



FLORENCE CITY COUNCIL
Regular Meeting Agenda
Monday, May 5, 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) PUBLIC COMMENTS

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

4) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on April 21, 2025
- b) Consider approving City expenditures prepared on April 24, 2025, in the amount of \$20,812.12, and May 1, 2025, in the amount of \$34,571.00
- c) Consider approving the annual liquor license renewal for The Pour House
- d) Consider approving the Special Events Permit for the City of Florence
- e) Consider approving the Temporary Use Permit for the City of Florence
- f) Consider approving the Florence Arts Council's request for a tile mosaic art project
- g) Consider authorizing the City Manager to endorse Florence's Hazard Mitigation Plan Funding Match Commitment Letter and Statement of Intent to Participate for FEMA
- h) Consider authorizing the City Manager to enter a contract with DK Horn Engineering and Design for the design of a new Pioneer Bark Restroom Facility

5) COMMITTEE RECOMMENDATIONS

- a) Consider approving the Master Plan Proposal from SCJ Alliance

6) NEW BUSINESS

- a) Consider approving a Resolution authorizing the City to enter into a Professional Services Agreement for municipal prosecution services
- b) Consider adopting a Resolution appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services

7) COUNCIL REPORTS

- a) City Council Reports
- b) City Manager Reports

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.

9) ADJOURNMENT: Adjournment until the next regular City Council Meeting
Monday, May 19, 2025



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, April 21, 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	Absent
Councilman Stiefel	Present
Councilwoman Stone	Present
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Present

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Amy Nasta, Chief of Police Sean Humphrey, and City Attorney Dan Findlay.

3) PRESENTATIONS

a) National Student Leadership Week Proclamation

Mayor Wolfe recited the National Student Leadership Week Proclamation, and proclaimed April 22, 2025, through April 26, 2025, as National Student Leadership Week in the city of Florence, Colorado.

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).

Peg Piltingsrud- Penrose

On behalf of the Florence Arts Council, requested Council's permission for a mural project on city property on the 300 block of Main Street.

City Council gave a consensus to place the item on the May 5, 2025, City Council agenda for action.

Kevin Mahmalji- PO Box 19

Voiced discontent regarding the lack of agenda items for a police blotter.

5) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on April 7, 2025**
- b) Consider approving City expenditures prepared on April 10, 2025, in the amount of \$45,324.59, and April 17, 2025, in the amount of \$566,507.28.**

Councilor Stone motioned to approve the Consent Agenda. Councilor Mergelman seconded. With the Councilmembers voting in favor of the motion, the motion carried.

6) NEW BUSINESS

- a) Consider adopting a Resolution adopting a revised Personnel Policy Document for the City of Florence, Colorado

City Manager Amy Nasta presented revisions to the City's Personnel Policy. This Resolution adopts an updated policy manual containing several suggested changes based on both the recent changes to Title Two of the Florence, Colorado, Municipal Code and on practical observations leading to determinations that policy adjustments were necessary. The biggest change being holiday pay and holiday leave time to be more equitable across departments. City Manager Nasta also noted some minor typos in the proposed policy language.

Motion to adopt Resolution 4-2025, a Resolution providing for the adoption of a revised Personnel Policy Document for the City of Florence, Colorado, with changes as discussed:
Councilor Gardner

Seconded by: Councilor Stone

6 Ayes

Motion passed: 6 – 0

- b) Consider adopting an Ordinance budgeting and appropriating additional sums of money for the Pool Park and Recreation Fund and the General Fund/Equipment Replacement Fund for the 2024 budget year

City Manager Amy Nasta elaborated on the Ordinance and the purpose for a budget amendment. The Ordinance is written as an emergency, so it is completed before the 2024 audit. Big factors in the budget amendment were pool salaries, the new pool boiler, and ARPA projects.

Motion to adopt Ordinance 4-2025, an Ordinance budgeting and appropriating additional sums of money to defray expenses in excess of the amount budgeted for the Pool Park and Recreation Fund and the General Fund/Equipment Replacement Fund of the City of Florence, Colorado, for the budget year beginning January 1, 2024, and ending December 31, 2024: Councilor MacKinnon

Seconded by: Councilor Stone

6 Ayes

Motion passed: 6 – 0

7) COUNCIL REPORTS

- a) City Council Reports

Councilor Gardner attended a tour of Florence's new indoor playground.

Councilor Mergelman attended FEDC and noted the potential influx of people to Florence for upcoming projects. He attended the Mayor's Round Table, Florence Arts Council meeting, small business expo event, the City/City/County meeting, and the Florence Planning Commission meeting.

Councilor Stone attended the Florence Merchants meeting, Business After Hours event, Student Leadership Week event, and thanked the community for their efforts in the spring clean-up.

Councilor Stiefel attended the Student Leadership Week event.

Councilor MacKinnon expressed disappointment regarding negative comments made by a citizen at the prior meeting. Councilor MacKinnon voiced appreciation for staff and legal counsel, citing their consistent efforts to ensure decisions are made appropriately, legally, and procedurally. She then requested that the police blotter issue be placed on the next City Council agenda.

Mayor Wolfe thanked the City for its spring clean- up week. He attended Mayor's Round Table, Senior Coffee Chat, the City/City/County meeting, and a Holcim community meeting. He requested City Council consider covering the band expenses for the July 4th Festival, encouraged City Council obtain event sponsors, and commended City Manager Nasta and Staff for their work on creating tutorials for Fremont County Crime Watch. Mayor Wolfe also noted the City's proactive communication regarding CRCA's Citizen Connect platform.

b) City Manager Reports

City Manager Nasta elaborated on the CRCA Citizen Connect platform. She noted the importance of recognizing preliminary information vs. final and complete case details, and cautioned using preliminary information to generate data. City Manager Nasta reiterated the importance of getting information from reliable, factual sources.

Mayor Wolfe confirmed the next street project would be McCandless Avenue.

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.

9) ADJOURNMENT: Adjournment until the next regular City Council Meeting
Monday, May 5, 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 7:14 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
861	CIRSA	INV1001549	0141106700	ADD VEHICLES AND PW	1	04/17/2025	2,876.31	.00	2,876.31	20255124	04/24/2025
		WINV100038	0141106700	2024 WC Payroll Audit	1	04/23/2025	3,148.83	.00	3,148.83	20255125	04/24/2025
Total 861:							6,025.14	.00	6,025.14		
923	ALSCO	LDEN309857	0143102000	UNIFORM RENTAL-Street	1	04/16/2025	180.69	.00	180.69	45951	04/24/2025
		LDEN310195	0140608750	FLOOR MAT	1	04/23/2025	63.16	.00	63.16	45951	04/24/2025
Total 923:							243.85	.00	243.85		
1066	CHEMQUEST, INC,	3237	0144107650	mosquito spray	1	04/15/2025	5,715.00	.00	5,715.00	45953	04/24/2025
Total 1066:							5,715.00	.00	5,715.00		
1253	AT & T MOBILITY	2872703950	0241505000	Water Tower	1	04/06/2025	84.96	.00	84.96	45952	04/24/2025
Total 1253:							84.96	.00	84.96		
1455	SAN ISABEL SERVICES	U006741	0243658790	SOutH Plant Propane	1	04/15/2025	129.21	.00	129.21	45955	04/24/2025
		U0067640	0243658790	SOutH Plant Propane	1	04/15/2025	207.97	.00	207.97	45955	04/24/2025
Total 1455:							337.18	.00	337.18		
1718	BLACK HILLS ENERGY	1225088862	0140608600	CEMETERY HOUSE	1	04/14/2025	59.22	.00	59.22	20250505	04/22/2025
		3135165503	0243507660	PUMP @ AIRPORT	1	04/21/2025	1,181.31	.00	1,181.31	20255121	04/24/2025
		4197016039	0144207700	CEMETERY SPRINKLERS	1	04/14/2025	65.26	.00	65.26	20250505	04/22/2025
		5278901611	0243557680	COAL CREEK TANK	1	04/18/2025	18.29	.00	18.29	20250505	04/22/2025
Total 1718:							1,324.08	.00	1,324.08		
2614	Amnet Inc.	19034	0141505050	Backup Power for Server	1	04/22/2025	1,457.30	.00	1,457.30	20255123	04/24/2025
		19035	0757702025	printers arpa desktop	1	04/22/2025	1,255.49	.00	1,255.49	20255122	04/24/2025
Total 2614:							2,712.79	.00	2,712.79		
2871	Core & Main	W709987	0243807930	Fittings	1	04/10/2025	30.00	.00	30.00	45954	04/24/2025
		W783835	0243807950	Compete Meter Pit	1	04/16/2025	3,339.12	.00	3,339.12	45954	04/24/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2871:							3,369.12	.00	3,369.12		
3191	Evthokia Petrikkou	250401	0243707890	CPA consulting	1	04/14/2025	500.00	.00	500.00	45950	04/24/2025
		250401	0243707890	CPA consulting	2	04/14/2025	500.00	.00	500.00	45950	04/24/2025
Total 3191:							1,000.00	.00	1,000.00		
Grand Totals:							20,812.12	.00	20,812.12		

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
71	CANON RENTAL CENTER	APRIL 2025	0145205000	302896 lions park	1	04/30/2025	82.50	.00	82.50	45958	05/01/2025
		APRIL 2025	0144203500	302897 cemetary	2	04/30/2025	75.00	.00	75.00	45958	05/01/2025
		APRIL 2025	0145204583	3028897 Skate park	3	04/30/2025	75.00	.00	75.00	45958	05/01/2025
		APRIL 2025	0143103500	303090 Portable	4	04/30/2025	84.00	.00	84.00	45958	05/01/2025
Total 71:							316.50	.00	316.50		
110	COLORADO STATE TREA	1ST QRT UI	0120002031	UNEMPLOYMENT TAX	1	04/28/2025	1,042.89	.00	1,042.89	20255133	04/30/2025
Total 110:							1,042.89	.00	1,042.89		
1253	AT & T MOBILITY	2872917141	0141505000	ADMIN	1	04/28/2025	183.04	.00	183.04	45957	05/01/2025
		2872917141	0144205000	CEMETARY	2	04/28/2025	39.99	.00	39.99	45957	05/01/2025
		2872917141	0142105000	PD	3	04/28/2025	1,755.23	.00	1,755.23	45957	05/01/2025
		2872917141	0144005000	PLANNING	4	04/28/2025	165.95	.00	165.95	45957	05/01/2025
		2872917141	0143105000	STREETS	5	04/28/2025	325.79	.00	325.79	45957	05/01/2025
		2872917141	0241505000	WATER	6	04/28/2025	1,205.91	.00	1,205.91	45957	05/01/2025
Total 1253:							3,675.91	.00	3,675.91		
1908	EXPRESS TOLL	2101917746	0142105700	pd toll	1	04/21/2025	22.25	.00	22.25	45961	05/01/2025
Total 1908:							22.25	.00	22.25		
2355	TIMBER LINE ELECTRIC	25014	0243707875	Emergency FIELD SERVIC	1	04/25/2025	337.00	.00	337.00	45963	05/01/2025
Total 2355:							337.00	.00	337.00		
2467	Century Link	300805105 4	0241505000	SOUTH PLANT	1	04/08/2025	171.20	.00	171.20	20255132	04/30/2025
		334006856 4	0241505000	SOUTH PLANT	1	04/13/2025	129.14	.00	129.14	20255130	04/30/2025
		334009996 4	0241505000	SOUTH PLANT	1	04/13/2025	297.29	.00	297.29	20255131	04/30/2025
Total 2467:							597.63	.00	597.63		
2614	Amnet Inc.	19036	0142107500	pd Laptop ARPA	1	04/30/2025	4,522.50	.00	4,522.50	20255129	04/30/2025
		19037	0142107500	pd Laptop ARPA	1	04/24/2025	540.00	.00	540.00	20255128	04/30/2025
		19040	0142104550	police after hours	1	04/30/2025	270.00	.00	270.00	20255126	04/30/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2614:							5,332.50	.00	5,332.50		
2693	CH2M Hill Engineers, Inc.	D3728000-01	0243707890	Task Order 5 North Pike P	1	04/30/2025	2,689.66	.00	2,689.66	45959	05/01/2025
Total 2693:							2,689.66	.00	2,689.66		
2882	Fiber Platform, LLC	SI-25-017905	0142105000	Ethernet Access PD	1	05/01/2025	1,532.00	.00	1,532.00	45965	05/01/2025
Total 2882:							1,532.00	.00	1,532.00		
2947	SECOM, INC	377805 4/30	0241505000	Internet	1	04/30/2025	70.16	.00	70.16	20255127	04/30/2025
Total 2947:							70.16	.00	70.16		
3008	Great American Financial S	39033490	0141503500	Lease on copier	1	04/18/2025	337.00	.00	337.00	45962	05/01/2025
Total 3008:							337.00	.00	337.00		
3169	VIVID ENGINEERING GR	D252874-2	0249509043	Asphalt Compression N 67	1	04/29/2025	2,217.50	.00	2,217.50	45964	05/01/2025
Total 3169:							2,217.50	.00	2,217.50		
3233	Down to Earth Tree Servic	PHASE IV 20	0757703000	Phase 4 Tree Project 2025	1	04/30/2025	15,000.00	.00	15,000.00	45960	05/01/2025
Total 3233:							15,000.00	.00	15,000.00		
3249	Amber L. Dickson	13396	0140608755	April Cleaning 2025	1	04/30/2025	1,400.00	.00	1,400.00	45956	05/01/2025
Total 3249:							1,400.00	.00	1,400.00		
Grand Totals:							34,571.00	.00	34,571.00		

Report Criteria:

Detail report type printed

COUNCIL ACTION FORM

MEETING DATE: **MAY 5, 2025**

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

Agenda Item: Consider approving the annual liquor license renewal for The Pour House

Department: Administration

Staff Recommendation:

Approve the annual liquor license renewal for The Pour House

Background/Description of Item:

The Pour House is located at 117 West Main Street. The applicant has submitted all required renewal documentation.

Financial Impact:

The City fee for this application was \$175.00

Suggested Motion:

Approve the annual liquor license renewal for The Pour House.

COUNCIL ACTION FORM

MEETING DATE: **MAY 5, 2025**

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

Agenda Item: Consider approving the Special Events Permit for the City of Florence

Department: Administration

Staff Recommendation:

Approve the Special Events Permit for the City of Florence, as presented.

Background/Description of Item:

The City of Florence requests a Special Events Permit for its annual July 4th Festival. The event is proposed to take place on/at:

- July 4th Festival, July 4, 2025, at Pioneer Park from 6:00 AM – 5:00 PM

The City of Florence is well within its annual permitted dates, and with the City Council's approval the total dates requested would be 1/15.

With the Council's approval, this item is ready to be sent to the Department of Revenue Liquor Enforcement Division.

Financial Impact:

The City fee for this application is \$0.

Attachments:

- Special Events Permit Application
- Proposed Liquor Boundary/Maps

Suggested Motion:

Approve the Special Events Permit for the City of Florence, as presented.

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- | | | |
|---------------------------------|--|--|
| <input type="radio"/> Social | <input type="radio"/> Athletic | <input type="radio"/> Philanthropic Institution |
| <input type="radio"/> Fraternal | <input type="radio"/> Chartered Branch, Lodge or Chapter | <input type="radio"/> Political Candidate |
| <input type="radio"/> Patriotic | <input type="radio"/> National Organization or Society | <input type="radio"/> Municipality Owned Arts Facilities |
| <input type="radio"/> Political | <input type="radio"/> Religious Institution | <input type="radio"/> Chamber of Commerce |

LIAB **Type of Special Event Applicant is Applying for:**

- | | | |
|------|---|-----------------|
| 2110 | <input type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$25.00 Per Day |
| 2170 | <input checked="" type="checkbox"/> Fermented Malt Beverage | \$10.00 Per Day |

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City

State

ZIP Code

Address of Place to Have Special Event

City

State

ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

State

ZIP Code

Event Manager

SAME AS ABOVE

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☒ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☒ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☒ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☒ Yes ☐ No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

☐ Yes ☐ No

6. For Chambers of Commerce - Please list all members participating in the SEP.

N/A

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

JULY 4, 2025

From:

6 AM

To:

5 PM

Date

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Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

CITY CLERK

Signature

[Signature] - ON BEHALF OF COF

Date (MM/DD/YY)

04/20/2025

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

☐ City ☐ County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999)

\$

.00

City of Florence July 4th Festival

July 4, 2025, at Pioneer Park



— Proposed Liquor Boundary

COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the Temporary Use Permit for the City of Florence

Department: Administration

Staff Recommendation:

Approve the Temporary Use Permit for the City of Florence, as presented.

Background/Description of Item:

The City of Florence has submit a Temporary Use Permit in coordination with its annual July 4th Festival.

The Temporary Use Permit lists the following dates/times:

- July 4, 2025, Main Street 3:00 AM to 1:00 PM
- July 4, 2025, Petroleum Avenue 3:00 AM to 5:00 PM
- July 4, 2025, Pioneer Park 6:00 AM to 5:00 PM

The temporary street closures for the City's annual July 4th Festival would take place on Main Street. Spanning from Third Street to McCandless Avenue. An additional closure would take place on Petroleum Avenue between Third Street and Fourth Street. 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 City of Florence, as presented.



TEMPORARY USE PERMIT APPLICATION

City of Florence
600 W. Third Street
Florence, CO 81226
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) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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 _____

Property Address _____ Other Land Use _____

USE SPECIFICATIONS

Type of Use/Activities to Take Place _____

Name of Event _____

Days and Hours of Operation _____

Starting Date/Time _____ Ending Date/Time _____
Include time needed for setup and cleanup

Anticipated # of attendees _____ Anticipated # of workers/volunteers _____

Cost of attendance _____ Anticipated # of vendors _____

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: Cortlyne Hupps Date _____



AFFIDAVIT OF APPLICATION

I, Cortlyne Huppe 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: Cortlyne Huppe Date April 30, 2025

Print Name of organization contact: Cortlyne Huppe



CITY OF FLORENCE

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

Emergency Operations Plan

City of Florence July 4th Festival, 2025

Prepared By: Cortlyne Huppe, City Clerk

Reviewed By: Florence Police Department & Public Works Department

1. Overview

The City of Florence's annual July 4th Festival is a high-attendance community event featuring live music, vendors, food trucks, a parade, and a public fireworks display. To ensure the safety of attendees, staff, and vendors, a comprehensive Emergency Operations Plan has been developed in coordination with public safety and emergency response agencies.

2. Objectives

- Ensure the safety and well-being of all attendees, staff, and participants
- Coordinate effective communication and response among emergency service providers
- Mitigate and manage risks related to fire, medical emergencies, severe weather, crowd control, traffic, and potential security threats
- Establish clear protocols for incident response and evacuation, if necessary

3. Participating Agencies & Roles

Agency/Department	Responsibilities
Florence Police Department	Crowd management, traffic control, law enforcement, incident response, emergency dispatch
Florence Fire District/ Fremont County EMS	Fireworks standby, Fire/EMS coordination
City Clerk / City Administration	Coordination of permits/licensing, vendor management, public communication, parade line-up, firework display
Public Works Department	Road closures, traffic control, signage, barricades

5. Emergency Medical Services

- An EMS Tent will be stationed near the center of the festival area, clearly marked and staffed with EMTs and first responders.
- Ambulance Staging will be present at Pioneer Park (as call volume dictates)

Common Spirit St. Thoms More Hospital
1338 Phay Avenue
Canon City, Colorado 81212
(719) 285-2000



CITY OF FLORENCE

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Florence, Colorado 81226
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6. Fire & Fireworks Safety

- Fireworks will be conducted by a licensed operator
- A fire engine and fire personnel will be on standby during the fireworks show.
- Weather conditions (e.g., wind speed, fire restrictions) will be assessed before anticipated display. The Fire Chief and/or Fire Marshall have final authority to postpone or cancel.

7. Traffic & Crowd Control

- Road closures will be in place per approved Public Works and Police Department plans.
- Traffic barricades and detours will be clearly marked.
- Designated emergency vehicle routes will be maintained and remain unobstructed at all times.
- Florence Police officers will monitor foot traffic and crowd control

8. Communications

- In case of major incident, the City or Police Department will coordinate public messaging.

Agency/Contact	Phone	Role
Florence Police Department Dispatch	911 (719) 784-3411, opt. 7	Emergency Dispatch
Florence Fire District/ Fremont County EMS	911	Fire/EMS Coordination



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Event Detail Plan

City of Florence July 4th Festival, 2025

Prepared By: Cortlyne Huppe, City Clerk

Reviewed By: Florence Police Department, Public Works Department, City Administration

1. Event Location and Schedule Overview

- **Main Venue:** Downtown Florence and Pioneer Park
 - **Date:** Friday, July 4, 2025
 - **Festival Hours:**
 - Vendors: 10:00 AM – 4:00 PM
 - Parade: 10:00 AM
 - Band: 1:00 PM – 3:30 PM
 - Fireworks Display: Approximately 9:30 PM/ DARK
-

2. Parking

Objectives:

- Provide safe and accessible parking for attendees, vendors, and staff.
- Maintain clear access for emergency vehicles

Designated Public Parking Areas:

- City Hall Parking Lot & City Streets (limited public availability)
- ADA Parking:
 - ADA marked spaces located within Pioneer Park parking lot and Rocky Mountain Bank and Trust parking lot

Vendor Parking:

- After unloading wares, vendors must move their vehicles to an adjacent city street for the entirety of the festival

Traffic Control:

- Florence Police and Public Works will coordinate traffic control efforts
-

3. Vendor Coordination Plan

Vendor Layout & Assignments:

- Vendor spaces mapped and assigned via Event Coordinator
- Booths/stalls located along walkways in Pioneer Park each assigned a numbered space

Vendor Types Expected:

- Food trucks
- Artisan/craft vendors
- Civic and nonprofit groups

Requirements:

- All vendors must complete an application on the city's website with supporting document and fees
 - All electrical needs will be declared prior to event day
 - Set-up times: 6:00 AM – 8:30 AM. No vehicle access after 9:00 AM.
-



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4. Sanitation & Restroom Facilities

Restroom Facilities:

- Permanent Restrooms: Florence Pioneer Park
- Portable Toilets:
 - 4 standard units and 1 ADA-compliant units placed in Pioneer Park parking lot

Handwashing Stations:

- 8 portable handwashing stations placed near restrooms

Servicing Schedule:

- Canon Rental will deliver portable facilities on July 3, 2025.
- Canon Rental will remove portable facilities on July 5, 2025.

5. Trash & Waste Management

Plan Objectives:

- Keep public spaces clean and safe during and after the event.
- Ensure proper disposal of food waste and general refuse.

Trash Infrastructure:

- Public Works to deploy:
 - The City's additional trash bins to high volume areas
 - Pioneer Park
 - Main Street

6. Alcohol Service and Permitting

Alcohol at Event:

- Alcohol consumption will be restricted to the fenced area at Pioneer Park

Licensing Requirements:

- A Special Event Liquor Permit will need to be approved by the Local Liquor Licensing Authority.

Service & Security:

- No alcohol permitted outside designated area
- Fencing required to enforce perimeter control
- Signage posted in accordance with liquor license conditions






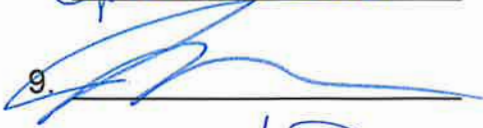

7. Permits & Compliance Checklist

Permit / Item	Responsible Party	Status
Special Event Permit	City Clerk's Office	In Progress
Special Sales Tax License	City Clerk's Office	Submitted
Vendor Registrations	City Clerk's Office	In Progress
Insurance	City Clerk's Office	In Progress
Fireworks Permit	City Clerk's Office	In Progress

PETITION FOR TEMPORARY USE APPLICATION

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:

CITY OF FLORENCE

	Signature	Printed Name of owner or tenant	Address
1.		<u>Matt Little</u>	<u>114 E. Main St</u>
2.		<u>Mandy Little</u>	<u>114 E. Main St.</u>
3.		<u>Jim Sindro</u>	<u>201 E MAIN</u>
4.	<u>Amanda Reed</u>	<u>Amanda Reed</u>	<u>1014 Wmain</u>
5.		<u>Jennifer Cristelli</u>	<u>200 W main</u>
6.	<u>Regina Roybal</u>	<u>REGINA ROYBAL</u>	<u>117 W MAIN</u>
7.		<u>Desiree Espinoza</u>	<u>113. Wmain</u>
8.	<u>Jolee Pearsall</u>	<u>Jolee Pearsall</u>	<u>100 S. Pikes Peak</u>
9.		<u>Tanya Newson</u>	<u>100 E MAIN</u>
10.		<u>JUSTUS RANEY</u>	<u>531 W MAIN ST.</u>

City of Florence July 4th Festival

July 4th Wet n' Dry Parade

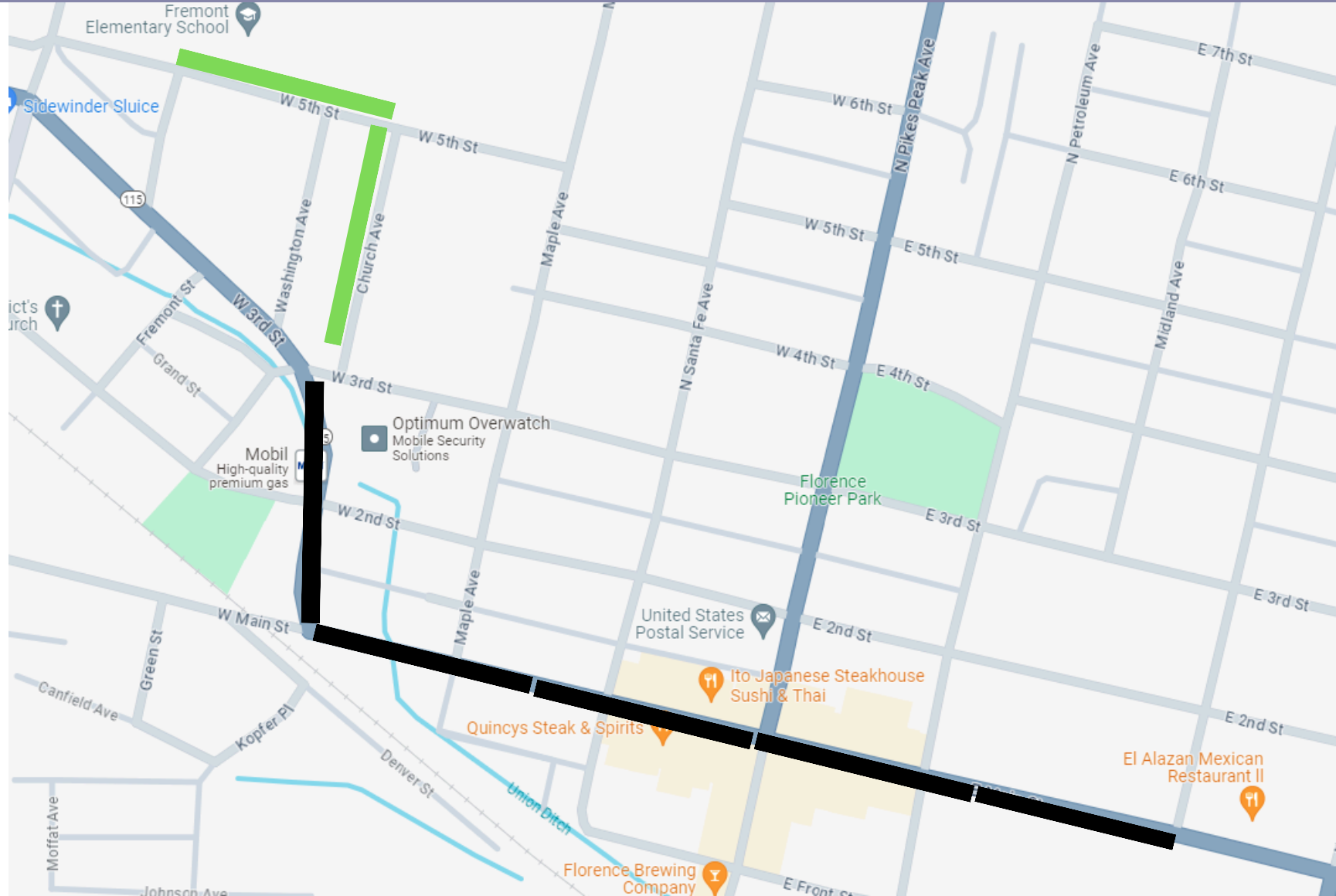
Friday, July 4, 2025

3 AM - 1 PM

Road Closure:



Parade Lineup:

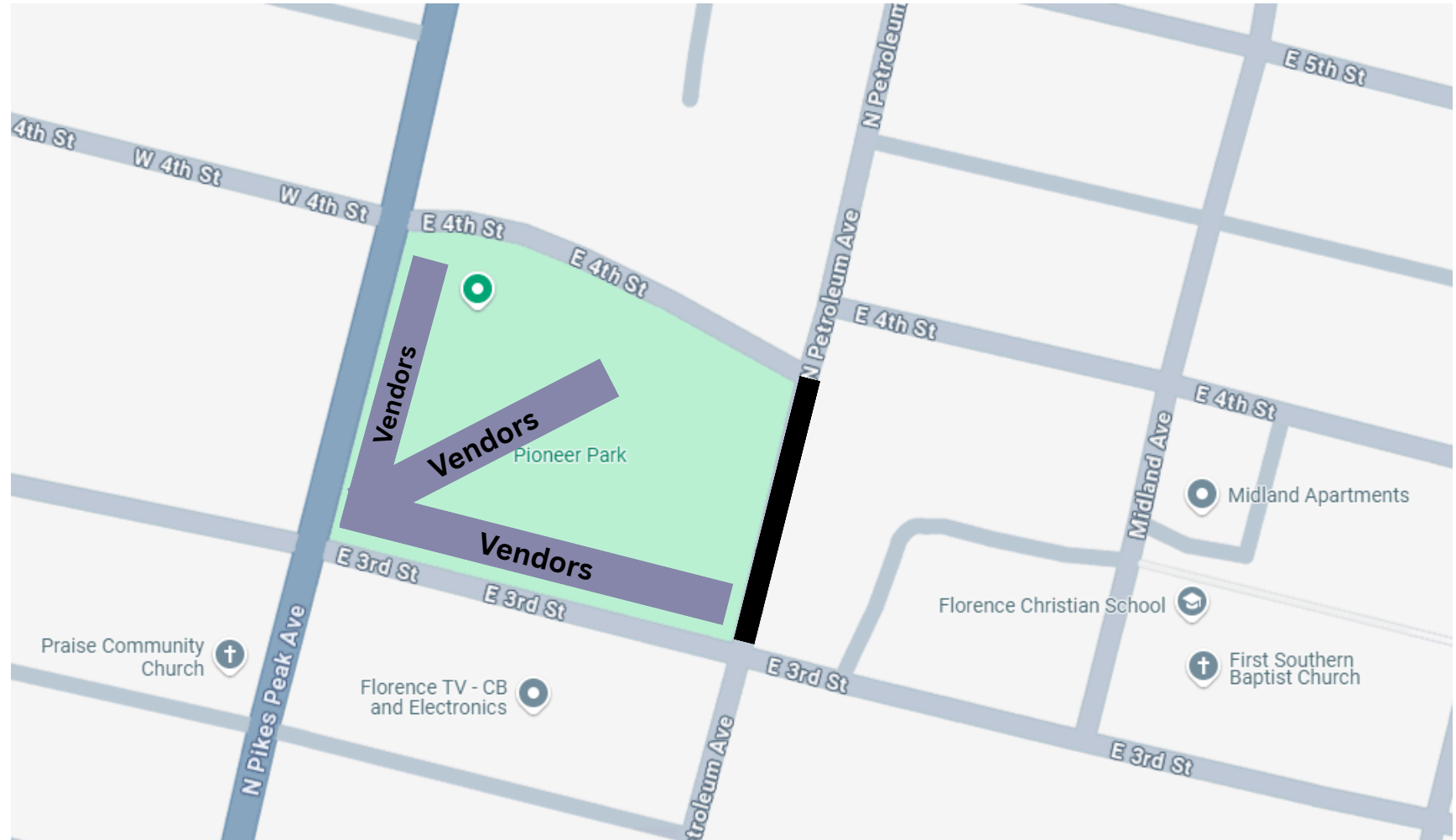


City of Florence July 4th Festival

July 4th Festival

Friday, July 4, 2025
3 AM - 5 PM

Road Closure:



COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF REPORT: ASHLEY FOX, PLANNING DIRECTOR

Agenda Item: Consider approving the Florence Arts Council's request for a tile mosaic art project

Department: Administration / Planning

Background / Description of Item:

Each year the Florence Arts Council reserves 10% of its profits from events, shows, concerts and classes to be added to their public arts fund. This has allowed them to participate in art projects such as the sculptures in Pioneer Park and Pathfinder Park, the three kinetic sculptures located in the downtown area, and the painted mural at the Pioneer Museum.

Staff Comments:

- The Florence Arts Council proposes to create a tile mosaic on a concrete wall located on the south side of the 300 block of East Main Street and along the east side of Coal Creek Ditch.
- The wall is approximately 36 feet long with two slight angles. Its height ranges from 2 feet 9 inches at the north end and gradually tapers down to 18 inches in height.
- The proposed tile mural will feature an animal and garden theme.
- According to the assessor's records, the wall is not attributed to any private or public ownership. It is located within the City of Florence limits but is outside of CDOT's right-of-way, indicating that it may fall under City jurisdiction for access or maintenance, but not under CDOT's authority.
- If any future modifications are proposed in the area—such as the addition of benches or statues, CDOT must be contacted to determine whether approval is required.

Suggested Motion:

I move that the City Council approve the Florence Arts Council's request to install a tile mosaic on the concrete wall located in the 300 block of East Main Street.



Florence Art Council

**E MAIN ST
(STATE HWY 115)**

MCCANDLESS AVE



Concrete Wall



COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider authorizing the City Manager to endorse Florence's Hazard Mitigation Plan Funding Match Commitment Letter and Statement of Intent to Participate for FEMA

Department: Administration

Staff Recommendation:

Approve Florence's Hazard Mitigation Plan Funding Match Commitment Letter and Statement of Intent to Participate for FEMA

Background/Description of Item:

The Fremont County Hazard Mitigation Plan (HMP) will expire in October of 2026. Every five years it is required by FEMA and the State of Colorado that the HMP is updated. In order to qualify for aiding funds or grants in the event of a disaster, participation in this plan is crucial.

By adopting a federally approved Multijurisdictional-Hazard Mitigation Plan, local governments become eligible for grant funding from FEMA to implement mitigation actions that improve preparedness and resilience.

The Hazard Mitigation Plan (HMP) is the blueprint for reducing a community's vulnerability to disasters and hazards. A HMP demonstrates a community's commitment to reducing risks from identified hazards and serves as a guide for decision makers as they commit resources to minimize the effects of hazards. The countywide HMP for Fremont County integrates existing county and municipal planning mechanisms, such as building and zoning regulations and long-range planning documents; and capabilities, such as emergency response and post-disaster recovery resources.

Financial Impact:

The financial impact of Florence's commitment to the Hazardous Mitigation Plan is the Colorado Division of Homeland Security & Emergency Management's In-Kind rate of \$36.36/ per hour (*this rate is subject to changes per FEMA*).

Attachments:

- Florence Statement of Intent to Participate
- Florence Funding Match Commitment Letter

Suggested Motion:

Authorize the City Manager to endorse Florence's Hazard Mitigation Plan Funding Match Commitment Letter and Statement of Intent to Participate for FEMA.

LETTER OF INTENT TO PARTICIPATE

City of Florence

April 28, 2025

Tony Carochi
Fremont County
615 Macon Ave
Canon City, CO 81212

Re: "Statement of Intent to Participate" as a participating jurisdiction in Fremont County Multi-Jurisdictional Hazard Mitigation Plan (HMP)

Dear Mr. Carochi,

In accordance with the Federal Emergency Management Agency's (FEMA) Local Hazard Mitigation Plan (HMP) requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the City of Florence is submitting this letter of intent to confirm that the City of Florence has agreed to participate in the Fremont County Multi-Jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning, the City of Florence agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Fremont County to complete the plan in conformance with FEMA requirements.

The City of Florence understands that it must engage in the following planning process, as more fully described in FEMA's *Local Mitigation Planning Handbook* dated March 2013 including, but not limited to:

- Identification of hazards unique to the jurisdiction;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I Amy Nasta, City Manager, commit the City of Florence to the Fremont County Multi-Jurisdictional Hazard Mitigation Planning effort.

Executed this 5th day of May, 2025

Amy Nasta, City Manager

FUNDING MATCH COMMITMENT LETTER

City of Florence

April 28, 2025

State Hazard Mitigation Officer (SHMO)
Colorado Division of Homeland Security & Emergency Management (DHSEM)
9195 East Mineral Avenue, Suite 200
Centennial, CO 80112

Re: "Funding Match Commitment Letter" as a participating jurisdiction in Fremont County Multi-jurisdictional Hazard Mitigation Plan (HMP)

Dear Mr. Thompson,

This letter serves as City of Florence's commitment to meet the matching fund requirements for the Fremont County Hazard Mitigation Plan (HMP) Update.

If awarded an HMA Planning Grant, City of Florence will provide local in-kind services in lieu of cash funds in the amount of at least \$727.20 via staff time (labor) to assist in the planning process, compilation of data, and other services related to development of the Fremont County HMP. Documentation of in-kind costs will be tracked by hourly wages and participation in planning activities via official sign-in sheets, and other data gathering needs as assessed and assigned by the Local Planning Committee (LPC).

Therefore, with a full understanding of the fiscal obligations incurred by this agreement, I Amy Nasta City of Florence Manager, commit City of Florence match funding to the Fremont County Multi-Jurisdictional Hazard Mitigation Planning effort.

Executed this 5th day of May, 2025.

Amy Nasta, City Manager

COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider authorizing the City Manager to enter a contract with DK Horn Engineering and Design for the design of a new Pioneer Park Restroom Facility

Department: Administration

Staff Recommendation:

Authorize the City Manager to enter a contract with DK Horn Engineering and Design for the design of a new Pioneer Park Restroom Facility

Background/Description of Item:

The Florence City Council has identified the Pioneer Park Restrooms as a significant priority for the community during the Capital Improvement Program and budgeting process. The restrooms need full redesign, demolition, and replacement.

While the Council originally intended to utilize American Rescue Plan Act (ARPA) money to fund the restroom project prior to the ARPA use deadline of December 31, 2026, shifts in obligation deadlines for ARPA which required all projects to be under contract/agreement by December 31, 2024 made this timeline unattainable.

Instead, Council obligated ARPA money towards the payment of certain allowed expenditures and projects as authorized by the City Council during the December 30, 2024 Special Meeting for the obligation of all remaining ARPA funding. These projects and expenditures would have otherwise come out of the General Fund. This authorized use of ARPA funding subsequently freed up money in the General Fund in order to pay for the completion of the Pioneer Park restroom project. Full details of these expenditures can be found in the December 30, 2024 Special Meeting packet.

The City issued a Request for Proposals (RFP) for the design of the restrooms on March 6, 2025. Three (3) qualified responses were received by the response deadline of April 9, 2025:

- | | |
|---------------------------------------|-------------|
| • DK Horn Engineering and Design Inc. | \$35,000.00 |
| • Sun Mountain Design Group | \$51,092.50 |
| • Compass TDG Architecture | \$66,200.00 |

Staff has reviewed the proposals and has found DK Horn to be a qualified bidder and is satisfied they will be able to sufficiently complete the project.

Please note, this proposal is for the design of the restrooms only. Once the design is completed, a separate RFP will need to be released for construction.

Financial Impact:

The proposal is for a not to exceed fee of \$35,000. This money is available in the General Fund (see additional details above).

The total estimated cost for this project (design and construction) is \$325,000 - \$350,000

Attachments included:

- DK Horn Proposal
- CIP Sheet for Pioneer Park Restrooms

Suggested Motion:

Authorize the City Manager to enter a contract with DK Horn Engineering and Design for the design of a new Pioneer Park Restroom Facility for a not to exceed fee of \$35,000.

**Proposal for Pioneer Park
Restroom Building Facility
City of Florence, CO**
(ORIGINAL)

RFQ No. 2025-002

April 9, 2025

Prepared By:



2441 South Prairie Avenue
Pueblo, Colorado 81005
(719) 696-8274
darlene@dkheng.com

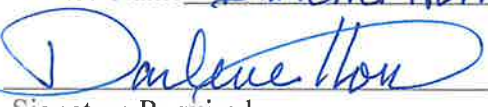
**FLORENCE PIONEER PARK RESTROOM BUILDING
REQUEST FOR PROPOSALS (RFP)**

CONSULTANT SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representatives authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name Darlene Horn Title President
 Date 4/8/2025
Signature Required

FLORENCE PIONEER PARK RESTROOM BUILDING

REQUEST FOR PROPOSALS (RFP)

CONSULTANT SIGNATURE(S)

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I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name

ANTHONY MIRELECH

Title

V.P.

Signature Required

Date

4/7/25

**FLORENCE PIONEER PARK RESTROOM BUILDING
REQUEST FOR PROPOSALS (RFP)**

CONSULTANT SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representatives authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name Kelli Zigler Title Geotechnical Director
Kelli Zigler Date 4/7/25
Signature Required

FLORENCE PIONEER PARK RESTROOM BUILDING

REQUEST FOR PROPOSALS (RFP)

CONSULTANT SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

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I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name JULIE TROUT Title PRES. CO LAND SURVEYORS

Julie Trout Date 4-7-2025
Signature Required

1.0 TEAM INTRODUCTION

Firm Description

DK Horn Engineering & Design, Inc. (DKH) was founded in January 2012 by Darlene Kay Horn, P.E. In 2018 Darlene joined forces with Tony Michelich. This partnership expanded the firm's skill set and experience to that like a much larger firm. Both Darlene and Tony have multi-discipline experience and expertise enabling **DK Horn Engineering & Design, Inc.** to provide a wide range of services including architectural design (residential and commercial) and structural, mechanical, plumbing, electrical, and civil design as well as construction and project management. **DKH** has successfully completed projects in many cities and counties of Colorado including Northglenn, Lafayette, Centennial, Colorado Springs, Pueblo, Pueblo West, Beulah, Colorado City, La Junta, Rocky Ford, Walsenburg, Trinidad, La Veta, Cuchara, Fort Garland, Buena Vista, Alamosa, Canon City and Florence as well as Red River New Mexico and Salt Lake and Lehi Utah. Having worked in many jurisdictions over the years, we are well versed in various versions of the International Building Code (IBC) as well as International Energy Code (IECC), International Mechanical Code (IMC), International Fire Code (IFC), National Electric Code (NEC), International Plumbing Code (IPC) and The Americans with Disabilities Act. We also have colleagues in all disciplines that we consult with, if the event we need to do so.

DK Horn Engineering & Design, Inc. is a small business that is majority woman owned & operated. **DKH's** staff work closely together, completing specific project tasks. We possess the communication and time management skills to accommodate non-anticipated workloads while always keeping in mind project budget and schedule. **DK Horn Engineering and Design, Inc.** supports and encourages its staff to pursue continuing education and advancements in our fields to broaden the spectrum of the engineering and design world. This encouragement keeps us up to date with the ever-changing needs of both private and public clientele/projects. We at **DKH** hold the upmost pride in our work and we will continue to strive for excellence for every project, plan and client. **DKH** currently has four full-time employees and one contract employee. Our support staff have also developed design and drafting skills in the multi-faceted realms described above, allowing our firm to provide a wide range of services as a "One-Stop Shop". We strive to grow our firm as the best in Southern Colorado. Our firm also hires summer interns to help accelerate young careers and expand their experiences. Each member of our staff is a Southern Colorado native and enjoys working locally in the southern Colorado Region. Our office is located at 2441 South Prairie Avenue in Pueblo, Colorado – 40 miles from Florence's Pioneer Park.

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Key Personnel

The two key **DK Horn Engineering & Design, Inc.** staff that will be dedicated to the Pioneer Park Restroom Building are Darlene K. Horn, P.E. and Tony Mihelich. Resumes are included in Exhibit A attached.

Darlene K. Horn, P.E. is the President and Principal Engineer at **DK Horn Engineering & Design, Inc.** She graduated from Colorado State University in Fort Collins, Colorado in 1993 with a Bachelor of Science in Mechanical Engineering and earned her Colorado professional Engineering license in 2008. She has since become licensed in Utah and New Mexico as well and is currently in the process of obtaining her professional engineering license in Oklahoma. Darlene will be the overall **Project Manager and Principal Engineer** for the Florence Pioneer Park Restroom Project. She will work closely with the **DKH** staff, City of Florence, local utilities, sub-consultants and contractor to ensure a successful project from start to finish. Ms. Horn has been the Project Manager and the Principal Engineer on hundreds of projects since the firm's inception as well as years prior as engineering manager at her previous employer. These include large and small commercial and industrial projects and developments as well as large and small residential projects encompassing various combinations of engineering and design, working closely with clients, government agencies, other consultants and contractors. Darlene brought these projects from concept to construction completion with client objectives, budget and schedule as the prime objectives.

Tony Michelich is the Vice President and Principal Designer at **DK Horn Engineering & Design, Inc.** He has an Associates of Science in Civil Engineering as well as an Architectural Certification from Pueblo Community College and is currently in the process of obtaining his Architectural License. Tony has 25+ years in architectural design as well as electrical, mechanical and plumbing design experience. Mr. Mihelich will be the **Lead Designer** for this project. He will work closely with Darlene, **DKH** staff, City of Florence and others as necessary to provide a complete set of construction documents that meets the City of Florence's needs and expectations, while keeping budget and efficiency of construction in mind. Tony has done architectural and engineering design on many commercial and residential projects. He is well versed with all the relevant building codes and requirements for commercial construction. He and Darlene work closely together to ensure construction plans and documents are complete and ready for construction.

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Key Sub-Consultant Personnel

Two sub-consultants are a part of the **DKH** team including Kelli Ziggler with Rocky Mountain Geotechs and Julie Trout with Southern Colorado Land Surveyors to provide geotechnical and survey services, respectively. Resumes for both industry experts are included in the attached Exhibit A.

Kelli Ziggler is the Lead Geologist, Geo-Environmental Service Line Director and Geo-Technical Group Leader at Rocky Mountain Geotech (RMG) Engineers in Colorado Springs, Colorado. She has over 20 years of experience in the field including open hole excavation observations, soils laboratory testing and preparation of geotechnical reports for foundations. Kelli has extensive knowledge of soils and geology in the Southern Colorado Region. She will be the **Project Geotechnical Engineer** for the Florence Pioneer Park Restroom Facility project. Kelli and her RMG colleagues have worked with **DK Horn Engineering & Design, Inc.** on many projects – both commercial and residential over the years. They have a strong working relationship, which makes them second to none in the engineering and design realm.

Julie Trout, P.L.S. is a Principal Surveyor at Colorado Land Surveyors in Pueblo West, Colorado. She has over 25 years of experience in her field and has provided survey services for many projects in the Southern Colorado region including topographic surveys, utility surveys, boundary surveys, Alta surveys, subdivision plats, annexations, easement documents and more. Julie will be the **Project Surveyor** for the Florence Pioneer Park Restroom Project. She has trusted field crews that meticulously collect and verify data allowing her to prepare complete surveys and plans. Julie has provided design surveys in AutoCAD format for **DK Horn Engineering & Design, Inc.** on multiple projects including topographic, boundary and utility information. The surveys provided allowed **DKH** to provide complete and accurate civil construction plan sets.

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Overall Project Manager and Consultant Leads

Below are the project titles and contact information for each of the project leaders.

Darlene Horn, P.E., Project Manager

President and Principal Engineer

DK Horn Engineering & Design, Inc.

2441 S. Prairie Avenue

Pueblo, Colorado 81005

darlene@dkheng.com

719-696-8274 (office)

719-569-2091 (cell)

www.dkh.engineering

Tony Mihelich, Lead Designer

Vice President and Principal Designer

DK Horn Engineering & Design, Inc.

2441 S. Prairie Avenue

Pueblo, Colorado 81005

darlene@dkheng.com

719-696-8274 (office)

970-690-0450 (cell)

www.dkh.engineering

Kelli Ziggler, Geotechnical Engineer

Geo-Environmental Manager, Senior Project Geologist

RMG – Rocky Mountain Group

5085 List Drive, Suite 200

Colorado Springs, Colorado 80919

kziggler@rmg-engineers.com

719-548-0600 (office)

719-203-3322 (direct)

www.rmg-engineers.com

Julie Trout, P.L.S.

President and Principal Surveyor

Colorado Land Surveyors, Inc.

184 Tiffany Drive

Pueblo West, Colorado 81007

socolandsurvey@gmail.com

719-542-9169 (office)

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Qualifications Statement

DK Horn Engineering & Design, Inc. has provided full-service design of many commercial and residential buildings for many types of entities in many different locations. These include commercial buildings, retail facilities, restaurants, single-family and multi-family housing, as well as remodels, tenant finishes, and additions. In doing so, we have created building designs that meet client needs and requests, jurisdictional requirements including adopted codes and architectural standards (when applicable) from functional, aesthetic and budget-conscious perspectives. A few of the smaller commercial buildings that **DKH** has recently designed include a 2668-sf office and storage facility and 3920-sf office and storage facility, both in Pueblo, Colorado and 2856-sf healthcare facility in Trinidad, Colorado just to name a few. Each of these projects included full architectural design including floor plans and elevations, sections, details, code studies, ingress and egress plans, and energy checks as well as mechanical, electrical and plumbing plans. **DKH** is well versed on ADA accessible restroom, mechanical room, and other commercial space requirements including commercial kitchens.

DKH has provided structural designs for many commercial and residential projects for buildings that we have designed as well as those architecturally designed by others. These include foundation plans, roof and floor framing plans, and construction details. **DKH** is familiar with local snow, wind and seismic design loads in the Southern Colorado Region. **DK Horn Engineering & Design, Inc.** also provides Civil Engineering services including site development and subdivision design, roadway design, utility design including water, storm and sanitary infrastructure, grading and drainage design and stormwater management as well as onsite wastewater treatment (septic) facilities.

DK Horn Engineering & Design, Inc. considers RMG to be one of the top geotechnical engineering firms in the Southern Colorado Region. RMG is always the firm of choice for our geotechnical engineering needs and Kelli Ziggler is a highly respected expert in her field. Kelli provides accurate and thorough geotechnical investigations and reports, which are crucial to designing a proper building foundation. **DKH** trusts RMG to provide this information to help us ensure that our foundation designs are cost effective and will stand the test of time.

Colorado Land Surveyors is a well-respected leader in the survey field in Southern Colorado. **DKH** trusts Julie Trout's work, with which we can confidently provide the site and utility design for the Florence Pioneer Park Restroom Building.

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

References

- 1) Alan Lucas
Elk Valley Construction (licensed contractor and local developer)
114 W B Street
Pueblo, Colorado 81003
719-252-7872
alanelkvalleyonline@gmail.com
- 2) David Knuth
Gemstone Homes LLC (licensed contractor and local developer)
780 S. Galileo Drive
Pueblo West, Colorado 81007
719-248-3233
davidgemhomes@msn.com
- 3) Gary Anzuini
SDL Properties (local developer)
200 S. Victoria Avenue
Pueblo, Colorado 81003
719-251-6870
ganzuini@comcast.net
- 4) Brett Housman
Re/Max Associates (real estate agent and local developer)
719-553-7790
bretthousman@gmail.com

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

2.0 PROPOSAL NARRATIVE

At project start, both Darlene and Tony will sit down with the City of Florence personnel and stakeholders to get a clear picture of their needs, objectives, ideas, preferences, and limitations for the project. They will also walk around the site to observe the existing conditions first-hand. Darlene will schedule the project Geotech and surveyor to do their perspective field work. RMG will be on site to take soil borings at the proposed restroom facility location and the project surveyor will locate existing surface features, above and below ground utilities and collect site topographical data. Concurrently, while site data collection is taking place, Tony will begin preliminary design of the building including a floor plan with dimensions, building exterior elevations, and cut sheets for all fixtures and design elements including plumbing fixtures and hardware, HVAC fixtures and equipment, electrical fixtures, ADA hardware, etc. based on functionality, cost and availability. Upon completion of the design survey, **DKH** will prepare a site plan showing the building and other site features on site, a utility plan showing existing and proposed utility service sizes and alignments, and a grading plan showing recommended building finished floor elevation and grading around the facility. **DKH** staff will work closely with local utilities to confirm size, location and availability of each utility as well as compliance with their regulations. Darlene will review and provide oversight throughout this phase. Upon completion of the above, they will submit the documents (Submittal Number 1) to the City of Florence for review.

Once we have received the City of Florence's comments, we will proceed to the next phase and develop the design further. At this time, Tony will dive deeper into the design details for interior and exterior walls and determining the best products and materials for each building component. This includes wall and ceiling (and potentially floor) coatings, ceiling and roofing materials, roof penetration flashing, stall and exterior doors, etc. Paint and finish colors will also be explored including anti-graffiti coatings. Tony and **DK Horn Engineering & Design, Inc.** staff will create a complete package of details, cut sheets, specifications and product data for all the building components to present to the City of Florence as Submittal Number 2. In addition to involvement with the above, Darlene will utilize the geotechnical report prepared by RMG to design the building foundation and floor drainage.

With the City of Florence's input and blessing, the **DKH** team will proceed to turn the plans and product data of choice into a complete set of 90% complete construction documents including architectural, mechanical, electrical, plumbing, structural and civil plans, details and specifications. In addition, Darlene and Tony will prepare a detailed construction cost estimate based on the design as well as a fee proposal to provide construction management including inspections.

After the City of Florence has reviewed and approved the 90% set of construction documents **DK Horn Engineering & Design, Inc.** will do an internal QAQC review and finalize the design. **DKH** will provide the City of Florence with two (2) original wet-stamped sets of construction documents as well as pdf documents to the appropriate City of Florence departments.

3.0 SCOPE OF WORK

Design Process, Strategies, and Deliverables

DK Horn Engineering & Design, Inc. will work closely with the City of Florence staff from day one through to construction completion. Our objective is to not only provide the design and services that the city needs but to exceed their expectations with exceptional customer service and professionalism.

The first critical steps of the project will be to meet with City of Florence personnel and stakeholders to understand their vision for the facility and visit the site. Visiting the site prior to design is essential for understanding the project potential and constraints and to truly visualize the final product. This will help us to locate and orient the restroom facility to best serve the community and complement Pioneer Park.

Utility reconnaissance and research will also be an essential early step in the design process. The location, size, material, and capacity of existing utilities will need to be determined. We will also need to correspond with the local utility providers and review their perspective regulations and standards to establish any restrictions and requirements that affect the project.

Field work including survey and geotechnical soil testing will be scheduled as soon as the project starts. That way RMG and Colorado Land Surveyors can be completing their work while **DKH** staff are completing the above.

Tony and support staff will start developing the floor plan and elevations. Stall dimensions will be determined ensuring that ADA accessible stalls meet accessibility code requirements. The team will specify specific products for the facility including plumbing fixtures and hardware, lighting and electrical fixtures, ADA accessible fixtures, ventilation fixtures, heating and air conditioning equipment, stall doors and fixtures, and general finishes based on requests and requirements obtained in meeting(s) with the city. Anti-graffiti coatings will be evaluated for exterior walls. Based on the preliminary design of the building, we will size the utility services, meters and electric service equipment. A submittal package including plans, specifications, and product cut sheets will be provided to the city for review. The preliminary plan set will include architectural floor plan and exterior elevations as well as mechanical, electrical and plumbing plans. Preliminary site and utility plans will be included as well. We will work closely with local utilities to ensure our utility service designs are aligned with their standards and requirements and function with the existing utilities in place.

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Once RMG completes the stamped geotechnical report, Darlene will start the foundation and overall building structural design and details. She will design the floor drain system as well. The geotechnical report will also be utilized to specify site compaction requirements and utility trench information. Simultaneously, with the site survey information provided by Colorado Land Surveyors, she will determine the finished floor elevation of the facility, grading design and more accurate utility design based on the verified location, size and depth of existing utilities. Exterior accessibility will also be ensured.

After the City's review, Tony and Darlene will meet with them to discuss their comments, concerns and preferences. That information will then be incorporated as they further develop the design into a 90% complete construction document package. More details will be incorporated into the design of all aspects of the project inside and outside of the building. The 90% construction documents will include the following plans (11"x17") and other deliverables:

- Cover Sheet and Notes
- Architectural Floor Plan and interior finish schedule, interior fixture and hardware schedules
- Architectural Elevations with exterior finish schedule and door schedule
- Code Study and Energy Analysis
- Ingress-Egress Plan
- Building and Wall Sections and Details
- Roof Framing Plan specifying gable trusses designed with roof overhang and including vertical tube solar lighting for each room
- Foundation Plan and Details including floor drainage system (if desired)
- Mechanical Plan(s) showing vent fans, heat exchangers, and heating and air conditioning equipment and equipment schedule, gas plan and Manual J/S Calculations
- Electrical Plan including panel schedules and on-line diagram
- Plumbing Plans including water and wastewater isometrics
- Site Plan showing building, exterior slab(s), accessible paths and other site appurtenances.
- Site Utility Plan showing existing and proposed utilities and specified alignments, materials, slopes, invert elevations, cleanout locations, etc.
- Site Grading & Erosion Control Plan showing existing and proposed contours, proposed finished floor elevation, spot elevations and slopes around building and accessible paths, erosion and sediment control measures to be used during construction and permanent stormwater management and erosion control measures.
- Site Construction Details including slabs, sidewalks and other surface features, utility details, trench details, erosion and sediment control details
- Written Specifications and Cutsheets
- Geotechnical Report

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

A detailed itemization of quantities and costs will be prepared to give the City of Florence an idea of the construction costs to complete the project. **DKH** will also provide a fee proposal to take the project through bidding and construction. Refer to the anticipated scope of services associated with construction below.

Upon approval of the 90% Complete construction document package, the DKH team will make final changes and perform a final QA/QC check over the entire package. The complete Stamped 100% Construction Document Package will then be delivered to the City of Florence.

Design Schedule

1. Presumed Notice to Proceed
.....May 9, 2025
2. Initial meetings, site walk, utility research, survey and geotechnical investigation and development of 10% Complete Construction Documents
.....May 12, 2025 – June 6, 2025
3. Meet with the City of Florence to discuss review comments and completion of 90% Complete Construction Documents and cost estimate
.....June 9, 2025 – June 27, 2025
4. Meet with the City of Florence to discuss review comments and prepare Final Construction Documents
.....June 30, 2025 – July 11, 2025
5. Bidding and Contractor Selection Process
.....July 2025 – September 2025
6. Construction
.....October 2025 – January 2026

4.0 DESIGN FEE AND BILLING SCHEDULE

Total Project Design Fee:

The total Not-to-Exceed fee associated with the design and preparation of complete 100% Stamped Construction Documents as described above:

Not-to-Exceed Fee\$35,000.00

Hourly Rates for Additional Services:

Principal Engineer Hourly Rate	\$210
Principal Designer Hourly Rate.....	\$175
Junior Engineer	\$110
Senior Designer.....	\$110
Designer 1.....	\$95
Engineering Intern	\$80
Office Manager / Administration	\$75

Payment Schedule:

- Submittal No. 1 – 30% due upon the City's receipt of submittal
- Submittal No. 2 – 30% due upon the City's receipt of submittal
- Submittal No. 3 – 25% due upon the City's receipt of submittal
- Submittal No. 4 – 15% due to the City's approval of final construction documents

Proposal for
Florence Pioneer Park Restroom Building
Florence, Colorado

Anticipated Construction Management Services - Fee not included, but will be provided at a later date

DK Horn Engineering & Design, Inc. will support the City of Florence through the bidding process and construction, ensuring that the new Pioneer Park restroom facility comes to fruition very successfully. Our services will include the following to the extent the City of Florence needs.

- Advertisement for bid
- Host a pre-bid meeting to answer questions and inform bidders of expectations
- Review of bids for completeness and competitiveness
- Help the City choose the winning bid
- Help the city with contracting
- Work with contractor throughout the duration of construction, provide inspections and support as needed
- Attend construction meetings to ensure schedule and quality are maintained
- Perform final walkthrough to develop punch list of items that need to be done before final approval
- Project closeout

Exhibit A Resumes



Darlene K. Horn, PE
President
darlene@dkheng.com

2441 South Prairie Avenue
Pueblo, CO 81005
719.696.8274

AREAS OF EXPERTISE

Commercial Development
ADA Accessibility
Drainage & Water Quality
Subdivisions
Streets & Roadway Design
Utility Design
Stormwater Infrastructure
Structural Design
AMEP Design
Construction Administration
Project Management

EDUCATION

Bachelor of Science,
Mechanical Engineering
1993

PROFESSIONAL REGISTRATIONS

Professional Engineer, State
of CO #42686

Professional Engineer, State
of Utah # 13609818-2202

Professional Engineer, State
of New Mexico #29950

PROFESSIONAL HISTORY

DKHorn Engineering &
Design
President/Principal)
2012 to present

Abel Consulting Services
Engineering Manager
2007 - 2012

Abel Engineering
Professionals, Inc.
Project Engineer
2003 - 2007

Northstar Engineering
& Surveying, Inc.
Project Engineer
2001 - 2003

Stone & Webster
Project Engineer
1995 - 2001

EXPERIENCE

Pueblo County Detention Facility Pueblo, Colorado

Civil Engineer of record responsible for complete design of site including vehicle access and parking, pedestrian and ADA access, drainage and stormwater management and utilities. Worked closely with design team and City and County of Pueblo to ensure site design meets the needs of the County Sheriff and his staff while meeting the requirements of the City of Pueblo. Value Engineering was a crucial part of design to keep the project within budget. Also coordinated with another engineering design team simultaneously designing Medal of Honor Boulevard and utility mains to ensure seamless blend of projects in design and construction. Created complete construction documents to include site plan, grading and drainage plan, utility plan and plan & profiles, erosion and sediment control plan as well as construction details, sections, enlargements and specifications. Currently providing ongoing construction administration with construction completion expected in December 2025.

AVID Hotel Pueblo, Colorado

Civil Engineer for new hotel on Eagleridge Boulevard in Pueblo, Colorado. Design scope included access, parking, ADA accessibility, utilities, and stormwater management. The small/tight site created extra challenging drainage and ADA accessibility design. Project was completed in 2023.

Pueblo Springs Apartments Pueblo, Colorado

Complete sign design for a 360-unit, multi-phase, HUD-funded apartment complex with a clubhouse on 18.6-acres. Design included access and parking as well as pedestrian path throughout entire facility ensuring ADA accessibility as well as grading and drainage, stormwater management, and utility design. Prepared complete construction and design documents including civil plans, plans & profiles and details, specifications, Drainage Report, Stormwater Management Report, Stormwater Facility O&M Manual, etc. Construction is ongoing with expected completion in late 2025, early 2026.

Bensko Facility Pueblo, Colorado

Design of new office and storage facility including ADA accessible restrooms. Provided complete construction plan set including Architectural, mechanical, electrical, plumbing, foundation and civil site plans including grading, utility, stormwater management and construction details. Code study and energy code analysis were also included. Also provided complete site design including site, parking, drainage, and utility design. Project construction was completed in early 2025.

TR Toppers, Inc. Pueblo, Colorado

Complete site design for multiple phases of expansion from 2012 to present. Projects included site design, drainage design including multiple detention and water quality ponds, utility design including sewer main encasement, ground water conveyance system, parking and ADA accessibility. Worked with both City and County of Pueblo, local utilities, owner and other consultants. Managed consultant team. Created complete planning and construction documents and saw the project through to completion for each phase. Construction administration including bidding / award, construction meetings, site assessments, problem solving, pay request approval and preparation of change orders and clarification documents.

Glasser Industries Pueblo West, Colorado

Complete building and site design for a propane facility in Pueblo West, Colorado. Prepared complete building plan set including architectural, mechanical, electrical and plumbing as well as foundation and structural plans for building permit. Also provided complete civil site design including site plan, utility plan, drainage plan and details as well as drainage report, stormwater facility O&M manual and drainage easement.



Anthony Mihelich
Vice President
tony@dkheng.com

2441 South Prairie Avenue
Pueblo, CO 81005
719.696.8274

AREAS OF EXPERTISE

Construction Administration
Project Management
Architectural Design
Electrical Engineering Des
Mechanical Engineering Des
Structural Design
Civil Design

EDUCATION

Associates of Science in
Civil Engineering,
Architectural Certificate,
Pueblo Community College

PROFESSIONAL HISTORY

DKHorn Engineering &
Design
Vice President of Design &
Project Management
Pueblo, CO
2019 to present

Anthony Mihelich
Consulting, LLC
Owner/Principal
Pueblo, CO
2015-2019

Gagliano Engineering
Lead Designer / Draftsman
Pueblo, CO
2009-2015

AMEC Earth &
Environmental
Senior Technician III
2006-2009
Denver, CO

Turner Collie & Braden
Senior Technician II
Denver, CO
2005-2006

JR Engineering
Fort Collins, CO
2004-2005

Mangini Reeves, Inc
Pueblo, CO
2002-2004

EXPERIENCE

Premier Landscaping **Pueblo, Colorado**

Design of new office and shop facility including ADA accessible restrooms. Provided complete construction plan set including Architectural, mechanical, electrical, plumbing, foundation and civil site plans including grading, utility, stormwater management and construction details. Code study and energy code analysis were also included. Also provided complete civil site construction documents including site, utility and drainage design. Project is currently under construction.

Mt. Rose Health Center **Trinidad, Colorado**

Assist Engineer in preparation of complete construction plan set for remodel of existing building and add an addition to medical facility. Prepared plans including as-built plan of building, demolition plan, Ingress-Egress Plan, architectural floor plans and elevations, reflected ceiling plan, mechanical, electrical and plumbing plans, foundation plan, floor and roof framing plans, and site plan.

Holiday Inn Express & Suites **Cañon City, Colorado**

Complete site design including parking, ingress/egress, drainage, utilities, etc. for a new hotel facility and apartment building in Canon City, Colorado. Provided complete drainage study/report, stormwater management report and construction documents approved by City of Canon City, and other governing entities. Coordination with architect and other team consultants as well as owner and city and utility personnel and the Colorado Department of Transportation to achieve a successful project. Project is currently under construction.

4 Daughters, LLC **Pueblo, CO 81006**

Designed grow facility, and coordinated all drawings for client, including Architectural Electrical, Mechanical, and Structural, as well as site design and all licensing maps / documents.

Second Chance Grow Facility **Pueblo, Colorado 81005**

On Site project / construction management and design of indoor grow facility, project, from raw site to 10,000sf grow and processing building, propane generator, onsite wastewater treatment system and water filtration system, design of site and outdoor grow with irrigation system.

SanSal Hemp Farm **Pueblo, Colorado 81005**

On Site project / construction management and design of \$7,000,000 project, from raw site to outdoor grow facility with over 12,000sf of greenhouse, 3,500sf office building, 8,000sf processing building, onsite wastewater treatment system and water filtration system. Also was a part of the management team running the farm.

FEMA (Federal Emergency Management Agency) **New Orleans, LA**

Worked for this government agency as a contractor to manage a team of public assistance officers to get residents travel trailers on their personal residence. Managed over 1,000 homes, evacuation cruise Ships, and over 15 employees.

FEMA (Federal Emergency Management Agency) **Fort Smith, Arkansas**

Worked for this government agency as a contractor as a public assistance officer, to reimburse public entities that incurred expenses from the evacuations of Hurricane Katrina.

FEMA (Federal Emergency Management Agency) **Orlando, Florida**

Worked for this government agency as a contractor as a public assistance officer, to prepare homeowners for location and placement of travel trailer.

ACCOMPLISHMENTS

Vocational Industrial Clubs of America
(VICA) Colorado State Champion,
Architectural Drafting, 1997,1998



Kelli Zigler

Geologist | Geo-Environmental Service Line Director | Geo-Technical Group Director



Kzigler@rmg-engineers.com

5085 List Drive, Colorado
Springs, Colorado 80919

rmg-engineers.com
719-203-3322

EDUCATION

B.A., Geology,

University of Tulsa, 1999
Tulsa, OK

PROFESSIONAL REGISTRATIONS

Colorado
CPOW/NAWT Certified OWTS
Designer and Inspector

BACKGROUND

Ms. Zigler has been with RMG over 24 years as a Professional Geologist and Environmental Professional with project experience performing geotechnical investigations, geological hazard investigations, and Phase I Environmental Site Assessments. Ms. Zigler has recently become the Geo-Technical Group Director and is actively working on building stronger training programs for our technicians and providing customer service protocols for the entire staff.

EXPERIENCE

Kelli's experience includes geologic hazard studies, Phase I Environmental Site Assessments, geotechnical investigations, analysis and design for roadway/highway design, land development, supervision and scheduling of drilling operations, and OWTS design and inspection services. Prior to Ms. Zigler's roles today, she was experienced in field services including open excavation observations, compaction testing, reinforcing steel observations, concrete testing, and other construction materials testing services.

QUALIFICATIONS

Kelli's knowledge of local geology paired with experience in field investigations and laboratory analyses of soil and rock has proved valuable for performing geotechnical and geological engineering analyses for commercial, residential, and infrastructure projects. Kelli works closely with our engineering staff to develop geotechnical and geological hazard investigations tailored to the project. Kelli's unique background has allowed her to effectively communicate possible geologic hazards to our geotechnical drilling field staff in order to proactively develop site-specific sampling plans and procedures.

RELEVANT EXPERIENCE

Kelli will provide all necessary support for this project. The following projects are relevant to her experience in this manner:

- **Dakota Scuba Park** | Dive pool and restroom structures | Penrose, CO
- **Dillion Park and Ride** | Bus station, rehabilitate structures | Manitou Springs, CO
- **Rock Island Park Pavilion** | Park Pavilion, Baseball Fields | Calhan, CO

Julie N. Troutt PLS
President, Colorado Land Surveyors, Inc.
1200 E. Ranch Dr. • Pueblo, Colorado 81007 • Phone: (719) 582-7625

Summary of Qualifications

I have been working in the surveying/engineering field for over 25 years, half of which has been in topology and engineering design/ALTA surveys. I have been responsible for all aspects of subdivision design, survey, and layout and enjoy working closely with other engineers and designers.

Technical Skills

- Knowledgeable of preliminary investigations needed to perform surveys including researching of CDOT Right-of-Way records, BLM/GLO field notes, and County records
- Experienced with scheduling and deadlines
- Public Relations and meeting with government entities
- AutoCAD Civil3D – providing final drawings of surveys, designs, topo, and plan/profile and cross section sheets, including traverse adjustments, coordinate rotations and transformations

Professional Experience

- Surveying Experience: ALTA Surveys, Boundary, Corridor/Engineering, Topographical, Condominium, and Mortgage surveys as well as writing Legal Descriptions, Preparing Subdivision Plats, Re-plats, Right-of-Way Acquisitions, and Route Surveys.
- Engineering Experience: Civil Site Design, Roadway Design, Sanitary Improvements, Water System Improvements, Storm Utility Design, FEMA Flood Plain/Floodway Studies and Flood Certifications, Storm Water Pollution Prevention Plans, Subdivisions, Construction Layouts, Wetland Mitigation for Corps of Engineers

Sample Projects

- *City of Cañon City, 2A Street Projects/Safe Routes to School:* Over 25 street corridor projects were performed for the City of Cañon City consisting of cross sectioning various City streets for analysis of public safety and street improvements/reconstruction.
- *City of Cañon City, Centennial Park Engineering topo:* Performed a detailed topographic and boundary survey for Centennial Park and submitted for design of the new splash pad, picnic areas, and restroom facilities.
- *Fremont County Engineering Emergency Services Facility:* Performed a detailed topographic and boundary survey for the existing facility and submitted for design of the new buildings and parking area.

Education/ Credentials

- 2001 Graduate of the University of Southern Colorado/ Colorado State University - Pueblo with a Bachelor of Science Degree in Civil Engineering Technology.
- 2008 Licensure as a Montana Professional Land Surveyor
- 2016 Licensure as a Colorado Professional Land Surveyor

Capital Improvement Program

City of Florence, Colorado

2025 thru 2029

Department Public Works
Contact Sam Elstun
Type Improvement
Useful Life 20 + Years
Category Parks
Priority 1 - Critical

Project #: PW 2023 02
Project Name: Pioneer Park Bathrooms

Cash or Debt: Cash / ARPA

Description

Replace the Pioneer Park bathrooms

Justification

The bathrooms at Pioneer Park are in a state of severe disrepair. The bathroom complex will need to be torn down and completely replaced with modern, ADA compliant restrooms.

Expenditures	2025	2026	2027	2028	2029	Total
Restrooms	\$325,000					
Total						\$325,000

Funding Sources	2025	2026	2027	2028	2029	Total
Cash / ARPA	\$325,000					
Total						\$325,000

Budget Impact/Other

Funding comes from invested cash and dips into reserves.

Other

2024 - Staff recommends utilizing some of the remaining ARPA money to pay for this project rather than invested cash. This project was considered as a potential use for ARPA money during the March 4, 2024, City Council Worksession regarding ARPA funding. This project sheet has been updated to include "ARPA" to reflect this. Funding has been moved from 2024 to 2025.



COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF REPORT: ASHLEY FOX, PLANNING DIRECTOR

Agenda Item: Consider approving the Master Plan Proposal from SCJ Alliance

Department: Administration / Planning

Background / Description of Item:

The City of Florence Master Plan was last updated in 2017. Staff recommends a full renewal of the Master Plan to better reflect the evolving character of the community since the adoption of the previous version.

To efficiently accomplish this full update, staff released a Request for Qualifications on January 25, 2025, with submissions due February 27, 2025. Staff subsequently extended the deadline to March 13, 2025, to facilitate more responses. By the final deadline, staff received one (1) response from SCJ Alliance Consulting Services, with an estimated cost of \$63,130.53.

Staff Comments:

A staff review committee, consisting of the Planning Director, City Manager, Finance Director, City Clerk, and Building Inspector, met on April 2, 2025, to evaluate the proposal and determine: (1) whether the bidder was qualified, and (2) whether the review committee wished to recommend the proposal to the Planning Commission for consideration.

The review committee discussed the following:

- The qualifications and experience of SCJ Alliance, including examples of previous work with other entities;
- The ability of SCJ Alliance to adhere to the statutory requirements for Master Plans as required in C.R.S. 31-23-206 et. seq.; and
- The merits of utilizing an outside company to create the Master Plan versus creating the Master Plan in-house.
- After discussion, the review committee unanimously decided to move the proposal from SCJ Alliance Consulting Services forward to the Planning Commission for consideration.

The Planning Commission convened on April 17, 2025, to review the proposal and engage in discussion.

- Commissioners emphasized the importance of including clearly defined goals in the future Master Plan, suggesting they be categorized as immediate, intermediate, and long-term. There was also discussion about implementing a regular review cycle, such as quarterly or biannual evaluations.
- Questions were raised regarding the Planning Commission's role in setting goals for the City. Staff clarified that identifying planning related priorities within the Master Plan does fall within the Commission's responsibilities.
- Inquiries were made about whether the references listed in the proposal had been contacted. Staff responded that some references had indeed been reached out to and reported positive experiences, noting strong engagement and collaboration with the consultant.

- Concerns were expressed regarding the cost of the project, and questions arose about the potential for grant funding to help offset expenses. Staff noted that the City has the capacity to fund the project and has already initiated discussions with the Department of Local Affairs (DOLA) regarding possible grant opportunities.
- One member highlighted an appreciation for the proposal's inclusion of "next-step kits," which were seen as a valuable feature.
- Additional concerns were voiced about the adequacy of the proposed public outreach efforts and whether they would effectively support the development of a high-quality plan.
- Staff also clarified that completing the Master Plan entirely in-house would still result in payroll costs and that current staffing levels may limit the City's capacity to manage the project internally, and/or simultaneously manage other necessary projects or services. It was further noted that certain technical components would still likely need to be outsourced, with an accompanying cost, due to their complexity were the Master Plan to be completed in house.

While the Planning Commission is ultimately responsible for adopting the Master Plan under Colorado State Statute, this item must be presented to the City Council for consideration due to the expenditure involved, over which the Planning Commission has no authority.

Suggested Motion:

I move that the City Council approve the Master Plan Proposal from SCJ Alliance, as presented, in the amount of \$63,130.53, and authorize the City Manager to execute all necessary documents to proceed with the project.



Proposal for Master Plan Update, City of Florence, CO

March 13, 2025



SCJ ALLIANCE
CONSULTING SERVICES

March 13, 2025

Attn: Cortlyne Huppe, City Clerk
City of Florence
600 W. Third Street
Florence, CO 81226



Re: Proposal for Master Plan Update, City of Florence, CO

SCJ Alliance (SCJ) is excited to submit our proposal to partner with the City of Florence in updating its Comprehensive Master Plan. As a leading multi-disciplinary planning and engineering firm, SCJ brings a proven track record of delivering innovative, action-oriented planning solutions tailored to the unique needs of each community. With extensive experience in municipal planning and public engagement, we are committed to guiding Florence toward a sustainable and vibrant future.

Our team offers a wealth of expertise in crafting forward-thinking, comprehensive master plans that are visionary and implementable. We excel in:

- ♦ **Collaborative & Inclusive Engagement** – We go beyond traditional outreach to create meaningful, dynamic community participation that fosters ownership and long-term investment in the planning process.
- ♦ **Data-Driven, Actionable Strategies** – Our approach ensures the master plan is not just a document but a roadmap for success, complete with a Next Steps Kit and templates for future implementation.
- ♦ **Preservation of Community Character & Sustainable Growth** – We prioritize protecting and enhancing Florence's unique identity, historical assets, heritage, and natural resources while integrating land use, economic development, infrastructure, and environmental stewardship to create a balanced and adaptable framework for the City's future.

As a key partner, **Community Planning Strategies (CPS)** will bring local expertise and a deep understanding of Colorado's planning landscape. Their team specializes in community-driven solutions and regulatory alignment, ensuring Florence's updated plan is visionary and practical. CPS's strong relationships with regional stakeholders and their ability to translate community input into actionable policy will be invaluable in this process.

Through this planning effort, we see tremendous opportunities for Florence, including:

- ♦ **Enhanced, Engaging Public Participation** – We will design an innovative community engagement process that captures diverse perspectives and ensures the plan reflects the aspirations of residents and businesses.
- ♦ **A Practical, Implementation-Focused Plan** – Our team will deliver a user-friendly, actionable plan with clear priorities, funding pathways, and an adaptable framework for ongoing success.
- ♦ **Smart Growth & Economic Resilience** – We will identify strategies that balance growth with conservation, enhance downtown vitality, and position Florence as a thriving and resilient community.

We are eager to collaborate with the City of Florence to create a master plan that is visionary, implementable, and reflective of community values. Thank you for your time and consideration. We look forward to discussing our approach further.

Sincerely,

A handwritten signature in black ink that reads "Alicia Ayars".

Alicia Ayars, AICP
Project Manager

A handwritten signature in black ink that reads "Lynette D. Stauch".

Lynette Stauch, PE
Principal-in-Charge

Firm Description

Who is SCJ?

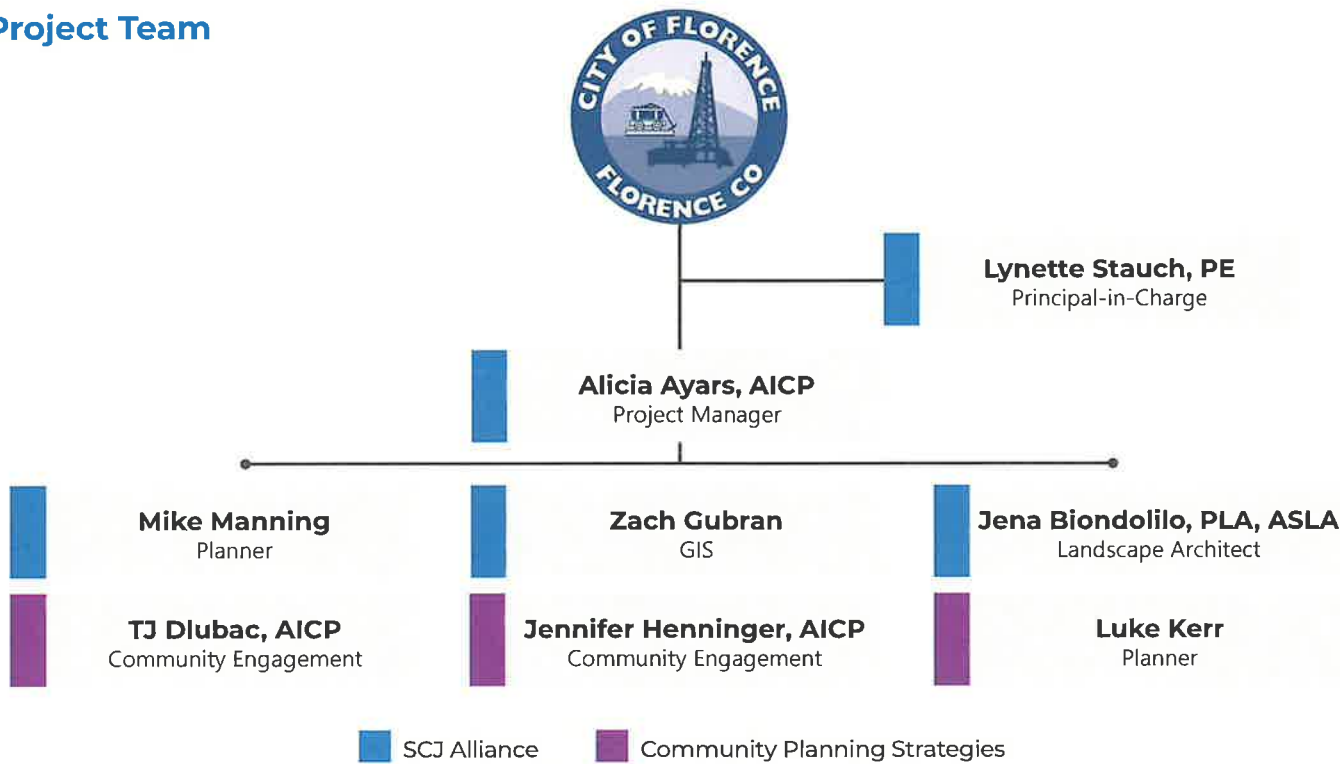
SCJ Alliance (SCJ) is a multi-disciplinary planning and engineering firm specializing in solving complex issues that challenge developing communities. With over 130 employees, we provide a broad range of professional services to public- and private-sector clients, including land use and environmental planning, transportation planning and design, outreach facilitation, urban design, landscape architecture, and civil engineering.

We enjoy being a part of the creative process and seeking effective and efficient solutions to project challenges. Our responsiveness and ability to communicate, work with you side by side, develop creative solutions, and pay attention to the details are attributes that set us apart in consistently delivering successful projects.

Anticipate. Envision. Create.

When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.

Project Team



SCJ Details

Year Founded: 2006

Staff: 134

info@scjalliance.com

Project Team Offices:

523 Riverland Dr, Suite 3C
Crested Butte, CO 81224
970.641.2499

108 N Washington Street #300
Spokane, WA 99201
509.835.3770

Areas of Expertise

- ♦ Master Planning
- ♦ Land Use Planning & Design
- ♦ Public Outreach & Facilitation
- ♦ Environmental Engineering & Permitting
- ♦ Parking & Circulation
- ♦ Landscape Planning & Design
- ♦ Civil Engineering
- ♦ Transit Services
- ♦ Transportation Design
- ♦ Transportation Planning
- ♦ Specialty Structures
- ♦ Cable-Propelled Transit



Alicia Ayars, AICP | Project Manager

Education and Qualifications

BA, Urban & Regional Planning, Eastern Washington University
American Institute of Certified Planners (AICP) #34533

Contact Information

alicia.ayars@scjalliance.com
509.835.3770 ext. 261

Expertise

- Long-Range Planning
- Economic Development
- Community Engagement
- Development Review
- Project Management
- Comprehensive Planning
- Downtown Planning and Revitalization
- Zoning and Development Codes

Alicia has been a practicing planner for over a decade, leading a wide range of projects from current planning to long-range efforts. She has experience in Colorado,

Washington, Idaho, and Montana. Understanding how regulations, state policies, codes, and community dynamics differ across these states allows her to navigate complex planning challenges effectively.

Alicia has significant experience leading comprehensive master plan updates, which guide communities in their long-term vision and priorities. She is skilled in managing area-specific planning efforts, including downtown revitalization, corridor planning, and industrial development. She also oversees development code updates and rewrites. Her expertise in public engagement enables her to design community events that resonate with audiences, meaningfully bringing their needs and aspirations into the planning process.

Her approach centers on planning that positively impacts people and communities. Alicia values collaborative processes that bring together cities, counties, state and local agencies, and community stakeholders to find solutions aligned with planning objectives, local codes, and environmental requirements. Her work provides realistic, implementable plans that honor a community's vision and lay a foundation for sustainable growth.

Relevant Project Experience

Montrose County Master Plan – Montrose, CO

As project manager for Montrose County, Colorado's comprehensive plan update, Alicia led an inclusive process to balance growth with the County's character and resources. A notable accomplishment was creating a Special Use Permit map to guide renewable resource project locations, protecting agricultural lands, scenic views, and natural heritage. Alicia also established a policy framework to strengthen partnerships between County, city, and state agencies, aligning efforts with Montrose's vision. The plan prioritizes enhancing commercial nodes along major corridors and directing growth to key areas with existing development pressures or targeted investment.

Comprehensive Plan Update – Chewelah, WA

As project manager for Chewelah, Washington's comprehensive plan update, Alicia led a community-focused process prioritizing sustainable growth and quality of life. Key efforts included identifying residential areas for development and aligning infrastructure with growth needs. The City trail emerged as a central feature, envisioning neighborhood connection with the civic center, pedestrian promenade, and downtown and fostering a cohesive, pedestrian-friendly network across Chewelah.

Industrial Subarea Plan – Airway Heights, WA

Alicia led comprehensive planning within the subarea, focusing on land use and infrastructure aligned with local economic trends to foster sustained growth. Supported by citizens, the City, and key industry sectors, the plan includes a phased infrastructure strategy for industrial expansion and a Planned Action Ordinance (PAO) to streamline future development by addressing environmental impacts in advance. Her team also explored the subarea's potential as a transportation hub, leveraging airport, rail, and road assets to attract complementary industries and build a sustainable economic foundation for the City.

Other Similar Project Experience

- Montrose County Master Plan Update – Montrose, CO
- Crested Butte Ridge PUD and Subdivision – Crested Butte, CO
- Imagine Hayden Comprehensive Plan – Hayden, ID
- 2024 Comprehensive Plan Update – Woodinville, WA
- Comprehensive Plan Update (with Land Capacity and TAZ Assessment Elements) – Auburn, WA
- Comprehensive Plan Update and Development Regulations – Newport, WA
- Comprehensive Plan and Development Code Update – Millwood, WA
- Comprehensive Plan Update and On-Call Planner – Chewelah, WA



Lynette Stauch, PE | Principal-in-Charge

Managing engineering projects for more than 25 years, Lynette's role as principal will ensure you have a project plan and staff to successfully collaborate closely and communicate with you to deliver this project. Lynette's strategic and collaborative approach to project management and solution implementation underpins her passion for strengthening our communities and developing a more sustainable future. Lynette is dedicated to engaging with project stakeholders to evaluate ideas and potential risks to guide the development of a strategic and forward-thinking roadmap for the Town of Florence.

Similar Project Experience

- Asset Inventory and Capital Improvements Plan – Lake City, CO
- Gypsum Creek Confluence Pump Station – Gypsum, CO
- PFAS Removal from a Soil Stockpile Using TCH Capability Demonstration – Eielson Air Force Base, AK
- MCB and DDT Remediation of Superfund Site with ERH – Torrance, CA

Education and Qualifications

BS, Civil Engineering, Georgia Institute of Technology

Professional Engineer,
CO #0040650

Contact Information

lynette.stauch@scjalliance.com
360.352.1465 ext. 421



Mike Manning | Planner

As a planner, Mike has extensive knowledge of land use permits, zoning, development codes, and SEPA reviews. His experience has provided him with current and long-range planning skills. Mike has experience updating zoning codes, writing ordinances (such as accessory dwelling unit standards), and working on comprehensive plan updates. In his experience working for the public sector, he wrote code while working on the front lines of permit review, seeing code amendments in action.

Similar Project Experience

- Montrose County Master Plan Update – Montrose, CO
- Comprehensive Plan Update – Morgan County, CO
- Housing Action Plan – Kettle Falls, WA
- Planning Services – Buckley, WA
- Zoning Code Update – Benton City, WA
- US 2 Corridor Redesign – Airway Heights, WA
- Comprehensive Plan Update – Newcastle, WA
- Comprehensive Plan Periodic Update – Whatcom County, WA
- Zoning Code Update – Livingston, MT

Education and Qualifications

BA, Urban and Regional Planning, Eastern Washington University

Contact Information

mike.manning@scjalliance.com
509.835.3770 ext. 394



Zach Gubran | GIS

Zach has an innate ability to blend feasibility and creativity to help communities solve some of their most challenging problems. Using data and GIS, he clearly communicates otherwise complicated messages. Zach's passion is to use his GIS and CAD skills to illustrate data and produce visuals that make understanding projects and proposal scopes easy. He is used to sourcing data from many different locations to create a complete map or picture of the project. Zach has worked on iterative projects with local municipalities, federal agencies, and national nonprofits, providing innovative problem-solving, local perspective and knowledge, and unique GIS applications. He also has experience working on civil engineering projects as a CAD designer, exposing him to various engineering concepts and design criteria. That experience gave Zach a unique perspective and understanding of implementing plan updates. He is an ardent believer that if a photo is worth a thousand words, then a good map is worth a million.

Education and Qualifications

BA, Geography, University of West Georgia

Geographic Information Systems (GIS) Certificate, University of West Georgia

Contact Information

zach.gubran@scjalliance.com
970.641.2499 ext. 389

Similar Project Experience

- Asset Inventory and Assessment – Hinsdale County, CO
- City of Shelton Comprehensive Plan Update – Shelton, WA
- Asset Inventory and Capital Improvements Plan – Lake City, CO
- Comprehensive Plan Update – Lake Forest Park, WA
- Comprehensive Plan and Capital Improvement Program Update – Tenino, WA
- Comprehensive Plan Update, Community Engagement – Morgan County, CO
- Comprehensive Plan and Capital Facilities Plan Update – Mason County, WA
- Comprehensive Plan Update – Woodland, WA



Jena Biondolilo, PLA, ASLA | Landscape Architect

Growing up in Colorado, Jena spent much of her childhood outside. Her love of the outdoors and natural creativity led to a career in landscape architecture. Jena has over a decade of experience working on public and private planning and design projects throughout Colorado. She is a natural problem solver and works with clients throughout the planning process, from conception to implementation. Jena enjoys shaping the natural environment and creating places people use and appreciate daily. She also has expert knowledge of the native and adapted plants of the area. As part of this master planning team, Jena will provide expertise in parks, open space, and trail planning and design, as well as streetscapes and habitat preservation. She will also assist in public engagement efforts. Her knack for community-driven planning and strong attention to detail makes her the ideal choice for the project team.

Education and Qualifications

MA, Landscape Architecture, Kansas State University

Professional Landscape Architect, CO #LA.0001267

Contact Information

jena.biondolilo@scjalliance.com
206.708.1862 ext. 301

Similar Project Experience

- Greater Elizabeth Area Parks, Recreation, Open Space, and Trails Master Plan – Elizabeth, CO
- Highway 9 Multi-use Trail – Park County, CO
- Estes Park Housing Authority Fish Hatchery Workforce Housing – Estes Park, CO
- The Aurora Highlands Master Planned Community – Aurora, CO
- Maryland Creek Park Master Plan – Silverthorne, CO
- Almont Resort Signage & Wayfinding – Almont, CO
- US 2 Corridor Redesign – Airway Heights, WA
- Comprehensive Plan Update – Newcastle, WA
- Comprehensive Plan Update – Whatcom County, WA
- Zoning Code Update – Livingston, MT



TJ Dlubac, AICP | Community Engagement

TJ is a seasoned municipal planner and strategic consultant with a strong background in municipal management, development review, and land use policy. He brings extensive experience in land use analysis, development regulations, economic development strategies, and public engagement.

Passionate about helping communities shape their future vision, TJ works closely with municipalities to refine development policies, zoning codes, and strategic planning initiatives. His background in public-sector planning and executive municipal management allows him to anticipate potential needs and impacts of land use decisions, ensuring sustainable growth and community alignment.

Having managed a broad spectrum of community services—from planning, engineering, and code enforcement to public works and building services—TJ offers a holistic approach to urban planning. His technical expertise spans subdivision management, rezoning, PUDs, intergovernmental agreements, affordable housing policies, and developer negotiations.

Additionally, TJ is a respected speaker at state and regional planning conferences, sharing insights on business-friendly policies, land use regulations, and process improvements. His presentations are known for their interactive, engaging, and thought-provoking discussions, creating a forum for planners to exchange ideas and best practices.

Education and Qualifications

Master of Urban and Regional Planning, University of Colorado at Denver

Planning and Facilities Management Certificate, Ohio State University

BA, Geography, University of Connecticut

Contact Information

tdlubac@planstrategize.com
970.368.3114

Similar Project Experience

- Transportation Master Plan – Silverthorne, CO
- Development Code Update – Rio Grande County, CO
- Consulting Town Planner – Hot Sulphur Springs, CO
- On-Call Planning/Development Review – Ridgway, CO
- Consulting Town Planner – Mt. Crested Butte, CO
- Zoning Regulations Update – Montrose County, CO



Jennifer Henninger, AICP | Community Engagement

Jennifer has over 20 years of broad-based community planning and development experience in both the private and public sectors, with her most recent experience being as the community development director for the City of Littleton. While at Littleton, she helped lead the efforts to adopt and implement a new City comprehensive plan with a master transportation plan followed by a new character-based zoning code. Jennifer began her career in the City of Lakewood, followed by Army base planning in Germany, and 10 years on the private side, serving as a consultant planner for several small communities, providing expertise in the areas of grant writing and administration, economic development, community engagement, and development review. She also led efforts to write and update comprehensive plans for the towns of Kersey, Sheridan, Kremmling, and Rio Grande County.

Education and Qualifications

Master in Public Administration, University of Colorado at Denver

BS, City and Regional Planning, Cornell University

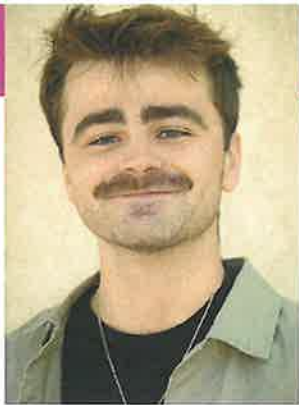
American Institute of Certified Planners (AICP) #015535

Contact Information

jhenninger@planstrategize.com
970.368.3114

Similar Project Experience

- County Master Plan – Rio Grande County, CO
- Development Review – Hayden, CO
- Development Review – Elizabeth, CO
- Development Review – Buena Vista, CO
- Neighborhood Planning Program – Lakewood, CO



Luke Kerr | Planner

Luke is a dedicated planner and researcher passionate about age-friendly planning, public space design, and social justice in urban development. He has municipal planning experience, having worked for a small Colorado town, where he gained hands-on expertise in development review, permitting, and planning research. Luke's work with clients has strengthened his knowledge of code layout, policy development, zoning regulations, and land entitlement processes. An advocate for inclusive planning, Luke has presented research on age-friendly planning strategies at conferences and webinars nationwide. He is particularly passionate about maximizing the utilization of public spaces for people of all ages and abilities. Additionally, Luke dedicates his time to organizing events for planning students, focusing on social equity and community engagement.

Education and Qualifications

Bachelor of Science,
Environmental Design,
University of Oklahoma

Currently Attending Cornell
University, Master of
Regional Planning

Contact Information

lkerr@planstrategize.com
970.368.3114

Similar Project Experience

- Development Review – Monument, CO
- Development Review – Winter Park, CO
- Code Assessment – Montrose County, CO
- Development Review – Silverton, CO
- Development Review – Hot Sulphur Springs, CO
- Land Use Code Update – Yampa, CO

Identification of Lead Consultant



SCJ Alliance: Lead Consultant

SCJ is a 100% employee-owned company specializing in public outreach, environmental and urban planning, landscape architecture and design, civil engineering, transportation planning & design, and cable-propelled transit.



Community Planning Strategies (CPS)

CPS helps communities navigate growth with smart, tailored planning solutions. Since 2019, it has been a trusted partner for small—to mid-size urban and rural communities across the Rocky Mountain West.

Based in Silverthorne, Colorado, their nine-member team works across Colorado and Wyoming, serving as planning consultants for 14 communities. They specialize in land use planning, regulatory updates, and community engagement—giving local leaders the insights they need to make informed decisions.

They take a holistic, community-first approach to planning—tailoring strategies that reflect communities' culture, character, and goals. Their success is built on three core values: Partnership – They become an extension of your team, bringing deep expertise in policy, zoning, code enforcement, and local government. They're adaptable and focused on implementing your community's vision.

Project Team Qualifications for Project

SCJ, in collaboration with CPS, presents a uniquely qualified team for the City of Florence's Master Plan Update.

SCJ Expertise

As a multidisciplinary consulting firm, SCJ offers a comprehensive suite of services, including planning, civil engineering, GIS analysis, and landscape architecture. Our planners specialize in navigating complex zoning and environmental challenges, leveraging GIS technology to develop data-driven strategies that align with community needs. This integrated expertise allows us to deliver holistic solutions that are both innovative and practical.

SCJ is dedicated to creating actionable implementation plans that go beyond visioning. Our approach includes developing a Next Steps Kit. This structured framework equips the City of Florence with practical tools to carry the plan forward long after its adoption. This Kit will outline clear priorities, responsible parties, funding pathways, and adaptable templates for future projects, ensuring the master plan is a document and a living roadmap for sustainable growth. By embedding implementation strategies throughout the process, we guarantee that Florence's plan is achievable, measurable, and aligned with community goals.

CPS Contributions

CPS brings over five decades of cumulative experience in land use and community development, with a focus on tailoring solutions to each community's unique character. Their services encompass community development, training, capacity building, assessments, land development regulations, master planning, and digital mapping. CPS's approach ensures that growth and policy updates preserve the authentic culture and character of the communities they serve.

Innovative Public Engagement

Our team is committed to conducting highly tailored, visually rich public engagement processes. We design flexible strategies to maximize community input, ensuring that the master plan reflects the aspirations and needs of Florence's residents.

Together, SCJ and CPS offer a robust combination of technical proficiency, creative design, and community-focused planning, making us exceptionally suited to guide Florence through a successful master plan update.

Below is a showcase of examples from our public engagement toolbox:



Social Media Outreach



Open Houses



Art Vision Board



Stakeholder Interviews



Penny Poll



Public Workshop

Comparable Project Experience with References



Montrose County Master Plan Update Montrose County, CO

Montrose County hired SCJ to update its 2010 Master Plan. Additional services included GIS, public engagement, graphics and design, and meeting facilitation. The region has evolved from a dry, sparsely populated, resource-based Western community into a place with a much broader economic makeup and a population increasingly concerned about the quality of life and preserving the region's amazing environmental context. The region's economy has similarly evolved, winning international recognition for its unique tourist attractions, particularly for those searching for unique geology or once-in-a-lifetime outdoor athletic experiences. Like many Western regions, Montrose County shares much of its landscape with federal and state agencies, including the National Park Service, state parks, national forests, and the Bureau of Land Management. The Master Plan is an instrument to blend Montrose County's diverse thoughts and hopes into a single, organized context, allowing a comprehensive prioritizing of activities and providing an accessible and effective guide to making decisions and directing investment. The plan builds on the community's earlier work, consolidating policy recommendations into a single volume, ensuring compatibility and consistency, and recommending prioritized actions.

Reference: Montrose County
Tallmadge Richmond,
Planning and Development Director
970.252.4550



Lake City Asset Inventory and Capital Improvements Plan – Lake City, CO

SCJ is partnering with the Town of Lake City to develop a comprehensive asset inventory and capital improvements plan, enabling the Town to better manage its assets and plan for future capital needs. By implementing a GIS-informed asset management tool, SCJ will help Lake City track and update its assets over time, ensuring efficient budgeting and resource allocation. This plan will also support the Town's grants and low-interest loan applications, positioning Lake City to secure the necessary funding for prioritized improvements. SCJ will work closely with Town staff and stakeholders to tailor the approach to Lake City's current and future needs.

Reference: Lake City
Alexander Mulhall,
Town Manager
970.964.7689



Greater Elizabeth Parks, Recreation, Open Space and Trails Plan (PROST) – Elizabeth, CO

SCJ is currently working with the Town of Elizabeth, the Elizabeth Park and Recreation District, and the Elizabeth School District to develop the first Parks, Recreation, Open Space, and Trails Master Plan for the Greater Elizabeth area. This planning effort presents unique challenges as consideration of both the needs of the Town of Elizabeth and the Greater Parks and Recreation District, which is a much larger area, is required. Additionally, the region is rapidly growing, with the District's population projected to nearly double over the next decade. We developed a bespoke method for analyzing the existing park system and understanding future needs to address this unique consideration. This project also incorporates a robust community engagement strategy, including outreach at community festivals and events, interviews with more than a dozen stakeholder groups, in-person community-wide workshops, a customized Social Pinpoint website, and online surveys.

Reference: Elizabeth Community Development Department
Alexandra Cramer
Planner/Project Manager
303.646.4166



Palisade Comprehensive Plan Update Palisade, CO

Palisade staff recognized the need to update the Town's comprehensive plan based on recent economic changes in the community and the desire to pursue grant funding for improvements to serve the community better. The last time the comprehensive plan was updated was in 2007, and much of its focus was on identifying assets and opportunities to help achieve a higher level of economic prosperity through tourism. The updated comprehensive plan aims to build on these foundations, fostering a more diverse and resilient local economy and enhancing Palisade's overall quality of life.

The Town of Palisade partnered with the Department of Local Affairs and CPS to update the 2007 Palisade Comprehensive Plan (2007 Plan). The 2022 Palisade Comprehensive Plan (2022 Game Plan) was developed through an extensive community engagement process, which included town hall meetings, surveys, and focus groups. The goals, strategies, and actions outlined in the 2022 Game Plan directly reflect the community's needs and thoughts.

The primary objectives of the Game Plan were to identify the existing conditions as they stand today, evaluate future needs, recognize key issues and opportunities, and set forth a plan allowing the community to attain an improved quality of life through prioritized public and private investment.

The community conversation will continue after the Game Plan is adopted; the adoption is only the beginning. The 2022 Game Plan will be a basis for Palisade's development and infrastructure decisions by public and private entities for years to come.

Reference: Town of Palisade
Brian Rusche
Community Development Director
970.464.5602



Parachute Comprehensive Plan Parachute, CO

The Town of Parachute partnered with CPS and another subcontractor to complete an update to the Town's comprehensive plan, which was last updated in 2016. Since then, the development landscape has changed, and many of the strategies and recommendations of the 2016 plan have been addressed, or the Town's vision has shifted. The 2022 update to the community comprehensive plan focused on two things: 1) adjust the Town's economic development strategy, and 2) evaluate and recommend growth and land use strategies to support those strategies. The project kicked off with an internal strategic planning session where members of staff and the consultant team discussed high-level technical and specific things that desired to be addressed. After developing some ideas, concepts, and maps, the project team brought those ideas to the public during the Grand Valley Days festivities. The broad community members received wonderful comments, feedback, and input in attendance. The outcome of the plan is the four Key Themes. These Key Themes were then expanded into a matrix of objectives. Furthermore, an Economic and Resiliency write-up was drafted for each chapter, clearly articulating how each chapter could further guide and enhance the foundational goals of the Town to become more economically viable and resilient.

Reference: Town of Parachute
Travis Elliot
Town Manager
970.985.9066

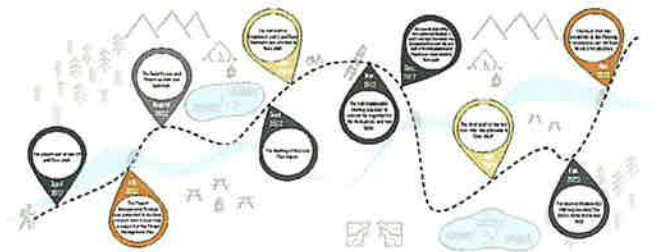


Parachute Comprehensive Trails Plan Parachute, CO

The Town of Parachute and CPS teamed up in early 2022 to begin building a trails plan. The 2023 Trails Plan (Trails Plan) documents Parachute's desire to create a well-connected and well-maintained regional trail network. The Trails Plan is a stand-alone document but supports the objectives and strategies of the 2022 Parachute Comprehensive Plan.

Trail and shared roadway networks directly contribute to economic development and physical and mental health in Parachute's community. The Trails Plan is the first of its kind in Parachute. It is an opportunity to document the existing conditions and cast a vision for future needs and upgrades to the system when funding becomes available.

Reference: Town of Parachute
Travis Elliot
Town Manager
970.985.9066





Hot Sulphur Springs Comprehensive Plan Hot Sulphur Springs, CO

CPS is collaborating with the town of Hot Sulphur Springs in Grand County, Colorado, to finalize a comprehensive plan and update the Land Use Code. The Hot Sulphur Springs Comprehensive Plan 2023 marks the first revision since its original plan was created 25 years ago. Its purpose is to represent the community's future vision. The plan primarily focuses on identifying key themes unique to Hot Sulphur Springs, outlining distinctive character areas for the town, and presenting implementation strategies to guide decision-making and allocate resources in line with the town's vision. Additionally, CPS is undertaking a Land Use Code update as part of this process to address the community's needs better and align with the comprehensive plan's goals.

Reference: Town of Hot Sulphur Springs
Katie LaDrig
Town Clerk
970.725.3933



Conflicts of Interest

Conflict of Interest Mitigation

SCJ is committed to upholding the highest integrity, transparency, and professional ethics standards in all aspects of our work. We recognize the importance of avoiding actual or perceived conflicts of interest when engaging with the City of Florence, its officials, stakeholders, and other clients. To ensure a fair and unbiased planning process, we have established the following measures:

- 1. Transparent Communication and Disclosure.** SCJ and CPS will fully disclose any existing or prior engagements with the City of Florence or its affiliates at the project's outset.
- 2. Independent and Unbiased Approach.** Our team will clearly separate our work for Florence and any unrelated engagements with other municipalities or private clients. If a potential conflict is identified, SCJ will assign independent staff members to ensure no undue influence is exerted on the planning process.
- 3. Stakeholder Engagement with Fair Representation.** SCJ will facilitate an inclusive and balanced public engagement process, ensuring that all voices within the community are heard and considered equally. No preferential treatment will be given to any individual, business, or organization involved in the planning process.
- 4. Adherence to Ethical and Legal Standards.** Our firm strictly follows all applicable regulations, including the American Planning Association's Code of Ethics, to prevent any undue influence or favoritism. We will work closely with City leadership to align with municipal ethics policies and ensure compliance with local governance requirements.
- 5. Recusal and Third-Party Review if Necessary.** If an unavoidable conflict arises, affected team members will recuse themselves from relevant discussions and decision-making. When appropriate, SCJ may seek a third-party review to provide an independent assessment of key deliverables.

By implementing these safeguards, SCJ ensures that our engagement with the City of Florence remains objective, transparent, and in the best interests of the community. We are dedicated to delivering a high-quality, unbiased comprehensive master plan that reflects Florence's vision for the future.



Approach

Comprehensive Master Plan Update Overview

Our approach to the City of Florence Comprehensive Master Plan Update is built on a foundation of collaborative engagement, data-driven analysis, and innovative implementation strategies. SCJ will lead a highly participatory process, working closely with City staff, stakeholders, and the community to develop a vision-driven, action-oriented plan that addresses Florence's current and future needs.

Our team will enhance the required scope of work by integrating best practices in public engagement, GIS-based data visualization, and strategic policy recommendations to ensure the final plan is both practical and inspiring.

We will employ a structured, phased methodology that includes comprehensive data collection and analysis, inclusive community outreach, and goal-oriented implementation planning, ensuring that each element of the Master Plan aligns with Florence's long-term growth and sustainability objectives. By leveraging our expertise in urban planning, infrastructure analysis, and regulatory frameworks, we will deliver a clear, visually engaging, and user-friendly plan that serves as a roadmap for Florence's future.

We seek to address multiple priorities in the Comprehensive Master Plan Update, such as:

Comprehensive Analysis of Existing Conditions

SCJ sees the comprehensive analysis of existing conditions as a crucial snapshot in time that will lay a strong foundation for Florence's future. Our approach ensures the plan is inclusive of community aspirations, City priorities, and long-term vision, with each component thoughtfully aligned to support that future. By capturing where the City stands today, we will provide a clear, data-driven framework to guide decisions and shape a practical and forward-thinking plan.

- ♦ Evaluate City-wide infrastructure, services, and municipal management to identify strengths and gaps.
- ♦ Assess conservation and restricted lands, development opportunities, and environmental considerations.
- ♦ Ensure compatibility with the City's website, providing an interactive and searchable format.
- ♦ Offer downloadable PDF and print-ready versions for accessibility.
- ♦ Analyze current and future development demand, ensuring sustainable resource allocation.

Enhanced Public Engagement & Vision Development

True community planning requires authentic engagement. SCJ will create opportunities for residents, businesses, and stakeholders to actively shape the vision for Florence's future.

Through public meetings, surveys, and targeted outreach, we will ensure that the master plan reflects the priorities and aspirations of those who call Florence home.

- ♦ Lead a Community Outreach Plan, including focus groups, surveys, and public events.
- ♦ Collaborate with the MPPT and local stakeholders to refine and expand the Vision Statement.
- ♦ Ensure the plan reflects community values and aspirations, incorporating Main Street goals.

Data-Driven Decision Making

A solid foundation of current and relevant data is essential for effective planning. SCJ will gather and analyze key information on demographics, transportation, housing, economy, and environmental conditions to support well-informed policy decisions. This data will be presented in clear, actionable formats, allowing the City to track trends and measure progress over time.

- ♦ Incorporate history, cultural heritage, and recreational priorities into planning.
- ♦ Reference local, statewide, and regional reports to ensure alignment with best practices.

Regulatory and Policy Alignment

Policies and regulations must evolve to support a City's changing needs. SCJ will assess Florence's zoning, land use codes, and municipal policies and recommend updates that align with the community's vision while fostering responsible growth and economic opportunity.

- ♦ Recommend amendments to zoning, land development regulations, and municipal codes.
- ♦ Identify policy gaps and propose infrastructure and capital improvements.
- ♦ Ensure strategies are implementable with clear responsibilities and funding pathways.
- ♦ Align the plan with grant opportunities, including the Main Street Community grant.

Implementation & Long-Term Strategy

A plan is only as effective as its execution. SCJ will develop a practical, phased implementation strategy that provides clear timelines, responsibilities, and funding pathways. Our approach will ensure that Florence has the tools and guidance needed to bring the master plan to life and sustain its impact for years to come.

- ♦ Develop a clear roadmap with prioritized goals, timelines, and responsible entities.
- ♦ Provide municipal regulatory updates needed to support long-term City planning.
- ♦ Offer creative implementation tools, such as Next Steps Kits and digital tracking methods.

Phase 1: Project Management

This phase includes project management tasks, a project kickoff meeting, and setting the project up for success with an engagement plan and project timeline.

Task 1.1: Project Management

Monthly invoices, budget tracking, and progress reports. This includes ongoing communication via email, weekly or bi-weekly check-in via phone calls, or Zoom with summary notes and actions via email.

Task 1.2: Kickoff Meeting

We will design and facilitate a kickoff meeting with the City's team to confirm and refine our scope and review project management protocols. We will use this meeting to direct our research, identify residents and business owners to invite for stakeholder interviews, get a feel for the community's overall excitement for the process, and review options for coordinating with a steering committee.

Task 1.3: Work Plan and Master Plan Project Team (MPPT)

In collaboration with you, we will prepare a detailed project schedule and work plan to identify public engagement activities, a project calendar, and responsibilities for accomplishing specific tasks, serving as a "living" planning document for project coordination. We will work with the City and MPPT, meeting every month (meetings are anticipated to be in-person and virtual, subject to negotiation if we are selected) from project kickoff to interim draft (anticipating seven meetings) and discussing components of the comprehensive master plan update throughout the process.

Deliverables:

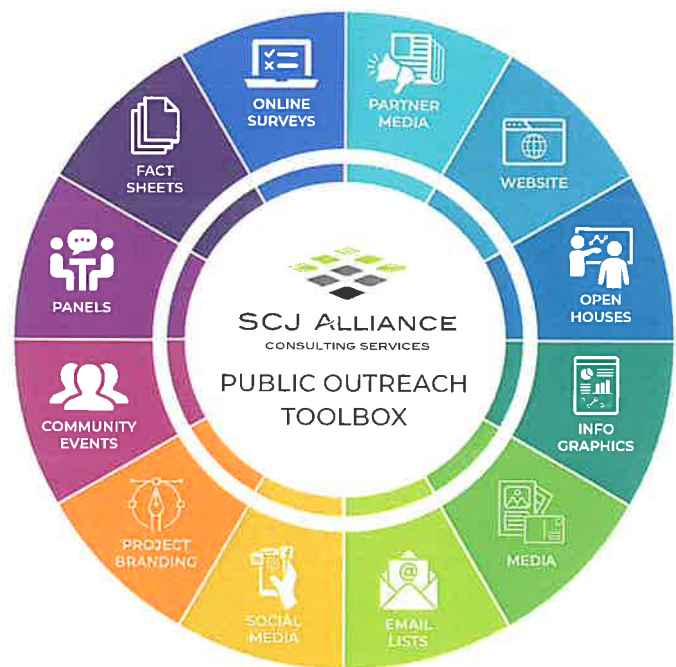
- ♦ Kickoff meeting agenda and notes
- ♦ MPPT meeting agenda and notes

Phase 2: Community Outreach Plan

SCJ will implement a targeted and efficient community outreach Plan that maximizes engagement while respecting community time. To avoid engagement fatigue and maximize the project's short timeframe, we will deploy an intensive outreach strategy during the summer, leveraging our CPS teammates in Colorado, City staff, and the MPPT. Our approach will include strategic in-person events with virtual options to capture key insights and priorities through highly visual materials and focused discussions. By structuring engagement around clear themes and critical questions, we will ensure that public input directly informs a shared future vision for Florence.

Task 2.1: Community Outreach Series

We will streamline and optimize our process for the upcoming community engagement series, focusing on strategic planning of the events and a variety of engagement methods to ensure we meet people where they are. By offering a mix of in-person and virtual/ online engagement opportunities, we will create efficient, accessible, and impactful interactions. Our goal is to foster a strong community connection while advancing the Comprehensive Master Plan update. The series will follow a carefully designed itinerary, with coordination across key community partners, all under the leadership of the City of Florence. Regular communication will ensure all key stakeholders are kept informed and engaged.



Engagement activities will include:

- ♦ **Community Workshop & Visioning Charette:** We will kick off the planning process with a community-wide workshop to introduce the Comprehensive Master Plan update and gather input on Florence's future aspirations and vision. As part of this event, we will explore incorporating an art vision board or determining if a separate effort would be more impactful. The Visioning Charette will provide a multi-day opportunity for residents to drop in, engage with our team, and help shape the plan's objectives through interactive discussions and activities.
- ♦ **Art Vision Board:** A community art visioning board (or graffiti wall) will be set up in a popular gathering space or can be integrated into the workshops, allowing the community to express ideas and excitement for the future vision of Florence.

- ♦ **Survey Rollout:** A community survey will be launched during a month-long period, strategically planned over the same timeframe as the public workshops to generate as much participation and feedback as possible.
- ♦ **Stakeholder Interviews:** Our team will conduct targeted interviews with key stakeholders (up to 10) to gather insights into the future vision for Florence. These insights will directly inform the comprehensive plan's vision, policies, and goals.
- ♦ **Planning Commission:** We will prepare an interim draft of the Master Plan Update for review by the MPPT, followed by the Planning Commission and the public. As part of the adoption process, we will attend up to two Planning Commission meetings virtually, providing materials, presenting key elements of the plan, and addressing questions, and revising the plan following the meeting.
 - We will collect feedback from stakeholders and incorporate revisions into a final draft for the Planning Commission's consideration and adoption at a public hearing, ensuring the plan reflects community needs and City goals.
- ♦ **Rollout Workshop:** We will host a late summer event to roll out the plan in person in a workshop and dedicated client and MPPT meeting.

Deliverables:

- ♦ Community Outreach Plan
- ♦ Content developed for all workshops
- ♦ Community Outreach Plan summary, including appendices
 - Raw data from the survey
 - Stakeholder interview notes



Stakeholder Interviews

Phase 3: Data Collection & Analysis

For the Florence Comprehensive Master Plan Update, we will gather updated data and insights from key areas such as demographics, transportation, community services, housing, natural resources, and recreational needs. This data, alongside community input, will guide the development of the Comprehensive Master Plan Update. In this phase, we will complete the following tasks:

Task 3.1: Analysis

- ♦ **Data Collection:** Gather and review existing plans, demographic data, and geographic information.
- ♦ **Demographics and Trends:** Compile historical demographics and project trends, looking at where the City of Florence has been, where the community is today, and where the community is projected to go.
- ♦ **Economic Indicators:** Assess key economic indicators, including trends in employment, income levels, business growth, and market demands.
- ♦ **Community Assessment:** We will evaluate Florence's history and heritage by reviewing historical records, cultural landmarks, and community traditions. This will help ensure the Master Plan respects and preserves the City's unique cultural identity while planning for its future.

Task 3.2: Review of Existing Studies

- ♦ **Existing Studies:** We will evaluate Florence's history and heritage by reviewing historical records, cultural landmarks, and community traditions. The Consultant shall also review and incorporate regional and statewide reports relevant to the City's future, ensuring the Master Plan respects and preserves Florence's unique cultural identity while planning for its future.

This updated data and review, as well as background information and input from future community outreach and engagements, will inform the working groups and be incorporated into the Comprehensive Master Plan Update document.

Deliverables:

- ♦ Community Assessment Report, which will include demographics, trends, economic indicators, and history and heritage
- ♦ Summary and analysis of existing studies

Phase 4: Implementation

This phase is a crucial step in ensuring the success of the Master Plan Update. During this phase, we will focus on translating the plan's goals and recommendations into actionable steps, establishing a clear path for achieving the City's long-term vision. By reviewing existing regulations, identifying necessary amendments, and recommending innovative implementation strategies, we will provide a structured and organized approach to achieving the City's objectives. Additionally, we will identify the necessary resources and responsible parties to ensure that each goal is prioritized and executed effectively, setting the foundation for a sustainable and thriving future for the City.

Task 4.1: Review, Analyze, and Plan for Implementation

We will comprehensively review the City's Zoning Ordinances, Infrastructure Design Standards, and Land Development Regulations to identify necessary amendments. Simultaneously, we will determine which municipal departments, agencies, and local organizations should take responsibility for implementing each step. A clear timeline will be developed to prioritize goals based on urgency and available resources, ensuring a structured approach to implementation.

Task 4.2: Recommend Regulatory Amendments & Innovative Implementation Strategies

We will recommend updates to the City's Zoning Ordinances, Infrastructure Design Standards, and Land Development Regulations to support the Master Plan's goals. In addition, we will propose innovative strategies such as Next Step Kits for high-priority projects and the development of a website or social media platform to engage the community and facilitate project execution.

Task 4.3: Identify Implementation Resources

We will identify the financial, technical, and human resources necessary to execute the recommended actions. This will include potential funding sources, staffing needs, and any external expertise required to ensure successful execution.

Deliverables:

- ♦ Memo outlining the implementation timeline and responsibility assignment report
- ♦ Regulatory amendment and strategy recommendations audit
- ♦ Implementation resources identification report
- ♦ Next Steps Kit



We love the idea of turning recommendations into **Next Steps Kits!** Imagine receiving a Next Steps Kit that's not just a pile of paperwork but a fun, easy-to-use guide to help turn the Master Plan recommendation(s) into action. As part of this process, we'll create a Kit packed with all the essentials to help get things moving on high-priority projects.

This Next Steps Kit will help guide the current implementation and serve as a model template for future kits. By providing a clear and organized approach, the Kit sets a standard for how future projects can be rolled out smoothly, ensuring that future changes and implementations are just as efficient and easy to follow.

Each Kit will include:

- **Actionable Steps:** Simple, clear instructions on what needs to happen next, who's in charge, and when it should be done—making progress feel easy and manageable.
- **Helpful Resources:** These include templates, guidelines, and checklists to ensure the work is done right. Think of them as your go-to toolkit to stay on track.
- **Community Engagement Ideas:** Fun ways to keep everyone in the loop, like flyers or social media posts that keep the community engaged and excited about the plan.
- **Progress Tracker:** A way to see how far we've come and what's next, keeping everyone motivated and informed.
- **Funding Info:** Tips on where to find support or grants that help fund the projects we're working on.

We'll carefully choose which recommendations will benefit most from a Kit, so each one is packed with practical, easy-to-implement steps that will make a big difference in achieving the goals of the Master Plan. It's not just about planning—it's about making things happen.

Phase 5: Interim and Final Draft Plan

SCJ, with the assistance of the Master Plan Planning Team (MPPT), will prepare an engaging and practical Master Plan Update for the City of Florence, ensuring its alignment with Colorado law and feasibility for implementation. The Master Plan will be presented in a written format, with an accessible online presence, and available for download as a PDF. It will include visually appealing graphics, summaries, and tailored presentation tools to effectively communicate to a variety of audiences. The Master Plan Update will be structured to address the City's current state, emerging issues, and public input, with a clear vision and actionable steps for the City's future growth and development.

Task 5.1: Interim Draft Plan

This task includes drafting all the content sections/areas into a cohesive interim draft plan and making all necessary revisions based on feedback.

Content sections/content areas include:

- ♦ Executive summary
- ♦ Introduction/overview of the current state of the City and current and emerging issues
- ♦ Vision Statement
- ♦ Summary of public input
- ♦ Theme-based content that identifies the needs, challenges, and opportunities available to the City

- ♦ Implementation Plan outlining specific actions suggested to be taken by the City and staff over a period of ten years and the amount of funding needed to complete those actions
- ♦ References to existing Master Plan chapters and related/referenced documents, reports, and information as needed
- ♦ References to information used to create the Master Plan Update.

Task 5.2: Final Plan

We will incorporate final changes and prepare the final draft. Our team will present the final plan to the planning commission for approval. We will support the County staff in the final plan adoption proceedings, ultimately leading to the plan's official adoption.

As part of our process, we will provide ten spiral-bound printed copies of the interim draft(s) and final Master Plan Update, along with digital copies in PDF and Word format. Large maps will be provided in PDF format, and all spreadsheets and charts will be delivered in Excel, including supporting data for tables and graphs. The City will be responsible for any mass production costs of the final plan.

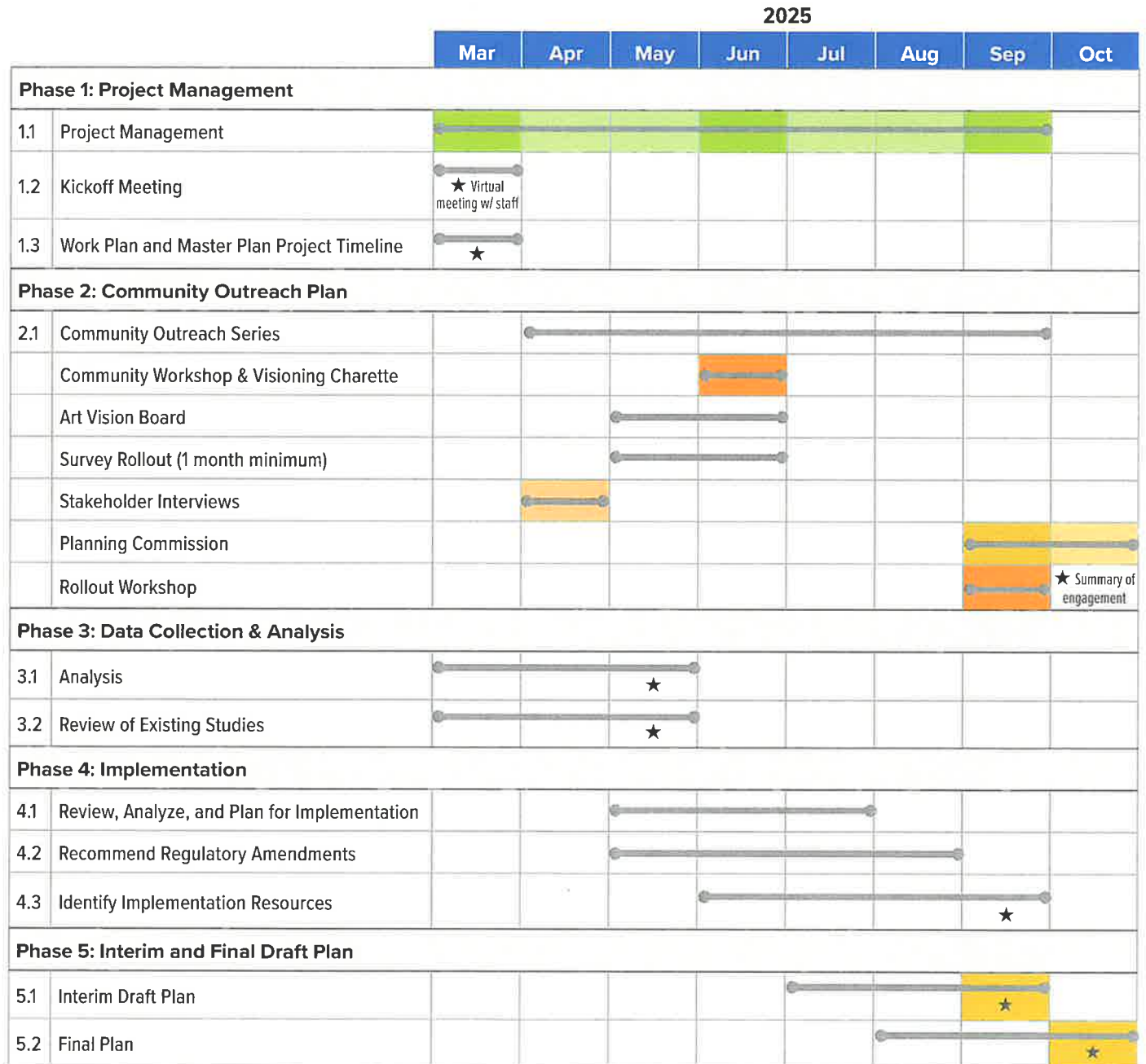
Deliverables:

- ♦ Interim Draft Plan (with two revision periods)
- ♦ Final Plan



Detailed Schedule

SCJ will adhere to a structured and efficient project schedule to ensure the successful completion of the Comprehensive Master Plan Update by October 2025. An interim draft will be delivered to the MPPT at least two months prior to allow for thorough review and revisions. The final draft, incorporating all feedback and supporting documents, will be prepared for the Planning Commission's public hearing process, with any necessary adjustments made until the plan is formally adopted.



★ Milestones (Deliverables)

MPPT Meetings (In-person)

MPPT Meetings (Virtual)

Public Meetings (In-person)

Public Meetings (Virtual)

Planning Commission (In-person)

Planning Commission (Virtual)

Deliverables

SCJ will be responsible for developing and facilitating the project deliverables, including coordinating associated activities, tasks, and meetings to achieve the final deliverables.

Phase	Expected Deliverables
Phase 1: Project Management	<ul style="list-style-type: none"> ◆ Kickoff meeting agenda and notes ◆ MPPT meeting agenda and notes
Phase 2: Community Outreach Plan	<ul style="list-style-type: none"> ◆ Community Outreach Plan ◆ Content developed for all workshops ◆ Community Outreach Plan summary, including appendices <ul style="list-style-type: none"> • Raw data from the survey • Stakeholder interview notes
Phase 3: Data Collection & Analysis	<ul style="list-style-type: none"> ◆ Community Assessment Report which will include demographics, trends, economic indicators, and history and heritage ◆ Summary and analysis of existing studies
Phase 4: Implementation	<ul style="list-style-type: none"> ◆ Memo outlining the implementation timeline and responsibility assignment report ◆ Regulatory amendment and strategy recommendations audit ◆ Implementation resources identification report ◆ Next Steps Kit
Phase 5: Interim and Final Draft Plan	<ul style="list-style-type: none"> ◆ Interim Draft Plan (with two revision periods) ◆ Final Plan

Schedule of Anticipated Onsite Meetings & Public Engagements

Our anticipated on-site meetings include sessions with the MPPT, working groups, the Planning Commission, and public hearings. We recognize that this schedule may evolve as we collaborate to best meet the City's needs through the contracting process.

Phase	Schedule of Meetings
Phase 1: Project Management	March Week 4: <ul style="list-style-type: none"> • MPPT Meeting
Phase 2: Community Outreach Plan	June Week 3: <ul style="list-style-type: none"> • Community Workshop & Visioning Charette • MPPT Meeting
Phase 5: Interim and Final Draft Plan	September Week 2: <ul style="list-style-type: none"> • Planning Commission (Interim Draft Plan Workshop) • MPPT Meeting October Week 1: <ul style="list-style-type: none"> • Planning Commission (Final Plan Workshop)

Milestone Billing Schedule

The budget for the City of Florence's Comprehensive Master Plan Update has not been fully finalized, but we recognize that funding will come from both the City's current budget and available grants. In reviewing the City's budget, we have identified \$50,000 flagged for this effort, and our proposed budget is based on the assumption that these funds are available, with the potential for additional resources from grants.

This project is expected to be structured as a lump-sum, not-to-exceed pricing agreement. We understand that a milestone billing schedule will be followed to ensure alignment with project progress. Additionally, hourly rates for optional or out-of-scope work are provided in the table following the milestone billing schedule.

We are committed to working closely with the City to refine and negotiate the budget to ensure project goals are met within financial constraints. If selected, we would love the opportunity to collaborate and optimize available funding to deliver the most impactful and effective comprehensive master plan for Florence's future.

Milestones

Cost

<ul style="list-style-type: none"> Kickoff meeting agenda and notes MPPT meeting agenda and notes 	\$6,065
<ul style="list-style-type: none"> Community Outreach plan Content developed for all workshops Community Outreach Plan summary, including appendices <ul style="list-style-type: none"> Raw data from the survey Stakeholder interview notes 	\$11,020
<ul style="list-style-type: none"> Community Assessment Report, which will include demographics, trends, economic indicators, and history and heritage Summary and analysis of existing studies 	\$3,794
<ul style="list-style-type: none"> Memo outlining the implementation timeline and Responsibility assignment report Regulatory Amendment and Strategy Recommendations audit Implementation resources identification report Next Steps Kit 	\$2,562
<ul style="list-style-type: none"> Interim Draft Plan (with two revision periods) Final Plan 	\$14,575
Subtotal:	\$38,016
Subconsultant	\$20,000
Subconsultant Markup	\$1,000
Subtotal:	\$21,000
Reimbursable Expenses + Markup	\$4,114.53
TOTAL:	\$63,130.53

Hourly Rates

Role	Rate
Project Manager	\$230
Principal-in-Charge	\$260
Planner	\$120
GIS	\$122
Landscape Architect	\$154
CPS – Community Engagement	\$160
CPS – Planner	\$113

CONSULTANT SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representatives authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Alicia Lyons Date 3/13/2025
Signature Required

COUNCIL ACTION FORM

MEETING DATE: **MAY 5, 2025**

STAFF CONTACT: **AMY NASTA, CITY MANAGER**

Agenda Item: Consider approving a Resolution authorizing the City Manager to enter into a Professional Services Agreement for municipal prosecution services

Department: Administration

Staff Recommendation:

Approve Resolution 5-2025 authorizing the City Manager to enter into a Professional Services Agreement for municipal prosecution services

Background/Description of Item:

City staff issued a Request for Proposals (RFP) on May 9, 2025, seeking qualified applicants to fulfill the scope of services for a Prosecutor. Staff received a total of two (2) proposals by the close of the submission period. Upon thorough review and evaluation of the proposals, including a legal review to ensure compliance with applicable procurement standards and contractual considerations, Legal Counsel recommended the proposal submitted by Robert Willett as the most responsive and appropriate for advancement. Accordingly, staff is bringing Mr. Willett forward for formal consideration and approval by the City Council.

Financial Impact:

The Municipal Court's City Prosecutor is a budgeted line item.

Attachments:

- Resolution 5-2025
- Professional Services Agreement for Prosecution Services

Suggested Motion:

Approve Resolution 5-2025 authorizing the City Manager to enter into a Professional Services Agreement for municipal prosecution services, as presented

RESOLUTION NO. 5-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO APPOINTING THE MUNICIPAL PROSECUTOR, AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE MUNICIPAL PROSECUTOR

WHEREAS, the City Council of the City of Florence, Colorado, pursuant to Colorado statute and the Florence Municipal Code, is vested with the authority of administering the affairs of the City of Florence, Colorado; and

WHEREAS, the City of Florence administers and operates a regional municipal court; and

WHEREAS, the City desires to engage Robert Willett to provide municipal court prosecution services for the City; and

WHEREAS, the compensation of the Municipal Prosecutor is set in accordance with the Professional Services Agreement for Prosecution Services; and

WHEREAS, the City Council wishes to appoint Robert Willett as Municipal Prosecutor; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO AS FOLLOWS:

1. The aforementioned recitals are hereby fully incorporated herein.
2. Robert Willett is hereby appointed as Municipal Prosecutor, and the Municipal Prosecutor's compensation is hereby set in accordance with the Professional Services Agreement for Prosecution Services.
3. The Prosecutor shall be responsible for his acts and the acts of his agents, employees, subcontractors, and representatives in the performance of the Professional Services Agreement.
4. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The City Council hereby declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that anyone part or parts be declared unconstitutional or invalid.
5. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Resolution are hereby repealed and all Resolutions or parts of ordinances

inconsistent with the provisions of this Resolution are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Resolution.

RESOLVED THIS _____ DAY OF _____ 2025.

ATTEST:

CITY OF FLORENCE, COLORADO

City Clerk

Mayor

PROFESSIONAL SERVICES AGREEMENT FOR PROSECUTION SERVICES

This Professional Services Agreement for Prosecution Services ("Agreement") is made by and between the *City of Florence, Colorado* ("City") and *Robert Willett* ("Prosecutor"), (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

RECITALS:

WHEREAS, the City of Florence administers and operates a regional municipal court; and

WHEREAS, the City desires to engage *Robert Willett* to provide municipal court prosecution services for the City pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and terms and conditions herein contained, and of the execution hereof, the Parties agree and bind themselves to the obligations and performance of the tasks as follows:

Article I Purpose

The purpose of this Agreement is for the City to contract for municipal court prosecution services to be performed in accordance with the terms and conditions of this Agreement.

Article II Term

This Agreement shall be effective upon final signature (the "Effective Date"). This Agreement shall continue without term unless and until terminated pursuant to this Agreement.

Article III Scope of Services

3.1 Prosecution Services. Prosecutor shall serve as the City's Municipal Court Prosecutor in accordance with Florence Municipal Code and the laws applicable to prosecutors of courts in the State of Colorado, as the same may be amended ("Services"). The Services may include, without limitation, the following:

- (a) Prosecute cases filed in the Municipal Court;
- (b) Attend Pre-trial Docket (virtual or in-person);
- (c) Attend Bench and Jury trials (virtual or in-person);
- (d) Coordinate with City law enforcement regarding prosecution of cases;
- (e) Meet with witnesses or victims regarding complaints;
- (f) Negotiate plea agreements with defendants; and
- (g) Perform all other duties of a municipal prosecutor as may be provided by applicable State law.

3.2 Professional Competency. Prosecutor agrees that in the performance of these Services, he shall have the level of competency, and shall use the same degree of skill and the care presently maintained by other practicing professionals performing the same or similar types of work.

Article IV Compensation

4.1 Compensation for Time. City shall compensate Prosecutor for all Services performed pursuant to this Agreement through December 31, 2023 at an hourly rate of one hundred and ninety-five dollars (\$195.00) per hour. The foregoing hourly rates shall be billed in tenths of one hour (0.1) increments. Any phone call two tenths of an hour (.2) or less shall be billed at the rate of two tenths of an hour (.2), while longer calls shall be billed according to the time elapsed. City will not be billed more than one hour of travel time for the prosecutor's round trip to and from the City's municipal court.

4.2 Invoices for Services. Invoices for Services performed and expenses incurred under this Agreement will be submitted to the City on a monthly basis in the form of a single statement of Services. Invoices will be submitted to City generally within ten (10) business days following the last day of each month. All invoices for legal Services provided will contain: (1) a detailed description of the Services performed, (2) an accounting of the time charged for each service, and (3) a total amount owed.

4.3 Prompt Payment. Upon Prosecutor's submission of an acceptable invoice required to be submitted under this article, City shall issue payment timely. It is the policy of City to make payment on a properly prepared and submitted invoice within thirty (30) days of the latter of any final acceptance of performance or the receipt of a properly submitted invoice.

Article V Termination

5.1 Termination for Convenience. Either Party may terminate this Agreement, in whole or in part, at any time by providing thirty (30) days written notice to the other Party when it is in the Party's best interest. Prosecutor shall be compensated for all Services performed and expenses incurred in the manner provided in Article IV up to the time of termination. Prosecutor shall promptly submit a final invoice to City following the time of termination. If Prosecutor has any property or documents in its possession belonging to City, Prosecutor will account for and dispose of the same in the manner requested by the City. All legal opinions and other legal documents prepared or obtained under the terms of this Agreement are instruments of service and City shall retain ownership and a property interest therein. Upon termination, originals and/or copies of all client documents prepared or obtained under the terms of this Agreement shall be delivered to and become the property of City and without restriction on their use or further compensation to Prosecutor.

5.2 Termination for Default [Breach or Cause]. If Prosecutor fails to perform in the manner called for in this Agreement, or if Prosecutor fails to comply with any other provisions of this Agreement, City may upon ten (10) days' written notice and reasonable opportunity to cure, terminate this Agreement for default. Termination shall be given by serving a notice of termination on Prosecutor setting forth uncured default and stating the date of termination. Upon termination under this Section 5.2, Prosecutor shall be compensated only for Services performed in accordance with this Agreement through the date of termination.

5.3 Waiver of Remedies for Any Breach. In the event that City elects to waive its remedies for any breach or default by Prosecutor of any covenant, term or condition of this Agreement, such waiver by City shall not limit City's remedies for any succeeding breach or default of this Agreement.

Article VI Miscellaneous

6.1 Independent Contractor. It is understood and agreed by and between the Parties that in satisfying the conditions of this Agreement, Prosecutor is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with these actions. All Services to be performed by Prosecutor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Prosecutor shall supervise the performance of its Services and shall be entitled to control the manner and means by which its Services are to be performed, subject to the terms of this Agreement. As such, City shall not: (1) train the Prosecutor's prosecutors; (2) require the prosecutors to complete regular oral or written reports; or (3) require any prosecutor to provide full-time services to City.

6.2 Prosecutor Personnel. Prosecutor will be solely and entirely responsible for its acts and the acts of its agents, employees, subcontractors, and representatives in the performance of this Agreement.

- (a) Prosecutor agrees and acknowledges that during the existence of this Agreement, Prosecutor shall be entirely responsible for the liability and payment for Prosecutor or Prosecutor's employees or assistants, of all taxes of whatever kind, arising out of the performances in this Agreement. Other than the payments described in this Agreement, Prosecutor agrees and acknowledges that Prosecutor or Prosecutor's employees or assistants shall not be entitled to any state benefit on account of the Services provided hereunder. CITY SHALL NOT BE LIABLE TO THE PROSECUTOR, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION, OR ANY BENEFIT DUE TO A STATE EMPLOYEE. If City shall nonetheless become liable for the payment of taxes, unemployment insurance premiums, or workers' compensation benefits owed by Prosecutor or any of its members, shareholders, or employees as a result of performance by Prosecutor of its obligations under this Agreement, Prosecutor shall promptly pay or reimburse City for such liability.

- (b) Prosecutor agrees that any person employed or engaged by Prosecutor and who assists in performing the Services agreed to herein shall not be considered employees or agents of City. Prosecutor shall be responsible for any payments and other claims due such persons for work performed under this Agreement. Further, Prosecutor agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. City shall not be liable to Prosecutor, its employees, agents, or others for the provision of unemployment insurance and/or workers' compensation.

6.3 Assignment of Agreement. Prosecutor may not assign this Agreement, or assign or delegate any right or duty under this Agreement, without prior written approval from City.

6.4 Records Retention. Full and accurate records shall be maintained by Prosecutor at its place of business with respect to all matters covered by this Agreement. Unless otherwise directed by City or otherwise in compliance with the terms set forth in this Paragraph 6.4, Prosecutor shall retain all records relating to the provision of Services herein for a period of four (4) years following the termination of this Agreement. Upon the request of City, Prosecutor shall allow representatives or designees of City to review, examine and make excerpts or transcripts from such records, and/or audit said records at all reasonable times. Upon the request of City, after the expiration of the records retention period, Prosecutor shall return all files and records to City. Prosecutor may destroy all records in whatever media that are not returned at the expiration of the record retention period. Prosecutor may, at his option, return all files and records to City at any time after termination.

6.5 Survival. The obligations of Prosecutor under Section 6.2 shall survive this Agreement.

6.6 Written Notice Delivery. Any notice required or permitted to be given under this Agreement by one Party to the other Party shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the recipient's address set forth in this section, or on the date shown on the certificate of receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving Party at the address hereinafter specified:

For Prosecutor:

Robert Willett
Florence City Hall
600 West 3rd Street
Florence, Colorado 81226
rwillett1@hotmail.com

For City:

City of Florence
Attn: Amy Nasta, City Manager
Florence City Hall
600 West 3rd Street
Florence, Colorado 81226
E: amy.nasta@florencecolorado.org

6.7 Conflict of Interest. Prosecutor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. If any such conflict of

interest shall arise during the Agreement Term, Prosecutor shall immediately and fully disclose the nature and extent of the conflict to City and resolve the conflict to City's satisfaction. The Prosecutor shall also be bound to follow the Colorado Rules of Professional Conduct.

6.8 Taxes. This Agreement shall not be construed so as to supersede the laws of the United States or the State of Colorado which accord City, and all departments, agencies, and instrumentalities of the State of Colorado exemptions from the payment(s) of all taxes of whatever kind. More specifically, City shall not directly or indirectly be liable for taxes of any kind. To the extent allowed by law, City will provide, upon the request of Prosecutor, all applicable tax exemption certificates.

6.9 Signatories. Having agreed to the terms herein, the undersigned signatories hereby represent and warrant that they have authority to enter into this Agreement.

6.10 Applicable Law and Venue. The laws of the State of Colorado shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Fremont County, Colorado. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

6.11 Amendments. This Agreement may be amended only upon written Agreement signed by the Parties.

6.12 Severability/Interpretation. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.13 Compliance with Laws. Prosecutor shall fully comply with all Federal, State, and Local laws, rules, regulations, and ordinances applicable to the services covered hereunder as they may now read or may hereafter be amended, including, the Colorado Rules of Professional Conduct.

[Signature page follows]

EXECUTED on

City of Florence, Colorado

By:

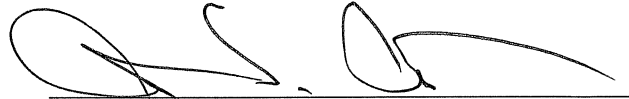
Amy Nasta, City Manager

EXECUTED on

April 28, 2025

Robert Willett ("Prosecutor")

By:



Robert Willett

COUNCIL ACTION FORM

MEETING DATE: MAY 5, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider adopting a Resolution appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services

Department: Administration

Staff Recommendation:

Adopt a Resolution appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services

Background/Description of Item:

Per Colorado Revised Statute 31-4-208, the City Council shall appoint a municipal judge in accordance with Colorado Revised Statutes 13-10-105. Judge Larry Allen has presided over all Florence court proceedings for multiple years and has recently been accompanied by Assistant Judge Eric Bellas.

“The Florence Municipal Court shall be presided over by a municipal judge who shall be appointed by the municipal governing body,” C.R.S. 13-10-105(a).

Financial Impact:

The salary is as set forth in the proposed agreement. It shall be payable on a monthly basis. Assistant Municipal Judges shall receive such compensation as dictated in the Resolution in the absence of the Municipal Judge.

Attachments:

- Resolution No. 6-2025
- Professional Services Agreement

Suggested Motion:

Adopt Resolution No. 6-2025 appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services.

RESOLUTION 6-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO APPOINTING THE MUNICIPAL JUDGE AND ASSISTANT MUNICIPAL JUDGE, SETTING COMPENSATION FOR THE MUNICIPAL JUDGE AND ASSISTANT MUNICIPAL JUDGE, AND AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS FOR PROFESSIONAL SERVICES WITH THE MUNICIPAL JUDGE AND ASSISTANT MUNICIPAL JUDGE

WHEREAS, the City Council of the City of Florence, Colorado, pursuant to Colorado statute and the Florence Municipal Code, is vested with the authority of administering the affairs of the City of Florence, Colorado; and

WHEREAS, the Municipal Judge is to be appointed by the City Council after the general election in odd-numbered years for a two (2) year term; and

WHEREAS, the City Council may also subsequently appoint such additional Assistant Municipal Judges as may be necessary to act in case of temporary absence, sickness, disqualification or other inability of the presiding Municipal Judge to act; and

WHEREAS, the compensation of the Municipal Judge is set in accordance with the contract proposed herein; and

WHEREAS, the City Council wishes to re-appoint the current Municipal Judge, Judge Larry D. Allen for a two-year term commencing on January 1, 2025, and ending on December 31, 2026; and

WHEREAS, City Council wishes to re-appoint the current Assistant Municipal Judge, Eric Bellas on an indefinite basis in accordance with the terms herein

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO AS FOLLOWS:

1. The aforementioned recitals are hereby fully incorporated herein.
2. Larry D. Allen is hereby appointed as Municipal Judge for a two-year term commencing on January 1, 2025, and ending on December 31, 2026, and the Municipal Judge's compensation is hereby set in accordance with the proposed contract herein.
3. Eric Bellas is hereby appointed as Assistant Municipal Judge and compensation is hereby set at \$500.00 per court session served by the Assistant Municipal Judge.
4. The Judge and Assistant Judge shall be covered under the City CIRSA coverage for any acts or legal action to the extent CIRSA determines that coverage is available and/or

triggered by any act taken by the Judge or Assistant Judge in their capacity as Municipal Judges for the City.

5. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The City Council hereby declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that anyone part or parts be declared unconstitutional or invalid.

6. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Resolution are hereby repealed and all Resolutions or parts of ordinances inconsistent with the provisions of this Resolution are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Resolution.

RESOLVED THIS _____ DAY OF _____ 2025.

ATTEST:

CITY OF FLORENCE, COLORADO

City Clerk

Mayor

AGREEMENT FOR PROFESSIONAL SERVICES MUNICIPAL JUDGE

This Agreement is made and entered into this ____ day of _____, 2025 by and between the City of Florence, Colorado, a Colorado statutory city (the "City"), and Larry D. Allen (the "Judge").

WHEREAS, the City Council of Florence has previously appointed Larry D. Allen as Municipal Judge; and

WHEREAS, the City desires again to renew the Judge's services for an additional term and re-enter into a contract with the Judge to specify his valued professional services as Municipal Judge;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Appointment and Term

The Judge, following a vote of approval by the Florence City Council and the full execution of this Agreement, shall hereby be appointed as Municipal Judge for the City of Florence for a term commencing upon the date of said execution, and ending on December 31, 2026, unless earlier terminated as provided herein.

2. Duties

The Judge shall perform all duties and functions of the Municipal Judge as required by the ordinances of the City of Florence and the laws of the State of Colorado.

3. Schedule

The Municipal Court shall be held one (1) day per month, on a date to be mutually agreed upon by the Judge and the City. Additional days may be scheduled only upon written agreement between the Judge and the City Manager. If and when additional days may be scheduled, additional and appropriate compensation from City to Judge shall be included in such written agreement.

4. Compensation

The Judge shall be compensated at a rate of \$1,312.50 per month for services rendered. This compensation includes all preparatory work, research, and administrative tasks associated with the position.

5. Termination

The City reserves the right, pursuant to statute, to terminate this Agreement immediately for cause, including but not limited to misconduct or neglect of duties by the Judge.

6. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter hereof.

7. Amendments

This Agreement may be amended only by written instrument signed by both parties.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CITY OF FLORENCE, COLORADO

By: _____

Mayor

ATTEST:

City Clerk

JUDGE:

Larry D. Allen



CITY OF FLORENCE

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City Manager Report

April 18, 2025 – April 29, 2025

Meetings with agencies, boards, and committees:

- ***Bighorn Roundtable Executive Committee (Tuesday, April 22, 2025)***
 - Attended a meeting of the Bighorn Roundtable Executive Committee
- ***Audit Interview (Thursday, April 24, 2025)***
 - Met with the contractor conducting the City's annual audit as part of the annual audit process.

Internal Meetings/Discussion/Projects

- An updated compensation schedule for employees is in the final stages of development. This proposed schedule provides a more modern approach to the City's compensation structure, while keeping all employees within their current pay range, meaning no compensation adjustments will be required should Council elect to adopt the plan at a the May 19, 2025, City Council meeting.
- Staff is nearing the final stage of completing comprehensive fee updates (excluding utility rates) and expects to present them to Council in the second quarter of 2025. These updates involve significant Code revisions as well in order to make future updates more efficient and streamlined.
- The previously discussed community engagement program allowing citizens the opportunity to better understand how government works has been scheduled to begin in late May. We will begin providing notifications and sign-ups the week of May 5.
- Outside Agency Funding applications will be closing May 6, 2025. The review committee will meet to discuss the applications following this date, and finalists will be invited to make a presentation to the City Council during a Work session prior to the May 19, 2025, regular City Council meeting.
- The presentation for the 2024 Annual Audit has been tentatively scheduled for the June 16, 2025, Regular City Council Meeting.
- Staff is working on a Fleet program to be presented to the City Council by the end of the second quarter.
- Water Distribution is in the process of updating and streamlining the meter reading process in order to improve efficiency and reduce the need for manual reads.