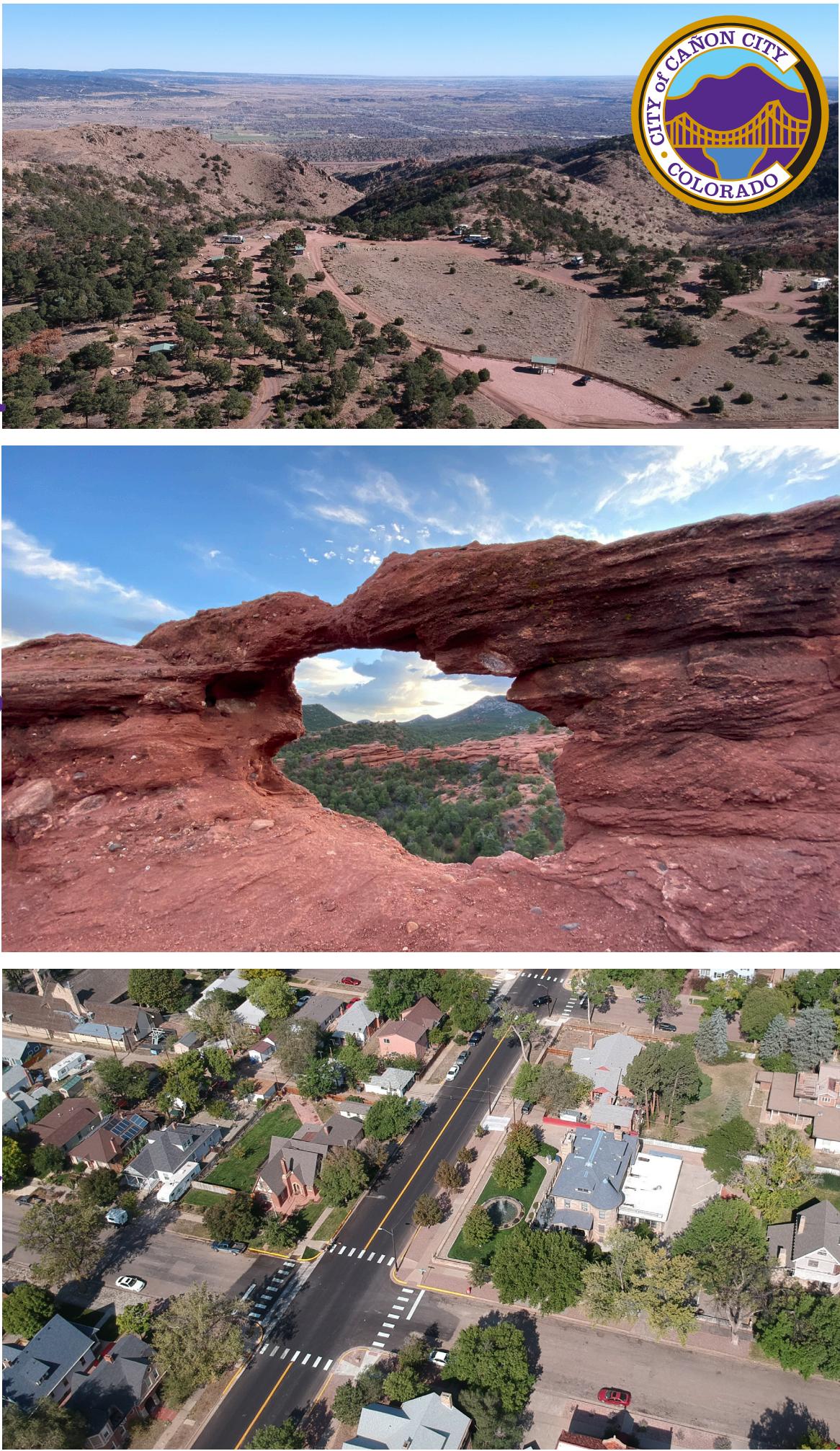


# 2020 Business Plan

## *Year End Progress Report*





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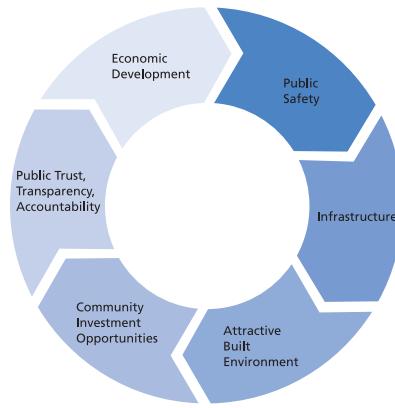
Honorable Mayor and City Council

I am pleased to provide you an end of the year progress report on the City's Projects completed by all of the City's Departments. The 2020 Business Plan focuses on integrating and operationalizing the City's 2017-2020 Strategic Plan and its six Strategic Priorities:

- Economic Development
- Public Safety
- Infrastructure
- Attractive Built Environment
- Public Trust, Transparency and Accountability
- Community Investment Opportunities

Sincerely,

Ryan Stevens



# 2020 Projects

Although 2020 brought many challenges with COVID-19, the City and all departments worked together and worked hard at holding off on spending while still completing necessary projects and offering the best possible services to our community. Below is a list of many of the projects we were able to complete or started this year.



## BUILDING

### 2018 International Code Adoption (Building)

Several meetings for Contractors were set up to provide them information on the 2018 International Code adoption. Meetings were conducted on October 29, 2019 and January 15, 2020. The March meeting had to be cancelled due to the COVID-19 pandemic and no other meetings were set up during the pandemic. Contractors were able to speak their own concerns at these meetings. Contractors were informed of all the updates and timelines through email. Additionally, phone calls and one-on-one meetings were held with Contractors to answer any questions or concerns they may had.

The Building Official spent one year reviewing all the 2018 codes that needed to be adopted by the City of Cañon City and worked with the City Attorneys for two months creating the new ordinance and resolution for building permit fees. Final approval from Council for the ordinance and resolution occurring during the November 2, 2020 and November 16, 2020 City Council meetings. The effective date of implementation of the 2018 International Codes and permit fees are January 1, 2021.

### Contractor's License Ordinance (Building)

In March of 2020 we started reviewing the Contractor License Ordinance to make new changes. Approximately two months were spent reviewing and researching what other jurisdictions have in place for contractor licenses. We worked with the City Attorneys for two weeks on the new ordinance and resolution for the Contractor's License. The new ordinance we created allows limited contractors to obtain four different trades license without having to test to become a General Contractor.

The new updated ordinance and resolution for fee schedule went to City Council meetings for approval on May 4, 2020 and May 18, 2020, with an effective date to implement on May 27, 2020.

## CITY CLERK

### Laserfische (City Clerk)

Senior level staff were trained on Laserfische in January of 2020 and the city moved over to using Laserfische to create memos and upload documents for all City Council meetings. This has allowed for consistency in our documentation and filing.

## CODE ENFORCEMENT

### Dumpster Program (Code Enforcement)

On October 9, 2020 and October 23, 2020, the City and the Police Department combined together to put on a citywide clean up. Three dumpsters were placed in the following locations throughout the City of Cañon City:

- 110 South 1<sup>st</sup> St in the Merlino's Parking Lot,
- 920 Field Ave at Harrison School, and
- 161 Justice Center Road in the Police Department parking lot.

Dumpsters were scheduled to be at all three locations by 7:45 a.m. and available to the community from 8:00 a.m. until 3:00 p.m. During this time, thirty-one (31) participants utilized the dumpsters on October 9<sup>th</sup> and an additional forty (40) participants utilized the dumpsters on October 23<sup>rd</sup>.

# ECONOMIC DEVELOPMENT

## **Urban Renewal (Admin / Economic Development)**

As a means of addressing areas of blight, and encourage and incentivize investment in Cañon City economic development, in May of 2020 the City Council approved the formation of the Cañon City Area for Reinvestment Expansion Urban Renewal Authority (URA). Approval of the URA, along with the subsequent Urban Renewal plan and tax increment financing (TIF) funding mechanism, was made possible after considerable negotiation and agreement with county and area taxing entities. The URA was welcomed by developers, with the first TIF funding application being submitted by Unbridled, LLC to aid in gap financing for the Hotel St. Cloud.

## **Colorado Main Street Strategic Plan and DCI Challenge Program (Economic Development)**

Even with COVID-19 restrictions, 2020 continued with Cañon City downtown planning efforts virtually and in-person through the Colorado Main Street Program Strategic Plan and Downtown Colorado, Inc. (DCI) Challenge Programs. Each program included input from members inside and outside the Cañon City community to determine the strengths of our downtown community and explore ways to attract more local consumers year-round to downtown, instead of relying on tourism. In September, both programs merged as DCI Challenge Program initiatives were combined with the Main Street strategic planning taskforce to begin taking action on both initiatives.

## **COVID-19 Grants for Community Businesses & Non-Profits (Economic Development)**

We have been awarded a REDI Grant through DOLA for a marketing analysis for under used lands to help identify what market we should target and which lands should be developed for said market. It will outline the next steps to complete these projects as well. We have awarded Patio Heater Grants, Patio Extension grants, and PPE Grants to small businesses and nonprofits through foundational funds and the CARES Act dollars. We received POST, USDA Vehicle, and an OBH Co-Responder for the CCPD, Life Jackets and stations through the AHRA/CPW Grant for loaner life jacket stations. The library received \$10,000 through the State Library Foundation/CARES Act. We were able to fund two separate food insecurity programs; one for RE-1 Schools and one through Loaves and Fishes through the CARES Act dollars.

# ENGINEERING

## **2A Street Improvement Projects (Engineering)**

### **North 9<sup>th</sup> St Pavement Reconstruction – Royal Gorge Blvd (US50) to Mystic Ave**

North 9<sup>th</sup> Street has been a priority project for years but has been delayed due the immense amount subsurface utility work to do. The project was accelerated with City Council's decision for funding the stormsewer replacement. Construction started May 8<sup>th</sup> and was completed in under 5 months, 2 weeks ahead of schedule. The bulk of the work consisted of utility replacement and relocation – 2000 feet of new water line, 4000 feet of new storm sewer, relocation of gas lines, sanitary sewer lines, and phone lines. In addition, over 1000 square yards on sidewalk and handicap accessible curb ramps were installed.

<b>Contractor:</b>	Avalanche Excavating
<b>Notice to Proceed:</b>	04/29/2020
<b>Substantial Completion:</b>	09/25/2020 (two weeks early)
<b>Budget:</b>	\$1,783,789.15
<b>Final Cost:</b>	\$1,770,549.05

### **Meadows Ave Pavement Reconstruction – 10<sup>th</sup> Street to 11<sup>th</sup> Street**

Reconstruction of Meadows Ave followed a long awaited water line replacement. The street had been in a rubble like state for over a year due to repeated water main breaks. The sub soil conditions were extreme wet clay so concrete pavement was chosen for the pavement replacement. The sidewalks were replaced where necessary to correct the grade of the street and handicap ramps were installed on the corners at the intersections.

<b>Contractor:</b>	Avalanche Excavating
<b>Notice to Proceed:</b>	09/01/2020
<b>Substantial Completion:</b>	10/16/2020
<b>Budget:</b>	\$283,108.10
<b>Final Cost:</b>	\$254,225.44

## Pavement Reconstruction Projects Pending 2021

The City staff and engineering consultants now have a year's worth of street reconstruction planned and designed the year prior to construction. This will facilitate projects bidding and starting earlier in the year. Most of the City's thoroughfares have been reconstructed now with the exception of those needing water main replacement. This next round of streets to be reconstructed have newer water mains and were chosen to allow the utilities to catch up on work non-related to 2A reconstruction.

**Budget:**

\$5,500,000

**Streets:**

Orchard Ave – Cherry Street to city limit line north of Elizabeth Street  
N. 10<sup>th</sup> Street – College Ave to Mystic Ave  
S. 11<sup>th</sup> Street – US50 (Royal Gorge Blvd) to Main Street  
Allison Ave – Yale Place to 15<sup>th</sup> Street  
N. 8<sup>th</sup> Street – Fairview Ave to Barr Ave  
Evelyn Drive – Shiloh Drive to Tanner Parkway  
Harding Ave – 5<sup>th</sup> Street to 9<sup>th</sup> Street

## Water Main Replacement (Engineering)

### North 9<sup>th</sup> Street – Royal Gorge Blvd (US50) to Mystic Ave (8-inch)

North 9<sup>th</sup> Street has been a priority project for years but has been delayed due the immense amount subsurface utility work to do. The project was accelerated with City Council's decision for funding the stormsewer replacement. Construction started May 8th and was completed in under 5 months, 2 weeks ahead of schedule. There was 2000 feet of new water line installed.

**Contractor:**

Avalanche Excavating

**Notice to Proceed:**

04/29/2020

**Substantial Completion:**

09/25/2020 (two weeks early)

**Budget:**

\$544,832.15

**Final Cost:**

\$537,577.12

### Central Ave – 15<sup>th</sup> Street to Phelps Ave (20-inch)

Central Ave contains a major water transmission facility feeding East Canon and further to Four Mile Ranch. A portion of that transmission main between N. 15<sup>th</sup> Street and Phelps Ave fell into disrepair and was isolated from the system some time ago. This project will renew this vital connection by replacing the two existing undersized and outdated water mains with a new 20-inch diameter water main.

**Contractor:**

Pate Construction

**Notice to Proceed:**

December 2020

**Substantial Completion:**

February 2021

**Bid:**

\$367,567.20

### Orchard Ave – Cherry Street to South Street (8-inch)

The City has committed to working with utility providers to assure underground facilities are replaced or repaired prior to pavement reconstruction and that includes water mains. In conjunction, with the reconstruction of Orchard Ave, the waterline will be replaced.

**Notice to Proceed:**

Spring 2021

**Substantial Completion:**

Summer 2021

Crossing under Hydraulic Ditch to be completed 2020

Design underway

## Stormwater Capital Improvement Projects (Engineering)

In 2019, the City issued Certificates of Participation for the purpose of generating funds sufficient to provide for at least \$8 million in stormwater capital improvements. A committee of stakeholders chose priority projects from a list of over \$100 million dollars' worth of necessary work. The projects chosen were N. 9<sup>th</sup> Street Stormsewer Replacement, Dawson Ranch Culvert Project, WPA Channel Improvements, and the Rhodes Ave Channel Improvements. The terms of the funding require all of the work to be complete by spring of 2022.

### North 9<sup>th</sup> Street – Royal Gorge Blvd (US50) to Mystic Ave Stormsewer Replacement

North 9<sup>th</sup> Street has been a priority project for years but has been delayed due the immense amount subsurface utility work to do. The project was accelerated with City Council's decision for funding the stormsewer replacement. Construction started May 8th and was completed in under 5 months, 2 weeks ahead of schedule. There was 4000 feet of larger storm sewer installed with new inlets.

<b>Contractor:</b>	Avalanche Excavating
<b>Notice to Proceed:</b>	04/29/2020
<b>Substantial Completion:</b>	09/25/2020 (two weeks early)
<b>Budget:</b>	\$1,258,734.84
<b>Final Cost:</b>	\$1,150,791.20

### **Dawson Ranch Culvert Improvement Project**

The Dawson Ranch Subdivisions since construction has experienced street flooding and landscape damage due to storm runoff. The soils are highly erodible and undersized culverts are quickly clogged with sediment in normal storm events. Storms in 2018 spotlighted the issue in the subdivision as well as in the Wolf Park Subdivision. The project entailed the replacement and installation of culverts of various sizes and lengths at 10 separate locations within the Dawson Ranch and Wolf Park Subdivisions. The locations for new culverts in the subdivisions were chosen after an independent engineering analysis was performed and input was received from the residents and respective home owners associations.

<b>Contractor:</b>	Avalanche Excavating
<b>Notice to Proceed:</b>	02/25/2020
<b>Substantial Completion:</b>	05/13/2020 (ten weeks early)
<b>Budget:</b>	\$1,081,074.50
<b>Final Cost:</b>	\$1,028,149.26

### **Abbey Basin – Rhodes Ave Channel Project**

The Rhodes Ave Channel has been a priority project for years but has been delayed due the immense amount subsurface utility work, as well as irrigation ditch and railroad coordination, required. The project was accelerated with City Council's decision for funding the stormsewer replacement. The channel is located along the west side of Rhodes Ave from US Highway 50 to the Arkansas River. The undersized channel receives regional runoff from the Abbey property and north and currently flooding occurs along its entire length. The project is currently under design with plans to start construction next year. In addition to channel and culvert improvements, it requires wetland permitting, protection, and reconstruction, railroad permitting, state highway permitting, sanitary sewer replacement, water line and gas line relocation, irrigation ditch work and power pole relocation. Since the existing channel needs widened, the acquisition of easements from private property owners is required.

#### **Installation of box culverts and enlarging drainage channel under US50, Union Pacific Railroad tracks and down Rhodes Ave to river to alleviate flooding.**

<b>Notice to Proceed:</b>	Spring 2021
<b>Substantial Completion:</b>	Spring/Summer 2021
	Final Design and easement acquisition underway

### **NE Cañon Basin – WPA Channel Project**

The WPA Channel Project was accelerated with City Council's decision for funding the stormsewer replacement. The WPA channel runs from Washington Street to the Arkansas River. The undersized channel receives regional runoff from the northeast region of the city spanning from 9<sup>th</sup> Street to 19<sup>th</sup> Street and north beyond the city limits and currently flooding occurs from this channel along its entire length. This project entails work only on a small stretch of the drainage way south of US Highway 50 to Kountz Ave where there are flow restrictions under the railroad tracks. The project is currently under design with plans to start construction next year. In addition to channel and culvert improvements, it requires wetland permitting, protection, and reconstruction, and railroad permitting. Since the existing channel needs widened, the acquisition of easements from private property owners is required.

#### **Installation of box culverts and enlarging drainage channel under Union Pacific Railroad tracks and down to Kountz Ave to alleviate flooding.**

<b>Notice to Proceed:</b>	Spring 2021
<b>Substantial Completion:</b>	Spring/Summer 2021
	Final Design and easement acquisition underway

### **CO 115 (S. 9<sup>th</sup> Street) Pedestrian Improvements (Engineering)**

CDOT funded project to install sidewalk on the west side of S. 9<sup>th</sup> Street from the Arkansas River to the city limit line creating a continuous and accessible pedestrian pathway.

<b>Notice to Proceed:</b>	Spring 2021
<b>Substantial Completion:</b>	Spring/Summer 2021
	Final Design and easement acquisition complete

### **US 50 (Royal Gorge Blvd) Pedestrian Improvement Project (Engineering)**

CDOT funded project to install raised medians and midblock crosswalks improving the aesthetics of US50, slowing traffic, and

improving safety and accessibility to pedestrians while further connecting downtown to the riverfront area.

**Notice to Proceed:**

Spring 2021

**Substantial Completion:**

Summer/Fall 2021

Final Design and easement acquisition underway

### **Gravel Street Paving (CMAQ) (Engineering)**

CDOT funded paving projects mitigate dust generation from gravel roads.

Congress established the CMAQ (Congestion Mitigation and Air Quality) Program in the early 1990s. The federal money is allocated to CDOT to fund transportation related activities or projects that contribute to reduction in emissions of CO, NOx, VOC, PM-10, and more recently Ozone. The PM-10 standard is dust that includes particles with a diameter of 10 micrometers or less. PM-10 equates to road dust and contributes to visibility problems in winter and brown cloud.

Due to a complaint to the EPA in the late 1990s for dust in the area (along Riverside Drive due to rafting bus traffic to Pink House) the City was found to be in non-compliance for air quality, specifically for PM-10. We were designated a non-attainment area which made us eligible for CMAQ grant dollars for dust mitigation. We have been receiving CMAQ funding since 1999 at approximately \$200,000/year. The money can only be used for dust mitigation projects approved by CDOT and FHWA.

We have used the money to pave gravel streets as well as buy our two sweepers to mitigate fugitive dust. We have an air monitoring station on the roof of City hall that the State monitors. Since we have been part of this program, our air quality has improved and we are now in attainment for PM-10. This next year will be the City's final year for receiving these funds.

#### **Bridge Street and S. 8th Street**

**Contractor:** Langston Concrete

**Notice to Proceed:** 07/01/2020

**Substantial Completion:** 08/24/2020 (three weeks early)

**Budget:** \$262,846.10

**Final Cost:** \$262,093.00

#### **Gravel Street Paving Projects pending 2021**

**Budget:** \$587,800.90

**Streets:** Four Mile Lane – end of pavement to city limit

Evelyn Drive – Eagle Drive South to city limit

Grape Street – Riverside Drive to Brewster Street

### **East Cañon Highway Lighting Project (Engineering)**

The project entails installing approximately 86 new street lights with some on new poles and adding street lights to existing poles spaced appropriately (200-250 ft spacing) along the both sides of the highway in East Cañon.

**Budget:** \$725,000.00

Design pending

### **Wayfinding Signs (Engineering)**

The Wayfinding Sign Project was started in 2017 to create a comprehensive wayfinding program with a common theme throughout the City and surrounding areas. This would be done by installing Gateway Monument Signs as the entrances to the City along US Highway 50 both east and west, Park Identification signs, Pedestrian and Vehicular Guide Signs and District Signs. The project involved removing and replacing outdated wayfinding signs. Design was completed in 2019. The first wayfinding signs to be installed were the Park Identification Signs at Mountain View Park and Centennial Park completed in 2019. The Gateway Monument Sign on US Highway 50 at the City limits were completed next. Finally, Pedestrian and Vehicular Signs were installed along US Highway 50 (Royal Gorge Blvd), CO Highway 115 (S. 9th Street), on Main Street downtown and a few along the riverwalk. Additional wayfinding signs in the plan are pending funding to complete.

#### **Wayfinding – Gateway Monuments**

**Contractor:** Archetype

**Notice to Proceed:** 09/17/2019

**Substantial Completion:** 07/14/2020 (7 months late)

**Budget:** \$308,731.08

**Final Cost:** \$261,816.57

Contract had to be cancelled and project completed by City

## Wayfinding – Street Signs (vehicular and pedestrian)

Partial Project awarded – Main Street/US Hwy 50/CO 115

<b>Contractor:</b>	Hilton Displays
<b>Notice to Proceed:</b>	11/20/2019
<b>Substantial Completion:</b>	05/28/2020
<b>Budget:</b>	\$306,388.50
<b>Final Cost:</b>	\$292,426.83

Balance of signs to be installed citywide pending 2021

## Wayfinding – Park Identification Signs

Completed 2019

## Miscellaneous Concrete and Sidewalk Replacement (Engineering)

This project entails the miscellaneous reconstruction of curb, gutter, sidewalk and drain pans as well as handicap ramp installation. It also includes the Sidewalk Replacement Program, which is a cost-share between the City and property owners to replace broken, deteriorated, and unsafe walkways adjacent to their property.

<b>Budget:</b>	\$50,000-100,000.00
<b>Items Included:</b>	Sidewalk Replacement Program
	Reconstruction of curb, gutter and drain pans
	Handicap ramp installation

## Pending City Council 2021 Budget (Engineering)

- Water Street Sewer Main Installation
- Skyline Steel Demolition/Site Prep
- Downtown Street Improvements – 300 & 800 Blocks
- Downtown Alley Reconstruction – 400 & 500 Blocks south of Main Street
- Clock Tower Parking Lot
- Macon Plaza Intersection Improvements

# FINANCE

## Update to Sales Tax Definitions and Move to State Collected (Finance)

In early 2020 the Finance Department approached City Council with moving to state collection of sales tax. At that time it was determined the project needed to be placed on hold for more background work to be completed. During the next few months, the Finance Department worked with legal council and the State to determine what all needed to be completed. A portion of the Municipal Code was amended allowing for the change. As part of this amendment, a section on use tax was created. We are happy to announce that all documents have been submitted to the State as of November 5, 2020 to allow the City to move to State collected effective January 1, 2021.

## Move to Online Bidding Process (Finance)

In an effort to expand the reach of the request for proposals and request for bids, Finance moved to an online bidding platform. This platform allows the City to reach potential vendors who may not be aware of the projects in our community. This platform also allows the City to easily send addendums to potential bidders and provide a way for bids to be submitted electronically and securely. The platform also allows departments the ability to see how many potential vendors were matched as well as who has downloaded the required documents. Another advantage of the online bid platform is the access to a bid library to use as templates.

# HUMAN RESOURCES

## Employee Handbook & Administrative Policies Update (HR)

The current City of Cañon City Personnel Management Manual is dated February 2008 and an update was needed. Due to the numerous changes in state and federal law as well as compliance changes since 2008, it was determined that the best course of action was to create a new handbook rather than revise the current one. The employee handbook went to General Government on November 4, 2020. It will go to first reading on December 7, 2020 and if approved, will be effective January 1, 2021.

## **Paylocity Implementation (HR & Finance)**

The Paylocity implementation included HR & payroll, time and labor, learning, onboarding, performance, recruiting, onboarding, surveys and performance modules. Implementing the HRIS system led to the creation of a centralized, integrated database that resulted in faster, accurate and automated processing. With the new HRIS system, employees have access through self-service to paystubs, update their personal information, view their PTO balance and request time off, view benefits, apply for internal positions and more - all 24/7, 365 days a year. The Paylocity implementation started in February and was completed in September.

# INFORMATION TECHNOLOGY

## **Multi-Function Printer Refresh (IT)**

The remainder of multi-function printers that were either under an outdated maintenance contract or not under contract at all were replaced this year. Seven machines were replaced for a total of \$49,249. Maintenance costs for all machines was reduced by around 60% from \$35,000 to \$15,000 annually. In addition to reducing maintenance costs for the machines, new copiers were placed under a single unifying software to control machines and generate reporting.

## **Door Control Update (IT)**

Four buildings were upgraded to a new access control system that allows unified management and reporting. The new system also allows employees to use new ID badges as a security credential to access locations. The cost for the new access control system across the four locations totaled about \$6,000. This project is a stepping stone in a multi-year refresh to update City access controls and credentialing.

## **Email System Replacement (IT)**

The City-wide email system was replaced this year. The new software replaces an outdated system and allows for extended functionality in email security and management. The total cost for replacement was \$15,310.

## **Cyber-Security End-User Training (IT)**

A new platform for end-users was rolled out this year with a focus on cyber-security and other IT related training materials. This platform alleviates demand on staff for continuing education of computer system users. The platform will assist users in identifying cyber threats to our organization as well as increase security awareness. The total cost for implementation of this system is around \$4,000 annually.

## **Security Surveillance System (IT)**

A new security surveillance system was implemented this year which allows for unified management and increased functionality of surveillance equipment. Total spent on surveillance this year throughout the City is around \$3,500. This system implementation is part of a multi-year refresh of our security system and will be expanded.

## **Fiber WAN (IT)**

This year, a project to install fiber-optic cable around the City in an effort to connect municipal buildings on a fiber based wide area network was started. The project cost totals \$400,000 and is scheduled to be completed by the end of the year. This will increase stability and security for data services at all locations as well as allow for redundant internet service connections to City locations. This infrastructure will be utilized for the foreseeable future.

# LIBRARY

## **CARES Act Grant and State Grant to Libraries (Library)**

The Canon City Public Library has applied for and received two grants this quarter. The first grant was a \$10,000 CARES Act Grant that will be used for Chrome books and mobile hotspots to check out to students, and for computers for parents to use in the youth department of the library. The second grant of \$6,000 from State Grants to Libraries from the Colorado Department of Education will be used for materials in the children's department.

## **Curbside Service and Children's Services (Library)**

April 27, 2020, we started offering curbside service for our library customers. We have continued that service for our customers indefinitely, and they love it! We also implemented virtual story times. We have a green screen and a "studio" set up in a supply room for recording the virtual story times. We then edit and launch a new story time weekly on Facebook and a link from our website to YouTube. These videos have been so well received that we were asked by other libraries to make a training video of how to create and implement virtual story time for other libraries. We had our first graduate from the adult

literacy program and we were hoping to celebrate him, however with the shutdown we had to postpone to sometime in the future. Starting on May 26<sup>th</sup> we opened to the public for in person browsing and computer use, with shortened hours. Since then we have expanded services to Monday through Thursday 9:30 am to 5 pm, and Friday through Saturday 10 am to 5 pm. Our Summer Learning Program became virtual with online registration (we had 126 sign up for the program) and low touch delivery of prizes. On August 14<sup>th</sup> we were able to reserve and use the splash pad for our end of summer learning party, hosting three waves of summer learners in order to comply with physical distancing. In September Adam resumed preschool story time outreach.

### **Kilowatt Meters and Adult Services (Library)**

Starting October 19<sup>th</sup> kilowatt meters have been available to check out thanks to our partnership with Black Hills Energy. We are offering our meeting space for meetings with less than 10 attendees, and chess club is meeting again. We have been able to continue offering the Virtual Self-Help Legal Clinic by moving from in person via computer link to the attorney calling the customer directly.

### **Pumpkins in the Plaza and Halloween Events (Library)**

On October 23<sup>rd</sup> we hosted the first annual **Pumpkins in the Plaza** event. The library and our Library Foundation partnered with Colon Orchards, Jump Start Java, and Fremont Center for the Arts to provide pumpkins, hot cider, and paint for the pumpkins. During the event we passed out "One Book for Colorado" books to all of the preschool children and hosted a pop-up used book sale. Our youth department participated in **Boo at the Bridge** and handed out candy on October 24<sup>th</sup>. Also on October 24<sup>th</sup>, we hosted our first adult program with Chautauqua performer Don Moon as Theodore Roosevelt at the Steeple Event Center. On October 31<sup>st</sup> library and museum staff participated in **Trunk or Treat** at Harrison School in a reverse parade.

### **CCHS PalCE Program (Library)**

On November 2<sup>nd</sup> we started working with the Cañon City High School's PalCE program and we have two interns learning the ropes at the library.

## MUSEUM

### **State Historic Fund Grant (Museum)**

The Royal Gorge Regional Museum and History Center was awarded a State Historic Fund Mini-Grant in May 2020 which will go toward the drainage improvement and porch rehabilitation of the Anson Rudd Stone House. The project went out to bid (reposted) on November 30, 2020 and will commence upon receiving a compliant bid proposal. (\$48,227)

### **Bureau of Land Management Grant (Museum)**

A Bureau of Land Management Grant was awarded for the development of educational videos on the paleontological resources in Fremont County in September 2020. This is a two-year project that will commence upon receiving a fully executed grant contract from the federal agency. The funding from this grant will go towards the professional services of a Paleontological Education Liaison. (\$75,000)

### **Certified Local Government (Museum)**

The City of Cañon City and the Cañon City Historic Preservation Commission applied for and was approved to become a Certified Local Government through the Department of the Interior National Park Service's Certified Local Government Program on October 1, 2020.

## PARKS & OPEN SPACE

### **Eastridge Campground Royal Gorge Park (Parks)**

Twenty-one newly constructed and designated campsites are now complete in Eastridge Campground in the Royal Gorge Park. Each campsite is individually numbered and includes either a trailer and/or tent site, firepit, and picnic table. Currently the campground has one vault toilet facility and offers no electricity or potable water source. The proposed 2021 budget includes an additional vault toilet facility with storage chase.

An informational kiosk structure and self-service iron ranger pay system have been installed as well as an additional parking area for day use outside the campground boundaries. A campsite for a potential campground host is also being constructed in this same area, as the Eastridge Campground will become a pay site in 2021 at the rate of \$20.00 per night. The proposed 2021 budget also includes funds to install electrical service to a central location which will provide electricity for the campground host site as well as a public charging station. The electrical service will be of sufficient capacity to provide power for future expansion if deemed necessary.

## **Personal Floatation Device Loaner Station Program (Parks / Economic Development)**

The restrictions of COVID-19 caused some significant safety issues along the river during the summer. Because of social distancing requirements and encouragement to be outside, Cañon City residents and visitors flocked to the river for outdoor, socially distanced recreation, in many cases without wearing life jackets or other personal floatation devices (PFDs). State law requires all persons recreating in a whitewater park to wear a PFD. State law also requires any person under the age of 13 to wear a PFD while swimming in the Arkansas River within Arkansas Headwaters Recreation Association (AHRA) areas or when occupying a vessel such as inner tubes or similar devices.

In cooperation with Colorado Parks and Wildlife, The City of Cañon City Parks Department, RG-Rio and the Cañon City Area Metropolitan Recreation and Park District, a PFD loaner station program was established. The program provides (loans) personal floatation devices (PFD's) for public use within the whitewater park and Arkansas River corridor. In addition, the partnership created short videos to educate locals on various river safety topics. The City maintenance shop constructed three loaner station kiosks, two are located in Centennial Park and one downstream near the Recreation District's building on Ash Street. Both the AHRA and RG-Rio donated life jackets for the program. Future plans include additional loaner stations and educational program provided by RG-Rio.

## **Tunnel Drive/Royal Gorge Park Connection Trail (Parks)**

The yet to be named trail connecting the Tunnel Drive/Royal Gorge Park trail systems is approximately 50% complete as of November 10, 2020. Our seasonal trail builder Steve Thomas of Terra-Firma Trails along with Parks Department staff have done an incredible job designing and building this magnificent trail in a most difficult and challenging environment. The trail will consist of grades ranging from a mild 3% in places to a challenging 25% in others while gaining approximately 1,000 feet in elevation in a little over 2.4 miles. A special thank you goes out to Dave Walker for his assistance in the design process and flagging of this spectacular trail!

It is extremely important to note this trail traverses an area that is known to Colorado Parks and Wildlife as being a critical Bighorn Sheep lambing habitat and through cooperative negotiation is subject to the following seasonal closures.

- June 1<sup>st</sup> through July 31<sup>st</sup> the trail is closed to all users.
- The month of August the trail is open from dawn to dusk.
- September through October the trail is open between the hours of 9:00 AM and 5:00 PM.
- November through May the trail is open from dawn to dusk.

Adherence to these seasonal closures is very important to avoid any problems in the future. Barring any significant weather related issues, it is anticipated the trail will be complete by this years end. This trail will be open to foot and bicycle traffic only.

## **Skyline Drive Clean Up Event (Parks)**

*Clean-It-Up*, a non-profit organization from Westminster, Colorado, organized a community clean-up event October 22<sup>nd</sup> on both Skyline Drive and the Hogback Open Space Area trail system. Four members of *Clean-It-Up*, thirteen local volunteers, along with six Parks Department staff removed over one ton of trash and other debris from the area! A special THANK YOU to Twin Enviro for providing the dumpster and disposal of collected trash and debris at no charge!

Members of *Clean-It-Up* along with members of the Royal Gorge Rope Access Team repelled into areas too steep and dangerous to access on foot while other volunteers removed trash and debris along Skyline Drive and the Hogback trails. Besides copious amounts of trash, 27 tires, 1 sofa, 5 shopping carts, 2 microwaves, 1 kitchen stove, 3 bowling balls, 2 fifty-five-gallon drums, various car parts, and drug paraphernalia were recovered and disposed of. It is obvious the large majority of trash and debris have been intentionally thrown over the side. *Clean-It-Up* expressed interest in making the clean-up an annual event!

## **PLANNING & ZONING**

### **Comprehensive Plan Update (Planning & Zoning)**

A Comprehensive Plan is a municipality's statement of goals for the future. It examines priorities across a broad cross section of the functions a municipality serves in the daily lives of its citizens. Based upon that examination, it establishes benchmarks for where a community sees itself and where it wants to go in the future. Cañon City's Comprehensive Plan was last updated nineteen years ago in 2001. Most Comprehensive Plans are updated at five to seven year intervals.

Following the award of a grant by the Colorado Department of Local Affairs (DOLA), Cañon City embarked on an effort to select an Urban Planning & Design firm to assist in this effort. This search concluded with the selection of Houseal Lavigne to aid the City in this endeavor, and officially started in July, 2020 with the launch of a website to chronicle the progress of the

update, called “Picture Cañon City 2040.” It also involved a joint meeting of the City’s Planning Commission and Council to provide an overview of the project. In addition to Land Use, the Comprehensive Plan will address the following areas:

- Transportation & Mobility
- Parks, Recreation & Open Space
- Housing
- Quality of Life
- Historic Resources
- Resiliency
- & An Action Plan

In September, 2020, an extensive public outreach effort commenced to ascertain public priorities on municipal policy issues. These efforts included Do It Yourself (DIY) meeting kits for local citizens groups and organizations, a series of interviews with community stakeholders, and a Community Design Workshop. Following this, in October, 2020, a joint session of the City’s Planning Commission and Council were presented with an overview of the Existing Conditions Analysis to establish where Cañon City exists in its current context. Work is commencing on a framework for the Comprehensive Plan’s recommendations based upon the public input gleaned this far, to be presented to Planning Commission and Council in December, 2020.

Once the framework is completed and accepted by both Planning Commission and City Council, work will continue into 2021 on establishing the goals and strategies for moving in the direction toward which the framework points. Completion of the Comprehensive Plan Update is anticipated in May/June 2021, with the adoption of the Plan by Planning Commission and Council.

### **Zoning, Subdivision and Development Standards Update (Planning & Zoning)**

Concurrent with the effort to update the Comprehensive Plan is an effort to update the City’s Zoning regulations as well as the Subdivision, and Site Plan Development standards, (Titles 17 and 16 of the City’s Municipal Code, respectively.) This effort was also initiated in July 2020, and proceeded in September with extensive public input, primarily from users of Titles 16 and 17 on how to make these standards more user friendly and focused on achieving the City’s long term goals for growth. As these long term goals are an anticipated outcome of the update to the Comprehensive Plan, it makes logical sense that the regulations pertaining to the processing of land use applications and development opportunities be modified so as to be in accordance with the recommendations of the Comprehensive Plan.

Houseal Lavigne was also hired to assist in this effort. In October, 2020, a Diagnostic of the issues and problems in the current Zoning, Subdivision and Development Regulations was presented to a joint session of the City’s Planning Commission and City Council. In December, 2020, Planning Commission and City Council will consider an overview of how to restructure these regulations. This will include combining all Zoning, Subdivision and Development standards into one section of the Municipal Code, Title 17. Title 16 will be retired.

The effort will then work on actually drafting the new code, which is anticipated to include charts, graphs and illustrations to explain the concepts. It is anticipated that the new Zoning, Subdivision and Development Standards will be presented to Planning Commission and Council for adoption in May/June 2021.

## **STREETS**

### **VAC Truck (Streets)**

The City of Cañon City will take delivery of a new 2020 Vacall combination Jet/Vac truck in January 2021. This truck will be operated by the newly authorized Stormwater Field Supervisor and Stormwater Maintenance Technician. The truck will be outfitted with a camera system to video the drain lines which will allow us to see cleaning results as well as obstructions. This new equipment and crew will enable the city to better maintain the stormwater infrastructure within the City of Cañon City. This investment demonstrates the City of Cañon City’s commitment to improving the quality of life of its residents. During 2021 the Stormwater Crew will be dedicated to clearing all of the city’s stormwater drains and collector pipes. Once all pipe and catch basins have been cleaned the city will then have the ability to maintain them.

# WATER

## **Dawson Ranch Culvert Project (Water)**

The Dawson Ranch Culvert Lowering Project was a project done “In House” by the Water Department. To facilitate the installation of new stormwater drainage culverts in key locations throughout the Dawson Ranch Subdivision there were six (6) locations where 8”/12” water main had to be lowered.

## **800 Block of Bridge Avenue - Water Main Replacement Project (Water)**

The City decided that it's CMAQ project for 2020 would include paving the gravel sections of the 800 block of Bridge Street and the 1100/1200 blocks of S. 8<sup>th</sup> Street. To continue with the City's workplan the Water Department completed an “In House” project that replaced the existing 4”water main in the Bridge Avenue right of way and the 1 1/2” water main in the 1200 block of S. 8<sup>th</sup> Street. City crews installed approximately 650 linear feet of 8” PVC water main, reconnected 9 SFR service connections and placed one (1) new fire hydrant. Once completed the City's contractor paved the area.

## **2<sup>nd</sup> Bulk Water Filling Station \$59,173 (Materials Cost Only) (Water)**

Due to an increased use of the existing Bulk Water Station which created long wait times for those customers using the station, the City Water Department installed a second Bulk Water Filling Station to accommodate our customers with smaller tanks. The work entailed purchase of a turn key Bulk Water Filling Station; crews had to install utilities (power and water) to the proposed location. In addition, crews formed and poured a concrete loading and exit pad. Crews also had to replace/install 200 linear feet of 15” corrugated metal pipe to take care of water that runs off the site either due to filling operations or precipitation events.

## **North 9<sup>th</sup> Street Royal Gorge Blvd to Mystic - Water Main Replacement Project \$538,088 (Water)**

The 2020 2A Project work for the Water Department involved the replacement of 4”/8” water main with 8” PVC water main by a local contractor. The contractor installed approximately 2,930 linear feet of 8” PVC water main, reconnected seven (7) service connections and installed four (4) fire hydrants.

## **Central Avenue 15<sup>th</sup> Street to Phelps Avenue Water Main Replacement Project \$334,152 (Water)**

This work will replace approximately 1,360 linear feet of 14” Asbestos-Cement water main with 20” water main by a private contractor. The work will renew six (6) service connections and install/replace two (2) fire hydrants. Work for this project is scheduled to begin in early December and be completed after the first of the year.