



**FLORENCE CITY COUNCIL**  
**Regular Meeting Agenda**  
**Monday, August 18, 2025, 6:30 PM**

Watch this meeting live on the City's YouTube channel at  
<https://www.youtube.com/@CityofFlorenceCO>

**1) CALL TO ORDER & PLEDGE OF ALLEGIANCE**

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

**2) ROLL CALL:**

Mayor Wolfe  
Councilman Vanhoutan  
Councilman Stiefel  
Councilwoman Stone  
Councilman Mergelman  
Councilwoman Gardner  
Councilwoman MacKinnon

**3) PRESENTATIONS**

- a) National Suicide Prevention Month September 2025 Proclamation

**4) PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

**5) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on August 4, 2025
- b) Consider approving City expenditures prepared on August 7, 2025, in the amount of \$54,772.04, and August 14, 2025, in the amount of \$78,581.25
- c) Consider awarding a contract of the Street Renovation of West First Street
- d) Consider approving the Temporary Use Permit for the Florence Pioneer Museum
- e) Consider authorizing the Pioneer Day Association to utilize CIRSA's Special Event Liability Insurance coverage with full cost reimbursement
- f) Consider authorizing the Mayor to enter into an Intergovernmental Agreement related to the School Resource Officer program with Fremont RE-2 School District
- g) Consider approving a Memorandum of Understanding: Concerning the Regional Post Academy in El Paso County

**6) NEW BUSINESS**

- a) Consider approving a salary range for the City Manager Recruitment Posting

**7) COUNCIL REPORTS**

- a) City Council Reports
- b) City Manager Reports
- i) Regional Water Superintendent Bulk Water Station Report

**8) EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal

questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

Executive session pursuant to C.R.S. § 24-6-402(4)(e), to determine the council's position, develop strategy for negotiations, and instruct negotiators regarding the recruitment and potential employment contract terms for the new city manager, including engaging with or providing direction to the recruiting firm and the city's negotiation representatives and, to the extent it may be applicable, pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters involving the recruitment of a new city manager.

- 9) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Tuesday, September 2, 2025

# PROCLAMATION

**WHEREAS**, Florence is home to more than 3,800 people, a place of destination for thousands of visitors annually, and the site of a federal prison complex; and

**WHEREAS**, the Fremont County Coroner reported 26 suicides were investigated in 2024, three of which were offenders in the state or federal prison; and

**WHEREAS**, 90% of those who died by suicide had a diagnosable mental health condition at the time of their death, according to the American Foundation for Suicide Prevention; and

**WHEREAS**, in 2024, suicide was Colorado's seventh leading cause of death and the second leading cause of death for ages 15-44; and

**WHEREAS**, on average, there are 132 suicides per day in the U.S.; and

**WHEREAS**, 54% of Americans have been affected by suicide in some way;

**NOW, THEREFORE BE IT RESOLVED**, by Florence Mayor Steve Wolfe that September 2025 is hereby designated as

## **National Suicide Prevention Month**

The Mayor and the Florence City Council do urge all people of Florence to become educated on suicide prevention awareness and support those affected by suicide during this month and throughout the year.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Florence, Colorado to be affixed this 18th day of August 2025.

CITY OF FLORENCE, COLORADO

\_\_\_\_\_  
Steve Wolfe, Mayor

Attest:

\_\_\_\_\_  
Cortlyne Huppe, City Clerk

(SEAL)



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, August 4, 2025, 6:30 PM**

Watch this meeting live on the City's YouTube channel at  
<https://www.youtube.com/@CityofFlorenceCO>

**1) CALL TO ORDER & PLEDGE OF ALLEGIANCE**

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

Mayor Wolfe called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

**2) ROLL CALL:**

Mayor Wolfe	Present
Councilman Vanhoutan	Present
Councilman Stiefel	Present
Councilwoman Stone	Present
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Present

**OTHERS PRESENT:** City Clerk Cortlyne Huppe, Finance Officer Lori Cobler, Interim City Manager Sean Humphrey, Public Works Director Sam Elstun, Planning Director Ashley Fox, Building Inspector John Vernetti, and City Attorney Dan Findlay.

**3) PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

Karen Hunter- Miller-722 East 3<sup>rd</sup> Street

Expressed frustrations with the Florence Senior Center and requested a formal meeting with the Chief of Police.

Joel Elliot- 404 Wilson Avenue

Reported on their Outside Agency Funding projects, the upcoming Holly Jolly Christmas Experience, and announced the 2025 Fremont County Exceptional Woman event.

Jennifer Miley- Ward 3

Requested the City Council appoint representatives for a workshop to preserve historical city documents.

**4) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on July 21, 2025
- b) Consider approving City expenditures prepared on July 24, 2025, in the amount of \$42,013.76, and July 31, 2025, in the amount of \$32,896.79.
- c) Consider approving the Agreement for Water Service for 508 Oak Creek Lane, Florence, Colorado 81226
- d) Consider approving the Temporary Use Permit for the Florence Merchant's Association
- e) Consider entering into a contract with Energy Services of Colorado (ESCO) for the installation of a Building Automation System to monitor and control the HVAC equipment at City Hall

- f) Consider entering into a contract with MTECH Mechanical to provide preventive maintenance services for the City Hall heating system
- g) Consider approving the Agreement for Water Service for East Florence Water Association

Councilor Stone requested item 5e and 5f be removed from the Consent Agenda.

Councilor Stone motioned to approve the Consent Agenda, excluding items 5e, and 5f. Councilor Gardner seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Building Inspector John Verneti explained the Energy Services of Colorado contract. The contract would allow the City to regain control of the program which operates the HVAC system within City Hall.

Councilor Mergelman questioned the history of the program and inquired how it would improve City Hall's efficiency moving forward.

Mayor Wolfe questioned costs in relation to the program's installation and maintenance.

Councilor Stone motioned to authorize the Interim City Manager to enter into a contract with Energy Services of Colorado (ESCO) to provide a Building Automation System (BAS) for the HVAC equipment at City Hall, as presented. Councilor MacKinnon seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Building Inspector John Verneti elaborated on the contract for preventative maintenance services with MTECH, who specializes in the hot water and boiler equipment utilized at City Hall.

Mayor Wolfe and Councilor Vanhoutan clarified costs in relation to the maintenance contract.

Councilor Mergelman motioned to authorize the Interim City Manager to enter into a contract with MTECH Mechanical to provide preventive maintenance services for the City Hall heating system, as presented. Councilor Stone seconded. With the Councilmembers voting in favor of the motion, the motion carried.

## **5) COUNCIL REPORTS**

### **a) City Council Reports**

Councilor Mergelman participated in the City's Master Plan events, met with the city manager recruiter, and attended the Fremont County Fair.

Councilor Stone announced the upcoming Business After Hours event hosted by Mountain View Homes.

Councilor Vanhoutan encouraged citizens to complete the master plan survey on the City's official website.

Mayor Wolfe reported on Amrzie's golf tournament fundraiser for the RE-2 food bank program.

### **b) City Manager Reports**

Interim City Manager Sean Humphrey thanked Staff for their hard work and support.

City Clerk Cortlyne Huppe updated the City Council on the 2025 coordinated election, including details on the nomination packets.

**6) EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. § 24-6-402(4)(e), to determine the council's position, develop strategy for negotiations, and instruct negotiators regarding the recruitment and potential employment contract terms for the new city manager, including engaging with or providing direction to the recruiting firm and the city's negotiation representatives and, to the extent it may be applicable, pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters involving the recruitment of a new city manager.

Councilor Stiefel motioned to enter executive session at 6:57 p.m., C.R.S. § 24-6-402(4)(e), to determine the council's position, develop strategy for negotiations, and instruct negotiators regarding the recruitment and potential employment contract terms for the new city manager, including engaging with or providing direction to the recruiting firm and the city's negotiation representatives and, to the extent it may be applicable, pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters involving the recruitment of a new city manager.

Seconded by: Councilor Stone

7 Ayes

Motion Passed: 7 - 0

Attendees of the executive session were the City Council, the City Attorney, and Marsha Reed from Strategic Government Resource. The executive session adjourned at 8:00 p.m.

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

**7) ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, August 18, 2025

Councilor Stone motioned to adjourn the meeting. Councilor Gardner seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.  
Mayor Wolfe adjourned the City Council Meeting at 8:01 p.m.

CITY OF FLORENCE, CO

BY: \_\_\_\_\_  
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: \_\_\_\_\_  
Cortlyne Huppe, City Clerk

Report Criteria:  
Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
149	ROCKY MOUNTAIN BANK	BANK FEES	0241505550	Bank Fees	1	07/31/2025	15.95	.00	15.95	20258261	08/07/2025
Total 149:							15.95	.00	15.95		
245	KRASSA & MILLER, LLC	JULY 2025	0243707890	LEGAL FEES	1	07/31/2025	1,838.96	.00	1,838.96	46193	08/07/2025
Total 245:							1,838.96	.00	1,838.96		
395	UNION DITCH COMPANY	TRANSFER	0249509070	TRANSFER FEE	1	07/11/2025	25.00	.00	25.00	46187	08/07/2025
Total 395:							25.00	.00	25.00		
397	U S POSTAL SERVICE	AUG BILLIN	0241503100	UTILITY BILLING	1	08/07/2025	632.97	.00	632.97	20258260	08/07/2025
Total 397:							632.97	.00	632.97		
1718	BLACK HILLS ENERGY	0520289929	0143107540	STREET LIGHTS	1	07/30/2025	86.00	.00	86.00	20258192	08/05/2025
		0872425770	0243507640	NEW RAW WATER PUMP	1	08/04/2025	12,106.20	.00	12,106.20	20258253	08/07/2025
		2439373063	0243507600	MINNEQUA CANAL PUMP	1	08/04/2025	5,514.88	.00	5,514.88	20258255	08/07/2025
		2985218401	0140608510	CITY SHOP	1	08/04/2025	330.99	.00	330.99	20258256	08/07/2025
		3075375677	0145207830	QUARTZ PARK	1	08/04/2025	20.25	.00	20.25	20258251	08/07/2025
		5372636848	0243507620	W PUMP STATION	1	08/04/2025	253.57	.00	253.57	20258258	08/07/2025
		6887028421	0140608632	N PLANT	1	08/04/2025	326.27	.00	326.27	20258257	08/07/2025
		7844257155	0243507650	PUMP @ RIVER	1	08/04/2025	2,595.96	.00	2,595.96	20258259	08/07/2025
		8398746140	0143107540	STREET LIGHTS	1	07/30/2025	8.13	.00	8.13	20258193	08/05/2025
		8763452423	0143107540	STREET LIGHTS	1	07/30/2025	118.86	.00	118.86	20258191	08/05/2025
		9423297176	0145207830	PAVILION	1	08/04/2025	37.39	.00	37.39	20258254	08/07/2025
		9740686534	0444151800	POOL	1	08/04/2025	1,239.90	.00	1,239.90	20258252	08/07/2025
		9914607095	0143107540	STREET LIGHTS	1	07/28/2025	404.55	.00	404.55	20258194	08/05/2025
Total 1718:							23,042.95	.00	23,042.95		
1965	PRAIRIE MOUNTAIN medi	425315	0141107300	LEGAL PUBLICATIONS	1	07/31/2025	143.44	.00	143.44	46190	08/07/2025
Total 1965:							143.44	.00	143.44		
2219	CHARTER COMMUNICATI	11599590107	0241505600	INTERNET SERVICE and	1	07/21/2025	454.49	.00	454.49	20258265	08/07/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		25117450107	0444152000	pool	1	08/05/2025	170.00	.00	170.00	20258266	08/07/2025
Total 2219:							624.49	.00	624.49		
2223	AT & T MOBILITY	2872917141	0141505000	admin	1	07/20/2025	194.08	.00	194.08	46199	08/07/2025
		2872917141	0144205000	cem	2	07/20/2025	46.42	.00	46.42	46199	08/07/2025
		2872917141	0142105000	pd	3	07/20/2025	1,716.10	.00	1,716.10	46199	08/07/2025
		2872917141	0144005000	planning	4	07/20/2025	102.31	.00	102.31	46199	08/07/2025
		2872917141	0143105000	streets	5	07/20/2025	751.73	.00	751.73	46199	08/07/2025
		2872917141	0241505000	water	6	07/20/2025	758.04	.00	758.04	46199	08/07/2025
		2872917141	0143105000	pW	7	07/20/2025	67.08	.00	67.08	46199	08/07/2025
		2872917141	0141505000	admin- exec	8	07/20/2025	61.54	.00	61.54	46199	08/07/2025
Total 2223:							3,697.30	.00	3,697.30		
2497	Gobins Inc	AR4897629	0142103100	copier lease pd	1	08/01/2025	109.07	.00	109.07	46195	08/07/2025
		AR4897629	0141503000	copier lease city hall	2	08/01/2025	107.08	.00	107.08	46195	08/07/2025
Total 2497:							216.15	.00	216.15		
2614	Amnet Inc.	19216	0142104550	police after hours	1	07/31/2025	540.00	.00	540.00	20258267	08/07/2025
Total 2614:							540.00	.00	540.00		
2871	Core & Main	X251102	0249509030	Water equipment	1	07/14/2025	8,652.84	.00	8,652.84	46197	08/07/2025
Total 2871:							8,652.84	.00	8,652.84		
2916	Compound Towing , inc	0480	0142107420	Towing	1	08/05/2025	150.00	.00	150.00	46198	08/07/2025
Total 2916:							150.00	.00	150.00		
2947	SECOM, INC	377805 08/	0241505000	Internet	1	08/01/2025	70.16	.00	70.16	20258270	08/07/2025
Total 2947:							70.16	.00	70.16		
3008	Great American Financial S	39720995	0141503500	Printer lease	1	07/21/2025	337.00	.00	337.00	46194	08/07/2025
Total 3008:							337.00	.00	337.00		



Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3114	Wyatt Legal Services PLLC	173	0141105300	City Attorney	1	07/31/2025	5,086.75	.00	5,086.75	20258268	08/07/2025
Total 3114:							5,086.75	.00	5,086.75		
3156	Republic Services#653	0653000718	0241503000	Water Treatment Plant - Re	1	07/31/2025	9.75	.00	9.75	20258264	08/07/2025
		0653000719	0143204100	City Of Florence - Trash Se	1	07/31/2025	48.75	.00	48.75	20258263	08/07/2025
		0653007193	0143204100	City Of Florence - Trash Se	1	07/31/2025	1,593.99	.00	1,593.99	20258262	08/07/2025
Total 3156:							1,652.49	.00	1,652.49		
3194	Miss Independent Distributi	624896725	0444152400	Little Debbie- Pool Conces	1	08/01/2025	36.00	.00	36.00	46192	08/07/2025
Total 3194:							36.00	.00	36.00		
3229	TALOS TECHNOLOGIES,	1059	0241506600	Fortigate 60 F Firewall Lice	1	07/31/2025	1,814.00	.00	1,814.00	20258269	08/07/2025
Total 3229:							1,814.00	.00	1,814.00		
3257	Robert S Willett , ESQ	003	0141203700	july Prosectuor 2025	1	07/31/2025	780.00	.00	780.00	46188	08/07/2025
Total 3257:							780.00	.00	780.00		
3261	Quench USA , INC	INV0935174	0141503000	Water coolers	1	08/01/2025	226.59	.00	226.59	46189	08/07/2025
Total 3261:							226.59	.00	226.59		
3265	Fremont County Crimestop	2025 OUTSI	0146009100	2025 Outside Agency Fund	1	08/07/2025	900.00	.00	900.00	46196	08/07/2025
Total 3265:							900.00	.00	900.00		
3266	MTECH MECHANICAL TE	150765	0140608420	Diagnostic City Hall distech	1	08/05/2025	4,289.00	.00	4,289.00	46191	08/07/2025
Total 3266:							4,289.00	.00	4,289.00		
Grand Totals:							54,772.04	.00	54,772.04		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:  
Detail report type printed

Report Criteria:  
Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
7	FREMONT SANITATION D	JULY 2025	0140608635	10938-4760 Muni Annex	1	07/31/2025	60.45	.00	60.45	20258274	08/13/2025
		JULY 2025	0140608751	10935-4758	2	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0140608635	10837-2467 Water Plant	3	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0140608751	10838-2468 City Shop	4	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0140608635	10936-4759	5	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0444152100	10910-2537 Pool	6	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0140608440	10829-2459 Museum	7	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
		JULY 2025	0140608751	22838-2559 N Plant	8	07/31/2025	34.53	.00	34.53	20258274	08/13/2025
Total 7:							302.16	.00	302.16		
332	Pueblo Dept of Public Heal	JULY 2025 S	0243707810	WATER TESTING	1	07/30/2025	200.00	.00	200.00	46212	08/14/2025
Total 332:							200.00	.00	200.00		
395	UNION DITCH COMPANY	TRANSFER	0249509070	TRANSFER FEE	1	07/30/2025	25.00	.00	25.00	46216	08/14/2025
Total 395:							25.00	.00	25.00		
861	CIRSA	INV1002338	0141106700	PC Deductible	1	08/14/2025	1,000.00	.00	1,000.00	20258276	08/14/2025
Total 861:							1,000.00	.00	1,000.00		
923	ALSCO	LDEN315575	0140608420	MATS	1	08/13/2025	64.16	.00	64.16	46205	08/14/2025
Total 923:							64.16	.00	64.16		
934	UNCC	225060580	0243808090	LINE LOCATES	1	07/21/2025	72.97	.00	72.97	46215	08/14/2025
Total 934:							72.97	.00	72.97		
994	ECONO SIGN & BARRICA	10-997755	0143103500	Street Signs	1	07/30/2025	1,965.50	.00	1,965.50	46204	08/14/2025
Total 994:							1,965.50	.00	1,965.50		
1020	TWIN ENVIRO SERVICES	402939	0143204600	Spring Clean Up Dumpster	1	07/30/2025	2,485.00	.00	2,485.00	20258275	08/13/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1020:							2,485.00	.00	2,485.00		
1133	TRUE VALUE HARDWAR	0059855	0144207770	bagger	1	08/07/2025	2,669.99	.00	2,669.99	46214	08/14/2025
		0059855	0144207770	Lawn Mower	2	08/07/2025	7,499.99	.00	7,499.99	46214	08/14/2025
		0059855	0143107600	Plow	3	08/07/2025	7,420.00	.00	7,420.00	46214	08/14/2025
Total 1133:							17,589.98	.00	17,589.98		
1229	CASELLE, INC.	INV-09932	0241505600	Software Support	1	08/01/2025	726.85	.00	726.85	46206	08/14/2025
		INV-09932	0241505600	Software Support - Court	2	08/01/2025	231.15	.00	231.15	46206	08/14/2025
		INV-09932	0241505600	Software Support - Water	3	08/01/2025	1,191.00	.00	1,191.00	46206	08/14/2025
Total 1229:							2,149.00	.00	2,149.00		
1718	BLACK HILLS ENERGY	1645566418	0243557650	2 MG TANK	1	08/07/2025	25.28	.00	25.28	20258261	08/11/2025
		2010553787	0243557693	BULK WATER STATION	1	08/07/2025	31.15	.00	31.15	20258255	08/11/2025
		2273109055	1446602600	CONCESSION STAND	1	08/07/2025	39.12	.00	39.12	20258252	08/11/2025
		4125488554	0243557670	SOUTH PLANT	1	08/07/2025	260.68	.00	260.68	20258256	08/11/2025
		4240921842	0143107540	STREET LIGHTS	1	08/07/2025	1,045.02	.00	1,045.02	20258262	08/11/2025
		4388081497	0145207830	SKATE PARK	1	08/07/2025	112.59	.00	112.59	20258254	08/11/2025
		4402785897	0140608753	MUNI ANNEX	1	08/07/2025	77.34	.00	77.34	20258272	08/12/2025
		4905461526	0143107540	STREET LIGHTS	1	08/07/2025	1,219.47	.00	1,219.47	20258260	08/11/2025
		5427493790	0145207830	TRIANGLE PARK	1	08/07/2025	20.72	.00	20.72	20258259	08/11/2025
		5509677786	1446602600	WILCOX LIGHTS	1	08/07/2025	41.44	.00	41.44	20258271	08/12/2025
		5796648483	0140608751	MUNI CENTER	1	08/07/2025	3,739.07	.00	3,739.07	20258257	08/11/2025
		6649764712	0243557660	S RESERVOIR PUMP	1	08/07/2025	20.14	.00	20.14	20258264	08/11/2025
		7296507422	0243557690	NEWLIN CABIN	1	08/07/2025	59.32	.00	59.32	20258263	08/11/2025
		7723236321	0243557675	NEW SOUTH PLANT	1	08/07/2025	12,200.66	.00	12,200.66	20258258	08/11/2025
		8890269732	0145207830	PIONEER PARK	1	06/06/2025	100.57	.00	100.57	20258251	08/11/2025
		9725605064	0145207830	LIONS PARK	1	08/07/2025	22.30	.00	22.30	20258253	08/11/2025
Total 1718:							19,014.87	.00	19,014.87		
1866	OREILLY AUTOMOTIVE, I	562762 2929	0142104600	Car Parts	1	07/28/2025	291.40	.00	291.40	46211	08/14/2025
Total 1866:							291.40	.00	291.40		
2104	UMB Card Services	COBLER JUL	0444152200	boiler Repair Pool	1	07/31/2025	560.29	.00	560.29	46218	08/14/2025
		COBLER JUL	0241505600	Adobe	2	07/31/2025	19.99	.00	19.99	46218	08/14/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		COBLER JUL 0141505000		fax	3	07/31/2025	54.00	.00	54.00	46218	08/14/2025
		COBLER JUL 0241505000		fax	4	07/31/2025	36.15	.00	36.15	46218	08/14/2025
		COBLER JUL 0141505600		Adobe	5	07/31/2025	53.98	.00	53.98	46218	08/14/2025
		COBLER JUL 0140608420		elevator line and set up fee	6	07/31/2025	317.82	.00	317.82	46218	08/14/2025
		ELSTUN JUL 0143107565		steel for ADA project	1	07/01/2025	47.98	.00	47.98	46218	08/14/2025
		ELSTUN JUL 0143103500		lawn leaf bags	2	07/01/2025	15.99	.00	15.99	46218	08/14/2025
		ELSTUN JUL 0144207750		wire, nuts, bolts	3	07/01/2025	75.93	.00	75.93	46218	08/14/2025
		ELSTUN JUL 0145203500		battery	4	07/01/2025	17.99	.00	17.99	46218	08/14/2025
		ELSTUN JUL 0140608750		Caulk dowel	5	07/01/2025	54.95	.00	54.95	46218	08/14/2025
		ELSTUN JUL 1743107510		cement	6	07/01/2025	22.99	.00	22.99	46218	08/14/2025
		ELSTUN JUL 0143103500		supplies	7	07/01/2025	15.98	.00	15.98	46218	08/14/2025
		ELSTUN JUL 0143103500		bungee cords	8	07/01/2025	14.99	.00	14.99	46218	08/14/2025
		ELSTUN JUL 0144207750		cemetery couplers	9	07/01/2025	5.58	.00	5.58	46218	08/14/2025
		ELSTUN JUL 0143104000		Gas books	10	07/01/2025	267.80	.00	267.80	46218	08/14/2025
		ELSTUN JUL 0143104500		hub cap	11	07/01/2025	94.14	.00	94.14	46218	08/14/2025
		ELSTUN JUL 0143104500		trans oil	12	07/01/2025	273.60	.00	273.60	46218	08/14/2025
		ELSTUN JUL 0143104500		windshield	13	07/01/2025	325.00	.00	325.00	46218	08/14/2025
		EVANS JULY 0243707861		Gloves	1	07/01/2025	51.28	.00	51.28	46218	08/14/2025
		EVANS JULY 0142104600		Ac rebuild	2	07/01/2025	1,869.46	.00	1,869.46	46218	08/14/2025
		EVANS JULY 0143104500		WINDSHIELD	3	07/01/2025	380.00	.00	380.00	46218	08/14/2025
		EVANS JULY 0143104500		hitch pin clip	4	07/01/2025	35.96	.00	35.96	46218	08/14/2025
		EVANS JULY 0243707861		water fluid	5	07/01/2025	130.00	.00	130.00	46218	08/14/2025
		EVANS JULY 0243707861		Pads and rotors	6	07/01/2025	144.99	.00	144.99	46218	08/14/2025
		EVANS JULY 0243707861		Pto and cable	7	07/01/2025	1,072.59	.00	1,072.59	46218	08/14/2025
		EVANS JULY 0142104600		fliter brake clean	8	07/01/2025	191.31	.00	191.31	46218	08/14/2025
		EVANS JULY 0142104600		Plastric bucket	9	07/01/2025	5.59	.00	5.59	46218	08/14/2025
		EVANS JULY 0142104600		Concrete patch	10	07/01/2025	31.99	.00	31.99	46218	08/14/2025
		EVANS JULY 0144204500		fuel pump basket	11	07/01/2025	104.85	.00	104.85	46218	08/14/2025
		EVANS JULY 0243707861		transfer pump	12	07/01/2025	33.99	.00	33.99	46218	08/14/2025
		EVANS JULY 0143104500		laser levels	13	07/01/2025	59.99	.00	59.99	46218	08/14/2025
		EVANS JULY 0143104500		A/c repairs	14	07/01/2025	5,712.43	.00	5,712.43	46218	08/14/2025
		EVANS JULY 0243707861		Adjustable wrenches	15	07/01/2025	79.97	.00	79.97	46218	08/14/2025
		EVANS JULY 0144204500		fuel filter	16	07/01/2025	15.88	.00	15.88	46218	08/14/2025
		EVANS JULY 0143104500		trash bags	17	07/01/2025	14.99	.00	14.99	46218	08/14/2025
		EVANS JULY 0243707861		rectangle keys	18	07/01/2025	2.04	.00	2.04	46218	08/14/2025
		EVANS JULY 0243707861		files	19	07/01/2025	9.99	.00	9.99	46218	08/14/2025
		EVANS JULY 0144204500		hammers	20	07/01/2025	27.98	.00	27.98	46218	08/14/2025
		EVANS JULY 0142104600		fuel card	21	07/01/2025	15.22	.00	15.22	46218	08/14/2025
		FOX JULY 20 0144003500		retirement party	1	07/01/2025	50.60	.00	50.60	46218	08/14/2025
		FOX JULY 20 0144003500		retirement party	2	07/01/2025	158.00	.00	158.00	46218	08/14/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		FOX JULY 20	0144007400	masterplan luncheon	3	07/01/2025	73.00	.00	73.00	46218	08/14/2025
		FOX JULY 20	0144006000	Adobe	4	07/01/2025	19.99	.00	19.99	46218	08/14/2025
		FOX JULY 20	0144007400	master plan postcards	5	07/01/2025	77.25	.00	77.25	46218	08/14/2025
		FOX JULY 20	0143107565	demo permit for pioneer pa	6	07/01/2025	62.12	.00	62.12	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	1	07/01/2025	3.25	.00	3.25	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	2	07/01/2025	3.00	.00	3.00	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	3	07/01/2025	3.00	.00	3.00	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	4	07/01/2025	2.75	.00	2.75	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	5	07/01/2025	3.00	.00	3.00	46218	08/14/2025
		GLEN JULY	0142104600	Car wash	6	07/01/2025	3.00	.00	3.00	46218	08/14/2025
		HARRIS JUL	0243302000	uniforma pants	1	07/01/2025	88.08	.00	88.08	46218	08/14/2025
		HARRIS JUL	0243707711	Adobe	2	07/01/2025	239.88	.00	239.88	46218	08/14/2025
		HARRIS JUL	0144004300	Webcam for planning	3	07/01/2025	59.99	.00	59.99	46218	08/14/2025
		HARRIS JUL	0144004300	keurig for planning	4	07/01/2025	58.98	.00	58.98	46218	08/14/2025
		HARRIS JUL	0243658781	hvac filters	5	07/01/2025	127.44	.00	127.44	46218	08/14/2025
		HARRIS JUL	0243707845	ethernet switches, supplies	6	07/01/2025	173.93	.00	173.93	46218	08/14/2025
		HUMPHREY	0142104600	car wash	1	07/01/2025	16.00	.00	16.00	46218	08/14/2025
		HUMPHREY	0142104600	car wash	2	07/01/2025	4.25	.00	4.25	46218	08/14/2025
		HUMPHREY	0142103100	Pest bug spray	3	07/01/2025	22.77	.00	22.77	46218	08/14/2025
		HUMPHREY	0142107410	training meal	4	07/01/2025	24.45	.00	24.45	46218	08/14/2025
		HUMPHREY	0142104600	car wash	5	07/01/2025	7.75	.00	7.75	46218	08/14/2025
		HUMPHREY	0142104600	car wash	6	07/01/2025	4.50	.00	4.50	46218	08/14/2025
		HUPPE JULY	0141503000	shred service	1	07/01/2025	77.08	.00	77.08	46218	08/14/2025
		HUPPE JULY	0146008030	july 4 supplies	2	07/01/2025	14.97	.00	14.97	46218	08/14/2025
		HUPPE JULY	0143103500	title work	3	07/01/2025	8.20	.00	8.20	46218	08/14/2025
		HUPPE JULY	0141503000	shred service	4	07/01/2025	77.08	.00	77.08	46218	08/14/2025
		HUPPE JULY	0141503000	drug testing	5	07/01/2025	70.00	.00	70.00	46218	08/14/2025
		JACKSON J	0249509020	gate valve, hydrant meter	1	07/01/2025	508.22	.00	508.22	46218	08/14/2025
		JACKSON J	0243707845	hardware	2	07/01/2025	11.58	.00	11.58	46218	08/14/2025
		JACKSON J	0243658760	poly v grove	3	07/01/2025	122.14	.00	122.14	46218	08/14/2025
		JACKSON J	0243658760	refund for tax	4	07/01/2025	7.90-	.00	7.90-	46218	08/14/2025
		KARPILO JU	0444152300	hose, hose nozzles, pens	1	07/01/2025	40.85	.00	40.85	46218	08/14/2025
		KARPILO JU	0444152400	Chips	2	07/01/2025	76.05	.00	76.05	46218	08/14/2025
		KARPILO JU	0444152300	pool vacuum head	3	07/01/2025	617.29	.00	617.29	46218	08/14/2025
		LANCASTER	0143107565	july 4th supplies	1	07/01/2025	37.23	.00	37.23	46218	08/14/2025
		LANCASTER	0143104000	diesel	2	07/01/2025	88.59	.00	88.59	46218	08/14/2025
		LANCASTER	0143107565	orange tape	3	07/01/2025	7.18	.00	7.18	46218	08/14/2025
		LANCASTER	0143107565	lunch for july 4	4	07/01/2025	156.28	.00	156.28	46218	08/14/2025
		LANCASTER	0144207720	Grass seed	5	07/01/2025	249.00	.00	249.00	46218	08/14/2025
		LANCASTER	0141503000	Air conditioner	6	07/01/2025	399.00	.00	399.00	46218	08/14/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		LANCASTER 0143103500		nuts and bolts	7	07/01/2025	33.27	.00	33.27	46218	08/14/2025
		LANCASTER 0144204500		tires for mowers	8	07/01/2025	181.89	.00	181.89	46218	08/14/2025
		LANCASTER 0141503000		monitors	9	07/01/2025	397.92	.00	397.92	46218	08/14/2025
		LANCASTER 0143103500		Paper towels and toiletries	10	07/01/2025	84.95	.00	84.95	46218	08/14/2025
		LANCASTER 0143104500		water truck parts	11	07/01/2025	569.13	.00	569.13	46218	08/14/2025
		LANCASTER 0144204500		back hoe parts	12	07/01/2025	246.26	.00	246.26	46218	08/14/2025
		LANCASTER 0143103500		electrical boxes	13	07/01/2025	111.97	.00	111.97	46218	08/14/2025
		LANCASTER 0145204585		Cameras	14	07/01/2025	9.00	.00	9.00	46218	08/14/2025
		NELSON JUL 0142103100		phone case	1	07/01/2025	8.49	.00	8.49	46218	08/14/2025
		NELSON JUL 0142103100		notary/ office supplies	2	07/01/2025	141.73	.00	141.73	46218	08/14/2025
		NELSON JUL 0142106000		detective program	3	07/01/2025	125.00	.00	125.00	46218	08/14/2025
		NELSON JUL 0142103100		door tags	4	07/01/2025	23.55	.00	23.55	46218	08/14/2025
		NELSON JUL 0142103510		code officer postcards	5	07/01/2025	132.98	.00	132.98	46218	08/14/2025
		NELSON JUL 0142103100		evidence/office supplies	6	07/01/2025	99.21	.00	99.21	46218	08/14/2025
		NELSON JUL 0142107410		2 day training	7	07/01/2025	208.85	.00	208.85	46218	08/14/2025
		NELSON JUL 0142103100		employee appreciation	8	07/01/2025	88.63	.00	88.63	46218	08/14/2025
		NELSON JUL 0142102000		uniforms	9	07/01/2025	233.95	.00	233.95	46218	08/14/2025
		NELSON JUL 0142102500		Psych evals	10	07/01/2025	1,416.07	.00	1,416.07	46218	08/14/2025
		RAE JULY 20 0141502300		Card	1	07/01/2025	.50	.00	.50	46218	08/14/2025
		RAE JULY 20 0141503000		certified mail	2	07/01/2025	35.54	.00	35.54	46218	08/14/2025
		RAE JULY 20 0141503000		certified mail	3	07/01/2025	9.68	.00	9.68	46218	08/14/2025
		RAE JULY 20 0141503000		certified mail	4	07/01/2025	10.48	.00	10.48	46218	08/14/2025
		RAE JULY 20 0141502300		gift cards	5	07/01/2025	40.00	.00	40.00	46218	08/14/2025
		RAE JULY 20 0141503000		certified mail	6	07/01/2025	6.08	.00	6.08	46218	08/14/2025
		REEDER JU 0144203500		sprinkler tool/supplies	1	07/01/2025	24.98	.00	24.98	46218	08/14/2025
		REEDER JU 0144207750		wire nuts/electrical tape	2	07/01/2025	23.98	.00	23.98	46218	08/14/2025
		RUDNIK JUL 0142104600		Car wash	1	07/01/2025	3.25	.00	3.25	46218	08/14/2025
		RUDNIK JUL 0142104600		Car wash	2	07/01/2025	8.50	.00	8.50	46218	08/14/2025
		RUDNIK JUL 0142104600		Car wash	3	07/01/2025	5.00	.00	5.00	46218	08/14/2025
		SMITH JULY 0144207750		sprinklers and valves	1	07/01/2025	563.66	.00	563.66	46218	08/14/2025
		SMITH JULY 0145204500		outlet cover	2	07/01/2025	18.23	.00	18.23	46218	08/14/2025
		SMITH JULY 0145204500		wasp killer	3	07/01/2025	57.89	.00	57.89	46218	08/14/2025
		SMITH JULY 0145203800		sprinklers	4	07/01/2025	33.98	.00	33.98	46218	08/14/2025
		SMITH JULY 0145204585		batteries	5	07/01/2025	17.99	.00	17.99	46218	08/14/2025
		SMITH JULY 0144207750		Pvc parts	6	07/01/2025	9.58	.00	9.58	46218	08/14/2025
		SMITH JULY 0144207750		Pvc parts	7	07/01/2025	7.98	.00	7.98	46218	08/14/2025
		THOMAS JU 0146008030		lunch for firework staff	1	07/01/2025	46.36	.00	46.36	46218	08/14/2025
		VERNETTI J 0144003500		retirement party	1	07/01/2025	38.76	.00	38.76	46218	08/14/2025
		VERNETTI J 0144003500		wasp spray	2	07/01/2025	5.99	.00	5.99	46218	08/14/2025
		VERNETTI J 0144004300		extension cord for office	3	07/01/2025	18.99	.00	18.99	46218	08/14/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		WERTSBAU	0249509019	boat down payment	1	07/01/2025	500.00	.00	500.00	46218	08/14/2025
		WOOD, L JU	0444152300	toilet paper, cleaener,glove	1	07/01/2025	28.11	.00	28.11	46218	08/14/2025
		WOOD, L JU	0444152300	gloves, cleaner, trash bags	2	07/01/2025	93.29	.00	93.29	46218	08/14/2025
		WOOD, L JU	0444152400	gatorade, water	3	07/01/2025	93.26	.00	93.26	46218	08/14/2025
		WOOD, L JU	0444152400	Concessions	4	07/01/2025	129.03	.00	129.03	46218	08/14/2025
		WOOD, L JU	0444152300	Walmart trash cans	5	07/01/2025	52.76	.00	52.76	46218	08/14/2025
		WOOD, L JU	0444152300	sams club trash bags	6	07/01/2025	56.85	.00	56.85	46218	08/14/2025
		WOOD, L JU	0444152400	Concessions	7	07/01/2025	93.58	.00	93.58	46218	08/14/2025
		WOOD, L JU	0444152300	Accidental charge- pay bac	8	07/01/2025	43.58	.00	43.58	46218	08/14/2025
		WOOD, L JU	0444152400	Concessions	9	07/01/2025	74.15	.00	74.15	46218	08/14/2025
		WOOD, L JU	0444152300	supplies	10	07/01/2025	74.16	.00	74.16	46218	08/14/2025
		WOOD, L JU	0444152300	supplies	11	07/01/2025	12.92	.00	12.92	46218	08/14/2025
Total 2104:							22,457.41	.00	22,457.41		
2219	CHARTER COMMUNICATI	1726308010	0141505000	CITY HALL	1	08/07/2025	329.99	.00	329.99	20258273	08/13/2025
		1726308010	0143105000	shop	2	08/07/2025	249.96	.00	249.96	20258273	08/13/2025
		1726308010	0444152000	pool	3	08/07/2025	150.00	.00	150.00	20258273	08/13/2025
Total 2219:							729.95	.00	729.95		
2518	4 Rivers Equipment, LLC	2301954	0243707861	repair of equipment	1	07/31/2025	4,246.39	.00	4,246.39	46203	08/14/2025
Total 2518:							4,246.39	.00	4,246.39		
2693	CH2M Hill Engineers, Inc.	709336CH02	0144007400	Task Order #2 Airport Wat	1	08/13/2025	2,164.00	.00	2,164.00	46207	08/14/2025
Total 2693:							2,164.00	.00	2,164.00		
2748	The Rock Parts Company	174-956858	0144204500	cemetery	1	07/30/2025	80.96	.00	80.96	46213	08/14/2025
Total 2748:							80.96	.00	80.96		
2882	Fiber Platform, LLC	SI-25-033861	0142105000	Ethernet Access PD	1	08/01/2025	1,532.00	.00	1,532.00	46208	08/14/2025
Total 2882:							1,532.00	.00	1,532.00		
3020	Wallace Oil Company	33077	0243707850	Oil	1	07/30/2025	415.40	.00	415.40	46217	08/14/2025
		33077	0143104000	Oil	2	07/30/2025	623.10	.00	623.10	46217	08/14/2025



Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3020:							1,038.50	.00	1,038.50		
3110	Old School Concrete & Re	WEST 2ND &	1743107570	ADA Sidewalk Replacemen	1	08/11/2025	1,100.00	.00	1,100.00	46210	08/14/2025
Total 3110:							1,100.00	.00	1,100.00		
3194	Miss Independent Distributi	624896764	0444152400	Little Debbie- Pool Conces	1	07/30/2025	72.00	.00	72.00	46209	08/14/2025
Total 3194:							72.00	.00	72.00		
Grand Totals:							78,581.25	.00	78,581.25		

## Report Criteria:

Detail report type printed

## COUNCIL ACTION FORM

**MEETING DATE:** AUGUST 18, 2025

**STAFF CONTACT:** INTERIM CITY MANAGER SEAN HUMPHREY  
PUBLIC WORKS DIRECTOR SAM ELSTUN

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**Agenda Item:** Consider awarding a contract for the Street Renovation of West First Street

**Department:** Administration/ Public Works

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**Staff Recommendation:**

Staff recommends awarding a contract for the Street Renovation of West First Street in the City of Florence, Schedules A&B to Rhoades Construction in the amount of \$109,253.30, plus a ten percent (10%) contingency.

**Background/Description of Item:**

West First Street blocks 700-800 were identified as the second worst-rated street in the Street Ranking based on the Street Needs Assessment as approved by the Florence City Council on February 18, 2025. This project includes a complete mill and overlay of the road, with reconstruction of curb and gutter as required in certain areas. Contractors were invited to bid on two (2) separate bid schedules: Schedule A, and Schedules A and B.

- Schedule A includes the 700 – 800 Blocks of West First Street, North Frazier to Lock Avenue (approximate asphalt 21,700 sq. ft.)
- Schedule A and B includes the 700 – 800 Blocks of West First Street, North Frazier to alley past Lock Avenue (approximate asphalt 29,240 sq. ft.)

On July 18, 2025, the City of Florence released a Request for Bid for the Street Renovation of West First Street Avenue, Schedules A and A&B in the City of Florence. These requests were published in *The Daily Record*, and on the City's official website. Three qualified bids were received, and the lowest qualified bidder was determined in accordance with state law and the Florence Municipal Code.

Upon City Council approval and the full execution of formal written agreement, the Notice of Award and Notice to Proceed will be given to Rhoades Construction. This project is scheduled for completion by October 17, 2025.

The City Council may elect to proceed with Schedule A only, at a cost of \$83,144.90, or may add Schedule B for an additional \$26,108.40, for a total cost of \$109,253.30 for both Schedules A&B. Staff recommends completing both Schedules A&B in order to save on future mobilization costs and potential additional costs for a small future project.

**Financial Impact:**

The project cost for both Schedules A&B is \$109,253.30, less than the estimated project cost. The project will be paid for out of Fund 17 as part of the \$750,000 budgeted for major street improvements by the City Council in 2025.

Staff is requesting a ten percent (10%) contingency in case any unforeseen issues arise while the work is occurring so the project can be completed without returning to Council in such cases.

**Attachments included:**

- Rhoades Construction Bid Form

**Suggested Motion:**

Award a contract for the Street Renovation of West First Street in the City of Florence, Schedules A&B, to Rhoades Construction, in the amount of \$109,253.30, plus a ten percent (10%) contingency

## BID FORM

**ADDENDUM TO BID SCHEDULE A and B – 700 – 800 Block W. 1<sup>st</sup> St.**

**SEE ITEM # 4 & 5**

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	UNIT TOTAL
1	Mob/Demob		LS	\$11,830.00	\$11,830.00
2	Cold plane	13,760 Sq. ft.	LS	\$0.57	\$7,843.20
3	Asphalt Paving	29,240 Sq. ft.	LS	\$1.99	\$58,187.60
4	Remove and replace curb and gutter	125 LF	LS	\$84.62	\$10,577.50
5	Lateral Repair - 6" Sch. 40 pipe	125 LF	LS	\$50.00	\$6,250.00
6	Traffic Control		LS	\$4,500.00	\$4,500.00
7	Extra Asphalt	45 tons	LS	\$169.00	\$7,605.00
8	Extra Concrete	4 ½ yards	LS	\$525.00	\$2,362.50
9	Extra Cold Plane	325 Sq. ft.	LS	\$0.30	\$97.50

### BID SCHEDULE A TOTAL PRICE

One hundred nine thousand two hundred fifty three dollars and thirty cents

(Use words)

(\$ 109,253.30 )

(Use Figures)

### CONTRACT IDENTIFICATION AND NUMBER:

**PROJECT NUMBER: 0.017**

**THIS BID IS SUBMITTED TO:**

**City of Florence**  
600 West 3<sup>rd</sup> Street  
Florence, Co 81226

**THIS BID IS SUBMITTED BY:** RHOADES CONSTRUCTION  
(CONTRACTOR)

1. The undersigned BIDDER proposed and agrees, if this Bid is accepted by City, to enter into an Agreement with CITY in the form included in the Contract Documents, for the Contract Price, within the Contract Time indicated in this Bid, and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders including, without limitation, those dealing with the disposition of the Bid Security. This Bid will remain subject to acceptance for thirty-five (35) days after the day of the Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the bidding requirements within fifteen (15) days after the date of CITY's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

- A. BIDDER has examined and carefully studied the Bidding Documents and the following Addenda receipt, all of which are hereby acknowledged:

Number

1

Date

8-11-25

- B. BIDDER has visited the site, has become familiar with, and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance, and furnishing of the Work.
- C. BIDDER is familiar with and satisfied as to all federal, state, and local laws, and regulations that may affect cost, progress, performance, and furnishing of the Work.
- D. BIDDER has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except underground facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.2.1 in the General Conditions. BIDDER accepts the determination set forth in paragraph SC-4.2 in the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which BIDDER is entitled to rely as provided in paragraph 4.2 in the General Conditions. BIDDER acknowledges that such reports and drawings are not Contract Documents and may not be complete for the BIDDER's purpose. BIDDER acknowledges that CITY and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to underground facilities at or contiguous to the site. BIDDER has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance, or furnishing of the work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by BIDDER and safety precautions and programs incident thereto. BIDDER does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the times, price, and other terms and conditions of the Contract Documents.
- E. Bidder is aware of the general nature of Work to be performed by the CITY and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
- F. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
- G. BIDDER has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that BIDDER has discovered in the Contract Documents, and the written resolution thereof by the ENGINEER is acceptable to BIDDER. The Contract Documents generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
- H. This Bid is genuine, not made in interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreements or rules of any group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham BID. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding, and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over CITY.
- I. Any other representation required by laws and regulations.
- J. BIDDER acknowledges that Bid Schedule A may or may not be awarded, and BIDDER confirms that the prices entered for the other schedules remain valid regardless of whether or not Schedule A is awarded.

#### Rejection of Submissions:

The City reserves the right to reject any or all proposals, to waive informalities and irregularities in the proposals received, and accept any portion of any proposal if deemed in the best interest of the City. Non acceptance of a proposal will mean that one or more of the other proposals were deemed more advantageous to the City or that all proposals were rejected. The consultant whose proposal was not accepted will be notified after a binding contractual agreement between the City and the selected consultant is executed, or when the City rejects all proposals. The City of Florence will not be liable for any cost which the consultant may incur in the preparation of their proposals.

# COUNCIL ACTION FORM

**MEETING DATE:** AUGUST 18, 2025

**STAFF CONTACT:** CORTLYNE HUPPE, CITY CLERK

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**Agenda Item:** Consider approving the Temporary Use Permit for the Florence Pioneer Museum

**Department:** Administration

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**Staff Recommendation:**

Approve the Temporary Use Permit for the Florence Pioneer Museum, as presented.

**Background/Description of Item:**

The Florence Pioneer Museum has submit a Temporary Use Permit in coordination with its annual Tour de Coal fundraiser event.

The Temporary Use Permit lists the following dates/times:

- September 13, 2025, South Pikes Peak Avenue 3:00 AM to 9:30 AM
- September 13, 2025, Pioneer Park Pavillion 10:00 AM to 1:00 PM

The temporary street closures for the museum's annual Tour De Coal event would take place on Railroad Street and Front Street. Additional event usage would take place within city limits; specifics regarding these modifications can be found on the attached map.

Upon approval, street closure maps and details will be shared with the Colorado State Patrol, Florence Police Department, Fremont County Emergency Management, and Florence Fire Protection District.

**Financial Impact:**

None

**Attachments:**

- Temporary Use Permit & Attachments
- Proposed Street Closure Maps

**Suggested Motion:**

Approve the Temporary Use Permit for the Florence Pioneer Museum, as presented, contingent upon proof of Special Event coverage.



## TEMPORARY USE PERMIT APPLICATION

City of Florence  
600 W. Third Street  
Florence, CO 81226  
[www.cityofflorenceco.gov](http://www.cityofflorenceco.gov)

### REQUEST TO USE PUBLIC RIGHT-OF-WAY OR REQUEST FOR SPECIAL EVENT ON PUBLIC PROPERTY

All applications require City Council approval and must be submitted 30 days prior to the event date.

Fee \_\_\_\_\_

Permit No. \_\_\_\_\_

#### APPLICANT INFORMATION

Name(s) Florence Pioneer Museum

Contact Marty Lamm

Address 100 East Front Street -- P.O. Box 131

City Florence

State CO

Zip 81226

Phone 719.784.1904

Email florencehistory@charter.net

#### EVENT COORDINATOR INFORMATION (If different from applicant, contact must be reachable on event day.)

Name(s) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### SITE INFORMATION

Facilities to be utilized Pioneer Park Pavilion, West 3rd, West Main, South Pikes Peak, Frazier Ave

Property Address Florence Current Land Use Park/Streets

#### USE SPECIFICATIONS

Type of Use/Activities to Take Place Fundraiser--bike ride

Name of Event Tour de Coal

Days and Hours of Operation Saturday, September 13, 2025

Starting Date/Time 7:30 a.m.

Ending Date/Time 1:00 p.m.

Include time needed for setup and cleanup

Anticipated # of attendees 65

Anticipated # of workers/volunteers 8

Cost of attendance \$25

Anticipated # of vendors N/A

#### SIGNATURE

I/We, am/are the applicant for use of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a temporary use permit as indicated above.

Signature: \_\_\_\_\_

Marty Lamm

Date 8-4-2025



## AFFIDAVIT OF APPLICATION

I, Marty Lamm am authorized to represent and bind the above listed applicant, and certify as follows:

1. That the information contained in this Special Event Application is true and correct to the best of my knowledge.
2. That the applicant, has read, understands and agrees to comply with the rules and regulations governing the proposed special event as set forth by the City of Florence..
3. To comply with all other laws, rules, regulations and requirements of the City, County, State, and Federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
4. The applicant acknowledges that the acceptance of any plans required as a part of the Special Event Application does not constitute an approval or an acknowledgment by the City or the adequacy of the information contained in the plans.
5. To pay all applicable fees and/or taxes, and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this special event or any other related permit.
6. I/We acknowledge that special events are required to meet all listed regulations and are the responsibility of the applicant.
7. Cancellations requested less than 15 days prior to the event will lose 50% of the deposit. Cancellations requested less than 7 days prior to the event will not receive a refund. The requests for refunds will be considered on an individual basis. Refunds will not be issued due to weather conditions existing on your event date.

### SIGNATURE

I/We, am/are the applicant for use of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a temporary use permit as indicated above.

Signature: Martha Lamm Date 9-5-2025


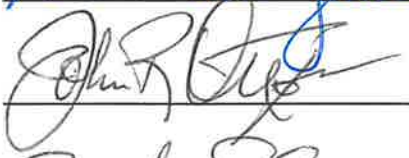
Print Name of organization contact:





I, \_\_\_\_\_, do hereby state that I am an adjacent property owner or tenant of the subject location, and support the application submitted by the applicant below:

Florence Pioneer Museum

Signature	Printed Name of owner or tenant	Address
1. 	<u>Florence Brewing Co.</u>	<u>200 S. Pikes Peak</u>
2. <u>Sydney Ward</u>	<u>Sydney Ward</u>	<u>200 S. Pikes Peak #2</u>
3. <u>Becky Hauser</u>	<u>PG&amp;F CU.</u>	<u>123 S. Pikes Peak Ave</u>
4. <u>Paul Killagross</u>	<u>Sr. Center</u>	<u>100 R.R. Florence</u>
5. 	<u>JOHN R DIXON</u> <small>owner</small>	<u>120 Pikes Peak</u>
6. <u>Brooks Stevenson</u>	<u>BROOKS STEVENSON</u>	<u>122 S. PIKES PEAK</u>
7. <u>Wayne Abim</u>	<u>FLORENCE SENIOR</u>	<u>100 RAIL ROAD</u>
8. <u>Harold Laybourn</u>	<u>Florence</u>	<u>228 W 3RD Florence</u>
9. <u>John K</u>	<u>Florence</u>	<u>100 RR St. Florence</u>
10. <u>Stevenson</u>	<u>Florence, CO</u>	<u>100 Railroad</u>

# FLORENCE PIONEER MUSEUM & RESEARCH CENTER

100 East Front Street – P.O. Box 131

Florence, CO 81226

719.784.1904

[www.florencepioneermuseum.org](http://www.florencepioneermuseum.org)

COPY

July 25, 2025

To Our Neighbors in the 200 South Pikes Peak Avenue Apartments

It's that time again for us to host our annual Tour de Coal Bike Ride. This leisurely bike ride attracts riders from all over the state of Colorado. The ride begins at the Museum about 8 a.m. on the morning of Saturday, September 13 as they gather to be sent on their way approximately 9 a.m.

For this event, the 200 Block of South Pikes Peak is closed between Front and Railroad Streets. The street opens up after all riders are safely on their way – about 9:15 a.m.

Thank you for your time. If you have any questions, please come into the museum or if you would like to join the ride—we have the registration form!!!



--Gayle MacKinnon, Board President

**FLORENCE PIONEER MUSEUM & RESEARCH CENTER**  
**Tour de Coal Emergency Operation Plan**

Prepared by: Marty Lamm, Board Secretary and Event Co-chair

**Overview:** This is Tour de Coal 12<sup>th</sup> year and is an annual fundraising event which the proceeds are directed to the insurance expense of the Florence Pioneer Museum. This is a leisurely bicycle ride that begins at the Museum and tours the communities of Williamsburg, Rockvale and Coal Creek ending with a thank you picnic at the Pioneer Park. The event is held the second Saturday of September from 9 a.m. to 1 p.m.

**Objectives:** To enjoy an approximately 9-mile leisurely bicycle ride through Williamsburg, Rockvale and Coal Creek. Riders enjoy the fresh air and the hospitality of each community while learning of their historic contribution to Eastern Fremont County.

**Participating Agencies:** The City of Florence unlocks the electrical box at the Park Pavilion and the Police Department will escort the riders from the Museum to South Frazier Avenue. The Museum Board and volunteers handle all else as it arises.

**Emergency Medical Services:** 911 will be used in case of emergency. Volunteer escorts will follow the riders should the emergency service be needed or a bicycle break-down.

# COUNCIL ACTION FORM

**MEETING DATE:** AUGUST 18, 2025

**STAFF CONTACT:** CORTLYNE HUPPE, CITY CLERK

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**Agenda Item:** Consider authorizing the Pioneer Day Association to utilize CIRSA's Special Event Liability Insurance coverage with full cost reimbursement

**Department:** Administration

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**Staff Recommendation:**

Authorize the Pioneer Day Association to utilize Special Event Liability coverage through the City's insurance provider, contingent on full reimbursement.

**Background/Description of Item:**

For the past several years, the Pioneer Day Association has utilized the City's insurance provider, Colorado Intergovernmental Risk Sharing Agency (CIRSA), to secure appropriate coverage specifically for the parade component of the event. This arrangement has provided an efficient and cost-effective method of ensuring adequate liability protection for the City, event organizers, and participants.

The Temporary Use Permit approved at the July 21, 2025, City Council meeting:

- Pioneer Day Parade & Celebration of Pioneers: September 20, 2025, 6:00 AM to 6:00 PM

To meet insurance requirements for use of public property and comply with the City Council's previously approved Temporary Use Permit application, the Pioneer Day Association is required to carry Special Event Liability coverage for their event. This is a practice the City has enforced, especially when such events are open to the public and utilize City property.

The Association has agreed to fully reimburse the City for all costs or fees incurred as a result of extending coverage to the event.

**Financial Impact:**

- The premium quotation is \$308.66. Any costs or fees related to the event's inclusion under the City's insurance policy will be reimbursed in full by the Pioneer Day Association.

**Attachments:**

- CIRSA Notice of Acceptance/Rejection of Agreement for Special Events Coverage Quotation

**Suggested Motion:**

Authorize the Pioneer Day Association to utilize Special Event Liability coverage through the City's insurance provider for the 2025 Pioneer Day Celebration, contingent on full reimbursement to the City for any/all insurance-related costs.

August 5, 2025

Cortlyne Huppe, City Clerk  
City of Florence  
600 West Third Street  
Florence, CO 81226

Dear Cortlyne,

Attached is the special events quote for Pioneer Day Association Parade along with any special conditions required by the carrier, if applicable.


Please advise the (event holder) that the underwriters request/require that while vehicles are moving, the parade participants on the trucks be seated and that nothing is thrown from the parade participants to or at the crowd. Also, remember, there is no auto coverage provided by this policy.

Coverage for this event will be bound **only** upon the receipt of the attached acceptance form. If CIRSA does not receive a response within **five (5) working days** before the scheduled event, coverage may not be bound. If we are unable to bind coverage, we will let you know.

In addition, the attached Special Event Liability Group Insurance Trust Notice to Policyholder and Special Event Liability Insurance Policy Coverages and Conditions Disclosure to Event Holder must be provided to each event holder at the time they apply for coverage.

Please call me if you should have any questions or need further information.

Sincerely,



Jessica M. Cowlshaw, CIC  
Senior Underwriting Representative

Enclosures



**NOTICE OF ACCEPTANCE/REJECTION OF AGREEMENT  
FOR SPECIAL EVENTS COVERAGE QUOTATION**

Please complete, sign and return this form to CIRSA.

This is to notify CIRSA that the **City of Florence** accepts/rejects the special events coverage quotation for the Pioneer Day Association Parade, including the attached special conditions required by the carrier, to be held on September 20, 2025.

(    )    We accept the quote of \$308.66.

(    )    We reject coverage.

**\*\*THE PREMIUM IS FULLY EARNED THE FIRST DAY OF THE EVENT.\*\***

Do not send the premium with this form. CIRSA's Finance Department will send an invoice for the event. Your entity is responsible for collecting the premium from the event holder and the event holder should make checks payable to your entity.

The undersigned is authorized to accept this quotation on behalf of the **City of Florence**.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# **COUNCIL ACTION FORM**

**MEETING DATE:**    **AUGUST 18, 2025**

**STAFF CONTACT:**   **POLICE CHIEF SEAN HUMPHREY**

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**Agenda Item:**           Consider authorizing the Mayor to enter into an Intergovernmental Agreement related to the School Resource Officer program with Fremont RE-2 School District

**Department:**           Police Department

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**Staff Recommendation:**

Authorize the Mayor to enter into an Intergovernmental Agreement related to the School Resource Officer program with Fremont RE-2 School District

**Background/Description of Item:**

The City of Florence provides School Resource Officer (SRO) services to the Fremont School District RE-2, including Fremont Elementary School, Penrose Elementary School, and Florence Jr/Sr High School. The attached agreement provides an outline of the program, including responsibilities and financial obligations of all parties.

The City and Fremont RE-2 enter into this agreement on an annual basis. The agreement has undergone necessary revisions to ensure the responsibilities and duties of the SRO are in alignment with both best and actual practices of both the Florence Police Department and Fremont RE-2 Administration, and to review the costs of the program, including equipment and overtime costs specific to the program, in order to ensure continued appropriate compensation for services rendered.

**Attachments:**

- 2025/2026 Intergovernmental Agreement with Fremont RE-2 School District

**Suggested Motion:**

Authorize the Mayor to enter into an Intergovernmental Agreement related to the School Resource Officer program with Fremont RE-2 School District, as presented.



## **INTERGOVERNMENTAL AGREEMENT CONCERNING THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made by and among the Fremont School District RE-2 (the "District"), the City of Florence (the "City") and the City of Florence Police Department (the "FPD") (collectively, "Parties").

### **RECITALS**

WHEREAS, in accordance with C.R.S. 29-1-203, the Parties have cooperated to establish a program pursuant to which the FPD may assign up to two police officers to function as school resource officers (each an "SRO" or "SROs" in the plural) at District schools (the "Program"); and

WHEREAS, the SROs serve as positive role models for District students, work in a cooperative, proactive, and problem-solving partnership with District students, staff, and parents to enhance the quality of life in the school community, enforce the laws of the City of Florence and the State of Colorado; and

WHEREAS, the goals of the Program are, to the extent practicable, to reduce criminal activity on District property and at District-sponsored events; to foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies; to improve communications between police officers and the school community; to enhance the safety of the learning environment; and to reduce and prevent delinquency, alcohol and substance abuse, gang involvement, possession and use of dangerous weapons, and other unlawful or disorderly activities among District students; and

WHEREAS, the Parties wish to continue the Program subject to the terms and conditions of this Agreement.

### **AGREEMENT**

THEREFORE, in consideration of the foregoing recitals incorporated by reference herein, by the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

1. Scope of Services: The FPD may, at its discretion, assign up to two (2) FPD police officers to serve as SROs for the following District schools: Fremont Elementary School, Penrose Elementary School, and Florence Jr/Sr High School.

2. Qualifications. To be eligible for assignment to the Program, the SRO shall (a) have the qualifications set forth in Exhibit A, attached hereto and incorporated herein; (b) be a City of Florence Police Department ("FPD") officer in good standing and a full-time peace officer (as defined by state law) with at least two (2) years of experience as a certified law enforcement officer who volunteers for the assignment and is willing to hold the assignment for two (2) years; and (c) have successfully completed the law enforcement SRO training program described in C.R.S. 2431-312 or will do so at the next available Colorado-based

training session. FPD will solicit and consider input from the District prior to assigning an SRO to a District school.

3. Duties. The duties of each SRO may include, but not be limited to, the duties set forth on Exhibit A, attached hereto and incorporated herein. The SRO will, before performing, coordinate their activities with the FPD Police Chief, the District Superintendent, and the District Safety Coordinator.

4. Term. Subject to budgeting and appropriation by the Parties in future fiscal years or earlier termination as provided herein, the term of this Agreement will be from the Effective Date (date of final execution), through June 30, 2026.

5. Employment. At all times during the term of this Agreement, the SROs shall be regular employees of the FPD.

6. Relationship of the Parties. Nothing contained in this Agreement is intended to or shall be construed in any way as establishing the relationship of co-partners or a joint venture between the Parties or as construing the District, its officers, agents, volunteers and employees as agents of the FPD or the City. The District shall not represent that the SROs are employees or agents of the District in any capacity. The SROs shall not represent that they are employees or agents of the District in any capacity.

7. Salary, Benefits, and Payment. The SROs shall receive their salary and any employee benefits from the FPD, as well as such supplies, equipment, motor vehicles, related insurance, and training as are normally issued and provided by the FPD and/or the City. In consideration for hiring and providing the SROs, the District will reimburse the City for all actual costs, including but not limited to salary, benefits, insurance, overtime, gas, mileage, and any other expenses incurred by the FPD for SRO services provided under this Agreement. The District shall make payments to the City based on invoices submitted by the City, detailing the actual costs incurred for each SRO during the term of this Agreement. The City will submit two (2) invoices on or before December 31, 2025, and June 30, 2026. The District shall pay each invoice within thirty (30) days of receipt. The base program amount for the term of this Agreement is \$48919.50 per SRO, with the final amount to be adjusted based on actual costs.

8. Early Termination. This Agreement may be terminated by any party upon thirty (30) days' prior written notice to the other party. The District shall only be responsible for the payment of the actual costs for the SRO services performed or incurred up to the date of termination. The City and FPD shall only be responsible for providing SROs up to the date of termination. If such termination occurs prior to the end of this Agreement, any monies advanced by the District shall be prorated and returned to the District within thirty (30) days and any monies due and owing from the District shall be paid to the FPD within thirty (30) days of termination.

9. Supervision. The SROs shall be subject to the FPD's and City's supervision and chain of command and to the policies, procedures, rules, regulations, directives, written evaluations, and orders of the FPD only. The SROs will also comply with the policies and regulations of the District, to the extent practicable and to the extent that such policies and regulations are not in conflict with those of the FPD, the City, or with other applicable state or federal laws. Although the SROs will work closely with school administrators and faculty to

determine the most effective use of the SROs' time and expertise, neither shall be subject to supervision or direction by the District under any circumstance. The Chief of Police will accept and give due consideration to input from the District's administrators in connection with the evaluation of the SROs by the FPD.

10. Dismissal of SRO: Replacement or Reassignment: The FPD may assign the SRO with input from the District. In the event the school administrator of the school to which an SRO is assigned believes that the particular SRO is not effectively performing their duties and responsibilities, the administrator shall first speak with the SRO to clearly outline the responsibilities and expectations of each. Should the school administrator continue to be dissatisfied with the performance of the SRO, the school administrator shall contact the Administrative Sergeant of FPD to seek resolution. The Administrative Sergeant or designee shall handle any concerns or complaints according to Florence Police Department policy. The Florence Police Department at any time may dismiss, replace or reassign an SRO based upon department rules, regulations, and/or department directives, when it is in the best interests of the City of Florence Police Department, the City, the District, and/or the community, or at the request of the affected SRO.

11. Indemnification. Only to the extent permitted by applicable law and in particular the Colorado Governmental Immunity Act, the Parties shall indemnify, hold harmless, and defend the Parties, including but not limited to its employees, agents, board/council members, officers, and representatives, from and against any and all claims, damages, losses, demands, actions, debts, liabilities, and expenses, including attorney's fees incurred, arising out of, claimed on account of, or in any manner predicated on this Agreement.

12. Duty Hours:

a.

However, because it is sometimes desirable to have SROs attend school activities conducted outside of normal school hours, the principal(s) of the assigned school(s) may request, and the assigned SRO and the Administrative Sergeant may agree, to adjust the SRO's working hours. However, an SRO's cumulative hours worked during a work week (including non-Program duties and any paid leave time) may not exceed forty (40) hours without the prior approval of the Administrative Sergeant. In the event an SRO does exceed forty (40) hours during a work week, as so requested by the District and so approved by FPD, then the District shall be responsible for any and all actual costs incurred for such overtime in accordance with Section 7 herein.

b. Non Attendance.

However, in the event of an emergency situation, staffing shortage or necessary training, as determined by the FPD or the City, SROs shall not be required to be present for the District during such hours. The SRO shall inform, as soon as is practicable,

the principal or principal's designee when the officer will not be in attendance on any school day for any reason. In the event an SRO is absent from work, the SRO will notify their supervisor in the Police Department and the District Administrative Secretary at (719) 784-2503. In the event an SRO is absent due to illness or disability for a period often (10) consecutive workdays, the FPD agrees to employ and/or assign a substitute SRO to assume and perform the duties of the SRO who is absent from work.

c. School Holiday, Teacher In-Service, Breaks and Summer Vacation The FPD may assign duties to SROs during school holidays, teacher in-service days, breaks, and summer vacation, which duties may include general law enforcement duties and may or may not relate to participation in the Program. Such services performed will not be charged to the District as accrued time during extended school breaks, including fall break, Thanksgiving break and winter break, but any single-day break for staff in-service, parent/teacher conferences, Labor Day, Memorial Day and Martin Luther King Day, President's Day or any other single-day leave under the school calendar will be charged to the District. The SROs may attend school or District Inservice training that apply to SRO duties and responsibilities as recommended by school administrators or central administrators or directed by FPD.

d. Court Appearances: It is understood and agreed that time spent by the SRO attending juvenile court and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement. However, the SRO shall notify the District Administrative Secretary of the date and time of the court appearance.

13. District Policy, Regulations and Guidelines. The SROs will be familiar with District policy, regulations and guidelines related to safety and student conduct and discipline issues, including the District's Code of Conduct (collectively, "District Policy"). The SROs may, upon a school administrator's request, assist in enforcing District Policy, but may not take into physical custody any student who has only violated District Policy. It shall be understood and agreed that SROs, as law enforcement officers, can only detain or take into physical custody a student where there is reasonable suspicion or probable cause that such student has committed a criminal offense or other legal and lawful custodial purposes. It is agreed that SROs shall not transport students in their vehicles except when students are victims of a crime, under arrest, or some other emergency. The SROs shall never be used for lunchroom duties, hall monitoring or other monitoring duties. If there is an incident at school, the SROs may assist the school administrators until the problem is resolved.

14. Information-Sharing: Confidentiality: The Parties will work together to share information as permitted by law. SROs shall maintain the confidentiality of District information in accordance with Titles 19, 22, and 24 of the Colorado Revised Statutes, as well as the Family Educational Rights and Privacy Act and its implementing regulations. The SRO's access to Infinite Campus or other school information systems will be limited to demographic and contact information. If additional information is needed, the SRO will contact the appropriate school principal or designee.

15. Facilities and Equipment. Each SRO shall have an office in their assigned school(s) to conduct matters of confidential business. The location and specifications of all offices shall be designated and approved by the school administrators. The District shall also

provide for the use of each SRO a desk and other necessary office furniture, a computer, printer, and access to a private fax machine for confidential intelligence sharing.

16. Chain of Command: The SROs shall be subject to the FPD's and City's supervision and chain of command and to the policies, rules, regulations, directives, written evaluations, and orders of the FPD. The SROs shall also comply with the policies and regulations of the District, to the extent practicable and to the extent that such policies and regulations are not in conflict with those of the FPD, the City, or with other applicable state or federal laws. Although the SROs will work closely with school administrators and faculty to determine the most effective use of the SROs' time and expertise, the SROs shall never be subject to supervision or direction by the District. The FPD will accept and give due consideration to input from the District's administrators in connection with the evaluation of the SROs by the FPD.

17. Joint Committee: Party Representatives. The Parties shall create a joint committee composed of their respective representatives, which will meet annually to evaluate the effectiveness of the Program and make recommendations regarding any recommended modifications to the Chief of Police and District Superintendent. The evaluation should include, where appropriate, compliance with the terms and conditions of this Agreement, identification of any issues or problems and recommendations for improvement, and assessment of quality of services provided. Each party will designate a representative who will serve as the point of contact for the other party with respect to matters arising under this Agreement.

18. Immunity. Notwithstanding anything herein to the contrary, no term or condition of this Agreement shall be deemed a waiver, express or implied, of any provision of the Colorado Governmental Immunity Act, 24-10-101, et seq., C.R.S., as now or hereafter amended.

19. Insurance: Each party agrees to obtain and maintain in full force and effect commercial general liability and property insurance, or self-insurance with limits of not less than those required by state law. Such policies shall name the other party as an additional insured. Certificates of insurance will be provided at the request of any party.

20. Appropriations: The obligations of each party under this Agreement payable after its respective current fiscal year are contingent upon adequate funds for that purpose being budgeted, appropriated and otherwise made available.

21. Notices: Any and all notices or any other communication herein required or permitted shall be deemed to have been given when personally delivered or deposited in the United States Postal Service as regular mail, postage prepaid, and addressed as follows or to such other person or address as a party may designate in writing to the other party:

To the District:

Board President  
Fremont School District RE-2  
403 West Fifth Street  
Florence, CO 81226

With a copy to:	403 West Fifth Street Florence, CO 81226
To the City:	Mayor City of Florence 600 West Third Street Florence, CO 81226
To the FPD:	Chief of Police City of Florence Police Department 600 West Third Street A Florence, CO 81226
With a copy to: Superintendent Fremont School District RE-2	Dan Findlay, City Attorney Wyatt Hamilton Findlay, PLLC 5810 Long Prairie Road, Ste. 700-220 Flower Mound, TX 75028

22. Good Faith. The Parties, their agents, and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. The Parties agree that they will attempt to resolve any disputes concerning the interpretation of this Agreement and unforeseen questions and difficulties which may arise in implementing the Agreement by good faith negotiations before resorting to termination of this Agreement and/or litigation.

23. Entire Agreement. This Agreement constitutes the entire agreement of the Parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended, modified or changed, in whole or in part, only by written agreement approved and signed by each party.

24. Non Assignment: This Agreement and every covenant herein, shall not be capable of assignment except with the prior consent of both Parties.

25. The waiver of any breach of any provision of this Agreement by a party hereto shall not constitute a continuing waiver of any subsequent breach of said party, for either breach of the same or any other provision of this Agreement.

26. Severability: If any provision of this Agreement is ruled to be invalid or illegal, such ruling shall have no effect upon the remaining provisions, which shall be considered legally binding and given full effect.

27. No Third-Party Beneficiaries. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party; and no third party shall have any right of action hereunder for any cause whatsoever.

28. Counterparts: This Agreement may be signed in counterparts, and each counterpart shall be deemed an original, and all the counterparts taken as a whole shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

FREMONT SCHOOL DISTRICT RE-2

_____	_____
Superintendent	Date

CITY OF FLORENCE

_____	_____
Mayor	Date

_____	_____
City Clerk	Date

CITY OF FLORENCE POLICE DEPARTMENT

_____	_____
Chief of Police	Date

## **EXHIBIT A**

### **SCHOOL RESOURCE OFFICER DUTIES**

The SROs' duties will include, but not be limited to, the following, provided any such duties are not in conflict with FPD, City, or Chief of Police directives or policies:

1. To be an extension of the principal's office for assignments consistent with this Agreement.
2. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO may accompany or refer, at the SRO's discretion, the student to the principal's office for discipline to be meted out by school officials.
3. To act as the designee of the campus administration staff in maintaining the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other District property. As to school code or school discipline violations that are not criminal or violent, if witnessed or observed, the SRO may accompany or refer, at the SRO's discretion, the student to the school administration office for discipline to be dealt with by the school administrative staff.
4. To provide a classroom resource for law education using District-approved materials upon request and availability.
5. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
6. To make appearances, when available, before parent groups and other groups associated with the schools and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
7. To share information with the administrator or District representative about persons and conditions that pertain to campus safety and security concerns.
8. To be familiar with community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency- and delinquency-prone youths and their families. Referrals will be made if and when necessary, at the SRO's discretion.
9. To, in coordination with administration staff and to the extent practicable and agreeable, develop plans and strategies to prevent and/or minimize dangerous situations which might result in student's unrest.



10. To the extent practicable and agreeable, perform a variety of professional and technical police work providing for protection of life, safety, health, welfare and property within, upon and surrounding the school including the enforcement of local, state and federal statutes and ordinances. This enforcement will be in accordance with FPD policies and procedures.

11. To the extent practicable and agreeable, coordinate all of their activities with the school administration and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.

12. To the extent practicable and agreeable, be asked to provide school/community wide crime prevention presentations that include, but are not limited to:

- a. Drugs and the law - Adult and juvenile;
- b. Alcohol and the law - Adult and juvenile;
- c. Sexual assault prevention;
- d. Safety programs - Adult and juvenile;
- e. Assistance in other crime prevention programs as assigned.

13. To wear approved department uniform, with appropriate logos, name badges, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the District Representative shall jointly set expectations and resolve any disputes in this area.

14. To wear and carry their department authorized duty weapons in accordance with FPD policy and applicable law.

15. To, when appropriate and necessary, to attend municipal court, juvenile court, and/or other court hearings arising from and/or out of their assignment as an SRO.

16. To assist school administrators, staff, and faculty in developing emergency procedures and emergency management plans to include prevention and/or minimization of dangerous situations. District Threat Assessments, Safety Plans, Suicide Risk Assessments, and Crisis Plans may be included at the discretion of the building administrator.

17. To provide traffic control during the arrival and departure of students on an as needed and as-available basis and compensated accordingly.

18. To provide, as available and compensated accordingly, security for special school events or functions, such as, but not limited to, PTA meetings, at the request of the principal or the security specialist.

## COUNCIL ACTION FORM

**MEETING DATE:** AUG 18, 2025

**STAFF CONTACT:** INTERIM CITY MANAGER/ POLICE CHIEF SEAN HUMPHREY

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**Agenda Item:** Consider approving a Memorandum of Understanding: Concerning the Regional Post Academy in El Paso County.

**Department:** Police

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### Staff Recommendation:

Staff recommends approving a Memorandum of Understanding (MOU) between the City of Florence and the El Paso County Sheriff's Office.

### Background/Description of Item:

The City of Florence Police Department is required to hire POST-certified police officers. Because the City does not operate its own POST certification program, we rely on other organizations to provide this training.

The El Paso County Sheriff's Office operates a regional POST academy and has agreed to provide training for our recruits under the terms of the proposed MOU.

### Financial Impact:

- **Training Cost:** EPSO will provide this training at no cost to the City unless a recruit does not pass and must retake the course. In that case, the Police Chief and City Manager will evaluate whether the recruit should be re-enrolled.
- **Compensation:** Recruits attending the course will be paid \$22.00/hour and will be considered City employees during training, with benefits in accordance with their employment status.
- **Equipment:** Upon successful completion of the program, the City will purchase ammunition and uniforms for the new officers. These costs are already included in the existing budget for budgeted FTE positions and will not result in additional unbudgeted expenses.

### Attachments included:

- Memorandum of Understanding with El Paso County Sheriff's Office

### Suggested Motion:

Approve the Memorandum of Understanding with the El Paso Sheriff's Office, as presented



# El Paso County Sheriff's Office

*Sheriff Joseph J. Roybal*



## MEMORANDUM OF UNDERSTANDING BETWEEN THE EL PASO COUNTY SHERIFF'S OFFICE AND THE CITY OF FLORENCE POLICE DEPARTMENT FOR ATTENDING THE REGIONAL P.O.S.T. ACADEMY

This Memorandum of Understanding ("Agreement" or "MOU") is entered into by and between the El Paso County Sheriff's Office ("EPSO"), and the City of Florence Police Department. EPSO and the City of Florence Police Department may be referred to collectively as "Parties" or individually as "Party."

### RECITALS

WHEREAS, Article XIV, Section 18, of the Colorado Constitution, and C.R.S. § 29-1-201, et seq., provide for, and encourage, political subdivisions of the State of Colorado to make the most efficient and effective use of their powers and responsibility by cooperating and contracting with each other; and

WHEREAS, EPSO provides a training academy meeting certain requirements set forth by the Peace Officer Standards and Training ("POST") board pursuant to its authority under C.R.S. § 24-31-301, et. seq.; and

WHEREAS, City of Florence Police Department seeks to benefit from allowing its employees to participate in the EPSO regional POST Academy and receive POST certification upon graduation from the Academy; and

WHEREAS, the Parties now wish to enter into this MOU outlining the expectations for participation in the Academy.

### 1. Agreement Description and Purpose

The purpose of this MOU is to enter into a mutual understanding regarding the requirements for attendance at the EPSO Regional POST Academy.

The Parties agree that the following documents related to attendance at the Academy are hereby included and incorporated into this Agreement:

Attachment A – EPSO Policy

Attachment B – Recruit Rules and Regulations

## **2. Academy Description and Requirements**

- a. The Academy is approximately 24 weeks. While its employees are enrolled in the Academy, City of Florence Police Department agrees those employees are subject to the standards and guidelines we have set forth, which includes EPSO Policy and Recruit Rules and Regulations. This includes behavior, appearance, grooming, attendance, etc.
- b. Should a serious disciplinary issue arise, City of Florence Police Department understands its employees will be recommended for dismissal from the Academy and referred back to the City of Florence Police Department for further action. Minor infractions will be handled internally by EPSO staff; however, City of Florence Police Department will be notified in writing if/when the minor infractions are persistent.

### **City of Florence Police Department Disciplinary Contact**

Name: **Chief Sean Humphrey**

Position: **Chief of Police – Florence Police Dept.**

Phone Number: **719-240-4872**

Email: **[sean.humphrey@pd.florencecolorado.org](mailto:sean.humphrey@pd.florencecolorado.org)**

- c. The Parties agree that eligibility for participation in the Academy is dependent on employment with your City of Florence Police Department during the Academy and guaranteed employment with City of Florence Police Department following graduation, subject to any applicable City employment policies. City of Florence Police Department is responsible for its employee's pay and overtime. City of Florence Police Department employee will accrue some overtime, and they will be responsible to report all training time to City of Florence Police Department. The Parties understand the Academy will include some evenings and weekends and 100% attendance is mandatory throughout the program, unless egregious or extreme circumstances arise.
- d. Should City of Florence Police Department's employee suffer an injury, EPSO agrees to render immediate aid. Above and beyond that, City of Florence Police Department's employee will need to contact City's Human Resources Department for further action. City of Florence Police Department agrees that its employees must be covered under the insurance policy provided by City of Florence Police Department, or provide proof of other insurance coverage, City of Florence Police Department agrees to have a plan in place with the employee prepared with contact information should the need arise.
- e. EPSO will pay for the first attempt at the POST exam. Should the City of Florence Police Department's employee fail, they are to make their own arrangements and payment with P.O.S.T.

## **3. Term and Termination**

This MOU shall be deemed effective by the Parties from the date of execution of this document and shall terminate automatically upon the termination and/or City of Florence Police Department's employees' graduation from the Academy. This Agreement may be terminated, with or without cause, by either Party upon thirty (30) days' written notice to the other Party.

## **4. Changes**

The Parties, from time to time, may request changes to this agreement. Such changes that are mutually agreed upon between the Parties shall be in writing, and upon execution shall become part of this Agreement. To be effective, all changes must be signed by the Parties.

## **5. Liability and Sovereign Immunity**

The Parties each agree to assume liability for the actions of their employees, agents, and contractors pursuant to this Agreement. The Parties understand that liability of the Parties is controlled and limited by the Colorado Governmental Immunity Act ("CGIA"), C.R.S. § 24-10-101, *et seq.*, and that no provision of this Agreement is intended to limit or modify the application of immunity.

#### **6. Governing Law**

This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of Colorado.

#### **7. No Third-Party Beneficiaries**

It is expressly understood and agreed that the enforcement of this Agreement and all rights of action relating thereto shall be strictly reserved to the Parties. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person.

#### **8. Extent of Agreement**

This Agreement, with attachments thereto, represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations or agreements, either written or oral. Any amendments to this must be in writing and be signed by all of the Parties. If any portion of this Agreement is found by a court of competent jurisdiction to be void and/or unenforceable, it is the intent of the Parties that the remaining portions of this Agreement shall be of full force and effect.

#### **9. No Assignability or Transfer**

No Party to this Agreement shall assign or otherwise transfer this Agreement or any right or obligation hereunder without the prior written consent of the other Party.

#### **10. Severability**

If any portion of this Agreement or application thereof to any Party or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Agreement which can be given effect without the invalid provision or applications, and to this end the provisions of this Agreement are declared to be severable.

#### **11. Headings**

The headings of the several articles and sections of this Agreement are inserted only as a matter of convenience and for reference and do not define or limit the scope or intent of any provisions of this Agreement and shall not be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

#### **12. Force Majeure**

No Party shall be liable for any delay in, or failure of performance of, any covenant or promise contained in this Agreement, nor shall any delay or failure constitute default or give rise to any liability for damages, and only to the extent that, such delay or failure is caused by "force majeure." As used in this Agreement, "force majeure" means acts of God, acts of the public enemy, unusually severe weather, fires, floods, epidemics, quarantines, strikes, labor disputes and freight embargoes, to the extent such events were not the result of or were not aggravated by the acts or omissions of the non-performing or delayed Party.

THE PARTIES HERETO HAVE EXECUTED THIS MEMORANDUM OF UNDERSTANDING.

**City of Florence Police Department**

By:   
[Name] Sean Humphrey  
[Title] Chief of Police

Date: 8-13-2025

**El Paso County Sheriff's Office**

By: \_\_\_\_\_  
[Name]  
[Title]

Date: \_\_\_\_\_

# COUNCIL ACTION FORM

**MEETING DATE:** AUGUST 18, 2025

**STAFF CONTACT:** CORTLYNE HUPPE, CITY CLERK

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**Agenda Item:** Consider approving a salary range and related recruitment parameters for the City Manager recruitment posting

**Department:** Administration

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**Staff Recommendation:**

Establish a salary range and confirm, if necessary, other related conditions of employment to be included the public job posting for the City Manager position in advance of the recruitment firm finalizing materials

**Background/Description of Item:**

City Council has been asked to review and approve a recommended salary range for inclusion in the upcoming City Manager job posting. The approved range will be provided to the City's recruitment consultant, Marsha Reed of Strategic Government Resources (SGR), to complete the employment brochure. As part of this action, Council may also provide direction on other terms or expectations to be included with the posting, if necessary.

**Financial Impact:**

The salary range will guide budget considerations for the position. It is recommended that the City Council consider the range set within the previously approved salary structure in Ordinance No. 5-2025 at the June 2, 2025 City Council meeting.

**Suggested Motion:**

Motion to approve the recommended salary range of \$XXX,XXX – \$YYY,YYY and [other parameters/conditions, if necessary, to be listed here] for the City Manager position to be posted as part of the City's recruitment process.



# CITY OF FLORENCE

600 West 3<sup>rd</sup> Street  
Florence, Colorado 81226  
(719) 784-4848  
[cityofflorence@florencecolorado.org](mailto:cityofflorence@florencecolorado.org)  
[www.florencecolorado.org](http://www.florencecolorado.org)

## Interim City Manager Report

August 4 Through August 18

### Meetings with agencies, boards, and committees:

- **Fremont County IGA:** Staff hosted a meeting with county leadership to discuss the Bulk Water Intergovernmental Agreement (IGA). This meeting fulfills a requirement of the IGA and will be reported on further after its revisions with legal.
- **IT:** Staff met with AMNET, the City's IT provider, to review the City's IT infrastructure and discuss current needs as well as budgetary considerations.
- **2025 National Night: Was** held on August 5th and was a great success. It was wonderful to see so many children and local first responders coming together in support of one another and our community.
- **Master Plan Implementation Meetings:** Staff and the contractor have completed multiple phases of public input for the City's Master Plan. The Master Plan survey is on the website, and we encourage all citizens to submit their input.
- **Comprehensive Fee Schedule Updates:** Staff is in the final stages of preparing comprehensive updates to the City's fee schedules (excluding utility rates). These updates include substantial revisions to the Florence Municipal Code to enable a more efficient and streamlined update process in future years. Presentation to City Council is anticipated in late Q3 2025.
- **Fleet Management Program:** Staff is developing a citywide Fleet Management Program, which will be presented to City Council for consideration as part of the 2026 annual budget discussions. The program is currently under legal review.
- **Budget & Capital Planning:** Departments have submitted preliminary operating budgets, capital improvement plans (CIPs), and project listings to the Finance Department. The 2026 budget workshop discussions will take place before the September 15, 2025, City Council meeting.
- **Water Meter Replacement Strategy:** Staff are conducting a citywide meter inventory and assessment to support the City's end-of-life replacement strategy. This effort will align with the upcoming utility rate study and help inform long-term capital planning for the water distribution system. As part of this strategy, staff have been actively installing and replacing meters throughout the year, completing maintenance or replacement on more than **754 meters year-to-date**. Special thanks to our distribution team—Brett, Marca, and June—and our Water Treatment Operators for taking on this major task. We also extend our appreciation to Billing Clerk Quiana for her work in synchronizing our satellite and metering systems, an essential component of the entire operation.
- **Code Enforcement Activity:** The City's Code Enforcement Officer continues active community outreach, focusing on public education and follow-up related to potential municipal code violations.
- **Street Improvement Projects:** Upon approval of the West 1st Street bid, this project will conclude the City's major street improvements for the year. To date, **\$534,102** from the City's ½-cent sales tax has been invested in these improvements. Please see the attached document for a detailed breakdown of how this dedicated sales tax is benefiting the citizens of Florence.





# CITY OF FLORENCE

600 West 3<sup>rd</sup> Street  
Florence, Colorado 81226  
(719) 784-4848

[cityofflorence@florencecolorado.org](mailto:cityofflorence@florencecolorado.org)  
[www.florencecolorado.org](http://www.florencecolorado.org)

- **Caselle Program Enhancements:** Staff continue to implement technological enhancements within the Caselle system. Building Permits is in the final stages of implementations and will streamline that process. The Work Orders module is in the training phase and will go live at the beginning of next month.
- **Municipal Pool:** The pool's operating hours and weekends only as we close out the 2025 season. The last day for the pool will be Aug 31, with a big Summer Send-Off Party. Thank you to Catherine and her team for a very successful season!
- **2025 Coordinated Election:** Council Candidate packets for the 2025 Coordinated Election are available for pickup at City Hall. This year's ballot will include one Councilmember seat from each ward as well as the mayor's seat. More information is to come regarding election details. Official information can be found on the City's webpage or in the kiosk.
- **Union Highland Cemetery:** City staff is actively re-evaluating the Union Highland Cemetery Rules and Regulations—originally adopted in 1975—to ensure they align with current standards, community expectations, and operational needs. We are also pleased to announce that Amanda Reeder has been appointed as the new Cemetery Sexton, and we are excited to see her take on this important role. Additionally, the new lawnmowers approved by Council have been purchased and are already making a noticeable impact. Public Works Director Sam reports that what once took 2½ days to mow can now be completed in just one day—significantly improving efficiency and freeing up staff for other critical maintenance tasks.
- **HVAC In City Hall Project:** The recently approved ESCO contract has allowed the vendor to begin engineering and developing the database. This phase is expected to take approximately three to four weeks, followed by just one day for installation and one day for training.
- **City of Florence Parks:** A big shout-out to Public Works and the Parks Department—especially Dave and Richard! We've been receiving a lot of positive feedback about River Park, with many community members sharing how much they enjoy it and how great it looks.

# Memo



## City of Florence Water Department

To: City Council and Interim City Manager

From: Brandon Harris

Date: 8-14-2025

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On the night of Saturday, August 2, the bulk water fill station went down when the card reader system failed. Staff responded immediately and attempted repairs that night, but the equipment was not coming back online. The following day, we found ourselves unable to reach the vendor due to weekend closures, and on Monday learned they were also unavailable for a Canadian holiday. That delay, coupled with waiting on parts, meant the station remained offline while we worked through both the support and ordering process.

When we finally reached customer support on Tuesday, August 5, troubleshooting confirmed the card readers had to be replaced. On Wednesday, August 6, a Flowpoint technician visited and found that the programmable logic controller (PLC) had also failed. We ordered it immediately, but the outage continued until Friday, August 8, when the new PLC and card readers were installed, programmed, and the system brought back online. Less than 24 hours later, we discovered the station was charging most customers the flat \$1.50 connection fee instead of \$1.50 per 100 gallons. That went on until Monday morning, August 11, before we could correct it.

The bottom line: the station was down for 6 days, followed by two days of underbilling. Some of the timeline was shaped by vendor availability, and some by waiting for parts to arrive. We've already stocked a replacement PLC and card readers locally, and are developing contingency plans so water can still be provided in the event that something like this happens again.

Respectfully,

Brandon Harris

Regional Water Superintendent

[brandon.harris@florencecolorado.org](mailto:brandon.harris@florencecolorado.org)

Cell Phone 719-240-4719

City of Florence, Colorado

FYE 2025

Completed Projects

Street Improvement Projects Fund

&

Water Distributions



# ADA RAMPS COMPLETED

Intersection	ADA Ramp Completed
Loch Ave. & W. 5th	South West and South East Corners
Florence Ave. & W. 5th	South East and North West Corners
Florence Ave. & W. 6th	North East, North West, South West, and South East Corners
Cedar Ave. & W. 3rd	North East, North West, South West, and South East Corners
Cedar Ave. & W. 5th	North East, North West, South West, and South East Corners
Cedar Ave. & W. 6th	North East, North West, South West, and South East Corners
Pennsylvania Ave. & W. 3rd	North East, North West, South East, and South West Corners
Pennsylvania Ave. & W. 4th	North East, North West, South East, and South West Corners
Pennsylvania Ave. & W. 5th	North East, North West, South East, and South West Corners
Pennsylvania Ave. & W. 6th	North East, North West, South East, and South West Corners
Florence Ave. & W. 7th	North East, North West, South East, and South West Corners
Chatham Ave. & W. 3rd	North East, North West
Chatham Ave. & W. 4th	North East, North West
Chatham Ave. & W. 5th	North East, North West
Chatham Ave. & W. 6th	North East, North West, South West
Harding Ave. & W. 4th	North East, North West, South East, and South West Corners
Harding Ave. & W. 5th	North East, North West, South East, and South West Corners
Harding Ave. & W. 6th	North East, North West
Willow Ave. & W. 5th	North East, North West
Willow Ave. & W. 6th	North East, North West, South East, and South West Corners
Maple Ave. & W. 4th	North East, North West
Maple Ave. & W. 5th	North East, North West, South East, and South West Corners
Santa Fe Ave. & W. 4th	North West

\*\*\* COMPLETE AS OF July 30,2025

# ADA RAMPS COMPLETED

Intersection	ADA Ramp Completed
Santa Fe Ave. & W. 4th	North West
N. Pikes Peak Ave & E. 3rd	North East and South East Corners
Petroleum Ave & E. 3rd	South West and North East Corners
Midland & E 3rd	North West and North East
McCandless & E. 3rd	South West and South East Corners
Robinson Ave & E 3rd	North East, North West, South East, and South West Corners
Crawford Ave & E 3rd	North East , South East and South West
Robin Rd& East 3rd	North East
Oriole Rd & E 5th	South East, South West, and North East
S. Pikes Peak Ave& E Front	South East and North East
S. Pikes Peak Ave & W. Front	South West and North West
Sante Fe & W. Front St	North West
S. Union & E. Front Street	South East and South West
S. Petroleum & E. Front St	North West
Washington Ave & W 5th Ave	South East
Church Ave & W 5th	South East
N Frazier & 5th St	North East

\*\*\* COMPLETE AS OF July 30,2025

# PAVING & SIDEWALK PROJECTS

## CHIP SEAL

100 Block of North Maple Ave-  
 200 Block of North maple Ave.  
 100 Block of North Sante Fe Ave  
 100 Block of South Sante Fe Ave  
 100 Block of South Petroleum Ave  
 200 Block of North Petroleum Ave  
 100- 200 Blocks of North McCandless

## PAVING

300-400 Block of North Maple Ave  
 200 Block of 7th Ave  
 100 Block of West 4th Ave  
 200 Block of North Petroleum  
 100 Block of East 5th Ave  
 400-700 Blocks of North McCandless Ave  
 400 East 4th Street  
 800 Block of East 3rd Street  
 700 Block of East 3rd Street  
 100 Block of Lincoln Ave  
 600 Block of North Frazier

## PAVED/CURB/GUTTER AND SIDEWALK REPLACE-

100 Block of South Pikes Peak  
 100 Block of East Front Street  
 Oriole Road & East 5th Ave

## PENDING

700 Block of West 1st Street

## PAVED/CURB/GUTTER AND SIDEWALK REPLACE-

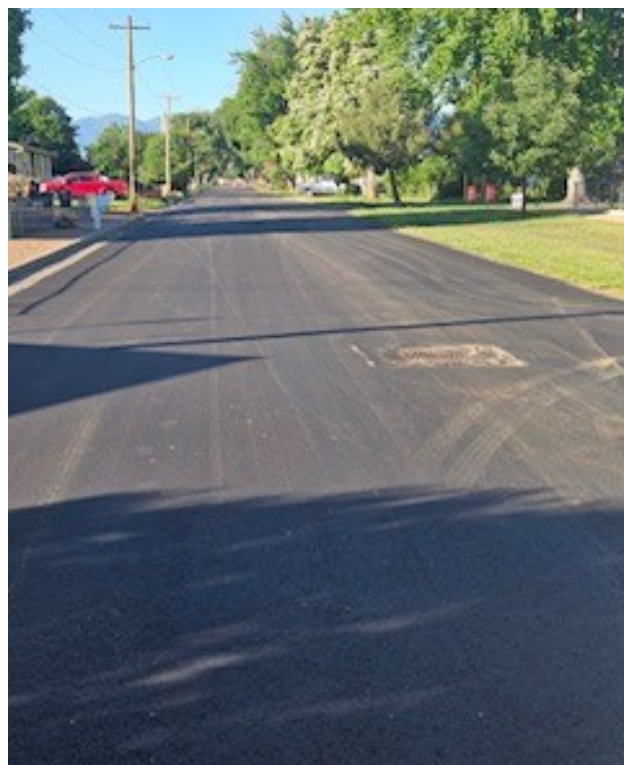
100 Block of South Pikes Peak  
 100 Block of East Front Street  
 Oriole Road & East 5th Ave

## COMPLETED SIDEWALK PROJECTS

130 W. Main St	325 N Pikes Peak Ave
111 Church Ave.	710 W 1st St
407 Pikes Peak Ave	737 W 1st St
417 N. Pikes Peak Ave	413-419 N Petroleum Ave
109 Main St	823 W. 2nd St
124 W Main St	922 W 2nd St
233 E Main St	113 W Main St
119-119 1/2 W Main	121 W Main St
127 W Main St	115-117 W Main St
112 S Pike Peak Ave	111 W Main St
107 Front St	602 Wilson Ave
522 Wilson Ave	



# PAVING & SIDEWALK PROJECTS



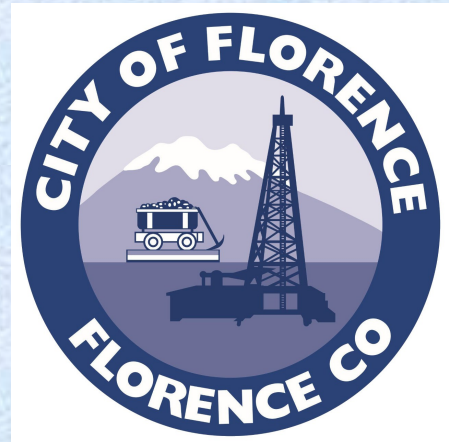
# 1/2 CENT SALES TAX SUMMARY

* CULVERTS	\$42,866.06
* ASPHALT PATCHING	\$43,808.99
* STREET STRIPING	\$44,125.17
* OTHER STREET EXPENSES	\$66,861.72
* ADA SIDEWALK IMPROV.	\$212,105.42
* SIDEWALK IMPROVEMENT	\$88,594.53
* GRAVEL	\$79,489.30
* MAJOR STREET IMP	<u>\$1,187,369.15</u>

\*\*\* EXPENDITURES DATES 1/1/16  
THRU 07/2025

**TOTAL SIP EXPENDITURES**  
**\$1,765,220.34**

**TOTAL COLLECTED SINCE 2016**  
**\$2,134,854.42 (thru 6/25)**





# METER REPLACEMENT PROJECT

METER UPGRADES AND MAINT.

METERS REPLACED DUE TO REVERSE FLOW

METERS REPLACED DUE TO BATTERY DEFAULT

METERS REPLACED DUE TO CONSTANT MOVEMENT

METERS REPLACED DUE TO NO MOVEMENT

METERS REPLACED TO FREEZING WEATHER

754

FIRE HYDRANT REPLACEMENT /ADD

LARGE METER REPLACEMENT AND LINE

MAINTANCE

2

2

**\$23,155.48 SPENT ON UPGRADES TO  
DISTRIBUTION YTD 2025**

## 2025 Project Recap

	Budget Cost	Change Order Amount	Total Cost	Contingency	Invoiced Amt YTD	Within Contingency	Completion %	Pending Invoices	NOTES
Pikes Peak and 67 Waterline WF	\$ 729,994.86	\$ 18,651.44	\$ 748,646.30	\$ 72,999.49	\$ 754,355.01	\$ 5,708.71	100%	Y	REFUND DUE
South Pikes Peak Street Renovation	\$ 291,828.00	\$ 28,172.00	\$ 320,000.00	\$ 29,182.80	\$ 315,000.00	\$ 5,000.00	100%	N	
Bathroom Pioneer Park Engineering	\$ 35,000.00	\$ -	\$ 35,000.00	NOT TO EXCEED	\$ 21,000.00	\$ -	60%	Y	
Master Plan 2025	\$ 63,130.53	\$ -	\$ 63,130.53	NOT TO EXCEED				Y	
Hazardous Trees Project	\$ 113,500.00	\$ -	\$ 113,500.00	\$ 12,800.00	\$ 99,800.00		88%	Y	
North McCandies Renovation	\$ 199,184.00	\$ -	\$ 199,184.00	\$ 19,918.40	\$ 219,102.00	\$ -	100%	N	
West 1st Street Rennovation	RFP Pending								
	\$ 1,432,637.39	\$ 46,823.44	\$ 1,479,460.83	\$ 134,900.69	\$ 1,409,257.01				

	2025 Budget	Total Paid
Water Fund	\$ 729,994.86	\$ 754,355.01
General Fund	\$ 98,130.53	\$ 21,000.00
Streets	\$ 491,012.00	\$ 534,102.00
ARPA	\$ 113,500.00	\$ 99,800.00
	\$ 1,432,637.39	\$ 1,409,257.01

7/31/2025 Invoiced/Paid

**CITY OF FLORENCE  
RETAIL SALES TAX COLLECTIONS  
2025**

	2%	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January		33,495.87	39,868.74	40,079.81	41,134.61	40,776.17	43,370.78	46,826.53	44,553.70	47,498.23	65,635.43	86,716.06	85,329.31	99,189.58	90,822.95	95,581.18
February		36,738.94	42,743.27	38,577.30	40,818.79	41,521.14	43,424.40	46,101.38	48,725.14	49,240.18	69,337.66	74,560.41	81,456.28	109,619.64	95,903.53	99,932.40
March		52,199.45	46,768.68	43,141.22	47,396.65	51,019.78	54,338.97	54,754.33	57,344.25	66,518.73	73,194.95	100,608.69	94,491.07	123,986.88	98,773.30	118,506.34
April		42,773.19	42,881.23	39,420.75	47,418.60	49,558.10	52,578.71	50,096.32	54,639.86	57,855.64	73,648.82	95,020.17	113,046.77	144,684.69	101,339.81	107,694.44
May		38,260.27	46,693.01	48,963.56	47,825.86	46,307.79	49,679.27	54,822.11	58,320.84	65,961.13	89,045.56	92,982.80	119,137.16	105,204.09	113,214.85	112,164.41
June		44,904.83	49,634.26	47,135.72	52,126.62	52,096.55	57,248.50	57,115.88	64,047.23	66,464.35	97,658.69	99,017.27	105,628.35	102,885.38	107,104.34	-
July		40,023.02	45,683.73	56,400.16	50,329.82	49,903.29	60,909.95	52,905.87	53,145.06	72,505.96	90,971.62	96,136.58	104,660.87	108,618.44	108,236.48	-
August		43,035.90	43,755.68	40,049.30	45,531.21	46,802.99	48,628.40	57,863.38	59,004.84	65,581.48	84,676.51	89,706.90	102,099.36	110,753.22	112,196.71	-
September		44,107.30	47,391.50	40,154.62	51,173.86	53,779.34	56,114.58	52,997.46	61,114.02	68,200.46	94,055.55	97,072.31	108,851.93	102,309.41	111,395.25	-
October		34,331.78	40,959.46	41,267.51	44,141.20	44,783.91	47,803.76	50,070.74	51,533.30	68,423.76	81,855.62	89,000.71	105,225.34	107,205.55	103,279.55	-
November		39,253.73	37,528.34	36,943.14	37,367.70	42,606.62	44,996.49	50,320.11	47,341.47	65,398.15	76,287.90	85,024.26	118,944.56	100,251.74	100,506.18	-
December		40,443.71	42,376.66	48,925.24	52,379.19	53,425.63	48,384.90	51,213.06	61,346.11	74,688.66	90,752.82	108,508.64	120,956.38	99,265.30	127,460.35	-
<b>TOTAL</b>		<b>469,587.99</b>	<b>526,284.55</b>	<b>521,058.33</b>	<b>557,644.11</b>	<b>572,381.31</b>	<b>607,478.72</b>	<b>625,087.15</b>	<b>661,115.83</b>	<b>768,336.72</b>	<b>986,121.16</b>	<b>1,114,354.81</b>	<b>1,186,793.72</b>	<b>1,327,906.99</b>	<b>1,262,222.55</b>	<b>647,193.61</b>
% CHG-PRIOR YEAR	5.0%	7.5%	-1.0%	7.0%	2.6%	6.1%	2.9%	6%	14%	28.34	11.51	6.10	10.63	(0.55)	8.02%	
<b>Pool 1/2%</b>							<b>Streets 1/2%</b>									
January		8,373.97	9,967.18	10,019.95	10,283.65	10,194.04	10,842.70	11,706.63	11,138.43	11,874.56	16,408.86	21,679.02	21,332.33	24,797.39	22,705.74	23,920.29
February		9,184.73	10,685.82	9,644.32	10,204.70	10,380.28	10,856.10	11,525.34	12,181.29	12,310.04	17,334.42	18,640.10	20,364.07	27,404.91	23,975.88	24,983.10
March		13,049.86	11,692.17	10,785.30	11,849.16	12,754.95	13,584.74	13,688.58	14,336.06	16,629.68	18,298.74	25,152.17	23,622.77	30,996.72	24,693.33	29,626.58
April		10,693.26	10,720.31	9,855.19	11,854.65	12,389.52	13,144.68	12,524.08	13,659.97	14,463.91	18,412.21	23,755.04	28,261.69	36,171.17	25,334.95	26,923.61
May		9,585.07	11,673.25	12,240.89	11,956.47	11,576.95	12,419.82	13,705.53	14,580.21	16,490.28	22,011.39	23,245.70	11,525.87	29,784.29	26,301.02	28,303.71
June		11,226.21	12,408.57	11,783.93	13,031.66	13,024.14	14,312.13	14,278.97	16,011.81	16,616.09	24,414.67	24,754.32	26,407.09	25,721.35	26,776.09	28,041.10
July		10,005.76	11,420.93	14,100.04	12,582.45	12,475.82	15,227.49	13,226.47	13,286.27	18,126.49	22,742.91	24,034.14	26,165.22	27,154.61	27,059.12	-
August		10,758.98	10,938.92	10,012.32	11,382.80	11,650.75	12,157.10	14,485.84	14,751.21	16,395.37	21,169.13	22,426.73	25,524.84	27,888.31	28,049.18	-
September		11,026.82	11,847.89	10,036.66	12,793.47	13,444.83	14,028.65	13,249.36	15,278.50	17,050.11	23,513.89	24,268.08	27,212.98	25,577.35	27,848.61	-
October		8,582.94	10,239.87	10,316.88	11,035.30	11,195.98	11,950.94	12,517.68	12,883.32	17,105.94	20,463.91	22,250.18	26,306.33	26,801.39	25,819.89	-
November		9,813.43	9,382.09	9,235.78	9,341.92	10,651.65	11,249.12	12,580.03	11,835.37	16,349.54	19,071.98	21,256.07	29,736.14	25,062.93	25,126.55	-
December		10,110.93	10,594.17	12,231.31	13,094.80	13,356.41	12,096.22	12,803.26	15,336.53	18,672.16	22,688.21	27,127.16	30,239.10	24,816.33	31,865.09	-
<b>POOL/STREETS</b>		<b>122,391.96</b>	<b>131,571.17</b>	<b>130,264.67</b>	<b>139,411.03</b>	<b>143,095.32</b>	<b>151,889.88</b>	<b>156,271.79</b>	<b>165,278.96</b>	<b>192,084.18</b>	<b>246,530.29</b>	<b>278,598.70</b>	<b>296,698.43</b>	<b>331,976.75</b>	<b>315,555.64</b>	<b>161,798.40</b>
<b>COMBINED TOTAL</b>		<b>611,959.95</b>	<b>657,855.73</b>	<b>651,322.90</b>	<b>697,055.14</b>	<b>715,476.63</b>	<b>759,348.40</b>	<b>781,358.94</b>	<b>826,394.79</b>	<b>960,420.90</b>	<b>1,232,651.45</b>	<b>1,392,943.51</b>	<b>1,483,492.15</b>	<b>1,659,883.74</b>	<b>1,577,778.19</b>	<b>808,992.01</b>

Sunsets 2025



## 07-31-25-08-06-25 Code Violations

[illegible]

[illegible]