



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

December 11, 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

G. HEARINGS

1. Second Reading and Public Hearing of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025

H. BUSINESS

1. Consideration of Resolution No. 1825, A Resolution of the City of Manitou Springs, Colorado Adopting an Amended Employee Handbook
2. Consideration of Resolution No. 1725, a Resolution Establishing a General Tax Levy for the purpose of Raising Revenue for the General Operating Fund, and the Voter Approved Mill Levies for Other Funds of the city of Manitou Springs
3. Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

J. CITY ADMINISTRATOR REPORT

K. EXECUTIVE SESSION

1. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the Finance Director.
2. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the Chief of Police.
3. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the City Clerk.

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

December 11, 2025

Purpose:

To present warrants, written from November 1, 2025, through November 30, 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: 206

Total amount: \$2,396,750

Workload Impact:

Minimal.

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	
11/25	11/17/2025	22050	10064	WASTE CONNECTIONS	10-202-100	1,528.40	M
11/25	11/17/2025	22052	10065	WASTE CONNECTIONS	10-202-100	13,252.92	M
11/25	11/18/2025	22053	20220557	STAMPLI CREDIT CARD	10-202-100	486.36	M
12/25	12/02/2025	22054	615	CARDMEMBER SERVICE	10-202-100	12,283.49	M
11/25	11/05/2025	251418	20220214	MUNICIPAL TREATMENT EQUIPMENT	52-202-100	418.70-	V
11/25	11/03/2025	252064	270	LEXIPOL LLC	10-202-100	11,036.08-	V
11/25	11/19/2025	252394	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	1,670.69-	V
12/25	12/03/2025	252423	170	CIRSA	52-202-100	121,301.37-	V
11/25	11/03/2025	252506	510	ADVANCED TOWING	10-202-100	540.00	
11/25	11/03/2025	252507	145724	AMAZON CAPITAL SERVICES	10-202-100	174.74	
11/25	11/03/2025	252508	848	CENTURYLINK	10-202-100	373.67	
11/25	11/03/2025	252509	144747	CHIEF PETROLEUM CO	55-202-100	211.96	
11/25	11/03/2025	252510	530	CIVICPLUS	10-202-100	4,485.00	
11/25	11/03/2025	252511	350	COLORADO COMPRESSED GASES	10-202-100	960.00	
11/25	11/03/2025	252512	177	COLORADO SPRINGS UTILITIES	39-202-100	200.00	
11/25	11/03/2025	252513	436	HOME DEPOT CREDIT SERVICES	10-202-100	89.02	
11/25	11/03/2025	252514	270	LEXIPOL LLC	10-202-100	11,036.08	
11/25	11/03/2025	252515	20221058	LINDE GAS & EQUIPMENT INC.	10-202-100	151.56	
11/25	11/03/2025	252516	56	LOWE'S	10-202-100	212.43	
11/25	11/03/2025	252517	202158	MACDOUGALL & WOLDRIDGE PC	52-202-100	1,554.00	
11/25	11/03/2025	252518	145606	MILE HIGH ACE HARDWARE	10-202-100	175.03	
11/25	11/03/2025	252519	169	NAPA AUTO PARTS	10-202-100	122.98	
11/25	11/03/2025	252520	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	37.99	
11/25	11/03/2025	252521	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	13,545.00	
11/25	11/03/2025	252522	170078	TWIN BEARS	10-202-100	6.00	
11/25	11/03/2025	252523	20200170	UNITED SITE SERVICES	55-202-100	3,966.00	
11/25	11/03/2025	252524	20220123	WIKSTROM, YVETTE	10-202-100	4,400.00	
11/25	11/04/2025	252525	145724	AMAZON CAPITAL SERVICES	10-202-100	498.46	
11/25	11/04/2025	252526	125	CEM SALES & SERVICE	10-202-100	489.83	
11/25	11/04/2025	252527	356	EVIDENT INC.	10-202-100	111.00	
11/25	11/04/2025	252528	436	HOME DEPOT CREDIT SERVICES	10-202-100	75.90	
11/25	11/04/2025	252529	20220774	ORGANIC GARDENING SERVICES LLC	10-202-100	3,502.80	
11/25	11/04/2025	252530	18922	PREFERRED DOCUMENT SOLUTIONS	10-202-100	57.49	
11/25	11/04/2025	252531	391	RICK'S GARDEN CENTER	10-202-100	1,064.99	
11/25	11/04/2025	252532	20220123	WIKSTROM, YVETTE	10-202-100	2,137.50	
11/25	11/05/2025	252533	145724	AMAZON CAPITAL SERVICES	10-202-100	132.27	
11/25	11/05/2025	252534	1516	CASELLE INC	10-202-100	5,631.00	
11/25	11/05/2025	252535	170	CIRSA	10-202-100	2,113.09	
11/25	11/05/2025	252536	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00	
11/25	11/05/2025	252537	202119	EXPRESS SERVICES, INC.	10-202-100	1,370.60	
11/25	11/05/2025	252538	682	FP MAILING SOLUTIONS	10-202-100	104.85	
11/25	11/05/2025	252539	56	LOWE'S	10-202-100	51.61	
11/25	11/05/2025	252540	20220214	MUNICIPAL TREATMENT EQUIPMENT	52-202-100	418.70	
11/25	11/05/2025	252541	20221086	NOMATIX	10-202-100	3,062.50	
11/25	11/05/2025	252542	138	PHIL LONG MOTOR CITY	10-202-100	265.00	
11/25	11/05/2025	252543	20221005	SPORT & FITNESS INC.	39-202-100	17,006.13	
11/25	11/05/2025	252544	20221042	ST JOHN, LARRY	10-202-100	122.20	
11/25	11/05/2025	252545	269	THE GAZETTE	10-202-100	659.22	
11/25	11/05/2025	252546	10065	WASTE CONNECTIONS	10-202-100	4,417.64	
11/25	11/05/2025	252547	10064	WASTE CONNECTIONS	10-202-100	1,415.59	
11/25	11/05/2025	252548	20220024	WOLFCO COMMERCIAL SERVICES	10-202-100	135.00	
11/25	11/05/2025	252549	20220025	WOLFCO COMMERCIAL SERVICES	10-202-100	165.00	
11/25	11/07/2025	252550	37	AFLAC	10-202-100	34.40	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/25	11/07/2025	252551	145724	AMAZON CAPITAL SERVICES	10-202-100	477.86
11/25	11/07/2025	252552	426	AMERICAN LOCK & KEY	10-202-100	31.50
11/25	11/07/2025	252553	393	COLORADO MUNICIPAL LEAGUE	10-202-100	4,452.00
11/25	11/07/2025	252554	20220017	CYBERSOURCE CORPORATION	55-202-100	548.00
11/25	11/07/2025	252555	132	FLYING PIG FARM LLC	10-202-100	1,000.00
11/25	11/07/2025	252556	436	HOME DEPOT CREDIT SERVICES	10-202-100	293.02
11/25	11/07/2025	252557	106	MANITOU SPRINGS CHAMBER OF COMMERCE	10-202-100	450.00
11/25	11/07/2025	252558	20221067	NTIVA ACCOUNTING DEPT	10-202-100	175.00
11/25	11/07/2025	252559	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	94.19
11/25	11/07/2025	252560	20221166	TOFFEL, LESLIE E	10-202-100	495.00
11/25	11/07/2025	252561	20220024	WOLFCO COMMERCIAL SERVICES	10-202-100	425.00
11/25	11/07/2025	252562	20220358	WOLFCO COMMERCIAL SERVICES	10-202-100	100.00
11/25	11/07/2025	252563	145724	AMAZON CAPITAL SERVICES	10-202-100	236.69
11/25	11/07/2025	252564	20220911	EL PASO COUNTY PUBLIC HEALTH	53-202-100	232.00
11/25	11/07/2025	252565	658	EL PASO COUNTY PUBLIC HEALTH LABORATORY	52-202-100	460.00
11/25	11/07/2025	252566	346	GLASER WELDING / GLASER STEEL	10-202-100	13.04
11/25	11/07/2025	252567	432	GRAINGER	52-202-100	48.31
11/25	11/07/2025	252568	145563	LIGHTNING BOLT, INC.	55-202-100	9.05
11/25	11/07/2025	252569	145606	MILE HIGH ACE HARDWARE	10-202-100	26.56
11/25	11/07/2025	252570	20220678	THE BLUEPRINT COMPANY	39-202-100	54.90
11/25	11/12/2025	252571	20221186	633 CONSTRUCTION LLC	54-202-100	173,095.27
11/25	11/12/2025	252572	145724	AMAZON CAPITAL SERVICES	53-202-100	504.99
11/25	11/12/2025	252573	426	AMERICAN LOCK & KEY	10-202-100	14.00
11/25	11/12/2025	252574	1806	COMCAST	10-202-100	474.74
11/25	11/12/2025	252575	20200299	GRANITE ENGINEERING GROUP INC	39-202-100	2,236.25
11/25	11/12/2025	252576	568	HEALTHCARE MEDICAL WASTE SERVICES	10-202-100	230.00
11/25	11/12/2025	252577	436	HOME DEPOT CREDIT SERVICES	10-202-100	14.51
11/25	11/12/2025	252578	20221067	NTIVA ACCOUNTING DEPT	10-202-100	16,190.59
11/25	11/12/2025	252579	20221144	REMINGTON BUILDERS GROUP	39-202-100	74,633.62
11/25	11/12/2025	252580	20211022	SYNAPSE TECHNOLOGIES INC	10-202-100	7,239.17
11/25	11/12/2025	252581	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	500.00
11/25	11/13/2025	252582	145724	AMAZON CAPITAL SERVICES	10-202-100	138.04
11/25	11/21/2025	252583	20220808	AMERICAN LEAK DETECTION OF SOUTHERN CO	39-202-100	.00 V
11/25	11/13/2025	252584	20220035	AMERITAS LIFE INSURANCE COMPANY	10-202-100	754.12
11/25	11/13/2025	252585	20220036	AMERITAS LIFE INSURANCE CORP	10-202-100	3,334.44
11/25	11/13/2025	252586	20220956	BASELINE ENGINEERING CORPORATION	10-202-100	348.25
11/25	11/13/2025	252587	20220578	DYNAMIC RENOVATION CONTRACTORS LLC	39-202-100	4,689.00
11/25	11/13/2025	252588	2021119	EXPRESS SERVICES, INC.	10-202-100	1,814.01
11/25	11/13/2025	252589	20221065	FARMER, SAMUEL JOSHUA	10-202-100	545.00
11/25	11/13/2025	252590	529	ROCKY MOUNTAIN RESERVE	10-202-100	153.00
11/25	11/13/2025	252591	231	VERIZON WIRELESS	10-202-100	4,089.97
11/25	11/13/2025	252592	20220281	RECDESK LLC	10-202-100	7,740.00
11/25	11/17/2025	252593	145724	AMAZON CAPITAL SERVICES	10-202-100	946.28
11/25	11/17/2025	252594	137	BILL'S EQUIPMENT AND SUPPLY INC	10-202-100	242.44
11/25	11/17/2025	252595	726	BURLAP BAG	10-202-100	405.55
11/25	11/17/2025	252596	177	COLORADO SPRINGS UTILITIES	55-202-100	59,837.76
11/25	11/17/2025	252597	160177	CREATIVE ALLIANCE MANITOU SPRINGS	25-202-100	860.00
11/25	11/17/2025	252598	20220629	GALVANIZE RECYCLING	10-202-100	7,797.19
11/25	11/17/2025	252599	432	GRAINGER	10-202-100	185.13
11/25	11/17/2025	252600	20221105	GRANITE TELECOMMUNICATIONS LLC	52-202-100	439.35
11/25	11/17/2025	252601	20220432	IKON FIRE LLC	10-202-100	367.35
11/25	11/17/2025	252602	1009	MARCUS ELECTRIC LLC	10-202-100	1,534.00
11/25	11/17/2025	252603	746	MHC KENWORTH-COLORADO SPRINGS	10-202-100	638.61
11/25	11/17/2025	252604	145606	MILE HIGH ACE HARDWARE	10-202-100	53.99
11/25	11/17/2025	252605	20220218	UBEO BUSINESS SERVICES	10-202-100	184.16
11/25	11/17/2025	252606	20220331	VERIZON CONNECT FLEET USA LLC	55-202-100	773.50
11/25	11/17/2025	252607	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	822.28

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/25	11/18/2025	252608	145724	AMAZON CAPITAL SERVICES	10-202-100	90.10
11/25	11/18/2025	252609	20220248	AQUATIC INFORMATICS INC	52-202-100	2,981.84
11/25	11/18/2025	252610	144747	CHIEF PETROLEUM CO	10-202-100	855.80
11/25	11/18/2025	252611	266	COLORADO DEPT OF PUBLIC HEALTH	54-202-100	462.00
11/25	11/18/2025	252612	20221203	COLORADO TRAINING SOLUTIONS	54-202-100	4,795.00
11/25	11/18/2025	252613	1806	COMCAST	54-202-100	174.89
11/25	11/18/2025	252614	20220140	ECOSWEEPING INC	55-202-100	6,600.00
11/25	11/18/2025	252615	503	FEDERAL EXPRESS	52-202-100	80.18
11/25	11/18/2025	252616	20221028	FILANC	52-202-100	96,053.11
11/25	11/18/2025	252617	20200299	GRANITE ENGINEERING GROUP INC	39-202-100	8,619.50
11/25	11/18/2025	252618	15009	JR ENGINEERING LLC	53-202-100	1,110.00
11/25	11/18/2025	252619	56	LOWE'S	52-202-100	149.64
11/25	11/18/2025	252620	1009	MARCUS ELECTRIC LLC	52-202-100	2,032.00
11/25	11/18/2025	252621	142003	MASTER BLASTER, INC.	52-202-100	3,770.00
11/25	11/18/2025	252622	180050	MINCH, NEALE	10-202-100	370.81
11/25	11/18/2025	252623	20200300	MORENO, MARCUS	52-202-100	1,835.00
11/25	11/18/2025	252624	415	OLSON PLUMBING & HEATING	53-202-100	735.00
11/25	11/18/2025	252625	160025	PRODUCTION PRINTING D11	52-202-100	1,034.50
11/25	11/18/2025	252626	749	RESPEC	52-202-100	195.00
11/25	11/18/2025	252627	855	ROCKY MOUNTAIN AIR SOLUTIONS	52-202-100	1,808.46
11/25	11/18/2025	252628	1700045	UNITED STATES GEOLOGICAL SURVEY	52-202-100	24,299.98
11/25	11/18/2025	252629	20221202	VIKING PAINTING LLC	52-202-100	40,320.00
11/25	11/18/2025	252630	202195	WATTERS H2O SERVICES	52-202-100	5,867.50
11/25	11/18/2025	252631	20221095	WSP USA INC	52-202-100	4,052.50
11/25	11/18/2025	252632	358	BOUND TREE MEDICAL,LLC.	10-202-100	819.62
11/25	11/18/2025	252633	665	COLORADO DIVISION OF FIRE PREVENTION	10-202-100	225.00
11/25	11/18/2025	252634	144777	L.N. CURTIS & SONS	10-202-100	3,140.10
11/25	11/19/2025	252635	145724	AMAZON CAPITAL SERVICES	10-202-100	53.97
11/25	11/19/2025	252636	726	BURLAP BAG	10-202-100	175.00
11/25	11/19/2025	252637	690	CENTURYLINK	52-202-100	2,576.63
11/25	11/19/2025	252638	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00
11/25	11/19/2025	252639	160344	FLAIR DATA SYSTEMS	10-202-100	7,975.05
11/25	11/19/2025	252640	15009	JR ENGINEERING LLC	39-202-100	370.00
11/25	11/19/2025	252641	20221054	MEDICINE MAN TECHNOLOGIES, INC	10-202-100	102,181.51
11/25	11/19/2025	252642	662	TAYCO SCREEN PRINTING	10-202-100	393.75
11/25	11/19/2025	252643	20221157	WEST FORK CONSTRUCTION LLC	39-202-100	597,263.10
11/25	11/20/2025	252644	20220677	ARTAIK GROUP, LLC	39-202-100	6,499.29
11/25	11/20/2025	252645	145724	AMAZON CAPITAL SERVICES	10-202-100	1,059.90
11/25	11/20/2025	252646	426	AMERICAN LOCK & KEY	52-202-100	219.40
11/25	11/20/2025	252647	2021025	CHAVEZ CONSULTING INC	54-202-100	4,693.44
11/25	11/20/2025	252648	20221028	FILANC	52-202-100	37,210.79
11/25	11/20/2025	252649	20220735	GRIMCO, INC.	55-202-100	3,158.47
11/25	11/20/2025	252650	436	HOME DEPOT CREDIT SERVICES	10-202-100	156.89
11/25	11/20/2025	252651	56	LOWE'S	10-202-100	18.98
11/25	11/20/2025	252652	194	RAMPART	10-202-100	19.28
11/25	11/20/2025	252653	20220647	RIDERS CONSTRUCTION	10-202-100	6,590.15
11/25	11/20/2025	252654	2004	SHRED-IT USA	10-202-100	196.00
11/25	11/20/2025	252655	20200156	T2 SYSTEMS CANADA INC	55-202-100	10,249.63
11/25	11/20/2025	252656	20200170	UNITED SITE SERVICES	55-202-100	737.00
11/25	11/20/2025	252657	20221114	VALET MANAGER INC	55-202-100	1,990.00
11/25	11/20/2025	252658	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	1,670.69
11/25	11/21/2025	252659	145724	AMAZON CAPITAL SERVICES	10-202-100	41.48
11/25	11/21/2025	252660	594	HORD, COPLAN, MACHT	39-202-100	23,249.87
11/25	11/21/2025	252661	20200287	SHELDON'S AUTO REPAIR	10-202-100	95.74
11/25	11/21/2025	252662	170078	TWIN BEARS	55-202-100	198.50
11/25	11/21/2025	252663	20221104	IICON CONSTRUCTION COLORADO LLC	55-202-100	58,062.60
11/25	11/21/2025	252664	142031	AMERICAN LEAK DETECTION	39-202-100	18,750.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/25	12/02/2025	252665	20221186	633 CONSTRUCTION LLC	54-202-100	9,791.00
12/25	12/02/2025	252666	787	AFFORDABLE FLAGS	39-202-100	1,212.30
12/25	12/02/2025	252667	145724	AMAZON CAPITAL SERVICES	10-202-100	162.23
12/25	12/02/2025	252668	500	BARNHART PUMP COMPANY, INC.	52-202-100	973.56
12/25	12/02/2025	252669	1410	BOBCAT OF THE ROCKIES	10-202-100	217.80
12/25	12/02/2025	252670	358	BOUND TREE MEDICAL,LLC.	10-202-100	147.68
12/25	12/02/2025	252671	726	BURLAP BAG	52-202-100	200.00
12/25	12/02/2025	252672	848	CENTURYLINK	10-202-100	67.05
12/25	12/02/2025	252673	20221205	CHRISTINE, MATT	39-202-100	900.00
12/25	12/02/2025	252674	384	CLEARWAY ENERGY GROUP	10-202-100	3,044.94
12/25	12/02/2025	252675	1124	CLEARWAY ENERGY GROUP LLC	52-202-100	2,716.16
12/25	12/02/2025	252676	145514	CRAIG'S POWER EQUIPMENT	10-202-100	112.30
12/25	12/02/2025	252677	1038	HARDING NURSERY	10-202-100	100.00
12/25	12/02/2025	252678	436	HOME DEPOT CREDIT SERVICES	10-202-100	2,347.98
12/25	12/02/2025	252679	144777	L.N. CURTIS & SONS	10-202-100	651.74
12/25	12/02/2025	252680	43	LEGAL SHIELD	10-202-100	627.90
12/25	12/02/2025	252681	145563	LIGHTNING BOLT, INC.	10-202-100	53.98
12/25	12/02/2025	252682	202158	MACDOUGALL & WOLDRIDGE PC	52-202-100	607.50
12/25	12/02/2025	252683	1009	MARCUS ELECTRIC LLC	10-202-100	950.00
12/25	12/02/2025	252684	1118	MELCON COMMUNICATIONS LLP	10-202-100	3,050.00
12/25	12/02/2025	252685	145606	MILE HIGH ACE HARDWARE	10-202-100	86.11
12/25	12/02/2025	252686	20220421	POO FREE PARKS	10-202-100	479.97
12/25	12/02/2025	252687	18922	PREFERRED DOCUMENT SOLUTIONS	10-202-100	57.49
12/25	12/02/2025	252688	672	REMCO EQUIPMENT CO	52-202-100	931.36
12/25	12/02/2025	252689	391	RICK'S GARDEN CENTER	10-202-100	11.04
12/25	12/02/2025	252690	143	SCHMIDT CONSTRUCTION	10-202-100	351.00
12/25	12/02/2025	252691	20200287	SHELDON'S AUTO REPAIR	10-202-100	314.22
12/25	12/02/2025	252692	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	113.97
12/25	12/02/2025	252693	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	39-202-100	9,975.00
12/25	12/02/2025	252694	170078	TWIN BEARS	10-202-100	48.00
12/25	12/02/2025	252695	20221157	WEST FORK CONSTRUCTION LLC	39-202-100	768,747.17
12/25	12/02/2025	252696	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	781.73
12/25	12/02/2025	252697	20220024	WOLFCO COMMERCIAL SERVICES	10-202-100	160.00
12/25	12/02/2025	252698	20220025	WOLFCO COMMERCIAL SERVICES	10-202-100	165.00
12/25	12/02/2025	252699	20220358	WOLFCO COMMERCIAL SERVICES	10-202-100	100.00
12/25	12/02/2025	252700	160160	WONG, MARK	10-202-100	7,433.51
12/25	12/02/2025	252701	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	1,442.75
12/25	12/03/2025	252702	170	CIRSA	10-202-100	121,301.37
11/25	11/20/2025	20241101	20220677	ARTAIC GROUP, LLC	39-202-100	6,499.29- V
Grand Totals:		206				2,396,750.40

Report Criteria:

Report type: Summary

Check.Type = {<-} "Adjustment"



Memorandum

Title: Second Reading and Public Hearing of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025

From: Rebecca Davis, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time:

December 11, 2025

Purpose:

Per the Colorado Department of Local Affairs, local governments levying property tax must adopt their budgets before certifying the mill levy to the county (C.R.S. 39-5-128(1)). The Budget Appropriation Ordinance is being presented to City Council tonight for first reading in order to meet this requirement.

Background:

As per C.R.S. 29-1-105, the proposed Budget was presented to the City Council on October 14, 2025, to meet the deadline for presentation to the governing board by October 15, 2025.

Work sessions were held on:

11/22/2025 Saturday Retreat

10/28/2025 Boards & Commissions Presentation

It was approved at first reading on December 2nd with the following changes:

- Economic Development/Development within the General Fund was reduced by \$690,000. This expenditure was the reimbursement of Amusement Tax to the Broadmoor Manitou and Pikes Peak Cog Railway, per a 50-year agreement signed in 2018, which states that this reimbursement is paid only when City Council appropriates this funding.
- This \$690,000 has been moved into a separate Assigned Fund Balance within the General Fund to be used for Fire Mitigation.
- The Planning Department's budget of \$563,445 has been increased by \$2,000 to \$565,445, to provide the Housing Advisory Board (HAB) with funding for training in 2026.

The Ordinance being presented to you covers the General fund and thirteen other funds. Total expenses for all fourteen funds are \$27,624,367, net of interfund transfers.

To view the online budget, click [here](#).

Pros and Cons:



N/A

Fiscal Impact:

The ending 2026 General Fund unassigned fund balance is forecasted to be \$4,333,872. This is 36.34% of the General Fund expenditures of \$13,863,266 minus the Capital Improvements fund transfer of \$1,400,000, and the EDC payment to the Visit Manitou Springs (Chamber) \$550,000, which totals \$11,913,266 in Operational expenditures.

Workload Impact:

Multiple hours by staff and boards and commissions

Recommended Action:

Move to approve on second reading, Ordinance No. 2325, an Ordinance adopting the annual budget and appropriating funds for fiscal year 2026 and amending the annual budget for fiscal year 2025.

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND APPROPRIATING FUNDS FOR FISCAL YEAR 2026 AND
AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2025**

SECTION 1: The City of Manitou Springs FY 2026 annual Budget attached hereto as Exhibit A is hereby adopted and the following amounts hereby appropriated.

SECTION 2: The City of Manitou Springs FY2025 Annual Budget is hereby revised to the Amended FY2025 amounts shown:

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

	ACTUAL	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ORIGINAL BUDGET
	2024	2025	2025	2026
REVENUES/AVAILABLE FUNDS:				
Taxes	\$ 12,847,476	\$ 12,508,650	\$ 9,539,811	\$ 8,884,770
Licenses & Permits	114,003	103,500	103,000	98,000
Intergovernmental Revenues	316,660	167,724	168,403	229,648
Interfund Transfers	289,575	311,807	711,807	1,780,130
Charges for Services	535,421	692,650	758,100	698,100
Fines & Forfeitures	30,928	76,015	44,715	46,215
Miscellaneous Revenues	824,273	582,700	480,368	372,700
Assigned/Committed Revenues	1,217,390	414,900	502,030	451,700
SUBTOTAL--Current Year Revenues				
(net of assigned revenues)	\$ 14,958,336	\$ 14,443,046	\$ 11,806,204	\$ 12,109,563
Prior Year Ending Fund Balance	7,035,837	8,396,397	8,396,397	6,777,571
TOTAL AVAILABLE GF FUND				
REVENUES (net of assigned)	\$ 21,994,173	\$ 22,839,443	\$ 20,202,601	\$ 18,887,134
EXPENDITURES:				
Legislative (City Council)	287,928	414,075	463,566	489,070
City Clerk	264,484	363,278	365,535	465,315
Judicial Department	95,143	124,587	118,246	83,372
Executive Department (Admin)	1,019,070	1,114,830	1,098,860	963,850
Finance Department	712,978	1,121,365	711,995	707,575
Neighborhood Services	104,321	186,226	123,744	134,903
Planning Department	677,481	660,020	615,870	565,445
Police Department	2,041,875	2,379,002	2,404,547	2,540,940
Fire Department	1,307,209	1,378,899	1,493,033	1,469,098
EMS Transport Department	770,870	832,259	857,700	855,950
Public Services Department (Streets)	1,403,112	1,675,605	1,465,720	1,401,344
Parks & Recreation (&facilities in 2023)				
Department	1,492,816	1,556,293	1,592,102	1,412,770
Swimming Pool & Fitness(under P&R)	686,414	698,977	662,327	691,927
SUBTOTAL-- Expenditures by				
Department	\$ 10,863,701	\$ 12,505,416	\$ 11,973,245	\$ 11,781,559
Economic Development	1,331,208	647,600	647,600	635,237
Intergovernmental Outlays & Misc	40,906	46,470	46,181	46,470
Assigned/Committed Expenditures	747,748	253,000	256,065	260,000
SUBTOTAL--Operating & Non-				
Operating Expenditures	\$ 12,235,815	\$ 13,199,486	\$ 12,667,026	\$ 12,463,266
(NET OF ASSIGNED EXP.)				
TRANSFERS TO OTHER FUNDS				
Capital Improvements Fund	2,035,767	1,400,000	758,000	1,400,000
SUB TOTAL--Transfers To Other Funds	\$ 2,035,767	\$ 1,400,000	\$ 758,000	\$ 1,400,000
TOTAL UNASSIGNED EXPEND. &				
TRANSFERS	\$ 14,271,582	\$ 14,599,486	\$ 13,425,026	\$ 13,863,266

	ACTUAL	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ORIGINAL BUDGET
	2024	2025	2025	2026
ENDING BALANCE--				
Unreserved*	\$ 8,396,397	\$ 8,239,957	\$ 6,777,571	\$ 4,333,872
Revenues more (or less) than expenditures	\$ 686,754	-\$ 156,440	-\$ 1,618,822	-\$ 1,753,703
FUND BALANCE COMMITTED FOR BARR	480,721	649,921	736,721	935,721
FUND BALANCE ASSIGNED FOR FIRE MITIGATION				690,000
FUND BALANCE ASSIGNED FOR PARAB	21,590	17,890	18,043	14,343
FUND BALANCE COMMITTED FOR IMAGING TECHNOLOGY	12,188	12,988	13,036	13,836
FUND BALANCE ASSIGNED FOR FIRE DONATIONS	3,384	3,384	3,384	3,384
FUND BALANCE ASSIGNED FOR POLICE DONATIONS	7,090	7,690	7,690	3,286
FUND BALANCE ASSIGNED FOR POOL DONATIONS	3,061	3,061	-	-
FUND BALANCE ASSIGNED FOR HPC DONATIONS	5,457	5,457	5,457	5,457
FUND BALANCE ASSIGNED FOR PARKS&RECREATION DONATIONS	3,851	3,851	3,851	3,851
FUND BALANCE ASSIGNED FOR PUB ART DEDUCTIBLES	8,420	8,420	8,420	8,420
FUND BALANCE ASSIGNED LIBRARY-CAP IMPROVEMENTS	-	-	-	-
FUND BALANCE ASSIGNED KIWANIS DONATIONS-REC	6,872	1,872	2,001	2,001
GENERAL FUND TOTAL FUND BALANCES	\$ 8,949,031	\$ 8,954,491	\$ 7,576,174	\$ 6,014,171
OTHER FUNDS EXPENDITURES:				
Transportation Fund	264,082	54,500	54,000	54,000
Open Space Fund	200,971	666,340	666,340	348,450
Law Enforcement Special Rev. Fund	24,428	17,420	17,420	15,450
Conservation Trust Fund	67,184	133,000	133,000	153,000
PPRTA Fund	515,133	945,673	1,110,673	1,024,229
El Paso Blvd Park Fund	50,326	85,820	85,820	113,850
MACH Fund	389,860	627,202	385,712	478,405
Downtown Public Facilities Fund		141,211	141,211	-
Capital Improvement Fund	3,136,276	2,542,550	4,460,808	1,262,042
Assigned East End Taxes	332,424	750,000	140,935	3,000,000
Assigned Carnegie Library	4,131,864	-	355,517	-
Assigned Hiawatha Gardens	52,706	375,000	954,117	500,000
Assigned Cemetery Software	6,063		7,308	-
Water Enterprise Fund	3,219,951	6,817,904	10,382,696	2,609,906
Sewer Enterprise Fund	136,104	1,821,221	2,257,129	2,062,646
Storm Drainage Enterprise Fund	335,480	734,086	661,002	743,424
Mobility & Parking Enterprise Fund	3,654,009	7,241,692	4,484,727	4,577,829
Assigned Barr Trail	758,199			-
SUBTOTAL--Current Year Exp.	17,275,060	22,953,619	26,298,415	16,943,231
Less: Interfund Transfers To Other Funds (this includes the MACH Grants to Library & Hiawatha Gardens)	3,370,696	1,936,807	1,720,239	3,442,130
NET OTHER FUNDS EXPENDITURES	\$ 13,904,364	\$ 21,016,812	\$ 24,578,176	\$ 13,501,101

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

Passed on first reading and ordered published this 2nd day of December, 2025.

City Clerk, Elena Krebs

A Public Hearing on Ordinance No. 2325 will be held at the December 11, 2025 City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado and/or by Zoom.

Ordinance Published: _____, 20____.

City's Official Website and City Hall

Passed on second reading and adopted by Council this 11th day of December, 2025.

Mayor, John Graham

Attest: _____ City Clerk, Elena Krebs

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

City's Official Website and City Hall



Memorandum

To: Mayor Graham, City Council, Manitou Springs Residents, Businesses and City Staff

From: Rebecca Davis, CPFO, Finance Director

Date: December 11, 2026

Re: City Administrator's Recommended 2026 Budget

It is my privilege to present the recommended budget for Fiscal Years 2025-2026. Over the past several years we've made meaningful progress in infrastructure, road repair, completing projects such as the water tank, Soda Springs Park, the Library, the Dillon parking lot and parking office, Sandra Lane, Creekwalk 2 and 4 and various other projects. This \$27,600,000 budget, with \$14,000,000 from the General Fund, reflects the values of our community. It includes seventy-nine full-time equivalent (FTE) positions across five departments and the Enterprise funds that provide public safety, land use, sustainability such as tree planting, pollinator gardens, infrastructure, support services, mobility and parking, water, sewer and storm drainage.

While we have much to celebrate over the past year, we are facing headwinds in the form of reduced sales tax revenue, higher property/casualty insurance, fewer grants, state budget uncertainty, continued federal and state mandates, and the overall uncertainty stemming from worldwide economic uncertainty and uncertainty over shifting priorities at the federal and state levels. The shift in DOLA funding from infrastructure to affordable housing will affect the funds needed to continue the water improvement infrastructure. The federal mandates on the water system continue to add paperwork and testing requirements.

This 2026 budget was prepared, and is a balanced budget, in accordance with State budget laws, C.R.S. 29-1-101. In accordance with C.R.S. 29-1-103(e), Colorado Revised Statutes, this budget message is prefaced by notice that the budgetary basis of accounting used by the City of Manitou Springs is "modified accrual".

This budget designates the funds and expenditures necessary to preserve public safety and health and to safeguard public facilities. The format of this budget is basically the same as that of previous years – there are columns to show the prior to the previous year’s audited revenues and expenditures (“2023 Actual”), the previous year’s revenues and expenditures (“2024 Actual”), as compared to current year budgeted revenues and expenditures (“2025 Budget”). The FY2025 expenditures, as calculated by the department managers are shown (“2025 Original Budget” and “2025 Final Amended Budget”) alongside the FY2026 estimated revenues and expenditures (“2026 Original Budget”).

Using the September 30, 2025, year-to-date budget reports as a basis, we have forecasted our FY2025 estimated revenues and expenditures. In addition to providing the information for City Council to amend the FY2025 budget, 2025 ending fund balances are provided in the Summary of All Funds-Fund Balances ([here](#) in the on-line budget in the third section of this link)– which are the FY2026 beginning fund balances. These beginning balances, along with estimated FY2026 revenues ([here](#) in the on-line budget, in the first section of this link), constitute the total available for funding the proposed FY2026 Budget.

General Fund ([Link](#) to Summary in on-line budget):

The General Fund is an operating fund, which contains ongoing revenues and expenditures associated with the delivery of services and programs. The General Fund finances general administration, public safety, legal services, the municipal court, land use planning, public facilities maintenance, parks and recreation, and finance. The operating departments of the General Fund include:

- Legislative
- City Clerk
- Judicial
- Executive
- Finance
- Planning
- Neighborhood Services
- Police
- Fire
- EMS Transport
- Public Services
- Parks & Recreation

Additionally, miscellaneous expenditures from the General Fund provide Economic Development/Promotion-\$550,000 will be paid to Visit Manitou Springs (the Chamber) in 2026, the City’s financial support to other governmental or quasi-governmental entities, transfers to Other City Funds, and Committed and Assigned Expenditures. Sixty-five full-time employees are paid from the General Fund. In preparing for the 2026 budget, staff identified and cut \$738,220 from General Fund Expenditures. At first reading of the 2026 Budget Ordinance, City Council created a new Assigned Fund Balance of \$690,000 for fire mitigation, utilizing the \$690,000 which had been under Economic Development for reimbursement of Amusement tax to the Broadmoor Manitou & Pikes Peak Cog Railway.

The sources of revenue for the General Fund are summarized as follows:

- 1) The General Fund receives approximately 40.46% of its total revenue from sales taxes. The sales tax rate for the City of Manitou Springs General Fund is 3.5% and a special sales tax of 5% is charged on retail marijuana. Sales tax is budgeted for \$4,900,000 for 2026.
- 2) For 2026, it is estimated the mill levy of 10.594 will bring in \$1,215,270 in revenue, based on the initial Certification of Valuation of Manitou Springs property Report from the El Paso County Assessor. The value of the mill, \$114,713, is based upon the total valuation for assessment of market value of all taxable property within the City, with assessment rates of 6.25% for residential and 27% for commercial for taxes collected in 2026.
- 3) Use and auto use taxes at a rate of 3.5%.
- 4) Franchise fees, public utility franchise taxes, and payment in lieu of taxes from public and private utilities operating within the City.
- 5) An amusement or excise tax on ticket or admission sales at a rate of 5% on each dollar.
- 6) Intergovernmental revenues.
- 7) Interfund transfers for internal service performance.
- 8) Charges for services, licenses and permits, fines, fees, and miscellaneous revenues.

Transportation Fund:

The Transportation Fund receives funding designated for roadway and parking lot improvements from the Single-hauler fee of \$54,000, which is paid by the waste removal contractor selected to fulfill the City's single hauler waste program. In FY2026, \$54,000 will be spent on street patching.

Open Space Fund:

The Open Space Fund falls under the purview of the Open Space Advisory Committee (OSAC), which advises the Manitou Springs City Council on matters concerning acquisition and maintenance of public open space. The sources of revenue for the Open Space Fund are summarized as follows:

- 1) A dedicated .1% sales tax collected by the City (expires 2032).
- 2) A levy of .800 mills upon each dollar of the total valuation for assessment of all taxable property within the City (expires 2032).
- 3) Donations and investment interest.

The Open Space Fund also accounts for its own debt service. In FY2026, \$348,350 is budgeted, of which \$200,000 is for possible land acquisition.

Law Enforcement Special Revenue Fund:

The Law Enforcement Special Revenue Fund is funded by court assessments for the purposes of purchasing police equipment and facilities capital improvements. The assessment rate per municipal court case is \$45. The budget for 2026 is \$15,450.

Conservation Trust Fund:

The City of Manitou Springs is eligible and has applied to receive conservation trust funds from the State of Colorado. In FY2026, it is estimated that the City will receive \$65,000 which is determined by a population-based formula. The Conservation Trust Fund is under the purview of the Parks and Recreation Advisory Board. The State Department of Local Affairs CTF Administrator classifies allowable projects eligible for expenditure of conservation trust funds. The CTF Administration requires that Conservation Trust revenues and interest be kept separate from all other funds. For 2026, the budget is \$153,000.

PPRTA Public Facilities Fund:

In the general election of 2004, a regional initiative to fund mass transit, roadway maintenance and roadway capital improvements through a regional \$.01 sales tax, divided between capital projects (55%) which sunsetted 12/31/2014, maintenance projects (35%) with no sunset date, and transit, Mountain Metro (10%), was approved; this established the Pikes Peak Rural Transportation Authority (PPRTA). In 2012, ballot question 5A extended the capital improvements portion of the sales tax, .55% of one penny per dollar, through December 2025. In 2022, question 7A extended the capital improvements portion from January 2026 through December 31, 2034. The City of Manitou Springs is an inaugural member of the PPRTA. The City's allocations of the proceeds of the PPRTA are not directly remitted to the City but are held by PPRTA financial management for reimbursement and direct expenditure. In matters of the City's maintenance and capital projects allocation, the City pays vendors and applies for reimbursement from the PPRTA. The purpose of the PPRTA Public Facilities Fund is to internally account for PPRTA financial efforts related to the City's infrastructure.

For 2026, the projects will be:

- \$384,700 Road Paving (maintenance)
- \$639,529 (capital related to the road system in Manitou Springs); dedicated to Lovers Lane capital needs.

El Paso Blvd/Beckers Park Fund:

In 1997, the city's voters approved a 3-mill property tax increase earmarked to fund the purchase of land, construct and maintain a park facility at the intersection of El Paso Boulevard and Beckers Lane. Two mills of the property tax sunsetted in 2012. One mill will remain in perpetuity to maintain the park. In November 2012, the citizens of Manitou Springs voted to allow the remaining capital portion of the fund balance of the fund to be spent on the capital and recreation needs of all the City's parks and not just for the El Paso Blvd/Beckers Park. \$62,810 remains of this funding source. For maintenance, this fund

transfers the amount equivalent to the cost of pay and benefits for one Park Maintenance worker to the General Fund.

Manitou Arts, Cultural and Heritage (MACH) Revenue Fund:

The MACH Fund was created through a November 5, 2019 ballot question. It increased the City's Sales and Use tax rate by .3% to fund facility improvements and operations at the Carnegie Library Building, Manitou Art Center, Manitou Springs Heritage Center, Miramont Castle and the Hiawatha Gardens property with 66% of the tax. The remaining 34% proceeds are to be used to foster the arts, culture, and heritage within the City of Manitou Springs. This sales/Use tax percentage expires on December 31, 2035. This fund is under the advisory purview of the MACH Board. The forecasted disbursement is \$294,300 for the five entities and \$162,675 for grant awards.

Downtown Public Facilities Fund:

In November 2003, the voters of Manitou Springs elected to increase the sales tax rate by .3% and authorized the City to incur debt not to exceed \$1,850,000 for the purposes of constructing a downtown revitalization streetscape project. The City issued bonds in the amount of \$1,850,000 in 2004 and used those project funds as grant match for federal transportation and other grants to fund the multi-phase multi-year project. The bonds were paid off in 2018 leaving a remaining fund balance of \$182,912. On November 5, 2019, the citizens of Manitou Springs voted to allow this remaining fund balance to be spent on other downtown improvements. The 2025 budget includes the remaining \$141,211, to provide upgrades in the downtown area. If it is not spent in 2025, it will be rolled over to 2026.

Water Enterprise Fund:

The Water Enterprise Fund finances all aspects of the City's water delivery system to include maintenance of the City's watershed, operation of the freshwater treatment plant, maintenance and improvement of the distribution system and administrative functions. The water department has two full-time employees along with a 50/50 split for a water/sewer maintenance worker, a 50/50 split of the Water/Sewer Supervisor, 50/50 split for the Operator in Responsible Charge (ORC) and 25% of the Public Services Director.

The sources of revenue for the Water Enterprise Fund are summarized as follows:

1) Water Commodity Charges:

For residential customers, the Water Enterprise will charge:

- \$11.19 per 1,000 gallons of treated water for the first 7,500 gallons per month; and
- \$15.02 per 1,000 gallons of treated water for 7,501-15,000 gallons per month; and
- \$19.00 per 1,000 gallons for over 15,000 gallons per month.

For commercial accounts, the Water Enterprise will charge \$13.06, per 1,000 gallons of treated water.

- 2) Customer Charges or connection charges are based on meter size:
 - \$23.74 for a 75” meter.
 - \$40.30 for a 1” meter.
 - \$80.58 for a 1.5” meter.
 - \$128.93 for a 2” meter.
 - \$257.85 for a 3” meter.
- 3) Water Tap Fee revenue: the Water Enterprise will charge a base rate of \$17,400, in 2026, for new water taps which increase for commercial users based upon the size of tap to the main. Three taps are budgeted for 2026.
- 4) Penalties and interest, water turn on charges, water meter sales, and investment interest.

The Water Enterprise Fund accounts for its own capital improvements and debt service. Capital plans for FY2026 include the following: a meter replacement program \$1,550,000 which is being paid for through an Energy Efficiency Lease Purchase, rollover of unfinished rehabilitation of the original Mesa water tank at the Water treatment plant \$1,200,000, and improvements to the Water Treatment Plant \$99,600 paid from Colorado Water Resources & Power Development (CWRPDA) loan obtained in 2024.

Sewer Enterprise Fund:

The City of Manitou Springs operates a raw sewage collection system. The City does not possess a sewage treatment system and transfers effluent to the collection system of the City of Colorado Springs. Colorado Springs Utilities (CSU) provides treatment for the City of Manitou Springs. The City of Manitou Springs pays a treatment fee based on metered volume to CSU, which is budgeted for \$660,000 in FY2026.

The Sewer Enterprise provides for the administration, maintenance, and improvement of the sewer collection system. The enterprise funds one full-time Sewer Enterprise employees, along with a 50/50 split water/sewer maintenance worker, a 50/50 split of the Water/Sewer Supervisor, a 50/50 split of the Operator in Responsible Charge (ORC), and 25% of the Public Services Director.

The sources of revenue for the Sewer Enterprise Fund are summarized as follows:

- 1) Volume charges: The Sewer Enterprise will charge \$9.36 per 1,000 gallons based on non-irrigation metered water consumption.
- 2) Customer charges: The Sewer Enterprise will charge \$22.77 per account per month as a connection charge.
- 3) Sewer tap revenue: the Sewer Enterprise will charge \$5,300 for a standard sewer tap, which increases for commercial users based on size of tap to main. Two taps are budgeted for 2026.
- 4) Interest income, inspection fees and penalties.

The Sewer Enterprise Fund accounts for its own capital improvements and debt service. Capital plans for FY2026 include the following: slip-lining Santa Fe sewer line \$150,000, Sewer Shop Shower at Public Works \$100,000, lease purchase of a mini-excavator and potholing/valve turning machine \$172,500.

Storm Drainage Enterprise Fund:

The Storm Drainage Enterprise Fund has one regular source of revenue, which is a drainage utility assessment charged monthly to all water/sewer utility accounts. The amount of the assessment will be \$22 per account per month in 2026. The Enterprise finances operations required for the City's EPA mandated storm water monitoring program as well as system improvements, capital improvements and debt service. The Fund has a full-time employee and 50% of the streets/stormwater Supervisor and 25% of the Public Services Director.

The Enterprise accounts for its own capital improvements and debt service. Capital plans for FY2026 include the following: \$200,000 in curb/gutter & grates improvements in various areas to be identified and \$150,000 in ADA improvements to be funded by a Community Development Block Grant (CDBG).

Mobility & Parking Enterprise Fund:

The Mobility & Parking Enterprise Fund was created in December 2021 by Ordinance 1721. The fund was created to pay for activities related to mobility and parking in the City through revenue received from parking, such as parking fees and enforcement. The Enterprise has six full-time employees including a Mobility & Parking Director, and a part-time bookkeeper.

The Mobility & Parking Enterprise Fund accounts for its own capital improvements and debt service. For FY2026, the capital plans are: replacing 21 kiosks at end of life, installing an LPR System, and acquiring an electric vehicle through a lease purchase for \$348,000, \$500,000 will be contributed to developing the Hiawatha Gardens Mobility Hub, and \$200,000 is budgeted for the Dillon Pedestrian Bridge.

Capital Improvements Fund:

The Capital Improvements Fund provides funding for the capital equipment and project needs of the General Fund operating departments. The Manitou Springs City Council has placed a \$5,000 threshold for defining a capital improvement, capital equipment or capital program. Budgeting for debt service incurred by the General Fund operating departments occurs in the Capital Improvements Fund.

This fund receives a levy of .556 mills upon each dollar of the total valuation for assessment of all taxable property within the City which never expires. And the Capital Improvements Fund receives a transfer from the General Fund revenues for expenditures over the revenue received from the .556 mill.

The Fund also receives grant revenues for applicable General Fund operating department projects and the corresponding project costs are expended from the fund as well.

The largest 2026 project will be the Ruxton project which has \$3,000,000 budgeted. The remaining large projects are as follows: \$500,000 for Hiawatha Gardens bathrooms, \$200,000 for Creek Walk-Serpentine, \$250,000 for Creek Walk Phase 5, and \$170,300 for City Hall roof repair.

Additional equipment that will be purchased directly is \$82,857 for police equipment including a detective vehicle, four 700-800 MHz handheld radios, and body armor. The body armor is being paid over five years based upon an agreement with the vendor. Also, city computer equipment is being purchased for \$50,000. Debt service for 2026 will be \$419,385.

Summary:

The 2026 budget includes a significant amount of grant revenue, which can distort the overall picture of the budget. However, this budget itemizes operating revenue, grant revenue, and capital improvement revenues, which can be compared to total revenue, at this link [here](#). The single largest revenue for the General Fund is sales tax. In 2026, the sales tax forecast, of \$4,900,000, is budgeted to be \$4,000,000 less than the original 2025 budgeted sales tax of \$8,900,000. This is due to Colorado Springs allowing the sale of retail marijuana per the vote on November 5, 2024, and also to a statewide decrease in retail marijuana sales over the past few years.

The City will continue to maintain strict financial discipline. The City is on a December 31st fiscal year with an amended budget planned for the first quarter of 2026 to adjust the budget for current realities.

Key Updates for 2026:

- General Fund Total Unassigned Revenues: \$12,109,600
- General Fund Total Unassigned Expenditures: \$13,863,266
- Reduction of the General Fund Unassigned Fund Balance by \$2,443,700 (which includes a transfer of \$690,000 from Unassigned to a new Assigned Fund Balance for fire mitigation)
- Sales Tax: Projected decrease of \$4,000,000 from Original 2025 Budget
- Capital Improvement Fund: \$1,400,000 transferring from General Fund for street improvements, facilities, public safety, technology upgrades, trail upgrades and debt service.



Memorandum

Title: Consideration of Resolution No. 1825, A Resolution of the City of Manitou Springs, Colorado Adopting an Amended Employee Handbook

From: Kelly Padilla, Human Resources Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

December 11, 2025

Purpose:

City Council to review the amended employee handbook and approve the resolution.

Background:

We review our employee handbook annually to ensure it supports both legal compliance and our commitment our valued staff. This review guarantees adherence to all local, state, and federal employment laws. More importantly, it helps cultivate a positive and supportive work environment that enhances staff abilities and enables personnel to provide professional, ethical, and high-quality services to our community.

Pros and Cons:

Pros:

- Ensures legal compliance and reduces risk.
- Promotes clarity, consistency, and fairness for personnel.
- Reflects current company operations and culture.

Cons:

- There are no cons to ensuring the city has up-to-date policies.

Fiscal Impact:

Staff and legal council compensaton, roughly \$300.00

Workload Impact:

5 hours



Recommended Action:

Move to adopt Resolution No. 1825, a Resolution of the City of Manitou Springs, Colorado adopting an amended employee handbook.

RESOLUTION

**A RESOLUTION OF THE CITY OF MANITOU SPRINGS, COLORADO,
ADOPTING AN AMENDED EMPLOYEE HANDBOOK**

WHEREAS, the City Council desires to update the current Employee Handbook to implement changes in applicable employment laws and to modify certain employment policies.

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

SECTION 1: The Employee Handbook attached hereto as **Exhibit A**, is hereby adopted effective immediately. The Human Resources Director is directed to provide a copy to all City employees and obtain confirmation from all City employees that they have received it.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado, on this 11th day of December 2025, and January 1, 2026.

Mayor and Council:

By: _____
John Graham, Mayor

Attest:

Elena Krebs, City Clerk



CITY OF MANITOU SPRINGS

EMPLOYEE HANDBOOK – ORGANIZATIONAL POLICIES AND PROCEDURES

Revised and Adopted by the Manitou Springs City Council December 20, 2022, effective January 1, 2023.

Updates:

March 7, 2023; January 11, 2024, effective January 16, 2024; March 19, 2024, effective March 19, 2024; January 21, 2025; [March 18, 2025; December 11, 2025, effective January 1, 2026;](#)

WELCOME TO THE CITY OF MANITOU SPRINGS

Every employee is a valued part of the Manitou Springs team, and we hope you find your work both fulfilling and engaging. Your contributions are essential to the success of our City and our core mission of serving the citizens of Manitou Springs.

Manitou Springs strives to be an ***Employer of Choice***.

Culture

- Fun, Fair, Ethical
- Creative/Innovative

Meaningful Work

- Make a difference
- Clear mission/objectives
- Sufficient resources
- Recognize contributions

Open Communications

- It's safe to say what you believe
- Leadership listens as much as talks
- Conflict is the productive search for truth
- Mistakes are explored, not punished

Rewards Package

- Salary
- Benefits
- Merit Pay
- Recognition

Work/Life Quality

- Balance creates value
- Flexible scheduling
- Personalized solutions
- Leadership models it

Career Development

- Coaching & support
- Personal development plans
- Cross training
- Leaders are everywhere

We work together to achieve common goals and invite you to join us. Your success depends on understanding your role, so we've created this handbook, available electronically or in print, to answer your employment questions.

If you can't find the answers in this handbook, your immediate supervisor is your primary resource. You can also reach out to Human Resources, Department Heads, or the City Administrator for further information.

We hope you support these ideals and enjoy working for Manitou Springs.

CONTENTS

Section 1 – Introduction.....	7
1.1 Important Notice – At Will Nature of Employment	7
1.1.1 Purpose	7
1.2 Applicability	8
Section 2 – Employment Policies	9
2.1 City Administrator Responsibilities	9
2.2 Equal Employment Opportunity	9
2.3 Confidentiality Policy and Procedure	10
2.4 Ethics in Operations: Gifts	10
2.5 Harassment and Complaint Procedure	11
2.5.1 Introduction	11
2.5.2 Definition of Sexual Harassment.....	11
2.5.3 Definition of Unlawful Harassment.....	11
2.5.4 Complaint Procedures	12
2.6 Whistleblower Policy	12
2.6.1 Public Health Emergency Whistleblower Law (PHEW).....	13
2.7 Americans With Disabilities Act (ADA) and Religious Reasonable Accommodation	14
2.8 Pregnancy Accommodation	14
Section 3 – Employment practices	15
3.1 Access to Personnel Files.....	15
3.2 Applications for Employment.....	15
3.3 Attendance and Punctuality	15
3.4 Business Travel Expenses	16
3.5 City Office Closure	16
3.6 Conflict of Interest	16
3.7 Discipline.....	17
3.8 Employee Categories.....	17
3.9 Employment Reference Checks.....	18
3.10 Rules of Employee Conduct.....	18
3.11 Hiring of Relatives.....	19

3.12	Inspections and Searches.....	19
3.13	Lunch and Work Breaks.....	20
3.14	Performance Management.....	20
3.15	Personal Appearance.....	20
3.15.1	Uniform Allowance	21
3.16	Personal Data Changes	21
3.17	Phones, Computers, Internet, Email and Other Resources	21
3.17.1	Credit Cards.....	22
3.18	Political Activity	23
3.19	Problem Solving and Grievance Procedure	23
3.20	Qualified Candidates.....	24
3.21	Release of Official Public Information (Including to the Media)	24
3.22	Reporting Criminal Charges.....	24
3.23	Separation of Employment.....	25
3.23.1	Resignation.....	25
3.23.2	Job Abandonment.....	25
3.23.3	Termination	25
3.23.4	Reduction in Force.....	25
3.24	Social Media Policy.....	25
3.25	Use of City Property.....	26
3.26	Use of City Vehicles	26
	Section 4 – Leaves of Absence	27
4.1	Bereavement Leave.....	27
4.2	Domestic Abuse Leave	27
4.3	Family and Medical Leave (FMLA)	27
4.3.1	Basic Leave Entitlement	28
4.3.2	Military Family Leave Entitlement	28
4.3.3	Benefits and Protections During FMLA Leave	29
4.3.4	Employee Eligibility	29
4.3.5	Definition of Serious Health Condition	29
4.3.6	Use of Leave.....	30
4.3.7	Substitution of Paid Leave for Unpaid Leave	30

4.3.8	Employee Responsibilities	30
4.3.9	City Responsibilities	31
4.3.10	Other Provisions	31
4.3.11	Unlawful Acts by Employers.....	31
4.3.12	Enforcement	31
4.4	Jury Duty and Court Appearance	31
4.5	Military Leave	32
4.6	Non-FMLA Leave	33
4.7	Time off for Voting	34
4.8	Unauthorized Leave	35
Section 5 – Pay		36
5.1	Deductions from Pay and Safe Harbor Exempt Employees.....	36
5.1.1	Permitted Deductions.....	36
5.1.2	Improper Deductions.....	36
5.2	Mobile Devices and Remote Access.....	36
5.3	On-Call Time for Non-Exempt Employees	37
5.4	Overtime and Compensatory Time for Non-Exempt Employees.....	37
5.5	Premium Pay	38
Section 6 – Safety in the Workplace.....		39
6.1	Drugs and Alcohol in the Workplace	39
6.2	General Safety Rules	39
6.3	Tobacco-Free Workplace	40
6.4	Workers’ Compensation	41
6.5	Workplace Violence Prevention	42
Section 7 – Employee Benefits		43
7.1	Employee Benefits	43
7.1.1	Flexible Schedules	43
7.2	Administrative Vacation	43
7.3	Holidays	44
7.4	Sick Leave	45
7.5	Sick Leave Donation Policy.....	46
7.6	Healthy Families & Workplaces (HFWA) – Paid Sick Leave	47

7.6.1	Paid Leave Under the Healthy Families & Workplaces Act Beginning in 2021	47
7.6.2	Use of Leave Beginning In 2021	48
7.6.3	Paid Sick Leave During a Public Health Emergency Beginning in 2021 ..	48
7.6.4	Retaliation or Interference with HFWA Rights	49
7.7	Vacation	49
	Employee Handbook Acknowledgement	51

SECTION 1 – INTRODUCTION

1.1 Important Notice – At Will Nature of Employment

Employment at the City of Manitou Springs is voluntarily entered, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable Federal or State law.

Nothing in this employee handbook is intended to modify the City's At-Will Employment Policy as outlined in this section. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between the City and any of its employees. In addition, no City representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended, and do not create an employment contract for any specific period.

This employee handbook acknowledges the City's current policies and supersedes prior Personnel Manuals and Employee Handbooks. The City, at its sole discretion, may amend or cancel any of the policies or sections in this employee handbook at any time.

1.1.1 Purpose

This handbook is designed to acquaint you with the City and provide information about working conditions, employee benefits, and some policies affecting your employment. You must read, understand, and comply with all provisions of the handbook. No employee handbook can anticipate every circumstance or question about policy; therefore, employees are encouraged to ask questions for clarification.

The policies in this handbook are not intended to supersede City ordinances, or other applicable laws. In the case of a conflict between personnel policies and City ordinances, department policies, or laws, the matter will be reviewed by the City Administrator for clarification. For the purpose of proper administration and implementation of the handbook, the City Administrator is responsible for putting in place administrative guidelines and procedures necessary for properly carrying out their intent. Any matter not addressed in this handbook may be reviewed and administered by the City Administrator in the best interest of the City.

The policies contained in this Employee Handbook do not represent a contract, nor should they be relied upon as binding, inflexible promises made by the City. The City reserves the right to interpret

and change or rescind these policies at any time, as well as the right to determine their meaning, purpose, and effect.

The City also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance. No personal contract or agreement shall be implied by these policies or the statement of any employee of the City, unless in writing, signed by the Mayor after approval by the City Council.

1.2 Applicability

The Employee Handbook is intended to apply to all employees and appointed officials of the City. When an appointed official has entered into a written employment contract with the City, that contract shall govern over the Employee Handbook.

SECTION 2 – EMPLOYMENT POLICIES

2.1 City Administrator Responsibilities

The City Administrator is responsible for the administration of employment-related decisions including, but not limited to, the following responsibilities:

- Approving the hiring, termination, promotion, demotion, or transfer of each employee (with the exception of those positions listed below); and
- Reviewing and approving employee job descriptions periodically; and
- Propose each position of employment, the number of employees authorized for each position, and the compensation and benefits applicable to each position.
- Restructuring or modifying City Departments and employee positions, including the deletion or addition of departments or positions; provided that the City Administrator may not restructure or modify an appointed official's position.

All decisions affecting the positions of the City Administrator, City Attorney, Municipal Judge, Municipal Court Prosecuting Attorney, Police Chief, Finance Director, and City Clerk positions are made by the City Council.

2.2 Equal Employment Opportunity

The City provides equal employment opportunities to all employees and applicants for employment without regard for/to race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual preference, gender identity or expression, marital or military status, or political affiliation, marital status or any other characteristic protected by law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. The City also adheres to the "Equal Pay for Equal Work Act (the "CEPEWA"): Implemented by the State of Colorado, January 1, 2021, as amended, prohibiting wage discrimination because of sex (including gender identity) or sex in combinations with another protected status.

The City expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics listed above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources or the City Administrator. The City will not allow any form of retaliation against individuals who raise issues about equal employment opportunity. Employees who feel they have been subjected to any such retaliation should notify Human Resources or the City Administrator.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- Reprimanding the employee or giving performance evaluations that are lower than warranted.
- Transferring the employee to a less desirable position.
- Engaging in verbal or physical abuse.
- Threatening to make, or making, reports to authorities.
- Increasing scrutiny, spreading false rumors, treating family members negatively.
- Making employees’ work more difficult (example: punishing an employee for an EEOC complaint by purposefully changing their work schedule to conflict with familial responsibilities).

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure in section 2.5.

2.3 Confidentiality Policy and Procedure

Employees, volunteers, and Council members of the City of Manitou Springs are committed to ethical and legal practices to protect the privacy of customers, citizens, contractors, employees, family members, and businesses while providing any service or employment activity. Confidential communications relating to private matters may include conversations, reports, forms, correspondence, and any computer-generated communications. Access to confidential records shall be limited to an “as needed/need to know” basis and will not be provided without authorization from the City Administrator, Human Resources, and/or the City Attorney. For purposes of this policy, confidential records shall mean records that by their nature contain information that is not subject to public release under Colorado Open Records, Act, C.R.S. § 24-7-200.1, *et seq.* If a person has any question regarding whether a particular record is confidential, they should not release the record until consulting with their supervisor. Public access to such material shall be governed by the Colorado Open Records Act, C.R.S. §24-7-200.1, *et seq.*, and other laws as applicable.

2.4 Ethics in Operations: Gifts

The City of Manitou Springs adheres to Amendment 41, the Colorado Constitution (Article XXIX of the Colorado Constitution) entitled Ethics in Government, which restricts the ability of government officials and employees to accept gifts. Also known as the “Gift Ban,” the regulation applies to local municipalities with some exceptions, and prohibits City employees from soliciting, accepting, or receiving any gift or thing of value more than \$65.00 (which amount is adjusted for inflation over time). The ban prohibits the employee from soliciting the gift, receiving the gift and it prohibits an indirect receipt of the gift; defined to be a gift accepted or received by an employee’s spouse or dependent child. City personnel must abide by the “Gift” regulations at all times; failure to do so is an ethics violation.

2.5 Harassment and Complaint Procedure

2.5.1 Introduction

The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. To that end, harassment of City's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, will not be tolerated. The City will take all steps necessary to prevent and eliminate unlawful harassment through disciplinary processes.

2.5.2 Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both State and Federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, communicate in any form, including electronically.
- Physical conduct that includes touching, assaulting, impeding, or blocking movements.

2.5.3 Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Harassment is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable person of the same protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts

based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by State or Federal law.

2.5.4 Complaint Procedures

Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace must report it immediately to Human Resources and/or management. Employees can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment or unlawful harassment will be investigated. To the extent reasonably practical, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unreasonable disclosure.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise Human Resources, the City Administrator, or any member of management, so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or unlawful harassment will be subject to disciplinary action, up to and including termination of employment. If the harassment involves the City Administrator, an employee may report the harassment to the Mayor or City Attorney in addition to Human Resources. Complaints involving the City Clerk, Finance Director, or Chief of Police may be reported to the City Administrator, City Attorney, or Mayor. Complaints involving the Human Resource Director may be reported to the Deputy City Administrator or City Administrator. Complaints involving members of City Council may be reported to the City Attorney.

2.6 Whistleblower Policy

A whistleblower as defined by this policy is a City employee who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of Federal, State, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting; including fraud, safety infractions, harassment covering the seven (7) EEOC qualifying categories, or anything unsafe or illegal.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee shall contact the City Administrator or Human Resources (or the Mayor or City Attorney if the activity involves the City Administrator). The employee must exercise sound judgment to avoid baseless allegations. An employee who recklessly or intentionally files a false report of wrongdoing will have violated this policy.

Whistleblower protections are provided in two key areas – confidentiality, and against retaliation. Insofar as reasonably practical, the confidentiality of the whistleblower will be maintained. However, identity may need to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their legal right of defense. The City will not retaliate against

whistleblowers. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact Human Resources immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of fraudulent, dishonest, or illegal activities will be promptly submitted to Human Resources, which will be responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the City Administrator or Human Resources.

2.6.1 Public Health Emergency Whistleblower Law (PHEW)

The City of Manitou Springs cares about its employees. The City is committed to compliance with current state and federal laws, including the Public Health Emergency Whistleblower Law (PHEW).

The definition of covered workers includes public and private sector employees and independent contractors if the business contracts with five or more total independent contractors in the state annually.

- PHEW protects workers who, in good faith, raise concerns about workplace violations of government health or safety rules or about an otherwise significant workplace threat to health or safety related to a public health emergency.
- If the worker's complaint is found to be incorrect, the City need not act on it and cannot retaliate against the worker as long as the complaint was reasonable and made in good faith.
- PHEW prohibits taking adverse action or retaliating against workers who choose to wear their own personal protective equipment (PPE) to work such as a mask, faceguard, or gloves if the PPE:
 - Provides a higher level of protection than the equipment provided by the employer.
 - Is recommended by a Federal, State, or local public health agency with jurisdiction over the workplace; and
 - Does not render the worker incapable of performing their job or any job duties.

Finally, PHEW protects workers who oppose any practice they reasonably believe to be unlawful or for making a charge, testifying, assisting, or participating in an investigation, proceeding, or hearing on the alleged unlawful practice. This protection is lost to workers who disclose information they either know to be false or act with reckless disregard for the truth or falsity of the information.

Workers must send a written demand of their complaint and give the City 14 business days to respond. The City will receive and investigate each safety concern and address as appropriate.

2.7 Americans With Disabilities Act (ADA) and Religious Reasonable Accommodation

The City will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a sincerely held religious belief, unless doing so would result in undue hardship or direct threat to the City.

Employees who may require reasonable accommodation should contact Human Resources.

2.8 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, the physical recovery from childbirth, or breastfeeding accommodations.

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the City will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of the employee's position. A reasonable accommodation will be provided unless it imposes an undue hardship on the City's business operations.

The City may require that an employee provide a note from the employee's health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

The City will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

SECTION 3 – EMPLOYMENT PRACTICES

3.1 Access to Personnel Files

Human Resources maintains a personnel file on each employee which includes such information as the employee's job application, resume, and other employment records. Personnel files are the property of the City. All personnel records are maintained in compliance with applicable laws. No documents or employment information shall be released from a personnel record without a written request from the employee designating the documents and/or information to be released and the person or entity to which the release is to be made, and indemnifying and holding harmless the City from liability, claims, and demands resulting from such release, except as required by the Colorado Open Records Act, C.R.S. § 24- 72-200.1, *et seq.*

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may review their own personnel files in the presence of the Human Resources representative or their designee.

3.2 Applications for Employment

All persons wishing to apply for City employment, including internal and external applicants, must complete a City job application. The City will announce, post, or otherwise make known each "job opportunity," as that term is defined in the CEPEWA, to all employees on the same day and prior to the date on which the City fills the position.

Applicants determined to be qualified based on the application information provided may be interviewed and tested as appropriate. All candidates are subject to a "post-offer," "pre-hire" background check, motor vehicle check where required, drug screening if the position is safety-sensitive, and any other necessary testing based upon position. Fire and Police department applicants must also submit to an oral board examination and physical examination. Fire and Police department applicants must submit to a polygraph examination and psychological testing. Applicant requirements specific to Fire and Police are processed with the departments respectively, and the general application processes are completed through Human Resources.

3.3 Attendance and Punctuality

To maintain a safe and productive work environment, the City expects all employees to be punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on the City. When an employee cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Unless addressed otherwise in department policies, Fire and Police employees must give at least four hours' notice before taking time off for any reason.

3.4 Business Travel Expenses

The City will reimburse all reasonable and necessary expenditures paid by an employee for authorized training or business travel, subject to proper documentation and adherence to the City's Business Travel Policy. Department Heads are responsible for approving all travel and travel-related expenditures related to their department, subject to available funding in the budget. All travel must be pre-approved in writing, using the appropriate Standard Operating Procedure (SOP) in place.

3.5 City Office Closure

Inclement weather and other natural or man-made circumstances may cause the City Administrator to close or delay opening City offices. Full-Time employees who are sent home or told not to report for work will be compensated and will not be charged accrued leave for the time off.

When City offices are to be closed prior to the start of a workday, the City Administrator or designee will notify Department Managers as early as possible, and a message will be posted for employees and customers via whatever means management deems most effective. The City Administrator may require personnel to work remotely during an office closure.

Employees who are already on leave status or have previously applied for leave during an Office Closure shall remain in their original leave status.

3.6 Conflict of Interest

City employees shall not place their personal or business interests above the best interests of the City's constituents. Accordingly, in addition to any other prohibitions established by charter, ordinance or other applicable law, employees of the City shall not:

- Engage in a financial transaction for private business purposes with another employee whom they supervise.
- Take any official action that directly and substantially affects their economic benefit, a business or other undertaking in which they have a substantial financial interest.
- Disclose or use confidential information acquired in the course of their official duties to further personal interests (financial or otherwise). Gaining personal information about anyone for release or for non-City purposes is not permitted other than to another law enforcement agency upon official request.
- Solicit or accept a gift that might improperly influence an employee in the discharge of the employee's responsibilities, or which could be construed as a reward for action taken in the course of official duties; or,
- Fail to comply with Colorado law limiting the dollar amount of gifts that a public employee may receive each year.

City employees may hold second jobs so long as such work does not create a conflict of interest and does not interfere with or reduce the employee's effectiveness in performing the employee's job duties for the City. City employees shall give priority to their employment with the City.

Police Officers cannot serve as a Reserve Officer for any other Law Enforcement Agency.

The requirements of this section are in addition to applicable conflict of interest requirements of Federal law, State law or City ordinances.

3.7 Discipline

It is the responsibility of all employees to observe all written regulations, policies, and procedures of the City, as well as verbal instructions given by a supervisor or management to ensure the efficient, effective, and safe operation of the City. Occasionally, performance or other behavior falls short of City standards and/or expectations. When this occurs, the City reserves the right to impose discipline, up to and including termination of employment, with or without prior notice. Violations of any provision of this Employee Handbook shall subject the violator to disciplinary action, up to and including termination of employment.

Whether or not an employee's performance, conduct or behavior warrants disciplinary action, and the type of disciplinary action warranted is within the sole judgment and discretion of the employee's supervisor provided that any discipline resulting in the loss of benefits, or a demotion must be approved by Human Resources and the City Administrator. The City does not intend by this Handbook to create any expectation that any employee will be assured of any form of disciplinary action, such as warning or notice, or progressive discipline, prior to termination. Rather, discipline shall in all cases be imposed at the City's discretion, in consideration of factors the City deems relevant.

There is no express or implied right to receive corrective action or counseling prior to or in conjunction with a disciplinary action. Action taken by the City in one case does not establish a precedent with respect to any other case.

3.8 Employee Categories

For administrative purposes, the City classifies employees into the following employee categories.

Full-time regular employee means an employee hired to work at least 30 hours per week on a regular basis. Full-time regular employees are eligible for leave accrual and insurance benefits as provided in this Handbook.

Part-time regular employee means an employee hired to work fewer than 30 hours per week on a regular basis. Part-time employees are not eligible to accrue vacation leave or other company benefits; however, effective January 01, 2021, all personnel are eligible to accrue sick leave according to the Healthy Families Workplace Act, see section 7.6 for complete regulation and procedure.

Temporary, Per-Diem, or Seasonal employee means an employee engaged in work with the understanding that there are no guaranteed hours, and the employment may be terminated at the completion of a specific project or at a specified time. Temporary, Per-Diem, or Seasonal are not eligible for accrued vacation leave or insurance benefits. Employees may accrue sick leave according

to the Healthy Families Workplace Act, see section 7.6 for complete regulation and procedures. Seasonal employees are not eligible for unemployment benefits.

Additionally, all City employees are classified as either exempt from overtime pay or non-exempt from overtime pay under the Fair Labor Standards Act (FLSA). The terminology is complex and is centered on job responsibilities performed by the employee. Exempt or non-exempt status is determined by the actual job duties, not the job title. Human Resources determines the classification of employees.

3.9 Employment Reference Checks

Unless required by a valid court order or the law, the City will only furnish the following information about past or present City employees:

- Dates of employment.
- Current job title or job title at date of separation from employment.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless the release of such data is authorized or required by the Colorado Open Records Act, or other applicable law. All requests for information regarding past or present City employees shall be directed to Human Resources. Any requests made under the Colorado Open Records Act shall be directed to the City Clerk.

3.10 Rules of Employee Conduct

The City expects employees to act in the best interests of the organization and the members of the public served by the City. Employees shall act in a professional manner while performing all job duties. It is the responsibility of each employee to observe City policies, operating procedures, and management directives. Employees are always expected to conduct themselves with high ethical standards and to be respectful towards co-workers and members of the public. Code of Conduct violations include, but are not limited to:

- Abuse of paid leaves (sick, vacation, personal, etc.).
- Failure to demonstrate respect in the workplace.
- Abuse or misuse of company property and/or equipment.
- Discrimination, bullying, harassment, violence, or aggression of any kind.
- Creating a hostile work environment.
- Fraudulent, illegal, or unethical activities, including falsification of time.
- Bribery and/or corruption.
- Conflict of interest – personnel must avoid any personal financial or other interests that might hinder the ability or willingness to perform job duties.
- Intentionally disrupting the workplace or presenting obstacles to colleagues' abilities to work.
- Abuse of employee benefits.
- Failure to adhere to policies and procedures as designed by the City.
- Unprofessional actions or behaviors.

- An intentional or malicious behavior, including gossip and rumors.
- Retaliation against other personnel, citizens, or customers.
- Failure to promote diversity, equality, and inclusion.

3.11 Hiring of Relatives

For purposes of this policy, “immediate family” means a spouse, civil union or live-in domestic partner and any individuals related by adoption or marriage, including, without limitation, father, mother, son, daughter, brother, sister, in-laws, grandchildren, grandparents, stepparents, stepchildren, stepbrothers, and stepsisters. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Immediate family and individuals involved in a dating relationship may not occupy positions where one would directly or indirectly exercise supervisory, appointment, dismissal, or disciplinary authority over the other; or where one would audit, receive, or be entrusted with moneys received or handled by the other in the course of employment, or where one has access to the City’s confidential information of the other, including personnel records. The City reserves the right to take prompt action if an actual conflict of interest arises involving immediate family members or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

When employees of the City become immediate family members or establish a dating relationship and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position for which that individual is qualified and is the best candidate as determined by the City in its sole discretion, is available, or resign. If neither affected employee voluntarily transfers or resigns, the City Administrator shall terminate or transfer one of the employees, at the City Administrator’s discretion.

3.12 Inspections and Searches

The City reserves the right to conduct an inspection and/or search employee work areas to help maintain a safe, healthy, and efficient working environment, and to protect City property, equipment, operations, as well as its employees, customers, and citizens if the facts/circumstances justify such search.

With respect to all City-owned property, such as computers, desks, offices, file cabinets, etc., employees have no privacy interest and the City reserves the right to search such property if in the City’s sole discretion, a search is deemed to be appropriate under the circumstances. For non-City owned property that is in a City facility or vehicle, the City must weigh respect for individual privacy against the need for maintaining and protecting the appropriate work environment. If the employee has personal items which the employee would not like subjected to search or inspection, these items should not be brought onto City premises. Any such search must be authorized by the City Administrator and Human Resources.

Searches may be conducted under the most reasonable circumstances applicable to the facts of the situation. The City will consider such issues as the availability of the employee, the consent of the employee's manager, and the likelihood of finding materials or information that is deemed relevant to the situation, provided that the City's decision to search and the manner in which a search is conducted are up to the City's sole discretion.

Refusing to cooperate with or submit to an inspection or search shall be in violation of this policy.

3.13 Lunch and Work Breaks

Scheduling and length of lunch and work breaks are determined by each department's business needs and constraints. Generally, meal periods are 30-60 minutes in length and breaks are 10-15 minutes in length and breaks should occur twice during an 8-hour shift, with additional breaks added for longer work period greater than 9-hours; or reducing the number of break periods when shifts are less than 5-hours. While meal periods are unpaid time for non-exempt employees, break periods are included in paid work time. An employee may not work through the employee's lunch break without obtaining prior approval from their supervisor as it may result in overtime. Additionally, employees may not skip their lunch breaks to leave early or arrive late unless they have prior written approval from their supervisor, which shall only occur on rare occasions for special circumstances. All non-exempt personnel must take breaks and lunches away from their worksite/desk, unless authorization is received, and only in special circumstances as deemed appropriate by supervisor/manager. If breaks must be taken at the employee's desk, or work area, personnel must clearly define they are on break and not engage in any work during the break.

3.14 Performance Management

The City encourages supervisors and employees to discuss employee performance in a timely and ongoing manner. Supervisors and employees may discuss ongoing performance regularly and/or conduct special performance evaluations if consistent issues are noted. Performance Improvement Plans (PIP) may be utilized in place of special evaluations. All personnel are provided with an annual review conducted by their direct supervisor.

3.15 Personal Appearance

Employees are expected to report to work in appropriate business attire that reflects their position and required day-to-day work area demands. Managers have the discretion to allow employees to deviate from regular business attire on a temporary basis, when necessary.

City employees are expected to meet hygiene requirements during all work hours: i.e., bathing and washing hair regularly, oral hygiene, use of products to minimize body odors, no heavily scented perfumes, colognes, or lotions. Clothing must be clean and worn to not interfere with safe operation of equipment.

Each City Department may have specific appearance requirements. Employees should discuss these requirements with their supervisor or Human Resources.

Failure to adhere to the personal appearance guidelines is a violation of this policy.

3.15.1 Uniform Allowance

The City will provide uniforms or articles of work clothing for personnel according to individual department Standard Operating Procedures (SOP).

Personnel separated from employment for any reason must return all City property, including uniforms, badges, keys, and electronic equipment. Failure to return City property may result in charges for replacement costs, and all payments are due according to the city's general accounting procedures. Failure to pay for retained City property may result in collection actions.

3.16 Personal Data Changes

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data, including but not limited to address changes, telephone number changes, dependents, and emergency contacts. Personal data changes must be made using the City's employee forms site: cityofmanitouspringshrintra.app.transform.civicplus.com. Employees are responsible for making changes to personal information within 30 days of the event/change.

3.17 Phones, Computers, Internet, Email and Other Resources

The City provides a range of communication tools and resources to employees for use in conducting day- to-day business activities. Whether it is a telephone, cell phone, voicemail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business- related matters during working hours. All communication using these tools should be handled in a professional and respectful manner. All City business must be conducted using a City provided communication tool, the City will not reimburse for conducting City business on personal devices.

Employees should not have any expectation of privacy in their use of company computer, phone, cell phone or other communication tools. All communications made using company-provided equipment or services, including email and internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the City's systems.

Employee use of company-provided communication systems, including personal e-mail and internet use, which is not job-related has the potential to drain, rather than enhance productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the City's systems as well as the reputation and/or competitiveness of the City. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It is also against City policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on City computers.

Because e-mail, telephone, voicemail, and internet communication equipment are provided for City business purposes, your communications may be accessed without further notice by the Information Technology Department administrators and City management to ensure compliance with this guideline.

Internal and external e-mails and communications via City-owned cell phones are not private and are considered business records. As such, they may be subject to Federal and State recordkeeping requirements as well as to discovery in the event of litigation and potential disclosure pursuant to the Colorado Open Records Act. Be aware of this possibility when sending e-mails within and outside the City and regarding cell phone bills, text messages, photographs, call logs, and other communications. Please be aware that communications involving City business may still be subject to disclosure even when on personal devices.

All use of company-provided communications systems, including e-mail and internet use, should conform to all City guidelines/policies, including but not limited to the Equal Opportunity, Harassment and Conflicts of Interest policies. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments using City communication devices.

Office telephones are for business purposes. While the City recognizes that some personal calls are necessary, these should be kept brief and kept to a minimum. Personal use of the City's cell phones is strictly prohibited.

Unless otherwise authorized, employees may only use personal cell phones while at work for an emergency or when on a break and when the use does not interfere with other employees.

Employees are prohibited from using handheld cell phones or other handheld devices while driving a motor vehicle or operating motorized equipment. The employee should safely pull off the road and come to a complete stop before texting, dialing, or talking on the cell phone or another handheld device. Employees may utilize a hands-free device to use a cell phone so long as such use does not interfere with the safe operation of a motor vehicle or motorized equipment. Employees must not use cell phones if such conduct is prohibited by any law, regulation, or other policy.

Upon separation of employment, either voluntary or involuntary, all City issued communications systems and devices must be returned to the City for proper security controls. Failure to return City property may result in billing, collections, and/or submission of a police report for theft.

3.17.1 Credit Cards

City issued credit cards are to be used for purchases on behalf of the City of Manitou Springs business activities only. At no time may an employee use a City credit card for purchases intended for personal use. Personnel using City credit cards inappropriately may face disciplinary action, including revocation of credit card privileges.

In compliance with IRS regulations, all business expenses are to be supported with adequate records; employees are responsible for maintaining records and must include:

- The amount of the expenditure
- The time and place of expenditure
- The business purpose for the expenditure

Credit cards are issued by the finance department, based upon position and authorization from the City Administrator or designee.

3.18 Political Activity

City employees may participate in political or partisan activities of their choosing if City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

Employees may not campaign on City time, City property, or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing the employee's regular duties, may not wear or display any button, badge, apparel, (including hats, masks, etc.) or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a political cause.

Except as noted in this policy, City employees are otherwise free to fully exercise their Constitutional First Amendment rights.

Any City employee who has filed an acceptance of a petition for nomination as a candidate of an elected office of the City shall immediately resign from City employment by submitting a written resignation to Human Resources. This section does not include Fire Department personnel seeking an office with the Manitou Springs Volunteer Fire Department.

3.19 Problem Solving and Grievance Procedure

Employees that have a complaint or concern shall use the following procedure. If you have a problem, it should be discussed immediately with your supervisor.

- Attempt to resolve the issue through informal discussion with the immediate supervisor.
- If a resolution is not reached with your supervisor or it is inappropriate to go to your supervisor, discuss the situation with the Department Head.
- If the situation is not resolved, or you do not feel comfortable, communicate the problem directly to Human Resources.

- If successful resolution is not found through the chain of command and Human Resources, the employee may submit a written statement of the grievance to the Deputy City Administrator and may request a meeting with the Deputy City Administrator. The written statement should include the basis for the grievance, specific policies, rules, or regulations that were violated, and the remedy or goal being sought by the grievance. The City Administrator makes the final determination.

Employees must use the Complaint Procedure in this Handbook for complaints related to Equal Employment Opportunity, including unlawful employee harassment or discrimination. Employees reporting illegal or dishonest activities should use the Whistleblower policy (Section 2.6).

All complaints should be submitted orally or in writing according to this noted procedure, within three working days of the incident, or as soon as possible. A response to the complaint should be provided as soon as reasonably possible given the nature of the complaint.

3.20 Qualified Candidates

Department Directors, managers and supervisors will select candidates for interviews and notify Human Resources of the candidate selected to fill a vacancy. All candidates will receive a “contingent” offer letter, and employment will not begin until all pre-employment testing, including but not limited to, a driving record check, criminal history check, and drug screen (when applicable for safety sensitive positions), is completed. Waivers of hiring processes may only be approved in advance by the City Administrator.

The hiring of the City Administrator, City Attorney, Municipal Court Prosecuting Attorney, Police Chief, Finance Director, Municipal Judge and City Clerk positions is done by the City Council.

3.21 Release of Official Public Information (Including to the Media)

All City Employees must abide by the City’s Media Relations Policy, as approved by City Council via **Resolution 0621**, as it may be amended from time to time.

3.22 Reporting Criminal Charges

An employee must notify Human Resources if the employee has been arrested or convicted of any criminal charges no later than five (5) working days after such arrest or conviction occurs, whether resulting from on- or off-duty conduct and whether or not it occurs within City limits. This requirement shall not apply to traffic offenses, however, employees required to drive as part of their work duties must report any tickets or violations that involve charges related to illegal substances or alcohol, or bodily injury to a third-party within five (5) working days after such arrest or conviction occurs.

3.23 Separation of Employment

3.23.1 Resignation

Resignation is a voluntary act of separation from employment initiated by the employee. Employees are asked to notify the City as soon as possible of the intended separation. Notice generally allows enough time to transfer work, cover shifts, and return property.

After twenty (20) years of continuous service with the City, an employee who resigns will be classified as retiring from the City. An employee who the City classifies as retiring will be eligible to receive an extra month of additional pay upon separation. This pay will be in addition to receiving pay-out of any accrued vacation.

3.23.2 Job Abandonment

An employee who, without authorization, fails to report for work for three (3) consecutive days, shall be considered to have resigned voluntarily as of the end of the third consecutive day.

3.23.3 Termination

Termination is an involuntary act of separation from employment initiated by the City.

3.23.4 Reduction in Force

When warranted by changes in City operations or by fiscal circumstances, the City may impose a reduction in force. Human Resources will notify the affected employee or employees, when possible, at least two(2) weeks in advance of such reductions.

3.24 Social Media Policy

The City expects all employees to use its social media website and blog in a manner consistent with the City's Communication Plan. *Social media* means, but is not limited to, web sites that focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas, including, but not limited to, social networks (such as Facebook, LinkedIn and Nextdoor.com), instant messaging (including SMS), blogs, wikis and online collaboration (such as SoundCloud), microblogging (such as Twitter), status updates, online forums and discussion boards or groups (such as Google Groups and Whirlpool), web site link sharing, video conferencing, virtual worlds, location-based services, VOD and podcasting, geo-spatial tagging (such as Foursquare and Facebook Check In), and photo and video sharing (such as Flickr, Instagram, and YouTube).

Only designated employees are permitted to post to a City social media web site or blog. Detailed guidelines for use of City social media websites and blogs may be requested from Human Resources or your supervisor.

Employees may not speak as a representative of the City of Manitou Springs using personal social media. Employees may not disclose any sensitive, proprietary, or confidential information about the City on any personal social media site, and may not use the City of Manitou Springs logo, trademark, or branding. While employees may respectfully disagree with City actions, policies, or management decisions, they shall not post material that is obscene, defamatory, discriminatory, harassing, libelous, or threatening about the City, its employees, or officials.

3.25 Use of City Property

City property is to be used only for official City business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, and directives. No employee shall remove City property from City premises or City work sites without proper authorization.

3.26 Use of City Vehicles

City vehicles may be used only for the purposes of performing City work. Only authorized, qualified, and licensed City employees, or authorized maintenance providers driving vehicles to and from service locations and for testing, may operate City vehicles. Vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of the City vehicle. The City reserves the right to review an employee's driving record at any time. Personnel using City vehicles, or driving personal vehicles for business purposes, are not permitted to use any electronic device, such as phones, computers, etc., while driving. If communication requires immediate response or action, the driver must pull over to a safe location to conduct business.

Authorized employees may drive City vehicles to and from their homes and work, if they are designated by their manager as being on call, provided that such employees are prohibited from using the City vehicle for any personal use. It is the responsibility of the employee to track and report mileage. The value of such mileage is reported to the Internal Revenue Service as additional income to the employee. Police Officers who drive City vehicles to and from home and work are not required to record the mileage. At no time should an employee's family members or any person unrelated to business with Manitou be in the vehicle.

City employees are required to immediately notify Human Resources and their Manager of any charges regarding suspension, revocation, DUI, denial, or loss of a Colorado Driver's License.

Should a City vehicle not be available for business use, the City will reimburse mileage at the IRS published rate for occasional use of an employee's vehicle when it is pre-authorized.

SECTION 4 – LEAVES OF ABSENCE

4.1 Bereavement Leave

The City of Manitou Springs provides forty (40) hours of paid bereavement leave for all full-time personnel scheduled 40 hours per week, including Police. Full-time personnel scheduled 30 to 39 hours per week, including Police, are paid 30 hours of paid bereavement leave. Part time personnel scheduled for 20 to 29 hours per week, including Police, are paid 20 hours of bereavement leave.

Fire department personnel scheduled full-time, 56 hours per week, will receive 56 hours of bereavement leave. Regularly scheduled Part-time personnel will receive 30 hours of bereavement leave. Per-diem, (as-needed) and volunteers are not paid bereavement leave.

Bereavement leave is paid for all immediate family member (see definition of “immediate family” in Section 3.11 above).

Employees may request additional time based upon personal circumstances and are required to use accrued leaves for additional days needed. The City may request documentation relating to the event at its discretion.

Alternatively, as permitted in Section 7.4, an employee may use accrued paid sick leave when grieving, attending a funeral or memorial service, or handling the financial and legal matters arising from the death of a family member.

4.2 Domestic Abuse Leave

In compliance with the Employment Rights for Victims of Domestic or Sexual Violence Act of Colorado, the City permits an employee of twelve months or more, who is a victim of domestic abuse, sexual assault, stalking, or other domestic violence related crimes to take up to five (5) days of leave to seek a restraining order; obtain medical care or counseling; locate safe housing or make the home secure; or seek legal assistance and prepare for or attend court-related proceedings. Personnel are required to utilize accrued leave, which shall run concurrently with the unpaid FMLA leave as set forth below in section 4.3.7. Upon exhaustion of accrued leave, the remainder of the FMLA leave period shall be unpaid. Extended leave beyond the FMLA leave period may be granted at the discretion of the City Administrator. Alternatively, as permitted in Section 7.4, an employee may use accrued paid sick leave for absences related to specified incidences of domestic abuse, sexual assault, or harassment.

4.3 Family and Medical Leave (FMLA)

The City complies with the Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options for leave.

The City provides eligible employees with up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. Personnel will be required to use all available accrued sick, vacation and personal leave concurrently with available unpaid FMLA leave as set forth below in Section 4.3.7. The 12-month period is a rolling period measured forward from the first date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

4.3.1 Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work. Under the FMLA, "spouse" means a husband or wife, including those in same-sex marriages, "son or daughter" means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability, and "parent" means biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a minor.

4.3.2 Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the service member's duties and for

which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

4.3.3 Benefits and Protections During FMLA Leave

During FMLA leave, the City will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the City's employees. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The City of Manitou Springs does not participate in the Family and Medical Leave Insurance (FAMLI) Act program.

4.3.4 Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for the City for at least 12 months and, (2) have worked for the City for at least 1,250 hours in the previous 12 months.

4.3.5 Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than ten consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

4.3.6 Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

4.3.7 Substitution of Paid Leave for Unpaid Leave

The City requires employees to use accrued vacation, sick and compensatory time during FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military.

In addition, the employee must use any accrued vacation, sick, and compensatory time during FMLA leave taken for pregnancy, childbirth, to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation.

4.3.8 Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. The City may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide enough information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Enough information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. The City may also require a second, and if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

4.3.9 City Responsibilities

The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the Company will notify the employee.

4.3.10 Other Provisions

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of exempt employees without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

4.3.11 Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

4.3.12 Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

4.4 Jury Duty and Court Appearance

The City encourages employees to fulfill their civil responsibilities by serving when required. Employees must immediately notify their supervisor when they receive a notice to appear in court as a witness or for jury duty. Employees must provide their supervisor with a date and time stamped Court release upon their return to work.

Employees who are required to serve as a juror in a Federal, State, County or Municipal Court shall be granted Jury Duty Leave with pay on the condition that any compensation received for such services during working days shall be turned over to the City, except for verified parking expenses and mileage allowance.

Employees who are required to appear as witnesses in cases that relate directly to their City duties shall be granted leave with pay on the condition that any compensation received for such services

during working days shall be turned over to the City, except for verified parking expenses and mileage allowance.

Employees will not receive overtime while on Jury Duty Leave.

4.5 Military Leave

~~Full-time employees who are members of the National Guard or reserve forces are entitled to military leave without loss of pay, benefits, or status for no more than fifteen (15) working days each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of their service and shall be reinstated to full employment rights upon separation from military service as required by law, provided they report to the City for work within ninety (90) days from such separation.~~

~~Employees on military leave are paid the difference between their regular straight time pay and the pay received for military service for up to fifteen (15) working days per calendar year. To receive such pay, an employee must provide a military pay statement verifying the amount received by him or her for military service. Accrued vacation may be used for any unpaid portion of an employee's military leave.~~

~~When circumstances permit, employees taking military leave shall submit a written request for leave at least thirty (30) days in advance of the time they are scheduled for active duty or training.~~

~~Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.~~

~~Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable State laws.~~

~~Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.~~

~~Contact Human Resources for more information or questions about military leave~~Full-time employees who are members of the National Guard or any other component of the military forces of the state organized or constituted under state or federal law or who is a member of the reserve forces of the United States, organized or constituted under federal law, are entitled to a leave of absence without loss of pay, benefits or status for the equivalent of three (3) weeks of work on the employee's regular work schedule during each calendar year while they are engaged in training

or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of his or her service and shall be reinstated ~~to full employment rights~~ upon separation from military service as required by law, provided he or she reports to the City for work as required by law. ~~within ninety (90) days from such separation.~~ Accrued leave may be used for any unpaid portion of an employee's military leave, at the employee's option.

When circumstances permit, employees taking military leave shall submit a written request for leave in advance of the time they are scheduled for active duty or training (preferably at least 30 days).

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift that occurs within eight (8) hours after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable State laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact Human Resources for more information or questions about military leave.

4.6 Non-FMLA Leave

Employees may be granted a Non-FMLA Leave if they do not currently meet the FMLA "Eligibility Requirements." Non-FMLA Leave may not exceed 12 weeks during a 12-month period, except potentially for a workers' compensation claim or as a reasonable accommodation for an employee with a qualified disability under the parameters of the Americans with Disabilities Act (ADA) and its amendments. Potential accommodations will be determined in an interactive process between the employee and the organization.

Non-FMLA Leave is available to eligible employees for the following reasons:

- To care for the employee's spouse, domestic partner, son or daughter, (biological and/or via marriage/stepchild(ren), or parent, who has a serious health condition (as defined under FMLA regulations).
- A serious health condition (as defined under FMLA regulations) that makes the employee unable to perform the employee's job, including the employee's medical incapacity due to pregnancy, prenatal medical care, or childbirth.

For non-FMLA leave to be granted, the following conditions must be met:

- The employee must notify the employee's supervisor and Human Resources as soon as possible of the need for leave; and
- The employee applies for a Non-FMLA Leave, including providing a Certification of Health Care Provider form to Human Resources.

Because of the nature of our business, it is not always practical to hold a position open during a leave not covered by FMLA. In the event an employee's job is filled during a Non-FMLA Leave, an employee may be considered along with other candidates for any vacant position for which the employee is qualified.

An employee who has been on leave for their own medical condition, whether work related or not work related, and is able to return to work, must present a doctor's statement indicating the employee's fitness for duty and the date when the employee is able to return to work.

Regarding substitution of paid leave for unpaid leave under an approved leave of absence, employees must exhaust any applicable accrued sick leave, vacation, and/or compensatory time. When all applicable paid leave is exhausted, any remaining leave time would be unpaid.

During paid leave, the City's contribution and appropriate benefit deductions will continue. The following benefits will not continue during unpaid leave: vacation and sick leave accruals, holiday pay, bereavement leave, City closure, and jury duty.

An employee on unpaid leave who does not receive a paycheck during periods of Non-FMLA Leave can be retained on all enrolled City benefit plans as long as the employee makes arrangements with Human Resources, in advance, to pay the employee's portion of the benefit premiums before the end of each applicable month.

In the event that an employee fails to return from leave, the employee may be liable for the premiums paid by the employer to maintain insurance coverage unless: the failure to return occurs from circumstances beyond the control of the employee.

If an employee subsequently meets the FMLA "Eligibility Requirements" while on Non-FMLA Leave, the employee's leave will be characterized as FMLA from the date of eligibility forward and Non-FMLA Leave will end.

4.7 Time off for Voting

Voting is an important responsibility we all assume as citizens. We encourage all employees to exercise their voting rights in all municipal, State and Federal elections.

Under most circumstances, it is possible for the employee to vote either before or after work. If an employee does not have three or more non-scheduled work hours between 7:00 a.m. and 7:00 p.m. in which to vote, the employee may be granted up to two hours off with pay during the workday

to do so. The employee must arrange for the time off with their supervisor at least a day in advance of the election.

4.8 Unauthorized Leave

An impermissible unauthorized absence is when an employee is absent from work without permission or notifying their supervisor using the proper call-in procedure. Call-in procedures are specified by each department, based upon the specific needs within the division of work.

SECTION 5 – PAY

5.1 Deductions from Pay and Safe Harbor Exempt Employees

The City does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

5.1.1 Permitted Deductions

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes.
- Deductions for employee benefits when authorized by the employee.
- Absence from work for one or more full days for personal reasons other than sickness or disability.
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

5.1.2 Improper Deductions

If an employee classified as exempt believes that an improper deduction has been taken from the employees' pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated and if it is found that an improper deduction has been made, the City will reimburse the employee for the improper deduction.

5.2 Mobile Devices and Remote Access

Outside of an employee's regular work hours, there may be times at which the employee is required to use City-issued or personal mobile devices to perform work, to remotely access the City's network to perform work or to use other methods of remote access to perform work when out of the office. While the City recognizes the prevalence of mobile devices and remote access

in both an employee's personal and work life, the restrictions on the use of mobile devices and remote access for work duties addressed in this Handbook must be strictly adhered to.

All time spent by non-exempt employees using electronic communications, regardless of the type of device, for work purposes will be considered time worked, is compensable, and will count toward overtime eligibility.

Electronic communications shall not be used outside of a non-exempt employee's regularly scheduled work hours unless required and authorized in advance by the employee's Department Head or the City Administrator. Non-exempt employees shall not check, read, send, or respond to work-related e-mails or texts outside of their normal work schedule unless directed to do so by their Department Head or the City Administrator. Non-exempt employees shall not use electronic communications for work, including but not limited to e-mails, texts, and communications over social media, during unauthorized times.

Access to the City's network through mobile devices or other types of remote access is a privilege, not a right. The City reserves the right to revoke access at any time.

5.3 On-Call Time for Non-Exempt Employees

All employees of the City are subject to emergency call-out. If an employee is ordered to respond to an emergency call-out that is four (4) hours or longer, the City may provide a meal for the employee. For the employee to be reimbursed for the meal the employee must have prior approval from the City Administrator or the City Administrator's designee.

Certain employees may be assigned on-call duty requiring that they be available for call-in during a specified time period outside their normal working hours. Non-exempt employees assigned to on-call duties will be eligible for on-call pay as required by law and approved by the City Administrator. Non-exempt employees will be paid a minimum of two hours for emergency call-out **or** for actual number of hours worked. Scheduled on-call employees will not be reimbursed for meals.

Personnel scheduled for 24 hours or more of vacation in any week may not be on-call during the same week, unless circumstances designate a need, and then it must be approved through Human Resources or the City Administrator.

5.4 Overtime and Compensatory Time for Non-Exempt Employees

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments, or the City may require employees to work overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. For all departments, except Police and Fire, the employees' regularly scheduled work hours during a holiday, up to eight (8) hours, shall count as hours worked for

overtime calculation purposes regardless of whether an employee worked or not. Vacation leave time shall count as hours worked for overtime calculation purposes. Sick Leave, and other accrued time does not count as hours worked in the calculation of overtime.

For all non-exempt employees, overtime is defined as hours worked in excess of:

- Forty (40) hours in a seven (7) day week beginning at 12:01 a.m. Sunday and ending at 12:00 midnight on Saturday; or
- For Fire Department personnel, overtime shall be paid pursuant to the Fair Labor Standards Act based upon an 18-day work period; or
- For Police Department personnel, overtime shall be based upon a 14-day work period and shall be paid for hours worked in excess of 84 hours during the 14-day work period.

Compensatory time earned at 1½ times the hours worked as overtime defined above may be substituted for overtime pay at the discretion of the Department Head with authorization from Human Resources or the City Administrator. Full-time non-exempt employees may accumulate up to a maximum of 120 hours, representing not more than 80 hours of actual overtime worked. With the supervisor's approval, compensatory time can be taken in any following work period within the same calendar year. Compensatory time accrued and not used by the last pay period of the year is paid out to the employee as paid overtime, or at the time of separation, whichever comes first. Compensatory time shall not be rolled over from year to year.

All overtime must be pre-approved unless on-call emergencies require it.

5.5 Premium Pay

Non-exempt employees may be entitled to premium pay (additional pay in excess of an employee's regular rate of pay for performing the employee's regular job duties) for specific duties, such as functioning in Interim and/or Acting positions, and should check with their Department Head. Department Heads must go through Human Resources and/or the City Administrator to confirm whether certain work is subject to premium pay and the rate of such premium pay.

SECTION 6 – SAFETY IN THE WORKPLACE

6.1 Drugs and Alcohol in the Workplace

The City is a drug-free workplace as required by the Drug-Free Workplace Act. The City strictly prohibits the use or possession on City premises of alcoholic beverages of any kind and drugs other than those prescribed by a physician or obtained from a legal over-the-counter source. For purposes of this policy, marijuana is considered an illegal drug, regardless of whether it is used for medical or recreational purposes in accordance with Colorado law.

No employee is permitted to report for duty while impaired by or under the influence of alcohol or drugs. An employee who reports to work impaired or under the influence of drugs (including being impaired or under the influence due to off-duty recreational or medical use of marijuana) or alcohol shall be immediately tested and relieved of the employee's duties immediately.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If an employee becomes aware that a prescription or legal over-the-counter drug is impairing or could impair the employee's job performance, the employee shall notify both the employee's supervisor and Human Resources immediately.

As required by the Drug-Free Workplace Act, each employee engaged in the performance of any Federal grant, as a condition of employment, must:

- Abide by the terms of this policy; and
- Notify the City in writing if the employee is convicted of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. Upon notification of any such conviction, the City shall take-action in compliance with the Drug-Free Workplace Act and Regulations.

The City's detailed Drug and Alcohol Policy is available from Human Resources and/or on the Intranet.

6.2 General Safety Rules

The City is committed to a safe work environment for employees. Employees are responsible to abide by all applicable safety rules and regulations, including those in writing and verbal instructions given by their supervisor and management. The City expects employees to do their job in a manner that ensures their personal safety and that of fellow employees.

Employees should report any unsafe practices or conditions to their supervisor so corrective action can be taken. Employees are encouraged to think about how to make their workplace safer for

both themselves and their co-workers. Suggestions on improving safety in the City are welcomed and should be directed to the employee's supervisor or Human Resources.

Personnel should utilize the "Stop Work Authority" (SWA) procedure at any time a safety concern arises during any portion of work processes. The City may authorize an exemption for the Fire, Police and Aquatic departments as these departments may assess their own internal job needs and may not be required to respond to SWA initiatives.

If employees are injured on the job, no matter how minor, they must report this fact to their supervisor and Human Resources immediately, or within four (4) days of incident if non-emergent. All personnel involved in workers' compensation incidents shall be subject to immediate drug screening [when there is reasonable suspicion](#). See Workers' Compensation section for additional information.

The following lists only some of the key safety rules; the list is not intended to be exhaustive or all-inclusive. Each department may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- Proper training and caution are required by all employees operating any type of power equipment. Employees will not operate equipment or use tools for which appropriate training has not been received.
- Employees are expected to use personal protective equipment appropriate to the job, such as safety glasses, safety vests, gloves, safety shoes, and hard hats, if required or appropriate to the work performed.
- Employees may not wear loose clothing and/or jewelry while working on or near equipment and machines.
- All accidents, regardless of severity, personal or ~~vehicular~~[vehicle](#), are to be reported immediately to the employee's supervisor and Human Resources.
- Defective equipment must be reported immediately to the supervisor.
- Employees are expected to know and execute proper trenching and excavation procedures when involved in such operations.
- Employees are expected to follow proper confined space entry procedures when involved in such operations.
- Employees are expected to wear work zone protection when work is performed on a public way.
- All employees while working on any street or highway must wear safety reflective vests. There will be no exceptions. Safety vests will be CDOT compliant.

6.3 Tobacco-Free Workplace

The City is concerned about the health, safety and well-being of employees and visitors to City facilities. Therefore, all City facilities and vehicles owned by the City are declared tobacco free. The use of tobacco products by employees, including e-cigarettes, vaping and or any other tobacco products, will be limited to designated outside smoking areas and only during employee break times.

6.4 Workers' Compensation

Employees are generally covered for employment-related injury or illness by the Colorado Worker's Compensation Act. Under the Act, an employee may receive benefits for missing work as a result of an employment-related injury or illness. Delay in reporting a work-related injury or illness may result in a reduction in benefits under the Act. It is a felony in Colorado for someone to willfully make a false statement or represent material to a workers' compensation claim for the purpose of obtaining benefits, payments, compensations, or award.

In compliance with the Workers' Compensation statute, C.R.S. § 8-42-112.5: If the injury results from employee's use of alcohol or controlled substances, workers' compensation disability benefits may be reduced by one-half. This action will be determined by the workers' compensation insurance company utilized by the City

Employees who sustain work-related injuries or illnesses should inform (in writing) their supervisor and Human Resources immediately, but no later than four (4) working days following the accident, no matter how minor an on-the-job injury may appear. Employees shall cooperate in a timely manner with written reports, forms and other requests required by the supervisor, Human Resources, insurance companies, or other authorities. See Human Resources for details, including the report forms.

If medical treatment is needed, it must be provided by a City-designated provider. For life-threatening emergencies, employees will be taken to the most appropriate medical facility or emergency room as determined by the responding Emergency Medical personnel. All medical referrals after the initial treatment and all follow-up care after the initial emergency room visit shall be provided by a City-designated provider.

In the event a workers' compensation injury requires time off from work, the employee may use accrued Sick, Vacation, or Compensatory Time (in that order) to supplement workers' compensation benefits not to exceed the employee's regular pay for the applicable period. Family and Medical Leave shall run concurrently with any other accrued leave available to the employee during time off from work taken due to an injury covered by workers' compensation benefits.

If an employee is unable to perform the employees' duties for the City due to a work-related injury, the employee shall not engage in any employment outside the City, including without limitation, responding to fire/medical calls as a volunteer for the Fire Department or any other agency.

The City will attempt to reasonably accommodate an employee who is released by their physician for modified duty after a workers' compensation injury or illness. Modified duty is not guaranteed and must be approved by the City Administrator in coordination with the employee's department head and Human Resources. Personnel placed on modified duty may be provided work assignments outside of employee's regular department if duties are in line with restriction and medically advised accommodations.

6.5 Workplace Violence Prevention

The City is committed to providing a safe, violence-free workplace for our employees; therefore, personnel are not to engage in any physical confrontation with a violent or potentially violent individual behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or Human Resources. All threats will be promptly investigated by Human Resources. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, citizens, customers, contractors, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken.

SECTION 7 – EMPLOYEE BENEFITS

7.1 Employee Benefits

The City recognizes the value of benefits to employees and their families by offering a benefits program to regular full-time employees. For more information regarding benefit programs, please refer to the City's Summary Plan Descriptions (SPD), which can be obtained from Human Resources.

7.1.1 Flexible Schedules

The City of Manitou Springs offers flexible schedules based on departmental needs, including remote work opportunities for some positions. Flexible schedules must allow full operations in every department during business hours. Participation is offered at the discretion of the Department Director and in consultation with the City Administrator. Flexible schedules may be terminated as a benefit at any time.

7.2 Administrative Vacation

Key management positions in the City are expected and required to work the time necessary to meet their responsibilities. It is often necessary for employees in these positions to regularly work more than 40 hours per week. Because these positions are classified as exempt, they are not entitled to accumulate and utilize compensatory time. In lieu of compensatory time all Exempt personnel are granted 40 hours of administrative vacation annually. Personnel must be employed with the City as of January 1 each year to receive this benefit. New hires throughout the year are given Administrative vacation at the next calendar year and may take the time after completing 90 days of service. (The position of City Administrator is granted administrative vacation per employment contract.)

These Administrative Vacation days are deemed available on January 1 of each year and shall not be carried over into the next year. These employees must use this time by December 31 of each year. An employee will not be compensated for unused Administrative Vacation days when employment ends for any reason.

The City Administrator has the sole discretion to grant additional administrative vacation days to these positions upon January 1 of each year following the date of hire. Any additional administrative vacation days for the City Administrator must be approved by Council.

7.3 Holidays

The following days are declared paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

All full-time regular employees receive eight (8) hours of personal time annually. Personnel must be employed with the City as of January 1 each year to receive this benefit. New hires throughout the year are not given a personal day until the next calendar year begins.

When the holiday listed above falls on a Sunday, the following Monday shall be considered a holiday, and when the holiday listed above is on a Saturday, the preceding Friday shall be considered a holiday. Full-time civilian employees (those other than Police and Fire employees covered by Section 7 of the FLSA) who are hired to work at least forty (40) hours a week receive compensation for a holiday of eight (8) hours. Full-time employees who are hired to work between 30 and 39 hours a week shall receive pro-rated holiday compensation based upon their work schedule.

A holiday falling within an employee's pre-approved scheduled vacation will not be charged against the employee's accrued vacation time.

Police and Fire personnel do not receive compensation for non-worked holidays. Police and Fire do receive pay at time and a half for 8 hours of their shift, in addition to their regular pay, if they work on the actual holiday.

The "personal day" referred to in the list above accrues on January 1 of each year for all full-time employees, including Police personnel, on the payroll as of that date, and it must be taken in the same calendar year, or it is forfeited. An individual who commences employment with the City after January 1 is not eligible for a personal day until January 1 of the following year. For Fire personnel, a personal day shall consist of twenty-four (24) hours rather than eight (8) hours. Full-time employees who are hired to work between 30 and 39 hours a week shall receive a pro-rated personal day based upon their work schedule.

General city personnel required to work on a holiday shall receive 8 hours of holiday pay, in addition to time and one half for up to 8 hours worked on a holiday. The employee may be allowed to accrue

compensatory time in lieu of pay at the rate of one- and one-half times the regular rate of pay if approved by the employee's supervisor, Human Resources, or the City Administrator. Part-time and per-diem employees are not paid for hours not worked on a holiday; however, they will receive time and one half for hours worked, up to a maximum of 8 hours. Part-time and per-diem employees may not accrue compensatory time.

7.4 Sick Leave

Full-time employees, including police officers, hired to work at least forty (40) hours a week will accrue eight (8) hours of sick leave each month. Full-time employees hired to work between 30 and 39 hours a week will accrue sick leave at .75 of eight (8) hours or six (6) hours. Fire personnel will accrue sick leave at the rate of one hundred twenty-five (125) hours per year, with actual accrual occurring throughout the year on a pro-rated basis.

Accrued sick leave may be used for absences authorized by the Healthy Families and Workplaces Act, C.R.S. § 8-13.3-401, *et seq.* ("HFWA") as it may be amended from time-to-time, which includes without limitation, the following reasons:

- The employee has a mental or physical illness, injury or health condition that prevents work.
- The employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
- The employee needs to obtain preventative medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition.
- The employee needs to care for a family member who needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
- The employee needs to care for a family member who needs to obtain preventative medical care.
- The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to seek medical attention, mental health care or other counseling, legal or other victim services, or relocation related to or resulting from the domestic abuse, sexual assault, or harassment.
- Closure by a public official of the employee's place of business or the employee's child's school or place of care due to a public health emergency (as defined by the law), requiring the employee to care for the child.
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrences or events that result in the need to evacuate the employee's residence.

Full-time regular employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 480 hours; and for part-time and per-diem employees the maximum accrual is 48 hours. The maximum carry-over allowed for full-time Fire Department personnel is 625 hours; and for part-time and per-diem Fire Department employees, the maximum accrual and carry-over is 48 hours.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical. Personnel missing four (4) or more consecutive sick days must provide a physician's release to return to work. Personnel must provide the release to the Human Resource department, then department supervisor/manager will be notified that the employee is cleared to return to work. Notice of any restrictions will be communicated by the Human Resource department as appropriate.

If an employee is on vacation and becomes ill, sick leave may be used in lieu of vacation time; proof of illness may be required, and changes must be authorized by Human Resources or the City Administrator.

Unused sick days are forfeited when an employee's employment ends for any reason. If an employee separates from employment and is rehired by the City within six months after separation, any forfeited paid sick leave required to be provided pursuant to the HFWA will be reinstated.

7.5 Sick Leave Donation Policy

Employees may donate accumulated sick leave hours to a bank for distribution to aid another employee who has exhausted all paid leave and who is unable to work due to a serious medical condition or who needs time off to care for a family member with a serious medical condition, as defined by the Family and Medical Leave Act.

To donate, donating employees must complete the sick donation form on the employee forms site indicating the number of earned sick leave hours the employee wishes to donate to the sick leave bank. The donations must be in full hour increments. Employees wishing to donate sick leave hours to the donation bank must do so on a strictly volunteer basis. No employee may donate more than 80 hours of sick leave per calendar year and may not donate if the donation will cause the employee's accrued sick hours to be less than 240 hours at the time of the donation. Personnel retiring or resigning from the City may donate all sick hours to the bank, no matter the remaining balance as the individual will no longer have a need for the time. Personnel reaching a "use-or-lose" situation at the end of each calendar year may donate any hours that would be lost.

To receive a donation from the sick leave bank, the recipient must have exhausted all of their own sick leave, vacation, and other paid time off. The recipient must have worked a minimum of 1020 hours for the City, the recipient must be on approved leave and submit a signed request using forms available from Human Resources. A physician's statement indicating the expected duration of the illness or injury is required.

All hours must be taken as time off. No cash payments for donated sick leave will be made to a recipient employee. If a recipient employee separates from employment after receiving, but not using, any amount of donated sick leave, that unused leave shall be credited back to the sick leave bank. The employee's supervisor, in cooperation with Human Resources, will evaluate the eligibility of the recipient for donated time off based on the criteria in this Section. Based on the request, donated time off will be provided to the recipient on a week-to-week basis up to a maximum of 480 hours of donated sick leave time per calendar year.

If a recipient employee receives paid leave hours from a donating employee with a different pay rate, the leave time is converted based on the recipient employee's pay rate, so that the dollar value of the surrendered leave remains the same but leave taken by the recipient employee is always paid at the recipient employee's regular rate of pay. For example, if the donating employee is regularly paid \$15.00 per hour and surrenders eight hours of paid leave to the bank and that leave is given to a recipient employee who is regularly paid \$10.00 per hour, the recipient employee will receive 12 hours of paid leave, paid at \$10.00 per hour (8 hours x \$15.00 = \$120 value, and \$120.00 value/\$10.00 per hour = 12 hours)>

7.6 Healthy Families & Workplaces (HFWA) – Paid Sick Leave

To the extent not covered elsewhere in this Employee Handbook, the City will provide paid sick leave as required by the HFWA, provided that the benefits set forth in this Section shall not be in addition to sick leave benefits provided to regular employees if those benefits satisfy the requirements of the HFWA. Instead, this Section: (1) provides sick leave benefits to part-time employees who are not otherwise provided sick leave elsewhere in this Handbook to the extent required by the HFWA; and (2) provides sick leave benefits to full-time employees to the extent sick leave benefits provided to full-time employees elsewhere in this Handbook do not meet the minimum requirements of the HFWA.

7.6.1 Paid Leave Under the Healthy Families & Workplaces Act Beginning in 2021

Beginning January 1, 2021, the City will ensure that each employee receives a minimum of one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

- Employees begin accruing paid sick leave when employment begins and may use that leave as it is accrued. If an employee has a need for paid sick leave under this policy in advance of the accrual, they may make that request in writing.
- Employees can accrue and use up to a maximum of 48 hours of sick leave in a 12-month period.
- Employees may carry forward up to 48 hours of sick leave not used in the prior year.
- Paid sick leave under the HFWA is capped at 48 hours of accrued leave in a year.
- An employee may use paid sick leave in hourly increments.
- Employees are requested to provide advance notice to their supervisor of the need for leave whenever practical, and at a minimum, employees must notify their supervisor before the beginning of any work shift of the need for leave.

- For an absence of four or more consecutive days, documentation from a health care provider regarding the need for leave will be required.

7.6.2 Use of Leave Beginning In 2021

Paid sick leave may be used for any authorized reason set forth in the HFWA as it may be amended from time- to-time, including the reasons set forth in Section 7.4 of this Employee Handbook.

7.6.3 Paid Sick Leave During a Public Health Emergency Beginning in 2021

Colorado Senate Bill 20-205 requires employers to provide employees with additional (“supplemental”) paid sick leave during a public health emergency as ordered by the State of Colorado.

- Employers must provide employees who normally work 40 or more hours per week with at least 80 hours of supplemental paid sick leave. This is not in addition to the sick leave currently provided under this Employee Handbook.
- For employees who work less than 40 hours a week, employers must provide supplemental paid sick leave in the amount of time that is the greater of the time the employee is scheduled to work in a 14-day period or the amount of time the employee works on average in a 14-day period. This is not in addition to the sick leave currently provided under this Employee Handbook.
- Employees must use available accrued paid sick leave before supplemental leave under this section can be used.
- Employees may use this supplemental leave for up to a month after the end or suspension of a public health emergency.
- This supplemental sick leave may be used by an employee for the following purposes:
 - to self-isolate and care for themselves because they have been diagnosed with or are experiencing symptoms of a communicable illness.
 - to seek or obtain diagnosis and care because they are experiencing symptoms of a communicable illness.
 - to care for a family member who is doing the same during a public health emergency.
 - to seek preventive care concerning a communicable illness.
 - to care for a child or other family member when childcare provided is unavailable due to a public health emergency; or if the child’s or family member’s school or place of care has been closed by a local, State, or Federal public health order or at the discretion of the school due to the public health order, including if the school is closed but provided instruction remotely due to an employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness; or
 - to care for a family member who is: a) self-isolating after being diagnosed with the communicable disease, b) self-isolating because of experiencing symptoms of the communicable disease; c) needs medical diagnosis care, or treatment if

experiencing symptoms of a communicable disease; or d) seeking preventive care concerning a communicable disease.

7.6.4 Retaliation or Interference with HFWA Rights

The City will not retaliate against any attempt by an employee to exercise their rights under the HFWA or from counting paid sick leave used by an employee as an absence that may lead to or result in disciplinary action. This includes an employee who:

- Requests or takes HFWA leave.
- Informs another person about HFWA rights or supports that person's exercise of HFWA rights.
- Files a HFWA complaint.
- Cooperates/assists in an investigation about potential HFWA violations.

7.7 Vacation

Full-time employees, including Police personnel, hired to work at least 40 hours a week, will accrue vacation, calculated on a bi-weekly basis, as follows:

Years Employed	Vacation Time Accrued Per Year	
0-4	10 days	(80 hours)
5-9	15 days	(120 hours)
10-19	20 days	(160 hours)
20+	25 days	(200 hours)

Full-time employees, including Police personnel, hired to work between 30 to 39 hours a week will accrue vacation based upon the above schedule multiplied by the percentage of 40 hours per week the employee works for each bi-weekly period that vacation accrues.

Full-time Fire Department personnel accrue two-hundred fifty-eight (258) hours of vacation leave each year. Part-time and per-diem Fire personnel do not accrue vacation time (sick accrual is based upon the HFWA, Section 7.6).

Unused accrued vacation is paid at separation of employment. If an employee returns to service within 12 consecutive months, their vacation accruals will be based on their total years of employment. However, employees who return after more than 12 consecutive months will have their vacation accruals reset and will begin accruing vacation as a new hire.

Vacation may be utilized only with the prior approval of the employee's Department Manager and only after the vacation to be used has accrued. Vacation may not be taken in increments less than one-quarter ($\frac{1}{4}$) hour. Managers will ensure that at no time the workforce will be depleted to the extent work productivity will be diminished.

Employees will only be allowed to carry over the number of hours they accrue according to years of service. Any additional vacation hours will be lost if not used by the last pay period of the year.

Fire Department personnel will be allowed two-hundred fifty-eight (258) hours of carryover time. Any hours over two hundred fifty-eight (258) will be lost if not used by the last pay period of each year.

Under no circumstances will an employee be paid for accrued vacation while the employee is employed by the City.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

THIS ACKNOWLEDGMENT IS TO BE COMPLETED AND SIGNED BY THE EMPLOYEE AND RETURNED TO THE HUMAN RESOURCES DEPARTMENT. EMPLOYEES ARE ENCOURAGED TO KEEP A COPY FOR THEIR OWN RECORDS.

I hereby acknowledge receipt of the Employee Handbook of the City of Manitou Springs. I understand and agree that it is my responsibility to read and comply with the policies in the Handbook.

I understand that the Handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, City practices, nor other communications create an employment contract or term.

I have entered my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. I understand that my employment is "At Will" accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time.

I understand that I must strictly adhere to the City's confidentiality policies and procedures.

I acknowledge that revisions to the handbook may occur except to the City's policy of employment-at-will. All such changes may occur with or without notice, and I understand that revised information may supersede, modify, or eliminate existing policies. Only City Council has the authority to revise the policies in this Handbook.

I have read, understand, and agree to adhere to the City of Manitou Springs Employee Manual.

Print Name: _____

Signature: _____

Date: _____



CITY OF MANITOU SPRINGS

EMPLOYEE HANDBOOK – ORGANIZATIONAL POLICIES AND PROCEDURES

Revised and Adopted by the Manitou Springs City Council December 20, 2022, effective January 1, 2023.

Updates:

March 7, 2023; January 11, 2024, effective January 16, 2024; March 19, 2024, effective March 19, 2024; January 21, 2025; March 18, 2025; December 11, 2025, effective January 1, 2026;

WELCOME TO THE CITY OF MANITOU SPRINGS

Every employee is a valued part of the Manitou Springs team, and we hope you find your work both fulfilling and engaging. Your contributions are essential to the success of our City and our core mission of serving the citizens of Manitou Springs.

Manitou Springs strives to be an ***Employer of Choice***.

Culture

- Fun, Fair, Ethical
- Creative/Innovative

Meaningful Work

- Make a difference
- Clear mission/objectives
- Sufficient resources
- Recognize contributions

Open Communications

- It's safe to say what you believe
- Leadership listens as much as talks
- Conflict is the productive search for truth
- Mistakes are explored, not punished

Rewards Package

- Salary
- Benefits
- Merit Pay
- Recognition

Work/Life Quality

- Balance creates value
- Flexible scheduling
- Personalized solutions
- Leadership models it

Career Development

- Coaching & support
- Personal development plans
- Cross training
- Leaders are everywhere

We work together to achieve common goals and invite you to join us. Your success depends on understanding your role, so we've created this handbook, available electronically or in print, to answer your employment questions.

If you can't find the answers in this handbook, your immediate supervisor is your primary resource. You can also reach out to Human Resources, Department Heads, or the City Administrator for further information.

We hope you support these ideals and enjoy working for Manitou Springs.

CONTENTS

Section 1 – Introduction.....	7
1.1 Important Notice – At Will Nature of Employment	7
1.1.1 Purpose	7
1.2 Applicability	8
Section 2 – Employment Policies	9
2.1 City Administrator Responsibilities	9
2.2 Equal Employment Opportunity	9
2.3 Confidentiality Policy and Procedure	10
2.4 Ethics in Operations: Gifts	10
2.5 Harassment and Complaint Procedure	11
2.5.1 Introduction	11
2.5.2 Definition of Sexual Harassment.....	11
2.5.3 Definition of Unlawful Harassment.....	11
2.5.4 Complaint Procedures	12
2.6 Whistleblower Policy	12
2.6.1 Public Health Emergency Whistleblower Law (PHEW).....	13
2.7 Americans With Disabilities Act (ADA) and Religious Reasonable Accommodation	14
2.8 Pregnancy Accommodation	14
Section 3 – Employment practices	15
3.1 Access to Personnel Files.....	15
3.2 Applications for Employment.....	15
3.3 Attendance and Punctuality	15
3.4 Business Travel Expenses	16
3.5 City Office Closure	16
3.6 Conflict of Interest	16
3.7 Discipline.....	17
3.8 Employee Categories.....	17
3.9 Employment Reference Checks.....	18
3.10 Rules of Employee Conduct.....	18
3.11 Hiring of Relatives.....	19

3.12	Inspections and Searches.....	19
3.13	Lunch and Work Breaks.....	20
3.14	Performance Management.....	20
3.15	Personal Appearance.....	20
3.15.1	Uniform Allowance	21
3.16	Personal Data Changes	21
3.17	Phones, Computers, Internet, Email and Other Resources	21
3.17.1	Credit Cards.....	22
3.18	Political Activity	23
3.19	Problem Solving and Grievance Procedure	23
3.20	Qualified Candidates.....	24
3.21	Release of Official Public Information (Including to the Media)	24
3.22	Reporting Criminal Charges.....	24
3.23	Separation of Employment.....	25
3.23.1	Resignation.....	25
3.23.2	Job Abandonment.....	25
3.23.3	Termination	25
3.23.4	Reduction in Force.....	25
3.24	Social Media Policy.....	25
3.25	Use of City Property.....	26
3.26	Use of City Vehicles	26
Section 4 – Leaves of Absence		27
4.1	Bereavement Leave.....	27
4.2	Domestic Abuse Leave	27
4.3	Family and Medical Leave (FMLA)	27
4.3.1	Basic Leave Entitlement	28
4.3.2	Military Family Leave Entitlement	28
4.3.3	Benefits and Protections During FMLA Leave	29
4.3.4	Employee Eligibility	29
4.3.5	Definition of Serious Health Condition	29
4.3.6	Use of Leave.....	30
4.3.7	Substitution of Paid Leave for Unpaid Leave	30

4.3.8	Employee Responsibilities	30
4.3.9	City Responsibilities	31
4.3.10	Other Provisions	31
4.3.11	Unlawful Acts by Employers.....	31
4.3.12	Enforcement	31
4.4	Jury Duty and Court Appearance	31
4.5	Military Leave	32
4.6	Non-FMLA Leave	32
4.7	Time off for Voting	34
4.8	Unauthorized Leave	34
Section 5 – Pay		35
5.1	Deductions from Pay and Safe Harbor Exempt Employees.....	35
5.1.1	Permitted Deductions.....	35
5.1.2	Improper Deductions.....	35
5.2	Mobile Devices and Remote Access.....	35
5.3	On-Call Time for Non-Exempt Employees	36
5.4	Overtime and Compensatory Time for Non-Exempt Employees.....	36
5.5	Premium Pay	37
Section 6 – Safety in the Workplace.....		38
6.1	Drugs and Alcohol in the Workplace	38
6.2	General Safety Rules	38
6.3	Tobacco-Free Workplace	39
6.4	Workers’ Compensation	40
6.5	Workplace Violence Prevention	41
Section 7 – Employee Benefits		42
7.1	Employee Benefits	42
7.1.1	Flexible Schedules	42
7.2	Administrative Vacation	42
7.3	Holidays	43
7.4	Sick Leave	44
7.5	Sick Leave Donation Policy.....	45
7.6	Healthy Families & Workplaces (HFWA) – Paid Sick Leave	46

7.6.1	Paid Leave Under the Healthy Families & Workplaces Act Beginning in 2021	46
7.6.2	Use of Leave Beginning In 2021	47
7.6.3	Paid Sick Leave During a Public Health Emergency Beginning in 2021 ..	47
7.6.4	Retaliation or Interference with HFWA Rights	48
7.7	Vacation	48
	Employee Handbook Acknowledgement	50

SECTION 1 – INTRODUCTION

1.1 Important Notice – At Will Nature of Employment

Employment at the City of Manitou Springs is voluntarily entered, and the employee is free to resign at will at any time, with or without cause. Similarly, the City may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable Federal or State law.

Nothing in this employee handbook is intended to modify the City's At-Will Employment Policy as outlined in this section. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between the City and any of its employees. In addition, no City representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended, and do not create an employment contract for any specific period.

This employee handbook acknowledges the City's current policies and supersedes prior Personnel Manuals and Employee Handbooks. The City, at its sole discretion, may amend or cancel any of the policies or sections in this employee handbook at any time.

1.1.1 Purpose

This handbook is designed to acquaint you with the City and provide information about working conditions, employee benefits, and some policies affecting your employment. You must read, understand, and comply with all provisions of the handbook. No employee handbook can anticipate every circumstance or question about policy; therefore, employees are encouraged to ask questions for clarification.

The policies in this handbook are not intended to supersede City ordinances, or other applicable laws. In the case of a conflict between personnel policies and City ordinances, department policies, or laws, the matter will be reviewed by the City Administrator for clarification. For the purpose of proper administration and implementation of the handbook, the City Administrator is responsible for putting in place administrative guidelines and procedures necessary for properly carrying out their intent. Any matter not addressed in this handbook may be reviewed and administered by the City Administrator in the best interest of the City.

The policies contained in this Employee Handbook do not represent a contract, nor should they be relied upon as binding, inflexible promises made by the City. The City reserves the right to interpret

and change or rescind these policies at any time, as well as the right to determine their meaning, purpose, and effect.

The City also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance. No personal contract or agreement shall be implied by these policies or the statement of any employee of the City, unless in writing, signed by the Mayor after approval by the City Council.

1.2 Applicability

The Employee Handbook is intended to apply to all employees and appointed officials of the City. When an appointed official has entered into a written employment contract with the City, that contract shall govern over the Employee Handbook.

SECTION 2 – EMPLOYMENT POLICIES

2.1 City Administrator Responsibilities

The City Administrator is responsible for the administration of employment-related decisions including, but not limited to, the following responsibilities:

- Approving the hiring, termination, promotion, demotion, or transfer of each employee (with the exception of those positions listed below); and
- Reviewing and approving employee job descriptions periodically; and
- Propose each position of employment, the number of employees authorized for each position, and the compensation and benefits applicable to each position.
- Restructuring or modifying City Departments and employee positions, including the deletion or addition of departments or positions; provided that the City Administrator may not restructure or modify an appointed official's position.

All decisions affecting the positions of the City Administrator, City Attorney, Municipal Judge, Municipal Court Prosecuting Attorney, Police Chief, Finance Director, and City Clerk positions are made by the City Council.

2.2 Equal Employment Opportunity

The City provides equal employment opportunities to all employees and applicants for employment without regard for/to race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual preference, gender identity or expression, marital or military status, or political affiliation, marital status or any other characteristic protected by law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. The City also adheres to the "Equal Pay for Equal Work Act (the "CEPEWA"): Implemented by the State of Colorado, January 1, 2021, as amended, prohibiting wage discrimination because of sex (including gender identity) or sex in combinations with another protected status.

The City expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics listed above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources or the City Administrator. The City will not allow any form of retaliation against individuals who raise issues about equal employment opportunity. Employees who feel they have been subjected to any such retaliation should notify Human Resources or the City Administrator.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- Reprimanding the employee or giving performance evaluations that are lower than warranted.
- Transferring the employee to a less desirable position.
- Engaging in verbal or physical abuse.
- Threatening to make, or making, reports to authorities.
- Increasing scrutiny, spreading false rumors, treating family members negatively.
- Making employees’ work more difficult (example: punishing an employee for an EEOC complaint by purposefully changing their work schedule to conflict with familial responsibilities).

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure in section 2.5.

2.3 Confidentiality Policy and Procedure

Employees, volunteers, and Council members of the City of Manitou Springs are committed to ethical and legal practices to protect the privacy of customers, citizens, contractors, employees, family members, and businesses while providing any service or employment activity. Confidential communications relating to private matters may include conversations, reports, forms, correspondence, and any computer-generated communications. Access to confidential records shall be limited to an “as needed/need to know” basis and will not be provided without authorization from the City Administrator, Human Resources, and/or the City Attorney. For purposes of this policy, confidential records shall mean records that by their nature contain information that is not subject to public release under Colorado Open Records, Act, C.R.S. § 24-7-200.1, *et seq.* If a person has any question regarding whether a particular record is confidential, they should not release the record until consulting with their supervisor. Public access to such material shall be governed by the Colorado Open Records Act, C.R.S. §24-7-200.1, *et seq.*, and other laws as applicable.

2.4 Ethics in Operations: Gifts

The City of Manitou Springs adheres to Amendment 41, the Colorado Constitution (Article XXIX of the Colorado Constitution) entitled Ethics in Government, which restricts the ability of government officials and employees to accept gifts. Also known as the “Gift Ban,” the regulation applies to local municipalities with some exceptions, and prohibits City employees from soliciting, accepting, or receiving any gift or thing of value more than \$65.00 (which amount is adjusted for inflation over time). The ban prohibits the employee from soliciting the gift, receiving the gift and it prohibits an indirect receipt of the gift; defined to be a gift accepted or received by an employee’s spouse or dependent child. City personnel must abide by the “Gift” regulations at all times; failure to do so is an ethics violation.

2.5 Harassment and Complaint Procedure

2.5.1 Introduction

The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. To that end, harassment of City's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, will not be tolerated. The City will take all steps necessary to prevent and eliminate unlawful harassment through disciplinary processes.

2.5.2 Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both State and Federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, communicate in any form, including electronically.
- Physical conduct that includes touching, assaulting, impeding, or blocking movements.

2.5.3 Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Harassment is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable person of the same protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts

based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by State or Federal law.

2.5.4 Complaint Procedures

Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace must report it immediately to Human Resources and/or management. Employees can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment or unlawful harassment will be investigated. To the extent reasonably practical, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unreasonable disclosure.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise Human Resources, the City Administrator, or any member of management, so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or unlawful harassment will be subject to disciplinary action, up to and including termination of employment. If the harassment involves the City Administrator, an employee may report the harassment to the Mayor or City Attorney in addition to Human Resources. Complaints involving the City Clerk, Finance Director, or Chief of Police may be reported to the City Administrator, City Attorney, or Mayor. Complaints involving the Human Resource Director may be reported to the Deputy City Administrator or City Administrator. Complaints involving members of City Council may be reported to the City Attorney.

2.6 Whistleblower Policy

A whistleblower as defined by this policy is a City employee who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of Federal, State, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting; including fraud, safety infractions, harassment covering the seven (7) EEOC qualifying categories, or anything unsafe or illegal.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee shall contact the City Administrator or Human Resources (or the Mayor or City Attorney if the activity involves the City Administrator). The employee must exercise sound judgment to avoid baseless allegations. An employee who recklessly or intentionally files a false report of wrongdoing will have violated this policy.

Whistleblower protections are provided in two key areas – confidentiality, and against retaliation. Insofar as reasonably practical, the confidentiality of the whistleblower will be maintained. However, identity may need to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their legal right of defense. The City will not retaliate against

whistleblowers. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact Human Resources immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of fraudulent, dishonest, or illegal activities will be promptly submitted to Human Resources, which will be responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the City Administrator or Human Resources.

2.6.1 Public Health Emergency Whistleblower Law (PHEW)

The City of Manitou Springs cares about its employees. The City is committed to compliance with current state and federal laws, including the Public Health Emergency Whistleblower Law (PHEW).

The definition of covered workers includes public and private sector employees and independent contractors if the business contracts with five or more total independent contractors in the state annually.

- PHEW protects workers who, in good faith, raise concerns about workplace violations of government health or safety rules or about an otherwise significant workplace threat to health or safety related to a public health emergency.
- If the worker's complaint is found to be incorrect, the City need not act on it and cannot retaliate against the worker as long as the complaint was reasonable and made in good faith.
- PHEW prohibits taking adverse action or retaliating against workers who choose to wear their own personal protective equipment (PPE) to work such as a mask, faceguard, or gloves if the PPE:
 - Provides a higher level of protection than the equipment provided by the employer.
 - Is recommended by a Federal, State, or local public health agency with jurisdiction over the workplace; and
 - Does not render the worker incapable of performing their job or any job duties.

Finally, PHEW protects workers who oppose any practice they reasonably believe to be unlawful or for making a charge, testifying, assisting, or participating in an investigation, proceeding, or hearing on the alleged unlawful practice. This protection is lost to workers who disclose information they either know to be false or act with reckless disregard for the truth or falsity of the information.

Workers must send a written demand of their complaint and give the City 14 business days to respond. The City will receive and investigate each safety concern and address as appropriate.

2.7 Americans With Disabilities Act (ADA) and Religious Reasonable Accommodation

The City will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a sincerely held religious belief, unless doing so would result in undue hardship or direct threat to the City.

Employees who may require reasonable accommodation should contact Human Resources.

2.8 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, the physical recovery from childbirth, or breastfeeding accommodations.

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the City will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of the employee's position. A reasonable accommodation will be provided unless it imposes an undue hardship on the City's business operations.

The City may require that an employee provide a note from the employee's health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

The City will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

SECTION 3 – EMPLOYMENT PRACTICES

3.1 Access to Personnel Files

Human Resources maintains a personnel file on each employee which includes such information as the employee's job application, resume, and other employment records. Personnel files are the property of the City. All personnel records are maintained in compliance with applicable laws. No documents or employment information shall be released from a personnel record without a written request from the employee designating the documents and/or information to be released and the person or entity to which the release is to be made, and indemnifying and holding harmless the City from liability, claims, and demands resulting from such release, except as required by the Colorado Open Records Act, C.R.S. § 24- 72-200.1, *et seq.*

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may review their own personnel files in the presence of the Human Resources representative or their designee.

3.2 Applications for Employment

All persons wishing to apply for City employment, including internal and external applicants, must complete a City job application. The City will announce, post, or otherwise make known each "job opportunity," as that term is defined in the CEPEWA, to all employees on the same day and prior to the date on which the City fills the position.

Applicants determined to be qualified based on the application information provided may be interviewed and tested as appropriate. All candidates are subject to a "post-offer," "pre-hire" background check, motor vehicle check where required, drug screening if the position is safety-sensitive, and any other necessary testing based upon position. Fire and Police department applicants must also submit to an oral board examination and physical examination. Fire and Police department applicants must submit to a polygraph examination and psychological testing. Applicant requirements specific to Fire and Police are processed with the departments respectively, and the general application processes are completed through Human Resources.

3.3 Attendance and Punctuality

To maintain a safe and productive work environment, the City expects all employees to be punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on the City. When an employee cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Unless addressed otherwise in department policies, Fire and Police employees must give at least four hours' notice before taking time off for any reason.

3.4 Business Travel Expenses

The City will reimburse all reasonable and necessary expenditures paid by an employee for authorized training or business travel, subject to proper documentation and adherence to the City's Business Travel Policy. Department Heads are responsible for approving all travel and travel-related expenditures related to their department, subject to available funding in the budget. All travel must be pre-approved in writing, using the appropriate Standard Operating Procedure (SOP) in place.

3.5 City Office Closure

Inclement weather and other natural or man-made circumstances may cause the City Administrator to close or delay opening City offices. Full-Time employees who are sent home or told not to report for work will be compensated and will not be charged accrued leave for the time off.

When City offices are to be closed prior to the start of a workday, the City Administrator or designee will notify Department Managers as early as possible, and a message will be posted for employees and customers via whatever means management deems most effective. The City Administrator may require personnel to work remotely during an office closure.

Employees who are already on leave status or have previously applied for leave during an Office Closure shall remain in their original leave status.

3.6 Conflict of Interest

City employees shall not place their personal or business interests above the best interests of the City's constituents. Accordingly, in addition to any other prohibitions established by charter, ordinance or other applicable law, employees of the City shall not:

- Engage in a financial transaction for private business purposes with another employee whom they supervise.
- Take any official action that directly and substantially affects their economic benefit, a business or other undertaking in which they have a substantial financial interest.
- Disclose or use confidential information acquired in the course of their official duties to further personal interests (financial or otherwise). Gaining personal information about anyone for release or for non-City purposes is not permitted other than to another law enforcement agency upon official request.
- Solicit or accept a gift that might improperly influence an employee in the discharge of the employee's responsibilities, or which could be construed as a reward for action taken in the course of official duties; or,
- Fail to comply with Colorado law limiting the dollar amount of gifts that a public employee may receive each year.

City employees may hold second jobs so long as such work does not create a conflict of interest and does not interfere with or reduce the employee's effectiveness in performing the employee's job duties for the City. City employees shall give priority to their employment with the City.

Police Officers cannot serve as a Reserve Officer for any other Law Enforcement Agency.

The requirements of this section are in addition to applicable conflict of interest requirements of Federal law, State law or City ordinances.

3.7 Discipline

It is the responsibility of all employees to observe all written regulations, policies, and procedures of the City, as well as verbal instructions given by a supervisor or management to ensure the efficient, effective, and safe operation of the City. Occasionally, performance or other behavior falls short of City standards and/or expectations. When this occurs, the City reserves the right to impose discipline, up to and including termination of employment, with or without prior notice. Violations of any provision of this Employee Handbook shall subject the violator to disciplinary action, up to and including termination of employment.

Whether or not an employee's performance, conduct or behavior warrants disciplinary action, and the type of disciplinary action warranted is within the sole judgment and discretion of the employee's supervisor provided that any discipline resulting in the loss of benefits, or a demotion must be approved by Human Resources and the City Administrator. The City does not intend by this Handbook to create any expectation that any employee will be assured of any form of disciplinary action, such as warning or notice, or progressive discipline, prior to termination. Rather, discipline shall in all cases be imposed at the City's discretion, in consideration of factors the City deems relevant.

There is no express or implied right to receive corrective action or counseling prior to or in conjunction with a disciplinary action. Action taken by the City in one case does not establish a precedent with respect to any other case.

3.8 Employee Categories

For administrative purposes, the City classifies employees into the following employee categories.

Full-time regular employee means an employee hired to work at least 30 hours per week on a regular basis. Full-time regular employees are eligible for leave accrual and insurance benefits as provided in this Handbook.

Part-time regular employee means an employee hired to work fewer than 30 hours per week on a regular basis. Part-time employees are not eligible to accrue vacation leave or other company benefits; however, effective January 01, 2021, all personnel are eligible to accrue sick leave according to the Healthy Families Workplace Act, see section 7.6 for complete regulation and procedure.

Temporary, Per-Diem, or Seasonal employee means an employee engaged in work with the understanding that there are no guaranteed hours, and the employment may be terminated at the completion of a specific project or at a specified time. Temporary, Per-Diem, or Seasonal are not eligible for accrued vacation leave or insurance benefits. Employees may accrue sick leave according

to the Healthy Families Workplace Act, see section 7.6 for complete regulation and procedures. Seasonal employees are not eligible for unemployment benefits.

Additionally, all City employees are classified as either exempt from overtime pay or non-exempt from overtime pay under the Fair Labor Standards Act (FLSA). The terminology is complex and is centered on job responsibilities performed by the employee. Exempt or non-exempt status is determined by the actual job duties, not the job title. Human Resources determines the classification of employees.

3.9 Employment Reference Checks

Unless required by a valid court order or the law, the City will only furnish the following information about past or present City employees:

- Dates of employment.
- Current job title or job title at date of separation from employment.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless the release of such data is authorized or required by the Colorado Open Records Act, or other applicable law. All requests for information regarding past or present City employees shall be directed to Human Resources. Any requests made under the Colorado Open Records Act shall be directed to the City Clerk.

3.10 Rules of Employee Conduct

The City expects employees to act in the best interests of the organization and the members of the public served by the City. Employees shall act in a professional manner while performing all job duties. It is the responsibility of each employee to observe City policies, operating procedures, and management directives. Employees are always expected to conduct themselves with high ethical standards and to be respectful towards co-workers and members of the public. Code of Conduct violations include, but are not limited to:

- Abuse of paid leaves (sick, vacation, personal, etc.).
- Failure to demonstrate respect in the workplace.
- Abuse or misuse of company property and/or equipment.
- Discrimination, bullying, harassment, violence, or aggression of any kind.
- Creating a hostile work environment.
- Fraudulent, illegal, or unethical activities, including falsification of time.
- Bribery and/or corruption.
- Conflict of interest – personnel must avoid any personal financial or other interests that might hinder the ability or willingness to perform job duties.
- Intentionally disrupting the workplace or presenting obstacles to colleagues' abilities to work.
- Abuse of employee benefits.
- Failure to adhere to policies and procedures as designed by the City.
- Unprofessional actions or behaviors.

- An intentional or malicious behavior, including gossip and rumors.
- Retaliation against other personnel, citizens, or customers.
- Failure to promote diversity, equality, and inclusion.

3.11 Hiring of Relatives

For purposes of this policy, “immediate family” means a spouse, civil union or live-in domestic partner and any individuals related by adoption or marriage, including, without limitation, father, mother, son, daughter, brother, sister, in-laws, grandchildren, grandparents, stepparents, stepchildren, stepbrothers, and stepsisters. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Immediate family and individuals involved in a dating relationship may not occupy positions where one would directly or indirectly exercise supervisory, appointment, dismissal, or disciplinary authority over the other; or where one would audit, receive, or be entrusted with moneys received or handled by the other in the course of employment, or where one has access to the City’s confidential information of the other, including personnel records. The City reserves the right to take prompt action if an actual conflict of interest arises involving immediate family members or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

When employees of the City become immediate family members or establish a dating relationship and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position for which that individual is qualified and is the best candidate as determined by the City in its sole discretion, is available, or resign. If neither affected employee voluntarily transfers or resigns, the City Administrator shall terminate or transfer one of the employees, at the City Administrator’s discretion.

3.12 Inspections and Searches

The City reserves the right to conduct an inspection and/or search employee work areas to help maintain a safe, healthy, and efficient working environment, and to protect City property, equipment, operations, as well as its employees, customers, and citizens if the facts/circumstances justify such search.

With respect to all City-owned property, such as computers, desks, offices, file cabinets, etc., employees have no privacy interest and the City reserves the right to search such property if in the City’s sole discretion, a search is deemed to be appropriate under the circumstances. For non-City owned property that is in a City facility or vehicle, the City must weigh respect for individual privacy against the need for maintaining and protecting the appropriate work environment. If the employee has personal items which the employee would not like subjected to search or inspection, these items should not be brought onto City premises. Any such search must be authorized by the City Administrator and Human Resources.

Searches may be conducted under the most reasonable circumstances applicable to the facts of the situation. The City will consider such issues as the availability of the employee, the consent of the employee's manager, and the likelihood of finding materials or information that is deemed relevant to the situation, provided that the City's decision to search and the manner in which a search is conducted are up to the City's sole discretion.

Refusing to cooperate with or submit to an inspection or search shall be in violation of this policy.

3.13 Lunch and Work Breaks

Scheduling and length of lunch and work breaks are determined by each department's business needs and constraints. Generally, meal periods are 30-60 minutes in length and breaks are 10-15 minutes in length and breaks should occur twice during an 8-hour shift, with additional breaks added for longer work period greater than 9-hours; or reducing the number of break periods when shifts are less than 5-hours. While meal periods are unpaid time for non-exempt employees, break periods are included in paid work time. An employee may not work through the employee's lunch break without obtaining prior approval from their supervisor as it may result in overtime. Additionally, employees may not skip their lunch breaks to leave early or arrive late unless they have prior written approval from their supervisor, which shall only occur on rare occasions for special circumstances. All non-exempt personnel must take breaks and lunches away from their worksite/desk, unless authorization is received, and only in special circumstances as deemed appropriate by supervisor/manager. If breaks must be taken at the employee's desk, or work area, personnel must clearly define they are on break and not engage in any work during the break.

3.14 Performance Management

The City encourages supervisors and employees to discuss employee performance in a timely and ongoing manner. Supervisors and employees may discuss ongoing performance regularly and/or conduct special performance evaluations if consistent issues are noted. Performance Improvement Plans (PIP) may be utilized in place of special evaluations. All personnel are provided with an annual review conducted by their direct supervisor.

3.15 Personal Appearance

Employees are expected to report to work in appropriate business attire that reflects their position and required day-to-day work area demands. Managers have the discretion to allow employees to deviate from regular business attire on a temporary basis, when necessary.

City employees are expected to meet hygiene requirements during all work hours: i.e., bathing and washing hair regularly, oral hygiene, use of products to minimize body odors, no heavily scented perfumes, colognes, or lotions. Clothing must be clean and worn to not interfere with safe operation of equipment.

Each City Department may have specific appearance requirements. Employees should discuss these requirements with their supervisor or Human Resources.

Failure to adhere to the personal appearance guidelines is a violation of this policy.

3.15.1 Uniform Allowance

The City will provide uniforms or articles of work clothing for personnel according to individual department Standard Operating Procedures (SOP).

Personnel separated from employment for any reason must return all City property, including uniforms, badges, keys, and electronic equipment. Failure to return City property may result in charges for replacement costs, and all payments are due according to the city's general accounting procedures. Failure to pay for retained City property may result in collection actions.

3.16 Personal Data Changes

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data, including but not limited to address changes, telephone number changes, dependents, and emergency contacts. Personal data changes must be made using the City's employee forms site: cityofmanitouspringshrintra.app.transform.civicplus.com. Employees are responsible for making changes to personal information within 30 days of the event/change.

3.17 Phones, Computers, Internet, Email and Other Resources

The City provides a range of communication tools and resources to employees for use in conducting day- to-day business activities. Whether it is a telephone, cell phone, voicemail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business- related matters during working hours. All communication using these tools should be handled in a professional and respectful manner. All City business must be conducted using a City provided communication tool, the City will not reimburse for conducting City business on personal devices.

Employees should not have any expectation of privacy in their use of company computer, phone, cell phone or other communication tools. All communications made using company-provided equipment or services, including email and internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the City's systems.

Employee use of company-provided communication systems, including personal e-mail and internet use, which is not job-related has the potential to drain, rather than enhance productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the City's systems as well as the reputation and/or competitiveness of the City. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It is also against City policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on City computers.

Because e-mail, telephone, voicemail, and internet communication equipment are provided for City business purposes, your communications may be accessed without further notice by the Information Technology Department administrators and City management to ensure compliance with this guideline.

Internal and external e-mails and communications via City-owned cell phones are not private and are considered business records. As such, they may be subject to Federal and State recordkeeping requirements as well as to discovery in the event of litigation and potential disclosure pursuant to the Colorado Open Records Act. Be aware of this possibility when sending e-mails within and outside the City and regarding cell phone bills, text messages, photographs, call logs, and other communications. Please be aware that communications involving City business may still be subject to disclosure even when on personal devices.

All use of company-provided communications systems, including e-mail and internet use, should conform to all City guidelines/policies, including but not limited to the Equal Opportunity, Harassment and Conflicts of Interest policies. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments using City communication devices.

Office telephones are for business purposes. While the City recognizes that some personal calls are necessary, these should be kept brief and kept to a minimum. Personal use of the City's cell phones is strictly prohibited.

Unless otherwise authorized, employees may only use personal cell phones while at work for an emergency or when on a break and when the use does not interfere with other employees.

Employees are prohibited from using handheld cell phones or other handheld devices while driving a motor vehicle or operating motorized equipment. The employee should safely pull off the road and come to a complete stop before texting, dialing, or talking on the cell phone or another handheld device. Employees may utilize a hands-free device to use a cell phone so long as such use does not interfere with the safe operation of a motor vehicle or motorized equipment. Employees must not use cell phones if such conduct is prohibited by any law, regulation, or other policy.

Upon separation of employment, either voluntary or involuntary, all City issued communications systems and devices must be returned to the City for proper security controls. Failure to return City property may result in billing, collections, and/or submission of a police report for theft.

3.17.1 Credit Cards

City issued credit cards are to be used for purchases on behalf of the City of Manitou Springs business activities only. At no time may an employee use a City credit card for purchases intended for personal use. Personnel using City credit cards inappropriately may face disciplinary action, including revocation of credit card privileges.

In compliance with IRS regulations, all business expenses are to be supported with adequate records; employees are responsible for maintaining records and must include:

- The amount of the expenditure
- The time and place of expenditure
- The business purpose for the expenditure

Credit cards are issued by the finance department, based upon position and authorization from the City Administrator or designee.

3.18 Political Activity

City employees may participate in political or partisan activities of their choosing if City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

Employees may not campaign on City time, City property, or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing the employee's regular duties, may not wear or display any button, badge, apparel, (including hats, masks, etc.) or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a political cause.

Except as noted in this policy, City employees are otherwise free to fully exercise their Constitutional First Amendment rights.

Any City employee who has filed an acceptance of a petition for nomination as a candidate of an elected office of the City shall immediately resign from City employment by submitting a written resignation to Human Resources. This section does not include Fire Department personnel seeking an office with the Manitou Springs Volunteer Fire Department.

3.19 Problem Solving and Grievance Procedure

Employees that have a complaint or concern shall use the following procedure. If you have a problem, it should be discussed immediately with your supervisor.

- Attempt to resolve the issue through informal discussion with the immediate supervisor.
- If a resolution is not reached with your supervisor or it is inappropriate to go to your supervisor, discuss the situation with the Department Head.
- If the situation is not resolved, or you do not feel comfortable, communicate the problem directly to Human Resources.

- If successful resolution is not found through the chain of command and Human Resources, the employee may submit a written statement of the grievance to the Deputy City Administrator and may request a meeting with the Deputy City Administrator. The written statement should include the basis for the grievance, specific policies, rules, or regulations that were violated, and the remedy or goal being sought by the grievance. The City Administrator makes the final determination.

Employees must use the Complaint Procedure in this Handbook for complaints related to Equal Employment Opportunity, including unlawful employee harassment or discrimination. Employees reporting illegal or dishonest activities should use the Whistleblower policy (Section 2.6).

All complaints should be submitted orally or in writing according to this noted procedure, within three working days of the incident, or as soon as possible. A response to the complaint should be provided as soon as reasonably possible given the nature of the complaint.

3.20 Qualified Candidates

Department Directors, managers and supervisors will select candidates for interviews and notify Human Resources of the candidate selected to fill a vacancy. All candidates will receive a “contingent” offer letter, and employment will not begin until all pre-employment testing, including but not limited to, a driving record check, criminal history check, and drug screen (when applicable for safety sensitive positions), is completed. Waivers of hiring processes may only be approved in advance by the City Administrator.

The hiring of the City Administrator, City Attorney, Municipal Court Prosecuting Attorney, Police Chief, Finance Director, Municipal Judge and City Clerk positions is done by the City Council.

3.21 Release of Official Public Information (Including to the Media)

All City Employees must abide by the City’s Media Relations Policy, as approved by City Council via **Resolution 0621**, as it may be amended from time to time.

3.22 Reporting Criminal Charges

An employee must notify Human Resources if the employee has been arrested or convicted of any criminal charges no later than five (5) working days after such arrest or conviction occurs, whether resulting from on- or off-duty conduct and whether or not it occurs within City limits. This requirement shall not apply to traffic offenses, however, employees required to drive as part of their work duties must report any tickets or violations that involve charges related to illegal substances or alcohol, or bodily injury to a third-party within five (5) working days after such arrest or conviction occurs.

3.23 Separation of Employment

3.23.1 Resignation

Resignation is a voluntary act of separation from employment initiated by the employee. Employees are asked to notify the City as soon as possible of the intended separation. Notice generally allows enough time to transfer work, cover shifts, and return property.

After twenty (20) years of continuous service with the City, an employee who resigns will be classified as retiring from the City. An employee who the City classifies as retiring will be eligible to receive an extra month of additional pay upon separation. This pay will be in addition to receiving pay-out of any accrued vacation.

3.23.2 Job Abandonment

An employee who, without authorization, fails to report for work for three (3) consecutive days, shall be considered to have resigned voluntarily as of the end of the third consecutive day.

3.23.3 Termination

Termination is an involuntary act of separation from employment initiated by the City.

3.23.4 Reduction in Force

When warranted by changes in City operations or by fiscal circumstances, the City may impose a reduction in force. Human Resources will notify the affected employee or employees, when possible, at least two(2) weeks in advance of such reductions.

3.24 Social Media Policy

The City expects all employees to use its social media website and blog in a manner consistent with the City's Communication Plan. *Social media* means, but is not limited to, web sites that focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas, including, but not limited to, social networks (such as Facebook, LinkedIn and Nextdoor.com), instant messaging (including SMS), blogs, wikis and online collaboration (such as SoundCloud), microblogging (such as Twitter), status updates, online forums and discussion boards or groups (such as Google Groups and Whirlpool), web site link sharing, video conferencing, virtual worlds, location-based services, VOD and podcasting, geo-spatial tagging (such as Foursquare and Facebook Check In), and photo and video sharing (such as Flickr, Instagram, and YouTube).

Only designated employees are permitted to post to a City social media web site or blog. Detailed guidelines for use of City social media websites and blogs may be requested from Human Resources or your supervisor.

Employees may not speak as a representative of the City of Manitou Springs using personal social media. Employees may not disclose any sensitive, proprietary, or confidential information about the City on any personal social media site, and may not use the City of Manitou Springs logo, trademark, or branding. While employees may respectfully disagree with City actions, policies, or management decisions, they shall not post material that is obscene, defamatory, discriminatory, harassing, libelous, or threatening about the City, its employees, or officials.

3.25 Use of City Property

City property is to be used only for official City business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, and directives. No employee shall remove City property from City premises or City work sites without proper authorization.

3.26 Use of City Vehicles

City vehicles may be used only for the purposes of performing City work. Only authorized, qualified, and licensed City employees, or authorized maintenance providers driving vehicles to and from service locations and for testing, may operate City vehicles. Vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of the City vehicle. The City reserves the right to review an employee's driving record at any time. Personnel using City vehicles, or driving personal vehicles for business purposes, are not permitted to use any electronic device, such as phones, computers, etc., while driving. If communication requires immediate response or action, the driver must pull over to a safe location to conduct business.

Authorized employees may drive City vehicles to and from their homes and work, if they are designated by their manager as being on call, provided that such employees are prohibited from using the City vehicle for any personal use. It is the responsibility of the employee to track and report mileage. The value of such mileage is reported to the Internal Revenue Service as additional income to the employee. Police Officers who drive City vehicles to and from home and work are not required to record the mileage. At no time should an employee's family members or any person unrelated to business with Manitou be in the vehicle.

City employees are required to immediately notify Human Resources and their Manager of any charges regarding suspension, revocation, DUI, denial, or loss of a Colorado Driver's License.

Should a City vehicle not be available for business use, the City will reimburse mileage at the IRS published rate for occasional use of an employee's vehicle when it is pre-authorized.

SECTION 4 – LEAVES OF ABSENCE

4.1 Bereavement Leave

The City of Manitou Springs provides forty (40) hours of paid bereavement leave for all full-time personnel scheduled 40 hours per week, including Police. Full-time personnel scheduled 30 to 39 hours per week, including Police, are paid 30 hours of paid bereavement leave. Part time personnel scheduled for 20 to 29 hours per week, including Police, are paid 20 hours of bereavement leave.

Fire department personnel scheduled full-time, 56 hours per week, will receive 56 hours of bereavement leave. Regularly scheduled Part-time personnel will receive 30 hours of bereavement leave. Per-diem, (as-needed) and volunteers are not paid bereavement leave.

Bereavement leave is paid for all immediate family member (see definition of “immediate family” in Section 3.11 above).

Employees may request additional time based upon personal circumstances and are required to use accrued leaves for additional days needed. The City may request documentation relating to the event at its discretion.

Alternatively, as permitted in Section 7.4, an employee may use accrued paid sick leave when grieving, attending a funeral or memorial service, or handling the financial and legal matters arising from the death of a family member.

4.2 Domestic Abuse Leave

In compliance with the Employment Rights for Victims of Domestic or Sexual Violence Act of Colorado, the City permits an employee of twelve months or more, who is a victim of domestic abuse, sexual assault, stalking, or other domestic violence related crimes to take up to five (5) days of leave to seek a restraining order; obtain medical care or counseling; locate safe housing or make the home secure; or seek legal assistance and prepare for or attend court-related proceedings. Personnel are required to utilize accrued leave, which shall run concurrently with the unpaid FMLA leave as set forth below in section 4.3.7. Upon exhaustion of accrued leave, the remainder of the FMLA leave period shall be unpaid. Extended leave beyond the FMLA leave period may be granted at the discretion of the City Administrator. Alternatively, as permitted in Section 7.4, an employee may use accrued paid sick leave for absences related to specified incidences of domestic abuse, sexual assault, or harassment.

4.3 Family and Medical Leave (FMLA)

The City complies with the Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options for leave.

The City provides eligible employees with up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. Personnel will be required to use all available accrued sick, vacation and personal leave concurrently with available unpaid FMLA leave as set forth below in Section 4.3.7. The 12-month period is a rolling period measured forward from the first date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

4.3.1 Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work. Under the FMLA, "spouse" means a husband or wife, including those in same-sex marriages, "son or daughter" means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability, and "parent" means biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a minor.

4.3.2 Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the service member's duties and for

which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

4.3.3 Benefits and Protections During FMLA Leave

During FMLA leave, the City will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the City's employees. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The City of Manitou Springs does not participate in the Family and Medical Leave Insurance (FAMLI) Act program.

4.3.4 Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for the City for at least 12 months and, (2) have worked for the City for at least 1,250 hours in the previous 12 months.

4.3.5 Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than ten consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

4.3.6 Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

4.3.7 Substitution of Paid Leave for Unpaid Leave

The City requires employees to use accrued vacation, sick and compensatory time during FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military.

In addition, the employee must use any accrued vacation, sick, and compensatory time during FMLA leave taken for pregnancy, childbirth, to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation.

4.3.8 Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures. The City may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide enough information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Enough information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. The City may also require a second, and if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

4.3.9 City Responsibilities

The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the Company will notify the employee.

4.3.10 Other Provisions

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of exempt employees without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

4.3.11 Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

4.3.12 Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

4.4 Jury Duty and Court Appearance

The City encourages employees to fulfill their civil responsibilities by serving when required. Employees must immediately notify their supervisor when they receive a notice to appear in court as a witness or for jury duty. Employees must provide their supervisor with a date and time stamped Court release upon their return to work.

Employees who are required to serve as a juror in a Federal, State, County or Municipal Court shall be granted Jury Duty Leave with pay on the condition that any compensation received for such services during working days shall be turned over to the City, except for verified parking expenses and mileage allowance.

Employees who are required to appear as witnesses in cases that relate directly to their City duties shall be granted leave with pay on the condition that any compensation received for such services

during working days shall be turned over to the City, except for verified parking expenses and mileage allowance.

Employees will not receive overtime while on Jury Duty Leave.

4.5 Military Leave

Full-time employees who are members of the National Guard or any other component of the military forces of the state organized or constituted under state or federal law or who is a member of the reserve forces of the United States, organized or constituted under federal law, are entitled to a leave of absence without loss of pay, benefits or status for the equivalent of three (3) weeks of work on the employee's regular work schedule during each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of his or her service and shall be reinstated upon separation from military service as required by law, provided he or she reports to the City for work as required by law. Accrued leave may be used for any unpaid portion of an employee's military leave, at the employee's option.

When circumstances permit, employees taking military leave shall submit a written request for leave in advance of the time they are scheduled for active duty or training (preferably at least 30 days).

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift that occurs within eight (8) hours after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable State laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact Human Resources for more information or questions about military leave.

4.6 Non-FMLA Leave

Employees may be granted a Non-FMLA Leave if they do not currently meet the FMLA "Eligibility Requirements." Non-FMLA Leave may not exceed 12 weeks during a 12-month period, except potentially for a workers' compensation claim or as a reasonable accommodation for an employee with a qualified disability under the parameters of the Americans with Disabilities Act (ADA) and

its amendments. Potential accommodations will be determined in an interactive process between the employee and the organization.

Non-FMLA Leave is available to eligible employees for the following reasons:

- To care for the employee's spouse, domestic partner, son or daughter, (biological and/or via marriage/stepchild(ren), or parent, who has a serious health condition (as defined under FMLA regulations).
- A serious health condition (as defined under FMLA regulations) that makes the employee unable to perform the employee's job, including the employee's medical incapacity due to pregnancy, prenatal medical care, or childbirth.

For non-FMLA leave to be granted, the following conditions must be met:

- The employee must notify the employee's supervisor and Human Resources as soon as possible of the need for leave; and
- The employee applies for a Non-FMLA Leave, including providing a Certification of Health Care Provider form to Human Resources.

Because of the nature of our business, it is not always practical to hold a position open during a leave not covered by FMLA. In the event an employee's job is filled during a Non-FMLA Leave, an employee may be considered along with other candidates for any vacant position for which the employee is qualified.

An employee who has been on leave for their own medical condition, whether work related or not work related, and is able to return to work, must present a doctor's statement indicating the employee's fitness for duty and the date when the employee is able to return to work.

Regarding substitution of paid leave for unpaid leave under an approved leave of absence, employees must exhaust any applicable accrued sick leave, vacation, and/or compensatory time. When all applicable paid leave is exhausted, any remaining leave time would be unpaid.

During paid leave, the City's contribution and appropriate benefit deductions will continue. The following benefits will not continue during unpaid leave: vacation and sick leave accruals, holiday pay, bereavement leave, City closure, and jury duty.

An employee on unpaid leave who does not receive a paycheck during periods of Non-FMLA Leave can be retained on all enrolled City benefit plans as long as the employee makes arrangements with Human Resources, in advance, to pay the employee's portion of the benefit premiums before the end of each applicable month.

In the event that an employee fails to return from leave, the employee may be liable for the premiums paid by the employer to maintain insurance coverage unless: the failure to return occurs from circumstances beyond the control of the employee.

If an employee subsequently meets the FMLA “Eligibility Requirements” while on Non-FMLA Leave, the employee’s leave will be characterized as FMLA from the date of eligibility forward and Non-FMLA Leave will end.

4.7 Time off for Voting

Voting is an important responsibility we all assume as citizens. We encourage all employees to exercise their voting rights in all municipal, State and Federal elections.

Under most circumstances, it is possible for the employee to vote either before or after work. If an employee does not have three or more non-scheduled work hours between 7:00 a.m. and 7:00 p.m. in which to vote, the employee may be granted up to two hours off with pay during the workday to do so. The employee must arrange for the time off with their supervisor at least a day in advance of the election.

4.8 Unauthorized Leave

An impermissible unauthorized absence is when an employee is absent from work without permission or notifying their supervisor using the proper call-in procedure. Call-in procedures are specified by each department, based upon the specific needs within the division of work.

SECTION 5 – PAY

5.1 Deductions from Pay and Safe Harbor Exempt Employees

The City does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

5.1.1 Permitted Deductions

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes.
- Deductions for employee benefits when authorized by the employee.
- Absence from work for one or more full days for personal reasons other than sickness or disability.
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

5.1.2 Improper Deductions

If an employee classified as exempt believes that an improper deduction has been taken from the employees' pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated and if it is found that an improper deduction has been made, the City will reimburse the employee for the improper deduction.

5.2 Mobile Devices and Remote Access

Outside of an employee's regular work hours, there may be times at which the employee is required to use City-issued or personal mobile devices to perform work, to remotely access the City's network to perform work or to use other methods of remote access to perform work when out of the office. While the City recognizes the prevalence of mobile devices and remote access

in both an employee's personal and work life, the restrictions on the use of mobile devices and remote access for work duties addressed in this Handbook must be strictly adhered to.

All time spent by non-exempt employees using electronic communications, regardless of the type of device, for work purposes will be considered time worked, is compensable, and will count toward overtime eligibility.

Electronic communications shall not be used outside of a non-exempt employee's regularly scheduled work hours unless required and authorized in advance by the employee's Department Head or the City Administrator. Non-exempt employees shall not check, read, send, or respond to work-related e-mails or texts outside of their normal work schedule unless directed to do so by their Department Head or the City Administrator. Non-exempt employees shall not use electronic communications for work, including but not limited to e-mails, texts, and communications over social media, during unauthorized times.

Access to the City's network through mobile devices or other types of remote access is a privilege, not a right. The City reserves the right to revoke access at any time.

5.3 On-Call Time for Non-Exempt Employees

All employees of the City are subject to emergency call-out. If an employee is ordered to respond to an emergency call-out that is four (4) hours or longer, the City may provide a meal for the employee. For the employee to be reimbursed for the meal the employee must have prior approval from the City Administrator or the City Administrator's designee.

Certain employees may be assigned on-call duty requiring that they be available for call-in during a specified time period outside their normal working hours. Non-exempt employees assigned to on-call duties will be eligible for on-call pay as required by law and approved by the City Administrator. Non-exempt employees will be paid a minimum of two hours for emergency call-out **or** for actual number of hours worked. Scheduled on-call employees will not be reimbursed for meals.

Personnel scheduled for 24 hours or more of vacation in any week may not be on-call during the same week, unless circumstances designate a need, and then it must be approved through Human Resources or the City Administrator.

5.4 Overtime and Compensatory Time for Non-Exempt Employees

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments, or the City may require employees to work overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. For all departments, except Police and Fire, the employees' regularly scheduled work hours during a holiday, up to eight (8) hours, shall count as hours worked for

overtime calculation purposes regardless of whether an employee worked or not. Vacation leave time shall count as hours worked for overtime calculation purposes. Sick Leave, and other accrued time does not count as hours worked in the calculation of overtime.

For all non-exempt employees, overtime is defined as hours worked in excess of:

- Forty (40) hours in a seven (7) day week beginning at 12:01 a.m. Sunday and ending at 12:00 midnight on Saturday; or
- For Fire Department personnel, overtime shall be paid pursuant to the Fair Labor Standards Act based upon an 18-day work period; or
- For Police Department personnel, overtime shall be based upon a 14-day work period and shall be paid for hours worked in excess of 84 hours during the 14-day work period.

Compensatory time earned at 1½ times the hours worked as overtime defined above may be substituted for overtime pay at the discretion of the Department Head with authorization from Human Resources or the City Administrator. Full-time non-exempt employees may accumulate up to a maximum of 120 hours, representing not more than 80 hours of actual overtime worked. With the supervisor's approval, compensatory time can be taken in any following work period within the same calendar year. Compensatory time accrued and not used by the last pay period of the year is paid out to the employee as paid overtime, or at the time of separation, whichever comes first. Compensatory time shall not be rolled over from year to year.

All overtime must be pre-approved unless on-call emergencies require it.

5.5 Premium Pay

Non-exempt employees may be entitled to premium pay (additional pay in excess of an employee's regular rate of pay for performing the employee's regular job duties) for specific duties, such as functioning in Interim and/or Acting positions, and should check with their Department Head. Department Heads must go through Human Resources and/or the City Administrator to confirm whether certain work is subject to premium pay and the rate of such premium pay.

SECTION 6 – SAFETY IN THE WORKPLACE

6.1 Drugs and Alcohol in the Workplace

The City is a drug-free workplace as required by the Drug-Free Workplace Act. The City strictly prohibits the use or possession on City premises of alcoholic beverages of any kind and drugs other than those prescribed by a physician or obtained from a legal over-the-counter source. For purposes of this policy, marijuana is considered an illegal drug, regardless of whether it is used for medical or recreational purposes in accordance with Colorado law.

No employee is permitted to report for duty while impaired by or under the influence of alcohol or drugs. An employee who reports to work impaired or under the influence of drugs (including being impaired or under the influence due to off-duty recreational or medical use of marijuana) or alcohol shall be immediately tested and relieved of the employee's duties immediately.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If an employee becomes aware that a prescription or legal over-the-counter drug is impairing or could impair the employee's job performance, the employee shall notify both the employee's supervisor and Human Resources immediately.

As required by the Drug-Free Workplace Act, each employee engaged in the performance of any Federal grant, as a condition of employment, must:

- Abide by the terms of this policy; and
- Notify the City in writing if the employee is convicted of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. Upon notification of any such conviction, the City shall take-action in compliance with the Drug-Free Workplace Act and Regulations.

The City's detailed Drug and Alcohol Policy is available from Human Resources and/or on the Intranet.

6.2 General Safety Rules

The City is committed to a safe work environment for employees. Employees are responsible to abide by all applicable safety rules and regulations, including those in writing and verbal instructions given by their supervisor and management. The City expects employees to do their job in a manner that ensures their personal safety and that of fellow employees.

Employees should report any unsafe practices or conditions to their supervisor so corrective action can be taken. Employees are encouraged to think about how to make their workplace safer for

both themselves and their co-workers. Suggestions on improving safety in the City are welcomed and should be directed to the employee's supervisor or Human Resources.

Personnel should utilize the "Stop Work Authority" (SWA) procedure at any time a safety concern arises during any portion of work processes. The City may authorize an exemption for the Fire, Police and Aquatic departments as these departments may assess their own internal job needs and may not be required to respond to SWA initiatives.

If employees are injured on the job, no matter how minor, they must report this fact to their supervisor and Human Resources immediately, or within four (4) days of incident if non-emergent. All personnel involved in workers' compensation incidents shall be subject to immediate drug screening when there is reasonable suspicion.. See Workers' Compensation section for additional information.

The following lists only some of the key safety rules; the list is not intended to be exhaustive or all-inclusive. Each department may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.

- Proper training and caution are required by all employees operating any type of power equipment. Employees will not operate equipment or use tools for which appropriate training has not been received.
- Employees are expected to use personal protective equipment appropriate to the job, such as safety glasses, safety vests, gloves, safety shoes, and hard hats, if required or appropriate to the work performed.
- Employees may not wear loose clothing and/or jewelry while working on or near equipment and machines.
- All accidents, regardless of severity, personal or vehicle, are to be reported immediately to the employee's supervisor and Human Resources.
- Defective equipment must be reported immediately to the supervisor.
- Employees are expected to know and execute proper trenching and excavation procedures when involved in such operations.
- Employees are expected to follow proper confined space entry procedures when involved in such operations.
- Employees are expected to wear work zone protection when work is performed on a public way.
- All employees while working on any street or highway must wear safety reflective vests. There will be no exceptions. Safety vests will be CDOT compliant.

6.3 Tobacco-Free Workplace

The City is concerned about the health, safety and well-being of employees and visitors to City facilities. Therefore, all City facilities and vehicles owned by the City are declared tobacco free. The use of tobacco products by employees, including e-cigarettes, vaping and or any other tobacco products, will be limited to designated outside smoking areas and only during employee break times.

6.4 Workers' Compensation

Employees are generally covered for employment-related injury or illness by the Colorado Worker's Compensation Act. Under the Act, an employee may receive benefits for missing work as a result of an employment-related injury or illness. Delay in reporting a work-related injury or illness may result in a reduction in benefits under the Act. It is a felony in Colorado for someone to willfully make a false statement or represent material to a workers' compensation claim for the purpose of obtaining benefits, payments, compensations, or award.

In compliance with the Workers' Compensation statute, C.R.S. § 8-42-112.5: If the injury results from employee's use of alcohol or controlled substances, workers' compensation disability benefits may be reduced by one-half. This action will be determined by the workers' compensation insurance company utilized by the City

Employees who sustain work-related injuries or illnesses should inform (in writing) their supervisor and Human Resources immediately, but no later than four (4) working days following the accident, no matter how minor an on-the-job injury may appear. Employees shall cooperate in a timely manner with written reports, forms and other requests required by the supervisor, Human Resources, insurance companies, or other authorities. See Human Resources for details, including the report forms.

If medical treatment is needed, it must be provided by a City-designated provider. For life-threatening emergencies, employees will be taken to the most appropriate medical facility or emergency room as determined by the responding Emergency Medical personnel. All medical referrals after the initial treatment and all follow-up care after the initial emergency room visit shall be provided by a City-designated provider.

In the event a workers' compensation injury requires time off from work, the employee may use accrued Sick, Vacation, or Compensatory Time (in that order) to supplement workers' compensation benefits not to exceed the employee's regular pay for the applicable period. Family and Medical Leave shall run concurrently with any other accrued leave available to the employee during time off from work taken due to an injury covered by workers' compensation benefits.

If an employee is unable to perform the employees' duties for the City due to a work-related injury, the employee shall not engage in any employment outside the City, including without limitation, responding to fire/medical calls as a volunteer for the Fire Department or any other agency.

The City will attempt to reasonably accommodate an employee who is released by their physician for modified duty after a workers' compensation injury or illness. Modified duty is not guaranteed and must be approved by the City Administrator in coordination with the employee's department head and Human Resources. Personnel placed on modified duty may be provided work assignments outside of employee's regular department if duties are in line with restriction and medically advised accommodations.

6.5 Workplace Violence Prevention

The City is committed to providing a safe, violence-free workplace for our employees; therefore, personnel are not to engage in any physical confrontation with a violent or potentially violent individual behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or Human Resources. All threats will be promptly investigated by Human Resources. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, citizens, customers, contractors, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken.

SECTION 7 – EMPLOYEE BENEFITS

7.1 Employee Benefits

The City recognizes the value of benefits to employees and their families by offering a benefits program to regular full-time employees. For more information regarding benefit programs, please refer to the City's Summary Plan Descriptions (SPD), which can be obtained from Human Resources.

7.1.1 Flexible Schedules

The City of Manitou Springs offers flexible schedules based on departmental needs, including remote work opportunities for some positions. Flexible schedules must allow full operations in every department during business hours. Participation is offered at the discretion of the Department Director and in consultation with the City Administrator. Flexible schedules may be terminated as a benefit at any time.

7.2 Administrative Vacation

Key management positions in the City are expected and required to work the time necessary to meet their responsibilities. It is often necessary for employees in these positions to regularly work more than 40 hours per week. Because these positions are classified as exempt, they are not entitled to accumulate and utilize compensatory time. In lieu of compensatory time all Exempt personnel are granted 40 hours of administrative vacation annually. Personnel must be employed with the City as of January 1 each year to receive this benefit. New hires throughout the year are given Administrative vacation at the next calendar year and may take the time after completing 90 days of service. (The position of City Administrator is granted administrative vacation per employment contract.)

These Administrative Vacation days are deemed available on January 1 of each year and shall not be carried over into the next year. These employees must use this time by December 31 of each year. An employee will not be compensated for unused Administrative Vacation days when employment ends for any reason.

The City Administrator has the sole discretion to grant additional administrative vacation days to these positions upon January 1 of each year following the date of hire. Any additional administrative vacation days for the City Administrator must be approved by Council.

7.3 Holidays

The following days are declared paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

All full-time regular employees receive eight (8) hours of personal time annually. Personnel must be employed with the City as of January 1 each year to receive this benefit. New hires throughout the year are not given a personal day until the next calendar year begins.

When the holiday listed above falls on a Sunday, the following Monday shall be considered a holiday, and when the holiday listed above is on a Saturday, the preceding Friday shall be considered a holiday. Full-time civilian employees (those other than Police and Fire employees covered by Section 7 of the FLSA) who are hired to work at least forty (40) hours a week receive compensation for a holiday of eight (8) hours. Full-time employees who are hired to work between 30 and 39 hours a week shall receive pro-rated holiday compensation based upon their work schedule.

A holiday falling within an employee's pre-approved scheduled vacation will not be charged against the employee's accrued vacation time.

Police and Fire personnel do not receive compensation for non-worked holidays. Police and Fire do receive pay at time and a half for 8 hours of their shift, in addition to their regular pay, if they work on the actual holiday.

The "personal day" referred to in the list above accrues on January 1 of each year for all full-time employees, including Police personnel, on the payroll as of that date, and it must be taken in the same calendar year, or it is forfeited. An individual who commences employment with the City after January 1 is not eligible for a personal day until January 1 of the following year. For Fire personnel, a personal day shall consist of twenty-four (24) hours rather than eight (8) hours. Full-time employees who are hired to work between 30 and 39 hours a week shall receive a pro-rated personal day based upon their work schedule.

General city personnel required to work on a holiday shall receive 8 hours of holiday pay, in addition to time and one half for up to 8 hours worked on a holiday. The employee may be allowed to accrue

compensatory time in lieu of pay at the rate of one- and one-half times the regular rate of pay if approved by the employee's supervisor, Human Resources, or the City Administrator. Part-time and per-diem employees are not paid for hours not worked on a holiday; however, they will receive time and one half for hours worked, up to a maximum of 8 hours. Part-time and per-diem employees may not accrue compensatory time.

7.4 Sick Leave

Full-time employees, including police officers, hired to work at least forty (40) hours a week will accrue eight (8) hours of sick leave each month. Full-time employees hired to work between 30 and 39 hours a week will accrue sick leave at .75 of eight (8) hours or six (6) hours. Fire personnel will accrue sick leave at the rate of one hundred twenty-five (125) hours per year, with actual accrual occurring throughout the year on a pro-rated basis.

Accrued sick leave may be used for absences authorized by the Healthy Families and Workplaces Act, C.R.S. § 8-13.3-401, *et seq.* ("HFWA") as it may be amended from time-to-time, which includes without limitation, the following reasons:

- The employee has a mental or physical illness, injury or health condition that prevents work.
- The employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
- The employee needs to obtain preventative medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition.
- The employee needs to care for a family member who needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
- The employee needs to care for a family member who needs to obtain preventative medical care.
- The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to seek medical attention, mental health care or other counseling, legal or other victim services, or relocation related to or resulting from the domestic abuse, sexual assault, or harassment.
- Closure by a public official of the employee's place of business or the employee's child's school or place of care due to a public health emergency (as defined by the law), requiring the employee to care for the child.
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrences or events that result in the need to evacuate the employee's residence.

Full-time regular employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 480 hours; and for part-time and per-diem employees the maximum accrual is 48 hours. The maximum carry-over allowed for full-time Fire Department personnel is 625 hours; and for part-time and per-diem Fire Department employees, the maximum accrual and carry-over is 48 hours.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical. Personnel missing four (4) or more consecutive sick days must provide a physician's release to return to work. Personnel must provide the release to the Human Resource department, then department supervisor/manager will be notified that the employee is cleared to return to work. Notice of any restrictions will be communicated by the Human Resource department as appropriate.

If an employee is on vacation and becomes ill, sick leave may be used in lieu of vacation time; proof of illness may be required, and changes must be authorized by Human Resources or the City Administrator.

Unused sick days are forfeited when an employee's employment ends for any reason. If an employee separates from employment and is rehired by the City within six months after separation, any forfeited paid sick leave required to be provided pursuant to the HFWA will be reinstated.

7.5 Sick Leave Donation Policy

Employees may donate accumulated sick leave hours to a bank for distribution to aid another employee who has exhausted all paid leave and who is unable to work due to a serious medical condition or who needs time off to care for a family member with a serious medical condition, as defined by the Family and Medical Leave Act.

To donate, donating employees must complete the sick donation form on the employee forms site indicating the number of earned sick leave hours the employee wishes to donate to the sick leave bank. The donations must be in full hour increments. Employees wishing to donate sick leave hours to the donation bank must do so on a strictly volunteer basis. No employee may donate more than 80 hours of sick leave per calendar year and may not donate if the donation will cause the employee's accrued sick hours to be less than 240 hours at the time of the donation. Personnel retiring or resigning from the City may donate all sick hours to the bank, no matter the remaining balance as the individual will no longer have a need for the time. Personnel reaching a "use-or-lose" situation at the end of each calendar year may donate any hours that would be lost.

To receive a donation from the sick leave bank, the recipient must have exhausted all of their own sick leave, vacation, and other paid time off. The recipient must have worked a minimum of 1020 hours for the City, the recipient must be on approved leave and submit a signed request using forms available from Human Resources. A physician's statement indicating the expected duration of the illness or injury is required.

All hours must be taken as time off. No cash payments for donated sick leave will be made to a recipient employee. If a recipient employee separates from employment after receiving, but not using, any amount of donated sick leave, that unused leave shall be credited back to the sick leave bank. The employee's supervisor, in cooperation with Human Resources, will evaluate the eligibility of the recipient for donated time off based on the criteria in this Section. Based on the request, donated time off will be provided to the recipient on a week-to-week basis up to a maximum of 480 hours of donated sick leave time per calendar year.

If a recipient employee receives paid leave hours from a donating employee with a different pay rate, the leave time is converted based on the recipient employee's pay rate, so that the dollar value of the surrendered leave remains the same but leave taken by the recipient employee is always paid at the recipient employee's regular rate of pay. For example, if the donating employee is regularly paid \$15.00 per hour and surrenders eight hours of paid leave to the bank and that leave is given to a recipient employee who is regularly paid \$10.00 per hour, the recipient employee will receive 12 hours of paid leave, paid at \$10.00 per hour (8 hours x \$15.00 = \$120 value, and \$120.00 value/\$10.00 per hour = 12 hours)>

7.6 Healthy Families & Workplaces (HFWA) – Paid Sick Leave

To the extent not covered elsewhere in this Employee Handbook, the City will provide paid sick leave as required by the HFWA, provided that the benefits set forth in this Section shall not be in addition to sick leave benefits provided to regular employees if those benefits satisfy the requirements of the HFWA. Instead, this Section: (1) provides sick leave benefits to part-time employees who are not otherwise provided sick leave elsewhere in this Handbook to the extent required by the HFWA; and (2) provides sick leave benefits to full-time employees to the extent sick leave benefits provided to full-time employees elsewhere in this Handbook do not meet the minimum requirements of the HFWA.

7.6.1 Paid Leave Under the Healthy Families & Workplaces Act Beginning in 2021

Beginning January 1, 2021, the City will ensure that each employee receives a minimum of one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

- Employees begin accruing paid sick leave when employment begins and may use that leave as it is accrued. If an employee has a need for paid sick leave under this policy in advance of the accrual, they may make that request in writing.
- Employees can accrue and use up to a maximum of 48 hours of sick leave in a 12-month period.
- Employees may carry forward up to 48 hours of sick leave not used in the prior year.
- Paid sick leave under the HFWA is capped at 48 hours of accrued leave in a year.
- An employee may use paid sick leave in hourly increments.
- Employees are requested to provide advance notice to their supervisor of the need for leave whenever practical, and at a minimum, employees must notify their supervisor before the beginning of any work shift of the need for leave.

- For an absence of four or more consecutive days, documentation from a health care provider regarding the need for leave will be required.

7.6.2 Use of Leave Beginning In 2021

Paid sick leave may be used for any authorized reason set forth in the HFWA as it may be amended from time- to-time, including the reasons set forth in Section 7.4 of this Employee Handbook.

7.6.3 Paid Sick Leave During a Public Health Emergency Beginning in 2021

Colorado Senate Bill 20-205 requires employers to provide employees with additional (“supplemental”) paid sick leave during a public health emergency as ordered by the State of Colorado.

- Employers must provide employees who normally work 40 or more hours per week with at least 80 hours of supplemental paid sick leave. This is not in addition to the sick leave currently provided under this Employee Handbook.
- For employees who work less than 40 hours a week, employers must provide supplemental paid sick leave in the amount of time that is the greater of the time the employee is scheduled to work in a 14-day period or the amount of time the employee works on average in a 14-day period. This is not in addition to the sick leave currently provided under this Employee Handbook.
- Employees must use available accrued paid sick leave before supplemental leave under this section can be used.
- Employees may use this supplemental leave for up to a month after the end or suspension of a public health emergency.
- This supplemental sick leave may be used by an employee for the following purposes:
 - to self-isolate and care for themselves because they have been diagnosed with or are experiencing symptoms of a communicable illness.
 - to seek or obtain diagnosis and care because they are experiencing symptoms of a communicable illness.
 - to care for a family member who is doing the same during a public health emergency.
 - to seek preventive care concerning a communicable illness.
 - to care for a child or other family member when childcare provided is unavailable due to a public health emergency; or if the child’s or family member’s school or place of care has been closed by a local, State, or Federal public health order or at the discretion of the school due to the public health order, including if the school is closed but provided instruction remotely due to an employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness; or
 - to care for a family member who is: a) self-isolating after being diagnosed with the communicable disease, b) self-isolating because of experiencing symptoms of the communicable disease; c) needs medical diagnosis care, or treatment if

experiencing symptoms of a communicable disease; or d) seeking preventive care concerning a communicable disease.

7.6.4 Retaliation or Interference with HFWA Rights

The City will not retaliate against any attempt by an employee to exercise their rights under the HFWA or from counting paid sick leave used by an employee as an absence that may lead to or result in disciplinary action. This includes an employee who:

- Requests or takes HFWA leave.
- Informs another person about HFWA rights or supports that person's exercise of HFWA rights.
- Files a HFWA complaint.
- Cooperates/assists in an investigation about potential HFWA violations.

7.7 Vacation

Full-time employees, including Police personnel, hired to work at least 40 hours a week, will accrue vacation, calculated on a bi-weekly basis, as follows:

Years Employed	Vacation Time Accrued Per Year	
0-4	10 days	(80 hours)
5-9	15 days	(120 hours)
10-19	20 days	(160 hours)
20+	25 days	(200 hours)

Full-time employees, including Police personnel, hired to work between 30 to 39 hours a week will accrue vacation based upon the above schedule multiplied by the percentage of 40 hours per week the employee works for each bi-weekly period that vacation accrues.

Full-time Fire Department personnel accrue two-hundred fifty-eight (258) hours of vacation leave each year. Part-time and per-diem Fire personnel do not accrue vacation time (sick accrual is based upon the HFWA, Section 7.6).

Unused accrued vacation is paid at separation of employment. If an employee returns to service within 12 consecutive months, their vacation accruals will be based on their total years of employment. However, employees who return after more than 12 consecutive months will have their vacation accruals reset and will begin accruing vacation as a new hire.

Vacation may be utilized only with the prior approval of the employee's Department Manager and only after the vacation to be used has accrued. Vacation may not be taken in increments less than one-quarter ($\frac{1}{4}$) hour. Managers will ensure that at no time the workforce will be depleted to the extent work productivity will be diminished.

Employees will only be allowed to carry over the number of hours they accrue according to years of service. Any additional vacation hours will be lost if not used by the last pay period of the year.

Fire Department personnel will be allowed two-hundred fifty-eight (258) hours of carryover time. Any hours over two hundred fifty-eight (258) will be lost if not used by the last pay period of each year.

Under no circumstances will an employee be paid for accrued vacation while the employee is employed by the City.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

THIS ACKNOWLEDGMENT IS TO BE COMPLETED AND SIGNED BY THE EMPLOYEE AND RETURNED TO THE HUMAN RESOURCES DEPARTMENT. EMPLOYEES ARE ENCOURAGED TO KEEP A COPY FOR THEIR OWN RECORDS.

I hereby acknowledge receipt of the Employee Handbook of the City of Manitou Springs. I understand and agree that it is my responsibility to read and comply with the policies in the Handbook.

I understand that the Handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, City practices, nor other communications create an employment contract or term.

I have entered my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. I understand that my employment is "At Will" accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time.

I understand that I must strictly adhere to the City's confidentiality policies and procedures.

I acknowledge that revisions to the handbook may occur except to the City's policy of employment-at-will. All such changes may occur with or without notice, and I understand that revised information may supersede, modify, or eliminate existing policies. Only City Council has the authority to revise the policies in this Handbook.

I have read, understand, and agree to adhere to the City of Manitou Springs Employee Manual.

Print Name: _____

Signature: _____

Date: _____



Memorandum

Title: Consideration of Resolution No. 1725, a Resolution Establishing a General Tax Levy for the purpose of Raising Revenue for the General Operating Fund, and the Voter Approved Mill Levies for Other Funds of the city of Manitou Springs

From: Rebecca Dais, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

December 11, 2025

Purpose:

City Council is required to approve the 2026 mill levy for the General Fund and the other voter-approved mill levies before they can be certified with El Paso County, Colorado. The certification deadline is December 15, 2025.

Background:

The mill levy City Council will be approving is 13.000, which will raise \$1,490,033 in property tax. The amount of a mill in 2026 will be \$114,618 as per the Final Certification of Valuation provided to the City by the County Assessor.

The 2026 mill levy is greater than the 2025 mill levy of 12.95 by .05 mills, due to taxes that were abated and refunded in 2025 in the amount of \$5,745.41 as listed on form DLG 57 "Certification of Valuation by El Paso County Assessor" on line 11 for 2025. Per state code 39-10-114(1)(a)(I)(B), the local government was due the tax revenue that was given in refunds or abatement and it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. This levy may generate revenues up to, but not exceeding, the refund/abatement amount.

The Final Certification of Valuation by the El Paso County Assessor (DLG 57) and the City's Certification of Tax Levies for Non-School Governments (DLG 70) are attached.

Pros and Cons:

N/A

Fiscal Impact:

Revenues from the mill levies for 2026 are as follows:

- | | | |
|--|--------------|--------------|
| • General Fund - | 10.594 mills | \$ 1,100,156 |
| • Open Space Fund - | .80 mills | \$ 83,077 |
| • Capital Improvement Fund - | .556 mills | \$ 57,739 |
| • El Paso/Beckers Fund - | 1.00 mills | \$ 103,847 |
| • Reimbursement of 2025 Refunds/Abatements | .05 mills | \$ 5,730 |



- Totalling: \$1,490,033

Workload Impact:

3 hours

Recommended Action:

Move to adopt Resolution 1725, a Resolution establishing a general tax levy for the purpose of raising revenue for the general operating fund, and the voter approved mill levies for other funds of the City of Manitou Springs.

RESOLUTION

A RESOLUTION ESTABLISHING A GENERAL TAX LEVY FOR THE PURPOSE OF RAISING REVENUE FOR THE GENERAL OPERATING FUND, AND THE VOTER APPROVED MILL LEVIES FOR OTHER FUNDS OF THE CITY OF MANITOU SPRINGS.

WHEREAS, the City is required by law to levy taxes sufficient to fund the budget adopted for the coming year;

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

Section 1: There is hereby levied upon all real, personal and mixed property within the corporate City limits of the City of Manitou Springs, Colorado, taxable according to law, for the purpose of raising revenue for the said City for the year 2026 for the purpose as follows:

GENERAL FUND	10.594 MILLS
CAPITAL IMPROVEMENTS FUND	.556 MILLS
OPEN SPACE & PARKS (APP 1995)	.800 MILLS
BECKERS / EL PASO PARK (APP 1997)	1.000 MILLS
Reimbursement of 2025 Refunds/Abatements:	<u>.050 MILLS</u>
	13.00 MILLS

Section 2: The City Clerk is hereby authorized and directed to notify the Board of County Commissioners to extend said levy on the tax rolls.

Section 3: This Resolution shall take effect immediately upon approval and adoption by City Council.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado, on this 11th day of December 2025.

Mayor and Council:

Mayor

Attest:

City Clerk

CERTIFICATION OF TAX LEVIES for NON-SCHOOL GovernmentsTO: County Commissioners¹ of _____, Colorado.On behalf of the _____,
(taxing entity)^Athe _____,
(governing body)^Bof the _____,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ _____ assessed valuation of: _____
(GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57)^E

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ _____
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: _____ for budget/fiscal year _____.
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)**LEVY²****REVENUE²**

1. General Operating Expenses ^H	_____ mills	\$ _____
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< _____ > mills	\$ < _____ >
SUBTOTAL FOR GENERAL OPERATING:	mills	\$
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	mills	\$

Contact person: _____ Daytime phone: () _____
(print)

Signed: _____ Title: _____

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

¹ If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

NAME OF TAX ENTITY: CITY OF MANITOU SPRINGS

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025 :

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION: ‡	1. \$ 103,847,090.00
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION:	2. \$ 118,030,670.00
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$ 3,411,740.00
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION: 114,618	4. \$ 114,618,930.00
5. NEW CONSTRUCTION: *	5. \$ 229,054.27
6. INCREASED PRODUCTION OF PRODUCING MINE: =	6. \$ 0.00
7. ANNEXATIONS/INCLUSIONS:	7. \$ 0.00
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: =	8. \$ 0.00
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.):	9. \$ 0.00
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.):	10. \$ 111.91
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11. \$ 5,745.41

- ‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
 * New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
 = Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
 * Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2025 :

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$ 1,262,539,776.00
ADDITIONS TO TAXABLE REAL PROPERTY	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$ 2,697,935.29
3. ANNEXATIONS/INCLUSIONS:	3. \$ 0.00
4. INCREASED MINING PRODUCTION: §	4. \$ 0.00
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$ 0.00
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$ 0.00
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7. \$ 0.00
DELETIONS FROM TAXABLE REAL PROPERTY	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$ 0.00
9. DISCONNECTIONS/EXCLUSIONS:	9. \$ 0.00
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$ 842,161.00

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
 * Construction is defined as newly constructed taxable real property structures.
 § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:

\$ 0.00

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

\$ 206,875.00

Final

USE FOR STATUTORY PROPERTY TAX LIMIT CALCULATION ("5.25% LIMIT") 29-1-1703, C.R.S.

IN ACCORDANCE WITH §§ 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025 :

1.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	118,030,670.00
2.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	2.	\$	3,411,740.00
3.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	3.	\$	114,618,930.00
4.	NEW CONSTRUCTION:	4.	\$	229,054.27
5.	ANNEXATIONS/INCLUSIONS:	5.	\$	0.00
6.	PREVIOUSLY EXEMPT PROPERTY:	6.	\$	0.00
7.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.): Includes all revenue collected on valuation not previously certified:	7.	\$	111.91
8.	INCREASED VALUATION FOR ASSESSMENT ATTRIBUTABLE TO A CHANGE IN LAW FOR A PROPERTY TAX CLASSIFICATION:	8.	\$	0.00
9.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	9.	\$	5,745.41
10.	TOTAL PRODUCING MINES, OR PRIMARY OIL OR GAS PRODUCTION:	10.	\$	0.00
11.	REVENUE INCREASE FROM EXPIRED TIF:	11.	\$	0.00

Notes:

The property tax limit will apply to all property taxing entities with the exception of school districts, city and county, city, or town that has adopted a home rule charter (29-1-306(1)(b), C.R.S.). The revenue limit applies to any property taxing entities that have authority to exceed current 5.5% and the TABOR limit.

The Division of Local Government ("the Division") has developed technical assistance resources to assist taxing entities with the calculation of the property tax limit available online here (<https://dlg.colorado.gov/budget-information-and-resources>). Please understand that the Division has no statutory or administrative role in calculating or enforcing the property tax limit, and each taxing entity's revenue limits and voter approval history may be unique. The technical assistance resources provided by the Division with regard to the property tax limit are not definitive and not legal advice. Taxing entities may choose to calculate the property tax limit with a methodology that is different from the methodology presented in the Division's technical assistance resources. The Division always recommends that taxing entities consult with an attorney in order to understand and apply the various statutory and constitutional revenue limits that may apply to that taxing entity.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

TA# : 007
DLG 57 (Rev. 7/21)



Mark Flutcher
El Paso County Assessor

1675 West Garden of the Gods Rd, Suite 2300
8:00AM-4:30PM Monday - Friday
(719)520-6600 Fax:(719)520-6635

Final

CITY OF MANITOU SPRINGS
REBECCA DAVIS
606 MANITOU AVE
MANITOU SPRINGS, CO 80829

November 26, 2025

RE: 2025 FINAL CERTIFICATION OF VALUE

Dear Tax Authority Representative,

The final taxable 2025 assessed value for this authority's tax boundary is \$118,030,670.

Included in this mailing is the State of Colorado Division of Local Government's DLG-57 form. This form should be used in the calculation of your mill levy. The enclosed form is also available on the Assessor's website -- <https://assessor.elpasoco.com/assessordata/>.

A district boundary map and district value summary by State Abstract and Tax District is available on the Assessor's website -- <https://assessor.elpasoco.com/tax-entity-maps/>.

The Mill Levy Certification Form must be returned to the Assessor's Office by December 15, 2025. A copy of the form is available on the State of Colorado Division of Local Government's website -- <https://dlg.colorado.gov/budget-resources-and-filing>.

Per HB 24-1302, please complete the DLG Public Information Form and return to the Assessor's Office. A link to the form is available on the State of Colorado Division of Local Government's website -- <https://dlg.colorado.gov/hb24-1302-mill-levy-public-information>.

Please contact the Assessor's Office with any question concerning submitting Mill Levy information.

Mail Address: El Paso County Assessor's Office
Attn: Roger Clark
1675 West Garden of the Gods Rd., Ste 2300
Colorado Springs, CO 80907

Email Address: rogerclark@elpasoco.com

Telephone: (719) 520-6655
FAX: (719) 520-6635

Mark Flutcher
El Paso County Assessor



Memorandum

Title: Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

From: Rebecca Davis, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 minutes

December 11, 2025

Purpose:

To update the Universal Fee Schedule to account for the Rate Structure Study increases approved by Ordinance No. 0924 for City Water and Sewer Service on November 10, 2024, the Storm Drainage fee increase according to the rate structure study presented on 12/5/2023, and the Memorial Hall rental due to improved heating and cooling from the Energy Efficiency program approved by City Council in 2025. Also to remove Fire department fees for services that have been outsourced to Colorado Springs.

Below are the changes in the universal fee schedule:

Memorial Hall fee changes are in red under "Public Facilities Rental Fees":

Memorial Hall (City Hall)	\$	500.00	\$	520.00	Security Deposit
	\$	150.00	\$	160.00	Reserve another day for set-up or clean-up
Resident Use Fee	\$37/hour		\$47/hour		Monday-Friday minimum rental of 2 hours, evening hours only
	\$	415.00	\$	515.00	Saturday & Sunday - all day, per day
Non-Resident Use Fee	\$83/hour		\$93/hour		Monday-Friday minimum rental of 2 hours, evening hours only
	\$	760.00	\$	860.00	Saturday & Sunday - all day, per day

Rate Study changes are in red under "Public Works":

WATER RATES AND FEES	FEE / FINE	COMMENTS
13.36 Storm Drainage and Flood Management Utility	\$ 21.00 \$ 22.00	Per month - On each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.



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	\$ 23.74	0.75" meter
	\$ 36.97	\$ 40.30	1.0" meter
	\$ 73.93	\$ 80.58	1.5" meter
	\$ 118.28	\$ 128.93	2.0" meter
	\$ 236.56	\$ 257.85	3.0" meter
Volume Charge per 1,000 gallons for Residential	\$ 10.27	\$ 11.19	First 7,500 gallons per month, per 1,000 gallons
	\$ 13.78	\$ 15.02	7,501 to 15,000 gallons per month, per 1,000 gallons
	\$ 17.43	\$ 19.00	Over 15,000 gallons per month, per 1,000 gallons
Volume Charge per 1,000 gallons for Commercial	\$ 11.98	\$ 13.06	Uniform Volume Rate per 1,000 gallons
Inactive Rate	13/month	\$ 14.17	Inactive amount per month to support infrastructure & capture water usage

The fees that are being removed are under "Protection Against Fire and Fire Review Fees" (below "Finance" in the schedule); they are in red with strike-throughs.

PROTECTION AGAINST FIRE & FIRE REVIEW FEES	FEE / FINE		COMMENTS
6.32.030 Fire inspection, plan reviews, & permits			
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
	\$ 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
Effective for one year		

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)
	\$ 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)

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

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
	\$ 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	\$ 125.00	per person, per hour (1/2 inspections)
EMERGENCY SERVICES		
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)

Background:

In 2015, City Council implemented a new fee setting structure by approving Ordinance 0215, which allowed the approval of fees within a Universal Fee Schedule, by Resolution, for all the fees set forth within the Manitou Springs Municipal Code. This fee schedule is updated as needed and at year-end for the next year's fees.

Pros and Cons:

N/A

Fiscal Impact:

The Rate Study changes will reflect the revenue outcomes of the rate study and the Memorial Hall change is, as yet, undetermined.

Workload Impact:

Recommended Action:

Move to adopt Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule.

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. 1325 is hereby repealed in its entirety as of December 31, 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 11th day of December 2025, and effective January 1, 2026.

Mayor and Council:

By: _____
John Graham, Mayor

Attest:

Elena Krebs, City Clerk

City of Manitou Springs Fees and Fines

TABLE OF CONTENTS		
Department	Type of Fee / Fine	PAGE
Note - clicking on the page number will take you to the directly to that section		
Administration Department		1
Aquatic & Fitness Department	Pool Fees	1
City Clerk's Office	City Clerk Fees	1
	Liquor License Fees	
Finance Department	Business License Fees	6
	Other Finance Fees	
Fire Department	Fire Inspection, Plan Reviews & Permits	7
	Hazardous Materials	
	High-Pile Storage	
	Inspections	
	In-House Inspections And Reviews	
	Emergency Services	
ems transport Services		10
Neighborhood Services Office		13
	Abatement of Conditions of Nuisance	
	Trash Violation- Citation	
Parking Citation Fines		10
Parking Management	Dumpster Permits	12
	Moving & Construction Permit Fees	
	Center Lane Permit Fees	
	Parking Lot Permit Fees	
	Residential Parking Permit Fees (Rpp)	
	Parking Rates	
	Electric Vehicle Public Charging Service	
Parks and Recreation	Crystal Valley Cemetery Fees	14
	Private & Special Event Fees	
	Public Facilities Rental Fees	
Planning Department	Development Review Fees	16
	Historic Preservation Regulations	
	State Historic Tax Credit Application Fees	
	Annexations	
	Sign Ordinances	
	Building Permits	
	Marijuana-Medical & Recreational	17
	Micro Mobility Program	
	Watershed District Permit	
Police Department		19
Public Works	Storm Drainage & Flood Management	19
	Street Rates (including Excavation Permit) Fees	
	Traffic Management Fees	
	Water & Sewer Rates & Fees	19
	Water Rates	
	Sewer Rates	
	Turn-On/Turn-Off Fees & Penalties	
	Connection To Water System	
	Connection To Sewer System	
	Water Usage For Irrigation	

City of Manitou Springs Fees and Fines

TABLE OF CONTENTS		
Department	Type of Fee / Fine	PAGE
	Water Meters	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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	
Multipurpose 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.	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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)	
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	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
	\$ 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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
	\$ 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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	20.00%		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	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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	
	\$ 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)	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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 foot or fraction thereof -- (3 Plan Reviews + 4 hours)	
	\$ 354.00		I (Institutional building) -- (2 Plan Reviews + 2 hours)	
	\$ 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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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 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	
	\$ 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 inspections)	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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	
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				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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.				
12.34.010 Roll-off dumpsters, storage pods, or other large immovable Objects				
12.34.010.A.3 Permit fees				
Paid Parking Areas:	\$ 100.00		1 week - on season *	
	\$ 50.00		1 week - off season **	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
Canon Lot Permit	\$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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Permit #1	Free		Each Residential Dwelling Unit (HOUSEHOLD) demonstrating need within a designated RPP Area will be provided one Permit minimum	
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 initial permits		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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	
	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	
Special Event Fee			ALL paid parking transactions for spaces serving events	
Emergency Management/Fire Mitigation Fee			ALL Parking Transactions	
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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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	
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		Additional Niche engraving (1st engraving included in cost of Columbarium niche purchase)	
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 weekday fees. Holidays not allowed	
	\$ 1,181.00		Full Burial without an enclosure or vault in non-green burial plot - requires additional maintenance	
			Full Burial without an enclosure or vault in non-green burial plot - requires additional maintenance - Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
	\$ 336.00		Infants under 6 months	
	\$ 672.00		Infants under 6 months Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
	\$ 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 weekday fees. Holidays not allowed 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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 150.00		Columbarium Niche (Final or Additional Opening/Closing) - (1st Opening/Closing included in cost of Columbarium niche purchase)	
			Columbarium Niche (Final or Additional Opening/Closing) - (1st Opening/Closing included in cost of Columbarium niche purchase) Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
12.28.090 Burials	\$ 142.00		Plus Additional per hour after 4 p.m. Monday - Friday	
Disinterment	\$ 1,181.00		Full Burial & Cremains	
	\$ 604.00		Infants and children under 10 years old - Full Burial & Cremains	
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	
	\$ 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	\$ 520.00	Security Deposit	
	\$ 150.00	\$ 160.00	Reserve another day for set-up or clean-up	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Resident Use Fee	\$37/hour	\$47/hour	Monday-Friday minimum rental of 2 hours, evening hours only	
	\$ 415.00	\$ 515.00	Saturday & Sunday - all day, per day	
Non-Resident Use Fee	\$83/hour	\$93/hour	Monday-Friday minimum rental of 2 hours, evening hours only	
	\$ 760.00	\$ 860.00	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 additional 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 additional 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				
Security Deposit	\$ 250.00		Key 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)				
Security Deposit	\$ 250.00		Key Deposit	
	\$ 100.00		Private events	
	\$ 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 - with minimum of 2 hours.	
Planning Department				
Development Review Fees				
	Fee / Fine		Comments	
			(Planning Updated 3/1/2023)	
Rezoning *	\$ 1,090.00			

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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			
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)	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 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	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	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	
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			
Long-Term Occupancy 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			
Miscellaneous 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				
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				
4. All fees shall be paid in full at the time of application submittal.				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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	
Public Works				
Stormwater Rates and Fees				
	Fee / Fine		Comments	
13.36 Storm Drainage and Flood Management Utility	\$ 21.00	\$ 22.00	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, tree planting, 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 less than 100' long, no intersection*	
	\$ 215.00		Excavation from 100' - 500' long, no intersection*	
	\$ 310.00		Excavation 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	\$ 160.00		Less than 100' long	
Sidewalk, driveway, curbs, gutter, crossspan, etc...				
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 minimum or \$10,000 with 3-year minimum are required as well as a current Certificate of Insurance				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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 (8 hours max) - up to 3 crew members (only if City Staff is available)	
	\$ 150.00		For each additional crew member after 3 - per day (8 hours max)	
Traffic Cones for rent	\$ 4.00		Rental traffic cones - daily rate for each individual traffic cone	
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	\$ 23.74	0.75" meter	
	\$ 36.97	\$ 40.30	1.0" meter	
	\$ 73.93	\$ 80.58	1.5" meter	
	\$ 118.28	\$ 128.93	2.0" meter	
	\$ 236.56	\$ 257.85	3.0" meter	
Volume Charge per 1,000 gallons for Residential	\$ 10.27	\$ 11.19	First 7,500 gallons per month, per 1,000 gallons	
	\$ 13.78	\$ 15.02	7,501 to 15,000 gallons per month, per 1,000 gallons	
	\$ 17.43	\$ 19.00	Over 15,000 gallons per month, per 1,000 gallons	
Volume Charge per 1,000 gallons for Commercial	\$ 11.98	\$ 13.06	Uniform Volume Rate per 1,000 gallons	
Inactive Rate	13/month	\$ 14.17	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	\$ 22.77		
A.2. Volume Charge per 1,000 gallons	\$ 9.04	\$ 9.36	Residential allocation	
	\$ 9.04	\$ 9.36	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 + delinquent 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				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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			
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). Note: Water Restoration fee applicable when turning water back on.	
13.28 Water Usage for Irrigation and Other Outside Purposes				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
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.	