



**FLORENCE CITY COUNCIL**  
**Regular Meeting Agenda**  
**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
- 2) **ROLL CALL:**
  - Mayor Wolfe
  - Councilman Vanhoutan
  - Councilman Stiefel
  - Councilwoman Stone
  - Councilman Mergelman
  - Councilwoman Gardner
  - Councilwoman MacKinnon
- 3) **PRESENTATION**
  - a) Canon City Area Metropolitan Recreation and Park District donation to the Florence Municipal Pool
- 4) **PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).
- 5) **CONSENT AGENDA**
  - a) Consider approving the minutes as written for the Regular City Council Meeting on 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.
- 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.
- 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.
  - 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.
- 8) **COUNCIL REPORTS**
  - a) City Council Reports
  - b) City Manager Reports
- 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.

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.



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, June 1, 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 6:31 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 Lori Cobler, Public Works Director Sam Elstun, Planning Director Ashley Fox, Finance Manager Brandi Sheets, and City Attorney Dan Findlay.

**3) PUBLIC COMMENTS**

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

Joen Elliott- Florence Chamber  
Announced the upcoming June Tunes event at Pioneer Park.

**4) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on May 18, 2026
- b) Consider approving City expenditures prepared on May 20, 2026, in the amount of \$232,937.04 and May 28, 2026, in the amount of \$31,055.74
- c) Consider awarding a contract to Community Planning Strategies for the Comprehensive Zoning and Subdivision Regulations Update
- d) Consider moving the City's Certificates of Deposit (CDs) held at Bank of San Juans into the COLO Trust account

Councilor MacKinnon removed item 4a from the Consent Agenda.

Councilor Mergelman motioned to approve the Consent Agenda items 4b, 4c, and 4d. Councilor Gardner seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Councilor Stone motioned to approve the Consent Agenda item 4a. Councilor Gardner seconded. Councilor MacKinnon abstained. With the Councilmembers voting in favor of the motion, the motion carried

**5) OLD BUSINESS**

- a) Consider approving the second reading of Ordinance No. 3 - 2026, an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to Contractors Licensing

City Clerk Cortlyne Huppe explained the proposed code revisions. The revisions would condense contractors licensing, tree trimmers licensing, and trash haulers licensing into one section of code.

Councilor Stiefel motioned to adopt the second reading of Ordinance No. 3-2026, an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to Contractors Licensing.  
Seconded by: Councilor Mergelman

6 Ayes

Motion Passed: 6 - 0

## 6) **NEW BUSINESS**

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

City Clerk Huppe explained this Ordinance allows the City to follow and establish a fee schedule system.

Councilor Mergelman confirmed no fees have been modified.

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

6 Ayes

Motion Passed: 6 - 0

- b) Consider adopting Resolution No. 7-2026, a resolution adopting the initial phase of the consolidated, citywide fee schedule by implementing and adjusting certain fees set forth within the fee schedule.

City Clerk Huppe explained this Resolution is an initial example of the citywide fee schedule. The fees on this variation are contractors licensing, CORA, and Special Event Liquor Applications.

Councilor MacKinnon motioned to approve Resolution No. 7-2026, a resolution adopting certain licensing and administrative fees as set forth in the consolidated citywide fee schedule framework.  
Seconded by: Councilor Stiefel

6 Ayes

Motion Passed: 6 - 0

## 7) **COUNCIL REPORTS**

- a) City Council Reports

Councilor Gardner appreciated City Hall's 150/250 decorations.

Councilor Stone announced the upcoming Business After Hours, and new business ribbon cutting.

Councilor MacKinnon attended Historic Preservation Committee and announced the upcoming Tavern Talk at the Florence Brewing Company.

Councilor Mergelman announced the Farmer's Market 19<sup>th</sup> annual event and that the Florence pool was open. He attended FEDC and CML District 13 Spring event.

Mayor Wolfe attended Senior Coffee Chat, CML District 13 Spring event, and the Amrize community luncheon.

b) City Manager Reports

City Manager Lori Cobler announced the pool and Pioneer Park bathroom project progress. Finance Manager Brandi Sheets was working on a pollinator garden at the Florence River Park, a Building Inspector had been hired, and the City's podcast was coming soon. She elaborated on the bulk station updates to better mirror the drought plan, the importance of calling dispatch outside of office hours, weed enforcement, and the 2027 budget calendar.

Finance Manager Sheets presented the City's current revenue data.

City Attorney reminded City Council of the City Manager's upcoming performance review.

City Clerk Huppe announced swim lesson registration was opening soon, and the Clerk Department's new intern.

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

Pursuant to C.R.S. § 24-6-402(4)(a) for the purpose of discussing the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and C.R.S. § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding the property located at 231 West Main Street, Florence and 621 North Pikes Peak Avenue, Florence

Councilor Stiefel motioned to enter into executive session at 7:05 p.m., pursuant to C.R.S. § 24-6-402(4)(a) for the purpose of discussing the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and C.R.S. § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding the property located at 231 West Main Street, Florence and 621 North Pikes Peak Avenue, Florence

Seconded by: Councilor Gardner

6 Ayes

Motion Passed: 6 – 0

Attendees of the executive session were the City Council, the City Attorney, the City Manager, the Planning Director, and the City Clerk. The executive session adjourned at 7:32 p.m.

Mayor Wolfe stated the City Council instructs Staff and City Attorney to pursue negotiations regarding the above listed properties.

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 regular City Council Meeting Monday, June 15, 2026.

Councilor Mergelman 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 7:32 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
71	CANON RENTAL CENTER	3.26.26	0145205000	300744 lions park	1	03/26/2026	75.00	.00	75.00	46805	06/03/2026
		5.28.26	0145204583	300171 Skate park	1	05/28/2026	150.00	.00	150.00	46805	06/03/2026
		5.28.26	0145204581	Pioneer Park	2	05/28/2026	280.00	.00	280.00	46805	06/03/2026
		5.28.26	0144203500	cemetery	3	05/28/2026	150.00	.00	150.00	46805	06/03/2026
		5.28.26	0145205000	300744 lions park	4	05/28/2026	100.50	.00	100.50	46805	06/03/2026
		5.28.26	0145207800	man lift rental	5	05/28/2026	1,192.10	.00	1,192.10	46805	06/03/2026
		5.28.26	0143103500	301783 Portable	6	05/28/2026	96.44	.00	96.44	46805	06/03/2026
Total 71:							2,044.04	.00	2,044.04		
227	JIMS TIRE SERVICE	5.14.26	0142104600	pd tires	1	05/14/2026	636.11	.00	636.11	46813	06/03/2026
Total 227:							636.11	.00	636.11		
923	ALSCO	LDEN327649	0140608750	MATS	1	04/22/2026	75.72	.00	75.72	46801	06/03/2026
		LDEN328981	0143102000	UNIFORM RENTAL	1	05/20/2026	219.03	.00	219.03	46801	06/03/2026
		LDEN329315	0143102000	UNIFORM RENTAL	1	05/27/2026	282.45	.00	282.45	46801	06/03/2026
Total 923:							577.20	.00	577.20		
934	UNCC	5.31.26	0243808090	LINE LOCATES	1	05/31/2026	65.07	.00	65.07	46819	06/03/2026
Total 934:							65.07	.00	65.07		
1066	CHEMQUEST, INC,	3696	0144107650	mosquito spray	1	05/22/2026	5,954.00	.00	5,954.00	46807	06/03/2026
Total 1066:							5,954.00	.00	5,954.00		
1281	HD Supply, Inc	INV0100920	0243707835	DPD DISPENSER	1	04/02/2026	316.21	.00	316.21	46812	06/03/2026
Total 1281:							316.21	.00	316.21		
1718	BLACK HILLS ENERGY	5..19.26	0243557680	COAL CREEK TANK	1	05/19/2026	20.85	.00	20.85	20260380	06/03/2026
		5.20.26	0243507660	PUMP @ AIRPORT	1	05/20/2026	1,142.08	.00	1,142.08	20260381	06/03/2026
Total 1718:							1,162.93	.00	1,162.93		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1805	ACORN PETROLEUM	0045897-IN	0243707850	GASOLINE - Water	1	05/18/2026	536.67	.00	536.67	46800	06/03/2026
		0045897-IN	0143104000	GASOLINE - Streets	2	05/18/2026	784.59	.00	784.59	46800	06/03/2026
		0045897-IN	0142104000	GASOLINE Police	3	05/18/2026	1,016.27	.00	1,016.27	46800	06/03/2026
Total 1805:							2,337.53	.00	2,337.53		
2238	COLORADO DEPT OF RE	5.26.26	0141503000	Drivers History	1	05/26/2026	10.25	.00	10.25	46808	06/03/2026
Total 2238:							10.25	.00	10.25		
2468	SGS ACCUTEST	5216017372	0243707810	Dalapon Samples	1	05/27/2026	192.00	.00	192.00	46817	06/03/2026
Total 2468:							192.00	.00	192.00		
2614	Amnet Inc.	19817	0142105050	police after hours	1	05/29/2026	270.00	.00	270.00	46803	06/03/2026
Total 2614:							270.00	.00	270.00		
2871	Core & Main	009977	0243807940	meters and pit parts willow	1	05/21/2026	3,062.93	.00	3,062.93	46809	06/03/2026
		Z001475	0243607731	Pump Station fittings and pi	1	05/21/2026	1,165.90	.00	1,165.90	46809	06/03/2026
		Z0258919	0243807940	meters and pit parts willow	1	05/21/2026	2,454.60	.00	2,454.60	46809	06/03/2026
Total 2871:							6,683.43	.00	6,683.43		
2882	Fiber Platform, LLC	SI-26-032249	0142105000	Ethernet Access PD	1	06/01/2026	733.00	.00	733.00	46811	06/03/2026
Total 2882:							733.00	.00	733.00		
2947	SECOM, INC	6.1.26	0241505000	Internet	1	06/01/2026	70.16	.00	70.16	46816	06/03/2026
Total 2947:							70.16	.00	70.16		
3114	Wyatt Legal Services PLLC	460	0243707890	City Attorney	1	05/31/2026	8,506.76	.00	8,506.76	20260379	06/03/2026
Total 3114:							8,506.76	.00	8,506.76		
3205	Swim Harmony	6.2.26	0444152300	In service Training for Pool	1	06/02/2026	160.00	.00	160.00	46818	06/03/2026
Total 3205:							160.00	.00	160.00		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3249	Amber L. Dickson	14167	0140608755	May Cleaning 2025	1	05/30/2026	1,400.00	.00	1,400.00	46802	06/03/2026
Total 3249:							1,400.00	.00	1,400.00		
3257	Robert S Willett , ESQ	12	0141203700	Feb Prosectuor 2026	1	05/28/2026	585.00	.00	585.00	46815	06/03/2026
Total 3257:							585.00	.00	585.00		
3290	Brandi Sheets	6.2.26	0141305700	Caselle Training 6.8-6.9	1	06/02/2026	342.60	.00	342.60	46804	06/03/2026
Total 3290:							342.60	.00	342.60		
3299	Dennis Maun	6.1.26	0136001300	refund park reservation	1	06/01/2026	125.00	.00	125.00	46810	06/03/2026
Total 3299:							125.00	.00	125.00		
3300	Omingo Software	I-OS024864	0348709000	Software PD and Training	1	06/02/2026	6,600.00	.00	6,600.00	46814	06/03/2026
Total 3300:							6,600.00	.00	6,600.00		
3301	Catholic Health Initiatives	5.18.26	0142102500	DOT Physical	1	05/18/2026	100.01	.00	100.01	46806	06/03/2026
Total 3301:							100.01	.00	100.01		
Grand Totals:							38,871.30	.00	38,871.30		

Report Criteria:  
 Detail report type printed

# COUNCIL ACTION FORM

**MEETING DATE: JUNE 15, 2026**

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

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**Agenda Item:** Consider entering into an agreement for a Compensation Study with Graves Consulting for the City of Florence.

**Department:** Administration

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**Staff Recommendation:**

Staff supports entering into an agreement for a compensation survey with Graves Consulting.

**Background/Description of Item:**

This project is to ensure the City is competitive externally with the labor market while maintaining equitable internal alignment within the organization. Utilizing an outside agency allows the survey to be performed independently and based on statistical findings. This will create a baseline in the following areas:

*Navigating the Colorado Equal Pay for Equal Work Act:* Colorado requires "equal pay for equal work" regardless of gender. Conducting a compensation survey and documenting pay audits creates a "good faith exception" if any pay disparities arise, proving that salary ranges are based on legitimate, non-discriminatory market factors

*Recruitment and Retention:* Because of high costs of living across the state, local municipalities compete heavily for talent against other regional governments and private sectors. A compensation survey establishes market value for benchmark jobs (e.g., public works, utility operators, police) to prevent talent loss to neighboring Front Range or mountain resort cities

*Local Cost of Living Adjustments:* Broad, nationwide salary data can be misleading. A localized survey accounts for specific regional factors affecting the municipality, ensuring that taxpayer dollars are spent responsibly on competitive local wages.

*Budget Forecasting and Planning:* Survey data enables the city council and human resources to forecast salary and benefits adjustments for upcoming municipal budget cycles. This provides a data-backed justification for tax levy or revenue allocations.

**Financial Impact:**

Funding for this item is available from fund balances in both the General Fund and the Water Enterprise Fund, interest income, and other sources.

**Attachments:**

- Graves Consulting Proposal for Compensation Survey

**Suggested Motion:**

Authorize the Mayor, on behalf of the City of Florence, to enter into a contract with Graves Consulting in the amount of \$16,170.00 for the Compensation Survey, and the Pay Equity Analysis service for \$2,500.00, as presented.



**PROPOSAL FOR**  
Compensation Study

We believe that organizations thrive when people thrive.

Graves Consulting, LLC  
918.639.6053  
[www.graveshrconsulting.com](http://www.graveshrconsulting.com)

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### Section 1: Executive Summary

Graves Consulting understands the City’s primary objective for this project is to ensure the City is competitive externally with the labor market while maintaining equitable internal alignment within the organization. This is work in which we specialize. We have worked with public sector organizations in Colorado and the surrounding states, performing substantially similar compensation work.

Graves Consulting will meet with the City’s leadership team to discuss the project and set the projects goals and schedule. We will review and analyze everything related to the current structure including the existing wage scales and classification system for the City, current pay philosophy and definition of market, all job descriptions, organization structure, and census data for all incumbents as well as any prior compensation studies or job matching that may be provided. We will analyze all the data, meet with stakeholders, and work collaboratively to deliver a total compensation and classification structure that is customized to the City and its unique needs. This will include facilitating a discussion to create a defined market, matching all positions to existing wage surveys for that defined market, revisions to your current pay structure and classification listing that align to external market and support pay equity, as well as recommendations for implementation, potential solutions for internal equity, compression issues or retention concerns as well as ongoing pay structure maintenance and employee communication.

The primary data sources used for this project will be the most recent available survey data from the Colorado Municipal League and from PayFactors. This will provide both public and private sector data. All full-time positions will be included as well as any proposed new positions.

## Section 2: Graves Consulting Overview

Graves Consulting is a Woman Owned Small Business that was formed in 2016 and was specifically designed to bring affordable Human Resources consulting services, with a focus on best practices and employee engagement, to clients in the municipal, public sector, and private sector. We focus primarily on Compensation, Strategic HR Planning, Organizational Culture & Employee Engagement and Leadership Development.

We have a staff of seasoned professionals with various areas of HR and Management expertise as well as partnerships that provide a wide array of resources for our clients.

You will see from our list of clients and similar projects that we specialize in municipal compensation. As a result, we are intimately familiar with many of the unique departments (and challenges) that exist within local governments including Public Safety and EMS, Courts/Judicial, Community Development, Public Works, Parks & Recreation, Finance/Treasury, HR, Legal, IT, Planning/Engineering, Assessing, Wastewater Treatment, Utilities, Museums, Libraries, Tourism, Airports, Housing and more.

As a full-service Human Resources consulting firm with dozens of municipal and private sector clients, we offer the ability to review and address a variety of HR challenges including recruiting and retention issues, benefit plan design, strategic planning, leadership development organizational culture, and employee communications. We understand that many times there are several related HR issues entangled with the compensation process.

Further, we take a very customer service-focused, high touch approach to our work. We believe in working collaboratively with the internal team to ensure that every question or concern is addressed and that we enhance their knowledge and skillset during our engagement. Our goal is for our clients to have everything they need to implement and maintain the structure we build for them on their own, reducing the ongoing need for outside consultants. This way, more City funds may be used to enhance the total rewards package for their employees.

## Section 3: Project Team

The resources for this project will be as follows:

Project Principle:	Laurie Graves, CEBS, SPHR
Senior Project Consultant:	Wendy Ecklund, M.Ed.

Laurie Graves worked as a top Human Resources professional before starting Graves Consulting in early 2016. She has led large teams and has extensive experience in compensation, benefits, and all areas of Human Resources. She focuses primarily on public sector clients and provides compensation as well as broad-based HR consulting to her clients.

Wendy Ecklund worked in a leadership capacity in Human Resources for both private and public sectors, including providing senior level leadership and expertise in the broad scope of Human Resources and Risk Management initiatives for municipal government. She has a passion for providing HR guidance in the public sector, with comprehensive knowledge of compensation and benefits, recruitment and retention efforts, employee engagement, and organizational culture, along with all other functions of HR and Risk Management.

Other project resources may be involved in support roles, as necessary.

## **Section 4: Compensation Study Methodology and Process Overview**

### **Definition of Market**

To determine the appropriate market, Graves Consulting proposes to work closely with leadership to determine the geographic area and organizational make-up for the market which is most appropriate for the City. We have found that most public sector organizations define their matches with some sort of geographical boundary but also may include organizations of similar size in a broader area. Gathering enough statistically valid data is a foundational element of any compensation study.

### **Job Matching**

The primary data sources used for this project will be the most recent available survey data from the Colorado Municipal League and from PayFactors. This will provide both public and private sector data. All full and part-time/seasonal positions will be included as well as any proposed new positions.

As we match the City's positions with survey data, we do it in conjunction with the City. We have found the most efficient process to include:

- A review of the City's job descriptions (it is assumed that the City has reasonably accurate job descriptions from which we are able to work),
- Members of the City management team meeting with Graves Consulting to discuss all their positions and specifically any unique aspects or challenges,
- Graves Consulting conducting preliminary job matches with as many City positions as possible, conferring with HR and Department Heads as necessary,
- Extracting the actual data from the surveys and compiling this data for the analysis.

### **Pay Structure Design, Philosophies and Process**

We would meet with City leadership to discuss how the pay structure should be constructed, enhanced, or revised. We have worked with organizations that wanted an open range system, a

step system or some combination or structures for different work groups. We can provide options for the City that include both types of structures. Range structure and width (sometimes called the grade spread) and distance between midpoints also need to be addressed based on the City's positions and the unique challenges of different functional areas. We also want to discuss how employees advance within the classifications system as this is critical to the implementation and ongoing maintenance of a competitive pay system. This guidance and the City's total rewards philosophy will guide us as to how to best construct the pay structures and present options.

Based on the City's philosophy, we would revise your current structure or design a new classification and pay structure(s) that would allow flexibility for the City and directly addresses the areas of largest concern. This is what we do best. We are able to hear what clients want as outcomes, discuss the pros and cons, and deliver a product that best meets the needs of the City. Should you contact any of our clients, you will find that our flexibility, customization, and creativity match our analytical and presentation skills. We believe the City has unique needs and we do not simply propose one type of classification and pay structure in a one size fits all approach. We will listen to what the City's goals are and propose options that will best meet those goals and the culture of the City.

Once pay structures and placement of positions are finalized, we will provide the City with the template necessary to create a financial impact analysis as well as a phased in implementation recommendation. Further, we will provide guidance regarding ongoing maintenance of the pay structure and a process for determining hire-in rates and equity adjustments to prevent pay compression.

### **Communication**

Our work will include frequent communication with the City, as well as a comprehensive final report. This final report will detail the process and our findings. It will also include an impact analysis with recommendations for implementation and ongoing maintenance as well as an employee communication plan.

Transparency throughout this process, with all stakeholders, is a foundational element to our success in delivering a compensation system and a plan for its implementation and maintenance that ensures the City can attract, retain, and engage talent. Our goal is to create a system that is objective versus subjective and can be openly shared with employees to drive transparency and trust that will benefit the City for years to come.

As a full-service Human Resources consulting firm with dozens of municipal and private sector clients, we offer the ability to review and address a variety of HR challenges including recruiting and retention issues, benefit plan design, strategic planning, leadership development, and employee communications. We understand that many times there are several related HR issues entangled with the compensation process. Additionally, we will continue to be available as a

resource for follow up questions related to this project that arise during and after implementation at no additional expense.

To deliver all of this, we will conduct several meetings with various members of the leadership team (via a virtual platform or onsite). The primary intent of our meetings will be as follows:

- 1) To meet the leadership team, discuss project goals and process steps, determine the appropriate defined market, understand current concerns, and meet with department heads to openly share the process and fully understand each position in their area for job matching purposes,
- 2) To meet with the leadership team to share the work to date, validate our job matches and discuss findings and proposed recommendations,
- 3) Various other meetings with HR and other internal stakeholders to ensure we are addressing the areas of most concern to the City,
- 4) To present final report and recommendations to the leadership team, Council, and employees, as appropriate.

## **Section 5: Optional Pay Equity Analysis**

Graves Consulting has developed a methodology of conducting a Pay Equity Analysis which includes the following phases:

### **Phase One:**

Graves Consulting will request a listing of all positions to be included in the study along with their corresponding EEO-4 code and FLSA status.

Graves Consulting will assist the employer in auditing to ensure that EEO-4 Job Categories have been accurately assigned to all active positions. Employees must be assigned to a comparator employee group to determine if there are any pay disparities and the initial grouping is done by using these categories.

Graves Consulting will request a census file with the following data:

- Employee Identifier (We do not need employee name)
- Department/Division
- Job Title
- FLSA Status
- EEO-4 Category
- Date of Hire or Years/Months of Service
- Actual Salary
- Gender
- Employee Race/Ethnicity
- Employee Date of Birth

Graves Consulting will do an initial review to determine if any sub-categories are necessary. It may be that the EEOC Categories are overly broad to be of utility for a Pay Equity Analysis. For example, the Professional job Category may include physicians earning \$400,000 per year and entry-level accountants earning \$50,000. It may be necessary to establish Sub-Categories that “fit” the employer.

In general, the larger and more diverse the employee population, the more sub-categories that may be needed. Those sub-categories may be based on FLSA status, 1st or 2nd line supervision or other criteria as is appropriate for the data set. It is important to note that this step **MUST** be taken with no knowledge of actual employee wages. It’s important not to determine the groupings based on the actual pay of the employees to be included. Once established, Graves Consulting will review the employee groupings with the organization before any further analysis.

### **Phase Two:**

Graves Consulting will begin our detailed analysis of this data, including:

- Breaking out each employee group
- Analyzing each employee group to determine:
  - The average annual salary of employees within the group
  - The Standard Deviation of employee salaries
  - The range of one and two and standard deviations from the mean of employee salaries
  - Identifying employee salaries that fall outside of one and two standard deviations from the mean
  - Summarizing the results of this data for each employee group. This includes any Level I and Level II pay issues.
    - Level I pay issues are pay inequities that should be immediately addressed by the organization.
    - Level II pay issues are pay concerns that the organization should be aware of that may need to be addressed over the next few years
    - Any pay concerns will be identified on the basis of employee gender, race and age

### **Phase Three:**

Graves Consulting will identify any potential pay inequities with the organization and provide a framework to determine if there are valid reasons (as defined by the Act) for the pay differences. It is important to note that a statistical pay inequity may be valid based on the unique circumstances of the employees of concern. This is a collaborative process as it normally requires the collection of additional data.

Graves Consulting may recommend updates to internal HR policies as may be relevant to ensure equity going forward. These might include an internal equity analysis process before offers are

made, broader recruiting efforts to increase minority hires, or a review of performance management systems that may be driving inequity.

Graves Consulting will provide all analysis and results to the employer, including the actual worksheet used. Additionally, a final report/presentation that details the process, findings and recommendations will be provided. We are available to present these results to leadership, if requested.

## Section 6: Estimated Timeline

In our experience, the Compensation Study should be able to be completed within 3 months of the initial kick-off meeting. We anticipate kicking off the project as soon as possible (before the end of June) and will target having budget numbers by the end of September, with full project completion in October.

## Section 7: Assumptions

The City will provide the following in a timely manner:

- Current Job Descriptions for most/all positions included in the scope of this study
- Copy of the current pay structure and any back up documentation regarding market definition and job matches
- Current census file for incumbents in all positions included in the scope
- Overview of organization structure for the City
- Reasonable and timely access to all internal staff for onsite meetings and follow up discussions via phone or email as needed

## Section 8: Pricing Summary

**Compensation Study:** Total project costs for up to 35 unique positions and up to 65 employees (full-time, part-time, and seasonal), including all non-optional services listed above, will not exceed **\$16,170**. Invoices may be billed in up to 3 increments, upon mutual agreement.

**Optional Pay Equity Analysis:** Total project costs for all services outlined in Section 5 above will not exceed **\$2,500**. Invoices may be billed in 2 increments, upon mutual agreement.

**Optional Onsite Visits:** The above-referenced scope of work and pricing assumes that all work will be performed offsite, and meetings will be held via a virtual platform. However, we are happy to come onsite at the City's request for an additional cost of **\$2,500** per onsite visit. This is inclusive of all travel costs.

## **Section 9: Client References (more available upon request)**

### **City of Durango**

Bonnie Kling, HR Director  
[Bonnie.kling@durangoco.gov](mailto:Bonnie.kling@durangoco.gov)  
970.375.5054

### **Town of Rifle**

Danielle Hogan, HR Director  
[dhogan@rifleco.org](mailto:dhogan@rifleco.org)  
970.665.6403

### **Town of Telluride**

Julia Prejs, HR Director  
[jprejs@telluride-co.gov](mailto:jprejs@telluride-co.gov)  
970.728.5700

### **City of Lone Tree**

Sunday Sotomayor, HR Director  
[Sunday.sotomayor@cityoflonetree.com](mailto:Sunday.sotomayor@cityoflonetree.com)  
720.509.1292

# COUNCIL ACTION FORM

**MEETING DATE:** JUNE 15, 2026

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

---

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

**Department:** Administration

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## **Staff Recommendation:**

Approve Ordinance No. 4-2026, an Ordinance that creates the legal framework necessary to implement a consolidated, citywide fee schedule that compiles all municipal fees, rates, permits, licenses, administrative charges, and service-related costs into a single, comprehensive, and publicly accessible document.

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

Currently, municipal fees across the City of Florence are dispersed among various departments, ordinances, resolutions, and legacy documents. This decentralized structure creates challenges for staff, residents, and businesses seeking accurate, up-to-date fee information. It also increases the risk of inconsistencies, outdated charges, and reduced transparency.

A consolidated citywide fee schedule will:

- Centralize all municipal fees into one authoritative resource
- Improve transparency for residents, businesses, and staff
- Support financial accuracy and regulatory compliance
- Reduce staff time spent locating or cross-checking fee information
- Provide a foundation for future digital accessibility and updates
- Support budget development and long-term financial planning

Ordinance No. 4-2026 would legally establish the architecture for a centralized fee schedule maintained by the City Clerk, and explicitly authorize that all future updates or amendments to city fees may be enacted by City Council via resolution. This will reduce staff time spent cross-checking information and streamline future adjustments. Additionally, adopting a citywide fee schedule will support Staff's efforts of holistic revision and modernization of the City of Florence Municipal Code. This will be a long-term, ongoing process.

While this is a sweeping change to FMC, Staff considers this a housekeeping item. While many of the changes are contextual in nature, they are additions intended to provide consistency and compliance.

The first reading of the Ordinance took place at the June 1, 2026, City Council Meeting where it was unanimously approved 6-0.

## **Financial Impact:**

None at this time. The Ordinance establishes the legal mechanism; the actual numerical fees will be formally adopted and adjusted through subsequent or simultaneous fee schedule resolutions

**Attachments included:**

- Proposed Ordinance No. 4 - 2026

**Suggested Motion:**

Adopt the second reading of Ordinance No. 4-2026, an Ordinance amending the Florence Municipal Code to establish a consolidated, citywide fee schedule system.

**ORDINANCE NO. 4-2026**

**AN ORDINANCE AMENDING THE FLORENCE MUNICIPAL CODE TO ADOPT A CONSOLIDATED, CITYWIDE FEE SCHEDULE SYSTEM; AUTHORIZING THE CITY CLERK TO MAINTAIN THE FEE SCHEDULE; AND SPECIFYING THAT MUNICIPAL FEES AND CHARGES MAY BE AMENDED FROM TIME TO TIME BY RESOLUTION OF THE CITY COUNCIL.**

**WHEREAS**, municipal fees, rates, licenses, permits, and administrative charges are currently dispersed throughout various sections of the Florence Municipal Code and legacy documents; and

**WHEREAS**, a centralized, single resource for all municipal fees will improve public transparency, administrative efficiency, financial accuracy, and regulatory compliance; and

**WHEREAS**, the City Council desires to establish an efficient system whereby the specific amounts of municipal fees may be set, adjusted, and updated via resolution;

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

**Section 1.** Amendment to Title 3. Title 3 of the Florence Municipal Code (Revenue and Finance) is hereby amended by the addition of a new Section 3.01.050, to read as follows:

“3.01.050 - Consolidated Citywide Fee Schedule.

A. There is hereby established a Consolidated Citywide Fee Schedule for the City of Florence. This Fee Schedule shall compile all municipal fees, rates, permits, licenses, administrative charges, and service-related costs.

B. The official Fee Schedule shall be maintained by the Office of the City Clerk, shall be made available for public inspection during regular business hours, and shall be published on the City’s official website.

C. All updates, amendments, increases, decreases, or structural changes to the fees contained within the Consolidated Citywide Fee Schedule may hereafter be established and adopted from time to time via resolution duly approved by the City Council.

D. Superseding Clause: Any specific numerical fee or specific monetary charge set forth within any section of the Florence Municipal Code is hereby superseded upon the effective date of a subsequent resolution setting forth that specific fee within the Consolidated Citywide Fee Schedule.”

**Section 2.** 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 3.** 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 1st day of June, 2026.

PASSED ON SECOND READING, ADOPTED, AND ORDERED PUBLISHED this 15th day of June, 2026.

CITY OF FLORENCE, COLORADO

ATTEST:

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Cortlyne Huppe, City Clerk

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Steve Wolfe, Mayor

# COUNCIL ACTION FORM

**MEETING DATE:** JUNE 15, 2026

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

---

**Agenda Item:** 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.

**Department:** Administration

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## **Staff Recommendation:**

Approve Ordinance No. 5-2026 on first reading. 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.

## **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 Ordinance No. 5-2026 on first reading, 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

# COUNCIL ACTION FORM

**MEETING DATE:** JUNE 15, 2026

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

---

**Agenda Item:** 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.

**Department:** Administration

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**Staff Recommendation:**

Approve Resolution No. 8-2026 to adopt Exhibit A and populate the newly created fee schedule framework with the city's updated liquor licensing fee language.

**Background/Description of Item:**

Concurrently with the finalization of Ordinance No. 4-2026 (the master fee framework) and the introduction of Ordinance No. 5-2026 (the liquor housekeeping updates), staff is presenting this resolution to formally adopt the citywide fee schedule reference page, attached as "Exhibit A."

Rather than listing static municipal numbers that require recurring council votes, Exhibit A populates the liquor fee schedule by explicitly stating that local liquor license application and permit processing fees shall automatically mirror the official rates established and published by the Colorado Department of Revenue's Liquor Enforcement Division (DOR-LED), as amended.

By passing this resolution, Council formally enshrines the language in Exhibit A directing that the city's fees will dynamically equal the rates dictated by the state regulatory body, eliminating the need for manual local updates or subsequent amendatory fee resolutions when state rates shift.

**Attachments included:**

- Proposed Resolution No. 8-2026
- Exhibit A (Fee Schedule)

**Suggested Motion:**

Approve Resolution No. 8-2026, a Resolution adopting the Citywide Fee Schedule as set forth in Exhibit A.

**RESOLUTION NO. 8 - 2026**

**A RESOLUTION ADOPTING THE CITYWIDE FEE SCHEDULE ("EXHIBIT A") PURSUANT TO THE CONSOLIDATED FEE SCHEDULE SYSTEM ESTABLISHED UNDER THE FLORENCE MUNICIPAL CODE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Ordinance No. 4-2026 establishes a consolidated citywide fee schedule framework under Section 3.01.050 of the Florence Municipal Code, authorizing municipal fees, rates, licensing fees, and other costs across the code to be adopted, adjusted, and updated via resolution; and

**WHEREAS**, concurrently with the introduction of Ordinance No. 5-2026, the City Council desires to populate the citywide fee schedule with the city's updated liquor licensing application and processing structures to improve public transparency and administrative efficiency; and

**WHEREAS**, the attached "Exhibit A" establishes by text and reference that municipal liquor licensing application, permit, and processing fees shall automatically incorporate and mirror the official registry rates promulgated by the appropriate body, currently the Colorado Department of Revenue, Liquor Enforcement Division (DOR-LED), as amended;

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

1. The City of Florence Citywide Fee Schedule, attached hereto as "Exhibit A" and incorporated herein by this reference, is hereby formally adopted.
2. Any previously adopted numerical liquor fees set forth within the Florence Municipal Code or prior legacy fee schedules that conflict with the rates and administrative structures established via reference in Exhibit A are hereby repealed, superseded, and replaced in accordance with this resolution, Ordinance No. 4-2026, and Ordinance No. 5-2026.
3. This resolution shall become effective upon the final effective date of Ordinance No. 4-2026.

**DULY RESOLVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

ATTEST:

CITY OF FLORENCE, COLORADO

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

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



# CITY OF FLORENCE

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## City Wide Fee Schedule

“Exhibit A” to Resolution No. 8 - 2026



# CITY OF FLORENCE

## FEE SCHEDULE TABLE OF CONTENTS

Department	Page #
Building/ Planning	
City Clerk	
• Contractors Licensing	
• Liquor Licensing	
• Public Records Request	
City Rentals, Equipment, & Usage Fees	
Police	
Public Works	
Utility Billing	
Water Department	



## CITY CLERK FEE SCHEDULE

<b>Contractors Licensing</b>	<b>Fee</b>	<b>Policy</b>
Limited Contractors License	\$50 per application	Ordinance No. 3—2026
General Contractors License	\$100 per application	Ordinance No. 3—2026



# CITY CLERK FEE SCHEDULE

Liquor Licensing	Fee	Policy
Applications, renewals, modifications, local permits, additional fees, etc.	DOR-LED official fee schedule, as amended	Ordinance No. 5—2026
Special Events Permit (Liquor)	\$100 per application, as amended	Ordinance No. 5—2026
Special Events Permit (Fermented Malt Beverage)	\$100 per application, as amended	Ordinance No. 5—2026

All local municipal application, renewal, and permit processing fees shall dynamically equal and mirror the official fee schedule established by the Colorado Department of Revenue, Liquor Enforcement Division (DOR-LED), as amended .

Public Records	Fee	Policy
Photo Copies, Printouts, etc. (each)	(8 1/2 X 11) \$0.25/ black & white page	Resolution No. 12-2024
	(8 1/2 X 11) \$1.00/ color page	Resolution No. 12-2024
	(11 x 17") \$1.00/ page for larger documents or actual cost of production	Resolution No. 12-2024
	(11 x 17") \$2.00/ page for larger documents or actual cost of production	Resolution No. 12-2024
Research and retrieval fee per hour, or portion thereof in 15-min increments after the first hour	Max rate established by Colorado Revised Statutes	C.R.S 24-72-205(6)(b), as amended
CD's, USB, Drives, etc.	Actual cost of materials	Resolution No. 12-2024



# CITY OF FLORENCE

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

## City Manager Report

June 15, 2026

### Meetings with Agencies, Boards, and Committees

- Attended the Manager's Luncheon with Local Leadership.
- Participated in the Regional Manager Meeting in Monument.
- Met with several citizens to discuss a variety of community topics and concerns.
- Attended the FBOP Community Meeting; noted an upcoming hiring event.
- Participated in planning discussions with America's Parade organizers for the 4th of July event.
- Met with the Florence Reporter regarding potential advertising opportunities for upcoming city events.

### Discussion Topics & Upcoming Items

- Public Works break room renovation: progress update and ongoing planning discussions.
- Bulk Station: status update on the access code project.
- High Meadows Speed Bump Project currently on hold.
- Finalized podcast content; taping scheduled for June 17.
- Flag Coloring Contest preparations underway.
- Planning to schedule a workshop regarding Wilcox Park improvements.
- City Manager attending the CML Conference June 22–26 in Westminster.
- Portal bathrooms: project update.
- Pioneer Park bathroom: progress update.
- Budget planning discussions continuing.
- Expressing appreciation to Canon City Rec District for their generous equipment donation.
- Mountain Park firewood update.
- Extending thanks and congratulations to Chief DeVecco on his retirement.
- Willow Creek project update. Four new building permits issued. All infrastructure in Phase 1 is complete except for the final drainage work (see attached photos). Additional concrete installed to ensure long-term sidewalk stability.





# CITY OF FLORENCE

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## 2027 Budget Tentative Calander

- **June 15** – City Manager and Finance Manager prepare documents for Department Directors to begin the budget development process.
- **July 6** – City Manager meets with staff to outline budget direction and establish guidelines for the upcoming fiscal year.
- **July 6–August 1** – City Manager and Finance Manager prepare the budget summary, including salary projections, non-negotiable expenditures, and revenue forecasts.
- **August** – Schedule is set for the Goal Setting Session.
- **August 15** – Directors submit their budget summaries to the Finance Manager.
- **August 28** – County Assessor provides the City with the Preliminary Valuation.
- **September 3** – Initial Mill Levy and updated revenue forecasting are completed.
- **September** – Second Goal Setting Session held to review the Capital Improvement Plan (CIP) and preliminary department summaries.
- **September 21 (Tentative)** – First draft of the budget presented to City Council at the September 21 Council Meeting.
- **Late September** – Notice of Budget to be announced and published.

**\*\*This is just a tentative Calander for administration to use and for scheduling council goal sessions, not the official Budget Calander\*\***



# CITY OF FLORENCE

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 Florence, Colorado 81226  
 (719) 784-4848  
[cityofflorence@florencecolorado.org](mailto:cityofflorence@florencecolorado.org)

Complaint	First Notice Sent	Comply By	Resolved?
Accumulation of Trash	6/1/2026	6/15/2026	
Abandoned Vehicle			
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/1/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Accumulation of Trash	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Undesirable Growth	6/2/2026	6/15/2026	
Parking Complaint	Vehicle Moved		
Asbestos Inspection			
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Undesirable Growth	6/3/2026	6/15/2026	
Animal Complaint			
Undesirable Growth	6/4/2026	6/15/2026	
Undesirable Growth	6/4/2026	6/19/2026	
Undesirable Growth	6/4/2026	6/19/2026	
Undesirable Growth	6/4/2026	6/15/2026	
Undesirable Growth	6/4/2026	6/15/2026	

# CITY OF FLORENCE



## 2026 Pool Report

May 31, 2026 to June 11, 2026

### **Aerobics:**

66 enteries- \$198

### **Concessions**

2,046 items sold- \$3,007.50

### **Open Swim**

2,004 enteries- \$10,373

Adult- 420

Student-1,572

### **Parties**

31 scheuled- 1,750

*\*Fully Booked for 2026 Season\**

### **Pool Passes**

76- \$330

### **Swim Lessons Round 1**

48- \$3,600

*\*Swim Lesson Round 2 Registration Opens Tuesday\**

8 June 2026

Lori Cobler, City Manager

Cortlyne Huppe, City Clerk

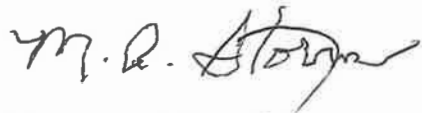
600 W. 3<sup>rd</sup> St.

Florence, CO 81226

Dear Lori and Cortlyne,

The Florence Historical Archive Inc. extends their thanks for the use of the room from the City for the meeting 1 June 2026 for the Pikes Peak History Coalition. It worked perfectly for the group of 17 people.

Thankyou!

A handwritten signature in black ink, appearing to read "M. Stiles-Storm". The signature is fluid and cursive, with the first name "M." and the last name "Stiles-Storm" clearly visible.

Margaret Stiles-Storm

President



**THE CITY OF FLORENCE IS EXCITED TO ANNOUNCE  
OUR 150/250 COLORING CONTEST!**

We invite young artists and community members to help celebrate our historic milestones by coloring a flag that proudly represents America and/or Colorado.

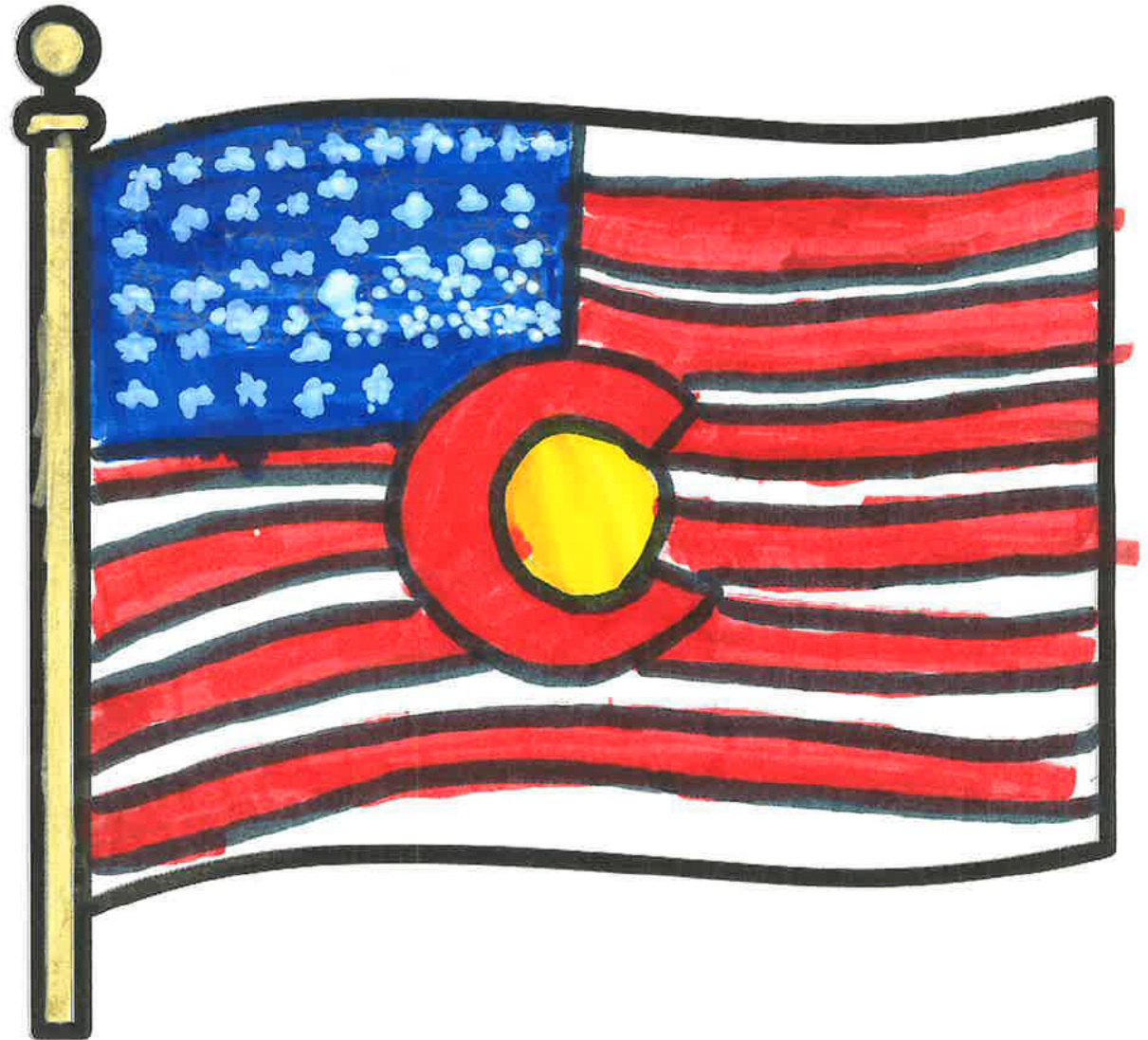
Participants may use this coloring sheet and return their completed flag to City Hall by June 10.

**Age categories:**

- 4-6
- 7-9
- 10-12
- 13+

City Council will review all submissions and vote on their favorite design. The winner of each category will receive one free pool pass at the Florence Municipal Pool!

Name: Maxwell [REDACTED]  
Age: 8  
Phone Number: [REDACTED]





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Name: Keigan [redacted]  
Age: 8  
Phone Number: [redacted]

Keigan.





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- 7-9
- 10-12
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City Council will review all submissions and vote on their favorite design. The winner of each category will receive one free pool pass at the Florence Municipal Pool!

Name:

*Nathaniel*

Age:

15

Phone Number:

