



## From the desk of:

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# Memorandum

To: Manitou Springs City Council  
From: Shelley Cobau, CFM, Interim Public Services Director  
Cc: Jason Wells, City Administrator  
Date: July 13, 2016  
Re: Public Services Division, Monthly Report

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## 1. RUXTON AVENUE

- a. Staff has coordinated with Planning to add more area to the shuttle stop up on Ruxton. We will be placing portable toilets and moving trash receptacles to this location at the earliest opportunity. We will also be placing a bear proof receptacle there, as soon as we can get one ordered. Cost on this will be around \$1200, and we will take it from the City Fee budget line item which has a remaining balance of nearly \$48,000.
- b. El Paso County is coming to our assistance and striping Ruxton for us (we do not have the equipment needed to properly get this job done). Once completed on 7/21/16, this will be the final step in refreshing curb and centerline striping in this corridor.

## 2. SODA SPRINGS PARK

- a. All available staff hastened to secure the SSP pavilion at Council's request. Crews will be working to improve the temporary placement of construction fencing and rope with chainlink gates at the openings and tightening of the ropes in the other areas to improve appearance. Estimates will be gathered for a permanent solution, and staff suggests we issue an RFP to get professional design ideas and costs for a permanent solution.

## 3. PROPOSALS

- a. Staff is developing contracts, gathering bids and/or developing RFP's for the following projects:
  - i. Recreation Center Pedestrian Bridge (being drafted)
  - ii. Stormwater Master Plan (issued, pre-proposal conference Monday 7-18)
  - iii. Bridge Maintenance (mortar repairs)
  - iv. Schryver Parking Lot Lighting (being drafted)
  - v. Water Distribution System Master Plan (drafted)
  - vi. Sewer Conveyance System Master Plan (drafted)

## 4. TRAINING

- a. Staff attended a USFS workshop regarding fuel reduction in the WUI
- b. Staff attended an ADA requirements class. New regulations will mean that when we mill and overlay, intersections will have to be brought up to current standards.

## 5. DEPARTMENTAL UPDATE:

- a. STREETS
  - i. Ruxton restriping is complete as noted above
  - ii. A new two-hour parking zone, striping and signs were added to Ruxton
  - iii. Began replacing worn and faded signs
  - iv. This was done in addition to their regular work order requests (67 total)
- b. FACILITIES
  - i. City Hall door mechanisms and doors will be replaced in the next few days.
  - ii. RMG has agreed to remediate subsidence on Memorial Hall. This work will begin very soon, waiting for a detailed schedule from RMG.
  - iii. A/C compressors caused substantial damage to the ceiling in the MSPD Evidence Room and leaked into the Planning Dept. on 7/4. Staff responded quickly and plumbers were called in immediately to address leaks.
  - iv. A total of 176 Work Order Requests were input to the system for general building maintenance issues.
- c. PARKS
  - i. Parks had 67 Work Order Requests, primarily for daily and weekly park inspections.
  - ii. Street trees were placed (by a contractor) on Manitou Avenue to replace those that were dead.
  - iii. Large and dangerous dead trees were removed along the Creek Walk trail in proximity to the Train Park.
  - iv. Staff removed graffiti at the Skate Park and met with estimators to determine that the skate bowl and coping needs to be repaired and/or replaced. Tennis courts also need resurfacing.
  - v. Grass in parks is suffering from the heat. Staff will skip mowing for a week, and resume next week with a higher setting on mowers to help the grass a chance to spring back. Leaving it taller will help it cope with the heat.
  - vi. Staff is maintaining garden beds. All PSD staff participated in planting perennials in beds on Manitou Avenue. These beds are routinely weeded and watered by staff.
- d. MINERAL SPRINGS
  - i. Staff is still gathering estimates for power washing fonts at the springs.
  - ii. Waiting for Haliburton for an estimate of needed material to plug the abandoned well at Seven Minute.
- e. WATER AND SEWER
  - i. Routine maintenance at the reservoir has started, with staff identifying 38 tasks that must be completed in summer months.
  - ii. Sewer mains are being inspected and videotaped, with routine maintenance being conducted on these lines.
  - iii. The dam at the reservoir was inspected by the State, and a new flume is needed as well as removal of trees growing in the dam embankment.
- f. STORM DRAINAGE
  - i. Staff removed two large dead trees from the bank of Fountain Creek near the Poppy Seed
  - ii. Staff cleaned inlets and swept streets as part of their normal routine.
  - iii. Made rock socks and replenished supply of sand bags
  - iv. New staff is being trained on street sweeper operation and will be seeking stormwater certifications.
- g. FLOOD RECOVERY (reported by-weekly in separate report)