



MANITOU SPRINGS CITY COUNCIL WORK SESSION AGENDA

City Council meetings are held as hybrid, 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	Natalie Johnson	January 4, 2028
At-Large	Mayor Pro Tem Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Nate Nassif	January 8, 2030
Ward 2	Carey Storm	January 8, 2030
Ward 3	Gloria Latimer	January 8, 2030

April 14, 2026

5:00 PM

NO DECISIONS WILL BE MADE AT THIS WORK SESSION

A. CALL TO ORDER

B. ROLL CALL

C. DISCUSSION

1. Fee Schedule Review and Council Direction
2. Ring the Peak Discussion
3. Discussion Regarding Additional Bus Stops Along Route 33

D. RECEIVE COUNCIL CORRESPONDENCE

E. CITY ADMINISTRATOR REPORT

ADJOURN

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



Memorandum

Title: Fee Schedule Review and Council Direction

From: Nate Moore, Senior Budget Analyst

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

April 14, 2026

Purpose:

To present the City's current fee schedule for City Council review and to receive direction on which fees Council would like staff to further evaluate and return for potential action at a future meeting.

Background:

The City periodically updates a comprehensive fee schedule to recover costs associated with providing services to residents, businesses, and visitors. Fees are established to support cost recovery, promote equity among service users, and ensure compliance with applicable statutory and policy considerations.

At this time, no changes are proposed for adoption. Instead, this item is intended to provide Council with an opportunity to review the fee schedule at a high level and identify specific fees or categories of fees for staff to analyze in greater detail. Council direction at this stage will assist staff in focusing analysis efforts on fees of interest.

Fiscal Impact:

Undetermined

Workload Impact:

Minimal.

Recommended Action:

Staff is seeking Council's direction on which fees should be further evaluated. Once that has been determined, staff will schedule formal action via an updated resolution at an upcoming meeting.

Aquatic and Fitness Center

Fee Schedule

RATES		
Item	Fee	Details
Daily Rates	\$6.25	Seniors(60+)/Youth/Disabled/Military/Police/Fire/Teachers
	\$9.50	Adults (18+)
	\$0	2 and under (1 free per paid adult)

PUNCH CARDS		
Item	Fee	Details
10 Punch	\$41.00	Seniors(60+)/Youth/Disabled/Military/Police/Fire/Teachers
	\$66.00	Adults (18+)
20 Punch	\$62.00	Seniors(60+)/Youth/Disabled/Military/Police/Fire/Teachers
	\$110.00	Adults (18+)

MEMBERSHIP		
Item	Fee	Details
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)

Note: 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 Member fee.

PUBLIC SWIM LESSONS		
Item	Fee	Details
	\$66.00	1Session, 8 Classes

POOL RENTALS		
Item	Fee	Details
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; includes pizza (after hours)

SWIM TEAM		
Item	Fee	Details
Youth Swim Team	\$54.00	Off season (2x week) – Per month
	\$96.00	Summer season (4x week) Per month
Masters Swim Team	\$54.00	2x/week per month
	\$78.00	3x/week per month
	\$12.00	Drop-in fee

City Clerk Office

Fee Schedule

GENERAL FEES		
Item	Fee	Notes
Alcohol Affidavit	\$35.00	Applies only to private events held in Memorial Hall
Application Fee	\$35.00	Base fee for all application documents. Some application fees may be higher based on type of application.
Certified Copies	\$20.00	Per document (does not include copies or printout fees)
Notary Fee	\$5.00	Per Notary Public Signature; not to exceed \$15
Request for Noise Variance	\$35.00	Application Fee – Online Form (Public Events/Private Events/Construction)
Memorial Placements	\$35.00	Application Fee

PUBLIC RECORD REQUESTS (“CORA”) – Based upon State Regulations		
Item	Fee	Notes
Copies, Printouts, Photographs, and other Materials	\$0.25	8 ½”x11” standard black and white page – per page

Audio Recordings	\$17.00	Per recording
911 Recordings	\$83.00	Per recording
Research and Retrieval Time – Includes criminal justice records (CCJRA)	\$0	First hour of research and retrieval
	\$41.37	Each additional hour after the first hour

LIQUOR LICENSE FEES		
Type of License	Local Fee	Notes
Fermented Malt Beverage License – On/Off Premises	\$3.75	
Arts License	\$41.25	
Retail Establishment Permit	\$25.00	
Bed and Breakfast Permit	\$25.00	
Beer and Wine License	\$48.75	
Brew Pub License	\$75.00	
Club License	\$41.25	
Liquor Licensed Drugstore	\$22.50	
Distillery Pub	\$75.00	
Hotel and Restaurant License	\$75.00	
Hotel and Restaurant with Optional Premises	\$75.00	
Lodging Facility	\$75.00	
Entertainment Facility	\$75.00	

Retail Liquor Store	\$22.50	
Special Event (Fermented Malt Beverage/Liquor)	\$100.00	Per event – Cannot transfer or renew
Tavern License	\$75.00	
Temporary License	\$100.00	
Vintner’s Restaurant License	\$75.00	

APPLICATION FEES AND OTHER LIQUOR LICENSE FEES		
Item	Fee	Notes
New Liquor License	\$1,000.00	
New Liquor License with Concurrent Review	\$1,000.00	
Annual Renewal	\$100.00	
Transfer of Ownership	\$750.00	
Late Renewal	\$500.00	Not more than 90 days of license expiration date
Reissue Fee	\$500.00	More than 90 days but less than 180 days of license expiration date
Reissue Fine	\$45.00	Charged daily beyond 90 day expiration date
Change of Location	\$750.00	
Corporation/LLC Change	\$100.00	Charged per person
Manager Registration	\$30.00	Applicable to Hotel & Restaurant, Tavern, Lodging, and Entertainment Licenses

Mini-Bar Permit	\$48.75	Applies to Hotel and Restaurant Licensees only
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MUNICIPAL COURT		
Item	Fee	Notes
Jury Fee		See C.R.S.§13-10-114(3) if not assigned by Council
Docket Fee AKA Court Costs	\$30.00	See City Code 1.32.120
Law Enforcement Special Revenue Fund	\$45.00	

Note: See Fine Schedule – EXCEPT Parking Offenses, Section 10.04.010

Finance Department

Fee Schedule

BUSINESS LICENSE FEES			
Item	Fee	Notes	Code Reference
General Business License – Non Retail*	\$72.00	New	Ch.5.04.030
	\$44.00	Renewal	
General Business License – Retail	\$134.00	New	Ch.5.04.030
	\$62.00	Renewal	
Entertainment & Amusement	\$134.00	New	Ch.5.05.10
	\$25.00	Plus additional per New	
	\$72.00	Renewal	
	\$19.00	Plus additional per Renewal	
Restaurant	\$134.00	New	Ch.5.05.020
	\$62.00	Renewal	
Service Station	\$134.00	New	Ch.5.05.030
	\$62.00	Renewal	
Horse Drawn Vehicles and Pedicabs	\$134.00	New	Ch.5.05.040
	\$62.00	Renewal	
Massage Establishment	\$134.00	New	Ch.5.07
	\$62.00	Renewal	
Medical and Retail Marijuana**	\$134.00	New	Ch.5.04.030
	\$62.00	Renewal	
Non-Cigarette Tobacco Product Retail	\$184.00	New	Ch.5.10
	\$174.00	Renewal	
Home Occupation	\$50.00	New	Ch.18.40
	\$32.00	Renewal	

*Micromobility business license falls in this category - .5% excise tax to be paid monthly, E-bikes subject to 3.8% use tax per Finance Director.

**Business license fees are in addition to Planning fees. See Planning Department Fee Schedule.

OTHER FINANCE FEES			
Item	Fee	Notes	Code Reference
Collection Fee	20.00%	When unpaid & overdue amounts owed to the city are referred to a collection agency, this additional percentage will be added.	Ch.3.04
Kennel License	\$300.00		Ch.7.08

UNALTERED DOG/CAT/POTBELLED PIG LICENSE		
Item	Fee	Notes
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
Late Fee	\$20.00	Late renewal fee in addition to license fee (30 days after license expiration)
	\$0	Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf

ALTERED DOG/CAT/POTBELLED PIG LICENSE		
Item	Fee	Notes
1 year License	\$20.00	
3 year License	\$40.00	
1 year License	\$10.00	Citizens over 65 years of age
3 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)
	\$0	Altered guide dogs used by the blind, partially blind, deaf or partially deaf

Fire Department

Fee Schedule

PROTECTION AGAINST FIRE & FIRE REVIEW FEES		
Item	Fee	Details
Special Attendance	\$90.00	Per hour, 2 hour minimum
Pre-plan Submittal Consult	\$80.00	Per hour, 2 hour minimum
Re-inspection after failed inspection	\$55.00	Per hour, 2 hour minimum
Trip Fee	\$86.00	For third and each subsequent partial inspection (1 inspections)
Reinspections	\$129.00	First and each subsequent incident (1.5 inspections)
Standby Fire Watch	\$129.00	Per person, per hour (1.5 inspections)
Special Permits – Effective for one year	\$75.00	Bonfires, rubbish fires, or open burning
	\$75.00	Explosives and blasting caps
	\$75.00	Dry-cleaning plants
	\$75.00	Fireworks
	\$75.00	Erecting or operating a tent or air supported structure covering an area in excess of 200 sqft unless used exclusively for camping
	\$75.00	Installations alteration, removal, abandonment, retirement from service or other disposal of flammable or combustible-liquid tanks
Structure Permit Fee for Public Events	\$28.00	Per structure (tents, canopies, etc.)
Permit/Inspection	2x Permit/ inspection fee	Investigation (work without a permit), per incident
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
Search, Retrieval, and Copying of Documents and Records	\$20.00	Per hour – document search and retrieval (assessed in ¼ hour increments – includes archives)
	\$0.25	Per page – document copies and prints
	\$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 ¼ hour increments)

EMERGENCY SERVICES		
Item	Fee	Details
Engine or truck Company(e)	\$346.00	First hour (on-duty)
	\$117.00	Each subsequent hour (on-duty)
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		
Item	Fee	Details
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

TRAFFIC COLLISION REIMBURSEMENT		
Item	Fee	Details
Level 1	\$584.00	Hazardous materials assessment and scene stabilization
Level 2	\$667.00	Level 1 services plus clean up and material used (sorbents) for hazardous fluid clean up
Level 3	\$813.00	Car fire
Extrication	\$1,757.00	This charge will be added if need to free/remove anyone from the vehicle(s) using any equipment
Creating a Landing Zone	\$537.00	This charge will be added if a helicopter landing zone is created and/or is utilized to transport the patient

Mobility and Parking Department

Fee Schedule

PARKING FOR CERTAIN PURPOSES PROHIBITED			
Item	Fee	Details	Code Reference
Greasing, painting, or repairing vehicle	\$25.00	First citation	1203(a)
	\$35.00	Second citation after additional 2 hours	
	\$50.00	Third offense after additional 2 hours	
Displaying Advertising	\$25.00	First citation	1203(b)
	\$35.00	Second citation after additional 2 hours	
	\$50.00	Third offense after additional 2 hours	
Over 42 Hours	\$25.00	First citation	1203(c)
	\$35.00	Second citation after additional 2 hours	
	\$50.00	Third offense after additional 2 hours	

STOPPING, STANDING, PARKING PROHIBITED			
Item	Fee	Details	Code Reference
On Sidewalk	\$55.00	First Citation	1204(1)(a)
	\$65.00	Second citation after additional 2 hours	
	\$75.00	Third citation after additional 2 hours	

Within an Intersection	\$55.00	First citation	1204(1)(b)
	\$65.00	Second citation after additional 2 hours	
	\$75.00	Third citation after additional 2 hours	
On a Crosswalk	\$55.00	First Citation	1204(1)(c)
	\$65.00	Second citation after additional 2 hours	
	\$75.00	Third citation after additional 2 hours	
Alongside or opposite street excavation or obstruction when obstructs traffic	\$55.00	First citation	1204(1)(e)
	\$65.00	Second citation after additional 2 hours	
	\$75.00	Third citation after additional 2 hours	
On the roadway side of any vehicle stopped or parked at the edge of a curb or street	\$35.00	First citation	1204(1)(f)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
On bridge or elevated highway structure or highway tunnel	\$25.00	First citation	1204(1)(g)
	\$35.00	Second citation after additional 2 hours	
	\$45.00	Third citation after additional 2 hours	
On controlled access highway	\$25.00	First citation	1204(1)(i)
	\$35.00	Second citation after additional 2 hours	
	\$45.00	Third citation after additional 2 hours	

In area between roadways on divided highway	\$35.00	First citation	1204(1)(j)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Any other place where official signs prohibit	\$35.00	First citation	1204(1)(k)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Within 5' of public or private driveway	\$35.00	First citation	1204(2)(a)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Within 15' of a hydrant	\$150.00	First citation	1204(2)(b)
	\$250.00	Second citation after additional 2 hours	
	\$499.00	Third citation after additional 2 hours	
Within 20' of a crosswalk at an intersection	\$35.00	First citation	1204(2)(c)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Within 30' upon approach to a flashing signal, stop sign, yield sign, or traffic control signal	\$35.00	First citation	1204(2)(d)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	

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	1204(2)(e)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Fire Lane	\$150.00	First citation	1204(3)(b)
	\$250.00	Second citation after additional 2 hours	
	\$499.00	Third citation after additional 2 hours	
Moving vehicle not lawfully under control into prohibited area or away from curb unlawful distance	\$35.00	First citation	1204(5)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit	\$35.00	First citation	1204(6)
	\$75.00	Second citation after additional 2 hours	
	\$105.00	Third citation after additional 2 hours	
Parking adjacent to any yellow curb or designated "Reserved"	\$35.00	First citation	1204(7)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	

Parking prohibited at designated bus stop, tour bus stop, or trolley stop	\$55.00	First citation	1204(8)
	\$65.00	Second citation after additional 2 hours	
	\$75.00	Third citation after additional 2 hours	
Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit	\$35.00	First citation	1204(9)
	\$75.00	Second citation after additional 2 hours	
	\$105.00	Third citation after additional 2 hours	

PARKING AT CURB OR EDGE OF ROADWAY			
Item	Fee	Details	Code Reference
Two way road more than 12" from curb	\$35.00	First citation	1205(1)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	
One way road more than 12" from curb	\$35.00	First citation	1205(1)
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	

PARKING PROHIBITED WHERE AND WHEN			
Item	Fee	Details	Code Reference
All night parking (other than physicians or persons on emergency calls – when signed 3 AM to 6 AM)	\$35.00	First citation	1212
	\$45.00	Second citation after additional 2 hours	
	\$55.00	Third citation after additional 2 hours	

Metered parking On-street – Failure to pay or expired meter, Failure to comply with posted rules	\$35.00	First citation	10.12.010(a)
	\$75.00	Second citation after additional 2 hours	
	\$105.00	Third citation after additional 2 hours	
Metered parking Off-street- Failure to pay or expired meter, Failure to comply with posted rules	\$70.00	First citation	10.12.010(b)
	\$100.00	Second citation after additional 2 hours	
	\$150.00	Third citation after additional 2 hours	
Handicapped Parking Spaces	\$150.00	First citation	10.12.012
	\$250.00	Second citation after additional 2 hours	
	\$499.00	Third citation after additional 2 hours	

CENTER LANE			
Item	Fee	Details	Code Reference
Failure to obtain/display required permit or placard	\$45.00	First citation	10.12.014(c)(1)
	\$45.00	Second citation after additional 2 hours	
	\$45.00	Third citation after additional 2 hours	
With vehicle emergency warning lamps flashing	\$45.00	First citation	10.12.014(c)(2)
	\$45.00	Second citation after additional 2 hours	
	\$45.00	Third citation after additional 2 hours	
Over 15 minutes and/or No active loading/unloading	\$45.00	First citation	10.12.014(c)(3)
	\$45.00	Second citation after additional 2 hours	
	\$45.00	Third citation after additional 2 hours	
	\$50.00	First citation	10.12.014(c)(4)

Within 20' of a pedestrian crosswalk	\$50.00	Second citation after additional 2 hours	
	\$50.00	Third citation after additional 2 hours	
Oversized vehicles/Trailers/Recreational vehicles	Warning	First citation	10.12.015
	\$35.00	Second citation after additional 2 hours	
	\$50.00	Third citation after additional 2 hours	

PARKING IN RESIDENTIAL PERMIT PARKING AREA (RPP)			
Item	Fee	Details	Code Reference
Failure to Display Permit	\$5.00	First citation	10.12.019
	\$10.00	Second citation after additional 2 hours	
	\$15.00	Third citation after additional 2 hours	
Unpermitted Parking RPP	\$70.00	First citation	10.12.019
	\$100.00	Second citation after additional 2 hours	
	\$150.00	Third citation after additional 2 hours	
Violation – Authority to Boot Vehicle (Removal Fee) *	\$100.00	3 to 5 unpaid tickets	10.12.030
	\$200.00	6 to 8 unpaid tickets	
	\$300.00	9 plus 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

ROLL-OFF DUMPSTERS, STORAGE PODS, OR OTHER LARGE IMMOVEABLE OBJECTS			
Item	Fee	Details	Code Reference
Paid parking areas	\$100.00	1 Week - on season ¹	12.34.010.A.3
	\$50.00	1 Week - off season ²	
	\$300.00	2 Weeks - on season ¹	
	\$100.00	2 Weeks - off season ²	

	\$400.00	Up to 30 days - on season ¹	
	\$200.00	Up to 30 days – off season ²	
Note: Additional months or portions thereof charged 100% based fee up to 3 months in any 12-month period.			
All other streets or sidewalks	\$30.00	1 week – on season ¹	12.34.010.A.3
	\$15.00	1 week – off season ²	
	\$75.00	2 weeks – on season ¹	
	\$40.00	2 weeks – off season ²	
	\$300.00	Up to 30 days – on season ¹	
	\$200.00	Up to 30 days – off season ²	
¹ On season is May 1 through September 30 ² Off season is October 1 through April 30			

MOVING AND CONSTRUCTION PERMIT FEES			
Item	Fee	Details	Code Reference
Construction activity permits	\$25.00	One on-street parking space for a specific vehicle up to one day (8 hours)	N/A
	\$15.00	Each additional day, 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)	N/A
	\$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 additional day over one, per day	

CENTER LANE PERMIT FEES – DELIVERY VEHICLE ON MANITOU AVE.			
Item	Fee	Details	Code Reference
Application, eligibility & requirements for delivery permits	\$10.00	Initial permit application	10.12.014(d)
	\$3.00	Annual permit renewal	
Application, eligibility & requirements for merchandise pickup placards	\$10.00	First replacement	10.12.014(e)
	\$15.00	Second replacement	
	\$20.00	Third or more replacement	

PARKING LOT PERMIT FEES			
Item	Fee	Details	Code Reference
Canon Lot	\$30/month	Annual permit (24/7/365)	
	\$50.00	PM permit (4 pm to 10 am)	
Prospect Lot	\$80.00	Annual permit (24/7/365)	
	\$50.00	PM permit (4 pm to 10 am)	
Senior lunch program permit	\$0	Up to 10 permits Mon. through Fri.; 11 am to 1:30 pm; Jan. through Dec.	

RESIDENTIAL PARKING PERMIT FEES (RPP)			
Item	Fee	Details	Code Reference

Permit 1	\$0	Each household demonstrating need within a designated RPP area will be provided one permit minimum	
Permit 2	\$0	Subject to availability of parking inventory, may be issued	
Permit 3	\$25	Per household	
Permit 4	\$30.00	See ¹	
Permit 5	\$40.00		
Resident guest pass permits	Included in initial permits	Up to 2 per household	
Day pass permits	\$1.00 per day	Up to 10 unless additional approved by RPP Manager	
Non-resident permits	\$5.00	Non-resident owner permit	
Business/Employee permit²	\$5.00	Business located in RPP area	
		Business located outside RPP area is subject to availability	
Workman/Realtor	\$5.00	Day pass – specific to RPP area	
	\$75.00	Yearly permit – valid for all RPP areas	
	\$30.00	Temporary construction – valid for 45 days	
Replacement of lost or stolen tags	\$10.00		
Permit to block driveway in RPP	\$30.00	Allows occupant of property to block residential driveway in RPP area	10.12.18
Downtown employee parking permit	\$100.00	Annual permit – valid for parking in 400 Manitou Ave or Prospect Lot	

¹Issuance of permits 3 to 5 will be considered only after it is established that there is sufficient on street inventory and demonstration of need.

²Includes lodging and B&B (in RPP) and church/religious/civic

PARKING RATES			
Item	Fee	Details	Code Reference
Zone 3 Economy	\$7 all day	Year round	
Hiawatha Gardens parking spaces	Included in Zone 2	Reserved for exclusive use by event organizer ¹	
Mobile payment convenience fee	\$0.40	Fee to cover cost of mobile parking service – per transaction	
Occupancy Rate Structure: Parking rates may change in \$0.25 to \$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. Visit the Parking Locations webpage to view live pricing rates.			

ELECTRIC VEHICLE PUBLIC CHARGING SERVICE			
Item	Fee	Details	Code Reference
Direct Current Fast Charger (DCFC)	.62/kWh	On peak, per kWh \$0.5400+15%	
	.25/kWh	Off peak, per kWh \$0.2200+15%	
	.35/min	*Idle rate - \$0.3000+15%	
Electric Vehicle Public Charging Service (Time of day – Level 2)	.36/kWh	On peak, per kWh \$0.3100+15%	
	.14/kWh	Off peak, per kWh \$0.1200+15%	
	.12/min	*Idle rate - \$0.1000+15%	
Notes: 15% Admin fee over CSU rates charged. *Idle rate is applicable 15 minutes after charge is complete.			

Neighborhood Services

Fee Schedule

Item	Fee	Details	Code Reference
Nuisances	\$275.00	Abatement of conditions of nuisance	Ch.6.08
	\$125.00	Per hour	
Trash Violation – Citation (Daily)	\$250.00	First offense in 12-month period	
	\$400.00	Second offense in 12-month period	
	\$700.00	Third offense in 12-month period	
	Mandatory Court Appearance	Fourth offense in 12-month period	
Compliance Reinspection Fine	\$250.00	First inspection for compliance following a notice to abate shall not incur a fee	
Disposal of Biohazard, Chemical and/or Waste Materials	Actual	Additional Charge	

Parks and Recreation

Fee Schedule

CRYSTAL VALLEY CEMETERY FEES			
Item	Fee	Details	Code Reference
Full Burial Plot	\$866.00	Resident	12.28.040
	\$1,458.00	Non-resident owner permit	
	\$315.00	Resident infants under 6 months	
	\$391.00	Non-resident under 6 months	
Cremation Plot	\$394.00	Resident	
	\$605.00	Non-resident	
Green Burials	\$1,077.00	Resident	12.28.091
	\$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	
Maintenance Fee	10%	All customers – added at time of purchase of plot/niche	
Opening/Closing	\$1,077.00	Full burial – Monday through Friday	

	\$2,154.00	Full burial – Saturdays and Sundays	
	\$1,181.00	Green burial or other full burial without an enclosure or vault in non-green burial plot – Monday through Friday	
	\$2,362.00	Green burial or other full burial without an enclosure or vault in non-green burial plot – Saturday and Sunday	
	\$336.00	Infants under 6 months – Monday through Friday	
	\$672.00	Infants under 6 months – Saturday and Sunday	
	\$551.00	Cremation – Monday through Friday	
	\$1,102.00	Cremation – Saturday and Sunday	
	\$150.00	Columbarium niche (final or additional opening/closing) – (1 st opening/closing included in cost of columbarium niche purchase) Monday through Friday	
	\$300	Columbarium niche (Final or additional opening/closing) – (1 st opening/closing included in cost of columbarium niche	

		purchase) Saturday and Sunday	
Burials	\$142.00	Plus additional per hour after 4PM Monday through Friday	2.28.090
Disinterment	\$1,181.00	Full Burial and Cremains – Business hours only	
	\$604.00	Infants and children under 10 years old – Full Burial and Cremains – Business hours only	
Transfer Recordation	\$50.00		12.28.160
Deed/Burial Rights Reissuance	\$50.00		

PRIVATE AND SPECIAL EVENT FEES			
Item	Fee	Details	Code Reference
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	\$0.50/hour or \$8 all day	
Rates for use of City Staff for Events			
Law Enforcement	\$75/hour		
Parking Enforcement	\$50.00		
Public Works	\$50.00		
Vending Permits	\$15.00	Per booth, per day	12.24.020
Banners	\$230.00	To hang banner above street	

	\$85.00	Street light banners – per street light pole	
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GENERAL PUBLIC FACILITIES RENTAL			
Item	Fee	Details	Code Reference
Alcohol Affidavit	See City Clerk Fees		
Request for Noise Variance	See City Clerk Fees		
Structure Permit	See Fire Dept Fees		
Application Fee	\$35.00		
After-hours Public Services Employee Call Out	\$50/hr	If an employee is called out because of a problem caused by the applicant's use. Will be billed to applicant. Minimum of 2 hours.	

THE FIELDS			
Item	Fee	Details	Code Reference
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 to 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			
Item	Fee	Details	Code Reference
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 to 200 people	
Non-Resident Use Fee	\$160.00	Per Day – Up to 99 people	
	\$160.00	Plus additional fee per day; 100 to 200 people	

MEMORIAL HALL (CITY HALL)			
Item	Fee	Details	Code Reference
Security Deposit	\$520.00		
Reserve another day for set up or cleanup	\$160.00		
Resident Use Fee	\$47/hr	Monday through Friday during non-business hours only; Minimum of 2 hours	
	\$515.00	Saturday and Sunday; all day; per day	
Non-Resident Use Fee	\$93/hr	Monday through Friday during non business hours only; Minimum of 2 hours	
	\$860.00	Saturday and Sunday; all day; per day	

MEMORIAL PARK			
Item	Fee	Details	Code Reference
Security Deposit	\$100.00	Private Events	
	\$500.00	Special Event or Demonstration	
Resident Use Fee	\$145.00	Per Day – Up to 99 people	
	\$55.00	Plus additional fee per day; 100 to 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)			
Item	Fee	Details	Code Reference
Security Deposit	\$100.00	Private Events	
	\$500.00	Special Event or Demonstration	
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 AMPITHEATER			
Item	Fee	Details	Code Reference
Security Deposit	\$100.00	Private Events	
	\$300.00	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)

Item	Fee	Details	Code Reference
Key Deposit	\$250.00		
Security 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	

Planning Department

Fee Schedule

DEVELOPMENT REVIEW FEES			
Item	Fee	Details	Code Reference
Rezoning¹	\$1,090.00		
Concept Plan¹	\$550.00		
Conditional Use Permit¹	\$1,090.00		
Variance¹	\$650.00	Per variance for the first two variances, then \$250 per each additional variance	
Minor Modification¹	\$220.00		
Hillside Development Plan¹	\$190.00		
Final Landscape Plan	\$200.00	When not included in a major or minor development plan	
Temporary Sign Permit	\$200.00	\$55.00	
Regular Sign Permit	\$80.00		
Planned Sign Program	\$200.00		
Signs installed or placed without permits	2x Sign Permit Fee		
Major Development Plan²	\$1,200.00	With preliminary landscape plan	
	\$1,450.00	With final landscape plan	
	\$1,000.00	Deposit	
Minor Development Plan²	\$600.00	Landscape plan not required	
	\$650.00	With preliminary landscape plan	

	\$700.00	With final landscape plan	
	\$950.00	Deposit	
Minor Site Plan¹	\$160.00	New Residential	
	\$220.00	New Commercial	
	\$110.00	Commercial or Residential additions	
Grading Permit¹	\$550.00	For major development	
	\$220.00	For minor development	
	\$950.00	Deposit	
Annexation²	\$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			
Item	Fee	Details	Code Reference
Revised Final Plat¹	\$350.00		
Waiver of Replat¹	\$200.00		
Boundary Adjustment¹	\$200.00		
Vacations-Easement¹	\$380.00		
Vacations-Rights of Way¹	\$600.00		

Waiver ¹	\$430.00		
Major Subdivision ²	\$650.00		
	\$950.00	Deposit	
Minor Subdivision ²	\$330.00		
	\$950.00	Deposit	
HISTORIC PRESERVATION REVIEW FEES			
Item	Fee	Details	Code Reference
Material Change of Appearance Certification	\$130.00		
Demolition (Administrative)	\$175.00		
Demolition (City Council)	\$900.00	Commercial (first 1000sqft)	
	\$60.00	Commercial (each additional 1000sqft)	
	\$2,000.00	Commercial Deposit	
	\$330.00	Residential (first 1000sqft)	
	\$33.00	Residential (each additional 1000sqft)	
	\$1,500.00	Residential Deposit	

STATE HISTORIC TAX CREDIT APPLICATION FEES (PROJECT COSTS – 2014 PROGRAM)			
Item	Fee	Details	Code Reference
\$5,000 to \$15,000	\$98.00	Part 1 Application	
	N/A	Part 2 Application	
\$15,001 to \$50,000	\$348.00	Part 1 Application	
	N/A	Part 2 Application	
\$50,001 to \$100,000	\$498.00	Part 1 Application	
	N/A	Part 2 Application	
\$100,000+	\$748.00	Part 1 Application	
	N/A	Part 2 Application	

PROPERTY IMPROVEMENT AND BUILDING PERMIT REVIEW FEES			
Item	Fee	Details	Code Reference
Property Improvement Permit – Use Tax	\$0.04	Modification – 3.8% of cost of material (fee amended due to MACH passage)	

	\$0.83	Square foot – including basement and attached garage	
	\$30.00	Minor work (decks, fences, retaining walls, etc.)	
	\$100.00	Demolition (nonhistoric)	
Property Improvement Permit Late Fee	\$150+2x Use Tax	200% of the normal application fee	
Building Permit – Fire Review Fees	\$360.00	Commercial	
	\$144.00	Residential	
	\$30.00	Minor work (decks, fences, retaining walls, etc.)	

APPEALS			
Item	Fee	Details	Code Reference
Appeals of Administrative Decisions	\$150.00		
Appeals of Commission Decisions	\$150.00		

FLOOD MANAGEMENT AND WATERSHED			
Item	Fee	Details	Code Reference
Watershed District Permit Application	\$100.00		
Flood Management Variance	\$500.00		
	\$250.00	Deposit	

MARIJUANA – MEDICAL AND RECREATIONAL			
Item	Fee	Details	Code Reference
Operating License	\$5,000.00	Initial	
	\$2,000.00	Renewal	
Transfer of Ownership	\$2,500.00		
Change of Location	\$2,500.00		

MICROMOBILITY			
Item	Fee	Details	Code Reference
Micromobility Program License Fee	\$3,000.00		5.13.010(f)
Land Rental Fee	\$200.00		
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			
Item	Fee	Details	Code Reference
Revocable Permit¹	\$55.00		
Revocable License	\$120.00		
	\$55.00	Annual Renewal	
Temporary Use Permit	\$100.00	Minor	
	\$200.00	Major	
Zoning Verification or Certification Letter	\$55.00		
With Inspection	\$200.00		
Rebuild Letter	\$55.00		
Legal Nonconforming Use/Structure Letter	\$55.00		
Encroachment Permit	\$200.00	Encroachments that go to City Council for consideration	
Short-term Rental Permit	\$350.00	New	
	\$120.00	Annual Renewal	
Long-Term Occupancy Permit	\$350.00	New	
	\$120.00	Annual Renewal	

MISCELLANEOUS ADMINISTRATIVE FEES			
Item	Fee	Details	Code Reference
Postage Fee	\$0.61	Per postcard	N/A

Poster Fee	\$50.00	Per poster	N/A
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	N/A
Certificate of Occupancy Inspection	\$248.00	First two inspections shall not incur a fee, each additional inspection shall carry a \$250 fine	

Notes:

1. Review by Colorado Springs Utilities will be billed directly to the applicant at a rate published in the Utilities Rules & Regulations Tariff.
2. Land dedication, or fees in-lieu, may be required for Parks, Open Space, and Schools per Title 18 of the Municipal Code.
3. 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.
4. Development application review fees will be waived for all public school projects.
5. Development application review fees may be partially reimbursed for developments containing affordable units recorded in a development agreement held by the city.
6. All fees shall be paid in full at the time of application submittal.
7. Poster and postage fees must be paid prior to a public hearing or issuance of an approval letter.
8. Recording fees must be paid prior to issuance of an approval letter.

Police Department

Fee Schedule

Item	Fee	Details	Code Reference
Alarm Registration	\$25.00	One-time fee	9.56
Copies & Printouts	\$0.25	Per Page	N/A
Fingerprints	\$15.00	Per card, full set of fingerprints	N/A
Notarization	See City Clerk Fees		N/A
Sex Offender Registration	\$20.00		N/A
Vin Inspection	\$20.00	Per vin number	N/A
911 Recordings	\$83.00	Per recording	N/A

Public Works

Fee Schedule

STORMWATER RATES AND FEES			
Item	Fee	Details	Code Reference
Storm drainage and flood management utility	\$22.00	Per month on each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.	13.36

STREET RATES AND FEES			
Item	Fee	Details	Code Reference
Excavation Permit Fees¹	\$50.00	Application Fee	12.04.060/070
	\$160.00	Less than 100' long, no intersection ²	
	\$215.00	100' to 500' long, no intersection ²	
	\$310.00	501'+ long, no intersection ²	
	\$310.00	Additional fee for excavations in intersections	
Excavation without Permit	2x permit cost	First Offense	12.04.060/070
	3x permit cost	Each subsequent offense	
Compaction Test Deposit	\$1,000.00	See note 3	
Cutting, Refilling, and Resurfacing of Public Streets	\$275.00	Additional fee for excavation in ROW if within 1 year of newly paved/installed street	12.06
	\$110.00	Additional fee for more than 60 sqft within 1 year	

		of newly paved/installed street	
Permit for installation/replacement of concrete jobs	\$160.00	Less than 100' long (sidewalk, driveway, curbs, gutter, crosspan, etc.)	12.22
Concrete work without permit	2x permit cost	First Offense	
	3x permit cost	Each subsequent offense	
Inspection Fees⁴	\$100.00	Street	
	\$100.00	Curb/Gutter	
	\$100.00	Sidewalk/Driveway/other concrete work	
	\$100.00	Drainage	

Notes:

1. 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.
2. 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.
3. 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.
4. See charges and fees for sewer services and water connections.

TRAFFIC MANAGEMENT FEES			
Item	Fee	Details	Code Reference
Application Fee	\$50.00	If traffic management request application is submitted with excavation permit application, only one application fee for both applications apply	
Road Closure	\$50.00	Per Day	
Install/Replace Signage	\$100.00		

Install/Replace Signage with Post	\$150.00		
Traffic Cones for Rent	\$4.00	Daily rate for each cone – if available	
Traffic Engineer Requests by the Public	Fee based on cost	Public may request changes to or studies of any of the items within the powers and duties of the Traffic Engineer	10.02.030
Traffic Control Services by City Staff	\$300.00	Per day up to 3 crew members (8 hours max. only if staff are available)	
	\$150.00	For each additional crew member after 3	

WATER RATES			
Item	Fee	Details	Code Reference
Service charge per month for all customer classes	\$23.74	0.75” meter	13.16.10
	\$40.30	1.0” meter	
	\$80.58	1.5” meter	
	\$128.93	2.0” meter	
	\$257.85	3.0” meter	
Volume Charge per 1,000 Gallons - Residential	\$11.19	First 7,500 gallons per month	13.16.10
	\$15.02	7,501 to 15,000 gallons per month	
	\$19.00	Over 15,000 gallons per month	
Volume Charge per 1,000 Gallons – Commercial	\$13.06	Uniform volume rate	13.16.10
Inactive Rate	\$14.17	Charged per month to support infrastructure and capture water usage	

SEWER RATES			
Item	Fee	Details	Code Reference
Flat fee for sewer – all customers	\$22.77		13.16.030(a)(1)
Volume Charge per 1,000 Gallons	\$9.36	Residential allocation	13.16.030(a)(2)
	\$9.36	Commercial – actual metered water	
Turn-on/off fees and penalties	\$42.00	Fee to restore service after it has been turned off for delinquency + delinquency amount	13.16.050(b)
	\$30.00	Fee for each turn-on performed by city after it has been turned off at the request of the owner, unless emergency shut off	13.16.050(c)
	\$10.00	Fee for each turn-on performed by other persons after it has been turned off at the request of the owner (private turn on)	13.16.050(d)
	\$10.00	Water turn-off for failure to pay bill by due date	13.16.070

CHARGES FOR CONNECTION WATER SYSTEM			
Item	Fee	Details	Code Reference
Water system improvement fee	\$17,400	Single family residence	13.20.040(a)
Water system improvement fee	\$14,800	For each dwelling unit-duplex residential or multi-family units (85% of	13.20.040(b)(1)(2)(3)

		single-family residence fee)	
Water system improvement fee – based on size of tap to main	\$21,000	Commercial – 0.75”	
	\$28,000	Commercial – 1.0”	
	\$56,000	Commercial - 1.5”	
	\$68,000	Commercial - 2.0”	
	\$480,000	Commercial – 4.0”	
	\$1,200,00	Commercial – 6.0”	
Water tapping charges – based on size of tap	\$150.00	.075”	
	\$150.00	1.0”	
	\$250.00	1.5”	
	\$250.00	2.0”	
	\$1,500	4.0”	
	\$1,500	6.0”	
	\$1,500	8.0”	
Expansion of Demand Fee¹	\$120.00	1 to 3 additional fixtures, appliances, or facilities	13.20.040(c)
	\$250.00	4 or more additional fixtures, appliances, or facilities	
Water Connection Inspection Fee	\$100.00	Single family residence	
	\$110.00	For each dwelling unit – Duplex residential units	
	\$150.00	For each dwelling unit – multi-family residential units	
Note(s):			
1. Water: remodeling or reconstruction that incorporates water in excess of what is currently installed.			

SCHEDULE OF CHARGES AND FEES FOR SEWER SERVICES			
Item	Fee	Details	Code Reference
Sewer Improvement Fee	\$5,300	Single family residence	13.20.050
	\$4,100	For each dwelling unit – Duplex Residential Units (85% of single family residence fee)	

Sewer Improvement Fee – based on size of tap to main	\$6,000	4.0”	13.20.050
	\$7,000	6.0”	
	\$8,000	8.0”	
	\$9,000	10.0”	
Inspection Fees	\$100.00	Single family residence	
	\$110.00	For each dwelling unit – Duplex residential units	
	\$150.00	For each dwelling unit – Multifamily residential units	
	\$120.00	1 to 3 additional fixtures, appliances, or facilities	
	\$250.00	4 or more additional fixtures, appliances, or facilities	

LATE FEE – BACKFLOW TESTING (HB24-1344 requires testing, inspection, and repair of backflow devices)

Item	Fee	Details	Code Reference
If not completed by October 1	\$200.00	Fine One	N/A
If not completed by November 1	\$300.00	Fine Two (in addition to Fine 1)	N/A
If not completed by December 1	\$600.00	Fine Three and water turn-off for failure to comply with state regulations (in addition to fines 1 and 2 and water restoration fee)	N/A

WATER USAGE FOR IRRIGATION AND OTHER OUTSIDE PURPOSES

Item	Fee	Details	Code Reference
Exemption or partial exemption from water use restrictions	\$150.00	See Code	13.28.040

Alternate watering plan during periods of water use restrictions	\$150.00	See Code	13.28.050
Application for Certification of designation	\$345.00	Solid waste disposal	6.26

WATER METERS			
Item	Fee	Details	Code Reference
New water meter installation	\$480.00	Meter/ERT/Register	
Water meter replacement	\$462.00	Meter/ERT/Register – Exception – mechanical failure of equipment	
Inspection fees	\$110.00	Inspection of water meter not installed by the city (eg: meters for irrigation water 13.12.050)	
Customer requested meter removal/install	\$75.00	For both removal and install to cover cost of personnel	
Meter tampering fine	\$1,000	Court fines may also apply, if brought before the judge	13.12.002 and 13.12.006
Charge when access is denied	\$75.00	During regular business hours; per denied access	13.12.120
	\$300.00	During off-duty hours and weekends; per denied access and requested on/off service	



Memorandum

Title: Ring the Peak Discussion
From: Denise Howell, City Administrator
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 30 Minutes

April 14, 2026

Purpose:

To present a draft, non-binding Memorandum of Understanding (MOU) for City Council to review and provide feedback.

Background:

The attached draft MOU outlines a proposed collaborative framework among multiple public land managers in the Pikes Peak region, including the City of Manitou Springs, to explore long-term cooperative management of recreation, resource protection, and enforcement related to the Ring the Peak Trail corridor.

This MOU is intended to serve as a short-term planning and coordination document while the parties evaluate the feasibility of a long-term agreement. The draft MOU has been reviewed by the City Attorney.

Fiscal Impact:

N/A

Workload Impact:

Minimal.

Recommended Action:

Staff is seeking Council's feedback and direction on the draft Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING

Between

**Colorado Parks and Wildlife; City of Colorado Springs Parks, Recreation and Cultural Services;
City of Manitou Springs; Colorado Springs Utilities; El Paso County Parks; Pikes Peak –
America’s Mountain; Teller County; U.S. Bureau of Land Management, Royal Gorge Field Office**

And The

USDA, FOREST SERVICE

**Pike-San Isabel National Forests, Cimarron and Comanche National Grasslands, Pikes Peak
Ranger District**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the State of Colorado acting by and through the Department of Natural Resources, for the use and benefit of the Division of Parks and Wildlife (“CPW”); City of Colorado Springs Parks, Recreation and Cultural Services; City of Manitou Springs; Colorado Springs Utilities; El Paso County Parks; Pikes Peak – America’s Mountain (PPAM); Teller County; U.S. Bureau of Land Management, Royal Gorge Field Office, and the United States Department of Agriculture (USDA), Forest Service, Pike-San Isabel National Forests, Cimarron and Comanche National Grasslands, Pikes Peak Ranger District (US Forest Service), hereinafter referred to as “Parties.”

BACKGROUND:

In December 2024, nine land managers from the Pikes Peak region sent a Letter of Intent [Exhibit A] to the Colorado Parks and Wildlife Executive Director requesting to explore multi-jurisdictional collaborative solutions for resource management through a long-term agreement. The group formed the Pikes Peak Public Land Manager Collaborative with the goal to balance resiliency, safety, oversight, environmental conservation, watershed protection, recreation, operational needs, and other opportunities. The nine land managers forming the Pikes Peak Public Land Managers Collaboratives are the Parties to this MOU.

This MOU will serve as the basis for a short-term agreement that defines geographic context, roles and responsibilities for public recreation management and enforcement, how the Parties will work together during the negotiation of a long-term agreement, and termination provisions of the MOU, should a long-term agreement not be possible.

- I. PURPOSE:** The purpose of this MOU is to establish collaborative planning, management, and enforcement expectations and responsibilities among the Parties as they work together to explore and develop a long-term agreement for a State Recreation Area in the geography including, adjacent to, or with a significant recreational nexus to the Ring the Peak Trail. This MOU is entered into with expectation that the Parties will strive to establish a long-term agreement by June 30, 2028.

A. DEFINITIONS, DESCRIPTIONS, AND GEOGRAPHIC CONTEXT

- a. ‘Ring the Peak Trail’ is currently an unofficial/undesignated route referring to existing designated and undesignated trail and road segments that partially encircle the western, northern, eastern, and southeastern areas of the Pikes Peak Massif.
 - i. Ring the Peak Trail intersects lands managed by each of the nine land managers that are Parties to this MOU.
 - ii. Many segments of the route intersecting publicly managed lands have not undergone environmental analysis or other permitting processes required for official trail alignment and designation.
 - iii. For visitor safety and experience, resource sustainability, and infrastructure protection and access, future Ring the Peak Trail realignment and relocation off of current routes and roads may be considered by the Parties.
 - iv. The southwestern area of the Pikes Peak Massif includes private lands that do not have trail connectivity to the other portions of the Ring the Peak Trail.
- b. ‘State Recreation Area’
 - i. Is defined by Colorado statute as any relatively spacious and scenically attractive land and water area under the control of CPW offering a broad range of outdoor recreational opportunities. A relatively spacious land area without a significant water body may be classified as a state recreation area if it offers a full range of land-based recreational activities such as camping, picnicking, bicycling, hiking, horseback riding, environmental education, target shooting, hunting, trapping, and motorized recreation. CRS §33-10-102(24).
 - ii. May include lands owned by other entities and jurisdiction(s) with their own management authorities and obligations that choose to formally partner with CPW in designating the ‘State Recreation Area’ and establishing a management agreement.
 - iii. This designation enables CPW to partner with the jurisdiction(s) to collaboratively manage and enforce specific regulations in that area.
- c. ‘Ring the Peak Corridor Planning Area’
 - i. Refers to a yet-to-be designated geographic area including, adjacent to (e.g., in a buffer zone or planning area), or with a significant recreational nexus to the Ring the Peak Trail route.
 - ii. The Corridor concept recognizes that recreational impacts, opportunities, management and enforcement may extend beyond the Ring the Peak Trail itself, subject to all applicable laws and regulations.

- iii. The ‘Ring the Peak Corridor Planning Area’ is the geographic context that the nine Parties to this MOU will continue to explore as a State Recreation Area.
 - iv. Official designation and mapping of a State Recreation Area require compliance with all applicable laws, including environmental reviews and land use designations.
 - v. In the short-term, and/or in the absence of an officially reviewed, mapped, designated, and agreed upon State Recreation Area, individual jurisdictions may identify specific opportunities for management and enforcement partnerships within the broader geography of the Ring the Peak Trail Corridor Planning Area as part of a potential State Recreation Area.
- d. ‘Existing Land Designations’
- i. Refers to distinctly designated and/or permitted areas within the Pikes Peak Region, including:
 - 1. Pikes Peak America’s Mountain Permitted Area - the lands where PPAM operates and has maintenance responsibilities on Pikes Peak, as outlined in their permit with the US Forest Service.
 - 2. Hurricane Canyon Research Natural Area.
 - 3. Privately owned lands subject to conservation easements.
 - 4. Municipal Water Supply Reserve Lands
 - a) The City of Colorado Springs, the City of Manitou Springs, and the Town of Cascade, Colorado are the beneficiaries of certain acts of the United States Congress and multiple agreements with the USDA on behalf of the Forest Service that reserve specific portions of the Pike National Forest and certain Bureau of Land Management lands for the conservation and protection of those communities’ municipal water supplies. These include without limitation the 1913 Congressional Reservation (62 P.L 392; 37 Stat. 684; 62 Cong. Ch. 84. [H.R. 23293]), the 1914 Colorado Springs and Manitou Cooperative Agreement dated October 9, 1914, the 1923 Cascade Town Company Cooperative Agreement dated April 28, 1923, and the 1924 Colorado Springs Cooperative Agreement dated January 9, 1924.
 - b) Colorado Springs Utilities is the assignee of the 1923 Cooperative Agreement between the USDA and the Cascade Town Company for the conservation and protection of the water supply of Cascade, Colorado by

that certain Assignment and Delegation of Cooperative Agreement dated April 13, 2018.

- c) These agreements (collectively, “the Municipal Water Supply Reserve Agreements”) reserve 29,163 acres more or less of the Pike National Forest and certain Bureau of Land Management lands (“Municipal Water Supply Reserve Lands”) overlapping and adjacent to portions of the Ring the Peak Corridor Planning Area and potential State Recreation Area as defined in this MOU for the protection of municipal water supplies.
- d) For the conservation and protection of the municipal water supplies of the City of Colorado Springs, the City of Manitou Springs, and the Town of Cascade, the use of the Municipal Water Supply Reserve Lands will not be permitted without the approval of the proper city authorities, except for purposes specified in the Municipal Water Supply Reserve Agreements.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS: Together, the Parties to the MOU have the following shared goals:

- A. SUPPORT SUSTAINABLE MANAGEMENT within the potential State Recreation Area through collaborative leveraging of capacity, resources, and enforcement ability.
- B. ENHANCE ABILITY TO BALANCE resiliency, safety, oversight, environmental conservation, watershed and infrastructure protection, recreation, law enforcement needs, operational and maintenance needs, and other needs and opportunities within the potential State Recreation Area.
- C. SUPPORT COHESIVE MANAGEMENT that provides for consistent, positive experiences for visitors and community members, regardless of management jurisdiction.
- D. SUPPORT IDENTIFICATION OF OPPORTUNITIES for specific enforcement and management partnership agreements between and among the Parties and other jurisdictions.

III. PARTIES SHALL:

- A. ALL PARTIES

- a. Explore, through collaborative planning and all required review and regulatory processes:
- i. Potential future Ring the Peak Trail alignment.
 - ii. Potential State Recreation Area designation based initially on the Ring the Peak Trail Corridor Planning Area.
 - iii. Potential State Recreation Area long-term management planning.
 - iv. Recreational opportunity options that address recreational needs, social and ecological capacity, and user experience; honor Parties' individual authorities, multiple use missions, capacity, and interests; and that could enable additional enforcement and management partnership opportunities through designation of a State Recreation Area.
- b. Work toward the negotiation of a long-term cooperative management agreement (e.g., 25 years or longer) and authorization for the potential designation of a State Recreation Area, with target completion by June 30, 2028. The terms of the long-term agreement may include, but are not limited to:
- i. Potential geographic extent of the State Recreation Area, to include potential future expansion.
 - ii. Identify a vision for the area.
 - iii. Continued recognition of individual land manager authorities and multiple use missions, and also identify roles and responsibilities of the Parties within the designated geographic area, including but not limited to:
 1. Recreation management;
 2. Resource management including natural, cultural, and wildlife resources;
 3. Watershed protection and management;
 4. Infrastructure access, operations, maintenance, and repairs;
 5. Wildfire, natural disaster, human-caused disaster, and incident mitigation, response, and recovery;
 6. Search and rescue;
 7. Resource and infrastructure impact mitigation;
 8. Volunteer management;
 9. Education and interpretation; and
 10. Other management roles and responsibilities.
 - iv. New opportunities, including but not limited to:
 1. Planning, design, construction, operation and maintenance of new and existing recreational opportunities or facilities, including but not limited to trailheads, parking, campgrounds, etc.
 2. Potential for revenue generation to support on-going, sustained management of the State Recreation Area by CPW.

3. Other natural and cultural resource opportunities.
 - v. Identification of financial impacts and benefits and the financial sustainability of a State Recreation Area.
 - vi. Inclusion of required regulatory reviews.
 - vii. Establishment of a designated State Recreation Area managed by CPW.
 - viii. Criteria and process of including additional land management agencies as participants.
 - ix. Process for individual Parties to terminate their respective participation in the agreement.
 - x. Support engagement with respective decision-making bodies, Tribal liaisons, other parties, and the public; support for public information sharing.

c. While working toward a long-term agreement:

- i. Enforce their own regulations on their own jurisdictions, potentially leveraging capacity and partnership with other Parties as mutually agreeable and allowed by law.
- ii. Explore opportunities for partnership with CPW to collaboratively enforce existing relevant state laws and travel management plans.
- iii. Review current segments and alignment of the unofficial/undesigned Ring the Peak Trail that are within their respective jurisdictions to assess preferred alignment and necessary environmental reviews.
- iv. Monitor and share data and insights on visitation patterns and trends within the Ring the Peak Corridor Planning Area.
- v. *As applicable for each jurisdiction and in coordination and/or formal Cooperation with other jurisdictions, as relevant:* Conduct required environmental and cultural analyses and comply with all regulatory requirements.

B. CPW

- a. Work with individual Parties and collectively with all Parties to identify opportunities and priorities for CPW enforcement and management collaboration through its existing authorities to enforce relevant state laws and regulations and travel management plans. See e.g. C.R.S. §33-14.5-108(3); §33-6-124(4).
- b. Work with individual Parties in the short-term to identify partnership opportunities and agreements or designations for collaborative recreation, enforcement and management of jurisdiction-specific regulations in subsets of the Ring the Peak Corridor Planning Area.
- c. Work with individual Parties to explore additional recreational partnership opportunities and address fiscal impacts.

- d. Work with Parties to develop a plan for revenue generation to support financially sustainable management by CPW. CPW's ability to enter binding contracts is controlled by Colorado law including fiscal rules. While this MOU is not binding, CPW is prohibited by state law from making commitments beyond the term of the current State fiscal year, and any short-term or long-term agreement will be subject to the continuing availability of State appropriations.
- e. Work with all Parties as described above in the negotiation of a long-term plan and management agreement regarding a State Recreation Area.
- f. Host public information on a central website, and coordinate and lead public stakeholder engagement.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

A. AUTHORITIES AND RESOURCES

- a. Any one Party may participate in local activities or implement decisions related to recreation and land management as part of its respective site-specific obligations, responsibilities and authorities within its own jurisdiction. This MOU is not meant to supplant any Party's discretionary authority to make decisions about recreation and land management associated with its individual jurisdiction. Nor is it meant to impose rules or requirements on private lands.
- b. All Parties agree to comply with their respective statutory and regulatory authorities, including planning, National Environmental Policy Act (NEPA) and other planning, permitting, and decision-making authorities prior to any authorizations.
- c. *As funding and resources are available and authorized*, all Parties agree to provide technical, human and financial support for development of a long-term agreement, including but not limited to:
 - i. Providing designated representatives to the Pikes Peak Land Managers Collaborative and to ad hoc teams for planning, implementation, GIS, and communications and engagement.
 - ii. Sharing GIS and other information or data as needed.
 - iii. Preparing a public communication and stakeholder engagement strategy related to development and implementation of a long-term agreement.
- d. All Parties acknowledge that this MOU may NOT be used to exchange or authorize funds, property, services, or anything of value. Each Party directs its own activities and uses its own resources.
- e. If any funding is needed for implementing projects, an appropriate separate legal instrument shall be used.

B. COMMUNICATIONS, DECISIONS, AND EXTERNAL ENGAGEMENT

Parties will:

- a. Meet regularly as a full partner group (including CPW and the Pikes Peak Land Managers Collaborative) to discuss pertinent issues, work toward a long-term agreement, and abide by agreed upon meeting norms.
- b. Maintain open communications.
- c. Strive for consensus and seek to resolve conflicts on issues affecting the partnership.
- d. Coordinate in messaging, outreach, and engagement of other external parties and the public on issues relevant to this MOU.
- e. Commit to and use agreed upon messaging, materials, and processes when communicating about the partnership; distinguish individual views from shared messaging; and coordinate on media releases and media inquiries regarding the State Recreation Area.
- f. Announcement, promotion and designation of a State Recreation Area by the Parties to this MOU shall only occur with relevant regulatory processes, public engagement, and formal agreements with relevant land managers.
- g. Determine by consensus whether to invite other public land managers to join the Pikes Peak Land Managers Collaborative and be added as a party to this MOU.

C. TRIBAL ENGAGEMENT

- a. All Parties will coordinate as appropriate in outreach and engagement with Tribes regarding relevant issues for a State Recreation Area.
- b. The US Forest Service Tribal Liaison from the Pike-San Isabel National Forests & Comanche and Cimarron National Grasslands, in close coordination and collaboration with the Colorado Department of Natural Resources Assistant Director for Tribal Affairs and CPW, will lead Tribal engagement efforts related to creating the State Recreation Area and will update all Parties throughout its Tribal engagement efforts.
- c. Initial Tribal engagement will include conversations with the Tribes that have historic ties to the Pikes Peak area that have expressed their desire to be consulted regarding any projects involving Pikes Peak or its immediate surroundings. The initial conversations will gauge each Tribes' interest in further engagement or consultation as the State Recreation Area is created. The Tribes who have expressed desire to be consulted regarding any projects involving Pikes Peak include:
 - i. Southern Ute Indian Tribe
 - ii. Ute Mountain Ute Tribe
 - iii. Ute Indian Tribe of the Uintah and Ouray Reservation
 - iv. Jicarilla Apache Nation

- v. Northern Cheyenne Tribe
 - vi. Northern Arapaho Tribe
 - vii. Cheyenne and Arapaho Tribes
 - viii. Pawnee Nation
 - ix. Kiowa Tribe
 - x. Comanche Nation
- d. If there is a desire for any Tribe to be further consulted/engaged through the process of creating the State Recreation Area, CPW will lead coordination to ensure sufficient funding and resources to conduct Tribal engagement before the State Recreation Area is designated.
 - e. Nothing in this section limits existing relationships, processes, and requirements that individual Parties have with respect to Tribal engagement or consultation.

D. ENFORCEMENT

- a. CPW can already enforce state law anywhere within the State of Colorado and has the ability to enforce approved travel management plans. See e.g. C.R.S. §33-14.5-108(3); §33-6-124(4).
- b. Enforcement of additional regulations by CPW requires a designated state recreation area and/or management agreement with other jurisdictions specifying the geographic scope and any site-specific regulations to be enforced.
- c. CPW will meet with Parties to identify priority areas for enforcement of existing laws within its current authorities.
- d. CPW will meet with members of the Pikes Peak Public Land Managers Collaborative to explore potential agreements with individual Parties regarding enforcement of additional site-specific regulations.
- e. All Parties will explore, as relevant, additional partnership opportunities among the Parties and with other jurisdictions to support collaborative management and enforcement.
- f. A long-term agreement or other authorization will be necessary to establish a multi-jurisdiction, designated State Recreation Area and the state regulations that CPW could enforce within the designated area.
- g. Specific enforcement topics will be explored in negotiation of a long-term, multi-party agreement, as well as potentially in the short-term between CPW and individual Parties.

V. TERMINATION OF THE MOU

- A. ANY PARTY MAY TERMINATE ITS STATUS AS A PARTY TO THIS MOU at its sole discretion by providing written notice to the remaining Parties. The MOU thereafter shall continue

and remain effective as to the remaining Parties without requiring additional action. See also, Nonbinding Agreement, below.

B. THE MOU DISSOLVES IF:

- a. It is replaced with a long-term agreement.
- b. The Parties determine that the State Recreation Area is no longer feasible, beneficial, nor sustainable, and/or that proposed designations and trail alignments are not approved following relevant review processes.

C. IF THE STATE OF COLORADO IS NOT ABLE TO PROVIDE CAPACITY AND FUNDING commitments necessary for the long-term feasibility of this effort, the MOU will be revisited with the Parties to the MOU.

DRAFT

VI. ADDITIONAL PROVISIONS

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this MOU.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:

Cooperator Program Contact	Cooperator Administrative Contact
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:

Principal Forest Service Contacts:

Forest Service Program Manager Contact	Forest Service Administrative Contact
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:

B. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This MOU is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 as continued by Consolidated and Further Continuing Appropriations Act, 2013, P.L. No. 113-6, Division F, Title I, Section 1101(a)(3) regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this MOU Parties acknowledge that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an MOU with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the MOU, unless a suspending and debarring official of the USDA has considered suspension or debarment is not necessary to protect the interests of the Government. If Parties fail to comply with these provisions, the Forest Service will annul this MOU and may recover any funds Parties have expended in violation of sections 433 and 434.

C. NOTICES. Any communications affecting the operations covered by this MOU given by the Forest Service or Parties is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the MOU.

To Parties at Parties' address shown in the MOU or such other address designated within the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

D. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the Forest Service or Parties from participating in similar activities with other public or private agencies, organizations, and individuals.

E. ENDORSEMENT. Any of Parties' contributions made under this MOU do not by direct reference or implication convey Forest Service endorsement of Parties' products or activities.

F. NONBINDING AGREEMENT. This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The Parties shall manage their

respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the Parties to obligate or transfer anything of value.

Specific, prospective projects or activities that involve the transfer of funds, services, property, to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This MOU neither provides, nor meets these criteria. If the Parties elect to enter into an obligation agreement that involves the transfer of funds, services, property, and/or anything of value to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources. The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

- G. USE OF FOREST SERVICE INSIGNIA. In order for Parties to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.
- H. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no U.S. member of, or U.S. delegate to, Congress shall be admitted to any share or part of this MOU, or benefits that may arise therefrom, either directly or indirectly.
- I. FREEDOM OF INFORMATION ACT (FOIA). Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- J. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented

vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

- K. TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO). The Forest Service recognizes and honors the applicability of the Tribal laws and ordinances developed under the authority of the Indian Self-Determination and Educational Assistance Act of 1975 (PL 93-638).
- L. PUBLIC NOTICES. It is the Forest Service's policy to inform the public as fully as possible of its programs and activities. The Parties are encouraged to give public notice of the receipt of this MOU and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

" Pikes Peak Ranger District on the Pike-San Isabel National Forests & Cimarron and Comanche National Grasslands of the Forest Service, Department of Agriculture"

The Parties may call on the Forest Service's Office of Communication for advice regarding public notices. Parties are requested to provide copies of notices or announcements to the Forest Service Program Manager and to The Forest Service's Office of Communications as far in advance of release as possible.

- M. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. Parties shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this MOU.
- N. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- O. TERMINATION. See Section V.
- P. DEBARMENT AND SUSPENSION. Parties shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should Parties or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- Q. MODIFICATIONS. Modifications within the scope of this MOU must be made by mutual consent of the Parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.
- R. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of the last signature; see section V above for termination.
- S. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual Parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the Parties hereto have executed this MOU as of the last date written below.

, Date

, Date

, Date

, Date

, Date

, Date

, Date

, Date

Forest Service, Date

The authority and format of this agreement have been reviewed and approved for signature.

Date

Forest Service Grants Management Specialist

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a valid OMB control number. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other

aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

The Privacy Act of 1974, 5 U.S.C. 552a and the Freedom of Information Act, 5 U.S.C. 552 govern the confidentiality to be provided for information received by the Forest Service.



COLORADO

Parks and Wildlife

Department of Natural Resources

Southeast Region

4255 Sinton Road • Colorado Springs, CO 80207

PH: (719) 227-5200

MEMORANDUM

TO: City of Manitou Springs City Council

FROM: Colorado Parks and Wildlife

DATE: April 8, 2026

SUBJECT: Short-term Memorandum of Understanding (MOU) between the Pikes Peak Land Managers

This memorandum provides background for the upcoming work session on April 14, 2026, regarding the Short Term Memorandum of Understanding (MOU) between the Pikes Peak Land Managers.

The MOU will establish a short-term, nonbinding agreement among nine land management jurisdictions in the Pikes Peak region to collaboratively explore and develop a long-term agreement for a potential State Recreation Area.

The current initiative is built upon years of trust and the landmark Letter of Intent signed in January 2025. This collaboration includes a broad coalition of partners, including the Colorado Parks and Wildlife (CPW); City of Colorado Springs Parks, Recreation and Cultural Services; City of Manitou Springs; Colorado Springs Utilities; El Paso County Parks; Pikes Peak – America’s Mountain; Teller County; U.S. Bureau of Land Management, Royal Gorge Field Office; and the USDA Forest Service, Pike-San Isabel National Forests, Cimarron and Comanche National Grasslands, Pikes Peak Ranger District.



Laura Clellan, Director, Colorado Parks and Wildlife

Parks and Wildlife Commission: Richard Reading, Chair · James 'Jay' Tutchtton, Vice Chair · Eden Vardy, Secretary · Jessica Beaulieu · Frances Silva Blayney · John Emerick · Tai Jacober · Dallas May · Jack Murphy · Gabriel Otero



Memorandum

Title: Discussion Regarding Additional Bus Stops Along Route 33
From: Felipe Lopez, Mobility and Parking Director and Jacob Matsen, Mountain Metro Transit Planning and Operations Supervisor
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 20 Minutes

April 14, 2026

Purpose:

To discuss potential additions of new bus stops along Route 33 in coordination with Mountain Metropolitan Transit (MMT).

Background:

The City of Manitou Springs partners with Mountain Metropolitan Transit (MMT) to provide transit service along Route 33. In coordination with MMT, City staff have evaluated current bus stop locations and identified potential opportunities to improve access and service coverage.

Bus stop placement is guided by several considerations, including spacing standards (typically between 1/8 and 3/4 miles), pedestrian accessibility, ADA compliance, safety, and operational efficiency. Bus stop spacing can directly impact route performance, as too many stops may increase delays while too few may limit accessibility for riders.

The current Route 33 bus stop configuration was established in September 2025 following coordination between City staff and MMT. Since that time, the City and MMT have received requests for additional stops.

Four potential new bus stop locations have been identified for consideration:

- Manitou Avenue/Oak Place (eastbound and westbound)
- Barker House (eastbound)
- Ruxton Avenue/Fairview Avenue (eastbound)

Each location presents unique considerations, including potential ADA improvements, impacts to on-street parking, frequency impact, and operational constraints such as bus layover needs.



Under the 2026 Manitou Shuttle Service Agreement, the City is responsible for the construction and ADA compliance of bus stop improvements within its jurisdiction.

Bus stop additions are typically implemented during scheduled service changes, with the next available service change occurring on October 25, 2026.

Fiscal Impact:

Costs have not yet been fully determined and will vary depending on final design, ADA requirements, and site-specific improvements.

Potential cost components may include:

- ADA-compliant bus pads
- Sidewalk and accessibility improvements
- Signage and striping
- Lighting or safety enhancements (if needed)

All costs associated with bus stop improvements within City limits would be the responsibility of the City of Manitou Springs.

Workload Impact:

Staff time will be required for coordination with MMT, site evaluation, design, public communication, and project implementation. Additional staff time may be required depending on the number and complexity of bus stops selected.

Recommended Action:

Staff is seeking direction from Council on whether additional bus stops for Route 33 are desired, and if so, which locations should be prioritized for further evaluation and implementation.

ROUTE 33 BUS STOPS

CITY OF MANITOU SPRINGS CITY COUNCIL WORK SESSION

April 14, 2026

Mountain Metropolitan Transit

Jacob Matsen, Transit Planning and Operations Supervisor



TOPICS



- What goes into selecting bus stop locations
- The timeline for adding new bus stops
- Current bus stop locations
- New bus stops to consider adding to Route 33

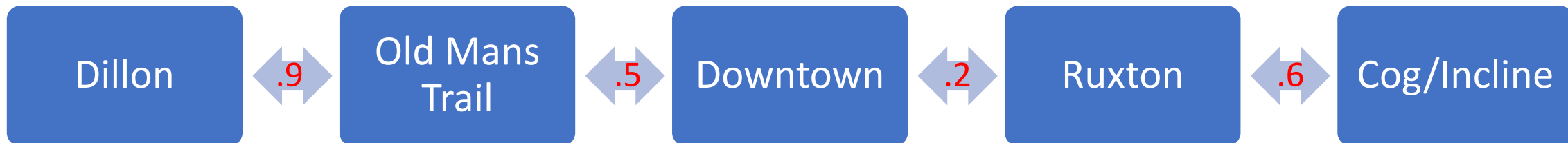
BUS STOP CONSIDERATIONS



MMT's Bus Stop Spacing Standards

- Derived from MMT's Title VI Program
- Spacing standards range between 1/8 and 3/4 miles between bus stops
- Bus Stop Spacing can impact performance
 - Too many bus stops may lead to an increase in late buses
 - Too few bus stops may limit access for passengers

Approximate distance in miles between current bus stop



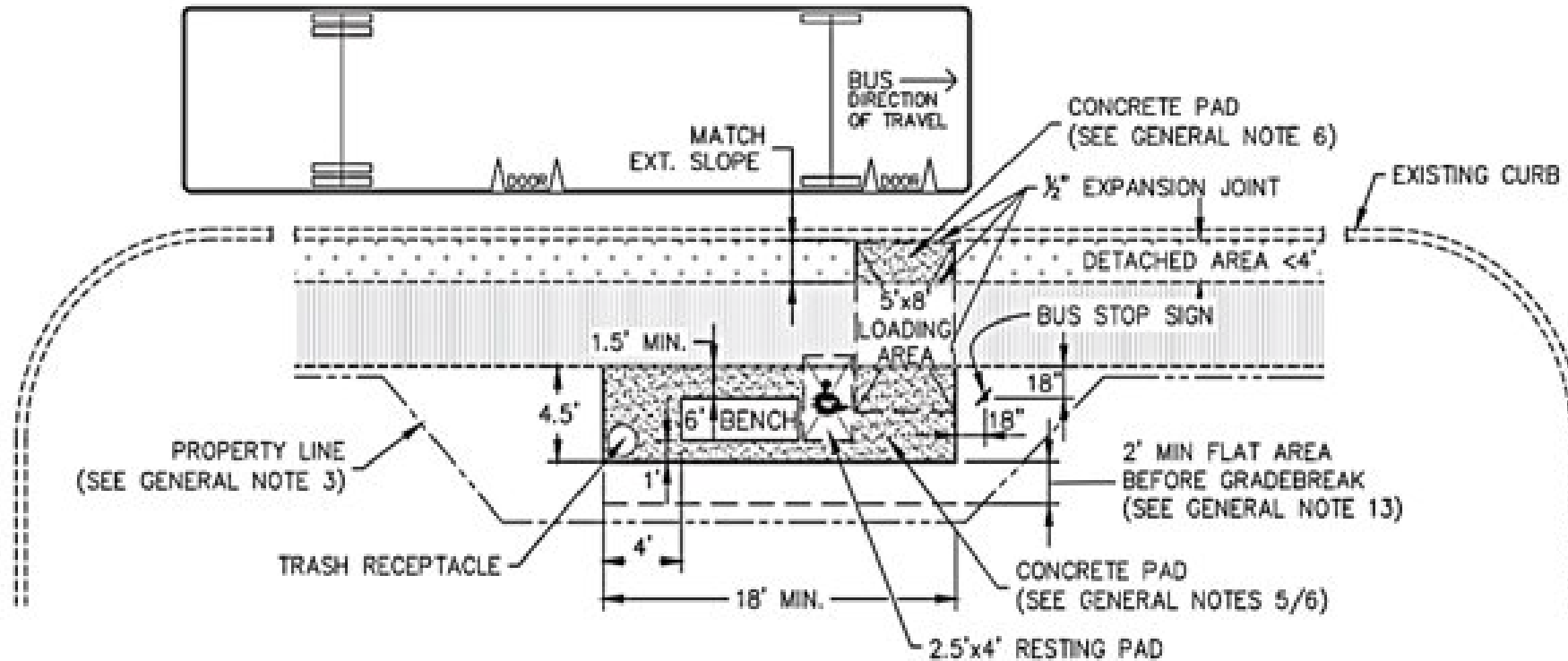
BUS STOP CONSIDERATIONS



Bus Stop Design Standards

- Public Right-of-Way Accessibility Guidelines (PROWAG) requires 5'x8' loading area.
- Colorado Springs has several bus stop designs, all meeting ADA accessibility requirements. An example design is included on the next slide.
- Visit our website for additional details on Colorado Springs bus stop details. <https://coloradosprings.gov/document/busstopdetailsupdate.pdf>

BUS STOP CONSIDERATIONS



Example: Bus Stop Detail

BUS STOP CONSIDERATIONS

Pedestrian access to the bus stop

- The Manual on Uniform Traffic Control Devices (MUTCD) from USDOT requires certain standards are met for signage, pavement markings, ADA, etc.
- Sidewalks that are ADA-accessible ensure better access to a bus stop
- Street lighting provides increased safety and pedestrian comfort
- Crosswalks near bus stops reduce pedestrian/vehicular conflicts
- If someone with a disability is unable to access a bus stop, they may be eligible for Metro Mobility, MMT's ADA complementary paratransit service



Example: Manitou Ave. and Oak Pl.

MANITOU SHUTTLE SERVICE AGREEMENT (2026)



Manitou Springs is responsible for construction of bus stop improvements (including ADA compliance) within its jurisdiction.

From the Manitou Shuttle Service Agreement:

“[Colorado Springs] will not be responsible for any construction of bus stop improvements, trails, signs other than bus stop signs, lot leases, portable toilets, advertising, etc. as these are the responsibilities of Manitou.”

“Manitou shall be responsible for meeting ADA accessible requirements for the bus stops within Manitou’s territory as needed for the performance of this Agreement at Manitou’s expense.”

TIMELINE TO ADD A BUS STOP



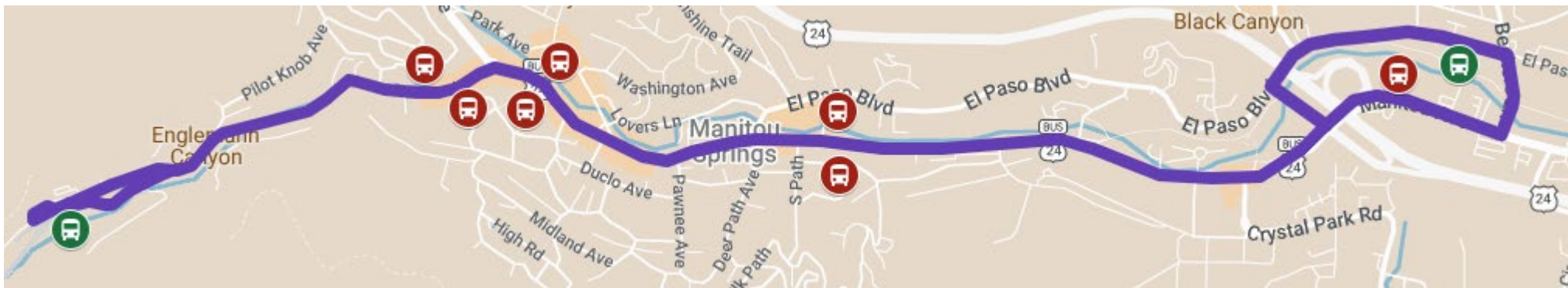
Bus Stops are added during a Service Change

- Service changes occur in late October and late March with the next service change set to occur on October 25, 2026
- Updates to Google, MyNextBus, and route schedules occur during a service change
- Requires updating MMT's transit planning software
- Update onboard bus stop announcements (required by the ADA)

Temporary stops may be added prior to a service change, but these will not show online or be reflected in schedules.

CURRENT BUS STOP LOCATIONS (ROUTE 33)

- Manitou Springs City Staff requested that Route 33 have limited bus stops
- Manitou Spring City Staff and MMT met in May of 2025 to identify the bus stops that are currently in use
- The current set up for bus stops started in September of 2025



Green Bus Icons: End of Line Bus Stops
Red Bus Icons: Mid-Route Bus Stops

ADDITIONAL BUS STOP CONSIDERATIONS

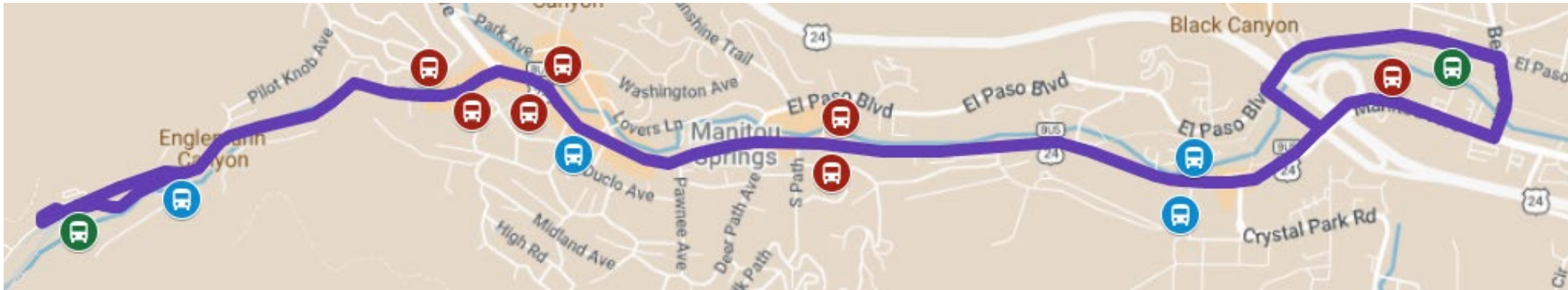


Manitou Springs and MMT have received requests for additional bus stops for Route 33.

Manitou Springs and MMT have identified four additional bus stops to consider (map on the next slide):

- Eastbound bus stops
 - Manitou Ave/Oak Place
 - Barker House
 - Ruxton/Fairview
- Westbound bus stop
 - Manitou Ave/Oak Place

ADDITIONAL BUS STOP CONSIDERATIONS



Green Bus Icons: End of Line Bus Stops

Red Bus Icons: Mid-Route Bus Stops

Blue Bus Icons: Potential New Bus Stops

MANITOU AVE./OAK PL.



Eastbound bus stop

Eastbound Bus Stop

- Not currently in use
- Previous bus stop for Route 36
- May require ADA improvements



Westbound bus stop

Westbound Bus Stop

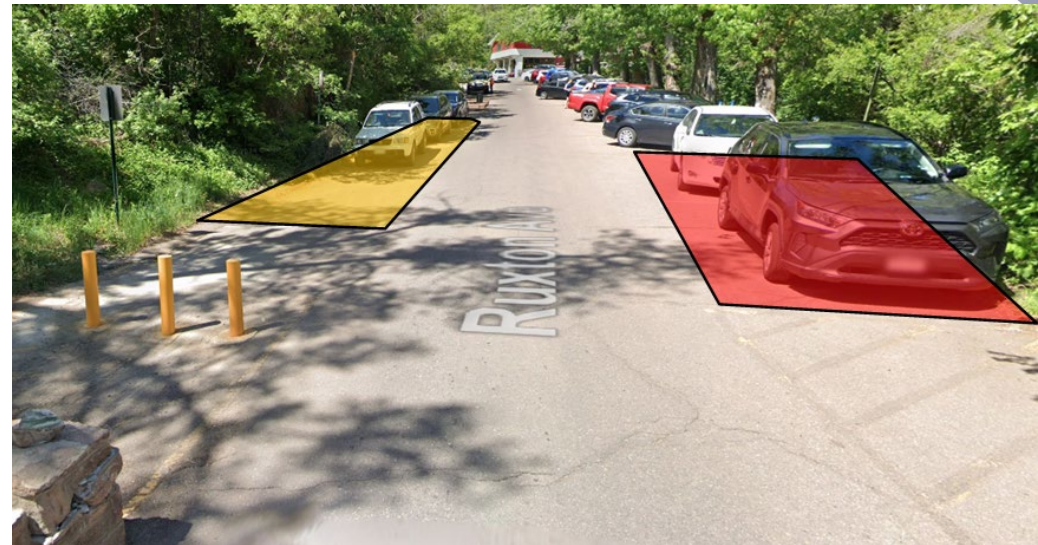
- Currently in use
- Bus stop for Route 3 and a previous bus stop for Route 36
- Would benefit from ADA improvements

Both bus stops have been requested by the Pikes Peak RV Park

RUXTON AVE./FAIRVIEW AVE.

Eastbound Bus Stop

- Would require new bus pad and ADA improvements
- May require the elimination of 6 existing parking stalls (4 in the yellow and 2 in the red)
- Buses may be able layover here. This requires additional review
- As a layover, passengers from the Cog/Incline would have to wait through the layover
- As a layover, restrooms are needed for drivers



Eastbound bus stop (photo facing west)

BARKER HOUSE



Eastbound bus stop (photo facing west)



Eastbound bus stop (photo facing east)

Eastbound Bus Stop

- Would require new bus pad and ADA improvements
- May require the elimination of 3 existing parking stalls and the moving of 1 ADA Parking Stall
- The parking stalls in the yellow area could be converted to a bus stop
- The area identified in red could become the ADA parking stall
- Approximately 450 feet from an existing bus stop

QUESTIONS FOR CITY COUNCIL



Are more bus stops for Route 33 desired?

Are there other bus stop locations you would like for Manitou Springs and Mountain Metro Transit to consider?

Any other thoughts or questions?