERATING SUPPLIES (CHEMI	225	4,926	15,312	7,000	7,000	25,000	18,000
53-494-615	POSTAGE				50	50	50	
53-494-620	UNIFORMS (RECURRING COST	1,668	2,123	1,536	1,500	2,500	2,500	
53-494-622	PERSONAL PROTECTIVE EQUI			742	1,500	2,500	2,500	
53-494-675	TREATMENT OPERATION	506,528	566,583	562,073	575,000	630,000	630,000	
53-494-677	SEWER LINE MAINTENANCE		6,319	14,584	15,000	15,000	7,000	-8,000
53-494-678	SEWER BACKUP RESOLUTION	1,000	1,000	600	5,000	5,000	5,000	
53-494-910	TRANSFERS TO GENERAL FUN	57,850	60,740	60,740	60,740	63,169	63,169	
Total SEWER EXPENSES:		883,843	1,003,308	1,014,723	1,109,194	1,239,639	1,254,889	15,250
CAPITAL IMPROVEMENT & DEBT								
53-498-730	CAPITAL PURCHASES-OTHER I	1,440						
53-498-736	CAP IMPROV--UTILITY LINES	14,442	446	71,698	450,000		378,302	378,302
53-498-742	CAP IMPROV--EQUIPMENT		609,915	31,681	76,084	205,000	205,000	
53-498-749	CAPITAL PURCHASES-OTHER					175,000	175,000	
53-498-800	CAPITAL EQUIPMENT FROM LE			59,803				
53-498-810	ARRA WASTE POLLUTION LN #	4,170	4,170	4,170	4,170	4,170	4,170	
53-498-813	2013 LEASE PURCHASE - INTE	-8						
53-498-814	2014 LEASE PURCHASE - INTE	769	175					
53-498-815	2015 LEASE PURCHASE - INTE	234	229	99	99			
53-498-816	2018 LEASE PURCHASE-INTER	193	12,099	140	140	107	107	
53-498-817	2023 LP VACTOR TRUCK-INTER			27,628	27,628	25,149	25,149	
53-498-819	2025 LEASE PURCHASE-PRINC				7,313	14,351	44,602	30,251
53-498-820	2024 LEASE PURCH-INTEREST					1,628	1,628	
53-498-835	2013 LEASE PURCHASE -PRIN							
53-498-836	2014 LEASE PURCHASE -PRIN	24,032	23,060					
53-498-837	2015 LEASE PURCHASE -PRIN	3,965	4,065	3,930	3,930			
53-498-838	2018 LEASE PURCHASE -PRIN	2,151	948	980	980	1,014	1,014	
53-498-839	2023 VACTOR TRUCK LP-PRIN		74,755	47,127	47,127	49,606	49,606	
53-498-840	CWRPDA W20F243 -PRIN 2020	22,215	22,634	23,203	23,203	23,787	23,787	
53-498-841	CWRPDA W20F243-2020 INTER	13,266	12,402	11,975	11,975	11,391	11,391	
53-498-842	2024 LEASE PURCHASE-PRIN			10,431	10,431	8,803	8,803	
53-498-843	CWRPDA 2024 LOAN-PRINCIPA			4,307	3,900	16,687	16,687	
53-498-844	CWRPDA 2024 LOAN-INTEREST			3,900		44,890	44,890	
Total CAPITAL IMPROVEMENT & DEBT:		86,868	764,897	301,072	666,980	581,582	990,135	408,553
SEWER ENTERPRISE FUND Revenue Total:								
		1,804,392	1,619,039	1,651,273	2,114,288	1,796,727	2,175,027	378,300
SEWER ENTERPRISE FUND Expenditure Total:								
		970,711	1,768,205	1,315,794	1,776,174	1,821,221	2,245,024	423,803
Total SEWER ENTERPRISE FUND:		833,681	-149,166	335,479	338,114	-24,494	-69,997	-45,503

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
STORM DRAINAGE ENTERPRISE FUND								
CHARGES FOR UTILITY SERVICES								
54-355-110	DRAINAGE UTILITY ASSESME	388,610	414,684	494,775	492,000	544,000	544,000	
Total CHARGES FOR UTILITY SERVICES:		388,610	414,684	494,775	492,000	544,000	544,000	
INTEREST EARNINGS								
54-361-190	INVESTMENT INTEREST	16,810	38,713	32,307	36,000	20,000	20,000	
Total INTEREST EARNINGS:		16,810	38,713	32,307	36,000	20,000	20,000	
MISCELLANEOUS REVENUES								
54-365-650	SALE-SURPLUS EQUIPMENT							
54-365-708	FEMA 4145 GRANTS 09 11 2013							
54-365-712	FEMA 4229 MAY 2015 EVENT			67,917				
54-365-717	DOLA EIAF 7897 -FLOOD REC T							
54-365-734	CDBG EL MONTE	62,118						
54-365-740	CDBG-ADA COMPLIANCE REVE		176,423			100,000	100,000	
Total MISCELLANEOUS REVENUES:		62,118	176,423	67,917		100,000	100,000	
MISCELLANEOUS REVENUES								
54-391-200	TRANSFER FROM PPRTA FUN			-5,108				
Total MISCELLANEOUS REVENUES:				-5,108				
MISCELLANEOUS REVENUES								
54-393-500	MISC REVENUE							
Total MISCELLANEOUS REVENUES:								
OPERATIONS								
54-494-100	SALARY--DEPARTMENT MANA	2,123					17,750	17,750
54-494-110	SALARIES & WAGES--REGULA	141,076	84,372	80,139	87,800	89,000	89,000	
54-494-130	SALARIES & WAGES-OVERTIM	9,926	6,638	6,180	12,000	12,000	12,000	
54-494-210	BENEFITS--GROUP INSURANC	21,399	11,635	10,421	11,100	11,100	11,100	
54-494-220	BENEFITS--MEDICARE CONTRI	2,403	1,273	1,223	1,700	1,700	1,700	
54-494-230	BENEFITS--PERA/FPPA CONTR	-158,148	29,815	12,405	14,700	14,700	14,700	
54-494-250	BENEFITS--UNEMPLOYMENT I	342	180	171	250	250	250	
54-494-260	BENEFITS-WORKER'S COMP IN	11,619	8,307	14,128	14,200	15,340	15,340	
54-494-310	MERIT/SPOT AWARDS	7,260	4,264	2,417	3,000	6,000	500	-5,500
54-494-320	SERVICES-PROFESSIONAL	12,016	23,471	26,346	43,100	43,100	43,100	
54-494-321	LEGAL FEES & SETTLEMENTS	156	1,880	1,643	3,000	3,000	3,000	
54-494-360	RECRUITING/EMPLOYEE RETE	190	583	381	600	600	600	
54-494-370	TRAINING/PROFESSIONAL DEV	996	716	3,217	6,000	4,000	4,000	
54-494-380	MEMBERSHIPS/PROFESSIONA	355	605	735	605	605	605	
54-494-430	BUILDING MAINTENANCE/MAT						7,500	7,500
54-494-461	VEHICLE GAS & OIL	12,046	7,459	3,288	9,640	9,640	9,640	
54-494-470	VEHICLE REPAIRS & MAINTEN	1,492	7,590	5,202	15,300	15,300	15,300	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
54-494-480	VEHICLE INSURANCE(DAMAGE	1,945	2,403	3,715	3,720	4,340	7,510	3,170
54-494-530	TELEPHONE/TELECOMMUNICA	1,548	1,824	1,729	3,500	3,500	3,500	
54-494-531	TELEPHONE&COMMUNICATIO				250	250	250	
54-494-540	ADVERTISING/PUBLICATIONS		1,000	500	800	800	800	
54-494-550	PRINTING/PHOTOCOPYING	143			200	200	200	
54-494-605	OFFICE SUPPLIES	140	163	58	300	200	200	
54-494-610	OPERATING SUPPLIES							
54-494-615	POSTAGE			23	100	100	100	
54-494-620	UNIFORMS (RECURRING)	1,337	554	1,331	1,500	1,500	1,500	
54-494-622	PERSONAL PROTECTIVE EQUI			822	1,500	1,500	1,500	
54-494-630	FOOD/MEALS REIMBURSEMEN	118	126		300	300	300	
54-494-635	STREET SWEEPER MAINTENA	2,547						
54-494-676	STORM WATER TESTS				1,500	500	500	
Total OPERATIONS:		73,027	194,857	176,073	236,665	239,525	262,445	22,920
DEBT SERVICE								
54-498-742	CAPITAL PURCHASE-EQUIPME	94,748	453,605					
54-498-813	2013 LEASE PURCHASE- INTER	-94						
54-498-814	2014 LEASE PURCHASE- INTER	61	14					
54-498-815	2015 LEASE PURCHASE- INTER	375	173	158	158			
54-498-816	2016 LEASE PURCHASE- INTER	594	429	346	346	175	175	
54-498-884	2013 LEASE PURCHASE PRINCI							
54-498-885	2014 LEASE PURCHASE PRINCI	1,897	1,897					
54-498-886	2015 LEASE PURCHASE PRINCI	6,344	6,504	6,288	6,288			
54-498-887	2016 LEASE PURCHASE PRINCI	6,948	7,111	7,279	7,278	7,286	7,286	
54-498-889	2021 LEASE PURCHASE -PRIN	8,365	8,479	8,595	8,832	8,713	8,713	
54-498-890	2021 LEASE PURCHASE-INTER	806	-6,672	237	237	119	119	
54-498-891	2022 LEASE PURCHASE-PRINC	52,569	41,358	42,764	42,764	44,245	42,764	-1,481
54-498-892	2022 LEASE PURCHASE -INTER	6,914	16,934	9,805	9,805	8,353	9,805	1,452
Total DEBT SERVICE:		179,528	529,832	75,472	75,708	68,891	68,862	-29
MISC EXPENSES								
54-499-649	STORM DRAINAGE MAINTENA	28,289	12,593	32,494	23,000	62,000	54,500	-7,500
54-499-810	MISCELLANEOUS	24,399			750	750	750	
54-499-821	LANDFILL CNTMNTED DISPOS	2,355	3,873	2,437	8,000	8,000	8,000	
54-499-884	FLOOD RCVRY TEAM RELATED							
54-499-885	FLOOD MITIGATION PROJECTS			9,066	350,000	250,000	250,000	
54-499-891	PUBLIC EDUCAT/OUTREACH	1,480		500	2,500	2,500	2,500	
54-499-892	PUBLIC PRTPICIPATION/INVOLVE	31	58		5,000	1,000	1,000	
54-499-896	INFRASTRUCTURE MAINTENA	21,843	5,950	10,838	15,000			
54-499-904	FEMA 1502 MANITOU TERRACE	18,087						
54-499-910	ADMINISTRATIVE SUPPORT	1,420	1,400	1,400	1,400	1,420	1,420	
54-499-919	CDBG-ADA COMPLIANCE EXPE	62,118	149,223	27,200	27,200	100,000	100,000	
Total MISC EXPENSES:		160,022	173,096	83,936	432,850	425,670	418,170	-7,500
STORM DRAINAGE ENTERPRISE FUND Revenue Total:								
		467,538	629,820	589,891	528,000	664,000	664,000	
STORM DRAINAGE ENTERPRISE FUND Expenditure Total:								
		412,577	897,786	335,480	745,223	734,086	749,477	15,391

City of Manitou Springs		2025 Midyear Amended Budget						Jun 12, 2025 8:22PM
		Period 09/21 (09/30/2021) - 05/25 (05/31/2025)						
Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
		54,961	-267,966	254,411	-217,223	-70,086	-85,477	-15,391

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
MOBILITY & PARKING ENTERPRISE								
GRANTS REVENUE								
55-334-710	GRANT-CHARGE AHEAD COLO		53,000					
	Total GRANTS REVENUE:		53,000					
OTHER FINANCING SOURCES								
55-344-500	OTHER FINANCING SOURCES				500,000	4,487,000	1,852,000	-2,635,000
	Total OTHER FINANCING SOURCES:				500,000	4,487,000	1,852,000	-2,635,000
CHARGES FOR SERVICES								
55-347-900	EL PASO COUNTY REIMBURSE			51,423				
	Total CHARGES FOR SERVICES:			51,423				
INTEREST EARNINGS								
55-361-190	INVESTMENT INTEREST	5,300	54,233	47,295	18,000	15,000	150,000	135,000
	Total INTEREST EARNINGS:	5,300	54,233	47,295	18,000	15,000	150,000	135,000
CHARGES FOR PARKING SERVICES								
55-363-110	PARKING ENFORCEMENT REV	335,988	499,886	419,204	400,000	440,000	628,000	188,000
55-363-115	COLLECTIONS		395	303			75,000	75,000
55-363-200	ON STREET PARKING REVENU	1,388,221	2,410,128	1,946,343	2,590,000	2,640,000	2,110,000	-530,000
55-363-210	CANON AVE PARKING REVENU	84,937	116,103	76,490	85,000	85,500	85,500	
55-363-211	PARKING PERMITS	18,311	28,609	24,343	27,800	27,000	27,000	
55-363-215	HIAWATHA GARDENS PARKIN	11,606	10,276	527,775			530,000	530,000
55-363-216	DILLON PARKING REVENUE						100,000	100,000
55-363-411	ELECTRIC VEHICLE CHARGING		3,830	18,756	19,600	20,000	20,000	
55-363-750	METRO DISTRICT PARKING AD	37,565	40,000	40,670	40,670			
55-363-800	BARR TRAIL PARKNG SERV XF							
	Total CHARGES FOR PARKING SERVICES:	1,876,628	3,109,228	3,053,883	3,163,070	3,212,500	3,575,500	363,000
GRANT, INSUR, MISC REVENUES								
55-365-400	INSURANCE RECOVERIES						4,527	4,527
	Total GRANT, INSUR, MISC REVENUES:						4,527	4,527
PROCEEDS FROM SALE OF ASSETS								
55-392-500	SALE OF SURPLUS EQUIPMEN	3,600						
	Total PROCEEDS FROM SALE OF ASSETS:	3,600						
ASSIGNED BARR TRAIL REVENUES								
55-393-100	BARR TRAIL REV-ASSIGNED	327,357	387,474					

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
55-393-310	TRANSFER FROM GENFUND-B	338,524						
Total ASSIGNED BARR TRAIL REVENUES:		665,881	387,474					
OPERATIONS								
55-495-100	SALARY--DEPARTMENT MANA	116,379	41,030	118,168	100,020	100,020	103,900	3,880
55-495-110	SALARIES & WAGES--REGULA	145,237	256,621	207,626	216,500	223,100	257,360	34,260
55-495-120	SALARIES & WAGES-PART/SEA	24,460	17,644	49,848	77,900	54,000	70,000	16,000
55-495-130	SALARIES & WAGES-OVERTIM	6,363	3,912	17,907	11,000	11,000	11,000	
55-495-210	BENEFITS--GROUP INSURANC	22,659	27,404	46,892	45,500	50,370	52,100	1,730
55-495-220	BENEFITS--MEDICARE CONTRI	3,329	3,893	4,829	5,500	5,630	6,200	570
55-495-230	BENEFITS--PERA/FPPA CONTR	201,966	100,095	69,222	74,000	75,000	75,000	
55-495-250	BENEFITS-UNEMPLOYMENT IN	589	639	777	860	860	860	
55-495-260	BENEFITS-WORKER'S COMP IN	5,627	4,371	9,273	9,273	10,000	10,000	
55-495-310	MERIT/SPOT AWARDS	3,072	1,805	2,703	1,000	12,000	2,000	-10,000
55-495-320	SERVICES--PROFESSIONAL (LI	44,302	91,320	66,409	90,000	90,000	90,000	
55-495-321	LEGAL FEES AND SETTLEMEN	390	6,796	4,911	6,000	6,000	80,000	74,000
55-495-330	SERVICES-TEMP PERSONNEL	71,764	98,708	194,882	196,100	150,000	20,000	-130,000
55-495-350	TRANSPORTATION MANAGEM	258	4,454		10,000	50,000	50,000	
55-495-351	EBIKE VOUCHER PROGRAM		1,265	37,145	37,000			
55-495-360	RECRUITING/RETENTION/TRAI	128	691	2,263	2,000	2,000	2,000	
55-495-370	TRAINING/PROFESSIONAL DEV	3,735	3,660	377	3,500	3,500	3,500	
55-495-380	MEMBERSHIPS/PROFESSIONA	595	100	15	600	600	600	
55-495-410	GAS & ELECTRIC UTILITIES		54	12,190	11,000	11,000	29,000	18,000
55-495-421	INSURANCE--(CASUALTY/LIABI	5,540	6,901	18,129	17,950	20,940	10,600	-10,340
55-495-422	UNCOVERED LOSSES/DEDUCT	2,000	905	5,640	5,000	5,000	5,000	
55-495-430	PARKING BUILDING MAINTENA		12,541		500	1,500	1,500	
55-495-431	PARKING LOT MAINTENANCE		37,310	91,553	80,000	100,000	100,000	
55-495-440	PARKING LOT RENTAL			681				
55-495-461	VEHICLE GAS & OIL	5,139	4,402	5,262	3,000	5,000	5,000	
55-495-470	VEHICLE REPAIRS & MAINTEN	4,468	22,866	25,491	15,500	15,500	15,500	
55-495-480	VEHICLE INSURANCE(DAMAGE	800	988	1,528	1,500	2,200	2,800	600
55-495-530	TELEPHONE/COMMUNICATION	3,567	3,542	10,276	4,000	6,500	6,500	
55-495-531	COMMUNICATION EQUIPMENT	351	784	299	300	300	300	
55-495-540	ADVERTISING/PUBLICATIONS	5,586	8,516	9,156	6,000	6,000	6,000	
55-495-550	PRINTING/PHOTOCOPYING/BIN	6,444	6,862	5,261	5,800	5,800	5,800	
55-495-560	OFFICE MACHINE/COMPUTER		715	902	3,000	3,000	3,000	
55-495-565	COMPUTER SFTWRE LIC & FEE	203,362	139,480	256,859	203,500	155,000	155,000	
55-495-570	CREDIT CARD FEES	89,448	116,372	129,450	122,000	122,000	122,000	
55-495-605	OFFICE SUPPLIES	2,228	1,521	3,523	5,000	5,000	5,000	
55-495-610	OPERATING SUPPLIES	29,557	35,114	23,630	30,000	30,000	30,000	
55-495-615	POSTAGE	162	335	637	500	500	500	
55-495-620	UNIFORMS (RECURRING COST	1,232	3,662	3,494	4,000	4,000	4,000	
55-495-622	PERSONAL PROTECTIVE EQUI			1,156	2,000	2,000	2,000	
55-495-630	FOOD/MEALS REIMBURSEMEN	169	464	456	500	500	500	
55-495-640	BOOKS, PERIODICALS, SUBSC						220	220
55-495-642	SNOW REMOVAL SUPPLIES		22,597	36,277	20,000	30,000	30,000	
55-495-646	TRAFFIC SERVICES (SIGNS, ET	351	83,718	73,247	50,000	50,000	50,000	
55-495-699	TECHNOLOGY EQUIPMENT	170	5,762	1,306	5,500	5,500	5,500	

Account Number	Account Title	2022 Actual #s	2023 Actual #	2024 Actual #	2024 Final Budget	2025 Original Budget	2025 Midyear Amended Budget	Difference between Original & Amended Budget
55-495-700	TRANSIT SHUTTLE	17,832	167,647	192,521	185,780	205,000	205,000	
55-495-710	CAPITAL PURCHASE-LAND							
55-495-910	TRANSFERS TO GENERAL FUN	28,970	28,970	28,970	28,970	30,420	430,420	400,000
55-495-920	TRANSFER TO CAPITAL IMP FU			100,000	100,000			
Total OPERATIONS:		1,058,228	1,376,435	1,871,137	1,798,053	1,666,740	2,065,660	398,920
CAPITAL IMPROVEMENT & DEBT								
55-498-730	CAPITAL IMPROVEMENTS-OTH	21,497	1,340,634	112,146	75,106	800,000	800,000	
55-498-735	DILLON MOBILITY HUB			1,013,006	1,250,000	2,500,000	500,000	-2,000,000
55-498-736	HIAWATHA MOBILITY HUB					500,000	500,000	
55-498-737	CREEKWALK PHASE 4					300,000	300,000	
55-498-741	CAPITAL PURCHASES-VEH/EQ		206,275	26,896	36,000	23,000	33,000	10,000
55-498-742	BRIDGE REPAIR	60,951	37,064	2,000	150,000	550,000	300,000	-250,000
55-498-745	SIDEWALK REPAIR			36,853	75,000	100,000		-100,000
55-498-749	ROAD REPAIR & MAINTENANC		404,289	428,546	300,000	250,000		-250,000
55-498-800	CAPITAL EQUIPMENT FROM LE				500,000	187,000	52,000	-135,000
55-498-810	2024 LEASE PURCHASE-PRINC			119,952	119,952	101,244	101,244	
55-498-811	2024 LEASE PURCHASE -INTE					18,708	18,708	
55-498-812	2025 LOAN for DILLON HUB					204,000	180,000	-24,000
55-498-814	2025 LEASE PURCH-PRINCIPAL					41,000	11,605	-29,395
Total CAPITAL IMPROVEMENT & DEBT:		82,448	1,988,263	1,739,399	2,506,058	5,574,952	2,796,557	-2,778,395
ASSIGNED BARR TRAIL EXPENSES								
55-499-330	BARR TRAIL-SERVICES TEMP		19,714					
55-499-570	CREDIT CARD FEES-ASSIGNED	10,583	13,239					
55-499-910	TRANSFER TO GENERAL FUND	9,290						
55-499-911	BARR TRAIL FACILITIES MAINT-	44,376	48,184					
55-499-912	BARR TRAIL SHUTTLE	36,711	47,406					
55-499-913	RUXTON CORRIDOR IMP-ASSN		46,863					
55-499-950	BARR TRANSFER TO MOB&PA							
55-499-951	TRANSFER TO GEN FD-BARR C	9,290	9,500	760,574	758,199			
Total ASSIGNED BARR TRAIL EXPENSES:		110,249	184,907	760,574	758,199			
MOBILITY & PARKING ENTERPRISE Revenue Total:								
		2,551,408	3,603,935	3,152,601	3,681,070	7,714,500	5,582,027	-2,132,473
MOBILITY & PARKING ENTERPRISE Expenditure Total:								
		1,250,925	3,549,604	4,371,110	5,062,310	7,241,692	4,862,217	-2,379,475
Total MOBILITY & PARKING ENTERPRISE:		1,300,483	54,331	-1,218,509	-1,381,240	472,808	719,810	247,002



Memorandum

Title: Second Reading and Public Hearing of Ordinance No. 1025, An Ordinance Amending Section 13.36.100 of the Municipal Code

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

June 17, 2025

Purpose:

To hold a public hearing and consider adopting the proposed ordinance amending Title 13, to amend the definitions of "storm sewer system" and "storm water management system".

Background:

This ordinance was introduced at the June 3, 2025, Council meeting and set for a public hearing tonight. There have been no changes to the ordinance since the first reading.

In March 2021, the City's stormwater consultant, Chavez Consulting Inc., LLC, conducted a baseline MS4 permit compliance evaluation for the City. The baseline compliance evaluation was an initial evaluation of existing MS4 regulatory mechanisms and program documentation compared to the compliance schedule found in Table 2 of the MS4 permit.

The evaluation had two goals:

1. Identify any issues that may exist relative to the compliance schedule found in Table 2 of the MS4 permit
2. Develop a report with recommendations on how to bring the City into compliance with its MS4 permit, if necessary.

A thorough review of the City's stormwater regulatory mechanisms and the Program Description Document (PDD) was conducted during the baseline compliance evaluation. Although Title 14 appeared to have been updated in 2019, the initial evaluation found several inconsistencies with MS4 permit requirements for construction oversight exemptions, inspection frequencies and inspection scopes. The PDD was determined to be significantly inadequate. These proposed code amendments are the City's follow-up on the recommendations included in the baseline compliance evaluation report. Initially, the Municipal Code will be updated to accurately reflect conditions included in the MS4 Permit. A new Program Description Document along with several



procedural documents will be developed after the Municipal Code is amended.

Pros and Cons:

Pros: Proposed revisions are necessary in order for the city to remain compliant with the city's Municipal Separate Storm Sewer System (MS4) Permit issued by the Colorado Department of Public Health and Environment (CDPHE).

Cons: If revisions are not made, the city will be out of compliance with its MS4 Permit.

Fiscal Impact:

The City received a \$20,000 matching grant from the Colorado Department of Local Affairs for this project. The \$20,000 match from the City has been allocated to the Planning Department's budget and is being drawn down during the 2024 and 2025 fiscal years as work is being accomplished.

Workload Impact:

This is a major project that was identified as a Planning Department goal for 2025 to complete. Staff secured the DOLA grant, advertised and hired the consultant, and has been working with the consultant in scheduling and holding staff meetings with other City Staff members, reviewing drafts, making and collecting comments on the draft, and recommending revisions. Additionally, staff scheduled and presented these draft revisions to the City Planning Commission for consideration and recommendation on April 9, 2025.

Recommended Action:

Move to adopt on second reading, Ordinance No. 1025, an ordinance amending Section 13.36.100 of the Municipal Code.

ORDINANCE

AN ORDINANCE AMENDING SECTION 13.36.100 OF THE MANITOU SPRINGS MUNICIPAL CODE REGARDING THE STORM WATER UTILITY

WHEREAS, the City desires to amend Section 13.36.100 of the City of Manitou Springs Municipal Code to update the definition of storm sewer system to make consistent with MS4 permit requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Section 13.36.100 of the Manitou Springs Municipal Code is hereby repealed and reenacted to read as follows:

13.36.100 – Definitions.

As used in this article, unless the context in which they are used clearly requires otherwise:

Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, and permanent stormwater quality or flood control structures); owned or operated by the City of Manitou Springs; designed or used for the collecting or conveying of stormwater; and is not a combined sewer and not part of a Publicly Owned Treatment Works (POTW).

Storm water management system means all of the structures that comprise the separate storm sewer system used by the city for the control of runoff.

Section 2. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 4. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this 3rd day of June 2025.

Deputy City Clerk, Kristen Dukoi

A Public Hearing on this ordinance will be held at the June 17, 2025, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: June 4, 2025 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by Council this 17th day of June 2025.

Mayor, John Graham

Attest:

Deputy City Clerk, Kristen Dukoi

Ordinance Published: June 18, 2025 (in full)
City's Official Website and City Hall

Chapter 13.36 STORM WATER UTILITY¹

Sections:

13.36.100 Definitions.

As used in this article, unless the context in which they are used clearly requires otherwise:

~~Storm water facilities means any one or more of various devices used in the collection, treatment or disposition of storm, flood or surface drainage waters, including man-made structures and natural watercourses, for the conveyance of runoff, such as detention areas, berms, swales, improved watercourses, channels, facilities, inlets, collection, drainage or disposal lines, intercepting sewers, joint storm and sanitary sewers, sewage disposal plants, outfall sewers, pumping plants and other equipment and appurtenances, and all extensions, improvements, remodeling, additions and alterations thereof; and any and all rights or interests in such sewerage or facilities.~~

Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, and permanent stormwater quality or flood control structures); owned or operated by the City of Manitou Springs; designed or used for the collecting or conveying of stormwater; and is not a combined sewer and not part of a Publicly Owned Treatment Works (POTW).

Storm water management system means all of the ~~storm water facilities~~ structures that comprise the separate storm sewer -used system used by the city for the control of runoff.

(Ord. No. 2209, § 1, 1-5-2010)

13.36.110 Declaration of purpose.

The purpose of this chapter is to promote the public health, safety and welfare by minimizing flood losses and damage from storm water runoff; to establish a storm water utility to coordinate, design, construct, manage, operate and maintain the storm water management system; to establish a program to finance storm water management capital projects and operation, maintenance and administrative activities; and to encourage and facilitate the control of storm water, to reduce pollution and to enhance the environment.

(Ord. No. 2209, § 1, 1-5-2010)

13.36.120 Assessments—Rate.

Each individual water service shall be assessed at a monthly rate set by resolution of the city council.

¹Editor's note(s)—Ord. No. 2209, § 1, adopted January 5, 2010, amended the Code by repealing former Ch. 13.36, §§ 13.36.100—13.36.140, and adding a new Ch. 13.36. Former Ch. 13.36 pertained to storm drainage and flood management utility, and derived from Ord. 1087 of 1987.

(Ord. No. 0215, § 55, 2-3-2015; Ord. No. 2112, § 1, 12-18-2012)

Editor's note(s)—Ord. No. 2112, § 1, adopted December 18, 2012, amended the Code by repealing former § 13.36.120 and adding a new § 13.36.120. Formerly, § 13.36.120 pertained to storm water utility considered a city-owned enterprise, and derived from Ord. No. 2209, adopted January 5, 2010.

13.36.130 Storm water utility enterprise fund.

There is hereby established a storm water utility enterprise fund. All monies received from storm water utility fees shall be paid into such fund. Such fund shall be used only for capital improvements and operating expenses for storm drainage and flood management purposes, and shall not be used for general governmental purposes.

(Ord. No. 2209, § 1, 1-5-2010)

13.36.140 Storm water utility fee.

There is hereby imposed on each water utility account with the city a storm water utility fee. The amount of such fee shall be as set by the city council by resolution and may be changed from time to time.

(Ord. No. 2209, § 1, 1-5-2010)

13.36.150 Unpaid storm water utility fees—Lien.

All storm water utility fees shall be a lien upon the respective lots or parcels of land upon which they were imposed from the time when due and shall be a perpetual charge against such lots or parcels of land until paid, and in the event that charges are not paid when due, the city clerk shall certify such delinquent charges to the county treasurer and the charges shall be collected in the same manner as though they were part of the taxes.

(Ord. No. 2209, § 1, 1-5-2010)

Chapter 13.36 STORM WATER UTILITY¹

Sections:

13.36.100 Definitions.

As used in this article, unless the context in which they are used clearly requires otherwise:

Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, and permanent stormwater quality or flood control structures); owned or operated by the City of Manitou Springs; designed or used for the collecting or conveying of stormwater; and is not a combined sewer and not part of a Publicly Owned Treatment Works (POTW).

Storm water management system means all of the structures that comprise the separate storm sewer system used by the city for the control of runoff.

(Ord. No. 2209, § 1, 1-5-2010)

13.36.110 Declaration of purpose.

The purpose of this chapter is to promote the public health, safety and welfare by minimizing flood losses and damage from storm water runoff; to establish a storm water utility to coordinate, design, construct, manage, operate and maintain the storm water management system; to establish a program to finance storm water management capital projects and operation, maintenance and administrative activities; and to encourage and facilitate the control of storm water, to reduce pollution and to enhance the environment.

(Ord. No. 2209, § 1, 1-5-2010)

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Editor's note(s)—Ord. No. 2112, § 1, adopted December 18, 2012, amended the Code by repealing former § 13.36.120 and adding a new § 13.36.120. Formerly, § 13.36.120 pertained to storm water utility considered a city-owned enterprise, and derived from Ord. No. 2209, adopted January 5, 2010.

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(Ord. No. 2209, § 1, 1-5-2010)

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There is hereby imposed on each water utility account with the city a storm water utility fee. The amount of such fee shall be as set by the city council by resolution and may be changed from time to time.

(Ord. No. 2209, § 1, 1-5-2010)

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All storm water utility fees shall be a lien upon the respective lots or parcels of land upon which they were imposed from the time when due and shall be a perpetual charge against such lots or parcels of land until paid, and in the event that charges are not paid when due, the city clerk shall certify such delinquent charges to the county treasurer and the charges shall be collected in the same manner as though they were part of the taxes.

(Ord. No. 2209, § 1, 1-5-2010)



Memorandum

Title: Second Reading and Public Hearing of Ordinance No. 1125, An Ordinance Repealing and Reenacting Title 14 of the Manitou Springs Municipal Code Concerning Stormwater Quality Management and Discharge Control

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

June 17, 2025

Purpose:

To hold a public hearing and consider adopting the proposed ordinance to amend Title 14 of the City's Code to update applicable construction activity and applicable development sites, plan review and exemptions, inspections, permanent stormwater quality management, base design standards, and long-term operation and maintenance.

Background:

This ordinance was introduced at the June 3, 2025, Council meeting and set for a public hearing tonight. There have been no changes to the ordinance since the first reading.

In March 2021, the City's stormwater consultant, Chavez Consulting Inc., LLC, conducted a baseline MS4 permit compliance evaluation for the City. The baseline compliance evaluation was an initial evaluation of existing MS4 regulatory mechanisms and program documentation compared to the compliance schedule found in Table 2 of the MS4 permit.

The evaluation had two goals:

1. Identify any issues that may exist relative to the compliance schedule found in Table 2 of the MS4 permit.
2. Develop a report with recommendations on how to bring the City into compliance with its MS4 permit, if necessary.

A thorough review of the City's stormwater regulatory mechanisms and the Program Description Document (PDD) was conducted during the baseline compliance evaluation. Although Title 14 appeared to have been updated in 2019, the initial evaluation found several inconsistencies with MS4 permit requirements for construction oversight exemptions, inspection frequencies and inspection scopes. The PDD was determined to be significantly inadequate. These proposed code amendments are the



City's follow up on the recommendations included in the baseline compliance evaluation report. Initially, the Municipal Code will be updated to accurately reflect conditions included in the MS4 Permit. A new Program Description Document along with several procedural documents will be developed after the Municipal Code is amended.

Pros and Cons:

Pros: Proposed revisions are necessary in order for the city to remain compliant with the City's Municipal Separate Storm Sewer System (MS4) Permit issued by the Colorado Department of Public Health and Environment (CDPHE).

Cons: If revisions are not made, the City will be out of compliance with its MS4 Permit.

Fiscal Impact:

The city received a \$20,000 matching grant from the Colorado Department of Local Affairs for this project. The \$20,000 match from the city has been allocated to the Planning Department's budget and is being drawn down during the 2024 and 2025 fiscal years as work is being accomplished.

Workload Impact:

This is a major project that was identified as a Planning Department goal for 2025 to complete. Staff secured the DOLA grant, advertised and hired the consultant, and has been working with the consultant in scheduling and holding staff meetings with other city staff members, reviewing drafts, making and collecting comments on the draft, and recommending revisions. Additionally, staff scheduled and presented these draft revisions to the City Planning Commission for consideration and recommendation on April 9, 2025.

Recommended Action:

Move to adopt on Second Reading, Ordinance No. 1125, an ordinance repealing and reenacting Title 14 of the Manitou Springs Municipal Code concerning stormwater quality management and discharge control.

ORDINANCE

**AN ORDINANCE REPEALING AND REENACTING TITLE 14 OF THE
MANITOU SPRINGS MUNICIPAL CODE CONCERNING
STORMWATER QUALITY MANAGEMENT AND DISCHARGE
CONTROL**

WHEREAS, a new Stormwater Quality Management and Discharge Control Code has been drafted and supported by the City Council of Manitou Springs;

WHEREAS, this revision establishes the regulatory mechanisms required by the MS4 permit to reduce or prevent the discharge of pollutants to the MS4 from applicable construction activities and applicable development sites that occur within the jurisdictional limits of the city.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Title 14 of the Manitou Springs Municipal Code is hereby repealed in its entirety and replaced with the Stormwater Quality Management and Discharge Code as set forth in **Exhibit A**.

Section 2. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 4. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this 3rd day of June 2025.

Deputy City Clerk, Kristen Dukoi

A Public Hearing on this ordinance will be held at the June 17, 2025, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: June 4, 2025 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by Council this 17th day of June 2025.

Mayor, John Graham

Attest:

Deputy City Clerk, Kristen Dukoi

Ordinance Published: June 18, 2025 (in full)
City's Official Website and City Hall

Title 14

STORMWATER QUALITY MANAGEMENT AND DISCHARGE CONTROL CODE

Chapters:

Chapter 14.01 GENERAL PROVISIONS

Sections:

14.01.010 Title.

This title shall be known as the Stormwater Quality Management and Discharge Control Code and may so be cited.

(Ord. 1507 § 1 (part), 2008)

14.01.020 Purpose.

~~The purpose and intent of this title is to protect the water quality of watercourses and water bodies in a manner pursuant to and consistent with the Federal Clean Water Act (33 U.S.C. § 1251 et seq.) by reducing pollutants in stormwater discharges to the maximum extent practicable and by prohibiting nonstormwater discharges into the City's Municipal Separate Storm Sewer System (MS4).~~

~~A. The objectives of this Code are as follows:~~

- ~~1. To promote, preserve, and enhance the natural resources within the City of Manitou Springs from adverse or undesirable impacts caused by development or other activities;~~
- ~~2. To protect and promote the health, safety, and welfare of the people and property through effective stormwater quality management practices;~~
- ~~3. To regulate land development activity, land disturbing activity, or other activities that may have an adverse impact on stormwater quality, and/or environmentally sensitive lands and to encourage compatibility between such uses;~~
- ~~4. To establish detailed review standards and procedures for land development activities throughout the city of Manitou Springs, thereby achieving a balance between growth and development and the protection of water quality; and~~
- ~~5. To provide for adequate stormwater system analysis and design as necessary to protect public and private property, water quality and existing natural resources.~~

~~B. This Code sets forth uniform requirements for Stormwater Management Systems within the City of Manitou Springs. In the event of any conflict between the City of Manitou Springs, El Paso County, State or Federal authorities, the more restrictive standard shall prevail.~~

~~C. This Code applies in the City of Manitou Springs, Colorado and to persons outside the City who are, by contract or agreement with the City, users of the City Stormwater Management System. Except, as~~

~~otherwise provided herein, the Stormwater Manager shall administer, implement, and enforce the provisions of this Code.~~

The Federal Clean Water Act (CWA) establishes the National Pollutant Discharge Elimination System (NPDES), which is a permitting system that regulates point sources of pollution that discharge directly to a state water. Point sources of pollution are pipes and drains that flow directly to a state water and typically come from industries, some agricultural facilities, and municipalities. Storm sewer systems that discharge to a state water are point sources of pollution and require a permit. The Colorado Department of Public Health and Environment issued the first Municipal Separate Storm Sewer System (MS4) permits to small municipalities, including the City of Manitou Springs in 2003.

This chapter establishes the regulatory mechanisms required by the MS4 permit to reduce or prevent the discharge of pollutants to the MS4 from applicable construction activities and applicable development sites that occur within the jurisdictional limits of the city.

(Ord. 1507 § 1 (part), 2008)

14.01.030 -Definitions.

~~For the purpose of this Code, the following terms, phrases, and words, and their derivatives, shall have the meaning as stated in this section. When inconsistent with the context, words used in the present tense include the future tense. Words in plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and the word "may" is always permissive.~~

~~"Best management practices (BMP)" means erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by federal, state, or designated area-wide planning agencies.~~

~~BMPs are measures designed to: (1) prevent pollutants from leaving a specific area; (2) reduce/eliminate the introduction of pollutants; (3) protect sensitive areas; or (4) prevent the interaction between precipitation and pollutants.~~

~~"City" means the City of Manitou Springs.~~

~~"Colorado Department of Public Health and Environment (CDPHE)" means the agency responsible for managing Stormwater programs in the state of Colorado.~~

~~"Colorado discharge permit system (CDPS)" means Colorado's version of the NPDES program.~~

~~"Council" means the City Council of the City of Manitou Springs.~~

~~"Development" means any land disturbance activity that changes the site's runoff characteristics in conjunction with residential, commercial, industrial, mining or institutional construction or alteration. The act of subdivision or platting properties for personal use, adding value or for the purposes of resale. This includes the construction and/or demolition of buildings, structures, roads, parking lots, paved storage areas, and similar facilities.~~

~~"Erosion" means wearing the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.~~

~~"Erosion control" means methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.~~

"Erosion and stormwater quality control plan (ESQC plan)" means a written description (Stormwater Management Plan) and plan (Grading and Erosion Control Plan) indicating the number, locations, sizes, and other pertinent information about best management practice methods designed to reduce erosion of the land surface and the deposition of sediment within a waterway. The ESQC Plan should be used in developing the State mandated Stormwater Management Plan (SWMP). An ESQC Plan may be required as outlined in this Code or determined necessary by the City Planning Office.

"Erosion and stormwater quality control permit (ESQC permit)" means a permit issued by the City prior to initiating land development, land disturbing, or other activities which result in an increase in stormwater quantities, degradation of stormwater quality, or restriction of flow in any storm sewer system, open ditch or natural channel, stormwater easement, water body or wetland outlet within the City's jurisdiction, as defined in the Code.

"Exposed soil areas" means all areas of the construction site where the vegetation (trees, shrubs, brush, grasses, etc.) or impervious surface has been removed, thus rendering the soil more prone to erosion. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include temporary stockpiles or surcharge areas of clean sand, gravel, concrete or bituminous, which have less stringent protection. Once soil is exposed, it is considered "exposed soil," until it meets the definition of "final stabilization."

"Final stabilization" means that all soil disturbing activities at the site have been completed, and that a uniform (evenly distributed, e.g., without large bare areas) perennial vegetative cover with a density of at least seventy percent of the pre-disturbed cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures have been employed. Simply sowing grass seed is not considered final stabilization.

Grading and Erosion Control Plan. A Grading and Erosion Control Plan provides topographic information on the final grading layout of a developed site. The Grading Plan will identify permanent stormwater quantity and quality features, including all permanent BMPs, as defined in the Code.

"Impervious area" means a constructed hard surface that either prevents or retards the entry of water into the soil, and causes water to run off the surface in greater quantities and at an increased rate of flow than existed prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel parking lots and roads.

"Land disturbing activity" means any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within the City's jurisdiction, including construction, clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this Code, land disturbance activity does not mean:

1. Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work, which will not result in sediments entering the stormwater system.
2. Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops.
3. Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an approved erosion and sediment control plan, except for the emergency. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the City's requirements as soon as possible.

Municipal Separate Storm Sewer Systems (MS4). An MS4 is defined as a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

1. Owned or operated by a State, city, town, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or

~~drainage district, or similar entity, or a designated and approved management agency under Section 208 of the Clean Water Act that discharges to state waters;~~

~~2. — Designed or used for collecting or conveying stormwater;~~

~~3. — Which is not a combined sewer; and~~

~~4. — Which is not part of a Publicly Owned Treatment Works (POTW).~~

~~"MS4 Permit" means discharge permit issued by the CDPHE that authorizes the discharge of Stormwater from the MS4 to state waters.~~

~~"National pollution discharge elimination system (NPDES) permit" means any permit or requirement enforced pursuant to the Clean Water Act as amended for the purposes of regulating Stormwater discharge. Section 402 of the federal Clean Water Act.~~

~~"Noncompliance fee" means the administrative penalty fee for re-inspection of a property which may be assessed to a Permittee, Land Owner, Developer or their Contractor(s) for noncompliance with the provisions and/or conditions of an approved stormwater plan and/or permit or the violation of any other provisions contained in this stormwater Code.~~

~~"Owner" means the owner of record, whether person, partnership, firm, corporation, governmental agency, or other association of persons, or any authorized agent or representative of the owner of record.~~

~~"Prohibited discharge" means a nonstormwater discharge into the stormwater system or natural water, including but not limited to:~~

~~1. — Debris or other materials such as grass, clippings, vegetative materials, tree branches, earth fill, rocks, concrete chunks, metal, other demolition or construction materials, or structures.~~

~~2. — The disposal or misuse of chemicals or any other materials that would degrade the quality of waters within the system, including, but not limited to chemicals (fertilizers, herbicides, pesticides, etc.) or petroleum-based products (gasoline, oil, fuels, solvents, paints, etc.)~~

~~3. — Erosion and sediment originating from a property and deposited onto City streets, private properties or into the stormwater conveyance system, including those areas not specifically covered under an approved Stormwater Management Plan or Stormwater Permit.~~

~~4. — Failure to remove sediments transported or tracked onto City streets by vehicles or construction traffic within twenty-four hours of it being deposited on the street.~~

~~5. — For the purposes of this Code, Prohibited Discharges do not include the following, unless information is available to indicate otherwise:~~

~~a. — Water line flushing;~~

~~b. — Landscape and lawn irrigation water;~~

~~c. — Diverted stream flows;~~

~~d. — Rising ground water;~~

~~e. — Uncontaminated ground water infiltration;~~

~~f. — Uncontaminated pumped ground water, including; water from crawl space pumps;~~

~~g. — Discharges from potable water sources;~~

~~h. — Foundation and footing drains;~~

~~i. — Air conditioning condensate;~~

- j. — Springs;
- k. — Individual residential car washing;
- l. — Flows from riparian habitats and wetlands;
- m. — Street wash water;
- n. — Emergency firefighting water; and
- o. — Discharges authorized by a Colorado Discharge Permit system (CDPS) permit.

"Runoff" means the portion of rainfall, snowmelt, dewatering, or irrigation water flowing over the ground surface and into open channels, underground storm sewers, and detention or retention ponds.

"Sediment" means solid material or organic material that, in suspension, is being transported or has been moved by air, water, gravity, or ice, and deposited at another location.

"Sediment control" means the methods employed to prevent sediment from leaving the development site. Examples of sediment control practices include, but are not limited to silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

"State" means the state of Colorado.

Stormwater Manager. The stormwater manager shall be assigned by the City Administrator. Person responsible for enforcing the Stormwater Quality Management and Discharge Control Code.

Stormwater Management. The planned set of public policies and activities undertaken to regulate runoff and reduce erosion, and maintain or improve water quality under various specified conditions within various portions of the drainage system. It may establish criteria for controlling peak flows and/or runoff volumes, for runoff detention and retention, or for pollution control, and may specify criteria for the relative elevations among various elements of the drainage system. Stormwater management is primarily concerned with limiting future flood damages and environmental impacts due to development, whereas flood control aims at reducing the extent of flooding that occurs under current conditions.

"Stormwater management plan (SWMP)" means a document required to be prepared for obtaining an Erosion and Stormwater Quality Control Permit (ESQC Permit) and a CDPHE Stormwater Construction Permit.

"Stormwater management system" means physical facilities that collect, store, convey, and treat stormwater runoff in urban areas. These facilities normally include detention and retention facilities, streets, storm sewers, inlets, open channels, and special structures, such as inlets, manholes, and energy dissipaters.

"Temporary protection" means short-term methods employed to prevent erosion. Examples of protection are straw, mulch, erosion control blankets, wood chips, and erosion netting.

"Violation" means the willful or negligent act of noncompliance with the conditions attached to an approved stormwater plan and/or permit, or any other provisions contained in this Code, subject to enforcement and penalty or noncompliance fees.

"Waters of the state" means and includes all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies of accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

"Watercourse" means the natural path for the flow of water where there is sufficient natural and accustomed runoff to form and maintain a distinct and defined channel or an open channel facility that has been constructed for such purpose. This shall include any easements obtained for the purposes of runoff conveyance.

(Ord. 1507 § 1 (part), 2008)

The definitions below are intended strictly for clarification purposes and may not contain the full legal definition as per regulation. For the purposes of this chapter:

1. Applicable Construction Activity: Construction activities with land disturbance (surface disturbing and associated activities) of one or more acres, or disturbing less than one acre if that construction activity is part of a larger common plan of development or sale that would disturb, or has disturbed one or more acres, unless excluded in section 14.02.020 of this code. Applicable construction activities include the land disturbing activity and all activities and materials associated with the construction site and located at, or contiguous to, the land disturbing activities.
2. Applicable Development Sites: Sites that result in land disturbance of greater than or equal to one acre, including sites less than one acre that are part of a larger common plan of development or sale, unless excluded below. Applicable development sites include all new development and redevelopment sites for which permanent water quality control measures were required in accordance with an MS4 permit. "New Development" means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.
3. Base Design Standard: The minimum design standard for new and redevelopment before applying exclusions or alternative standards.
4. Best Management Practices: Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of "state surface waters". BMPs also include treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. For the purpose of this permit, the term BMP is used interchangeably with the term control measure, and can include other methods such as the installation, operation, and maintenance of structural controls and treatment devices.
5. Common Plan of Development or Sale: A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules, but remain related. The Division has determined that "contiguous" means construction activities located in close proximity to each other (within ¼ mile).
6. Construction activity: Refers to ground surface disturbing and associated activities (land disturbance), which include, but are not limited to, clearing, grading, excavation, demolition, installation of new or improved haul roads and access roads, staging areas, stockpiling of fill materials, and borrow areas. Construction does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance. Repaving activities where underlying and/or surrounding soil is cleared, graded, or excavated as part of the repaving operation are considered construction activities unless they are an excluded site in section 14.04.010 of this code. Construction activity is from initial groundbreaking to final stabilization regardless of ownership of the construction activities.
7. Construction Dewatering: Discharge of groundwater, surface water, and stormwater that has mixed with the groundwater and/or surface water (i.e. commingled stormwater runoff) that has come into contact with applicable construction activities.
8. Construction Site – The location where construction activity is occurring and associated discharges are covered by this code, including offsite locations for storage, staging, etc. For use in this permit, the terms construction site, site, and facility are used interchangeably
9. Contiguous: Within 0.25 miles.
10. Control Measure: Any best management practice or other method used to prevent or reduce the discharge of pollutants to waters of the state. Control measures include, but are not limited to best management practices. Control measures can include other methods such as the installation, operation, and maintenance of structural controls and treatment devices.

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11. Control Measure Requiring Routine Maintenance: Any control measure that is still operating in accordance with its design and the requirements of this permit, but requires maintenance to prevent associated potential for failure during a runoff event. See also Inadequate control measure.
 12. Discharge: The discharge of pollutants as defined in section 25-8-103(3) C.R.S. For the purposes of this title, discharges do not include land application or discharges to the ground.
 13. Discharge of a Pollutant: The introduction or addition of a pollutant into state waters. See 25-8-103(3) C.R.S.
 14. Division: The Water Quality Control Division of the Colorado Department of Public Health and Environment.
 15. Effluent Limitation: Any restriction or prohibition established under the Colorado Water Quality Control Act, state regulations, or federal law on quantities, rates, and concentrations of chemical, physical, biological, and other constituents which are discharged from point sources into state waters, including, but not limited to, standards of performance for new sources, toxic effluent standards and schedules of compliance.
 16. Exclusion: A removal of the applicability of the terms or conditions in this title from applying to the given conditions.
 17. Exemption: An exemption, waiver, or variance implemented by the city for city control measures used to meet the effluent limits in the MS4 permit.
 18. Final Stabilization: The condition reached when all ground surface disturbing activities at the site have been completed, and for all areas of ground surface disturbing activities a uniform vegetative cover has been established with an individual plant density of at least 70 percent of pre- disturbance levels, or equivalent permanent, physical erosion reduction methods have been installed.
 19. Good Engineering, Hydrologic and Pollution Control Practices: Methods, procedures, and practices that:
 - a. Are based on basic scientific fact(s).
 - b. Reflect best industry practices and standards.
 - c. Are appropriate for the conditions and pollutant sources.
 - d. Provide appropriate solutions to meet the associated permit requirements, including practice based and numeric effluent limits.
 20. Green infrastructure: Generally, refers to control measures that use vegetation, soils, and natural processes or mimic natural processes to manage stormwater. Green infrastructure can be used in place of or in addition to low impact development principles.
 21. Illicit Discharge: Any discharges to an MS4 that is not composed entirely of stormwater except discharges specifically authorized by a CDPS or NPDES permit and discharges resulting from emergency firefighting activities. Please refer to Title 6 of the municipal code for a complete definition of illicit discharge.
 22. Impervious Area: Developed areas with covering or pavement that prevents the land's natural ability to absorb and infiltrate typical precipitation and irrigation events. Impervious areas include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, impervious storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering.
 23. Inadequate Control Measure: Any control measure that is not designed, implemented, or operating in accordance with the requirements of this title, and implemented and maintained to operate in accordance with the design specifications. See also Control measure Requiring Routine Maintenance.
 24. Land Disturbing Activity: Any activity that results in a change to the existing land surface (both vegetative and non-vegetative). Land disturbing activities include, but are not limited to clearing, grading, excavation, demolition, installation of new or improved haul roads and access roads, staging areas, stockpiling of fill materials, and borrow areas. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity.
 25. Minimize: For purposes of implementing control measures of this chapter, means reduce and/or eliminate to the extent achievable using control measures that are technologically available and economically practicable and achievable considering best industry practices.
 26. MS4: A municipal separate storm sewer system. See municipal separate storm sewer system.
 27. Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

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- a. Owned or operated by a State, city, town, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the CWA that discharges to state waters;
 - b. Designed or used for collecting or conveying stormwater;
 - c. Which is not a combined sewer; and
 - d. Which is not part of a Publicly Owned Treatment Works (POTW). See 5 CCR 1002-61.2(62).
28. Municipal Separate Storm Sewer System Outfall (Outfall): A point source, as defined herein, at the point where a municipal separate storm sewer discharges to state waters and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other state waters and are used to convey state waters.
29. New Development: Land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.
30. Non-Structural Control Measures: Includes control measures that are not structural control measures, and include, but are not limited to, control measures that prevent or reduce pollutants being introduced to water or that prevent or reduce the generation of runoff or illicit discharges.
31. Owner: The person or entity who is responsible for the overall operation of the facility or activity from which the associated discharge originates.
32. Pavement Management Sites: Sites, or portions of sites, for the rehabilitation, maintenance, and reconstruction of pavement, which includes roadway resurfacing, mill and overlay, white topping, black topping, curb and gutter replacement, concrete panel replacement, and pothole repair. The purpose of the site is to provide additional years of service life and optimize service and safety. The site also must be limited to the repair and replacement of pavement in a manner that does not result in an increased impervious area and the infrastructure must not substantially change. The types of sites covered under this exclusion include day-to-day maintenance activities, rehabilitation, and reconstruction of pavement.
33. Permanent Control Measure (PCM): Control measures designed to permanently mitigate stormwater quality impacts from applicable development sites.
34. Point Source: Any discernible, confined, and discrete conveyance, including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. Point source does not include irrigation return flow. See 5 CCR 102-61.2(75).
35. Pollutant: Dredged spoil, dirt, slurry, solid waste, incinerator residue, sewage, sewage sludge, garbage, trash, chemical waste, biological nutrient, biological material, radioactive material, heat, wrecked or discarded equipment, rock, sand, or any industrial, municipal or agricultural waste. See 5 CCR 1002-61.2(76).
36. Pollution: Man-made or man-induced, or natural alteration of the physical, chemical, biological, and radiological integrity of water. See 5 CCR 1002-61.2(77)
37. Qualified Stormwater Manager - An individual knowledgeable in the principles and practices of erosion and sediment control and pollution prevention, and with the skills to assess conditions at construction sites that could impact stormwater quality and to assess the effectiveness of stormwater control measures implemented to meet the requirements of this permit.
38. Redevelopment: Includes a site that is already substantially developed and has 35% or more of existing hard surface coverage, the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities.
39. Regulatory Mechanism: The mechanisms that allow the city to implement and enforce the requirements of this title.

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40. Roadway: Roads and bridges that are improved, designed or ordinarily used for vehicular travel and contiguous areas improved, designed or ordinarily used for pedestrian or bicycle traffic, drainage for the roadway, and/or parking along the roadway. Areas primarily used for parking or access to parking are not included.
41. Site Plan: Also known as construction stormwater site plans, sediment and erosion control plans, stormwater pollution prevention plans, drainage reports, drainage plans, stormwater management plans, drainage and erosion control plans, etc.
42. Stormwater: Stormwater runoff, snow melt runoff, and surface runoff and drainage caused by precipitation.
43. Structural Control Measures: Includes control measures that are comprised of facilities and structures that remove pollutants from water or retain, reuse, or provide for infiltration or evaporation of water.
44. Total Maximum Daily Loads (TMDLs): The sum of the individual waste load allocations (WLA) for point sources and load allocations (LA) for nonpoint sources and natural background. For the purposes of this permit, a TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL includes WLAs, LAs, and must include a margin of safety (MOS), and account for seasonal variations. (See section 303(d) of the Clean Water Act and 40 C.F.R. 130.2 and 130.7).
45. Water Quality Capture Volume (WQCV): The volume equivalent to the runoff from an 80th percentile storm, meaning that 80 percent of the most frequently occurring storms are fully captured and treated, and larger events are partially treated.
46. Water Quality Standards: Any standard promulgated pursuant to section 25-8-204 C.R.S. For purposes of this permit, water quality standards are a narrative and/or numeric restriction established by the Water Quality Commission applied to state surface waters to protect one or more beneficial uses of such waters. Whenever only numeric or only narrative standards are intended, the wording shall specifically designate which is intended. See 5 CCR 1002- 31.5(37).
47. Waters of the State of Colorado: Any and all surface waters and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems, and all water withdrawn for use until use and treatment have been completed. This definition can include water courses that are usually dry.

~~14.01.040 Stormwater quality management guidelines.~~

- ~~A. Prohibited Discharges. It is an offense for any person to cause or allow a Prohibited Discharge, as defined by this code, into Waters of the State, including the City stormwater management system, or any natural water.~~
- ~~B. Land Disturbing Activities Requiring an ESQC Permit. Any construction activity requiring a HLDR Plan, Minor Development Plan, Major Development Plan, or Grading Plan as determined by the Planning Director, or any activity resulting in land disturbance within the City that require a Grading Permit per Zoning Code, Chapter 18.68.~~
- ~~C. Land Disturbing Activity Requiring an ESQC Plan. Any construction activities, resulting in land disturbance within the City greater than 0.5 acres.~~

~~No building permit shall be issued until approval of an ESQC Permit or a waiver of the permit requirements has been obtained in strict conformance with the provisions of this Code. No land shall be disturbed until the permit is approved by the City and conforms to the standards set forth herein.~~

~~Exemptions to the ESQC Plan requirements of this section include:~~

1. ~~Any part of a subdivision that has been approved for construction by the City Planning Department on or before the effective date of this Code. An ESQC Permit for land disturbing activities on such properties may still be required, as determined by the Stormwater Manager, and such activities are still subject to other compliance requirements in accordance with this Code;~~
2. ~~An ESQC Plan is not required for individual lots or properties located within a subdivision or plat for which an ESQC Plan has already been approved. This exemption is subject to the City's Planning Office's and Stormwater Manager's consideration and approval. ESQC Permits, however, are required subject to the other exemptions noted in this section;~~
3. ~~A parcel for which a building permit has been approved on or before the effective date of this Code;~~
4. ~~Emergency work to protect life, limb, or property.~~

~~D. Installation and repair of utility service lines.~~

1. ~~At project sites that require permit coverage where a utility contractor is not the site owner or operator, each utility contractor must comply with the provisions of the ESQC Permit for the project their construction activities will impact. Each utility contractor must ensure that their activities do not render ineffective, the erosion prevention and sediment control best management practices (BMPs) for the site. Should a utility contractor damage or render ineffective any BMPs for the site, the utility contractor must repair or replace such BMPs immediately on the site. The utility contractor will be responsible for a BMP that includes seed or sod and must provide maintenance, including any watering necessary to insure the establishment of the sod or seed. The establishment period for a BMP that includes sod or seed shall be thirty days, after which, if the area does not have an acceptable level of establishment, the utility contractor must re-sod or re-seed until satisfactory establishment is achieved.~~
2. ~~Utility contractors working in a street right-of-way to repair existing or install new utilities shall meet the requirements of Part B of this Section of this Code. The utility contractor is required to provide appropriate inlet protection and sediment control during the course of the work so as to ensure the storm sewer system is protected from pollution. The utility contractor is also required to provide street sweeping as necessary to insure that sediments resulting from their activity do not enter the stormwater system following construction. The street shall be swept within one working day of completion of utility installation on the site. All disturbed vegetation shall be replaced with seed or sod within seven days of completion of utility installation on the site.~~

~~E. Waivers. The City's Planning Office may waive any requirement of this Code upon making a finding that compliance with the requirement will involve an unnecessary hardship.~~

~~(Ord. 1507-5-1 (part), 2008)~~

14.01.040 Criteria Incorporated by Reference

This chapter, when combined with the following documents, their amendments and successors form the criteria used for protecting stormwater quality during construction and development activity in the city. These criteria shall be used for the planning, design and construction of permanent control measures.

- The City of Colorado Springs Drainage Criteria Manual Volume 1 (DCMV1), May 2014, revised January 2021)
- The City of Colorado Springs Drainage Criteria Manual Volume 2 (DCMV2), May 2014, revised December 2020.

- [The City of Colorado Springs Stormwater Construction Manual \(SCM\) Appendix E \(latest version and approved alternatives\).](#)
- [The Mile High Flood Control District \(MHFD\) Urban Stormwater Drainage Criteria Manual \(USDCM\) Volumes 1 through 3 \(latest versions\).](#)

Chapter 14.02 GRADING AND EROSION CONTROL PERMIT ~~EROSION AND STORMWATER QUALITY CONTROL PERMIT (ESQC PERMIT)~~

Sections:

14.02.010 Permit requirements.

~~It is unlawful to initiate any land development activity, land disturbing activity, or other activities which may result in an increase in stormwater quantities, degradation of stormwater quality, or restriction of flow in any storm sewer system, open ditch or natural channel, stormwater easement, water body, or wetland outlet within the jurisdiction of the City, without having first complied with the terms of this Code.~~

[It is unlawful to initiate any land disturbing activities that meet the definition of applicable construction activities or applicable development site without first obtaining a Grading and Erosion Control Permit pursuant to the requirements of this Chapter and Title 18.](#)

~~A. — Permit Application. All persons subject to meeting the requirements and needing to obtain a ESQC Permit shall complete and file with the Stormwater Manager an application in the form prescribed by the Stormwater Manager and accompanied by a fee established by the City Council. The permit application may need to be accompanied by an ESQC Plan, if such a plan has not been previously approved. Permit applications may be denied if the applicant is not in compliance on another ESQC Permit currently in effect.~~

[1. Permit Application. Grading and Erosion Control permit submittals shall follow the general application procedures in Section 18.06.3 of Title 18. Applicants shall make an application to the Planning Department in accordance with the Grading and Erosion Control Permit Checklist. Grading and Erosion Control Plan submittals for applicable construction activities shall be developed by a professional engineer licensed to operate in the state of Colorado, consistent with content requirements of the Grading and Erosion Control Plan checklist. A copy of the Grading and Erosion Control Plan Checklist can be obtained at the Planning Department.](#)

~~B. ESQC Permit Applicability. An ESQC Permit will be required for construction activities resulting in a land disturbance, within the City, as defined by Chapter 18.68—Grading Permit of the Zoning Code. An ESQC Permit application does not require certification by a Professional Engineer registered in the State of Colorado, but will only be issued at the discretion of the Stormwater Manager. Commencing earthwork on a project prior to ESQC Permit approval is considered a violation of this Code.~~

[2. Stormwater Management Plan. A Stormwater Management Plan \(SWMP\) shall be developed and submitted with a Grading and Erosion Control Plan for all applicable construction activities and applicable development sites. A Stormwater Management Plan \(SWMP\) is a plan developed in](#)

compliance with the content requirements of Stormwater Management Plan Checklist. A copy of the SWMP Checklist can be obtained from the Planning Department.

The SWMP shall be a separate, standalone document from the engineering plan set. The purpose of the SWMP is to develop and document a systematic approach to identify possible pollutant sources that may contribute pollutants to stormwater, and identify construction control measures that, when implemented, will prevent or reduce the discharge of pollutants to state waters. The SWMP shall be completed and implemented prior to beginning ground disturbing activities, and revised as construction proceeds to accurately reflect the conditions and practices at the site. Revisions must be made to the SWMP before changes are made in the field. A map showing the current location, status and changes to the control measures are required. The owner or his representative shall keep records of the control measures as they are installed or removed according to the SWMP. The SWMP shall be developed by a Qualified Stormwater Manager.

- C. ~~Permit Delays. The Stormwater Manager may withhold granting approval of an ESQC Permit until all issues associated with the site are resolved to the satisfaction of the Stormwater Manager. Permits may be conditioned with delays such that work cannot begin until a specified date or until after the site is inspected.~~

3. Notice to Proceed. No work shall begin on an approved Grading and Erosion Control Permit until a Notice to Proceed is issued by the Planning Director or their designee. A Notice to Proceed will be issued after all necessary approvals are issued by the Planning Director, all fees are paid, and financial assurance is received when applicable, and the installation of initial control measures are verified by a City inspector. Starting work without a Notice to Proceed may result in an immediate Stop Work Order issued by the Planning Director.

~~D. Permit Conditions. Permits are issued subject to all provisions of this Code, the Zoning Code, the Subdivision Regulations, and all other applicable regulations, user charges and fees established by the City Council. Permits may contain, but are not limited to, any of the following conditions:~~

- ~~1. A Stormwater Connection Fee for a Stormwater Outlet utilizing the City's Municipal Separate Storm Sewer System (MS4) in accordance with a cost determined by the Stormwater Manager and approved by the City Council for said Outlet;~~
- ~~2. Limits on the maximum rate of allowable stormwater discharge;~~
- ~~3. Requirements for water quality of stormwater discharge;~~
- ~~4. Requirements for the installation, operation and maintenance of stormwater facilities including detention/retention or other treatment facilities;~~
- ~~5. Requirements for erosion and sediment control, including measures to be implemented and other procedures necessary to protect the stormwater system;~~
- ~~6. Compliance schedule;~~
- ~~7. Requirements for notification to and acceptance by the Stormwater Manager of any land disturbing activities which have the potential for increasing the rate of stormwater discharge resulting in degradation of stormwater quality;~~
- ~~8. Easements; and~~
- ~~9. Other conditions as deemed appropriate by the Stormwater Manager to insure compliance with this Code.~~

14.02.020 Exclusions.

Construction activities may be excluded from the definition of applicable construction activity only when the Division waives requirements for stormwater discharges associated with small construction activity in accordance with Regulation 61.3(2)(f)(ii)(B) (the “R-Factor” waiver).

Construction activities do not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of a facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance. Repaving activities where underlying and/or surrounding soil is cleared, graded, or excavated as part of the repaving operation are considered construction activities and are not excluded.

~~E. — Permit Duration. Permits must be issued for a time period specified by the Stormwater Manager. The applicant, if necessary, shall apply for permit renewal a minimum of ninety days prior to the expiration of the applicant's existing permit. The terms and conditions of a permit are subject to modification by the Stormwater Manager during the term of the permit. Any denied or expired application may be resubmitted with additional information addressing the concerns contained within the denial or the reason why the original permit was allowed to expire. The resubmitted application shall be subject to all applicable fees and review time lines as if it were a new application.~~

14.02.030 Permit Conditions.

The following additional requirements apply to applicable construction activity. Appropriate control measures must be implemented prior to the start of construction activity, must control potential pollutants during each phase of construction, and must be continued through final stabilization. Appropriate structural control measures must be maintained in operational condition.

1. Control measures must be selected, designed, installed, implemented, and maintained to provide control of all potential pollutants, such as but not limited to sediment, construction site waste, trash, discarded building materials, concrete truck washout, chemicals, sanitary waste, and contaminated soils in discharges to the MS4 or waters of the state. At a minimum pollutant sources associated with the following activities (if part of the applicable construction activity) must be addressed:

1. Land disturbance and storage of soils
2. Vehicle tracking
3. Loading and unloading operations
4. Outdoor storage of construction site materials, building materials, fertilizers, and chemicals
5. Bulk storage of materials
6. Vehicle and equipment maintenance and fueling
7. Significant dust or particulate generating processes
8. Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils
9. Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment

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10. Dedicated asphalt and concrete batch plants.
 11. Other areas or operations where spills can occur.
 12. Other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit and wash water that may contribute pollutants to the MS4.

F. —

2. Correction of Deficiencies. The project owner is responsible for ensuring and documenting that control measures are maintained and are operating as intended by the design specifications. Control measures must be routinely maintained in accordance with good engineering, hydrologic and pollution control practices. When there is a failure to implement control measures or a control measure has failed or is determined by the Qualified Stormwater Manager to be an inadequate control measure, it must be addressed as soon as possible, immediately in most cases to minimize the discharge of pollutants. All corrective actions for control measures must be completed within 3 calendar days after the noncompliance issue is first identified.

14.02.040 Permit Inspections.

Inspections of applicable construction activities are conducted by the City Inspectors to ensure compliance with the GEC Plan and the SWMP. The focus of construction sites inspections is to ensure construction is following the approved plans and that control measures are installed and maintained consistent with the onsite SWMP to prevent non-stormwater discharges from leaving the site and create negative public safety, property or stormwater quality impacts.

The following inspections may be performed at applicable construction activity in the City. Not all inspection types may be performed at all sites.

1. Initial Inspections. Initial inspections are performed by a City Inspector to confirm that the initial control measures are implemented according to the approved GEC Plan. The initial inspection also serves to establish contact between inspectors and the site personnel responsible for implementing the approved plans. No land disturbance or construction activities may occur prior to the initial inspection, with the exception of initial control measure installation. No stockpiling of materials is permitted prior to the initial inspection. The City Inspector will verify all initial Control Measures have been properly installed, take pre-disturbance photographs, and discuss self-inspection requirements with the Qualified Stormwater Manager. Dewatering measures will be discussed, including State dewatering permit requirements as applicable.
2. Self-Inspections. The project owner is required to conduct self-inspections of applicable construction activity. The purpose of these inspections is to ensure that all control measures are installed according to the approved plans, appropriate for the intended use, operating effectively, and are properly maintained. The self-inspections shall be conducted by a Qualified Stormwater Manager. There are two options for conducting self-inspections.
 - A. A thorough inspection shall be conducted at least once every 14 calendar days and after storm events. Post-storm event inspections must be conducted within 24 hours following the end of any precipitation or snowmelt event that causes surface erosion. The post-storm inspections may be used to fulfill the 14-day routine inspection requirement.

B. The Qualified Stormwater Manager may choose to perform self-inspections every 7 calendar days without the requirement for post-storm event inspections. The self-inspection schedule must be identified in the self-inspection reports. A more frequent inspection schedule than this minimum may be necessary to ensure that Control Measures continue to operate intended. Site conditions such as steep grades and close proximity to a water of the state are reasons for increasing the frequency of self-inspections.

The Qualified Stormwater Manager shall retain copies of all self-inspection reports on site during active construction and provide them to the City upon request.

3. Reduced Frequency Inspections. The Qualified Stormwater Manager may perform self inspections at a minimum of one inspection every thirty (30) days when the following conditions are met.

A. All construction activities resulting in ground disturbance are complete;

B. All activities required for final stabilization, identified in the stormwater management plan are completed, with the exception of the application of sod or seed that has not occurred due to seasonal conditions or the necessity for additional seed application to augment previous efforts; and

C. The stormwater management plan has been amended to locate those areas to be inspected in accordance with the reduced schedule allowed for in this paragraph.

4. City Oversight Inspections. Applicable construction activities shall be inspected by a City Inspector (Planning or Public Works) during construction and until final stabilization is achieved. City oversight inspections shall be performed at all applicable construction activities for the purpose of assuring compliance with the City's MS4 Permit. Inspections performed by City Inspectors do not fulfill the requirement for Self-Monitoring Inspections to be conducted by the project owner. City inspections will include observations and documentation of control measures and permanent stormwater control facilities for conformance with the SWMP, approved construction drawings and the GEC Plan. During a City inspection the site is assessed for general compliance with the permit, overall site management, and record-keeping.

The City may conduct the following types of inspections: Routine Inspections, Compliance Inspections, Complaint Response Inspections, Inactive Site Inspections, Staff Vacancy Inspections and Indicator Inspections. Not all inspection types may be performed at all sites. For all inspections conducted by the City inspectors, a copy of the completed inspection report will be provided to the project owner and Qualified Stormwater Manager typically within two (2) business days following the inspection.

A. Routine Inspections. Routine Inspections are conducted to assess control measures, pollutant sources, and discharge points. During a Routine Inspection, any failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges have occurred. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, if a failure to implement a control measure, or an inadequate control measure results in an off-site discharge of pollutants.

During a Routine Inspection, the City Inspector may review all Self-Monitoring Inspection reports for accuracy and completeness. In addition, the SWMP and GEC Plan may be reviewed to ensure the plans reflect current site conditions.

Routine Inspections are conducted at least once every 45 days.

- B. Compliance Inspections. Compliance Inspections are conducted as a follow up to an Illicit Discharge, or a previously documented failure to implement a control measure, or an inadequate control measure. During Compliance Inspections the City Inspector shall verify if corrective actions have been completed on sites where an Illicit Discharge, a failure to implement a control measure, or an inadequate control measure was documented in the previous inspection report,

A compliance inspection, or alternative inspection listed below, must identify if corrections have been completed on sites where the permittee has documented an illicit discharge or failure to implement a control measure or an inadequate control measure during the previous inspection. One of the following, that incorporates this required scope, may be performed or required in lieu of a compliance inspection within 14 days of the permittee site inspection identifying that there is a failure to implement a control measure or an inadequate control measure:

- i. Routine inspection in accordance with paragraph A above;
- ii. Indicator Inspection in accordance with paragraph D.3. below; or
- iii. Operator Compliance Inspection: The City requires the operator to inspect and report that the corrective actions are complete as necessary to meet the requirements of the permit. The operator report must include photographs of the new/adequate control measure(s).

Compliance Inspections are conducted within 14 days of the previous inspection, unless the necessary corrections were made and observed by the City Stormwater Inspector during the previous inspection when the compliance issue was observed.

- C. Complaint Response Inspections. Complaint Response Inspections are conducted in response to a complaint received by the City. Complaint Response Inspections are conducted to assess control measures, pollutant sources, and discharge points. During a Complaint Response Inspections, any failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges are occurring. Discharge points to the MS4 or adjacent property will be evaluated to determine if an Illicit Discharge has occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

- D. Reduced Site Inspections. Reduced Site Inspections are conducted by City Stormwater Inspectors at the frequency indicated below:

- 1. Inactive Site Inspections. Inactive Site Inspections are conducted on sites where land disturbing activities are complete and pending growth of vegetation for final stabilization, or for sites where no construction activity has occurred since the last inspection. During an Inactive Site Inspection, failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be inspected to determine if any non-allowable

discharges have occurred. Discharge points to the MS4 or adjacent property will be evaluated to determine if any non-allowable discharge has occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Inactive Site Inspections are conducted at least once every 90 days.

2. Staff Vacancy Inspection. Staff Vacancy Inspections are conducted as needed to accommodate a City staff vacancy or leave due to vacation or illness. During a Staff Vacancy Inspection, failures to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges have occurred. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Staff Vacancy Inspections are conducted at least once every 90 days.

3. Indicator Inspection. Indicator inspections are a drive-by or screening, conducted to assess sites for indicators of noncompliance and do not fully assess the adequacy of control measures and overall site management. Before an indicator inspection may be conducted, a routine inspection of an applicable construction activity must first occur. During this inspection the perimeter of a site will be evaluated for indicators of failure to implement, and inadequate control measures. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Indicator inspections may be conducted at least once every 14 days with a routine inspection conducted at least once every 90 days.

- E. Final Inspection. When a request to terminate a Grading and Erosion Control Permit is received by the Planning Director the City and the Qualified Stormwater Manager will conduct a final inspection of the site to determine if the conditions for permit termination are met.

Final inspections are also used by the City to determine if permanent control measures are constructed according to approved plans; and to determine if:

- Any sediment or other pollutant that may have been transferred off-site has been removed.
- All PCMs have been maintained and are functioning in accordance with the design and the O&M Manual.
- As-Built Drawings are accurate and provided to the City.
- All CCMs have been removed from the site.
- Streets, parking lots and other paved surfaces (on-site and off-site) are free of sediment and debris.
- Drainage structures such as pipes, inlets and channels are clean and in good service.

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- The site is in compliance with all required corrective action identified during previous Inspections.
 - A copy of the CDPHE Colorado Discharge Permit System Notice of Termination, Permit Modification Certification, or Permit Transfer Certification is provided to the City.

14.02.050 Permit Termination.

A request to terminate a Grading and Erosion Control Permit for an applicable construction activity must be submitted by the project owner to the Planning Director, after a site establishes final stabilization. The following conditions must be met for approval to terminate the permit.

1. All construction activities at the site are complete and no further land disturbing activities will occur.
2. For all areas where ground surface disturbing activities occurred a uniform vegetative cover has been established with an individual plant density of at least 70 percent of pre-disturbance levels, or equivalent permanent, physical erosion reduction methods have been employed.

For sites using vegetation cover as a final stabilization method the following criteria shall be met.

- a) The vegetation may include perennial grasses, plants, shrubs and trees consistent with regionally approved seed mixes.
- b) Individual plant density equivalent to 70% of pre-disturbance levels shall be evenly distributed and be based on a locally representative location that is undisturbed.
- c) Noxious weeds shall not be present.

Following the Permit Termination Inspection, the City Inspector will send the owner a Termination Inspection Report.

Once all Permit Termination Inspection Report findings have been addressed, the City will provide the owner a written Notice of Termination stating that the GEC Permit has been terminated.

All Self-Monitoring and City Inspections shall cease at Permit Termination.

~~Permit Modification. The Stormwater Manager for just cause and upon thirty day notice may modify any ESQC Permit. Just cause shall include but not limited to:~~

- ~~1. Promulgation of new federal, state or local regulatory requirements;~~
- ~~2. Changes in the requirements of this Code, the Zoning Code or the Subdivision Regulations;~~
- ~~3. Changes in the process used by the Permittee or changes in discharge rate, volume, or character; and~~
- ~~4. Changes in the design or capability of the receiving Stormwater Systems.~~

~~The applicant must be informed of any proposed changes in the permit at least thirty days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.~~

~~G. —~~

~~Permit Amendments. ESQC Permit's may be amended (by applicant) only by a written request submitted by the Permittee to the Stormwater Manager. This request shall contain the reason for the change and documentation related to any additional impacts, which may result from amendment approval. Amendment requests submitted prior to issuance of an ESQC Permit shall be considered part of the original submittal. Amendment requests filed after permit approval shall be considered and reviewed under the same procedures and guidelines used for the ESQC Permit Applications under this Section. Depending on the extent of the amendment, the Stormwater Manager may waive any additional fees for a permit amendment review.~~

~~H. — Permit Transfer. A permit runs with the property it covers, until the permitted activities are completed, and is transferable to new Landowners in its entirety or by parcel, with each parcel being subject to the permit and any conditions, which apply to that parcel. Land transfers must be reported to the Stormwater Manager within seven days of the transfer. This section refers to City issued permits and does not release the applicant or owner from transfer requirements for a CDPS/Stormwater Construction Permit, including but not limited to permit transfers or subdivision registration.~~

~~I. — Monitoring Facilities. The Stormwater Manager may require the Applicant to provide and operate at the applicant's expense a monitoring facility to allow inspection, sampling, and flow measurements of each Stormwater System component. Where at all possible, the monitoring facility shall be located on the Applicant's property as opposed to being located on public rights-of-way. Ample room must be allowed for accurate flow measuring and sampling and the facility shall be kept in a safe and proper operating condition.~~

~~J. — Inspection. The Stormwater Manager may inspect the Stormwater Management System of any Permittee to determine compliance with the requirements of this Code. The applicant shall promptly allow the City and their authorized representatives upon presentation of credentials, to:~~

- ~~1. — Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations, inspections or surveys;~~
- ~~2. — Bring such equipment upon the permitted site as is necessary to conduct such inspections, surveys and investigations;~~
- ~~3. — Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of this permitted site;~~
- ~~4. — Inspect the stormwater pollution control measures (BMPs);~~
- ~~5. — Sample and monitor any items or activities pertaining to stormwater pollution control measures (BMPs).~~

~~Any temporary or permanent obstruction to the safe and easy access of such an inspection shall be promptly removed upon the inspector's request. The cost of providing such access shall be born by the Permittee.~~

~~K. — Inspections of the ESQC Plan's BMPs. At a minimum, such inspections shall be done weekly by the Permittee (general contractor, developer or the developer's designated representative), and within twenty four hours after every storm or snow melt event large enough to result in runoff from the site (approximately 0.25 inches or more in twenty four hours). At a minimum, these inspections shall be done during active construction.~~

~~L. — Other Permits. All conditions of the Colorado Department of Public Health and Environment (CDPHE) Stormwater Construction Permit and the City's Municipal Separate Storm Sewer Systems (MS4) CDPS General Permit shall be met prior to issuance of an ESQC Permit.~~

14.02.060 Other Permits.

The project owner is responsible for ensuring all other applicable, local, state and federal permits are obtained prior to initiating land disturbing activities. Construction sites meeting the definition of applicable construction activity also meet the applicability requirements of the Colorado Discharge Permit System (CDPS) Stormwater Discharges Associated with Construction Activity (COR400000) permit. Projects that require construction dewatering require additional CDPS permit coverage for that activity. Sites occurring in a live stream or within a designated floodplain may also be subject to additional local and federal permitting requirements.

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.02.020 Erosion and stormwater quality control plan (ESQC plan).~~

14.03 Grading and Erosion Control Plan

~~A. The ESQC Plan shall consist of the following:~~

- ~~1. Stormwater Management Plan (SWMP), consistent with guidelines outlined in the CDPHE Stormwater Construction Permit and El Paso County SWMP Checklist.~~
- ~~2. Detailed Grading and Erosion Control Plan (GEC) consistent with the El Paso County GEC Submittal Checklist.~~

~~B. The ESQC plan must be:~~

- ~~1. Consistent with the ESQC Permit approved by the Stormwater Manager, including any special provisions or conditions.~~
- ~~2. In conformance with the requirements of the City of Manitou Springs Municipal Specifications, this Code, the Zoning Code, the Subdivision Regulations, and any other necessary permits required and issued by other government agencies.~~
- ~~3. Sealed and signed by a Professional Engineer registered in the State of Colorado.~~
- ~~4. Submitted to the Stormwater Manager for approval.~~
- ~~5. Approved by the Stormwater Manager prior to commencing construction.~~

~~C. The ESQC Plan, in a format acceptable to the Stormwater Manager, shall contain a drawing or drawings delineating the features, described to be implemented, including details of perimeter protection, construction phasing, storm drain inlet protection, erosion control measures, temporary stabilization measures, including all BMPs. In addition the construction specifications shall contain technical provisions describing erosion, sedimentation, and water control measures to be utilized during construction as well as to define the entities responsible for the installation and maintenance of the BMPs. The ESQC Plans must be incorporated into the approved construction documents.~~

~~(Ord. 1507 § 1 (part), 2008)~~

A Grading and Erosion Control Plan (GEC Plan) meeting the requirements of this Title shall be submitted with all applications for a Grading and Erosion Control Permit for applicable construction activities and applicable development sites. The GEC Plan shall be developed, signed and stamped by a professional engineer licensed to work in Colorado. The GEC Plan shall be developed to include all the required

elements and standard notes identified in the Grading and Erosion Control Plan Checklist provided by the Planning Department.

14.04 Permanent Stormwater Management.

All applicable development sites shall have operational permanent stormwater quality control measures at the completion of the site. In the case where permanent water quality control measures are part of future phasing, the owner must have a mechanism to ensure that all control measures will be implemented, regardless of completion of future phases or site ownership. In such cases, temporary water quality control measures must be implemented as feasible and maintained until removed or modified. All stormwater water quality control measures must meet one of the base design standards of this Chapter.

14.04.01 Exclusions.

The following sites may be excluded from the definition of applicable development site.

- A. Pavement Management Sites: Sites, or portions of sites, for the rehabilitation, maintenance, and reconstruction of roadway pavement, which includes roadway resurfacing, mill and overlay, white topping, black topping, curb and gutter replacement, concrete panel replacement, and pothole repair. The purpose of the site must be to provide additional years of service life and optimize service and safety. The site must be limited to the repair and replacement of pavement in a manner that does not result in an increased impervious area and the infrastructure must not substantially change. The types of sites covered under this exclusion include day-to-day maintenance activities, rehabilitation, and reconstruction of pavement. Roadways include: roads and bridges that are improved, designed or ordinarily used for vehicular travel, and contiguous areas improved, designed and ordinarily used for pedestrian or bicycle traffic; drainage for the roadway; and/or parking along the roadway. Areas used primarily for
- B. Excluded Roadway Redevelopment: Redevelopment sites for existing roadways, when one of the following criteria is met:
 - A. The site adds less than 1 acre of paved area per mile of roadway to an existing roadway, or
 - B. The site does not add more than 8.25 feet of paved width at any location to the existing roadway.
- C. Excluded Existing Roadway Areas: For redevelopment of existing roadways, only the area of the existing roadway is excluded from the requirements of an applicable development site when the site does not increase the width by two times or more, on average, of the original roadway area. The entire site is not excluded from being considered an applicable development site for this exclusion. The area of the site that is part of the added new roadway area is still an applicable development site.
- D. Aboveground and Underground Utilities: Activities for installation or maintenance of underground utilities or infrastructure that does not permanently alter the terrain, ground

cover, or drainage patterns from those present prior to the construction activity. This exclusion includes, but is not limited to, activities to install, replace, or maintain utilities under roadways or other paved areas that return the surface to the same condition.

- E. Large Lot Single Family Sites: A single-family residential lot, greater than or equal to 2.5 acres in size per dwelling and having a total lot impervious area of less than 10 percent. A total lot imperviousness greater than 10 percent is allowed when a study specific to the watershed and/or MS4 shows that expected soil and vegetation conditions are suitable for infiltration/filtration of the WQCV for a typical site, and the permittee accepts such study as applicable within its MS4 boundaries. The maximum total lot impervious covered under this exclusion shall be 20 percent.
- F. Non-Residential and Non-Commercial Infiltration Conditions: This exclusion does not apply to residential or commercial sites for buildings. This exclusion applies to applicable development sites for which post-development surface conditions do not percentile stormwater runoff event. In addition, post-development surface conditions must not be projected to result in a surface water discharge from the 80th percentile stormwater runoff events. percentile event must be infiltrated and not discharged as concentrated flow. For this exclusion to apply, a study specific to the site, watershed and/or MS4 must be conducted. The study must show rainfall and soil conditions present within the permitted area; must include allowable slopes, surface conditions, and ratios of impervious area to pervious area; and the permittee must accept such study as applicable within its MS4 boundaries.
- G. Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped: Permittees may exclude sites with land disturbance to undeveloped land (land with no human-made structures such as buildings or pavement) that will remain undeveloped after the site.
- H. Stream Stabilization Sites: Permittees may exclude stream stabilization sites.
- I. Trails: Bike and pedestrian trails are excluded. Bike lanes for roadways are not included in this exclusion, unless attached to a roadway that qualifies under another exclusion in this section.

14.04.02 Base Design Standards.

The City's oversight for applicable development sites shall be implemented to address the selection, installation, implementation, and maintenance of control measures in accordance with requirements of the MS4 permit. The "base design standard" is the minimum design standard for new development and redevelopment. The permanent control measures for applicable development sites shall meet one of the following base design standards.

- 1. WQCV Standard: The control measure(s) is designed to provide treatment and/or infiltration of the WQCV and:
 - A. 100% of the applicable development site is captured, except the owner may exclude up to 20 percent, not to exceed 1 acre of the applicable development site area when the City has determined that it is not practicable to capture runoff from portions of the site that will not drain towards control measures. In addition, the owner must also determine that the implementation of a separate control measure for that portion of the site is not practicable (e.g., driveway access that drains directly to the street).
 - B. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism

and functionality of the control measure implemented. Consideration of drain time shall include maintaining vegetation necessary for operation of the control measure (e.g., wetland vegetation).

2. Pollutant Removal Standard: The control measure(s) is designed to treat at a minimum the 80th percentile storm event. The control measure(s) shall be designed to treat stormwater runoff in a manner expected to reduce the event mean concentration of total suspended solids (TSS) to a median value of 30 mg/L or less.

100% of the applicable development site is captured, except the owner may exclude up to 20 percent not to exceed 1 acre of the applicable development site area when the owner has determined that it is not practicable to capture runoff from portions of the site that will not drain towards control measures. In addition, the owner must also determine that the implementation of a separate control measure for that portion of the site is not practicable (e.g., driveway access that drains directly to the street).

3. Runoff Reduction Standard: The control measure(s) is designed to infiltrate into the ground where site geology permits, evaporate, or evapotranspire a quantity of water equal to 60% of what the calculated WQCV would be if all impervious area for the applicable development site discharged without infiltration.

This base design standard can be met through practices such as green infrastructure. "Green infrastructure" generally refers to control measures that use vegetation, soils, and natural processes or mimic natural processes to manage stormwater. Green infrastructure can be used in place of or in addition to low impact development principles.

4. Applicable Development Site Draining to a Regional WQCV Control Measure: The regional WQCV control measure must be designed to accept the drainage from the applicable development site. Stormwater from the site must not discharge to a water of the state before being discharged to the regional WQCV control measure. The regional WQCV control measure must meet the requirements of the WQCV in B.1.above.

5. Applicable Development Site Draining to a Regional WQCV Facility: The regional WQCV facility is designed to accept drainage from the applicable development site. Stormwater from the site may discharge to a water of the state before being discharged to the regional WQCV facility. Before discharging to a water of the state, at least 20 percent of the upstream imperviousness of the applicable development site must be disconnected from the storm drainage system and drain through a receiving pervious area control measure comprising a footprint of at least 10 percent of the upstream disconnected impervious area of the applicable development site. The control measure must be designed in accordance with a design criteria included in this Title. In addition, the stream channel between the discharge point of the applicable development site and the regional WQCV facility must be stabilized.

The regional WQCV facility must meet the following requirements:

- A. The regional WQCV facility must be implemented, functional, and maintained following good engineering, hydrologic and pollution control practices.
- B. The regional WQCV facility must be designed and maintained for 100% WQCV for its entire drainage area.

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- C. The regional WQCV facility must have the capacity to accommodate the drainage from the applicable development site.
 - D. The regional WQCV facility be designed and built to comply with all assumptions for the development activities planned by the permittee within its drainage area, including the imperviousness of its drainage area and the applicable development site.
 - E. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the facility. Consideration of drain time shall include maintaining vegetation necessary for operation of the facility (e.g., wetland vegetation).
 - F. The permittee shall meet the requirements in Parts I.E.4.a.v. and vii. and Part I.E.4.b. for the regional WQCV facility consistent with requirements and actions for control measures.
 - G. The regional WQCV facility must be subject to the City's authority.
 - H. Regional Facilities must be designed and implemented with flood control or water quality as the primary use. Recreational ponds and reservoirs may not be considered Regional Facilities. Water bodies listed by name in surface water quality classifications and standards regulations (5 CCR 1002-32 through 5 CCR 1002-38) may not be considered regional facilities.

6. Constrained Redevelopment Sites Standard.

- A. Applicability: the design standards in this paragraph may be used for sites meeting the following constrained redevelopment sites criteria.

- 1) The applicable redevelopment site is for a site that has greater than 75% impervious area, and
- 2) The City has determined that it is not practicable to meet any of the base design standards of this section. The City's determination shall include an evaluation of the applicable redevelopment site's ability to install a permanent control measure without reducing surface area covered with the structures.

- B. Constrained Redevelopment Sites Design Standard. The control measure(s) is designed to meet **one** of the following:

- 1) Provide treatment of the WQCV for the area captured. The captured area shall be 50% or more of the impervious area of the applicable redevelopment site. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the control measure implemented,
- 2) The control measure(s) is designed to provide for treatment of the 80th percentile storm event. The control measure(s) shall be designed to treat stormwater runoff in a manner expected to reduce the event mean concentration of total suspended solids (TSS) to a median value of 30 mg/L or less.

A minimum of 50% of the applicable development area including 50% or more of the impervious area of the applicable development area shall drain to the control measure(s). This standard does not require that 100% of the applicable redevelopment site area be directed to control measure(s) as long as the overall removal goal is met or exceeded (e.g., providing increased removal for a smaller area), or

- 3) Infiltrate, evaporate, or evapotranspiration, through practices such as green

infrastructure, a quantity of water equal to 30% of what the calculated WQCV would be if all impervious area for the applicable redevelopment site discharged without infiltration.

14.04.03 Financial Surety.

Grading and Erosion Control Plans that include the construction of public and private development improvements shall be required to provide financial security pursuant to Title 18. The financial surety amount shall be determined by the engineer of record and based on the current Financial Assurance Estimate form provided by El Paso County. The owner shall submit financial security to the Planning Department prior to the approval of the Grading and Erosion Control Permit.

14.04.04 Final As-built Drawings.

All GEC Plans that include the construction of public and private development improvements shall provide Final As-built construction drawings for all public improvements and public and private permanent stormwater quality control structures. The final as-built drawings shall document the final configurations for all improvements as they were constructed. The professional engineer of record, registered in the State of Colorado shall certify the final as-built plans. If no significant or material changes occurred between the approved plans and final construction, the owner may submit a letter from the engineer of record certifying conformance with the approved plans and construction drawings. In this case, record drawings are not required to be submitted to the Planning Department.

14.04.05 Permanent Control Measure Operation, Maintenance and Access.

The MS4 Permit requires the City to ensure the long-term operation and maintenance of permanent stormwater quality control measures. The City must implement inspection and acceptance procedures to ensure that PCMs are constructed, implemented, and operate in accordance with the approved GEC Plan, construction drawings and drainage report. All applicable development sites shall have operational permanent water quality control measures at the completion of the site.

1. Confirmation that post-construction stormwater quality control measures operate according to approved plans occurs through the use of an inflow hydrograph routed through a basin model. This analysis and the resulting hydrograph shall be performed by the Engineer of Record for the owner or authorized agent of the applicable development site and provided with Final Drainage Report included in the development plan submitted to the Planning Department. If the Planning Director determines that significant changes to the approved plans are identified in the "as-built" drawings, an additional inflow hydrograph based on the "as-built" changes shall be provided to the City to confirm that the changes made during construction did not negatively alter the effective operation of the control measure.
2. Ownership. Permanent stormwater management infrastructure, including but not limited to storm drain inlets, swales, channels, pipes, and PCMs located on private property shall be owned and operated by the owner of the property on which the structures are located.
3. Easement. Prior to approval of a subdivision or issuance of a Certificate of Occupancy, owners of applicable development sites with permanent stormwater quality control measures, shall submit to

the Planning Department a signed private maintenance and access agreement for all permanent control measures that were constructed. This agreement shall be submitted to and recorded by the El Paso County Clerk and Recorder. The City uses these agreements as the primary mechanism to ensure the long-term operation and maintenance of post construction stormwater quality control measures. The agreement shall also provide for access by the City for inspection and repair if required. The agreement templates are available through the Planning Department.

4. Operation and Maintenance Manual. A detailed Operation and Maintenance Manual covering inspections, operation and maintenance of permanent BMPs shall be provided to the person responsible for the Private Maintenance Agreement for Permanent BMPs. The Operation and Maintenance Manual shall include specifics on frequency of inspections and maintenance; standards for vegetation or structures, such as species of vegetation, mowing height, revegetation of worn or eroded areas, cleaning methods; depth of sediment requiring removal; replacement frequencies; and other relevant topics.
5. Acceptance. Upon completion of all required corrective actions or maintenance items identified in a Final Inspection report, a PCM will be added into the Manitou Springs Permanent Control Measure Inventory. Addition to the City inventory does not negate the owner's the long-term operation and maintenance requirements for the PCMs.
6. Inspections. The owner of PCMs shall inspect each facility in accordance with the Operations and Maintenance Manual. The City will inspect private PCMs at minimum once every year to evaluate the long-term operation and maintenance of structures. If during an inspection of a post-construction stormwater quality control structure it is determined and documented by a City Inspector that any owner or authorized agent failed to adequately operate and maintain a permanent stormwater quality control measures or remove the temporary control measures, an enforcement action described in this Title.

14.05 Enforcement.

A process of escalating enforcement measures will be used to ensure compliance with City Grading and Erosion Control Permits and the City MS4 permit. Enforcement shall be applied to sites with an existing GEC Permit, and sites that do not obtain a GECP permit when one is required prior to starting construction. In addition to the enforcement provisions in Title 18, the enforcement procedures included in the Section will be used for applicable construction activities and applicable development sites.

14.05.01 Sites with a GEC Permit.

It is the responsibility of the owner to take all necessary measures to ensure that the site is in compliance with the GEC Permit. The basis for implementing enforcement actions are the inspections conducted by the City and the QSM for the site. City Inspectors will take a compliance assistance approach with the owner during inspections. However, Failure to adequately respond to noncompliance findings documented in any Inspection Report provided by the City may result in an enforcement action.

1. **Escalation.** The MS4 permit requires an enforcement process and sanctions designed to minimize the occurrence of violations and obtain compliance from chronic and recalcitrant violators of stormwater control measure requirements. Thus, escalation of enforcement must occur, as necessary, based upon the severity of the violation and/or the recalcitrance of the violator. As a general outline, the following process will be followed until the site is brought into compliance:

Non-compliance documented on Inspection Report > Verbal Notice of Noncompliance > Written Notice of Noncompliance > Stop Work Order > Revocation of Permit > Performance of Remedial Work and/or Court Order.

The City will exercise its discretion in applying enforcement mechanisms as circumstances warrant. Accelerated enforcement action or the immediate imposition of stricter remedies may be pursued in certain instances. Factors to be considered include:

- Recurrence of the same violation at a site,
- Repeated failure to correct violations at a site; and
- A history of noncompliance or recalcitrance.

2. **Correction of Noncompliance.** With each inspection the City performs at a site, the inspector will document any observed violations of the GEC Permit and SWMP. The owner will remain noncompliant until all violations are corrected.

When the City Inspector observes violations of the GEC Permit, the findings will be documented in the inspection report. Examples of findings include failure to implement control measures, inadequate control measures, or control measures requiring routine maintenance. At the subsequent Compliance Inspection (within 14 days of the previous inspection), if the findings have not been resolved before or during the inspection, then the City Inspector may issue a Notice of Noncompliance to the owner.

When control measures have not been implemented, are inadequate, or require routine maintenance, the owner shall take all necessary steps to minimize or prevent the discharge of pollutants. If it is not feasible to immediately install, repair, or perform maintenance on a control measure, the SWMP must be amended to describe the reason(s) such action is infeasible and establish a schedule for installing, repairing, or performing maintenance as soon as possible.

The owner shall remove and properly dispose of any unauthorized release or discharge (e.g., non-stormwater discharge, trash, sediment, spill, or leak) and clean up any contaminated surfaces on site to minimize future unauthorized discharges.

3. **Notice of Noncompliance.** There are two types of Notices of Noncompliance issued by the City.

A. **Initial Notice of Noncompliance.** During a Compliance Inspection the City Inspector will identify findings from the previous report that have not been resolved and identify these issues as noncompliant in the current inspection report. The informal notice of noncompliance will be provided to the owner as a note in the inspection report. During a subsequent Compliance Inspection (within 14 days of the previous inspection), if the findings have not been resolved before or during the inspection, the City Inspector may issue a Formal Notice of Noncompliance to the owner.

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- B. Formal Notice of Noncompliance.** Following issuance of the Informal Notice of Noncompliance the City will conduct a follow-up Compliance Inspection (within 14 days of the previous Compliance Inspection) to determine if the previous findings were adequately resolved. Findings that have not been adequately resolved from the previous report will be documented in the current Compliance Inspection report and the City Inspector will issue a Formal Notice of Noncompliance. This is a written notice to formally inform the owner that the permitted site is not in compliance with the GEC Permit or other requirements of City criteria, codes or ordinances relating to grading, erosion, and stormwater quality. Failure to subsequently correct the violations prior to the next Compliance Inspection will result in the issuance of a Stop Work Order.
- 4. Stop Work Order.** A Stop Work Order (SWO) is a written order to immediately cease all construction activities at a site. The SWO may be issued by the Planning Director or City Inspector to the owner. An immediate SWO (i.e., enforcement notifications steps described above are skipped) shall be issued when the owner has failed to obtain a Notice to Proceed prior to commencing any land disturbing activities. An immediate SWO may also be issued if the owner has demonstrated noncompliance with the GEC Permit after repeated and documented attempts by the City Stormwater Inspector to bring the site into compliance (i.e., Informal Notice of Noncompliance and Formal Notice of Noncompliance) or if the impacts of noncompliance are great enough, in the City's discretion, to warrant issuance of a SWO. When a SWO is issued, it requires all work on the site to cease. No further land use approvals relative to the site will be allowed by the City, nor will work be allowed to resume, until the owner takes the measures necessary to bring the site into compliance, as described in the SWO. The only work that may continue under a SWO is work associated with bringing the site into compliance and/or stabilizing all land disturbance using temporary or permanent stabilization measures. The owner shall notify the City Inspector, once corrective actions are completed, in order to schedule a follow-up inspection. The City Stormwater Inspector will perform a Compliance Inspection to verify satisfactory completion of required corrective actions identified in the SWO. No work shall commence until the owner receives the Compliance Inspection report with a written notice to resume full Construction Activities.
- 5. Revocation of Permit.** The City may revoke a GEC Permit if the requirements of the SWMP and GEC Plan are not implemented. Revocation of the GEC Permit results in a Stop Work Order and the owner shall submit to the Planning Director an adequate SWMP, GEC Plan, a new permit application, fees. This enforcement level is used in the following instances.
- A. A site refuses to comply with a SWO.**
- B. The current stormwater management plan has been demonstrated to be inadequate and the owner failed to take the necessary measures to improve the plan,**
- C. The owner received three (3) Stop Works Orders, independent of site, from the city within a rolling twelve (12) month period.**
- 6. Performance or Contracting of Remedial Work.** If the owner does not successfully complete all required work or violates any requirement of the GEC Permit, the City may take remedial measures (e.g., City staff or a private contractor may be retained to perform remedial work), charge the cost to the owner, and draw on posted collateral to cover such cost. Such costs shall include the actual cost of any work deemed necessary by the City plus reasonable administrative and inspection costs and penalties, as established by Resolution adopted by the City Council or by a fee schedule

adopted by the Planning Director as authorized by the City Council. If the total of such costs exceeds the owner collateral, as determined by the approved FAE Form, the owner shall be responsible for payment of the remaining balance within thirty calendar days of receipt of an accounting of such from the City. This enforcement level is used when a site is vulnerable to significant erosion or sediment migration and offsite discharge of pollutants and when the owner cannot or will not come into compliance.

7. **Civil Court Action.** Failure to comply with a SWO or Revocation of Permit, or failure to reimburse the City for costs incurred in the Performance or Contracting of Remedial Work, may result in a civil court action being filed against the owner.

14.05.02 Sites without a GEC Permit.

When construction activity is started without an approved GEC Permit, the City considers the owner the ultimate responsible party for all construction activities. When a City Inspector determines that applicable construction activity is occurring or has occurred without an approved GEC Permit, an immediate SWO will be issued to the owner. All construction activity shall cease at the site until a Grading and Erosion Control Permit is obtained from the City. The only work that may continue is implementation of control measures to prevent an offsite discharge. The owner shall follow the procedures outlined in Title 18 and this Title 14 of City Code to obtain the required approval(s). Failure to comply with a SWO may result in a Civil Court Action being filed against the owner.

14.05.03 Illicit Discharges.

The City at its discretion may consider an unauthorized discharge of a pollutant to the MS4 or waters of the state as illicit discharge. In such cases, additional enforcement provided in Title 6 may be pursued. When an illicit discharge occurs directly into Waters of the State, the City, may notify the Colorado Department of Public Health and Environment pursuant to the reporting requirements included in the City MS4 permit or the CDPS General Permit for Stormwater Discharges Associated with Construction Activity.

~~1.—~~

~~14.02.040 New development stormwater management.~~

~~Stormwater quality control best management practices (BMPs) included as part of the final construction for a new development or a significant redevelopment shall be addressed in the grading and erosion control plan and shall comply with the following requirements:~~

- ~~A. — Pre Versus Post Hydrological Response of Site. An applicant shall install or construct, on or for the proposed land disturbing activity or development activity, all stormwater management facilities necessary to manage runoff such that increases in flow under the design conditions will not occur that could exceed the capacity of the outlet, or the stormwater management system, into which the site discharges or that would cause the stormwater management system to be overloaded or accelerate channel erosion as a result of the proposed land disturbing activity or development activity. Under no circumstances shall the two, ten, or one hundred year developed peak flow exceed the two, ten, or one hundred year existing peak flow without prior written approval by the stormwater manager. For regional detention or stormwater management system, the stormwater manager shall recommend a~~

proposed system charge or assessment to be approved by the city council based upon an approved watershed master plan and an analysis of required drainage systems, projected costs and flood protection benefits provided to those properties directly or indirectly impacted by the regional detention or stormwater management system.

- B. ~~Natural Features of the Site.~~ The applicant shall give consideration to reducing the need for stormwater management system facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales and depressions as they exist before development to the degree that they can accommodate the additional water flow without compromising the integrity or quality of these natural features.
- C. ~~Stormwater Management Strategies.~~ The following stormwater management practices shall be investigated when developing permanent erosion control and stormwater quality best management practices (BMPs) for the grading and erosion control plan:
 - 1. ~~Natural infiltration of precipitation and runoff on-site, if suitable soil profiles can be created during site grading. The purpose of this strategy is to encourage the development of a grading and erosion control plan that encourages natural infiltration. This includes providing as much natural or vegetated area on the site as possible, minimizing impervious surfaces, and directing runoff to vegetated areas rather than onto adjoining streets, storm sewers and ditches;~~
 - 2. ~~Flow attenuation by use of open vegetated swales and natural depressions;~~
 - 3. ~~Stormwater detention facilities;~~
 - 4. ~~Stormwater retention facilities; and~~
 - 5. ~~Other facilities, as requested by the stormwater manager.~~
- C. ~~All permanent BMPs shall be in conformance with the requirements of the City of Manitou Springs Municipal Specifications, this Code, the zoning code, the subdivision regulations, and any other necessary permits required and issued by other government agencies.~~
- D. ~~Structural BMPs, such as pipes and inlets, located on private property shall be owned and operated by the owners of the property on which the BMP is located, unless the city in writing agrees that a person other than the owner shall own or operate such BMP.~~
- E. ~~As a condition of approval of the BMP, the owner shall agree to maintain the BMP to its design capacity unless or until the city relieves the property owner of that responsibility in writing. The obligation to maintain the BMP shall be memorialized on the subdivision plat, annexation plat, development agreement or other instrument in a form acceptable to the city and shall be recorded in the office of the county clerk and Recorded.~~
- F. ~~Certification of Permanent BMPs.~~ Upon completion of a project, and before a certificate of occupancy shall be granted, the city shall be provided a written certification stating that the completed project is in compliance with the approved grading and erosion control plan. All applicants are required to submit final "as built" grading and erosion control plans for any permanent BMPs after final construction is completed and must be certified by a Colorado licensed professional engineer. A final inspection by the city is required before the release of any performance securities can occur.
- G. ~~Ongoing Inspection and Maintenance of Permanent BMPs.~~
 - 1. ~~Maintenance Agreements.~~ The owner of site must, unless an on-site stormwater management facility or practice is dedicated to and accepted by the city, execute an inspection and maintenance agreement that shall be binding on all subsequent owners of the permanent BMPs.
 - 2. ~~Long Term Inspection of Permanent BMPs.~~ Permanent BMPs included in a final grading and erosion control plan which are subject to an inspection and maintenance agreement must

undergo ongoing inspections to document maintenance and repair needs and to ensure compliance with the requirements of the agreement, the plan and this chapter.

(Ord. 1507 § 1 (part), 2008)

14.02.050 Technical standards and specifications.

- A. ~~All BMPs (temporary and permanent) designed to meet the requirements of this chapter shall comply with the following technical standards:~~
1. ~~Applicable procedures and guidelines outlined in the city specifications, this code, the zoning code and the subdivision regulations.~~
 2. ~~By reference, the City of Colorado Springs Drainage Criteria Manual, Volume I, dated May 2014, and as may be amended.~~
 3. ~~By reference, the City of Colorado Springs Drainage Criteria Manual, Volume II, dated May 2014, and as may be amended.~~
- B. ~~All proposed BMPs shall be approved prior to construction. Details of proposed BMPs and appropriate specifications shall be submitted with the Erosion and Stormwater Quality Control Plan (ESQC Plan) Grading and Erosion Control Plan.~~

(Ord. No. 29106, § 1, 9-20-2016; Ord. 1507 § 1 (part), 2008)

14.02.060 Operation, maintenance and inspection.

~~All stormwater management systems shall be designed to minimize the need for maintenance, to provide easy vehicle (typically eight feet or wider) and personnel access for maintenance purposes, and to be structurally sound. All stormwater management systems shall have a plan of operation and maintenance that assures continued effective removal of pollutants carried in stormwater runoff. The stormwater manager may inspect all public and private stormwater management systems at any time. Inspection records will be kept on file at the stormwater manager. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow to the stormwater management system for inspection and maintenance purposes. The stormwater manager shall retain enforcement powers for assuring adequate operation and maintenance activities through permit conditions, penalties, noncompliance orders and fees.~~

~~The city or its designated representative shall inspect all stormwater management systems during construction, during the first year of operation and at least once every five years thereafter. The city will keep all inspection records on file for a period of three years beyond the Colorado Department of Public Health and Environment (CDPHE) Stormwater Construction Permit period.~~

(Ord. 1507 § 1 (part), 2008)

14.02.070 Easements.

~~Easements may be required as conditions to the approval of a grading and erosion control plan or issuance of an ESQC permit. If a grading and erosion control plan involves directing some or all of the site's runoff to a drainage easement, the applicant or his designated representative shall obtain from the property owners any necessary easements or other property interests concerning the flowing of such water.~~

(Ord. 1507 § 1 (part), 2008)

~~14.02.080 Grading and erosion control plan amendment.~~

~~Grading and erosion control plans may be amended only by a written request submitted to the development director and stormwater manager. This request shall contain the reason for the change and documentation related to any additional change in projected impacts, which may result from amendment approval. Amendment requests submitted prior to final approval of a plan application shall be considered part of the original submittal. Amendment requests filed after plan approval shall be considered following the same procedures as if it were a new application and subject to all applicable fees and review periods.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.02.090 Final (as-built) grading and erosion control plan.~~

~~Upon completion of all required construction activities, the poermittee shall submit to the stormwater manager a final grading and erosion control plan to document any elevation changes greater than 0.5 feet or material modifications to the approved grading and erosion control plan. The final grading and erosion control plan shall contain record drawings showing the final configuration for all improvements as constructed. A professional engineer registered in the State of Colorado shall certify the final grading and erosion control plan and record drawings. If no significant or material changes occurred between the approved plan and final construction, the owner shall submit a letter certifying conformance with the original grading and erosion control plan and record drawings need not be submitted to the stormwater manager. The permittee, however, is responsible to retain copies of said drawings and provide them to the stormwater manager upon request. Failure to provide these drawings upon written request constitutes a violation of this code.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~Chapter 14.03 SUSPENSIONS, REVOCATIONS AND STOP WORK ORDERS~~

~~Sections:~~

~~14.03.010 Stormwater violations and reporting.~~

~~A. —Erosion and stormwater quality control permit (ESQC permit) and nonpermit related stormwater violations include, but are not limited to:~~

- ~~1. —Commencing site grading or preparation work without first having obtained the required CDPHE stormwater construction permit and/or an ESQC permit.~~
- ~~2. —Noncompliance with the requirements or conditions attached to an approved SWMP of a CDPHE stormwater construction permit, ESQC permit or other standards established by the stormwater manager, under authority of the city.~~
- ~~3. —The causing or allowing of a prohibited discharge to the city stormwater management system or waters of the state.~~
- ~~4. —Failure to remove sediments transported or tracked onto city streets by vehicles or construction traffic within twenty-four hours of it being deposited on the street.~~
- ~~5. —Failure to install and maintain the erosion control measures (BMPs) on a construction site as outlined in the approved ESQC plans, ESQC permit or other standards established by the stormwater manager, under authority of the city.~~

6. ~~Other violations or issues as noted or described throughout this code.~~

B. ~~The stormwater manager shall document the reporting of a violation in writing. Such violation reports may be obtained via a site inspection or a public complaint followed by a site inspection. At a minimum the complaint file shall contain the name and address of the owner, date, time and nature of the violation as well as other information as deemed necessary to document site conditions, including photos and personal conversation records. In the case of a public complaint the file shall also, if voluntarily provided, contain the name address and phone number of the individual filing the complaint. In addition the complaint file shall contain records documenting subsequent site inspections, compliance actions and a memo outlining the determination of the stormwater manager and any enforcement action taken and/or any noncompliance fees levied.~~

(Ord. 1507 § 1 (part), 2008)

~~14.03.020 Emergency suspension.~~

- A. ~~The stormwater manager may for cause order the suspension of an ESQC permit when the stormwater manager determines that an actual or threatened discharge presents or may present and imminent or substantial danger to the health or welfare of persons downstream, or substantial danger to the environment. If such permits are suspended, all work in the area covered by the permit shall cease immediately. If any person is notified of such suspension and then fails to comply voluntarily with the suspension order, the city shall commence whatever steps are necessary to obtain compliance. The stormwater manager may reinstate the ESQC permit upon proof of compliance with all plan or permit conditions. The stormwater manager may also order the immediate suspension of all work if a person or entity is conducting an activity for which a permit is needed without first obtaining the appropriate permit. The suspension shall remain in effect until the required permit(s) are obtained.~~
- B. ~~Whenever the stormwater manager orders the suspension of a plan or permit and/or orders all work to stop pursuant to the emergency provisions of this section, the stormwater manager shall serve notice on the landowner and/or permittee personally, or by registered or certified mail. The landowner and/or permittee has the right to an informal hearing before the Stormwater Manager upon request made in writing and filed with the Stormwater Manager. The informal hearing must be held within five days of the request. Following the hearing, the Stormwater Manager may affirm, modify or rescind the order.~~
- C. ~~Any person dissatisfied with an order the Stormwater Manager issued pursuant to this section may request a hearing by filing a written request for a hearing with the Stormwater Manager, within fifteen days of receipt of the order. The hearing must be held within ten days of receipt of the request. A request for a hearing filed pursuant to this section does not stay the order while the hearing is pending.~~

(Ord. 1507 § 1 (part), 2008)

~~14.03.030 Non-emergency revocation of a permit.~~

- A. ~~An ESQC Permit may be revoked following written notice of violation. An opportunity for a hearing with the Stormwater manager will be provided within five business days. The Stormwater Manager may revoke a plan or permit for cause, including but not limited to:~~
- ~~1. Violation of any terms or conditions of the applicable plan or permit;~~
 - ~~2. False statements on any required reports and applications;~~
 - ~~3. Obtaining a plan or permit by misrepresentation or failure to disclose fully all relevant facts; or~~
 - ~~4. Any other violation of this Code or related ordinance.~~

B. ~~The Stormwater Manager may revoke an ESQC Permit and order a temporary work stoppage to bring a project into compliance. Notice of such an order shall be given and a hearing opportunity provided. Under a revoked plan or permit no additional permit approvals (i.e., building, excavation, etc.) shall be issued for any properties within the area included within the plan or permit boundaries until approved by the Stormwater Manager. In addition the City may deny new permits (i.e., stormwater, building, excavation, etc.) to the Permittee or Landowner in violation for projects in other locations until current permits are brought into compliance.~~

(Ord. 1507 § 1 (part), 2008)

14.03.040 Notification.

Whenever the Stormwater Manager finds that any person has violated or is violating this Code, the approved ESQC Plans, the ESQC Permit and/or its conditions, or any prohibition, limitation or requirement contained herein, the Stormwater Manager shall serve upon such person a written notice stating the nature of the violation. Within seven days of the date of the notice, unless a shorter time frame is set by the Stormwater Manager due to the nature of the violation, a plan is not submitted in a timely manner, or the terms of such plan are not followed, the Stormwater Manager may order all work in the affected area to cease until submittal of such a plan and compliance with the plan is happening.

(Ord. 1507 § 1 (part), 2008)

14.03.050 Appeals.

A. ~~Appeals of Stormwater Manager Decisions.~~

1. ~~Scheduling Appeals. Any person aggrieved by an appealable administrative decision made by the Stormwater Manager may file a formal appeal application with the City Administrator within ten days from the date of the decision. The City Administrator shall schedule a hearing of the appeal within thirty days from the date of receipt of the application for appeal. Written notice of the hearing date, specifying the time and place, shall be provided to the appellant either personally or by registered or certified mail at least five days before the hearing. The evidence submitted at the hearing shall be considered by the City Administrator, who shall either affirm, reverse, modify, or remand back to the Stormwater Manager for additional review of the appealed decision(s).~~
2. ~~Submittal Requirements for Review of an Appeal of an Administrative Decision. In the written appeal application, the appellant must substantiate the following:~~
 - a. ~~Identify the explicit Code provisions that are in dispute;~~
 - b. ~~Show that the administrative decision is incorrect because of one or more of the following:~~
 - i. ~~It was against the language of this Stormwater Quality Code, or~~
 - ii. ~~It was against the expressed intent of this Stormwater Quality Code, or~~
 - iii. ~~It is unreasonable, or~~
 - iv. ~~It is erroneous, or~~
 - v. ~~It is clearly contrary to law;~~
 - c. ~~Identify the benefits and adverse impacts created by the decision, describe the distribution of the benefits and impacts between the community and the appellant, and show that the burdens placed on the appellant outweigh the benefits accrued by the community.~~

3. ~~Criteria for Review of an Appeal of an Administrative Decision.~~

- a. ~~Code was interpreted or applied erroneously.~~
- b. ~~Granting the appeal is not a detriment to public health, safety or welfare.~~

4. ~~Stays of Administrative Decisions. Unless the Office has suspended the Permit or ordered work to stop, a perfected appeal shall operate as a stay of the administrative decision unless determined otherwise by City Administrator.~~

5. ~~Failure to Appeal. The failure to appeal an administrative decision within the ten-day period shall be deemed to be a waiver of the applicant's, or a party in interests, right to appeal to the City Administrator and a failure to exhaust administrative remedies.~~

~~Failure to Appeal. The failure to appeal the decision of the City Administrator within the ten-day period shall be deemed to be a waiver of the applicant's or a party in interest's right to appeal to the City Council for failure to exhaust administrative remedies.~~

6. ~~Appeal Filing Fee. Any person pursuing an appeal pursuant to this subsection shall be responsible for the payment of all fees, per the published fee schedule, and for the completion of all forms which may be prescribed by the City. Failure to pay any required fee or to properly complete any required form shall be deemed a waiver of the right to appeal.~~

B. ~~Appeals of City Administrator Decisions.~~

1. ~~Notice of Appeal. Any person may appeal to the City Council any action of the City Administrator in relation to this Stormwater Quality Code, by filing a written notice of appeal with the City Clerk. The notice of appeal shall be filed with the City Clerk no later than ten days after the action from which appeal is taken, and shall briefly state the grounds upon which the appeal is based.~~

2. ~~Submittal Requirements for Review of an Appeal of a City Administrator Decision. In the written notice, the appellant must substantiate the following:~~

- a. ~~Identify the explicit Code provisions that are in dispute;~~
- b. ~~Show that the City Administrator's decision is incorrect because of one or more of the following:~~
 - i. ~~It was against the language of this Stormwater Quality Code, or~~
 - ii. ~~It was against the expressed intent of this Stormwater Quality Code, or~~
 - iii. ~~It is unreasonable, or~~
 - iv. ~~It is erroneous, or~~
 - v. ~~It is clearly contrary to law;~~

3. ~~Stays of City Administrator Decisions. A perfected appeal shall operate as a stay of the City Administrator's decision unless determined otherwise by City Council.~~

4. ~~Criteria for Review of an Appeal of a City Administrator Decision.~~

- a. ~~Code was interpreted or applied erroneously.~~
- b. ~~Granting the appeal is not a detriment to public health, safety or welfare.~~

5. ~~Action and Procedure by the City Council. Upon receipt of the notice of appeal required by this subsection, the City Clerk shall schedule the item for a City Council meeting. Publication and posting shall be required. The City Council shall hold a public hearing on appeals of a City Administrator~~

~~decision upon the date so scheduled or upon the date to which the same may be postponed or continued.~~

- ~~6. Postponement of Items on Appeal to the City Council. As a matter of course, an appellant may postpone the first scheduled Council hearing or consideration of an appeal from a decision of the City Planning Commission, made in accord with this subsection, to the next following regular Council meeting. Request for any additional postponement shall be only for good cause shown to and found by the City Council. If new or additional evidence is set forth as the grounds for a request for a postponement, the appeal may be referred to the City Administrator for further hearing and recommendations.~~
- ~~7. City Council's Powers Upon Appeal. The City Council shall have the power to refer any matter appealed back to the City Administrator for further consideration or Council may affirm, reverse or modify the action of the City Administrator. City Council may limit the hearing to matters raised on appeal, or may hear the appeal de novo, except in cases of substantial new information or additional evidence. In such cases, the City Council may remand the request back to the City Administrator for further hearing and consideration.~~
8. Failure to Appeal. The failure to appeal the decision of the City Administrator within the ten-day period shall be deemed to be a waiver of the applicant's or a party in interest's right to appeal to the City Council for failure to exhaust administrative remedies.
9. Appeal Filing Fee. The filing fee shall be per the published fee schedule. Failure to pay the fee according to the published fee schedule shall be deemed to be a waiver of the applicant's or a party in interest's right to appeal.

C. Appeals of City Council Decisions. On such appeals, the decision of the City Council shall be final, and shall be subject to review by the courts pursuant to applicable rules and statutes, unless the matter is remanded to the City Administrator. Provided that the City Administrator upholds the order stopping work, such work suspension shall not be stayed as a result of appeal to the District Court.

(Ord. 1507 § 1 (part), 2008)

14.03.060 Legal action.

~~The discharge of deposited or eroded materials onto public rights-of-way or public storm sewer systems within the City of Manitou Springs shall be considered an offense and may result in an order to remove such materials. Removal of such materials shall be at the expense of the Landowner and/or Permittee and shall have three days after receiving the notice to remove these materials. If such materials are not removed, others may remove them under the Public Service Director's order and any associated costs shall be the responsibility of the Landowner or Permittee and, if unpaid within ninety days, may be recommended for assessment action by the City Council against property of the violator.~~

If any person commences any land-disturbing activities which result in increased Stormwater quantity or Stormwater quality degradation into the City's Stormwater Management System contrary to the provisions of this Code, federal or state requirements or any order of the Stormwater Manager, the City Attorney may, commence action for appropriate legal and/or equitable relief including administrative or criminal penalties.

(Ord. 1507 § 1 (part), 2008)

Any person violating any of the provisions of this Code or who initiates an activity that causes a deposit, obstruction, or damage or other impairment to the City's Stormwater Management System is liable to the City for

any expense, loss, or damage caused by the violation or the discharge. The City may bill the person violating this Code the costs for any cleaning, repair or replacement work caused by the violation of stormwater discharge, and if unpaid within ninety days may result in assessment of such costs against the violator's property.

~~Chapter 14.04 ENFORCEMENT, PENALTIES AND NONCOMPLIANCE FEES~~

~~Sections:~~

~~14.04.010 Monitoring, sampling, inspecting and notification of spills.~~

- A. ~~Monitoring and Analysis. The Stormwater Manager may, by written notice, require that any person engaged in any activity or owning or operating any facility which may cause or contribute to stormwater pollution, prohibited discharges, or nonstormwater discharges to the storm drain system or to waters of the state, to undertake at said person's expense such monitoring and analyses, and furnish reports thereof to the City, as the Stormwater Manager may require.~~
- B. ~~Authority to Inspect Private Property. Whenever the Stormwater Manager has cause to believe that there exists or potentially exists, in or upon any premises within the City any condition which is in violation, or is potentially in violation, of any provision of this Code, the Stormwater Manager may enter such premises at any time to inspect the same and to inspect and copy any records related to stormwater compliance. During any inspection, the Stormwater Manager may take such samples and conduct such testing as he or she deems necessary. In the event any owner or occupant of any such property refuses entry, the City may seek assistance from the courts to obtain such entry.~~
- C. ~~Inspections of City Facilities and Infrastructure. The Stormwater Manager shall conduct inspections no less frequently than yearly of the waters in Fountain Creek to check, at a minimum, for suspended solids, grease and oil, chemical oxygen demand and pH. The Public Works Department shall, in addition to regular maintenance of infrastructure, monitoring, and visual point source detection, perform visual inspections no less frequently than quarterly of all sanitary sewer mains in the vicinity of creeks within the City. The City shall be notified of any and all testing and the results thereto, when performed in any creeks within the City.~~
- D. ~~Notification of Spills. In addition to any other requirement of law, as soon as any person responsible for any facility, operation, activity, or property within the City has any information of any known or suspected release into the stormwater drainage system of materials in violation of this Code, said person shall promptly notify the Stormwater Manager by calling 911. The owner of any such facility, operation activity or property shall maintain an on-site record of each such discharge for a minimum of three years following the date of the discharge.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.020 Enforcement, penalty and noncompliance fees.~~

~~Any person who is found to have violated an order of the Stormwater Manager made in accordance with this Code, or who has failed to comply with any provision of this Code and the orders, rules, regulations and permits issued hereunder, is guilty of an offense. Each day on which a violation occurs or continues to exist shall be deemed a separate and distinct offense. All land use and building permits may be suspended until the applicant has corrected the violation. A schedule for noncompliance and re-inspection fees, which may be imposed for violation of this Code, shall be approved by the City Council.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.030 Costs of damage.~~

~~Any person violating any of the provisions of this Code or who initiates an activity that causes a deposit, obstruction, or damage or other impairment to the City's Stormwater Management System is liable to the City for any expense, loss, or damage caused by the violation or the discharge. The City may bill the person violating this Code the costs for any cleaning, repair or replacement work caused by the violation of stormwater discharge, and if unpaid within ninety days may result in assessment of such costs against the violator's property.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.040 City attorney's fees and costs.~~

~~In addition to the civil penalties provided herein, the City may recover reasonable attorney's fees, court costs, court reporter's fees, and other expenses of litigation by appropriate action against the person found to have violated this Code or the orders, rules, regulations and permits issued hereunder.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.050 Falsifying information.~~

~~Any person who knowingly makes any false statements, representations, or certification in any applicable record, report, plan, permit or other document filed or required to be maintained pursuant to this Code, or who knowingly falsifies, tampers with, or knowingly renders inaccurate any monitoring devices or method required under this Code, shall be guilty of an offense.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.060 Penalties.~~

~~Any person violating any provision of this Code, in addition to other sanctions set forth above, may be charged with a criminal misdemeanor per Chapter 1.16 of the Municipal Code of the City of Manitou Springs.~~

~~(Ord. 1507 § 1 (part), 2008)~~

~~14.04.070 Severability.~~

14.06 Severability

If any section, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Code. In addition to any other penalties, any person convicted of any violation of this Stormwater Quality Management and Discharge Control Code shall be punished in accordance with the provisions of Section 1.01.100 of the Code of Ordinances of the City of Manitou Springs.

(Ord. 1507 § 1 (part), 2008)

Title 14

STORMWATER QUALITY MANAGEMENT AND DISCHARGE CONTROL

Chapters:

Chapter 14.01 GENERAL PROVISIONS

Sections:

14.01.010 Title.

This title shall be known as the Stormwater Quality Management and Discharge Control Code and may so be cited.

(Ord. 1507 § 1 (part), 2008)

14.01.020 Purpose.

The Federal Clean Water Act (CWA) establishes the National Pollutant Discharge Elimination System (NPDES), which is a permitting system that regulates point sources of pollution that discharge directly to a state water. Point sources of pollution are pipes and drains that flow directly to a state water and typically come from industries, some agricultural facilities, and municipalities. Storm sewer systems that discharge to a state water are point sources of pollution and require a permit. The Colorado Department of Public Health and Environment issued the first Municipal Separate Storm Sewer System (MS4) permits to small municipalities, including the City of Manitou Springs in 2003.

This chapter establishes the regulatory mechanisms required by the MS4 permit to reduce or prevent the discharge of pollutants to the MS4 from applicable construction activities and applicable development sites that occur within the jurisdictional limits of the city.

(Ord. 1507 § 1 (part), 2008)

14.01.030 Definitions.

The definitions below are intended strictly for clarification purposes and may not contain the full legal definition as per regulation. For the purposes of this chapter:

1. **Applicable Construction Activity:** Construction activities with land disturbance (surface disturbing and associated activities) of one or more acres, or disturbing less than one acre if that construction activity is part of a larger common plan of development or sale that would disturb, or has disturbed one or more acres, unless excluded in section 14.02.020 of this code. Applicable construction activities include the land

disturbing activity and all activities and materials associated with the construction site and located at, or contiguous to, the land disturbing activities.

2. Applicable Development Sites: Sites that result in land disturbance of greater than or equal to one acre, including sites less than one acre that are part of a larger common plan of development or sale, unless excluded below. Applicable development sites include all new development and redevelopment sites for which permanent water quality control measures were required in accordance with an MS4 permit. "New Development" means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.
3. Base Design Standard: The minimum design standard for new and redevelopment before applying exclusions or alternative standards.
4. Best Management Practices: Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of "state surface waters". BMPs also include treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage. For the purpose of this permit, the term BMP is used interchangeably with the term control measure, and can include other methods such as the installation, operation, and maintenance of structural controls and treatment devices.
5. Common Plan of Development or Sale: A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules, but remain related. The Division has determined that "contiguous" means construction activities located in close proximity to each other (within ¼ mile).
6. Construction activity: Refers to ground surface disturbing and associated activities (land disturbance), which include, but are not limited to, clearing, grading, excavation, demolition, installation of new or improved haul roads and access roads, staging areas, stockpiling of fill materials, and borrow areas. Construction does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance. Repaving activities where underlying and/or surrounding soil is cleared, graded, or excavated as part of the repaving operation are considered construction activities unless they are an excluded site in section 14.04.010 of this code. Construction activity is from initial groundbreaking to final stabilization regardless of ownership of the construction activities.
7. Construction Dewatering: Discharge of groundwater, surface water, and stormwater that has mixed with the groundwater and/or surface water (i.e. commingled stormwater runoff) that has come into contact with applicable construction activities.
8. Construction Site – The location where construction activity is occurring and associated discharges are covered by this code, including offsite locations for storage, staging, etc. For use in this permit, the terms construction site, site, and facility are used interchangeably
9. Contiguous: Within 0.25 miles.
10. Control Measure: Any best management practice or other method used to prevent or reduce the discharge of pollutants to waters of the state. Control measures include, but are not limited to best management practices. Control measures can include other methods such as the installation, operation, and maintenance of structural controls and treatment devices.
11. Control Measure Requiring Routine Maintenance: Any control measure that is still operating in accordance with its design and the requirements of this permit, but requires maintenance to prevent associated potential for failure during a runoff event. See also Inadequate control measure.
12. Discharge: The discharge of pollutants as defined in section 25-8-103(3) C.R.S. For the purposes of this title, discharges do not include land application or discharges to the ground.
13. Discharge of a Pollutant: The introduction or addition of a pollutant into state waters. See 25-8-103(3) C.R.S.
14. Division: The Water Quality Control Division of the Colorado Department of Public Health and Environment.
15. Effluent Limitation: Any restriction or prohibition established under the Colorado Water Quality Control Act, state regulations, or federal law on quantities, rates, and concentrations of chemical, physical, biological, and

other constituents which are discharged from point sources into state waters, including, but not limited to, standards of performance for new sources, toxic effluent standards and schedules of compliance.

16. Exclusion: A removal of the applicability of the terms or conditions in this title from applying to the given conditions.
17. Exemption: An exemption, waiver, or variance implemented by the city for city control measures used to meet the effluent limits in the MS4 permit.
18. Final Stabilization: The condition reached when all ground surface disturbing activities at the site have been completed, and for all areas of ground surface disturbing activities a uniform vegetative cover has been established with an individual plant density of at least 70 percent of pre- disturbance levels, or equivalent permanent, physical erosion reduction methods have been installed.
19. Good Engineering, Hydrologic and Pollution Control Practices: Methods, procedures, and practices that:
 - a. Are based on basic scientific fact(s).
 - b. Reflect best industry practices and standards.
 - c. Are appropriate for the conditions and pollutant sources.
 - d. Provide appropriate solutions to meet the associated permit requirements, including practice based and numeric effluent limits.
20. Green infrastructure: Generally, refers to control measures that use vegetation, soils, and natural processes or mimic natural processes to manage stormwater. Green infrastructure can be used in place of or in addition to low impact development principles.
21. Illicit Discharge: Any discharges to an MS4 that is not composed entirely of stormwater except discharges specifically authorized by a CDPS or NPDES permit and discharges resulting from emergency firefighting activities. Please refer to Title 6 of the municipal code for a complete definition of illicit discharge.
22. Impervious Area: Developed areas with covering or pavement that prevents the land's natural ability to absorb and infiltrate typical precipitation and irrigation events. Impervious areas include, but are not limited to; roof tops, walkways, patios, driveways, parking lots, impervious storage areas, impervious concrete and asphalt, and any other continuous watertight pavement or covering.
23. Inadequate Control Measure: Any control measure that is not designed, implemented, or operating in accordance with the requirements of this title, and implemented and maintained to operate in accordance with the design specifications. See also Control measure Requiring Routine Maintenance.
24. Land Disturbing Activity: Any activity that results in a change to the existing land surface (both vegetative and non-vegetative). Land disturbing activities include, but are not limited to clearing, grading, excavation, demolition, installation of new or improved haul roads and access roads, staging areas, stockpiling of fill materials, and borrow areas. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity.
25. Minimize: For purposes of implementing control measures of this chapter, means reduce and/or eliminate to the extent achievable using control measures that are technologically available and economically practicable and achievable considering best industry practices.
26. MS4: A municipal separate storm sewer system. See municipal separate storm sewer system.
27. Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):
 - a. Owned or operated by a State, city, town, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the CWA that discharges to state waters;
 - b. Designed or used for collecting or conveying stormwater;
 - c. Which is not a combined sewer; and
 - d. Which is not part of a Publicly Owned Treatment Works (POTW). See 5 CCR 1002-61.2(62).

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28. Municipal Separate Storm Sewer System Outfall (Outfall): A point source, as defined herein, at the point where a municipal separate storm sewer discharges to state waters and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other state waters and are used to convey state waters.
 29. New Development: Land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision for a site that does not meet the definition of redevelopment.
 30. Non-Structural Control Measures: Includes control measures that are not structural control measures, and include, but are not limited to, control measures that prevent or reduce pollutants being introduced to water or that prevent or reduce the generation of runoff or illicit discharges.
 31. Owner: The person or entity who is responsible for the overall operation of the facility or activity from which the associated discharge originates.
 32. Pavement Management Sites: Sites, or portions of sites, for the rehabilitation, maintenance, and reconstruction of pavement, which includes roadway resurfacing, mill and overlay, white topping, black topping, curb and gutter replacement, concrete panel replacement, and pothole repair. The purpose of the site is to provide additional years of service life and optimize service and safety. The site also must be limited to the repair and replacement of pavement in a manner that does not result in an increased impervious area and the infrastructure must not substantially change. The types of sites covered under this exclusion include day-to-day maintenance activities, rehabilitation, and reconstruction of pavement.
 33. Permanent Control Measure (PCM): Control measures designed to permanently mitigate stormwater quality impacts from applicable development sites.
 34. Point Source: Any discernible, confined, and discrete conveyance, including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. Point source does not include irrigation return flow. See 5 CCR 102-61.2(75).
 35. Pollutant: Dredged spoil, dirt, slurry, solid waste, incinerator residue, sewage, sewage sludge, garbage, trash, chemical waste, biological nutrient, biological material, radioactive material, heat, wrecked or discarded equipment, rock, sand, or any industrial, municipal or agricultural waste. See 5 CCR 1002-61.2(76).
 36. Pollution: Man-made or man-induced, or natural alteration of the physical, chemical, biological, and radiological integrity of water. See 5 CCR 1002-61.2(77)
 37. Qualified Stormwater Manager - An individual knowledgeable in the principles and practices of erosion and sediment control and pollution prevention, and with the skills to assess conditions at construction sites that could impact stormwater quality and to assess the effectiveness of stormwater control measures implemented to meet the requirements of this permit.
 38. Redevelopment: Includes a site that is already substantially developed and has 35% or more of existing hard surface coverage, the creation or addition of hard surfaces; the expansion of a building footprint or addition or replacement of a structure; structural development including construction, installation or expansion of a building or other structure; replacement of hard surface that is not part of a routine maintenance activity; and land disturbing activities.
 39. Regulatory Mechanism: The mechanisms that allow the city to implement and enforce the requirements of this title.
 40. Roadway: Roads and bridges that are improved, designed or ordinarily used for vehicular travel and contiguous areas improved, designed or ordinarily used for pedestrian or bicycle traffic, drainage for the roadway, and/or parking along the roadway. Areas primarily used for parking or access to parking are not included.
 41. Site Plan: Also known as construction stormwater site plans, sediment and erosion control plans, stormwater pollution prevention plans, drainage reports, drainage plans, stormwater management plans, drainage and erosion control plans, etc.
 42. Stormwater: Stormwater runoff, snow melt runoff, and surface runoff and drainage caused by precipitation.

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43. Structural Control Measures: Includes control measures that are comprised of facilities and structures that remove pollutants from water or retain, reuse, or provide for infiltration or evaporation of water.
 44. Total Maximum Daily Loads (TMDLs): The sum of the individual waste load allocations (WLA) for point sources and load allocations (LA) for nonpoint sources and natural background. For the purposes of this permit, a TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards, and an allocation of that amount to the pollutant's sources. A TMDL includes WLAs, LAs, and must include a margin of safety (MOS), and account for seasonal variations. (See section 303(d) of the Clean Water Act and 40 C.F.R. 130.2 and 130.7).
 45. Water Quality Capture Volume (WQCV): The volume equivalent to the runoff from an 80th percentile storm, meaning that 80 percent of the most frequently occurring storms are fully captured and treated, and larger events are partially treated.
 46. Water Quality Standards: Any standard promulgated pursuant to section 25-8-204 C.R.S. For purposes of this permit, water quality standards are a narrative and/or numeric restriction established by the Water Quality Commission applied to state surface waters to protect one or more beneficial uses of such waters. Whenever only numeric or only narrative standards are intended, the wording shall specifically designate which is intended. See 5 CCR 1002- 31.5(37).
 47. Waters of the State of Colorado: Any and all surface waters and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems, and all water withdrawn for use until use and treatment have been completed. This definition can include water courses that are usually dry.

14.01.040 Criteria Incorporated by Reference

This chapter, when combined with the following documents, their amendments and successors form the criteria used for protecting stormwater quality during construction and development activity in the city. These criteria shall be used for the planning, design and construction of permanent control measures.

- The City of Colorado Springs Drainage Criteria Manual Volume 1 (DCMV1), May 2014, revised January 2021)
- The City of Colorado Springs Drainage Criteria Manual Volume 2 (DCMV2), May 2014, revised December 2020.
- The City of Colorado Springs Stormwater Construction Manual (SCM) Appendix E (latest version and approved alternatives).
- The Mile High Flood Control District (MHFD) Urban Stormwater Drainage Criteria Manual (USDCM) Volumes 1 through 3 (latest versions).

Chapter 14.02 GRADING AND EROSION CONTROL PERMIT

Sections:

14.02.010 Permit requirements.

It is unlawful to initiate any land disturbing activities that meet the definition of applicable construction activities or applicable development site without first obtaining a Grading and Erosion Control Permit pursuant to the requirements of this Chapter and Title 18.

1. Permit Application. Grading and Erosion Control permit submittals shall follow the general application procedures in Section 18.06.3 of Title 18. Applicants shall make an application to the Planning Department in accordance with the Grading and Erosion Control Permit Checklist. Grading and Erosion Control Plan submittals for applicable construction activities shall be developed by a professional engineer licensed to operate in the state of Colorado, consistent with content requirements of the Grading and Erosion Control Plan checklist. A copy of the Grading and Erosion Control Plan Checklist can be obtained at the Planning Department.

B.

2. Stormwater Management Plan. A Stormwater Management Plan (SWMP) shall be developed and submitted with a Grading and Erosion Control Plan for all applicable construction activities and applicable development sites. A Stormwater Management Plan (SWMP) is a plan developed in compliance with the content requirements of Stormwater Management Plan Checklist. A copy of the SWMP Checklist can be obtained from the Planning Department.

The SWMP shall be a separate, standalone document from the engineering plan set. The purpose of the SWMP is to develop and document a systematic approach to identify possible pollutant sources that may contribute pollutants to stormwater, and identify construction control measures that, when implemented, will prevent or reduce the discharge of pollutants to state waters. The SWMP shall be completed and implemented prior to beginning ground disturbing activities, and revised as construction proceeds to accurately reflect the conditions and practices at the site. Revisions must be made to the SWMP before changes are made in the field. A map showing the current location, status and changes to the control measures are required. The owner or his representative shall keep records of the control measures as they are installed or removed according to the SWMP. The SWMP shall be developed by a Qualified Stormwater Manager.

C.

3. Notice to Proceed. No work shall begin on an approved Grading and Erosion Control Permit until a Notice to Proceed is issued by the Planning Director or their designee. A Notice to Proceed will be issued after all necessary approvals are issued by the Planning Director, all fees are paid, and financial assurance is received when applicable, and the installation of initial control measures are verified by a City inspector. Starting work without a Notice to Proceed may result in an immediate Stop Work Order issued by the Planning Director.

14.02.020 Exclusions.

Construction activities may be excluded from the definition of applicable construction activity only when the Division waives requirements for stormwater discharges associated with small construction activity in accordance with Regulation 61.3(2)(f)(ii)(B) (the “R-Factor” waiver).

Construction activities do not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of a facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance. Repaving activities where underlying and/or surrounding soil is cleared, graded, or excavated as part of the repaving operation are considered construction activities and are not excluded.

14.02.030 Permit Conditions.

The following additional requirements apply to applicable construction activity. Appropriate control measures must be implemented prior to the start of construction activity, must control potential pollutants during each phase of construction, and must be continued through final stabilization. Appropriate structural control measures must be maintained in operational condition.

1. Control measures must be selected, designed, installed, implemented, and maintained to provide control of all potential pollutants, such as but not limited to sediment, construction site waste, trash, discarded building materials, concrete truck washout, chemicals, sanitary waste, and contaminated soils in discharges to the MS4 or waters of the state. At a minimum pollutant sources associated with the following activities (if part of the applicable construction activity) must be addressed:
 1. Land disturbance and storage of soils
 2. Vehicle tracking
 3. Loading and unloading operations
 4. Outdoor storage of construction site materials, building materials, fertilizers, and chemicals
 5. Bulk storage of materials
 6. Vehicle and equipment maintenance and fueling
 7. Significant dust or particulate generating processes
 8. Routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, and oils
 9. Concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment
 10. Dedicated asphalt and concrete batch plants.
 11. Other areas or operations where spills can occur.

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12. Other non-stormwater discharges including construction dewatering not covered under the Construction Dewatering Discharges general permit and wash water that may contribute pollutants to the MS4.

2. Correction of Deficiencies. The project owner is responsible for ensuring and documenting that control measures are maintained and are operating as intended by the design specifications. Control measures must be routinely maintained in accordance with good engineering, hydrologic and pollution control practices. When there is a failure to implement control measures or a control measure has failed or is determined by the Qualified Stormwater Manager to be an inadequate control measure, it must be addressed as soon as possible, immediately in most cases to minimize the discharge of pollutants. All corrective actions for control measures must be completed within 3 calendar days after the noncompliance issue is first identified.

14.02.040 Permit Inspections.

Inspections of applicable construction activities are conducted by the City Inspectors to ensure compliance with the GEC Plan and the SWMP. The focus of construction sites inspections is to ensure construction is following the approved plans and that control measures are installed and maintained consistent with the onsite SWMP to prevent non-stormwater discharges from leaving the site and create negative public safety, property or stormwater quality impacts.

The following inspections may be performed at applicable construction activity in the City. Not all inspection types may be performed at all sites.

1. Initial Inspections. Initial inspections are performed by a City Inspector to confirm that the initial control measures are implemented according to the approved GEC Plan. The initial inspection also serves to establish contact between inspectors and the site personnel responsible for implementing the approved plans. No land disturbance or construction activities may occur prior to the initial inspection, with the exception of initial control measure installation. No stockpiling of materials is permitted prior to the initial inspection. The City Inspector will verify all initial Control Measures have been properly installed, take pre-disturbance photographs, and discuss self-inspection requirements with the Qualified Stormwater Manager. Dewatering measures will be discussed, including State dewatering permit requirements as applicable.
2. Self-Inspections. The project owner is required to conduct self-inspections of applicable construction activity. The purpose of these inspections is to ensure that all control measures are installed according to the approved plans, appropriate for the intended use, operating effectively, and are properly maintained. The self-inspections shall be conducted by a Qualified Stormwater Manager. There are two options for conducting self-inspections.
 - A. A thorough inspection shall be conducted at least once every 14 calendar days and after storm events. Post-storm event inspections must be conducted within 24 hours following the end of any precipitation or snowmelt event that causes surface erosion. The post-storm inspections may be used to fulfill the 14-day routine inspection requirement.
 - B. The Qualified Stormwater Manager may choose to perform self-inspections every 7 calendar days without the requirement for post-storm event inspections. The self-inspection schedule must be identified in the self-inspection reports. A more frequent inspection schedule than this

minimum may be necessary to ensure that Control Measures continue to operate intended. Site conditions such as steep grades and close proximity to a water of the state are reasons for increasing the frequency of self-inspections.

The Qualified Stormwater Manager shall retain copies of all self-inspection reports on site during active construction and provide them to the City upon request.

3. **Reduced Frequency Inspections.** The Qualified Stormwater Manager may perform self inspections at a minimum of one inspection every thirty (30) days when the following conditions are met.
 - A. All construction activities resulting in ground disturbance are complete;
 - B. All activities required for final stabilization, identified in the stormwater management plan are completed, with the exception of the application of sod or seed that has not occurred due to seasonal conditions or the necessity for additional seed application to augment previous efforts; and
 - C. The stormwater management plan has been amended to locate those areas to be inspected in accordance with the reduced schedule allowed for in this paragraph.
4. **City Oversight Inspections.** Applicable construction activities shall be inspected by a City Inspector (Planning or Public Works) during construction and until final stabilization is achieved. City oversight inspections shall be performed at all applicable construction activities for the purpose of assuring compliance with the City's MS4 Permit. Inspections performed by City Inspectors do not fulfill the requirement for Self-Monitoring Inspections to be conducted by the project owner. City inspections will include observations and documentation of control measures and permanent stormwater control facilities for conformance with the SWMP, approved construction drawings and the GEC Plan. During a City inspection the site is assessed for general compliance with the permit, overall site management, and record-keeping.

The City may conduct the following types of inspections: Routine Inspections, Compliance Inspections, Complaint Response Inspections, Inactive Site Inspections, Staff Vacancy Inspections and Indicator Inspections. Not all inspection types may be performed at all sites. For all inspections conducted by the City inspectors, a copy of the completed inspection report will be provided to the project owner and Qualified Stormwater Manager typically within two (2) business days following the inspection.

- A. **Routine Inspections.** Routine Inspections are conducted to assess control measures, pollutant sources, and discharge points. During a Routine Inspection, any failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges have occurred. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, if a failure to implement a control measure, or an inadequate control measure results in an off-site discharge of pollutants.

During a Routine Inspection, the City Inspector may review all Self-Monitoring Inspection reports for accuracy and completeness. In addition, the SWMP and GEC Plan may be reviewed to ensure the plans reflect current site conditions.

Routine Inspections are conducted at least once every 45 days.

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- B. Compliance Inspections. Compliance Inspections are conducted as a follow up to an Illicit Discharge, or a previously documented failure to implement a control measure, or an inadequate control measure. During Compliance Inspections the City Inspector shall verify if corrective actions have been completed on sites where an Illicit Discharge, a failure to implement a control measure, or an inadequate control measure was documented in the previous inspection report,

A compliance inspection, or alternative inspection listed below, must identify if corrections have been completed on sites where the permittee has documented an illicit discharge or failure to implement a control measure or an inadequate control measure during the previous inspection. One of the following, that incorporates this required scope, may be performed or required in lieu of a compliance inspection within 14 days of the permittee site inspection identifying that there is a failure to implement a control measure or an inadequate control measure:

- i. Routine inspection in accordance with paragraph A above;
- ii. Indicator Inspection in accordance with paragraph D.3. below; or
- iii. Operator Compliance Inspection: The City requires the operator to inspect and report that the corrective actions are complete as necessary to meet the requirements of the permit. The operator report must include photographs of the new/adequate control measure(s).

Compliance Inspections are conducted within 14 days of the previous inspection, unless the necessary corrections were made and observed by the City Stormwater Inspector during the previous inspection when the compliance issue was observed.

- C. Complaint Response Inspections. Complaint Response Inspections are conducted in response to a complaint received by the City. Complaint Response Inspections are conducted to assess control measures, pollutant sources, and discharge points. During a Complaint Response Inspections, any failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges are occurring. Discharge points to the MS4 or adjacent property will be evaluated to determine if an Illicit Discharge has occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

- D. Reduced Site Inspections. Reduced Site Inspections are conducted by City Stormwater Inspectors at the frequency indicated below:

1. Inactive Site Inspections. Inactive Site Inspections are conducted on sites where land disturbing activities are complete and pending growth of vegetation for final stabilization, or for sites where no construction activity has occurred since the last inspection. During an Inactive Site Inspection, failure to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be inspected to determine if any non-allowable discharges have occurred. Discharge points to the MS4 or adjacent property will be evaluated to determine if any non-allowable discharge has occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Inactive Site Inspections are conducted at least once every 90 days.

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2. Staff Vacancy Inspection. Staff Vacancy Inspections are conducted as needed to accommodate a City staff vacancy or leave due to vacation or illness. During a Staff Vacancy Inspection, failures to implement control measures, inadequate control measures, and control measures requiring routine maintenance will be identified. All sources of pollution, including trash, will be evaluated to determine if any non-allowable discharges have occurred. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Staff Vacancy Inspections are conducted at least once every 90 days.

3. Indicator Inspection. Indicator inspections are a drive-by or screening, conducted to assess sites for indicators of noncompliance and do not fully assess the adequacy of control measures and overall site management. Before an indicator inspection may be conducted, a routine inspection of an applicable construction activity must first occur. During this inspection the perimeter of a site will be evaluated for indicators of failure to implement, and inadequate control measures. Discharge points to the MS4 and adjacent property will be evaluated to determine if any non-allowable discharges have occurred. The removal of pollutants will be required, when feasible, when an off-site discharge of pollutants has occurred.

Indicator inspections may be conducted at least once every 14 days with a routine inspection conducted at least once every 90 days.

- E. Final Inspection. When a request to terminate a Grading and Erosion Control Permit is received by the Planning Director the City and the Qualified Stormwater Manager will conduct a final inspection of the site to determine if the conditions for permit termination are met.

Final inspections are also used by the City to determine if permanent control measures are constructed according to approved plans; and to determine if:

- Any sediment or other pollutant that may have been transferred off-site has been removed.
- All PCMs have been maintained and are functioning in accordance with the design and the O&M Manual.
- As-Built Drawings are accurate and provided to the City.
- All CCMs have been removed from the site.
- Streets, parking lots and other paved surfaces (on-site and off-site) are free of sediment and debris.
- Drainage structures such as pipes, inlets and channels are clean and in good service.
- The site is in compliance with all required corrective action identified during previous Inspections.
- A copy of the CDPHE Colorado Discharge Permit System Notice of Termination, Permit Modification Certification, or Permit Transfer Certification is provided to the City.

14.02.050 Permit Termination.

A request to terminate a Grading and Erosion Control Permit for an applicable construction activity must be submitted by the project owner to the Planning Director, after a site establishes final stabilization. The following conditions must be met for approval to terminate the permit.

1. All construction activities at the site are complete and no further land disturbing activities will occur.
2. For all areas where ground surface disturbing activities occurred a uniform vegetative cover has been established with an individual plant density of at least 70 percent of pre-disturbance levels, or equivalent permanent, physical erosion reduction methods have been employed.

For sites using vegetation cover as a final stabilization method the following criteria shall be met.

- a) The vegetation may include perennial grasses, plants, shrubs and trees consistent with regionally approved seed mixes.
- b) Individual plant density equivalent to 70% of pre-disturbance levels shall be evenly distributed and be based on a locally representative location that is undisturbed.
- c) Noxious weeds shall not be present.

Following the Permit Termination Inspection, the City Inspector will send the owner a Termination Inspection Report.

Once all Permit Termination Inspection Report findings have been addressed, the City will provide the owner a written Notice of Termination stating that the GEC Permit has been terminated.

All Self-Monitoring and City Inspections shall cease at Permit Termination.

14.02.060 Other Permits.

The project owner is responsible for ensuring all other applicable, local, state and federal permits are obtained prior to initiating land disturbing activities. Construction sites meeting the definition of applicable construction activity also meet the applicability requirements of the Colorado Discharge Permit System (CDPS) Stormwater Discharges Associated with Construction Activity (COR400000) permit. Projects that require construction dewatering require additional CDPS permit coverage for that activity. Sites occurring in a live stream or within a designated floodplain may also be subject to additional local and federal permitting requirements.

14.03 Grading and Erosion Control Plan

A Grading and Erosion Control Plan (GEC Plan) meeting the requirements of this Title shall be submitted with all applications for a Grading and Erosion Control Permit for applicable construction activities and applicable development sites. The GEC Plan shall be developed, signed and stamped by a professional engineer licensed to work in Colorado. The GEC Plan shall be developed to include all the required elements and standard notes identified in the Grading and Erosion Control Plan Checklist provided by the Planning Department.

14.04 Permanent Stormwater Management.

All applicable development sites shall have operational permanent stormwater quality control measures at the completion of the site. In the case where permanent water quality control measures are part of future phasing, the owner must have a mechanism to ensure that all control measures will be implemented, regardless of completion of future phases or site ownership. In such cases, temporary water quality control measures must be implemented as feasible and maintained until removed or modified. All stormwater water quality control measures must meet one of the base design standards of this Chapter.

14.04.01 Exclusions.

The following sites may be excluded from the definition of applicable development site.

- A. **Pavement Management Sites:** Sites, or portions of sites, for the rehabilitation, maintenance, and reconstruction of roadway pavement, which includes roadway resurfacing, mill and overlay, white topping, black topping, curb and gutter replacement, concrete panel replacement, and pothole repair. The purpose of the site must be to provide additional years of service life and optimize service and safety. The site must be limited to the repair and replacement of pavement in a manner that does not result in an increased impervious area and the infrastructure must not substantially change. The types of sites covered under this exclusion include day-to-day maintenance activities, rehabilitation, and reconstruction of pavement. Roadways include: roads and bridges that are improved, designed or ordinarily used for vehicular travel, and contiguous areas improved, designed and ordinarily used for pedestrian or bicycle traffic; drainage for the roadway; and/or parking along the roadway. Areas used primarily for
- B. **Excluded Roadway Redevelopment:** Redevelopment sites for existing roadways, when one of the following criteria is met:
 - A. The site adds less than 1 acre of paved area per mile of roadway to an existing roadway, or
 - B. The site does not add more than 8.25 feet of paved width at any location to the existing roadway.
- C. **Excluded Existing Roadway Areas:** For redevelopment of existing roadways, only the area of

the existing roadway is excluded from the requirements of an applicable development site when the site does not increase the width by two times or more, on average, of the original roadway area. The entire site is not excluded from being considered an applicable development site for this exclusion. The area of the site that is part of the added new roadway area is still an applicable development site.

- D. Aboveground and Underground Utilities: Activities for installation or maintenance of underground utilities or infrastructure that does not permanently alter the terrain, ground cover, or drainage patterns from those present prior to the construction activity. This exclusion includes, but is not limited to, activities to install, replace, or maintain utilities under roadways or other paved areas that return the surface to the same condition.
- E. Large Lot Single Family Sites: A single-family residential lot, greater than or equal to 2.5 acres in size per dwelling and having a total lot impervious area of less than 10 percent. A total lot imperviousness greater than 10 percent is allowed when a study specific to the watershed and/or MS4 shows that expected soil and vegetation conditions are suitable for infiltration/filtration of the WQCV for a typical site, and the permittee accepts such study as applicable within its MS4 boundaries. The maximum total lot impervious covered under this exclusion shall be 20 percent.
- F. Non-Residential and Non-Commercial Infiltration Conditions: This exclusion does not apply to residential or commercial sites for buildings. This exclusion applies to applicable development sites for which post-development surface conditions do not percentile stormwater runoff event. In addition, post-development surface conditions must not be projected to result in a surface water discharge from the 80th percentile stormwater runoff events. percentile event must be infiltrated and not discharged as concentrated flow. For this exclusion to apply, a study specific to the site, watershed and/or MS4 must be conducted. The study must show rainfall and soil conditions present within the permitted area; must include allowable slopes, surface conditions, and ratios of impervious area to pervious area; and the permittee must accept such study as applicable within its MS4 boundaries.
- G. Sites with Land Disturbance to Undeveloped Land that will Remain Undeveloped: Permittees may exclude sites with land disturbance to undeveloped land (land with no human-made structures such as buildings or pavement) that will remain undeveloped after the site.
- H. Stream Stabilization Sites: Permittees may exclude stream stabilization sites.
- I. Trails: Bike and pedestrian trails are excluded. Bike lanes for roadways are not included in this exclusion, unless attached to a roadway that qualifies under another exclusion in this section.

14.04.02 Base Design Standards.

The City's oversight for applicable development sites shall be implemented to address the selection, installation, implementation, and maintenance of control measures in accordance with requirements of the MS4 permit. The "base design standard" is the minimum design standard for new development and redevelopment. The permanent control measures for applicable development sites shall meet one of the following base design standards.

1. WQCV Standard: The control measure(s) is designed to provide treatment and/or infiltration of the WQCV and:

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- A. 100% of the applicable development site is captured, except the owner may exclude up to 20 percent, not to exceed 1 acre of the applicable development site area when the City has determined that it is not practicable to capture runoff from portions of the site that will not drain towards control measures. In addition, the owner must also determine that the implementation of a separate control measure for that portion of the site is not practicable (e.g., driveway access that drains directly to the street).
 - B. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the control measure implemented. Consideration of drain time shall include maintaining vegetation necessary for operation of the control measure (e.g., wetland vegetation).
2. Pollutant Removal Standard: The control measure(s) is designed to treat at a minimum the 80th percentile storm event. The control measure(s) shall be designed to treat stormwater runoff in a manner expected to reduce the event mean concentration of total suspended solids (TSS) to a median value of 30 mg/L or less.

100% of the applicable development site is captured, except the owner may exclude up to 20 percent not to exceed 1 acre of the applicable development site area when the owner has determined that it is not practicable to capture runoff from portions of the site that will not drain towards control measures. In addition, the owner must also determine that the implementation of a separate control measure for that portion of the site is not practicable (e.g., driveway access that drains directly to the street).

3. Runoff Reduction Standard: The control measure(s) is designed to infiltrate into the ground where site geology permits, evaporate, or evapotranspire a quantity of water equal to 60% of what the calculated WQCV would be if all impervious area for the applicable development site discharged without infiltration.

This base design standard can be met through practices such as green infrastructure. “Green infrastructure” generally refers to control measures that use vegetation, soils, and natural processes or mimic natural processes to manage stormwater. Green infrastructure can be used in place of or in addition to low impact development principles.

4. Applicable Development Site Draining to a Regional WQCV Control Measure: The regional WQCV control measure must be designed to accept the drainage from the applicable development site. Stormwater from the site must not discharge to a water of the state before being discharged to the regional WQCV control measure. The regional WQCV control measure must meet the requirements of the WQCV in B.1.above.
5. Applicable Development Site Draining to a Regional WQCV Facility: The regional WQCV facility is designed to accept drainage from the applicable development site. Stormwater from the site may discharge to a water of the state before being discharged to the regional WQCV facility. Before discharging to a water of the state, at least 20 percent of the upstream imperviousness of the applicable development site must be disconnected from the storm drainage system and drain through a receiving pervious area control measure comprising a footprint of at least 10 percent of the upstream disconnected impervious area of the applicable development site. The control measure must be designed in accordance with a design criteria included in this Title. In addition, the stream channel between the discharge point of the applicable development site and the regional WQCV facility must be stabilized.

The regional WQCV facility must meet the following requirements:

- A. The regional WQCV facility must be implemented, functional, and maintained following good engineering, hydrologic and pollution control practices.
 - B. The regional WQCV facility must be designed and maintained for 100% WQCV for its entire drainage area.
 - C. The regional WQCV facility must have the capacity to accommodate the drainage from the applicable development site.
 - D. The regional WQCV facility be designed and built to comply with all assumptions for the development activities planned by the permittee within its drainage area, including the imperviousness of its drainage area and the applicable development site.
 - E. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the facility. Consideration of drain time shall include maintaining vegetation necessary for operation of the facility (e.g., wetland vegetation).
 - F. The permittee shall meet the requirements in Parts I.E.4.a.v. and vii. and Part I.E.4.b. for the regional WQCV facility consistent with requirements and actions for control measures.
 - G. The regional WQCV facility must be subject to the City's authority.
 - H. Regional Facilities must be designed and implemented with flood control or water quality as the primary use. Recreational ponds and reservoirs may not be considered Regional Facilities. Water bodies listed by name in surface water quality classifications and standards regulations (5 CCR 1002-32 through 5 CCR 1002-38) may not be considered regional facilities.
6. Constrained Redevelopment Sites Standard.
- A. Applicability: the design standards in this paragraph may be used for sites meeting the following constrained redevelopment sites criteria.
 - 1) The applicable redevelopment site is for a site that has greater than 75% impervious area, and
 - 2) The City has determined that it is not practicable to meet any of the base design standards of this section. The City's determination shall include an evaluation of the applicable redevelopment site's ability to install a permanent control measure without reducing surface area covered with the structures.
 - B. Constrained Redevelopment Sites Design Standard. The control measure(s) is designed to meet **one** of the following:
 - 1) Provide treatment of the WQCV for the area captured. The captured area shall be 50% or more of the impervious area of the applicable redevelopment site. Evaluation of the minimum drain time shall be based on the pollutant removal mechanism and functionality of the control measure implemented,
 - 2) The control measure(s) is designed to provide for treatment of the 80th percentile storm event. The control measure(s) shall be designed to treat stormwater runoff in a manner expected to reduce the event mean concentration of total suspended solids (TSS) to a median value of 30 mg/L or less.

A minimum of 50% of the applicable development area including 50% or more of the impervious area of the applicable development area shall drain to the control measure(s). This standard does not require that 100% of the applicable redevelopment site area be directed to control measure(s) as long as the overall removal goal is met or exceeded (e.g., providing increased removal for a smaller area), or

- 3) Infiltrate, evaporate, or evapotranspiration, through practices such as green infrastructure, a quantity of water equal to 30% of what the calculated WQCV would be if all impervious area for the applicable redevelopment site discharged without infiltration.

14.04.03 Financial Surety.

Grading and Erosion Control Plans that include the construction of public and private development improvements shall be required to provide financial security pursuant to Title 18. The financial surety amount shall be determined by the engineer of record and based on the current Financial Assurance Estimate form provided by El Paso County. The owner shall submit financial security to the Planning Department prior to the approval of the Grading and Erosion Control Permit.

14.04.04 Final As-built Drawings.

All GEC Plans that include the construction of public and private development improvements shall provide Final As-built construction drawings for all public improvements and public and private permanent stormwater quality control structures. The final as-built drawings shall document the final configurations for all improvements as they were constructed. The professional engineer of record, registered in the State of Colorado shall certify the final as-built plans. If no significant or material changes occurred between the approved plans and final construction, the owner may submit a letter from the engineer of record certifying conformance with the approved plans and construction drawings. In this case, record drawings are not required to be submitted to the Planning Department.

14.04.05 Permanent Control Measure Operation, Maintenance and Access.

The MS4 Permit requires the City to ensure the long-term operation and maintenance of permanent stormwater quality control measures. The City must implement inspection and acceptance procedures to ensure that PCMs are constructed, implemented, and operate in accordance with the approved GEC Plan, construction drawings and drainage report. All applicable development sites shall have operational permanent water quality control measures at the completion of the site.

1. Confirmation that post-construction stormwater quality control measures operate according to approved plans occurs through the use of an inflow hydrograph routed through a basin model. This analysis and the resulting hydrograph shall be performed by the Engineer of Record for the owner or authorized agent of the applicable development site and provided with Final Drainage Report included in the development plan submitted to the Planning Department. If the Planning Director determines that significant changes to the approved plans are identified in the "as-built" drawings, an additional inflow hydrograph based on the "as-built" changes shall be provided to the City to confirm that the changes made during construction did not negatively alter the effective operation of the control measure.

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2. **Ownership.** Permanent stormwater management infrastructure, including but not limited to storm drain inlets, swales, channels, pipes, and PCMs located on private property shall be owned and operated by the owner of the property on which the structures are located.
 3. **Easement.** Prior to approval of a subdivision or issuance of a Certificate of Occupancy, owners of applicable development sites with permanent stormwater quality control measures, shall submit to the Planning Department a signed private maintenance and access agreement for all permanent control measures that were constructed. This agreement shall be submitted to and recorded by the El Paso County Clerk and Recorder. The City uses these agreements as the primary mechanism to ensure the long-term operation and maintenance of post construction stormwater quality control measures. The agreement shall also provide for access by the City for inspection and repair if required. The agreement templates are available through the Planning Department.
 4. **Operation and Maintenance Manual.** A detailed Operation and Maintenance Manual covering inspections, operation and maintenance of permanent BMPs shall be provided to the person responsible for the Private Maintenance Agreement for Permanent BMPs. The Operation and Maintenance Manual shall include specifics on frequency of inspections and maintenance; standards for vegetation or structures, such as species of vegetation, mowing height, revegetation of worn or eroded areas, cleaning methods; depth of sediment requiring removal; replacement frequencies; and other relevant topics.
 5. **Acceptance.** Upon completion of all required corrective actions or maintenance items identified in a Final Inspection report, a PCM will be added into the Manitou Springs Permanent Control Measure Inventory. Addition to the City inventory does not negate the owner's the long-term operation and maintenance requirements for the PCMs.
 6. **Inspections.** The owner of PCMs shall inspect each facility in accordance with the Operations and Maintenance Manual. The City will inspect private PCMs at minimum once every year to evaluate the long-term operation and maintenance of structures. If during an inspection of a post-construction stormwater quality control structure it is determined and documented by a City Inspector that any owner or authorized agent failed to adequately operate and maintain a permanent stormwater quality control measures or remove the temporary control measures, an enforcement action described in this Title.

14.05 Enforcement.

A process of escalating enforcement measures will be used to ensure compliance with City Grading and Erosion Control Permits and the City MS4 permit. Enforcement shall be applied to sites with an existing GEC Permit, and sites that do not obtain a GECP permit when one is required prior to starting construction. In addition to the enforcement provisions in Title 18, the enforcement procedures included in the Section will be used for applicable construction activities and applicable development sites.

14.05.01 Sites with a GEC Permit.

It is the responsibility of the owner to take all necessary measures to ensure that the site is in compliance with the GEC Permit. The basis for implementing enforcement actions are the inspections conducted by the City and the QSM for the site. City Inspectors will take a compliance assistance approach with the owner during inspections. However, Failure to adequately respond to noncompliance findings documented in any Inspection Report provided by the City may result in an enforcement action.

1. **Escalation.** The MS4 permit requires an enforcement process and sanctions designed to minimize the occurrence of violations and obtain compliance from chronic and recalcitrant violators of stormwater control measure requirements. Thus, escalation of enforcement must occur, as necessary, based upon the severity of the violation and/or the recalcitrance of the violator. As a general outline, the following process will be followed until the site is brought into compliance:

Non-compliance documented on Inspection Report > Verbal Notice of Noncompliance > Written Notice of Noncompliance > Stop Work Order > Revocation of Permit > Performance of Remedial Work and/or Court Order.

The City will exercise its discretion in applying enforcement mechanisms as circumstances warrant. Accelerated enforcement action or the immediate imposition of stricter remedies may be pursued in certain instances. Factors to be considered include:

- Recurrence of the same violation at a site,
- Repeated failure to correct violations at a site; and
- A history of noncompliance or recalcitrance.

2. **Correction of Noncompliance.** With each inspection the City performs at a site, the inspector will document any observed violations of the GEC Permit and SWMP. The owner will remain noncompliant until all violations are corrected.

When the City Inspector observes violations of the GEC Permit, the findings will be documented in the inspection report. Examples of findings include failure to implement control measures, inadequate control measures, or control measures requiring routine maintenance. At the subsequent Compliance Inspection (within 14 days of the previous inspection), if the findings have not been resolved before or during the inspection, then the City Inspector may issue a Notice of Noncompliance to the owner.

When control measures have not been implemented, are inadequate, or require routine maintenance, the owner shall take all necessary steps to minimize or prevent the discharge of pollutants. If it is not feasible to immediately install, repair, or perform maintenance on a control measure, the SWMP must be amended to describe the reason(s) such action is infeasible and establish a schedule for installing, repairing, or performing maintenance as soon as possible.

The owner shall remove and properly dispose of any unauthorized release or discharge (e.g., non-stormwater discharge, trash, sediment, spill, or leak) and clean up any contaminated surfaces on site to minimize future unauthorized discharges.

3. **Notice of Noncompliance.** There are two types of Notices of Noncompliance issued by the City.

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- A. **Initial Notice of Noncompliance.** During a Compliance Inspection the City Inspector will identify findings from the previous report that have not been resolved and identify these issues as noncompliant in the current inspection report. The informal notice of noncompliance will be provided to the owner as a note in the inspection report. During a subsequent Compliance Inspection (within 14 days of the previous inspection), if the findings have not been resolved before or during the inspection, the City Inspector may issue a Formal Notice of Noncompliance to the owner.
- B. **Formal Notice of Noncompliance.** Following issuance of the Informal Notice of Noncompliance the City will conduct a follow-up Compliance Inspection (within 14 days of the previous Compliance Inspection) to determine if the previous findings were adequately resolved. Findings that have not been adequately resolved from the previous report will be documented in the current Compliance Inspection report and the City Inspector will issue a Formal Notice of Noncompliance. This is a written notice to formally inform the owner that the permitted site is not in compliance with the GEC Permit or other requirements of City criteria, codes or ordinances relating to grading, erosion, and stormwater quality. Failure to subsequently correct the violations prior to the next Compliance Inspection will result in the issuance of a Stop Work Order.
4. **Stop Work Order.** A Stop Work Order (SWO) is a written order to immediately cease all construction activities at a site. The SWO may be issued by the Planning Director or City Inspector to the owner. An immediate SWO (i.e., enforcement notifications steps described above are skipped) shall be issued when the owner has failed to obtain a Notice to Proceed prior to commencing any land disturbing activities. An immediate SWO may also be issued if the owner has demonstrated noncompliance with the GEC Permit after repeated and documented attempts by the City Stormwater Inspector to bring the site into compliance (i.e., Informal Notice of Noncompliance and Formal Notice of Noncompliance) or if the impacts of noncompliance are great enough, in the City's discretion, to warrant issuance of a SWO. When a SWO is issued, it requires all work on the site to cease. No further land use approvals relative to the site will be allowed by the City, nor will work be allowed to resume, until the owner takes the measures necessary to bring the site into compliance, as described in the SWO. The only work that may continue under a SWO is work associated with bringing the site into compliance and/or stabilizing all land disturbance using temporary or permanent stabilization measures. The owner shall notify the City Inspector, once corrective actions are completed, in order to schedule a follow-up inspection. The City Stormwater Inspector will perform a Compliance Inspection to verify satisfactory completion of required corrective actions identified in the SWO. No work shall commence until the owner receives the Compliance Inspection report with a written notice to resume full Construction Activities.
5. **Revocation of Permit.** The City may revoke a GEC Permit if the requirements of the SWMP and GEC Plan are not implemented. Revocation of the GEC Permit results in a Stop Work Order and the owner shall submit to the Planning Director an adequate SWMP, GEC Plan, a new permit application, fees. This enforcement level is used in the following instances.
- A. A site refuses to comply with a SWO.,
- B. The current stormwater management plan has been demonstrated to be inadequate and the owner failed to take the necessary measures to improve the plan,

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- C. The owner received three (3) Stop Works Orders, independent of site, from the city within a rolling twelve (12) month period.
6. **Performance or Contracting of Remedial Work.** If the owner does not successfully complete all required work or violates any requirement of the GEC Permit, the City may take remedial measures (e.g., City staff or a private contractor may be retained to perform remedial work), charge the cost to the owner, and draw on posted collateral to cover such cost. Such costs shall include the actual cost of any work deemed necessary by the City plus reasonable administrative and inspection costs and penalties, as established by Resolution adopted by the City Council or by a fee schedule adopted by the Planning Director as authorized by the City Council. If the total of such costs exceeds the owner collateral, as determined by the approved FAE Form, the owner shall be responsible for payment of the remaining balance within thirty calendar days of receipt of an accounting of such from the City. This enforcement level is used when a site is vulnerable to significant erosion or sediment migration and offsite discharge of pollutants and when the owner cannot or will not come into compliance.
7. **Civil Court Action.** Failure to comply with a SWO or Revocation of Permit, or failure to reimburse the City for costs incurred in the Performance or Contracting of Remedial Work, may result in a civil court action being filed against the owner.

14.05.02 Sites without a GEC Permit.

When construction activity is started without an approved GEC Permit, the City considers the owner the ultimate responsible party for all construction activities. When a City Inspector determines that applicable construction activity is occurring or has occurred without an approved GEC Permit, an immediate SWO will be issued to the owner. All construction activity shall cease at the site until a Grading and Erosion Control Permit is obtained from the City. The only work that may continue is implementation of control measures to prevent an offsite discharge. The owner shall follow the procedures outlined in Title 18 and this Title 14 of City Code to obtain the required approval(s). Failure to comply with a SWO may result in a Civil Court Action being filed against the owner.

14.05.03 Illicit Discharges.

The City at its discretion may consider an unauthorized discharge of a pollutant to the MS4 or waters of the state as illicit discharge. In such cases, additional enforcement provided in Title 6 may be pursued. When an illicit discharge occurs directly into Waters of the State, the City, may notify the Colorado Department of Public Health and Environment pursuant to the reporting requirements included in the City MS4 permit or the CDPS General Permit for Stormwater Discharges Associated with Construction Activity.

14.06 Severability

If any section, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Code. In addition to any other penalties, any person convicted of any violation of this Stormwater Quality Management and Discharge Control Code shall be punished

in accordance with the provisions of Section 1.01.100 of the Code of Ordinances of the City of Manitou Springs.

(Ord. 1507 § 1 (part), 2008)



Memorandum

Title: Second Reading and Public Hearing of Ordinance No. 1225, An Ordinance Amending Title 6 with the Addition of a New Chapter 6.17 Concerning Discharges to the Municipal Separate Storm Sewer System

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

June 17, 2025

Purpose:

To hold a public hearing and consider adopting the proposed ordinance, amending Title 6 to provide enforcement authority for the city to enforce any violations of the Stormwater Code found in Title 14.

Background:

In March 2021, the City's stormwater consultant, Chavez Consulting Inc., LLC, conducted a baseline MS4 permit compliance evaluation for the City. The baseline compliance evaluation was an initial evaluation of existing MS4 regulatory mechanisms and program documentation compared to the compliance schedule found in Table 2 of the MS4 permit.

The evaluation had two goals:

1. Identify any issues that may exist relative to the compliance schedule found in Table 2 of the MS4 permit.
2. Develop a report with recommendations on how to bring the city into compliance with its MS4 permit, if necessary.

A thorough review of the City's stormwater regulatory mechanisms and the Program Description Document (PDD) was conducted during the baseline compliance evaluation. Although Title 14 appeared to have been updated in 2019, the initial evaluation found several inconsistencies with MS4 permit requirements for oversight exemptions, inspection frequencies and inspection scopes. The PDD was determined to be significantly inadequate. These proposed code amendments are the city's follow up on the recommendations included in the baseline compliance evaluation report. Initially, the Municipal Code will be updated to accurately reflect conditions included in the MS4 Permit. A new Program Description Document along with several procedural documents will be developed after the Municipal Code is amended.



Pros and Cons:

Pros: Proposed revisions are necessary in order for the city to remain compliant with the city's Municipal Separate Storm Sewer System (MS4) Permit issued by the Colorado Department of Public Health and Environment (CDPHE).

Cons: If revisions are not made, the city will be out of compliance with its MS4 Permit.

Fiscal Impact:

The city received a \$20,000 matching grant from the Colorado Department of Local Affairs for this project. The \$20,000 match from the city has been allocated to the Planning Department's budget and is being drawn down during the 2024 and 2025 fiscal years as work is being accomplished.

Workload Impact:

This is a major project that was identified as a Planning Department goal for 2025 to complete. Staff secured the DOLA grant, advertised and hired the consultant, and have been working with the consultant in scheduling and holding staff meetings with other city staff members, reviewing drafts, making and collecting comments on the draft, and recommending revisions. Additionally, staff scheduled and presented these draft revisions to the City Planning Commission for consideration and recommendation on April 9, 2025.

Recommended Action:

Move to adopt on Second Reading, Ordinance No. 1225, an ordinance amending Title 6 with the addition of a new chapter 6.17 concerning discharges to the municipal separate storm sewer system.

ORDINANCE

AN ORDINANCE AMENDING TITLE 6 WITH THE ADDITION OF A NEW CHAPTER 6.17 CONCERNING DISCHARGES TO THE MUNICIPAL SEPARATE STORM SEWER SYSTEM

WHEREAS, the City desires to amend Chapter 6 and add a new section concerning discharges to the Municipal Separate Storm Sewer system to enable the City to enforce on violations and illicit discharges into the city's storm sewer system.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Title 6 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 6.17 to read as follows:

Chapter 6.17 – Discharges to the Municipal Separate Storm Sewer System.

6.17.010 – Purpose.

The purpose of this Ordinance is to protect the public health, safety, and welfare of the citizens and residents of Manitou Springs, Colorado, by detecting and eliminating, to the extent possible, illicit discharges into the City's storm sewer system, which, if not eliminated, can result in water pollution detrimental to the health of the City's citizens and natural resources and in substantial sanctions imposed by the Colorado Department of Public Health and Environment.

6.17.020 – Applicability.

This Ordinance shall apply throughout the jurisdictional limits of Manitou Springs, Colorado.

6.17.030 – Definitions.

- A. Council: the City Council of Manito Springs, Colorado.
- B. City: the City of Manitou Springs, Colorado.
- C. City Administrator: the Manitou Springs City Administrator, or his or her authorized designee(s).
- D. City Public Works Manager: the Manitou Springs Public Works Manager, or his or her authorized designee(s).
- E. City storm sewer system: the system of structures owned or operated by the City designed and used for collecting or conveying stormwater. The system includes but is not limited to roads with drainage systems, inlets, catch basins, curbs, gutters, pipes, man-made and natural channels, ditches, detention and water quality basins, and storm drains. The system is not a combined sewer system, or any part of a Publicly Owned Treatment Works (POTW) as defined in 5 CCR 1002-61.2(62).

- F. Division: the Water Quality Control Division of the Colorado Department of Public

Health and Environment.

G. Illicit Discharge: Illicit discharge means any discharge to the city storm sewer system that is not composed entirely of stormwater, including without limitation any discharge of pollutants, except as exempted under Section 4(d), "Discharges to the City Storm Sewer System,"

H. Irrigation Return Flow: tailwater, tile drainage, or surfaced groundwater flow from irrigated land.

I. Owner: the owner of record of a parcel of land, whether person, partnership, firm, corporation, governmental agency, or other association of persons, or any authorized agent or representative of the owner of record.

J. Person: any individual, association of individuals, partnership, firm, corporation, agency, or agent or representative thereof.

K. Public or private property: any land or real property, including but not limited to the right-of-way of any road or highway and any body of water or watercourse.

6.17.040 – Discharges to the City Storm Sewer System.

A. Illicit Discharges Prohibited: No person shall discharge any illicit discharge into or upon the City storm sewer system, any public highway, street, sidewalk, alley, land, public place, waters of the state, ditch or other watercourse or into any cesspool, storm or private sewer or natural water outlet, except as specifically provided in this chapter and in accordance with the Manitou Springs MS4 permit.

B. Cleaning of Hard Surfaces: The owner of any paved parking lot, street or drive shall clean the pavement as necessary to prevent the buildup of pollutants and to prevent an illicit discharge. Paved surfaces shall be cleaned by dry sweeping, wet vacuum sweeping, collection and treatment of wash water or other methods in compliance with this chapter, or other applicable federal, state and local laws.

C. Material Storage: No person shall store materials including, without limitation, stockpiles used in construction and landscaping activities, in a manner which may cause an illicit discharge or threatened illicit discharge into the stormwater management system or receiving water.

D. Exemptions: The following discharges are exempt from the requirements established by this chapter:

1. Landscape irrigation and lawn watering associated with single-family detached or duplex development,

2. Uncontaminated groundwater or surface water pumped from a foundation drainage or crawl space system in accordance with the regulations of the Colorado Department of Public Health and Environment,

3. Individual residential car washing,

4. Discharges that comply with the Division's Low Risk Policy Discharge Guidance or other applicable Division policies or guidance documents including:

- a. Hot springs
- b. Trail Building
- c. Fire suppression dischargers
- d. Potable water monitoring devices
- e. Potable water
- f. Rural Roadway Culvert Flushing by Public Entities
- g. Snow melting
- h. Surface cosmetic power washing operations to land
- i. Swimming pools
- j. Uncontaminated groundwater to land
- k. Discharges where the Colorado Water Quality Control Division has stated that it will not pursue permit coverage or enforcement,
- 5. Emergency firefighting activities,
- 6. Street cleaning operations conducted under the supervision of or authorized by the city,
- 7. Diverted stream flows,
- 8. Irrigation return flow,
- 9. Springs,
- 10. Flows from riparian habitats and wetlands,
- 11. Air conditioning condensation,
- 12. Dye testing in accordance with manufacturers recommendations,
- 13. Stormwater runoff with incidental pollutants,
- 14. Discharges authorized by a Colorado Discharge Permit System permit or National Pollutant Discharge Elimination System permit,
- 15. Agricultural runoff; or
- 16. Any discharge that is authorized by the City Public Works Manager consistent with the MS4 permit.

6.17.050 – Notice of Violation.

A. To the extent possible, considering the nature and extent of the illicit discharge, the City Public Works Manager or designated City of Manitou Springs staff shall provide verbal or written notice to persons or owners violating this Chapter and shall work with such persons and

owners to correct violations prior to the commencement of enforcement proceedings.

B. When a person or owner violating this Chapter does not correct a violation of this Chapter in a reasonable timeframe (not to exceed three (3) calendar days), the City Administrator shall determine the illicit discharge to be an imminent danger to health, safety, property or receiving waters and the City may proceed with abatement of the illicit discharge consistent with section 6.08.060 of this Chapter.

C. Nothing in this Section shall be construed to bar the commencement of criminal or civil enforcement proceedings for violations of this Ordinance without prior notice.

6.17.060 – Enforcement.

A. Whenever the city administrator finds that any person or owner has violated or is violating any provision of this Chapter, or any approval granted under this chapter or the City of Manitou Springs Stormwater Quality Management and Discharge Control Code , the city administrator may serve upon such person a written notice stating the nature of the violation and providing a reasonable time necessary to cure the violation for the satisfactory correction thereof.

B. If the person so notified fails to correct the violation as required by the notice in this section, or if the city administrator determines that an imminent danger to health, safety, property or receiving waters exists, the city administrator may correct the violation or cause the violation to be corrected and charge the costs thereof to the person or owner violating the provisions of this chapter.

C. If any person fails or refuses to pay when due any charge imposed under this section, the city administrator may, in addition to taking other collection remedies, certify due and unpaid charges to the El Paso County Treasurer for collection as provided by Section 6.08.050.

6.17.070 – Civil Enforcement.

The City Administrator may refer violations of this Chapter to the City Attorney's Office for the institution of an injunction, mandamus, abatement, or other appropriate action to prevent, enjoin, abate, or remove a violation.

Section 2. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 4. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this 3rd day of June 2025.

Deputy City Clerk, Kristen Dukoi

A Public Hearing on this ordinance will be held at the June 17, 2025, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: June 4, 2025 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by Council this 17th day of June 2025.

Mayor, John Graham

Attest:

Deputy City Clerk, Kristen Dukoi

Ordinance Published: June 18, 2025 (in full)
City's Official Website and City Hall



Memorandum

Title: Second Reading and Public Hearing of Ordinance No. 1325, An Ordinance Amending Chapters 18.03 and 18.06 of the Manitou Springs Municipal Code Concerning Storm Water Management and Grading and Erosion Control Permit Provisions

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

June 17, 2025

Purpose:

To hold a public hearing and consider adopting the proposed ordinance to amend Title 18 of the City's Code to connect the requirements of Title 14 to the Grading and Erosion Control Permit requirements found in Title 18.

Background:

This ordinance was introduced at the June 3, 2025, Council meeting and set for a public hearing tonight. There have been no changes to the ordinance since the first reading.

In March 2021, the City's stormwater consultant, Chavez Consulting Inc., LLC, conducted a baseline MS4 permit compliance evaluation for the City. The baseline compliance evaluation was an initial evaluation of existing MS4 regulatory mechanisms and program documentation compared to the compliance schedule found in Table 2 of the MS4 permit.

The evaluation had two goals:

1. Identify any issues that may exist relative to the compliance schedule found in Table 2 of the MS4 Permit.
2. Develop a report with recommendations on how to bring the city into compliance with its MS4 permit, if necessary.

A thorough review of the City's stormwater regulatory mechanisms and the Program Description Document (PDD) was conducted during the baseline compliance evaluation. Although Title 14 appeared to have been updated in 2019, the initial evaluation found several inconsistencies with MS4 permit requirements for construction oversight exemptions, inspection frequencies and inspection scopes. The PDD was determined to be significantly inadequate. These proposed code amendments are the



city's follow up on the recommendations included in the baseline compliance evaluation report. Initially, the Municipal Code will be updated to accurately reflect conditions included in the MS4 Permit. A new Program Description Document along with several procedural documents will be developed after the Municipal Code is amended.

Pros and Cons:

Pros: Proposed revisions are necessary in order for the city to remain compliant with the city's Municipal Separate Storm Sewer System (MS4) Permit issued by the Colorado Department of Public Health and Environment (CDPHE).

Cons: If revisions are not made, the city will be out of compliance with its MS4 Permit.

Fiscal Impact:

The city received a \$20,000 matching grant from the Colorado Department of Local Affairs for this project. The \$20,000 match from the city has been allocated to the Planning Department's budget and is being drawn down during the 2024 and 2025 fiscal years as work is being accomplished.

Workload Impact:

This is a major project that was identified as a Planning Department goal for 2025 to complete. Staff secured the DOLA grant, advertised and hired the consultant, and have been working with the consultant in scheduling and holding staff meetings with other city staff members, reviewing drafts, making and collecting comments on the draft, and recommending revisions. Additionally, staff scheduled and presented these draft revisions to the City Planning Commission for consideration and recommendation on April 9, 2025.

Recommended Action:

Move to adopt on Second Reading, Ordinance No. 1325, an ordinance amending chapters 18.03 and 18.06 of the Manitou Springs Municipal Code concerning storm water management and grading and erosion control permit provisions.

ORDINANCE

AN ORDINANCE AMENDING CHAPTERS 18.03 AND 18.06 OF THE MANITOU SPRINGS MUNICIPAL CODE CONCERNING STORM WATER MANAGEMENT AND GRADING AND EROSION CONTROL PERMIT PROVISIONS

WHEREAS, the City desires to amend Chapter 18.03 and 18.06 of the Code to remove and amend language and requirements to comply with the new Stormwater Quality Management and Discharge Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. A new Subsection B is hereby added to Section 18.03.11 of the Manitou Springs Municipal Code to read as follows:

With the submission of a Final Drainage Report for a project meeting the definition of applicable development site, as defined in Title 14, the engineer of record shall include for each detention and infiltration facility proposed for the project:

1. A completed Post Construction Stormwater Detention Facility Documentation Form.
2. An Operations and Maintenance Manual specific to every permanent control measure constructed at the site.
3. A Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement.
4. A completed Stormwater Detention and Infiltration Facility Design Data Sheet for each facility included in the project.

Items 1-3 may be obtained from the Manitou Springs Planning Department.

The Stormwater Detention and Infiltration Facility Design Data Sheet can be downloaded from the statewide notification and compliance portal at: <https://maperture.digitaldataservices.com/gvh/?viewer=cswdif>

City Planning will review the submitted documentation forms for completeness and accuracy. Upon verification of complete and accurate documentation and data sheets, the owner is responsible for uploading each facility into the statewide reporting portal.

Section 2. Section 18.06.4.23(B) is hereby amended to add (7) and read as follows:

(7) Land disturbing activity meeting the definition of Applicable Construction Activity as defined in Title 14.

Section 3. Section 18.06.4.23(C) is hereby amended to add (1) and (2) and read as follows:

1. Grading and Erosion Control Plan. A Grading and Erosion Control (GEC) Plan

shall be submitted for all applicable construction activity and applicable development sites. The intent of the GEC Plan is to provide for overall construction, subdivision or development grading design as part of the engineering required for review and approval by the City. This plan is done at the time construction drawings are prepared by the Professional Engineer working for the project owner. Cuts and fills are analyzed for balance, slopes and contours are proposed, and permanent stormwater control measures are designed as an integral part of the engineering design.

2. Applicable construction activity and applicable development sites, as defined in Title 14 shall comply with the additional requirements of Title 14.

Section 4. Section 18.06.4.23(D)(2), (3), and (4) are hereby amended to read as follows:

2. An excavation by the City for the purpose of maintenance of City utilities, buildings, streets, drainage, or easements;
3. Construction does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance;
4. Sites that meet the criteria for an exemption as defined Title 14.

Section 5. Section 18.06.4.23(E) is hereby repealed and reenacted to read as follows:

Procedure. Grading and Erosion Control Permits shall follow the General Application Procedures as outlined in Section 18.06.2 and further described in Section 18.06.3. of this Chapter. The Planning Director may approve, disapprove, or conditionally approve the application. Major or *Minor Development* Plans, Variances, or any other Planning Permission associated with the proposed grading activity shall be approved by the City prior to issuance of a grading permit.

1. In addition to the General Application procedures outlined in this Chapter, applicable construction activities shall follow the application procedures outlined in Chapter 14.02 of Title 14.
2. Compliance. Inspections for compliance of the work and administration of the permit shall be done by the Planning Department. Periodic inspections of applicable construction activity shall be performed by the Manitou Springs Stormwater Department consistent with Title 14.
3. Denial of Permit. When, upon determination by the Planning Director, the work proposed by the applicant is contrary to the purposes of this Chapter, the Grading and Erosion Control Permit shall be denied. Factors to be considered in the denial shall include, but not be limited to: Possible saturation of fill and unsupported cut by water, both natural and domestic runoff surface waters that cause erosion, and silting of drainageways; subsurface conditions such as the rock strata and faults, nature and type of soil or rock that when disturbed by the proposed grading may create earth movement and produce slopes that cannot be landscaped and excessive and unnecessary scaring of the natural landscape through grading or removal of vegetation.
4. Conditions of Issuance. A permit may be issued with conditions including but not limited to the following:
 - a. Limitation of the hours of operation or the period of year in which work may be performed;

- b. Restrictions as to the size and type of equipment;
- c. Designations of routes upon which materials may be transported;
- d. The place and manner of disposal of excavated materials;
- e. Requirements as to the laying of dust and tracking of dirt, the prevention of noises and other results offensive or injurious to the neighborhood, the general public, or any portion thereof;
- f. Designation of maximum or minimum slopes to be used if they vary from those prescribed in this LUDC;
- g. Regulations as to the use of public streets and places in the course of the work;
- h. Regulations as to the degree of compaction of fill material;
- i. Requirements as to paving private driveways and roads constructed under the permit;
- j. Requirements for safe and adequate drainage of the site;
- k. A requirement that crews and equipment be provided at the site during storms to prevent incomplete work from endangering life or property;
- l. Requirements for fencing of excavation or fills, which would be hazardous without such fencing.

Section 6. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 7. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 8. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this 3rd day of June 2025.

Deputy City Clerk, Kristen Dukoi

A Public Hearing on this ordinance will be held at the June 17, 2025, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: June 4, 2025 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by Council this 17th day of June 2025.

Mayor, John Graham

Attest:

Deputy City Clerk, Kristen Dukoi

Ordinance Published: June 18, 2025 (in full)
City's Official Website and City Hall

18.03.11 Stormwater Management

18.03.11.1 Purpose and Applicability.

- A. All drainage plans and reports shall meet the design and submittal requirements of the City of Colorado Springs Drainage Criteria Manual.

- B. With the submission of a Final Drainage Report for a project meeting the definition of applicable development site, as defined in Title 14, the engineer of record shall include for each detention and infiltration facility proposed for the project:
 - 1. A completed Post Construction Stormwater Detention Facility Documentation Form.
 - 2. An Operations and Maintenance Manual specific to every permanent control measure constructed at the site.
 - 3. A Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement.
 - 4. A completed Stormwater Detention and Infiltration Facility Design Data Sheet for each facility included in the project.

Items 1-3 may be obtained from the Manitou Springs Planning Department.

The Stormwater Detention and Infiltration Facility Design Data Sheet can be downloaded from the statewide notification and compliance portal at:

<https://maperture.digitaldataservices.com/gvh/?viewer=cswdif>. City Planning will review the submitted documentation forms for completeness and accuracy. Upon verification of complete and accurate documentation and data sheets, the owner is responsible for uploading each facility into the statewide reporting portal.

(Ord. No. 1123, § 1(Exh. A), 10-3-2023)

18.06.4.23 Grading and Erosion Control Permit.

- A. Purpose. This LUDC prescribes standards and criteria for judging how a *development* will affect the terrain, drainage, or vegetation, and/or to ensure the proposed grading matches the preliminary grading plan as approved as part of a *Major Development Plan*. This permit is required before any construction or earthwork meeting the criteria below takes place, or minerals and material are removed. This permit also shall ~~prescribe~~ require erosion control measures to protect public and private property. The purpose of this section is to protect the health, safety, and welfare of the citizens of Manitou Springs by:
1. Ensuring that the *development* of each site minimizes adverse impacts to adjacent properties by adequately addressing drainage, erosion, earth movement, and *geologic hazards*;
 2. Ensuring that the construction of a *development* will be as unobtrusive to the natural terrain as possible;
 3. Ensuring to the *maximum extent practicable* the retention of natural vegetation to aid in protection against erosion, earth movement, and other similar hazards and to aid in preservation of natural scenic qualities of the City;
 4. Reducing air pollution caused by dust blown from areas under *development*;
 5. Preventing the premature cutting of roads and building sites.
- B. Applicability. No person shall commence or proceed with any modification of the natural terrain without seeking and obtaining a Grading and Erosion Control Permit from the Planning Director, if such modification will result in any of the following:
1. An excavation, fill, or combination in excess of one hundred (100) cubic yards;
 2. An excavation which will be three (3) or more feet below the ground surface for an area over five hundred (500) square feet or more;
 3. A fill that will be three (3) or more feet above the ground surface, for an area over five hundred (500) square feet or more;
 4. An excavation or fill by a *developer* or contractor not working on behalf of the City or a *Public Utility* that falls within a public drainage *easement*, a *public right-of-way*, or any other *public utility easement*. This includes the preparation of roads or sidewalk;
 5. Vegetation removal over an area five hundred (500) square feet or more; or
 6. Mining, quarrying, or gravel operations.
 7. Land disturbing activity meeting the definition of Applicable Construction Activity as defined in Title 14.
- C. Submittal. Grading permit submittals shall follow the general application procedures in Section 18.06.3 of this Chapter. Applicants shall make a submittal to the Planning Department in accordance with the Grading and Erosion Control Permit Checklist.
1. Grading and Erosion Control Plan. A Grading and Erosion Control (GEC) Plan shall be submitted for all applicable construction activity and applicable development sites. The intent of the GEC Plan is to provide for overall construction, subdivision or development grading design as part of the engineering required for review and approval by the City. This plan is done at the time construction drawings are prepared by the Professional Engineer working for the project owner. Cuts and fills are analyzed for balance, slopes and contours

are proposed, and permanent stormwater control measures are designed as an integral part of the engineering design.

2. Applicable construction activity and applicable development sites, as defined in Title 14 shall comply with the additional requirements of Title 14.

D. Exemptions. No permit shall be required when grading is performed in the following circumstances:

1. *Solid waste* disposal sites operated by the public or under public regulations;
2. An excavation by the City for the purpose of maintenance ~~or installation~~ of City utilities, buildings, streets, drainage or easements;
3. ~~An excavation by a private individual for the purpose of routine maintenance~~ Construction does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance.;
4. ~~Tilling the ground for agricultural purposes or protection.~~ Sites that meet the criteria for an exemption as defined in Title 14.

E. Procedure. Grading and Erosion Control Permits shall follow the General Application Procedures as outlined in Section 18.06.2 and further described in Section 18.06.3. of this Chapter. The Planning Director may approve, disapprove, or conditionally approve the application. Major or *Minor Development* Plans, Variances, or any other Planning Permission associated with the proposed grading activity shall be approved by the City prior to issuance of a grading permit.

1. In addition to the General Application procedures outlined in this Chapter, applicable construction activities shall follow the application procedures outlined in Chapter 14.02 of Title 14.

2. Compliance. Inspections for compliance of the work and administration of the permit shall be done by the Planning Department. Periodic inspections of ~~the work~~ applicable construction activity shall be ~~done~~ performed by the Manitou Springs Stormwater Department consistent with Title 14.

32. Denial of Permit. When, upon determination by the Planning Director, the work proposed by the applicant is contrary to the purposes of this Chapter, the Grading and Erosion Control Permit shall be denied. Factors to be considered in the denial shall include, but not be limited to: Possible saturation of fill and unsupported cut by water, both natural and domestic runoff surface waters that cause erosion, and silting of drainageways; subsurface conditions such as the rock strata and faults, nature and type of soil or rock that when disturbed by the proposed grading may create earth movement and produce slopes that cannot be landscaped and excessive and unnecessary scaring of the natural landscape through grading or removal of vegetation.

43. Conditions of Issuance. A permit may be issued with conditions including but not limited to the following:

- a. Limitation of the hours of operation or the period of year in which work may be performed;
- b. Restrictions as to the size and type of equipment;

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- c. Designations of routes upon which materials may be transported;
 - d. The place and manner of disposal of excavated materials;
 - e. Requirements as to the laying of dust and tracking of dirt, the prevention of noises and other results offensive or injurious to the neighborhood, the general public, or any portion thereof;
 - f. Designation of maximum or minimum slopes to be used if they vary from those prescribed in this LUDC;
 - g. Regulations as to the use of public streets and places in the course of the work;
 - h. Regulations as to the degree of compaction of fill material;
 - i. Requirements as to paving private driveways and roads constructed under the permit;
 - j. Requirements for safe and adequate drainage of the site;
 - k. A requirement that crews and equipment be provided at the site during storms to prevent incomplete work from endangering life or property;
 - l. Requirements for fencing of excavation or fills, which would be hazardous without such fencing.
- F. Failure to Start a *Major Development*. If an application for a Grading and Erosion Control Permit for a *major development* is not made within twelve months after planning permission has been granted by the Planning Director, Planning Commission, or City Council then that permission will lapse. An extension may be granted by the Planning Director of one, twelve-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why a Grading and Erosion Control Permit was not submitted by the deadline. Examples of good cause include delays in plan or report preparation, inability to secure financing in a timely manner, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.
- G. Failure to Start a *Minor Development*. If final inspection approval by the Planning Director of a Grading Permit for a *minor development* is not made within six months after permission has been granted by the Planning Director, Planning Commission or City Council then that permission will lapse. An extension may be granted by the Planning Director of one, six-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why a Grading and Erosion Control Permit was not submitted by the deadline. Examples of good cause include delays in plan or report preparation, inability to secure financing in a timely manner, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.
- H. Expiration. If work within the Grading and Erosion Control Permit's scope does not commence within twelve months of approval, the permit shall expire. An extension may be granted by the Planning Director of one, twelve-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why work did not commence within the allotted timeframe. Examples of good cause include delays in available labor or materials, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.

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- I. Reclamation. If a proposed *development* is *abandoned* after commencing work within the scope of the approved Grading and Erosion Control Permit, the owner of the property for which the permit was granted shall file a reclamation plan for approval by the Planning Director. The reclamation plan shall be designed to return the site to as close to the condition existing prior to grading as deemed reasonable by the Planning Director. If a reclamation plan is not submitted, the property owner may be subject to violations and punishment as outlined in Section 18.06.4.27.
 - J. Financial Security Required. The applicant for a Grading and Erosion Control Permit may be required to file a financial security in the form of a surety bond, irrevocable letter of credit, or evidence of cash held in escrow by the City or other such guarantee satisfactory to the City, in an amount deemed sufficient by the City Engineer to cover all costs of reclamation of the site in the event that the *improvements* are not in accordance with the approved Grading and Erosion Control Permit. Said security shall be returned to the applicant within thirty days of final approval of the *improvements* by the Planning Director. In such case that use of the security as described above occurs, any monies in excess of that required for reclamation shall be returned to the applicant.
 - K. Erosion Control. All cut and fill surfaces created by grading and subject to erosion except plowing or discing for agricultural or fire break purposes shall be planted with a ground cover that is compatible with the natural ground covers in the City and that will thrive with little or no maintenance once established.
 - 1. Top soils are to be stockpiled during rough grading and used on cut and fill slopes.
 - 2. On slopes likely to be extensively disturbed by later construction, an interim ground cover may be planted to be supplemented by the permanent ground cover and/or shrubs and trees when the site is finally developed and landscaped.
 - 3. The City may require *retaining walls* on steep slopes unless the stability of a cut on such slope is certified by a licensed Engineer.
 - 4. All areas along public roads disturbed by cuts and fills shall be re-landscaped with groundcover or plant material to match that existing prior to disturbance.
 - L. Air Pollution Control. Efforts shall be made to abate the dust caused by the *development* of sites. Such methods as watering, erosion controls, chemical treatment, etc., shall be used in order to minimize dust.
 - M. Responsibility. Failure of the City officials to observe and recognize hazardous or unsightly conditions, or to deny or recommend denial of the Grading and Erosion Control Permit, shall not relieve the permittee of responsibility for the condition or damages resulting therefrom, and shall not result in the City of Manitou Springs, its officer, or agents, being responsible for the conditions or damages resulting therefrom.

18.03.11 Stormwater Management

18.03.11.1 Purpose and Applicability.

- A. All drainage plans and reports shall meet the design and submittal requirements of the City of Colorado Springs Drainage Criteria Manual.

- B. With the submission of a Final Drainage Report for a project meeting the definition of applicable development site, as defined in Title 14, the engineer of record shall include for each detention and infiltration facility proposed for the project:
 - 1. A completed Post Construction Stormwater Detention Facility Documentation Form.
 - 2. An Operations and Maintenance Manual specific to every permanent control measure constructed at the site.
 - 3. A Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement.
 - 4. A completed Stormwater Detention and Infiltration Facility Design Data Sheet for each facility included in the project.

Items 1-3 may be obtained from the Manitou Springs Planning Department.

The Stormwater Detention and Infiltration Facility Design Data Sheet can be downloaded from the statewide notification and compliance portal at:

<https://maperture.digitaldataservices.com/gvh/?viewer=cswdif>. City Planning will review the submitted documentation forms for completeness and accuracy. Upon verification of complete and accurate documentation and data sheets, the owner is responsible for uploading each facility into the statewide reporting portal.

18.06.4.23 Grading and Erosion Control Permit.

- A. Purpose. This LUDC prescribes standards and criteria for judging how a *development* will affect the terrain, drainage, or vegetation, and/or to ensure the proposed grading matches the preliminary grading plan as approved as part of a *Major Development Plan*. This permit is required before any construction or earthwork meeting the criteria below takes place, or minerals and material are removed. This permit also shall require erosion control measures to protect public and private property. The purpose of this section is to protect the health, safety, and welfare of the citizens of Manitou Springs by:
1. Ensuring that the *development* of each site minimizes adverse impacts to adjacent properties by adequately addressing drainage, erosion, earth movement, and *geologic hazards*;
 2. Ensuring that the construction of a *development* will be as unobtrusive to the natural terrain as possible;
 3. Ensuring to the *maximum extent practicable* the retention of natural vegetation to aid in protection against erosion, earth movement, and other similar hazards and to aid in preservation of natural scenic qualities of the City;
 4. Reducing air pollution caused by dust blown from areas under *development*;
 5. Preventing the premature cutting of roads and building sites.
- B. Applicability. No person shall commence or proceed with any modification of the natural terrain without seeking and obtaining a Grading and Erosion Control Permit from the Planning Director, if such modification will result in any of the following:
1. An excavation, fill, or combination in excess of one hundred (100) cubic yards;
 2. An excavation which will be three (3) or more feet below the ground surface for an area over five hundred (500) square feet or more;
 3. A fill that will be three (3) or more feet above the ground surface, for an area over five hundred (500) square feet or more;
 4. An excavation or fill by a *developer* or contractor not working on behalf of the City or a *Public Utility* that falls within a public drainage *easement*, a *public right-of-way*, or any other *public utility easement*. This includes the preparation of roads or sidewalk;
 5. Vegetation removal over an area five hundred (500) square feet or more; or
 6. Mining, quarrying, or gravel operations.
 7. Land disturbing activity meeting the definition of Applicable Construction Activity as defined in Title 14.
- C. Submittal. Grading permit submittals shall follow the general application procedures in Section 18.06.3 of this Chapter. Applicants shall make a submittal to the Planning Department in accordance with the Grading and Erosion Control Permit Checklist.
1. Grading and Erosion Control Plan. A Grading and Erosion Control (GEC) Plan shall be submitted for all applicable construction activity and applicable development sites. The intent of the GEC Plan is to provide for overall construction, subdivision or development grading design as part of the engineering required for review and approval by the City. This plan is done at the time construction drawings are prepared by the Professional Engineer working for the project owner. Cuts and fills are analyzed for balance, slopes and contours

are proposed, and permanent stormwater control measures are designed as an integral part of the engineering design.

2. Applicable construction activity and applicable development sites, as defined in Title 14 shall comply with the additional requirements of Title 14.

D. Exemptions. No permit shall be required when grading is performed in the following circumstances:

1. *Solid waste* disposal sites operated by the public or under public regulations;
2. An excavation by the City for the purpose of maintenance of City utilities, *buildings*, streets, drainage or *easements*;
3. Construction does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. Activities to conduct repairs that are not part of regular maintenance or for replacement are construction activities and are not routine maintenance.;
4. Sites that meet the criteria for an exemption as defined in Title 14.

E. Procedure. Grading and Erosion Control Permits shall follow the General Application Procedures as outlined in Section 18.06.2 and further described in Section 18.06.3. of this Chapter. The Planning Director may approve, disapprove, or conditionally approve the application. Major or *Minor Development* Plans, Variances, or any other Planning Permission associated with the proposed grading activity shall be approved by the City prior to issuance of a grading permit.

1. In addition to the General Application procedures outlined in this Chapter, applicable construction activities shall follow the application procedures outlined in Chapter 14.02 of Title 14.
2. Compliance. Inspections for compliance of the work and administration of the permit shall be done by the Planning Department. Periodic inspections of applicable construction activity shall be performed by the Manitou Springs Stormwater Department consistent with Title 14.
3. Denial of Permit. When, upon determination by the Planning Director, the work proposed by the applicant is contrary to the purposes of this Chapter, the Grading and Erosion Control Permit shall be denied. Factors to be considered in the denial shall include, but not be limited to: Possible saturation of fill and unsupported cut by water, both natural and domestic runoff surface waters that cause erosion, and silting of drainageways; subsurface conditions such as the rock strata and faults, nature and type of soil or rock that when disturbed by the proposed grading may create earth movement and produce slopes that cannot be landscaped and excessive and unnecessary scaring of the natural landscape through grading or removal of vegetation.
4. Conditions of Issuance. A permit may be issued with conditions including but not limited to the following:
 - a. Limitation of the hours of operation or the period of year in which work may be performed;
 - b. Restrictions as to the size and type of equipment;
 - c. Designations of routes upon which materials may be transported;
 - d. The place and manner of disposal of excavated materials;

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- e. Requirements as to the laying of dust and tracking of dirt, the prevention of noises and other results offensive or injurious to the neighborhood, the general public, or any portion thereof;
 - f. Designation of maximum or minimum slopes to be used if they vary from those prescribed in this LUDC;
 - g. Regulations as to the use of public streets and places in the course of the work;
 - h. Regulations as to the degree of compaction of fill material;
 - i. Requirements as to paving private driveways and roads constructed under the permit;
 - j. Requirements for safe and adequate drainage of the site;
 - k. A requirement that crews and equipment be provided at the site during storms to prevent incomplete work from endangering life or property;
 - l. Requirements for fencing of excavation or fills, which would be hazardous without such fencing.
- F. Failure to Start a *Major Development*. If an application for a Grading and Erosion Control Permit for a *major development* is not made within twelve months after planning permission has been granted by the Planning Director, Planning Commission, or City Council then that permission will lapse. An extension may be granted by the Planning Director of one, twelve-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why a Grading and Erosion Control Permit was not submitted by the deadline. Examples of good cause include delays in plan or report preparation, inability to secure financing in a timely manner, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.
- G. Failure to Start a *Minor Development*. If final inspection approval by the Planning Director of a Grading Permit for a *minor development* is not made within six months after permission has been granted by the Planning Director, Planning Commission or City Council then that permission will lapse. An extension may be granted by the Planning Director of one, six-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why a Grading and Erosion Control Permit was not submitted by the deadline. Examples of good cause include delays in plan or report preparation, inability to secure financing in a timely manner, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.
- H. Expiration. If work within the Grading and Erosion Control Permit's scope does not commence within twelve months of approval, the permit shall expire. An extension may be granted by the Planning Director of one, twelve-month period for good cause. "Good cause" for purposes of this section shall mean justifiable and reasonable reasons why work did not commence within the allotted timeframe. Examples of good cause include delays in available labor or materials, unforeseen conditions at the property such as soils or drainage problems, and similar causes not solely the result of the applicant's failure to pursue the *development* with due diligence.
- I. Reclamation. If a proposed *development* is *abandoned* after commencing work within the scope of the approved Grading and Erosion Control Permit, the owner of the property for which the permit was granted shall file a reclamation plan for approval by the Planning Director. The reclamation plan shall be designed to return the site to as close to the condition existing prior to

grading as deemed reasonable by the Planning Director. If a reclamation plan is not submitted, the property owner may be subject to violations and punishment as outlined in Section 18.06.4.27.

- J. Financial Security Required. The applicant for a Grading and Erosion Control Permit may be required to file a financial security in the form of a surety bond, irrevocable letter of credit, or evidence of cash held in escrow by the City or other such guarantee satisfactory to the City, in an amount deemed sufficient by the City Engineer to cover all costs of reclamation of the site in the event that the *improvements* are not in accordance with the approved Grading and Erosion Control Permit. Said security shall be returned to the applicant within thirty days of final approval of the *improvements* by the Planning Director. In such case that use of the security as described above occurs, any monies in excess of that required for reclamation shall be returned to the applicant.
- K. Erosion Control. All cut and fill surfaces created by grading and subject to erosion except plowing or disking for agricultural or fire break purposes shall be planted with a ground cover that is compatible with the natural ground covers in the City and that will thrive with little or no maintenance once established.
 - 1. Top soils are to be stockpiled during rough grading and used on cut and fill slopes.
 - 2. On slopes likely to be extensively disturbed by later construction, an interim ground cover may be planted to be supplemented by the permanent ground cover and/or shrubs and trees when the site is finally developed and landscaped.
 - 3. The City may require *retaining walls* on steep slopes unless the stability of a cut on such slope is certified by a licensed Engineer.
 - 4. All areas along public roads disturbed by cuts and fills shall be re-landscaped with groundcover or plant material to match that existing prior to disturbance.
- L. Air Pollution Control. Efforts shall be made to abate the dust caused by the *development* of sites. Such methods as watering, erosion controls, chemical treatment, etc., shall be used in order to minimize dust.
- M. Responsibility. Failure of the City officials to observe and recognize hazardous or unsightly conditions, or to deny or recommend denial of the Grading and Erosion Control Permit, shall not relieve the permittee of responsibility for the condition or damages resulting therefrom, and shall not result in the City of Manitou Springs, its officer, or agents, being responsible for the conditions or damages resulting therefrom.
