



**CITY OF FLORENCE
REGULAR MEETING AGENDA
Tuesday, January 16, 2024
6:30 PM**

- 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
 - Councilman Mergelman
 - Councilwoman Stone
 - Councilwoman Gardner
 - Councilwoman MacKinnon
- 3) **PRESENTATIONS**
 - a) Tree Board Annual Report
- 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) Meeting Minutes for January 2, 2024
 - b) Bills Allowed for \$114,901.57
 - c) Meeting Minutes Amendment for February 6, 2023
- 6) **NEW BUSINESS**
 - a) Resolution 2-2024, A Resolution Providing For the Adoption of A Purchasing Policy For The City Of Florence, Colorado
- 7) **COUNCIL UPDATES**
 - a) City Council Reports
 - b) City Manager Reports
- 8) **EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.
- 9) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting
Monday, February 5, 2024

COUNCIL DISCUSSION FORM

MEETING DATE: JANUARY 16, 2024

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Florence Tree Board Annual Report

Department: Administration

Background/Description of Item:

The Florence Tree Board will present their annual report and an informational tri-fold they have created to the City Council.



**CITY OF FLORENCE
REGULAR MEETING MINUTES
Tuesday, January 2, 2024
6:30 PM**

1) CALL TO ORDER: City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

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

2) ROLL CALL:

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

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Amy Nasta, City Attorney Dan Findlay, and Public Works Director Sam Elstun.

3) VISITORS

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

4) MEETING MINUTES

4.a Meeting Minutes for December 18, 2023

Cortlyne Huppe, City Clerk, presented the Meeting Minutes. She questioned if the Council had any amendments or corrections.

Motion to approve Meeting Minutes for December 18, 2023, as presented:

Councilor Stiefel

Seconded by Councilor Mergelman

6 Ayes

Motion passed: 6 – 0

4.b Meeting Minutes for December 19, 2023

Cortlyne Huppe, City Clerk, presented the Meeting Minutes. She questioned if the Council had any amendments or corrections.

Motion to approve Meeting Minutes for December 19, 2023, as presented:

Councilor MacKinnon

Seconded by Councilor Stone

6 Ayes

Motion passed: 6 – 0



**CITY OF FLORENCE
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Tuesday, January 2, 2024
6:30 PM**

5) BILLS ALLOWED

5.a Bills Allowed for \$221,350.21

Amy Nasta opened for questions regarding the bill run from 12/18/2023 to 1/2/2024 for \$221,350.21.

Mayor Wolfe questioned when the bar screen project would be completed.

Amy would confirm and notify the Council of the intended installation date.

Motion to approve Bills Allowed as presented for \$221,350.21: Councilor Stone

Seconded by: Councilor Gardner

6 Ayes

Motion passed: 6 – 0

6) OLD BUSINESS

6.a Ordinance 9-2023: “City Council Rules and Procedure”

Amy reiterated this is the second reading of Ordinance 9-2023. During the first reading on December 18, 2023, the City Council asked for a change in verbiage, which was reflected in the updated version.

Mayor Wolfe confirmed the Council would utilize the City Council Rules and Procedures for the next City Council meeting.

Motion to adopt Ordinance 9-2023: an Ordinance amending Chapter 2.08.010 of the Municipal Code of the City of Florence, Colorado, previously entitled “Meeting Dates”, updating the title to “City Council Rules and Procedure” and incorporating by reference the *City Council Rules of Procedure* document: Councilor Stiefel

Seconded by: Councilor MacKinnon

6 Ayes

Motion passed: 6 – 0

7) NEW BUSINESS

7.a Resolution 1-2024: A Resolution Levying Property Taxes For The Year 2024

Amy stated Resolution 1-2024 levies property taxes for the year 2024. The City had to certify the mill levy to Fremont County by January 10, 2024. This Resolution sets the City’s mills at 18.06 with a revenue of \$784, 681, which matched the anticipated revenues in the preliminary budget.

Kathy Madonna- 504 Brookeway

Questioned the previous mill levy, and the assessed valuation.



**CITY OF FLORENCE
REGULAR MEETING MINUTES
Tuesday, January 2, 2024
6:30 PM**

Amy stated the City's mills were 18.06, or similar, and elaborated on the exemption from Tabor Laws.

Motion to adopt Resolution 1-2024: A Resolution Levying Property Taxes For The Year 2024 to help defray costs of government for the City of Florence, Colorado for the 2024 budget year: Councilor Stone

Seconded by: Councilor Mergelman

6 Ayes

Motion passed: 6 – 0

7.b Official Posting Place

Cortlyne reiterated the statutory requirement to designate a location to post official city notices. Historically the City has used its front door kiosk for an official posting location and recently simultaneously posted to the City's official website.

Dan Findlay, City Attorney, noted the Legislature's goal of eventually transitioning to virtual formats for posting.

Motion to designate City Hall's front entrance kiosk as the City of Florence's primary posting location: Councilor Gardner

Seconded by: Councilor MacKinnon

6 Ayes

Motion passed: 6 – 0

7.c Appoint Proxy to Represent City Shares at Annual Ditch Board Meetings for Union Ditch, Rainbow Ditch and Fremont Ditch Companies

Cortlyne elaborated on the ditch bylaws that require a proxy to represent the City of Florence's water shares. The City recommends the city manager serve as the proxy for Rainbow, Fremont, and Union Ditch Companies.

Motion to appoint the City Manager as proxy to represent the City of Florence's ditch shares at annual ditch board meetings for the Union Ditch, Rainbow Ditch, and

Fremont Ditch Companies: Councilor Stone

Seconded by: Councilor Gardner

6 Ayes

Motion passed: 6 – 0

8) ADMINISTRATIVE/INFORMATION

8.a Mayor & Council Reports

Councilor Stone reported on the Tree Board meeting.



**CITY OF FLORENCE
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Tuesday, January 2, 2024
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Mayor Wolfe announced upcoming appointments for the Planning Commission would take place at the next City Council meeting, and thanked the Finance Officer for the financial reports.

8.b City Manager Report

Amy opened her report for questions.

Mayor Wolfe questioned the electronic billing system and if the option for in-person payment would still be available.

Amy replied affirmatively. She then noted the recently distributed purchasing policy and personnel policy in their entirety, which would be presented in upcoming meetings.

9) 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.

**10) ADJOURNMENT: Adjournment until the next regular City Council Meeting
Tuesday, January 16, 2024**

Councilor Stiefel motioned to adjourn the meeting. Councilor Gardner seconded. With consensus, Mayor Wolfe adjourned the City Council Meeting at 6:45 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk

Report Criteria:
 Report type: Summary
 Check Voided = {<>} Yes

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
45032									
01/24	01/04/2024	45032	397	U S POSTAL SERVICE	JANUARY 20	1	02.4150.3100	.00	768.44
		Total 45032:		Postage - Billing				.00	768.44
45033									
01/24	01/05/2024	45033	110	COLORADO STATE TREASURE	4TH QRT UI	1	01.20-00.2031	.00	1,166.54
		Total 45033:		Unemployment Insurance				.00	1,166.54
45034									
01/24	01/11/2024	45034	1805	ACORN PETROLEUM	DEC 2023	5	02.4370.7850	.00	4,323.99
		Total 45034:		Gas for City Vehicles				.00	4,323.99
45035									
01/24	01/11/2024	45035	923	ALSCO	Multiple	1	01.4060.8750	.00	512.06
		Total 45035:		Uniforms and Mats				.00	512.06
45036									
01/24	01/11/2024	45036	1253	AT & T MOBILITY	2872917141	7	02.4150.5000	.00	3,501.43
		Total 45036:		City Cell phones				.00	3,501.43
45037									
01/24	01/11/2024	45037	2914	Auto Truck Group	2019986	1	17.4310.7600	.00	813.28
		Total 45037:		Salt Sander				.00	813.28
45038									
01/24	01/11/2024	45038	71	CANON RENTAL CENTER	Multiple	2	01.4420.3500	.00	466.26
		Total 45038:		Port A Potty Rentals				.00	466.26
45039									
01/24	01/11/2024	45039	1229	CASELLE, INC.	Multiple	3	02.4150.5600	.00	2,538.00
		Total 45039:		Operating systems support				.00	2,538.00
45040									
01/24	01/11/2024	45040	2341	CRCA	2024-0138	1	01.4230.5200	.00	58,709.84
		Total 45040:		Quarterly Dispatch				.00	58,709.84
45041									
01/24	01/11/2024	45041	3	DANA KEPNER	Multiple	1	02.4380.7940	.00	7,666.99
		Total 45041:		Water distribution supplies				.00	7,666.99
45042									
01/24	01/11/2024	45042	1232	FEDC	7	1	01.4150.5900	.00	500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount		
Total 45042:								.00	500.00		
45043	01/24	01/11/2024	45043	2882	Fiber Platform, LLC		SI-23-043895	1	01.4210.5000	.00	1,500.00
Total 45043:								.00	1,500.00		
				Fiber Optics							
45044	01/24	01/11/2024	45044	182	FREMONT PAVING		CC16989	1	17.4310.7520	.00	425.85
Total 45044:								.00	425.85		
				Asphalt							
45045	01/24	01/11/2024	45045	2643	Frontline Public Safety Solutions		FL01688	1	01.4210.4550	.00	1,525.75
Total 45045:								.00	1,525.75		
				PD software							
45046	01/24	01/11/2024	45046	193	GOBINS		AR4210527	1	01.4150.3700	.00	229.22
Total 45046:								.00	229.22		
				Printer Lease							
45047	01/24	01/11/2024	45047	3008	Great American Financial Service		35540355	1	01.4150.3500	.00	337.00
Total 45047:								.00	337.00		
				Printer Lease							
45048	01/24	01/11/2024	45048	245	KRASSA & MILLER, LLC		DECEMBER	1	02.4370.7890	.00	376.60
Total 45048:								.00	376.60		
				Water Attorney							
45049	01/24	01/11/2024	45049	2460	LANGSTON CONCRETE		14200	1	01.4210.7420	.00	2,000.00
Total 45049:								.00	2,000.00		
				Police Towing							
45050	01/24	01/11/2024	45050	2387	LEXIPOL LLC		INVLEX1225	1	01.4210.8000	.00	5,497.14
Total 45050:								.00	5,497.14		
				Police Policies							
45051	01/24	01/11/2024	45051	1965	PRAIRIE MOUNTAIN media		370094	1	01.4110.7300	.00	154.88
Total 45051:								.00	154.88		
				Legal Publications							
45052	01/24	01/11/2024	45052	2708	Procom, LLC		104410	1	01.4310.3500	.00	120.00
Total 45052:								.00	120.00		
				Drug Testing							
45053	01/24	01/11/2024	45053	332	Pueblo Dept of Public Health/Envi		DEC 2023	1	02.4370.7810	.00	168.00
				Samples							

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
Total 45053:								.00	168.00
45054									
01/24	01/11/2024	45054	1455	SAN ISABEL SERVICES	U010088	1	01.4060.8610	.00	306.25
Total 45054:								.00	306.25
				Propane					
45055									
01/24	01/11/2024	45055	1719	STAPLES BUSINESS ADVANTA	8072638416	1	01.4150.3000	.00	89.17
Total 45055:								.00	89.17
				Office supplies/Cleaning supplies					
45056									
01/24	01/11/2024	45056	2970	TK Elevator Corporation	3007868552	1	01.4060.8750	.00	471.83
Total 45056:								.00	471.83
				Preventative Elevator					
45057									
01/24	01/11/2024	46057	934	UNCC	223120534	1	02.4380.8090	.00	37.41
Total 45057:								.00	37.41
				Line locates					
45058									
01/24	01/11/2024	45058	3114	Wyatt Legal Services PLLC	246	2	02.4370.7890	.00	2,425.63
Total 45058:								.00	2,425.63
				City Attorney					
45059									
01/24	01/11/2024	45059	2104	UMB Card Services	Multiple	2	01.4210.4600	.00	18,270.01
Total 45059:								.00	18,270.01
				P-CARD					
Grand Totals:								.00	114,901.57

General Fund \$93,764.60
 Water Fund \$18,581.87
 Swimming Pool \$300.78
 Streets \$2,254.32
TOTAL \$114,901.57

Dated: _____
 Mayor: _____
 City Council: _____

 City Recorder: _____

Report Criteria:

Report type: Summary
Check, Voided = {<>} Yes

Report Criteria:

Invoices with totals above \$0.00 included.
Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
General Fund							
01.20-00.2031 ACCRUED UNEMPLOYMENT							
110	COLORADO STATE TREASURE	4TH QRT UI T	UNEMPLOYMENT TAX	01/05/2024	1,166.54	1,166.54	01/05/2024
01.20-00.2050 Kops for Kids							
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	265.65	265.65	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	307.25	307.25	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	216.78	216.78	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	232.63	232.63	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	203.96	203.96	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	245.39	245.39	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	235.62	235.62	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	218.36	218.36	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	210.56	210.56	01/11/2024
2104	UMB Card Services	BARTH DEC 2	shop w a cop	12/01/2023	259.65	259.65	01/11/2024
Total :					3,562.39	3,562.39	
MAINTENANCE OF BUILDINGS							
01.4060.8530 SHOP BLDG R&M							
2104	UMB Card Services	ELSTUN DEC	lockset	12/01/2023	12.99	12.99	01/11/2024
2104	UMB Card Services	ELSTUN DEC	stove pipe	12/01/2023	30.15	30.15	01/11/2024
2104	UMB Card Services	ELSTUN DEC	key	12/01/2023	11.16	11.16	01/11/2024
01.4060.8540 SHOP BLDG SEWER							
2104	UMB Card Services	COBLER DEC	city hall sanitation	12/01/2023	50.86	50.86	01/11/2024
01.4060.8610 CEMETERY HOUSE-PROPANE							
1455	SAN ISABEL SERVICES	U010088	CEMETERY PROPANE	01/08/2024	306.25	306.25	01/11/2024
01.4060.8750 CENTURA BLDG-Repairs & Maint							
923	ALSCO	LDEN2868481	MATS	01/03/2024	54.22	54.22	01/11/2024
2970	TK Elevator Corporation	3007668552	Elevator Maintaince	01/01/2024	471.83	471.83	01/11/2024
2104	UMB Card Services	LANCASTER D	keys	12/01/2023	38.00	38.00	01/11/2024
01.4060.8751 Centura Bldg - Utilities							
2104	UMB Card Services	COBLER DEC	sanitation n plant	12/01/2023	31.31	31.31	01/11/2024
2104	UMB Card Services	COBLER DEC	museum sanitation	12/01/2023	31.31	31.31	01/11/2024
2104	UMB Card Services	COBLER DEC	municipal sanitation	12/01/2023	61.13	61.13	01/11/2024
2104	UMB Card Services	COBLER DEC	city hall sanitation	12/01/2023	31.31	31.31	01/11/2024
2104	UMB Card Services	COBLER DEC	sanitation shop	12/01/2023	31.31	31.31	01/11/2024
Total MAINTENANCE OF BUILDINGS:					1,161.83	1,161.83	
GENERAL GOVERNMENT							
01.4110.3500 OPERATING SUPPLIES							
2104	UMB Card Services	HUPPE DEC 2	council chambers equipment	12/01/2023	79.99	79.99	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	council chambers equipment	12/01/2023	340.76	340.76	01/11/2024
01.4110.5300 CITY ATTORNEY							
3114	Wyatt Legal Services PLLC	246	City Attorney	01/01/2024	2,210.63	2,210.63	01/11/2024
01.4110.7300 LEGAL NOTICES & PUBLICATIONS							
1965	PRAIRIE MOUNTAIN media	370094	LEGAL PUBLICATIONS	12/31/2023	154.88	154.88	01/11/2024
Total GENERAL GOVERNMENT:					2,786.26	2,786.26	
JUDICIAL							
01.4120.5600 COURT SOFTWARE							
1229	CASELLE, INC.	129221	Software Support - Court	01/01/2024	286.66	286.66	01/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1229	CASELLE, INC.	130018	Software Support - Court	01/01/2024	286.66	286.66	01/11/2024
Total JUDICIAL:					573.32	573.32	
EXECUTIVE							
01.4130.5000 TELEPHONE & INTERNET							
1253	AT & T MOBILITY	287291714101	EXECUTIVE	12/20/2023	64.33	64.33	01/11/2024
Total EXECUTIVE:					64.33	64.33	
ADMINISTRATIVE							
01.4150.3000 SUPPLIES							
1719	STAPLES BUSINESS ADVANTA	8072638416	admin	01/01/2024	89.17	89.17	01/11/2024
2104	UMB Card Services	COBLER DEC	procom drug testing	12/01/2023	124.00	124.00	01/11/2024
2104	UMB Card Services	COBLER DEC	big d's	12/01/2023	24.76	24.76	01/11/2024
2104	UMB Card Services	COBLER DEC	Adobe Subscription	12/01/2023	29.99	29.99	01/11/2024
2104	UMB Card Services	COBLER DEC	xmas party supplies	12/01/2023	245.07	245.07	01/11/2024
2104	UMB Card Services	COBLER DEC	xmas party- gf	12/01/2023	1,114.96	1,114.96	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	shirts for admin	12/01/2023	39.98	39.98	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	Background check	12/01/2023	4.00	4.00	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	Batteries/supplies	12/01/2023	21.31	21.31	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	Birthfay cards/giftcards	12/01/2023	4.32	4.32	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	Birthfay cards/giftcards	12/01/2023	60.00	60.00	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	hr event for Judge	12/01/2023	8.20	8.20	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	supplies	12/01/2023	60.66	60.66	01/11/2024
01.4150.3500 LEASE-COMPUTER							
3008	Great American Financial Service	35540355	Lease on copier	01/08/2024	337.00	337.00	01/11/2024
01.4150.3700 LEASE-COPIER							
193	GOBINS	AR4210527	LEASE	01/02/2024	229.22	229.22	01/11/2024
01.4150.5000 TELEPHONE							
1253	AT & T MOBILITY	287291714101	ADMIN	12/20/2023	115.91	115.91	01/11/2024
1253	AT & T MOBILITY	287291714101	CEMETARY	12/20/2023	39.99	39.99	01/11/2024
2104	UMB Card Services	COBLER DEC	spectrum city hall	12/01/2023	339.93	339.93	01/11/2024
01.4150.5600 SOFTWARE & TRAINING							
1229	CASELLE, INC.	129221	Software Support - Admin	01/01/2024	335.34	335.34	01/11/2024
1229	CASELLE, INC.	130018	Software Support - Admin	01/01/2024	335.34	335.34	01/11/2024
2104	UMB Card Services	NASTA DEC 20	Adobe Subscription	12/01/2023	19.99	19.99	01/11/2024
01.4150.5900 DUES & MEMBERSHIPS							
1232	FEDC	7	MEMBERSHIP	01/01/2024	500.00	500.00	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	newspaper subscription	12/01/2023	6.00	6.00	01/11/2024
2104	UMB Card Services	HUPPE DEC 2	shred subscription	12/01/2023	67.10	67.10	01/11/2024
Total ADMINISTRATIVE:					4,152.24	4,152.24	
PUBLIC SAFETY-POLICE							
01.4210.2000 UNIFORM ALLOWANCE							
2104	UMB Card Services	BARTH DEC 2	uniforms luke	12/01/2023	128.78	128.78	01/11/2024
01.4210.3100 SUPPLIES							
2104	UMB Card Services	BARTH DEC 2	notary stamp 1f100	12/01/2023	72.37	72.37	01/11/2024
2104	UMB Card Services	BARTH DEC 2	program for detectives	12/01/2023	256.00	256.00	01/11/2024
2104	UMB Card Services	BARTH DEC 2	business membership	12/01/2023	179.00	179.00	01/11/2024
2104	UMB Card Services	BARTH DEC 2	Calendars	12/01/2023	26.59	26.59	01/11/2024
2104	UMB Card Services	BARTH DEC 2	folders	12/01/2023	23.66	23.66	01/11/2024
2104	UMB Card Services	BARTH DEC 2	Cards	12/01/2023	27.97	27.97	01/11/2024
2104	UMB Card Services	BARTH DEC 2	Big D breakroom	12/01/2023	19.59	19.59	01/11/2024
2104	UMB Card Services	BARTH DEC 2	walmart supplies	12/01/2023	72.06	72.06	01/11/2024
2104	UMB Card Services	BARTH DEC 2	dollar general supplies	12/01/2023	19.90	19.90	01/11/2024
2104	UMB Card Services	COBLER DEC	pd adaptor	12/01/2023	63.99	63.99	01/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2104	UMB Card Services	HUMPHREY D	home depot	12/01/2023	86.97	86.97	01/11/2024
2104	UMB Card Services	HUMPHREY D	supplies	12/01/2023	12.36	12.36	01/11/2024
2104	UMB Card Services	PRICKETT DE	Calendar	12/01/2023	499.80	499.80	01/11/2024
2104	UMB Card Services	PRICKETT DE	law- traffic books	12/01/2023	279.73	279.73	01/11/2024
2104	UMB Card Services	PRICKETT DE	phone cases	12/01/2023	27.44	27.44	01/11/2024
2104	UMB Card Services	PRICKETT DE	phone case	12/01/2023	13.72	13.72	01/11/2024
01.4210.4000 GASOLINE & OIL							
1805	ACORN PETROLEUM	DEC 2023	GASOLINE Police	12/31/2023	2,611.22	2,611.22	01/11/2024
01.4210.4550 MAINTENANCE-COMPUTERS							
2643	Frontline Public Safety Solutions	FL81688	pd computer program	01/01/2024	1,525.75	1,525.75	01/11/2024
01.4210.4600 VEHICLE R&M							
2104	UMB Card Services	GLANN DEC 2	car wash	12/01/2023	2.75	2.75	01/11/2024
2104	UMB Card Services	GLANN DEC 2	car wash	12/01/2023	2.25	2.25	01/11/2024
2104	UMB Card Services	GLANN DEC 2	car wash	12/01/2023	3.75	3.75	01/11/2024
2104	UMB Card Services	HUMPHREY D	Car wash	12/01/2023	4.50	4.50	01/11/2024
2104	UMB Card Services	HUMPHREY D	Car wash	12/01/2023	3.75	3.75	01/11/2024
2104	UMB Card Services	INGLE DEC 20	Car wash	12/01/2023	4.75	4.75	01/11/2024
2104	UMB Card Services	KLINE DEC 20	Car wash	12/01/2023	5.00	5.00	01/11/2024
2104	UMB Card Services	KLINE DEC 20	Car wash	12/01/2023	6.00	6.00	01/11/2024
2104	UMB Card Services	KLINE DEC 20	Car wash	12/01/2023	5.75	5.75	01/11/2024
2104	UMB Card Services	RUDNIK DEC	Car wash	12/01/2023	8.00	8.00	01/11/2024
2104	UMB Card Services	WINTERS DEC	Car wash	12/01/2023	9.75	9.75	01/11/2024
2104	UMB Card Services	WINTERS DEC	Car wash	12/01/2023	12.00	12.00	01/11/2024
01.4210.5000 TELEPHONE							
1253	AT & T MOBILITY	287291714101	POLICE	12/20/2023	2,139.90	2,139.90	01/11/2024
2882	Fiber Platform, LLC	SI-23-043895	Ethernet Access PD	01/01/2024	1,500.00	1,500.00	01/11/2024
2104	UMB Card Services	COBLER DEC	spectrum pd	12/01/2023	634.07	634.07	01/11/2024
01.4210.6000 DUES & MEMBERSHIPS							
2387	LEXIPOL LLC	INVLEX122524	Police Dept Manural sub	01/01/2024	5,497.14	5,497.14	01/11/2024
01.4210.7420 TOWING EXPENSE							
2460	LANGSTON CONCRETE	14200	Trailer Towing	12/07/2023	2,000.00	2,000.00	01/11/2024
Total PUBLIC SAFETY-POLICE:					17,786.26	17,786.26	
PUBLIC SAFETY-DISPATCH							
01.4230.5200 CRCA Contribution Match							
2341	CRCA	2024-0138	1st quarter cost share	01/01/2024	58,709.84	58,709.84	01/11/2024
Total PUBLIC SAFETY-DISPATCH:					58,709.84	58,709.84	
PUBLIC WORKS-STREETS							
01.4310.3500 SUPPLIES							
71	CANON RENTAL CENTER	292445	PORTABLE	12/30/2023	82.50	82.50	01/11/2024
2708	Procom, LLC	104410	2024 Annual fee	12/29/2023	120.00	120.00	01/11/2024
2104	UMB Card Services	COBLER DEC	spectrum shop	12/01/2023	239.95	239.95	01/11/2024
2104	UMB Card Services	LANCASTER D	misc. tools	12/01/2023	90.87	90.87	01/11/2024
01.4310.4000 GASOLINE & OIL							
1805	ACORN PETROLEUM	DEC 2023	GASOLINE - Streets	12/31/2023	796.20	796.20	01/11/2024
01.4310.5000 TELEPHONE							
1253	AT & T MOBILITY	287291714101	STREETS	12/20/2023	390.75	390.75	01/11/2024
01.4310.7565 OTHER STREET EXPENSE							
2104	UMB Card Services	ELSTUN DEC	broom	12/01/2023	16.99	16.99	01/11/2024
Total PUBLIC WORKS-STREETS:					1,737.26	1,737.26	
PUBLIC WORKS-REFUSE COLLECTION							
01.4320.4100 TRANSFER STATION FEES							
2104	UMB Card Services	COBLER DEC	trash service centery	12/01/2023	48.75	48.75	01/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2104	UMB Card Services	COBLER DEC	trash GF	12/01/2023	1,289.05	1,289.05	01/11/2024
Total PUBLIC WORKS-REFUSE COLLECTION:					1,337.80	1,337.80	
PLANNING							
01.4400.3500 OPERATING SUPPLIES							
2104	UMB Card Services	HARRIS DEC 2	electrical code book for planning	12/01/2023	139.99	139.99	01/11/2024
01.4400.5000 TELEPHONE							
1253	AT & T MOBILITY	287291714101	PLANNING	12/20/2023	79.98	79.98	01/11/2024
Total PLANNING:					219.97	219.97	
UNION HIGHLAND CEMETERY							
01.4420.2000 UNIFORMS							
923	ALSCO	LDEN2847862	UNIFORM RENTAL-Streets	11/22/2023	134.06	134.06	01/11/2024
923	ALSCO	LDEN2847862	UNIFORM RENTAL - Cem	11/22/2023	27.83	27.83	01/11/2024
923	ALSCO	LDEN2851212	UNIFORM RENTAL-Streets	11/29/2023	134.06	134.06	01/11/2024
923	ALSCO	LDEN2851212	UNIFORM RENTAL - Cem	11/29/2023	27.83	27.83	01/11/2024
923	ALSCO	LDEN2865048	UNIFORM RENTAL-Streets	12/27/2023	134.06	134.06	01/11/2024
01.4420.3500 SUPPLIES & MAINTENANCE							
71	CANON RENTAL CENTER	292243	CEMETERY	12/30/2023	75.00	75.00	01/11/2024
71	CANON RENTAL CENTER	292763	CEMETERY	12/30/2023	75.00	75.00	01/11/2024
2104	UMB Card Services	COBLER DEC	cemetary respirator	12/01/2023	79.97	79.97	01/11/2024
2104	UMB Card Services	KELSO DEC 2	paint for block markers	12/01/2023	113.33	113.33	01/11/2024
2104	UMB Card Services	KELSO DEC 2	refund for respirators	12/01/2023	38.26-	38.26-	01/11/2024
2104	UMB Card Services	KELSO DEC 2	respirators	12/01/2023	35.46	35.46	01/11/2024
2104	UMB Card Services	KELSO DEC 2	concrete for block posts	12/01/2023	55.92	55.92	01/11/2024
01.4420.4000 GASOLINE & OIL							
1805	ACORN PETROLEUM	DEC 2023	GASOLINE - Cemetary	12/31/2023	133.70	133.70	01/11/2024
01.4420.4500 R&M EQUIPMENT							
2104	UMB Card Services	KELSO DEC 2	straps for parks truck	12/01/2023	41.98	41.98	01/11/2024
Total UNION HIGHLAND CEMETERY:					1,029.94	1,029.94	
PARKS & TREES							
01.4520.3500 SUPPLIES							
71	CANON RENTAL CENTER	10022709	finance charge	12/30/2023	1.26	1.26	01/11/2024
01.4520.3900 GAS & OIL							
1805	ACORN PETROLEUM	DEC 2023	GASOLINE - Parks	12/31/2023	250.89	250.89	01/11/2024
01.4520.4500 REPAIRS & MAINT-EQUIPMENT							
2104	UMB Card Services	SMITH DEC 20	plywood	12/01/2023	88.42	88.42	01/11/2024
2104	UMB Card Services	SMITH DEC 20	concrete mix	12/01/2023	35.10	35.10	01/11/2024
01.4520.4583 Operations - Skateboard Park							
71	CANON RENTAL CENTER	292243	Skate park	12/30/2023	75.00	75.00	01/11/2024
71	CANON RENTAL CENTER	292763	Skate park	12/30/2023	75.00	75.00	01/11/2024
01.4520.5000 Operations-Lions Park							
71	CANON RENTAL CENTER	292587	lions park	12/30/2023	82.50	82.50	01/11/2024
01.4520.7850 NEW EQUIPMENT							
2104	UMB Card Services	SMITH DEC 20	shovel	12/01/2023	34.99	34.99	01/11/2024
Total PARKS & TREES:					643.16	643.16	
Total General Fund:					93,764.60	93,764.60	
WATER FUND							
ADMINISTRATION							
02.4150.3000 OFFICE SUPPLIES							
2104	UMB Card Services	COBLER DEC	trash water	12/01/2023	48.75	48.75	01/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2104	UMB Card Services	COBLER DEC	xmas party- water	12/01/2023	152.04	152.04	01/11/2024
02.4150.3100 POSTAGE							
397	U S POSTAL SERVICE	JANUARY 202	UTILITY BILLING	01/04/2024	768.44	768.44	01/04/2024
02.4150.5000 TELEPHONE							
1253	AT & T MOBILITY	287291714101	WATER	12/20/2023	670.57	670.57	01/11/2024
2104	UMB Card Services	COBLER DEC	bulk station internet	12/01/2023	119.98	119.98	01/11/2024
2104	UMB Card Services	COBLER DEC	water plant internet	12/01/2023	70.16	70.16	01/11/2024
02.4150.5550 BANK FEES							
2104	UMB Card Services	WERTSBUAG	fraudulent payback	12/01/2023	19.72-	19.72-	01/11/2024
2104	UMB Card Services	WERTSBUAG	fraudulent payback	12/01/2023	640.57-	640.57-	01/11/2024
2104	UMB Card Services	WERTSBUAG	fraudulent payback	12/01/2023	1,220.93-	1,220.93-	01/11/2024
2104	UMB Card Services	WERTSBUAG	fraudulent payback	12/01/2023	2,162.63-	2,162.63-	01/11/2024
02.4150.5600 SOFTWARE & TRAINING							
1229	CASELLE, INC.	129221	Software Support - Water	01/01/2024	647.00	647.00	01/11/2024
1229	CASELLE, INC.	130018	Software Support - Water	01/01/2024	647.00	647.00	01/11/2024
02.4150.6000 DUES & MEMBERSHIPS							
2104	UMB Card Services	HARRIS DEC 2	membership dues CO rural water	12/01/2023	450.00	450.00	01/11/2024
Total ADMINISTRATION:					469.91-	469.91-	
PERSONNEL SERVICES							
02.4330.2000 UNIFORMS							
2104	UMB Card Services	HARRIS DEC 2	uniform	12/01/2023	28.08	28.08	01/11/2024
2104	UMB Card Services	WERTSBUAG	uniform emroidery	12/01/2023	235.00	235.00	01/11/2024
Total PERSONNEL SERVICES:					263.08	263.08	
PLANT R&M-NORTH PLANT							
02.4360.7731 Pump Station R&M							
2104	UMB Card Services	HARRIS DEC 2	fire pump control panel	12/01/2023	5,708.00	5,708.00	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	vfd repair	12/01/2023	2,532.95	2,532.95	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	vfd shipping	12/01/2023	338.00	338.00	01/11/2024
Total PLANT R&M-NORTH PLANT:					8,578.95	8,578.95	
PLANT R&M SOUTH PLANT							
02.4365.8760 BUILDING MAINT-SOUTH							
2104	UMB Card Services	WERTSBUAG	uSB adapter	12/01/2023	14.06	14.06	01/11/2024
Total PLANT R&M SOUTH PLANT:					14.06	14.06	
OTHER COSTS							
02.4370.7711 Plant Software and Computers							
2104	UMB Card Services	HARRIS DEC 2	laptop case	12/01/2023	23.99	23.99	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	laptop screen protector	12/01/2023	23.98	23.98	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	phone screen protector	12/01/2023	11.99	11.99	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	rugged tablet for swtp	12/01/2023	635.00	635.00	01/11/2024
02.4370.7800 SEMINARS & TRAINING							
2104	UMB Card Services	JACKSON DE	AWWA Exam	12/01/2023	49.99	49.99	01/11/2024
02.4370.7810 LAB TESTING STATE							
332	Pueblo Dept of Public Health/Envi	DEC 2023	WATER TESTING	01/08/2024	168.00	168.00	01/11/2024
02.4370.7845 MISC SUPPLIES-SOUTH							
2104	UMB Card Services	HARRIS DEC 2	Batteries/supplies	12/01/2023	19.49	19.49	01/11/2024
02.4370.7850 VEHICLE GAS & OIL							
1805	ACORN PETROLEUM	DEC 2023	GASOLINE - Water	12/31/2023	531.98	531.98	01/11/2024
02.4370.7861 Vehicle & Equipment R&M							
2104	UMB Card Services	HARRIS DEC 2	excavator bucket pin	12/01/2023	117.15	117.15	01/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
02.4370.7890 PROFESSIONAL SERVICES							
245	KRASSA & MILLER, LLC	DECEMBER 2	LEGAL FEES	01/01/2024	376.60	376.60	01/11/2024
3114	Wyatt Legal Services PLLC	246	legla fees	01/01/2024	215.00	215.00	01/11/2024
Total OTHER COSTS:					2,173.17	2,173.17	
WATER DISTRIBUTION							
02.4380.7910 BACK FLOW PREVENTION							
2104	UMB Card Services	HARRIS DEC 2	backflow repair kit	12/01/2023	159.06	159.06	01/11/2024
2104	UMB Card Services	HARRIS DEC 2	backflow repair kit	12/01/2023	159.06	159.06	01/11/2024
02.4380.7940 METERS & PITS							
3	DANA KEPNER	1567512-00	3 wire tr/pl 1000gal	01/09/2024	2,838.39	2,838.39	01/11/2024
3	DANA KEPNER	1584732-00	Cables and meters	01/09/2024	4,828.60	4,828.60	01/11/2024
02.4380.8090 OTHER WATER DIST EXPENSE							
934	UNCC	223120534	LINE LOCATES	12/31/2023	37.41	37.41	01/11/2024
Total WATER DISTRIBUTION:					8,022.52	8,022.52	
Total WATER FUND:					18,581.87	18,581.87	
SWIMMING POOL							
Expenditures							
04.4415.1960 WORKMENS COMPENSATION							
2104	UMB Card Services	COBLER DEC	spectrum pool	12/01/2023	139.98	139.98	01/11/2024
04.4415.2100 SEWER							
2104	UMB Card Services	COBLER DEC	pool sanitation	12/01/2023	31.31	31.31	01/11/2024
04.4415.2300 SUPPLIES							
2104	UMB Card Services	COBLER DEC	trash pool	12/01/2023	129.49	129.49	01/11/2024
Total Expenditures:					300.78	300.78	
Total SWIMMING POOL:					300.78	300.78	
STREET IMPROVEMENT PROJECTS							
17.4310.7520 Asphalt Patching							
182	FREMONT PAVING	CC16989	aphalt	12/21/2023	425.85	425.85	01/11/2024
17.4310.7530 Gravel							
2104	UMB Card Services	MARTINEZ DE	colorado materials Inc. COConstructi	12/01/2023	1,015.19	1,015.19	01/11/2024
17.4310.7600 New Equipment							
2914	Auto Truck Group	2019986	Salt Sander	01/08/2024	813.28	813.28	01/11/2024
Total :					2,254.32	2,254.32	
Total STREET IMPROVEMENT PROJECTS:					2,254.32	2,254.32	
Grand Totals:					114,901.57	114,901.57	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

COUNCIL ACTION FORM

MEETING DATE: JANUARY 16, 2024

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Amend the February 6, 2023 Florence City Council Meeting Minutes

Department: Administration

Staff Recommendation:

Amend the February 6, 2023 Florence City Council meeting minutes.

Background/Description of Item:

Staff and members of the Florence City Council have received repeated requests to amend item Three (3), Visitors, of the February 6, 2023 Florence City Council meeting minutes, a section covering public comment on a non-action portion of the agenda

The amendment shall read as follows:

Jenny Miley – Ward Three (address not provided as required by policy for public comment) Spoke to the Council in opposition to the purchase and issuance of cash gift cards.

It should be noted that this amendment would pertain only to the written depiction of Jenny Miley’s comments in the duly approved minutes. The balance of the minutes, including that balance of item Three (3), Visitors, would remain as originally passed by the Florence City Council at their February 21, 2023 regular City Council meeting.

Financial Impact:

- None

Attachments:

- None

Suggested Motion:

Approve the February 6, 2023 Florence City Council meeting minutes as amended.

COUNCIL ACTION FORM

MEETING DATE: JANUARY 16, 2024

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider adopting a Resolution adopting a Purchasing Policy for the City of Florence, Colorado

Department: Administration

Staff Recommendation:

Adopt a Resolution Adopting a Purchasing Policy for the City of Florence, Colorado.

Background/Description of Item:

The *Purchasing Policy* (Policy) document provides the necessary guidelines for the conduct of efficient purchasing, source selection, competitive bidding, and use of procurement cards. It provides rules and procedures for these and other items typically associated with purchasing and includes best practices used by a wide variety of municipal governments.

The Policy consists of eleven (11) sections, each covering a variety of topics related to the efficient and orderly conduct of City purchasing:

- **Scope**
 - Provides an overview of the topics included within the Policy.
- **Policy Statement**
 - Provides a general statement regarding the intended utilization of the Policy.
- **Responsibility**
 - Covers levels of responsibility and authority with regard to purchasing.
- **Overview**
 - Sets expenditure approval and authorization limits for various levels of Staff and the City Council.
- **General Provisions**
 - Covers general information and policies regarding common purchasing scenarios.
- **Source Selection, Competitive Bidding, and Awards**
 - Covers the process for purchases at varying price points, establishes when both formal and informal solicitations are necessary, and outlines how and when bids can be rejected.
- **Purchase Orders**
 - Covers policies and procedures regarding the use of purchase orders, including items exempted from purchase order requirements.
- **Change Orders**
 - Covers the policies and procedures regarding the approval of change orders.
- **Professional Services Procurement**
 - Covers the process for obtaining professional services at varying price points, establishes when both formal and informal solicitations are necessary, and outlines how and when bids can be rejected.
- **Procurement Card Program**

- Covers general information regarding the procurement card program, including allowed and prohibited purchases.
- **Emergency Purchases**
 - Covers general information regarding the process for emergency purchases, including providing a definition for what constitutes an emergency purchase.

The Policy has been attached in its entirety for the Council's review. This document has been fully reviewed by both Staff and Legal Counsel.

Attachments:

- Resolution 2-2024
- *Purchasing Policy*

Suggested Motion:

Adopt Resolution 2-2024, a Resolution Providing For the Adoption of A Purchasing Policy For The City Of Florence, Colorado

RESOLUTION NO. 2-2024

**A RESOLUTION PROVIDING FOR THE ADOPTION OF A PURCHASING POLICY
FOR THE CITY OF FLORENCE, COLORADO.**

WHEREAS, the City of Florence now deems it advisable to adopt a uniform Purchasing Policy for the City of Florence; and

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

SECTION ONE: The Purchasing Policy is adopted as written in the attached Purchasing Policy document.

SECTION TWO: This Purchasing Policy supersedes any existing rules, regulations or policies in conflict herewith; and

SECTION THREE: The Resolution shall take effect and be in full force from and after its adoption by the City Council of the City of Florence on January 16, 2024.

ADOPTED By the City Council of the City of Florence, Colorado, this 16th day of January 2024.

SIGNED by the Mayor on this 16th day of January 2024.

Steve Wolfe, Mayor

ATTEST:

Cortlyne Huppe, City Clerk

Approved as to form: _____
Dan Findlay, City Attorney



Purchasing Policy

Adopted by the Florence City Council on DATE

TABLE OF CONTENTS

Contents

I.	Scope	2
II.	Policy Statement.....	2
III.	Responsibility	2
IV.	Overview	2
V.	General Provisions	3
VI.	Source Selection, Competitive Bidding, and Awards.....	4
A.	Small Purchases (Less than \$5,000).....	4
B.	Informal Solicitations (\$5,000 - \$50,000)	5
1.	Purchase Authority and Process:.....	5
C.	Formal Solicitations (\$50,000 or more):	5
1.	Competitive Sealed Bid Procedure	6
2.	Competitive Sealed Proposal/Competitive Negotiation Process:.....	7
D.	Non-Responsive Bid Definition	10
E.	Responsible Bidder Definition	10
F.	Exceptions to Competitive Solicitation	11
G.	Waiver Process for Formal Competitive Bids	11
H.	Rejection of Bids.....	11
I.	Protested Solicitations or Awards	12
VII.	Purchase Orders.....	12
VIII.	Change Orders.....	13
IX.	Professional Services Procurement	13
A.	Contracts Under \$5,000:.....	13
B.	Contracts from \$5,000 to \$15,000.....	14
C.	Contracts between \$15,000 and \$50,000.....	14
D.	Contracts greater than \$50,000.....	14
X.	Procurement Card Program	15
A.	Limitations on Use of Procurement Cards	16
B.	Prohibited Use of Purchasing Cards.....	16
XI.	Emergency Purchases.....	17
A.	Emergency Purchase Definition	17
B.	Authority	17
C.	Emergency Purchase Procedures.....	18

I. Scope

The policy outlines the policies and practices governing the purchasing of all goods and services for the City of Florence. The policy addresses local preference, source selection, competitive bidding and awards, purchase orders, change orders, professional services procurement, procurement card program, and emergency purchases.

II. Policy Statement

The City of Florence hereby establishes this policy for use by all departments to provide guidance to City Staff for the prudent expenditure of City funds. This policy is established under the authority of the City Manager. Requirements of this policy may be waived at the discretion of the City Manager, if such waiver is in the best interest of the City and not in violation of federal, state, or local law.

III. Responsibility

The City Council of the City of Florence, Colorado has the ultimate and final responsibility of approving and establishing the expenditure levels for the City through their approval of the annual budget. The City Manager is responsible to the City Council for the enforcement of the Purchasing Policy. Department Heads are responsible for ensuring that their department's purchasing activities are always performed in accordance with the rules and regulations set forth herein.

Violation of these policies and procedures shall be grounds for disciplinary action up to and including termination and/or criminal prosecution in accordance with the City's Personnel Policy and procedures.

IV. Overview

Purchases for the City of Florence must, unless otherwise determined and documented by the City Manager, be made through the methods and processes set forth herein. Any deviation from these methods must have prior written approval from the City Manager.

The following table indicates final contract approval and/or payment authorization for City expenditures.

Expenditure Amount	Final Approval/Authorization
Less than \$5,000	Department Head
>\$5,000 and <\$15,000	City Manager
\$15,000 or more	City Council

V. General Provisions

1. To improve the efficiency in processing small dollar purchases (under \$2,500) the City's Procurement Card (P-Card) is preferred for any vendor that accepts VISA®.
2. The City's competitive bidding threshold is \$5,000, at which competition via bids and quotes from multiple vendors are required before purchase of a good or service. The \$5,000 level is determined by the total value of the requisition or based upon the quote received from the supplier
3. A purchase order serves as an official legal document between the city and a contractor for goods and/or services.
4. Purchases of any information technology-related equipment including computers, printers, hardware, software, etc. should be coordinated through the Florence Administration/Finance departments prior to requisition.
5. The City of Florence, as an agency of the State of Colorado, is exempt from paying Colorado sales or use tax. As well, contractors hired by the City who purchase tangible personal property for the use in constructing, equipping, reconstructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the City, can apply for applicable tax exemptions. The City's tax-exempt status is valid only when items purchased outside the State are delivered within the State of Colorado.
6. The acquisition of goods and services by or on behalf of the City, it's agencies, departments, officials, and authorized agents should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict, and corruption; and which comply with all applicable federal, state, and local laws, rules, and regulations.
7. Whenever the City of Florence obtains quotations or bids for goods or services, and the low quotation or bid is submitted by a vendor domiciled outside the City of Florence, a vendor domiciled inside the City of Florence may be deemed the preferred vendor and awarded the quotation or bid if all of the following conditions are met:
 - a) The goods and services are not for projects associated with federal grant programs or involving any source of funding where local preference in the evaluation of bids or proposals is prohibited or restricted.
 - b) The vendor's domicile and/or registered address must be physically located in the City of Florence. A location utilized solely as a post office box, mail drop, registered agent, or telephone message center, or any combination thereof, with no other substantial work function does not qualify, at the sole discretion of the City Manager.

- c) The quality, suitability, usability of the goods or services, or other performance requirements fully comply with the City's quoted specifications.
 - d) The amount of the quotation of the vendor domiciled within the City of Florence is not more than 5% greater than the amount of the lowest qualified, responsive and responsible quotation.
 - e) Bidders shall submit proof to the City demonstrating that the business is not delinquent on any City of Florence property taxes, assessments, permits, licensing, fees, or utility charges.
 - f) Purchases which may provide a financial benefit to a current City of Florence employee or current City of Florence City Council member or related parties thereto are prohibited unless disclosed, in advance, in writing to the City Manager for review by the City Manager, and if deemed appropriate by the City Manager, the City Council and solicited and authorized in compliance with this Policy. A direct relationship or a familiar relationship is not per se disqualifying, but all conflicts-of-interests concerns must be weighed and measured before determining an appropriate award.
8. City employees, upon determination by the City Manager, may be issued a P-Card. Cards will allow for specific dollar limits at the card and transaction levels and restrict cash advances in all cases.
9. Employees are responsible for the security of the card issued to them and the transactions made against it. Use of the card not in accordance with the Procurement Card Program set forth herein may result in disciplinary action up to and including termination and/or criminal prosecution in accordance with the City's Personnel Policy and procedures and this document.

VI. Source Selection, Competitive Bidding, and Awards

A. Small Purchases (Less than \$5,000)

Non-repetitive purchases of an aggregate amount of less than \$5,000 shall be considered "small purchases". Small purchases may be made by department head or their designees without required or additional competition or further approval of the City Manager. **Purchases shall not be artificially divided so as to constitute a small purchase under this section.**

B. Informal Solicitations (\$5,000 - \$50,000)

Any purchase of supplies and services of \$5,000 to \$50,000 shall be made in accordance with the purchasing procedures set forth in this section. **Purchases shall not be artificially divided to circumvent the bid process.**

1. Purchase Authority and Process:

- a. Employees with delegated purchasing authority shall utilize informal solicitations for the purchase of any materials, services, or professional services not exceeding a cost of \$50,000. If multiple purchases will be made during one fiscal year with an aggregate amount to warrant annual contracting, the City Manager may require the department to provide data for a formal competitive solicitation, as is in the best interest of the City.
- b. Such purchases shall be made in the open market. Whenever practical or advantageous, the employee with delegated purchasing authority shall attempt to obtain written (fax, e-mail, etc.) quotes from a minimum of three (3) vendors. Purchases of materials or services shall be awarded to the vendor supplying the lowest responsible and responsive quote or as otherwise determined to be most advantageous to the City. The names of the vendors submitting quotations, the amount of each quotation and the date, shall be documented and maintained as a public record. Maximum use of suppliers located within the City of Florence is preferred.
- c. For the purchase of any materials, services, or professional services in excess of \$15,000 the City Manager or designee shall submit a recommendation of award to the City Council for their approval.

C. Formal Solicitations (\$50,000 or more):

Competitive Sealed Bids/Proposals Required: Except as otherwise described herein, any expenditure for supplies, materials and equipment or any contract obligating the City of Florence of \$50,000 or more shall be purchased under formal competitive sealed bid or competitive proposal procedures.

Competitive Sealed Bid - A competitive sealed bid (IFB – Invitation for Bids) is a method of source selection for a procurement of goods, commodities and/or services estimated to be \$50,000 or more. Award is primarily made to the lowest responsive and responsible bidder whose bid complies with the specifications contained in the bid documents. This means that bid price is generally the decisive

criterion for determining the vendor who shall receive the award, though other factors may, potentially, be considered to ensure best value to the City of Florence.

Competitive Sealed Proposal - A competitive sealed proposal (RFP - Request for Proposals) is a method of source selection for a procurement estimated to cost \$50,000 or more. Award is generally given to the respondent whose offer is considered the best, or provides the best value to the City, when compared and evaluated against established criteria and all other offers. Cost is not the sole and/or primary focus of the award. Criteria shall include but not be limited to applicable and appropriate qualifications, experience, referenced successes, and cost factors.

- Public Notice Required: Notice of purchases of commodities and/or services estimated to cost \$50,000 or more shall be published in the City's official newspaper and posted to the City's website at least ten (10) working days prior to the last day set for receipt of solicitations. Public notice of solicitations shall state the place, date and time of the bid opening.

In addition to the public notice requirements above, IFB's and RFP's may also be issued to vendors/firms suggested by the requesting department.

- Public Records: The City clerk is responsible for record keeping. All submittals, except confidential or proprietary information as defined by law, are public records and must be retained in the department in accordance with the City's record retention schedule.

1. Competitive Sealed Bid Procedure

- a) Invitation for Bids (IFB): An Invitation for Bids shall be issued and include specifications and all contractual terms and conditions applicable to the procurement, as well as the bid opening time and date.
- b) Specifications: Specifications shall be developed by the requesting department. Specifications shall be indicative of the commodities or services required yet allow for open competition. These specifications will be made available to all interested parties as part of the IFB. Specification changes must allow adequate notice and mailing time. This addendum shall be issued to everyone who received a copy of the Invitation for Bids. In certain cases the bid opening may be postponed to allow adequate time for respondents to prepare their bid based on specification changes. If there is not adequate time, the Invitation for Bids shall be canceled and new bid process initiated.
- c) Bonding: Bonding for service contracts shall occur at the discretion of requesting department head.

- d) Bid Opening: The opening of sealed bids shall be a public ceremony; bids shall be opened by the department head or designee, at the time and place specified in the Invitation for Bids. The amount of each bid and the name of each bidder is announced. **BIDS MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AS ESTABLISHED IN THE INVITATION FOR BIDS. BIDS RECEIVED AFTER THE SPECIFIED DEADLINE MUST BE RETURNED TO THE NON-RESPONSIVE VENDOR UNOPENED.**
- e) Bid Submission and Bid Evaluation: Bids shall be submitted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the price and be considered in evaluation for award shall be objectively measurable, such as discounts, allowances, transportation costs and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used. **No criteria may be used in bid evaluations that are not set forth in the bid documents.**
- f) Withdrawal of Bids: Withdrawal of inadvertently erroneous bids before and after a bid opening may be permitted.
- g) Award: An award shall be made by written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids. For the awarding of bids of more than \$15,000, the City Manager or designee shall submit a recommendation of award to the City Council for their approval.

2. Competitive Sealed Proposal/Competitive Negotiation Process:

A contract for supplies or services for \$50,000 or more may be entered into by use of the competitive sealed proposal/competitive negotiations method in lieu of the competitive sealed bids procedure when the City Manager determines:

- (i) The complex nature or technical details of a particular procurement make the use of competitive sealed bidding either not practical or not advantageous to the City; or
- (ii) Specifications cannot fairly or objectively be prepared as to permit competition in an Invitation for Bids; or

(iii) Equipment or service is available from a limited number of sources; or

(iv) Specifications cannot practically be prepared except by reference to specifications of the equipment of a single source of supply.

- a) Requests for Proposals: Proposals shall be solicited through a formal sealed proposal process.

The requesting department shall provide the scope of work to be performed, any special requirements expected from the successful respondent, what the City will be provided during the performance of the contract, and any other information which will be needed to develop a clear and measureable contract with the successful respondent. The RFP shall include the dates for the pre-proposal conference (if needed), for the receipt of questions regarding the RFP, and for the receipt of proposals. The RFP shall also include the criteria by which the City's selection committee will utilize to evaluate proposals.

If for any reason it is necessary to issue an addendum to the RFP prior to the date of submittal, such addendum shall be issued to every vendor which received a copy of the RFP. In certain cases, the Proposal opening may be postponed to allow adequate time for respondents to prepare their Proposals based on scope of work changes.

- b) Receipt of Proposals: No proposals shall be opened until the time designated in the public notice for the solicitation. At this stage, and until and unless an official award is made, only the names of respondents are public record; all other information is confidential until contract negotiations are completed.
- c) Evaluation Factors: Proposal evaluation criteria should measure how well each proposal meets the desired requirements established before proposals are received. Final consideration for awarding of contract shall not be based solely on price. A combination of qualifications, past experience, demonstrated successes, references, fees and costs, capacity to fulfill all requirements of the contract and other qualifying considerations shall be considered for evaluation purposes.
- d) Selection Committee and Evaluation Process: A selection committee of a minimum of three (3) total personnel will be formed and shall be chaired by the requesting department head or designee. The committee shall, to the extent practicable, include

cross departmental representation which may include the City Manager or designee, a second department head or designee, and/or at least one other individual decided upon by the requesting Department head.

The selection committee shall review the Proposals and provide the City Manager with a preliminary ranking of the vendors according to the criteria contained in the RFP. If necessary, additional discussions, interviews or oral presentations by the top respondents may be scheduled.

All information provided in proposals remains confidential during the evaluation process.

- e) Discussion with Respondents and Revisions to Proposals: As provided in the Request for Proposals, discussions may be conducted with responsible respondents who submit proposals determined to best comply with the requirements of the RFP, for the purpose of clarification to assure full understanding of their proposal and conformance to the requirements set forth in the RFP. All Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision and/or clarification of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining any Respondent's best and final offer.

Final committee consensus of a recommended respondent will be made following discussions, interviews or oral presentations and will ultimately reflect a determination, based on the information provided, that provides or secures the best value to the City of Florence.

- f) Award: The Selection Committee shall conduct negotiations with the recommended respondent until a final contract is agreed upon. If terms or compensation cannot be agreed upon with the best-qualified respondent, then negotiations shall be formally terminated with that respondent. If proposals were submitted by one or more other respondents determined to be qualified, negotiations may be conducted with such other respondents, in order of their respective qualification ranking, and the contract may be awarded to the respondent then ranked best qualified if the amount of compensation is determined to be fair and reasonable upon subsequent discussion and confirmation.

An award shall be made to the most responsive firm or individual whose proposal is determined to be the most advantageous or best value to the City, taking into consideration evaluation factors set

forth in the Request for Proposals. The contract file shall contain the basis on which the award was made. In the purchase of supplies or services pursuant to this section, the City Manager may award bids up to \$15,000 without prior Council approval. The awarding of bids of more than \$15,000 – or any multi-year contract (over 12 continuous months) – must be authorized by the City Council.

All responding to the RFP shall be notified of the selection.

D. Non-Responsive Bid Definition

A responsive bid is one that is in substantial conformance with the requirements of the Invitation for Bid. Bidders who substitute their standard terms and conditions for that of the City's bid documents, or who qualify their bids in such a manner as to nullify or limit their liability to the City are non-responsive bidders. Likewise, documented non-performance from vendors previously employed by the City or otherwise known to be poor performers shall be subject to non-responsive determination.

Determination of Non-Responsive:

The following are non-responsive bidders:

- A bidder who fails to deliver a bid prior to the specified time and date as shown on the Invitation for Bids is considered late, and the bid shall not be opened.
- A bidder who qualifies prices in such a manner that the bidder's bid price cannot be determined ("price in effect at time of delivery")
- A bidder who fails to offer goods or services that comply with the specifications of the bid.
- A bidder who fails to furnish any required bonding per the Invitation for Bids
- A bidder who limits the rights of the City under any contract clause

E. Responsible Bidder Definition

A "Responsible Vendor/bidder" is a vendor who has the capability in all respects to perform fully the contract requirements and the experience, integrity, reliability, capacity, facilities, equipment and credit which shall assure good, full and faithful performance.

Determination of Non-Responsibility:

The following are reasons a bidder may be declared non-responsible:

- A bidder is not a regular dealer or supplier of the goods or services offered
- The bidder does not have the ability to comply with the required delivery or performance schedule

- The bidder does not have a satisfactory record of performance as attested by the requesting department's head or designee or as referenced by other entities or customers
- The bidder does not have a satisfactory record of integrity
- The bidder does not have the necessary facilities, organization, experience, technical skills or financial resources to fulfill the terms of the contract/purchase order

F. Exceptions to Competitive Solicitation

The following items are **exempted** from competitive bidding:

- Supplies, materials, services costing \$5,000 or less.
- Purchases made cooperatively with other units of government such as the State of Colorado, government cooperative groups, and extended awards from other governmental agencies.
 - The City may, when deemed appropriate, extend its award to other governmental agencies;
- Purchases from federal, state or other local government units;
- Magazines, books and periodicals;
- Supplies, products or services indispensable to the City which are obtainable, for practical purposes, only from a single source.
- A particular material is required to match materials currently in use by the City and prudence suggests use of existing supplier(s)
- Original Equipment Manufacturer (OEM) repair parts purchased from the source vendor and no better option is clearly available

G. Waiver Process for Formal Competitive Bids

The formal bid process may, at their own sole discretion, be waived by the City Manager if deemed in the best interest of the City. A written description of the selection process or the basis of the waiver shall be included in the documentation associated with the purchase order or contract.

H. Rejection of Bids

The City Council and/or staff shall reserve the right to refuse all or any part of a bid when they believe such refusal is in the best interest of the City, for any reason.

All bids may be rejected, for illustrative but not necessarily determinative examples, when one or more of the following occur:

- All bids exceed the budgeted amount;

- There are no responsible bidders;
- There are no responsive bidders;
- The project is abandoned; or
- The specifications, scope and/or terms and conditions need to be revised.

I. **Protested Solicitations or Awards**

1. **Protest:** Any actual or prospective bidder, contractor or vendor who is aggrieved in connection with the solicitation or award of a contract/purchase order may protest to the City Manager as set out in this Section. The protest shall be submitted in writing to the City Manager within ten (10) working days after the aggrieved party knows or should have known of the facts giving rise to the grievance.
2. **Authority:** The City Manager as set out in the previous subsection, shall have the authority to settle and resolve a protest of an aggrieved bidder, contractor or vendor, actual or prospective, concerning a solicitation or award of a contract. A written decision regarding the protest shall be exercised in accordance with the City's procurement regulations contained in this policy.

VII. **Purchase Orders**

A purchase order is a document that states the terms and conditions of a proposed transaction and creates a contractual relationship between a vendor and the City. It describes the quantity and quality of the required goods and includes other information, such as shipping terms, delivery dates and location, and the prices quoted in the bid. Purchase Orders are issued by the Finance Department from Purchase Requisitions submitted.

Purchase orders are required for all invoiced purchases of commodities, materials or supplies and services with an expected expenditure of City funds of more than \$5,000 unless otherwise exempted below.

The following items are **exempted** from purchase orders:

- Any and all expenditures that are routine monthly obligations (i.e. utility bills, phone bills, etc.)
- Any and all expenditures that are debt related (i.e. debt payments, costs of issuances related to bond sales, etc.)
- Check requests with supporting documentation (i.e. start up cash for events, approved reimbursements to employees, customer refunds, travel advances, petty cash reimbursements)

When the material or service is delivered to the department, the authorized agent of the department, as assigned by the department head, shall inspect the delivery to ensure the material(s) and/or service are in acceptable condition, then properly record receipt of the goods or services in the City's financial software according to the proper procedures, thus notifying the Finance Department to proceed with payment to the vendor upon receipt of the invoice and within the applicable time period for payment.

VIII. Change Orders

Change orders are issued to cover costs or address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract document, or changes/modifications that may be recommended after a contract award. No unanticipated work may proceed unless and until a change order is formally approved under the process outlined below.

Change orders on contracts related to Capital Improvement Projects shall be approved by the City Manager for amounts less than \$15,000. Department heads shall have the authority to approve all change orders related to Capital Improvement Projects up to \$5,000. Change orders of greater than \$15,000 must be approved by the City Council, unless included as a contingency in the original approval of the item.

IX. Professional Services Procurement

The City frequently requires the specialized skills, knowledge, resources, and services of private contractors or consultants (Professional Services) to complete complex studies, to develop or revise procedures, to conduct audits, to train staff, to design facilities, or to provide a specialized product.

Such complex or technical services may be considered to be long-term for continuity. Contracts for such services may be written to reflect that services will continue until terminated by one of the parties. **Any multi-year contract (over 12 continuous months) for services must be authorized by the City Council.**

Evaluation criteria shall include but not be limited to ability to perform, experience, technical expertise, referenced successes, availability, and cost factors. Professional Services will be procured as follows:

A. Contracts Under \$5,000:

The department requiring professional services may procure them on their own behalf when the total cost is less than \$5,000. Department heads or their designees are responsible for selection and contract administration. Competition is not required; however department heads are responsible for selection based on applicable and appropriate qualifications, experience, referenced successes and cost factors.

B. Contracts from \$5,000 to \$15,000

With the approval of the City Manager, the department requiring professional services may procure them on their own behalf when the total cost is less than \$15,000. Professional services with a total cost less than \$15,000 can be procured without competition. Department heads are responsible for providing the City Manager with a written justification and recommendation for the selection.

C. Contracts between \$15,000 and \$50,000

With the approval of the City Council, the department requiring professional services shall procure them on their own behalf when the total cost is \$15,000 to \$50,000. Professional services with a total cost less than \$50,000 can be procured without documented competition. City policy still requires that Department heads are responsible for providing the City Council with a written justification and recommendation for the selection.

D. Contracts greater than \$50,000

The provisions of *Section VI(C) –Source Selection, Competitive Bidding, and Awards - Formal Solicitations* shall apply to all procurements of professional services that are expected to cost \$50,000 or more.

1. Requests for Proposals: The requesting department shall provide the scope of work to be performed, any special requirements expected from the successful respondent, what the City will be provided during the performance of the contract, and any other information which will be needed to develop a clear and measurable contract with the successful respondent. The RFP shall include the dates for the pre-proposal conference (if needed), for the receipt and timing of any potential questions regarding the RFP, and for the receipt of proposals. The RFP shall also include the criteria by which the City's selection committee will utilize to evaluate proposals.
2. Public Notice Required: As directed in *Section 30 – Formal Solicitations - Requests for Proposals*, the RFP is issued to vendors suggested by the requesting department, published in the local newspaper, and posted on the City's website. See *Section VI(C) –Source Selection, Competitive Bidding, and Awards - Formal Solicitations*

If for any reason it is necessary to issue an addendum to the RFP prior to the date of submittal, such addendum shall be issued to every vendor which is known to have received a copy of the RFP. In certain cases, the Proposal opening may be postponed to allow adequate time for respondents to prepare their Proposals based on scope of work changes.

3. Selection Committee and Evaluation Process: A selection committee of a minimum of three (3) total personnel will be formed and shall be chaired by the requesting department head or designee. The committee may include cross departmental representation which may include the City Manager or designee, a second department head or designee, and at least one other individual decided upon by the requesting department head.

The selection committee shall review the Proposals and provide a preliminary ranking of the vendors according to the criteria contained in the RFP. If necessary, discussions, interviews or oral presentations by the top respondents may be scheduled.

The information in proposals is confidential during the evaluation process.

Final committee consensus of a recommended respondent will be made following discussions, interviews or oral presentations.

4. Award: The Selection Committee may conduct negotiations with the recommended respondent until a final contract is agreed upon. If terms or compensation cannot be agreed upon with the best-qualified respondent, then negotiations shall be formally terminated with that respondent. If proposals were submitted by one or more other respondents determined to be qualified, responsible, and responsive, additional negotiations may be conducted with such other respondents, in order of their respective qualification ranking, and the contract may be awarded to the respondent then-ranked best qualified if the amount of compensation is determined to be fair and reasonable.

The City Manager shall award and execute contracts from \$5,000 to \$15,000 without prior Council approval. The awarding of contracts of more than \$15,000 – or any multi-year contract (over 12 continuous months) – must be authorized by the City Council.

All responding to the RFP shall be notified of the selection.

X. Procurement Card Program

The Procurement Card Program is designed to improve the efficiency in processing small dollar purchases (less than \$2,500) from any vendor that accepts the VISA® Procurement Card (P-Card or otherwise denominated). This program may allow the cardholder to purchase approved commodities directly from vendors. Each P-Card is issued to a named individual whom is responsible and liable for all purchases made with respect to the card. Such Purchases may be exempt from sales tax in the State of Colorado.

A. Limitations on Use of Procurement Cards

1. Requests for a card should be made to the Finance Director by the employee's department head.
2. Lost, stolen, or missing cards, as well as all terminations should be promptly reported to the Finance Director.
3. Cardholder Use Only: Only the employee whose name is embossed on the card may use the card. No other individual is authorized to use the card.
4. City Purchases Only: The card is to be used for City authorized purchases only. The P-Card cannot be used for any personal use, and any such use shall require immediate reimbursement and may result in disciplinary action up to and including termination and/or criminal prosecution in accordance with the City's Personnel Policy and procedures.
5. The department head approving the assignment of a P-Card, with consultation from the Finance Director, shall set the individual maximum purchasing limit for an employee's P-Card based on projected use and needs. Typically, individuals in like positions should have similar purchasing limits. Individual card limits more than \$2,500 must be signed off on by both the Finance Director and City Manager, with written explanation for the necessity of the limit from the department head.
6. All purchases made with a purchasing card **must** be accompanied by a sales receipt and/or invoice for payment. Missing receipts will require written documentation from the department head approving the purchase, and must be signed off on by the Finance Director and City Manager. Documentation shall include the vendor name, date, amount, description of purchase.
7. The card holder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items, or returns.

B. Prohibited Use of Purchasing Cards

The following types of items **MAY NOT** be purchased with a City P-Card, no matter the dollar amount.

- Any item exceeding \$2,500 in value, unless authorized in writing by the department head;
- Cash advances, cash refunds;
- Personal items;
- Personal phone calls

- Alcohol
- Any merchandise, product or service normally considered to be inappropriate use of City funds

70.3 Allowable Purchases:

- Building/landscape materials.
- Contractor Services, e.g. HVAC, electrical, carpentry, etc.
- Catering and food for business use.
- Miscellaneous maintenance and repair requirements.
- Office supplies
- General operating supplies
- Uniform, personal protective equipment and clothing purchases
- Education, i.e. registration for classes, conferences, seminars, etc.
- Postage
- City allowable footwear expense (employee portion to be paid from personal funds)
- Subscriptions, books, videos
- Memberships
- Approved travel expenses in accordance with the City's Personnel Policy and procedures.

XI. Emergency Purchases

A. Emergency Purchase Definition

An *emergency purchase* is a purchase made when a lack of which would threaten:

- 1) The functioning of City government; and/or
- 2) The preservation or protection of property, machinery, or equipment; and/or any City Program; and/or
- 3) The health or safety of any person, public or private.

B. Authority

In case of an emergency as defined above, the City Manager shall have the authority to waive, at their sole discretion, all provisions for competitive bidding. In such instances, the City Manager shall have the option to delegate this authority to the appropriate department head or delegated employee. Emergency needs shall be purchased by informal open market procedure, as expeditiously and/or as practicable as possible, at not more than commercial prices, unless circumstances warrant otherwise. When expenditures are \$15,000 or more, a full report of the

circumstances necessitating the emergency action shall be presented to the City Council at the soonest regular meeting, or if necessary, a special meeting.

C. Emergency Purchase Procedures

Unless otherwise described within this policy, the following are procedures to be followed for emergency purchase situations:

- A. During normal City business hours, the department shall notify the City Manager of the emergency situation and request written approval to proceed with the emergency purchase. The department shall provide the following:
 - 1. The nature of the emergency;
 - 2. The estimated cost of the services/goods required; and
 - 3. The vendor recommended to receive the order and why the vendor was selected given the circumstances

- B. In the event of an actual emergency during non-working hours, the highest authority personnel on hand to make a responsible decision may purchase directly any supplies whose immediate procurement is essential as described above. For expenditures of \$15,000 or more, the department head or designee of the department using the emergency procedure shall submit by close of business the next work day a written report explaining the circumstances of the emergency to the City Manager.



CITY OF FLORENCE

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City Manager Report

December 29, 2023 – January 11, 2024

Meetings with agencies, boards, and committees:

- **Board of Zoning Adjustments (BOZA) – January 3, 2024**
 - Attended the December City of Florence Board of Zoning Adjustments meeting. The meeting was canceled due to a lack of quorum.
- **City/City/County Meeting – January 8, 2024**
 - Attended the quarterly City/City/County meeting between Fremont County, Cañon City, and the City of Florence to discuss issues happening within each entity as well as issues which may impact the larger area.
- **County Manager's Lunch – January 11, 2024**
 - Attended the monthly Fremont County Manager's lunch.

Internal Meetings/Discussion/Projects

- Continuing to work with Amnet to develop a solution to the City's consistent phone system issues.
- Have started the process of moving the City to a modern, electronic billing system. The target date for the switch to this system is early 2024.
- After careful evaluation, Staff will be testing a change to City Hall's operating hours in order to better accommodate citizens who are unable to visit City Hall and conduct necessary business during the current operating hours of 08:30 AM – 04:30 PM. During this planned three (3) month test period, City Hall operating hours will be adjusted to 07:30 AM – 05:30 PM, Monday – Thursday. These hours will not be reduced (except under extraordinary circumstances or in case of emergency), but may be adjusted slightly as dictated by customer visitation patterns.

This change aligns with the City's push to become more accessible for citizens. In conjunction with the shift to electronic billing, planned changes to the City's antiquated phone system, and updates to the City's website planned for later this year, the City will be significantly better equipped to meet citizen needs and provide excellent and timely customer service.



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The change in City Hall operating hours will go into effect on Monday, January 29, 2024. This information will be communicated via signage, on the City's website, on social media, and in the *Cañon City Daily Record*.

- The initial version of the DRAFT Personnel Policies has been provided to the Council for their review and will be brought forward for Council Consideration at the February 5, 2024 City Council meeting.



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Finance Office Council Report 4th Quarter 2023

- Prepared Budget Documents for Work Sessions, City Manager, and Council, this includes amendments, research and meetings with department heads.
- Completed required CIRSA applications for the 2024 and CIRSA audit for 2023.
- Meeting with Amnet to start the TEAMS phone project.
- Participated in 2 Caselle Webinars and sessions for the upcoming new modules.
- Worked with Billing on the INVOICE CLOUD project, completing proper paperwork for interface.
- Completed open enrollment with city staff.
- Attending a training webinar on Senate Bill 23B-001 with DOLA
- Researched Senate Bill 23B-001 with City Manager to complete the budget process around Mill Levy
- Attended Strategic Business Meeting with Amnet
- Bank Reconciliation for 4th Quarter
- Completed Financials for September, October and November
- Payroll for the 4th Quarter
- Accounts Payable for 4th Quarter
- Kick off meeting for the new safety team.
- Planned City Christmas Party
- Attended a Webinar with SSA on training for W-2 electronic filing.
- Pre -Balanced Payroll for Year Ending closing process.
- 2023 Budget Meeting with Department Heads and City Manager

Sincerely,

Lori Cobler



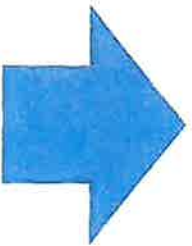
CITY OF FLORENCE

SALES TAX OVERVIEW

2023

SALES TAX

- 2023



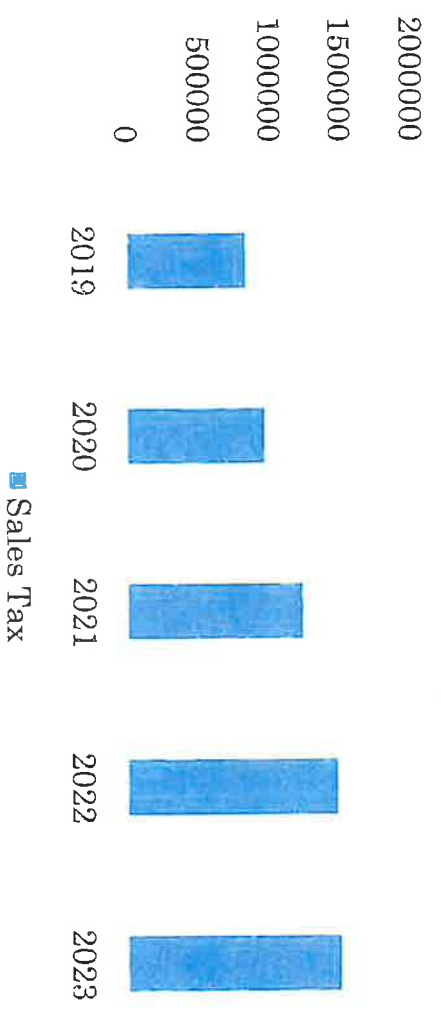
- 14.49% from this time last year
GF.



SALES TAX

	2019	2020	2021	2022	2023
Jan	\$ 59,372.79	\$ 82,044.29	\$ 108,395.08	\$ 106,661.64	\$123,986.97
Feb	\$ 61,550.22	\$ 86,672.08	\$ 93,200.51	\$ 101,820.35	\$137,024.55
March	\$ 83,148.41	\$ 91,493.69	\$ 125,760.88	\$ 118,113.84	\$154,983.60
April	\$ 72,319.53	\$ 92,081.03	\$ 118,775.21	\$ 141,308.46	\$180,855.86
May	\$ 82,451.41	\$ 110,056.95	\$ 116,228.50	\$ 57,629.37	\$148,921.45
June	\$ 83,080.44	\$ 122,073.36	\$ 123,771.59	\$ 132,035.44	\$128,606.73
July	\$ 90,632.45	\$ 113,714.53	\$ 120,170.72	\$ 130,826.06	\$135,773.05
Aug	\$ 81,976.85	\$ 105,845.84	\$ 112,133.63	\$ 127,624.20	\$138,441.53
Sept	\$ 85,250.57	\$ 117,569.44	\$ 121,340.39	\$ 136,064.91	\$127,886.76
Oct	\$ 85,529.70	\$ 102,319.53	\$ 111,250.89	\$ 131,531.67	\$134,006.94
Nov	\$ 81,747.69	\$ 95,359.88	\$ 106,280.33	\$ 148,680.70	\$125,314.67
Dec	\$ 93,360.82	\$ 113,441.03	\$ 135,635.80	\$ 151,195.70	
Total	\$ 826,394.79	\$ 960,394.79	\$ 1,392,943.51	\$ 1,483,492.15	\$1,508,647.50

Sales Tax



■ Sales Tax



CITY OF FLORENCE
RETAIL SALES TAX COLLECTIONS
11/30/2023

2%	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	35,208.82	33,495.87	39,868.74	40,079.81	41,134.61	40,776.17	43,970.78	46,826.53	44,553.70	47,498.23	65,636.43	86,716.06	85,329.31	99,189.58
February	36,949.01	36,738.94	42,743.27	39,577.30	40,818.79	41,531.14	43,424.40	46,101.38	48,725.14	49,240.18	69,337.66	74,560.41	81,456.28	109,619.64
March	41,930.99	52,199.45	46,769.68	43,141.22	47,396.65	51,019.78	54,338.97	54,754.33	57,644.25	66,518.73	73,194.95	100,608.89	94,481.07	123,986.88
April	39,797.42	42,773.19	42,881.23	39,420.75	42,881.23	49,568.10	52,578.71	54,822.11	54,539.86	57,855.64	69,648.82	95,020.17	46,103.50	144,684.69
May	39,219.86	42,920.27	46,893.01	48,963.56	47,825.86	46,307.79	49,679.27	54,872.27	56,320.84	65,961.13	88,045.56	92,982.80	119,137.16	144,684.69
June	46,269.82	44,904.83	49,534.26	47,135.72	52,126.62	52,066.55	57,248.50	52,905.87	64,047.23	66,464.35	97,658.69	99,017.27	105,628.35	102,865.38
July	36,082.38	40,023.02	45,663.73	56,400.16	50,329.82	49,903.29	60,909.95	52,905.87	53,145.06	72,505.96	90,971.62	96,136.58	104,660.87	108,618.44
August	40,593.63	43,035.90	43,795.68	40,049.30	45,531.21	46,602.99	46,628.40	57,863.38	59,004.84	65,561.48	84,676.51	89,705.90	102,059.36	110,753.22
September	44,535.58	44,107.30	47,391.50	40,154.62	51,173.86	53,779.34	56,114.58	52,997.46	61,114.02	68,200.46	94,055.55	97,072.31	108,851.93	102,309.41
October	34,910.97	34,331.78	40,959.46	41,267.51	44,141.20	44,783.91	47,803.76	50,070.74	51,533.30	68,423.76	81,856.62	89,000.71	105,225.34	107,205.55
November	31,786.68	39,253.73	37,528.34	36,943.14	37,367.70	42,606.62	44,996.49	50,320.11	47,341.47	55,398.15	76,267.90	85,024.26	118,944.56	100,251.74
December	38,889.61	40,443.71	42,376.66	48,925.24	52,379.19	53,425.63	48,384.90	51,213.06	61,346.11	74,688.66	90,752.82	108,508.64	120,956.38	120,956.38
TOTAL	466,112.36	489,667.99	526,294.56	521,058.33	557,644.11	572,361.31	607,478.72	625,087.15	651,115.83	768,336.72	986,121.16	1,114,354.81	1,186,793.72	1,228,641.69

% CHG-PRIOR YEAR

5.0%	7.5%	-1.0%	7.0%	2.6%	6.1%	2.9%	5%	1.4%	28.34	11.51	6.10	14.19
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Pool 11/2%

Pool 11/2%	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	8,802.20	8,373.97	9,567.18	10,019.95	10,283.65	10,194.04	10,842.70	11,706.63	11,138.43	11,874.56	16,408.86	21,679.02	21,332.33	24,797.39
February	9,237.25	9,184.73	10,695.82	9,644.32	10,204.70	10,380.28	10,856.10	11,525.34	12,181.29	12,310.04	17,334.42	18,640.10	20,384.07	27,404.91
March	10,482.65	13,049.86	11,692.17	10,785.30	11,849.16	12,754.95	13,584.74	13,688.58	14,336.06	16,629.68	18,298.74	25,152.17	23,652.77	30,996.72
April	9,949.36	10,693.26	10,720.31	9,855.19	11,854.65	12,389.52	13,144.68	12,524.08	13,659.97	14,453.91	18,412.21	23,795.04	28,261.69	36,171.17
May	9,804.96	9,565.07	11,673.25	12,240.89	11,956.47	11,576.95	12,419.82	13,705.53	14,580.21	16,490.28	22,011.39	23,245.70	11,525.87	29,784.29
June	11,567.21	11,226.21	12,408.57	11,783.93	13,031.66	13,024.14	14,312.13	14,278.97	16,011.81	16,616.09	24,414.67	24,754.32	26,407.09	25,721.35
July	9,015.59	10,005.76	11,420.93	14,100.04	12,582.45	12,475.82	15,227.49	13,226.47	13,286.27	18,126.49	22,742.91	24,034.14	26,165.22	27,688.31
August	10,138.41	10,759.98	10,538.92	10,012.32	11,382.80	11,465.75	12,157.10	14,465.84	14,751.21	16,395.37	21,169.13	22,426.73	25,524.84	25,577.35
September	11,133.89	11,026.82	11,847.89	10,039.66	12,793.47	13,444.83	14,028.65	13,249.36	15,278.50	17,050.11	23,513.89	24,268.08	27,212.98	28,801.39
October	8,727.74	8,582.94	10,239.87	10,316.88	11,035.30	11,195.98	11,950.94	12,517.68	12,883.32	17,105.94	20,463.91	22,280.18	26,306.33	25,062.93
November	7,946.65	9,813.43	9,382.09	9,235.78	9,341.92	10,651.65	11,249.12	12,580.03	11,835.37	16,349.54	19,071.98	21,256.07	29,736.14	29,736.14
December	9,722.15	10,110.93	10,594.17	12,231.31	13,094.80	13,356.41	12,096.22	12,803.26	15,336.53	18,672.16	22,688.21	27,127.16	30,239.10	30,239.10

POOL/STREETS

116,528.06	122,391.96	131,571.17	130,264.57	135,411.03	143,095.32	151,869.68	156,271.79	165,278.96	192,084.18	246,530.29	278,589.70	296,698.43	280,005.81
582,640.42	611,959.95	657,855.73	651,322.90	697,065.14	715,478.63	739,348.40	781,358.94	826,394.79	960,420.90	1,232,651.45	1,392,943.51	1,483,492.15	1,508,647.50

COMBINED TOTAL

Sunsets 2025



City of Florence
Water Treatment Plant
571 County Road 100
Florence, CO 81226



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

1-9-2024

Water Treatment Department Monthly Report

The water department is always busy with normal day to day plant operations and has also accomplished some more substantial projects. The following is a list of some of the things we have completed in the last few months or so as well as some things that still need resolution.

2023 Fourth Quarter Projects/Accomplishments

- ❖ Timber Line Electric and Control was here for a total of 3 weeks installing our new Cyber Security and SCADA Servers Upgrade.
- ❖ Lower airport pump station Yaskawa VFD sent off for repairs
 - Yaskawa VFD returned and awaiting install
- ❖ Completed repairs of check valves and butterfly valves at Lower Airport pump station
- ❖ Collected State compliance samples; Total Organic Carbon and Alkalinity, Disinfection Byproducts, and Total Coliform Bacteria samples (8 per month).
 - Samples were sent to a state certified laboratory and the results have been submitted to CDPHE
- ❖ Worked Diligently on Backflow Assembly Testing Compliance.
 - Sent out Testing notices
 - Performed Assembly testing
 - Tested all of the city's assemblies and had to repair a 4 inch RPZ at the water plant
- ❖ Made significant progress with the new Lead and Copper Rule Revision (LCRR) requirements
 - CDPHE has enlisted tow companies, WSP and Sunrise Engineering, to provide free help to small communities with the new LCRR requirements.
 - We have signed up for the program and have started the data collection
- ❖ Purchased and received new Ingersoll Rand Compressor for the water plant DAF system
- ❖ Drained and Cleaned Backwash Lagoon #1
- ❖ Ordered and received new Upper Airport Fire Pump Control Panel
 - Working on install now
- ❖ Replaced rollers and bearings on DAF #1 skimmer
- ❖ Continued extensive reservoir maintenance at South reservoirs
 - Large tree removal from South Reservoir #2

- ❖ Frequent communication errors with remote pump stations
 - After troubleshooting, Radio frequencies receivers were adjusted and recalibrated.

- The communications are better but new updated radios may be required in the near future.
- ❖ Per the new IGA, Fremont County Road and Bridge started work on SWTP driveway, Canal pump station road and North Reservoir entrance and road.
- ❖ Reconfigured/reconstructed earthen drying beds in an attempt to create more room for sludge and make the process more efficient.
- ❖ Drying bed #3 plugged with sludge
 - Excavated rock down to underdrain pipe
 - Cleared plugged underdrain pipe
 - Refilled drying bed trough with new clean rock. Riprap, 2 inch and pea gravel.
- ❖ Received shipment of new barscreen for the canal pump station.
 - Still awaiting delivery of control panel
 - Installation will be soon, depending on weather and crane availability

Meetings

- ❖ Meeting with Kyra Gregory from CDPHE regarding compliance sample sites and locations.
- ❖ CDPHE webinar on new LCRR requirements
- ❖ Teams meeting with Richard Saxton from Jacobs and our city planner Ashley Fox in regards to upgrading/expanding the upper airport pump station.
- ❖ Kick off meeting with WSP and Sunrise Engineering regarding the new Lead and Copper Rule Revisions and its requirements. Discussed the process and the first steps to be taken.
- ❖ Teams meeting with Al Paquet and Brad Schutt form Jacobs about the next Dewatering Project Task Order

Brandon Harris
Regional Water Superintendent



CITY OF FLORENCE

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

MEMO:

Date: January 16, 2024

Subject: Department Head Update for City Council

From: Cortlyne Huppe, City Clerk

Meetings:

- Agendas, minutes, and meetings...
- Assisted Councilman Stiefel on the installation of the Council Chamber's newest technology
- Ordered hardware and began the initial steps of arranging and governing the YouTube streaming service
- Researched ADA resources and methods for City Council meetings/services
- Met with AMNET regarding implementing new City Hall projects/ devices for 2024

Municipal Building/ Assets:

- Cleaning, purging, and re-organizing City Hall in its entirety
- Researched and managed some City Hall and Municipal Pool maintenance projects
- Utilized our records retention policy to condense permanent historical documents
- Established the universal records room and an efficient records rotation system

Water:

- Attempted to comprehend water law...
- Researched and managed the City's ditch shares for the upcoming court case and annual ditch meetings
- Studied the Regional Water Agreements and addendums

Election:

- Officially filed my first coordinated election with Fremont County in its entirety- yay!
- Researched and trained with fellow clerks in anticipation for upcoming elections

Liens:

- Officially filed the 2023 liens with Fremont County- thanks to Dori's effective training in 2022!
- Processed the individual lien accounts on the City's utility platform

HB 21-1162:

- Began notification and management of the Styrofoam ban with local businesses- work in progress!
- Submit a remittance form and communicated with the businesses directly affected by the plastic bag fee

Lots of personnel management: job listings, onboarding, interviews, benefits, payroll, etc.
Coordinated 2024 website updates from the City's department heads
CORA, RFP/project management, researched/trained/self-educated and MORE!



City of Florence

600 W. 3rd Street, Florence, Colorado 81226
(719) 784-4848 Fax (719) 784-0228
Email: planning@florencecolorado.org
www.cityofflorence.colorado.gov

January 9, 2024

Building Department Report: October, November, December

- October – 20 building permits issued, one of which is for new single-family home.
- November – 8 building permits issued, one of which is for a new single-family home
- December – 12 building permits issued.

Planning Department Report:

- The Planning Commission held public hearings for the following items:
 - A Special Use Review request from True North Construction for a professional office located at 221 West Main Street.
 - Item approved, recommended to City Council for final decision.
 - A Special Use Review request from BoDego Properties LLC for a Short-Term Rental located at 111 North Santa Fe Avenue.
 - Item approved, recommended to City Council for final decision.
 - A Rezone request from Justin Shea for property located on at 4560 State Highway 67 from C – General Commercial to R-3 – High Density Residential.
 - Item tabled.
- Board of Zoning Adjustment held public hearing for the following:
 - Fremont RE-2 School District requested a variance from Florence Municipal Code Title 17.68.025 – Sidewalk Requirements for sidewalks along North Frazier Avenue between 5th and 7th Street.
 - Variance was granted



Chief of Police - Florence Police Department

600 West 3rd St | Florence, CO 81226 | 719-784-3411 | Sean.humphrey@pd.florencecolorado.org



Florence Police Department Council Report

January 16, 2024, Council meeting

- On December 8, 2023, Shop W/Cop Christmas event was a huge success. Between the Florence Police Department, Sheriff's Office and Colorado State Patrol we were able to take (10) kids shopping at Walmart for a gift for the child and their family. Thank you to Administrator Assistant Nancy Barth, Records Clerk Amanda Nelson, School Resource Officer Tiffany Glen, Officer Payton Kline, Former Code Enforcement Officer Mason Prickett, Big D's, Domino's Pizza, and Edward Jones.
- In December, Officer Mario Solano attended a (Less than Lethal Instructor Course) at the Federal Bureau of Prisons. This certification helps the individual officer and the agency to show the willingness to de-escalate and resolve a volatile situation, i.e., mental health, just more tools in our officer's toolbox.
- Luke Barnhart is the newest officer added to our family. Officer Barnhart has been with the agency for about 2 months and is finishing up his Field Training Program and we are looking forward for him to be patrolling the City of Florence on his own.
- These passed holiday months have been challenging for the officers. Officers have been dealing with a high volume of calls- for service, from unattended deaths, attempted suicides and tragic suicides.
- In November, Daylight to Dusk carwash was a victim of a burglary were the suspect had forcibly entered the building and stole money. At this time, officers have identified two of the three suspects and further investigations and arrests are pending.
- With being short a part-time Detective, Detective Wold is now at full-time status, with that being said Detective Wold has several open investigations including an up-take in check frauds, identity theft's and crimes against at risk adults.
- Between the month of October, November and December, Officers have taken several attempted burglary reports where damage had occurred to the business, but suspect had never entered the building. We do have security footage and the investigation is ongoing to identify any suspects. The local tobacco corner was burglarized, in which suspects did enter the building and stole items. I was informed that the tobacco corner store in Canon City has also been burglarized twice. Unsure if both burglaries are related. Investigation on-going.

- Patrol officers have been dealing with a lot of domestic violence issues and petty thefts at Alta and Dollar general.
- Officers have been dealing with Homeless issues, ranging from trespass on private property, to mental health issues where officers had to use their Taser to subdue a naked male subject in a bathroom.
- Detective Wold, attends once a month, a coalition meeting with Canon City Police Department, Fremont County Sheriff's Office, District Attorney's Office and Department of Corrections including D.O.C.'s Attorney General's Office. Information is passed between agencies from crime trends, inmates being released to the community, and local gang members, to solving local crimes. I have attended this meeting several times and I am just amazed how local agencies can come together as a team and focus on solving crimes in our community.
- School Resource Officer Tiffany Glen also has been attending a once a month meeting at C.A.C. (Child Advocacy Center) located at Canon City Police Department's Annex building. This organization provides certified individuals that are trained to interview children, who have been victims of sex assaults and child abuse. One more, a very important resource available to our officers.
- I am pleased to report to council, the Colorado Peace Officer Standards of Training Report (P.O.S.T) for the Florence Police Department is Complete and every officer has completed their (24) hours of continuous training for the year 2023. The State of Colorado mandates that every police officer in the State complete this yearly. January 1, 2024 was my one year completed as your Chief of Police and I cannot put into words how I am so proud and honored to lead this team/ family of men and women of this agency. Attached is an email that I received from Lisa Holgerson, a victims advocate with the Fremont County Sheriff's Office. She received a compliment from a citizen to my officers, and forwarded this letter to me.
- Last-thing of information. The Police Department has One of two Intox – 19000 D.U.I. Instruments in Fremont County. The other Instrument is at Fremont County Jail. That being said, the Colorado Department of Public Health & Environment has completed their yearly Inspection of our Instrument and room where we keep the Instrument, and we passed.

[REDACTED]

Chief Sean Humphrey <sean.humphrey@pd.florencecolorado.org>

Wed 1/3/2024 11:55 AM

To: Lisa Holgerson <lisa.holgerson@fremontso.com>



S. V. Humphrey
Chief of Police
Florence police Department
719-784-3411 Option (0)
600 W 3rd st. Florence, CO 81226

From: Lisa Holgerson <lisa.holgerson@fremontso.com>

Sent: Wednesday, January 3, 2024 9:53 AM

To: Chief Sean Humphrey <sean.humphrey@pd.florencecolorado.org>

Subject: [REDACTED]

Good morning,

There was a call last week at [REDACTED] with Tandi Lyons. I meet with her again yesterday for follow up and as we were talking, she stated that since the initial incident she has had to call in or have contact with Officers for various reasons. She stated that every Officer she has talked to has been nothing but polite, courteous, and made her feel comfortable. I just wanted to pass that along because I know that she really appreciates their professionalism. I am not sure of every Officer she has had contact with other than Kline as that was during the initial incident.

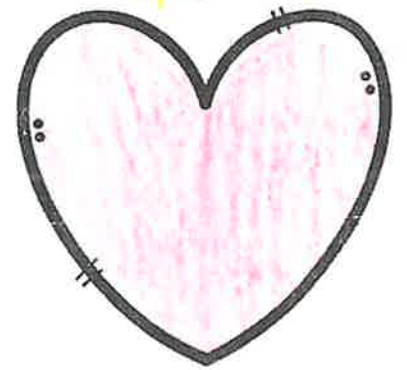
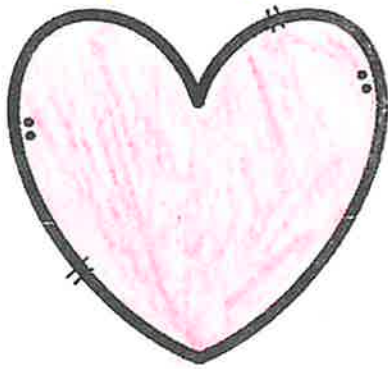
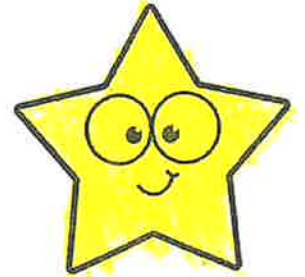
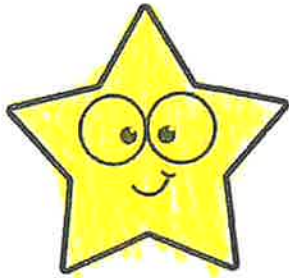
Thank you
Lisa Holgerson

Thank you



FOR
KEEPING
US SAFE!

thank you



FOR
KEEPING
US SAFE!