CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

November 8, 2023
5:30 PM
202 Railroad Avenue, Rifle, CO

5:30 PM - Workshop Meeting

Discussion and Review

a. Receive 2023 Financial Update (1/1/2023 - 9/30/2023)

b. Discuss City of Rifle Personnel Manual - 2023 Edition

c. Receive Greater Rifle Improvement Team Updates

d. Discuss Auditing Services for Fiscal Year 2023

CITY OF RIFLE
AGENDA ITEM REPORT
MEETING DATE: November 8, 2023

Agenda Item #a.

Agenda Item Name:
Receive 2023 Financial Update (1/1/2023 - 9/30/2023)

Presenter:
Scott Rust, Finance Director

Item Description:
A financial update will be given based on data through 9/30/2023. Specifically, a report on sales tax collections will be provided along with an analysis of the year-to-date 2023 budget compared with actual activity for both revenue and expenditures. Additionally, a year-to-date investment earnings overview will be provided.

Recommended Action:
No action requested.

Fiscal Impact:
Overall, the financial position of the City of Rifle is strong. 2023 sales tax revenues appear strong and are currently pacing 9.4% over prior year collections year-to-date. However, staff remain vigilant and will continue to closely monitor revenue streams for unexpected volatility. Even though prices continue to rise and budgeted projects often exceed estimates, staff continue to provide high quality service to the citizens of Rifle. At this point, there are no departmental spending patterns that are a cause for concern.

Operational Impact:
N/A

Prior Board Motions:
N/A

Background Information:
In order to keep the Council informed of the City of Rifle's financial performance, quarterly reports are given. This financial report covers the time frame between 1/1/2023 through 9/30/2023.

Executive Summary:
N/A

Notification Requirements:
N/A

Prepared By:
Alexis Ramirez, Deputy City Clerk

Attachments:

1. City of Rifle Financial Update 9.30.23
2. City of Rifle Unaudited Financial Report 9.30.23
3. City of Rifle Sales Tax Report 9.30.23
4. Investment Report 9.30.23

City of Rifle Financial Update

for time period of 01/01/2023 – 09/30/2023

11/1/2023

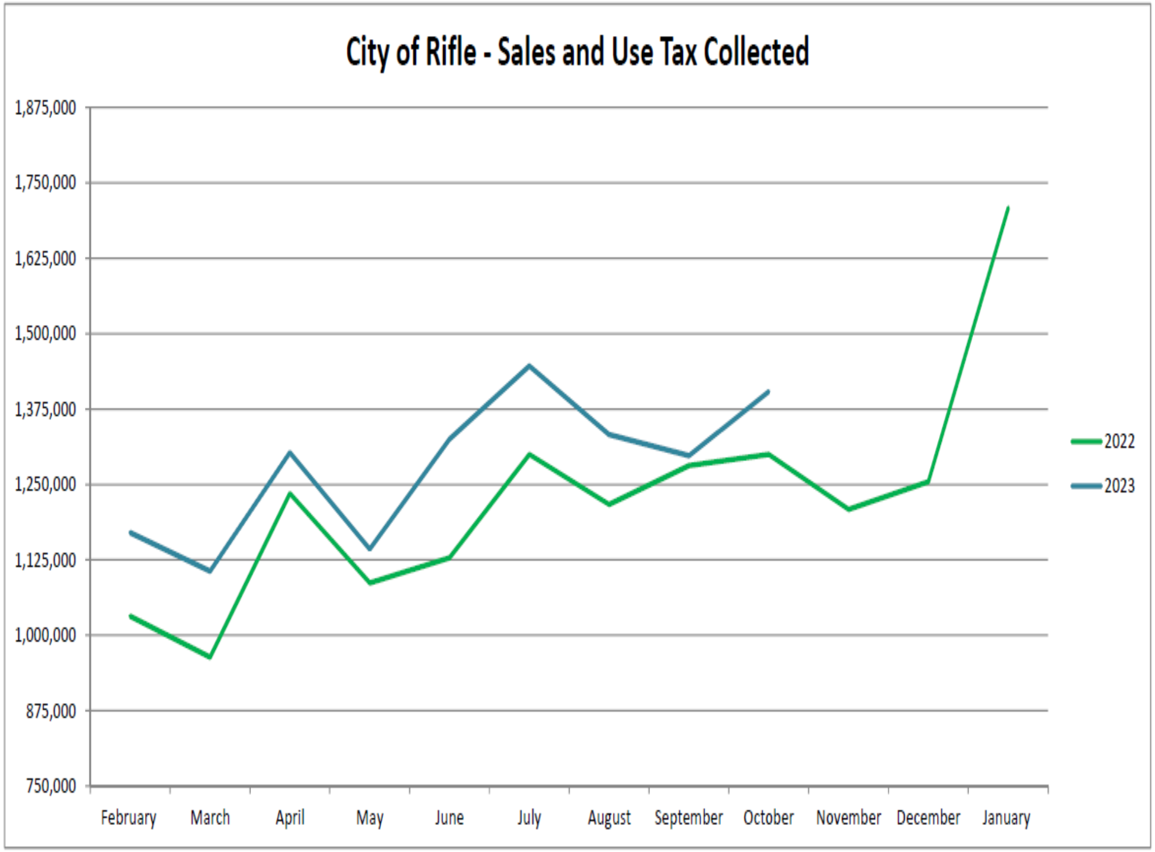
Sales Tax Collections YTD

	Year-to-Date			
City Business	**YTD 2023**	**YTD 2022**	**$ Diff**	**% Diff**
BARS & RESTAURANTS	$ 1,038,683.88	$ 963,939.00	$ 74,744.88	7.75%
LEASING/MISC	$ 335,456.71	$ 273,660.90	61,795.81	22.58%
OIL & GAS	$ 198,954.97	$ 185,579.12	13,375.85	7.21%
LODGING	$ 550,807.77	$ 440,629.45	110,178.32	25.00%
LIQUOR STORES	$ 224,055.95	$ 227,774.66	(3,718.71)	-1.63%
HVAC	$ 12,115.79	$ 9,612.20	2,503.59	26.05%
HARDWARE	$ 216,266.06	$ 234,640.49	(18,374.43)	-7.83%
GENERAL RETAIL	$ 4,513,117.10	$ 4,288,485.21	224,631.89	5.24%
FOOD	$ 1,741,768.19	$ 1,489,620.68	252,147.51	16.93%
EXCISE	$ 83,478.32	$ 135,132.08	(51,653.76)	-38.22%
CONTRACTOR	$ 15,394.27	$ 17,086.20	(1,691.93)	-9.90%
CAR PARTS & SALES	$ 510,834.42	$ 476,744.86	34,089.56	7.15%
UTILITIES	$ 509,738.37	$ 514,018.14	(4,279.77)	-0.83%
MARIJUANA RETAIL	$ 177,558.33	$ 124,540.42	53,017.91	42.57%
Total MuniRev	**$ 10,128,230.13**	**$ 9,381,463.41**	**$ 746,766.72**	**7.96%**
BUILDING USE TAX (Month Collected)	$ 367,364.61	$ 183,996.39	183,368.22	99.66%
MOTOR VEHICLE USE TAX (Month Collected)	$ 1,031,345.83	$ 976,690.45	54,655.38	5.60%
Grand Total	**$ 11,526,940.57**	**$ 10,542,150.25**	**$ 984,790.32**	**9.34%**

Note: Chart reflects January – September sales tax collections

Sales Tax Collections YTD (Cont'd)

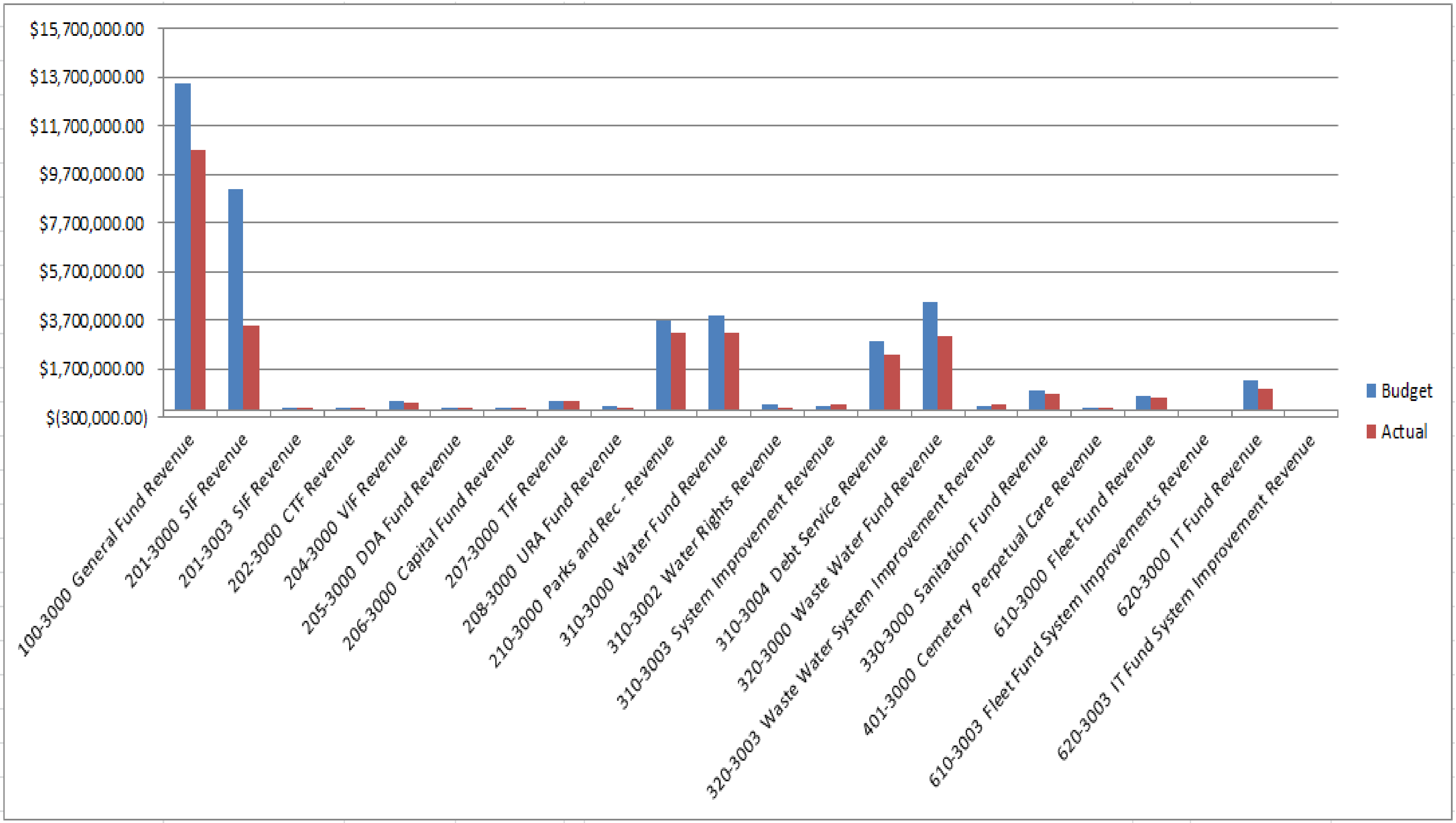
Month	2023	2022	% Change
February	$ 1,169,988.15	$ 1,031,620.45	13.41%
March	1,106,217.65	963,782.65	14.78%
April	1,302,675.06	1,234,682.37	5.51%
May	1,142,848.82	1,086,628.93	5.17%
June	1,324,834.11	1,128,103.99	17.44%
July	1,446,352.79	1,299,788.74	11.28%
August	1,332,765.69	1,216,692.79	9.54%
September	1,297,429.18	1,281,197.75	1.27%
October	1,403,829.12	1,299,652.58	8.02%
November		1,208,790.91	-100.00%
December		1,254,580.74	-100.00%
January		1,708,147.69	-100.00%
TOTAL	$ 11,526,940.57	$ 14,713,669.59	-21.66%



Revenue – Budget to Actual by Fund

	City of Rifle				Budget Date	9/30/2023
	Budget to Actual: Cost Center Overview				Actual Date	9/30/2023
GL Budget	***GL Budget Title***	***Budget***	***Actual***	***Amount Remaining***	***% Earned***	***Fund***
100-3000	General Fund Revenue	$ (13,459,195.98)	$ (10,719,179.48)	$ (2,740,016.50)	79.64%	100
201-3000	SIF Revenue	$ (9,067,507.51)	$ (3,475,079.61)	$ (5,592,427.90)	38.32%	201
201-3003	SIF Revenue	$ (20,000.00)	$ (129,513.85)	$ 109,513.85	647.57%	201
202-3000	CTF Revenue	$ (93,026.07)	$ (133,980.28)	$ 40,954.21	144.02%	202
204-3000	VIF Revenue	$ (411,116.37)	$ (292,521.02)	$ (118,595.35)	71.15%	204
205-3000	DDA Fund Revenue	$ (81,995.88)	$ (67,615.00)	$ (14,380.88)	82.46%	205
206-3000	Capital Fund Revenue	$ (36,312.83)	$ (85,250.63)	$ 48,937.80	234.77%	206
207-3000	TIF Revenue	$ (417,748.85)	$ (356,538.08)	$ (61,210.77)	85.35%	207
208-3000	URA Fund Revenue	$ (150,201.74)	$ (132,659.27)	$ (17,542.47)	88.32%	208
210-3000	Parks and Rec - Revenue	$ (3,690,083.76)	$ (3,216,318.29)	$ (473,765.47)	87.16%	210
310-3000	Water Fund Revenue	$ (3,880,584.66)	$ (3,178,537.22)	$ (702,047.44)	81.91%	310
310-3002	Water Rights Revenue	$ (225,000.00)	$ (16,824.38)	$ (208,175.62)	7.48%	310
310-3003	System Improvement Revenue	$ (150,000.00)	$ (269,653.35)	$ 119,653.35	179.77%	310
310-3004	Debt Service Revenue	$ (2,847,456.49)	$ (2,278,321.79)	$ (569,134.70)	80.01%	310
320-3000	Waste Water Fund Revenue	$ (4,434,726.68)	$ (3,061,724.01)	$ (1,373,002.67)	69.04%	320
320-3003	Waste Water System Improvement Revenue	$ (150,000.00)	$ (209,745.78)	$ 59,745.78	139.83%	320
330-3000	Sanitation Fund Revenue	$ (818,176.80)	$ (668,438.95)	$ (149,737.85)	81.70%	330
401-3000	Cemetery Perpetual Care Revenue	$ (11,681.15)	$ (22,088.20)	$ 10,407.05	189.09%	401
610-3000	Fleet Fund Revenue	$ (600,181.41)	$ (546,806.94)	$ (53,374.47)	91.11%	610
610-3003	Fleet Fund System Improvements Revenue	$ -	$ -	$ -	N/B	610
620-3000	IT Fund Revenue	$ (1,198,137.68)	$ (896,394.14)	$ (301,743.54)	74.82%	620
620-3003	IT Fund System Improvement Revenue	$ -	$ -	$ -	N/B	620
	Total All Revenue Center GL Budgets	**$ (41,743,133.86)**	**$ (29,757,190.27)**	**$ (11,985,943.59)**	**71.29%**	

YTD Revenue (as of 09/30/2023)



Expenditures -Budget to Actual by Fund

	City of Rifle				Budget Date	9/30/2023
	Budget to Actual: Cost Center Overview				Actual Date	9/30/2023
Fund	*Fund Title*	*Budgeted Expenditures*	*Actual Expenditures*	*Encumbrances*	*Amount Remaining*	*% Spent*
100	General Fund	$ 13,978,449.76	$ 9,449,715.77	$ 750,153.22	$ 3,778,580.77	72.97%
201	Street Improvement Fund	$ 9,449,012.37	$ 1,234,294.74	$ 1,841,150.89	$ 6,373,566.74	32.55%
202	Conservation Trust Fund	$ 40,000.00	$ 33,790.00	$ -	$ 6,210.00	84.48%
204	Visitor Improvement Fund	$ 395,509.70	$ 189,799.00	$ 238,869.77	$ (33,159.07)	108.38%
205	Dowtown Development Fund	$ 134,733.20	$ 29,438.41	$ -	$ 105,294.79	21.85%
206	Capital Improvement Fund	$ 1,000,000.00	$ 410,568.40	$ 989,712.26	$ (400,280.66)	140.03%
207	Tourism & Industry Fund	$ 707,709.99	$ 501,455.70	$ 556.82	$ 205,697.47	70.93%
208	Urban Renewal Authority Fund	$ 40,500.00	$ 37,180.00	$ -	$ 3,320.00	91.80%
210	Parks & Recreation Fund	$ 4,321,425.12	$ 3,318,172.87	$ 346,464.65	$ 656,787.60	84.80%
310	Water Fund	$ 7,311,589.67	$ 4,553,214.82	$ 1,041,904.18	$ 1,716,470.67	76.52%
320	Waste Water Fund	$ 3,681,788.55	$ 2,377,565.83	$ 257,344.34	$ 1,046,878.38	71.57%
330	Sanitation Fund	$ 866,234.80	$ 565,121.68	$ -	$ 301,113.12	65.24%
401	Cemetery Perpetual Care Fund	$ 5,000.00	$ -	$ -	$ 5,000.00	0.00%
610	Fleet Maintenance Fund	$ 616,323.64	$ 329,122.47	$ 6,000.00	$ 281,201.17	54.37%
620	Information Tech Maintenance Fund	$ 1,143,075.34	$ 853,248.11	$ 11,110.67	$ 278,716.56	75.62%
	TOTAL ALL FUNDS	**$ 43,691,352.14**	**$ 23,882,687.80**	**$ 5,483,266.80**	**$ 14,325,397.54**	**67.21%**

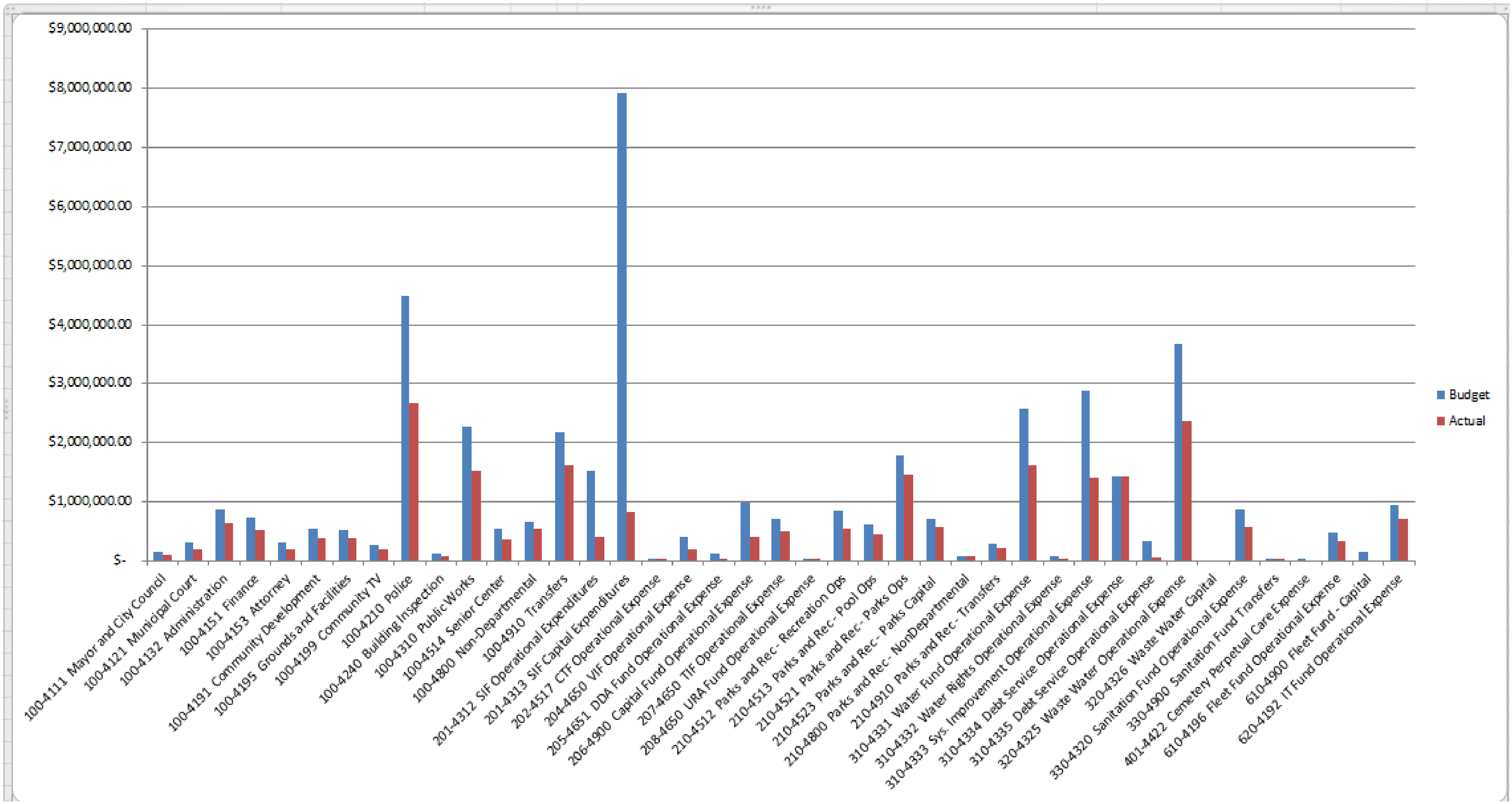
City of Rifle

Budget to Actual: Cost Center Overview

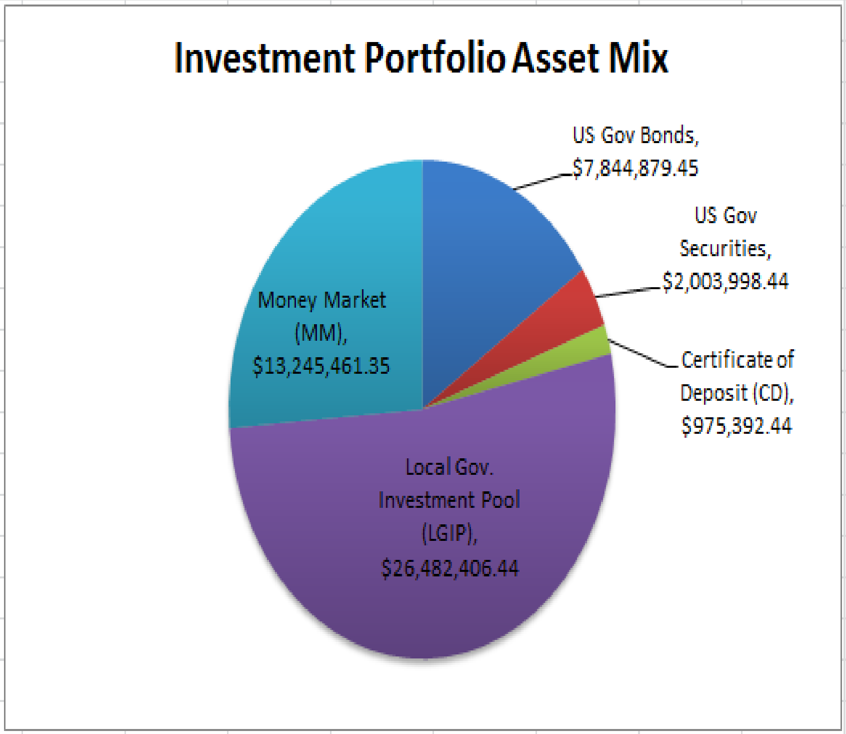
Budget Date	9/30/2023
Actual Date	9/30/2023

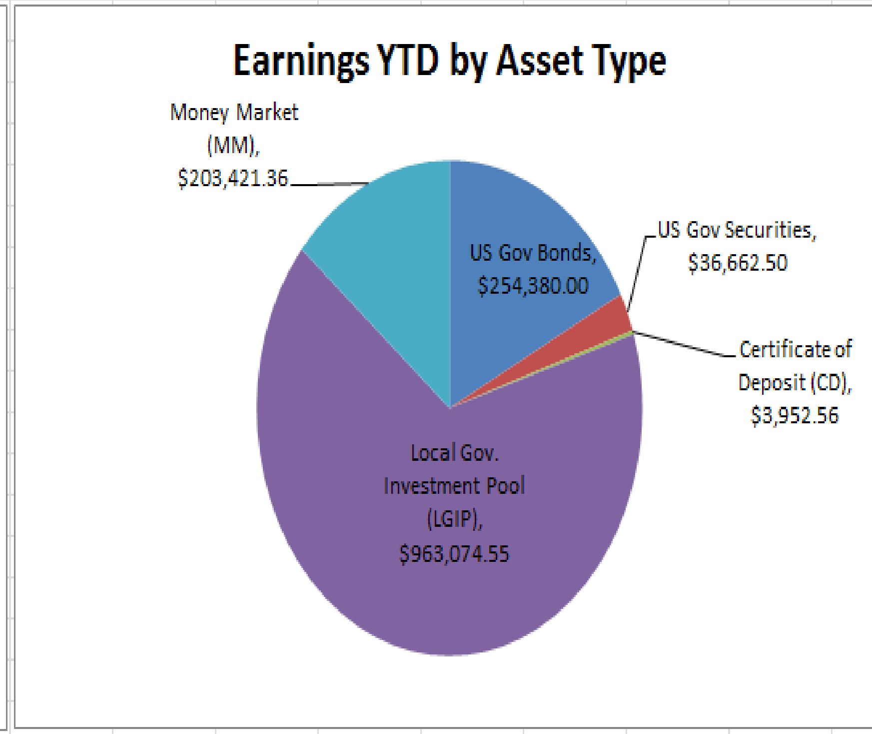
GL Budget	GL Budget Title	Budgeted Expenditures	Actual Expenditures	Encumbrances	Amount Remaining	% Spent	Fund
100-4111	Mayor and City Council	$ 142,073.52	$ 107,607.73	$ -	$ 34,465.79	75.74%	100
100-4121	Municipal Court	$ 306,393.13	$ 196,907.48	$ -	$ 109,485.65	64.27%	100
100-4132	Administration	$ 870,574.62	$ 632,184.70	$ 33,000.00	$ 205,389.92	76.41%	100
100-4151	Finance	$ 728,633.55	$ 520,307.62	$ 35,750.00	$ 172,575.93	76.32%	100
100-4153	Attorney	$ 322,000.00	$ 193,672.00	$ -	$ 128,328.00	60.15%	100
100-4191	Community Development	$ 546,575.66	$ 371,256.76	$ -	$ 175,318.90	67.92%	100
100-4195	Grounds and Facilities	$ 520,079.81	$ 392,746.54	$ 22,065.87	$ 105,267.40	79.76%	100
100-4199	Community TV	$ 270,309.53	$ 195,429.42	$ -	$ 74,880.11	72.30%	100
100-4210	Police	$ 4,490,031.02	$ 2,679,425.02	$ 127,434.51	$ 1,683,171.49	62.51%	100
100-4240	Building Inspection	$ 119,414.21	$ 88,164.60	$ -	$ 31,249.61	73.83%	100
100-4310	Public Works	$ 2,267,829.03	$ 1,527,450.28	$ 347,146.86	$ 393,231.89	82.66%	100
100-4514	Senior Center	$ 557,448.68	$ 370,788.99	$ -	$ 186,659.69	66.52%	100
100-4800	Non-Departmental	$ 667,486.00	$ 546,573.88	$ 184,755.98	$ (63,843.86)	109.56%	100
100-4910	Transfers	$ 2,169,601.00	$ 1,627,200.75	$ -	$ 542,400.25	75.00%	100
201-4312	SIF Operational Expenditures	$ 1,516,539.89	$ 397,437.27	$ 1,294,860.13	$ (175,757.51)	111.59%	201
201-4313	SIF Capital Expenditures	$ 7,932,472.48	$ 836,857.47	$ 546,290.76	$ 6,549,324.25	17.44%	201
202-4517	CTF Operational Expense	$ 40,000.00	$ 33,790.00	$ -	$ 6,210.00	84.48%	202
204-4650	VIF Operational Expense	$ 395,509.70	$ 189,799.00	$ 238,869.77	$ (33,159.07)	108.38%	204
205-4651	DDA Fund Operational Expense	$ 134,733.20	$ 29,438.41	$ -	$ 105,294.79	21.85%	205
206-4900	Capital Fund Operational Expense	$ 1,000,000.00	$ 410,568.40	$ 989,712.26	$ (400,280.66)	140.03%	206
207-4650	TIF Operational Expense	$ 707,709.99	$ 501,455.70	$ 556.82	$ 205,697.47	70.93%	207
208-4650	URA Fund Operational Expense	$ 40,500.00	$ 37,180.00	$ -	$ 3,320.00	91.80%	208
210-4512	Parks and Rec - Recreation Ops	$ 841,743.23	$ 535,766.23	$ -	$ 305,977.00	63.65%	210
210-4513	Parks and Rec - Pool Ops	$ 615,022.76	$ 463,271.51	$ 12,913.51	$ 138,837.74	77.43%	210
210-4521	Parks and Rec - Parks Ops	$ 1,777,473.83	$ 1,452,644.02	$ 108,551.14	$ 216,278.67	87.83%	210
210-4523	Parks and Rec - Parks Capital	$ 704,116.00	$ 564,700.66	$ 225,000.00	$ (85,584.66)	112.15%	210
210-4800	Parks and Rec - NonDepartmental	$ 83,069.30	$ 76,790.45	$ -	$ 6,278.85	92.44%	210
210-4910	Parks and Rec - Transfers	$ 300,000.00	$ 225,000.00	$ -	$ 75,000.00	75.00%	210
310-4331	Water Fund Operational Expense	$ 2,585,141.67	$ 1,630,119.86	$ 118,884.03	$ 836,137.78	67.66%	310
310-4332	Water Rights Operational Expense	$ 69,000.00	$ 14,680.78	$ -	$ 54,319.22	21.28%	310
310-4333	Sys. Improvement Operational Expense	$ 2,875,000.00	$ 1,407,964.35	$ 923,020.15	$ 544,015.50	81.08%	310
310-4334	Debt Service Operational Expense	$ 1,443,838.00	$ 1,443,838.56	$ -	$ (0.56)	100.00%	310
310-4335	Debt Service Operational Expense	$ 338,610.00	$ 56,611.27	$ -	$ 281,998.73	16.72%	310
320-4325	Waste Water Operational Expense	$ 3,681,788.55	$ 2,377,565.83	$ 257,344.34	$ 1,046,878.38	71.57%	320
320-4326	Waste Water Capital	$ -	$ -	$ -	$ -	N/B	320
330-4320	Sanitation Fund Operational Expense	$ 864,234.80	$ 563,621.68	$ -	$ 300,613.12	65.22%	330
330-4900	Sanitation Fund Transfers	$ 2,000.00	$ 1,500.00	$ -	$ 500.00	75.00%	330
401-4422	Cemetery Perpetual Care Expense	$ 5,000.00	$ -	$ -	$ 5,000.00	0.00%	401
610-4196	Fleet Fund Operational Expense	$ 466,323.64	$ 329,122.47	$ 6,000.00	$ 131,201.17	71.86%	610
610-4900	Fleet Fund - Capital	$ 150,000.00	$ -	$ -	$ 150,000.00	0.00%	610
620-4192	IT Fund Operational Expense	$ 953,575.34	$ 698,360.95	$ 1,327.78	$ 253,886.61	73.38%	620
620-4901	IT Fund Capital	$ 189,500.00	$ 154,887.16	$ 9,782.89	$ 24,829.95	86.90%	620
	Total All Cost Center GL Budgets	**$ 43,691,352.14**	**$ 23,882,687.80**	**$ 5,483,266.80**	**$ 14,325,397.54**	**67.21%**	

YTD Expenditures (as of 9/30/2023)



Investment Portfolio (9/30/2023)





- Portfolio Market Value - $50,552,138.12
  - 15.52% Bonds, 3.96% Securities, 1.93% CD, 52.39% LGIP, 26.2% MM
- Total YTD Earnings - $1,461,490.97
- Unrealized Gain/Loss - $(231,122.11)

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
GENERAL REVENUES	10,719,179.48	10,719,179.48	13,459,195.98	2,740,016.50	79.6
	10,719,179.48	10,719,179.48	13,459,195.98	2,740,016.50	79.6
EXPENDITURES					
MAYOR/COUNCIL	107,607.73	107,607.73	142,073.52	34,465.79	75.7
MUNICIPAL COURT	196,907.48	196,907.48	306,393.13	109,485.65	64.3
CITY MANAGER	632,184.70	632,184.70	870,574.62	238,389.92	72.6
FINANCE	520,307.62	520,307.62	728,633.55	208,325.93	71.4
ATTORNEY	193,672.00	193,672.00	322,000.00	128,328.00	60.2
COMMUNITY DEVELOPMENT	371,256.76	371,256.76	546,575.66	175,318.90	67.9
GROUNDS AND FACILITY MAINT.	392,746.54	392,746.54	520,079.81	127,333.27	75.5
COMMUNITY INVOLVEMT MULTIMEDI	195,429.42	195,429.42	270,309.53	74,880.11	72.3
POLICE	2,679,425.02	2,679,425.02	4,490,031.02	1,810,606.00	59.7
BUILDING INSPECTIONS	88,164.60	88,164.60	119,414.21	31,249.61	73.8
PUBLIC WORKS	1,527,450.28	1,527,450.28	2,267,829.03	740,378.75	67.4
SENIOR CENTER	370,788.99	370,788.99	557,448.68	186,659.69	66.5
NON DEPARTMENTAL	546,573.88	546,573.88	667,486.00	120,912.12	81.9
OPERATING TRANSFERS OUT	1,627,200.75	1,627,200.75	2,169,601.00	542,400.25	75.0
	9,449,715.77	9,449,715.77	13,978,449.76	4,528,733.99	67.6
	1,269,463.71	1,269,463.71	(519,253.78)	(1,788,717.49)	244.5

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
GENERAL REVENUES	3,475,079.61	3,475,079.61	9,067,507.51	5,592,427.90	38.3
CAPITAL REVENUES	129,513.85	129,513.85	20,000.00	(109,513.85)	647.6
	3,604,593.46	3,604,593.46	9,087,507.51	5,482,914.05	39.7
EXPENDITURES					
PAVED STREETS	397,437.27	397,437.27	1,516,539.89	1,119,102.62	26.2
CONSTRUCTION PROJECT	836,857.47	836,857.47	7,932,472.48	7,095,615.01	10.6
	1,234,294.74	1,234,294.74	9,449,012.37	8,214,717.63	13.1
	2,370,298.72	2,370,298.72	(361,504.86)	(2,731,803.58)	655.7

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
CONSERVATION TRUST REVENUE	133,980.28	133,980.28	93,026.07	(40,954.21)	144.0
	133,980.28	133,980.28	93,026.07	(40,954.21)	144.0
EXPENDITURES					
CONSERVATION TRUST	33,790.00	33,790.00	40,000.00	6,210.00	84.5
	33,790.00	33,790.00	40,000.00	6,210.00	84.5
	100,190.28	100,190.28	53,026.07	(47,164.21)	189.0

VISITOR IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
VISITOR IMPROVEMENT	292,521.02	292,521.02	411,116.37	118,595.35	71.2
	292,521.02	292,521.02	411,116.37	118,595.35	71.2
EXPENDITURES					
VISITOR IMPROVEMENT	189,799.00	189,799.00	395,509.70	205,710.70	48.0
	189,799.00	189,799.00	395,509.70	205,710.70	48.0
	102,722.02	102,722.02	15,606.67	(87,115.35)	658.2

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

DOWNTOWN DEVELOPMENT DISTRICT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
DOWNTOWN DEVELOPMENT	68,089.80	68,089.80	81,995.88	13,906.08	83.0
	68,089.80	68,089.80	81,995.88	13,906.08	83.0
EXPENDITURES					
DOWNTOWN DEVELOPMENT	29,438.41	29,438.41	134,733.20	105,294.79	21.9
	29,438.41	29,438.41	134,733.20	105,294.79	21.9
	38,651.39	38,651.39	(52,737.32)	(91,388.71)	73.3

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
CAPITAL REVENUE	85,250.63	85,250.63	36,312.83	(48,937.80)	234.8
	85,250.63	85,250.63	36,312.83	(48,937.80)	234.8
EXPENDITURES					
CAPITAL IMPROVEMENTS	410,568.40	410,568.40	1,000,000.00	589,431.60	41.1
	410,568.40	410,568.40	1,000,000.00	589,431.60	41.1
	(325,317.77)	(325,317.77)	(963,687.17)	(638,369.40)	(33.8)

TOURISM & INDUSTRY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TOURISM & INDUSTRY	358,987.88	358,987.88	417,748.85	58,760.97	85.9
	358,987.88	358,987.88	417,748.85	58,760.97	85.9
EXPENDITURES					
TOURISM & INDUSTRY	501,455.70	501,455.70	707,709.99	206,254.29	70.9
	501,455.70	501,455.70	707,709.99	206,254.29	70.9
	(142,467.82)	(142,467.82)	(289,961.14)	(147,493.32)	(49.1)

URBAN RENEWAL AUTHORITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
URBAN RENEWAL	132,659.27	132,659.27	150,201.74	17,542.47	88.3
	132,659.27	132,659.27	150,201.74	17,542.47	88.3
EXPENDITURES					
URBAN RENEWAL	37,180.00	37,180.00	40,500.00	3,320.00	91.8
	37,180.00	37,180.00	40,500.00	3,320.00	91.8
	95,479.27	95,479.27	109,701.74	14,222.47	87.0

PARKS & RECREATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
PARKS AND REC REVENUE	3,216,318.29	3,216,318.29	3,690,083.76	473,765.47	87.2
	3,216,318.29	3,216,318.29	3,690,083.76	473,765.47	87.2
EXPENDITURES					
RECREATION	535,766.23	535,766.23	841,743.23	305,977.00	63.7
POOL	463,271.51	463,271.51	615,022.76	151,751.25	75.3
PARK MAINTENANCE	1,452,644.02	1,452,644.02	1,777,473.83	324,829.81	81.7
PARKS CAPITAL	564,700.66	564,700.66	704,116.00	139,415.34	80.2
NON-DEPARTMENTAL	76,790.45	76,790.45	83,069.30	6,278.85	92.4
OPERATING TRANSFER OUT	225,000.00	225,000.00	300,000.00	75,000.00	75.0
	3,318,172.87	3,318,172.87	4,321,425.12	1,003,252.25	76.8
	(101,854.58)	(101,854.58)	(631,341.36)	(529,486.78)	(16.1)

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
WATER REVENUE	3,178,537.22	3,178,537.22	3,880,584.66	702,047.44	81.9
WATER RIGHTS REVENUE	16,824.38	16,824.38	225,000.00	208,175.62	7.5
CAPITAL REVENUE	269,653.35	269,653.35	150,000.00	(119,653.35)	179.8
WTP SALES & USE TAX REVENUES	2,278,321.79	2,278,321.79	2,847,456.49	569,134.70	80.0
	5,743,336.74	5,743,336.74	7,103,041.15	1,359,704.41	80.9
EXPENDITURES					
WATER O&H	1,630,119.86	1,630,119.86	2,585,141.67	955,021.81	63.1
WATER RIGHTS	14,680.78	14,680.78	69,000.00	54,319.22	21.3
WATER SYSTEM IMPROVEMENTS	1,407,964.35	1,407,964.35	2,875,000.00	1,467,035.65	49.0
WATER TREATMENT PLANT DEBT	1,443,838.56	1,443,838.56	1,443,838.00	(.56)	100.0
WATER TANK DEBT	56,611.27	56,611.27	338,610.00	281,998.73	16.7
	4,553,214.82	4,553,214.82	7,311,589.67	2,758,374.85	62.3
	1,190,121.92	1,190,121.92	(208,548.52)	(1,398,670.44)	570.7

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
WASTE WATER REVENUE	3,061,724.01	3,061,724.01	4,434,726.68	1,373,002.67	69.0
WASTEWATER SYS IMPROVE	209,745.78	209,745.78	150,000.00	(59,745.78)	139.8
	3,271,469.79	3,271,469.79	4,584,726.68	1,313,256.89	71.4
EXPENDITURES					
SEWER O&H	2,377,565.83	2,377,565.83	3,681,788.55	1,304,222.72	64.6
	2,377,565.83	2,377,565.83	3,681,788.55	1,304,222.72	64.6
	893,903.96	893,903.96	902,938.13	9,034.17	99.0

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
USER FEES	668,438.95	668,438.95	818,176.80	149,737.85	81.7
	668,438.95	668,438.95	818,176.80	149,737.85	81.7
EXPENDITURES					
SANITATION OPERATIONS	563,621.68	563,621.68	864,234.80	300,613.12	65.2
SANITATION TRANSFERS	1,500.00	1,500.00	2,000.00	500.00	75.0
	565,121.68	565,121.68	866,234.80	301,113.12	65.2
	103,317.27	103,317.27	(48,058.00)	(151,375.27)	215.0

CITY OF RIFLE
FUND SUMMARY
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CEMETERY PERPETUAL CARE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
PERPETUAL CARE	22,088.20	22,088.20	11,681.15	(10,407.05)	189.1
	22,088.20	22,088.20	11,681.15	(10,407.05)	189.1
EXPENDITURES					
DEPARTMENT 4422	.00	.00	5,000.00	5,000.00	.0
	.00	.00	5,000.00	5,000.00	.0
	22,088.20	22,088.20	6,681.15	(15,407.05)	330.6

FLEET MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTERDEPT REVENUE	546,806.94	546,806.94	600,181.41	53,374.47	91.1
	546,806.94	546,806.94	600,181.41	53,374.47	91.1
EXPENDITURES					
FLEET MAINTENANCE	329,122.47	329,122.47	466,323.64	137,201.17	70.6
CAPITAL	.00	.00	150,000.00	150,000.00	.0
	329,122.47	329,122.47	616,323.64	287,201.17	53.4
	217,684.47	217,684.47	(16,142.23)	(233,826.70)	1348.5

INFORMATION TECH MAINTENANCE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTERDEPT REVENUES	896,394.14	896,394.14	1,198,137.68	301,743.54	74.8
	896,394.14	896,394.14	1,198,137.68	301,743.54	74.8
EXPENDITURES					
I.T. MAINTENANCE	698,360.95	698,360.95	953,575.34	255,214.39	73.2
I.T. CAPITAL	154,887.16	154,887.16	189,500.00	34,612.84	81.7
	853,248.11	853,248.11	1,143,075.34	289,827.23	74.6
	43,146.03	43,146.03	55,062.34	11,916.31	78.4

City of Rifle
Sales Tax - 2023
Prior Year Comparison

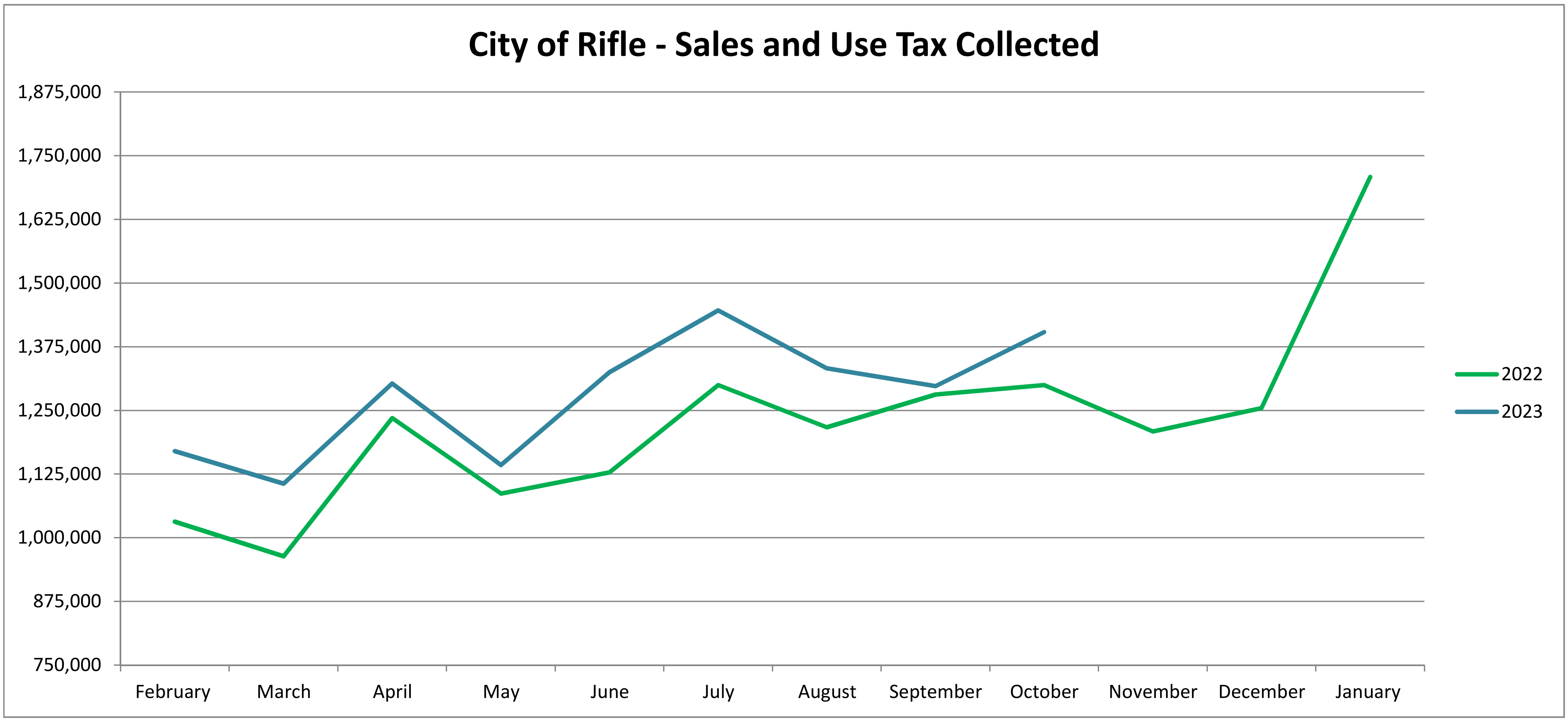
	February (for January Sales)				March (for February Sales)				April (for March Sales)				May (for April Sales)			
City Business	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff
BARS & RESTAURANTS	$ 99,135.66	$ 92,808.72	$ 6,326.94	6.82%	$ 95,653.51	$ 84,730.46	$ 10,923.05	12.89%	$ 111,720.01	$ 108,542.22	$ 3,177.79	2.93%	$ 118,564.37	$ 101,860.30	$ 16,704.07	16.40%
LEASING/MISC	41,388.67	36,591.86	4,796.81	13.11%	31,478.62	25,572.84	5,905.78	23.09%	41,191.34	39,673.76	1,517.58	3.83%	20,844.48	25,819.12	(4,974.64)	-19.27%
OIL & GAS	20,323.90	15,433.87	4,890.03	31.68%	23,693.46	11,717.95	11,975.51	102.20%	31,613.69	18,656.13	12,957.56	69.45%	17,456.44	12,319.53	5,136.91	41.70%
LODGING	35,524.98	26,711.41	8,813.57	33.00%	38,728.95	28,494.26	10,234.69	35.92%	43,212.77	38,900.40	4,312.37	11.09%	38,919.12	29,468.34	9,450.78	32.07%
LIQUOR STORES	21,895.89	20,729.02	1,166.87	5.63%	21,662.08	21,094.59	567.49	2.69%	23,366.97	23,190.00	176.97	0.76%	23,782.01	24,746.68	(964.67)	-3.90%
HVAC	1,327.35	1,091.82	235.53	21.57%	2,281.03	477.13	1,803.90	378.07%	827.31	706.40	120.91	17.12%	656.54	637.67	18.87	2.96%
HARDWARE	15,525.99	20,701.97	(5,175.98)	-25.00%	14,293.81	27,930.90	(13,637.09)	-48.82%	35,370.65	28,488.83	6,881.82	24.16%	17,226.35	22,547.25	(5,320.90)	-23.60%
GENERAL RETAIL	428,272.59	420,311.09	7,961.50	1.89%	385,237.84	365,993.22	19,244.62	5.26%	546,837.78	488,186.75	58,651.03	12.01%	459,456.22	452,190.48	7,265.74	1.61%
FOOD	165,010.94	143,055.81	21,955.13	15.35%	176,224.60	150,074.86	26,149.74	17.42%	180,266.54	156,296.74	23,969.80	15.34%	187,718.47	161,114.28	26,604.19	16.51%
EXCISE	9,452.69	6,891.49	2,561.20	37.16%	9,058.11	19,294.21	(10,236.10)	-53.05%	8,811.20	43,704.36	(34,893.16)	-79.84%	5,637.67	17,873.86	(12,236.19)	-68.46%
CONTRACTOR	1,088.80	587.00	501.80	85.49%	1,758.53	1,375.00	383.53	27.89%	1,694.03	3,183.44	(1,489.41)	-46.79%	1,733.77	1,650.00	83.77	5.08%
CAR PARTS & SALES	50,298.71	43,908.45	6,390.26	14.55%	51,435.29	46,871.83	4,563.46	9.74%	53,338.06	63,543.57	(10,205.51)	-16.06%	53,300.03	51,260.93	2,039.10	3.98%
UTILITIES	82,678.88	76,449.08	6,229.80	8.15%	56,133.75	53,797.80	2,335.95	4.34%	75,484.03	76,060.44	(576.41)	-0.76%	53,141.65	51,343.56	1,798.09	3.50%
MARIJUANA RETAIL	12,543.47	12,948.24	(404.77)	-3.13%	12,237.29	12,252.81	(15.52)	-0.13%	15,300.39	14,034.48	1,265.91	9.02%	18,799.44	13,742.07	5,057.37	36.80%
Total MuniRev	**$ 984,468.52**	**$ 918,219.83**	**$ 66,248.69**	**7.21%**	**$ 919,876.87**	**$ 849,677.86**	**$ 70,199.01**	**8.26%**	**$ 1,169,034.77**	**$ 1,103,167.52**	**$ 65,867.25**	**5.97%**	**$ 1,017,236.56**	**$ 966,574.07**	**$ 50,662.49**	**5.24%**
BUILDING USE TAX (Month Collected)	99,263.97	8,484.15	90,779.82	1069.99%	75,093.74	40,107.54	34,986.20	87.23%	21,606.17	10,421.81	11,184.36	107.32%	9,389.75	7,983.00	1,406.75	17.62%
MOTOR VEHICLE USE TAX (Month Collected)	86,255.66	104,916.47	(18,660.81)	-17.79%	111,247.04	73,997.25	37,249.79	50.34%	112,034.12	121,093.04	(9,058.92)	-7.48%	116,222.51	112,071.86	4,150.65	3.70%
Grand Total	**$ 1,169,988.15**	**$ 1,031,620.45**	**$ 138,367.70**	**13.41%**	**$ 1,106,217.65**	**$ 963,782.65**	**$ 142,435.00**	**14.78%**	**$ 1,302,675.06**	**$ 1,234,682.37**	**$ 67,992.69**	**5.51%**	**$ 1,142,848.82**	**$ 1,086,628.93**	**$ 56,219.89**	**5.17%**

	June (for May Sales)				July (for June Sales)				August (for July Sales)				September (for August Sales)			
City Business	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff
BARS & RESTAURANTS	$ 117,107.95	$ 112,933.11	$ 4,174.84	3.70%	$ 126,671.76	$ 107,863.54	$ 18,808.22	17.44%	$ 130,929.87	$ 119,307.04	$ 11,622.83	9.74%	$ 116,674.62	$ 121,225.59	$ (4,550.97)	-3.75%
LEASING/MISC	25,055.76	21,166.41	3,889.35	18.38%	30,773.47	29,978.46	795.01	2.65%	71,993.10	23,343.12	48,649.98	208.41%	28,766.31	28,800.85	(34.54)	-0.12%
OIL & GAS	23,238.03	25,752.53	(2,514.50)	-9.76%	19,287.51	22,624.84	(3,337.33)	-14.75%	16,615.91	19,620.43	(3,004.52)	-15.31%	21,692.24	30,534.58	(8,842.34)	-28.96%
LODGING	61,810.75	48,162.63	13,648.12	28.34%	82,538.08	63,721.01	18,817.07	29.53%	93,076.64	74,382.82	18,693.82	25.13%	79,520.98	64,192.59	15,328.39	23.88%
LIQUOR STORES	27,697.85	26,479.81	1,218.04	4.60%	28,057.81	27,417.01	640.80	2.34%	28,822.32	29,282.05	(459.73)	-1.57%	26,116.79	27,100.77	(983.98)	-3.63%
HVAC	721.73	561.69	160.04	28.49%	3,231.85	558.24	2,673.61	478.94%	1,228.44	443.05	785.39	177.27%	753.89	1,484.05	(730.16)	-49.20%
HARDWARE	25,896.70	21,321.15	4,575.55	21.46%	38,882.57	34,190.84	4,691.73	13.72%	19,160.77	19,684.42	(523.65)	-2.66%	18,080.75	24,436.98	(6,356.23)	-26.01%
GENERAL RETAIL	480,393.22	471,121.13	9,272.09	1.97%	629,988.60	553,635.83	76,352.77	13.79%	484,934.55	489,107.67	(4,173.12)	-0.85%	499,691.41	507,823.07	(8,131.66)	-1.60%
FOOD	201,062.58	168,978.13	32,084.45	18.99%	214,781.42	175,149.93	39,631.49	22.63%	210,520.93	171,856.18	38,664.75	22.50%	200,630.08	179,906.00	20,724.08	11.52%
EXCISE	2,309.27	9,722.67	(7,413.40)	-76.25%	8,917.96	9,566.99	(649.03)	-6.78%	5,823.42	7,753.92	(1,930.50)	-24.90%	5,550.02	14,697.41	(9,147.39)	-62.24%
CONTRACTOR	622.20	792.11	(169.91)	-21.45%	559.43	4,271.23	(3,711.80)	-86.90%	678.00	2,063.14	(1,385.14)	-67.14%	5,538.54	1,423.05	4,115.49	289.20%
CAR PARTS & SALES	52,978.12	52,445.48	532.64	1.02%	65,124.92	63,310.99	1,813.93	2.87%	59,435.49	48,669.63	10,765.86	22.12%	67,863.37	51,280.93	16,582.44	32.34%
UTILITIES	47,483.51	42,625.50	4,858.01	11.40%	47,611.85	51,201.33	(3,589.48)	-7.01%	43,428.72	51,658.39	(8,229.67)	-15.93%	58,405.39	54,048.64	4,356.75	8.06%
MARIJUANA RETAIL	19,871.93	13,987.02	5,884.91	42.07%	25,499.47	14,239.50	11,259.97	79.08%	24,286.37	14,717.97	9,568.40	65.01%	24,465.68	14,201.10	10,264.58	72.28%
Total MuniRev	**$ 1,086,249.60**	**$ 1,016,049.37**	**$ 70,200.23**	**6.91%**	**$ 1,321,926.70**	**$ 1,157,729.74**	**$ 164,196.96**	**14.18%**	**$ 1,190,934.53**	**$ 1,071,889.83**	**$ 119,044.70**	**11.11%**	**$ 1,153,750.07**	**$ 1,121,155.61**	**$ 32,594.46**	**2.91%**
BUILDING USE TAX (Month Collected)	88,372.18	12,846.46	75,525.72	587.91%	26,782.78	56,771.00	(29,988.22)	-52.82%	24,753.57	7,666.47	17,087.10	222.88%	13,025.84	25,801.70	(12,775.86)	-49.52%
MOTOR VEHICLE USE TAX (Month Collected)	150,212.33	99,208.16	51,004.17	51.41%	97,643.31	85,288.00	12,355.31	14.49%	117,077.59	137,136.49	(20,058.90)	-14.63%	130,653.27	134,240.44	(3,587.17)	-2.67%
Grand Total	**$ 1,324,834.11**	**$ 1,128,103.99**	**$ 196,730.12**	**17.44%**	**$ 1,446,352.79**	**$ 1,299,788.74**	**$ 146,564.05**	**11.28%**	**$ 1,332,765.69**	**$ 1,216,692.79**	**$ 116,072.90**	**9.54%**	**$ 1,297,429.18**	**$ 1,281,197.75**	**$ 16,231.43**	**1.27%**

City Business	October (for September Sales)				November (for October Sales)				December(for November Sales)				January (for December Sales)			
	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff	Total Amount 2023	Total Amount 2022	$ Diff	% Diff
BARS & RESTAURANTS	$ 122,226.13	$ 114,668.02	$ 7,558.11	6.59%		$ 117,272.30	$ (117,272.30)	-100.00%		$ 99,043.84	$ (99,043.84)	-100.00%		$ 103,312.28	$ (103,312.28)	-100.00%
LEASING/MISC	43,964.96	42,714.48	1,250.48	2.93%		25,754.72	(25,754.72)	-100.00%		23,808.44	(23,808.44)	-100.00%		48,038.84	(48,038.84)	-100.00%
OIL & GAS	25,033.79	28,919.26	(3,885.47)	-13.44%		24,565.80	(24,565.80)	-100.00%		30,297.60	(30,297.60)	-100.00%		43,932.68	(43,932.68)	-100.00%
LODGING	77,475.50	66,595.99	10,879.51	16.34%		59,235.61	(59,235.61)	-100.00%		41,997.41	(41,997.41)	-100.00%		35,371.74	(35,371.74)	-100.00%
LIQUOR STORES	22,654.23	27,734.73	(5,080.50)	-18.32%		26,156.13	(26,156.13)	-100.00%		24,730.71	(24,730.71)	-100.00%		31,823.02	(31,823.02)	-100.00%
HVAC	1,087.65	3,652.15	(2,564.50)	-70.22%		2,392.41	(2,392.41)	-100.00%		2,111.03	(2,111.03)	-100.00%		1,827.17	(1,827.17)	-100.00%
HARDWARE	31,828.47	35,338.15	(3,509.68)	-9.93%		20,418.35	(20,418.35)	-100.00%		22,437.02	(22,437.02)	-100.00%		56,248.46	(56,248.46)	-100.00%
GENERAL RETAIL	598,304.89	540,115.97	58,188.92	10.77%		488,014.15	(488,014.15)	-100.00%		527,486.23	(527,486.23)	-100.00%		720,079.83	(720,079.83)	-100.00%
FOOD	205,552.63	183,188.75	22,363.88	12.21%		171,729.46	(171,729.46)	-100.00%		184,421.27	(184,421.27)	-100.00%		311,245.86	(311,245.86)	-100.00%
EXCISE	27,917.98	5,627.17	22,290.81	396.13%		7,845.84	(7,845.84)	-100.00%		11,245.35	(11,245.35)	-100.00%		10,320.68	(10,320.68)	-100.00%
CONTRACTOR	1,720.97	1,741.23	(20.26)	-1.16%		6,281.19	(6,281.19)	-100.00%		4,877.90	(4,877.90)	-100.00%		3,010.64	(3,010.64)	-100.00%
CAR PARTS & SALES	57,060.43	55,453.05	1,607.38	2.90%		55,051.27	(55,051.27)	-100.00%		54,180.14	(54,180.14)	-100.00%		67,140.87	(67,140.87)	-100.00%
UTILITIES	45,370.59	56,833.40	(11,462.81)	-20.17%		51,090.35	(51,090.35)	-100.00%		53,743.22	(53,743.22)	-100.00%		79,484.94	(79,484.94)	-100.00%
MARIJUANA RETAIL	24,554.29	14,417.23	10,137.06	70.31%		14,571.72	(14,571.72)	-100.00%		11,760.99	(11,760.99)	-100.00%		12,016.23	(12,016.23)	-100.00%
Total MuniRev	**$ 1,284,752.51**	**$ 1,176,999.58**	**$ 107,752.93**	**9.15%**	**$ -**	**$ 1,070,379.30**	**$ (1,070,379.30)**	**-100.00%**	**$ -**	**$ 1,092,141.15**	**$ (1,092,141.15)**	**-100.00%**	**$ -**	**$ 1,523,853.24**	**$ (1,523,853.24)**	**-100.00%**
BUILDING USE TAX (Month Collected)	9,076.61	13,914.26	(4,837.65)	-34.77%		16,916.71	(16,916.71)	-100.00%		16,616.64	(16,616.64)	-100.00%		96,020.78	(96,020.78)	-100.00%
MOTOR VEHICLE USE TAX (Month Collected)	110,000.00	108,738.74	1,261.26	1.16%		121,494.90	(121,494.90)	-100.00%		145,822.95	(145,822.95)	-100.00%		88,273.67	(88,273.67)	-100.00%
Grand Total	**$ 1,403,829.12**	**$ 1,299,652.58**	**$ 104,176.54**	**8.02%**	**$ -**	**$ 1,208,790.91**	**$ (1,208,790.91)**	**-100.00%**	**$ -**	**$ 1,254,580.74**	**$ (1,254,580.74)**	**-100.00%**	**$ -**	**$ 1,708,147.69**	**$ (1,708,147.69)**	**-100.00%**

City Business	Year-to-Date			
	YTD 2023	YTD 2022	$ Diff	% Diff
BARS & RESTAURANTS	$ 1,038,683.88	$ 963,939.00	$ 74,744.88	7.75%
LEASING/MISC	$ 335,456.71	$ 273,660.90	61,795.81	22.58%
OIL & GAS	$ 198,954.97	$ 185,579.12	13,375.85	7.21%
LODGING	$ 550,807.77	$ 440,629.45	110,178.32	25.00%
LIQUOR STORES	$ 224,055.95	$ 227,774.66	(3,718.71)	-1.63%
HVAC	$ 12,115.79	$ 9,612.20	2,503.59	26.05%
HARDWARE	$ 216,266.06	$ 234,640.49	(18,374.43)	-7.83%
GENERAL RETAIL	$ 4,513,117.10	$ 4,288,485.21	224,631.89	5.24%
FOOD	$ 1,741,768.19	$ 1,489,620.68	252,147.51	16.93%
EXCISE	$ 83,478.32	$ 135,132.08	(51,653.76)	-38.22%
CONTRACTOR	$ 15,394.27	$ 17,086.20	(1,691.93)	-9.90%
CAR PARTS & SALES	$ 510,834.42	$ 476,744.86	34,089.56	7.15%
UTILITIES	$ 509,738.37	$ 514,018.14	(4,279.77)	-0.83%
MARIJUANA RETAIL	$ 177,558.33	$ 124,540.42	53,017.91	42.57%
Total MuniRev	**$ 10,128,230.13**	**$ 9,381,463.41**	**$ 746,766.72**	**7.96%**
BUILDING USE TAX (Month Collected)	$ 367,364.61	$ 183,996.39	183,368.22	99.66%
MOTOR VEHICLE USE TAX (Month Collected)	$ 1,031,345.83	$ 976,690.45	54,655.38	5.60%
Grand Total	**$ 11,526,940.57**	**$ 10,542,150.25**	**$ 984,790.32**	**9.34%**

Month	2023	2022	% Change	
February	$ 1,169,988.15	$ 1,031,620.45	13.41%	
March	1,106,217.65	963,782.65	14.78%	
April	1,302,675.06	1,234,682.37	5.51%	
May	1,142,848.82	1,086,628.93	5.17%	
June	1,324,834.11	1,128,103.99	17.44%	
July	1,446,352.79	1,299,788.74	11.28%	
August	1,332,765.69	1,216,692.79	9.54%	
September	1,297,429.18	1,281,197.75	1.27%	
October	1,403,829.12	1,299,652.58	8.02%	9.34% YTD
November		1,208,790.91	-100.00%	
December		1,254,580.74	-100.00%	
January		1,708,147.69	-100.00%	
TOTAL	$ 11,526,940.57	$ 14,713,669.59	-21.66%	



City of Rifle
Investment Portfolio Report @ 9/30/2023

Investment Type	Holding Institution	CRA Rating	Book Value/Cost Basis	Market Value	% of total Portfolio	Annual Percentage Yield (APY)	Maturity date	Maturity < 1 Year	Maturity > 1 Year	Month to Date Earnings	Year to Date Earnings	Unrealized Gain (Loss)
U. S. Agency Bonds												
Federal Home Loan Bank Bond	Charles Schwab	AA+	$ 1,590,000.00	$ 1,580,520.42	3.13%	2.26349%	12/8/2023	$ 1,580,520.42		$ -	$ 17,887.50	$ (9,479.58)
Federal Home Loan	Charles Schwab	AA+	4,500,000.00	4,410,643.50	8.72%	4.43812%	9/19/2025		4,410,643.50	97,875.00	195,750.00	(89,356.50)
Federal Home Loan Bank Bond	Charles Schwab	AA+	1,895,000.00	1,853,715.53	3.67%	4.39576%	9/30/2025		1,853,715.53	-	40,742.50	(41,284.47)
Total U. S. Agency Bonds			$ 7,985,000.00	$ 7,844,879.45	15.52%			$ 1,580,520.42	$ 6,264,359.03	$ 97,875.00	$ 254,380.00	$ (140,120.55)
U. S. Treasury Securities												
U. S. Treasury Note	Charles Schwab	AA+	$ 2,095,000.00	$ 2,003,998.44	3.96%	1.82946%	12/31/2024		$ 2,003,998.44	$ -	$ 36,662.50	$ (91,001.56)
Total U. S. Treasury Securities			$ 2,095,000.00	$ 2,003,998.44	3.96%			$ -	$ 2,003,998.44	$ -	$ 36,662.50	$ (91,001.56)
Certificates of Deposit (CD)												
American National Bank	ANB		$ 206,795.03	$ 206,795.03	0.41%	2.20000%	12/11/2023	$ 206,795.03		$ 1,140.40	$ 3,377.98	$ -
Bank of Colorado	Bank of Colorado		768,597.41	768,597.41	1.52%	0.10000%	1/14/2024	768,597.41			574.58	-
Total CD			$ 975,392.44	$ 975,392.44	1.93%			$ 975,392.44	$ -	$ 1,140.40	$ 3,952.56	$ -
Money Market Funds (MMF)												
Public Fund Money Market	Alpine		$ 8,507,600.56	$ 8,507,600.56	16.83%	5.45000%	*n/a*			$ 38,440.37	$ 148,386.29	$ -
Charles Schwab	Charles Schwab		2,836,676.68	2,836,676.68	5.61%	0.45000%	*n/a*			1,044.20	36,253.49	-
American National Bank	ANB		1,622,834.56	1,622,834.56	3.21%	2.02000%	*n/a*			2,574.66	17,534.95	-
Bank of Colorado	Bank of Colorado		278,349.55	278,349.55	0.55%	0.60000%	*n/a*			132.69	1,246.63	-
Total Money Market Accounts			$ 13,245,461.35	$ 13,245,461.35	26.20%			$ -	$ -	$ 42,191.92	$ 203,421.36	$ -
Local Government Investment Pool (LGIP)												
ColoTrust Prime	ColoTrust	AAAm[1]	$ 3,323,809.38	$ 3,323,809.38	6.58%	5.16650%	*n/a*			$ 14,086.14	$ 116,055.27	$ -
ColoTrust Edge LT	ColoTrust	AAAm[1]	6,295,388.99	6,295,388.99	12.45%	5.44800%	*n/a*			28,064.73	222,954.79	-
ColoTrust Edge ARPA	ColoTrust	AAAm[1]	2,562,778.64	2,562,778.64	5.07%	5.44800%	*n/a*			11,424.82	90,782.27	-
CSAFE-General	CSAFE	AAAmmf[2]	2,755,363.97	2,755,363.97	5.45%	5.44000%	*n/a*			12,292.53	101,477.84	-
CSAFE-CORE LT	CSAFE	AAAmmf[2]	11,545,065.46	11,545,065.46	22.84%	5.48000%	*n/a*			51,934.90	431,804.38	-
												-
Total Local Government Investment Pool			$ 26,482,406.44	$ 26,482,406.44	52.39%			$ -	$ -	$ 117,803.12	$ 963,074.55	$ -
Total All Accounts			**$ 50,783,260.23**	**$ 50,552,138.12**	**100.00%**			**$ 2,555,912.86**	**$ 8,268,357.47**	**$ 259,010.44**	**$ 1,461,490.97**	**$ (231,122.11)**

Note - [1] S&P Global Rating of Principal Stability Fund Rating (PSFR)- AAAm = Extremely Strong capacity to maintain principal stability and limit exposure to losses & credit risk

Note - [2] Fitch Rating of Money Market Fund (MMF) - AAAmmf = Extremely Strong capacity to maintain principal stability and limit exposure to losses & credit risk

CITY OF RIFLE
AGENDA ITEM REPORT
MEETING DATE: November 8, 2023

Agenda Item #b.

Agenda Item Name:
Discuss City of Rifle Personnel Manual - 2023 Edition

Presenter:
Danielle Hogan, HR Manager

Item Description:
Discuss City of Rifle Personnel Manual - 2023 Edition

Recommended Action:
Discussion only. A motion will be requested as part of the Regular Agenda Item.

Fiscal Impact:
N/A

Operational Impact:
N/A

Prior Board Motions:
N/A

Background Information:
Council has previously approved required Personnel Manual changes via motion

Executive Summary:
See memo attached

Notification Requirements:
N/A

Prepared By:
Alexis Ramirez, Deputy City Clerk

Attachments:
1. Memo of Changes to Personnel Manual 2023 WS
2. 2023 Personnel Manual FINAL

To: Mayor and City Council
From: Tommy Klein, City Manager & Danielle Hogan, HR Manager
Date: Thursday, October 26, 2023
Subject: Memo of Changes to the 2023 Personnel Manual

List of new policies added to the 2023 Personnel Manual:

- Clarified "At Will" Introduction statement in the beginning of manual.
- 1.2 ADA & Religious Accommodations Policy – to follow employment law.
- 1.3 Pregnancy Accommodations - as required by updated employment law.
- 5.10 Benefits Overview – included a more complete overview of the City's benefit package.
- 5.12 Colorado Secure Savings Program – included a policy to address this new state program and how it relates to staff.
- 6.4 Colorado Family & Medical Leave Insurance Program (CO Family) – added due to new state law.
- 10.1 Civility in the Workplace – added to more clearly define conduct expectations in the workplace for conduct that does not reach the level as defined in the harassment policy.
- 10.4 Confidential Information – added to address these issues employees encounter during their employment with the City.
- 10.5 Conflicts of Interest Policy – added as there was previously not a policy that addressed these issues.
- 10.6 Whistleblower Policy – added as required by updated employment law.
- 10.8 Accommodations for Nursing Mothers – required to be added due to new employment law.
- 10.16 Video Surveillance Policy – added because there are now security cameras installed in public areas of many City Facilities and we needed to notify employees.
- 10.17 Closure of City Facilities Policy – added because we have had the business need to close some City facilities in the past few years and had no policy guiding this closure.
- 17 Political Activity – added to address these situations in the employment environment.
- 18 Inspections – added to allow searches when necessary.

List of significant edits to current policies added to the 2023 Personnel Manual:

- 1.6 Complaint Procedure – required edits to complaint procedure for harassment due to changes in legislation.
- 2.1 Application for Vacancies – required edits to add notification of successful candidate due to changes in legislation requirements.
- 2.3 Nepotism Policy – changed policy to be more in line with other municipal organization's nepotism policies; clarifying that no family members may work for the City of employees who perform Human Resource functions or payroll functions for the City, and retaining the prior restrictions of supervision of related persons and any financial/budgetary oversight of related persons.
- 6.1 Floating Holiday/PD Floating Holiday Leave and 6.2 Vacation Leave policies updated to accurately reflect current practice and be compliant with court interpretation of employment law regarding paid leave.
- 6.3.2 Paid Sick & Exigency Leave – Updated reasons of sick leave usage to include expanded reasons for use by new state law.
- 10.11 Use of Tobacco Products – included vaping in list of products and updated required restrictions for smoking according to state law.
- 14.5 Reimbursement Expenses – summarized reimbursement of expenses, procedures moved to Operational Manual.
- 16 Social Media Policy – updated aspects of social media policy to align with freedom of speech and protected activity legally permitted to employees.

List of removed policies in the 2023 Personnel Manual:

- Removed most of the procedural aspects of policies in the Personnel Manual; these were added to the Operations Manual.
- Section 5.6.3 Deductions for Property Not Returned at the Time of Termination because it was no longer allowed as stated by employment laws.
- Section 6.3.7 Automatic Sick Leave Conversion because this was no longer current practice.
- Section 10.11 Recording of Work Conversations Policy – as Colorado allows this and only one person needs to know the conversation is being recorded.

November 16, 2023

Adopted by the City Council November 15, 2023

City of Rifle
Personnel Manual

IMPORTANT NOTICE (AT-WILL)

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE CITY AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE CITY'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

NEITHER THE EMPLOYEE NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF RIFLE (THE CITY) IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF THE CITY OF RIFLE, OTHER THAN THE ELECTED OFFICIAL OR AGENCY HEAD, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE ELECTED OFFICIAL OR AGENCY HEAD AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE CITY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE CITY OF RIFLE. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT.

CITY OF RIFLE PERSONNEL MANUAL

Table of Contents

DEFINITIONS

The following definitions apply whenever these words and phrases are used in this manual, unless the context clearly indicates otherwise:

Appointing Authority - means the City Manager or the City Manager's designee.

Charter - means the City of Rifle City Charter as found in the Rifle Municipal Code.

Department Head - an individual who oversees a department

FLSA or Fair Labor Standards Act - means the Fair Labor Standards Act, 29 USC 201 et seq., as amended from time to time.

FMLA or Family and Medical Leave Act - means the Family and Medical Leave Act, 5 USC 6382 et seq., as amended from time to time.

Immediate Family - except as otherwise defined herein, consists of the mother, father, sister, brother, spouse, partner (through a civil union or domestic partnership), son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren, and grandparents of the employee, or relatives who live with the employee during the time that they are employed by the City.

1 DISCRIMINATION AND HARASSMENT PROHIBITION

1.1 Equal Employment Opportunity

It is the policy of the City of Rifle to prohibit unlawful discrimination or harassment against employees or job applicants on the basis of race, including traits historically associated with race, such as hair texture and length, protective hairstyles, color, religion or creed, sex sexual orientation, gender, gender identity or expression, marital status, national origin or ancestry, age, disability, military status, genetic information, or any other status protected by applicable state or local law.

This policy does not add to any rights that employees may be entitled to by law. Further, employment with the City may be terminated at any time, with or without cause, and with or without notice.

1.2 ADA and Religious Accommodation

The City will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or cause a direct threat to health or safety. The City will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the City.

1.3 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.
Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the City will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the City's business operations.

The City may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Director.

The City will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

1.4 EEO Harassment

The City of Rifle is committed to maintaining a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms.

Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

1.5 Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the City believes it warrants separate emphasis.

The City strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct or communication is used as the basis for decisions affecting an individual's employment.
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit conduct or communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

1.6 Complaint Procedure

The City of Rifle has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The City takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The City also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The City therefore expects employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Any employee who witnesses or believes they have experienced any act or acts of sexual harassment or any other unlawful harassment or discrimination shall report such behavior, preferably in writing, immediately to the Department Head, the Human Resource Director or designee, or the City Manager. In cases involving the City Manager, the Mayor should be notified. Supervisors and Department Heads who knowingly allow or tolerate unlawful harassment, discrimination or retaliation, including the failure to report such misconduct pursuant to this policy, are in violation of this policy and subject to discipline up to and including termination.

The Human Resources Director or designee, the Department Head or the City Manager will investigate the matter and take corrective action.

An investigation shall be made into all complaints. Employees must cooperate fully with the City's investigation and provide honest and complete responses. During such investigation, the City will take all reasonable precautions to safeguard the privacy of both the complainant and the alleged harasser to the extent it is feasible. If deemed necessary and in the sole discretion of the City, an outside investigator may be retained to undertake any investigation and make appropriate recommendations. The employee making the report will be notified of the results of the investigation.

If the investigation determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

An employee who honestly and in good faith reports unlawful harassment and discrimination or assists in a complaint investigation will not suffer retaliation or discipline as a result of using this complaint process. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. Complaints will receive prompt attention and appropriate action will be taken against any employee who is found to violate this policy. The issue of whether harassment has occurred requires a factual determination based on all the evidence received. Dishonestly or maliciously reporting false information is against policy and may result in discipline or termination.

1.7 Equal Pay Policy

The City will not pay an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel if the travel is a regular and necessary condition of the work performed. An employee who believes their compensation does not comply with this policy should follow the Complaint Procedure outlined in section 1.6.

The City will not rely on a prior wage rate to determine a wage rate; discharge or retaliate against an employee for actions by an employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an employee for inquiring about, disclosing, or discussing the employee's wage rate.

1.8 Equal Employment Opportunity Officer

The Human Resource Director or their designee shall serve as the equal employment opportunity officer to carry out the City's equal employment opportunity policy.

2 EMPLOYMENT PRACTICES

2.1 Application for Vacancies

Whenever a job vacancy occurs, it shall be filled with the most qualified applicant available. To the extent permitted by law, if two equally qualified applicants apply for a City position, preference may be given to a City employee, a City resident, or a veteran of the U.S. Armed Forces.

Vacancies in positions are encouraged to be filled by qualified City employees. In each case, a determination will be made as to whether an open competitive examination or a promotional examination would best serve the interests of the City.

2.2 Promotions

Promotional opportunities may be made available within the City.

In considering an employee for promotion, we evaluate the individual's experience, education, training, work record, attendance, and length of service, among other factors.

Good performance and higher education may help broaden your promotional opportunities. Notify the Human Resources Department of training, courses completed, and degrees earned.

2.3 Nepotism Policy

A relative or significant other of an employee may not be considered for regular employment by the City in circumstances where:

- Related persons would directly or indirectly supervisor the other;
- Related persons would be involved in decisions related to evaluating job performance, disciplinary action, salary adjustments, promotions or other budgetary or financial decisions;
- One would audit, verify, receive, or be entrusted with monies received or handled by the other.
- Related persons would have access to confidential information including payroll and personnel records.

For the purposes of this policy, relatives are described as: spouse/partner, child, parent, brother, sister, grandparent, grandchild, in-law, foster children/siblings, or other relative who resides in the same household as the employee.

Unless otherwise authorized by the City Manager, if City employees become relatives after employment by the City, and any of the circumstances exist, or would exist, as described above, one of the related employees shall transfer to another opening in another division or department, provided an opening exists for which the employee is qualified, or be separated from employment within 90 days from the date the employees become related. The affected employees may choose the one to be transferred or separated, but, if no agreement can be reached, the City Manager shall decide.

Exceptions to this policy may be considered and approved by the City Manager if the necessary services cannot reasonably be provided by another employee or applicant.

This policy shall not be applicable to the employment of seasonal or part-time non-benefit eligible employees.

2.4 Residency

Some positions require residency within Rifle City limits. These positions are identified in the Rifle City Charter and/or the job description for the position.

2.5 Essential Personnel

Emergency situations may arise that dictate which City employees will be designated as "Essential Personnel." Emergencies can be caused by such developments as heavy snow or severe icing conditions, floods, earthquakes, or other natural disasters; air pollution; massive power failure; major fires; or epidemics. Significant emergency situations of the scope and impact reflected in this guideline will be the subject of public declaration of emergency or disaster by appropriate State or local authority.

The designation of Essential Personnel may be outlined in an employee's Job Description. These Personnel are required to report for duty during emergencies. Additionally, Essential Personnel are required to have a Family Care Plan that will describe how the employee's family will be cared for in the event of their absence from the home during the emergency.

2.6 Reduction in Force/Recall

An employee may be subject to involuntary separation through a layoff or reduction in force. Such separation may be due to factors such as shortage of funds, elimination of position, or lack of work, reorganization, curtailment of operations or programs or other circumstances in the City's best interest. Work hours for some or all positions may also be adjusted in lieu of or in addition to layoffs if City circumstances warrant such action as determined by the City Manager.

Layoff and reduction in force decisions will be based on skills, knowledge, and abilities necessary to continue ongoing work. In such cases, affected employees are given as much notice as practical. There is no City appeal process for decisions regarding layoffs and reductions in force.

2.7 Separation

If you desire to end your employment relationship with the City, we ask that you notify us as soon as possible of the intent to separation. Notice generally allows sufficient time to transfer work, cover shifts, return City property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the City so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

2.7.1 Final Paycheck

Employees will receive their final paycheck on the City's next scheduled payday.

2.8 Personnel Records

The City of Rifle shall maintain information on each employee pertinent to their employment and shall retain all personnel records of City employees in accordance with State law. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee.

Notify the Human Resources Department immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the City.

An employee, the employee's Department Head, the City Manager, the City Attorney, or a former employee or their designated representative may examine the employee's personnel file during regular business hours. Designation of a representative shall be in writing, witnessed, and signed by the employee or former employee, and filed with the Personnel Department, before the representative may examine the file.

No documents shall be copied from a personnel record, except as required by the Open Records Act, without a written request from the employee designating the documents to be released and the person or entity to which the release is to be made and indemnifying and holding harmless the City from any liability, claims, and demands resulting from such release.

Medical records obtained by the City containing or regarding the genetic information or medical condition or history of an employee shall be kept in a secured medical file separate from the personnel file and shall be treated as a confidential medical record.

2.9 Verification of Employment

To ensure that consistent and only need-to-know information is provided, all verification of current or former employment is made through the Human Resource Director or their designee.

Upon reasonable request, the Human Resources Department may verify to prospective employers of a present or former employee the dates of such individual's employment with the City and the latest or last position title held. No other information concerning an employee shall be released to any prospective employer, collection agency, credit bureau, or any other person or entity, unless the employee has designated the same as their representative in accordance with the above paragraph.

3 Employee Classifications

Employees of the City are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the City's group health plan. Eligibility for participation in the City's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the City's group health plan, please contact Human Resources. The following classifications are used throughout this Handbook.

3.1 Temporary

A temporary employee is defined as a person employed either on a part- or full-time basis in a job which has been established for a specific period of time or for the duration of a specific project or group of assignments. The duration of a temporary position cannot exceed a total hours worked of 1,559 annually. A temporary employee is not eligible for employee benefits with the exception of sick leave as set forth in Section 6.3, nor may they exercise appeals rights.

3.2 Seasonal

A seasonal employee is defined as a person employed either on a part- or full-time basis, in a job which has been established annually for specific dates and is employed only between these specific dates. The duration of a seasonal position cannot extend outside of the established Seasonal Dates or exceed a total hours worked of 1,559 for the duration of the season. A seasonal employee is not eligible for employee benefits with the exception of sick leave as set forth in Section 6.3, nor may they exercise appeals rights.

3.3 Part-time with Benefits

A part-time with benefits employee is defined as a person regularly scheduled to work more than 30 but less than 40 hours per week. A part-time with benefits employee is eligible for full employee insurance benefits, appeal rights, retirement benefits as per Plan Document for Pare-time with Benefits employees and leave program as outlined in Section 6.

3.4 Part-time without Benefits

A part-time without benefits employee is defined as a person regularly scheduled to work no more than 29 hours per week. A part-time without benefits employee is not eligible for employee benefits with the exception of sick leave as set forth in Section 6.3, nor may they exercise appeals rights.

3.5 Full-time

A full-time employee is defined as a person employed in a position which requires at least 40 hours worked per week. A full-time employee is eligible to participate in all employee benefit and leave programs.

3.6 Full-time Sworn Non-exempt Law Enforcement Officers

A full-time sworn non-exempt law enforcement officer is defined as a Colorado POST Certified person employed in a sworn position and normally requires at least 84 hours per 14-day work period (see also Section 4.2). A full-time sworn non-exempt law enforcement officer is eligible to participate in all employee benefit and leave programs, with specifications outlined in section 6.1.

3.7 Exempt Positions

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Exempt employees are expected to work their established workweek or utilize leave. An exempt employee is not entitled to overtime compensation either in cash or in compensatory time. An exempt employee's duties will, at times, require absence from the office, attendance at night meetings and work in excess of their normal workweek.

An exempt employee shall generally be present during business hours.

3.7.1 Exempt Employee - Partial Day Absence

As a public entity, the City has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted the pay will be docked from the employee's salary.

3.7.2 Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The City is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

It is expected that exempt employees will work a minimum of 40 hours per week and may work over forty (40) hours in a week due to the needs of the City. As the City offers exempt employees paid leave, all exempt employees are required to track vacation or sick leave usage and report usage on timesheets.

3.8 Non-exempt Positions

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of 40 hours per workweek (excluding duty free meal periods).

4 EMPLOYMENT CONDITIONS

4.1 Attendance

The City offers full municipal service to citizens and visitors. In order to do this in a tradition of high quality, our departments must be fully staffed. Employees are expected to arrive at work on time according to their established work schedule. Regular attendance is considered an essential function and is necessary for the efficient operation of the City. If it is necessary for employees to be absent from work due to illness, injury, emergency situations or if arriving late they must contact their supervisor/manager as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable. Vacation must be pre-approved by the supervisor as per policy (see Section 6.2 Vacation). Regular or consistent absences with no advance notice or that are unscheduled and not approved are not acceptable. Absenteeism detracts from service and causes an undue burden for those employees who must fill in for absent employees. Absenteeism will not be tolerated.

4.2 Work Schedule

Departments shall observe working hours as necessary to perform the services required.

The normal work week begins at 12:01 a.m. Sunday, and runs through 12:00 a.m. midnight on the following Saturday. The standard work schedule for full-time employees is forty (40) hours within the seven-day period described. Normal working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, the workweek and working hours may be left to department discretion, with the approval of the City Manager.

The Police Department operates 24 hours a day, 7 days a week. The standard work schedule for sworn law enforcement officers is 84 hours within a 14-day work period. Overtime is paid after 86 hours worked in the work period. Shift assignments and work periods shall be established by the Police Chief as set forth in the Police Department's policies. Meal periods will be counted as time worked only if officers are available for assignments as required during meal periods.

4.2.1 Rest Periods

At the supervisor's discretion, employees working four consecutive hours may be granted one (1) paid 15- minute break during every four-hour period if it does not disrupt workflow. Breaks not taken may not be accumulated or used at the beginning or end of the day or in conjunction with meal periods. The rest period should be granted near the middle of each four (4) hour shift whenever this is feasible. Rest periods shall be taken on or near the premises of the work site.

4.2.2 Meal Period

With the exception of sworn non-exempt law enforcement officers, all full-time employees shall be granted a minimum of a 30 minute up to a 60 minute non-paid, duty free, meal period during each eight (8) hour work shift. Department supervisors should see to it that employees have the opportunity to take scheduled lunch breaks, be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal and will be compensated for time worked.

4.3 Job Duties

Job descriptions are meant to be general outlines of duties performed and specific requirements of skills and abilities needed to perform the position; they are descriptive. The City reserves the right to change an employee's job duties at any time. An employee who feels that their responsibilities have grown substantially should discuss the new duties with the Department Head, Human Resources and the City Manager. Classification upgrades and pay increases are subject to the annual budgeting and appropriation process.

5 SALARY ADMINISTRATION AND BENEFITS

5.1 Paydays

Payday occurs every other Friday. Time sheets must be turned in to their Department Head by 8:00 a.m. the Monday before payday. The Department Head must then turn in the time sheets to Payroll by 12:00 noon the Monday before payday.

On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through contacting the Human Resource department.

We deposit paychecks automatically into employees' bank accounts. Upon hire, we gather this information from each employee.

5.2 Timesheets

Non-exempt employees will accurately record on timesheets, or through electronic timekeeping program, the time they begin and end their work as well as the total number of hours worked during the day. They must record the beginning and ending time of any duty-free lunch break or departure from work for personal reasons. Notify your supervisor immediately, if you lunch is shorter than 30 minutes or if your lunch is interrupted by work. Completed time sheets for the pay period will be signed/approved by both the employee and supervisor. Altering, falsifying, tampering with timesheets, or recording time on another employee's timesheet is prohibited and will not be tolerated.

Exempt employees are required to turn in a timesheet reflecting all vacation, sick or floating holiday leave taken during the pay period. Leave must be approved by the employee's supervisor prior to use. Taking sick time, vacation or floating holiday leave without recording will not be tolerated.

These records are the only ones used by the City to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the City if they find a discrepancy between the City's records and their records. Employees should contact Human Resources with any questions about how their pay is calculated.

5.3 Call Back

If an employee's position is considered "non-exempt" and they are officially called back to work after departing from their regularly scheduled shift, the employee will be credited for the actual hours worked. Call-back hours will be counted as hours worked for the purposes of determining overtime during the work period. Workers who are called back to work on a holiday will be compensated for those hours in accordance with the holiday work policies.

5.4 Stand-by

Some "non-exempt" employees may be expected to be on stand-by for some periods of time. Stand-by may be required for, but not limited to, law enforcement, snow removal, parks maintenance, and water and sewer personnel. Stand-by classification is based on the following three-tiered system:

Level	Response Time	Compensation*
Level 1	< 10 minutes	20%
Level 2	< 30 minutes	10%
Level 3	< 120 minutes	5%

* in percentage of hours on stand-by

All levels of stand-by require "reliable communication." Reliable communication refers to communication by radio, pager, or cell phone. Stand-by compensation in the form of straight time is based on the percentage of hours on stand-by duty. For example, if an employee is on Level 1 stand-by for an 8-hour period, 1.6 hours of straight time will be awarded (20% of 8 hours equals 1.6 hours).

Employees on stand-by are expected to be able to perform their job in a competent manner if called in. If called back while on stand-by, the call back provision will apply in addition to applicable straight time. Any stand-by time must be specifically authorized ahead of time by the Department Head and must be noted on time sheets. Stand-by duty is not considered overtime work and is not used to calculate overtime compensation, except to the extent that the employee is actually called into work while on stand-by duty.

5.5 Computation of Overtime

With the exception of sworn law enforcement officers who are partially exempt from overtime under the FLSA and are subject to the Police Department's overtime policies, overtime work is defined as work in excess of the normal 40-hour-per-week work schedule in a given work period, subject to prior approval of the Supervisor. The intent is that overtime is to meet emergency response or the highest priority work which cannot be accomplished during normally scheduled hours.

Only non-exempt personnel will receive overtime compensation for hours worked over forty (40) per week.

Overtime will be calculated at 1.5 times the actual time worked and paid as overtime pay subject to the provisions of this manual. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Sunday, and runs through 12:00 a.m. midnight on the following Saturday. The 40-hours threshold is based on actual hours worked in the week. The following types of leave will not be considered time worked when calculating overtime: vacation, holidays, including floating holidays (PD Floating Holidays), sick leave, funeral leave, jury leave, and administrative leave, or military duty.

All overtime must be approved in advance by the employee's Department Head. If an emergency arises that requires the employee to remain at work beyond the employee's regular schedule and it is not possible to get the time pre-approved, the employee must report the extra time worked to the Department Head by the next workday. Working overtime without authorization or an emergency situation by non-exempt personnel will not be tolerated.

5.5.1 Adjusting the Work-week Schedule

Supervisors may make adjustments to the employee's scheduled work week to avoid the accumulation of unnecessary overtime. Employees may not adjust their schedules without the direction and approval of their supervisor.

For example, if an employee's regular schedule is:

Mon	Tue	Wed	Thur	Fri
8	8	8	8	8

but the employee actually works, for an approved reason,

Mon	Tue	Wed	Thur
8	12	10	10

the supervisor may tell the employee not to report on Friday as they have accumulated 40 hours by Thursday. In this case, the employee would receive no overtime.

5.6 Pay Advances

No "advances" on paychecks shall be made by the City.

5.7 Wage Deductions

5.7.1 Required Deductions

The City shall automatically take the legally required deductions (e.g., FICA, income tax withholdings) from employees' gross wages. Deductions for insurance premiums, and other benefits shall require the prior written authorization from the employee, except in cases of court order or where otherwise permitted by law.

5.7.2 Exempt Employee Partial Day Absence

As a public entity, the City has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted or the employee is granted use of leave without pay, the pay will be docked from the employee's salary.

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any pay period in which they perform work. Exceptions to this general rule include:

1) Exempt employees who are absent for a full day for personal reasons or because of sickness or disability need not be paid for that day once they have exhausted all applicable paid leave benefits.

2) Exempt employees who take leave under the Family Medical Leave Act (if it applies) will not be paid for that time unless they have accrued benefits under applicable paid leave benefits. Their pay will be reduced by the hours missed even if it is less than a full day.

3) Exempt employees who are absent from work for temporary military leave will have their pay reduced by the amount of payment they receive in the form of military pay (not including reimbursement of expenses). Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work for the City in a given pay period.

4) Exempt employees may be suspended without pay for violating workplace conduct policies, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. "Workplace conduct" policies are related to misconduct in the workplace, like engaging in prohibited discrimination and harassment, dishonesty, falsification of records. "Workplace conduct" does not include performance or attendance deficiencies.

5) Exempt employees who work less than 40 hours during their first or last workweek of employment will be paid a proportionate part of their full salary for the time actually worked.

The City will not make deductions from an exempt employee's pay which are prohibited by the FLSA. The City will reimburse any exempt employee whose pay is reduced in violation of this policy and who reports the improper deduction. Improper deductions must be reported immediately by the employee to the Human Resources Department.

5.8 Reporting Errors in Pay

An employee who believes that the City failed to properly compensate them for all hours worked or for any paid leave, must report this error to the Human Resources Department immediately. Reporting must be in writing, dated, and signed by the employee to avoid any miscommunication. This applies to improper deductions from salary, failure to pay overtime rate when applicable, missed hours and other errors resulting in under-compensation. It also applies to errors that result in over-compensation. Employees also must notify Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The City will not tolerate retaliation against employees for making a report or participating in an investigation.

5.9 Vacation Cash-Out

An employee may request and receive payment with the approval and in the sole discretion of the Department Head in exchange for accrued vacation leave, so long as forty (40) hours of accrued vacation remain for the benefit of the employee. The maximum number of vacation hours that may be exchanged is eighty (80) hours annually. Disbursements will only be made in accordance with the City's payroll calendar, and separate checks are not allowed. Vacation cash-outs are irrevocable; once cashed out, the vacation hours cannot be bought back. Vacation cash-outs are paid at the full wage of the employee's regular position.

5.10 Benefits Overview

As part of its compensation strategy, the City offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The

City complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the City are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the City's discretion as permitted by law. The City and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

Employees will have an opportunity to make changes to their benefit selections during the City's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

The City currently offers these plans:

Medical Insurance Plan - helps pay covered medical expenses for you and eligible family members.

Dental Insurance Plan - provides you and your eligible dependents dental coverage at group rates.

Vision Insurance Plan – provides you and your eligible dependents vision coverage at group rates.

Flexible Spending Accounts (FSAs) - allows employees to use pre-tax dollars to pay for eligible health care-related expenses, such as health and dental insurance premiums, co-payments and deductibles, and to be reimbursed for eligible dependent care expenses, such as dependent adult day care, nursery and preschool programs.

Life Insurance Plan - provides certain insurance coverage at group rates.

Accidental Death and Dismemberment (AD&D) Insurance Plan - provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.

Employee Assistance Program (EAP) – program designed to help alleviate workplace issues due to mental health, substance abuse, personal and workplace issues.

Retirement Plan – the City provides voluntary and involuntary retirement plans to employees. These include a 401(a), 457(b) and PD Money Purchase Plan. The City provides contributions to the plans according to the plan documents. The option for employees to contribute additional funds to the plan are outlined in plan documents.

- Employee participation not optional in the 401(a) and the PD Money Purchase Plan
- Employee participation is optional in the 457(b) Plan

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Human Resource Department.

5.11 Health Care Benefits

Full-time and part-time with benefits employees are eligible to participate in the current health insurance plans and benefits package offered by the City of Rifle.

Employees hired after the beginning of a fiscal year will receive a contribution to their HRA or HSA accounts at the next full quarter.

Employees must properly submit all required information and documentation for enrollment before the health insurance will become active and must pay their portion of any premiums. For detailed information about eligibility and insurance coverage, please contact the Insurance Plan Administrator.

5.12 Colorado Secure Savings

The City has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the City currently offers an employer-sponsored retirement plan, the City of Rifle 401(a) Money Purchase Plan, City of Rifle PD Money Purchase Plan and the City of Rifle 457 (b) Deferred Compensation Plan to eligible employees. Please see Human Resources to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document. Employees who are not eligible for the City of Rifle 401(a) Money Purchase Plan, City of Rifle PD Money Purchase Plan or the City of Rifle 457 (b) Deferred Compensation Plan can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website: coloradosecuresavings.com.

6 LEAVES

Eligibility for leave as presented in this Chapter is based on Employee Classifications as defined in Chapter 3 of this manual.

6.1 Holidays

With the exception of Police Department Sworn Non-Exempt law enforcement officers who receive PD Floating Holidays as described below, the following are the observed City holidays for employees except as otherwise provided herein:

1.	New Year’s Day	First Day of January
2.	President's Day	3rd Monday in February
3.	Memorial Day	Last Monday in May
4.	Independence Day	July 4th
5.	Labor Day	First Monday in September
6.	Thanksgiving Day	Fourth Thursday in November
7.	Friday after Thanksgiving	
8.	Christmas Eve	December 24th
9.	Christmas Day	December 25th

Full-time employees receive eight (8) hours of pay per holiday. Part-time with benefits employees receive six (6) hours of pay per holiday.

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday; when it falls on a Sunday, the following Monday shall be observed. When a holiday falls within a period of paid leave (i.e., vacation, sick, etc.) the employee shall be paid for the holiday and the holiday shall not be subtracted from accrued leave.

If a full-time or part-time with benefits employee is regularly scheduled to work, or is called out to work on an observed holiday, they will receive overtime pay for hours worked on the observed holiday.

6.1.1 Floating Holiday Hours for non-sworn City Employees

Full-time benefitted City employees will be granted 24 Floating Holiday hours on January 1 of each year. If an employee is hired mid-year, they will receive a pro-rated accrual equal to two (2) Floating Holiday hours for each full month worked. Employees who are classified as part-time with benefits accrue .75 of Full-time Floating Holiday accrual rates.

- -Floating Holiday hours may be used only with prior approval of the Department Head or supervisor.
- -Floating Holiday hours may be used in quarter hour increments.
- -Floating Holiday hours will not be considered for purposes of overtime calculations or to exceed standard required hours each pay period.
- -Floating Holiday hours are required to be used first, prior to any accrued vacation leave use to cover employee absences.
- -Floating Holiday hours that remain unused on the last day of the last payroll of the year in which they are granted, will be paid out to employee at current hourly rate.

Employees must request Floating Holiday Leave hours by submitting a leave request form to their Department Head/Supervisor for approval. Department Heads should submit their leave request form to the City Manager. Taking leave time without advance approval will not be tolerated.

Scheduling of Floating Holiday time is at the discretion of the Department Head/Supervisor (or the City Manager when leave is requested by a Department Head) based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate employees' requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

6.1.2 Full-time, Sworn Non-exempt Police Department Personnel Holidays

For all Police Department Personnel who are full-time, sworn non-exempt law enforcement officers, no fixed observed holidays are established: Police Department full-time sworn non-exempt law enforcement officers shall be provided with 108 PD Floating Holiday hours annually on January 1. Sworn law enforcement officers who are hired mid-year, will receive a pro-rated accrual equal to nine (9) Floating Holiday hours for each full month worked.

- -PD Floating Holiday hours may be used only with prior approval of the Department Head or supervisor.
- -PD Floating Holiday hours may be used in quarter hour increments.
- -PD Floating Holiday hours will not be considered for purposes of overtime calculations or to exceed standard required hours each pay period.
- -PD Floating Holiday hours are required to be used first, prior to any accrued vacation leave use to cover employee absences.
- -PD Floating Holiday hours that remain unused on the last day of the last payroll of the year in which they are granted, will be paid out to employee at current hourly rate.

Employees must request PD Floating Holiday Leave hours by submitting a leave request form to their Department Head/Supervisor for approval. Department Heads should submit their leave request form to the City Manager. Taking leave time without advance approval will not be tolerated.

Scheduling of PD Floating Holiday time is at the discretion of the Department Head/Supervisor (or the City Manager when leave is requested by a Department Head) based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate employee’s requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

6.2 Vacation Leave

Vacation time must be accrued in advance of the pay period in which it is taken. Vacation time is not considered in the computation of overtime.

Full-time employees accrue vacation time as follows per pay period:

Completed Years of Continuous Service:	Non-Exempt	Exempt	Maximum Accrual Balance
0-4	3.08 hrs.	4.62 hrs.	320 hrs.
5-14	4.62 hrs.	6.15 hrs.	360 hrs.
15 or more	6.15 hrs.	7.7 hrs.	400 hrs.

Part-time with benefit employees accrue vacation time as follows per pay period:

Completed Years of Continuous Service:	Non-Exempt	Maximum Accrual Balance
0-4	2.32 hrs.	240 hrs.
5-14	3.47 hrs.	270 hrs.
15 or more	4.61 hrs.	300 hrs.

“Completed Years of Service” are determined by anniversary date. Part-time employees who become full-time employees will earn vacation hours based on completed years of service by converting part-time hours worked to full-time equivalent. For example, a part-time employee who worked 20 hours a week for 8 years and then became a full-time employee would have 4 years of service.

Employees must request vacation time by submitting a leave request form to their department head for approval. Department heads should submit their leave request form to the City Manager. Taking vacation time without advance notice and approval will not be tolerated.

Scheduling of vacation time is at the discretion of the Department Head (or the City Manager when leave is requested by a Department Head) based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate employees’ requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

The maximum number of vacation hours that an employee will be allowed to accrue is listed in the above table. Vacation leave may be accrued up to an employee’s Maximum Accrual Balance. Employees whose accrual balance is at the maximum accrual level will not accrue any additional vacation leave until the balance is reduced below the maximum limit. Employees are encouraged to use accrued vacation leave to avoid reaching the maximum accrual total.

Upon separation from employment, employees with accrued vacation leave are paid their entire unused vacation leave balance.

6.3 Paid Sick and Exigency Leave

6.3.1 Amount of Sick Leave

Full-time employees shall receive 3.7 hours sick leave credit per pay period. Part-time employees with benefits receive 2.77 hours of sick leave credit per pay period. Sick leave may be carried over from year to year, maximum accrual of sick leave is 480 hours for Full-time employees and 360 hours for Part-time with benefits employees. Part-time employees without benefits, seasonal and temporary employees receive 1 hour of sick leave for every 30 hours worked up to a maximum of 48 hours sick leave annually. Part-time employees without benefits, seasonal and temporary employees may carry over from year-to-year unused paid sick leave but may not use more than 48 hours of sick leave per year, except as set forth below. No employee may take more sick leave than they have accrued. Employees whose accrual balance is at the maximum accrual level will not accrue any additional sick leave until the balance is reduced below this maximum.

6.3.2 Use of Sick Leave

Employees may use accrued sick leave for the following reasons:

1) The employee has or is caring for a family member that has a mental or physical illness, injury, or health condition that prevents the employee from working;
2) The employee or family member the employee is caring for needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3) The employee or a family member the employee is caring for needs to obtain preventive care (including vaccination); or
4) The employee or a family member(s) has been the victim of domestic abuse, sexual assault, or criminal harassment and the use of leave is to seek medical attention to recover from a mental or physical illness, injury, or health condition caused by Domestic abuse, sexual assault, or harassment, obtain services from a victim services organization, obtain mental health or other counseling, seek relocation due to domestic abuse, sexual assault, or harassment or seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
5) Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member’s school or place of care;
6) Grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
7) To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence;
8) Due to a public health emergency, a public official closed either:
    a. the employee’s place of business, or
    b. the school or place of care of the employee’s child, requiring the employee to be absent from work to

care for the child.

For purposes of this policy, a *family member is defined as* another person related by blood, marriage, civil union or adoption; foster or legal guardianship; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee; or any person whom the employee is responsible for providing or arranging health- or safety-related care.

6.3.3 Reporting Sick Leave

An employee who is unable to work because of illness shall, prior to the employee's scheduled time to report for work, if possible, notify by telephone their immediate supervisor or other person designated by the City Manager.

6.3.4 Charging Sick Leave

Absence for a fraction or a part of the day that is chargeable to sick leave in accordance with these provisions shall be charged proportionally to the actual time taken. Sick leave taken shall be charged in increments of one quarter hour.

Part-time with benefits employees can charge sick leave only according to the employee's regular established work schedule.

6.3.5 Health Care Provider Certificate

Employees may be required to verify their use of sick leave by requiring certification of illness following the fourth consecutive day of sick leave, they would have ordinarily worked, or after 48 hours of sick leave have been used annually.

6.3.6 On-the-Job Illness

If the employee's supervisor determines that an illness is impairing that employee's performance or that of others in the department, the Department Head may require the employee to leave work and use sick leave.

6.3.7 Sick Leave Bank

The purpose of the City of Rifle Voluntary Sick Leave Bank (Bank) Policy is to provide additional paid leave for employees who have exhausted their sick and vacation leave benefits due to a catastrophic illness or injury that requires prolonged absence from duty and will result in a substantial loss of income. The Bank serves as a depository into which participating employees may voluntarily contribute leave for allocation to other participating employees. The purpose of the Bank is not to provide unlimited paid sick leave for any medical reason, but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

A City employee who has exhausted their vacation, sick, or compensation leave due to a non-work-related illness or injury, which has incapacitated the employee from work, may request hours from the sick leave bank. Hours from the sick leave bank may also be used when an employee is required to take time off for an extended period to care for a member of their immediate family.

This program is strictly voluntary. Donors must have a minimum balance of eighty (80) hours of sick leave after making the donation. Donations are irrevocable once posted to the Sick Leave Bank.

It is the sole discretion of the City Manager to grant such leave to an employee. The City Manager's decision may not be appealed.

6.4 Colorado Family and Medical Leave Insurance Program (CO FAMLI)

The City of Rifle has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the City of Rifle can participate in FAMLI on an individual basis. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Please see Human Resources or the poster area in employee breakrooms to view additional copies of the required notices to employees of local government employers who have opted out of FAMLI and are distributed upon hiring.

Employees who choose to opt in to participation in the CO FAMLI program are required to notify the City of Rifle Human Resources of their request for leave and possible absence, 30 days prior to the planned leave or as soon as practicable if such notice is not possible. Employees failing to notify the City of Rifle of their leave will not be tolerated. Employees who may be absent because of their opting in to CO FAMLI leave will be required to continue to pay their monthly premium responsibility to the City for health insurance coverage during their absence. Payment arrangements shall be made with the City's Human Resources.

6.5 Leave under Family and Medical Leave Act

6.5.1 Family and Medical Leave

To the extent that the Family and Medical Leave Act (FMLA) applies, eligible employees may receive a total of 12 workweeks of unpaid leave during any 12-month period. This Act provides for leave in connection with incapacity due to pregnancy, prenatal medical care or childbirth; the care of the employee's child after birth or placement for adoption or foster care; the care of a child, spouse, as that term is defined by the FMLA, or parent who has a serious health condition; or serious health condition of the employee that makes the employee unable to perform the employee's job.

For purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:

1) An overnight stay in a medical care facility, OR

2) Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

   Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6.5.2 Military Caregiver Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service-members and veterans are distinct from the FMLA definition of "serious health condition."

FMLA leave already taken for other FMLA circumstances will be deducted from the total 26 weeks available for military caregiver leave.

6.5.3 Eligibility and Terms of Leave

An employee is eligible for family leave if they have been employed by the City for at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the requested leave. Leave will consist of accumulated paid leave (which shall be used first) and leave without pay.

6.5.4 Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the City, or 26 weeks as explained above. The City uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Intermittent leave or leave on a reduced leave schedule may be approved to coincide with a health treatment plan or other appropriate requirements for an individual employee, spouse, parent, or child. Such intermittent leave must be determined to be medically necessary by a health care provider. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees taking approved intermittent leave or reduced schedule leave may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodate that type of leave.

When necessary FMLA leave is foreseeable, the employee must provide the City with at least 30 days' notice before the date the leave begins. If the event requires leave to begin in less than 30 days, the employee must provide such notice as is practicable and make a reasonable effort to schedule the treatment to avoid unduly disrupting City operations. A family member of the employee may provide the notice if the employee is unable to do so.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.   Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. The City may also require that a request for FMLA leave be supported by a certification and periodic recertification supporting the need for leave. If notification and appropriate certification are not provided in a timely manner, approval of leave may be denied.

The City will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required. If they are not eligible, the City will provide the reason for the ineligibility. The City will also inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the City's attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

The City will not interfere with, restrain, or deny the exercise of any right provided under FMLA. The City will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for their involvement in any proceeding under or relating to the FMLA.

Most employees returning from FMLA leave shall be restored to the original or equivalent position with equivalent pay, benefits and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

The taking of FMLA leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

The City will maintain equivalent coverage and premium level under the City's group health plan for the duration of an employee's FMLA leave as long as the employee continues to pay the employee's portion of the premium. The City may recover any benefit premiums paid for the employee if the employee fails to return from leave, unless the failure to return from leave has resulted from a continuation of a serious health condition or other circumstances beyond the employee's control. If an employee is taking FMLA leave without pay, no other fringe benefits (e.g., vacation and sick leave) will continue to accrue nor will contributions to retirement plans continue during this period. Holidays, funeral leave or employer's jury duty pay are not granted on unpaid leave.

Fitness-For-Duty Certification Prior to returning to work, an employee who was on FMLA for their own serious health condition that made them unable to perform the essential functions of their position is required to obtain and present a certificate from their healthcare provider that they are able to return to work and perform the essential functions of their position. A release may be required for an employee on intermittent or a reduced leave schedule if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took such leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided. Employees must supply sufficient information from their medical provider specifying the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the City.

6.5.5 Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the City.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

6.6 Work-Related Injury Leave

See Section 7 of this manual.

6.7 Administrative Leave

An employee may be granted administrative leave with or without pay with approval of the City Manager for matters deemed appropriate by the City Manager.

6.8 Jury or Court Leave

To the extent required by law, non-exempt employees shall be granted time off with pay when performing jury duty. An employee released from jury duty before the end of their normal workday shall return to work to complete the remaining portion of their scheduled shift.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid $50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay.

Employees shall be granted unpaid time off if summoned to appear in court as a witness.

When serving on a jury, a work week in which exempt employees perform any work will be paid their full weekly salary.

6.9 Educational Leave

Educational leave with or without pay may be granted to full-time employees at the discretion of Department Heads, subject to approval by the City Manager (see Section 9, Education and Training Assistance Program). The direct relationship of the proposed educational experience to the employee's duties, ability, or potential may be considered in approving or disapproving requests for educational leave. The City Manager shall make the final determination whether to grant any educational leave and, if granted, whether such leave shall be with or without pay.

6.10 Funeral Leave

All full-time and part-time with benefits employees are eligible for paid Funeral Leave in the event of a death in the immediate family. Funeral Leave will be provided for a maximum of three working days, up to and including the day of the funeral. Employees needing additional time off may request sick leave in accordance with applicable provisions. Temporary and seasonal employees are eligible for unpaid Funeral Leave or may use their accrued sick leave for the absence.

6.11 Time Off to Vote

The City of Rifle encourages employees to fulfill their civic responsibility by participating in elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, they should receive approval from their supervisor. Employees should request time off to vote from their supervisor at least two working days prior to the election. Advance notice is required so that the necessary time off can be scheduled. The City may require time off to be taken only at the beginning or end of the employee's workday or shift.

6.12 Leave without Pay Not Covered by FMLA

6.12.1 When leave without pay not covered by the FMLA may be granted

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, unpaid leave for reasons other than illness, disability, vacation, or a leave of absence otherwise protected under federal or state law may be granted for up to but not more than 30 days.

Leave without pay may be granted in cases of emergency and/or when a leave of absence would not be contrary to the best interests of the City. In all cases, employees are required to exhaust accrued vacation and floating holiday leave, and/or accrued sick leave if the reason for the leave also pertains to a reason covered under sick leave usage, prior to taking unpaid leave under this section, except as otherwise protected by federal or state law. A leave of absence may be granted only upon written request by an employee who presents the reason for the leave. Request for leave without pay shall be made through use of the City's Request for Time Off form. A request for a leave of absence without pay may be approved in writing by a Department Head, at their discretion, for absences of one week or less. The City Manager, must also approve absences exceeding one week. Absences may be approved depending on the merit of the individual case.

Requests for leave without pay will be granted in the City's sole discretion based on a variety of factors including, but not limited to, the reason for and length of the requested leave, length of employment, employee performance, workload, and the ability of the City to cover an employee's job responsibilities during the requested leave.

If approved, an employee may work a modified schedule while taking periods of leave without pay. In this circumstance, the employee will accrue vacation and sick leave based on the number of hours actually worked.

Accrual of all paid leave will cease when an employee has no hours worked during a pay period.

Leave without pay is not intended for regular use due to an employee's attendance issues.

6.12.2 Conditions

If an employee is taking leave without pay, the following conditions apply:

1) A leave of absence of not more than 30 days may be granted to full-time or part-time with benefits employees.

2) Employees must be full-time or part-time with benefits in good standing and have continuously worked for the City for at least 6 months.

3) The City may fill a position formerly held by an employee on leave without pay not covered under FMLA.

4) Fringe benefits shall not accrue during a period of leave without pay not covered under FMLA, nor will the

City make any contributions during such period for retirement or group insurance programs. However, the employee may participate in the group insurance programs during such period, provided the employee deposits in advance with the City the amounts necessary to cover the total cost of the premiums. Computation of service, for pension purposes other benefit plans, and the effect of leave without pay not covered by FMLA will be determined in accordance with the provisions of the applicable plan.

5) The City will make reasonable efforts to reinstate the employee to the same position previously occupied or to a similar position following a leave of absence not covered under FMLA. The City, however, cannot guarantee that the same position or a similar position will be available at the time an employee desires to return to work.

6) In the event an employee has been granted non-FMLA leave without pay and the City decides to fill the position while the employee is on leave, the employee will be given written notice of the City's decision and the option to return to work on a designated date. The designated return to work date shall be no less than two (2) weeks after the date of the notice. The employee shall have one week from the date of the notice to advise the City whether they will return to work on the designated date. If the employee fails to respond timely or advises the City that they will not return to work on the designated date at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided. Employees must supply sufficient information from their medical provider specifying the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the City.

6.13 Military Leave and Emergency Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The City pays for the first 15 days of leave per year. After that time, leave is without pay.

6.14 Domestic Abuse and Crime Victim Leave

Employees subjected to domestic abuse or are victim of a crime may be eligible for a leave of absence. Please see the Human Resources Department for more information.

6.15 Suspension of Paid Leave

The City of Rifle reserves the right to postpone all paid leave for an employee, or recall an employee from paid leave, in the event of an emergency, except during a period of authorized sick leave, or worker's compensation leave.

7 WORK-RELATED INJURY AND RETURN TO WORK POLICY

7.1 Return-to-Work Policy

The City of Rifle has elected to adopt a return-to-work policy with the intent to utilize eligible workers in a job-related incident in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

The Human Resources Director or their designee will be responsible for coordinating the return-to-work program.

7.2 Return to Work Program

The following return-to-work program should be followed when an employee sustains a work-related injury or illness.

1) All injuries, no matter how minor, will be reported by the injured worker to the worker's direct supervisor or Human Resources, as soon as they are able and report in writing within 10 days after the injury , supervisors will notify the designated coordinator. Injuries will be filed with the City's Worker's Compensation Provider.

2) The injured worker will seek medical attention from one of the designated medical providers.

3) In case of an emergency, the injured worker is to seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated medical provider. The Worker's Compensation Provider may not pay for medical expenses incurred by the injured worker, if they seek unauthorized treatment from a non-designated medical provider. When possible, follow- up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker, and relevant staff to address increasing work duties and overall performance. While on worker's compensation leave, an employee may continue to receive health insurance benefits. The modified duty is not intended to exceed six months, unless authorized in writing by the designated coordinator.

8 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Rifle strives to help alleviate workplace issues due to mental health, substance abuse, personal, and workplace issues. The purpose of the EAP is to offer employees assistance in such a way as to restore individual productivity and enable employees to lead meaningful lives.

8.1 Drugs or Alcohol

An employee who desires assistance with substance abuse may request an evaluation to assess the need for professional assistance. The City will pay for one evaluation. If in-patient treatment is required, the employee may use sick leave and vacation time to the extent available. Costs incurred over and above the amount allowed by the City's medical insurance carrier will be the sole responsibility of the employee.

8.2 Mental/Physical Health

When in the judgment of the Department Head and with the concurrence of the City Manager, an employee's mental or physical health is such that it appears to adversely affect the employee's ability to perform duties of their position, the City may require the employee to undergo an examination by medical personnel of the City's choice and at the City's cost. If in-patient treatment is required, the employee may use sick leave and vacation time to the extent available.

9 EDUCATION AND TRAINING ASSISTANCE PROGRAM

In order to provide employees with the skills necessary for performance of the requirements of their positions, employees may be eligible for tuition reimbursement. Consideration for reimbursement is contingent on satisfactory job performance as determined by the Department Head.

9.1 Employee-Initiated Education

A permanent, full-time employee seeking tuition reimbursement for an educational course must obtain advance approval from their Department Head. The Department Head may consider the availability of funds and content of the course as it relates to job responsibilities and potential advancement in determining whether tuition reimbursement shall be available. Department Heads have discretion to approve all, part, or none of the tuition and/or expenses associated with any educational course.

Reimbursement of tuition and book fees may be available upon presentation of both of the following:

1) Evidence of satisfactory completion (grade C or better) and the class grade in the form of a grade slip from the school or a letter from the instructor of the class.

2) A copy of a paid invoice detailing expenses for which the employee is seeking reimbursement.

The City will not pay for courses for employees whose employment is terminated, for any reason, prior to completing the class. Study and class attendance must be accomplished during non-working hours, unless arrangements to change an employee's work schedule are made in advance with the Department Head's approval. Employees may request paid or unpaid leave to pursue employee-initiated education pursuant to Section 6.9.

9.2 City-Initiated Training

When an employee attends a seminar, training program, or school at the request of the Department Head, all reasonable expenses directly incident to the training shall be paid by the City. Training expenses are reimbursable to the employee for all training required by the City or by law.

Time spent traveling to attend courses using shall be considered hours worked. All other time spent preparing for and/or waiting for courses to begin shall not be considered hours worked.

10 RULES, POLICIES, AND PROCEDURES

10.1 Civility in the Workplace

The City of Rifle is committed to a safe and secure work environment characterized by dignity, respect, and professionalism. The City prohibits discrimination and harassment, but is also committed to a work environment free from all forms of inappropriate conduct. In view of these commitments, each employee is expected to exhibit the behaviors up to and including, but is not limited to:

- Treat fellow employees and others with whom you interact as a City employee with respect, professionalism, and civility.
- Exercise emotional self-control and sensitivity to the feelings of others.
- When differences arise, address them with a constructive, problem solving approach, rather than with hostility,

blame, or recrimination.

- Avoid situations where you may think your behavior is acceptable even though it falls short of professional dignity, civility and respect.

10.2 Safety Policy - Program Policy Statement - Goals

The City of Rifle acknowledges that a valid safety program should be a part of the overall function of City government. Therefore, the City has adopted an Injury & Illness Prevention Program Manual containing the City's safety rules. A copy of the manual is available for each employee's review in the City facility to which the employee is assigned, as well as on the City's shared file system, intranet and timekeeping system. The safety program pertains to all employees and officers of the City.

All employees are responsible for requesting any equipment, equipment repairs, training, changes in procedures, or any activity necessary for the safe performance of their job.

Employees are expected to take individual responsibility for the safe performance of their job functions. It is the responsibility of each employee to read and understand all City safety rules. Each Department Head will evaluate their employees on how well each follows safety rules in the performance of their jobs.

Safety committee meetings will be held as necessary to review each Department's safety program activities.

10.3 Establishment of Rules, Policies, and Procedures

Subject to the approval of the City Manager, each department may establish written rules, policies, and procedures pertaining to its individual operating needs and requirements. Departmental rules may be reviewed, amended, and/or repealed at the discretion of the Department Head. These shall not be in contradiction to policies outlined in this manual.

10.4 Confidential Information

Employees of the City will have access to confidential information of the City and our clients. Confidential information includes, but is not limited to, personal identifying information concerning Customers, Citizens and/or employees. If uncertain if information is confidential, contact your supervisor. Does not include items covered under the Open Records Request.

This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the City upon separation or at any time upon demand.
In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

10.5 Conflicts of Interest

The City requires that employees protect City information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for a contractor of ours, should also be avoided.

Other examples of conflict of interest could be: Serving as a board member or director of a firm, holding financial interest in a business, or being self-employed in an occupation which provides goods or services to the City, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to City business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to City Manager for a final determination.

10.6 Whistleblower Policy

The City wants to maintain the highest standards of conduct and ethics. As representatives of the City, all employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. To achieve this goal, the City asks for cooperation from all employees in notifying it of any suspected fraudulent or dishonest use or misuse of resources or property or any violation of any applicable law or regulation by any staff, City Manager, City Council member, consultant, volunteer, or board member.

If an employee reasonably believes that some policy, practice, or activity of the City is in violation of law, or if funds or property are being used inappropriately, a written complaint should be filed by that employee with the City Manager. If the City Manager is involved in the complaint, then the employee is authorized to contact a member of the City Council.

Reports will be investigated and kept confidential to the extent possible, consistent with the need to conduct an investigation.

The City will not retaliate against an employee who, in good faith, makes any reports under this policy.

10.7 Reasonable Accommodations

"Disability**"** includes physical and mental disabilities that substantially limit one or more major life activity. Disabled individuals must be otherwise qualified for the job and able to perform essential job functions with or without reasonable accommodations. The City will reasonably accommodate disabled employees and applicants who are otherwise qualified to perform the essential job functions, so long as the accommodation does not create an undue burden on the City.

The City will also reasonably accommodate employees for health conditions related to pregnancy or the physical recovery from childbirth, if the employee requests the reasonable accommodation, so long as the accommodation does not impose an undue hardship on the City. The City may require the employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation.

The City will also reasonably accommodate nursing mothers by providing a private space to express milk that is near their work location and is not a toilet stall in a restroom. Nursing mothers may use their regularly scheduled meal and rest breaks to express milk. In the event an employee needs additional time to express milk, the employee and supervisor will agree upon a plan which may include the employee taking unpaid breaks or using PTO, arriving at work earlier or leaving later.

Requests for reasonable accommodations pursuant to this section must be directed to the employee's supervisor, Department Head, or the Human Resources Director or his/her designee.

10.8 Accommodations for Nursing Mothers

A private space will be provided, and reasonable time will be permitted for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, Human Resources and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The City of Rifle will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The City reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the City's operations.

The City will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

10.9 Hepatitis A & B Vaccination

The City offers free hepatitis A & B vaccination to employees who are reasonably anticipated to have exposure to blood or other potentially infectious materials during performance of their job. Employees should consult with their department to determine whether they qualify for the vaccine. Employees who qualify for the vaccination but decline to be vaccinated are required to execute a waiver form.

10.10 Use of City Equipment

The use of City equipment for employees' personal purposes or for private gain is prohibited unless authorized in advance by the City Manager.

10.11 Use of Tobacco Products

The use of tobacco products, including but not limited to cigarettes, including vaping, cigars, pipes, and chewing tobacco is prohibited in all City buildings, facilities, and vehicles, or while operating mechanized equipment. The use of electronic cigarettes in City buildings, facilities, and vehicles or while operating mechanized equipment is also prohibited.

10.11.1 Smoking

It is our objective to provide a smoke-free environment within our organization. Smoking is prohibited within all areas of the building and within 25 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

10.12 Seatbelt Policy

Employees who drive City vehicles and equipment in which seatbelts are installed are required to wear seatbelts at all times when the vehicle or equipment is in motion. Employees with passengers are responsible for ensuring that the passengers are also wearing seatbelts.

10.13 Personal Appearance

During business hours or when representing the City, employees are expected to present a clean, neat, professional appearance that is appropriate for the workplace and for the work being performed. Employees should follow the following personal appearance guidelines:

1) Office clothing must be free of holes or rips and should not be excessively tight, short, revealing or otherwise inappropriate for the workplace.

2) Closed-toed shoes are required for those employees working in the field or janitorial services or in a position where open-toe shoes pose a safety risk.

3) An employee must dress in uniform and/or protective clothing if their job requires it.

4) Offensive body odor and poor personal hygiene and grooming is not professionally acceptable.

Employees are expected to maintain their appearance in such a way that reflects positively on the City. Employee appearance should be consistent with good hygiene, safety and appropriate attire based on the requirements of their position. All office personnel shall be expected to dress in business casual attire. The employee’s supervisor will resolve any discrepancies in attire. If an employee’s appearance is not acceptable, they may be required to change their appearance or attire on their own time.

10.14 Uniform and Clothing Policy

10.14.1 Worn Only While On Duty

All clothing bearing the City name, City logo and/or City Department designation purchased by the City should be worn only while “on-duty” conducting City business.

10.15 Office/Workstation Decorations Policy

Posters, pictures, notes, etc., are permitted in offices and on the inside of workstation panels as long as they are tasteful and professional, and not abusive, profane, threatening, defamatory or offensive. In addition, in displaying posters, pictures, notes, etc., employees are prohibited from, in any manner, implying or suggesting that the City either supports a particular candidate, political issue or endorses the personal political opinions of the employee. Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the City.

10.16 Video Surveillance Policy

As part of its security measures and to help ensure a safe workplace, the City of Rifle has positioned video cameras to monitor various areas in and outside its facilities. Video cameras are not located inside areas such as break rooms, restrooms, locker and dressing rooms.

10.17 Closure of City Facilities Policy

In the event the City Manager closes City facilities due to inclement weather or for any other reason, employees scheduled to work may, at the discretion of the City Manager, be compensated for any time missed at work due to the closure.

The City Manager will determine the hours of the closure. Recognizing we have employees who work all hours, the determination will include a beginning and ending time using the full 24 hours of the day, e.g., 2 p.m. – 10 p.m.

Employees in positions assigned to snow removal, utility services or safety (e.g., police officers, water/wastewater

operations, O&M, C&D crews, & Parks crews) will be required to report to work as determined by the Department Director. All other employees should assume that they are not required to physically report to work during a closing, delayed start or early closure.
In the absence of a specific announcement of a closure, normal business functions will continue as scheduled.

Employees whose work location is not affected by the closure, or who are in an above listed divisions and whose Director did not determine a closure necessary, will be paid their regular rate of pay for actual hours worked and overtime if greater than 40 hours are worked in a week.

Employees on previously approved leave during unexpected closing of City business will be charged leave time as planned for hours the City is closed.

When a closure is for a partial shift, employees will receive regular pay for hours worked and will receive closure pay for the remainder of their shift during the closure if pay is authorized by the City Manager. If they did not work any of their shift, they will receive closure pay for time missed during the established closure and will use vacation leave or floating holiday leave for the remainder of the shift. If leave hours are not available, the time for non-exempt employees will be unpaid.

Non-exempt employees required to report to work, except those employees outlined in the above divisions, will be paid their regular rate of pay for the closure hours, if payment of closure hours has been authorized by the City Manager, and additionally for hours actually worked at their regular rate. If the hours actually worked are overtime hours, then those hours will be paid at the overtime rate. Closure hours, if authorized to be paid, are not considered hours worked for purposes of overtime calculation.

Employees who are required to work but who fail to report must have approval from their supervisor/manager/Department Director and will be required to use vacation leave or floating holiday leave for their absence. If leave hours are not available, the time for non-exempt employees will be unpaid. Failure to report to work and for not obtaining approval for the absence will not be tolerated.

Exempt employees will receive their regular compensation in the event of a closure.

11 CONDUCT AND DISCIPLINE

11.1 Conduct

City employees are expected to conduct themselves in a manner which reflects positively on the City and its departments. Every employee shall be held accountable for their actions.

11.2 Discipline

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other

circumstances.

12 WORKPLACE VIOLENCE POLICY

12.1 Introduction

The City strives to promote a safe environment free from violence, threats of violence, harassment, intimidation, stalking, and other disruptive behavior. Any action, which in City management's opinion is inappropriate to the workplace, will not be tolerated.

12.2 Violent Behavior Defined

Violence, threats, harassment, physical and/or verbal intimidation, stalking, arson, vandalism, sabotage, use of weapons and other disruptive behavior in the workplace will not be tolerated. Such behavior may include, but is not limited to, oral or written statements, gestures, bullying, or expressions that communicate a direct or indirect threat of physical harm toward employees, citizens, or City property or facilities. Threats may include veiled, conditional, or direct threats in verbal or written form that result in intimidation, harassment, harm, or endangerment to the safety of another person or property. *Workplace bullying is defined as the repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference*. The mistreatment may involve but is not limited to repeated acts of:

1) shouting, yelling, screaming, or swearing;
2) insults, put-downs, name-calling, or belittling;
3) public humiliation, criticism, or "dressing down";
4) cruel or offensive pranks, jokes; or
5) physical behavior, such as pushing, blocking, or tripping. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Possession of an unpermitted firearm or illegal weapon of any kind, including those defined by Colorado Revised Statute Title 18, Article 12, is prohibited at work, including in a City vehicle or on a City-owned facility or parking lot, except when such possession is a necessary requirement of an employee's job.

12.3 Procedures

Behavior where an employee believes there is an imminent threat to the safety and health of themselves or co-workers should be reported first to police at 9-1-1. Employees who observe or experience violent, threatening, harassing, intimidating, stalking, or other disruptive behavior by anyone on City property should report it immediately to their supervisor or department head.

Supervisors or department heads who receive such reports should report the incident by the next business day to the City Manager. The City shall address responsibility and timing of any investigation to be made. All reports of incidents will be taken seriously and will be dealt with appropriately. The employee making the report will be notified of the results of the investigation. To the extent possible, complaints and investigations will be handled in a confidential manner.

If it is determined that an employee's conduct violates the City's workplace violence policy, management will take action that it believes is appropriate.

No employee shall be subjected to reprisal or retaliation for making a report of workplace violence; the employee should report to their supervisor or department head immediately any incidents of reprisal, retaliation, or harassment which occur as a result of making such a report.

13 DRUG AND ALCOHOL POLICY

Drug and Alcohol Policy Overview

The City of Rifle has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Individuals under the influence of drugs, alcohol, or other controlled substances may cause serious safety and health risks, not only to themselves, but also to others who work with them.

The City of Rifle recognizes that the success of its operations is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of the City of Rifle to take reasonable measures to ensure that alcohol, drugs, and controlled substances do not jeopardize the success of its operations or otherwise affect the City of Rifle, its employees, or its customers.

Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on City premises or while conducting City business is prohibited. Alcoholic beverages served in conjunction with an authorized City event are an exception to this prohibition; except for those employees on duty or on-call during the event.

To support the City's safety and health program and to comply with minimum federal safety standards for drivers of commercial motor vehicles,.

The City's established an anti-drug program complies with minimum federal safety standards for drivers of commercial motor vehicles. Drug testing will be an integral part of our anti-drug program as well as education and training to assist our employees in understanding their responsibilities in achieving a drug-free environment. Employees should refer to the separate policy statement for details of the City's anti-drug program.

14 VEHICLE AND TRAVEL POLICY

14.1 City Vehicles

Employees who are subject to call back may be required to drive home a City vehicle for quicker response time. Except for Department Heads, sworn law enforcement personnel or when on-call, City employees who live more than two (2) miles outside the City Limits will be required to leave their assigned vehicle at a designated City facility.

While traveling between home and their assigned work location, employees may, on occasion, perform small items of personal business to avoid wasting energy by retracing their route in their private vehicle. Employees must exercise good judgment in using City vehicles for personal business.

14.2 Motor Vehicle Records

Employees who operate a City vehicle or a personal vehicle on City business must have a valid Colorado drivers' license of the appropriate type, if one is required for the position. It is the employee's responsibility to notify the supervisor immediately if the employee's driver's license is suspended, revoked or restricted for any reason. The City will review the employee's Motor Vehicle Record (MVR) prior to hire in a position requiring a driver license to ensure it meets the standards and guidelines of the City and its insurer. Thereafter, the City will obtain and review the employee's MVR annually or after receiving notification from the employee that there has been a change in their license status. An employee's MVR falling into an unacceptable category will not be tolerated. The City also reserves the right to require the employee to attend a defensive driver training program at the employee's expense.

14.3 Distracted Driving Prohibited

Emergency Personnel shall refer to current Police Department policy related to this topic and are exempt from this Section 14.3.

The City advocates safe and responsible driving habits while operating a City vehicle or a personal vehicle on City business. This includes not only adherence to traffic laws, speed limits, and use of seat belts, but also to limiting distractions using cell phones, computers, and other hand-held electronic devices. For purposes of this policy, "hand-held electronic devices" includes but is not limited to, wireless phones, computers, laptops, text messaging devices, entering information into Global Positioning System (GPS) tools and devices, pagers, tablets, and any other communication devices.

Using cell phones, computers, and other hand-held electronic devices; reading; and engaging in personal grooming activities are prohibited while driving a City vehicle or personal vehicle on City business.

Employees shall make all calls or other necessary communications before departing on a trip or after arriving at your destination, unless using a completely hands-free voice dial system. Employees shall pull off the road to a safe location before making or returning cell phone calls during travel (unless through hands-free voice dial system) or to use any form of hand-held electronic communication, and to enter locations to GPS Systems for navigational purposes.

14.4 Travel Policy

14.4.1 Department Budget

Each department may generally budget a set amount for travel expenses each year. The Department Head is responsible for monitoring and controlling that budget.

14.4.2 Advances

The City may, upon sufficient request, advance money to an employee to cover anticipated travel expenses. The employee must file a report and acceptable receipts with their supervisor detailing amounts spent within one week of returning to work. Any money not spent according to this policy will be returned to the City at that time.

14.4.3 Out-of-state Travel

Out-of-state travel must be approved, in advance, by the City Manager. Air travel is limited to the round tip economy fare between Denver or Grand Junction and the destination city. Airfare should be booked in advance to get the most economic prices available.

14.4.4 City Vehicle

The City may make a City vehicle available, and the employee may use that vehicle for any travel. If the employee must use their own vehicle, expenses will be reimbursed at the mileage rate established by current IRS guidelines.

14.4.5 Family Members

An employee may allow family members to travel with them in the City vehicle with the advance approval of the City Manager. If approval is granted, only the City employee is authorized to drive the vehicle. The employee is responsible for ensuring the passengers comply with all applicable laws and regulations.

14.5 Reimbursement Expenses

Generally, expenses reimbursed by the City include those pre-approved as reasonable and necessary to properly conduct City business.

Employees request reimbursement by filing an Expense Report. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment, and other single expenditures must be accompanied by a City expense report and adhere to the process set forth in the Operations manual for reimbursement of expenses. Employees are asked to document the purpose of the expense and the nature of the business conducted. Expense reports should be turned in within one month of the time the expense is incurred.

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable.

Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses.

14.6 Vehicle Maintenance Responsibility

14.6.1 Assigned Vehicles

Employees with assigned vehicles are responsible for securing maintenance on the vehicles. Assigned vehicles must be kept clean and presentable.

14.6.2 Motor Pool Vehicles

Employees using motor pool vehicles are responsible for reporting defects or maintenance needs. After they are returned, motor pool vehicles must be vacuumed, have a full tank of gas, and all trash and personal items removed. Motor pool vehicles must be ready to go for the next user.

15 ELECTRONIC MEDIA ACCESS AND ACCEPTABLE USE POLICY

15.1 Policy

This policy governs the use of computers, networks, and related services of the City. Computers and networks can provide access to resources within and outside the City, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly.

Users must respect the rights of others, respect the integrity of the computers, networks, and related services, conform to network etiquette, customs and courtesies, and observe all relevant laws, regulations, contractual obligations, and City policies and procedures. Misuse of the City Computer System can undermine public confidence and waste taxpayer resources.

15.2 The City Computer System

The City Computer System includes: computers and related equipment, e-mail, telephones, voice mail, facsimile systems, communications networks, computer accounts, internet and/or web access, network access, central computing and telecommunications facilities, and related services.

Access to and use of the City Computer System is a privilege granted to City staff. All users of the Computer

System must act responsibly and maintain the integrity of the Computer System. The City reserves the right to deny, limit, revoke, or extend computing privileges and access to the Computer System in its discretion. Therefore, all documents and files are the property of the City. All information regarding access to the City's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential City information and may not be disclosed to non-City personnel.

The City may, in its discretion, limit the use of specified portions of the Computer System to certain employees, and/or deny the use of specified portions of the Computer system to certain employees.

The City may, in its discretion, regulate which applications may be downloaded on City issued telephones, tablets, and similar devices. The GPS Find function shall be activated on all City issued devices.

The City Computer System may not be used in any manner or for any purpose which is illegal, dishonest, disruptive, threatening, is damaging to the reputation of the City, is inconsistent with the mission of the City, or could subject the City to liability.

Any violation of this policy or of other City policies in the course of using the Computer System will not be tolerated, and may result in referral of the matter to the appropriate authorities.

15.3 No Expectation of Privacy

All computer files, documents, and software created or stored on the City's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through City systems, whether password protected or not.

Employees should not assume that any such information is confidential, including emails sent or received.

City personnel have no expectation of privacy in City property and equipment. Such property and equipment includes, but is not limited to, the City Computer System, and all messages, data files and programs stored in or transmitted via the Computer System ("Electronic Communications"). The City reserves the right to monitor, access, use, and disclose all messages, data files and programs sent over or stored in its Computer System for any purpose. City management reserves the right to monitor, inspect, and examine any portion of the Computer System at any time and without notice.

Further, correspondence of an employee in the form of e-mail may be a public record under the public records law, and may be subject to public inspection under C.R.S. Section 24-72-203, unless an exception provided by law applies. The City may monitor or access an employee's e-mail, with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing e-mail privileges, or is violating any other City policy.

15.4 Passwords

Portions of the City Computer System may be accessible by password only. The purpose of a password is not to provide privacy, but to control and prevent unauthorized access.

Every password issued for the use of any part of the City Computer System is the responsibility of the person in whose name it is issued. That individual must keep the account secure from unauthorized access by keeping the password secret, by changing the password often, and by reporting to the City when anyone else is using the password without permission.

Passwords are intended to help prevent unauthorized access and may not be shared with unauthorized persons. The contents of all password protected data files and programs belong to the City and are subject to access and disclosure by the City as set forth in this policy.

15.5 Improper Use of the Computer System.

Improper use of the Computer System is prohibited. The following are examples of improper use of the Computer System:

15.5.1 Storage, Transmission, or Printing of Improper Materials

Storing, transmitting or printing any of the following types of Electronic Communications on the Computer System is prohibited: material that infringes upon the rights of another person; material that is obscene; material that consists of any advertisements for commercial enterprises; material or behaviors that violate laws, regulations, contractual obligations, and City policies and procedures; or material that may injure someone else and/or lead to a lawsuit or criminal charges.

15.5.2 Harassment

Any electronic communication that violates the City harassment policy is prohibited. Additionally, any electronic communication that is annoying, abusive, profane, threatening, defamatory or offensive is prohibited. Some examples include: obscene, threatening, or repeated unnecessary messages; sexually, ethnically, racially, or religiously offensive messages; and continuing to send messages after a request to stop.

15.5.3 Destruction, Sabotage

Intentionally destroying anything stored on the Computer System, including anything stored in primary or random access memory is prohibited. Deliberately performing any act that will seriously impact the operation of the Computer System. This includes, but is not limited to, tampering with components of a network, otherwise blocking communication lines, or interfering with the operational readiness of a computer or peripheral.

15.5.4 Evasive Techniques

Attempts to avoid detection of improper or illegal behavior by encrypting or password protecting electronic messages and computer files are prohibited.

15.5.5 Unauthorized Use/Access

Using the Computer System to gain or attempt to gain unauthorized access to remote computers is prohibited. Other prohibited behaviors include: actions that give simulated sign off messages, public announcements, or other fraudulent system responses; possessing or changing system control information (e.g., program status, protection codes, and accounting information), especially when used to defraud others, obtain passwords, gain access to and/or copy other user's electronic communications, or otherwise interfere with or destroy the work of other users.

15.5.6 E-Mail Forgery

Forging e-mail, including concealment of the sender's identity, is prohibited.

15.5.7 Theft/Unauthorized Use of Data

Data created and maintained by the City, or acquired from outside sources, are vital assets of the City and must be used only for authorized purposes. Theft of or unauthorized access to or use of data is prohibited.

15.5.8 Software and Copyright

The City fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in City facilities. Any questions regarding copying or downloading should be directed to the IT Director.

15.5.9 Viruses, etc.

Intentionally running or installing on the Computer System, or giving to another, a program that could result in damage to a file or the Computer System, and/or the reproduction or transmission of itself, is prohibited. This prohibition includes, but is not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

15.5.10 Security

Attempting to circumvent data protection schemes or uncover security loopholes is prohibited.

15.5.11 Wasting Resources

Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include, but are not limited to: sending mass mailings or chain letters; creating unnecessary multiple jobs or processes; generating unnecessary or excessive output or printing; or, creating unnecessary network traffic.

15.5.12 Occasional Non-Commercial Uses Permitted

It is understood that, occasionally, staff members use e-mail or internet access for non-commercial, personal use. Such occasional non-commercial uses are permitted if they are not excessive and are limited to breaks or lunch hours, do not interfere with the performance of the employee’s duties, do not interfere with the efficient operation of the City, and are not otherwise prohibited by this policy or any other City policy.

15.5.13 Accessing User Accounts

Unauthorized attempts to access or monitor another user's electronic communications are prohibited. Unauthorized accessing, reading, copying, changing, disclosing, or deleting another user's messages, files or software without permission of the owner is prohibited.

15.5.14 Backup Copies

All data on the Computer System is subject to backup at the discretion of the City.

15.5.15 Deleting Electronic Communications

Users of the Computer System should be aware that Electronic Communications are not necessarily erased from the Computer System when the user "deletes" the file or message. Deleting an Electronic Communication causes the Computer System only to "forget" where the message or file is stored on the Computer System. In addition, Electronic Communications may continue to be stored on a backup copy long after it is "deleted" by the user. As a result, deleted messages often can be retrieved or recovered after they have been deleted.

15.5.16 Criminal Laws

Under C.R.S. Section 18-5.5-101 et seq., criminal sanctions are imposed for offenses involving computers, computer systems, and computer networks. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. Federal laws may also apply to some circumstances.

16 SOCIAL MEDIA POLICY

The City recognizes that social media internet applications can be used to enhance communication and collaboration and further citizen involvement in government issues. The City also recognizes that access to the City's social media sites may directly impact the image and the operation of the City as a whole and each individual department. This policy governs the use of social media and social networking by all authorized personnel to mitigate potential risk and abuse of any social media efforts.

The City permits employees' use of social media on working time using City equipment and systems and is aware that employees may use social media during non-work time. All other postings made by an employee on a blog, wiki, or social networking site are considered personal communications and are not City communications. Use of personal mobile devices during work time should be kept to a minimum, and not interfere with an employee's completion of job duties. Employees are personally responsible for the content they publish. Postings by an employee concerning the City are not prohibited, provided they comply with guidelines set forth below or in this handbook.

If you post any comment that promotes or endorses City products or services in any way, the law requires that you disclose that you are employed by the City.

You must comply with all applicable laws, including copyright and fair use laws.

We encourage you to make complaints to the City using the complaint process. Complaints regarding these issues to the City should be made consistent with the complaint procedures in this handbook so that the City may address them.

Nothing in this guideline is meant to interfere with employees' right under state law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

If a City employee identifies themself as a City employee on a social media site, the employee must indicate that their views are not the official views of the City of Rifle. If a City employee publishes content on any social media site that relates to their work or any subjects associated with the City, the employee must post a conspicuous disclaimer such as "The views expressed on this site (or in this post) are my own and do not necessarily represent the City of Rifle's positions, strategies or opinions."

A social media site is not the appropriate place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Such complaints must be made consistent with the complaint procedures in this Handbook.

17 POLITICAL ACTIVITY

The City encourages employees to participate in matters of responsible citizenship. The City will not interfere with the conduct of employees engaged in political activity if the activities are confined to hours when the employees are not on duty, are not campaigning in their official organization uniforms, and if the activities do not impair the employee's job efficiency or that of others.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee’s work status is not affected by participating or not participating in lawful civic and political activities. No employee of the City can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any City employee may be a candidate for a partisan political office provided the involvement does not interfere or present a conflict of interest with their job (See “Conflict of Interest Policy” Section 10.5). If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay if approved and paid leave is exhausted. Employees whose salary comes in part or in whole from federal government sources are subject to the federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees will not be required to work for or participate in support of any political candidate during their off-duty hours.

Employees will refrain from any political activity that would likely give the impression that the activity has the endorsement of the City, such as the use of the City logo, seal or brand, or wearing City or department-issued uniforms.

Any employee who is subjected to any political activity while at work, pressured or coerced to participate in a campaign or ballot issue will report the incident to his or her Department Director, the City Manager, or to Human Resources immediately. Each reported incident will be investigated.

18 INSPECTIONS

We may conduct searches of employees' personal effects after notice is given and with the employee’s consent. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so**.** Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the City and copies of those keys are kept by the City.

19 ISSUE RESOLUTION PROCEDURES

The City has adopted the following two procedures for addressing employee questions, concerns and complaints. When the complaint includes allegations of prohibited harassment, discrimination or retaliation, employees should follow the procedure set forth in Section 1. When a complaint relates to disciplinary action, employees should follow the appeal procedures set forth in the Operation/Procedure Manual of the City. It does not apply to matters of policy, such as the establishment of wages or benefits, or matters affecting individual employee evaluations.

19.1 Open Door Policy

Employees should take any issue of concern to their immediate supervisor first, unless the issue of concern is in regard to the immediate supervisor. If the immediate supervisor in unable/unwilling to address the issue, then they can bring any complaint, problem, suggestion or question they may have regarding City matters to their department head, Human Resources Director or their designee, and/or the City Manager in a reasonable and professional manner. City employees shall not take the above items to Council members or the Mayor. Normally, this discussion should be held within three to five days of the incident or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

20 PERSONAL IDENTIFYING INFORMATION

The following policy is intended to safeguard personal identifying information received by the City of Rifle. For purposes of this policy, "personal identifying information" (PII) includes but is not limited to: first and last name or initials, social security numbers; personal identification numbers; username(s) and password(s); pass codes; official state or government-issued driver's license or identification card numbers; government passport numbers; biometric data (i.e. finger print or retina scan); employer, student, or military identification numbers; or financial transaction devices (i.e. credit cards, debit cards, banking cards, electronic fund transfer cards, guaranteed check cards, and financial account numbers).

To ensure the protection of PII, including that of City employees, from unauthorized access, use, modification, disclosure or destruction, access to PII is limited to Human Resources personnel.

Unless otherwise required by state or federal law or regulation, when such documentation received by the City containing PII are no longer needed for its business purposes, pursuant to records retention requirements and best practices, the City will destroy or arrange for the destruction of the documents in its custody by shredding, erasing, or otherwise modifying the PII in the documents to make the information unreadable or indecipherable through any means.

ACKNOWLEDGMENT OF RECEIPT (AT-WILL)

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED NOVEMBER 16, 2023. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE CITY OF RIFLE (THE CITY) IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE CITY OF RIFLE (THE CITY), OTHER THAN THE ELECTED OFFICIAL OR THE CITY MANAGER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE ELECTED OFFICIAL OR THE CITY MANAGER AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

____

Signature

______________________________ ________________

Employee Name Date

Agenda Item #c.

Agenda Item Name:
Receive Greater Rifle Improvement Team Updates

Presenter:
Patrick Waller, Planning Director
Kim Burner

Item Description:
Receive Greater Rifle Improvement Team Grant Updates

Recommended Action:
None

Fiscal Impact:
N/A

Operational Impact:
N/A

Prior Board Motions:
N/A

Background Information:
At the October 10, 2023 GRIT board meeting significant time was spent looking at the application requirements for Grit's bi-annual grant process. It is important to the GRIT Advisory Board to keep the process as simple as possible while at the same time having the information necessary to make educated recommendations to City Council on event funding.

Executive Summary:
The GRIT Board identified the following updates to the application and grant processes (please see attached staff memo for further details):

A list of sponsors.
Organization Balance Sheet or Profit and Loss Statement.
A statement of completion.
Definition of what can be covered by grant
Only not-for-profit and/or non-profit organizations are eligible to apply for funding

Notification Requirements:
None

Prepared By:
Alexis Ramirez, Deputy City Clerk

Attachments:
1. MEMO Nov. 1, 2023 GRIT grant guidelines

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

MEMORANDUM

TO: City Council

FROM: Kim Burner, GRIT Manager; Patrick Waller, Planning Director

DATE: October 23, 2023

SUBJECT: Greater Rifle Improvement Team (GRIT) Grant Application Modifications

The GRIT Advisory Board takes the responsibility of recommending event funding thought the grants offered by GRIT seriously. Discussing and weighing each application solely on the merit of the individual application and organization submitting the grant application. After the second grant cycle each year, the GRIT Advisory Board evaluates the process, application and evaluation forms to continually improve the procedure.

At the October 10, 2023 GRIT board meeting significant time was spent looking at the application requirements. It is important to the GRIT Advisory Board to keep the process as simple as possible while at the same time having the information necessary to make educated recommendations to City Council on event funding. With that in mind the Advisory Board will be adding the following requirements to the grant application.

- **A list of sponsors.** The Advisory Board feels having more than GRIT as a funding source will show broad community support for the event. This will also, hopefully, allow the event to become more self-sufficient over time. Not having additional funding would not prevent the grant application from being recommended for approval.
- **Organization Balance Sheet or Profit and Loss Statement.** The Advisory Board wants to make sure that the organizations applying for funding have the financial capacity to successfully organize, promote and otherwise host the event. Not having a positive balance sheet would prevent the grant application from being recommended for approval.
- **A statement of completion.** The Advisory Board will be adding that an incomplete applications will not be accepted and/or be grounds for disqualification.

In addition to these items the GRIT Advisory Board would like to further define what expenses can be covered by the grant. For the last several years it has been outlined that GRIT Grants cannot be used for operating expenses for the applicant organization or any associated organization. The Advisory Board has, in recent years, received applications asking to cover items that the board felt was inappropriate. Some items to be defined include: payroll expenses, utilities, office supplies, organization marketing (not to include marketing for the event), etc. The Advisory Board would also like to clarify in the grant application that the funds can be used only for events taking place in Rifle city limits or immediately adjacent to city limits.

An area of considerable conversation was on the types of organizations appropriate for funding through GRIT grants. After rigorous discussion the GRIT Advisory Board recommends that only not-for-profit and/or non-profit organizations should be eligible to apply for funding through GRIT grants.

In upcoming meetings the GRIT Advisory Board will be working on a strategic work plan for the next 3 to 5 years. The last such roadmap was developed in early 2019 and all projects outlined at that time have been completed. Some examples of projects being considered are:

- Beautification and signage at the northern Railroad and HWY 13/bypass intersection
- Additional wayfinding signage
- Redesign of visitrifle.com (website is 5 years old and looking a little tired)

The GRIT Advisory Board continues to look for ways to use the lodging tax revenue to improve the lives of Rifle citizens as well as ways to drive awareness of the amazing area we are all fortunate enough to call home.

CITY OF RIFLE
AGENDA ITEM REPORT
MEETING DATE: November 8, 2023

Agenda Item #d.

Agenda Item Name:
Discuss Auditing Services for Fiscal Year 2023

Presenter:
Scott Rust, Finance Director
Tommy Klein, City Manager

Item Description:
Discuss auditing services for fiscal year 2023

Recommended Action:
Staff is seeking direction from Council.

Fiscal Impact:
Hinkle and Company has provided a proposal to charge $14,250 (not to exceed) for FYI 2023 and an extra $5,300 per single audit. DMC estimates that the cost of the audit will not exceed $16,000. Single audits would cost an additional $3,500 each. We will not require a single audit for 2023.

Operational Impact:
None

Prior Board Motions:
Council must vote to hire a firm to perform an audit.

Background Information:
Since 2018, we have worked with Hinkle and Company to conduct audits for our organization. Council and staff have expressed interest in using a new firm for our yearly audit. Two firms have submitted proposals via BidNet.

Executive Summary:
Since 2018, we have worked with Hinkle and Company to conduct audits for our organization. Under the Sarbanes-Oxley Act of 2002, publicly traded companies are required to change lead auditors every five years. There is no requirement for municipalities to change firms or lead auditors. Despite a lack of regulations mandating changes for municipalities, a change may provide a fresh look at our practices and ensure we are using the best systems to manage our assets. Council has mentioned that changing firms would be desirable given the length of time we have used the services of Hinkle and Company.

On September 1, 2023, a solicitation was promulgated on BidNet and proposals were accepted until October 13, 2023. Sixteen firms downloaded the RFP, including Hinkle and Company, and we received two responses. Hinkle and Company and a relatively new firm, DMC Auditing and Consulting, LLC, submitted proposals.

The cost of audits provided by Hinkle and Company has been relatively stable in the past.

2018 = $12,860
2019 = $12,860
2020 = $13,150
2021 = $13,150
2022 = $13,500

Hinkle and Company submitted the costs associated with audits for 2023-2026. Each estimate is a not-to-exceed bid. The single audit costs listed are per single audit.

	2023	2024	2025	2026
Financial Audit	$ 14,250	$ 14,900	$ 15,600	$ 16,300
Single Audit	$ 5,300	$ 5,500	$ 5,800	$ 6,100

We do not have to contract with Hinkle and Company for many years. If Council chooses to hire Hinkle and Company, you may contract just for the 2023 audit.

Hinkle and Company was peer reviewed in 2019 and they have more experience as a firm with auditing municipalities.

DMC Auditing and Consulting, LLC, is a new firm comprised of experienced auditors. The owner and his partner have experience in auditing municipalities when they worked for another firm, Swanhorst and Company, LLC.

DMC has proposed that audit services will not exceed $16,000. DMC charges an additional $3,500 for each single audit. We do not require a single audit for FY 2023.

DMC is in the process of obtaining peer review status according to the proposal. The estimated completion date for peer review certification is one year or more.

Accountants for DMC worked for Swanhorst and Company, LLC. until 2016. Based on a reference check, we learned that Swanhorst and Company had merged with Hinkle and Company, likely in 2016.

DMC's owner, Dimitriy Chernyak, is the current Finance Director for Bismarck, North Dakota. DMC's proposal document lists a Colorado and a North Dakota address. Dimitriy Chernyak and his partner, David Gallagher, are licensed CPAs in Colorado according to records held by the Colorado Division of Professions and Occupations.

Notification Requirements:
None

Prepared By:
Alexis Ramirez, Deputy City Clerk

Attachments:
1. City of Rifle - DMC Auditing and Consulting Proposal for 2023 Audit Services

2. Hinkle _ Company, PC-Rifle City of RFP Financial Audit Services response

DMC AUDITING AND CONSULTING, LLC

(720) 422-1352

DMCauditingandconsulting@gmail.com

The City of Rifle, COLORADO

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023

PROPOSED BY:

DMC AUDITING AND CONSULTING, LLC

DMITRIY CHERNYAK, CPA

720-422-1352

BAILEY, CO 80421

BISMARCK, ND 58503

dmcauditingandconsulting@gmail.com

October 13, 2023

DMC
AUDITING AND CONSULTING, LLC
(720) 422-1352
DMCauditingandconsulting@gmail.com

AUDITING AND CONSULTING, LLC
(720) 422-1352
DMCauditingandconsulting@gmail.com

City of Rifle, Colorado
202 Railroad Avenue
Rifle, Colorado 81650

Dear City Council, Tommy Kline, and Scott Rust:

DMC Auditing and Consulting, LLC is pleased to submit a proposal for audit services to the City of Rifle, Colorado (the "City") for the year ending December 31, 2023. We are proposing to provide audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*.

We will issue audit opinions on the City's financial statements, *Government Auditing Standards* (Yellow Book), and Compliance Audit under the Uniform Guidance as of and for the year ending December 31, 2023. In addition, we will present a governance communications / management letter to the City after the audit is completed. Our goal is to perform the audit services, communicate effectively, and establish an audit/client relationship with the City Council, management, and staff.

The professionals at DMC Auditing and Consulting, LLC understand the importance of a timely and quality audit service that is provided at a fair price. We also believe that our clients should receive more than just an audit opinion. We want to be a resource for our clients year-round. Our goal is to help our clients achieve compliance with GASBs, single audit, and compliance requirements without compromising our independence.

DMC Auditing and Consulting, LLC is a professional CPA firm serving local governments and nonprofit clients in State of Colorado and the State of North Dakota. Dmitriy Chernyak, Firm Partner, and David Gallagher, Audit Manager, are licensed CPAs in the State of Colorado. Our firm is a member of the AICPA, Colorado Society of CPAs, and the Government Audit Quality Center (GAQC). The firm partner and staff have over 30 years of local government audit and accounting experience in the State of Colorado. We have extensive knowledge of GASB and other accounting requirements.

We believe that our firm is large enough to provide the necessary high-quality audit services and financial statement preparation. However, we are small enough to recognize the City's needs and provide that one-on-one attention during the audit and after. We pride ourselves on providing strong communication and keeping our clients informed of our progress as well as any issues we discover.

We are a young firm but with a lot of experience in providing audit and accounting services for local governments in the State of Colorado. Lastly, we pride ourselves on being more than just an audit firm to provide our clients with necessary tools and guidance to be in compliance with accounting requirements throughout the year.

Dmitriy Chernyak, CPA
Firm Partner

AUDITING AND CONSULTING, LLC
(720) 422-1352
DMCauditingandconsulting@gmail.com

GENERAL REQUIREMENTS

INDEPENDENCE

DMC Auditing and Consulting, LLC is fully independent from the City of Rifle, Colorado (the "City") and all of its component units in all matters, whether in fact or in appearance. Our firm does not have any relationships, whether personal or professional, with the City, any of its affiliated entities, or personnel.

LICENSED TO PRACTICE IN THE STATE OF COLORADO

The firm of DMC Auditing and Consulting, LLC, Dmitriy Chernyak, Audit Partner / Owner, and David J. Gallagher, Audit Manager, listed in this proposal are licensed to practice public accounting in the State of Colorado. Dmitriy Chernyak's active CPA license number in the State of Colorado is 29527.

FIRM INFORMATION AND QUALIFICATIONS

DMC Auditing and Consulting, LLC is a boutique firm that specializes in providing quality audit and consulting services for local governments in the State of Colorado and the State of North Dakota. We specialize in providing audit services for cities, counties, school districts, charter schools, other types of local governments, and nonprofit organizations. Our firm separates itself from other firms by establishing a trusted relationship with our clients and by providing expertise in local government auditing and accounting. We provide professional audit services, establish effective communication, implement efficient processes, and offer professional guidance to generate a positive audit experience for our clients. As a result of our size and efficient operations, we are able to maintain reasonable fees for our clients.

Our firm Partner/Owner, Dmitriy Chernyak, and Audit Manager, David J. Gallagher, are Colorado-licensed CPAs and professionals with expertise and experience in providing auditing and accounting services to local governments, such as cities, counties, school districts, charter schools, and various other types of local governments. Collectively, we have over 30 years of auditing and accounting experience with local governments in the State of Colorado. Our staff are very familiar with Colorado Revised Statutes (C.R.S) and similar laws and requirements, especially as they relate to budgeting and financial reporting. We are specialists in governmental audits, financial statement preparation, governmental accounting standards board (GASB) pronouncements, Single Audits, and compliance audits. Our management and staff have expert knowledge of the constantly changing GAAP, GASB, GAAS, Yellow Book, FASB, Uniform Guidance, and certain IRS requirements to provide our clients with comprehensive and knowledgeable audit services through years of working for CPA firms in the State of Colorado. In addition, our staff have worked in local government management roles, such as accounting manager and finance director, which distinctively separates us from other auditors. This gives us a unique understanding of our clients and the challenges that our clients face. We are members of the national AICPA and Colorado Society of CPAs.

We are uniquely able to stay up to date with developments within the Colorado Revised Statutes (C.R.S.) and local government and not-for-profit industries to assist our clients with technical issues throughout the year. In addition, as part of our services, we will be available throughout the year to provide guidance to the City on new accounting pronouncements and best practices.

We understand that timing in meeting requested audit timelines and deadlines is especially important to all of our clients. Therefore, we will collaborate with your staff to provide a quality and timely audit on or before the requested deadline or July 31, 2024. We plan to complete the interim audit fieldwork remotely and final audit fieldwork during a period based on coordination with City's management. We plan to prepare the City's financial statements with a draft submission to Scott Rust, Director of Finance, for review. These timelines will be met with the anticipation that the City is able to provide the all the necessary accounting and financial records by the start of final fieldwork.

ORGANIZATIONAL STRUCTURE

We consist of a partner, audit manager, and five experienced and professional staff focused on providing exceptional audit services for local governments, including cities, counties, school districts, charter schools, other types of local governments, and not-for-profit organizations in the State of Colorado.

The firm is large enough to have the experience and resources available to provide excellent service to our clients and is small enough to provide the personal service and partner access that is rarely available from larger firms. The staff perform the audit fieldwork and single audits, which are reviewed by the manager and audit partner. Financial statement portion of the ACFR is prepared by staff or manager and reviewed by the audit partner. A second/quality control review is performed by another experienced CPA within the firm.

We plan the audit, establish timelines, and set up regular meetings with staff and the client to provide a timely and quality audit. We design our audits to have the partner, audit manager, senior auditor, and staff auditor available for every audit. Our goal is to keep the same audit team from year-to-year to provide continuity for our clients and maintain efficient audits. Our audit partner and audit manager are heavily involved in the planning of the audit, risk assessment, and design and selection of audit procedures, because our firm understands that this allows each audit to be specifically designed to meet the individual needs of our clients. We will notify and request approval of the client regarding any staffing changes.

FIRM PARTNER AND STAFF THAT WILL WORK ON YOUR AUDIT

Dmitriy Chernyak, Firm Partner/Owner, is a CPA licensed in the State of Colorado and has performed auditing and consulting services for various types of local governments such as cities, counties, school districts, charter schools, various types of local governments, and nonprofit organizations in the State of Colorado for over 16 years. In addition, Dmitriy has over six years of experience working in an upper management/finance director role at local governments and understands the financial, administrative, and political complexities of local governments and nonprofit organizations.

Dmitriy has vast experience and expertise in accounting principles generally accepted in the United State of America, financial statement preparation, GASB implementation, evaluation and implementation of internal controls, single audits, and compliance with federal and state requirements. Dmitriy graduated from the University of Colorado at Denver in 2007 with two degrees: a Bachelor of Science in Accounting and a Bachelor of Science in Financial Management.

David J. Gallagher, Audit Manager, is a CPA licensed in the State of Colorado and has performed auditing and consulting services for various local governments, including cities, counties, school districts, charter schools, other types of local governments, and nonprofit organizations in the State of Colorado for over five years. David also brings local government and not-for-profit accounting experience to our clients. David is highly experienced in accounting principles generally accepted in the United State of America, financial statement preparation, GASB implementation, evaluation and implementation of internal controls, single audits, and compliance with federal and state requirements. David graduated from the University of Colorado at Denver in 2013 with a Master of Science in Accounting.

Laura Garcia, Senior Auditor, brings over 10 years of local government accounting experience in addition to her recent audit experience in the State of Colorado. Laura has expertise in governmental accounting, preparation of financial statements and annual comprehensive financial reports (ACFRs), GASB implementation, establishing internal controls and processes, and federal and state grant management and compliance. Laura has worked for a decade in local government, implemented various GASB pronouncements, solved complex accounting situations, and understands various situations and complexities of day-to-day operations of local governments. Laura graduated from the University of Denver with a Bachelor of Science in Accounting in 2013.

Nicholas Bozzo, Staff Auditor, has five years of accounting experience in local government and the private sector. Nicholas has proven that he is an adaptive learner, able to grasp complex accounting concepts, expert knowledge in Excel, and works efficiently to meet client's deadlines. Nicholas graduated with a Bachelor of Science in Accounting from Bemidji State University in 2017 with a 3.9 GPA.

Our firm is committed to continuing education. All professional staff have met or exceeded the continuing professional education requirements established by Government Auditing Standards. All members of the firm have participated in numerous hours of training through the Colorado Society of CPAs and American Institute of CPAs. Because the firm performs audits exclusively of government and not-for-profit entities, most of our continuing education relates to these industries.

We will obtain permission from the City if any changes occur with the assigned audit staff prior to assigning other audit staff to the City's audit.

PEER REVIEW

We are enrolled in the AICPA peer review program. Peer review report will be available and provided upon completion in the next year or so. DMC Auditing and Consulting, LLC has not received any federal or state desk reviews during the past three years.

SIMILAR CLIENT ENGAGEMENTS

CLIENT NAME / SERVICE TYPE (YEARS)	*LOCATION*
Local Governments and Library Districts	
Huerfano County (2022-2023)	Walsenburg, CO (100-200 hours)
Pueblo City-County Library District (2009-2016, 2023)	Pueblo, CO (150-200 hours)
City of Cañon City (2012-2016)*	Cañon City, CO (250-300 hours)
City of Wheat Ridge (2009-2016)*	Wheat Ridge, CO (200-250 hours)
City of Lakewood (2009-2016)*	Lakewood, CO (400+ hours)
City of Fountain (2009-2016)*	Fountain, CO (300-350 hours)
City of Woodland Park (2009-2016)*	Woodland Park, CO (300-350hours)
Town of Superior (2009-2016)*	Superior, CO (300 hours)
Adams County (2009-2012)*	Brighton, CO (350-450 hours)
Clear Creek County (2009-2016)*	Georgetown, CO (200-300 hours)
Englewood Housing Authority (2009-2016)*	Englewood, CO (150-200 hours)
School Districts	
Eaton School District (Weld County SD RE-2) (2022-2023)	Eaton, CO
Delta School District (2023)	Delta, CO
West End School District (2023)	Nucla, CO
Norwood School District (2023)	Norwood, CO
North Park School District (2023)	Walden, CO
Thompson School District (2011-2016)*	Loveland, CO
Boulder Valley School District (2009-2014)*	Boulder, CO
Eagle School District (2011-2016)*	Eagle, CO
Morgan County School District (2009-2016)*	Fort Morgan, CO
Charter Schools	
Stargate Charter School (2017-2023)	Thornton, CO
Ricardo Flores Magón Academy (2009-2023)	Denver, CO
Community Leadership Academy (2009-2023)	Commerce City, CO
Chavez-Huerta Preparatory Academy (2009-2016)*	Pueblo, CO
DCS Montessori Charter School (2009-2016)*	Pine, CO
Cesar Chavez Academy (2009-2016)*	Denver, CO
Challenge to Excellence Charter School (2009-2016)*	Parker, CO
Parker Core Knowledge Charter School (2009-2016)*	Parker, CO

*****Managed audit with prior firm. These clients were audited by our firm's partner, Dmitriy Chernyak, CPA, and audit manager, David Gallagher, CPA, when they were employed with their prior firm, Swanhorst & Company, LLC. Swanhorst & Company's firm partner was Wendy Swanhorst (contact information noted in references on page 9).

Staff hours dedicated to the above engagements varied depending on the size of the client.

SERVICES TO BE PROVIDED

DMC Auditing and Consulting, LLC will perform professional audit services and single audits, if necessary. The audit will be performed in accordance with auditing standards generally accepted in the United States of America (GAAS) as established by the American Institute of Certified Public Accountants and Government Auditing Standards (Yellow Book). In addition to the preparation of the annual financial statements and ACFR, we will issue an Independent Auditor's Report on the City's financial statements including opinions on Government Auditing Standards and Uniform Guidance (Single Audit). In addition, we will provide a management letter that will identify deficiencies, if any.

Our audit will include tests of the accounting records and other auditing procedures we consider necessary to express an opinion on the financial statements. As a normal part of the auditing process, we will document and test internal controls and review compliance with applicable laws and regulations.

We will perform limited procedures on management's discussion and analysis, if provided, and the required supplementary information. Other supplementary information will be audited to ensure it is fairly stated in relation to the basic financial statements as a whole.

We do not contemplate a detailed examination of all transactions, nor do we expect that we will necessarily discover fraud, should any exist. We will, however, inform you of anything that we discover that appears in error, unusual, or fraudulent.

We will audit the City's financial statements and provide assistance with new GASB implementation and accounting guidance, as necessary. The financial statements for the City are the responsibility of the governing board. It is our responsibility to express an opinion on the financial statements based on our audit. In addition, we will assist with any preparation of the required reports in connection with the audit services within the independence standards.

In addition, we will evaluate the City's federal expenditures of federal awards, other federal award information, and work with management to determine potential single audits and federal compliance requirements that need to be audited based on Government Auditing Standards and Compliance with the Uniform Guidance (2 CFR 200). In addition, we will schedule a time to interview program directors and obtain an understanding of the federal award.

Lastly, we will be available to counsel our clients throughout the year beyond the audit on any new accounting pronouncements, compliance requirements, or new related developments. Our firm strongly believes that this is a particularly important part of our services to our clients.

We will retain our workpapers for a minimum of five years.

Communications with Client

We will communicate with the Finance Director throughout the audit process, from planning to final presentations. Any issues we encounter will be discussed with management during our audit fieldwork. After the audit is completed, we will prepare a "management letter" that we will be submitted to management and the City Council. This letter will discuss issues that arose during the audit and will address significant deficiencies in internal controls identified during the audit process, if any.

AUDIT APPROACH

We would perform the audit fieldwork based on an agreed-upon schedule between our firm and management. Interim audit fieldwork will be performed remotely several months prior to final fieldwork. Final fieldwork will include three-to-five days on-site and the remainder performed remotely with communications via email and Dropbox. First year of the audit may require more days on-site and additional testing. In addition, we will determine the audit schedule on when the accounting records are complete, and the necessary information is available for the audit. In addition, we will visit some of the site(s) each year that maintain financial processes in order to evaluate internal controls. We will work diligently to meet the City's deadlines. We will assist with implementation of new GASB pronouncements and assist the City will addressing prior year GFOA comments.

We will provide lists of information in advance of conducting the audit fieldwork for management's use in preparing for the audit. This information will primarily include schedules and reconciliations, supporting amounts presented in the financial statements, and general information that is readily available by the City. We have reviewed the City's budget, 2022 (prior year) annual comprehensive financial report (ACFR), organizational charts, and other relevant documents to already plan the 2023 audit. In addition, we will work with management to contact the prior year auditor to review the necessary workpapers and information from the prior year audit. If necessary, we will perform procedures on the prior year financial statements in accordance with auditing standards generally accepted in the United States of America (GAAS).

Audit information prepared by the City may be provided electronically. We understand that certain documents are easier to provide than hard copies. Therefore, if necessary, certain information may be reviewed and tested on-site during fieldwork. Audit procedures will be performed remotely and on-site. A manager or partner of the firm will be available during the audit fieldwork. Any potential adjusting entries will be discussed with management during our fieldwork. The firm partner and managers will perform the final review of the audit workpapers and the financial statements.

Significant areas of the City's accounting system, such as cash and investments, payroll, accounts payable, capital assets, debt, and single audit will be audited using the most efficient and effective methods possible. Some segments will be audited using a substantive approach, including confirmation with third parties. Sampling will be used to verify expected results where applicable. Sampling used during fieldwork will be based on the GAAS and AICPA requirements. We will perform various analytical procedures in order to gain audit evidence for various accounts, including reasonableness tests, trend analysis, and year-to-year comparisons.

New accounting standards and requirements will be discussed with management prior to fieldwork and necessary information such as contract agreements and certain calculations will be requested. This information will be used to assist and guide the City in implementing the new accounting pronouncement(s). We will provide guidance to assist the client with new GASB or compliance requirements, if necessary. For example, GASB 96 will require the City to obtain the necessary subscription-based contracts and agreements which will be used to determine a potential liability in the government-wide financial statements and proprietary fund financial statements.

Internal controls will be documented primarily in a narrative format based on discussions with the City's personnel and other observations. Sampling for tests of compliance with specific laws and regulations will be utilized depending on the resources available at the City. We will try to perform dual purpose tests to provide the most effective and efficient audit.

The Senior Auditor will prepare the financial statements while the audit team performs audit fieldwork and single audits. Our firm has three levels of review of the audit workpapers and financial statements to ensure accuracy and alleviate significant changes in the financial statements for the client.

Any deficiencies in internal control or other operating efficiency issues discovered during our audit work will be communicated to management during the audit fieldwork. The draft management letter and financial statements will be provided for management's approval before being issued in final form. The method of reporting to the governing board will be discussed with management before the final documents are distributed. Our presentations will focus on the results of the audit and the information presented in the management letter. We will be available for the audit presentation at the City Council meeting.

Partner, manager, and staff are available throughout the year to discuss and assist with accounting guidance and best practices. This service is performed at no additional cost to the City because we believe this is an important service that we can provide for our clients to best serve their needs.

Estimated schedule and hours are as follows for the City and its component units:

- Phase I – Interim Audit Fieldwork (2-3 staff)
  - Planning and risk assessment
  - Understanding of internal controls
  - Beginning balance testing and prior auditor communications
  - Single audits, if necessary
  - Workpaper Review
- Phase II – Final Audit Fieldwork (3-4 staff)
  - Risk-based substantive testing of various funds and accounts
  - Single audit – follow-up and completion, if necessary
  - Workpaper Review
  - Financial statement review

- Phase III – Completion of Audit and review of financial statements (Partner and Manager)
    - Provide auditor comments to City on draft financial statements
    - Final reviews and communications
    - Review of management letter and auditor's integrity report
    - Issuance of audit opinions and management letter

Firm uses various software and resources to complete audit engagements.

Our firm has three levels of review of the audit workpapers and financial statements to ensure accuracy and alleviate significant changes in the financial statements for the client.

PROPOSED TIMELINE

The firm is available and committed to meeting the requested timeline established by the City on or prior to the requested deadline or July 31, 2024. We will work with Scott Rust, Director of Finance, and any other City staff to establish a timeline that works best for the City to perform the interim fieldwork between October and December and final audit fieldwork sometime in March or April with the draft financial statements provided to the Director of Finance prior to the expected deadline. We intend to meet every date set by the City in the RFP document, especially if the City has all the necessary audit information prepared and available at the start of fieldwork.

Our intent is to complete the audit by the required deadline and have the audit opinions ready for the City. At this point, our firm has the availability and capacity to complete the audit prior to the City's deadline with the printed copy available upon completion. In addition, Firm Partner, Dmitriy Chernyak, will be available to present the audit report to the City Council. Lastly, we will complete the Data Collection Form for the single audit subsequent to the completion of the annual audit, if necessary.

REFERENCES

Eaton School District (Weld County SD RE-2)	Luke Gonzales – 970-590-2221
Huerfano County, Colorado	Carl Young – 719-225-3890
Swanhorst & Company, LLC (Former Audit Firm)	Wendy Swanhorst – 303-638-3495
G&G Consulting Group, LLC	Shannon Grant – 303-217-1329
Stargate Charter School	Lynne Whitney – 303-475-4205
Community Leadership Academy	Carolyn Peterson – 719-565-8104

DOLLAR COST BID

ENGAGEMENT FEES

Fees for the audit and preparation of financial statements of the City for the year ending December 31, 2023, including out-of-pocket expenses, will not exceed $16,000 for the City of Rifle, Colorado. If the City is required to have more than two single audits in one year, an additional fee of $3,500 will be charged for each required single audit program.

Should our firm be selected as your auditor, we would be honored to provide the City of Rifle, Colorado with audit services. We are looking forward to hearing from you.

Respectfully,

Dmitriy Chernyak, CPA
DMC Auditing and Consulting, LLC
Phone: 720-422-1352
Email: dmcauditingandconsulting@gmail.com

145 Bristlecone Circle
Bailey, CO 80421

4133 Ranch Loop
Bismarck, ND 58503

City of Rifle, Colorado

Financial Audit Services

Fiscal Years Ending December 31, 2023, 2024 - 2026

James D. Hinkle, CPA
Hinkle & Company, PC
750 W. Hampden Ave, Suite 400
Englewood, CO 80110
(303) 796-1000
jim@hinklecpas.com

October 13, 2023
5:00 pm

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HINKLE & COMPANY PC
Strategic Business Advisors

October 13, 2023

Tommy Klein,
City Manager
City of Rifle
202 Railroad Ave.
Rifle, Colorado 81650

Re: Financial Audit Services
Fiscal Years Ending December 31, 2023, 2024 - 2026

We are pleased to respond to City of Rifle, Colorado (the City) Request for Proposals to provide Audit Services for the fiscal year ending December 31, 2023, with the option to provide audit services for the subsequent three years as outlined in the request for proposals. We believe Hinkle & Company, PC is the best qualified Firm to perform the City's professional auditing services because we focus and specialize in governmental audit services and provide similar services to approximately thirty cities and towns throughout Colorado.

Hinkle & Company, PC has provided auditing services to the City for over five years and Hinkle & Company, PC strives to provide services to our clients to meet their goals and exceed their expectations.

1. **Our customer service focus is foremost.**

Hinkle & Company, PC has provided exceptional service to the Arkansas, Colorado, and Oklahoma regions for more than 25 years. We believe our success lies directly in our people and our firm culture. In a world where client service is often an after-thought, the professionals at Hinkle & Company, PC consider it their top priority. We commit to you that we will:

- ✓ Involve partners and managers in all aspects of your engagement to ensure the highest quality of service.
- ✓ Pledge to be great listeners and problem solvers. We will communicate with you throughout the engagement along the way.
- ✓ Efficiently manage all resources to perform work on time as outlined in the RFP.
- ✓ Provide year-round access to address new account standards and implementation.
- ✓ Provide best practice recommendations to better protect assets, prevent losses, *ensure compliance with regulatory bodies*, maintain internal controls, and prevent fraud.
- ✓ Thoroughly review the City's internal controls to help ensure that the City is operating efficiently, effectively, transparently and within the framework of the policies as required.

Office Locations:
Colorado Springs, CO
Denver, CO
Frisco, CO
Tulsa, OK

Frisco Office:
301 West Main Street
Suite 207
Frisco, Colorado
80443
TEL: 303.796.1000
FAX: 303.796.1001
www.HinkleCPAs.com

2. **Our people are top notch, and they will become familiar faces to you**.

We are committed to providing our clients with the best team available. We take immense pride in developing strong relationships with clients and investing the time necessary to understand their issues and concerns. You will find our staff members to be highly qualified, trained professionals. Their personal skills and enthusiastic demeanors will be reflected in their everyday interactions with your team. We hire and retain the best because we have a clear focus on what is important for our clients - having a reliable team they are comfortable with year-after-year. We have a significantly lower staff turnover than normal for our industry. This means we work hard to keep our team members so that both the City as well as Hinkle & Company, PC can enjoy smoother service, consistency in contact, deeper knowledge of your organization, and clear communication.

3. **We view our relationship as a proactive dialogue**.

Hinkle & Company, PC's unique service philosophy makes us stand out in the marketplace. We build a working partnership with our clients. We are committed to engaging in communication with the City Council, City Manager, Finance Director, and key management team members, consistently offering valuable feedback practical and proactive best practice recommendations to help improve the City's financial and compliance operations.

Hinkle & Company, PC strives to provide services to our clients to meet their goals and exceed their expectations. Ultimately, the key to our success is our people and their willing commitment to partner with our clients to help them succeed. You will find this presentation has a simple purpose - to share the values and qualifications of our Firm and to reinforce the values and benefits our firm can provide to the City's staff and leadership team.

The representative for Hinkle & Company, PC, is Jim Hinkle. He is authorized to submit this proposal as well as sign a contract with City of Rifle, Colorado. He can be reached by telephone at (303) 796-1000 and by email at Jim@HinkleCPAs.com.

Hinkle& Company, PC affirms:

- The acceptance of conditions and requirements contained in the RFP.
- The proposal and fees represent a firm and irrevocable offer for 60 days from the date of submission of the proposal to the City.
- Understands the scope of work to be performed.
- We are able to comply with the timelines as outlined in the RFP.

We look forward to the opportunity to continue to showcase how our approach to client service has made a difference for City of Rifle, Colorado. Relationships are highly valued at Hinkle & Company, PC and we welcome the opportunity to cultivate our existing relationship and put our knowledge and experience to work on your behalf.

Yours truly,
Hinkle & Company, PC

James D. Hinkle, CPA

Why Hinkle & Company, PC

Hinkle & Company, PC is a local/regional CPA Firm that specifically designs its public sector audit practice to meet the on-going fiscal challenges that face municipalities, towns, counties, universities and colleges and quasi-governmental agencies. Yet, we provide a personalized audit service that promotes successful audit engagements, fluid communication at every stage and best practice recommendations that are forward-thinking to help meet your fiduciary responsibilities. Approximately 85% of our Firm's audit practice is generated from governmental entities.

Experience with Colorado Cities, Towns and Counties

Hinkle & Company, PC has over 25 years of experience working with cities, towns, and counties. Firm-wide, we currently audit approximately 30 various cities and towns plus 5 counties. See Exhibit 1 for the similar engagement list of references and contact information.

Experience with GFOA Certificate - ACFR Program

Simply put, we have helped our clients achieve the confidence necessary for healthy fiscal management because we possess the knowledge and skill set to assist the City of Rifle, Colorado (the City) prepare its ACFR and to successfully receive their GFOA Certificate if ever required.

Experience with *Government Auditing Standards*

Hinkle & Company, PC is a provider of *Government Auditing Standards* engagements. We currently provide accounting and/or auditing services to Cities, Counties, Towns, Authorities, Trusts, Colleges and Universities, Economic Development Districts, Library Districts, School Districts, Charter Schools and other Non-Profit Organizations and Foundations. Some of the types of services provided include auditing, ACFR preparation, internal audit, compliance, tax, indirect cost rates, closing and preparing the books for the audit and providing estimate of needs. In addition, the Firm is a member of the AICPA's Government Audit Quality Center.

Experience with Single Audits in Accordance with Uniform Guidance

Due to the volume of governmental and non-profit audits we perform, many of our Firm members have significant Single Audit industry experience in accordance with Title 2 CFR *Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and therefore, we are able to provide a well-qualified team. Our Firm believes that government entities represent a complex specialized industry, and the engagement should be staffed with an experienced team. Overall, we provide thoughtful, forward-thinking, best practice recommendations to help our clients successfully administer their major programs in accordance with compliance regulations.

Engagements with City of Rifle

We have provided audit services to the City of Rifle in the recent five (5) years. We believe our continuing relationship brings insight into both the audit processes employed, as well as our perspective of your internal control structure that should help you in your daily operations and controls.

Understanding of the Work to be Performed

The audit will be performed in accordance with auditing standards generally accepted in the United States of America as established by the American Institute of Certified Public Accountants and, if applicable, the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards*, the provisions of the Single Audit Act of 1984 and the provisions of U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards*.

Hinkle & Company, PC will audit the basic financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining funds for the City as of and for the year ending December 31, 2023.

The combining and individual financial statements and schedules for non-major funds and other non-required supplementary information schedules will be presented for the purpose of additional analysis. We will provide an in-relation-to report on these statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements.

The management's discussion and analysis, budgetary comparison schedules and pension funding progress schedules will be presented as required supplementary information will be subjected to certain limited procedures but will not be audited nor will we express an opinion on it.

Our audit procedures will comply with the requirements established in the Colorado statutes. The audit will include tests of the accounting records and other auditing procedures we consider necessary to express an opinion on the financial statements. As a normal part of the auditing process, we will document and test internal controls and review compliance with applicable laws and regulations.

Our audit procedures will also include reviewing the minutes of the City for the year being audited.

Following the completion of the audit, Hinkle & Company, PC shall issue the following reports for the City:

- Independent Auditor's report on the financial statements of the City as of and for the year ended December 31, 2023.
- Independent Auditors' Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* for the year ended December 31, 2023.

Following the completion of the Single Audit, Hinkle & Company, PC shall also issue the following report for the City:

- Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with Part 200—*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.*

Understanding of the Work to be Performed (Continued)

Illustrations of our sample reporting formats may be viewed by going to any referral clients website financial audit section and selecting their most recent audit report from our reference list.

We will issue a separate management letter setting forth findings and recommendations relative to other internal control findings, fiscal affairs, and other significant observations during the course of the audit and present them to the City Council. We do not contemplate a detailed audit of all transactions, nor do we expect that we will necessarily discover fraud, should any exist. We will, however, inform you of anything unusual that comes to our attention during the audit process.

We will communicate with management throughout the audit process. We do not contemplate any potential audit difficulties, but if encounter any issues during the audit, they will be immediately discussed with management during our interim or final audit fieldwork. After the audit is complete, we will prepare a *management letter* that we will submit to the City Council.

Firm Background

Firm Size, Composition & Location

Hinkle & Company, PC is a local/regional full-service CPA Firm with offices in Colorado Springs, Englewood & Frisco, Colorado and Tulsa, Oklahoma. We provide assurance, tax, consulting, valuation, and litigation services. Our Firm includes a total of 27 professional staff with 18 members in Colorado and 9 members in Oklahoma. We have detailed our audit staffing plan later in this proposal. We are local, convenient, and very accessible. We anticipate that we will conduct the engagement from our Frisco, Colorado office.

Hinkle & Company, PC has earned a sound reputation and modeled performance stability for decades. We specifically design our public sector audit practice to meet the on-going fiscal and compliance challenges that face municipalities, towns, counties, universities, colleges, and quasi-governmental agencies. Yet, we provide a personalized audit service that promotes the spirit of teamwork that produces an environment of a partnership feel that will foster successful engagements, provide fluid communication at every stage and best practice recommendations that are forward-thinking that help meet our client's fiduciary and compliance responsibilities. Approximately 85% of our Firm's audit practice is generated from governmental entities.

Innovation, Communication and Best Practices

We provide a substantial amount of engagement time from Partner involvement, so you receive high-quality service. Because our partners and managers are in the field, we can provide thoughtful, insightful, and timely recommendations and address issues immediately, if needed.

Firm Background (Continued)

Innovation, Communication and Best Practices (Continued)

Communicating the results of our audit procedures and recommending best practices to help your accounting processes are vital to successful engagements. In addition, you will find we are available throughout the year. On-going communication means you can receive added value throughout the year and timely updates on new accounting pronouncements. We will walk you through implementation and how they may impact on the City's financial statements and accounting operations.

The benefit for your organization is that both routine and non-routine issues are addressed by more senior and experienced professionals. We value our relationships built with each client. These bonds are built on integrity and trust above all else. As such, we value our client's needs, goals, and values as our own and realize they are the key to long-term personal and professional success. Our Firm is a member the American Institute of Certified Public Accountants (AICPA), Governmental Audit Quality Center. Members of our staff have served on and are involved in various industry committees and conduct training seminars for various industries.

Peer Review

The Firm's most recently issued peer review conducted for the year ended September 30, 2019 resulted in the highest Peer Review rating of PASS. This underscores the Firm's continuing commitment to overall quality. Hinkle & Company, PC has passed all peer reviews they have subjected to in the past two decades. We have included a copy of the current peer review report in the Exhibits to the proposal.

Independence from City and Component Units

Hinkle & Company, PC, its current staff, and management are independent with City of Rifle, Colorado and its component units as defined by the American Institute of Certified Public Accountants, Generally Accepted Auditing Standards and U.S. Government Accounting Office's Government Auditing Standards. In addition, we do not expect any independence issues to arise during any time we are engaged to perform attestation engagements with City of Rifle, Colorado. If any unforeseen independence issues arise in the future, we will notify City management immediately.

Other Relevant Information

The Firm attests that all firm CPAs are licensed to practice in Colorado.

The Firm attests that we have had no desk reviews, field reviews or disciplinary action or pending matters against the firm during the past three (3) years.

Certification

Hinkle & Company, PC certifies that it does not and will not during the performance of the contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, et. seq. (House Bill 06-1343).

Firm Background (Continued)

Audit Presentation

We will attend the City Council meeting of your choice and present the audit opinions to the City Council. We will meet with you prior to the meeting to outline our presentation and include any findings or items which you believe are important and relevant. You will know exactly what we will present to the City Council prior to the actual presentation.

Electronic Audit Environment

Hinkle & Company, PC uses the most advanced audit technology available. This includes a fully electronic audit environment. We use CCH ProSystemfx Engagement software for our trial balance/financial statement reporting as well as our file structure functions. We use the Knowledge Coach software for our audit programs and documenting our audit plan. Both of these software programs are supported by Wolters Kluwer and CCH. We will set up file sharing portals. Designated City accounting staff will be able to *click and drag* client prepared schedules and other supporting documentation into the portals. We will then pull these documents directly into our electronic workpapers files. This process should provide for a smooth transition of information.

Firm Personnel – Engagement Team

The Firm believes that government entities represent a complex specialized industry, and the audit should not be staffed primarily with inexperienced auditors. Supervisory personnel have several years' experience performing governmental audits.

All Firm members have assisted governmental clients to receive the Government Finance Officers Association award for financial reporting. Because of the considerable experience of the Firm's personnel, we can be a valuable resource in the preparation of the financial statements or Annual Comprehensive Financial Report (ACFR). Many of the Firm's governmental clients have Single Audits. Consequently, our staff has had extensive experience with the Single Audit. All Firm members are familiar with the new federal uniform guidance.

Firm members are active in many governmental accounting organizations. In addition, the Firm is a member of the AICPA's Government Audit Quality Center.

The Firm is committed to continuing education. All professional staff have met or exceeded the continuing professional education requirements established by *Government Auditing Standards*. This translates to 120 hours of continuing professional education (CPE) every 3 years which includes hours required to comply with Yellow Book guidance. All members of the Firm have participated in numerous hours of training through the Government Finance Officers Association, Oklahoma Society of CPA's, Colorado Society of CPAs, American Institute of CPAs, and the AICPA's Government Audit Quality Center. Because the majority of the Firm's clients are government entities, most of our continuing education relates to the governmental industry.

Firm Personnel – Engagement Team (Continued)

The quality of the audit team will be assured because of the direct involvement of the partner and managers of the Firm and the experience level of all Firm personnel. We will notify the City of any personnel changes to the audit team prior to our audit fieldwork. We expect to maintain consistency in supervisory staff and provide periodic staff changes to maintain independence and ongoing objectivity throughout the term of our audit engagements. We are able to notify the City of new developments in the industry and assist with technical issues throughout the year. These communications are performed at no additional cost to the City. Please see Engagement Team resumes after the Audit Approach Section.

Audit Approach

Overall Engagement Approach

We will perform the audit fieldwork in two primary sections, interim which would primarily be performed before year end, and final audit fieldwork end of April beginning May. The Single Audit procedures may span additional time periods as City personnel are available. Management will be consulted when scheduling these fieldwork dates. We estimate that our on-site work would be one week for each section of the audit. The time requirements outlined in the Request for Proposals are reasonable and achievable.

The firm can provide listings of information required to complete the audit procedures in advance of conducting the audit fieldwork. This information will primarily include schedules and reconciliations supporting amounts presented in the financial statements and general information that is readily available in the City. Audit information prepared by the City can be provided electronically to our portal or as hard copies if more convenient.

Pre-Engagement Planning & Permanent Files

We plan to start our audit by first meeting with City of Rifle, Colorado's personnel to discuss any concerns management may have for which we would tailor our audit procedures. At this meeting, we will finalize the calendar with respect to interim and final fieldwork, that best fits your staff and schedules, and to discuss the audit team on-site and in-office percentages, respectively. Background information requests may include in part, but not limited to, accounting policies, chart of accounts, internal controls documentation, organizational chart, insurance policies, contracts, intergovernmental agreements, City Council meeting minutes and prior year's audit reports. We note some of these items are available from the City's website.

We will discuss applicable implementation of new accounting pronouncements that are effective during the year under audit and how the City is progressing though the actual implementation. We will discuss any changes in personnel, operations, regulatory or policy matters that might affect the financial reporting or the audit process. Items that might arise in this meeting might include new bond issues during the year, construction in progress, changes in software, changes to Federal award programs, changes in key staff, etcetera.

Audit Approach (Continued)

Pre-Engagement Planning & Permanent Files (Continued)

During this meeting, we will outline the schedules that the City's staff prepare in their normal duties and what schedules and detailed supporting schedules that could easily be prepared to assist in our audit process. At the conclusion of this process, we expect to have a detailed list of all schedules and other items the City's staff will prepare for our use in the audit, commonly referred to as Prepared By Client (PBC) document listing. We will furnish our PBC list no later than December 31.

We will also use this meeting to discuss the City's Federal Awards for the current year and whether any significant changes have occurred from the prior year. We will discuss with management the determination of Major Federal awards that will be subject to tested during the audit and will invite your input as to whether management has any concerns regarding specific Federal awards. We will adjust our testing to include your input in our determination of which type A and type B awards will be tested as Major Programs.

If there are any anticipated potential audit problems such as issues from previous audits or implementation of new standards, we will discuss these issues at the Pre-Engagement meeting. This will allow ample time for you to respond and assist in resolving these issues before the actual audit begins.

Interim Fieldwork

We anticipate conducting our interim fieldwork at an agreed upon time with management to meet the City required deadlines. Interim fieldwork will begin by gaining and documenting our understanding of the City's internal control throughout the various systems of accounting cycles such as revenue recognition, payroll, and disbursements. We anticipate we will place Control Risk at low for each major accounting and reporting cycle. Therefore, during interim fieldwork we will perform test of controls for each of these major accounting and financial reporting cycles. *We generally select sample sizes between 40 and 60 items on a random basis and a second sample of large disbursements over a certain level. We plan to increase the sample sizes in areas that have increased risk due to changes in personnel, policies, or other such matters as determined in our Pre-engagement meeting.*

We will gain an understanding of the City's internal controls by performing various techniques which may include:

- Interviews
- Observations of processes
- Testing of transactions, invoices, records, etc.
- Review of contracts and reports
- Comparison of performance results to other departments.
- Analytical analysis (relative to current and historical financial and non-financial data)
- Evaluation of control compliance and control effectiveness

During our interim fieldwork, we will also perform our analysis of internal controls involving the Federal Awards. Our determination of Major Programs will include the input by Management during our Pre-Engagement Planning meeting. We will also perform our tests of compliance with respect to the Uniform Guidance on each Federal award designated as a Major Program for each.

Audit Approach (Continued)

Interim Fieldwork (Continued)

Our analysis of internal controls for both accounting and financial reporting and for Federal award compliance will be accomplished through interviews with specific personnel in the various areas being analyzed, walk-throughs of selected transactions and finally through our test of controls.

We expect the interim fieldwork to consist of two members of our Firm to be involved in the Interim. We will perform our work in the City's office at times convenient for the City's staff. During the interim work, we expect a Senior Team Member to be on site during the entire interim period.

We will adjust our audit approach based upon the results of the interim audit procedures. We will communicate with you any significant changes to our audit approach that might affect the City's process in closing its books and preparing schedules for the audit.

At the conclusion of the interim fieldwork, you will expect to know any significant deficiencies, material weaknesses, or issues of non-compliance with Federal awards we have identified through internal control analysis, test of controls and test of compliance. This will give you ample time to investigate these issues, agree or disagree with our assessments and provide the Management's response. We believe that providing you with this information at this time increases the level and effectiveness of our communication and overall engagement process.

Engagement Planning

Our engagement planning segment of the audit will obtain from the City the year end trial balances and the PBCs as determined in our Pre-Engagement meeting. We would like to receive as much of this information electronically as possible. We will build our audit file with the trial balance and audit schedules obtained from you during this time. We will reconcile audit schedules to the trial balances, prepare our budget to actual analysis and even prepare initial financial statements from this information.

We will then make our audit selections for vouching in as many audit areas as possible and accumulate audit questions we will ask regarding the schedules provided to us. We will communicate these selections and questions electronically before our final fieldwork begins so that you can adequately plan for our final fieldwork.

This engagement planning will be conducted in our offices, and we expect this process to occur shortly after receiving the trial balances and audit schedules are available to us.

At the conclusion of this segment, you will expect to know the audit selections for the various audit areas we intend to examine, the questions we have as a result of our fluctuation analysis and other areas we will want to test on the year ending balances.

Audit Approach (Continued)

Engagement Planning (Continued)

At the conclusion of this segment, you will expect to know the testing samples on the year end balances we intend to examine so that you have the ability to pull the appropriate documentation. You will know the major questions we have regarding audit schedules and fluctuation analysis so that you have the ability to research the answers. We will also communicate to you and additional information we will need that we have not already received.

Final Fieldwork

We expect we will conduct our final fieldwork following the receipt of the trial balances and audit schedules. We anticipate on-site final fieldwork to begin during a mutually agreed upon time. During the final fieldwork we will examine the supporting documentation on the testing items we selected in the previous segment and obtain answers to our questions we provided. We will address any further audit items that may arise during this segment, so that when the final fieldwork is over, our audit procedures are complete, and our audit file will be finished.

The audit review by our management will be *conducted in your offices* during final fieldwork, so that any issues that arise can be easily communicated and quickly resolved. Our goal is to be very proactive in our communications, which should help to eliminate any surprises by completing our primary workpaper review during final fieldwork.

Engagement Conclusion

At this conclusion, we will have an exit conference with the City's management that will include a discussion of our audit process, the results of our audit work, summarize any management comments (including significant deficiencies, material weaknesses, or issues of non-compliance of Federal awards). We say we will summarize these items because we will be communicating any issues we find throughout the audit process, in both interim and final fieldwork. We expect you will have no surprises.

Final fieldwork will be conducted by an In-charge, staff auditor and Timothy Ahopelto will be conducting the Quality Review of the final audit. We expect final fieldwork to consist of 2 aforementioned auditors for a period of 1 week. At the conclusion of this segment, you should already know if there were any audit findings and have had the opportunity to respond to those audit findings. If we do not encounter any audit irregularities or delays, we anticipate submitting the report to the City on time.

Federal Audit Clearinghouse: Single Audit Submission

We will also submit the audit report and federal award information to the Federal Audit Clearinghouse pursuant to the filing requirement timeframes, as applicable.

Summary – Most Important Factor in a Successful Audit

We feel that the most important factor in a successful and well-executed audit is a result of a high level of communication throughout all phases of the audit process. That is why we have highlighted extensive communication processes throughout the audit steps noted above. We pledge to you we will maintain a high level of communication throughout the audit and throughout the year.

Audit Approach (Continued)

Anticipated Summary Schedule for Audit Engagement for FY2023.

- Interim fieldwork during December – January.
- Final field work during April – May.
- Draft report and management letter to the Finance Director by May 10, 2024.
- Finance Director review of draft and provide comments to auditor by May 15, 2024.
- Auditor revisions/edits completed by May 20, 2024.
- Finance Director prepares MD&A by May 22, 2024.
- Auditor provides final report by May 28, 2024.
- Partner of audit firm presents audit report to the City Council on the audit of the financial statements.

Engagement Team

We have selected an audit team that we believe will be effective and efficient for the audit. The supervisory personnel are as follows:

Jim Hinkle – Managing Partner

Jim is our Managing Partner and will oversee the engagement to ensure you receive the highest level of service in both quality of audit and personalized service. We expect you to become one of our significant references!

Timothy Ahopelto – Partner & Audit Director

Timothy will be the Audit Manager for your engagement. Timothy brings more than 20 years of experience providing audit and consulting services to various industries during his career in public accounting including local governments. Timothy will bring the detailed knowledge of new GASB pronouncements, how they may impact the City and assist with the implementation of new standards applicable to the City. Timothy will ensure the City has access to a knowledge base on all accounting and reporting issues pertinent to the City during the audit and throughout the year.

Wade Fisher – Manager and Audit Supervisor

Wade has over 15 years of experience providing audit and accounting services. Wade will be your Senior Auditor & In-charge as the City point of contact and communicator throughout the auditing process and performing audit procedures. Wade has the experience in planning and executing large and complex audits. He is forward-thinking and has recommended best practices to help clients strengthen their internal control processes.

Engagement Team (Continued)

James D. Hinkle, CPA/ABV, CVA, CMAP, MAFF, CFF
Partner

(T) (303) 796-1000
(F) (303) 796-1001

Jim@HinkleCPAs.com

Engagement Responsibility: Jim will be the Engagement Partner and have responsibility for communication with management and primary reviewer of all audit work.

Education: B.S. Accounting and Business Administration, Kansas University, Lawrence, Kansas.

Current Responsibilities: Audit Partner in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado, Oklahoma, California, Arkansas, Kansas, and Missouri. Member of the American Institute of CPAs and the Colorado Society of CPAs and the Oklahoma Society of CPAs.

Professional Experience: Jim has over 35 years of experience with national public accounting firms and Hinkle & Company, PC.

Jim spent 13 years with Baird, Kurtz & Dobson (BKD) in Kansas City and Tulsa. During this time, he was one of two members who taught Single Audits in internal CPE classes. For two years, Jim left public accounting and managed a $20 million sales organization who was a previous BKD client.

In 1997, Jim began Hinkle & Company, PC and built a full-service CPA Firm that provides audit, income tax and bookkeeping services to clients throughout the Midwest. Today, the Firm employs over 27 professional and support staff, performs over 200 audits and services over 800 tax clients. The Firm is licensed to practice in seven states throughout the Midwest.

Engagement Team (Continued)

Timothy Ahopelto, CPA
Audit Manager – Accounting & Auditing Director

(T) (303) 796-1000
(F) (303) 796-1001

Timothy@HinkleCPAs.com

Engagement Responsibility: Timothy will be the Manager and the primary audit contact on all interim and final fieldwork procedures.

Education: B.S. Business Administration cum laude, University of Arizona, Tucson, Arizona.

Current Responsibilities: Audit Manager in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado. Member of the American Institute of CPAs and Colorado Society of CPAs. Most continuing education in the past three years has been related to accounting and auditing.

Professional Experience: Timothy has over twenty years of experience with local public accounting firms in Colorado.

Timothy has provided audit and consulting services to various industries during his career in public accounting, including governments, and not for profit organizations as well as public and non-public companies in the manufacturing, software, and consulting industries.

Timothy is currently responsible for audits of cities, counties, school districts and charter schools of varying sizes in Colorado.

Timothy has performed internal control and policies and procedures reviews and presented recommendations to management and governing boards.

Engagement Team (Continued)

Wade Fisher, CFE, MAFF
Manager and Senior Auditor

(T) (719) 645-4935
Colorado Springs Office

Wade@HinkleCPAs.com

Engagement Responsibility: Wade will work with Timothy Ahopelto and Jim Hinkle as the Senior In-charge Auditor and is responsible for completing the detailed audit work.

Education: M.S. Accounting, Suffield University, Twin Falls, Idaho.

Other Related Training/Education: Certified Fraud Examiner designation from the Association of Certified Fraud Examiners; Master Analyst in Financial Forensics designation from the National Association of Certified Valuators and Analysts.

Current Responsibilities: Senior Auditor and Consultant in the public accounting firm of Hinkle & Company, PC.

Professional Experience: Wade will be the Senior Auditor In-charge for your engagement. Wade has worked with cities, economic districts, universities, and authorities and brings over 15 years' experience in audit, accounting, and consulting. Wade has industry experience and background in planning and executing large and complex Single Audit Act audit engagements both in the non-profit and governmental sectors. Wade provides litigation support to our affiliate FVR, PLLC.

Client References

Similar Engagements with Other Colorado Cities and Towns

We audit approximately thirty (30) various cities and towns plus five (5) counties through the Colorado offices. Listed below are the engagements most similar to the professional auditing services described in the Request for Proposals. The name and telephone number for the principal client contact is included in Exhibit 1 to this Proposal.

Client	Scope of Work	Dates	Engagement Hours
City of Englewood	Audit of ACFR	2016-2022	405
Town of Breakenridge	Audit of ACFR	2021-2022	490
Town of Silverthorne	Audit of ACFR	2011-2022	200
City of Cañon City	Audit of ACFR	2018-2022	190

Fees

Fee Information

Because of our extensive knowledge and experience with cities and local governments throughout our service areas, we are pricing our audit services at what we believe are attractive levels to you. We believe our fees are fair and reasonable. This in no way will reflect the level of service you will receive, but rather reflects the commitment we have made to expand our services to local governments of all sizes in the State of Colorado.

Our fees, as shown in Exhibit 4, are based upon receiving a high level of assistance from the City's accounting staff as stated in the proposal. Our fees for the annual audit are inclusive of out-of-pocket costs, including travel, related travel expenses, copies, postage, etc. This includes, but not limited to, closing of the general ledger, including the posting of all closing entries, working trial balance, preparation of various schedules detailing activity in fund and account groups, and supporting documentation. The auditor will prepare the initial draft of the financial statements, notes and all required supplementary schedules.

If any changes in audit requirements occur during the term of our engagement that require additional time and procedures, we will notify you prior to the beginning of that audit year. We will provide you with an estimate of the effect of those changes on the agreed upon fee.

Exhibits

Attached are the following exhibits which are considered an integral part of this proposal.

Exhibit 1	Client References
Exhibit 2	Peer Review Report
Exhibit 3	Firm & CPA Licenses
Exhibit 4	Cost Proposal – Fee Schedule
Exhibit 5	Section 7.0 Solicitation Response Form

Summary

We would like to thank you for this opportunity to be considered for your auditing needs and to provide you with information about Hinkle & Company, PC. We are confident our successful track record in the completion of audits of similar governmental agencies has demonstrated that we possess the qualifications, competence, and capacity to satisfy the requirements for the City's financial and single audit, on time and on budget. If you have any questions, we invite you to please contact us. We are excited about submitting this proposal and we are asking for the opportunity to continue to provide you with professional audit and compliance services. Thank you!

Exhibit 1 – Client References

Organization Name/Audit type	Contact	Telephone
Town of Silverthorne Audit/ACFR	**Laura Kennedy** Director of Finance and Administrative Services (Received GFOA Certificate) lkennedy@silverthorne.org	**(970) 262-7300**
Town of Breckenridge Audit/ACFR	**Dave Byrd** Finance Director daveb@townofbreckenridge.com	**(970) 453-3382**
City of Englewood Audit/ACFR	**Jackie Loh** Director of Finance (Received GFOA Certificate) jloh@englewoodco.gov	**(303) 762-2300**
City of Woodland Park Audit/ACFR	**Aaron Vassalotti** Finance Director (Received GFOA Certificate) avassalotti@city-woodlandpark.org	**(719) 687-5280**

Exhibit 2 - Peer Review

HBC
CPAs & Advisors

Report on the Firm's System of Quality Control

April 29, 2020

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the firm) in effect for the year ended September 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

9905 N. May Avenue, Oklahoma City, Oklahoma 73120
Phone (405) 848-7797 Fax (405) 848-7840 Web address: www.hbc-cpas.com

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA
Page 2

Opinion

In our opinion the system of quality control for the accounting and auditing practice Hinkle & Company, PC in effect for the year ended September 30, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Hinkle & Company, PC has received a peer review rating of pass.

HBC CPAs & Advisors

HBC CPAs & Advisors
Oklahoma City, Oklahoma

Administered in Oklahoma
and South Dakota by the
Oklahoma Society of CPAs

AICPA Peer Review Program

July 23, 2020

James Hinkle
Hinkle & Company PC
5028 E 101st ST Ste A
Tulsa, OK 74137-5821

Dear James Hinkle:

It is my pleasure to notify you that on July 22, 2020, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is March 31, 2023 . This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,
OSCPA Peer Review Committee

Peer Review Committee
peerreview@oscpa.com
1-800-522-8261 ext. 3805

cc: Lonnie Heim

Firm Number: 900010140928 Review Number: 573771

Exhibit 3 - Firm & CPA Licenses

Lookup Detail View

Licensee Information

This serves as primary source verification of the license.*

**Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.*

Name	Public Address
Hinkle & Company PC	James D. Hinkle 8400 E Crescent Pkwy Ste 600 Greenwood Village, CO 80111-2842

Credential Information

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
FRM.5000345	Firm Registration	Public Accounting Firm	Active	12/20/2017	09/01/2020	08/31/2023

Supervision

Relationship	Supervisor/Supervisee	License	Start Date	Relationship Type
Supervised By	James Douglas Hinkle	CPA.0034804	12/20/2017	Responsible Individual

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses

Lookup Detail View

Licensee Information

This serves as primary source verification of the license.*

**Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.*

Name	Public Address
James Douglas Hinkle	Greenwood Village, CO 80111

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting www.nasbastore.org (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0034804	Reciprocity	Certified Public Accountant	Active	09/20/2017	12/01/2021	11/30/2023

Supervision

Relationship	Supervisor/Supervisee	License	Start Date	Relationship Type
Supervises	Hinkle & Company PC	FRM.5000345	12/20/2017	Responsible Individual

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses

Lookup Detail View

Licensee Information

This serves as primary source verification of the license.*

**Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.*

Name	Public Address
Timothy Andrew Ahopelto	Denver, CO 80236

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting www.nasbastore.org (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0021210	Examination	Certified Public Accountant	Active	09/26/2001	12/01/2021	11/30/2023

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses

Lookup Detail View

Licensee Information

This serves as primary source verification of the license.*

**Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.*

Name	Public Address
Janae Cheri Jensen	8390 E. Crescent Parkway, Suite 600 Greenwood Village, CO 80111

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting www.nasbastore.org (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0027174	Examination	Certified Public Accountant	Active	02/06/2009	12/01/2021	11/30/2023

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 4 – Cost Proposal – Fee Schedule

City of Rifle, Colorado

Cost Proposal – Schedule of Professional Fees

Hinkle & Company, PC

Hinkle & Company, PC certifies that James D. Hinkle is the Managing Partner, and is entitled to represent the firm, is empowered to submit the bid, and authorized to sign a contract with City of Rifle, Colorado.

James D. Hinkle, CPA

October 13, 2023
Date

Exhibit 4 – Cost Proposal – Fee Schedule

Estimated Staffing Needs

We have developed a budget of audit hours that includes a significant portion of time by our most seasoned team. We anticipate the estimated time proposed as follows:

	Estimated Hours**	Quoted Rates	Total
Jim Hinkle (Managing Partner)	11	150	$ 1,650
Timothy Ahopelto (Partner)	20	135	2,700
Wade Fisher (In-Charge)	55	120	6,600
Staff Auditor	30	110	3,300
	116		$ 14,250
Out-of-Pocket expense *			Included
			$ 14,250

Each of the respective audit years shown below are presented as fees "not to exceed" the annual amounts.

	FY 2023	FY 2024	FY 2025	FY 2026
Financial Audit	$ 14,250	$ 14,900	$ 15,600	$ 16,300
Single Audit **	$ 5,300	$ 5,500	$ 5,800	$ 6,100

** Additional expenses (including travel time and expenses) are included in the bid proposal. The total shown above includes all out-of-pocket expenses.*

*** If a Single audit is required during any audit period, we anticipate compliance testing will add an additional 40-50 hours to the engagement and therefore, the fee will increase by the amount shown for each major program required to be audited, respectively.*

The Firm believes it is important to maintain communication with our clients throughout the year and provide assistance as needed. Therefore, there are no additional charges for either accounting or procedural inquiries by the City staff throughout the year.

Fees for services provided will be invoiced as work is completed on the engagement. We expect to send an invoice after interim work is complete, at the end of final fieldwork, and a final invoice upon issuance of the audit opinions.

Exhibit 5 - Section 7.0

SECTION 7.0: SOLICITATION RESPONSE FORM
Financial Audit Services

Offeror must submit entire Form completed, dated and signed.

Year	All Inclusive Maximum Price
2023	* $14,250
2024	* $14,900
2025	* $15,600
2026	* $16,300
Grand Total for 4 years	* $61,050

Attach additional pages as needed to show direct and indirect costs and out of pocket expenses.

Total Amount Written: Sixty-one Thousand & Fifty Dollars & No/100****************************dollars

- -

The Owner reserves the right to accept any portion of the services to be performed at its discretion

- -

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies they are a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City of Rifle are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-04577. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Rifle payment terms shall be Net 30 days.
- Prompt payment discount of N/A percent of the net dollar will be offered to the Owner if the invoice is paid within N/A days after the receipt of the invoice. The Owner reserves the right to consider any such discounts when determining the bid award that are no less than Net 10 days

* No Single Audit Fees Included.

Exhibit 5 - Section 7.0

RECEIPT OF ADDENDA: The undersigned Firm acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents. **State number of Addenda received:** one (1)

It is the responsibility of the Proposer to ensure all Addenda have been received and acknowledged.

Hinkle & Company, PC	James D. Hinkle
Company Name – (Typed or Printed)	Authorized Agent – (Typed or Printed)
	(303) 796-1000
Authorized Agent Signature	Phone Number
750 W Hampden Ave, Suite 400	Jim@HinkleCPAs.com
Address of Offeror	E-mail Address of Agent
Englewood, Colorado 80110	October 13, 2023
City, State, and Zip Code	Date