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

September 16, 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. August 19, 2025 City Council Regular Meeting Minutes
3. Status of the Manitou Springs Volunteer Fire Department Pension Fund Report
4. Formal Action on Creekwalk 6

G. PRESENTATION

1. Proclamation No. 1125, 2025 Creek Week Proclamation

H. BUSINESS

1. Consider Appointing Lisette Casey to the Manitou Arts, Culture and Heritage Board
2. Consider Appointing Gerald Mitchell to the Manitou Arts, Culture and Heritage Board

3. Consideration of Resolution No. 1325, A Resolution Adopting an Updated Universal Fee Schedule

4. First Reading of Ordinance No. 1825, An Ordinance of the City of Manitou Springs, Colorado, Adding a New Chapter 12.40 of the Manitou Springs Municipal Code to Prohibit Unpermitted Work in the City

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

J. CITY ADMINISTRATOR REPORT

K. EXECUTIVE SESSION

1. An Executive Session to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, purusant to Section 5.1(d) of the Manitou Springs Municipal Charter. This executive session concerns the Manitou Springs Metropolitan District.

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: Rebecca Davis, CPFO, Finance Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:
To present warrants, written from August 1, 2025, through August 31, 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:
Total checks written: 242
Total amount: $1,288,589

Workload Impact:
20 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	
08/25	08/19/2025	22026	231	VERIZON WIRELESS	10-202-100	4,999.58	M
08/25	08/19/2025	22027	231	VERIZON WIRELESS	10-202-100	5,204.42	M
08/25	08/19/2025	22028	231	VERIZON WIRELESS	10-202-100	5,074.35	M
08/25	08/19/2025	22029	231	VERIZON WIRELESS	10-202-100	5,600.76	M
08/25	08/19/2025	22030	231	VERIZON WIRELESS	10-202-100	5,348.70	M
08/25	08/18/2025	22031	615	CARDMEMBER SERVICE	10-202-100	834.64	M
08/25	08/25/2025	22032	615	CARDMEMBER SERVICE	52-202-100	752.15	M
08/25	08/29/2025	22034	615	CARDMEMBER SERVICE	10-202-100	511.00	M
08/25	08/26/2025	22035	615	CARDMEMBER SERVICE	10-202-100	4,880.11	M
08/25	08/26/2025	22042	615	CARDMEMBER SERVICE	10-202-100	343.16	M
08/25	08/26/2025	22043	615	CARDMEMBER SERVICE	55-202-100	547.85	M
08/25	08/05/2025	251592	940	TIMBER LINE ELECTRIC	52-202-100	4,821.50-	V
08/25	08/08/2025	251649	384	CLEARWAY ENERGY GROUP	10-202-100	8,972.26-	V
08/25	08/26/2025	251772	20220996	HARRALSON, ALICIA	10-202-100	720.00-	V
08/25	08/26/2025	251806	615	CARDMEMBER SERVICE	55-202-100	5,052.56-	V
08/25	08/01/2025	251831	160344	FLAIR DATA SYSTEMS	10-202-100	4,338.59	
08/25	08/01/2025	251832	142003	MASTER BLASTER, INC.	52-202-100	2,610.00	
08/25	08/01/2025	251833	20220576	PIKES PEAK BULLETIN	10-202-100	57.50	
08/25	08/01/2025	251834	20220371	THE ART OF BEING CALM, LLC	10-202-100	9,660.00	
08/25	08/01/2025	251835	10065	WASTE CONNECTIONS	10-202-100	4,417.64	
08/25	08/01/2025	251836	10064	WASTE CONNECTIONS	10-202-100	.00	V
08/25	08/04/2025	251837	20221150	STATEWIDE INTERNET PORTAL AUTHORITY	10-202-100	1,876.00	
08/25	08/05/2025	251838	20221152	ADOBE INC	10-202-100	16,577.04	
08/25	08/05/2025	251839	145724	AMAZON CAPITAL SERVICES	10-202-100	5,556.47	
08/25	08/05/2025	251840	20220035	AMERITAS LIFE INSURANCE COMPANY	10-202-100	1,580.28	
08/25	08/05/2025	251841	20220036	AMERITAS LIFE INSURANCE CORP	10-202-100	7,196.44	
08/25	08/05/2025	251842	500	BARNHART PUMP COMPANY, INC.	52-202-100	480.65	
08/25	08/05/2025	251843	726	BURLAP BAG	10-202-100	282.15	
08/25	08/05/2025	251844	848	CENTURYLINK	10-202-100	373.03	
08/25	08/05/2025	251845	310	COLORADO SPRINGS WINWATER	52-202-100	325.00	
08/25	08/05/2025	251846	145514	CRAIG'S POWER EQUIPMENT	10-202-100	387.39	
08/25	08/05/2025	251847	20220017	CYBERSOURCE CORPORATION	55-202-100	548.00	
08/25	08/05/2025	251848	20220140	ECOSWEEPING INC	55-202-100	5,880.00	
08/25	08/05/2025	251849	658	EL PASO COUNTY PUBLIC HEALTH LABORATORY	52-202-100	368.00	
08/25	08/05/2025	251850	503	FEDERAL EXPRESS	55-202-100	31.29	
08/25	08/05/2025	251851	20220735	GRIMCO, INC.	55-202-100	467.15	
08/25	08/05/2025	251852	436	HOME DEPOT CREDIT SERVICES	10-202-100	499.37	
08/25	08/05/2025	251853	20220682	LANDO EXCAVATION LLC	53-202-100	241,802.53	
08/25	08/05/2025	251854	145606	MILE HIGH ACE HARDWARE	10-202-100	115.46	
08/25	08/05/2025	251855	20221067	NTIVIA ACCOUNTING DEPT	39-202-100	15,698.85	
08/25	08/05/2025	251856	160025	PRODUCTION PRINTING D11	10-202-100	31.64	
08/25	08/05/2025	251857	20220913	PURCELL TIRE & SERVICE CENTERS	55-202-100	1,572.54	
08/25	08/05/2025	251858	144342	ROCKY TOP RESOURCES, INC.	52-202-100	453.60	
08/25	08/05/2025	251859	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	113.97	
08/25	08/05/2025	251860	170078	TWIN BEARS	10-202-100	34.95	
08/25	08/05/2025	251861	20200170	UNITED SITE SERVICES	10-202-100	157.04	
08/25	08/05/2025	251862	203	UTILITY NOTIFICATION CENTER OF COLORADO	52-202-100	95.72	
08/25	08/05/2025	251863	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	283.77	
08/25	08/06/2025	251864	145724	AMAZON CAPITAL SERVICES	10-202-100	347.57	
08/25	08/07/2025	251865	170	CIRSA	10-202-100	2,561.12	
08/25	08/07/2025	251866	20221153	COLORADO NONPROFIT DEVELOPMENT CENTER	23-202-100	395.00	
08/25	08/07/2025	251867	619	KIRBY BUILT	25-202-100	1,497.81	
08/25	08/07/2025	251868	145606	MILE HIGH ACE HARDWARE	10-202-100	167.99	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/25	08/07/2025	251869	20200287	SHELDON'S AUTO REPAIR	10-202-100	552.29	
08/25	08/08/2025	251870	940	TIMBER LINE ELECTRIC	52-202-100	.00	V
08/25	08/07/2025	251871	10064	WASTE CONNECTIONS	10-202-100	1,129.20	
08/25	08/08/2025	251872	145724	AMAZON CAPITAL SERVICES	10-202-100	549.11	
08/25	08/08/2025	251873	1410	BOBCAT OF THE ROCKIES	10-202-100	178.87	
08/25	08/08/2025	251874	20220370	BRAVO SCREEN PRINTING INC	10-202-100	674.67	
08/25	08/08/2025	251875	580	ENGELHARDT, BENJAMIN LEO	10-202-100	3,280.86	
08/25	08/08/2025	251876	1038	HARDING NURSERY	10-202-100	100.00	
08/25	08/08/2025	251877	145606	MILE HIGH ACE HARDWARE	10-202-100	44.62	
08/25	08/08/2025	251878	20220387	STUTZMAN, KARA	10-202-100	550.00	
08/25	08/08/2025	251879	940	TIMBER LINE ELECTRIC	52-202-100	.00	V
08/25	08/08/2025	251880	20200170	UNITED SITE SERVICES	10-202-100	737.00	
08/25	08/08/2025	251881	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	321.22	
08/25	08/08/2025	251882	20220024	WOLFCO COMMERCIAL SERVICES	10-202-100	135.00	
08/25	08/08/2025	251883	20220025	WOLFCO COMMERCIAL SERVICES	10-202-100	165.00	
08/25	08/08/2025	251884	20220358	WOLFCO COMMERCIAL SERVICES	10-202-100	100.00	
08/25	08/08/2025	251885	160160	WONG, MARK	10-202-100	12,069.87	
08/25	08/09/2025	251886	37	AFLAC	10-202-100	34.40	
08/25	08/09/2025	251887	1410	BOBCAT OF THE ROCKIES	10-202-100	94.56	
08/25	08/09/2025	251888	384	CLEARWAY ENERGY GROUP	10-202-100	9,144.94	
08/25	08/09/2025	251889	1124	CLEARWAY ENERGY GROUP LLC	52-202-100	12,975.96	
08/25	08/09/2025	251890	177	COLORADO SPRINGS UTILITIES	53-202-100	54,899.39	
08/25	08/09/2025	251891	143	SCHMIDT CONSTRUCTION	10-202-100	126.75	
08/25	08/09/2025	251892	145602	SITEONE LANDSCAPE SUPPLY	54-202-100	676.37	
08/25	08/09/2025	251893	20200273	WOLFCO COMMERCIAL SERVICES	10-202-100	175.00	
08/25	08/12/2025	251894	145724	AMAZON CAPITAL SERVICES	10-202-100	878.08	
08/25	08/12/2025	251895	20220677	ARTAIC GROUP, LLC	55-202-100	10,330.80	
08/25	08/12/2025	251896	20221155	BECERRIL, DORA TRILLO	10-202-100	500.00	
08/25	08/12/2025	251897	356	EVIDENT INC.	10-202-100	137.17	
08/25	08/12/2025	251898	20221028	FILANC	52-202-100	185,548.60	
08/25	08/12/2025	251899	1024	GOODYEAR AUTO SERVICE CTR	10-202-100	221.80	
08/25	08/12/2025	251900	20221154	JANITELL, JOSHUA	10-202-100	100.00	
08/25	08/12/2025	251901	20221156	JONES, DAROLD	10-202-100	100.00	
08/25	08/12/2025	251902	20221020	M&S CIVIL CONSULTANTS INC	54-202-100	18,815.00	
08/25	08/12/2025	251903	2021089	NATIONSEARCH.COM LLC	10-202-100	233.80	
08/25	08/12/2025	251904	20220774	ORGANIC GARDENING SERVICES LLC	10-202-100	3,502.80	
08/25	08/12/2025	251905	20221110	OVERLAND DIVING SERVICES LLC	52-202-100	16,600.00	
08/25	08/12/2025	251906	20220576	PIKES PEAK BULLETIN	10-202-100	40.25	
08/25	08/12/2025	251907	160025	PRODUCTION PRINTING D11	10-202-100	1.44	
08/25	08/12/2025	251908	20221158	PTAK, VERA	55-202-100	16.50	
08/25	08/12/2025	251909	20220907	PYRAMID CONSTRUCTION INC	26-202-100	31,147.65	
08/25	08/12/2025	251910	20220281	RECDESK LLC	10-202-100	300.00	
08/25	08/12/2025	251911	20220393	ROCKSOL CONSULTING GROUP INC	26-202-100	9,410.07	
08/25	08/12/2025	251912	20200287	SHELDON'S AUTO REPAIR	10-202-100	80.24	
08/25	08/12/2025	251913	20221097	SUMMIT TOPCO LP	10-202-100	7,530.65	
08/25	08/12/2025	251914	20200156	T2 SYSTEMS CANADA INC	55-202-100	13,907.51	
08/25	08/12/2025	251915	20220380	TAKE 5 CAR WASH	10-202-100	119.00	
08/25	08/12/2025	251916	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	335.00	
08/25	08/12/2025	251917	20220970	TIMBERLINE BUILDING SYSTEMS LLC	39-202-100	94,505.33	
08/25	08/12/2025	251918	821	TRITECH FORENSICS	10-202-100	265.00	
08/25	08/12/2025	251919	20200170	UNITED SITE SERVICES	55-202-100	5,776.00	
08/25	08/12/2025	251920	20221114	VALET MANAGER INC	55-202-100	1,145.92	
08/25	08/12/2025	251921	202195	WATTERS H20 SERVICES	52-202-100	6,087.50	
08/25	08/12/2025	251922	20220902	YODER'S STORAGE SHEDS	10-202-100	138.38	
08/25	08/15/2025	251923	145724	AMAZON CAPITAL SERVICES	10-202-100	4,226.10	
08/25	08/15/2025	251924	20221159	BAILEYS TRAFFIC CONTROL SERVICES INC	55-202-100	2,950.00	
08/25	08/15/2025	251925	1516	CASELLE INC	10-202-100	2,052.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/25	08/15/2025	251926	1806	COMCAST	54-202-100	829.52	
08/25	08/15/2025	251927	529	ROCKY MOUNTAIN RESERVE	10-202-100	161.50	
08/25	08/15/2025	251928	231	VERIZON WIRELESS	10-202-100	4,818.34	
08/25	08/15/2025	251929	20221159	BAILEYS TRAFFIC CONTROL SERVICES INC	55-202-100	2,000.00	
08/25	08/15/2025	251930	20221160	CHADMAN, DRAKE	10-202-100	723.36	
08/25	08/15/2025	251931	1	CITY OF MANITOU SPRINGS PETTY CASH	10-202-100	39.46	
08/25	08/15/2025	251932	1009	MARCUS ELECTRIC LLC	10-202-100	450.00	
08/25	08/16/2025	251933	145724	AMAZON CAPITAL SERVICES	10-202-100	67.96	
08/25	08/19/2025	251934	690	CENTURYLINK	52-202-100	.00	V
08/25	08/19/2025	251935	1806	COMCAST	54-202-100	.00	V
08/25	08/16/2025	251936	145514	CRAIG'S POWER EQUIPMENT	10-202-100	119.88	
08/25	08/16/2025	251937	746	MHC KENWORTH-COLORADO SPRINGS	10-202-100	686.95	
08/25	08/16/2025	251938	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	23.11	
08/25	08/20/2025	251939	20220750	WEBCEMETERIES	10-202-100	.00	V
08/25	08/16/2025	251940	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	3,199.04	
08/25	08/18/2025	251941	20220666	AFFORDABLE TREE AND SHRUB EXPERTS INC	54-202-100	4,000.00	
08/25	08/18/2025	251942	145724	AMAZON CAPITAL SERVICES	39-202-100	1,655.72	
08/25	08/18/2025	251943	426	AMERICAN LOCK & KEY	52-202-100	120.00	
08/25	08/18/2025	251944	1588	AMERICAN TRAFFIC SAFETY SVCS ASSOC	10-202-100	450.00	
08/25	08/18/2025	251945	20221143	BLADES GROUP LLC	10-202-100	1,426.00	
08/25	08/19/2025	251946	615	CARDMEMBER SERVICE	10-202-100	.00	V
08/25	08/18/2025	251947	310	COLORADO SPRINGS WINWATER	52-202-100	1,841.28	
08/25	08/18/2025	251948	148807	HOFFMANN, PARKER, WILSON & CARBERRY	10-202-100	103,701.77	
08/25	08/18/2025	251949	20221104	IICON CONSTRUCTION COLORADO LLC	55-202-100	145,413.11	
08/25	08/18/2025	251950	1118	MELCON COMMUNICATIONS LLP	10-202-100	3,050.00	
08/25	08/18/2025	251951	20221067	NTIVIA ACCOUNTING DEPT	10-202-100	16,713.25	
08/25	08/18/2025	251952	143	SCHMIDT CONSTRUCTION	10-202-100	142.35	
08/25	08/18/2025	251953	145602	SITEONE LANDSCAPE SUPPLY	10-202-100	163.90	
08/25	08/18/2025	251954	20220843	STARGUARD ELITE LLC	10-202-100	60.00	
08/25	08/18/2025	251955	20220666	AFFORDABLE TREE AND SHRUB EXPERTS INC	54-202-100	.00	V
08/25	08/18/2025	251956	145724	AMAZON CAPITAL SERVICES	39-202-100	.00	V
08/25	08/18/2025	251957	426	AMERICAN LOCK & KEY	52-202-100	.00	V
08/25	08/18/2025	251958	1588	AMERICAN TRAFFIC SAFETY SVCS ASSOC	10-202-100	.00	V
08/25	08/18/2025	251959	20221143	BLADES GROUP LLC	10-202-100	.00	V
08/25	08/18/2025	251960	615	CARDMEMBER SERVICE	10-202-100	150.00	V
08/25	08/18/2025	251961	310	COLORADO SPRINGS WINWATER	52-202-100	.00	V
08/25	08/19/2025	251961	615	CARDMEMBER SERVICE	10-202-100	2,161.03	M
08/25	08/19/2025	251962	615	CARDMEMBER SERVICE	10-202-100	845.00	M
08/25	08/18/2025	251962	148807	HOFFMANN, PARKER, WILSON & CARBERRY	55-202-100	.00	V
08/25	08/19/2025	251963	615	CARDMEMBER SERVICE	10-202-100	519.99	M
08/25	08/18/2025	251963	20221104	IICON CONSTRUCTION COLORADO LLC	55-202-100	.00	V
08/25	08/18/2025	251964	1118	MELCON COMMUNICATIONS LLP	10-202-100	.00	V
08/25	08/18/2025	251965	20221067	NTIVIA ACCOUNTING DEPT	10-202-100	.00	V
08/25	08/18/2025	251966	143	SCHMIDT CONSTRUCTION	10-202-100	.00	V
08/25	08/18/2025	251967	145602	SITEONE LANDSCAPE SUPPLY	10-202-100	.00	V
08/25	08/18/2025	251968	20220843	STARGUARD ELITE LLC	10-202-100	.00	V
08/25	08/19/2025	251969	145724	AMAZON CAPITAL SERVICES	10-202-100	87.96	
08/25	08/19/2025	251970	20220035	AMERITAS LIFE INSURANCE COMPANY	10-202-100	773.20	
08/25	08/19/2025	251971	20220036	AMERITAS LIFE INSURANCE CORP	10-202-100	3,537.52	
08/25	08/19/2025	251972	615	CARDMEMBER SERVICE	10-202-100	.00	V
08/25	08/19/2025	251973	690	CENTURYLINK	52-202-100	2,637.73	
08/25	08/19/2025	251974	848	CENTURYLINK	10-202-100	148.72	
08/25	08/19/2025	251975	177	COLORADO SPRINGS UTILITIES	10-202-100	4,302.14	
08/25	08/19/2025	251976	20220911	EL PASO COUNTY PUBLIC HEALTH	53-202-100	322.00	
08/25	08/19/2025	251977	15009	JR ENGINEERING LLC	39-202-100	925.00	
08/25	08/19/2025	251978	145606	MILE HIGH ACE HARDWARE	53-202-100	1,873.39	
08/25	08/19/2025	251979	2021089	NATIONSEARCH.COM LLC	10-202-100	61.85	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/25	08/19/2025	251980	20221086	NOMATIX	10-202-100	4,562.50	
08/25	08/19/2025	251981	20220557	STAMPLI CREDIT CARD	10-202-100	30,151.81	
08/25	08/19/2025	251982	203	UTILITY NOTIFICATION CENTER OF COLORADO	52-202-100	70.92	
08/25	08/19/2025	251983	231	VERIZON WIRELESS	10-202-100	.00	V
08/25	08/20/2025	251984	20220750	WEBCEMETERIES	10-202-100	149.00-	V
08/25	08/20/2025	251985	145724	AMAZON CAPITAL SERVICES	10-202-100	391.05	
08/25	08/20/2025	251986	358	BOUND TREE MEDICAL,LLC.	10-202-100	415.73	
08/25	08/20/2025	251987	144983	CINTAS FIRE	10-202-100	672.91	
08/25	08/20/2025	251988	761	CITY OF COLORADO SPRINGS	10-202-100	10,110.00	
08/25	08/20/2025	251989	145514	CRAIG'S POWER EQUIPMENT	10-202-100	489.99	
08/25	08/20/2025	251990	160344	FLAIR DATA SYSTEMS	10-202-100	4,543.78	
08/25	08/20/2025	251991	346	GLASER WELDING / GLASER STEEL	10-202-100	11.08	
08/25	08/20/2025	251992	436	HOME DEPOT CREDIT SERVICES	10-202-100	378.14	
08/25	08/20/2025	251993	619	KIRBY BUILT	10-202-100	242.92	
08/25	08/20/2025	251994	145606	MILE HIGH ACE HARDWARE	10-202-100	48.55	
08/25	08/20/2025	251995	391	RICK'S GARDEN CENTER	10-202-100	3,285.79	
08/25	08/20/2025	251996	170027	SAVATREE LLC	10-202-100	500.00	
08/25	08/20/2025	251997	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	28-202-100	4,180.00	
08/25	08/20/2025	251998	170078	TWIN BEARS	10-202-100	138.00	
08/25	08/20/2025	251999	213	WHISLER INDUSTRIAL SUPPLY	10-202-100	57.40	
08/25	08/20/2025	252000	1374	WHITE, KURT	01-202-100	142.43	
08/25	08/20/2025	252001	20220025	WOLFCO COMMERCIAL SERVICES	10-202-100	165.00	
08/25	08/20/2025	252002	160160	WONG, MARK	10-202-100	3,873.56	
08/25	08/22/2025	252003	615	CARDMEMBER SERVICE	52-202-100	89.98	
08/25	08/25/2025	252004	20200132	ALLEN, MICHAEL T	10-202-100	1,300.00	
08/25	08/25/2025	252005	145724	AMAZON CAPITAL SERVICES	10-202-100	98.98	
08/25	08/25/2025	252006	20220677	ARTAIC GROUP, LLC	39-202-100	1,571.60	
08/25	08/25/2025	252007	20220880	AUTOMATED BUSINESS PRODUCTS OF COLORAD	10-202-100	9.60	
08/25	08/25/2025	252008	20221093	CANO CUSTOM LANDSCAPES, LLC	39-202-100	2,054.80	
08/25	08/25/2025	252009	20221162	DAVIS, NINA	10-202-100	500.00	
08/25	08/25/2025	252010	20200299	GRANITE ENGINEERING GROUP INC	53-202-100	.00	V
08/25	08/25/2025	252011	436	HOME DEPOT CREDIT SERVICES	39-202-100	165.43	
08/25	08/25/2025	252012	43	LEGAL SHIELD	10-202-100	1,217.90	
08/25	08/25/2025	252013	20220037	NEW YORK LIFE	10-202-100	2,434.00	
08/25	08/25/2025	252014	20220576	PIKES PEAK BULLETIN	10-202-100	57.50	
08/25	08/25/2025	252015	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	19.81	
08/25	08/25/2025	252016	20200156	T2 SYSTEMS CANADA INC	55-202-100	216.75	
08/25	08/25/2025	252017	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	39-202-100	1,450.00	
08/25	08/25/2025	252018	20220751	TEMP FENCE USA	55-202-100	190.00	
08/25	08/25/2025	252019	20221105	GRANITE TELECOMMUNICATIONS LLC	53-202-100	2,637.17	
08/25	08/25/2025	252020	20200287	SHELDON'S AUTO REPAIR	10-202-100	1,421.89	
08/25	08/27/2025	252021	145724	AMAZON CAPITAL SERVICES	54-202-100	1,494.48	
08/25	08/27/2025	252022	350	COLORADO COMPRESSED GASES	10-202-100	25.73	
08/25	08/27/2025	252023	2021027	CREDIT SYSTEMS, INC	10-202-100	.00	V
08/25	08/27/2025	252024	20221140	GERBIG, ALISON	10-202-100	720.00	
08/25	08/27/2025	252025	145727	GRAY'S TIRE & AUTO	10-202-100	1,200.95	
08/25	08/27/2025	252026	145606	MILE HIGH ACE HARDWARE	10-202-100	7.15	
08/25	08/27/2025	252027	169	NAPA AUTO PARTS	10-202-100	127.98	
08/25	08/27/2025	252028	187	O'REILLY AUTO PARTS / FIRST CALL	10-202-100	13.99	
08/25	08/27/2025	252029	20200287	SHELDON'S AUTO REPAIR	10-202-100	1,801.88	
08/25	08/27/2025	252030	940	TIMBER LINE ELECTRIC	52-202-100	2,439.00	
08/25	08/27/2025	252031	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00	
08/25	08/29/2025	252032	145724	AMAZON CAPITAL SERVICES	10-202-100	2,885.52	
08/25	08/29/2025	252033	20220677	ARTAIC GROUP, LLC	55-202-100	5,580.00	
08/25	08/29/2025	252034	137	BILL'S EQUIPMENT AND SUPPLY INC	10-202-100	22.42	
08/25	08/29/2025	252035	20221168	BRAM, MARCHELLE	10-202-100	25.00	
08/25	08/29/2025	252036	20221165	CHAVEZ, JEN	10-202-100	45.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/25	08/29/2025	252037	384	CLEARWAY ENERGY GROUP	10-202-100	7,094.95	
08/25	08/29/2025	252038	1124	CLEARWAY ENERGY GROUP LLC	52-202-100	4,222.39	
08/25	08/29/2025	252039	20200247	CURTIS, JASON	10-202-100	60.00	
08/25	08/29/2025	252040	133	EL PASO COUNTY ELECTION DEPARTMENT	10-202-100	4,268.96	
08/25	08/29/2025	252041	160394	GUIRY'S INC.	10-202-100	35.33	
08/25	08/29/2025	252042	20221164	HILL, CLAIRE	10-202-100	37.50	
08/25	08/29/2025	252043	15009	JR ENGINEERING LLC	53-202-100	1,480.00	
08/25	08/29/2025	252044	145606	MILE HIGH ACE HARDWARE	10-202-100	51.66	
08/25	08/29/2025	252045	20220037	NEW YORK LIFE	10-202-100	1,076.60	
08/25	08/29/2025	252046	242	PETTY CASH - FINANCE	10-202-100	767.50	
08/25	08/29/2025	252047	855	ROCKY MOUNTAIN AIR SOLUTIONS	52-202-100	1,808.74	
08/25	08/29/2025	252048	20220237	RYAN HERCO PRODUCTS CORP	52-202-100	67.23	
08/25	08/29/2025	252049	170027	SAVATREE LLC	10-202-100	1,000.00	
08/25	08/29/2025	252050	20200170	UNITED SITE SERVICES	10-202-100	737.00	
08/25	08/29/2025	252051	743	USA BLUEBOOK	52-202-100	978.87	
08/25	08/29/2025	252052	554	PERKINS, JON R	10-202-100	.00	V
08/25	08/29/2025	252053	554	PERKINS, JON R	10-202-100	1,291.16	
08/25	08/09/2025	20250947	1124	CLEARWAY ENERGY GROUP LLC	52-202-100	2,099.88-	V
Grand Totals:		242				1,288,588.73	

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Memorandum

Title: August 19, 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

September 16, 2025

Purpose:
To review and approve the meeting minutes from the August 19, 2025 City Council meeting.

Background:
The City Council met in regular session on August 19, 2025.

Pros and Cons:
N/A

Fiscal Impact:
None.

Workload Impact:
Approximately six hours to attend the meeting and to prepare and review the minutes.

Recommended Action:
Approve the August 19, 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
August 19, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, August 19, 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
Mayor Pro Tem Natalie Johnson
Councilor Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nancy Fortuin

COUNCIL MEMBERS ABSENT FOR ROLL CALL:

Councilor Michelle Whetherhult (Excused)

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:02 PM.

Mayor Graham expressed concern and sympathy regarding the recent assault of a Pikes Peak Cog Railway (COG) employee. He emphasized that such violence is not reflective of the city’s values, and acknowledged the City Council's support for the victim and those affected.

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 Councilor Whetherhult.

D. APPROVAL OF AGENDA

Mayor Pro Tem Johnson moved to approve the agenda as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Craig Miller, 809 Duclo Avenue, shared that a ticket was received for a dumpster that has been on Duclo Avenue for the past 5 years and that they were asked to remove the dumpster within 30 days. He noted that it does not impede traffic. He explained that they previously had trash cans that the bears would get into. He expressed interest in trying to find a practical solution for the multifamily residence with stairs and stated that the dumpster issue is present throughout the city.

Shannon Norgord, 801 Duclo Avenue, stated that there are three dumpsters on Duclo Avenue and presented pictures on the trash containers on the street. She referred to city rules, stating that they were imposed on immovable objects and requested that the Council reconsider the rules regarding trash containers.

F. CONSENT CALENDAR

1. Presentation of Warrants

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

2. August 5, 2025 City Council Regular Meeting Minutes

3. Request to Approve the Professional Services Agreement with Rocksol Consulting Group for Creek Walk Phase 4 Construction Support Services

4. Request to Approve a Professional Services Agreement with Hord Coplan Macht Inc. for Soda Springs Park Phase III Construction Drawings

5. Request to Approve a General Services Agreement with 633 Construction LLC for Sandra Lane repairs

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

6. Fund Transfer from Phase 2 to Phase 1 – Hiawatha Gardens

Councilor Chandler moved to approve the consent calendar as amended. The motion was seconded by Councilor Wolfe. The motion carried unanimously (6-0).

F1. Presentation of Warrants

There was a brief discussion about funds paid to the Pikes Peak Bulletin (PPB) during which Finance Director Rebecca Davis explained that the $7,000 donation was separate from the $441 payment for city publications.

Councilor Wolfe expressed concern about PPBs decision to discontinue publishing local events and art in light of the money given by the city and inquired about a rebate or refund for unused funds from the donation.

Finance Director Davis stated that the unused donated funds were from a Manitou Arts, Culture and Heritage (MACH) grant and that the board would be discussing the issue at an upcoming meeting.

Councilor Wolfe moved to approve item F1 Presentation of Warrants. The motion was seconded by Councilor Shada. The motion carried unanimously (6-0).

F5. Request to Approve a General Services Agreement with 633 Construction LLC for Sandra Lane Repairs

Public Services Director Ben Smchitt shared that the project came in $179,000 under budget, less any contingencies.

Finance Director Davis confirmed that the budgeted fund balance for the Storm Drainage Fund at the end of 2025 is $749,477, not accounting for the fact that the project is coming in under budget.

Councilor Chandler moved to approve item F5, General Services Agreement with 633 Construction LLC for Sandra Lane Repairs. The motion was seconded by Mayor Pro Tem Johnson. The motion carried unanimously (6-0).

G. BUSINESS

1. Appointment of Darlene Kennedy to the URA Board of Directors

Mayor Graham explained that appointments to the Urban Renewal Authority Board (URA) are made by the mayor and subject to the ratification by the City Council.

Applicant Darlene Kennedy shared that she is excited to join the board and that she believes her experience supports the role, noting experience with city development projects and cross community relationships.

Councilor Fortuin stated that she would be voting no, not due to the applicant's qualifications, but because of concerns about the appointment process. She cited a lack of coordination with the URA Board and described the approach as inconsistent with Manitou Springs' values of collaboration and mutual respect.

Councilor Shada moved to approve the appointment of Darlene Kennedy to the URA Board of Directors. The motion was seconded by Councilor Chandler. The motion carried (5-1), with Councilor Fortuin as the dissenting vote.

2. Resolution No. 1225, A Resolution of the City of Manitou Springs, Colorado, Approving an Intergovernmental Agreement Between the El Paso County Clerk and Recorder and the City of Manitou Springs Regarding the Conduct of a Coordinated Election on November 4, 2025

City Clerk Elena Krebs explained that adoption of the resolution designates the City Clerk as the city's Designated Election Official (DEO) and authorizes her to enter into an Intergovernmental Agreement (IGA) with the county, enabling the city to participate in the coordinated election.

Mayor Pro Tem Johnson moved to approve Resolution No. 1225, A Resolution of the City of Manitou Springs, Colorado, Approving an Intergovernmental Agreement Between the El Paso County Clerk and Recorder and the City of Manitou Springs Regarding the Conduct of a Coordinated Election on November 4, 2025. The motion was seconded by Mayor Graham. The motion carried unanimously (6-0).

3. Approval of Emergency Ordinance No. 1725, An Emergency Ordinance of the City of Manitou Springs, Colorado, Authorizing the Execution and Delivery of a Base Lease, A Lease Purchase Agreement, An Escrow Agreement and Related Documents in Connection with the Acquisition and Improvement of Certain Facilities for City Purposes; Approving the Forms of Such Documents, Ratifying Action Previously Taken Concerning Referenced Documents; and Providing for other Matters Relating Thereto

Mayor Graham noted that the ordinance is for a Lease Purchase Agreement related to the finance agreement for the Dillon Mobility Hub Parking Lot.

Finance Director Davis stated that the lease-purchase process, which began in April, is coming to completion, with the agreement expected to close on August 28, 2025, pending ordinance approval.

Councilor Chandler commented that City Council does not like passing emergency ordinances unless absolutely necessary, but she supports adopting the ordinance to lock in a favorable interest rate and keep costs low.

There was a brief discussion about what is being leased, during which Bond Counsel Dillon Peters explained that the ordinance authorizes a lease-leaseback transaction involving the Dillon Mobility Hub property. The city will lease the property to the bank and immediately lease it back to the city for continued use and project completion. This structure allows the city to receive funds without prior voter approval, with payments subject to annual appropriation. If the city does not appropriate funds in a given year, it would lose use of the property for up to 20 years. The ordinance sets maximum parameters for the financing terms, including caps on principal, annual payments, total payments, and interest rate, enabling staff to finalize the agreement and lock in a favorable rate.

Finance Director Davis added that the payback timeframe for the lease is 10 years and that the payments will come from the Parking Enterprise Fund.

There was a brief discussion about the interest rate, during which Bond Counsel Peters stated that the bank had most recently quoted a rate of 5.04%, but it cannot be locked in for more than 30 days. Finance Director Davis confirmed that locking in the rate is contingent upon City Council's approval of the emergency ordinance. Bond Counsel Peters further explained that the ordinance includes a not-to-exceed rate of 6.5%, allowing staff to secure a rate at or below that threshold if the quoted rate changes.

Mayor Graham moved to adopt Emergency Ordinance No. 1725, An Emergency Ordinance of the City of Manitou Springs, Colorado, Authorizing the Execution and Delivery of a Base Lease, A Lease Purchase Agreement, An Escrow Agreement and Related Documents in Connection with the Acquisition and Improvement of Certain Facilities for City Purposes; Approving the Forms of Such Documents, Ratifying Action Previously Taken Concerning Referenced Documents; and Providing for other Matters Relating Thereto. The motion was seconded by Councilor Wolfe. The motion carried unanimously (6-0).

H. HEARINGS

1. Public Hearing to Consider Issuance of a New Entertainment Facility Liquor License at 404 Manitou Avenue, Z Golf Food & Beverage Services, LLC, dba Briarhurst Manor Estate by Wedgewood Weddings

City Clerk Krebs presented the administrative report, including an overview of the Entertainment Facility Liquor License type. She stated that state statute does not allow the same Registered Manager at two establishments and noted that the manager listed on the application, Kayla May, is also registered with another Z Golf Food and Beverage Services location, Craftwood Peak. Clarification was provided that a different manager will be registered at Craftwood Peak before the current manager transitions to Briarhurst Manor. City Clerk Krebs reported that the Clerk's Office conducted a site inspection after the agenda packet was published, confirmed the property matches the submitted diagram, and noted that a follow up inspection is preferred once the business is operating. She stated that the location previously held a Hotel and Restaurant Liquor License until January 12, 2025, and has not historically been denied a license. She added that the applicant submitted a master file, typically granted to businesses with more than 5 licenses in the state, which confirms continuous monitoring for criminal activity over the past 10 years. A petition with 76 signatures was submitted, with 100% of business signatures and 98% of residential signatures in support of the license. City Clerk Krebs shared that hearing notices were posted and that one letter was received after publication and provided to the City Council. The City Clerk confirmed that she has no concerns about the application.

City Attorney Dan Harvey advised the City Council to obtain confirmation for the record from the applicant regarding management, noting the potential issue if the same registered manager is listed on the two licenses. He understood there may be overlap but anticipated separate managers based on facility start dates, and recommended the applicant address this during the public hearing.

Attorney Brandon Sandburg with the law firm Dill Dill Carr Stonbraker and Hutchings, representing the applicant, introduced Eva Gerretson, Co-owner of Liquor Processionals (Liquor Pros), the business which circulated the petition.

Ms. Garretson explained the process on how her business conducts needs and desires surveys for liquor license applications. Ms. Garretson acknowledged that the City Clerk permitted surveyors to circulate beyond the 100-foot radius defined in the city code and collect signatures throughout the city, as there were no businesses or residences located within the 100-foot area.

There was a brief discussion about whether the single signature opposed indicated why they are not in favor of the license. Ms. Garretson stated that Liquor Pros tries to be respectful of signers and does not pry into the reasons why signers support or don't support a license. She added that there was one concern about apple trees around the property.

Councilor Wolfe expressed concern about compliance with quiet hours after 10:00 PM based on the letter submitted by residents that raised concerns about noise at another establishment with the same owners as the applicant.

There was a brief discussion about the Noise Ordinance, during which City Clerk Krebs confirmed that there is not an exception in the ordinance for any particular type of business. City Attorney Harvey confirmed that the business would be expected to follow state laws and local requirements. He stated that noncompliance could potentially be grounds for revocation of the liquor license, with documented violations, but he would want to do more research to confirm.

Attorney Sandburg addressed the registered manager matter, by stating that his understanding of statute is different than the City Attorney's, but that the applicant is happy to comply with the local request to register a separate manager for each license.

Wedgewood Weddings Multi-Unit Manager Nicole Manders stated that she oversees four locations in Colorado Springs and Manitou Springs, is on site at each location every other week, and communicates with on-site managers daily. She described Wedgewood Weddings as a small-town oriented family business offering all-inclusive wedding and event packages that include food, beverage, security, and more. She confirmed that the ability to include liquor in their packages is a key attraction for customers, many of whom are drawn to Manitou Springs for its small-town setting. Manager Manders noted that approximately 5 to 15 employees would be assigned to the new location. Bartending staff will receive three to five training shifts at a Colorado Springs venue, along with one-on-one training and manuals covering liquor policies and procedures. It was noted that they use one-ounce pours, which is less than the standard, to help prevent overconsumption, and that security staff monitor events and ensure guests get home safely. Liquor is stored securely with limited access, and identification is checked. She reviewed the site diagram and explained how liquor will be served and consumed in relation to the layout of the property. Manager Manders shared that the anticipated opening date for Briarhurst Manor is October 7, 2025.

Mayor Graham opened the hearing for public comment at 7:07 PM.

Mayor Graham read the letter submitted on August 19, 2025 by the Smit Family into the record.

Richard Smit, 17 Mayfair Avenue, inquired about the anticipated operations of the business, including whether the business is the same owner as Craftwood Peak, if there are plans for outdoor amplified sound, whether events will end at 10:00 PM, the maximum number of people per event, and if the business expects any large delivery trucks on El Paso Boulevard.

There was a brief discussion between the Council and Mr. Smit about whether they had contacted the police during loud events, during which Mr. Smit stated that he believes they had called the police one time.

Tom Lundgren, 415 El Paso Boulevard, attested to the allegations of loud events at Craftwood Peak mentioned in the letter. He stated that he was glad to see Briarhurst Manor occupied and expressed concerns about quiet hours. He added that he would like to see the 10:00 PM quiet hours enforced and noted that he has experienced intoxicated persons wandering from Briarhurst Manor onto his front patio. He asked if the patio on the licensed property will be fenced.

Due to no further public comment, Mayor Graham closed the public comment portion of the hearing at 7:14 PM.

Attorney Sandburg confirmed that the same group that owns Craftwood Peak also owns Briarhurst Manor. He stated that outdoor amplified sound will be turned off as required by municipal code and that El Paso Boulevard is expected to be utilized by the business. He noted that the maximum number of people is currently unknown and expected to be determined by the city following completion of inspections. Attorney Sandburg stated that they understand concerns about the area being residential and reiterated that the business will require security for all events and maintains a practice of controlled pours. He added that the business has decibel readers to ensure compliance. He also noted that there are driving services, such as Lyft or Uber and plenty of hotels walking distance from the venue to keep everyone safe. Attorney Sandburg also expressed interest in establishing an open dialogue with residents and a commitment to being a positive member of the community.

Councilor Wolfe suggested that the business consider notifying guests that they are in a residential area, encouraging them not to participate in loud celebratory acts that you might normally hear at a wedding venue.

Attorney Sandburg stated that the business understands its legal obligations and recognizes the importance of being a courteous neighbor. He reiterated that security measures are in place to support this responsibility to the community.

There was a brief discussion about delivery trucks, during which Attorney Sandburg stated that he believes the matter is legally out of the scope of the hearing, but that the road is expected to be utilized for deliveries.

Attorney Sandburg explained that the layout clearly designates where alcohol may be served and consumed, and it is not permitted beyond those areas, which guests will be made aware of.

Mayor Graham acknowledged the challenges of managing behavior, particularly with alcohol involved, and emphasized the importance of maintaining a peaceful neighborhood. He expressed a desire for stronger enforcement to ensure guests behave appropriately and noted that the business can involve law enforcement if necessary.

City Clerk Krebs confirmed that there haven't been any complaints officially filed, or any violations reported from the state regarding either establishment.

Councilor Wolfe moved to approve the Entertainment Facility Liquor License at 404 Manitou Avenue, Z Golf Food & Beverage Services, LLC, dba Briarhurst Manor Estate by Wedgewood Weddings, subject to the testimony that there will be separate mangers for the Briarhurst Manor and Craftwood Peak. The motion was seconded by Mayor Graham. The motion carried unanimously (6-0).

Note for the Record – City Council took a break at 7:30 PM and reconvened the meeting at 7:47 PM.

2. <u>Second Reading and Public Hearing of Ordinance No. 1625, An Ordinance Submitting a Ballot Issue to the Registered Electors of the City of Manitou Springs at the City's November 4, 2025 Regular Election to Increase the Excise Tax on Ticket Sales and Admission Fees and to Permit the City Council to Decrease and Increase Such Excise Tax</u>

Mayor Graham opened the hearing for public comment at 7:48 PM.

Steve Czariki, 331 Crystal Hills Boulevard, acknowledged the complexity of the city's budget deficit but raised three concerns about addressing it through the proposed Excise Tax. He questioned the unusually high rate compared to national norms, the effectiveness of the tax on its own, especially with ongoing litigation that could undermine the value, and the impact on various local events and businesses. He also expressed regret over the late timing of the discussion, suggesting that earlier dialogue could have allowed for consideration of alternatives such as increasing the lodging and camping tax. He recognized that it can be challenging to get voters to approve multi-faceted solutions, which is probably the best way to go. He acknowledged that it can be challenging to gain voter approval for multiple tax measures but stated that he believes a combination of solutions is likely the most effective approach.

Robert Hefner, 10 Cliff Road, shared that he is owner and operator of the Manitou Cliff Dwellings. He noted that as a business owner, who pays property tax in the city, he does not get a vote in the matter, but that the tax would have a direct impact on the business. He expressed concern about driving customers away and a potential loss in revenue. He questioned if enough time and attention was given to the issue.

Due to no further public comment, Mayor Graham closed the public comment potion of the hearing at 7:57 PM.

Councilor Wolfe stated that she thinks moving forward with the Amusement Tax is worth trying and noted that there is no guarantee with the ongoing litigation with the COG. She added that COG visitors have not changed even with increased costs. Councilor Wolfe stated that she is not concerned about the increase and is in favor of moving forward.

Councilor Chandler expressed support in pursuing a single admissions tax rather than multiple smaller tax increases, explaining that too many ballot measures could overwhelm voters and risk none passing. She emphasized that the ordinance allows flexibility to adjust the rate if needed and added that the approach could be revised later if proved ineffective.

Councilor Wolfe clarified that the ballot language was revised to allow a tax rate up to 14%, giving Council flexibility to lower it if needed, and expressed confidence that the modest per-person cost would not significantly discourage attendance at local attractions.

Mayor Graham stated that the Council has long been aware of the city's reliance on marijuana tax revenue and the potential risk of decline. He emphasized that the Council has made consistent efforts to control spending while addressing critical infrastructure needs and maintaining basic services. Given the city's limited options for raising revenue and its dependence on tourism, he described the admissions tax as a necessary first step in rethinking the city’s tax base. He added that the proposed tax offers flexibility and is one of the few tools available to the Council and stressed the urgency of acting in time to place the measure on the ballot.

Councilor Chandler shared that the matter has been discussed for years, at least since 2020 and that the city has been working towards a healthy reserve and cutting back on spending in the long term. She added that the Amusement Tax has not been raised since the early 1970s.

Councilor Wolfe moved to approve Ordinance No. 1625, An Ordinance Submitting a Ballot Issue to the Registered Electors of the City of Manitou Springs at the City’s November 4, 2025 Regular Election to Increase the Excise Tax on Ticket Sales and Admission Fees and to Permit the City Council to Decrease and Increase Such Excise Tax. The motion was seconded by Councilor Chandler. The motion carried unanimously (6-0).

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Councilor Fortuin shared that she was contacted by a resident who expressed concern about losing the Route 36 bus and advised them to talk with the Parking and Mobility Director.

Mayor Graham mentioned that he reached out to Mountain Metro Transit for bus schedules. He explained that Mountain Metro is changing their summer schedule to include March through October. Mayor Graham explained that starting in March the Route 36 bus services would end, and the Route 33 bus will be free.

Councilor Wolfe expressed concern about the buses traveling after dark. She suggested that the hours should be cut back during the winter.

Mayor Graham reviewed the current plan for the summer schedule, including weekday service running every 15 minutes from 6:00 AM to 5:00 PM, then every 30 minutes until 8:00 PM. On weekends, service runs every 10 minutes from 6:00 AM to 5:00 PM, then every 30 minutes until 8:00 PM. He noted that while there is still daylight at 8:00 PM in summer, the evening service operates at reduced frequency.

City Administrator Denise Howell confirmed that Mountain Metro will present the bus route to City Council in May 2026, with changes to go into effect in September 2026.

Councilor Chandler noted that although the 36 shuttle is being discontinued, the 33 shuttle will stop at Fields Park to help maintain service in the area, effectively replacing much of the 36's route and ensuring continued access for nearby residents.

City Administrator Howell confirmed that the Fields Park stop will remain in service until the Dillon Mobility Hub is fully built out over the next couple of years.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported that the Water Meter Change Program meeting, held at City Hall on August 14, 2025, at 6:00 PM, was well attended with approximately 20 residents. The program is expected to begin in mid-September.

K. EXECUTIVE SESSION

1. An Executive Session to hold a conference with the City Attorney for legal advice pursuant to Section 5.1(c) of the Manitou Springs Home Rule Charter, concerning *Manitou and Pikes Peak Railway Company v. City of Manitou Springs Colorado,* El Paso County District Court Case No. 2025CV30766

Mayor Graham read the purpose of the Executive Session into the record at 8:19 PM.

Councilor Wolfe moved to enter the Executive Session for the stated purpose. The motion was seconded by Mayor Pro Tem Johnson. The motion was carried unanimously (6-0).

The City Council moved back to Regular Session at 9:35 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

With no other items to discuss, Mayor Pro Tem Johnson moved to adjourn the meeting. The motion was seconded by Councilor Chandler. The motion was carried unanimously (6-0).
The meeting adjourned at 9:36PM.

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: Status of the Manitou Springs Volunteer Fire Department Pension Fund Report
From: Rebecca Davis, Finance Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:

To present the Manitou Springs Volunteer Fire Department (MSVD) Pension Board's Report to the City Council as required by state law.

Background:

The Manitou Springs Volunteer Firefighter Pension board is required to report to City Council twice a year, per state statute § CRS 31-30-1119: *The board shall make a report to the governing body of the municipality on the condition of the fund. The board shall submit the report to the governing body before the last meeting in February and the last meeting in August of each year.*

The 2025 FPPA Manitou Springs Volunteer Fire Department Pension Fund Actuarial Valuation Report was posted on the FPPA website on August 22nd, too late for the last City Council meeting of the month.

Pros and Cons:

N/A

Fiscal Impact:

Attached is the Colorado Fire and Police Pension Association (FPPA) 2025 Actuarial study for the VFD which was emailed to City Council on August 30, 2025.

Plan Description:

Assets of the Plan are commingled for investment purposes in the Fire and Police Member's Benefit Fund, an agent multiple-employer defined benefit pension plan administered by FPPA. The Board of Trustees, composed of City Council members, firefighters and city staff, administer the Plan and City Council establishes the Plan benefits.

Benefits Provided:
Any firefighter who has attained both the age of 50 and completed 20 years of active service volunteering with the MSVFD shall be eligible for a monthly pension from the City's FPPA volunteer firefighters' pension fund. This amount is currently $225. A firefighter who is disabled in the line of duty and whose disability is of such character and magnitude as to deprive the firefighter of earning capacity and extends beyond one year shall be compensated in an amount determined by the City Council.

Contributions:
The 2025 Actuarial Valuation Report informs us how much the minimum contribution City must contribute for the next two years, 2026 and 2027, to the Volunteer Firefighters Pension Fund with the FPPA, for funding the current benefits provided by the department, plus administration costs, and also the amount of the "Unfunded Actuarial Accrued Liability" (UAAL). At the beginning of 2023 it was $175,500 (with a funding ratio of 68%). At the beginning of 2025, it was $99,589 (with a funding ratio of 82%). So, we are making headway on reducing it to zero.

The new contribution amount can be found in table 3, on page 9, and is on line 9 of the table. It is $21,240 (highlighted in yellow) and is lower than the previous contribution rate of $27,574. Please note, instead of the $27,574, we have been contributing $37,951 to reduce the UAAL faster and the board recommends continuing paying that increased amount if the vote to increase the Amusement tax is approved in November. With this amount, plus the state's matching contribution of 90% of our contribution, $34,156, the UAAL will be eliminated in 2 years.

If the tax increase is not approved, then we understand the contribution will be the amount that has been calculated in the Actuarial Valuation report, $21,240.

Workload Impact:
1 Hour

Recommended Action:
No action required.

FIRE AND POLICE PENSION ASSOCIATION MANITOU SPRINGS VOLUNTEER FIRE DEPARTMENT PENSION FUND

ACTUARIAL VALUATION REPORT AS OF JANUARY 1, 2025

P: 469.524.0000 | www.grsconsulting.com

To: Administrative Heads and Finance Officers of Manitou Springs Volunteer Fire Department; administered by FPPA

Date: July 2025

Subject: **Actuarial Valuation Results as of January 1, 2025**

This report contains the actuarial valuation results as of January 1, 2025 for your department as determined by Gabriel, Roeder, Smith & Company (GRS), actuary for the Fire and Police Pension Association (FPPA). Questions about this report should be directed to FPPA, rather than to Gabriel, Roeder, Smith & Company.

Financing Objectives

This valuation was prepared to determine if the current annual assumed contributions of $72,107 are adequate for funding the current benefits provided by the department. Contributions into the pension fund can come from two sources: contributions directly from the department and contributions from the State based on assessed property values and other formulas. The "Assumed Contribution" referred to throughout this report is the sum of the contributions from the aforementioned two sources. With the current assumed contribution amount, the UAAL will be eliminated in 2 years.

The calculated annual contribution shown in Table 3 is the sum of the normal cost, an amount available to amortize the Unfunded Actuarial Accrued Liability (UAAL), and any ongoing administrative and miscellaneous expenses that are paid out of the pension fund. The minimum contribution the department must pay is the calculated annual contribution, but not less than $0.

Benefit Provisions

This actuarial valuation reflects the provisions that were applicable to the Manitou Springs Volunteer Fire Department Pension Fund as of the valuation date. The details of the actuarial calculations, based on the current benefit provisions, are described in this report. Departments are allowed to model three alternative benefit packages, if desired. If alternatives were requested, a summary of the actuarial results based on those packages is shown in Table 16. A summary of the alternatives requested is shown in Table 15. If an alternative is adopted that increases the calculated annual contribution, the new calculated annual contribution will become effective beginning January 1, 2026.

This actuarial valuation is based upon coverage data given in the required checklist, which was completed by the department, returned to FPPA, and supplied to GRS. Any changes in coverage adopted but not included in the required checklist are not reflected in the current results. Once the adopted coverage data is provided, subsequent valuation results will be reflective of the change in coverage.

Actuarial Assumptions and Methods

This actuarial valuation uses the assumptions and methods that were adopted by the Board of Directors of FPPA based upon the actuary's analysis and recommendations resulting from the 2022 Experience Study and first effective in the January 1, 2023 valuations. A 10-year closed amortization of benefit improvements was first effective in this January 1, 2025 valuation. A summary of those assumptions and methods can be found in Table 14.

Liabilities were determined under the Entry Age Normal actuarial cost method. This is the same funding method that has been used in prior years.

The results of the actuarial valuation are dependent on the actuarial assumptions used. Actual results can and almost certainly will differ, as actual experience deviates from the assumptions. Even seemingly minor changes in the assumptions can materially change the liabilities, calculated annual contribution and funding periods. The actuarial calculations are intended to provide information for rational decision making.

This report is prepared using our proprietary valuation model and related software which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report does not include a detailed assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

The calculated employer contribution consists of the sum of three pieces: the normal cost, the amortization of the Unfunded Actuarial Accrued Liability (UAAL), and any administrative and other ongoing expenses to be paid out of the pension fund (e.g. insurance contracts). The calculated annual contribution is shown in Table 3, Item 9. The normal cost (shown in detail in Table 3, Item 1) can be viewed as the regular, ongoing cost of the plan. The UAAL is the amount by which the actuarial value of assets falls short of, or exceeds, the actuarial accrued liability for this plan. The UAAL has been amortized under a level dollar method over 20 years. The required payment to amortize the UAAL in 20 years is shown in Table 3, Item 7.

Assets

Table 10, Item 2 shows the market and actuarial values of assets for this department. The actuarial value is an adjusted market value. It reflects only a portion of the excess (or shortfall) between recent investment returns and the corresponding expected returns based on the annual investment return assumption. The actuarial value recognizes 20% of the difference between the projected actuarial value and the market value at the valuation date. This smoothed average approach dampens the year-to-year fluctuations in the calculated annual contribution.

Member Data

Member data as of January 1, 2025 was supplied by FPPA, as verified by the department. GRS did not subject the data to any auditing procedures but reviewed it and tested it for reasonableness and consistency. The member count is shown in Table 10, Item 1. This count includes members who have worked for this employer at one time, but who are now active at another employer. Your share of the benefits for such former employees is reflected in the liabilities and in the contribution calculation. The number of retirees shown includes those who retired from this employer, as well as those who retired from another employer but has service attributed to this employer. The liabilities take into account your share of the benefits for these former, active members.

Experience

During the two year period since the prior valuation, the plan experienced liability losses and asset losses due to actual experience deviating from assumptions. Table 5 details the changes in the UAAL and the calculated annual contribution since the prior valuation.

Actuarial experience is measured by comparing the expected valuation results with the actual valuation results at the valuation date. The expected valuation results are calculated as if all of the actuarial assumptions had been met.

- A Gain/(Loss) attributable to Investment Experience is realized when the pension fund assets earn over/(under) the actuarial assumed earnings rate.

- A Gain/(Loss) attributable to Membership Changes is realized when the pension fund liabilities are less/(greater) than the actuarial assumptions predicted (e.g. higher terminations, members remaining after eligible for normal retirement benefits, members not living as long as expected). See Table 14 for a description of the actuarial assumptions.

- A Gain/(Loss) attributable to Benefit Improvements is realized when benefit level improvements have been adopted since the prior valuation.

GASB Accounting

Employer reporting information for GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is provided in a separate report.

Tables

This report includes one executive summary and up to sixteen tables.

- The executive summary includes a condensed summary of the demographic, financial, and actuarial data.
- Table 1 is a comparison of the actuarial results of the report based on the current benefit provisions and the state match calculation if requested.
- Table 2 is a summary of the current benefit provisions and the state match calculation if requested.
- Table 3 provides the details of the development of the required contribution.

- Table 4 shows the actuarial present value of future benefits, broken down by membership category and type of benefit.
- Table 5 shows the sources of change in the calculated annual contribution since the prior valuation.
- Table 6 provides information that used to be required under the Governmental Accounting Standards Board Statement No. 25 (GASB 25) and No. 27 (GASB 27). These statements have been replaced by GASB 67 and GASB 68 and results under those standards will be provided in a separate report.
- Tables 7 thru 9 show the development of the financial information.
- Tables 10 and 11 show historical actuarial and demographic data for the department.
- Table 12 shows the current distribution of the membership by age and service.
- Table 13 shows the risks associated with measuring the accrued liability and actuarially determined contribution.
- Table 14 shows the actuarial assumptions and methods used to calculate the liabilities.
- Table 15 is a summary of the alternative benefit provisions requested, if any.
- Table 16 is a comparison of the actuarial results of the report based on the alternative benefit provisions requested, if any.
- Appendix provides definitions of several terms used throughout the report.

Certification

We certify that the information included herein and contained in the 2025 Actuarial Valuation Report is accurate and fairly presents the actuarial position of the Manitou Springs Volunteer Fire Department Pension Fund as of January 1, 2025.

All calculations have been made in conformity with generally accepted actuarial principles and practices, and with the Actuarial Standards of Practice issued by the Actuarial Standards Board. In our opinion, the results presented comply with the requirements of the State of Colorado statutes and, where applicable, the Internal Revenue Code, ERISA, and the Statements of the Governmental Accounting Standards Board. The undersigned are independent actuaries. Mr. Newton and Mrs. Woolfrey are members of the American Academy of Actuaries, and are also Enrolled Actuaries. They are experienced in performing valuations for public retirement systems.

Respectfully submitted,
Gabriel Roeder Smith & Company

Dana Woolfrey, FSA, EA, MAAA	Joseph Newton, FSA, EA, MAAA
Senior Consultant	Senior Consultant

Executive Summary

Item	Valuation as of January 1, 2025	Valuation as of January 1, 2023
Membership		
• Number of:		
- Active members	28	33
- Retired Members	18	17
- Disabled members	0	0
- Beneficiaries	0	0
- Terminated vested members	0	0
- Terminated members active in another fund	0	0
- Total	46	50
Assets		
• Market value	$ 452,242	$ 350,754
• Actuarial value	449,246	367,950
• Employer contribution for prior year	37,951	37,951
• Employer contribution for prior year minus 1	38,000	26,964
• Ratio of actuarial value to market value	99%	105%
Actuarial Information		
• Employer normal cost	$ 5,176	$ 6,232
• Normal cost per active member	185	189
• Unfunded actuarial accrued liability / (Surplus)	99,589	175,500
• Calculated annual contribution	21,240	27,574
• Assumed contribution from department	37,951	37,951
• Assumed contribution from state	34,156	34,156
• Funding period based on assumed contributions	2 years	4 years
• Funded ratio	82%	68%
• Funded ratio based on market value	82%	65%
• Is current level of contributions adequate	Yes	Yes

Table 1 - Comparison of Actuarial Results Based on Alternate Benefit Levels

		Current Plan (1)	State Match Calc (2)
1.	Normal Retirement Benefit	$ 225.00	$ 300.00
2.	Normal Cost	5,176	17,881
3.	Present Value of Future Benefits	578,141	986,177
4.	Actuarial Accrued Liability	548,835	896,606
5.	Unfunded Accrued Liability / (Surplus)	99,589	447,360
6.	Administrative and other ongoing expenses	11,464	11,464
7.	Total Annual Calculated Contribution	21,240	70,001
8.	Assumed Contribution	72,107	72,107
9.	Funding Period Based on Assumed Contribution	2 years	19 years
10.	Funded Ratio	82%	50%

Table 2 - Actuarial Valuation Information Checklist

		Current Plan	State Match Calc	Maximum Per State Statute
1.	Normal Retirement Benefit (monthly):			
	a. Regular	$225.00	$300.00	None
	b. Extended Service Amount Per Year of Service	$0.00	$0.00	5% of Regular, for 10 Additional years
2.	Vested Retirement Benefit (monthly):			
	a. With 10 to 20 Years of Service Amount Per Year of Service per Minimum Vesting Years	$11.25	$15.00	Pro rata Share of Regular
	b. Minimum Vesting Years	20	10	20 Years
3.	Disability Retirement Benefit (monthly):			
	a. Short Term Disability for line of duty injury Amount payable for not more than 1 year	$0.00	$150.00	½ of Regular or $225, whichever is greater
	b. Long Term Disability for line of duty injury Lifetime Benefit	$0.00	$300.00	Regular or $450 whichever is greater
4.	Survivor Benefits (monthly):			
	a. Following Death before Retirement Eligible; Due to death in the line of duty as a volunteer firefighter	$0.00	$150.00	½ of Regular or $225, whichever is greater
	b. Following Death after Normal Retirement	$0.00	$150.00	50% of Regular
	c. Following Death after Normal Retirement with Extended Service Amount Per Year of Service	$0.00	$0.00	50% of Extended
	d. Following Death after Vested Retirement with 10 to 20 Years of Service Amount Per Year of Service per Minimum Vesting Years	$0.00	$7.50	50% of Vested
	e. Following Death after Disability Retirement	$0.00	$150.00	50% of Long Term
	f. Optional Survivor Benefits in lieu of 4a-e Following Death before or after Retirement Eligible due to death on or off duty as a volunteer firefighter (Purchase of Life Insurance Required)	$0.00	$0.00	100% of Regular
5.	Funeral Benefit (Required Benefit):			
	a. Funeral Benefit Lump Sum, one time only	$300.00	$100.00	2 times Regular

Table 3 - Development of Annual Required Contribution

		Valuation as of 01/01/2025 (1)	Valuation as of 01/01/2023 (2)
1.	Total normal cost	$ 5,176	$ 6,232
2.	Actuarial accrued liability for active members		
	a. Present value of future benefits for active members	$ 146,539	$ 152,246
	b. Less: present value of future normal costs	(29,306)	(32,424)
	c. Actuarial accrued liability	$ 117,233	$ 119,822
3.	Total actuarial accrued liability for:		
	a. Retirees and beneficiaries members	$ 431,602	$ 423,628
	b. Inactive members	0	0
	c. Active members (Item 2c)	117,233	119,822
	d. Total	$ 548,835	$ 543,450
4.	Actuarial value of assets	$ 449,246	$ 367,950
5.	Unfunded actuarial accrued liability / (Surplus) (Item 3 - Item 4)	$ 99,589	$ 175,500
6.	Funded Ratio*	82%	68%
7.	Required Payment to amortize the UAAL over the next 20 years	$ 4,600	$ 12,090
8.	Administrative and other ongoing expenses	$ 11,464	$ 9,252
9.	Calculated annual contribution (Item 1 + Item 7 + Item 8)	$ 21,240	$ 27,574
10.	Assumed contribution		
	a. Budgeted department contribution	$ 37,951	$ 37,951
	b. Expected state funding	34,156	34,156
	c. Total assumed contribution	$ 72,107	$ 72,107
11.	Funding period based on assumed contribution	2 years	4 years

* The funded status measure may be appropriate for assessing the need for future contributions. The funded status is not appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations.

Table 4 - Actuarial Present Value of Future Benefits

		Valuation as of 01/01/2025 (1)	Valuation as of 01/01/2023 (2)
1.	Active members		
	a. Retirement benefits	$ 146,500	$ 152,202
	b. Vested retirement benefits	0	0
	c. Death benefits	39	44
	d. Disability benefits	0	0
	e. Total	$ 146,539	$ 152,246
2.	Retired members		
	a. Service retirements	$ 431,602	$ 423,628
	b. Disability retirements	0	0
	c. Beneficiaries	0	0
	d. Total	$ 431,602	$ 423,628
3.	Terminated vested members*	$ 0	$ 0
4.	Total actuarial present value of future benefits	$ 578,141	$ 575,874

* Includes members active in another fund that have 'portable benefits' per the Colorado statutory requirements, if applicable.

Table 5 - Actuarial Experience

Change in UAAL

1.	Unfunded actuarial accrued liability (UAAL) as of January 1 of prior valuation year	$	175,500
2.	Total normal cost and administrative expenses for FY2023 & FY2024		35,391
3.	Contributions during FY2023		(72,156)
4.	Contributions during FY2024		(72,151)
5.	Interest at 7.00%		17,741
6.	Expected UAAL as of this valuation (1. + 2. + 3. + 4. + 5.)	$	84,325
7.	Actual UAAL at end of period	$	99,589
8.	Actuarial gain/(loss) for the period (6. - 7.)	$	(15,264)
	SOURCE OF GAINS/(LOSSES)		
9.	Asset gain/(loss)	$	(1,783)
10.	Benefit changes		0
11.	Assumption changes		0
12.	Net liability gain/(loss) for the period (8. - 9. - 10. – 11.)	$	(13,481)

Change in Calculated Annual Contribution

1.	Calculated annual contribution 2023			$	27,574
2.	Expected changes (Contributions, Interest, etc)	$	(6,704)		
3.	Benefit changes		0		
4.	Assumption/method changes		0		
5.	Investment experience		179		
6.	Change in normal cost		(1,056)		
7.	Other experience		1,247		
8.	Total change	$	(6,334)		
9.	Calculated annual contribution 2025			$	21,240

Table 6 - History of Employer Contributions

The calculated annual contribution is the sum of the normal cost, the amortization of the UAAL, and the administrative expenses.

The following exhibit shows a history of the calculated annual contributions and the actual contributions made to the Plan.

Fiscal Year Ending	Calculated Annual Contribution*	Actual Contribution	Percent
(1)	(2)	(3)	(4)
December 31, 2015	$ 30,400	$ 30,400	100%
December 31, 2016	$ 30,400	$ 30,400	100%
December 31, 2017	$ 26,859	$ 16,000	60%
December 31, 2018	$ 44,800	$ 44,800	100%
December 31, 2019	$ 28,688	$ 21,765	76%
December 31, 2020	$ 41,352	$ 36,165	87%
December 31, 2021	$ 66,142	$ 66,142	100%
December 31, 2022	$ 62,219	$ 62,219	100%
December 31, 2023	$ 72,156	$ 72,156	100%
December 31, 2024	$ 72,151	$ 72,151	100%
December 31, 2025	$ 72,107	N/A	

* Based on the greater of the actual/assumed contribution and the calculated annual contribution. If the actual contributions are different, this exhibit will need to be adjusted.

Table 7 - Reconciliation of Net Plan Assets

		Year Ending	
		12/31/2024	12/31/2023
		(1)	(2)
1.	Market value of assets at beginning of year	$ 398,575	$ 350,754
2.	Revenue for the year		
	a. Plan direct inflows		
	i. Employer contributions	$ 37,951	$ 38,000
	ii. State funding	34,200	34,156
	iii. Affiliations	0	0
	iv. Plan directed expenses	0	0
	v. Total	$ 72,151	$ 72,156
	b. Allocated income		
	i. Interest	$ 2,875	$ 2,392
	ii. Dividends	2,103	1,800
	iii. Other income	1,039	327
	iv. Net change accrued income	(56)	186
	v. Unrealized gain/(loss)	19,341	25,478
	vi. Realized gain/(loss)	17,672	6,800
	vii. Total	$ 42,974	$ 36,983
	c. Total Revenue (Item 2a + Item 2b)	$ 115,125	$ 109,139
3.	Expenditures for the year		
	a. Net benefits	$ 47,693	$ 45,900
	b. Allocated expense		
	i. Investment expenses	$ 3,247	$ 3,009
	ii. Direct expense allocation	511	1,458
	iii. Allocated fees and expenses	10,007	10,951
	iv. Total allocated expenditures	$ 13,765	$ 15,418
4.	Increase/(Decrease) in net assets (Item 2c - Item 3a - Item 3b)	$ 53,667	$ 47,821
5.	Market value of assets at end of year (Item 1 + Item 4)	$ 452,242	$ 398,575

Table 8 - Development of Actuarial Value of Assets

	Year Ending	
	12/31/2024	12/31/2023
	(1)	(2)
1. Actuarial value of assets at beginning of year	$ 405,672	$ 367,950
2. Cash flow for the year		
a. Contributions	$ 37,951	$ 38,000
b. State funding	34,200	34,156
c. Affiliation contributions	0	0
d. Net benefits	(47,693)	(45,900)
e. Administrative and other ongoing expenses	(10,518)	(12,409)
f. Net cash flow	$ 13,940	$ 13,847
3. Expected investment earnings	$ 28,885	$ 26,241
4. Expected actuarial value of assets at end of year	$ 448,497	$ 408,038
5. Actual market value of assets at end of year	$ 452,242	$ 398,575
6. Excess earnings/(shortfall)	$ 3,745	$ (9,463)
7. Excess earnings/(shortfall) recognized (Table 9, Item 6)	$ 749	$ (2,366)
8. Final actuarial value of assets (Item 4 + Item 7)	$ 449,246	$ 405,672

Table 9 - Development of Amounts to be Recognized in the Actuarial Value of Assets

	Year Ending	
	12/31/2024	12/31/2023
	(1)	(2)
1. Remaining deferrals of excess (shortfall) of investment income from prior years		
a. Current year - 4	$ 0	$ 0
b. Current year - 3	0	0
c. Current year - 2	(7,097)	0
d. Current year - 1	0	(17,196)
e. Total	$ (7,097)	$ (17,196)
2. Current year (Table 8, Item 6 - Table 9, Item 1)	$ 10,842	$ 7,733
3. Amounts to be immediately recognized due to an offsetting experience		
a. Current year - 4	$ 0	$ 0
b. Current year - 3	0	0
c. Current year - 2	7,097	0
d. Current year - 1	0	7,733
e. Current year	(7,097)	(7,733)
f. Total	$ 0	$ 0
4. Remaining prior year deferrals		
a. Current year - 4	$ 0	$ 0
b. Current year - 3	0	0
c. Current year - 2	0	0
d. Current year - 1	0	(9,463)
e. Current year	3,745	0
f. Total	$ 3,745	$ (9,463)
5. Deferral of excess (shortfall) of investment income for:		
a. Current year - 4	$ 0	$ 0
b. Current year - 3	0	0
c. Current year - 2	0	0
d. Current year - 1	0	(7,097)
e. Current year	2,996	0
f. Total	$ 2,996	$ (7,097)
6. Total amount recognized in actuarial value of assets (Item 3.f + Item 4.f. - Item 5.f.)	$ 749	$ (2,366)

Table 10 - Historical Summary

	Valuation as of 01/01/2025	Valuation as of 01/01/2023	Valuation as of 01/01/2021
	(1)	(2)	(3)
1. Member Data			
a. Active Members	28	33	31
b. Retired Members	18	17	18
c. Disabled Members	0	0	0
d. Beneficiaries	0	0	0
e. Terminated Vested Members	0	0	0
f. Terminated Members Active in Another Fund	0	0	0
g. Total Members	46	50	49
h. Average Age – Actives Only	41.7	41.1	38.9
i. Average Service – Actives Only	6.9	5.6	6.0
2. Financial Data			
a. Market Value of Assets	$ 452,242	$ 350,754	$ 317,466
b. Actuarial Value of Assets	$ 449,246	$ 367,950	$ 301,397
3. Actuarial Data			
a. Accrued Liability	$ 548,835	$ 543,450	$ 554,721
b. Unfunded Accrued Liability / (Surplus)	$ 99,589	$ 175,500	$ 253,324
c. Normal Cost			
i. Total Amount	$ 5,176	$ 6,232	$ 5,522
ii. Amount per Active Member	185	189	178
d. Amortization Contribution			
i. Total Amount	$ 4,600	$ 12,090	$ 22,371
ii. Amount per Active Member	164	366	722
e. Administrative and Ongoing Expenses			
i. Total Amount	$ 11,464	$ 9,252	$ 10,058
ii. Amount per Active Member	409	280	324
f. Calculated Annual Contribution			
i. Total Amount	$ 21,240	$ 27,574	$ 37,951
ii. Amount per Active Member	759	836	1,224

Table 11 - Membership Data

	01/01/2025 (1)	01/01/2023 (2)	01/01/2021 (3)
1. Active members			
a. Number	28	33	31
b. Average age	41.7	41.1	38.9
c. Average service	6.9	5.6	6.0
2. Service retirees			
a. Number	18	17	18
b. Total annual benefits	$ 48,600	$ 45,900	$ 48,600
c. Average annual benefit	$ 2,700	$ 2,700	$ 2,700
d. Average age	71.7	70.1	69.0
3. Disabled retirees			
a. Number	0	0	0
b. Total annual benefits	$ 0	$ 0	$ 0
c. Average annual benefit	$ 0	$ 0	$ 0
d. Average age			
4. Beneficiaries and spouses			
a. Number	0	0	0
b. Total annual benefits	$ 0	$ 0	$ 0
c. Average annual benefit	$ 0	$ 0	$ 0
d. Average age			
5. Terminated vested members			
a. Number	0	0	0
b. Average age			
6. Terminated members active in another fund	0	0	0
7. Total number of members	46	50	49

Table 12 - Distribution of Membership by Age and Service

Attained Age	Years of Service to Valuation Date							Total
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	
Under 20								0
20-29	1							1
30-39	2	6	4					12
40-49	5	3		1	1			10
50-59	1		2					3
Over 60	1	1						2
Totals	**10**	**10**	**6**	**1**	**1**	**0**	**0**	**28**

	Retirees		Disabled Members		Beneficiaries		All	
Age	Number	Average Monthly Pension	Number	Average Monthly Pension	Number	Average Monthly Pension	Number	Average Monthly Pension
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Less than 50	0	$ 0	0	$ 0	0	$ 0	0	$ 0
50-59	2	225	0	0	0	0	2	225
60-69	5	225	0	0	0	0	5	225
70-79	8	225	0	0	0	0	8	225
Greater than 80	3	225	0	0	0	0	3	225
All	18	$ 225	0	$ 0	0	$ 0	18	$ 225

Table 13 - Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability that results from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. Investment risk – actual investment returns may differ from the expected returns;

2. Asset/Liability mismatch – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;

3. Contribution risk – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees or other relevant contribution base;

4. Longevity risk – members may live longer or shorter than expected and receive pensions for a period of time other than assumed;

5. Other demographic risks – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

Table 13 - Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution (Continued)

Plan Maturity Measures

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of retirees and beneficiaries and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	01/01/2025	01/01/2023	01/01/2021
Ratio of actives to retirees and beneficiaries	1.6	1.9	1.7
Ratio of net cash flows to market value of assets	3%	2%	-8%
Duration of the actuarial accrued liability	10.6	10.3	10.3

Ratio of Actives to Retirees and Beneficiaries

A ratio of actives to retirees and beneficiaries less than 1 typically indicates an older plan.

Ratio of Net Cash Flow to Market Value of Assets

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions (see Table 8).

Duration of Actuarial Accrued Liability

The duration of the actuarial accrued liability may be used to approximate the sensitivity to a 1% change in the assumed rate of return. For example, duration of 10 indicates that the liability would increase approximately 10% if the assumed rate of return were lowered 1%.

Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.

Table 13 - Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution (Continued)

Low-Default-Risk Obligation Measure

Introduction

In December 2021, the Actuarial Standards Board (ASB) adopted a revision to Actuarial Standard of Practice (ASOP) No. 4, Measuring Pension Obligations and Determining Pension Plan Costs or Contributions. The revised ASOP No. 4 requires the calculation and disclosure of a liability referred to by the ASOP as the “Low-Default-Risk Obligation Measure” (LDROM). The rationale that the ASB cited for the calculation and disclosure of the LDROM was included in the Transmittal Memorandum of ASOP No. 4 and is presented below (emphasis added):

> “The ASB believes that the calculation and disclosure of this measure provides **appropriate, useful information for the intended user regarding the funded status of a pension plan.** The calculation and disclosure of this additional measure is **not intended to suggest that this is the “right” liability measure** for a pension plan. However, the ASB does believe that **this additional disclosure provides a more complete assessment of a plan’s funded status and provides additional information regarding the security of benefits that members have earned as of the measurement date.”**

Comparing the Accrued Liabilities and the LDROM

One of the fundamental financial objectives of a pension plan is to finance each member’s retirement benefits over the period from the member’s date of hire until the member’s projected date of retirement (entry age actuarial cost method) as a level percentage of payroll. To fulfill this objective, the discount rate that is used to value the accrued liabilities is set equal to the **expected return** on the diversified portfolio of assets (referred to sometimes as the investment return assumption). The current investment return assumption is 7%.

The LDROM is meant to approximately represent the lump sum cost to a plan to purchase low-default-risk fixed income securities whose resulting cash flows essentially replicate in timing and amount the benefits earned (or the costs accrued) as of the measurement date. The LDROM is very dependent upon market interest rates at the time of the LDROM measurement. The lower the market interest rates, the higher the LDROM, and vice versa. The LDROM results presented in this report are based on the discount rates based upon the intermediate rate from the FTSE Pension Discount Curve and Liability Index published by the Society of Actuaries. This rate is 5.49% as of January 1, 2025. This measure may not be appropriate for assessing the need for or amount of future contributions. This measure may not be appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan’s benefit obligation.

The difference between the two measures (Valuation and LDROM) is one illustration of the cost to mitigate investment risk in the plan's portfolio.

Valuation Accrued Liabilities	LDROM
$548,835	$641,408

Table 14 - Summary for Actuarial Assumptions, Methods, and Changes

The calculations set forth in this report are based on the following assumptions:

1. Investment Return Rate — 7% per annum (net of investment expenses), compounded annually

2. Rates of Decrement due to:

   a) Retirement — Age 50 and 20 years of service.

Age	Annual Rate Per 100
50	50
55	50
60	50
65	100

   b) Disability

Age	Annual Rate Per 1,000
20	0.10
25	0.16
30	0.26
35	0.45
40	0.97
45	3.50
50	6.50
55	8.10

   c) Pre-Retirement Mortality — Pub-2010 Public Safety Healthy Employee Mortality Tables for males and females, amount-weighted, projected with the MP-2020 Ultimate projection scale, 60% multiplier.

	Annual Rate Per 1,000 (for 2025)	
Age	Males	Females
20	0.200	0.078
25	0.181	0.098
30	0.201	0.132
35	0.230	0.176
40	0.289	0.240
45	0.401	0.328
50	0.587	0.445
55	0.856	0.602

Table 14 - Summary for Actuarial Assumptions, Methods, and Changes (Continued)

d) Withdrawal (any reason other than retirement, death, or disability)

Annual Rate Per 1,000 Withdrawals			
Service	Rates	Service	Rates
1	182.37	11	83.96
2	169.99	12	77.23
3	158.17	13	71.06
4	146.92	14	65.45
5	136.21	15	60.41
6	126.12	16	55.94
7	116.56	17	52.02
8	107.56	18	48.68
9	99.13	19	45.89
10	91.27		

Twenty percent (20%) of members age 50 and eligible for a terminated vested benefit which would commence immediately are assumed to withdraw each year.

3. Post-Retirement Mortality

a) Healthy Retirees and Beneficiaries

Pub-2010 Public Safety Healthy Annuitant Mortality Tables for males and females, amount-weighted, projected with the ultimate values of the MP-2020 projection scale.

	Annual Rate Per 1,000 (for 2025)	
Age	Males	Females
50	1.566	1.215
55	2.496	2.104
60	4.143	3.637
65	7.229	6.318
70	13.004	11.022
75	23.687	19.236
80	43.228	33.563

Table 14 - Summary for Actuarial Assumptions, Methods, and Changes (Continued)

b) Disabled Retirees

Pub-2010 Public Safety Healthy Annuitant Mortality Tables for males and females, amount-weighted, set forward five years projected with the MP-2020 Ultimate projection scale, with minimum probability of 3.5% for males and 2.5% for females.

	Annual Rate Per 1,000 (for 2025)	
Age	Males	Females
50	35.000	25.000
55	35.000	25.000
60	35.000	25.000
65	35.000	25.000
70	35.000	25.000
75	42.772	33.208
80	77.384	57.960

4. Administrative Expenses

An explicit administrative expense equal to the average of the actual expenses for the two prior years.

5. Marital Status

a) Percent married

90% male and female

b) Age difference

Males are assumed to be two years older than females

6. Changes in Actuarial Assumptions

None

Table 14 - Summary for Actuarial Assumptions, Methods, and Changes (Continued)

7. Actuarial Cost Method

   Under the entry age actuarial cost method, the Normal Cost is computed as the level dollar amount which, if paid from the earliest time each member would have been eligible to join the plan if it then existed (thus, entry age) until his retirement or termination, would accumulate with interest at the rate assumed in the valuation to a fund sufficient to pay all benefits under the plan. The normal cost for the plan is determined by summing the normal cost of all members.

   The Actuarial Accrued Liability under this method at any point in time is the theoretical amount of the fund that should have been accumulated had annual contributions been made in prior years equaling to the normal cost. The Unfunded Actuarial Accrued Liability/(Surplus) is the excess of the actuarial accrued liability over the actuarial value of the plan assets as of the valuation date.

   The contribution requirements determined by this valuation will not be effective until one year later, and the determination of the calculated annual contribution reflects this deferral by amortizing the expected Unfunded Actuarial Accrued Liability/(Surplus) one year after the valuation date. It is assumed that there will be no change in the normal cost due to the deferral, and it is assumed that payments are made in the middle of the year.

   Under this method, experience gains and losses (i.e. decreases or increases in accrued liabilities), attributable to deviations in experience from the actuarial assumptions, adjust the unfunded actuarial accrued liability.

8. Asset Valuation Method

   The asset valuation method is based on a comparison of expected and actual asset values. The actuarial value of assets is equal to the market value of assets less a five-year phase in of the Excess (Shortfall) between expected investment return and actual income determined as follows:

   - At the beginning of each plan year, an expected actuarial asset value is calculated as the sum of the previous year's actuarial value increased with a year's interest at the Plan valuation rate plus net cash flow (excluding expenses) adjusted for interest (at the same rate) to the end of the previous plan year.
   - The difference between the expected actuarial value and the actual market value is the investment gain or loss for the previous plan year.
   - If the current year's difference is the opposite sign of any of the prior years' deferred Excesses/(Shortfalls), then the prior years' bases (starting with the oldest) are reduced dollar for dollar along with the current year's base. Any remaining bases are then recognized over five years (20% per year) from their initial creation.

Appendix - Definition of Terms

1. Actuarial Cost Method

   A method for determining the actuarial present value of future benefits and allocating such value to time periods in the form of a normal cost and an actuarial accrued liability.

2. Present Value of Future Benefits

   This is computed by projecting the total future benefit cash flow from the Plan, using actuarial assumptions, and then discounting the cash flow to the valuation date.

3. Normal Cost

   Computed differently under different actuarial cost methods, the normal cost generally represents the value of the portion of the participant's anticipated retirement, termination, and/or death and disability benefits accrued during a year.

4. Actuarial Accrued Liability

   Computed differently under different actuarial cost methods. Generally actuarial accrued liability represents the value of the portion of the participant's anticipated retirement, termination, and/or death and disability benefits accrued as of the valuation date.

5. Entry Age Actuarial Cost Method

   A method under which a participant's actuarial present value of future benefits is allocated on a level basis over the earnings of the participant between his/her entry into the Plan and his/her assumed exit.

6. Unfunded Actuarial Accrued Liability

   The difference between total actuarial present value of future benefits over the sum of the tangible assets of the Plan and the actuarial present value of the members' future normal costs. The Plan is underfunded if the difference is positive and overfunded if the difference is negative.

7. Actuarial Value of Assets

   The value of cash, investments, and other property belonging to the Plan, as valued by the actuary for purposes of the actuarial valuation.

8. Actuarial Gain or Loss

   From one valuation to the next, if the experience of the plan differs from that anticipated by the actuarial assumptions, an actuarial gain or loss occurs. For example, an actuarial gain would occur if the assets in the trust had a yield of 12% based on actuarial value, while the assumed yield on the actuarial value of assets was 7.00%.

Memorandum

Title: Formal Action on Creekwalk 6
From: Ben Schmitt, Public Services Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:

The purpose of Creek Walk Trail Phase #6 (Serpentine Drive) is to complete a critical pedestrian and cyclist connection to Rainbow Falls by formalizing and improving the existing informal trail. This project aims to enhance safety, accessibility, and connectivity within the community while leveraging available state and regional funding opportunities.

Background:

At the September 9 Work Session, staff presented three preliminary plan options to Council and requested guidance on which option to advance. Council directed staff to proceed with Option 2. This item is now returning to Council for formal action.

Option 2: Path begins along Northside. Trail crosses perpendicular at the existing crossing. Retaining wall needed.

Pros and Cons:

Pros:

- Critical Connectivity: Provides a key link for pedestrians and cyclists between downtown and Rainbow Falls.
- Leverages CDOT Funding: Preliminary design complete; project eligible for state/federal funding opportunities (CDOT, TAP, MMOF, GOCO).
- Safety & Accessibility: Converts an informal, unsigned trail into a formalized, safer, and accessible route with improved crossings.
- Supports Multi-Modal Goals: Aligns with City goals of promoting active transportation and reducing vehicle dependence.
- Design Flexibility: Multiple alignment options with varying costs allow Council to balance budget, safety, and constructability.
- Economic & Recreational Benefits: Improved trail system could enhance tourism and local use, supporting community vitality.

Cons:

- High Construction Cost: Requires significant additional funding (~$1.3M in 2027, rising if delayed), beyond current budget.
- Physical Constraints: Narrowing the trail in three sections (to 6–8 ft) may reduce comfort/safety compared to the 10 ft standard.
- Environmental & Property Impacts: Potential tree removal, environmental clearance, and right-of-way acquisition could add costs or delays.
- Aesthetic/Community Concerns: Narrowing Serpentine Drive roadway and altering the creek side landscape may raise resident concerns.
- Timeline: Construction not anticipated until 2027 (or later), delaying full public benefit.
- Ongoing Funding Dependence: Relies on successful pursuit of grants and external funding sources, which are competitive and not guaranteed.

Fiscal Impact:
$1.35 million

Workload Impact:
The Project Manager will need to provide oversight of the construction support staff for design and construction of the project, approve invoices and provide design guidance. The Public Services Director/City Engineer will be the engineer for construction oversight. JR Engineering staff will provide the necessary documentation needed for this federal aid project.

Recommended Action:
Move to approve Option 2 for construction through the approval of the consent calendar.

Memorandum

Title: Proclamation No. 1125, 2025 Creek Week Proclamation
From: Allison Schuch (Executive Director) and Lucy Rogers (Watershed Outreach Assistant) from the Fountain Creek Watershed District
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:
To formally recognize September 27th through October 5th, 2025 as "Creek Week" in Manitou Springs.

Background:
The Fountain Creek Watershed District, a proud partner of the City of Manitou Springs, is celebrating the 12th Annual "Creek Week" cleanup, which offers volunteers the opportunity to protect, steward, and maintain the Fountain Creek Watershed.

Pros and Cons:
N/A

Fiscal Impact:
N/A

Workload Impact:
N/A

Recommended Action:
Read Proclamation No. 1125, 2025 Creek Week and proclaim it so.

City of Manitou Springs
Proclamation No. 1125

Proclamation

Creek Week 2025

WHEREAS, The City of Manitou Springs is fortunate to have extensive and diverse natural resources, such as forests, grasslands, riparian areas, lakes, creeks and a wide variety of open spaces; and

WHEREAS, the Fountain Creek watershed, including Fountain Creek, related wetlands, existing trails, and recreational facilities, is a unique watershed that is an important resource and asset to the residents and visitors of Manitou Springs and the Pikes Peak Region; and

WHEREAS, the Fountain Creek Watershed District is partnering with the City of Colorado Springs, Colorado Springs Utilities, El Paso County, Pueblo County, the Cities of Manitou Springs, Fountain, and towns of Monument and Green Mountain Falls, along with numerous community organizations to coordinate the 12^{th} Annual “Creek Week” cleanup, which will encourage the protection, restoration and maintenance of the Fountain Creek watershed; and

WHEREAS, this 9-day litter clean-up effort kicks off in Fountain Creek Regional Park on September 27th and runs through October 5th, 2025 throughout the watershed; and

WHEREAS, “Creek Week” programs and activities are designed to raise awareness about the littering issue within our watershed, to encourage organizations and individuals to collect litter and debris to make Fountain Creek and the watershed cleaner and safer; and

WHEREAS, businesses, churches, schools, non-profits, neighborhood associations, youth groups, service clubs and individuals are encouraged to form a "Creek Crew” to clean up at a “Creek Week” project site; and

WHEREAS, “Creek Week” litter removal activities will reduce pollution in our creeks and clogs in our waterways that can lead to flooding, provide for a safer drinking water supply, and enhance wildlife habitat and property values.

NOW, THEREFORE BE IT RESOLVED, the Council Members of the City of Manitou Springs, Colorado hereby proclaim September 27 through October 5, 2025, as “Creek Week” in Manitou Springs and encourage our citizens to help protect, restore, and maintain our waterways by participating in “Creek Week” activities.

Adopted this 16th day of September 2025 in the City of Manitou Springs, El Paso County, Colorado

____

John Graham, Mayor

Attest:

____

Elena Krebs, City Clerk

Memorandum

Title: Consider Appointing Lisette Casey to the Manitou Arts, Culture and Heritage Board
From: City Clerk's Office
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:
Council to consider appointing Lisette Casey to serve as an alternate member on the Manitou Arts, Culture and Heritage (MACH) Board.

Background:
Lisette Casey has submitted an application and resume for the Council's consideration to fill one of the two current vacancies for alternate.

Pros and Cons:
N/A

Fiscal Impact:
None.

Workload Impact:
Minimal.

Recommended Action:
Move to appoint Lisette Casey as an alternate member of the MACH.

City of Manitou Springs

Application for Board/Commission Membership

Please complete the following to express interest in board or commission membership.

Click here for a list of all board and commission vacancies!

Which Board are you Applying For?	MACH
Membership Requested	• Alternate
Full Name	Lisette G Casey
Street Address	315 Crystal Hills Blvd
City	Manitou. Springs
State	CO
Zip Code	80829
Phone	[redacted]
Email	[redacted]

Per City Charter 9.3: The Council shall not appoint to any Board or Commission any member of the immediate family of any Council Member. Immediate family shall be defined as spouse, parents, brothers, sisters, and children.

(Amendment No. 8, adopted and approved January 14, 1975)

Do you have an immediate family member on City Council?	No
Please attach a resume:	LCasey_Resume.pdf
Date	07/11/2025

Lisette G. Casey

[redacted] 315 Crystal Hills Boulevard, Manitou Springs, Colorado 80829 [redacted]

Work Experience

Innovation Specialist, McGraw Hill, Remote, August 2022 - Present

- Led product development for McGraw Hill Plus, enhancing PreK–12 personalized learning through student data
- Developed training programs and led internal sales and customer success teams
- Created graphics and presentations to support marketing and sales, strengthening brand messaging

Strategy Officer, Modern Teacher, Remote, February 2016 - July 2022

- Client engagement support for second-order change
- District support with transition to modern, personalized learning
- Develop and provide professional learning to school district leaders, coaches, and teachers
- Maintain and manage account activity including fulfillment services and client retention
- Design, develop, and test new content and materials in the Modern Teacher Platform

Educational Consultant, August 2012 - January 2017, Self-Employed

- Partner with school district administration as they transition into modern teaching environments involving 21st Century pedagogies
- Develop and lead school-based professional development workshops

Technology Integration Specialist, Manitou Springs School District 14, Manitou Springs, Colorado, 2011 - May 2015

- Develop, coordinate and lead district professional development
- Develop, coordinate, and lead the Summer Institute Professional Learning Program
- Successful launch and implementation of 1:1 program

Professional Teaching Experience: Manitou Springs School District 14 Manitou Springs, Colorado

- Instructional Technology Teacher, Secondary, Grades 6-8 — 2009 - 2011
- Classroom Teacher, Secondary Science, Grades 6-8 — 2000 - 2009
- Classroom Teacher, Elementary, Grades 4-5 — 1993 - 1998

Education

Master of Arts, Technology in Education. October 2009.
Lesley University, Cambridge, Massachusetts
Colorado State Teaching Certificate, Elementary Education. August 1993.
University of Colorado at Colorado Springs, Colorado Springs, Colorado.
Bachelor of Science, Plant Science. August 1984.
University of Delaware, Newark, Delaware.

Career Awards

Apple Distinguished Educator
ISTE Online Teaching Award
Colorado Teacher of the Year - Teacher's Insurance
Manitou Springs School District Spirit of the Mustang Award

Volunteer Activities

El Paso County Bar Association
Colorado Adopt a Highway
Manitou Springs Historic Preservation Board

References

Kristen Brittingham, Chief Learning Officer, Modern Teacher
Shawn Smith, Chief Innovation Officer, McGraw-Hill
Mike Smith, Instructional Strategy Consultant, Knowing Technologies

August 18, 2025

Manitou Springs City Council

606 Manitou Avenue

Manitou Springs, CO 80829

Dear Council:

This letter's purpose is to support the application of Lisette Casey to fill a vacant alternate position on the Manitou Arts, Culture and Heritage Board, starting as soon as possible.

Lisette has been considering this possibility for some time, and in recent months she has decided to pursue it. She would bring to the MACH Board her years of being a Manitou resident with various civic involvements, giving her a firm grasp of the community with a strong historical perspective. Obviously we are hoping that this alternate role would lead to a potential regular position on the board as future openings develop.

She has submitted her application and observed MACH meetings via Zoom, as required. I also have had a conversation with her to confirm her interest and awareness in MACH's mission. We will be happy to work with her as an alternate for the board.

Sincerely,

Ralph Routon

Chair

Manitou Arts, Culture and Heritage Board

Memorandum

Title: Consider Appointing Gerald Mitchell to the Manitou Arts, Culture and Heritage Board
From: City Clerk's Office
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:
Council to consider appointing Gerald Mitchell to serve as an alternate member on the Manitou Arts, Culture and Heritage (MACH) Board.

Background:
Gerlad Mitchell has submitted an application and resume for Council's consideration to fill the last vacant seat on the board.

Pros and Cons:
N/A

Fiscal Impact:
None.

Workload Impact:
Minimal

Recommended Action:
Move to appoint Gerald Mitchell as an alternate member of the MACH.

City of Manitou Springs

Application for Board/Commission Membership

Please complete the following to express interest in board or commission membership.

Click here for a list of all board and commission vacancies!

Which Board are you Applying For?	Manitou Arts, Culture, and Heritage Board
Membership Requested	• Alternate
Full Name	Gerald Mitchell
Street Address	42 grand Ave
City	Manitou Springs
State	Colorado
Zip Code	80829
Phone	[redacted]
Email	[redacted]
Do you have any special interests? If so, please briefly provide details below:	17 years in protection music production and songwriting, currently owns a music studio in town. Part of the band Moon Veil that originated in Manitou Springs.

Per City Charter 9.3: The Council shall not appoint to any Board or Commission any member of the immediate family of any Council Member. Immediate family shall be defined as spouse, parents, brothers, sisters, and children.

(Amendment No. 8, adopted and approved January 14, 1975)

Do you have an immediate family member on City Council?	No
Please attach a resume:	Resume 4.0.pdf

Date	06/09/2025

Gerald Mitchell

42 Grand Ave
Manitou Springs, Co 80929

M [redacted]

Email [redacted]

PROFESSIONAL EXPERIENCE

Real Estate Executive Assistant | Book Keeping | Sales | Audio Transcribing | Personal Assistant | Management | Marketing Leadership | App Development | Photography | Graphic Design | Business Development | Ai Writing | Travel Agent | Social Media Management | Music Composer | Songwriter | Executive Producer | Recording Engineer | Mix/Mastering

THEN, NOW, AND IN-BETWEEN

LIVEASY - Los Angeles, CA 2013 - 2015

• Achieved sales targets by promoting LivEasy's comprehensive marketing and business growth solutions to small and medium-sized businesses.
• Built and maintained strong relationships with clients, delivering customized strategies to align with their business goals.
• Conducted market research to identify potential customers and tailor sales approaches for maximum impact.
• Delivered presentations and product demonstrations to showcase LivEasy's unique value propositions.
• Collaborated with internal teams to refine services based on customer feedback, enhancing client satisfaction and retention rates.
• Managed sales pipelines efficiently, ensuring consistent follow-ups and timely closures.

EVOLVE FITNESS - Los Angeles, CA 2015-2017

• Developed and maintained a user-friendly app for Evolve Fitness, enhancing client engagement and streamlining scheduling and fitness tracking.
• Integrated AI-driven writing solutions to create personalized workout plans, automate email campaigns, and engaging content for clients.
• Managed and grew Evolve Fitness's social media presence across multiple platforms, increasing brand visibility and follower engagement.
• Designed and implemented targeted social media marketing campaigns, driving membership growth and customer retention.
• Analyzed user data and campaign performance metrics to optimize app features and marketing strategies for maximum effectiveness.
• Collaborated with team members to align app development and marketing efforts with company goals and client needs.

ANDREW THOMPSON AND EXECUTIVE - Los Angeles, CA 2015- 2018

• Provided comprehensive executive personal assistant support to Andrew Thompson and Executives, managing schedules, travel arrangements, and daily operations with precision and discretion.

• Led business development initiatives by identifying growth opportunities, building client relationships, and contributing to strategic planning efforts.
• Managed bookkeeping tasks, including accounts payable/receivable, budgeting, and financial reporting, ensuring accuracy and compliance with company standards.
• Streamlined administrative processes to improve efficiency and maintain organization across executive-level operations.
• Coordinated and prepared materials for high-level meetings, presentations, and client engagements.
• Served as a key point of contact between executives, clients, and team members, creating a channel for clear communication and collaboration.

GYPSY - Los Angeles, CA 2018 - 2020

• Designed and developed a user-friendly app for Gypsy Travel, streamlining travel booking, itinerary planning, and customer engagement.
• Provided personalized travel agent services, including trip planning, booking accommodations, and securing exclusive deals for clients.
• Led marketing initiatives, creating and executing campaigns to enhance brand visibility and attract new customers across digital platforms.
• Directed business development strategies, identifying growth opportunities and building partnerships with travel vendors and service providers.
• Analyzed market trends and customer feedback to optimize app features and improve service offerings, ensuring a competitive edge.
• Supervised cross-functional teams to align marketing, app development, and business growth objectives with company goals.

MANITOU SPRINGS REAL ESTATE - Manitou Springs, CO 2021 - 2023

• Provided executive assistant support to the leadership team at Manitou Springs Real Estate, managing schedules, communications, and operational tasks.
• Facilitated real estate transactions by preparing, reviewing, and ensuring accuracy in contracts, disclosures, and other legal documents.
• Designed high-quality marketing materials, including flyers, brochures, and social media graphics, to promote property listings and company branding.
• Transcribed audio recordings of client meetings, property descriptions, and legal discussions into accurate written documents.
• Coordinated with agents, clients, and third parties to ensure smooth closing processes and timely completion of contractual obligations.
• Maintained organized filing systems for contracts and client records to ensure compliance and accessibility.

FREELANCE MUSIC PRODUCER & LYRICIST - Manitou Springs, CO 2020 - PRESENT

• Marketing, Sales, and overall management of business and clients.
• Craft diverse genre-specific songs, collaborate with artists and producers, evoke emotions through creative storytelling, and adapt to target audiences while tracking musical trends.
• Lead music production, manage collaborations, budgets, and projects, oversee contracts and creative processes, align with industry trends, and leverage technologies.
• Handle recording equipment, optimize spaces, capture audio with software/hardware, edit, contribute to mixing, collaborate, and enhance audio expertise.

• Compose original music, arrange instruments, collaborate with creators, integrate effects, lead recording, apply advanced theory, maintain portfolio, and communicate with clients.
• Blend vocals, instruments, and effects, apply skills, collaborate, transition tracks, master quality, adhere to standards, and stay updated in audio tech.

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Education

DIPLOMA

Harrison High School | Colorado Springs, CO | Graduated 2008

APPRENTICESHIP

1620 Studios | Colorado Springs, CO | 2009 - 2015

- Pro Tools: Gained proficiency in using Pro Tools for music recording, editing, mixing, and mastering, ensuring high-quality sound production.
- Songwriting: Developed skills in writing original lyrics and composing music across various genres, focusing on creative storytelling and emotional impact.
- Music Production: Learned techniques for producing, arranging, and mixing music, i including using digital audio workstations (DAWs) and virtual instruments to create polished tracks.
- Marketing & Promotion: Studied music marketing strategies, including social media promotion, branding, and audience engagement, to help independent artists reach their target audience.
- Music Business: Gained knowledge of the music industry, including copyright law, contracts, distribution, and revenue streams for independent musicians.

Skills

10+ YEARS OF EXPERIENCE IN QUICKBOOKS, MICROSOFT WORD, MICROSOFT EXCEL, AND MICROSOFT OUTLOOK

10+ YEARS IN SALES, MANAGEMENT, AND BUSINESS DEVELOPMENT

13+ YEARS OF EXPERIENCE IN PROTOOLS, RECORDING ENGINEERING, MIX/ MASTERING, & SONGWRITING

10+ YEARS OF EXPERIENCE IN MUSIC COMPOSING & EXECUTIVE PRODUCING

UNDERSTAND BASIC PYTHON PROGRAMMING

August 18, 2025

Manitou Springs City Council

606 Manitou Avenue

Manitou Springs, CO 80829

Dear Council:

My purpose in this letter is to support the application of Gerald Mitchell to fill a vacant alternate position on the Manitou Arts, Culture and Heritage Board, starting as soon as possible.

Gerald began expressing his interest in MACH several months ago despite not being acquainted with current MACH Board members. He filled out his application for a regular or alternate position, and he impressed us by joining a MACH meeting via Zoom before we could officially invite him.

He's a fairly new resident in Manitou Springs, but he brings a different set of skills and pursuits, particularly in the realm of music, which would broaden our board's awareness. We'll be having more personal discussions, but it's clear he's willing to express his thoughts and ideas. We're also impressed with his technical expertise, which is important in our grant evaluation process.

We are grateful for his interest and are looking forward to the prospect of having Gerald Mitchell as an alternate for the MACH board.

Sincerely,

Ralph Routon

Chair

Manitou Arts, Culture and Heritage Board

Memorandum

Title: Consideration of Resolution No. 1325, A Resolution Adopting an Updated Universal Fee Schedule
From: John Crawford, Mobility and Parking Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 16, 2025

Purpose:

To update the universal fee schedule to account for the changes below.

Background:

At the September 9 Council Work Session, staff presented proposed new parking rates for the Dillon Mobility Hub, the 100 block of El Paso Boulevard, and Schryver Park. Council directed staff to return with a revised fee schedule incorporating these rates for formal adoption.

Pros and Cons:

Pros: Implementing paid parking in the referenced parking areas will allow for better parking occupancy management in the affected areas. This is particularly true during major events in Manitou Springs.

Cons: Adjustment period for parers to adjust to the new rates in the referenced areas.

Fiscal Impact:

Undetermined

Workload Impact:

Minimal

Recommended Action:

Move to adopt Resolution No. 1325, a resolution adopting an updated universal fee schedule.

COUNCIL BILL NO. 3225 **RESOLUTION NO. 1325**

RESOLUTION

A RESOLUTION ADOPTING AN UPDATED UNIVERSAL FEE SCHEDULE

WHEREAS, on February 3, 2015, the City Council adopted Ordinance No. 0215, which revised all fee setting provisions within the City's Code to reflect that City fees shall hereafter be set by resolution of the City Council;

WHEREAS, on October 20, 2015, to implement the new fee setting structure outlined in Ordinance No. 0215, the City Council approved Resolution 4315 to adopt a universal fee schedule for all of the fees set forth within the Manitou Springs Municipal Code; and

WHEREAS, the City Council desires to update the universal fee schedule via the enactment of this Resolution.

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

SECTION 1: The City hereby adopts the Manitou Springs Universal Fee Schedule attached hereto as **Exhibit A** and incorporated herein as though fully set forth, and the previous fee schedule adopted by Resolution No. 0825 is hereby repealed in its entirety as of September 16, 2025.

SECTION 2: This Resolution shall be in full force and effect from after its passage and approval.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado, on this 16th day of September 2025, and effective September 17, 2025.

Mayor and Council:

By: ______________________________
John Graham, Mayor

Attest:

____
Elena Krebs, City Clerk

Department - Fee/Fine	Amount		Comments
Aquatic & Fitness Center			
Pool Fees	Fee/Fine		Comments
Daily Rates	$	6.25	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	$	9.50	Adults (18+)
	$	-	2 & under (1 free per paid adult)
Punch Cards - 10 punch	$	41.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers
	$	66.00	Adults (18+)
Punch Cards - 20 punch	$	62.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	$	110.00	Adults (18+)
Membership			
Pass Cards - 3 months	$	119.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	$	194.00	Adults (18+)
	$	438.00	Family *Family discount calculated based on individual membership
Pass Cards - 6 months	$	209.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	$	297.00	Adults (18+)
	$	607.00	Family *Family discount calculated based on individual membership
Pass Cards - 12 months	$	357.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*
	$	581.00	Adults (18+)
	$	938.00	Family *Family discount calculated based on individual membership

Family Memberships: Family (Prices based on 2 adults and 2 children) Each additional family member will be 50% off of the 3, 6 or 12 month individual membership fee based on their age group. This fee will be added to the total price of the Family Membership fee.

Public Swim Lessons	$	66.00	1-Session, 8 Classes
Pool Rentals			
25 Yard Pool	$	9.00	Single Lane Rental
	$	94.00	Non-Private Rental During Normal Hours
	$	165.00	Private Rental After Hours
Kiddie Pool	$	55.00	Non-Private Rental During Normal Hours
	$	110.00	Private Rental After Hours
Multipupose Room	$	44.00	Non-Private Rental During Normal Hours
	$	94.00	Private Rental After Hours
Birthday Party	$	315.00	Non-Private Birthday Party (During Open Swim Only)
	$	615.00	Private Birthday Party (After Hours) Includes Pizza
Youth Swim Team	$	54.00	Off Season (2X Week) - Per month fee
	$	96.00	Summer Season (4X Week) - Per month fee
Masters Swim Team	$	54.00	2x/Week Per Month
	$	78.00	3x/Week Per Month
	$	12.00	Drop-In Fee
City Clerk's Office			
City Clerk Fees	Fee / Fine		Comments
Alcohol Affidavit	$	35.00	
Application Fee	$	35.00	Note: base fee for all application documents. Some application fees may be higher based on type of application.
Certified Copies	$	20.00	Per document (does not include copies or printout fees)
Notary Fee	$	5.00	Per Notary Public signature; not to exceed $15
Request for Noise Variance	$	35.00	Application Fee - On-Line Form (Public Events/Private Events/Construction)
Resolution #1815 - Memorial Placements	$	35.00	Application Fee
Resolution #2314 Public Records Policy			**Based upon State Regulations**
A. Copies, Printouts, Photographs, and Other Materials	$	0.25	Per page - public record copies
	$	17.00	Per recording - audio recordings
	$	83.00	Per recording - 911 recordings

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
B. Research and Retrieval Time	$ -	First hour of research and retrieval time
	$ 41.37	Each additional hour after the first hour
	$ 41.37	Requests under the CCJRA per hour for search and retrieval of criminal justice records. Matches CORA amount.
Liquor License Fees	**Fee / Fine**	**Comments**
Fermented Malt Beverage License - Off Premises	$ 1,000.00	New City Application
	$ 3.75	New City License
	$ 1,003.75	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 3.75	Transfer City License
	$ 753.75	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 3.75	Renewal City License
	$ 103.75	**Total City Renewal License Fee**
Arts License	$ 1,000.00	New City Application
	$ 41.25	New City License
	$ 1,041.25	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 41.25	Transfer City License
	$ 791.25	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 41.25	Renewal City License
	$ 141.25	**Total City Renewal License Fee**
Retail Establishment Permit	$ 100.00	New City Application
	$ 25.00	New City License
	$ 125.00	**Total City New License Fees**
Bed and Breakfast Permit	$ 100.00	New City Application
	$ 25.00	New City License
	$ 125.00	**Total City New License Fees**
	n/a	Transfer City Application
	n/a	Transfer City License
	n/a	**Total City Transfer License Fee**
	$ -	Renewal City Application
	$ 25.00	Renewal City License
	$ 25.00	**Total City Renewal License Fee**
Beer and Wine License	$ 1,000.00	New City Application
	$ 48.75	New City License
	$ 1,048.75	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 48.75	Transfer City License
	$ 798.75	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 48.75	Renewal City License
	$ 148.75	**Total City Renewal License Fee**
Brew Pub License	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Club License	$ 1,000.00	New City Application
	$ 41.25	New City License
	$ 1,041.25	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 41.25	Transfer City License
	$ 791.25	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 41.25	Renewal City License

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
	$ 141.25	**Total City Renewal License Fee**
Liquor Licensed Drugstore	$ 1,000.00	New City Application
	$ 22.50	New City License
	$ 1,022.50	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 22.50	Transfer City License
	$ 772.50	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 22.50	Renewal City License
	$ 122.50	**Total City Renewal License Fee**
Distillery Pub	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total New City License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Hotel and Restaurant License	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total New City License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Hotel and Restaurant License with Optional Premises	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Lodging and OR Entertainment License (Separate Licenses)	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total New City License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Optional Premises License	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Retail Liquor Store License	$ 1,000.00	New City Application
	$ 22.50	New City License
	$ 1,022.50	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 22.50	Transfer City License

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
	$ 772.50	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 22.50	Renewal City License
	$ 122.50	**Total City Renewal License Fee**
Special Event(Fermented Malt Beverage) - Fees are per event - Cannot transfer or renew	$ 100.00	City Application
		City License
	$ 100.00	**Total City License Fees**
Special Event (Liquor)	$ 100.00	City Application- fees are per event - cannot transfer or renew
	$ -	City License
	$ 100.00	**Total City License Fees**
Tavern License	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Vintner's Restaurant License	$ 1,000.00	New City Application
	$ 75.00	New City License
	$ 1,075.00	**Total City New License Fees**
	$ 750.00	Transfer City Application
	$ 75.00	Transfer City License
	$ 825.00	**Total City Transfer License Fee**
	$ 100.00	Renewal City Application
	$ 75.00	Renewal City License
	$ 175.00	**Total City Renewal License Fee**
Application Fee for New License with Concurrent Review	$ 1,000.00	New City Application
	$ -	New City License
	$ 1,000.00	**Total City New License Fees**
Application Fee for Additional Liquor-Licensed Drugstore with Concurrent Review	$ 1,000.00	New City Application
	$ -	New City License
	$ 1,000.00	**Total City New License Fees**
Application Fee for Transfer of Ownership	$ 750.00	City Application
	$ -	City License
	$ 750.00	**Total City New License Fees**
Application Fee for Additional Liquor-Licensed Drugstore	$ 1,000.00	City Application
	$ 22.50	City License
	$ 1,022.50	**Total City New License Fees**
Change of Location	$ -	City Application
	$ 750.00	City License
	$ 750.00	**Total City License Fees**
Change of Trade / Corporate Name	$ -	City Application
	$ -	City License
	$ -	**Total City License Fees**
Corporation / LLC Change - per person	$ -	City Application
	$ 100.00	City License
	$ 100.00	**Total License Fees**
Duplicate License	$ -	City Application
	$ -	City License
	$ -	**Total License Fees**
Expansion / Add Optional Premises (to existing Hotel & Restaurant License)	$ -	City Application
	$ -	City License
	$ -	**Total License Fees**

Department - Fee/Fine	Amount	Comments
Hotel / Tavern Manager's Registration	$ -	City Application
	$ 75.00	City License
	$ 75.00	Total License Fees
Late Renewal Application Fee	$ 500.00	City Application
	$ -	City License
	$ 500.00	Total License Fees
Application Reissue Fee (more than 90 days but less than 180 days of license expiration date)	$ 500.00	City Fee
Application Reissue Fine (more than 90 days but less than 180 days of license expiration date)	$25/day	City Fee-Beyond 90-day expiration date
Mini-Bar Permit (with Hotel & Restaurant License)	$ -	City Application-Fee directed by State Law
	$ 48.75	City License
	$ 48.75	Total City License Fees
Modification of Premises	$ -	City Application
	$ 150.00	City License
	$ 150.00	Total City License Fees
Temporary Permit	$ 100.00	City Application
	$ -	City License
	$ 100.00	Total City License Fees
Court Municipal (Judicial Department)		
Jury Fee		See: C.R.S. 13-10-114(3) if not assigned by Council
1.32.120 Docket Fee AKA Court Costs	**$ 30.00**	
Law Enforcement Special Revenue Fund	**$ 45.00**	
See Fine Schedule- EXCEPT Parking offenses; Section 10.04.010		
Finance Department		
Business License Fees	**Fee / Fine**	
Ch 5.04.030 General Business License - Non Retail	$ 72.00	New - Micromobility business license falls in this category per Finance Director. 5% excise to be paid monthly, Ebikes subject to 3.8% use tax per Finance Director.
	$ 44.00	Renewal
Ch 5.04.030 General Business License - Retail	$ 134.00	New
	$ 62.00	Renewal
Ch 5.05.010 Entertainment & Amusement	$ 134.00	New
	$ 25.00	Plus Additional per entertainment / amusement - New
	$ 72.00	Renewal
	$ 19.00	Plus Additional per entertainment / amusement - Renewal
Ch 5.05.020 Restaurant	$ 134.00	New
	$ 62.00	Renewal
Ch 5.05.030 Service Station	$ 134.00	New
	$ 62.00	Renewal
Ch 5.05.040 Horse Drawn Vehicles and Pedicabs	$ 134.00	New
	$ 62.00	Renewal
Ch 5.07 Massage Establishment	$ 134.00	New
	$ 62.00	Renewal
Ch 5.08 & Ch. 5.09 Medical and Retail Marijuana		In addition to Planning fees (see Planning Dept section) a general business retail license is required (see Ch. 5.04.030)
Ch 5.10 Non-Cigarette Tobacco Product Retail	$ 184.00	New
	$ 174.00	Renewal
Ch 18.40 Home Occupation	$ 50.00	New
	$ 32.00	Renewal
Other Finance Fees	**Fee / Fine**	**Comments**
Ch 3.04 Collection fee	$ 0.20	**When unpaid & overdue amounts owed to the City are referred to a collection agency, this additional percentage will be added**
Unaltered dog/cat/potbellied pig	No Fee	Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
1-year license	$ 35.00	
3-year license	$ 75.00	
1-year license	$ 20.00	Citizens over 65 years of age
3-year license	$ 55.00	Citizens over 65 years of age
Altered dog/cat/potbellied pig		Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf
1-year license	$ 20.00	
3-year license	$ 40.00	
1-year license	$ 10.00	Citizens over 65 years of age
1-year license	$ 25.00	Citizens over 65 years of age
Late Fee	$ 20.00	Late renewal fee in addition to license fee (30 days after license expiration)
Ch 7.08 Kennel License	$ 300.00	

Protection Against Fire & Fire Review Fees	Fee / Fine	Comments
6.32.030 Fire inspection, plan reviews, & permits		When unpaid & overdue amounts owed to the City are referred to a collection agency, these additional charges will be added.
Special Attendance	$ 90.00	Per hour, 2 hour minimum
Pre-plan Submittal Consult	$ 80.00	Per hour, 2 hour minimum
Development Plan Review	$ 390.00	
Water Plan Review	$ 140.00	Per structure & each hydrant / cistern connection
	$ 50.00	Plus additional per connection
Construction Plan Review	$ 575.00	A (Assembly building) - Occupancies up to and including 100,000 square feet
	$ 1,650.00	A (Assembly building) - Occupancies more than 100,000 square feet
	$ 550.00	B (Business building) - Occupancies up to and including 50,000 square feet
	$ 1,650.00	B (Business building) - Occupancies more than 50,000 square feet
	$ 775.00	E (Educational building) - Occupancies
	$ 625.00	F (Factory Industrial building) - Occupancies
	$ 1,150.00	H (High-hazard building) - Occupancies
	$ 650.00	I (Institutional building) - Occupancies up to 60 patient beds
	$ 1,150.00	I (Institutional building) - Occupancies 51 patient beds or more
	$ 775.00	M (Mercantile building) - Occupancies up to and including 50,000 square feet
	$ 1,650.00	M (Mercantile building) - Occupancies more than 50,000 square feet
	$ 550.00	R (Residential building) - Occupancies up to and including 15 residential units
	$ 1,150.00	R (Residential building) - Occupancies more than 15 residential units
	$ 550.00	S (Storage building) - Occupancies
	$ 170.00	U (Miscellaneous building) - Occupancies
	$ 120.00	Interior Remodel and Finishes
6.32.040 Hazardous Materials		
Hazardous Materials	$ 575.00	To review and inspect hazardous materials compliance in occupancies using, storing, or handling hazardous materials greater than the permit amounts as indicated in the applicable fire code
6.32.050 High-pile Storage		
High-pile Storage	$ 575.00	To review and inspect high-pile storage compliance in occupancies storing high-pile stock as defined by the applicable fire code
Inspections		
Re-inspection after failed inspection	$ 55.00	Per hour, 2 hour minimum
Fire Sprinkler Plan Review	$ 500.00	0 - 100 devices (sprinkler head, flow switch, retard chamber, etc…)
	$ 575.00	101 - 200 devices

Department - Fee/Fine	Amount	Comments
	$ 675.00	201 or more devices
	$ 120.00	Plus Additional for each floor above the first floor
	$ 120.00	Plus Additional for each riser after the first riser
Fire Alarm Plan Review	$ 475.00	0 - 50 devices (smoke detector, pull station, horn/strobe, etc)
	$ 525.00	51 - 100 devices
	$ 625.00	101 or more devices
Fixed Fire Plan Review	$ 185.00	First system
	$ 70.00	Each additional system within the same business
Shipping / Travel	$ 90.00	Per hour - Retrofits, upgrades, or code compliance situations where only fire alarm monitoring is needed
Special Permits	$ 75.00	Effective for one year; 1) Bonfires, rubbish fires, or open burning; 2) Explosives & blasting caps; 3) Dry-cleaning plants; 4) Fireworks; 5) Installations alteration, removal, abandonment, retirement from service or other disposal of flammable or combustible-liquid tanks; 6) Erecting or operating a tent or air-supported structure covering an area in excess of 200 sq. feet unless used exclusively for camping.
Structure Permit Fee for Public Events	$ 28.00	Per structure (tents, canopies, etc…)
6.32.060 In-House Inspections and Reviews		
Legend / Unit (with 2006 Equivalents)	$ 90.00	Plan Review (p)
	$ 86.00	Inspection (i)
Engine (e)	$ 346.00	First Hour - On Duty
	$ 117.00	Each Subsequent Hour - On Duty
	$ 404.00	Overtime - first hour
	$ 176.00	Overtime - Each Subsequent Hour
Brush Truck (2 person - without Engine) (b)	$ 281.00	First Hour - On Duty
	$ 52.00	Each Subsequent Hour - On Duty
	$ 307.00	Overtime - first hour
	$ 79.00	Overtime - Each Subsequent Hour
Plan Reviews	$ 180.00	Development per plan (2 Plan Reviews)
Pre-plan Submittal Consultations	$ 180.00	Per hour (assessed after first 30 minutes, in 1/2 hour increments) (2 Plan Reviews)
Hazardous Materials - see Chapter 2 of the International Fire Code of occupancy classification examples		
	$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	$ 531.00	A (Assembly building) - (3 Plan Reviews + 3 hours)
	$ 531.00	A (Assembly building) - (3 Plan Reviews + 3 hours)
	$ 354.00	A (Assembly building) - (2 Plan Reviews + 2 hours)
	$ 531.00	B (Business building) - (3 Plan Reviews + 3 hours)
	$ 708.00	E (Educational building) - (4 Plan Reviews + 4 hours)
	$ 708.00	F (Factory Industrial building) - Group 1 - (4 Plan Reviews + 4 hours)
	$ 531.00	F (Factory Industrial building) - Group 2 - (3 Plan Reviews + 3 hours)
	$ 885.00	H (High-hazard building) - Group 1 - (5 Plan Reviews + 5 hours)
	$ 708.00	H (High-hazard building) - (4 Plan Reviews + 4 hours)
	$ 531.00	H (High-hazard building) - (3 Plan Reviews + 3 hours)
	$ 708.00	H (High-hazard building) - (4 Plan Reviews + 4 hours)
	$ 1,149.00	H (High-hazard building) - Group 5 - Up to and including 100,000 square feet - (6 Plan Reviews + 7h)
	$ 1,503.00	H (High-hazard building) - Group 5 - 100,001 to 200,000 square feet - (8 Plan Reviews + 9 hours)
	$ 618.00	H (High-hazard building) - Group 5 - 200,001 or greater square feet, each additional square feet or fraction thereof - (3 Plan Reviews + 4 hours)
	$ 354.00	I (Institutional building) - (2 Plan Reviews + 2 hours)

Department - Fee/Fine	Amount	Comments
	$ 885.00	I (Institutional building) - (5 Plan Reviews + 5 hours)
	$ 531.00	I (Institutional building) - (3 Plan Reviews + 3 hours)
	$ 354.00	I (Institutional building) - (2 Plan Reviews + 2 hours)
	$ 354.00	M (Mercantile building) - Up to and including 50,000 square feet - (2 Plan Reviews + 2 hours)
	$ 885.00	M (Mercantile building) - 50,001 or greater square feet - (5 Plan Reviews + 5 hours)
	$ 531.00	R (Residential building) - Group 1 - (3 Plan Reviews + 3 hours)
	$ 354.00	R (Residential building) - Group 2 - (2 Plan Reviews + 2 hours)
	n/a	R (Residential building) -
	$ 354.00	R (Residential building) - Group 4 (2 Plan Reviews + 2 hours)
	$ 531.00	S (Storage building) - Group 1 - (3 Plan Reviews + 3 hours)
	$ 354.00	S (Storage building) - Group 2 (2 Plan Reviews + 2 hours)
	$ 354.00	U (Miscellaneous building) - (2 Plan Reviews + 2 hours)
High Piled Storage	$ 528.00	Up to and including 75,000 square feet - (3 Plan Reviews + 3 inspections)
	$ 1,056.00	75,001 or greater square feet - (6 Plan Reviews + 6 inspections)
Subsequent Plan Submittals	1.5x original Plan Review Fee	3rd & subsequent submittals
Overtime Plan Reviews	$ 270.00	First two hours or portion of thereof - (+3 Plan Reviews)
	$ 135.00	per hour - Subsequent hours - (+1.5 Plan Reviews)
Permit / Inspection	2 x Permit / Inspection Fee	Investigation (work without a permit), per incident
Construction Permits	Peak consulting fees	Automatic Fire Extinguishing
	Peak consulting fees	Fire alarm and detection systems
	Peak consulting fees	Hydrants
	Peak consulting fees	Standpipe systems
	$ 174.00	Temporary membrane structures, tents, and canopies - (2 hours)
	See Development Plan review	Fire lanes / site development
Operational Permits - Special Events and Fairs	$ 90.00	Review of street closures less than 3 blocks (all directions) - (1 Plan Review)
	$ 262.00	Review and inspection of street closures 3 - 6 blocks (all directions - (1 Plan Review + 2 inspections)
	$ 393.00	Review and inspection of street closures greater than 6 blocks (all directions - (1.5 Plan Reviews + 3 inspections)
	$ 87.00	per permittable tent - Additional review and inspection fee for each permittable tent as part of a street closure - (1 hour)
Trip Fee	$ 86.00	For third and each subsequent partial inspection - (1 inspections)
Reinspections	$ 129.00	First and each subsequent incident - (1.5 inspections)
Overtime Inspections	$ 258.00	First two hours or portion of thereof - (+3 inspections)
	$ 129.00	per hour - Subsequent hours - (+1.5 inspections)
Search, Retrieval, and Copying of Documents and Records	$ 20.00	per hour - Document search and retrieval (assessed in 1/4 hour increments)
	$ 20.00	per hour - Document search and retrieval from archives (assessed in 1/4 hour increments)
	$ 0.25	per page - Document copies and prints
	$ 10.00	per page - Blueprint / Plotter copies and prints
	$ 5.00	per hour or portion thereof - Inspection of documents
	$ 20.00	plus costs of photo processing - Photographs prints, full and/or partial roll

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
	$ 20.00	plus cost per print - Digital images base rate
	$ 20.00	per hour - Inspection, listening of recording or any audio / visual tape (assessed in 1/4 hour increments)
	$ 8.00	per tape - Holding of tape for any criminal or civil matter
	$ 50.00	per hour or portion thereof - Environmental and hazardous materials incident research
Standby Fire Watch	$ 129.00	per person, per hour (1.5 inpsections)
Emergency Services	**Fee / Fine**	**Comments**
Engine or Truck Company (e)	$ 346.00	First hour (On-Duty)
	$ 117.00	each Subsequent Hour (On-Duty)
	$ 404.00	First hour (Overtime)
	$ 176.00	each Subsequent Hour (Overtime)
Brush Truck (Two Person - Without Engine) (b)	$ 281.00	First hour (On-Duty)
	$ 52.00	each Subsequent Hour (On-Duty)
	$ 307.00	First hour (Overtime)
	$ 79.00	each Subsequent Hour (Overtime)
EMS Transport Services	**Fee / Fine**	**Comments**
Basic Life Support Transport	$ 1,811.25	Base rate for BLS transport
Advanced Life Support Transport	$ 2,146.20	Base rate for ALS transport
Advanced Life Support - Level 2	$ 2,994.60	Base rate for ALS Level 2 transport
	$ 32.00	Rate per transport mile
Mobility and Parking		
Parking Citation Fines	**Fee / Fine**	**Comments**
Fine schedule for PARKING OFFENSES - Section 10.04.010		
1203 - Parking for Certain Purposes Prohibited		
1203(a) Greasing, painting, or repairing vehicle - 10.04.010(c)	$ 25.00	First Citation
	$ 35.00	Second Citation after additional 2 hours
	$ 50.00	Third Offense after additional 2 hours
1203(b) Displaying advertising	$ 25.00	First Citation
	$ 35.00	Second Citation after additional 2 hours
	$ 50.00	Third Offense after additional 2 hours
1203(c) Over 42 hours	$ 25.00	First Citation
	$ 35.00	Second Citation after additional 2 hours
	$ 50.00	Third Offense after additional 2 hours
1204 Stopping, Standing, or Parking Prohibited		
1204(1)(a) On sidewalk	$ 55.00	First Citation
	$ 65.00	Second Citation after additional 2 hours
	$ 75.00	Third Offense after additional 2 hours
1204(1)(b) Within an intersection	$ 55.00	First Citation
	$ 65.00	Second Citation after additional 2 hours
	$ 75.00	Third Offense after additional 2 hours
1204(1)(c) On a crosswalk	$ 55.00	First Citation
	$ 65.00	Second Citation after additional 2 hours
	$ 75.00	Third Offense after additional 2 hours
1204(1)(e) Alongside or opposite street excavation or obstruction when obstructs traffic	$ 55.00	First Citation
	$ 65.00	Second Citation after additional 2 hours
	$ 75.00	Third Offense after additional 2 hours
1204(1)(f) On the roadway side of any vehicle stopped or parked at the edge of curb or street	$ 35.00	First citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(1)(g) On bridge or elevated highway structure or highway tunnel	$ 25.00	First citation
	$ 35.00	Second Citation after additional 2 hours
	$ 45.00	Third Offense after additional 2 hours
1204(1)(i) On controlled access highway	$ 25.00	First Citation
	$ 35.00	Second Citation after additional 2 hours
	$ 45.00	Third Offense after additional 2 hours

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
1204(1)(j) In area between roadways on divided highway	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(1)(k) Any other place where official signs prohibit	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(2)(a) Within 5' of public or private driveway	$ 35.00	First citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(2)(b) Within 15' of a hydrant	$ 150.00	First Citation
	$ 250.00	Second Citation after additional 2 hours
	$ 499.00	Third Offense after additional 2 hours
1204(2)(c) Within 20' of a crosswalk at an intersection	$ 35.00	First citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(2)(d) Within 30' upon approach to a flashing signal, stop sign, yield sign, or traffic control signal	$ 35.00	First citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(2)(e) Within 20' of the driveway entrance to any fire station, or on the opposite side of the street from the entrance, or within 75' when posted	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(3)(b) Fire Lane	$ 150.00	First Citation
	$ 250.00	Second Citation after additional 2 hours
	$ 499.00	Third Offense after additional 2 hours
1204(5) Moving a vehicle not lawfully under control into prohibited area or away from curb unlawful distance	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(6) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	$ 35.00	First citation
	$ 75.00	Second Citation after additional 2 hours
	$ 105.00	Third Offense after additional 2 hours
1204(7) Parking adjacent to any yellow curb or designated "Reserved" - 10.04.010(g)	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1204(8) Parking prohibited at designated bus stop, tour-bus stop, or trolley stop - 10.04.010(f)	$ 55.00	First citation
	$ 65.00	Second Citation after additional 2 hours
	$ 75.00	Third Offense after additional 2 hours
1204(9) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	$ 35.00	First Citation
	$ 75.00	Second Citation after additional 2 hours
	$ 105.00	Third Offense after additional 2 hours
1205 Parking at Curb or Edge of Roadway		
1205(1) Two way road more than 12" from curb	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
1205(1) One way road more than 12" from curb	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
1208 Parking Privileged for Person with Disabilities (see also 10.12.012)		
	$ 150.00	First Citation
	$ 250.00	Second Citation after additional 2 hours
	$ 499.00	Third Offense after additional 2 hours
1212 All Night Parking Prohibited (other than physicians or persons on emergency calls - when signed 3:00 a.m. - 6:00 a.m.)		
	$ 35.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 55.00	Third Offense after additional 2 hours
10.12.010 Parking Prohibited Where and When		
10.12.010(A) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules	$ 35.00	First Citation
	$ 75.00	Second Citation after additional 2 hours
	$ 105.00	Third Offense after additional 2 hours
10.12.010(B) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules (no Reservation in Barr Lot)	$ 70.00	First Citation
	$ 100.00	Second Citation after additional 2 hours
	$ 150.00	Third Offense after additional 2 hours
10.12.012 Handicapped Parking Spaces (see also 1208)	$ 150.00	First Citation
	$ 250.00	Second Citation after additional 2 hours
	$ 499.00	Third Offense after additional 2 hours
10.12.014(C) Center Lane		
10.12.014(C)(1) Failure to Obtain/Display Required Permit or Placard	$ 45.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(2) with Vehicle Emergency Warning Lamps Flashing	$ 45.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(3) Over 15 Minutes and/or No Active Loading/Unloading	$ 45.00	First Citation
	$ 45.00	Second Citation after additional 2 hours
	$ 45.00	Third Offense after additional 2 hours
10.12.014(C)(4) Within 20' of a Pedestrian Crosswalk	$ 50.00	First Citation
	$ 50.00	Second Citation after additional 2 hours
	$ 50.00	Third Offense after additional 2 hours
10.12.015 Oversized Vehicles/Trailers/Recreational Vehicles	WARNING	First Citation
	$ 35.00	Second Citation after additional 2 hours
	$ 50.00	Third Offense after additional 2 hours
10.12.019 Parking In Residential Permit Parking Area		
10.12.019 Failure to Display Permit	$ 5.00	First Citation
	$ 10.00	Second Citation after additional 2 hours
	$ 15.00	Third Offense after additional 2 hours
10.12.019 Unpermitted Parking RPP	$ 70.00	First Citation
	$ 100.00	Second Citation after additional 2 hours
	$ 150.00	Third Offense after additional 2 hours
10.12.030 Violation - Authority to Boot Vehicle (Removal Fee)	$ 100.00	3 - 5 unpaid tickets
	$ 200.00	6 - 8 unpaid tickets
	$ 300.00	9 + unpaid tickets
All parking offenses for which payment is not received within 30 days after the date of the offense, or which is not scheduled for a Court appearance, shall incur an additional fine of $10.		

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
12.34.010 Roll-off dumpsters, storage pods, or other large immoveable Objects		
12.34.010.A.3 Permit fees		
Paid Parking Areas:	$ 100.00	1 week - on season *
	$ 50.00	1 week - off season **
	$ 300.00	2 weeks - on season *
	$ 100.00	2 weeks - off season **
	$ 400.00	Up to 30 days - on season *
	$ 200.00	Up to 30 days - off season **
		Additional months or portions thereof charged 100% based fee up to three months in any 12-month period
All Other Streets or Sidewalks:	$ 30.00	1 week - on season *
	$ 15.00	1 week - off season **
	$ 75.00	2 weeks - on season *
	$ 40.00	2 weeks - off season **
	$ 300.00	Up to 30 days - on season *
	$ 200.00	Up to 30 days - off season **
* On-season is May 1 through September 30		
** Off-season is October 1 through April 30		
Moving & Construction Permit Fees	**Fee / Fine**	**Comments**
Construction Activity Permits	$ 25.00	One on-street parking space for a specific vehicle up to one day (8 hours)
	$ 15.00	Each add'l day over one, per day, up to 10 days. A discount may be applied at the discretion of the City for multiple permits issued for the same construction site and/or for multiple days over 10.
Moving Permits	$ 15.00	One on-street parking space for a specific vehicle up to one day (8 hours)
	$ 35.00	Two on-street parking spaces for a specific vehicle up to one day (8 hours)
	$ 60.00	Three or more on-street parking spaces for a specific vehicle up to one day (8 hours)
	$ 5.00	Each add'l day over one, per day
Center Lane Permit Fees	**Fee / Fine**	**Comments**
10.12.014 Delivery vehicle of Manitou Ave center lane		
D. Application, eligibility, & requirements for delivery permits	$10.00 initial/ $3.00 annual renewal	Application - delivery permit
E.Application, eligibility, & requirements for Merchandise Pickup placards		Application fee - merchandise pick-up placard
	$ 10.00	1st Replacement
	$ 15.00	2nd Replacement
	$ 20.00	3rd or more Replacement
Parking Lot Permit Fees	**Fee / Fine**	**Comments**
	$30.00/mon	Annual Permit 24/7/365 Jan - Dec
PM Permit	$ 50.00	4PM to 10AM
Senior Lunch Program Permit	$0 - no charge	Up to 10 permits for Senior Lunch Program M-F 11am - 1:30pm Jan - Dec
Prospect Lot - 833 Prospect Pl (owned by City - 40 +/- spaces)	$ 80.00	Annual Permit 24/7/365 Jan - Dec
Smischny Lot - 1134 Manitou Ave (owned by Metro District - 42 spaces)	$ 240.00	Annual Permit 24/7/365 Jan - Dec
Wichita Lot - 708 Manitou Ave (owned by Metro District - 85 spaces)	$ 240.00	Annual Permit 24/7/365 Jan - Dec
PM Permit	$ 50.00	4PM to 10AM
Residential Parking Permit Fees (RPP)	**Fee / Fine**	**Comments**
Permit #1	Free	Each Residential Dwelling Unit (HOUSEHOLD) demonstrating need within a designated RPP Area will be provided one Permit minimum

DEPARTMENT - FEE/FINE	AMOUNT	COMMENTS
Permit #2	Free	Subject to availability of parking inventory, a second permit may be issued
Permit #3	$25.00/ household	Issuance of Permits 3-5 will be considered only after it is established that there is sufficient on-street inventory and demonstration of need
Permit #4	$ 30.00	
Permit #5	$ 40.00	
Resident Guest/Day Pass Permits	Included in initail permts	Guest Hang Tags - Up to two per dwelling *This will be charged per permit up to 10
	$1.00 per	Day Pass Hang Tags - Up to 10 unless add'l approved by RPP Manager
Non-Resident Permits	$ 5.00	Non-Resident Owner Permit
		Non-Resident of RPP Area Permit - Subject to availability within RPP Area
Business/Employee Permit	$ 5.00	Business located in RPP Area
		Business located outside RPP Area - Subject to availability within RPP Area
		Lodging and B&B (in RPP)
		Church/Religious/Civic
Workman/Realtor	$ 5.00	Day Pass - Specific to RPP Area
	$ 75.00	Yearly Permit - Good for all RPP Areas
	$ 30.00	Temporary Constructions - Good for up to 45 days
Replacement of Lost or Stolen Tags	$ 10.00	Replacement of Lost or Stolen Tags
10.12.18 Permit to Block Driveway in RPP	$ 30.00	Permit to allow occupant of property to block residential driveway in RPP area
Downtown Employee Parking Permit	$ 100.00	Permit to allow downtown employees to park in 400 Manitou Ave. or the Prospect Lot.
PARKING RATES	**FEE / FINE**	**COMMENTS**
Zone 1 (Summer May1 - Sept 30)	$ 2.00	1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 5.00	4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 10.00	6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 1 (Winter M-Th, Oct 1 - April 30)	$ 1.50	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 2.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 5.00	each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 10.00	each hour 7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 1 (Winter F,Sa,Sun, Oct 1 - April 30)	$ 2.00	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 5.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 10.00	each hour 6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 2 (Year-round)	$ 1.50	each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 2.00	each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 5.00	each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data
	$ 10.00	7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data
Zone 3 Economy (Year Round)	$5 all day	*See seasonal rate proposal, pricing may vary based on occupancy data
Other Locations		*See seasonal rate proposal
Public Lots	See Zone Fees	See Zone Fees

DEPARTMENT - FEE/FINE	AMOUNT		COMMENTS
	See Zone Fees		Lots are now included in zones, no all day option
Barr Trail Parking Lot	$20/ vehicle per day		*See seasonal rate proposal, pricing may vary based on occupancy data
Dillon Mobility Hub	Zone 2 (Year - Round)		* See seasonal rate proposal, pricing may vary based on occupancy data
Schryver Park	Zone 2 (Year - Round)		* See seasonal rate proposal, pricing may vary based on occupancy data
100 Block of El Paso	Zone 2 (Year - Round)		* See seasonal rate proposal, pricing may vary based on occupancy data
Winter Street and Ruxton Ave south of Osage	$2.00		each hour ***See Note below
*** There is no paid parking in Ruxton RPP.			
Ruxton Ave from Manitou Ave to Osage Ave	$	-	
Hiawatha Gardens parking spaces, reserved for exclusive use by event organizer (Event policy attached to end of fee schedule)	Included in Zone 2		Request must be submitted to Parking Dpt., at least 30 days prior to event for use of portion of the parking lot, no more than 1/2 of the area.
Hiawatha Gardens Reservation	$	16.00	3 hour reservation
	$	25.00	5 hour reservation
	$	50.00	All Day reservation
Parking Passcard	TBD		Pricing to be determined by Department
Resident Parking Recharge	TBD		Pricing to be determined by Department
Mobile Payment Convenience Fee per transaction	$	0.40	Convenience fee to cover cost of mobile parking service.

*Progressive Rate Structure - Parking rates may change in $0.25 - $0.50 increments up or down per hour based on occupancy data per zone. Barr Trail Lot rates may change in increments of $2.50 up or down based on occupancy data.

ELECTRIC VEHICLE PUBLIC CHARGING SERVICE	FEE / FINE	COMMENTS 15% ADMIN FEE OVER CSU RATES CHARGED
Direct Current Fast Charger (DCFC)		
On-Peak, per kWh $0.5400 + 15%	.62/kWh	
Off-Peak, per kWh $0.2200 + 15%	.25/kWh	
Idle Rate, per minute $0.3000 + 15%	.35/min	Idle rate applicable 15 minutes after charge is complete
Electric Vehicle Public Charging Service	.	**Time-of-Day -- Level 2**
On-Peak, per kWh $0.3100 + 15%	.36/kWh	
Off-Peak, per kWh $0.1200 + 15%	.14/kWh	
Idle Rate, per minute $0.1000 + 15%	.12/min	Idle rate is applicable 15 minutes after charge is complete

NEIGHBORHOOD SERVICES

Ch 6.08 Nuisances	$	275.00	Abatement of conditions of nuisance
	$	125.00	Per hour
Trash Violation- Citation (Daily	$	250.00	1st First offense in 12 month period
	$	400.00	2nd Second offense in 12 month period
	$	700.00	3rd Additional offense in 12 month period
			4th Mandatory Citation to Appear in Court
Compliance Reinspection fine	$	250.00	First inspection for compliance following a notice to abate shall not incur a fee, each reinspection for compliance shall carry a $250 fine.
Property Clean Up	$	1,100.00	Minimum Charge (1-2 Hours)
	$	700.00	Each additional hour
	$	400.00	Use of Heavy Equipment per hour

Department - Fee/Fine	Amount	Comments
Disposal of Biohazard, Chemical, and/or Waste Materials	Actual	Additional Charge

Parks and Recreation

Crystal Valley Cemetery Fees	Fee / Fine	Comments (Amended 1/1/2025)
12.28.040 Full Burial Plot	$ 866.00	Resident
	$ 1,458.00	Non-Resident
	$ 315.00	Resident infants under 6 months
	$ 391.00	Non-Resident infant under 6 months
Cremation Plot	$ 394.00	Resident
	$ 605.00	Non-Resident
12.28.091 Green Burials	$ 1,077.00	Resident
	$ 1,678.00	Non-Resident
Columbarium	$ 925.00	One Niche - Resident (includes first engraving, first Opening/Closing)
	$ 1,850.00	One Niche - Non-Resident (includes first engraving, first Opening/Closing)
	$ 625.00	Ossuary - Resident (includes engraving & opening/closing)
	$ 1,250.00	Ossuary - Non-Resident (includes engraving & opening/closing)
	$ 250.00	Final Engraving (Niche)
Maintenance Fee	10%	All customers - Added at time of purchase of Plot/Niche
12.28.150 Opening/Closing	$ 1,077.00	Full Burial & Green Burial
	$ 2,154.00	Full Burial & Green Burial Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees.
	$ 336.00	Infants under 6 months
	$ 672.00	Infants under 6 months Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees.
	$ 551.00	Cremation - Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial
	$ 1,102.00	Cremation Saturdays & Sundays. Per ordinance Sat & Sun are double the normal fees. Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial
	$ 142.00	Plus Additional per hour after 4 p.m. Monday - Friday
	$ 150.00	Columbarium Niche (Final or Additional Opening/Closing)
12.28.090 Burials	$ 236.00	Plus Additional per hour after 4 p.m. Monday - Friday
	$ 1,181.00	without an enclosure or vault requires much more maintenance
Disinterment	$ 1,181.00	Full Burial & Cremains
	$ 604.00	Infants and children under 10 years old
12.28.160 Transfer recordation	$ 50.00	
Deed/Burial rights reissuance	$ 50.00	

Private & Special Event Fees	Fee / Fine	Comments
Applications:		
Private Event Application	$ 35.00	
Minor Special Event Application	$ 55.00	
Major Special Event Application	$ 175.00	
Demonstration Application	$ 35.00	
Events and Demonstrations Deposit - Road Closures	$ 500.00	
Blocked Paid Parking Spot	$0.50/hour	
Rates for use of City Staff for Events	$ 50.00	
Law Enforcement	$75/hr	
Parking Enforcement	$ 50.00	
Public Works	$ 50.00	
Ch 12.24.020 Vending Permits	$ 15.00	Per booth, per day
Banners	$ 230.00	Hang Banner above street

Department - Fee/Fine	Amount	Comments
	$ 85.00	Street Light Banners - per street light pole
PUBLIC FACILITIES RENTAL FEES	**Fee / Fine**	**Comments**
Alcohol Affidavit		See City Clerk Fees
Request for Noise Variance		See City Clerk Fees
Structure Permit Fee		See Fire Department Fees
Application Fee	$ 35.00	
The Fields		
Security Deposit	$ 100.00	Private events
	$ 500.00	Special Event or Demonstration
Resident Use Fee	$ 145.00	Per day- up to 200 people
	$ 145.00	Plus additional fee per day - 201-500 people
Non-Resident Use Fee	$ 240.00	per day- up to 99 people
	$ 240.00	Plus additional fee per day - 100+ people
Mansions Pavilion		
Security Deposit	$ 100.00	Private events
	$ 300.00	Special Event or Demonstration
Resident Use Fee	$ 110.00	Per day- up to 99 people
	$ 110.00	Plus additional fee per day - 100 - 200 people
Non-Resident Use Fee	$ 160.00	Per day- up to 99 people
	$ 160.00	Plus additional fee per day - 100 - 200 people
Memorial Hall (City Hall)	$ 500.00	Security Deposit
	$ 150.00	Reserve another day for set-up or clean-up
Resident Use Fee	$37/hour	Monday-Friday 2 hours
	$ 415.00	Saturday & Sunday - all day, per day
Non-Resident Use Fee	$83/hour	Monday-Friday 2 hours
	$ 760.00	Saturday & Sunday - all day, per day
Memorial Park		
Security Deposit	$ 100.00	Private events
	$ 500.00	Special Events or Demonstrations
Resident Use Fee	$ 145.00	Per day - up to 99 people
	$ 55.00	Plus additional fee per day - 100-200 people
	$ 145.00	Plus additional fee per day - 500+ people
Non-Resident Use Fee	$ 240.00	per day- up to 99 people
	$ 240.00	Plus additional fee per day - 100+ people
Schryver Park		
Full Park Use		
Security Deposit	$ 100.00	Private events
	$ 500.00	Special events or Demonstrations
Resident Use Fee	$ 145.00	Per day- up to 99 people
	$ 145.00	Plus additional fee per day - per each group of addtional 50 people
Non-Resident Use Fee	$ 240.00	Per day- up to 99 people
	$ 240.00	Plus additional fee per day - per each group of addtional 50 people
Seven Minute Spring Gazebo and Amphitheater		
Security Deposit	$ 100.00	Private events
	$ 300.00	Public or Special events
Resident Use Fee	$ 290.00	3 hours
	$ 437.00	all day
Non-Resident Use Fee	$ 381.00	3 hours
	$ 533.00	all day
Soda Springs Park with Bud Ford Pavilion	$ 250.00	Key Deposit
Security Deposit	$ 150.00	Private events
	$ 500.00	Public or Special events
Resident Use Fee	$ 145.00	Per day- up to 99 people
	$ 145.00	Plus additional fee per day - 100+ people
Non-Resident Use Fee	$ 240.00	Per day- up to 99 people
	$ 240.00	Plus additional fee per day - 100+ people
Bud Ford Pavilion - pavilion only (formerly Soda Springs Pavilion)	$ 250.00	Key Deposit
Security Deposit	$ 100.00	Private events

Department - Fee/Fine	Amount	Comments
	$ 300.00	Public or Special events
Resident Use Fee	$ 110.00	Per day
Non-Resident Use Fee	$ 200.00	Per day
If a Public Services employee is called out during non-working hours because of a problem caused by the applicant's use per man-hour with minimum of 2 hours will be billed to applicant	$ 50.00	Per hour rates also applied to cleaning

Planning Department

Development Review Fees	Fee / Fine	Comments (Planning Updated 3/1/2023)
Rezoning *	$ 1,090.00	
Concept Plan *	$ 550.00	
Conditional Use Permit *	$ 1,090.00	
Variance *	$ 650.00	Per Variance for the first two variances, then $250 per each additional variance
Major Development Plan * **	$ 1,200.00	With Preliminary Landscape Plan
	$ 1,450.00	With Final Landscape Plan
	$ 1,000.00	Major Development Plan **- Deposit**
Minor Development Plan * **	$ 600.00	No required landscape plan required
	$ 650.00	With Preliminary Landscape Plan
	$ 700.00	With Final Landscape Plan
	$ 950.00	Minor Development Plan **- Deposit**
Minor Modification *	$ 220.00	
Minor Site Plan *	$ 160.00	New Residential
	$ 220.00	New Commercial
	$ 110.00	Commercial or Residential Additions
Hillside Development Plan *	$ 190.00	
Final Landscape Plan	$ 200.00	When not included in a Major or Minor Development Plan
Grading Permit *	$ 550.00	For Major Development
	$ 220.00	For Minor Development
	$ 950.00	Grading Permit **- Deposit**
Temporary Sign Permit	$ 55.00	
Regular Sign Permit	$ 80.00	
Planned Sign Program	$ 200.00	
Signs installed or placed without permits	2x Sign Permit Fee	
Annexation * **	$ 1,090.00	Less than 3 acres
	$ 950.00	Less than 3 acres - **Deposit**
	$ 1,650.00	3 to 100 acres
	$ 2,500.00	3 to 100 acres **- Deposit**
	$ 1,900.00	101 + acres
	$ 44.00	Per additional acre above 101 acres
	$ 2,500.00	101 + acres **- Deposit**
Wireless Facility Permit	$ 510.00	New
	$ 290.00	Annual Rental Fee for Small Cell/5G on City Owned Property-Right of way, Equipment, Pole, etc. (per facility)

Subdivision Review Fees	Fee / Fine	Comments
Major Subdivision * **	$ 650.00	
	$ 950.00	Major Subdivision **- Deposit**
Minor Subdivision * **	$ 330.00	
	$ 950.00	Minor Subdivision **- Deposit**
Revised Final Plat *	$ 350.00	
Waiver of Replat *	$ 200.00	
Boundary Adjustment *	$ 200.00	
Vacations - Easement *	$ 380.00	
Vacations - Rights-of-Way *	$ 600.00	
Waiver *	$ 430.00	

Historic Preservation Review Fees	Fee / Fine	Comments
Material Change of Appearance Certification	$ 130.00	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
Demolition (Administrative)	$ 175.00	
Demolition (City Council)	$ 900.00	Commercial (first 1000 sqft)
	$ 60.00	Commercial (each additional 1000 sqft)
	$ 2,000.00	Demolition (City Council) **- Deposit** (Commercial)
	$ 330.00	Residential (first 1000 sqft)
	$ 33.00	Residential (each additional 1000 sqft)
	$ 1,500.00	Demolition (City Council) **- Deposit** (Residential)
State Historic Tax Credit Application Fees (Project Costs - 2014 Program)		
$5,000 - $15,000	$ 98.00	Part 1 Application
	n/a	Part 2 Application
$15,001 - $50,000	$ 348.00	Part 1 Application
	n/a	Part 2 Application
$50,001 - $100,000	$ 498.00	Part 1 Application
	n/a	Part 2 Application
$100,001 +	$ 748.00	Part 1 Application
	n/a	Part 2 Application

Property Improvement & Building Permit Review Fees	Fee / Fine	Comments
Property Improvement Permit - Use Tax	$ 0.038	Modification - 3.8% of cost of material (fee amended due to MACH passage)
	$ 0.83	Square foot - including basement and attached garage
	$150 + 2x Use Tax	Property Improvement Permit late fee of 200% of the normal application fee (two times the normal fee)
	$ 30.00	Minor Work (decks, fences, retaining walls, etc)
	$ 100.00	Demolition (nonhistoric)
Building Permit - Fire Review Fees	$ 360.00	Commercial
	$ 144.00	Residential
	$ 30.00	Minor Work (decks, fences, retaining walls, etc)

Appeals	Fee / Fine	Comments
Appeals of Administrative or Commission Decisions	$ 150.00	

Flood Management & Watershed	Fee / Fine	Comments
Flood Management Variance	$ 500.00	
	$ 250.00	Flood Management Variance - **Deposit**
Watershed District Permit Application	$ 100.00	

Marijuana	Fee / Fine	Comments
Recreational	$ 2,000.00	Initial Operating License Fee
	$ 2,000.00	Renewal Operating License Fee
	$ 5,000.00	Initial Operating Marijuana License
	$ 5,000.00	Renewal Operating Marijuana License f
	Cost	Background Check Fee
	$ 998.00	Transfer of Ownership Fee
	$ 1,000.00	Change in Location Fee
	$ 2,500.00	Transfer of Ownership Fee
	$ 2,500.00	Change of Location Fee
Medical	$ 2,000.00	Initial Operating License Fee
	$ 2,000.00	Renewal Operating License Fee
	$ 5,000.00	Initial Operating Marijuana License
	$ 5,000.00	Renewal Operating Marijuana License
	Cost	Background Check Fee
	$ 1,000.00	Transfer of Ownership Fee
	$ 1,000.00	Change in Location Fee
	$ 2,500.00	Transfer of Ownership Fee
	$ 2,500.00	Change of Location Fee

DEPARTMENT - FEE/FINE		AMOUNT	COMMENTS
MICROMOBILITY		**FEE / FINE**	**COMMENTS**
Micromobility Program License Fee	$	3,000.00	5.13.010F
Land Rental Fee	$	200.00	Equipment installed on City owned property or Right of Way; Annual fee per facility
Technology/Professional Fees		Varies	Fees associated with review assessed at the cost incurred by the City
Micromobility-share vehicle retrieval fines	$	96.00	First offense
	$	192.00	Second offense
	$	288.00	Third offense
OTHER PERMITS, CERTIFICATIONS, AND LETTERS		**FEE / FINE**	**COMMENTS**
Revocable Permit *	$	55.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Revocable License *	$	120.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Revocable License * (Annual Renewal)	$	55.00	* Additional review by Colorado Springs Utilities billed directly to the applicant
Short-Term Rental Permit (New)	$	350.00	
Annual Renewal	$	120.00	
Long-Term Occupancy Permit (New)	$	350.00	
Short-Term Rental Permit (Annual Renewal)	$	120.00	
Temporary Use Permit (Minor)	$	100.00	
Temporary Use Permit (Major)	$	200.00	Long-Term Occupancy Permit (5-year Renewal)
Zoning Verification or Certification Letter	$	55.00	
With Inspection	$	200.00	
Rebuild Letter	$	55.00	
Legal Nonconforming Use/Structure Letter	$	55.00	
MICELLANEOUS ADMINISTRATIVE FEES		**FEE / FINE**	**COMMENTS**
Postage fees (per postcard)	$	0.60	
Poster fee (per poster)	$	5.00	
Recording fee		Per El Paso County Recorder	Recording fee may vary depending on document type and are set by the El Paso County Recorder's Office
Certificate of Occupancy Inspection	$	248.00	First two inspections shall not incur a fee, each additional inspection shall carry a $250 fine

NOTES

* Review by Colorado Springs Utilities will be billed directly to the applicant at a rate published in the Utilities Rules & Regulations Tariff

** Land dedication, or fees-in-lieu, may be required for Parks, Open Space, and Schools per Title 18 of the Municipal Code.

1. Application deposits may be waived by the Planning Director as appropriate. Deposits are collected to reimburse the city for any technical and/or professional services incurred during the review of the request. If a deposit is waived, and additional technical review is required, the Planning Department may invoice the applicant the additional costs.
2. Development application review fees will be waived for all public school projects.
3. Development application review fees may be partially reimbursed for developments containing affordable units recorded in a development agreement held by the City of Manitou Springs.
4. All fees shall be paid in full at the time of application submittal.
5. Poster and postage fees must be paid prior to a public hearing or issuance of an approval letter.
6. Recording fees must be paid prior to issuance of an approval letter.

POLICE DEPARTMENT

Ch 9.56 Alarms	$	25.00	One time fee - registration of alarm system
Copies & Printouts	$	0.25	Per page
Fingerprints	$	15.00	Per card, full set of fingerprints
Notarization			See City Clerk fees
Sex Offender Registration	$	20.00	
Vin Inspection	$	20.00	per Vin #
	$	83.00	Per recording - 911 recordings

Department - Fee/Fine	Amount	Comments
Public Works		
Stormwater Rates and Fees	**Fee / Fine**	**Comments**
13.36 Storm Drainage and Flood Management Utility	$ 21.00	Per month - On each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.
Street Rates and Fees	**Fee / Fine**	**Comments**
12.04.060 / 070 Excavation Permit Fees	$ 50.00	Application Fee
	$0	Excavation on private property for landscaping, planting tree, or other minor projects may not require excavation fees unless it affects municipal systems. Reach out to Public Services if questions.; Application and Inspection fees still apply
	$ 160.00	Excavation in Right of Way (ROW) less than 100' long, no intersection*
	$ 215.00	Excavation in Right of Way (ROW) from 100' - 500' long, no intersection*
	$ 310.00	Excavation in Right of Way (ROW) from 501'+ long, no intersection*
	$ 310.00	Additional fee for excavations in intersections
		Road closure - See Traffic Management Fee **note - Fire Dept, Police Dept, and Public Services Dept must be notified
Compaction Test Deposit	$ 1,000.00	Upon receipt of accepted compaction tests or proof of Flow-Fill use, deposit will be returned. Test results must be emailed to Streets Superintendent within 15 business days.
12.06 Cutting, Refilling, and Resurfacing of Public Streets	$ 275.00	Additional fee for excavation in ROW if within 1 year period of newly paved/installed street
	$ 110.00	Additional fee for more than 60 square feet if within 1 year period of newly paved/installed street
12.22 - Permit for Installation/Replacement of Concrete jobs Sidewalk, driveway, curbs, gutter, crosspan, etc…	$ 160.00	Less than 100' long
Concrete work without permit	2x permit cost	1st offense
	3x permit cost	Each offense after the 1st offense
Inspection Fees		(See Charges and Fees for Sewer Services and Water Connections)
	$ 100.00	Street
	$ 100.00	Curb / Gutter
	$ 100.00	Sidewalk / Driveways / other concrete work
	$ 100.00	Drainage
Excavation without permit	2x permit cost	1st offense
	3x permit cost	Each offense after the 1st offense
(*) Performance Bonds for $5,000 with 1-year minumum or $10,000 with 3-year minumum are required as well as a current Certificate of Insurance		
Traffic Management Fees	**Fee / Fine**	**Comments**
	$ 50.00	Application Fee (note - if the Traffic Management Request application is submitted with the Excavation Permit application, only one application fee for both applications will apply.)
	$ 50.00	Road closure, per day
	$ 100.00	Install/Replace Signage
	$ 150.00	Install Replace Signage with post
Traffic Control Services by City Staff	$ 300.00	per day - up to 3 crew members (only if City Staff is available)
	$ 150.00	For each additional crew member after 3 - per day
Traffic Cones for rent	$4/day	Rental traffic cones - daily rate for each individual traffic cone

DEPARTMENT - FEE/FINE	AMOUNT		COMMENTS
10.02.030 Traffic Engineer-Requests by the Public	fee based on cost		Members of the public may request changes to or studies of any of the items within the powers and duties of the Traffic Engineer.
WATER & SEWER RATES AND FEES	**FEE / FINE**		**COMMENTS**
13.16.10 Water Rates Established			Rates approved by Ordinance 0924 11/19/2024
Service Charge per month for all customer classes	$	21.78	0.75" meter
	$	36.97	1.0" meter
	$	73.93	1.5" meter
	$	118.28	2.0" meter
	$	236.56	3.0" meter
Volume Charge per 1,000 gallons for Residential	$	10.27	First 7,500 gallons per month, per 1,000 gallons
	$	13.78	7,501 to 15,000 gallons per month, per 1,000 gallons
	$	17.43	Over 15,000 gallons per month, per 1,000 gallons
Volume Charge per 1,000 gallons for Commercial	$	11.98	Uniform Volume Rate per 1,000 gallons
Inactive Rate	13/month		Inactive amount per month to support infrastructure & capture water usage
13.16.030 Rates and Charges - Sewer rates established)			Rates approved by ordinance 11/19/2024
A.1. Flat fee for Sewer (all customers with sewer)	$	22.00	
A.2.Volume Charge per 1,000 gallons	$	9.04	Residential allocation
	$	9.04	Commercial - actual metered water
13.16 Turn-on/Turn-off - Fees and Penalties			
13.16.050 B.	$	42	Fee to restore service after it has been turned off for delinquency + deliquent amount
13.16.050 C.	$	30	Fee for **each** turn-on performed by the city after it has been turned off at the request of the owner, unless emergency shut off.
13.16.050 D.	$	10	Fee charged for **each** turn-on performed by other persons after it has been turned off at the request of the owner (private turn on)
13.16.070	$	10	Water Turn-off for failure to pay bill by due date.
13.20 Charges for Connection to Water System			
Water System Improvement Fee			
13.20.040 A.	$	17,400	Single-family residence
13.20.040 B.1/13.20.040 B.2/13.20.040 B.3	$	14,800	For each dwelling unit - Duplex Residential OR Multi-Family Units (85% of Single-family residence fee)
Commercial Users - based on size of Tap to Main (in inches)	$	21,000	0.75"
	$	28,000	1.0"
	$	56,000	1.5"
	$	68,000	2.0"
	$	480,000	4.0"
	$	1,200,000	6.0"
13.20.040 C.			
Water Tapping Charges - based on size of Tap (in inches)			
Size of Tap - .075"	$	150	
Size of Tap - 1.0"	$	150	
Size of Tap - 1.5"	$	250	
Size of Tap - 2.0"	$	250	
Size of Tap - 4.0"	$	1,500	
Size of Tap - 6.0"	$	1,500	
Size of Tap - 8.0"	$	1,500	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount	Comments
13.20.040 Expansion of Demand Fee - Water: Remodeling or Reconstruction that incorporates water in excess of what is currently installed	$ 120	1 - 3 Additional Fixtures, Appliances, or Facilities
	$ 250	4 or more Additional Fixtures, Appliances, or Facilities
Water Connection Inspection Fees	$ 100	Single-family residence
	$ 110	For each dwelling unit - Duplex Residential Units
	$ 150	For each dwelling unit - Multi-family Residential Units
13.20.050 Schedule of Charges and Fees for Sewer Services		
	$ 5,300	Single-family residence
	$ 4,100	For each dwelling unit - Duplex Residential Units (85% of Single-family residence fee)
Commercial Users - based on size of Tap to Main (in inches)	$ 6,000	4.0"
	$ 7,000	6.0"
	$ 8,000	8.0"
	$ 9,000	10.0"
Inspection Fees	$ 100	Single-family residence
	$ 110	For each dwelling unit - Duplex Residential Units
	$ 150	For each dwelling unit - Multi-family Residential Units
	$ 120	1 - 3 Additional Fixtures, Appliances, or Facilities
	$ 250	4 or more Additional Fixtures, Appliances, or Facilities
Late Fee - Backflow Testing		*HB24-1344 requires the testing, inspection, and repair of backflow devices.*
If not completed by October 1	$ 200	*Fine One*
If not completed by November 1	$ 300	*Fine Two (In addition to Fine 1)*
If not completed by December 1	$ 600	*Fine Three & **Water Turn-off** for failure to comply with State regulations. (In addition to Fines 1 & 2).*
13.28 Water Usage for Irrigation and Other Outside Purposes		
13.28.040	$ 150	Exemption or partial exemption from water use restrictions
13.28.050	$ 150	Alternate watering plan during periods of water use restrictions
Ch 6.26 Solid Waste Disposal	$ 345	Application for Certification of designation
13.12 Water Meters		
New Water Meter Installation	$ 462	Meter/ERT/Register
Water Meter Replacement	$ 462	Meter/ERT/Register -Exception- Mechanical failure of equipment
Inspection Fees	$ 110	Inspection of water meter not installed by the City (eg: meters for irrigation water - 13.12.050).
Customer Requested Meter Removal/Install	$ 75	For both removal and install to cover cost of personnel
Meter Tampering Fine	$ 1,000	Municipal code. 13.12.002 & 13.12.006 Court fines may also apply, if brought before the Judge.
Charge when access is denied		
	$ 75	During regular business hours; per denied access; When clear access is denied for two successive meter readings, or for any other function after written notice is mailed to the customer or conspicuously posted on the premises, and no response is made by the customer to such notice within 10 days, an appointment is thereafter made with the customer for reading the meter or performing such other function
	$ 300	During off-duty hours and weekends; per denied access & requested on/off service.

City of Manitou Springs

Facts presented by John Crawford

Date: September 16, 2025

FACTS

- Why
  - Mountain Metro Bus schedule change on September 28 – Route 33 – serving Dillon and no longer stopping at Hiawatha
- Recommendations effective October 1, 2025
  - No oversized vehicles on El Paso Boulevard
  - New fees for the Dillon and Schryver - after the Marathon weekend
  - Schryver parking lot – when the Aquatics Center opens up in January, users of the gym will have their parking validated– limit 3 hours
  - Revisit Fields Park in the spring of 2026 if needed

Memorandum

Title: First Reading of Ordinance No. 1825, An Ordinance of the City of Manitou Springs, Colorado, Adding a New Chapter 12.40 of the Manitou Springs Municipal Code to Prohibit Unpermitted Work in the City

From: Ben Schmitt, PE, Director of Public Services

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

September 16, 2025

Purpose:

To present two proposed actions regarding unpermitted work in the City of Manitou Springs:

1. Adoption of an ordinance prohibiting and penalizing unpermitted work by adding Chapter 12.40 to the Municipal Code.
2. Establishment of a $1,000 fee for unpermitted work via Resolution.

Background:

The City seeks to discourage unpermitted construction, demolition, repair, maintenance, and landscaping work which does not follow City standards that protect the health and welfare of the community. Current municipal code provisions prohibit unpermitted work, but do not sufficiently deter such activities. These legislative measures (one ordinance and one resolution) aim to formalize prohibitions and penalties.

Unpermitted work requires substantial staff time and resources. Staff must often investigate and identify the responsible party, coordinate repairs or corrective measures at the City's expense if the work is left unaddressed, and initiate back-billing of the property owner. Even if back payment can be obtained, these tasks consume significant City legal and public works resources, diverting staff away from other important duties such as deferred maintenance, capital projects, and proactive community improvements. The following solutions are presented to address these issues:

- Resolution: Creates a flat $1,000 Unpermitted Work Fee for contractors who do not obtain proper permits before starting work. The resolution will be brought to Council after the ordinance is formally adopted on second reading, if adopted.

- Ordinance: Adds Chapter 12.40 to Title 12 of the Code, making unpermitted work unlawful and establishing penalties such as fees (set by resolution), denial of future permits, or prohibition of permits until outstanding charges are paid.

Pros and Cons:

Pros:

- Deters unpermitted work that does not comply with City adopted standards and codes.
- Provides a consistent penalty framework.
- Generates revenue to offset enforcement costs.

Cons:

- May be viewed as punitive by residents/contractors.
- Could increase appeals or disputes over permit requirements.

Fiscal Impact:

Adoption will generate new revenue from unpermitted work penalties. Amount will vary depending on violations cited; fee is set at $1,000 per incident.

Workload Impact:

Staff (planning, permitting, inspections, and legal) will administer enforcement, fee collection, and potential referrals to collections for unpaid charges.

Recommended Action:

Move to approve Ordinance No. 1825, an ordinance of the City of Manitou Springs, Colorado, adding a new Chapter 12.40 of the Manitou Springs Municipal Code to prohibit unpermitted work in the city on first reading and set a public hearing for October 7, 2025, at 6:00 p.m., or as soon thereafter as the matter may be heard.

COUNCIL BILL NO. 3025 **ORDINANCE NO. 1825**

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, ADDING A NEW CHAPTER 12.40 OF THE MANITOU SPRINGS MUNICIPAL CODE TO PROHIBIT UNPERMITTED WORK IN THE CITY

WHEREAS, the City desires to prohibit and penalize unpermitted construction work in the City.

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

Section 1: Title 12 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 12.40 as follows:

Chapter 12.40 – Unpermitted Work.

12.40.010 – Unpermitted Work Prohibited.

It shall be unlawful for any person, firm, contractor, or corporation to perform construction, demolition, maintenance, repair, or landscaping work in the City:

A. Without first obtaining a permit where a permit is required by this Code or where a permit is required by any of the codes adopted by reference by this Code; or

B. Without obtaining prior approval where required by this Code by a City board, department, commission or committee, including without limitation the planning department, planning commission, city council, or historic preservation committee.

12.40.020 – Violation– Penalty.

A. Violations of this chapter shall be punished by any one or more of the following penalties:

i. A fee in an amount set by resolution of the city council.

ii. Denial of future permits for a period of up to three hundred sixty-four days.

iii. Prohibition on the issuance of future permits until past due permit fees and fees due under this chapter are paid.

B. If any person fails or refuses to pay when due any fee or charge imposed under this chapter, the city may refer unpaid or over due amounts to a collection agency for collection pursuant to Section 3.04.020.

C. The remedies provided herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law.

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 16th day of September 2025.

____
City Clerk, Elena Krebs

A Public Hearing on this ordinance will be held at the October 7, 2025 City Council meeting. The City Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: ____________________________, 2025. (in full)

City's Official Website and City Hall

Passed on second reading and adopted by Council this ___ day of ________________ 2025.

____
Mayor, John Graham

Attest: __________________________
City Clerk, Elena Krebs

Published: ________________, 2025 (in full)
City's Official Website and City Hall