



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

June 21, 2023
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Discuss Garfield County Commissioners' Statements Regarding Mill Levies

7:00 PM - Regular Meeting

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Comment** *(maximum time permitted for Public Comment is 3 minutes per person)
5. **Consent Agenda**
 - 5.a. Consider Resolution No. 18, Series of 2023 - Resolution of Substantial Compliance for Highway 6 and Swallow Lane Annexation
 - 5.b. Consider Liquor License Renewal for Rocky Mountain Liquors, Inc. dba Rocky Mountain Liquors
6. **Action, if any, on Workshop Items**
7. **Regular Agenda**
 - 7.a. Consider Garfield County Purchase Contract for Services - Senior Meal Preparation (renewal 2)
 - 7.b. Consider Ordinance No. 12, Series of 2023 - Amending Section 6-5-170 of the Rifle Municipal Code to Update the Duration of a Responsible Service of Alcohol Certificate - 1st Reading
8. **Administrative Reports**
 - 8.a. Report to City Manager

9. Comments from Mayor and Council

10. Adjournment



Agenda Item #a.

Agenda Item Name:

Discuss Garfield County Commissioners' Statements Regarding Mill Levies

Presenter:

Tommy Klein, City Manager

Item Description:

Discuss Garfield County Commissioners' Statements regarding mill levies

Recommended Action:

None

Fiscal Impact:

At this time, there is no financial impact.

Operational Impact:

At this time there is no operational impact.

Prior Board Motions:

For 1993, the Council set our rate at 5.309 mills and the DDA area at 3.774 mills. From 1994 to present there has been no change. Council approved 5.261 mills for the City and 3.774 mills for the DDA area.

Background Information:

Please see the Executive Summary.

Executive Summary:

Please see https://garfield-county.granicus.com/player/clip/1798?view_id=3&meta_id=223481&redirect=true&h=a1bd93356c04bcb57bf6b6c05465dcdf for the June 6, 2023 Commissioner's workshop where mill levies are discussed. The presentation provided to the Commissioners is located in the attachments.

The County Commissioners are asking all taxing entities to consider adjusting property tax collections to reflect inflation and not rely on the new assessed values.

In 2022, the City received \$678,819 in revenue from property taxes. We will not have data from the Assessor to determine how the new values will affect revenue until late this year. We typically pass a resolution in December of each year establishing the property tax (mills) for Rifle.

The assessed value is equivalent to the actual value times the assessment rate. For residential properties, the rate is 6.95% and for multi-family properties, the rate is 6.9%. Commercial and vacant land has an assessed

rate of 29%. A mill is equivalent to \$1.00 for every \$1000 of assessed value on a property.

Attachments:

County Presentation - shows the taxing entities and current mill rates. Garfield County is currently at 13.665 mills total.

Mill Levy Reduction Email from Fred Jarman to city managers.

Garfield County Press Release 06-09-2023 from Commissioner Martin addressing mills and other taxing entities

Resolution No. 10, Series 1992 demonstrates that Rifles mills were 5.309 for 1993

Resolution No 17, Series 2022 documents current rates, from 1994 to present, at 5.261 mills.

Notification Requirements:

None

Prepared By:

Tommy Klein, City Manager

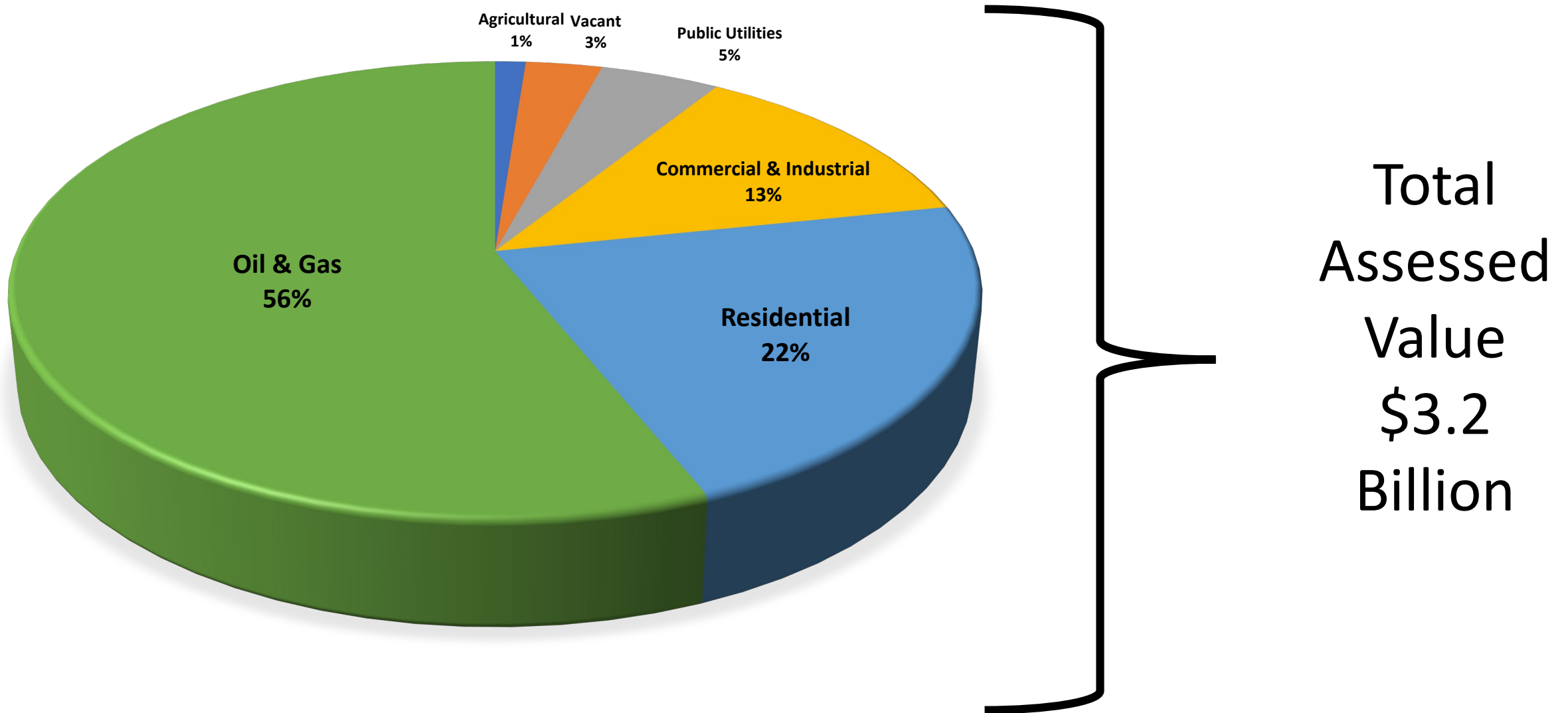
Attachments:

1. County Presentation - Assessment, Valuation and Taxation
2. Mill Levy Reduction Email
3. Garfield County Press Release 06-09-2023
4. Resolution No. 10, Series 1992
5. Resolution No. 17, Series of 2022

Assessment, Valuations & Taxation

A presentation highlighting Garfield County & its Tax Base and Mill
Levies

What is the Tax base in Garfield County in 2022?

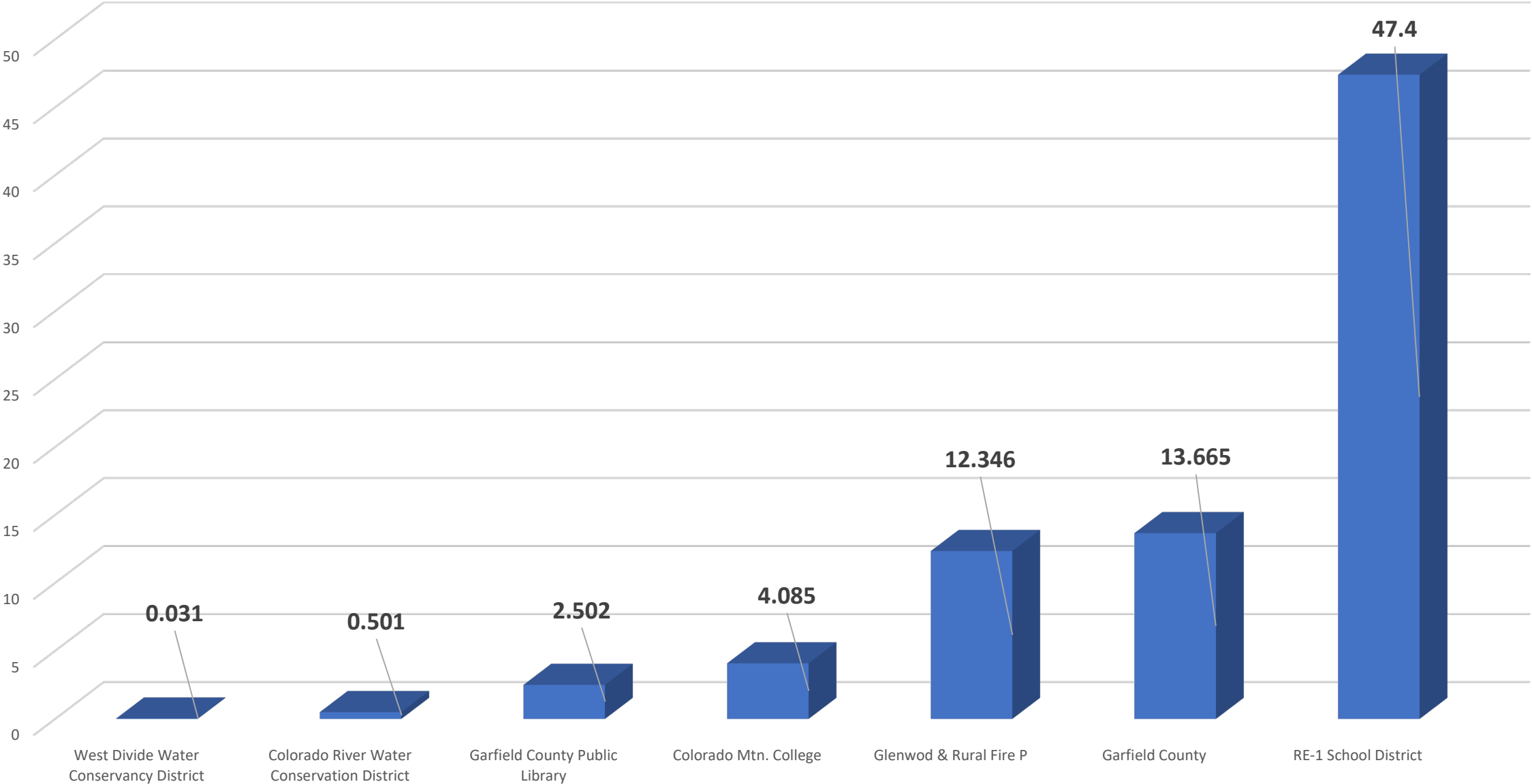


How does the County Assess Value?

Multiply the Actual Value & by the “Assessment Rate” also known as the tax rate:

- Multi-Family 6.8%
- Improved Residential Property 6.95%
- Agricultural & Renewable Energy 26.4%
- Most Other Property 29.% (Commercial, Industrial, Vacant Land, etc.)
- Gas Production 87.50%

Mill Levy for \$1M Residential Property in Glenwood Area - 80.52 Mills



Your Tax Bill...who you pay Taxes to?

That depends on where your property is located in the County

Local Government	Assessed Value	Mill Levy	Revenue 2022
BASALT WATER CONS	\$ 263,990,550	0.035	\$ 9,240
BLUESTONE WATER CONS	\$ 1,119,736,550	0.003	\$ 3,359
CARBONDALE AND RURAL FIRE	\$ 392,561,690	12.851	\$ 5,044,810
CITY OF GLENWOOD SPGS	\$ 267,864,140	8.631	\$ 2,311,935
CITY OF RIFLE	\$ 129,028,540	5.261	\$ 678,819
COLO RIVER WATER CONS	\$ 2,928,717,730	0.501	\$ 1,467,288
COLORADO MTN COLLEGE	\$ 2,638,631,750	4.085	\$ 10,778,811
COLORADO RIVER FIRE	\$ 2,928,717,730	9.102	\$ 7,789,716
DEBEQUE FIRE	\$ 270,517,600	5.5	\$ 1,487,847
GARFIELD COUNTY	\$ 2,928,717,730	13.655	\$ 39,991,641
GARFIELD COUNTY PUBLIC LIBRARY	\$ 2,928,717,730	2.502	\$ 7,327,652
GLENWOOD AND RURAL FIRE	\$ 92,060,950	12.346	\$ 1,136,584
GLENWOOD MEADOWS METRO #2	\$ 3,521,590	5	\$ 17,608
GLENWOOD MEADOWS METRO #3	\$ 4,925,110	5	\$ 24,626
GLENWOOD SPGS IMPROVE	\$ 23,427,270	2.287	\$ 53,578
GRAND RIVER HOSPITAL	\$ 2,062,256,770	10.347	\$ 21,338,171
GRAND VALLEY AND RURAL FIRE	\$ 956,915,310	6.233	\$ 5,964,453
GRAND VALLEY CEMETERY	\$ 902,625,750	0.007	\$ 6,318
GYPSUM FIRE PROTECTION	\$ 3,519,710	10.701	\$ 37,664
LANDIS CREEK METRO DISTRICT 1	\$ 517,930	35	\$ 18,128
LANDIS CREEK METRO DISTRICT II	\$ 319,670	35	\$ 11,188
MID VALLEY METRO DIST	\$ 8,034,770	0.289	\$ 2,322
PARA/BATTLEMENT PARK& REC	\$ 707,470,080	4	\$ 2,829,880
RFTA	\$ 506,551,240	2.65	\$ 1,342,361
RIFLE D.D.A.	\$ 12,380,030	3.774	\$ 46,722
RIVER PARK METRO DISTRICT	\$ 2,425,880	51.399	\$ 124,688
RIVER VALLEY METRO DISTRICT	\$ 895,910	60	\$ 53,755
ROARING FORK WATER & SAN	\$ 52,873,920	7.4	\$ 391,267
SCHOOL DIST 16	\$ 902,625,750	12.734	\$ 11,494,036
SCHOOL DIST RE-2	\$ 958,617,300	25.316	\$ 24,268,356
SCHOOL DISTRICT RE-1	\$ 772,814,100	47.4	\$ 36,631,388
SCHOOL DISTRICT 50-J	\$ 4,574,600	24.532	\$ 112,224
SCHOOL JT-49	\$ 290,085,980	6.759	\$ 1,960,691
SILT WATER CONS	\$ 197,999,760	0.829	\$ 164,142
SPRING VALLEY SAN	\$ 14,716,050	4	\$ 58,864
TOWN OF CARBONATE	\$ 3,280	0	\$ -
TOWN OF CARBONDALE	\$ 177,474,950	3.594	\$ 637,845
TOWN OF NEW CASTLE	\$ 61,212,150	8.551	\$ 523,425
TOWN OF PARACHUTE	\$ 35,576,470	13.562	\$ 482,488
TOWN OF SILT	\$ 40,937,840	8.973	\$ 367,335
TRAVELERS HIGHLANDS	\$ 843,210	50	\$ 42,161
WEST DIVIDE WATER CONS	\$ 1,101,693,120	0.031	\$ 34,152
WEST GLENWOOD SAN	\$ 57,430,330	0.762	\$ 43,762
YELLOW JACKET WATER	\$ 925,300	0.209	\$ 193
TOTAL REVENUE			\$ 187,111,494

44 Taxing Entities

Schools: 39.8%

County: 21.4%

Special Districts: 17.8%

Fire Districts: 11.5%

Colleges: 5.8%

Towns: 2.7%

Water & sanitation: 1.2%

From: [Fred Jarman](#)
To: [Lauren Gister](#); [Beverli Marshall](#); [Dave Reynolds](#); [Jeff Layman](#); [Tommy Klein](#); [Travis Elliott](#)
Subject: Mill Levy Reduction
Date: Friday, June 09, 2023 8:55:23 AM

Good morning, Everyone,

I was curious to know if your Boards are discussing the topic of the potential of reducing their Mill Levies given the current assessment valuations that are out? If so, can you let me know any details about their discussions or what they may be considering? The Commissioners have held one work session and are considering the topic along with the fact that they did join the Prop HH lawsuit filed by Advance Colorado which I understand a decision may come as early as today as to the challenges levied in the complaint.

Thanks and happy Friday!

Fred

Fred A. Jarman, County Manager

Garfield County

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Commissioner Martin urges taxing entities to temporarily reduce mill levies

PRESS RELEASE

June 9, 2023

Garfield County is considering strategies to help provide some relief for property owners who are facing increases in their property taxes following the most recent valuation. The Board of County Commissioners is considering altering the county's mill levy, factoring in inflation to the budget process, and is encouraging all the taxing entities to re-evaluate their mill levies following a period of increased property values, which raises the tax burden for owners.

Commissioner John Martin said that while one taxing entity temporarily reducing its mill levy won't amount to a large decrease in property tax burden, if many entities collectively make reductions, it will create significant relief for taxpayers in 2024.

"If everyone looks at their tax bill they receive, they'll have a breakdown of each and every one of the mill levy holders," he said. "Then you can look across the page and see the total amount that's going to each one."

Notices of value were sent to property owners on May 1, and reflect property values based on the local real estate market as of June 30, 2022, as determined by the Garfield County Assessor's Office. The notices included an estimated amount of property taxes due in 2024, based on where the property is located. Each district's mill levy is voted upon by the people in those districts and is used to fund local taxing entities, such as school, fire, sanitation, and library districts, and local governments.

The Garfield County Treasurer's Office collects property taxes, but the county only keeps its portion of the overall mill levy. The rest is distributed to each taxing entity based on its mill levy. The county's total assessed property value for 2022 is \$3.2 billion, of which 56 percent is oil and gas properties; 22 percent residential properties; 13 percent commercial and industrial properties; five percent utilities; three percent vacant land; and one percent agricultural.

The Garfield County Assessor's Office determines the property's market value, which is first multiplied by the assessment rate, which is set by the Colorado Constitution, then multiplied by the total mill levy in each district, equaling the tax amount due.

Martin stressed that the taxing entities and their boards need to understand that they're potentially doubling their revenues over a year's time, bringing in a windfall of tax revenues, and they need to operate in a manner that provides some relief for the taxpayers.

"Under Colorado statute, the county itself and all taxing entities have the authority to reduce, as a temporary measure, the mill levies," he said. "As an alternative, what you can do is calculate how much revenue you need based upon the budget, reduce the overall mill levies to meet that ... and the next year, the figures can be re-evaluated.

"We're going to need a lot of cooperation and we need the public to understand the process," Martin added. "The other taxing entities, like the school districts, need to be reminded that when you're doubling revenues over a year, you need to help out the taxpayer who has been on your side for a long time."

RESOLUTION NO. 10
Series of 1992

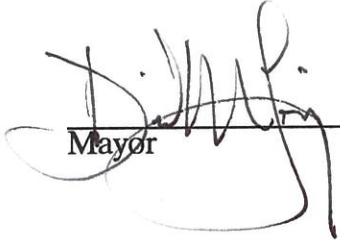
BE IT RESOLVED that there is hereby levied upon the real and personal property in the City of Rifle, Colorado, for the fiscal year beginning January 1, 1993 and ending December 31, 1993, a general property tax as follows:

To the General Fund 5.309 mills

BE IT FURTHER RESOLVED that there is hereby levied upon the real and personal property within the boundaries of the Downtown Development Authority of the City of Rifle, Colorado, for the fiscal year beginning January 1, 1993 and ending December 31, 1993, a general property tax as follows:

To the Downtown Development Authority 3.774 mills

INTRODUCED, READ, PASSED, and ADOPTED at a regular meeting of the Council of the City of Rifle, Colorado, held on the 2nd day of December, 1992.



Mayor

ATTEST:



City Clerk

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 17
SERIES OF 2022**

A RESOLUTION OF THE CITY OF RIFLE, COLORADO LEVYING
GENERAL PROPERTY TAXES TO HELP DEFRAY THE COST OF
GOVERNMENT FOR THE CITY OF RIFLE FOR THE 2023 BUDGET YEAR

WHEREAS, the 2022 net assessed valuation for the City of Rifle as certified by the Garfield County Assessor is **\$127,343,000**; and

WHEREAS, the 2022 net assessed valuation for the Downtown Development Authority of the City of Rifle as certified by the Garfield County Assessor is **\$12,296,530**; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the City Council.
2. That for the purpose of meeting general operating expenses of the City of Rifle during the 2023 fiscal year there is levied a tax of **5.261** mills upon each dollar of the total valuation for assessment of all taxable property within the City; and
3. That for the purpose of meeting general operating expenses of the Downtown Development Authority during the 2023 fiscal year there is levied a tax of **3.774** mills upon each dollar of total valuation for assessment of all taxable property within the Downtown Development Authority of the City of Rifle; and
4. That the Mayor is hereby authorized and directed to certify to the County Commissioners of Garfield County, Colorado, the mill levies for the City of Rifle and the Downtown Development Authority of the City of Rifle as herein above determined and set pursuant to C.R.S. 39-5-128(1).

ADOPTED this 7th day of December 2022.

CITY OF RIFLE, COLORADO

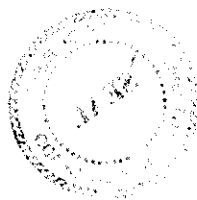
By

Mayor

ATTEST:

City Clerk







Agenda Item #5.a.

Agenda Item Name:

Consider Resolution No. 18, Series of 2023 - Resolution of Substantial Compliance for Highway 6 and Swallow Lane Annexation

Presenter:

Patrick Waller, Planning Director

Item Description:

Resolution of Substantial Compliance

Recommended Action:

Move to approve Resolution No. 18, Series of 2023 - Resolution of Substantial Compliance for Highway 6 and Swallow Lane Annexation

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

None

Background Information:

The applicant is applying to annex the subject property into the City of Rifle for the development of a mixed-use commercial project and truck stop.

Executive Summary:

The Resolution of Substantial Compliance is required by Colorado State Statute to begin the Annexation Process. The Resolution only provides a representation from the applicant that they meet State Statute requirements to request an annexation into the City. The Planning Commission meeting on the application is scheduled for July 25, 2023 and the City Council public hearing is scheduled for August 16, 2023.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, Planning Director

Attachments:

1. Resolution No. 18-Hwy 6 and Swallow Lane Annexation Petition-Substantial Compliance

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 18
SERIES OF 2023**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, FINDING THE HIGHWAY 6 AND SWALLOW LANE
ANNEXATION PETITION TO BE IN SUBSTANTIAL COMPLIANCE WITH
STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID
PETITION.

WHEREAS, in February 2023, Pine West Development, LLC filed with the City Clerk of the City of Rifle, Colorado, a petition and request that the City Council of the City of Rifle, Colorado, commence proceedings to annex to the City of Rifle a certain unincorporated tract of land located in the County of Garfield, State of Colorado, known as the Highway 6 and Swallow Lane Annexation described on Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the City planning staff advised the Council that after a review of the annexation Petition and map, staff determined that the Petition and map are in substantial compliance with the state statutes, as required by C.R.S. §31-12-107; and

WHEREAS, the Petition alleges as follows:

1. It is desirable and necessary that the territory described above be annexed to the City of Rifle, Colorado.
2. The requirements of C.R.S. §31-12-104, as amended, exist or have been met, including without limitation the following:
 - A. Not less than 1/6th of the perimeter of the area proposed to be annexed is contiguous with the City of Rifle, Colorado.
 - B. A community of interest exists between the area proposed to be annexed and the City of Rifle, Colorado.
 - C. The area proposed to be annexed is urban or will be urbanized in the near future.
 - D. The area proposed to be annexed is integrated with or is capable of being integrated with the City of Rifle, Colorado.
3. The requirements of C.R.S. §31-12-105, as amended, exist or have been met, including without limitation the following:
 - A. In establishing the boundaries of the area proposed to be annexed, no land held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate:

- (1) has been divided into separate parts or parcels without the written consent of the landowner or landowners thereof.
 - (2) comprising twenty (20) acres or more (which together with buildings and improvements situated thereon having a valuation for assessment in excess of \$200,000.00 for ad valorem tax purposes for the year preceding the proposed annexation), has been included without the written consent of the landowners.
- B. No annexation proceedings have been commenced for the annexation to a municipality other than the City of Rifle, Colorado, of all or part of the territory proposed to be annexed.
- C. The annexation proposed in the Petition will not result in the detachment of area from any school district and the attachment of the same area to another school district.
- D. The annexation proposed in the Petition will not have the effect of extending the municipal boundary of the City of Rifle more than three (3) miles in any direction from any point on the current municipal boundary of the City in any one year; and

WHEREAS, the City has or will have in place a plan meeting the requirements of C.R.S. §31-12-105(e) prior to the effective date of the proposed annexation; and

WHEREAS, no election for annexation of the area proposed to be annexed to the City of Rifle has been held in the preceding twelve (12) months; and

WHEREAS, the signer of the Petition is the owner of one hundred percent (100%) of the territory proposed to be annexed, exclusive of public streets and alleys; and

WHEREAS, the annexation to the City of Rifle, Colorado, of the area proposed to be annexed will not result in a change of county boundaries; and

WHEREAS, the name and mailing address of the signer of the Petition and date of signing are included in the Petition, and the legal descriptions of the land owned by Petitioner is attached to the Petition. No signature on the Petition is dated more than 180 days prior to the date of filing of the Petition for annexation with the City Clerk; and

WHEREAS, the Petition is accompanied by four (4) or more copies of an Annexation Map containing, among other things, the following information:

- A. A written legal description of the boundaries of the area proposed to be annexed

to the City of Rifle, Colorado;

- B. The boundary of the area proposed to be annexed to the City of Rifle, Colorado;
- C. Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks; and
- D. Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the City of Rifle, Colorado; and

WHEREAS, none of the area proposed to be annexed to the City of Rifle, Colorado, is presently a part of any incorporated city, city and county, or town, and is not contiguous to any other incorporated city, city and county, or town; and

WHEREAS, it appears that the Petition filed as aforesaid is in substantial compliance with the requirements of the Municipal Annexation Act of 1965, C.R.S. §31-12-107(1), as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, THAT:

1. The City incorporates the foregoing recitals as findings by the City Council.
2. The Petition is in substantial compliance with the requirements of the Municipal Annexation Act of 1965, C.R.S. §31-12-107(1), as amended.
3. The City Council of the City of Rifle, Colorado, will hold a hearing upon the Petition for the purpose of determining and finding whether the area proposed to be annexed meets the applicable requirements of C.R.S. §31-12-104 and §31-12-105, as amended, and is considered eligible for annexation. The hearing shall be held on **August 16, 2023**, commencing at the hour of 7 p.m. in the City Council Chambers, 202 Railroad Avenue, Rifle, Colorado.
4. Any person may appear at such hearing and present evidence upon any matter to be determined by the City Council of the City of Rifle, Colorado.
5. The City Clerk of the City of Rifle, Colorado shall give notice of the hearing to be held upon the Petition by causing notice thereof, in accordance with C.R.S. §31-12-108(2), as amended, to be published once a week for four (4) successive weeks in the *Citizen Telegram*, a newspaper of general circulation in the area proposed to be annexed, the first publication to occur at least thirty (30) days prior to the aforesaid hearing. In addition, a copy of the published notice, together with a copy of this resolution and petition as filed, shall be sent by registered mail by the City Clerk to the board of county commissioners and to the county attorney and to

any special district or school district having territory within the area to be annexed at least twenty-five (25) days prior to the hearing date.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 21st day of June, 2023.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk

EXHIBIT A

The Land referred to herein below is situated in the County of Garfield, State of Colorado, and is described as follows:

A PORTION OF A TRACT OF LAND SITUATED IN THE SOUTH 1/2 OF THE NORTH 1/2 AND THE NORTH 1/2 OF THE SOUTH 1/2 OF SECTION 13, TOWNSHIP 6 SOUTH. RANGE 94 WEST, 6TH P.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE COMMON CORNER OF SAID SECTION 13 AND ADJACENT SECTIONS 14, 23 AND 24 OF SAID TOWNSHIP AND RANGE; THENCE NORTH 00°59'00" WEST 1050.30 FEET; THENCE NORTH 65° 18'12" EAST 508.35 FEET, BEING THE TRUE POINT OF BEGINNING; THENCE NORTH 09° 13'49" WEST 1111.23 FEET; THENCE NORTH 63°00'00" EAST 1252.91 FEET; THENCE SOUTH 27°56'43" EAST 1122.78 FEET; THENCE SOUTH 65°18'12" WEST 1611.75 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING APPROXIMATELY 35.952± ACRES.



Agenda Item #5.b.

Agenda Item Name:

Consider Liquor License Renewal for Rocky Mountain Liquors, Inc. dba Rocky Mountain Liquors

Presenter:

Misty Williams, City Clerk

Item Description:

Liquor Store License Renewal for Rocky Mountain Liquors, Inc. dba Rocky Mountain Liquors

Recommended Action:

I move to approve the Liquor Store License Renewal application for Rocky Mountain Liquors, Inc. dba Rocky Mountain Liquors

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Rocky Mountain Liquors, Inc. dba Rocky Mountain Liquors located at 1735 Railroad Avenue, Rifle, CO has submitted a Liquor Store Liquor License Renewal Application.

The application is complete and the appropriate fees have been paid.

Executive Summary:

N/A

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. REDACTED Rocky Mountain Renewal

Submit to Local Licensing Authority

**ROCKY MOUNTAIN LIQUORS
 1735 RAILROAD AVE
 Rifle CO 81650**

Fees Due	
Renewal Fee	277.50
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name ROCKY MOUNTAIN LIQUORS INC		Doing Business As Name (DBA) ROCKY MOUNTAIN LIQUORS	
Liquor License # 28-10865-0000	License Type Liquor Store (city)		
Sales Tax License Number 028108650000	Expiration Date 08/24/2023	Due Date 07/10/2023	
Business Address 1735 RAILROAD AVE Rifle CO 81650			Phone Number 9706250113
Mailing Address 1735 RAILROAD AVE Rifle CO 81650		Email	
Operating Manager Linda Trujillo	Date of Birth	Home Address	Phone Number
1. Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No Are the premises owned or rented? ☐ Owned ☒ Rented* *If rented, expiration date of lease 2026			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☐ Yes ☒ No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) ☐ Yes ☒ No			
3b. If so, which are you renewing? ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☐ Yes ☒ No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ Yes ☒ No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ Yes ☒ No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No
8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

LINDA TRUJILLO

Title

Pres/owner

Signature

Linda Trujillo

Date

6-1-2023

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Date

Signature

Title

Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, Linda Trujillo am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Rocky Mtn Liquors (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Linda Trujillo / Rocky Mtn Liquors</u>		Social Security Number/Tax Identification Number <u>84-1448165</u>	
Address <u>1735 Railroad Cove</u>			
City <u>Rifle</u>		State <u>CO</u>	Zip <u>81650</u>
Home Phone Number		Business/Work Phone Number <u>970-625-0113</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Linda Trujillo</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Linda Trujillo</u>			Date signed <u>6/01/2023</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Agenda Item #7.a.

Agenda Item Name:

Consider Garfield County Purchase Contract for Services - Senior Meal Preparation (renewal 2)

Presenter:

Tami Sours, Senior Center Director

Item Description:

Extend our RFP from 2021 for another twelve-month term from July 1, 2023 to June 30, 2024 for preparation of senior meals for the west end of the county; New Castle, Silt, Rifle and Parachute. The renewal contract will keep our reimbursement rate of \$11.50 per meal with an annual cap of \$196,650.00.

Over the past ten months, our average meal cost has been \$11.23. I do not anticipate our average cost going over the reimbursement of \$11.50 per meal for the upcoming contract. From July 2022 to April 2023 we have prepared 12,072 meals. We should average 14,500 meals for our current contract ending June 20, 2023. We will end our contract well below the annual cap.

Meal preparations under this contract will be for the following:

New Castle - Mondays

Silt - Wednesdays

Rifle - Tuesday, Thursday, and Fridays

Parachute - Monday and Wednesdays

Recommended Action:

Recommend approval of the Purchase contract for Services - preparation of senior meals from July 1, 2023 to June 30, 2024 for New Castle, Silt, Rifle, and Parachute.

Fiscal Impact:

No foreseen changes from our original contract renewal in 2022.

Operational Impact:

No changes

Prior Board Motions:

In the past the council has approved senior program contracts.

Background Information:

The City of Rifle has partnered with Garfield County for many years for our senior meal program. This will be the second renewal of our contract under the RFP that was awarded to the City of Rifle in 2021. In 2021, we negotiated a meal cost reimbursement of \$10.25 and raised it to \$11.50 in the 2022 contract renewal. The new

contract will remain \$11.50 reimbursement per meal. Over the past ten months, our average meal cost has been \$11.23 just below our reimbursement rate and has remained well below the annual cap.

Executive Summary:

This renewal contract is standard to the previous contract with Garfield County. I do not anticipate any changes in operations to cause our costs to go over our contract. With the inflation of food costs, we were still able to keep our average meal cost within our contract. Over the past ten months, our average meal cost was \$11.23 and do not foresee any drastic changes in the upcoming months. With the current average meal counts, we should also stay well within the annual cap of \$169,650.00. I do not foresee any reason to not extend our contract for the upcoming contract term from July 1, 2023 to June 30, 2024.

Notification Requirements:

N/A

Prepared By:

Tami Sours, Senior Center Director

Attachments:

1. 2023 - 2024 Purchase Contract for Services Renewal #2 Senior Meals



June 2, 2023

Tami Sours
City of Rifle Colorado
50 Ute Avenue
Rifle, CO 81650

via email: tsours@rifleco.org

Re: Purchase Contract for Services Renewal Letter # 2
Senior Meals

Dear Ms. Sours,

This Contract Amendment to renew for an additional term is issued pursuant to the current Garfield County Procurement Code and the Standard Purchase Contract for Services ("Contract") between the Board of County Commissioners of Garfield County ("BOCC") and City of Rifle, Colorado ("Contractor"). Recent Colorado legislation has passed to repeal the Colorado Revised Statute § 8-17.5-101, "Workers without Authorization" provision which will be removed through this amendment. If the terms of this Contract Amendment are acceptable to you, then please sign the amendment and return it to the Procurement Department at your earliest convenience via email. Once approved at a regularly scheduled BOCC meeting, a fully executed copy of the Amendment will be sent back to you.

If you have any questions, please do not hesitate to contact me.

Thank you.

CBarritt

Cimberlee Barritt
Contract Administrator
810 Pitkin Avenue
Glenwood Springs, CO 81601
Phone: 970-945-1377 ext. 4021
Email: cbarritt@garfield-county.com

**AMENDMENT TO THE STANDARD PURCHASE CONTRACT FOR SERVICES
BETWEEN GARFIELD COUNTY, COLORADO AND
CITY OF RIFLE, COLORADO**

This AMENDMENT TO THE STANDARD PURCHASE CONTRACT FOR SERVICES (“Amendment”) is made and entered into by and between the **BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY, COLORADO**, whose address, or principal place of business is 108 8th Street, Glenwood Springs, Colorado 81601, (hereinafter “County”); and **CITY OF RIFLE, COLORADO** whose address or principal place of business is 50 Ute Avenue, Rifle, CO 81650 (hereinafter “Contractor”).

WHEREAS, the parties entered into a Standard Purchase Contract for Services dated 7/1/2021 under which the Contractor was to provide senior meals (“Contract”); and

WHEREAS, the Standard Purchase Contract for Services allows for optional renewal term; and

WHEREAS, the scope of work is modified through this amendment; and

WHEREAS, in accordance with C.R.S. § 8-17.5-101 [Repealed Effective 7/1/2022] will be removed from the Standard Purchase Contract for Services.

NOW, THEREFORE, in mutual consideration for the covenants and promises set forth below, the parties hereto agree as follows:

1. This Contract is renewed for an additional one (1) year term, beginning 7/1/2023 and ending 6/30/2024. The compensation to be paid during this renewal term shall not exceed One Hundred Ninety-Six Thousand Six Hundred Fifty Dollars (\$196,650.00) so long as budget is appropriated.
2. Attachment A- Scope of Work is modified and included herein.
3. Paragraph 10 of the Contract is deleted in accordance with C.R.S. § 8-17.5-101 [Repealed Effective 7/1/2022].
4. Except to the extent amended herein, all remaining terms and provisions of the Contract remain unchanged and in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Amendment to Standard Purchase Contract for Services on the dates set forth below.

**BOARD OF COUNTY COMMISSIONERS
GARFIELD COUNTY, COLORADO**

CONTRACTOR: CITY OF RIFLE, COLORADO

By: _____
Authorized County Representative
Name: Scott Henriksen
Title: Procurement and Contracts Director
Date: _____

By: _____
Authorized Representative
Name: _____
Title: _____
Date: _____

ATTACHMENT A

SCOPE OF SERVICES

Western Portion of Garfield Count Senior Meals Contract
2023-2024

Purpose: To prepare appropriate and dietitian approved noon-time meals for transport to four approved congregate (served hot in a congregate setting) meal sites in New Castle, Silt, Rifle and Parachute. Meals are served Monday - Friday throughout Garfield County. Meals are expected to be delivered to the meal sites by 11:30 or 11:45 a.m. at the latest so that meals can be served promptly at noon.

1. Contractor shall provide agreed upon services for delivery to:
 - **RIFLE SENIOR CENTER** (Senior Delight Meal Program located at 50 Ute Ave in Rifle) on Tuesdays, Thursdays, and Fridays
 - **VALLEY SENIOR CENTER** (located at 540 North Parachute Avenue in Parachute) on Mondays and Wednesdays at 12:00 p.m.
 - **SILT TOWN CENTER** (Meet n' Eat Meal Program located at 600 Home Avenue in Silt) on Wednesdays at 12:00 p.m.
 - **NEW CASTLE SENIOR HOUSING COMPLEX** (The Gathering located at Castle Valley Ranch in New Castle) on Mondays at 12:00 p.m.
2. Garfield County Department of Human Services Senior Meal Program (GCDHS Senior Meal Program) shall pay for the exact number of meals ordered for all locations.

The final meal reservation count will be provided no later than 24 hours prior to when meals are needed, with tentative numbers provided 48 hours in advance. A reservation system shall be used to prevent overproduction and food waste.

Bulk temperature-controlled containers shall be utilized for the meal transport and provided to the contractor prior to the start of meal contract. These cambro containers shall be used by the contractor to transport food to and from New Castle, Silt, Rifle and Parachute locations.

GCDHS Senior Meal Program shall be responsible for the serving of food and accounting for the monies received at all sites.

Meal sites shall be closed according to the holiday schedule established by the Garfield County Board of County Commissioners (Attachment 6). Any change requests from this schedule requires approval from the Board of County Commissioners.

3. Contractor shall provide space, equipment, fixtures, and utilities necessary to perform the work stated above.

During operational hours, GCDHS Senior Meal Program reserves the right to inspect the work accomplished by the Contractor under this agreement. Such inspections shall include all food storage and preparation areas; and to assure that the work is proceeding in a timely and satisfactory manner.

4. All menus will be prepared by the GCDHS Senior Meal Program staff and/or the registered dietitian along with meal preparation plans. The Contractor shall follow the menu as submitted, so we meet the State Unit on Aging requirements. Menus for the next month will be shared with the contractor by the 25th of the month prior.

- Menus shall contain at least one-third of the current recommended dietary allowance (RDA) as analyzed, utilizing the Nutrient Standards Method or acceptable computer program method.
- Menus shall consider the special needs of the elderly and ensure that each meal contains at least one-third (33 1/3%) of current RDA as established by the Food and Nutrition Board of the Institute of Medicine and the National Academy of Sciences.
- Each meal shall contain at least 600 calories. Nutritional adequacy shall be documented with computer analysis by the GCDHS Senior Meal Program registered dietitian. Maintenance of optimal nutritional status through menu planning is reflected in menus moderate in fat, salt, simple sugars and high in fiber.
- At a minimum, each meal shall provide:
 - o one serving (2-3 ounces) of meat or meat alternative,
 - o two cup servings of fruit and/or vegetables excluding pasta, rice, and dessert,
 - o eight ounces of 2% or lower milk or buttermilk, o one serving of bread or bread alternative prepared from recipe (whole-wheat if possible),
 - o coffee or tea (1-2 cups per person), and
 - o Condiments such as vinegar, ketchup, mustard, salt, pepper, etc.

- Menus shall be served as planned unless a substitution is approved in advance of the meal. A complete menu move from one day to another does not constitute a substitution. All menu substitutions must be approved in advanced by GCDHS Senior Meal Program Registered Dietitian in writing. (Form in Attachment 5) When substitutions are made, the GCDHS Senior Meal Program staff maintains records on-site of the substitution form which documents the: 1) date of substitution, 2) original menu item/ s, 3) substitute item/ s and 4) reason for the substitution.
- GCDHS Senior Meal Program shall have the right to inspect the food to determine compliance with regulations and to withhold payment for meals not meeting prescribed requirements. GCDHS Senior Meal Program staff shall be notified of any changes in menus and a menu change form shall accompany any change. A change shall meet the 1/3 RDA for the elderly.

Portion control is outlined in Attachment 2.

5. Contractor shall purchase the food required for the meal preparation according to the following specifications:

- Milk and buttermilk shall be fresh pasteurized; 2% or lower.
- Fresh produce shall be US Grade No. 1 or equivalent.
- Canned goods shall be no lower than US Grade B or equivalent.
- Frozen or dried foods shall be no lower than US Grade B.
- Cheese shall be US Grade A.
- Spices and condiments shall be fresh and good quality (to include salt, pepper, ketchup, soy sauce, mustard, mayonnaise, creamer, and sugar, etc.), as well as coffee and tea products.
- Meats, poultry, and fish shall be no lower than US Grade Good: all USDA inspected and no more than 30% fat content by weight.
- Breads, crackers, and pastry shall be all good quality made with enriched flour and whole wheat, if possible.
- Rice shall be long grain, enriched or converted.
- Textured vegetable protein may be mixed with meats in the amount not to exceed 30%.
- Breeding for meat products shall not exceed 25% of weight.
- Coffee, tea, decaffeinated beverages shall be provided, however these products do not fill the nutritional meal pattern requirements.
- All food purchases are through an approved commercial vendor.
- No foods past their expiration or use-by-date shall be used or served in the GCDHS Senior Meal Program.

- Home prepared foods, such as canned, frozen or potluck dishes cannot be used.

6. Food safety and handling requirements shall be followed. The Contractor shall adhere to the Colorado Department of Public Health and Environment's most current retail food establishment policy and regulations. Consumers may take home their uneaten food from a congregate meal site in take-out containers provided by GCDHS Senior Meal Program which lists the date the meal was made, a use-by date four days from the date of service and the words "refrigerate immediately or consume within 2 hours". Current labels for Temporary Grab n' Go Meals will state the Meal Served Date, Use by (3 days later) date, and per health department regulations the words "Refrigerate immediately or consume within two hours. Reheat to an internal temperature of 165 F. Microwave for 2 minutes and let food stand covered for two minutes. Each consumer that chooses to take their leftovers home shall be advised by GCDHS that they are taking the leftovers at their own risk.

The GCDHS Senior Meal Program requires that all food service supervisory personnel be trained and certified in a food safety and sanitation program i.e., ServSafe Manager with documentation provided to GCDHS annually. Food preparation staff work under the supervision of a certified food handler (e.g., ServSafe Manager or another Health Department sponsored food handler's class) who ensures that application of hygienic techniques and practices in food preparation and services. Food Safety in-service training shall be provided by Contractor for all paid food services personnel every six months.

7. Contractor shall prepare food using low-sodium techniques.

8. Contractor shall prepare food low in fat; saturated fat and cholesterol whenever possible (see the Attachment 3)

9. Contractor shall maintain storage and preparation facilities in a clean, safe condition that complies with all Federal, State, and local laws and regulations governing the storage, handling, and transportation of food. Contractor shall procure and keep current all licenses, permits and food handler cards required by law.

- Hot food shall be transported and served at a temperature of 135 degrees or above.
- Cold food shall be transported and served at a temperature no higher than 41 degrees.

- Daily kitchen temperatures of hot and cold food are documented in writing and given to the GCDHS Senior Meal Program with the meal and staff will add the temperatures at the beginning and end of the meal service at each meal site. GCDHS senior Meal Program staff will return a copy of the form to the Contractor after meal service is completed (Attachment 8).
- GCDHS Senior Meal Program shall be responsible for maintaining applicable health standards and proper temperatures throughout the serving time.

10. Payments to the contractor may include Nutrition Service Incentive Program (NSIP) funds. To comply with Federal regulations, the contract agrees to the following:

- Maintain all menus, receipts, and inventory reports for a period of three years,
- Use for purchase of foods grown only in the United States.

Contractor will adhere to all program guidelines. The NSIP Fund Authorization and Regulations may be found in:

- Older Americans Act: Section 311
- Volume 10: Sections 10.312; 10.411. 6; 10.412.1; and 10.412.6
- Policy & Procedure Manual: Sections 401.2; 411.1; 411.6; and 412.6

Contractor agrees to follow how NSIP funds may be used:

- OAA Section 311(d)(4):
- Domestically produced foods are defined as:
 - Agricultural food grown in State/Territories/Tribes or
 - Food products processed/ produced States/ Territories/ Tribes
- Specifically, contractor agrees that funds may not be used for:
 - Program costs
 - Administration costs, production costs, such as labor, transportation, equipment, congregate site operations, home delivery costs or total catered cost of a meal
 - Other service costs such as nutrition education or nutrition counseling

- Contractor further agrees that it shall not use the funds to supplant other contracts/ programs, and that it is subject to Uniform Guidance (2 CFR Part 200) monitoring requirements.

11. Any donated food received by GCDHS Senior Meal Program and provided to the Contractor shall be utilized solely for the purpose of food service operations. The Contractor will complete the locally grown and sourced produce form on each donated food item. (Attachment 7). Any completed forms will be provided to the GCDHS Senior Meal Program staff monthly.

GCDHS Senior Meal Program chooses to utilize donated locally grown produce or purchase locally grown produce from suppliers and shall ensure all produce is wholesome and of good quality and has been obtained from growers or suppliers that have a food safety plan in place that includes food safety and handling protocols based on the "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruit and Vegetables".

12. All equipment utilized for meal preparation, storage, or transport prior to the beginning of this Agreement shall be the property of the Contractor. Repair and maintenance shall be the responsibility of the Contractor. Any new equipment needed to carry out the Scope of Work shall be mutually agreed upon between the Contractor and GCDHS Senior Meal Program staff. If it is determined that GCDHS Senior Meal Program shall purchase the new equipment, the Contractor has the responsibility of repair, maintenance, and insurance.

13. GCDHS Senior Meal Program will supply the Rifle, Parachute, New Castle, and Silt Meal sites with any necessary paper products including take out containers for Congregate meals. GCDHS Senior Meal Program will cover the extra cost for containers for the Temporary Grab and Go meals.

14. Compensation for meals shall be paid on a unit cost basis. There shall be no difference between the unit cost of a federally funded, state, or local funded meal. The Contractor shall make available all documentation underlying the monthly invoice upon request including but not limited to time sheets, expense report and vendor invoices.

The NSIP Eligible cost and NSIP Raw food portion of the unit cost reimbursement must be clearly identified on the monthly invoices.

Monthly invoices for payment shall be received in the Garfield County Department of Human Services 195 W. 14th Street, Building B, Rifle CO 81650 or via email at sstrouse@garfield-county.com **by the fifteenth (15th) of the following month.**

15. GCDHS Senior Meal Program shall inform program participants of and be responsible for implementing regulations and procedures such as:

- Participant Eligibility – Individuals sixty (60) years of age or older and their self-declared spouse, a volunteer under 60, and Persons with disabilities under special conditions as outlined in State Unit on Aging Policy and Procedures 411.1.
- Participant Contributions Individuals receiving meals are provided an opportunity to contribute to the cost of the meal. No participant shall be denied a meal for not contributing.
- Guests – Guests under 60 may consume a meal only when it shall not deprive an eligible individual of an opportunity to receive a meal. Guests shall be asked to pay the posted guest fee. (Reference cite: Volume 10, Section 10.470 (B).

16. Both parties of the GCDHS Senior Meal Program shall adhere to the Volume (10) Services for the Aging State Rules and Regulations (12 CCR 2510-1), and Section IV of the Colorado Department of Human Services Division of State Unit on Aging Policy and Procedure Manual.

17. Contractor may not be suspended or disbarred from receiving federal funds.

18. Contractor must be legally able to perform work in Colorado and must be able to continuously meet the County's insurance requirements.

Attachments:

1. Operating Site Menu Rules and Regulations
2. Portion Sizes for Food Served
3. Food Safety Procedures
4. Registered Dietitian Role
5. Menu Substitution Form
6. GCDHS Senior Meal Program Holiday Closures
7. Locally Grown and Sourced Produce Form
8. Daily Kitchen Food Report Sheet that accompanies each meal

Operating Site Menu Rules and Regulations for
GCDHS Senior Meal Program

Helpful Tips for Food Pro Recipe Reading

Look for ALL Components & methods of direction:

Components:

- Title
- Yield
- Ingredients

Directions/ Method/ Instructions:

- Cooking Methods
- Nutrition Analysis
- Serving Size

Rules for reading a recipe:

- #1 READ THE ENTIRE RECIPE AHEAD OF TIME FOR A GLOBAL VIEW.
- #2 READ THE RECIPE FOR DETAIL-INGREDIENTS AND TIMING PUT YOUR ORDER IN AHEAD OF TIME.
- #3 MAKE NOTES ON THE RECIPES - SUBSTITUTIONS, SCALING ADJUSTMENTS.
- #4 DEVELOP A PLAN - WHAT COMES FIRST, WHO DOES WHAT?

On Food Pro Recipe serving sizes may be inconsistent. How do you convert a recipe?

Rules for Converting a Recipe:

A COUPLE HINTS FOR YOU... Recipe conversion Tips:

Just say "NO", New Yield/ Old Yield = CF (Conversion Factor).

Example:

#1 10 Gal (New Yield)/3-Gal Old Yield = 3.33 CF

#2 4 lbs. (new)/9 lbs.(old)= 44 CF

#3 50 servings (new)/400 servings (old) = 0.13 CF

Old Recipe	New Recipe
#1 1b. of butter (0.5 X 3.5)	#1 1 % lbs. of butter
#2 2 cups of salsa (2 x 0.5)	#2 1 cup of salsa
#3 88 lbs. of broccoli (88 * 0.15)	#3 13 lbs. of Broccoli

- Always round up...for ex 3.33=3.5 or 0.44= 0.50
- When cooking, do not multiply ingredients like spices or fats and oils by the RCF (recipe conversion factor) for sautéing because you do not want to add too much.

On Food Pro recipe serving sizes are in grams.

How do I convert grams to ounces to figure out serving size or scoop size?

Serving Sizes: Please pay close attention to this for Quantity Control-

Converting Serving Sizes:

Grams → Ounces

1 gram = 0.035274 ounces, so, ounces = g *0.035274

For Example-

240 grams *0.035274=8 ounces

Quantity Control:

Scoop Size	Measure	Ounces
6	2/3 cup	5
8	cup	4
10	3/8 cup	3 ¾
12	1/3 cup	2¾
16	1/4 cup	2
20	3 1/5 T	1 ½
24	2 2/3 T	1 1/3

*** Shortcut to determine the number of ounces in a scoop, divide the scoop number into 32.

For Example:

Scoop # 12 – 32/12=2.67 ounces

Portion Sizes for Foods Used in GCDHS Senior Meal Program

Vegetable Portions:

- Non- Starchy Cooked Vegetables – 2/3 Cup, #6 scoop
- Mixed Vegetable (use a variety, at least 3 different colors– may be fresh, frozen, or canned depending on availability) 2/3 Cup #6 scoop or as indicated in menu analysis report.
- Starchy Cooked Vegetables – cup, #8 scoop
- Mashed Potatoes 1/3 level cup, #12 scoop . Baked Sweet/ Reg Potato w/ skin 1/2 medium
- Brussel Sprouts 4 medium
- Tossed Side Salad, 1 cup loosely packed
- Slaws, 1/3 cup, #12 scoop
- Main entrée Salad – 1 cup loosely packed

Grain Portions:

- Noodles, Rice, Spaghetti (analysis will indicate grain status) etc. 1/3 cup, #12 scoop . 1 muffin per serving
- 1 roll per serving (2 grams or greater dietary fiber, 1st ingredient whole wheat)
- 1 slice of bread per serving or as reported in analysis (2 grams or greater dietary fiber, 1st ingredient whole wheat)

Soups:

- Bowl – 1 cup,
- Cup of soup – cup #8
- Gravies and Sauces cup #16

Meat/Fish/Poultry:

- All meat 3 oz. servings unless, stated otherwise in analysis
- Chicken parts – 1 leg/ 1 wing, 1 medium breast, 1 large thigh
- Meatballs, 1 oz. each, 3 each

Casseroles:

- Pot Pies – 1 cup
- Enchiladas 2 small
- Stroganoff, Tuna and Noodles etc., 1 cup . Lasagna 1 cup

Fruit:

- Fresh Mixed Fruit (use a variety, at least 3 different colors—may be fresh, frozen, or canned depending on availability) cup, #8 scoop
- Whole Fruit (i.e., Oranges, apples, pears—medium size)

***If using canned for cost purposes please add fresh to canned to increase quality and appearance.

Dessert:

- Cookies— (1) 2 1/2 inch in diameter
- Cakes or brownies 1 2" X 2" square (approximately)
- Pie— 1 slice per 9-inch pie round
- Ice cream/ Sherbet cup
- Pudding cup

Condiments:

- Low-fat Sour Cream 1 T
- Unsalted Butter—Pat 1 "square by 1/3"
- Low-Sodium, Low Fat Homemade Dressings 1

*** Other details stated in individual analysis reports.

Guidelines for low-fat meal preparation:

- Bake, broil, or steam foods rather than frying and/or as indicated in the given analysis report provided month-to-month.
- Remove visible fat from meat and poultry before cooking.
- Remove all skin from meat.
- Skim the fat off the gravies and soup after they have been refrigerated. Please prepare homemade dressing as indicated in the given analysis report provided month-to-month.
- Purchase leaner cuts of meat, thus cheaper cuts for cost reduction and fat reduction when preparing food items such as stews, stroganoffs, roasts, etc.
- Use low-fat dairy products such as skim milk or 1% and lower fat cheese when preparing meals and/or as indicated in the given analysis report provided month-to-month.
- Limit the use of tropical oils such as palm and coconut oils in food preparation.
- Only use oil as indicated in the given analysis report provided month-to-month.

Guidelines for NAS (no-added-salt) meal preparation:

- Limit the use of highly processed foods, which may include commercially prepared frozen entrees, and condiments that are high in sodium.
- Make gravies and soups using low sodium soup base (always indicate the type of base using to meal attendees).
- Do not add extra salt in cooking, unless already indicated in recipe from given analysis report.
- Always use lower sodium cheeses, cottage cheese, deli meat, ham, and cured beef in meal preparation.
- Substitute herbs, spices, and lemon to enhance flavors rather than salt.
- Do not provide dressings other than homemade indicated dressings in given analysis report (may request low sodium, low fat homemade recipes from Dietitian for more variety). • Do not add high sodium condiments such as pickles, relish, cheese, sauerkraut, and ketchup unless already indicated in analysis.

Food Safety Procedures

Hot holding: Hold hot food at 135°F or higher. This will prevent pathogens such as *Bacillus cereus* from growing in unsafe levels.

Cold holding: Hold cold food at 41°F or lower. This will prevent pathogens such as *Staphylococcus aureus* from growing to unsafe levels.

Reheating: Always reheat food 165°F.

Methods of Thawing:

Refrigeration – keep its temperature at 41°F or lower.

Running water Submerge under running water at 70°F or lower. ALWAYS USE A CLEAN AND SANITIZED FOOD PREP SINK.

Microwave-must be cooked immediately after thawing.

Cooking-Thaw food as part of the cooking process

Cooling:

Stainless steel and shallow pans will transfer heat away from the food faster than plastic and deeper pans.

NEVER COOL LARGE AMOUNTS OF FOOD IN A COOLER. Most coolers are not designed to cool large amounts of hot food quickly. It will raise the temperature of the cooler to an unsafe temperature zone.

First, cool food from 135°F to 70°F within two hours.

Then, cool it from 70°F to 41°F or lower in the next four hours.

Total cooling time CANNOT BE LONGER THAN SIX HOURS!

* If food has not reached 70 degrees within two hours reheat and cool again.

Preferred methods of cooling:

- Ice bath
- Blast chiller
- Ice Paddle
- **Clean-** Wash hands and surfaces often.

- **Separate**—Separate raw meat from other foods.
- **Cook**—Cook to the right temperature.
- **Chill**—Refrigerate food promptly.

Cook all food to these minimum internal temperatures as measured with an instant read food thermometer before removing food from the heat source. For reasons of personal preference, consumers may choose to cook food to higher temperatures.

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145°F (62.8°C) and allow to rest for at least 3 minutes
Ground meats	160°F (71.1°C)
Ham, fresh or smoked. (uncooked)	145°F (62.8°C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140°F (60°C) and all others to 165°F (73.9°C)

Product	Minimum Internal Temperature
All Poultry (breasts, whole bird, legs, thighs, and wings, ground poultry, and stuffing)	165°F (73.9°C)
Eggs	160°F (71.1°C)
Fish & Shellfish	145°F (62.8°C)
Leftovers	165°F (73.9°C)
Casseroles	165°F (73.9°C)

What does the Registered Dietitian do for the
GCDHS Senior Meal Program?

Uses Food Pro, shared by the state to plan menus that meet regulations for:

- B12
- B6
- Dietary Fiber
- Calcium
- Vitamin C
- Sodium

Conduct periodic site visits to ensure menus are following protocol and menus are meeting the wants and needs of meal site attendees within state regulations. Our policy is to always aim for the 'middle of the road' to try to please all attendees from Parachute to Carbondale.

Nutrition monitoring and consults for high-risk seniors.

Nutrition education and presentations related to newsletter topic and/or monthly themes, quarterly.

Why are certain nutrients highlighted on the Nutrition Analysis for each Menu?

For each menu, the nutrients that are regulated are highlighted.

***DRI values for one meal for the nutrients are listed below:

Vitamin C > 30 mg	Calcium>400mg
Fiber > 9.5 g	Vitamin B6>0.56mg
Sodium < 1200	Vitamin B12> 0.8ug

Why are these 6 nutrients analyzed?

Special nutrient needs for Older Adults.

B 12 Many older people do not get enough vitamin B 12. As we age stomach acid production slows which reduces your ability to absorb B 12. Fortified cereal, lean meat and some fish/ seafood are great sources of vitamin B 12. Ask your doctor or a registered dietitian/ nutritionist if you need a vitamin B12 supplement.

Fiber	As we age, seniors experience slowed intestinal motility because the intestines lose muscular strength. In other words, it is harder to get things through. Fiber requirements increase at 65. Fiber also can help lower your risk for heart disease, control your weight and prevent Type 2 diabetes. Rich fiber sources include fruits, vegetables, whole grains, and nuts/ seeds.
Sodium	Decreasing your intake of sodium might decrease your risk of high blood pressure. Choose prepared foods with no added salt. Try Mrs. Dash®, herbs, and spices as salt substitutes.
Calcium	Older adults need more calcium and to help maintain bone health. Having your servings of vitamin D-fortified low-fat or fat-free milk or yogurt each day can help promote good health and longevity. Other calcium-rich foods include fortified cereals and fruit juices, dark green leafy vegetables, and canned fish with soft bones. If you take a calcium supplement or multivitamin, choose one that contains vitamin D.
	This vitamin participates in more than 100 essential reactions in your body. It plays role in immune function and hormone activity and contributes to regulation of blood sugar. Significant sources include spinach, potatoes, animal protein, bananas.
Vitamin C	This vitamin plays an important role in the maintenance of collagen in our body which is responsible for forming all the connective tissue in our bones, teeth, skin, and tendons. It is also an antioxidant which protects from cancer and supports your immune system. Sources include fruits and vegetables.

MENU SUBSTITUTION FORM

All menus are served as planned unless the Registered Dietitian approves an appropriate substitution in advance of the meal. A completed menu moved from one day to another day does not constitute a substitution. When a substitution is needed, please call Emily Stanton, R. D. at (970) 625- 5200, extension 2036 or via email at estamtom@garfield-county.com and please let her know what item you are requesting to substitute, on what menu and the substitution menu item. If approved, please fill out this form and submit to Sheila Strouse, Senior & Family Services Manager, 195 West 14th Street, Rifle, CO 81650 or via email sstrouse@garfield-county.com or via fax at (970) 665-6350 for our records to be submitted to the State Unit on Aging (SUA) and the Northwest Colorado Area Agency on Aging (AAA) .

1. Date of Substitution: _____

2. Original menu item: _____

3. Substitution menu item: _____

4. Reason for Substitution: _____

Completed by: _____

**All menus must meet the nutritional analysis required by our
AAA and SUA Funding.**

GCDHS Senior Meal Program
2023 Holiday Closures

Monday, January 2nd - New Year's Day (Observed)
Monday, February 20th - Presidents' Day
Monday, May 29th - Memorial Day
Tuesday, July 4th - Independence Day
Monday, September 4th - Labor Day
Friday, November 10th - Veterans' Day
Thursday, November 23rd - Thanksgiving Day
Friday, November 24th - Day After Thanksgiving
Friday, December 22nd - Christmas Eve Day (Observed)
Monday, December 25th - Christmas Day

LOCALLY GROWN AND SOURCED PRODUCE

All **donated** locally grown produce shall not have undergone any processing prior to donation.

When utilizing donated produce, the CONTRACTOR shall document the following:

1. Item being donated _____
2. Date of donation _____
3. Amount of donation (#of pounds) _____
4. Agency, supplier, or grower making the donation and contact information:
Name _____
Address _____
City _____
Phone _____
5. Menu item donated produce was used in _____
6. Date donation was served to clients _____

Form Completed by _____ Date _____

Please complete this form for each donation or garden produce and provide it to:

Sheila Strouse
GCDHS Senior Meal Program
194 West 14th Street Rifle, 81650

or via email at
sstrouse@garfield-county.com

CONGREGATE MEAL SITE DAILY KITCHEN FOOD REPORT

Location: _____

Date: _____

Time Leaving the Kitchen _____

Time Received at Meal Site _____

Time Meal Service Began _____

Time Meal Service Ended _____

Number of Meals Ordered _____

Number of Meals Served _____

Menu Item Sent	Kitchen Temperature	Site Temperature	Serving Size

Special Notes from the Kitchen:

THIS SECTION TO BE COMPLETED AT THE MEAL SITE DAILY

The amount of food sent was:

_____ Just Right

_____ Not Enough

_____ Too Much

Comments on the Meal:

Portion Serving Size

1 ounce gravy Ladle

2 ounce- red handle

4 ounce- green/black
handle

1 cup - blue handle

1 tablespoon - mini scoop

Food Waste (what): _____

Form Completed By: _____

BUDGET WITH JUSTIFICATION FORM

A. Contract Information			
Agency/Contractor Name	City of Rifle	Budget Period	7/1/2023-6/30/2024

Expenditure Categories					
B. Personnel Services (Salary) and Fringe Benefits					
Position Title/Employee Name	Description of Work	Gross or Annual Salary	Fringe	Percent of Time on Project	Total Amount Requested from GCDHS
					\$0
					\$0
					\$0
					\$0
Total Personnel Services (Salary) and Fringe Benefits					\$0
C. Professional Services/Fee for Service					
Item	Description of Item				Total Amount Requested from GCDHS
Meal preparation for Senior Programs	Preparation appropriate and dietitian approved meals in the kitchen of the Rifle Senior Center for Garfield County Senior Programs.				\$196,650
	Estamated number of meals: Rifle 6800; Parachute 6800; Silt 2500; New Castle 1000 @ \$11.50/meal				
Total Pofessional Services/Fee for Service					\$196,650
D. Travel					
Item	Description of Item				Total Amount Requested from GCDHS
					\$0
					\$0
					\$0
Total Travel					\$0
E. Supplies & Operating Expenses					
Item	Description of Item				Total Amount Requested from GCDHS
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
Total Supplies & Operating Expenses					\$0
TOTAL					\$196,650



Agenda Item #7.b.

Agenda Item Name:

Consider Ordinance No. 12, Series of 2023 - Amending Section 6-5-170 of the Rifle Municipal Code to Update the Duration of a Responsible Service of Alcohol Certificate - 1st Reading

Presenter:

Misty Williams, City Clerk

Item Description:

Consider Ordinance No. 12, Series of 2023 - Amending Section 6-5-170 of the Rifle Municipal Code to Update the Duration of a Responsible Service of Alcohol Certificate - 1st Reading

Recommended Action:

Move to approve Ordinance No. 12, Series of 2023 - Amending Section 6-5-170 of the Rifle Municipal Code to Update the Duration of a Responsible Service of Alcohol Certificate on first reading, and order it to be published by title as required by charter.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

The State of Colorado Liquor Enforcement Division (LED) modified the term limitations on Responsible Service of Alcohol (RSA) certificates.

Previously, the RSA certificates were valid for three (3) years from the date of issuance. New State of Colorado rules state that RSA Certificates are now valid for a time period of two (2) years from the date of issuance.

Ordinance No. 12, Series of 2023 amends Section 6-5-170 of the Rifle Municipal Code to reflect these duration changes.

Responsible Service of Alcohol certificates are REQUIRED for any persons serving alcoholic beverages in establishments with a liquor license, including special events serving alcohol and tastings events. The RSA certificates are issued to persons who have completed the necessary training required by the LED, from a LED-approved training vendor. Responsible Service of Alcohol training covers the following:

1. Train and educate sellers and servers to engage in responsible alcohol service
2. Spot signs of intoxication and utilize various intervention techniques
3. Stopping underage sales and underage drinking
4. Create safer communities and establishments where alcohol is served
5. Education for owners, managers, and staff on liability, state laws, and local ordinances regarding alcohol service

RSA certificates are required as part of any liquor license application (including renewals) at both local (City of Rifle) and State of Colorado levels.

Executive Summary:

See above

Notification Requirements:

None

Prepared By:

Misty Williams, City Clerk

Attachments:

1. Ordinance No. 12-Liquor License Education Amendments

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 12
SERIES OF 2023**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, AMENDING
SECTION 6-5-170 OF THE RIFLE MUNICIPAL CODE TO UPDATE THE
DURATION OF A RESPONSIBLE SERVING OF ALCOHOL CERTIFICATE.

WHEREAS, the City of Rifle (“Rifle” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Rifle Home Rule Charter; and

WHEREAS, Section 6-5-170 of the Rifle Municipal Code (the “Code”) sets forth the education requirements for liquor license holders in the City; and

WHEREAS, the required Responsible Serving of Alcohol Certificate remained valid for 3 years as reflected in the Code but is now only valid for 2 years; and

WHEREAS, the City Council desires to amend the Code to update the duration of the Responsible Serving of Alcohol Certificate.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF RIFLE, COLORADO, ORDAINS THAT:

1. Incorporation. The Rifle City Council adopts the foregoing recitals and conclusions as facts and determinations and incorporates them by reference as if set forth in full herein.

2. Code Amendment. Section 6-5-170(a)(1) of the Rifle Municipal Code is hereby amended as follows, with underlined text added and ~~strike through language deleted~~:

Sec. 6-5-170. - Education requirements for licensees.

(a) Education requirements.

- (1) All managers or owners/operators registered with the State and the Liquor Licensing Authority are required to attend an educational liquor seminar approved by the Liquor Licensing Authority and receive a certificate of completion. Successful completion of the educational liquor seminar must be recorded with the Liquor Licensing Authority. The certificate of completion shall be valid for a period of ~~three (3)~~ two (2) years.

INTRODUCED on June 21, 2023, read by title, passed on first reading without amendment, and ordered published as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado, held on July 5, 2023, passed without amendment, approved and ordered published in full as required by Charter.

Dated this _____ day of _____, 2023.

CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk



Agenda Item #8.a.

Agenda Item Name:

Report to City Manager

Presenter:

Tommy Klein, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Work Report to City Manager
06/16/2023

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. Report to City Manager 06.16.2023

WORK REPORT TO CITY MANAGER

06.16.2023

PIO

- Continuing updates on website and social media on local issues and citizen concerns.
- Press releases on Rifle Mountain Park reopening. The traffic on our social media pages regarding RMP has exceeded 40,000.
- Information disseminated to staff regarding ballot initiative requesting tax increase.
- Attended ICS 300 course.

COURT

- Handled 42 adult cases and 15 juvenile cases on June 7 court day.
- Held 04 telephone hearings with inmates in custody.
- Judge Zerbi ruled that our theft statutes are constitutional. Our penalties are stricter than state law, but we argued a “local interest” since the majority of our criminal cases are thefts from Walmart. A large percentage of those thefts are from people driving through and most are repeat offenders. We are waiting to see if the attorneys will appeal.

PARKS AND RECREATION

- Skinner Field Lighting Project is 100% Complete – First Softball game was play on 6/13/23 under the new lights.
- The concession stand and pavilion were painted at Skinner Field
- Staff is preparing for the annual 3rd of July Celebration. We will have activities at Metro park from 11:00 am to 3:00pm and then music before the Fireworks starting at 6:30 pm.
- We are still waiting on equipment deliveries – ETA is end of July for everything but the two mowers.
- The temporary fencing has shipped and will be installed once we receive it.
- Staff has started to repair sections of RMP.

PUBLIC WORKS

Projects

- Developing Phased plan for Veteran's Memorial – 35% complete
- CAD rendering of City of Rifle Specifications Manual drawings – 15% complete
- Collection of GPS data for GIS mapping
- Planning and investigation of software solutions for Asset Management
- Planning for Demolition of Grand Mesa Water Treatment Plant

Fleet

- Normal fleet maintenance operations.
- Equipment repairs: Unit 1402 - International Tandem Dump Truck; JD 60 Mini-excavator (repair of pivot pin wear)
- Developing 2024 Budget planning vehicle leasing with Enterprise Fleet Mgmt.

Operations & Maintenance

- Pothole repair and street maintenance
- Casting HC ramps at 18th & Railroad Ave. - complete

Two weeks Look-ahead

- Street maintenance and large patching
- Sidewalk removal and replacement at select locations.
- Begin work on 2024 Budgets

ENGINEERING

Project Status Summary

Project	Status Update	Scope	Bid	Construction Time	Cost Estimate
River bridge Overlay	SGM is putting a design proposal together	Bridge Joints and Overlay	TBD	Fall '24	TBD
Airport Water Tank	Foundation is complete and steel erection is beginning	New .5MG Water Tank and Rehabilitation of Existing Water Tank	Closed	2023	\$3.8M
Gateway Intersection	Still awaiting CDOT review at which point the bid will be posted	Improve Traffic and Pedestrian Safety at the Intersection of Centennial and Whiteriver	June '23	Fall '23-Spring '24	\$3.5M
Park and Ride	Draft agreements are complete and the project is going to the June Planning Commission Meeting	New Park and Ride with extension of streets and utilities	Late Summer '23	Fall '23 to Spring '24	\$3.5M
Tripp Drive	Survey and Geotechnical Complete	Rebuild Road and Stabilize Bank	Spring '26	2026	\$350k
Morrow Drive	Survey and Geotechnical Complete	Rebuild Road and Stabilize Bank	Spring '25	2025	\$1M
Whiteriver Ave from 9th Street to 16th Street	Survey and Geotechnical Complete	Rebuild Road, Stabilize Bank, Replace Waterline	Spring '25	2025	\$1.1M
Ute Avenue and 5th Street	Currently laying out street grading	Replace and Rehabilitate Sewer line, New Waterline, Rebuild Streets and add Sidewalk	Spring '24	2024	\$1.2M
Paradise Island	City has met with landowners and has a plan for easements	TBD	TBD	TBD	TBD
Penwell Transmission Line	Utilities are X-raying existing line	Water Transmission Line from plants to tanks	TBD	TBD	\$8M
River bridge Waterline	Under contract and acquiring bids and permits	Repair Waterline and add Restraints	Posted	Summer '23	\$150k
Railroad Avenue 5th Street to 9th Street	Utility layout, survey, and geotechnical complete, beginning on grant applications	Rehab Sewer line, Replace Waterline, Rebuild Street and Sidewalk	Spring '24	Summer '24	\$2.5M
Railroad Avenue and 5th Street Intersection	Award going to council	New Signal, Sidewalks and Landscaping	Posted	Aug-October	\$600k
2023 Street Improvements	Bids re posted for Award July 5 th	Prefontaine, 16th St, 7th St, Wapiti and Airport Road	May -23	Summer '23	
2023 Crack Sealing	Parking lots ongoing, high traffic streets will be performed at night	16th St, 7th St, Airport Road, and Parks Parking Lots	Awarded	June	\$75k
2023 HA5	Expected to begin in July	Deerfield Subdivision and Highlands East	Closed	July	\$200k
Park Avenue Extension	No further progress, land purchase	Bridge and Connection to Centennial Parkways	TBD	TBD	\$2M

Intersection of Park Avenue and Third Street	Plan to incorporate into 2024 Street Repairs	Sidewalk, Waterline, Street Rebuild	TBD	TBD	\$750k
Stormwater SEP	Public notice complete, RFP ongoing	Study and Improvements of Stormwater	TBD	TBD	TBD
Alley Maintenance	Will put together a bid in Spring	Grading and Mag Chloride	Spring '23	Summer '23	\$50k
Park Hill Retaining Wall	Bids posted	Retaining wall fixing ROW and private issue	May '23	Summer '23	\$250k

Financials

For the Street Improvement Fund:

- Professional Services for stormwater compliance currently includes mapping software and consultation, inspection software and Public Works Manual Updates
 - This consists of an estimated \$36,650.00 which is \$33,350.00 under budget
- Minor Projects includes Crack Seal, HA5, Chip Seal, Alley Maintenance, and Street Repairs
 - With additional streets added this is estimated to be \$1,755,528.08 over budget which is intended to be supplemented with general funds
- Traffic Signals includes replacement of the 5th Street Signal is over budget by approximately \$200k if the URA is used as a supplement
- Major Projects Include Designs of Streets
 - All of this work was awarded in 2022, contracts include construction management which will take place in later years so Major Projects are projected to be \$280,000 below budget
- Capital Projects are the Whiteriver and Centennial intersection and Park and Ride.
 - The Intersection is anticipated to be below the budgeted amount
 - The Park and Ride is likely not going to have an executed IGA between CDOT and the City soon enough to begin in 2023 meaning its costs will be incurred in 2024

Only because of projects rolling over into 2024 and latter years, the Street Fund is anticipated to be \$2,736,294.40 under the budgeted amount pending the bid for the gateway intersection.

Administration

- ROW permits and process**-The annual ROW meeting was held and well attended, the online permitting system is planned to be live in approximately August '23
- GIS** -Stormwater maps have been updated
- Stormwater**-Updates to mapping are ongoing and the design standards will be updated in 2024
- PWM and Eng. Standards**-Changes to the Public Works Manual have began as Supplemental Conditions. This will continue until the Manual is fully updated which is expected in 2024
- 2024 budget**-projects have been identified and are getting cost estimates

ADMINISTRATION

- Robert Burns will be leaving our team on August 1 to pursue his dreams. He has worked for the City for 22 years and we are very grateful for his service. Robert took Utility staff involvement and personnel development to a new level.
- HR is working to fill the Utilities Director position. I anticipate that we will open the position internally and externally. Depending upon the response to our position postings, we may hire a third party to conduct the search.
- Construction for the Rifle Apartments (behind Brenden Theater) may begin as early as March of 2024 and should take one year to build. The estimated total cost of the project is 28.5 million. Within the next two months, we hope to have the developer present an update to Council.
- The police department is working with the landowner at Whiteriver and HWY 13 to move a large piece of construction equipment off the lot.
- Since our last meeting, the manager met with GRIT and the Chamber to discuss the Street Fund and our request for a sales tax increase.
- To date, the Ute has hosted 28 City events to include training and Parks and Recreation programs.
- NUTS received a donation from a resident to be used for dance performances at the Ute. The person wants to remain anonymous.
- Michael is working with the Ute to upgrade production equipment. His help will save the Ute thousands of dollars.
- Ute staff are replacing the stage floor while there is a lull in events that require the stage.