



**FLORENCE CITY COUNCIL**  
**Regular Meeting Agenda**  
**Monday, July 6, 2026, 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 June 15, 2026
  - b) Consider approving City expenditures prepared on June 18, 2026, in the amount of \$368,565.91, on June 25, 2026, in the amount of \$109,892.33, and on July 1, 2026 in the amount of \$109,402.37.
  - c) Consider approving the annual liquor license renewal for the Green Parrot Lounge
  - d) Consider approving the annual liquor license renewal for Barn & Barrel
  - e) Consider approving the annual Takeout and Delivery Permit renewal for Barn & Barrel
  - f) Consider authorizing the City Manager to execute an agreement for the 2026 Audit
  - g) Consider an amendment to the contract amount, approval of change orders, due to unforeseen conditions encountered during the ADA Ramp Replacement Project
- 5) **OLD BUSINESS**
  - a) Consider adopting the second reading of Ordinance No. 5-2026, a general housekeeping and process ordinance amending Chapter 5.28 of the Florence Municipal Code to remove existing numerical liquor licensing fees in code and streamline administrative processing rules.
- 6) **COUNCIL REPORTS**
  - a) City Council Reports
  - b) City Manager Reports
- 7) **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.
- 8) **ADJOURNMENT:** Adjournment until the regular City Council Meeting  
Monday, July 20, 2026.



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, June 15, 2026, 6:30 PM**

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

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

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

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

**2) ROLL CALL:**

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

**OTHERS PRESENT:** City Clerk Cortlyne Huppe, City Manager Lori Cobler, and City Attorney Dan Findlay.

**3) PRESENTATION**

- a) Canon City Area Metropolitan Recreation and Park District donation to the Florence Municipal Pool

City Manager Lori Cobler presented a Certificate of Appreciation to the Canon City Area Metropolitan Recreation and Park District in recognition of their generous donation of pool equipment to the Florence Municipal Pool. She highlighted the strong collaboration between the entities, the vital role the facility plays for Fremont County residents and families, and how sincerely grateful the City of Florence is for their generosity.

City Manager Cobler also introduced the City's new Building Inspector David Wales to the City Council.

**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).

There was no input.

**5) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on June 15, 2026  
b) Consider approving City expenditures prepared on June 4, 2026, in the amount of \$38,871.30  
c) Consider entering into an agreement for a Compensation Study with Graves Consulting for the City of Florence.

Councilor Mergelman requested item 5c be removed from the Consent Agenda.

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

Councilor Mergelman removed item 5c seeking to table the item and have a workshop to learn more about the proposal.

City Manager Cobler explained the project proposal and elaborated on it being a normal business practice within city governments. This project would analyze the market for wage equity and competitiveness.

Councilor Stiefel voiced support for the item and its importance.

Councilor MacKinnon confirmed the compensation survey would be completed prior to budgeting 2027 wages.

City Council discussed budget timelines, inquired about work session discussions, pay range modifications, budget impacts, and agreed on the importance of wage consistency and pay equity.

Councilor Stiefel motioned to approve the Consent Agenda items 5c. Councilor Vanhoutan seconded. With the Councilmembers voting in favor of the motion, the motion carried.

## 6) **OLD BUSINESS**

- a) Consider adopting the second reading of Ordinance No. 4-2026, an Ordinance adopting a comprehensive citywide fee schedule system within the Florence Municipal Code.

City Clerk Cortlyne Huppe explained the proposed code revisions. The revisions would allow the City to follow a city-wide fee schedule.

Councilor Stiefel motioned to adopt the second reading of Ordinance No. 4-2026, an Ordinance amending the Florence Municipal Code to establish a consolidated, citywide fee schedule system  
Seconded by: Councilor MacKinnon

7 Ayes

Motion Passed: 7 - 0

## 7) **NEW BUSINESS**

- a) Consider adopting the first reading of Ordinance No. 5-2026, a general housekeeping and process ordinance amending Chapter 5.28 of the Florence Municipal Code to remove existing numerical liquor licensing fees in code and streamline administrative processing rules.

City Clerk Huppe explained the liquor licensing fee modifications, and the proposal for the City Clerk's office to manage the basic annual liquor license renewals in house without presenting to the City Council for liquor board approval.

Councilor MacKinnon motioned to approve Ordinance No. 5-2026 on first reading, a general housekeeping and process ordinance amending Chapter 5.28 of the Florence Municipal Code.

Seconded by: Councilor Gardner

7 Ayes

Motion Passed: 7 - 0

- b) Consider adopting Resolution No. 8-2026, a Resolution formally adopting the citywide Fee Schedule ("Exhibit A") to establish the municipal liquor licensing, application, and processing fee structures.

City Clerk Huppe represented the fee schedule with the newest liquor licensing fees included.

Councilor MacKinnon motioned to approve Resolution No. 8-2026, a Resolution adopting the Citywide Fee Schedule as set forth in Exhibit A.

Seconded by: Councilor Mergelman

7 Ayes

Motion Passed: 7 - 0

## 8) COUNCIL REPORTS

### a) City Council Reports

Councilor Stone announced the upcoming June Tunes, Second Saturday Merchant's event, and Business After Hours. The Merchants are also working with the American Legion on implementing flags around Main Street.

Councilor MacKinnon elaborated on the Tavern Talk series.

Councilor Mergelman attended the Mayor's Round Table, and Ward 1 Town Hall. He also presented an update on the theater development at the Bell Tower.

Mayor Wolfe attended Senior Coffee Chat, a Federal Prison luncheon, a Mytikas, Legacy Metals, and Colorado Shed Company tour, Mayor's Round Table, a first responders appreciation dinner, and Sam's retirement luncheon. He also announced 2026 Tour de Coal.

### b) City Manager Reports

City Manager Cobler reported on the Federal Prison luncheon and their upcoming hiring event, the new restaurant opening downtown "Fat Joes", establishing a fire wood donation program, the High Meadows speed bump project being on hold, Pioneer Park porta potties being locked for safety, Willow Creek development collaboration, Public Works break room building bids being published soon, and on the 2026 pool operations.

## 9) EXECUTIVE SESSION(S): IF NECESSARY

Pursuant to C.R.S. Section 24-6-402(4)(f), discussion of a personnel issue, specifically the City Manager's performance review and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Councilor Stiefel motioned to enter into executive session at 7:28 p.m., C.R.S. Section 24-6-402(4)(f), discussion of a personnel issue, specifically the City Manager's performance review and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Seconded by: Councilor Stone

7 Ayes

Motion Passed: 7 - 0

Attendees of the executive session were the City Council, the City Attorney, and the City Manager. The executive session adjourned at 8:46 p.m.

Mayor Wolfe stated the City Council is happy with the City Manager's performance, and they will conduct another review in 6 months.

City Attorney Dan Findlay will not be present for the July 6, 2026, City Council meeting.

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.

**10) ADJOURNMENT:** Adjournment until the regular City Council Meeting Monday, July 6, 2026.

Councilor Gardner motioned to adjourn the meeting. Councilor Mergelman seconded. With all of the Councilmembers voting in favor of the motion, the motion carried. Mayor Wolfe adjourned the City Council Meeting at 8:47 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
7	FREMONT SANITATION D	700052	0140608540	CITY SHOP	1	06/15/2026	36.60	.00	36.60	20260393	06/17/2026
		700028	0140608440	10829-2459 Museum	1	06/15/2026	36.60	.00	36.60	20260387	06/17/2026
		700035	0145207835	RIVER PARK	1	06/15/2026	36.60	.00	36.60	20260392	06/17/2026
		700101	0140608751	10935-2559 Muni Center	1	06/16/2026	36.60	.00	36.60	20260386	06/17/2026
		700102	0140608751	22838-2559 N Plant	1	06/17/2026	36.60	.00	36.60	20260389	06/17/2026
		700103	0140608751	10935-2559 Muni Center	1	06/15/2026	86.98	.00	86.98	20260388	06/17/2026
		700104	0444152100	10910-2537 Pool	1	06/15/2026	36.60	.00	36.60	20260391	06/17/2026
		70034	0140608751	WILCOX PARK	1	06/15/2026	36.60	.00	36.60	20260390	06/17/2026
Total 7:							343.18	.00	343.18		
122	MOHR'S	401	0141103500	NAME PLATE	1	06/02/2026	65.55	.00	65.55	46842	06/17/2026
		6.15.26	0141103500	Retirement Plaque	1	06/15/2026	137.00	.00	137.00	46842	06/17/2026
Total 122:							202.55	.00	202.55		
193	GOBINS	AR5264490	0241503700	overage copies	1	06/03/2026	303.91	.00	303.91	46834	06/17/2026
Total 193:							303.91	.00	303.91		
201	ATMOS ENERGY	6.29.26	0243607710	Filtration Plant	1	06/17/2026	98.81	.00	98.81	20260399	06/17/2026
		6.29.26 CH	0140608751	MUNI CENTER	1	06/17/2026	137.79	.00	137.79	20260400	06/17/2026
		6.29.26 POO	0444151900	pool	1	06/17/2026	726.98	.00	726.98	46820	06/17/2026
Total 201:							963.58	.00	963.58		
245	KRASSA & MILLER, LLC	5.13.26	0243707890	LEGAL FEES	1	06/01/2026	12,845.52	.00	12,845.52	46839	06/17/2026
Total 245:							12,845.52	.00	12,845.52		
923	ALSCO	LDEN329648	0140608750	MATS	1	06/03/2026	77.99	.00	77.99	46824	06/17/2026
Total 923:							77.99	.00	77.99		
994	ECONO SIGN & BARRICA	101003084	0143103500	Street Signs	1	05/26/2026	1,946.58	.00	1,946.58	46832	06/17/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 994:							1,946.58	.00	1,946.58		
1035	CENTURYLINK	5.29.26	0142104650	PHONE MAINT- Police	1	05/29/2026	305.37	.00	305.37	46826	06/17/2026
		5.29.26	0241505000	PHONE	2	05/29/2026	131.25	.00	131.25	46826	06/17/2026
Total 1035:							436.62	.00	436.62		
1229	CASELLE, INC.	INV-202463	0241505600	Software Support annual m	1	06/03/2026	30,016.92	.00	.00	46825	06/17/2026
Total 1229:							30,016.92	.00	.00		
1281	HD Supply, Inc	6.2.26	0243707835	CLEANER	1	06/02/2026	22.71	.00	22.71	46835	06/17/2026
Total 1281:							22.71	.00	22.71		
1288	JOHNNY'S PLUMBING	38434	0140608750	PD water leak in shower	1	06/01/2026	133.90	.00	133.90	46837	06/17/2026
Total 1288:							133.90	.00	133.90		
1295	SE WATER CONSERVAN	COMD26-15	0249509063	Carry over	1	06/02/2026	5,352.72	.00	5,352.72	46852	06/17/2026
Total 1295:							5,352.72	.00	5,352.72		
1718	BLACK HILLS ENERGY	5.29.26	0143107540	STREET LIGHTS	1	05/29/2026	87.19	.00	87.19	20260394	06/17/2026
		5.29.26	0143107540	STREET LIGHTS	2	05/29/2026	119.53	.00	119.53	20260394	06/17/2026
		5.29.26	0143107540	STREET LIGHTS	3	05/29/2026	408.95	.00	408.95	20260394	06/17/2026
		5.29.26	0143107540	STREET LIGHTS	4	05/29/2026	8.67	.00	8.67	20260394	06/17/2026
		6.8.26	0143107540	STREET LIGHTS	1	06/08/2026	23.09	.00	23.09	20260395	06/17/2026
		6.8.26	0444151800	POOL	2	06/08/2026	516.88	.00	516.88	20260395	06/17/2026
		6.8.26	0143107540	STREET LIGHTS	3	06/08/2026	1,041.15	.00	1,041.15	20260395	06/17/2026
		6.8.26	0243557690	NEWLIN CABIN	4	06/08/2026	169.30	.00	169.30	20260395	06/17/2026
		6.8.26	0243557660	S RESERVOIR PUMP	5	06/08/2026	20.85	.00	20.85	20260395	06/17/2026
		6.8.26	0243557675	NEW SOUTH PLANT	6	06/08/2026	10,695.47	.00	10,695.47	20260395	06/17/2026
		6.8.26	0243557650	2 MG TANK	7	06/08/2026	22.39	.00	22.39	20260395	06/17/2026
		6.8.26	0243557693	BULK WATER STATION	8	06/08/2026	107.99	.00	107.99	20260395	06/17/2026
		6.8.26	0243557670	SOUTH PLANT	9	06/08/2026	227.00	.00	227.00	20260395	06/17/2026
		6.8.26	1446602600	CONCESSION STAND	10	06/08/2026	45.34	.00	45.34	20260395	06/17/2026
		6.8.26	0140608753	MUNI ANNEX	11	06/08/2026	63.92	.00	63.92	20260395	06/17/2026
		6.8.26	0140608751	MUNI CENTER	12	06/08/2026	3,426.95	.00	3,426.95	20260395	06/17/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		6.8.26	0145207830	SKATE PARK	13	06/08/2026	112.84	.00	112.84	20260395	06/17/2026
		6.8.26	1446602600	WILCOX LIGHTS	14	06/08/2026	42.90	.00	42.90	20260395	06/17/2026
		6.8.26	0145207830	TRIANGLE PARK	15	06/08/2026	21.45	.00	21.45	20260395	06/17/2026
		6.8.26	0145207830	RIVER PARK	16	06/08/2026	85.37	.00	85.37	20260395	06/17/2026
		6.8.26	0140608632	North Plant	17	06/08/2026	327.94	.00	327.94	20260395	06/17/2026
		6.8.26	0243507600	MINNEQUA CANAL PUMP	18	06/08/2026	4,838.53	.00	4,838.53	20260395	06/17/2026
		6.8.26	0243507660	PUMP @ RIVER	19	06/08/2026	2,559.75	.00	2,559.75	20260395	06/17/2026
		6.8.26	0243507620	W PUMP STATION	20	06/08/2026	255.16	.00	255.16	20260395	06/17/2026
		6.8.26	0140608510	CITY SHOP	21	06/08/2026	239.94	.00	239.94	20260395	06/17/2026
		6.8.26	0243507640	NEW RAW WATER PUMP	22	06/08/2026	10,806.68	.00	10,806.68	20260395	06/17/2026
		6.8.26	0145207830	QUARTZ PARK	23	06/08/2026	21.45	.00	21.45	20260395	06/17/2026
		6.8.26	0145207830	PIONEER PARK	24	06/08/2026	89.52	.00	89.52	20260395	06/17/2026
		6.8.26	0145207830	PAVILION	25	06/08/2026	40.03	.00	40.03	20260395	06/17/2026
		6.8.26	0143107540	STREET LIGHTS	26	06/08/2026	1,210.76	.00	1,210.76	20260395	06/17/2026
Total 1718:							37,636.99	.00	37,636.99		
1805	ACORN PETROLEUM	5.31.26	0142104000	GASOLINE Police	1	05/31/2026	3,569.01	.00	3,569.01	46823	06/17/2026
		5.31.26	0143104000	GASOLINE - Streets	2	05/31/2026	2,534.29	.00	2,534.29	46823	06/17/2026
		5.31.26	0243707850	GASOLINE - Water	3	05/31/2026	1,774.29	.00	1,774.29	46823	06/17/2026
Total 1805:							7,877.59	.00	7,877.59		
1965	PRAIRIE MOUNTAIN medi	0000453237	0241507300	Inviation to Bid pd vehivles,	1	05/31/2026	605.64	.00	605.64	46848	06/17/2026
Total 1965:							605.64	.00	605.64		
2180	ACE Industrial Supply, Inc.	179711	0243658780	elgin main max wrap	1	05/31/2026	1,330.35	.00	1,330.35	46822	06/17/2026
Total 2180:							1,330.35	.00	1,330.35		
2219	CHARTER COMMUNICATI	2551355010	0141505000	pool	1	05/21/2026	206.11	.00	206.11	46822	06/17/2026
		255707201	0141505000	pool	1	05/21/2026	126.54	.00	126.54	46821	06/17/2026
Total 2219:							332.65	.00	332.65		
2220	KAGAN & SON, LLC	19225	1743107530	class 6 road base	1	05/20/2026	4,715.07	.00	4,715.07	46838	06/17/2026
Total 2220:							4,715.07	.00	4,715.07		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
2341	CRCA	2026-080279	0142305200	3rd quarter cost share	1	06/04/2026	63,296.27	.00	63,296.27	46828	06/17/2026
Total 2341:							63,296.27	.00	63,296.27		
2412	J.A.Y ELECTRIC INC COR	377379	1249701125	union highland cemetery lig	1	06/10/2026	1,015.76	.00	1,015.76	46836	06/17/2026
Total 2412:							1,015.76	.00	1,015.76		
2468	SGS ACCUTEST	5216017395	0243707810	Disinfecting Byproducts	1	06/03/2026	436.00	.00	436.00	46853	06/17/2026
Total 2468:							436.00	.00	436.00		
2496	TAYLOR MECHANICAL	1260609846	0140608420	Preventative Chiller	1	06/09/2026	503.72	.00	503.72	46855	06/17/2026
Total 2496:							503.72	.00	503.72		
2614	Amnet Inc.	19823	0410001630	pool camera	1	06/05/2026	518.40	.00	518.40	20260382	06/17/2026
Total 2614:							518.40	.00	518.40		
2693	CH2M Hill Engineers, Inc.	709336CH03	0144007400	Airport PS, Willow Creek, J	1	06/03/2026	3,882.00	.00	3,882.00	46827	06/17/2026
Total 2693:							3,882.00	.00	3,882.00		
2719	Rocky Mountain Behavior	210123	0142103100	Drug Screening	1	05/31/2026	230.00	.00	230.00	46851	06/17/2026
Total 2719:							230.00	.00	230.00		
2871	Core & Main	Z001037	0249509030	Water equipment	1	06/02/2026	13,750.08	.00	13,750.08	20260398	06/17/2026
		Z091738	0243807940	meters and pit parts willow	1	05/27/2026	1,067.67	.00	1,067.67	20260383	06/17/2026
		Z092024	0243807940	meters and pit parts willow	1	05/27/2026	3,456.50	.00	3,456.50	20260384	06/17/2026
		Z092037	0249509030	Water equipment	1	05/29/2026	2,745.50	.00	2,745.50	20260397	06/17/2026
		Z092037.1	0243807940	meters and pit parts willow	1	06/17/2026	2,745.50	.00	2,745.50	46856	06/17/2026
		Z097103	0243808080	Annual RNI	1	05/28/2026	14,919.88	.00	14,919.88	20260385	06/17/2026
		Z148529	0243707890	BASE STATION Certificatio	1	06/03/2026	3,947.00	.00	3,947.00	20260396	06/17/2026
Total 2871:							42,632.13	.00	42,632.13		
2882	Fiber Platform, LLC	5.31.26	0142105000	Ethernet Access PD	1	05/31/2026	22.98	.00	22.98	46833	06/17/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2882:							22.98	.00	22.98		
3044	3 Rocks Engineering	26.101-01	0444152600	Street Survey, elevation cer	1	05/31/2026	7,138.50	.00	7,138.50	46821	06/17/2026
Total 3044:							7,138.50	.00	7,138.50		
3171	PVS DX INC.	737001498-2	0243458510	Sodium Hypo 10%	1	05/29/2026	8,816.77	.00	8,816.77	46850	06/17/2026
Total 3171:							8,816.77	.00	8,816.77		
3194	Miss Independent Distributi	658903380	0444152400	Little Debbie- Pool Conces	1	05/29/2026	288.00	.00	288.00	46841	06/17/2026
		658903456	0444152400	Little Debbie- Pool Conces	1	06/10/2026	288.00	.00	288.00	46841	06/17/2026
Total 3194:							576.00	.00	576.00		
3225	Oldcastle SW Group Inc	880028454	1743107520	ASPHALT	1	05/29/2026	385.73	.00	385.73	46845	06/17/2026
Total 3225:							385.73	.00	385.73		
3233	Down to Earth Tree Servic	6.11.26	0143107571	Tree Removal	1	06/11/2026	4,700.00	.00	4,700.00	46831	06/17/2026
Total 3233:							4,700.00	.00	4,700.00		
3262	DKHorn Engineering & Des	22859	0757708100	Pioneer Park Bathroom Pr	1	06/02/2026	1,758.75	.00	1,758.75	46830	06/17/2026
Total 3262:							1,758.75	.00	1,758.75		
3266	MTECH MECHANICAL TE	0458400102	0140608420	Service agreement HVAC	1	03/15/2026	2,660.00	.00	2,660.00	46843	06/17/2026
Total 3266:							2,660.00	.00	2,660.00		
3291	Spire Building Group	6.1.26	0646601270	Pioneer Park Bathrooms Pr	1	06/01/2026	140,360.00	.00	140,360.00	46854	06/17/2026
Total 3291:							140,360.00	.00	140,360.00		
3303	Nancy Schechter	6.15.26	0136001300	Park res. refund	1	06/15/2026	25.00	.00	25.00	46844	06/17/2026
Total 3303:							25.00	.00	25.00		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3304	p3 Communities, inc,	1	0144007400	Manor Building Code Analy	1	06/09/2026	3,000.00	.00	3,000.00	46846	06/17/2026
Total 3304:							3,000.00	.00	3,000.00		
3305	Potable Divers Inc.	26080	0210001620	2 mg and 1 mg tank cleani	1	05/29/2026	4,000.00	.00	4,000.00	46847	06/17/2026
Total 3305:							4,000.00	.00	4,000.00		
3306	Prespective Business Solut	1568	0444152600	Audit 2026	1	06/08/2026	7,000.00	.00	7,000.00	46849	06/17/2026
Total 3306:							7,000.00	.00	7,000.00		
3307	Daylight 2 Dusk Carwash	990282	0348702150	PD Car Wash	1	05/31/2026	42.00	.00	42.00	46829	06/17/2026
Total 3307:							42.00	.00	42.00		
3308	Lori Cobler	6.16.26	0241505650	CML Annual Confrence	1	06/16/2026	458.35	.00	458.35	46840	06/17/2026
Total 3308:							458.35	.00	458.35		
Grand Totals:							<u>398,602.83</u>	<u>.00</u>	<u>368,585.91</u>		

Report Criteria:  
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Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
635	SAFETY KLEEN CORPOR	100171940	0143103500	washer solvent	1	06/11/2026	353.39	.00	353.39	46743	06/24/2026
Total 635:							353.39	.00	353.39		
861	CIRSA	INV1004432	0141106700	PROPERTY/CASUALTY c	1	06/22/2026	65,814.91	.00	65,814.91	20260406	06/24/2026
		WINV100131	0444151960	WC Compensation covera	1	06/22/2026	14,310.48	.00	14,310.48	20260405	06/24/2026
Total 861:							80,125.39	.00	80,125.39		
916	MARTIN AND WOOD	29044	0243707890	May draft review 2024 irrig	1	05/31/2026	533.75	.00	533.75	46742	06/24/2026
		29045	0243707890	UAWCD union sitch share	1	05/31/2026	11,849.25	.00	11,849.25	46742	06/24/2026
Total 916:							12,383.00	.00	12,383.00		
923	ALSCO	LDEN312915	0143102000	UNIFORM RENTAL-Street	1	06/18/2025	187.55	.00	187.55	46122	06/26/2025
		LDEN330322	0140608750	FLOOR MAT	1	06/17/2026	75.72	.00	75.72	46739	06/24/2026
Total 923:							263.27	.00	263.27		
1035	CENTURYLINK	334006856.6	0241504600	PHONE MAINT Water	1	06/22/2026	393.75	.00	393.75	46741	06/24/2026
Total 1035:							393.75	.00	393.75		
2467	Century Link	6.22.26	0241505000	SOUTH PLANT internet	1	06/22/2026	916.79	.00	916.79	46740	06/24/2026
Total 2467:							916.79	.00	916.79		
2614	Amnet Inc.	19834	0141506600	admin cybersecurity monthl	1	06/15/2026	3,525.00	.00	3,525.00	20260401	06/24/2026
		19834	0141506600	admin cybersecurity last pa	2	06/15/2026	84.00	.00	84.00	20260401	06/24/2026
		19834	0141505050	admin harddrive install and	3	06/15/2026	1,544.43	.00	1,544.43	20260401	06/24/2026
		19834	0141505050	admin microsoft	4	06/15/2026	1,746.41	.00	1,746.41	20260401	06/24/2026
		19834	0142103100	police Teams phone	5	06/15/2026	404.72	.00	404.72	20260401	06/24/2026
		19834	0444152300	pool firewall	6	06/15/2026	210.00	.00	210.00	20260401	06/24/2026
		19834	0241506600	water cybersecurity monthl	7	06/15/2026	380.00	.00	380.00	20260401	06/24/2026
		19834	0143104550	public works24 port switch	8	06/15/2026	125.00	.00	125.00	20260401	06/24/2026
		19834	0141505050	admin	9	06/15/2026	6,439.00	.00	6,439.00	20260401	06/24/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2614:							14,458.56	.00	14,458.56		
2871	Core & Main	Z199855	0243807940	meters and pit parts	1	06/16/2026	384.00	.00	384.00	20260403	06/24/2026
		Z221659	0243807930	Valve Parts	1	06/18/2026	138.59	.00	138.59	20260404	06/24/2026
		Z240750	0243607731	Valve Parts	1	06/23/2026	138.59	.00	138.59	20260402	06/24/2026
Total 2871:							661.18	.00	661.18		
3008	Great American Financial S	4228551	0141503500	Printer lease	1	06/18/2026	337.00	.00	337.00	20260407	06/24/2026
Total 3008:							337.00	.00	337.00		
Grand Totals:							109,892.33	.00	109,892.33		

Report Criteria:  
 Detail report type printed

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 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
635	SAFETY KLEEN CORPOR	99961919	0143103500	washer solvent	1	06/16/2026	353.39	.00	353.39	46875	07/01/2026
Total 635:							353.39	.00	353.39		
1253	AT & T MOBILITY	2872917141	0141505000	ADMIN	1	05/20/2026	209.39	.00	209.39	46867	07/01/2026
		2872917141	0144005000	PLANNING	2	05/20/2026	148.55	.00	148.55	46867	07/01/2026
		2872917141	0241505000	WATER	3	05/20/2026	562.81	.00	562.81	46867	07/01/2026
		2872917141	0143105000	STREETS	4	05/20/2026	362.35	.00	362.35	46867	07/01/2026
		2872917141	0444152000	POol	5	05/20/2026	95.64	.00	95.64	46867	07/01/2026
		2872917141	0144205000	CEMETARY	6	05/20/2026	55.36	.00	55.36	46867	07/01/2026
		2872917141	0142105000	PD	7	05/20/2026	1,726.79	.00	1,726.79	46867	07/01/2026
Total 1253:							3,160.89	.00	3,160.89		
2219	CHARTER COMMUNICATI	11599590106	0241505600	INTERNET SERVICE and	1	06/21/2026	454.49	.00	454.49	46870	07/01/2026
		2551355010	0141505000	pool	1	06/21/2026	206.11	.00	206.11	46870	07/01/2026
		2557072010	0141505000	pool	1	06/21/2026	188.38	.00	188.38	46870	07/01/2026
Total 2219:							848.98	.00	848.98		
2276	KUBWATER RESOURCES	13565	0243458540	POLY ALUM CHLORIDE	1	03/19/2026	40,194.80	.00	40,194.80	46872	07/01/2026
Total 2276:							40,194.80	.00	40,194.80		
2412	J.A.Y ELECTRIC INC COR	377383	0144207700	power pole sprinkler recon	1	06/17/2026	845.76	.00	845.76	46871	07/01/2026
Total 2412:							845.76	.00	845.76		
2468	SGS ACCUTEST	5216016181	0243707810	Dalapon Samples	1	02/26/2026	696.00	.00	696.00	46876	07/01/2026
		5216017122	0243707810	Disinfecting Byproducts	1	03/02/2026	1,948.00	.00	1,948.00	46876	07/01/2026
		5216017166	0243707810	LAB RESULTS	1	03/17/2026	198.00	.00	198.00	46876	07/01/2026
		5216017223	0243707810	LAB RESULTS	1	04/07/2026	659.00	.00	659.00	46876	07/01/2026
Total 2468:							3,501.00	.00	3,501.00		
3171	PVS DX INC.	737000788-2	0243458510	Sodium Hypo 10%	1	03/30/2026	8,702.27	.00	8,702.27	46874	07/01/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3171:							8,702.27	.00	8,702.27		
3309	Brush Hallow Creek Constr	6.30.26	1743107570	ADA Ramps Contracted a	1	06/30/2026	48,059.00	.00	48,059.00	46868	07/01/2026
Total 3309:							48,059.00	.00	48,059.00		
3310	O'Reilly Auto Parts	2929-118388	0243707850	Oil and filters	1	06/03/2026	79.60	.00	79.60	46873	07/01/2026
		2929-118464	0243707861	dc or hub bth seal	1	06/03/2026	173.52	.00	173.52	46873	07/01/2026
		2929-118511	0243707861	Door handlepickup	1	06/03/2026	27.74	.00	27.74	46873	07/01/2026
		2929-118576	0243707861	reid sleeve	1	06/04/2026	172.76	.00	172.76	46873	07/01/2026
		2929-118653	0243707861	brk shoes	1	06/04/2026	391.68	.00	391.68	46873	07/01/2026
		2929-118728	0243707861	brakeclean	1	06/05/2026	143.52	.00	143.52	46873	07/01/2026
		2929-119479	0243707861	Oil and air fliters an dbelts	1	06/09/2026	162.59	.00	162.59	46873	07/01/2026
		2929-119541	0243707861	Heater conn water	1	06/10/2026	32.24	.00	32.24	46873	07/01/2026
		2929-119977	0142104600	hydraulic fluid	1	06/12/2026	649.99	.00	649.99	46873	07/01/2026
		2929-120316	0243707861	brake drum water dept	1	06/15/2026	1,120.86	.00	1,120.86	46873	07/01/2026
		2929-120503	0243707861	asy lb water	1	06/16/2026	12.99	.00	12.99	46873	07/01/2026
		2929-120739	0142104600	mod asslybly mfi for 2018 r	1	06/17/2026	480.42	.00	480.42	46873	07/01/2026
		2929-121761	0243707861	hvac actuatr	1	06/23/2026	88.98	.00	88.98	46873	07/01/2026
		2929-122055	0243707850	Oil Filter Water Dept	1	06/25/2026	54.40	.00	54.40	46873	07/01/2026
		2929122251	1249701125	Door lk kit	1	06/26/2026	144.99	.00	144.99	46873	07/01/2026
Total 3310:							3,736.28	.00	3,736.28		
Grand Totals:							109,402.37	.00	109,402.37		

Report Criteria:  
 Detail report type printed

## **COUNCIL ACTION FORM**

**MEETING DATE:** JULY 6, 2026

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

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**Agenda Item:** Consider approving the annual liquor license renewal for the Green Parrot Lounge

**Department:** Administration

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**Staff Recommendation:**

Approve the annual liquor license renewal for the Green Parrot Lounge

**Background/Description of Item:**

The Green Parrot Lounge is located at 223 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 Green Parrot Lounge.

## **COUNCIL ACTION FORM**

**MEETING DATE:** JULY 6, 2026

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

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**Agenda Item:** Consider approving the annual liquor license renewal for Barn & Barrel

**Department:** Administration

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**Staff Recommendation:**

Approve the annual liquor license renewal for Barn & Barrel

**Background/Description of Item:**

Barn & Barrel is located at 115 West Main Street. The applicant has submitted all required renewal documentation.

**Financial Impact:**

The City fee for this application was \$148.75.

**Suggested Motion:**

Approve the annual liquor license renewal for Barn & Barrel.

## **COUNCIL ACTION FORM**

**MEETING DATE:** JULY 6, 2026

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

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**Agenda Item:** Consider approving the annual Takeout and Delivery Permit for Barn & Barrel

**Department:** Administration

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**Staff Recommendation:**

Approve the Takeout and Delivery Permit renewal for Barn & Barrel

**Background/Description of Item:**

Barn & Barrel is located at 115 West Main Street. The applicant has paid the requested fees, and all supporting documentation has been submitted. 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 was \$0.

**Suggested Motion:**

Approve the Takeout and Delivery Permit renewal for Barn & Barrel.

## **COUNCIL DISCUSSION FORM**

**MEETING DATE: JULY 6, 2026**

**STAFF CONTACT: LORI COBLER, CITY MANAGER**

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**Agenda Item:** Consider authorizing the City Manager to execute an agreement for the 2026 Audit

**Department:** Administration

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### **Background/Description of Item:**

Prospective Business Solutions has conducted the City's annual financial audit for the past five years, with an additional optional year authorized by the previous City Manager in 2025.

Staff will be issuing a Request for Proposal for the 2027 audit year.

### **Financial Impact:**

Funding in the amount of \$16,000 split between the General Fund and Water Fund, this is an annual cost fixed in the budget yearly.

### **Attachments:**

- Prospective Business Solutions, LLC Audit Scope and Objectives

### **Suggested Motion:**

Authorize the City Manager to execute an agreement with Prospective Business Solutions, Inc. for completion of the 2026 annual financial audit, in an amount not to exceed \$16,000.00.



**PROSPECTIVE  
BUSINESS  
SOLUTIONS, LLC**  
Certified Public Accountants  
Auditing, Accounting, and Consulting Services for  
Governments and Nonprofit Organizations

June 11, 2026



Ms. Lori Cobler, City Manager  
City of Florence  
Florence, Colorado

We are pleased to confirm our understanding of the services we are to provide the City of Florence (the "City") for the year ended December 31, 2026.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2026. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of the City's Proportionate Share of the FPPA Net Pension Liability
- 4) Schedule of the City's Contributions to the FPPA Statewide Defined Benefit Pension Plan

 (720) 535-9088  
 (720) 217-6601

 [uli@prospective-business-solutions.com](mailto:uli@prospective-business-solutions.com)  
 [prospective-business-solutions.com](http://prospective-business-solutions.com)

 26 West Dry Creek Circle  
Suite 600  
Littleton, CO 80120

We have also been engaged to report on supplementary information other than RSI that accompanies City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining and Individual Fund Statements and Schedules
- 2) Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not

designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk of material misstatement as part of our audit planning:

- None at this time

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### **Other Services**

We will also prepare the financial statements of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services

are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our

report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Uli Keeley, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$16,000**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. **50%** of the audit fees will be invoiced after completion of fieldwork and are payable on presentation. The remaining audit fees will be invoiced upon issuance of the audit report.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all

out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the members of the City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Very truly yours,

*PB Solutions LLC*

Prospective Business Solutions LLC  
Littleton, Colorado

**RESPONSE:**

This letter correctly sets forth the understanding of the City.

Management signature: \_\_\_\_\_

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

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

## **COUNCIL ACTION FORM**

**MEETING DATE: JULY 6, 2026**

**STAFF CONTACT: LORI COBLER, CITY MANAGER**

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**Agenda Item:** Consider an amendment to the contract amount, approval of change orders, due to unforeseen conditions encountered during the ADA Ramp Replacement Project

**Department:** Administration / Public Works

---

**Staff Recommendation:**

Authorize an amendment to the contract price exceeding the previously approved amount of \$48,059, adding an additional \$4,916.24.

**Background/Description of Item:**

On March 16, 2026, City Council approved the ADA Ramp Replacement project at multiple locations within the City of Florence, awarding the contract to Brush Hollow Creek Construction in the amount of \$43,690, plus a 10% contingency.

During construction, additional unforeseen work was identified that was inseparable from the original scope and necessary to complete the project. All additional tasks fell within the original bid unit pricing. A change order was issued at the time and approved by Public Works Director Sam Elstun; however, the final cost exceeded the total amount previously authorized by City Council.

This Council Action Form serves as the official report to Council documenting the added work and seeking approval for payment beyond the originally approved contract amount. Moving forward, staff will strive, when feasible, to bring similar change order requests to Council for review prior to the work being completed.

**Financial Impact:**

- Additional change order costs totaling \$4,916.24.

**Attachments:**

- Brush Hollow Creek Construction, LLC Original Quote
- Construction Change Orders (2)
- Final Billing

**Suggested Motion:**

Ratify the contract for the ADA Ramp Replacement Project awarded to Brush Hollow Creek Construction, increasing the total contract amount to \$52,975.24 to include the additional \$4,916.24 in approved change orders.

**ALL QUANTITIES ARE ESTIMATED**

**Bid Item # 1 – Northwest Corner - West 3<sup>rd</sup> St and North Pike Peak Ave**

5.75 - Cubic Yards – Cement  
8" Schedule 40 – 10 LF  
2 – Domes  
3 - 18" x 18" x 20" Boxes  
1 – 8" x 10" Femco  
5 Feet – 6" Curbhead  
3 - 18" x 18" 3/16" metal plate

Not to exceed

**Bid Item #1**

**Total Cost**

**\$ \$14,310.00**

**Bid Item # 2 – Northeast Corner - East 3<sup>rd</sup> Street and North McCandless Ave**

5.75 - Cubic Yards – Cement  
8" Schedule 40 – 15 LF  
2 – Domes  
2 - 18" x 18" x 20" Boxes  
1 – 8" x 8" Femco  
1 – 8" x 10" Femco  
8 Feet – 6" Curbhead  
2 - 18" x 18" 3/16" metal plate

Not to exceed

**Bid Item #2**

**Total Cost**

**\$ \$14,620.00**

**Bid Item # 3 – Northwest Corner – East 3<sup>rd</sup> Street and North McCandless Ave**

3.75 - Cubic Yards – Cement  
8" Schedule 40 – 8 LF  
2 – Domes  
1 - 18" x 18" x 20" Box  
5 Feet – Diamond Plate  
9 Feet – 6" Curbhead  
1 - 18" x 18" 3/16" metal plate

Not to exceed

**Bid Item #3**

**Total Cost**

**\$ \$9,680.00**

**Bid Item # 4 – Southwest Corner – West 5<sup>th</sup> and Washington**

1.75 - Cubic Yards – Cement  
2 – Domes

Not to exceed

**Bid Item #4**

**Total Cost**

**\$ \$5,080.00**

**Miscellaneous Bid Items to Establish Price:** Bid Items # 5 and 6 are in addition to similar work required for completion of Bid Items 1 through 4. Estimated quantities are not anticipated, but are listed to establish price only, and will only be used for ancillary work requested by City and within same block as approved work, or for backfill of over-excavation approved by City for unsuitable subsurface soils encountered during construction.

**Bid Item #5 Additional Class 6 Roadbase, Compacted in Place.**

Estimated Quantity      Cubic Yards @ \$ \$75.00 per CY = \$ \_\_\_\_\_

**Bid Item # 6 Additional 4" Concrete Sidewalk, Finished in Place, together with its underlying 6" Aggregate Base compacted in place.**

Estimated Quantity      Cubic Yards @ \$ \$625.00 per CY = \$ \_\_\_\_\_

Bidder acknowledges receipt of Addendum # None, if any, and has based this bid upon the revised information.

Signed: Richard J Patterson      Date: 03/10/2026

Printed Name: Richard (Joe) Patterson

Title: Owner

Representing: Brush Hollow Creek Construction      Phone No: (719) 499-3211

Company Address: 3400 County Road 260

City, State, Zip: Westcliffe, Colorado, 81252

Email Address: joe@bhconstruct.com

# Brush Hollow Creek Construction LLC

## City of Florence - Change Orders by Bid Item

Original Contract Amount: \$43,690.00  
Total Approved Change Orders: \$9,285.26  
Revised Contract Amount: \$52,975.26

### ***Bid Item #1 – Northwest Corner of W. 3rd St. & N. Pikes Peak Ave.***

<b>Description</b>	<b>Amount</b>
Over Excavation – 4.625 CY	\$1,156.25
Road Base Import & Compaction – 4.625 CY	\$855.63
Upgrade from 8" to 10" Schedule 40 PVC Pipe	\$175.00
18" x 18" x 20" Concrete Box	\$1,200.00
Diamond Steel Plate	\$125.00
10% Overhead	\$351.19
10% Profit	\$386.31
<b>Total Change Order</b>	<b>\$4,249.38</b>

### ***Bid Item #2 – Northeast Corner of E. 3rd St. & N. McCandless Ave.***

<b>Description</b>	<b>Amount</b>
Over Excavation & Disposal – 4.625 CY	\$1,156.25
Road Base Import & Compaction – 4.625 CY	\$855.63
One Additional 20' Stick of 10" Schedule 40 PVC Pipe and Upgrade	\$650.00
18" x 18" x 20" Concrete Box	\$1,200.00
Diamond Steel Plate	\$125.00
10% Overhead	\$398.69
10% Profit	\$438.56
<b>Total Change Order</b>	<b>\$4,824.13</b>

### ***Bid Item #3 – Northwest Corner of E. 3rd St. & N. McCandless Ave.***

<b>Description</b>	<b>Amount</b>
10" Pipe Upgrade	\$175.00
10% Overhead	\$17.50
10% Profit	\$19.25

# Brush Hollow Creek Construction LLC

## Florence Project - Revised Change Order Summary (9.25 CY)

Item	Amount
10" Schedule 40 Pipe Upgrade (3 x 20' sticks)	\$1,000.00
(2) Diamond Steel Plates	\$250.00
Over Excavation & Disposal (9.25 CY)	\$2,312.50
Road Base Import & Compaction (9.25 CY)	\$1,711.25
(2) Cast-in-Place Concrete Boxes	\$2,400.00

Original Contract Amount	\$43,690.00
Change Order Subtotal	\$7,673.75
10% Overhead	\$767.38
10% Profit	\$844.11
Total Change Orders	\$9,285.24
Revised Contract Amount	\$52,975.24

# CONSTRUCTION CHANGE ORDER

## OVERVIEW

Change Order Number: 01

Project Name: ADA Ramp Project Number: C.009

Location of Work: E 3 & N. McCadless N.W. Corner

Contractor Name: Bush Hollow Creek Client Name: City of Florence

Date of Issue: 5-19-26

## CHANGE TO CONTRACT

### Change Description:

Over excavated area because of the  
irrigation water penetrated the area

### Breakdown:

- Additional Excavation 6.52 CY
- Backfill 6.50 CY
- " " Crush 9 LF

### Change in Contract Price:

Original Contract Price: 43690.<sup>00</sup>

Price of Change: 3187.46

New Contract Price: 46877.46

### Change in Contract Time:

Original Completion Date: 9-21-26

Additional Time for Change: 5 day

New Completion Date: 9-26-26

## APPROVAL

Client Approval:



# CONSTRUCTION CHANGE ORDER

## OVERVIEW

Change Order Number: #02

Project Name: ADA Ramp Project Number: 0.019

Location of Work: 834 N. McCauley N.E. Corne

Contractor Name: Bush Walker Coak Client Name: City of Glen

Date of Issue: 5.27.26

## CHANGE TO CONTRACT

### Change Description:

Over Excavate An area because of  
irrigation water

### Breakdown:

- Additional Excavation 6,50.CY - Additional 10 inch pipe ~~SCOLF~~
- CONCRETE Boxes - 2 - 18x18 inch Steel - 12x10 FANCO - 1

### Change in Contract Price:

Original Contract Price: 43,890.<sup>00</sup>

Price of Change: 6097.<sup>78</sup>

New Contract Price: 49,987.<sup>78</sup>

### Change in Contract Time:

Original Completion Date: 9-21-26

Additional Time for Change: 5 days

New Completion Date: 9-26-26

## APPROVAL

Client Approval:



# **Brush Hollow Creek Construction LLC**

## **City of Florence – Change Order Justification**

**Original Contract Amount:** \$43,690.00

**Total Change Orders:** \$9,285.26

**Revised Contract Amount:** \$52,975.26

### **Professional Justification**

During construction, unforeseen field conditions were encountered that could not reasonably have been identified prior to excavation. Unsuitable subsurface conditions required additional over-excavation beyond the limits of the original contract to establish a stable foundation for the work. The additional excavation required hauling and lawful disposal of excess material, followed by importing, placing, and compacting additional road base to restore the excavation to the required grades and provide proper support for the completed improvements.

In addition, the Owner directed a change from the originally anticipated 8-inch pipe to 10-inch Schedule 40 PVC. This directive required procurement and installation of larger pipe, including additional material beyond the original contract quantity. The field conditions also required construction of cast-in-place concrete utility boxes and installation of additional diamond steel cover plates to complete the work in accordance with the revised field requirements.

These changes were necessary to complete the project safely and in compliance with the City's requirements. The work represents additional labor, equipment, materials, hauling, disposal, and restoration that were outside the original scope of work and are therefore submitted as contract change orders. Overhead and profit have been applied in accordance with the contract.

### **Requested Action**

Brush Hollow Creek Construction LLC respectfully requests approval of the attached change orders and adjustment of the contract amount from \$43,690.00 to \$52,975.26.

# COUNCIL ACTION FORM

**MEETING DATE:** JULY 6, 2026

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

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**Agenda Item:** Consider adopting the second reading of Ordinance No. 5-2026, a general housekeeping and process ordinance amending Chapter 5.28 of the Florence Municipal Code to remove existing numerical liquor licensing fees in code and streamline administrative processing rules.

**Department:** Administration

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**Staff Recommendation:**

Approve Ordinance No. 5-2026. This ordinance removes legacy, conflicting numerical fee references from Chapter 5.28 and establishes an efficient, modernized administrative framework for compliant liquor license renewals and special event permits.

**Background/Description of Item:**

Concurrently with the finalization of the City's consolidated, citywide Fee Schedule framework, staff is conducting a systematic review of the Florence Municipal Code to remove outdated, hardcoded numerical fees that conflict with the centralized fee model. Chapter 5.28 (Liquor Licenses and Regulations) contains multiple legacy numerical relics and outmoded procedural requirements that create administrative bottlenecks.

Ordinance No. 5-2026 achieves two key objectives:

1. Housecleaning: It strips hardcoded processing and application fees out of Sections 5.28.020 and 5.28.025, replacing them with clean legal pointers directing the public to the Consolidated Citywide Fee Schedule.
2. Administrative Efficiency: In accordance with Colorado Liquor Code standards, it updates Sections 5.28.030 and 5.28.035 to eliminate mandatory municipal public hearings for routine, non-controversial annual liquor license renewals. It explicitly delegates administrative review and approval authority to the Office of the City Clerk for licensees operating in full compliance with municipal code, law enforcement, and financial regulations.

This ordinance represents a vital procedural modernization, reducing unnecessary council agenda items and aligning Florence with the administrative best practices.

The first reading of the Ordinance took place at the June 15, 2026, City Council Meeting where it was unanimously approved 7-0.

**Financial Impact:**

None. Passing this ordinance shifts the fee-setting mechanism from the code text to the Consolidated Fee Schedule established by resolution.

**Attachments included:**

- Proposed Ordinance No. 5 - 2026

**Suggested Motion:**

Motion to approve the second reading of Ordinance No. 5-2026, a general housekeeping and process ordinance amending Chapter 5.28 of the Florence Municipal Code.

**CITY OF FLORENCE  
ORDINANCE NO. 5-2026**

**A GENERAL HOUSEKEEPING ORDINANCE AMENDING CHAPTER 5.28 OF THE FLORENCE MUNICIPAL CODE TO REMOVE SPECIFIC MUNICIPAL LIQUOR LICENSING FEES AND REVENUE POINTERS IN ACCORDANCE WITH THE CONSOLIDATED FEE SCHEDULE SYSTEM.**

WHEREAS, the City of Florence, Colorado has enacted Ordinance No. 4-2026, establishing a centralized, Consolidated Citywide Fee Schedule under Section 3.01.050 of the Florence Municipal Code to improve public transparency and administrative efficiency; and

WHEREAS, certain legacy provisions within Chapter 5.28 (Liquor Licenses and Regulations) contain language referencing local processing fees and operational parameters that conflict with the centralized citywide fee structure; and

WHEREAS, the City Council desires to execute a general housekeeping ordinance to remove these outdated references and ensure that Chapter 5.28 aligns with the master fee schedule authority;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO:**

**SECTION ONE:** Chapter 5.28.020 of the Florence Municipal Code is hereby amended to read in its entirety as follows:

5.28.020 – Application Fees.

In addition to state-mandated license fees, the City Clerk shall collect an application fee with each application type for a liquor or fermented malt beverage license to cover the actual and necessary municipal expenses of processing such applications. All such local application, permit, and processing fees shall be established by the City Council via resolution within the Consolidated Citywide Fee Schedule. All fees charged pursuant to this Section shall be paid to the City of Florence for credit to the General Fund."

**SECTION TWO:** Section 5.28.025 of the Florence Municipal Code is hereby amended to read in its entirety as follows:

5.28.025 - Special Event and Festival Permits.

Special event and festival permits shall be processed and governed in accordance with the rules and regulations of the Colorado Department of Revenue Liquor Enforcement Division (LED). Applicable municipal processing and application fees for such permits shall be established via the Consolidated Citywide Fee Schedule.

**SECTION THREE:** Section 5.28.030 of the Florence Municipal Code is hereby amended to read in its entirety as follows:

5.28.030 - Public Hearing Requirements. A public hearing before the Local Licensing Authority shall only be required for new liquor license applications, permanent transfers of location, or renewals where a formal administrative allegation, law enforcement violation, or written public objection has been filed against the licensee. Routine, compliant renewals and temporary permits shall not require a public hearing.

**SECTION FOUR:** Section 5.28.035 of the Florence Municipal Code is hereby amended to read in its entirety as follows:

5.28.035 - Administrative Processing of Regular Renewal Applications. The Office of the City Clerk is hereby granted the explicit administrative authority to directly review, process, and submit regular, recurring liquor license renewal applications to the State of Colorado. Such administrative approvals are conditional upon a finding by the City Clerk that the licensee has no pending legal, financial, or municipal code violations.

**SECTION FIVE:** Severability. If any section, paragraph, clause, or provision of this Ordinance is held to be invalid or unenforceable, such invalidity shall not affect the remaining provisions.

**SECTION SIX:** Effective Date. This Ordinance shall take effect thirty (30) days after final publication following second reading.

INTRODUCED, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 15th day of June, 2026.

PASSED ON SECOND READING, ADOPTED, AND ORDERED PUBLISHED this \_\_\_\_ day of July, 2026.

**CITY OF FLORENCE, COLORADO**

ATTEST:

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

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



# CITY OF FLORENCE

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

## City Manager Report July 6, 2026

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### Meetings with Agencies, Boards, and Committees

- KV Region 15 Governance Committee Meeting
- Launched The 81226 Report Podcast
- Attended FEDC meeting
- CEBT, meeting to discuss upcoming plan year
- Attended CML Conference
- Cameras installed in pd parking lot for better fleet coverage and safety precautions
- 3 Rocks meeting discussing plans for Airport Project with County
- Compensation study meeting launch

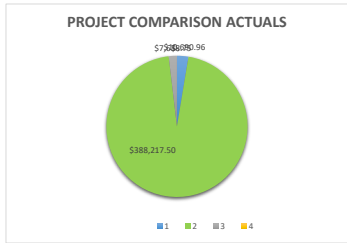
### Discussion Topics & Upcoming Items

- Public Works break room renovation: progress update and ongoing planning discussions.
- Public Works Director Vehicle discussion- funding source
- Bulk Station: status update on the access code project.
- High Meadows Speed Bump Project is currently on hold.
- Planning to schedule a workshop regarding Wilcox Park improvements.
- Pioneer Park bathroom: progress update.
- Budget planning discussions continue.
- Drought Plan update and communication plan

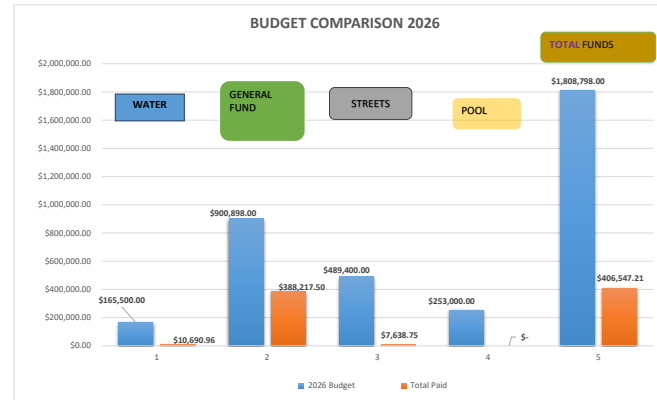


# 2026 PROJECT DASHBOARD

	Budget Cost	Change Order Amount	Total Cost	Contingency	Invoiced Amt YTD	Within Contingency	Completion %	Pending Invoices	NOTES
<b>POOL PROJECT</b>	\$ 253,000.00	\$ -	\$ -	\$ -	\$ 10,690.96	\$ -	5%		
<b>WATER PROJECTS</b>	\$ 165,500.00	\$ -	\$ -	\$ -	\$ 7,638.75	\$ -	0%		
<b>Bathroom Pioneer Park</b>	\$ 591,000.00	\$ -	\$ -	\$ -	\$ 388,217.50	\$ -	40%		
<b>SIP PROJECTS</b>	\$ 482,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%		RFP POSTED
<b>PD VEHICLES</b>	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
<b>PD PARKING LOT PROJECT</b>	\$ 159,898.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%		RFP PENDING
<b>ADA SIDEWALKS</b>	\$ 4,675.00	\$ -	\$ -	\$ -	\$ 4,675.00	\$ -	100%	n/a	Complete
<b>ADDITIONAL ADA SIDEWALKS HWY 115</b>	\$ 2,725.00	\$ -	\$ 2,725.00	\$ -	\$ 2,725.00	\$ -	100%	n/a	Complete
<b>STREET SPEED BUMP- HIGH MEADOWS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			3 Rocks is working on
<b>JOHNSON HILL DRAINAGE PLAN</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			3 Rocks is working on
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
	<u>\$ 1,806,073.00</u>	<u>\$ -</u>	<u>\$ 2,725.00</u>	<u>\$ -</u>	<u>\$ 413,947.21</u>				



	2026 Budget	Total Paid
<b>Water Fund</b>	\$165,500.00	\$ 10,690.96
<b>General Fund</b>	\$ 900,898.00	\$ 388,217.50
<b>Streets</b>	\$ 489,400.00	\$ 7,638.75
<b>POOL</b>	\$ 253,000.00	\$ -
	<u>\$ 1,808,798.00</u>	<u>\$ 406,547.21</u>





# CITY OF FLORENCE

600 West 3<sup>rd</sup> Street  
Florence, Colorado 81226  
(719) 784-4848  
cityofflorence@florencecolorado.org  
www.cityofflorenceco.gov

## PUBLIC WORKS DIRECTOR REPORT

**JULY 6, 2026**

The past month has been focused on transition of leadership, preparations for the 4<sup>th</sup> of July celebrations, project completion and day-to-day operations within the public works department.

- Weed mitigations, with our new operator on board we were able to get the Hwy 115 and 67 north and south mowed and other high traffic areas completed. Parks and Cemetery are a continuing focus along with sprinkler repair and weed killer. Working with Fremont County Weed Board focuses on noxious weeds and resources that city does not have. Please help us
- Mosquito spraying starts Friday and will continue this summer
- Ditches mitigations, focus was preparing for Duck Derby and Park celebrations
- Fabricated a new anchor for the sunshade, we now have two new shades, one more anchor will be installed after 4<sup>th</sup>- Thank you Eric!
- ADA Ramp Project is completed, thank you Brush Hollow Construction
- Christmas Light Brackets: fixed and stabilized current brackets including wiring down the poles, this will give more power
- Patched or repaired 60 large and small potholes for a total of 5.02 tons of asphalt applied, this includes repair of the large cut out on Bear Paw Drive
- River Park Mowing and Weeding mitigations underway
- Sweeper is out in full force – please help with the parking times down main street, so we can keep the streets clean
- We will pick up bagged leaves and branches- if you have some drop a note on 81226 if it is missed
- Tree Mitigation – focus on corners and traffic visibility

### Projects Update

- Culvert Project has been out for bid twice, will relook at smaller bids to get the done
- Pioneer Park Bathroom- on track for July 20 completion (TBD), the walls are up, multiple inspections completed and walk throughs, no concerns at this time
- Front Street Paving, out for rebid, there was a problem with original bid
- Gravel Roads Chip Seal Project, have a pending start date.

### Transition

- Spending a portion of time with new building inspector to ensure training, contractors, and inspections stay on track
- Shadowed Sam as he transition out, THANK YOU Sam for the 35 years

John Verneti,  
City of Florence  
Public Works Director



# Chief of Police - Florence Police Department

600 West 3<sup>rd</sup> St | Florence, CO 81226 | 719-784-3411 | [Sean.humphrey@pd.florencecolorado.org](mailto:Sean.humphrey@pd.florencecolorado.org)

## *Council Report*

June 24, 2026

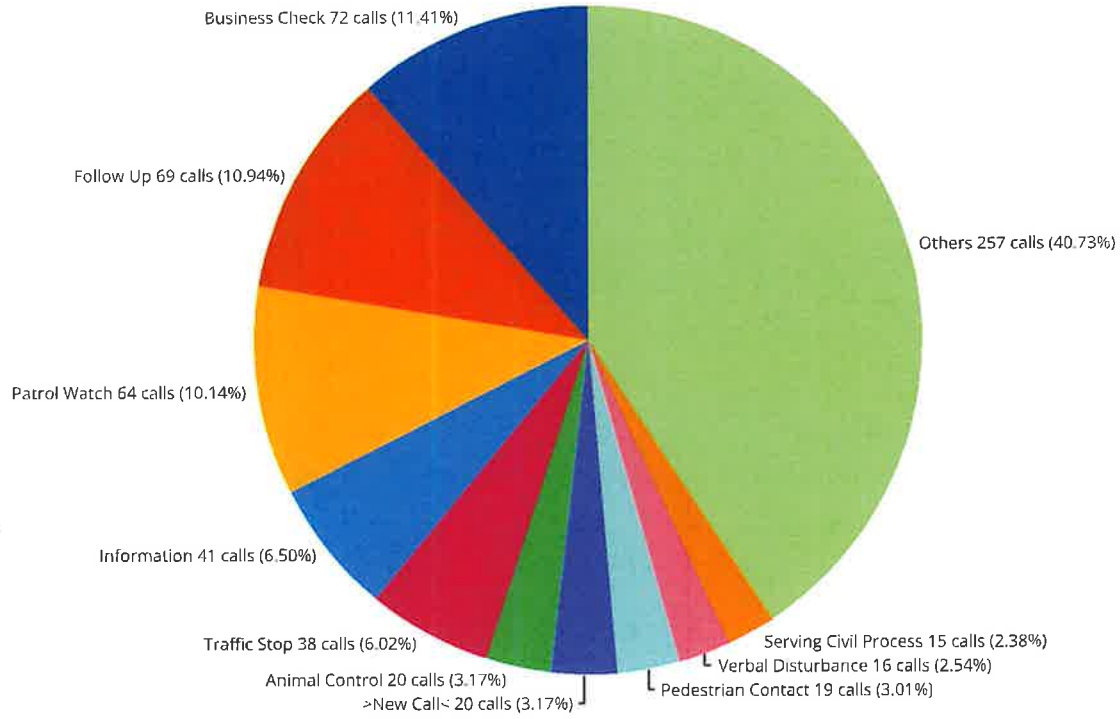
- Florence Police Cadet Mickey Hamby is in his 4<sup>th</sup> week at the El Paso County Sheriff's Office Police Academy. I have been advised that he is doing great.
- See attached code enforcement report for June. Code is staying busy differently
- A project I would like to start in the city would benefit overall traffic safety. The (Traffic Data Collector) is a portable box that can be placed in an area where citizens are concerned about speeders. The box does not have a camera, like (Flock); this box only gathers speed data. There are no recurring or subscription fees associated with the traffic data collection and survey software. The data is transferred via Bluetooth to a laptop or Android device. The data is the property of that agency and is not stored in the cloud; it can only be shared with intended persons or departments. There are "NO" images captured as there is no camera and no invasion of privacy.
- Officer Mario Solano has been promoted to the position of Patrol Sergeant. Sgt. Solano has 14 years in law enforcement. I believe he will do a great job. Congratulations.
- All officers this month will attend a virtual Zoom Training, which will cover A.D.A. (Americans with Disabilities Act) use of force and Fourth Amendment rights on search and seizure.



Undesirable Growth	6/9/2026	6/22/2026	
Undesirable Growth	6/9/2026	6/22/2026	
Undesirable Growth	6/9/2026	6/22/2026	
Undesirable Growth	6/10/2026	6/22/2026	
Undesirable Growth	6/10/2026	6/22/2026	
Undesirable Growth	6/10/2026	6/22/2026	
Undesirable Growth	6/10/2026	6/22/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Abandoned Vehicle			Private Property
Abandoned Vehicle			Red Tagged
Parking Complaint			
Homeless Camp			
Undersirable Growth	6/17/2026	6/29/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Undersirable Growth	6/17/2026	6/29/2026	
Site Inspection			Re-Boarded Win
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/25/2026	7/10/2026	
Undersirable Growth	6/29/2026	7/13/2026	
Undersirable Growth	6/29/2026	7/13/2026	
Accumulation of Trash	6/29/2026	7/13/2026	
Abandoned Vehicle	6/30/2026		Red Tagged
Parking Complaint	6/30/2026		Vehicle Moved
Liquor License Check			
Liquor License Check			

- Information
- Traffic Stop
- Animal Control
- >New Call<
- Pedestrian Contact
- Verbal Disturbance
- Serving Civil Process
- Others

June 1<sup>st</sup> - June 25<sup>th</sup>  
631 calls for service



Showing calls for service within the specified time range from all agencies.

Data last updated **June 25, 2026 at 1:09 PM**. Calls is calculated by taking a **count of call\_id**. This visualization shows **Calls** displayed by **Call Type** where **Created Date Time** is between **Jun 1, 2026 and Jun 25, 2026**. It also includes the following filters. Area Police ORI is **CO0220200**.

Summary

[Export](#)

Call Type	Calls	Percent
Business Check	72 calls	11.41%
Follow Up	69 calls	10.94%
Patrol Watch	64 calls	10.14%

Call Type	Calls For Service	Percent
Business Check	72	11.41%
Follow Up	69	10.94%
Patrol Watch	64	10.14%
Information	41	6.50%
Traffic Stop	38	6.02%
Animal Control	20	3.17%
>New Call<	20	3.17%
Pedestrian Contact	19	3.01%
Verbal Disturbance	16	2.54%
Serving Civil Process	15	2.38%
CCIC	13	2.06%
Welfare Check	13	2.06%
911 Hang Up	10	1.58%
Suspicious Activity	10	1.58%
911 Misdial	9	1.43%
Civil	8	1.27%
Code Enforcement	8	1.27%
Falls	8	1.27%
Abandoned Vehicle	7	1.11%
Burglar Alarm	7	1.11%
Sick Person (Specific Diagnosis)	7	1.11%
Suspicious Person	7	1.11%
Trespass	7	1.11%
911 Open Line	6	0.95%
Assault	6	0.95%
Found Property	6	0.95%
Physical Disturbance	6	0.95%
Suspicious Vehicle	6	0.95%
Theft	6	0.95%
Test	5	0.79%
Attempt to Locate	4	0.63%
Burglary	4	0.63%
Harassment	4	0.63%
Service Call	4	0.63%
Traffic Complaint	4	0.63%
Unconscious/Fainting (near)	4	0.63%
Abdominal Pain / Problems	3	0.48%
Agency Assist	3	0.48%
Crime Stoppers	3	0.48%
Gas Leak/Gas Odor (Natural/LP)	3	0.48%
Shoplifter	3	0.48%
Suicidal Subject	3	0.48%
Traffic/Transportation Incident	3	0.48%
Abuse/Neglect	2	0.32%

Agency Assist EMS	2	0.32%
Assault/Sex Assault/Stun Gun	2	0.32%
Cardiac/Respiratory Arrest/Death	2	0.32%
Chest Pain/Discomfort	2	0.32%
Criminal Mischief	2	0.32%
Death Notification	2	0.32%
Domestic Disturbance	2	0.32%
Drug Information	2	0.32%
Neighbor Dispute	2	0.32%
Noise Complaint	2	0.32%
Parking Complaint	2	0.32%
Protection Order Violation	2	0.32%
Public Works	2	0.32%
Repo/Private Tow	2	0.32%
Shots Heard	2	0.32%
Threats	2	0.32%
Traffic Obstruction	2	0.32%
Vin Inspection	2	0.32%
Agency Assist Law	1	0.16%
Breathing Problems	1	0.16%
Choking	1	0.16%
Convulsions/Seizures	1	0.16%
Fireworks	1	0.16%
Fraud	1	0.16%
Heart Problems / A.I.C.D.	1	0.16%
Heat/Cold Exposure	1	0.16%
Hemorrhage/Laceration	1	0.16%
Motorist Assist	1	0.16%
Person With A Weapon	1	0.16%
Pursuit	1	0.16%
Safe2Tell Colorado	1	0.16%
Sexual Assault/Harrasment	1	0.16%
Shooting	1	0.16%
Stolen Vehicle	1	0.16%
Unknown Situation	1	0.16%
Veg/Wild/Brush/Grass Fire	1	0.16%
Victim Notification	1	0.16%



# City of Florence

## Water Treatment Plant

### 571 County Road 100

### Florence, CO 81226



Water Treatment Plant (719) 784-0618- City Hall (719) 784-4848

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6-1-2026

## Water Department Report

The Water Department continues routine treatment-plant and distribution system operations while advancing several larger projects. Over the past two weeks staff attended multiple coordination and stakeholder meetings, completed several maintenance and capital tasks, and identified a few items requiring follow-up. Below is a summary of recent activities, completed work, and outstanding issues needing resolution.

### Water Department Projects: Progress and Achievements

#### ❖ Fremont County Airport Storm Drainage Project

- The Water Department is collaborating with Fremont County on the relocation of water lines associated with the airport storm drainage project. We are currently working with 3 Rocks Engineering to develop detailed construction drawings for the water line relocations. Fremont County anticipates reaching the phase of the project requiring water line relocation in approximately 3–4 weeks.

#### ❖ Risk & Resilience Assessment / Emergency Response Plan Updates

- In accordance with the America's Water Infrastructure Act (AWIA), public water systems are required to update their Risk and Resilience Assessment and Emergency Response Plan every five years.
- The City is working with HR Green to complete both required updates. The updated Risk and Resilience Assessment has been completed, and certification has been submitted to the United States Environmental Protection Agency. Work is now focused on updating the Emergency Response Plan for submission to the EPA by December 31, 2026.

#### ❖ East Florence Master Meter Replacement Project

- The original East Florence Master Meter replacement has expanded into a larger infrastructure improvement project. The project will consolidate the existing master meter vault and backflow prevention assembly vault into a single new vault. A bypass line will also

be installed to allow future maintenance or equipment replacement without interrupting service. The project is currently in the initial planning and design phase.

#### ❖ System-Wide Radio & Communications Upgrade

- The first phase of the project has been completed with an RF path survey to determine the most suitable radio communication system for connecting the water treatment plant with all remote facilities. The next step is issuing a Request for Proposals (RFP) for the communications upgrade. Council should expect to see the RFP presented in the near future.

#### ❖ Bulk Water Station Access Code & PIN Implementation

- The water department is implementing an access code and PIN system for all bulk water station users. The new system will allow the City to track water usage, monitor where bulk water is being distributed, and control access to the facility when necessary. Due to a high volume of applications requesting access credentials, implementation has been postponed until Monday, July 6, 2026.

Brandon Harris  
Regional Water Superintendent



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July 6, 2026  
Director's Report  
Planning Department

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The Planning Department remains actively engaged in the day-to-day operations of the City, including and responding to public inquiries.

## Projects:

### ***Fremont 250/150 Anniversary Coordination –***

Continued collaboration with the Fremont County 250/150 organizers to support planning efforts for this year's commemorative events celebrating the anniversaries of the United States and the State of Colorado.

- The Tavern Talks series is scheduled throughout the month of July. Howard will host its Tavern Talk on July 11 at 4:00 p.m. at the Dusty Rose Roadhouse, 10281 US Highway 50, Howard CO.
- The Florence Pioneer Museum will host its next Tavern Talk on July 25 at 2:00 p.m. at its museum building.
- August 1 marks Colorado's 150th Anniversary. To commemorate the occasion, the Colorado Day Makers Market will be held at the Royal Gorge Chamber – Gateway Depot & Plaza, 816 Royal Gorge Blvd. The event will feature a farmers' market, local artisans, live music, food vendors, family-friendly activities, and historic tours. The market and activities will take place from 9:00 a.m. to 5:00 p.m.

### ***Florence Flag Project -***

Florence Archives and the City continue to collaborate on a project to recreate the historic City flag and present it to property owners whose buildings/properties are listed on the City's Local Historic Registry. The event is scheduled for August 28, beginning at 4:00 p.m., at Pioneer Park and will feature a walking tour to the participating historic properties where a City Flag will be presented. The Fort Carson 4th Infantry Division Brass Band will accompany the tour and presentations.

### ***Online Building Permit Project –***

Working with Caselle over the past several months to implement an online building permit module for the City's website. The new system is anticipated to go live by the end of July and will allow applicants to complete and submit building permit applications electronically, upload supporting documents such as plans and specifications, and streamline the permit submittal process for both applicants and staff.

### ***Comprehensive Zoning and Subdivision Regulations Update –***

The consultant has been selected and is currently reviewing background materials and supporting documents to begin the comprehensive update of the City's zoning and subdivision regulations. A steering committee has also been established and will begin reviewing project materials, with its first meeting anticipated in August. The committee will provide guidance and feedback throughout the project as the regulations are updated to align with the City's Master Plan and current planning objectives.



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### ***Fremont County Hazard Mitigation Plan (HMP) –***

Staff are working in coordination with Fremont County, other participating jurisdictions, and the project consultant on the update of the Fremont County Hazard Mitigation Plan. The update includes a review of existing hazards, risk assessment data, and mitigation strategies to ensure the plan reflects current conditions and improves regional preparedness and resilience.

### ***Building Department –***

The new Building Inspector, Dave, continues training toward required certifications and is actively coordinating with John on inspections, scheduling, and related departmental operations to ensure a smooth transition and consistent inspection coverage.

### Meetings/Trainings:

Weekly OAC meeting with Spire Building Group – Pioneer Park Restrooms  
150/250 Consortium  
Historic Preservation  
BOZA

Ashley Fox  
Planning Director



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## City Clerk Report *July 6, 2026*

Over the past month, the Clerk's Office continued to provide timely and efficient support to all departments, ensuring accurate recordkeeping, agenda preparation, and public meeting coordination. We maintained compliance with statutory requirements, and continue to remain committed to improving internal workflows and supporting the City's operational needs.

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### **Accomplishments**

- Managed all aspects of project openings, postings, public notices, and award processes, ensuring full compliance with purchasing procedures and maintaining clear communication with vendors, staff, and the public.
- Completed Colorado Open Records Act (CORA) requests by coordinating responses across departments, compiling required documentation, and delivering timely, accurate, and statute-compliant records.
- Planned, coordinated, and executed the 2026 July 4th Festival, overseeing logistics, vendor coordination, public engagement, budgeting, staffing, and event-day operations.
- Led the development of a more comprehensive City fee schedule designed to consolidate all municipal fees and charges into a single, accessible, and transparent document for residents and staff.
- Collaborated with Department Directors on Hazard Mitigation Planning, contributing to strategy development, document preparation, and coordination to support community resilience goals.
- Assisted in the launch of City podcast "The 81226 Report"
- Oversaw pool season management, including staffing coordination, compliance oversight, and ensuring a safe and positive experience for patrons.
- Took a vacation!

### **Upcoming**

- Advancing code modifications related to peddlers licensing
- Kelci and I are working to establish a City Council onboarding program to better educate electeds for the City of Florence

### **Goals**

- We did not secure the SIPA Grant to launch Phase 1 of the Records Management Program. The Clerks Department will pivot towards 2027 budget funding to launch the initiative.
- Develop and implement a comprehensive contract management system



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## **Pool Manager Report**

*June 27, 2026*

Since the pool opened on May 31<sup>st</sup>, we have been hard at work with ensuring proper facility functionality, on-going training for all staff, serving the public, and implementing new compliance measures.

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### **Accomplishments**

- Successfully onboarded and began training multiple new hires, ensuring smooth integration into departmental operations.
- Implemented online and card payments for the first time.
- Conducted cashier training that focused on counting money back to the patron and how to properly input transaction into the Square POS system.
- Swim instructors did 2 days of swim lesson instructor training and prepared lesson plans for session 1 swim lessons.
- Completed the first in-service for the lifeguards.
- Successfully completed the first session of swim lessons and confirmed registration on session 2.
- Performed many cleaning tasks inside and outside of the facility to improve the environment and sanitation for all.
- Received and organized the Canon City Rec District's equipment donation.

### **Upcoming**

- Preparing activities and coordinating staff scheduling for the 4<sup>th</sup> of July festivities.
- Research for compliance on the ADA chair lift from the Rec District
- Communication with the Florence Fire Department about an in-service for the lifeguards.
- Planning for session 3 of swim lessons.

### **Goals**

- Train staff on enhanced employee expectations and help them learn to implement all training for best performance.
- Continue working with scheduling and time management to minimize the number of manager hours per week.
- Create a policy manual for the pool that can be used for the upcoming seasons.



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6/30/2026

Finance Manager-

Working on-

- Processed new employees, retirement accounts
- Payroll
- Attended Caselle training in Utah. Attended Fremont County Hazard Mitigation planning effort kick off meeting, Big Horn Round Table Meeting,
- Facilitated pool donations to the Florence pool from Canon City pool via Kyle Horne.
- Discussed future camp site projects with paths forward in collaboration with CPW
- Coordinated with Justin Whedon with Adventure Acres Foundation on the setting for the pollinator garden grant collaboration.
- AP
- Consolidation of P-Card Purchases to Monthly Accounts
- Budget Summaries for all revenues and expenditures

Upcoming

- Hazardous Waste Collaborative Meeting
- RTAP Grant meeting