



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.florencecolorado.org

City Manager Report

July 12, 2024 – August 1, 2024

Meetings with agencies, boards, and committees:

- ***Three Rocks Engineering – July 15, 2024***
 - Met with Three Rocks Engineering to discuss the Street Needs Assessment and resulting questions. Three Rocks is providing additional documentation and clarification. Staff currently plans to present the Street Needs Assessment at the August 19, 2024, City Council Meeting.

- ***Development Meeting – July 15, 2024***
 - Met with a Developer to discuss zoning and Planning Commission timelines.

- ***Development Meeting – July 18, 2024***
 - Met with a Developer to discuss Prop 123 and subdivision agreements.

- ***Planning Commission – July 18, 2024***
 - Attended the July Planning Commission meeting.

- ***Cañon City Staff – August 1, 2024***
 - Met with City Attorney Findlay, Cañon City City Administrator Stevens, and Cañon City's legal counsel to discuss energy rates.

Internal Meetings/Discussion/Projects

- Staff has started the 2025 Budget review with our first rounds of internal meetings on the budget.

- The City of Florence is accepting sign-ups for the City's new communications initiative run through the Constant Contact platform. This initiative allows citizens to sign up to receive notifications and information on topics of their choosing. A signup form is available on the City's website.

- Since the City's migration to an electronic billing platform, enrollments in auto-pay and other features of the system as well as opt-ins to electronic billing have continued to increase on a daily basis.



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- Code Enforcement has been busy sending out notifications regarding weeds and other issues throughout the City as well as working with the County on plans to address properties adjacent to the City of Florence, but not within the City's jurisdiction.
- Staff is continuing to work on the lengthy processes of holistic code revision and fee updates. We expect to present another round of housekeeping-type code revisions prior to the end of the summer.

ARPA Tree Program Quarterly Update (Originally passed by the Florence City Council on April 15, 2024):

After the ARPA Tree Program was passed by the City Council, Staff began working on the documentation and other materials that would be necessary to both support and sustain the program. Staff also identified the first six (6) trees for removal, based on location and degree of hazard. Staff felt it prudent to include a limited amount of trees in the initial phase of the program in order to more easily utilize the first phase to facilitate a test and adjust.

One of the biggest initial challenges was developing a legal notification procedure that meets both the requirements of the Florence Municipal Code and the needs of the program, with the City was requiring the removal of privately owned trees via the Tree Program. Determining what timelines would apply should the City receive any pushback from the tree owners was one of the main concerns, as abatement would not be required under the program.

Staff also worked to develop a truncated bid packet that would meet the requirements of the City's Purchasing Policy as well as the needs of the program. Under the City's Purchasing Policy, a formal bid process is not required for purchases under \$50,000. As a reminder, while the total cost of the ARPA program will significantly exceed \$50,000, it was discussed in previous Council Meetings, that the City would utilize that informal bid process for purchases under \$50,000, as

- (1) Each phase of the program will cost less than \$50,000; and
- (2) The intent of splitting the program into phases is not to artificially divide and reduce the total cost of the program, but to ensure efficiency and to provide more potential bidders with an opportunity to participate as the City received no bids on a previous RFP attempt to include a significant number of hazardous trees in a single phase, with feedback from potential vendors revealing that the scope of the project was the main deterrent for submitting a bid.



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Following the creation of the above documentation, Staff sent out notices to four (4) property owners for the removal of six (6) trees. These six (6) trees are as follows:

- 223 North Pikes Peak (2 trees)
- 514 North Pikes Peak
- 515 North Pikes Peak (2 trees)
- 601 North Pikes Peak

As these trees are all located on North Pikes Peak, Staff is waiting for final approval from the Colorado Department of Transportation (CDOT) for the traffic control plan to be utilized during the tree removal process. Once the traffic control plan is approved, a final date will be set for removal and work will commence.

Staff also notified seven (7) tree removal services that a bid packet was available. One (1) packet was picked up and returned. The contractor for the first six (6) trees will be Complete Tree Care, with an estimated cost of \$18,000 for all six (6) trees.

We anticipate future phases will move more quickly now that all of the necessary documentation has been created and put in place, and now that the Fourth of July has passed, as this had previously blocked off a large amount of Public Works' Staff availability to be on-site to manage the removal process, as this is a City project.