



# **CITY COUNCIL**

## **WORKSHOP AND REGULAR MEETING AGENDA**

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April 3, 2024  
7:00 PM  
202 Railroad Avenue, Rifle, CO

### **5:30 PM - Workshop Meeting**

#### **Discussion and Review**

- a. Discuss DDA Services for Downtown Rifle
- b. Receive Update on the Broadband Project
- c. Discuss Updates on Backflow Prevention Inspection Regulations

### **7:00 PM - Regular Meeting**

- 1. **Call to Order**
- 2. **Pledge of Allegiance**
- 3. **Roll Call**
- 4. **Public Comment** \*(maximum time permitted for Public Comment is 3 minutes per person)
- 5. **Consent Agenda**
  - 5.a. Consider Minutes of the March 20, 2024 Regular Meeting
  - 5.b. Consider Liquor License Renewal for Western Slope Investments dba Wing Nutz Bar and Grill
  - 5.c. Consider 2024 Intergovernmental Agreement for Mosquito Control with Garfield County
- 6. **Action, if any, on Workshop Items**
- 7. **Presentation**
  - 7.a. Presentation of Plaque for Years of Service to Tommy Klein, City Manager
- 8. **Regular Agenda**
  - 8.a. Consider the Approval of Purchase Order for Garfield County Sheriff's Office Victim Response Team

- 8.b.** Consider Resolution No. 10 Series of 2024, to Extend the Final Plat Approval for Pioneer Mesa Phase 2
- 8.c.** Consider Approval of Consultant for Climate Action Plan
- 8.d.** Consider the Appointment of Marina Karzhova to the City of Rifle Planning Commission

**9. Administrative Reports**

- 9.a.** Report to City Manager
- 9.b.** February 2024 Traveler Report from Roaring Fork Transportation Authority (RFTA)

**10. Comments from Mayor and Council**

**11. Adjournment**





**Agenda Item #a.**

**Agenda Item Name:**

Discuss DDA Services for Downtown Rifle

**Presenter:**

Tommy Klein, City Manager

**Item Description:**

Discuss the DDA

**Recommended Action:**

Non

**Fiscal Impact:**

None

**Operational Impact:**

None

**Prior Board Motions:**

See attached Resolution

**Background Information:**

Please see the Executive Summary.

**Executive Summary:**

Councilor Gresley sits on the DDA Board, and she suggested that we have a conversation regarding DDA. Staff would like to enter into an IGA with the DDA.

On August 1, 2023, staff asked a DDA representative to work with the City and complete an IGA to delineate responsibilities between the entities. At a subsequent meeting, the DDA decided it did not wish to create an IGA. The DDA is responsible for the public parking lot to the north of the Rifle House building. The DDA owns this parking lot and a piece of property near the middle school. At present, the DDA is responsible for the landscaping, irrigation, and trash removal in the downtown area, which includes trash services for businesses within the DDA zone. A map of the DDA zone is attached to this item.

**Notification Requirements:**

None

**Prepared By:**

Tommy Klein, City Manager



**Attachments:**

1. Resolution 10, Series1992 - DDA Mills
2. 2024 DDA Budget
3. DDA Manager Job Description, 2024
4. DDA Boundary Map\_201308301639146776

RESOLUTION NO. 10  
Series of 1992

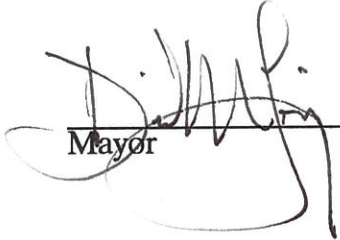
BE IT RESOLVED that there is hereby levied upon the real and personal property in the City of Rifle, Colorado, for the fiscal year beginning January 1, 1993 and ending December 31, 1993, a general property tax as follows:

To the General Fund 5.309 mills

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

To the Downtown Development Authority 3.774 mills

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

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

| 205 Downtown Development Authority Fund            |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
|----------------------------------------------------|-------------------------------|------------------------|----------------------------------|-----------------------------|--------------|------------------|--------------------|--|-----------------------------------------------------------------------------------------------|
| 205-3000 Revenues                                  |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
|                                                    |                               | 2022                   | 2023                             | 2023                        | 2024         |                  |                    |  |                                                                                               |
| Account Number                                     | Account Title                 | Prior Year Actual      | Current Year Amended Budget      | Current Year Projected      | Request      |                  |                    |  |                                                                                               |
| 205-3000-311-001                                   | General Property Taxes        | \$ 41,540              | \$ 46,755                        | \$ 47,000                   | \$ 57,067    | % Diff 2023 Bdgt | % Diff 2023 Actual |  | Notes on Data Input Tab                                                                       |
| 205-3000-312-100                                   | Specific Ownership Tax        | \$ 3,617               | \$ 3,000                         | \$ 3,000                    | \$ 3,000     | 0.00%            | 0.00%              |  | 3,774 Mills @ \$15,121,140 per Avg Value Cert from Garco- \$12,388,650 of assessed value 2022 |
| 205-3000-312-200                                   | SPEC OWNERSHIP CAPITAL        | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-3000-331-010                                   | Grant Revenues                | \$ -                   | \$ 1,500                         | \$ -                        | \$ 1,500     | 0.00%            | N/A                |  |                                                                                               |
| 205-3000-361-001                                   | Interest Earnings             | \$ 856                 | \$ 741                           | \$ 3,000                    | \$ 3,023     | 307.94%          | 0.78%              |  | See Allocation Tab - Budgeted Flat based upon 2023 actual projections                         |
| 205-3000-391-999                                   | Transfer In                   | \$ 7,000               | \$ 30,000                        | \$ 7,000                    | \$ 7,000     | -76.67%          | 0.00%              |  | \$7K for Sanitation (\$5K from 100 & \$2K from 330)                                           |
| Total Downtown Dev. Authority Revenues:            |                               | \$ 52,216              | \$ 81,996                        | \$ 60,000                   | \$ 71,590    | -12.69%          | 19.32%             |  |                                                                                               |
| 205 Downtown Development Authority Fund Operations |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
| 205-4651                                           |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
| Account Number                                     | Account Title                 | 2022 Prior Year Actual | 2023 Current Year Amended Budget | 2023 Current Year Projected | 2024 Request |                  |                    |  |                                                                                               |
| 205-4651-400-120                                   | Part-Time/Temp Empl-S&W       | \$ -                   | \$ -                             | \$ -                        | \$ -         | % Diff 2023 Bdgt | % Diff 2023 Actual |  | Notes on Data Input Tab                                                                       |
| 205-4651-400-220                                   | FICA                          | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-221                                   | Medicare                      | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-250                                   | Unemployment Insurance        | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-260                                   | Workers Comp Insurance        | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-320                                   | Professional Services         | \$ 18,281              | \$ 23,000                        | \$ 23,000                   | \$ 23,000    | 0.00%            | 0.00%              |  |                                                                                               |
| 205-4651-400-340                                   | Postal Services               | \$ -                   | \$ -                             | \$ -                        | \$ 550       | N/A              | N/A                |  | DDA Manager Salary                                                                            |
| 205-4651-400-410                                   | Utility Services              | \$ 1,932               | \$ 550                           | \$ 1,200                    | \$ 2,200     | 300.00%          | 83.33%             |  | Postal Services                                                                               |
| 205-4651-400-430                                   | Repair & Maint Services       | \$ 15,362              | \$ 15,000                        | \$ 12,500                   | \$ 38,000    | 153.33%          | 204.00%            |  | Repairs for DDA areas - lights, irrigation, trash, 23k landscaping                            |
| 205-4651-400-510                                   | Dues/Memberships              | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-540                                   | Advertising                   | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-550                                   | Printing/Binding              | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-560                                   | County Treasurer Fees         | \$ 832                 | \$ 1,000                         | \$ 1,000                    | \$ 1,000     | 0.00%            | 0.00%              |  | GARCO Treasurer Fees for Property Tax Collection                                              |
| 205-4651-400-580                                   | Training & Meetings           | \$ 90                  | \$ 200                           | \$ -                        | \$ 200       | 0.00%            | N/A                |  | Meetings                                                                                      |
| 205-4651-400-610                                   | General Supplies              | \$ 376                 | \$ 500                           | \$ 250                      | \$ 500       | 0.00%            | 100.00%            |  | General DDA Supplies                                                                          |
| 205-4651-400-636                                   | Landscaping                   | \$ 990                 | \$ 1,000                         | \$ -                        | \$ 1,000     | 0.00%            | N/A                |  | Trees/Plants in DDA Areas                                                                     |
| 205-4651-400-643                                   | Grant Expenditures            | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-721                                   | Store Renovations             | \$ -                   | \$ 2,000                         | \$ -                        | \$ 2,000     | 0.00%            | N/A                |  | Store Improvements                                                                            |
| 205-4651-400-734                                   | Parking Lot Improvements      | \$ -                   | \$ 78,000                        | \$ -                        | \$ 2,000     | -97.44%          | N/A                |  | Lot Improvements                                                                              |
| 205-4651-400-735                                   | 3rd St Irrigation             | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-742                                   | Parking Contingency           | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| 205-4651-400-743                                   | General Downtown Improvements | \$ 769                 | \$ 2,500                         | \$ 2,500                    | \$ 2,500     | 0.00%            | 0.00%              |  |                                                                                               |
| 205-4651-400-744                                   | Signage                       | \$ -                   | \$ 8,000                         | \$ 4,000                    | \$ 8,000     | 0.00%            | 100.00%            |  | Signs, Bike racks                                                                             |
| 205-4651-400-803                                   | Cost Allocation               | \$ 2,712               | \$ 2,983                         | \$ 2,983                    | \$ 3,282     | 10.00%           | 10.01%             |  | MGMT Allocation - 10% increase over PY - Proportionate share unchanged                        |
| Total Downtown Dev Authority Expenditures          |                               | \$ 41,343              | \$ 134,733                       | \$ 47,433                   | \$ 84,232    | -37.48%          | 77.58%             |  |                                                                                               |
|                                                    |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
| Beginning Fund Balance                             |                               | \$ 97,547              | \$ 107,539                       | \$ 108,420                  | \$ 120,987   | 12.51%           | 11.59%             |  |                                                                                               |
| Total Revenues                                     |                               | \$ 52,216              | \$ 81,996                        | \$ 60,000                   | \$ 71,590    | -12.69%          | 19.32%             |  |                                                                                               |
| Total Expenditures                                 |                               | \$ 41,343              | \$ 134,733                       | \$ 47,433                   | \$ 84,232    | -37.48%          | 77.58%             |  |                                                                                               |
| Ending Fund Balance                                |                               | \$ 108,420             | \$ 54,802                        | \$ 120,987                  | \$ 108,346   | 97.71%           | -10.45%            |  |                                                                                               |
|                                                    |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
| Ending Fund Balance Categorization                 |                               |                        |                                  |                             |              |                  |                    |  |                                                                                               |
| Nonspendable                                       |                               | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| Restricted                                         |                               | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| Assigned                                           |                               | \$ 108,420             | \$ 54,802                        | \$ 120,987                  | \$ 108,346   | 97.71%           | -10.45%            |  |                                                                                               |
| Unassigned (Unrestricted)                          |                               | \$ -                   | \$ -                             | \$ -                        | \$ -         | N/A              | N/A                |  |                                                                                               |
| Ending Fund Balance                                |                               | \$ 108,420             | \$ 54,802                        | \$ 120,987                  | \$ 108,346   | 97.71%           | -10.45%            |  |                                                                                               |

# **CITY OF RIFLE**

## **DOWNTOWN DEVELOPMENT AUTHORITY**

### **MANAGER / JOB DESCRIPTION**

A downtown development authority (a "DDA") is an alternative way for municipalities to facilitate redevelopment activities. A DDA is an independent governmental entity formed by a municipality pursuant to Title 31, Article 25, Part 8, Colorado Revised Statutes (the "DDA Act"). In Rifle it is funded by a property tax mill levy of 3.774. It was voter approved in October of 1982. There is no sunset.

The purpose of a DDA is to halt or prevent deterioration of property values or structure within central business districts, to halt or prevent the growth of blighted areas within central business districts, and to assist municipalities in the development and redevelopment of central business districts.

The primary function of a DDA is to create and propose within the central business district a plan of development for public facilities and other improvements to public and private property, including removal, site preparation, renovation, remodeling, reconstruction or other changes in existing buildings, which may be necessary or appropriate to implement the plan of development. Public facilities includes streets, parks, plazas, parking facilities, playgrounds, pedestrian malls, rights-of-ways, structures, utility lines or pipes, and buildings designated for use by the general public.

#### **Job Definition**

To plan, direct, coordinate and oversee projects in relation to the above, within the realm of the DDA.

#### **Guidelines**

- ◆ A Bachelor's degree from an accredited college or university in public administration, urban planning, or related field preferred.
- ◆ Experience in architecture/construction, project management or related areas.
- ◆ Displays the ability to communicate with others, speak in public and travel to other locations within the state of Colorado.
- ◆ Displays the ability to successfully carry out specific directives of the DDA Board in a timely manner.

**Duties and Responsibilities** – The following are examples of primary duties. Other related duties and responsibilities may be assigned when directed by the board.

1. Serve as liaison to the business community, Colorado River Valley Chamber of Commerce, and other related agencies with regard to economic development, general improvements, life safety and quality of life issues.

2. Coordinate with downtown businesses and other organizations in the implementation and promotion of programs to support arts and culture in the downtown area.
3. Generate and enhance awareness of the DDA's function through public appearance, local service organizations and City-wide events.
4. Write grant proposals, Letters of Support to assist DDA in administration of funding for Downtown District Projects.
5. Provide monthly manager reports.
6. Work cooperatively with the business community and the City of Rifle in assessing and developing parking options for the downtown area.
7. Assist individual tenants or property owners with physical improvement projects and /or signage issues that conform to the direction of the DDA Financial Assistance Programs (Signage, Storefront Improvements) through personal consultation or by obtaining and supervising professional design consultants.
8. Coordinate the continued physical improvements of the downtown area with the City of Rifle to become more pedestrian friendly, which may include curb extension plantings, trees, trash containers, benches, bike racks, cigarette containers, street lights, flowers, wayfinding signage and pedestrian walkways.
9. Coordinate and supervise maintenance of general physical appearance of the DDA District.
10. Coordinate with the City of Rifle, a Holiday Lighting display.

#### **Other Job Related Activities**

1. Attend City Council Meetings when needed for Board Membership or other downtown issues.
2. Attend Visitor Improvement Fund / GRIT Meetings.
3. Participate in VIF / GRIT Signature Events when affecting the Downtown District.
4. Attend Farmer's Market Meetings and assist with Market Events.
5. Attend Chamber Events as representative for DDA.
6. Coordinate a Spring Downtown Clean-up around Earth Day.
7. Attend meetings with other organizations which effect the downtown's economic development such as the Rifle Branch Library, Ute Theatre and Event Center
8. Coordinate/Supervise the seasonal downtown maintenance workers as needed.
9. Assist City Staff with pedestrian pathway development / wayfinding signage in the downtown.
10. Participate in Sonoran Institutes webinars when addressing downtown issues.
11. Participate in Downtown Colorado Inc. Seminars and Workshops when appropriate and available.
12. Coordinate beautification projects such as the placement of Flower Pots along Railroad Ave. from Memorial Day through Labor Day.









**Agenda Item #b.**

**Agenda Item Name:**

Receive Update on the Broadband Project

**Presenter:**

Tommy Klein, City Manager

**Item Description:**

Receive an update on the broadband project.

**Recommended Action:**

N/A

**Fiscal Impact:**

N/A

**Operational Impact:**

N/A

**Prior Board Motions:**

N/A

**Background Information:**

Garfield County applied for and received a grant to install a "middle mile" fiber optic cable. The grant's intent was to provide broadband services to remote locations which are located outside of Rifle. In Rifle, the middle mile cable begins at Interstate 70 and ends at the County building located at 195 W. 14th Street at the CNL (Carrier Neutral Location). A CNL is a location that contains data centers that can be accessed by any ISP (Internet Service Provider). The owner of the CNL determines which ISP can access the connection. An ISP can connect to the CNL and install fiber to serve customers. The CNLs in Silt and New Castle will be on city-owned property.

The County, with the assistance of NEOconnect, a company that provides advice and assistance on fiber optic projects, are interviewing potential ISPs to provide Internet services to County residents. It is important to note that NEOconnect works for Garfield County for this project. The County, with input from NEOconnect, New Castle, Silt, Rifle and Parachute, have narrowed the field to two candidates (ISPs) that could use the CNL to provide services to underserved areas. Since the process is a competitive RFP, the names of the ISPs cannot be disclosed. The company that prevails will have a franchise agreement with the County. When the ISP installs cable, it can compete with current providers in the area (Xcel/Comcast, TIng, CentryLink, Verizon, and Starlink for outlying areas). In theory, the new provider will create competition in Rifle, especially in areas where only one ISP provides services.

The County has indicated that they do not want to be in the fiber management business. The County contends that since City residents benefit from the program, we should be responsible for the line. The ISPs will have access to City residences since cable will be installed in the City to reach remote areas. City residents might benefit from increased competition between ISPs. A company cannot buy the middle mile due to restrictions set by DOLA.

Installing the CNL in City Hall would have been much easier, and it would have cost the state less money. The City was not consulted on where the CNL was going to be installed in Rifle. We were not consulted on who would maintain the cable (middle mile) prior to a meeting held just before the interviews began. Councilor Gresley, Councilor Roberts, Councilor Hostettler, and Councilor Carpenter attended this meeting.

Questions sent to the County in an email with corresponding answers follow:

1. What is the cost of maintaining the line and the related hardware in the CNL per year? A - The fiber maintenance is \$10,800 per year and electricity is estimated at \$5,000 per year. Support for the data centers is \$29,000 per year and the first three years of maintenance are covered in the grant. (This cost will undoubtedly increase after the three-year support and maintenance contract expires.)

2. What is the estimated lifespan of the servers at the CNL, and what is the cost to replace them should they fail? A - The County does not know but plans on discussing this question with Region 10 to determine the costs.

3. Will the carrier pay rent to the County for the space and use of the equipment in the County building? If so, what is your best guess on the amount? No rent can be collected by the County. Region 10 is responsible for collecting the rent.

4. Will City IT staff have 24/7 access to the CNL if we decide to adopt the equipment from the County? A - Yes

5. Council will want to know why City Hall, the water plant, and our O and M facility were bypassed in favor of the County building? It sounds like your team needed strands of fiber and to use the County building made sense. Please let me know if I am misunderstanding. A - Yes, that is a misunderstanding and hoping this helps to clarify why. This project has evolved over the last five years. After our broadband assessment in 2018, the County was originally constructing a wireless network and the Rifle location was originally scoped to connect to the Glenwood location through a fiber lease from Comcast and would connect the wireless network between our tower sites. Due to a cost model that would require having to be heavily subsidized by the County, and the uncertainty of the wireless technology, the County pivoted from the wireless plan and they had the opportunity to partner with Region 10 to take advantage of leveraging our ARPA funds with the help of DOLA to establish the middle mile infrastructure, and utilize what was already constructed in Rifle and Glenwood as part of that first phase. Phase II added the sites in Silt, New Castle, and Parachute.

6. What is the cost of your current contract with a vendor to care for the fiber line now? This will give us an idea of our costs. A- The maintenance per year is \$10,800 currently.

7. Will the County cost share in the upkeep of the line and related equipment? I can see Council taking the position that the fiber run is twice as long as it needs to be based on the location of the County building



compared to City Hall. A- The County is open to this conversation. (Based on conversations to date, if a cost-sharing agreement were to be reached, the County would prefer that Rifle "own" the middle mile cable.)

In the same email to the County, I included staff's position that if we were to adopt the middle mile line and it was damaged, we might not be able to locate the responsible party. This means that Rifle residents will be solely responsible for the repair unless the ISP or County assist with the cost (if we "owned" the cable). The County was not able to provide a cost estimate for repairing the fiber line should it be severed.

The City will be asked to work with the fiber installers on permits. Redundant fiber between city facilities would be desirable and we may be able to trade easy permitting for lines.

Staff will have more information for Council in the future.

**Executive Summary:**

Please see the Background section.

**Notification Requirements:**

None

**Prepared By:**

Tommy Klein, City Manager

**Attachments:**

None



**Agenda Item #c.**

**Agenda Item Name:**

Discuss Updates on Backflow Prevention Inspection Regulations

**Presenter:**

Jared Emmert, Utilities Director

**Item Description:**

Discussion

**Recommended Action:**

No Action - informational workshop item.

**Fiscal Impact:**

N/A

**Operational Impact:**

There is an operational impact on City Staff to enforce new state requirements for backflow prevention inspections.

**Prior Board Motions:**

N/A

**Background Information:**

N/A

**Executive Summary:**

The City of Rifle water service system was previously required by the State of Colorado to ensure that 90% of multi-family and commercial water connections had a backflow prevention inspection within the past two years. The State has since required that 100% of these connections are inspected. This has resulted in operational changes at the Staff level to ensure the City water system meets these requirements.

**Notification Requirements:**

No Notice Required

**Prepared By:**

Tommy Klein, City Manager

**Attachments:**

None



**Agenda Item #5.a.**

**Agenda Item Name:**

Consider Minutes of the March 20, 2024 Regular Meeting

**Presenter:**

Alexis Ramirez, Interim City Clerk

**Item Description:**

Consider Minutes of the March 20, 2024, Regular Meeting

**Recommended Action:**

Move to approve the minutes of the March 20, 2024, City Council Regular Meeting

**Fiscal Impact:**

N/A

**Operational Impact:**

N/A

**Prior Board Motions:**

N/A

**Background Information:**

N/A

**Executive Summary:**

Minutes of the March 20, 2024, Regular Meeting

**Notification Requirements:**

N/A

**Prepared By:**

Alexis Ramirez, Interim City Clerk

**Attachments:**

1. 03.20.2024 DRAFT Minutes



# RIFLE CITY COUNCIL

## REGULAR MEETING

March 20, 2024

7:00 p.m.

202 Railroad Avenue, Rifle, CO

### CALL TO ORDER & ROLL CALL

A regular meeting of the Rifle City Council was called to order at 7:00 p.m. by Mayor Sean Strode.

### Present at Roll Call:

Councilor Clint Hostettler, Councilor Karen Roberts, Councilor Joe Carpenter, Councilor Brian Condie, Councilor Alicia Gresley, Councilor Chris Bornholdt and Mayor Sean Strode.

Roll Call: Yes - Karen Roberts, Clint Hostettler, Alicia Gresley, Joe Carpenter, Joe Carpenter, Sean Strode and Brian Condie.

No – None.

### Others Present:

City Manager Tommy Klein, City Clerk Misty Williams, Deputy City Clerk Alexis Ramirez, City Attorney Jim Neu, Rifle Cable 10 Manager (RCTV) Michael Churchill, Chief of Police Debra Funston, Lieutenant Mike Kuper, Planning Director Patrick Waller, Main Street Manager Kim Burner, Procurement and Grant Reporting Manager Iris Trevisano, Recreation Coordinator Taylor Walters, Parks and Recreation Director Austin Rickstrew, Senior Center Director Tami Sours, Rifle Heritage Center representatives Shirley Lawson, Kevin and Kathy Runia.

### PUBLIC COMMENT

No public comment was heard.

### CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the March 6, 2024 Regular Meeting
- B. Consider Liquor License Renewal for Thai Chili Bistro, Inc dba Thai Chili Bistro
- C. Consider Planning Commission Board Appointments
- D. Consider Reappointment of Senior Center Advisory Board Members
- E. Consider Authorizing the Mayor to Sign Memorandum of Understanding with Colorado Department of Local Affairs for Continuation of Main Street Program
- F. Consider Ordinance No. 4, Series of 2024, and Subdivision Improvements Agreement (SIA) for Fritzlan Final Plan – 2<sup>nd</sup> Reading
- G. Consider Ordinance No. 5, Series of 2024 to Amend the Rifle Municipal Code Regarding Setbacks for Accessory Structures – 2<sup>nd</sup> Reading
- H. Consider Ordinance No. 6, Series of 2024 to Rezone a Portion of Stillwell Avenue from Low Density Residential to Medium Density Residential Redeveloping – 2<sup>nd</sup> Reading
- I. Consider Ordinance No. 7, Series of 2024 – Food Truck Code Update – 2<sup>nd</sup> Reading
- J. Consider Ordinance No. 8, Series of 2024 – Rezoning of Rifle Business Park – 2<sup>nd</sup> Reading



Councilor Brian Condie moved to approve Consent Agenda Item A, B, C, D, E, F, G, H, I and J; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Alicia Gresley, Brian Condie, Sean Strode, Chris Bornholdt, Clint Hostettler, Karen Roberts, and Joe Carpenter.

No – None.

## **PRESENTATION**

### **Present Appreciation Plaque to Taylor Walters for Senior Exercise Program**

Senior Center Director Tami Sours provided a brief appreciation summary of the impact Recreation Coordinator Taylor Walters has made in the lives of our Senior Citizens leading the Senior Exercise program.

Senior Center Director Tami Sours presented an appreciation plaque to the City of Rifle Recreation Coordinator Taylor Walters.

### **Present Antique Ballot Box to the Rifle Heritage Center**

City Clerk Misty Williams presented a brief description of the importance of cultivating a late 1880's to early 1920's antique ballot box and its history. The display table included a couple minute books from the 1900's, pictures and the ballot box itself made out of oak and glass for the transparency of voting ballots in the election process.

City Clerk Misty Williams on behalf of the City of Rifle Clerks department donated the antique ballot box to be displayed at the Rifle Heritage Center. Rifle Heritage Center representatives present were Shirley Lawson, Kevin and Kathy Runia.

## **REGULAR AGENDA**

### **Consider Increase to Purchase Order for Construction of Grand Hogback Trail System**

Planning Director Patrick Waller presented the request to consider the increase of the purchase order for the construction of the Grand Hogback Trail system. Patrick provided a brief update on the construction process of the Grand Hogback Trail system. City Council had previously allocated \$55,000.00 in the Greater Rifle Improvement Teams 2024 budget for the Grand Hogback Trail system. Alpine Bank has also donated an additional \$5,000.00 to the project. Staff recommends approval of request as funds were included in the 2024 budget.

Councilor Clint Hostettler moved to approve the increase in the purchase order for the Grand Hogback Trail System in the amount of \$60,000.00; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Sean Strode, Joe Carpenter, Chris Bornholdt, Brian Condie, Clint Hostettler, Alicia Gresley, and Karen Roberts.

No – None.

### **Consider Approval of the Purchase of Three Ford Interceptor Patrol Cars**

Chief of Police Debra Funston presented the request to consider the purchase of three new Ford Interceptor Patrol vehicles. The police department routinely rotates vehicles out of service who have either reached a limit to where it is not economical to continue servicing the vehicle or the vehicle is no longer functioning/disabled. Three vehicles will be patrol interceptors and a fourth vehicle will be requested at a later date to be used as a detective vehicle.

All three vehicles are specialized for law enforcement functions and will be a sole source purchase from Columbine Ford as a local vendor. City Manager Tommy Klein stated there was \$268,000.00 included in the 2024 budget for vehicle purchases.

Chief of Police Debra Funston answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of three Ford Explorer Interceptors for the Rifle Police Department from Columbine Ford in the amount of \$145,581.00; seconded by Councilor Joe Carpenter.

Roll Call: Yes - Karen Roberts, Sean Strode, Alicia Gresley, Clint Hostettler, Chris Bornholdt, Brian Condie and Joe Carpenter.

No – None.

### **Consider Approval of the Purchase of Three Upfit Packages for New Police Interceptor Patrol Cars**

Chief of Police Debra Funston presented the request to consider the purchase of three Upfit Packages for the new Police Interceptor Patrol vehicles. The upfit packages include the lighting, inside equipment, radar speed equipment and cargo storage vaults needed for each patrol vehicle. The upfit package quote that was received, was from GreyCo Customs for three packages of \$21,713.29 per vehicle with a total of \$65,139.87. Staff recommends approval of request as GreyCo Customs is a sole source local vendor and the amount for this purchase was included in the 2024 budget.

Councilor Clint Hostettler moved to approve the purchase of three upfit packages for new police interceptor patrol cars from GreyCo Customs in the amount of \$65,139.87; seconded by Councilor Chris Bornholdt.

Roll Call: Yes - Brian Condie, Joe Carpenter, Alicia Gresley, Karen Roberts, Chris Bornholdt, Clint Hostettler, and Sean Strode.

No – None.

### **Consider the Purchase of a Bobcat MT100 Mini Track Loader**

Parks and Recreation Director Austin Rickstrew presented the request to consider the purchase of a Bobcat MT100 Mini Track Loader. Staff solicited an RFP for a new Mini Track Loader and three responses were received. After review of the RFP's received, staff recommends purchasing a Bobcat MT100 Mini Track Loader from Bobcat of the Rockies for the amount of \$53,906.82. The RFP amount for this equipment was included in the 2024 budget.

Councilor Chris Bornholdt moved to approve the purchase of a new Bobcat MT100 Mini Track Loader & Attachments from Bobcat of the Rockies for the amount of \$53,906.82; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Alicia Gresley, Sean Strode, Chris Bornholdt, Clint Hostettler, Karen Roberts, Joe Carpenter and Brian Condie.

No – None.

**Consider Signing a Letter of Support for CDS to Purchase TruNarc Drug Scanners**

Chief of Police Debra Funston presented the request to consider signing a letter of support for Congressionally Direct Spending (CDS) to purchase TruNarc Drug Scanners in partner with the Garfield County's Testing Public Safety Initiative Project. TruNarc scanners have the ability to scan through packaging to determine the substance within, protecting officers and civilians from unintentional exposures. The Rifle Police Department, in coordination with Glenwood PD, New Castle PD, Parachute PD and Carbondale PD would like to purchase seven (7) TruNarc drug scanners. Each TruNarc scanner costs about \$36,500.00 each, totaling \$255,500.00 for seven. Estimating the costs for cases and supporting external supplies is an additional \$94,500.00. Staff recommends approval of the request to allow the Mayor Sean Strode to sign a letter of support for a no match grant to allow the purchase of TruNarc Drug Scanners and additional supplies. Scanner(s) will be distributed among these regional law enforcement agencies to protect officers and citizens from potential harmful effects of physical contact with unknown narcotics.

Councilor Brian Condie moved to approve the Mayor to sign a letter of support to purchase TruNarc drug scanners; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Joe Carpenter, Alicia Gresley, Karen Roberts, Brian Condie, Chris Bornholdt, Clint Hostettler, and Sean Strode.

No – None.

**Consider Approval of a Purchase Order to Fund Parachute Area Transit System (PATs)**

City Manager Tommy Klein presented the request to consider the approval of a purchase order to fund the Parachute Area Transit System (PATs). Council agreed to fund the Parachute Area Transit Authority in 2023 starting in 2024 for the amount of \$40,000.00. PATs will request for funding annually. The transit service benefits the City of Rifle by providing transportation to and from Battlement Mesa, Parachute and Rifle. PATs staff has estimated that 32% of all the rides originate or end in Rifle. Staff estimated there were approximately 7,463 rides to and from Rifle in 2022 and in 2023 there were approximately 9,000 rides to and from Rifle. Staff recommends partnership with this service as it is an asset to the community. Expenditure is included in the 2024 budget.

PATs has 5 bus stops in Rifle: Metro Park, the Park and Rife, Wapiti Ave, Grand River Hospital and Walmart. The bus operates Monday through Friday with holiday exceptions.

City Manager Tommy Klein answered questions for Council.

Councilor Clint Hostettler moved to approve the purchase order to fund the Parachute Area Transit System (PATs) operated by the Town of Parachute in the amount of \$40,000.00; seconded by Councilor Karen Roberts.

Roll Call: Yes - Karen Roberts, Brian Condie, Clint Hostettler, Alicia Gresley, Joe Carpenter, Chris Bornholdt, and Sean Strode.

No – None.

### **Consider Resolution No. 9, Series of 2024, to Apply for Grant funding the More Housing Now Program**

City Manager Tommy Klein presented the request to consider approving Resolution No. 9, Series of 2024 to apply for grant funding through the More Housing Now Program. Evergreen Real Estate Group has been working to bring an affordable 60-unit development to the site west of the Brenden Theater property and north of Highway 6. In 2023, Evergreen was awarded the extremely competitive nine-percent tax credit from Colorado Housing and Finance Authority. The developer has now submitted an application for a site plan review with the Planning Commission. The City of Rifle has applied for the Strong Communities Grant to construct the public infrastructure associated with this project as well as the waiver of impact fees. The City has moved into the final award stage and anticipates receiving some of the requested funding for the project. The match requirements for the grant program are 25%. If awarded the full grant amount the City will be responsible for a \$500,000.00 match and be responsible for the project management for required infrastructure associated with the Rifle Apartments project. This grant application is being used to support the project in the event the City is not awarded the full amount. Staff recommends approval of the request as the City may not be awarded the full funding and at the suggestion of the local DOLA representative.

Councilor Alicia Gresley moved to Resolution No. 9, Series of 2024 to apply for grant funding in the amount of \$2,000,000.00; seconded by Councilor Clint Hostettler.

Roll Call: Yes - Sean Strode, Brian Condie, Joe Carpenter, Chris Bornholdt, Clint Hostettler, Alicia Gresley and Karen Roberts.

No – None.

### **Report to City Manager**

Reports were heard from City Manager Tommy Klein.

### **Comments from Mayor and Council**

Comments were heard from Councilor Alicia Gresley, Councilor Joe Carpenter and Mayor Sean Strode.

### **Adjournment**

Meeting adjourned at 7:58 p.m.

---

Alexis Ramirez  
Interim City Clerk

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Sean Strode  
Mayor



**Agenda Item #5.b.**

**Agenda Item Name:**

Consider Liquor License Renewal for Western Slope Investments dba Wing Nutz Bar and Grill

**Presenter:**

Alexis Ramirez, Interim City Clerk

**Item Description:**

Consider Liquor License Renewal for Western Slope Investments dba Wing Nutz Bar and Grill

**Recommended Action:**

Move to approve the Liquor License Renewal for Western Slope Investments dba Wing Nutz Bar and Grill

**Fiscal Impact:**

None

**Operational Impact:**

None

**Prior Board Motions:**

None

**Background Information:**

Western Slope Investments dba Wing Nutz Bar and Grill located at 2178 Railroad Ave, Rifle, CO has submitted a Hotel & Restaurant Liquor License Renewal Application.

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

**Executive Summary:**

None

**Notification Requirements:**

None

**Prepared By:**

Alexis Ramirez, Interim City Clerk

**Attachments:**

1. REDACTED - WingNutz Bar & Grill Renewal



DR 8400 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

Submit to Local Licensing Authority

| Fees Due                                                       |           |
|----------------------------------------------------------------|-----------|
| Annual Renewal Application Fee                                 | \$ 125    |
| Renewal Fee                                                    | \$ 500.00 |
| Storage Permit \$100 X _____                                   | \$        |
| Sidewalk Service Area \$75.00                                  | \$        |
| Additional Optional Premise Hotel & Restaurant \$100 X _____   | \$        |
| Related Facility - Campus Liquor Complex \$160.00 per facility | \$        |
| Amount Due/Paid                                                | \$        |

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

## Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☐ Paid by check

Uploaded to MoveIt on Date

☐ Paid online

Licensee Name

Western Slope Investments Corp

Doing Business As Name (DBA)

Wing Nutz Bar and Grill

Liquor License Number

License Type

Hotel & Restaurant

Sales Tax License Number

Expiration Date

Due Date

4/11/2024

### Business Address

Street Address

2178 Railroad Avenue

Phone Number

(970) 625-9300

City

Rifle

State ZIP Code

CO

81650

### Mailing Address

Street Address

PO Box 586

City

New Castle

State ZIP Code

CO

81647

Email

shazelton1@hotmail.com



Operating Manager

Date of Birth

Grady Hazelton

Home Address

Street Address

Phone Number

City

State ZIP Code

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented? ☒ Owned

\*If rented, expiration date of lease

☐ Rented\*

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☒ Yes ☒ No *Stacy*

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☒ Takeout ☐ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?

☐ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.



6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

#### Affirmation & Consent

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

Type or Print Name of Applicant/Authorized Agent of Business

Suzanne Hazelton

Title

Co-owner

Signature

Suzanne Hazelton

Date (MM/DD/YY)

3/29/24

#### Report & Approval of City or County Licensing Authority

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

Therefore this application is approved.

Local Licensing Authority For

Title

Signature

Attest

Date (MM/DD/YY)



## Tax Check Authorization, Waiver, and Request to Release Information

I, Suzanne Hazelton

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Western Slope Investments Corp dba Wing Nutz Bar and Grill

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

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

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

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



Name (Individual/Business)

Western Slope Investments Corp dba Wing Nutz Bar and Grill

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

2178 Railroad Ave.

City

Rifle

State

ZIP Code

CO

81650

Printed name of person signing on behalf of the Applicant/Licensee

Suzanne Hazeltin

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Date Signed

Suzanne Hazeltin

3/29/24

### Privacy Act Statement

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





**Agenda Item #5.c.**

**Agenda Item Name:**

Consider 2024 Intergovernmental Agreement for Mosquito Control with Garfield County

**Presenter:**

Patrick Waller, Planning Director

**Item Description:**

Intergovernmental Agreement

**Recommended Action:**

Approve Intergovernmental Agreement for Mosquito Control and authorize payment to Garfield County for joint mosquito control services for 2023 in the amount of \$23,400

**Fiscal Impact:**

\$23,400 is budgeted for this service for 2024.

**Operational Impact:**

This arrangement saves staff time and employs specialized expertise to monitor and mitigate possible disease vectors.

**Prior Board Motions:**

This program has received support with an annual expenditure since West Nile Virus in 2001.

**Background Information:**

This is a cooperative effort with Garfield County and County municipalities. The program began in 2001 with the spread of the West Nile Virus.

**Executive Summary:**

The vendor for the program is selected through the Garfield County purchasing process every three years, with the participation of municipality representatives. This program focuses on monitoring and reducing disease vectors (mosquitoes). The number of mosquitoes is monitored for nuisance levels, and in particular, the number of Culex Tarsalis mosquitoes is watched closely, as they are the primary carriers of WNV. Depending on disease prevalence, some mosquitoes may be tested to determine if they are infected.

Occasional ultra-low-volume spraying is required along West 2nd and the Rifle Rest Area--Lions Park Circle and is supported, if not requested, by residents in these areas. Special event-related barrier treatments have been conducted around the fairgrounds and Centennial Park before large summer gatherings such as Independence Day and the Garfield County Fair. These operations are included in the program cost. Also, the vendor has the resources to do widespread aerial spraying at an additional cost if necessary.



Rifle's share of the cost is greater than other towns because Rifle has greater square miles in the city limits. (5.61 approx).

**Notification Requirements:**

No additional notice required.

**Prepared By:**

Patrick Waller, Planning Director

**Attachments:**

1. 2024 IGA Mosquitos mls

## INTERGOVERNMENTAL AGREEMENT FOR MOSQUITO CONTROL – 2024

THE PARTIES to this Intergovernmental Agreement for Mosquito Control (“IGA”) are the **BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY, STATE OF COLORADO**, (hereinafter referred to as “**County**”); the **CITY OF GLENWOOD SPRINGS, STATE OF COLORADO**, (hereinafter referred to as “**Glenwood**”); the **TOWN OF CARBONDALE, STATE OF COLORADO**, (hereinafter referred to as “**Carbondale**”); the **CITY OF RIFLE, STATE OF COLORADO**, (hereinafter referred to as “**Rifle**”); the **TOWN OF SILT, STATE OF COLORADO**, (hereinafter referred to as “**Silt**”); the **TOWN OF NEW CASTLE, STATE OF COLORADO**, (hereinafter referred to as “**New Castle**”); and the **TOWN OF PARACHUTE, STATE OF COLORADO**, (hereinafter referred to as “**Parachute**”).

**WHEREAS**, the parties to this IGA are authorized by Section 29-1-201, *et seq.*, C.R.S., as amended, to provide for joint funding and cooperation to provide services and functions which each is otherwise lawfully authorized to provide; and

**WHEREAS**, the parties to this IGA desire to cooperate in funding and making available a County-wide mosquito control and education program; and

**WHEREAS**, a coordinated effort by the County and the municipalities within the County will permit a more effective mosquito control and education program and specifically will aid control of the mosquito species responsible for the spread of West Nile Virus.

**NOW, THEREFORE**, in mutual consideration of the premises and the covenants and promises set forth below, the parties to this IGA agree as follows:

1. **PROJECT.** The Project that is the subject of this IGA is a comprehensive integrated larval and adult mosquito control program, on public and private property throughout Garfield County that will be designed specifically for Garfield County and the municipalities by an independent contractor. The Project will provide surveillance, identifying mosquito breeding habitats and areas with high numbers of mosquito larvae and adults, with an emphasis on Culex mosquitoes. Surveillance will include the use of GIS mapping technology. The Project will include the use of chemical pesticides for adult and larval mosquito control in a manner safe to citizens, the environment and pets. Chemical applications will only be done when the elected officials of each pertinent jurisdiction, or their designated staff member, determine that mosquito levels have reached a threshold that poses a public health risk. Each jurisdiction is responsible for working with the Contractor to ensure that their jurisdiction is in compliance with the Federal Clean Water Act and the Colorado Discharge Permit System as administered by the Colorado Department of Public Health and Environment. The independent contractor will also provide community outreach and public education.

2. **PROJECT COSTS.** The cost for the entire Project that is the subject of this IGA shall not exceed Two Hundred Five Thousand Dollars and No Cents (\$205,000.00), with each town and city contributing the amounts set forth below for a total contribution of Sixty-Two Thousand Seven Hundred Dollars and No Cents (\$62,700.00) of the Project Cost. The remainder



will be contributed by the County for the twenty-nine (29) square miles of service area outside of the municipalities.

3. COUNTY RESPONSIBILITIES. The County shall be the coordinating entity and the contracting and fiscal authority for the Project. The County's responsibilities shall include the creation of the Request For Proposals ("RFP"), management of the RFP process, selection of the contractor and management of the contract. The County shall pay an amount not to exceed One Hundred Forty-Two Thousand Three Hundred Dollars and No Cents (\$142,300.00) of the total Project Cost of Two Hundred Five Thousand Dollars and No Cents (\$205,00.000), unless emergency services are required.

4. GLENWOOD SPRINGS RESPONSIBILITIES. Glenwood Springs shall be responsible for payment to the County of \$6,500.00.

5. CARBONDALE RESPONSIBILITIES: Carbondale shall be responsible for payment to the County of \$8,600.00.

6. RIFLE RESPONSIBILITIES: Rifle shall be responsible for payment to the County of \$23,400.00.

7. SILT RESPONSIBILITIES: Silt shall be responsible for payment to the County of \$6,300.00.

8. NEW CASTLE RESPONSIBILITIES: New Castle shall be responsible for payment to the County of \$7,100.00.

9. PARACHUTE RESPONSIBILITIES: Parachute shall be responsible for payment to the County of \$10,800.00.

10. PARTY RESPONSIBILITIES: All parties to this IGA shall cooperate with and assist the independent contractor chosen by the County to perform the work of the Project.

11. REMEDIES. If any of the cities or towns, identified in Paragraphs 4 through 9 above, fails to perform their payment obligation(s), the County may assume responsibility for the defaulting payment(s), and all other obligations of this IGA shall remain in full force and effect.

12. CONTRACT AWARD. The contract anticipated to define the Scope of Work needed for the Project shall be awarded by Garfield County pursuant to the terms of its Procurement Manual. The Notice to Proceed may be awarded prior to the payment obligations of the municipalities and towns being met.

13. INDEMNIFICATION. The parties acknowledge each is subject to the constitutional prohibitions against indemnification in Colo. Const. art XI, § 1. Neither can indemnify the other.

Nothing herein shall be interpreted as a waiver of governmental immunity to which each party would otherwise be entitled under Section 24-10-101, *et seq.*, C.R.S., as amended.

14. APPROPRIATION. This IGA is contingent upon appropriation and budgeting for the costs required for the Project. Should any party fail to appropriate or have available sufficient funds to pay for the costs of its obligations set forth herein, this IGA shall be considered of no force or effect, except to the extent that the County has assumed the obligations of another party, as set forth herein. This IGA is not intended to, nor does it create a multi-year fiscal obligation as defined by Section 20, Article X of the Constitution of the State of Colorado.

15. EFFECTIVE DATE. This IGA shall be effective January 1, 2024 through December 31, 2024, no matter the date of execution.

16. AMENDMENT. This IGA may be amended by the parties solely through a written agreement signed by each.

17. FACSIMILES AND COUNTERPARTS. This IGA may be signed in counterparts, and facsimile signatures may be substituted for original signatures.

18. GOVERNING LAW. The laws of the State of Colorado shall govern the validity, performance and enforcement of this IGA. Venue for any action instituted pursuant to this IGA shall lie in Garfield County, Colorado.

19. AUTHORITY. Each person signing this IGA represents and warrants that said person is fully authorized to enter into and execute this IGA and to bind the party represented to the terms and conditions hereof.

20. NOTICE. All notices required under this IGA shall be in writing and shall be hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid to the addresses of the parties set forth below. Notice addresses may be changed without amendment to this IGA.

Notice to County:

Board of County Commissioners  
Attn: County Manager  
108 8<sup>th</sup> Street, Suite 101  
Glenwood Springs, CO 81601  
Phone: (970) 945-5004  
Fax: (970) 945-7785

Notice to Glenwood:

City of Glenwood Springs  
Attn: City Manager  
101 W. 8<sup>th</sup> St.  
Glenwood Springs, CO 81601  
Phone: 384-6400



|                       |                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Notice to Carbondale: | Town of Carbondale<br>Attn: Town Manager<br>511 Colorado Avenue<br>Carbondale, CO 81623<br>Phone: (970) 963-2733<br>Fax: (970) 963-9140 |
| Notice to Rifle:      | City of Rifle<br>Attn: City Manager<br>202 Railroad Avenue<br>P.O. Box 1908<br>Rifle, CO 81650<br>Phone: (970) 625-2121                 |
| Notice to Silt:       | Town of Silt<br>Attn: Town Administrator<br>231 N. 7 <sup>th</sup> St., Box 70<br>Silt, CO 81652<br>Phone: (970) 876-2353               |
| Notice to New Castle: | Town of New Castle<br>Attn: Town Administrator<br>450 W. Main<br>P.O. Box 90<br>New Castle, CO 81647<br>Phone: (970) 984-2311           |
| Notice to Parachute:  | Town of Parachute<br>Attn: Town Administrator<br>222 Grand Valley Way<br>Box 100<br>Parachute, CO 81635<br>Phone: (970) 285-7630        |

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ATTEST:

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

\_\_\_\_\_  
Clerk to the Board

By: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

ATTEST:

**CITY OF GLENWOOD SPRINGS,  
STATE OF COLORADO**

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

**TOWN OF CARBONDALE  
STATE OF COLORADO**

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

**CITY OF RIFLE  
STATE OF COLORADO**

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

**TOWN OF SILT  
STATE OF COLORADO**

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

**TOWN OF NEW CASTLE  
STATE OF COLORADO**

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

ATTEST:

**TOWN OF PARACHUTE  
STATE OF COLORADO**

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

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**Agenda Item #7.a.**

**Agenda Item Name:**

Presentation of Plaque for Years of Service to Tommy Klein, City Manager

**Presenter:**

Sean Strode

**Item Description:**

Years of Service Plaque Presentation to Tommy Klein

**Recommended Action:**

Present Plaque

**Fiscal Impact:**

n/a

**Operational Impact:**

n/a

**Prior Board Motions:**

n/a

**Background Information:**

n/a

**Executive Summary:**

n/a

**Notification Requirements:**

n/a

**Prepared By:**

Danielle Hogan, HR Manager

**Attachments:**

None



**Agenda Item #8.a.**

**Agenda Item Name:**

Consider the Approval of Purchase Order for Garfield County Sheriff's Office Victim Response Team

**Presenter:**

Debra Funston, Chief of Police

**Item Description:**

Consider approving PO for the City of Rifle's portion of the Garfield County Sheriff's Office Victim Response Team in the amount of \$41,016.89.

**Recommended Action:**

Move to Approve the Purchase Order for Garfield County Sheriff's Office Victim Response Team Invoice in the amount of \$41,016.89

**Fiscal Impact:**

This is a recurring MOU with Garfield County Sheriff's Office to provide a Victim Response Team in the City of Rifle.

**Operational Impact:**

This is a recurring expense each year for our portion of the Garfield County wide Victim Response Team.

**Prior Board Motions:**

N/A

**Background Information:**

The county and municipalities in Garfield County share the expenses of a mobile victim response team. This team is deployed or is available to provide much needed resources to victims of crime in Garfield County. The expenses cover the salary and benefits of full-time victim response personnel, and their vehicle maintenance and mileage for VRT vehicles. This is a recurring-budgeted expense for the police department. 2023 VRT expenses were approved by Rifle City Council in the amount of \$41,435.00. \*Expense Breakdown Attached

**Executive Summary:**

The county and municipalities in Garfield County share the expenses of a mobile victim response team. This team is deployed or is available to provide much needed resources to victims of crime in Garfield County. The expenses cover the salary and benefits of full-time victim response personnel, and their vehicle maintenance and mileage for VRT vehicles. This is a recurring-budgeted expense for the police department. 2023 VRT expenses were approved by Rifle City Council in the amount of \$41,435.00. \*Expense Breakdown Attached

**Notification Requirements:**

N/A

**Prepared By:**

Debra Funston, Chief of Police

**Attachments:**

1. 2024 VRT Expense Breakdown Rifle
2. GARCO SO VRT Position PO



2024

Percentage of VRT Cases by year

| Agency        | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 6 year average | Salary & Benefits Cost/Agency |
|---------------|------|------|------|------|------|------|----------------|-------------------------------|
| Rifle PD      | 40%  | 29%  | 37%  | 38%  | 42%  | 38%  | 37.28%         | \$37,932.25                   |
| Glenwood PD   | 32%  | 31%  | 26%  | 30%  | 37%  | 39%  | 32.50%         | \$33,068.62                   |
| Parachute PD  | 14%  | 21%  | 16%  | 15%  | 8%   | 7%   | 13.53%         | \$13,766.72                   |
| Carbondale PD | 6%   | 6%   | 9%   | 10%  | 4%   | 6%   | 6.85%          | \$6,969.85                    |
| Silt PD       | 3%   | 7%   | 7%   | 4%   | 5%   | 5%   | 5.13%          | \$5,219.75                    |
| New Castle PD | 4%   | 5%   | 5%   | 3%   | 4%   | 5%   | 4.33%          | \$4,405.76                    |

Total \$101,362.95

Lexi Madrid      Hourly Re: hours per year      Annual wages      Annual Benefits      Total  
 \$34.42      2080      \$71,593.60      \$30,156.00      \$101,749.60

Vehicle - Maintenance, Fuel & Mileage only

Percentage of VRT Cases by year

| Agency        | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 6 year average | Vehicle & Upfitting Cost per Agency |
|---------------|------|------|------|------|------|------|----------------|-------------------------------------|
| Rifle PD      | 40%  | 29%  | 37%  | 38%  | 42%  | 38%  | 37.28%         | \$3,084.64                          |
| Glenwood PD   | 32%  | 31%  | 26%  | 30%  | 37%  | 39%  | 32.50%         | \$2,689.13                          |
| Parachute PD  | 14%  | 21%  | 16%  | 15%  | 8%   | 7%   | 13.53%         | \$1,119.50                          |
| Carbondale PD | 6%   | 6%   | 9%   | 10%  | 4%   | 6%   | 6.85%          | \$566.79                            |
| Silt PD       | 3%   | 7%   | 7%   | 4%   | 5%   | 5%   | 5.13%          | \$424.47                            |
| New Castle PD | 4%   | 5%   | 5%   | 3%   | 4%   | 5%   | 4.33%          | \$358.27                            |

Estimated by Vehicle Class as \$689.52/month      Total \$8,274.24



**CITY OF RIFLE  
PURCHASE REQUEST**

|           |                                  |                                            |
|-----------|----------------------------------|--------------------------------------------|
| <b>1.</b> | <b>Vendor Name</b>               | NEW: W-9 attached <input type="checkbox"/> |
|           | Garfield County Sheriff's Office |                                            |

|           |                                            |
|-----------|--------------------------------------------|
| <b>2.</b> | <b>Vendor Address</b>                      |
|           | 107 8th Street, Glenwood Springs, CO 81601 |
|           |                                            |

|           |                                          |
|-----------|------------------------------------------|
| <b>3.</b> | <b>For the Purchase of (description)</b> |
|           | 2024 Victim Response Team (VRT)          |
|           |                                          |

|           |                         |                        |                                               |
|-----------|-------------------------|------------------------|-----------------------------------------------|
| <b>4.</b> | <b>Amount Requested</b> | <b>Amount Budgeted</b> | <b>Finance Director Verified Funds Avail.</b> |
|           | 41,016.89               | 41,016.89              |                                               |

|           |                   |                              |
|-----------|-------------------|------------------------------|
| <b>5.</b> | <b>Dept. Name</b> | <b>General Ledger Acct #</b> |
|           | Police            | 100-4210-400-320             |

|           |                                                                                            |
|-----------|--------------------------------------------------------------------------------------------|
| <b>6.</b> | <b>Type of Purchase</b>                                                                    |
|           | Capital Construction                                                                       |
|           | Capital Construction – Change Order                                                        |
|           | Capital Equipment                                                                          |
|           | Plant Equipment                                                                            |
|           | Materials, supplies, non-profession/technical services (includes computer/software maint.) |
| x         | Professional Services                                                                      |
|           | Utilities (includes equipment installation)                                                |
|           | Land, easements, ROW                                                                       |

|           |                                               |
|-----------|-----------------------------------------------|
| <b>7.</b> | <b>Purchasing Process Required</b>            |
|           | Cooperative Purchasing                        |
|           | Open Market                                   |
|           | Comparative Pricing                           |
|           | Request for Proposal (attach bid tab)         |
|           | Formal Bid (attach bid tab and advertisement) |
| x         | Single Source (attach an explanation)         |

|           |                               |
|-----------|-------------------------------|
| <b>8.</b> | <b>Authorization Required</b> |
|           | City Manager                  |
|           | City Council                  |

|            |                                             |                      |             |
|------------|---------------------------------------------|----------------------|-------------|
| <b>9.</b>  | <b>Signatures</b>                           |                      |             |
|            | <b>Position</b>                             | <b>Signature</b>     | <b>Date</b> |
|            | Department Director                         | <i>Debra Funston</i> | 04-03-24    |
|            | City Manager                                |                      |             |
|            | City Council Approval (meeting date)        |                      |             |
| <b>10.</b> | <b>Purchase Order # assigned by Finance</b> |                      |             |

### General summary of purchasing ordinance (Section 4, Art. III)

| TYPE OF CONTRACT                                                                                                                                                          | ESTIMATED AMOUNT                | PROCESS                                                                                                                                                                                  | Purchase Order?<br>Purchase Request?               | CITY COUNCIL APPROVAL<br>REQUIRED?                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|
| Capital Construction                                                                                                                                                      | < \$5,000                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO                                     | Yes if over \$20,000 or for any<br>amount from Capital Fund.            |
|                                                                                                                                                                           | \$5,000-\$20,000                | Comparative Pricing<br>(solicit quotes from 3 )<br>vendors/suppliers)                                                                                                                    | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | \$20,001-\$100,000              | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
|                                                                                                                                                                           | > \$100,000                     | Bonded Competitive Bid                                                                                                                                                                   |                                                    |                                                                         |
| Capital Construction<br>Change orders                                                                                                                                     | < = 10% of approved<br>contract | When total change orders<br>to date are < 10% - Dept<br>Head or City Manager<br>Approval                                                                                                 | Purchase Request                                   | Yes if total change orders to<br>date are greater than 10%              |
|                                                                                                                                                                           | > 10% of approved<br>contract   |                                                                                                                                                                                          |                                                    |                                                                         |
| Capital Equipment                                                                                                                                                         | < \$5,000                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO                                     | Yes if over \$20,000 or for any<br>amount from Capital Fund.            |
|                                                                                                                                                                           | \$5,000-\$20,000                | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | > \$20,000                      | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
| Plant Equipment Replacement<br>(purchases necessary for<br>replacement of existing equipment<br>that is component part of any<br>water, wastewater, or physical<br>plant) | < \$7,500                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$75,000                                                    |
|                                                                                                                                                                           | \$7,500-\$75,000                | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | >\$75,000                       | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
| Materials, Supplies, Non-<br>Professional Services and<br>Technical Services (including<br>software/hardware maintenance<br>technical services)                           | < \$10,000                      | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$20,000                                                    |
|                                                                                                                                                                           | >\$10,000                       | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
| Professional Services<br>(note- process for appointed<br>positions such as auditor, attorney,<br>engineer, or municipal judge to be<br>determined by Council)             | < \$25,000                      | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | All - Purchase Request                             | Yes if anticipated to exceed<br>\$25,000 per year to a single<br>vendor |
|                                                                                                                                                                           | > = \$25,000                    | Written requests for written<br>proposals must be sent to at<br>least 3 firms or individuals                                                                                             |                                                    |                                                                         |
| Utilities including installation of<br>equipment (purchases to secure<br>utility services such as natural gas,<br>electricity, local telephone, water, or<br>sewer)       | any amount                      | Single Source<br>(negotiations, where<br>appropriate, after good faith<br>determination that only one<br>viable source exists in<br>relevant supply area - keep<br>records for one year) | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | No                                                                      |
| Real Property Interest<br>(including easements and rights of<br>way)                                                                                                      | any amount                      | Single Source<br>(see above)                                                                                                                                                             | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$5,000.                                                    |





**Agenda Item #8.b.**

**Agenda Item Name:**

Consider Resolution No. 10 Series of 2024, to Extend the Final Plat Approval for Pioneer Mesa Phase 2

**Presenter:**

Patrick Waller, Planning Director

**Item Description:**

Resolution to Extend Subdivision Approval

**Recommended Action:**

Move to Approve Resolution No. 10, Series of 2024, to Extend the Final Plat Approval for Pioneer Mesa Phase 2

**Fiscal Impact:**

N/A

**Operational Impact:**

N/A

**Prior Board Motions:**

City Council approved Pioneer Mesa Subdivision Filing 2 on April 6, 2022. An extension to the project was approved on February 15, 2023.

**Background Information:**

The Rifle Municipal Code requires that a Final Plat is recorded within one-year of approval of the application. If the Final Plat is not recorded and an extension is not approved by Council, the subdivision approval becomes void.

**Executive Summary:**

The developers of Pioneer Mesa Phase 2 have been working with City Staff to address conditions of approval for the project. Staff anticipates being able to issue Building Permits for the project within the next couple of months.

**Notification Requirements:**

No additional public notice was required.

**Prepared By:**

Patrick Waller, Planning Director

**Attachments:**

1. Resolution No. 10-Pioneer Mesa Filing 2 Extension

**CITY OF RIFLE, COLORADO  
RESOLUTION NO. 10  
SERIES OF 2024**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,  
COLORADO, EXTENDING THE FINAL PLAT APPROVAL FOR PIONEER  
MESA SUBDIVISION, FILING 2.

WHEREAS, by Ordinance No. 2, Series of 2022, the City Council of the City of Rifle approved the final plat application for Pioneer Mesa Subdivision, Filing 2 described on Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, pursuant to Rifle Municipal Code Section 16-5-440(f), final plat approval for a subdivision expires if the final plat is not recorded within one year of approval unless extended by the City; and

WHEREAS, the owners of Pioneer Mesa Subdivision, Filing 2 requested an extension of the final plat approval to April 6, 2024 which the City Council granted by approval of Resolution No. 8, Series of 2023; and

WHEREAS, the owners of Pioneer Mesa Subdivision, Filing 2 have requested an additional extension of the final plat approval which the City Council is willing to grant subject to the terms and conditions of the initial final plat approval.

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

1. The above recitals are hereby incorporated as findings by the City of Rifle.
2. The City Council of the City of Rifle hereby extends the final plat approval for Pioneer Mesa Subdivision, Filing 2 until April 6, 2025 subject to the terms and conditions set forth in Ordinance No. 2, Series of 2022 and the Subdivision Improvements Agreement recorded with the Garfield County Clerk and Recorder as Reception No. 976339.

THIS RESOLUTION, was read, passed and adopted by the Rifle City Council at a regular meeting held this 3<sup>rd</sup> day of April, 2024.

CITY OF RIFLE, COLORADO

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**EXHIBIT A**

A PARCEL OF LAND SITUATED IN SECTION 18, TOWNSHIP 6 SOUTH, RANGE 93 WEST, OF THE 6TH P.M., CITY OF RIFLE, COUNTY OF GARFIELD, COLORADO BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE CORNER OF SECTION 18, TOWNSHIP 6 SOUTH, RANGE 93 WEST OF THE 6TH PRINCIPAL MERIDIAN AND CONSIDERING THE NORTH LINE OF THE NE 1/4 TO BEAR NORTH 88°56'50" WEST OF ALL BEARINGS CONTAINED HEREIN TO BE RELATIVE THERETO:

THENCE SOUTH 00°34'17" WEST 1331.16 FEET ALONG THE EAST LINE OF SECTION 18, TOWNSHIP 6 SOUTH, RANGE 93 WEST OF THE 6TH P.M. TO THE INTERSECTION WITH THE NORTHERLY RIGHT-OF-WAY LINE FOR SECOND STREET; THENCE ALONG THE NORTHERLY RIGHT-OF-WAY LINE FOR SECOND STREET THE FOLLOWING SIX (6) COURSES AND DISTANCES:

1. THENCE ALONG A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 79.29 FEET, WITH A RADIUS OF 470.00 FEET, AND WHOSE CHORD BEARS SOUTH 88°19'47" WEST 79.20 FEET;
  2. THENCE NORTH 86°50'14" WEST 358.40 FEET;
  3. THENCE ALONG A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 191.20 FEET, WITH A RADIUS OF 385.04 FEET, AND WHOSE CHORD BEARS SOUTH 78°56'14" WEST 189.24 FEET;
  4. THENCE SOUTH 64°42'49" WEST 175.19 FEET;
  5. THENCE ALONG A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 159.18 FEET, WITH A RADIUS OF 608.04 FEET, AND WHOSE CHORD BEARS SOUTH 72°12'49" WEST 158.73 FEET;
  6. THENCE ALONG A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 98.52 FEET, WITH A RADIUS OF 261.79 FEET, AND WHOSE CHORD BEARS NORTH 89°30'15" WEST 97.94 FEET;
- THENCE NORTH 00°38'48" EAST 171.57 FEET;  
THENCE NORTH 32°07'12" WEST 514.98 FEET;  
THENCE NORTH 00°38'48" EAST 888.74 FEET;  
THENCE SOUTH 88°56'50" EAST 1305.56 FEET TO THE TRUE POINT OF BEGINNING.

EXCEPTING THEREFROM ANY PORTION THEREOF INCLUDED IN PIONEER MESA PLANNED UNIT DEVELOPMENT FILING NO. ONE RECORDED SEPTEMBER 22, 2004 AS RECEPTION NO. 660210.

IN THE CITY OF RIFLE  
COUNTY OF GARFIELD  
STATE OF COLORADO



**Agenda Item #8.c.**

**Agenda Item Name:**

Consider Approval of Consultant for Climate Action Plan

**Presenter:**

Patrick Waller, Planning Director

**Item Description:**

Request for Proposal Award

**Recommended Action:**

Move to approve a Purchase Order for the completion of a Climate Action Plan to CLEER in the amount of \$99,600

**Fiscal Impact:**

City of Rifle was awarded a grant of \$100,000 from Department of Local Affairs for the creation of a Climate Action Plan. This includes a \$10,000 match from the City. The project was included in the 2024 budget.

**Operational Impact:**

City Staff will work closely with the consultant for the creation of a plan that fits the City of Rifle.

**Prior Board Motions:**

The board previously passed Resolution No. 22, Series of 2023 which supported the grant request for the plan

**Background Information:**

The City of Rifle was awarded a \$100,000 Energy Impact Assistance Fund grant for the development of a Climate Action Plan. The City is required to match \$10,000. Staff completed the procurement process to onboard a qualified consultant to complete the plan and is providing a recommendation for Council's consideration. This project was included in the 2024 budget.

**Executive Summary:**

Staff posted the RFP on Bidnet and received five responses. The firms that applied were Blue Strike, Delphi, Lotus, Clean Energy Economy for the Region (CLEER), and LRE. All five firms were found to be qualified. The selection committee reviewed and scored the responses and invited the top two scorers to the interview step of the process. The top two consultant teams were Lotus Engineering and CLEER. After the interview process the teams were re-scored by the selection committee.

The bid budget amounts were almost identical, with CLEER coming in at \$99,600 and Lotus at \$99,944. Because the project is for Professional Services the award is not entirely dependent on the low price. The City of Rifle Procurement code has a local preference requirement that provides a 2.5% discount for Garfield County vendors in the \$25,001 to \$100,000 range. CLEER was the only Garfield County vendor that

applied. Based off the scoring process, CLEER would have been the recommendation of the committee even without the local preference.

Based on the scoring from the interview round, Staff recommends that CLEER be awarded the contract for the development of the City of Rifle Climate Action Plan.

**Notification Requirements:**

No additional notice required

**Prepared By:**

Patrick Waller, Planning Director

**Attachments:**

1. Climate Action Plan - Award Memo
2. Rifle Climate Action Plan - CLEER Proposal
3. PURCHASE REQUEST
4. RFP - Climate Action Plan - Combined



## MEMORANDUM



**To:** Rifle City Council  
**From:** Patrick Waller, Planning Director  
**Date:** April 3, 2024  
**Subject:** Climate Action Plan Request for Proposal

---

### **Background**

The City of Rifle was awarded a \$100,000 Energy Impact Assistance Fund grant for the development of a Climate Action Plan. The City is required to match \$10,000. Staff completed the procurement process to onboard a qualified consultant to complete the plan and is providing a recommendation for Council's consideration. This project was included in the 2024 budget.

### **Request for Proposal Process & Scoring**

Staff posted the RFP on Bidnet and received five responses. The firms that applied were Blue Strike, Delphi, Lotus, Clean Energy Economy for the Region (CLEER), and LRE. All five firms were found to be qualified. The selection committee reviewed and scored the responses and invited the top two scorers to the interview step of the process. The top two consultant teams were Lotus Engineering and CLEER. After the interview process the teams were re-scored by the selection committee. The final averaged scores were as follows:

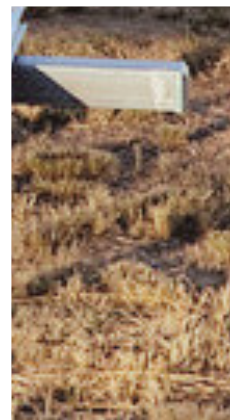
| Rifle Climate Action Plan Score Sheet                                                                                                                                           |              |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
|                                                                                                                                                                                 | CLEER        | Lotus       |
| Technical Expertise (0-25)                                                                                                                                                      | 24.5         | 23.75       |
| Previous Experience on Project Similar in Scope (0-30)                                                                                                                          | 26.75        | 24          |
| Completeness and Accuracy of the Proposal (0-20)                                                                                                                                | 20           | 19.5        |
| Quality, clarity, creativity and understanding of the scope of work outlined that clearly and specifically illustrates the tasks that will be completed and accomplished (0-25) | 23.5         | 22.25       |
| <b>Total</b>                                                                                                                                                                    | <b>94.75</b> | <b>89.5</b> |

The bid budget amounts were almost identical, with CLEER coming in at \$99,600 and Lotus at \$99,944. Because the project is for Professional Services the award is not entirely dependent on the low price.

The City of Rifle Procurement code has a local preference requirement that provides a 2.5% discount for Garfield County vendors in the \$25,001 to \$100,000 range. CLEER was the only Garfield County vendor that applied. Based off the scoring process, CLEER would have been the recommendation of the committee even without the local preference.

**Staff Recommendation**

Based on the scoring from the interview round, Staff recommends that CLEER be awarded the contract for the development of the City of Rifle Climate Action Plan.



PROPOSAL SUBMITTED BY:

**CLEER**  
*CLEAN ENERGY ECONOMY FOR THE REGION*



#### Board of Directors

Nancy Genova  
Ralph Trapani  
Steve Novy  
Laurie Stone  
Ken Olsen  
John McCarty  
Greg Russi

#### Staff

Alice Laird  
Morgan Hill  
Dave Reed  
Heidi McCullough  
Zuleika Pevec  
Christina Matzl  
Martín Bonzi  
Mary Harlan  
Hiromi Kondo

To the City of Rifle staff and project management team,

Clean Energy Economy for the Region (CLEER) is pleased to submit this proposal for the City of Rifle's Climate Action Plan. CLEER is a Garfield County-based nonprofit organization founded in 2008 with a breadth of experience in energy and climate action planning and services.

CLEER's approaches are grounded in increasing access to and understanding data, providing high-quality information, robust community engagement, and capacity building to maximize progress. We focus on strategies that are tangible and actionable. The City and other partners involved in this CAP will receive a final result that fits the local character of Rifle and reflects its vision. Stakeholder workshops, public engagement, and ongoing communications will ensure inclusivity and representation from a variety of sectors.

Garfield County is home for our staff, and we have long-standing professional relationships with members of the Rifle community. This will allow for efficient project initiation and an effective stakeholder engagement process and overall approach.

The City of Rifle is a member of the Garfield Clean Energy (GCE) Collaborative, of which CLEER operates the programs and services. Our experience with clean energy programming throughout Garfield County puts CLEER in a unique position to efficiently help the City develop and implement its climate action goals. Our recent development of the updated GCE Energy Action Plan creates a useful initial framework to help Rifle advance quickly to the implementation of the climate goals and strategies identified through this process.

Our approach to climate action planning emphasizes the importance of both data analysis and community engagement in planning efforts. We are closely familiar with the datasets involved in a greenhouse gas emissions and energy inventory. Rifle's history of significant investment in solar energy will also be reflected in our analysis and strategy development, in addition to opportunities for economic diversification and resilience. Adaptation mechanisms will also be tailored to the specific needs identified in the vulnerability assessment.

As an established local organization, we are in for the long haul and will be deeply committed to implementation of the plan after its completion.

Thank you for your consideration.

Morgan Hill, M.S.  
Associate Director  
For the CLEER Team





## City of Rifle Climate Action Plan Bid Proposal

Proposed by Clean Energy Economy for the Region (CLEER)

Submitted February 26, 2024

### Introduction and Organization Information

- a. RFP title: City of Rifle - Climate Action Plan
- b. Submitting organization's name and address:  
CLEER (Clean Energy Economy for the Region); P.O. Box 428; Carbondale, CO 81623
- c. Names and contact information of the principal(s) of the business:

Alice Laird  
Executive Director  
Clean Energy Economy for the Region (CLEER)  
[ahlaird@cleanenergyeconomy.net](mailto:ahlaird@cleanenergyeconomy.net)  
(970) 319-7026  
P.O. Box 428 Carbondale, CO 81623

Nancy Genova  
Chair, CLEER Board of Directors  
[nsgenova@comcast.net](mailto:nsgenova@comcast.net)  
313 Park Drive, Glenwood Springs 81601

### Resumes for key staff involved in the project

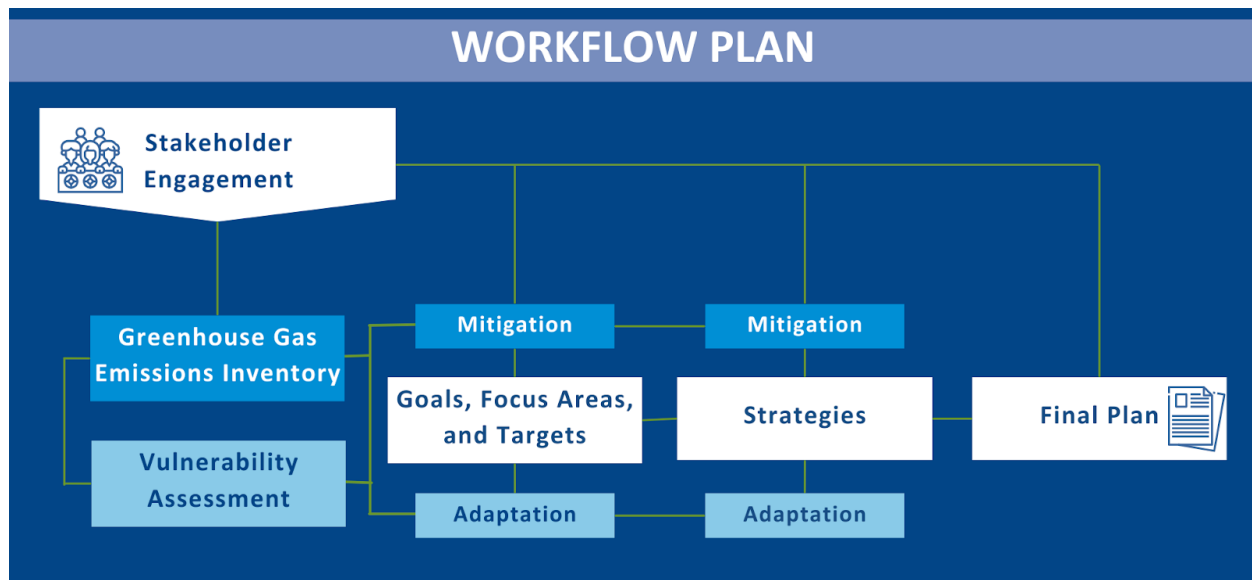
See attached resumes for the below staff listed under Appendix A. Other CLEER team members will be assisting in an advisory capacity for the duration of the contract, in addition to the services of New Energy Technology (NET) as a subcontractor for building energy and solar production analysis.

- a. Morgan Hill, Associate Director - *RCAP Project Manager*
- b. Christina Matzl, Clean Energy Program Associate
- c. Lauren Suhrbier, Renewable Energy Program Manager
- d. Mary Harlan, Clean Mobility Program Manager
- e. Dave Reed, Communications Director

**CLEER's corporate resume - see attached.**

# Approach Summary

CLEER has been a leader in advancing clean energy and climate action projects in the Garfield County region since 2008. Our approach for the City of Rifle's Climate Action Plan emphasizes the strong importance of both data and community engagement in planning efforts. We make data accessible and understandable to empower our clients and the community with information they need to take action.



The benefit of plan creation lies not only in the final product, but in the process of development of the plan and its strategies. Our team optimizes climate action planning as a learning opportunity for the community. It provides a chance for the client and stakeholders to understand their energy use and where energy savings can be realized for households, businesses, and governments. Participants learn about new technologies and resources to advance clean energy and improve resilience to the effects of a warming climate. Stakeholder workshops can also break down silos within the client's organization and its partners.



## **TASK 1:** *Stakeholder engagement and public outreach*

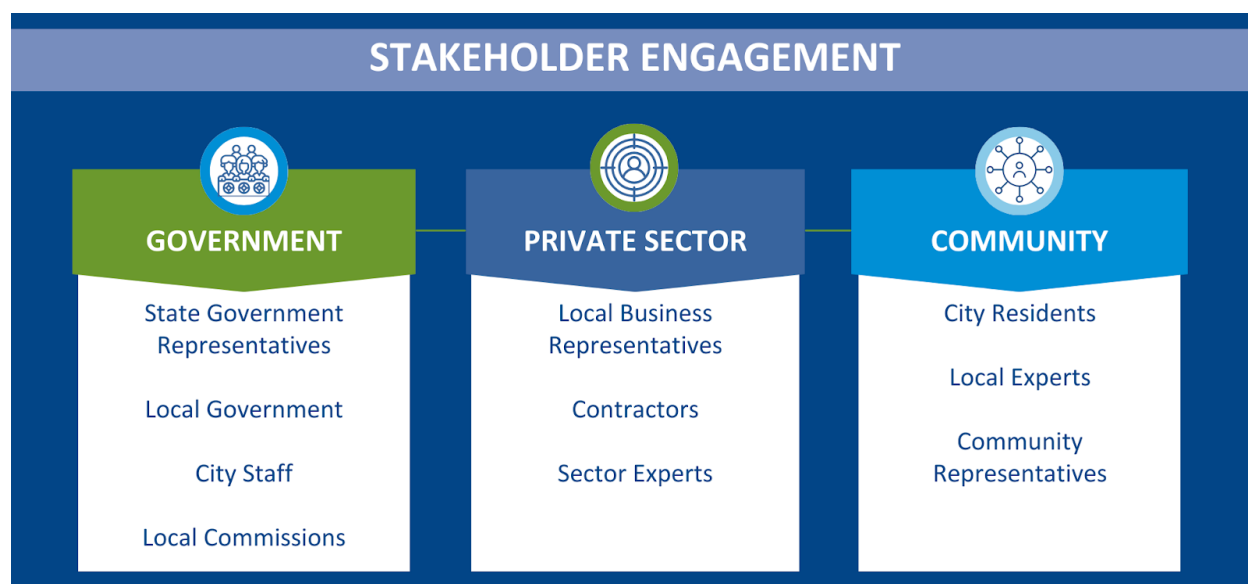
### **Task 1: Stakeholder engagement and public outreach**

Our process for climate action planning begins with stakeholder engagement, which is at the heart of

creating a successful plan and ensuring implementation. We will work with the project management team within City staff to identify what City staff and leadership envision as success for the plan and its implementation. CLEER has existing relationships with the City of Rifle and other local representatives in topic areas of clean energy, climate action, and climate resilience and can help to inform which key stakeholders should be involved in planning efforts.

It is worth noting that while stakeholder engagement and public outreach is listed as the first task in this project approach, these activities occur throughout the duration of the plan’s development and inform its outcomes.

## Stakeholder engagement



We will begin stakeholder engagement through outreach to invite participation in stakeholder groups. A group that can commit to active participation throughout the project will be key to the plan’s long-term sustainability. With our awareness that many local government staff and other community leaders have competing priorities and busy schedules, we will ensure that meetings and other engagement activities are efficient, productive, and appropriate for the target audience. Stakeholder workshops will feature content and guest speakers specific to the topic to increase engagement and understanding of the subject area.

CLEER has played a key role in developing similar plans around the region that involved collaboration with a diverse group of stakeholders. Garfield Clean Energy’s Energy Action Plan, updated in 2022, and its EV readiness plan, set to be finalized in 2024, involved a variety of representatives from across the Garfield County region. Potential key stakeholder sectors for this planning effort will include:

- Project management team: a team of two or three City staff that could be representatives from the City manager’s office, community development, public works, public safety, city engineer

b. Community Stakeholders:

- i. Local government: Garfield County (community development, public health, human services, emergency management departments), Colorado Mountain College, Roaring Fork Transportation Authority
- ii. State government: Colorado Department of Local Affairs, Colorado Energy Office, Colorado Department of Public Health and Environment
- iii. Community and private sector: electric and natural gas utilities (Xcel Energy, Holy Cross Energy, Black Hills Energy)
- iv. Citizen representatives

## Public outreach and media coverage

The stakeholder engagement phase will also involve public outreach to the community that the planning effort is underway and to let them know how they can be involved. CLEER has a highly experienced communications staff that actively works to share information and updates through media coverage, e-blasts, website content and social media posts. Our budget includes the development and publication of two press releases, one to announce project initiation and another to present key findings. We maintain an up-to-date list of local media outlets to distribute content as appropriate.

Our public outreach strategy will be tailored to the Rifle community. Since CLEER staff live in Garfield County, we are available to attend existing community events in-person to make the public aware of climate action planning and how they can be involved. We will create print materials for canvassing and distribution in locations with high visibility.

CLEER regularly produces materials in English and Spanish and has an on-staff native Spanish speaker. Outreach for this planning effort will include utilizing Spanish-language media and networks. The cost for this service is included in the project budget attachment.



## **TASK 2:** *Greenhouse Gas Emissions + Energy Inventory*

### **Task 2: Greenhouse gas emissions and energy inventory**

Concurrently with stakeholder engagement, CLEER will collect data related to greenhouse gas emissions for the City of Rifle. The data collected will reflect the entire City of Rifle community and will produce a U.S. Community Protocol GHG emissions report using ICLEI ClearPath to organize and calculate emissions for the community. The data used to develop the report will be sourced from the following:

- Residential and commercial building electric use from the utilities



- Residential and commercial building natural gas use from the utilities
- Solid waste disposal data sourced from the landfill and City contracts
- Transportation information from Google Environmental Insights Explorer
- Water and wastewater treatment data extracted from the utilities and from plant staff

This will serve to develop a baseline inventory for the community. The data collected will ultimately serve the City as well as educate the Climate Action Plan. The inventory will be completed over a six to eight-month timeline.

The City of Rifle has made significant investments in local solar energy production through the years. An inventory of the current solar energy capacity and production will be critical to understanding a full picture of the City's greenhouse gas emissions reduction potential and the economic opportunities that exist with solar energy production. Our team will conduct a solar energy production analysis which will track the production and billing for the City's ten solar arrays utilizing the utility bills and production statements. This analysis will support the greenhouse gas emissions inventory and set the City up to pursue refunds from the utilities at a later date.



### **TASK 3:** *Vulnerability Assessment*

#### **Task 3: Vulnerability Assessment**

For the City of Rifle to identify priority needs and strategies around climate adaptation, a vulnerability assessment will be conducted. CLEER will utilize proven methods for conducting this assessment, including the U.S. Climate Resilience Toolkit, Climate Mapping for Resilience and Adaptation (CMRA) Assessment Tool, Colorado Enviroscreen, and the Climate and Economic Justice Screening Tool.

Garfield County's [Hazard Mitigation Plan](#), completed in 2022, is a foundational resource for completing this task. This plan identifies critical facilities within Rifle city limits, potential hazards to the City, and processes to mitigate risks. Our team will build on the findings of this plan with an evaluation specific to the impacts of climate change and the effects of an increase in the prevalence of severe weather events in the Rifle region.

Additional evaluation will include:

- **Drought and aridification:** Other groups have done extensive planning in this area that we will pull from for this evaluation. The Middle Colorado Watershed Council and three local conservation districts completed an [Integrated Water Management Plan](#) in 2021 with the goals

of protecting existing uses and meeting shortages in the face of increased future demand and climate uncertainty.

- **Wildfire frequency and severity:** Rising temperatures are resulting in an increase in the risk wildfires pose to communities. Using the Garfield County [Community Wildfire Protection Plan \(CWPP\)](#), we will identify areas in and around the City of Rifle that could be at greatest risk for wildfire.
- **Flooding:** Using flood maps from the Federal Emergency Management Association and other resources, we will assess areas that may be at risk for increased frequency and severity of extreme rain events leading to flooding.
- **Extreme heat:** The number of days with temperatures over 95 degrees with elevated nighttime temperatures is increasing due to climate change. We will assess the specific risk of extreme heat to the Rifle communities using a variety of tools.
- **At-risk populations:** Some demographics are more vulnerable to the impacts of climate change. We will utilize available demographic data for Rifle census tracts to analyze the population groups that might be most at-risk.
- **Electric and natural gas infrastructure:** These critical resources are susceptible to damage from extreme weather events. We will work with energy utility providers to identify where these resources may be vulnerable.



## **TASK 4:** *Identify focus areas & goals*

### **Task 4: Identify priority focus areas and goals**

Findings from the greenhouse gas emission inventory, initial stakeholder engagement, and vulnerability assessment inform the priority focus areas that will be foundational to the plan's framework. We will also incorporate information from existing Rifle planning efforts, such as Rifle's Comprehensive Plan updated in 2019.

While the plan will be tailored to the findings of these first three tasks, we anticipate from our experience in the development of other energy and climate action plans, as well as familiarity with the Rifle community, that potential priority focus areas for this plan will include those listed below. We have identified options for both mitigation and adaptation.

### **Mitigation: reducing greenhouse gas emissions in specific sectors**

- a. Built environment: improving the energy efficiency of residential and commercial buildings and promoting electrification where feasible; which saves residents, businesses, and governments money on their energy bills
- b. Transportation: reducing the number of vehicle miles traveled, particularly with internal combustion engines; decreasing traffic congestion; and improving the safety of streets for walking and biking
- c. Waste: reducing total waste disposed of and transported through the community through increased recycling incentives and support of local composting programs
- d. Water and wastewater management: improving efficiency and reducing water use throughout the community to decrease the load placed on treatment facilities
- e. Renewable energy and utility opportunities: verify production capabilities of existing solar; plan for additional solar and storage potential; support maintenance of existing infrastructure

### **Adaptation: improving resilience to the effects of climate change**

- f. Public health and wellbeing: reducing the health impacts of wildfire smoke, extreme heat, and other severe weather
- g. Critical infrastructure: preventing damage and ensuring utility services to schools, medical facilities, government buildings, water and wastewater treatment facilities
- h. Water resources: enhancing drought planning and water treatment techniques
- i. Land use planning and building codes: promoting strategic development, new construction that meets the needs of residents in a warming climate
- j. Economic development: ensuring a diversified and resilient economy to the impacts of climate change



## **TASK 5:** *Climate action mitigation + adaptation strategy development*

### **Task 5: Climate action mitigation and adaptation strategy development**

From the plan's framework around the priority focus areas identified in Task 4, the CLEER team will work with key stakeholders to identify specific strategies to guide the City of Rifle and its partners on climate action into the future. With the knowledge that the Department of Local Affairs' Climate Resilience Challenge grants are designed to fund projects that are identified through climate action planning, the strategies we develop will be tangible and actionable for the community. CLEER will also collaborate with

our regional and state partners during this task to ensure we are incorporating relevant program and funding opportunities into strategies for each focus area.

The Garfield Clean Energy Collaborative, of which the City of Rifle is a member, created goals for the Garfield County region in their updated [Energy Action Plan](#). These goals are relevant to the City of Rifle, and the CAP stakeholder group will have an opportunity to tailor them specifically for the City. The goals Garfield Clean Energy sets are ambitious and forward-thinking, but they are also intended to be achievable.

In addition to stakeholder input, we will include data from the greenhouse gas emissions and energy inventory, vulnerability assessment, and previous energy planning efforts to inform the optimal strategies for the City of Rifle. Findings of the solar production analysis will also help our team provide recommendations for optimizing solar energy production and saving the City money on their energy costs.

We will develop strategies specific to both mitigation and adaptation, capitalizing on the opportunities for integration of the two where possible. Some strategies are synergistic, such as weatherization of existing buildings, which improves both their energy efficiency and their indoor air quality during wildfire smoke events. Others present tradeoffs, such as increasing the availability of air conditioning in buildings which protects human health but potentially increases electricity demand and greenhouse gas emissions. Examples of strategies that could be included are listed below.

### **Mitigation**

- a. Built environment: Expansion of residential and commercial energy efficiency programming, Ongoing participation in Garfield Clean Energy's advanced energy management program for City facilities, energy codes that make new and remodeled buildings more energy efficient
- b. Transportation: Identifying the most useful strategies from Garfield Clean Energy's EV readiness plan to expand the network of charging infrastructure in the City of Rifle, Conversion of City fleets to EVs where feasible, expansion of the City of Rifle's biking and walking infrastructure, improving access to bikes and e-bikes to income qualified residents
- c. Waste: Coordination with Mountain Waste and the Garfield County landfill on the feasibility of programs like "pay as you throw"
- d. Water and wastewater management: Increasing the energy efficiency of treatment facilities and promoting electrification where feasible; utilizing Garfield Clean Energy's advanced energy management program and equipment to finetune plant operations
- e. Renewable energy and utility opportunities: Verify production capabilities of existing solar, plan for additional solar and storage potential, support maintenance of existing solar infrastructure

### **Adaptation**

- a. Wildfire smoke response: utilize [Garfield County's Wildfire Smoke Preparedness Plan](#) to tailor messaging and outreach to City of Rifle residents



- b. Resilience hubs: Identify facilities in the Rifle region with clean indoor air and access to air conditioning for residents to gain relief from smoky air and extreme heat
- c. Water efficiency rebates: Provide a water efficiency rebate program to incentivize water efficient fixtures and turf replacement, reducing overall water use
- d. Infrastructure improvements and buffering: creating vegetation buffers around critical infrastructure to prevent wildfire damage
- e. Grid resilience: Identify optimal city locations for installing battery storage infrastructure to support key City facilities and essential infrastructure, implement infrastructure to be responsive to demand side management programs

A final deliverable of this step will be a matrix that prioritizes strategies based on the feasibility, available resources for implementation, and the importance or benefit to the community.



## **TASK 6:** *Finalize Climate Action Plan and present to City Council*

### **Task 6: Finalize Climate Action Plan and present to City Council**

CLEER staff will develop a draft of the plan that we will then present to the City's project management team and stakeholder group for review. Comments from the stakeholder group will be incorporated into the final version of the plan.

For final production of the plan, we will create an elegant and easy-to-follow document for optimal utilization into the future. CLEER utilizes the services of Kindred Graphic Design on a contract basis for our reports and public-facing products. A portfolio can be viewed at [Kindred's website](#). Examples of Kindred's work for CLEER include the [Colorado Clean Diesel Program website](#), the [2021 Eagle County Energy Inventory](#) and the [Three-County Solar + Storage Study and Action Plan](#).

CLEER staff will present the final plan and its findings to the Rifle City Council and other elected boards, commissions, and citizen groups in-person as desired. We will also make the plan available to the community through our existing communications and media channels.

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### **CLEER CORPORATE AND PROJECT REFERENCES:**

Please see attachment with contact information descriptions.

# References

## Jason White

Roaring Fork Transportation Authority (RFTA), Assistant Planner

Office: (970) 384-4968      Cell: (970) 379-4303 [jwhite@rfta.com](mailto:jwhite@rfta.com)

Jason is the Chair of the Garfield Clean Energy Collaborative's Board of Directors. He was an integral part of Garfield Clean Energy's Energy Action Plan update in 2022 and observed CLEER's successful development of that plan. As a GCE member, RFTA also receives services from CLEER for advanced energy management of their facilities.

## John Gitchell

Eagle County, Climate Action Manager

Phone: (970) 328-8766, [john.gitchell@eaglecounty.us](mailto:john.gitchell@eaglecounty.us)

As Eagle County's Climate Action Manager, John has worked with CLEER through our contract to conduct the County's annual Greenhouse Gas Emissions Inventory for several years. Eagle County has also used CLEER's energy management services to track energy consumption in County-owned facilities.

## Bruce Leland

Town of New Castle, Mayor, Board of Trustees

[bruceleland@sopris.net](mailto:bruceleland@sopris.net)

Bruce has served on the Garfield Clean Energy Board of Directors and was part of the development of its updated Energy Action Plan. The Town of New Castle has also received services from CLEER for their advanced energy management program and updated energy code adoption.

# Climate Action Plan Budget

PROJECT TITLE City of Rifle Climate Action Plan

PROJECT MANAGER Morgan Hill

| TASK NUMBER | TASK TITLE                                                                           | Unit | Hourly rate | Total           | Staff                                 |
|-------------|--------------------------------------------------------------------------------------|------|-------------|-----------------|---------------------------------------|
| <b>1</b>    | <b>Task 1: Stakeholder engagement and public outreach</b>                            |      |             |                 |                                       |
| 1.1         | Meet with City Staff to discuss project initiation                                   | 15   | \$110       | \$1,650         | Morgan, Christina                     |
| 1.2         | Develop stakeholder group and community representatives                              | 20   | \$110       | \$2,200         | Morgan, Christina                     |
| 1.3         | Communication materials and outreach                                                 | 40   | \$110       | \$4,400         | Dave, Morgan                          |
| 1.4         | Spanish translation and targeted outreach                                            | 50   | \$110       | \$5,500         | Martín                                |
|             | <b>Task 1: Subtotal</b>                                                              |      |             | <b>\$8,250</b>  |                                       |
| <b>2</b>    | <b>Task 2: Conduct greenhouse gas emissions and energy inventory</b>                 |      |             |                 |                                       |
| 2.1         | Inventory data collection and analysis                                               | 70   | \$110       | \$7,700         | Christina                             |
| 2.1.1       | ICLEI Clear Path fee                                                                 | 1    | \$600       | \$600           | Christina                             |
| 2.2         | Existing solar production analysis                                                   | 110  | \$110       | \$12,100        | Christina, Lauren                     |
| 2.3         | Draft greenhouse gas and energy inventory                                            | 30   | \$110       | \$3,300         | Christina, Dave                       |
|             | <b>Task 2: Subtotal</b>                                                              |      |             | <b>\$23,700</b> |                                       |
| <b>3</b>    | <b>Task 3: Vulnerability Assessment</b>                                              |      |             |                 |                                       |
| 3.1         | Review, apply, and analyze City of Rifle data to climate vulnerability tools         | 70   | \$110       | \$7,700         | Morgan, Christina, Lauren             |
| 3.2         | Draft Climate Vulnerability Assessment                                               | 40   | \$110       | \$4,400         | Morgan, Dave, Lauren, Christina       |
|             | <b>Task 3: Subtotal</b>                                                              |      |             | <b>\$12,100</b> |                                       |
| <b>4</b>    | <b>Task 4: Identify and Prioritize Goals, Focus Areas, Targets</b>                   |      |             |                 |                                       |
| 4.1         | Develop list of goals, focus areas, and targets                                      | 35   | \$110       | \$3,850         | Morgan, Christina                     |
| 4.2         | Conduct focus area stakeholder workshops                                             | 50   | \$110       | \$5,500         | Morgan, Christina, Mary, Lauren       |
| 4.3         | Aggregate focus areas and goals into comprehensive list                              | 30   | \$110       | \$3,300         | Morgan, Christina                     |
|             | <b>Task 4: Subtotal</b>                                                              |      |             | <b>\$12,650</b> |                                       |
| <b>5</b>    | <b>Task 5: Climate Action Strategy Development</b>                                   |      |             |                 |                                       |
| 5.1         | Review and summarize local CAPs                                                      | 15   | \$110       | \$1,650         | Morgan, Christina, Lauren             |
| 5.2         | Conduct strategy development stakeholder workshops and present findings for approval | 70   | \$110       | \$7,700         | Morgan, Christina, Mary, Lauren       |
| 5.3         | Create list of future funding resources                                              | 30   | \$110       | \$3,300         | Morgan, Christina                     |
|             | <b>Task 5: Subtotal</b>                                                              |      |             | <b>\$12,650</b> |                                       |
| <b>6</b>    | <b>Task 6: Develop final Climate Action Plan</b>                                     |      |             |                 |                                       |
| 6.1         | Branding for plan documents                                                          | 20   | \$110       | \$2,200         | Dave                                  |
| 6.2         | Develop Climate Action Plan draft                                                    | 110  | \$110       | \$12,100        | Morgan, Christina, Mary, Lauren, Dave |
| 6.3         | Present draft and findings to City Staff and Stakeholder group for review            | 25   | \$110       | \$2,750         | Morgan, Christina                     |
| 6.4         | Incorporate comments and finalize plan                                               | 35   | \$110       | \$3,850         | Morgan, Christina, Mary, Lauren, Dave |
| 6.5         | Present final plan to City Council and other commissions and boards                  | 25   | \$110       | \$2,750         | Morgan                                |
|             | <b>Task 6: Subtotal</b>                                                              |      |             | <b>\$23,650</b> |                                       |
| <b>7</b>    | <b>Project Management</b>                                                            |      |             |                 |                                       |
| 7.1         | Ongoing team meetings                                                                | 60   | \$110       | \$6,600         | Morgan, Christina                     |
| 7.2         | Budget administration and reporting                                                  | 20   | \$110       | \$2,200         | Morgan                                |
|             | <b>Task 7: Subtotal</b>                                                              |      |             | <b>\$6,600</b>  |                                       |

PROJECT  
TOTAL

**\$99,600**

# Climate Action Plan Project Timeline

|                 |                                                                                      |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
|-----------------|--------------------------------------------------------------------------------------|-----------------------------------|-----|--------------|----------------|-------------------------------------|------|--------------------|-----|-----|----------------|-----|-------|
| PROJECT TITLE   |                                                                                      | City of Rifle Climate Action Plan |     | COMPANY NAME |                | Clean Energy Economy for the Region |      | Scheduled timeline |     |     |                |     |       |
| PROJECT MANAGER |                                                                                      | Morgan Hill                       |     | DATE         |                | 2/26/24                             |      | Flexible Timeline  |     |     |                |     |       |
| TASK NUMBER     | TASK TITLE                                                                           | FIRST QUARTER                     |     |              | SECOND QUARTER |                                     |      | THIRD QUARTER      |     |     | FOURTH QUARTER |     |       |
|                 |                                                                                      | April                             | May | June         | July           | Aug                                 | Sept | Oct                | Nov | Dec | Jan            | Feb | March |
| 1               | Task 1: Stakeholder engagement and public outreach                                   |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 1.1             | Meet with City Staff to discuss project initiation                                   |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 1.2             | Develop stakeholder group and community representatives                              |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 1.3             | Communication materials and outreach                                                 |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 2               | Task 2: Conduct greenhouse gas emissions and energy inventory                        |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 2.1             | Collect data and develop inventory                                                   |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 2.2             | Existing solar production analysis                                                   |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 2.3             | Draft greenhouse gas and energy inventory                                            |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 3               | Task 3: Vulnerability Assessment                                                     |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 3.1             | Review and apply City of Rifle Data to Climate vulnerability tools                   |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 3.2             | Draft Climate Vulnerability assessment                                               |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 4               | Task 4: Identify and Prioritize Goals, Focus Areas, Targets                          |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 4.1             | Develop list of goals, focus areas, and targets                                      |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 4.2             | Conduct focus area stakeholder workshops                                             |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 4.3             | Aggregate focus areas and goals into comprehensive list                              |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 5               | Task 5: Climate Action Strategy Development                                          |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 5.1             | Review and summarize local CAPs                                                      |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 5.2             | Conduct strategy development stakeholder workshops and present findings for approval |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 5.3             | Create list of future funding resources                                              |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6               | Task 6: Develop Final Climate Action Plan                                            |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6.1             | Branding for plan documents                                                          |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6.2             | Develop Climate Action Plan draft                                                    |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6.3             | Present draft and findings to City Staff and Stakeholder group for review            |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6.4             | Incorporate comments and finalize plan                                               |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |
| 6.5             | Present final plan to City Council and other commissions and boards                  |                                   |     |              |                |                                     |      |                    |     |     |                |     |       |





## Corporate Resume + Organizational Experience

**CLEER: Clean Energy Economy for the Region** has extensive experience in developing and implementing climate and energy action plans, with an emphasis on using approaches that are tailored to the needs and conditions of local communities and create measurable energy savings and economic benefits for households, businesses, and local governments. While many planning efforts frequently lead to very extensive and detailed documents that are challenging to turn into action, CLEER utilizes participatory and data-driven planning approaches that provide an opportunity for communities to build knowledge, partnerships, and expertise within the community, and lead to tangible and sustained results. Here is a sampling of some of CLEER's experience to date:

- Gathering and analyzing utility data and creating energy and climate inventories and plans, including for [Garfield Clean Energy](#) (GCE), [Eagle County](#) (2014, 2017, 2019/2020, 2021 and 2022), the [Town of Carbondale](#), and the [Garfield, Eagle, Pitkin Three County Solar Plus Storage Plan](#).
- Designing and delivering programs to reduce greenhouse gas emissions with an emphasis on effective, measurable action and energy cost savings. This includes the development and management of [GCE's ReEnergize program](#), City of [Glenwood Springs' Municipal electric and water rebates](#), [advanced energy management for government facilities](#), [ReCharge Colorado EV charging station grants](#), and others.
- Design and facilitation of community participation efforts for climate, energy, transportation, and resource planning. We have also been a key part of water and drought planning efforts, resiliency and climate mitigation planning efforts.
- Climate and energy communications including outreach materials, media coverage, website development and marketing to increase the accessibility of resources and information. Our team maintains the website for Garfield Clean Energy and produces a monthly GCE newsletter to provide information on GCE programs. In addition we manage several other program websites including [Colorado Clean Diesel program](#).
- Extensive experience in interacting with State of Colorado agencies and funding sources. CLEER developed the plan for the 2008 Garfield New Energy Communities Initiative initial inventory and plan, which led to the creation of Garfield Clean Energy, and harnessed \$1.3 Million to jumpstart energy efficiency and solar projects throughout Garfield County. CLEER tracks state, federal and foundation funding to assist with funding plans for implementation.

- Project manager and advisor for innovative renewable energy projects including the ongoing [Carbondale Geothermal District Coalition](#) and multiple solar installations throughout the count

### **New Energy Technology**

New Energy Technology (NET) is a Colorado based corporation established in July 2003. For over 20-years, NET has specialized in energy/utility bill data and 15-minute interval data systems designed to support an organization's energy management and environmental stewardship program. NET's energy management information system and its Advanced Energy Management (AEM) consulting services support both the private and public sectors from small school districts to national retailers to higher education to local and state governments.

Today's challenges of tracking traditional electricity utility grid power, combined with purchased green power delivered through the grid, and/or combined with on-site generated renewable power (solar and/or wind) makes it difficult to know the type and amount of power a commercial building consumes. NET's software and AEM services take the complexity out of two or three different power sources and deliver the financial facts (cost), energy use facts (kW & kWh), and environmental emissions facts (CO2) for each facility.

NET's objective is to provide the right people at the right time with the right actionable information, which empowers them to make better decisions and achieve better results.



**Morgan Hill, M.S.**

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Glenwood Springs, CO 81601

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Email: [morgan.r.hill1@gmail.com](mailto:morgan.r.hill1@gmail.com)

**Summary**

Twelve years of experience working in the environmental field, including five years of program oversight, three years as a division manager, and one year in a director role. Environmental health program areas included climate change adaptation, air quality monitoring and education, radon outreach, citizen engagement, communication with the media and elected officials, and development of special projects. Clean Energy work has included oversight of energy efficiency programs, clean mobility, climate action planning, and government collaboration. Experience with non-profit management as President of the Board for a local watershed council.

**Education**

*University of Denver* (September 2015 – March 2018)

Master of Science, Environmental Policy and Management

*University of Colorado at Boulder* (August 2008 - December 2010)

Bachelor of Arts, magna cum laude, Environmental Studies

*Colorado Mountain College- Roaring Fork Campus* (August 2006 - December 2007)

Associate in Arts

**Work Experience**

*Associate Director*

Clean Energy Economy for the Region (CLEER)

December 2022 - present

Responsibilities include:

- Management of the Garfield Clean Energy (GCE) Collaborative contract, including operational budget, invoicing, board meetings and packets, and presentations to elected officials
- Oversight of programs that cover active transportation, residential and commercial energy efficiency rebates, government building energy tracking and management
- Climate and energy action planning for local governments, including as the
- Staff development, including performance reviews, facilitation of team meetings, and professional coaching
- Communications writing and review, including GCE newsletter and press releases
- Development of grants and proposals

### *Environmental Health Manager*

Eagle County Public Health and Environment

December 2019 - December 2022

Responsibilities include:

- Supervision of a team of five employees, including recruitment, performance reviews, professional coaching, staff interventions, providing direction and personal development
- Budget management for the environmental health division
- Oversight of the retail food, childcare, and onsite wastewater treatment system regulatory programs
- Participation in climate initiatives including the Eagle County Climate Action Collaborative, Eagle County Resiliency Plan, and Eagle County Green Team
- Collaboration with Walking Mountains Science Center on radon program
- Management of air quality program and implementation of a smoke response plan
- Emergency response, including wildfires, a pandemic, and hazardous material and solid waste spills

### *Environmental Health Specialist III*

Garfield County Public Health

October 2011 – November 2019

Responsibilities included:

- Air quality program coordination, including administration of contracts with consultants, labs, CDPHE, and other researchers. Fieldwork for the air quality monitoring program. Media communications and development of outreach materials including annual air quality reports, press releases, and website content
- Education and special projects for air quality including creation of a reduced idling program for fleet vehicles, presentations and field trips with all grade levels and range of citizen and professional organizations, and a community-wide survey on use of alternative transportation
- Administration of radon program including education and outreach, distribution of kits to citizens, grant writing/reporting, and testing of large facilities including schools
- Reviewing and providing referral comments for the Garfield County Community Development Department's land use change permits

### **Leadership Development and Experience**

- President, Board of Directors, Middle Colorado Watershed Council - Feb 2019-Feb 2024
- Community Leadership Academy - Feb 2022-May 2022
- Colorado Environmental Health Association Board member - Feb 2021-Dec 2022
- Community-Based Social Marketing four day training - June 2018
- Our Community Listens Communications three day training - Sept 2016
- Regional Institute of Health and Environmental Leadership, Advanced Leadership Training Program - Class of 2014



## CONTACT

970.319.3939

Carbondale, Colorado

lauren@cleanenergyeconomy.net

## EDUCATION

B.A. Environmental Studies

University of Colorado., 2004

## SKILLS & TOOLS

### **Sustainability & Building / Zoning**

Regulatory Filings, Code Research

Basic Land-Use Planning

HERS Rater & CEM trained

Sustainability & Compliance Reporting

Building Permit Applications

### **Marketing, Sales & Writing**

SEO, Google AdWords and Analytics

Technical and Grant Writing

Wordpress and Web Platforms

Press Releases and Relations

Event Planning

### **Software**

Salesforce, Constant Contact, Asana

Powerpoint, Excel, Word

Photoshop, InDesign

Wordpress, Squarespace

Project Management tools (various)

### **Business Administration**

Basic modeling and forecasting

Tax Research

Advanced budgets and tracking

Document management best practices

Invoice processing & data inventories

## EXPERIENCE

### **Project Lead**

*Clean Energy Economy for the Region (2023 - present)*

Serving as lead financial, policy and business model analyst for a large DOE-funded the District Geothermal Feasibility & Design Study. Coordinating research with national and regional stakeholder affiliates - CCEF, CEO, CO PUC, NREL, DOE, NYSERDA and others in a research cohort to develop replicable models for thermal network ownership. Team lead for the CLEER renewable energy and utility policy projects, aiding 9 government clients in Garfield County deploy advanced strategies for meeting aggressive clean energy goals and ongoing inventories.

### **Publisher**

*Mountain Parent (2016 - 2022), Carbondale, CO*

Successfully spearheaded launch of publication in 2016 by developing content, contract writing team, graphic assets, community partners and large ad accounts with a demanding production schedule. Approved all communications, including e-newsletters, print collateral, media kits and digital marketing assets. Developed high-level brand standards along with web, social media and print updates. Served as key account representative.

### **Project Director**

*Levity Consulting (2013 - 2016), Carbondale, CO*

Contract land use planning, market research and permit applications for large and small real estate developers. Writing and design services for bid proposals, branded documents and websites. Assisted clients with public noticing requirements, Board of Commissioner presentations, earned media for development projects. Projects included research for TOSV green building codes, energy and building assessments and inspections, and reviewing building inspection reports.

### **Policy & Planning Manager**

*The Clean Energy Collective (2009 - 2012), Basalt, CO*

Management level team member for the development of one of the first privately funded community solar projects in the nation, from conception to build-out and sales. Represented the CEC with large clients and industry stakeholders, such as investor-owned, muni and co-op utilities, political representatives, regulatory agencies and associations (CO-PUC, IRS, FERC, CREA, TriState). Drafted and presented testimony for legislative hearings and filed regulatory comments and feasibility studies regarding virtual net-metering and other topics. Filed land use change permits and zoning code amendments at regional level for community solar projects. Presented at national conferences about community solar. Authored winning grant proposals and research papers for new technology platforms, such as biomass and hydro feasibility studies.

### **Energy Manager**

*Levity Consulting (2007 - 2008), Carbondale, CO*

Contracted administrator and team lead for ENERGY STAR New Homes Program (CO) and the Governor's Energy Office (CO) statewide Solar Tax-Exempt Financing Series. Developed workshops for regional governments regarding CREBs and PPA financing for solar. Contracted with the CO HBA to deliver HERS Rater trainings for regional builders. Provided research support for green building code compliance.

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## Christina Matzl — Clean Energy Program Associate

624 Ginseng Rd., New Castle, CO, 81647 • 608-434-6728 • [cl.matzl@outlook.net](mailto:cl.matzl@outlook.net)

### PROFESSIONAL STATEMENT

I want to develop communities where my family and others can thrive through performing and applying sustainability research and practices to our communities. I believe in the power of education and empowering others through engaging in sustainability practices and activities.

### SKILLS

Data Collection and entry • Research and report writing • GHG Emissions Inventory • Microsoft and Google Suites • Event Planning • Public communication • Fundraising • Time management • Work well in teams • Sustainability practices and consulting • Zero waste/waste reduction strategies • Creativity • Community-based research

### EXPERIENCE

**Clean Energy Economy for the Region, Carbondale, Colorado** - *Clean Energy Program Associate* - April 2022 - PRESENT

- Perform energy consulting for residential and commercial buildings
- Provide energy management analysis for private and municipal organizations
- Perform GHG emissions inventories
- Coordinate stakeholder event planning

**Grand Valley Recreation Center, Parachute/ Battlement Mesa, Colorado** - *Energy Consultant* - December 2021 - March 2022

- Contracted to research and explain options for renewable energy production so that they may develop or otherwise offset energy production using state and local resources.
- Developed a report identifying options and presenting available options
- Connected organization with potential developers.

**Rocky Mountain Trimworks, New Castle, Colorado** - *Permaculture designer* - July 2021 - April 2022

- Designed community garden space in and out of the state
- Developed a detailed budget and supply list to use for approval and implementation

**Famous Footwear, Wisconsin Dells, Wisconsin** - *Assistant Manager* - July 2006 - January 2013

- Managed a team of three to seven employees.
- Opening and closing process, handling sensitive materials including cash deposits, managing the organization of surplus inventory, and overseeing purchase of supplies.
- Collaborated with the team to organize the floor inventory and set timely goals for sales.

### EDUCATION

**Colorado Mountain College, Glenwood Springs, Colorado** - *Bachelor's in Sustainability Studies* - September 2019 - May 2022

Performed technical research on a variety of sustainability and environmental topics, and developed practical solutions for environmental changes within the community. Researched and collected utility bills to support the college working toward a certification with AASHE STARS. Overall focus on community and food sustainability, as well as waste reduction. Maintained a 4.0 GPA.

### CERTIFICATIONS

**Building Analyst Professional**, *Building Performance Institute* - January 2023

**Social and Behavioral Research Certificate**, *CITI Program* - February 2022

**Permaculture Design Certificate**, *Colorado Mountain College* - August 2021

### ADDITIONAL SKILLS AND INTERESTS

I am a creative artist and informal art teacher, and work to integrate sustainability and the arts to elevate community development and resiliency. Supporter of sustainable food and gardening, and native habitat design. Involved in my community as a volunteer with the Climate and Environment Committee and sat as the school PTAC president for 6 years.

# MARY HARLAN

15569 Highway 133 Carbondale, CO | 970-485-4690 | mharlan@cleanenergyeconomy.net

## Work Experience

### ***Clean Energy Economy for the Region- CLEER (current)***

#### *Clean Mobility Team Lead*

- Support clean mobility program through development and implementation of educational programs and events such as the Clean Mobility Summit and Expo, Bike There events, EV workshops covering topics related to multifamily housing, workplace charging, "EV 101" basics on funding available for individuals and businesses, how to buy an EV, electric fleet events, and convening regional elected leaders and local, regional, and state-level technical experts as speakers at events
- Grant writing and grant acquisition from regional, state, and federal entities including City of Aspen, Xcel Energy, Holy Cross Energy, Colorado Energy Office, Colorado Department of Transportation, Colorado Department of Public Health and Environment, CALSTART, World Resources Institute, Energy Fund, Department of Energy, Environmental Protection Agency, and the US Department of Transportation
- Development and implementation of the Garfield County Region EV Readiness and Action Plan; acting consultant on other municipalities' EV readiness plans
- Acting as part of State Recharge Coaching Team serving a 14-county region in Colorado. Tasks include:
  - o Hosting EV Ride and Drives, webinars and workshops on charging infrastructure and electric vehicles and fleets
  - o Grant, rebate, and tax incentive funding consulting for businesses, nonprofits, school districts, and individuals seeking funding for charging infrastructure, and EV fleets including white and yellow fleets. Funding to include utility rebates, state funding such as Charge Ahead Colorado, Fleet-ZERO Grant, Clean Fleet Vehicle and Technology funding, Colorado Clean School Bus Grant, EPA Clean School Bus Rebate, EV and Fuel Cell Electric Vehicle Tax Credit, Alternative Fuels Infrastructure Tax Credit, Colorado State EV Tax Credits, and Federal Electric Vehicle Tax Credits
  - o Work with regional vehicle dealerships to encourage participation in state and federal tax credit and rebate programs and participate in EV Ride and Drive events
- Manage the Colorado Clean Diesel Program, a state-wide program providing funding for the replacement of diesel heavy equipment for electric
- Maintain current membership in the Clean Cars Coalition, Electric School Bus Coalition, Colorado Electric Vehicle Coalition, Moving Beyond Oil Coalition, Electric Vehicle Supply Equipment Cohort, CEVC Micro-mobility Subgroup and the CEVC Beneficial Electrification Subgroup
- Help municipalities gain Go EV City status (most recently, Carbondale, CO)
- Work in partnership with other local and state nonprofits and municipalities such as Garfield Clean Energy, Drive Clean Colorado, 4CORE, CORE, Walking Mountains Science Center, Yampah Valley Sustainability Council, LoVa Trails, Monarca Group, Garfield, Pitkin, Eagle and Mesa Counties, City of Aspen, Towns of Carbondale and Basalt, City of Glenwood Springs, Towns of New Castle, Silt, Rifle, and Parachute, City of Grand Junction, Towns of Crested Butte and Mt. Crested Butte, Town of Vail

### ***Preston Earth, LLC (2019-2022)***

*Team Lead & project management, small-scale sustainable & regenerative agriculture specialist/ Landscape design*

- Monitor expenditures and inventory for the installation of new plants, trees, flowers, herbs, and vegetables and improve upon irrigation systems and soil quality, reducing water consumption by up to 30%
- Act in collaboration with team members in designing, installing, and maintaining regenerative vegetable and perennial flower gardens, helping homeowners improve water conservation, soil quality, attract pollinators, and contribute to carbon sequestration efforts
- Identify and solve problems relating to plants, noxious weeds, insects, and pests
- Educate clients on water conservation and regenerative agriculture best practices

## **Glenwood Springs Fire Department (2014-2019)**

*Firefighter/ EMT-B/ IV, Technical Rock Rescuer*

- Served the Glenwood Springs community through emergency medical services, fire rescue, and technical rescue
- Trained on rescue vehicle driving safety, technical rescue training, medical training, maintenance of fire and ambulance vehicles, engagement tactics and, citizen outreach
- Designed and implemented a risk management/ sustainability education program for a local high school's Pregnant and Teen Parent Program focusing on basic safety and risk management skills including basic CPR, fire safety, water safety, safe-proofing the home for infants and toddlers, nutrition, and life skills (acquiring health and car insurance, installing a car seat properly, etc), according to the National Fire Protection Association policies

## **Education, Skills, Certifications, Awards**

**Ph.D. Candidate, Sustainability Education, emphasis on Energy Economics in the Transportation Sector**, Prescott College, anticipated graduation 2024, 3.98 GPA

**Masters of Arts in Environmental Education for Community Sustainability**, Prescott College 2021, 3.97 GPA

**Bachelor of Arts Political Science**, Webster University 2000

**Wilderness First Responder**, Desert Mountain Medicine, Expires 2025

**CPR**, American Heart Association, Expires 2025

**Firefighter I and II**, 2014

**Hazmat Operations**, 2015

**Wilderness EMT/ IV**, National Outdoor Leadership School Wilderness Medical Institute 2014

**Technical Rock Rescue Lead**, National Fire Protection Association, 2016

**Microsoft Office Suite (Word, Excel, Powerpoint)**

**Google Suite**

**Prezi**

**Conversational Spanish speaker**

## **Relevant Associations & Individual Membership**

National Academies of Science, Engineering, and Medicine Transportation Research Board, Rocky Mountain Association of Geologists, American Association for University Women, International Association of Energy Economics, American Association of Energy Economics, North American Association for Environmental Education, Association of Experiential Education, Colorado Alliance for Environmental Education, TEACH Colorado



# DAVE REED

593 Jacobs Pl., Carbondale, CO 81623  
davidlowellreed@gmail.com / 970-366-8766

## PROFESSIONAL STATEMENT

I am a thoughtful communicator, manager and leader, with nearly 30 years' experience in nonprofits. My passion is to work as part of a team in helping heal society's ills, particularly in the areas of climate action and social justice.

## WORK EXPERIENCE

- Dec. 2019-present**     **Communications Director, CLEER (Clean Energy Economy for the Region).** Responsible for CLEER's communications and marketing via its websites, literature, donor communications, earned media, paid advertising, eblasts and social media channels.
- Aug. 2017-Dec. 2019**   **Partner, Common Language Productions.** Provided consulting services to local nonprofits, including grant writing, fundraising appeals, organizational literature, media relations, and communications and fundraising strategic plans.
- Jan. 2015-Aug. 2017**   **Executive Director, Western Colorado Congress,** a regional community-organizing nonprofit. Managed a staff of six; spearheaded a strategic reboot of the organization; led all fundraising efforts; upgraded communications; oversaw finances and budgets; and supported the board, committees and volunteer leaders.
- 2003-14**                **Development & Communications Director, Wilderness Workshop,** a Carbondale-based public-lands conservation nonprofit. Was responsible for fundraising, communications, marketing and events. Closely involved in most other aspects of organizational strategy and management.
- 2001-03**                **Author, *The Rough Guide: Nepal*** (5th edition; I also researched and wrote editions 1-4, starting in 1989, spending a total of 2+ years in-country); **freelance writer/marketing consultant** for companies and nonprofits.
- 1994-2001**            **Staff writer/editor, Rocky Mountain Institute,** a natural resource policy think tank. Was responsible for managing and ensuring quality control of all editorial projects; writing and editing the institute's newsletter, website and other materials; and editing books and research papers.

**Prior positions**      **Reporter & special sections editor, *Aspen Daily News*; media editor, *Marketing Magazine* (UK); staff writer, *Infomatics Magazine* (UK); reporter, *Aspen Times*.**

## NONPROFIT/VOLUNTEER SERVICE

- Volunteer/fundraiser, Garfield County Democrats, 2021-present
- Founder, Carbondale Mutual Aid; co-founder, Carbondale Neighborhood Heroes, 2020
- Chapter founder/co-leader, Citizens' Climate Lobby, Roaring Fork Valley (2013-14) and Grand Junction (2017-21)
- Founding board member, LOGIC (League of Oil and Gas Impacted Citizens), 2015-16
- Board member, Clean Energy Economy for the Region (CLEER), 2010-14
- Board member, Sustainability Center of the Rockies (SCOR), 2008-10
- Co-founder, The Safe Place Project, 2003-04
- Trustee, Town of Basalt (Colo.), 2000-02
- Planning & Zoning Commissioner, Town of Basalt, 1996-99

## EDUCATION & TRAINING

- Colorado Planned Giving Roundtable Mentorship Program, 2016
- Colorado State University – B.A. in English (Honors), 1983

## FUN FACTS

- I adopted my son, Durga Prasad, from Nepal in 2000.
- I built my own strawbale house in 2005-06.
- Other interests: alpine and nordic skiing, hiking and trail running, international travel, genealogy, bad weather, good books.



**CITY OF RIFLE  
PURCHASE REQUEST**

|           |                                     |                                            |
|-----------|-------------------------------------|--------------------------------------------|
| <b>1.</b> | <b>Vendor Name</b>                  | NEW: W-9 attached <input type="checkbox"/> |
|           | Clean Energy Economy for the Region |                                            |

|           |                                    |
|-----------|------------------------------------|
| <b>2.</b> | <b>Vendor Address</b>              |
|           | P.O. Box 428, Carbondale, CO 81623 |
|           |                                    |

|           |                                          |
|-----------|------------------------------------------|
| <b>3.</b> | <b>For the Purchase of (description)</b> |
|           | Creation of Climate Action Plan          |
|           |                                          |

|           |                         |                        |                                               |
|-----------|-------------------------|------------------------|-----------------------------------------------|
| <b>4.</b> | <b>Amount Requested</b> | <b>Amount Budgeted</b> | <b>Finance Director Verified Funds Avail.</b> |
|           | \$99,600                | \$100,000              |                                               |

|           |                   |                              |
|-----------|-------------------|------------------------------|
| <b>5.</b> | <b>Dept. Name</b> | <b>General Ledger Acct #</b> |
|           | Planning          | 100-4191-400-325             |

|           |                                                                                            |
|-----------|--------------------------------------------------------------------------------------------|
| <b>6.</b> | <b>Type of Purchase</b>                                                                    |
|           | Capital Construction                                                                       |
|           | Capital Construction – Change Order                                                        |
|           | Capital Equipment                                                                          |
|           | Plant Equipment                                                                            |
|           | Materials, supplies, non-profession/technical services (includes computer/software maint.) |
|           | X Professional Services                                                                    |
|           | Utilities (includes equipment installation)                                                |
|           | Land, easements, ROW                                                                       |

|           |                                               |
|-----------|-----------------------------------------------|
| <b>7.</b> | <b>Purchasing Process Required</b>            |
|           | Cooperative Purchasing                        |
|           | Open Market                                   |
|           | Comparative Pricing                           |
|           | X Request for Proposal (attach bid tab)       |
|           | Formal Bid (attach bid tab and advertisement) |
|           | Single Source (attach an explanation)         |

|           |                               |
|-----------|-------------------------------|
| <b>8.</b> | <b>Authorization Required</b> |
|           | City Manager                  |
|           | X City Council                |

|            |                                             |                  |             |
|------------|---------------------------------------------|------------------|-------------|
| <b>9.</b>  | <b>Signatures</b>                           |                  |             |
|            | <b>Position</b>                             | <b>Signature</b> | <b>Date</b> |
|            | Department Director                         |                  |             |
|            | City Manager                                |                  |             |
|            | City Council Approval (meeting date)        |                  |             |
| <b>10.</b> | <b>Purchase Order # assigned by Finance</b> |                  |             |

## General summary of purchasing ordinance (Section 4, Art. III)

| TYPE OF CONTRACT                                                                                                                                                          | ESTIMATED AMOUNT                | PROCESS                                                                                                                                                                                  | Purchase Order?<br>Purchase Request?               | CITY COUNCIL APPROVAL<br>REQUIRED?                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|
| Capital Construction                                                                                                                                                      | < \$5,000                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO                                     | Yes if over \$20,000 or for any<br>amount from Capital Fund.            |
|                                                                                                                                                                           | \$5,000-\$20,000                | Comparative Pricing<br>(solicit quotes from 3 )<br>vendors/suppliers)                                                                                                                    | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | \$20,001-\$100,000              | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
|                                                                                                                                                                           | > \$100,000                     | Bonded Competitive Bid                                                                                                                                                                   |                                                    |                                                                         |
| Capital Construction<br>Change orders                                                                                                                                     | < = 10% of approved<br>contract | When total change orders<br>to date are < 10% - Dept<br>Head or City Manager<br>Approval                                                                                                 | Purchase Request                                   | Yes if total change orders to<br>date are greater than 10%              |
|                                                                                                                                                                           | > 10% of approved<br>contract   |                                                                                                                                                                                          |                                                    |                                                                         |
| Capital Equipment                                                                                                                                                         | < \$5,000                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO                                     | Yes if over \$20,000 or for any<br>amount from Capital Fund.            |
|                                                                                                                                                                           | \$5,000-\$20,000                | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | > \$20,000                      | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
| Plant Equipment Replacement<br>(purchases necessary for<br>replacement of existing equipment<br>that is component part of any<br>water, wastewater, or physical<br>plant) | < \$7,500                       | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$75,000                                                    |
|                                                                                                                                                                           | \$7,500-\$75,000                | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
|                                                                                                                                                                           | >\$75,000                       | Competitive Bid<br>(see Code Sec 4-3-40)                                                                                                                                                 |                                                    |                                                                         |
| Materials, Supplies, Non-<br>Professional Services and<br>Technical Services (including<br>software/hardware maintenance<br>technical services)                           | < \$10,000                      | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$20,000                                                    |
|                                                                                                                                                                           | >\$10,000                       | Comparative Pricing<br>(solicit quotes from 3<br>vendors/suppliers)                                                                                                                      | Purchase Request                                   |                                                                         |
| Professional Services<br>(note- process for appointed<br>positions such as auditor, attorney,<br>engineer, or municipal judge to be<br>determined by Council)             | < \$25,000                      | Open Market<br>(informal evaluation by<br>purchasing agent)                                                                                                                              | All - Purchase Request                             | Yes if anticipated to exceed<br>\$25,000 per year to a single<br>vendor |
|                                                                                                                                                                           | > = \$25,000                    | Written requests for written<br>proposals must be sent to at<br>least 3 firms or individuals                                                                                             |                                                    |                                                                         |
| Utilities including installation of<br>equipment (purchases to secure<br>utility services such as natural gas,<br>electricity, local telephone, water, or<br>sewer)       | any amount                      | Single Source<br>(negotiations, where<br>appropriate, after good faith<br>determination that only one<br>viable source exists in<br>relevant supply area - keep<br>records for one year) | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | No                                                                      |
| Real Property Interest<br>(including easements and rights of<br>way)                                                                                                      | any amount                      | Single Source<br>(see above)                                                                                                                                                             | > \$5,000 - PO<br>>= \$5,000 - Purchase<br>Request | Yes if over \$5,000.                                                    |



# City of Rifle – Climate Action Plan



**Request for Proposal**  
**February 6, 2024**

**CITY OF RIFLE**  
**202 RAILROAD AVENUE**  
**RIFLE, COLORADO 81650**

**2024**

Proposal Due Date: February 26, 2024  
Award Date: March 20, 2024  
Estimated Completion Date: June 2025

# INVITATION FOR PROPOSAL

For

City of Rifle Climate Action Plan

Proposals will be accepted until 4:30 p.m., February 26, 2024. It is the sole responsibility of the consultant to see that the proposal is delivered to the City before the submission deadline. The consultant shall bear all risks associated with delays in the mail or delivery service. Late proposals will not be considered. An electronic copy may be e-mailed.

This is a BEST VALUE solicitation. Qualifications, experience, performance on past projects (good standing), proposed staff and project manager, and availability are critical aspects of our analysis. The review of submittals will look at completeness of proposal, scope of work consistent with RFP, personnel skill and availability, designated project managers, reviewers, commitment to schedule, and cost.

Questions concerning this proposal shall be addressed to Patrick Waller, Planning Director at [pwaller@rifleco.org](mailto:pwaller@rifleco.org). The final deadline for questions is February 19, 2024.

## Reason for Proposal

The City of Rifle seeks a qualified and experienced consultant to partner with the City in the creation of Rifle's first Climate Action Plan. The project is funded through a Department of Local Affairs grant and has a budget of \$100,000.

## Scope of Work

The City is seeking a qualified consultant that will work with key City Staff to create an integrated Climate Action Plan that will include:

1. A GHG emissions inventory that establishes a baseline of which sectors, including residential, commercial, transportation, and waste and water management are producing GHG emissions and how much they are contributing;
2. Sector-based mitigation priorities, goals, and strategies for cutting emissions;
3. A vulnerability assessment that establishes a baseline of current and future social, economic, environmental, and infrastructure risks and vulnerabilities;
4. Adaption priorities, goals, and strategies for increasing adaptive capacity and climate resilience.
5. Effective public outreach strategy
6. Final Presentation to City Council on the plan

Work includes analyzing GHG emissions and climate risks; reviewing other CAPs, resources from DOLA, the EPE, and other climate institutions; consulting with neighboring municipalities; and production and presentation of final documents for approval by the Grantee.

## Instructions for Proposal

The proposal shall be submitted in one part. Please limit the proposal to 12 pages (excluding resumes, project descriptions, and any required attachments) of text and/or figures, photos, etc., one sided (or 6 pages two sided). A basic corporate resume of qualifications is sufficient. Please submit the RFP by the deadline through the BidNet Portal.

### Proposals shall include:

- 1) Introduction and Organization Information
  - a. Title of this RFP
  - b. Name and address of principal organization making the proposal
  - c. Name and contact information of the principal(s) of the business: Owner, president, CDOE partners, general partner or sole proprietor
- 2) Brief Corporate Resume for key staff involved in the project
- 3) Approach
  - a. Provide an overview of consultant proposal, strategies, and techniques, for gathering of data, public outreach, creation of vulnerability assessment, and creation of priorities, goals, and strategies.
- 4) Project Plan and Schedule

- a. Suggested timeline, including project milestones as well as public and staff engagement – Note. The consultant will be required to work closely with a committee of key City Staff members
- 5) References – Please provide a minimum of three references for related projects. Colorado references are preferred.
- 6) Fee Proposal in the form of detailed spreadsheet with a breakdown of staff names, hours, hourly rate, and fee for each proposed task, subtask, and sub-consultants.

## **Evaluation Criteria**

Qualifying Firms are required to have experience in

- Climate Action Plan creation
- Public Outreach & Data Collection

Qualifying Firms will be rated by the sum of the points below ranging from 0-100

- (0-25) Technical Expertise of the Firm
- (0-30) Previous Experience on Project Similar in Scope
- (0-20) Completeness and Accuracy of Proposal
- (0-25) Quality, clarity, creativity and understanding of the scope of work outlined that clearly and specifically illustrates the tasks that will be completed and accomplished

The submissions will be ranked by the City using the criteria above and negotiations will be conducted with the highest ranked firm to adjust scope and fee to add preferences/omissions and remove unwanted aspects of the proposal. Once an agreement is reached on the final scope, schedule and budget, the selection (with adjusted fee and scope) will be sent to City Council for award. The City has the right to reject all proposals. Non-responsive proposals will be rejected.

## **Interviews**

The City may elect to conduct interviews of project teams associated with this solicitation.

**ADDENDUM #1**  
**Climate Action Plan**  
**February 12, 2024**

The following Addenda items shall be applied to the *Climate Action Plan RFP*.

Questions Received:

**Q1: Are you able to share an anticipated project schedule/timeline for the Climate Action Plan RFP that was posted?**

*A: The specific schedule for the project is flexible and dependent on the proposal submitted. The RFP requests that the project is completed by June 2025. Grant funding runs through October 31, 2025.*



## **ADDENDUM #2**

### **Climate Action Plan**

### **February 14, 2024**

The following Addenda items shall be applied to the *Climate Action Plan RFP*.

#### Questions Received:

- 1. The scope of work includes a “vulnerability assessment”. Does the City expect that this will include vulnerabilities like natural hazards (flood, drought, wildfire) and water supply planning?**

*A: Natural hazards are expected to be included as part of the vulnerability assessment.*

- 2. Is the geographic scope of this project the City limits of Rifle or does it extend beyond that?**

*A: The geographic scope of the project is intended to be the City limits of Rifle. However, it is understood that certain Greenhouse gas impacts in the transportation sector will extend beyond Rifle municipal boundaries.*

- 3. Is the expected geographic scope different for the GHG emissions inventory or the vulnerability assessment?**

*A: The Plan is specifically for the City of Rifle. However, it is understood that impacts for Greenhouse gas emissions are not limited by municipal boundaries and it is likely that there is data and references to greenhouse gas emissions outside of Rifle boundaries, particularly in the transportation sector.*

- 4. Is it expected that the vulnerability assessment will include private buildings/property/infrastructure within City limits, or City-owned assets only?**

*A: The vulnerability assessment is not limited city-owned assets.*

- 5. Is there any public outreach or meeting facilitation expected from the consultant as part of this project?**

*A: It is anticipated that there is a public outreach portion to the project as referenced in the RFP. This plan should be addressed in the RFP response.*

- 6. The RFP mentions working closely with a committee of key City Staff members, what is this committee’s role?**

*A: The committee’s role is to review prepared documents, provide data, give input, and make recommendations.*

- 7. Is there an anticipated number of meetings between the consultant and committee/City Staff?**

*A: There is not a set number of meetings that are required. Between the consultants and City staff. This should be included in the RFP response.*

- 8. Is there any existing work the City has done towards greenhouse gas emissions inventories, climate change vulnerabilities or other related areas available for review?**

*A: Garfield County has completed an Energy Action Plan (available here: <https://garfieldcleanenergy.org/wp-content/uploads/2023/01/Garfield-County-EAP-2023.pdf>). Garfield County has also completed a Hazard Mitigation Plan (available here: <https://www.garfield-county.com/emergency-management/hazard-mitigation->*

[plan/#:~:text=This%20Garfield%20County%20Hazard%20Mitigation,land%20use%20or%20watershed%20programs\).](#)

**9. Is there a possibility of extending the proposal submission deadline?**

*A: There is not.*



**Agenda Item #8.d.**

**Agenda Item Name:**

Consider the Appointment of Marina Karzhova to the City of Rifle Planning Commission

**Presenter:**

Patrick Waller, Planning Director

**Item Description:**

Board Appointment

**Recommended Action:**

Move to approve the appointment of Marina Karzhova to City of Rifle Planning Commission as Second Alternate

**Fiscal Impact:**

N/A

**Operational Impact:**

N/A

**Prior Board Motions:**

N/A

**Background Information:**

Planning Commission has one vacancy on the board. This appointment would serve as the second alternate. This person would fill-in whenever a regular member is absent from a meeting.

**Executive Summary:**

Planning Commission has reviewed Ms. Karzhova's application and interviewed her. They have recommended to Council that she is appointed to Planning Commission to fill the vacant seat.

**Notification Requirements:**

No additional notice required.

**Prepared By:**

Patrick Waller, Planning Director

**Attachments:**

1. Marina Karzhova Planning Commission Application



**CITY OF RIFLE  
APPLICATION FOR  
BOARD VACANCY**

Name: Marina Karzhova

Address: 2419 24<sup>th</sup> place Rifle CO 81650

Mailing Address (if different):

How long have you been a resident of the City of Rifle? 5 years

E-mail: Marinakarzhova.realestate@gmail.com Phone: 970-355-9542

Occupation: Real estate agent

Employer: Cheryl & CO Real Estate

Please list the board(s) and/or commission that you are you interested in being considered for:

Planning and zoning

Please describe your interest in serving on this board/commission.

As a real estate agent, I am interested in the development and growth of our community. Serving on the zoning and planning commission would allow me to leverage my expertise in real estate to contribute meaningfully to the responsible and sustainable development of our area. I am committed to ensuring that regulations and decisions align with interests of both residents and businesses.

What do you view as your role if you were selected to be a member of this board/commission?

My role would be to apply my knowledge of real estate to assess proposed developments, zoning changes, and land use plans. My aim would be to contribute to informed decision-making that aligns with the long-term interests of our community.

Please list any civic activities in which you have been involved.

Actively volunteering and participating in the community events.

Please tell us about your qualifications to serve on this board/comission (education, experience, community service, etc.).

Real Estate experience  
Associate degree in business

In your opinion, what are the most significant issues facing the City of Rifle?

Housing, lack of rental properties, shortage of  
inventory in the real estate market

Please provide any additional information or comments which you believe will assist the board/commission in considering your application.

I am highly interested in the growth and happiness of  
our town, both as a resident and a professional.

**Oath of Applicant**

I declare that this application and all attachments are true, correct, and complete to the best of my knowledge  
Signature:

Marina Karghova

Applications must be submitted to the City Clerk's office either by mail to 202 Railroad Avenue, Rifle, CO 81650; or e-mail to [mwilliams@rifleco.org](mailto:mwilliams@rifleco.org). A resume, letter of interest, or other supplemental information may be attached to this application.





**Agenda Item #9.a.**

**Agenda Item Name:**

Report to City Manager

**Presenter:**

Tommy Klein, City Manager

**Item Description:**

Staff report on notable tasks completed within the individual departments.

**Recommended Action:**

No action necessary

**Fiscal Impact:**

None

**Operational Impact:**

None

**Prior Board Motions:**

None

**Background Information:**

None

**Executive Summary:**

Work Report to City Manager  
03/29/2024

**Notification Requirements:**

None

**Prepared By:**

Alexis Ramirez, Interim City Clerk

**Attachments:**

1. 03.29.2024 Report to City Manager

# WORK REPORT TO CITY MANAGER

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**03.29.2024**

## **PIO**

- Continuing updates on website and social media on local issues and citizen concerns.
- Press release and dissemination of information regarding the trashcan and recycle bin swap. The reaction has been overwhelmingly positive. People are glad to have a covered recycle bin! The decision was made to include our English and Spanish flyers in the next utility bill.
- Attended a Lunch and Learn at Grand River Hospital. The Wellness Committee is looking to do more of these for City staff so it made sense to see how another organization handles theirs. GRH is willing to loan us some of their experts. We will hopefully be doing the same one here in the next month or so. The topic is Mindful Posture.

## **COURT**

- Handled 62 adult cases on March 20 court day.
- Held 05 telephone hearings with inmates in custody.
- Trial scheduled for March 13 was canceled due to failure of a key witness to appear.

## **PUBLIC WORKS**

- Veteran's Memorial, Phase I Beautification: construction plans in progress: 30%
- CAD renderings and development of specifications of the City of Rifle Specifications Manual, in progress 10% on drawings; 95% on specifications
- Grand Mesa Water Treatment Plant Demolition - Demolition progress: 100%; restoring the site and grade: 85%
- GIS: ongoing work with Utilities to map lead water service; working to correct an addressing error; mapping utility information.
- Asset Management with Limble: currently still adding assets, working mainly on the O&M facility, but soon (mid-April) to start on City Hall.

## **Fleet**

- Normal fleet maintenance operations.
- PECO Tech diagnosed power issues with Volvo wheel loader – re-set hydraulic pressure for lower idling; identified leak in the intake system: 100% complete
- Brake service for Unit 1401 (Heavy Snowplow truck): 100% complete
- Preparing vehicles for Winter/Spring Auction
- Repair of Med-Duty snowplow (1145): hydraulic issue – repair complete
- 1006 – tandem-axle dump truck in for EGR valve replacement
- Equipment trailer in for lights repair and frame damage evaluation

### Operations & Maintenance

- Repair of damaged curb/gutter in 300 Block of E. 10<sup>th</sup> St.: 90%; pavement repair remaining when hot mix asphalt is available
- Crew will start with Mechanic's assistance some rehab work on big excavator
- Started drainage culvert fix on Ute Ave near senior housing. Completion: 95%; remaining work will be completed when hot asphalt is available
- Acacia Ave drainage improvements: parts ordered
- Tree removal along trail west of Rifle Hts between 10<sup>th</sup> & 16<sup>th</sup> Streets
- 7<sup>th</sup> & Fir – concrete pour of curb/gutter and sidewalk

### Two-week work forecast

- Snow removal, as necessary, but beginning transition to summer equipment.
- Pothole patching: Hot Mix Asphalt will be available week of April 1<sup>st</sup>.
- CAD work on PW Manual drawings and Veteran's Memorial Beautification Plans
- Start process for acquisition of new Vacuum Truck for C&D/O& M



**Agenda Item #9.b.**

**Agenda Item Name:**

February 2024 Traveler Report from Roaring Fork Transportation Authority (RFTA)

**Presenter:**

Tommy Klein, City Manager

**Item Description:**

February 2024 Traveler report from RFTA

**Recommended Action:**

No action is required.

**Fiscal Impact:**

Exact fiscal impact will be determined by RFTA at the end of 2024.

**Operational Impact:**

None

**Prior Board Motions:**

A previous Council requested quarterly reports on the use of the Traveler and associated costs. Since then, RFTA has consistently provided Council with data.

**Background Information:**

Please see the summary.

**Executive Summary:**

A previous Council hired a contractor to conduct a study on the Traveler program in order to provide options the City could pursue. The study provided two options. The first was to operate a transportation service separate from RFTA that would service Rifle. The second option was to improve the methodology used to calculate costs. The latter solution was chosen. RFTA has adopted the methodology recommended by the Rifle study and agreed to provide quarterly reports on usage. The attached report provides data for January and February 2024.

**Notification Requirements:**

No notification is required.

**Prepared By:**

Tommy Klein, City Manager

**Attachments:**

## 1. 2024 February Traveler Forecast Report





## Garfield County Traveler Program



### **2024 Traveler Actual and Forecasted Service and Cost Monitoring Report**



## 2024 Traveler Actual and Forecasted Service and Cost Monitoring Report

### Table of Contents

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## **February 2024 Summary**

This is intended to be a Traveler year-to-date Actual and Forecasted Service and Cost monitoring report for the 2024 year. In general, forecasts made with fewer months' data may tend to be less accurate than those made with a greater number of months' data.

This report includes year-to-date data for the month of **February** 2024, so the numbers could change significantly over the course of the year for a wide variety of reasons. However, based on one-sixth of the year's data, a number of observations can be made, as follows:

1. **2024 One-Way Passenger Trips Forecast:** When year-to-date actuals thru February's one-way passenger trips are forecasted out to year-end by multiplying them by 6 for each jurisdiction, they could total approximately **9% less** than the total one-way passenger trips forecast that was budgeted in the 2024 7-Party MOU.
2. **2024 Loaded Miles Forecast:** Similarly, at year end, actual Loaded Miles could total approximately **23% less** than the forecast that was used to budget in the 2024 7-Party MOU.
3. **2024 Loaded Minutes Forecast:** At year end, actual 2024 Loaded Minutes could total approximately **13% less** than the forecast that was used to budget in the 2024 7-Party MOU.
4. **Total 2024 Traveler Cost Forecast:** As of **February** 2024, the year-end forecast for actual costs is approximately **\$16,377** under budget. However, one-way passenger trips, loaded miles, and loaded hours are being redistributed among the participating jurisdictions, and the net costs for Rifle is **increasing** by **\$4,549**, while the net costs for the RFTA jurisdictions and Silt are **decreasing** by **\$10,837** and **\$1,900**, respectively. The net cost impact to Garfield County is **decreasing** by **\$5,540**.
5. **Cost-Effectiveness:** If the current downward trend in one-way passenger trips, loaded miles, and loaded minutes, continues, the cost-effectiveness of the service would decline. The chart below, using two months' data to forecast out to year-end, indicates the following decrease in performance measures would occur:

| Performance Measure               | YTD Forecast | MOU Budget | \$ Variance | % Variance |
|-----------------------------------|--------------|------------|-------------|------------|
| Total Cost Per One-Way Psgr. Trip | \$ 78.80     | \$ 73.06   | \$ 5.74     | 8%         |
| Total Cost Per Loaded Mile        | \$ 17.20     | \$ 13.52   | \$ 3.67     | 27%        |
| Total Cost Per Loaded Minute      | \$ 4.04      | \$ 3.57    | \$ 0.46     | 13%        |

Budgeted 2024 Traveler 7-Party MOU Service and Cost Data Compared with Traveler Year-to-Date Actual Service and Cost Data Forecasted to Year-End 2024

February 2024 Actual Data

|   | A                | B                                              | C                                         | D                             | E                                   | F                           | G                          | H                                     | I                             | J                             | K                                                | L                                      | M                          | N                                                                                                  | O                                                                                  | P                          | Q                                                                | R                                                   | S                                           | T                                                      | U                                                 |   |
|---|------------------|------------------------------------------------|-------------------------------------------|-------------------------------|-------------------------------------|-----------------------------|----------------------------|---------------------------------------|-------------------------------|-------------------------------|--------------------------------------------------|----------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------|--------------------------------------------------------|---------------------------------------------------|---|
|   |                  | 2024 Forecast<br>One-Way<br>Passenger<br>Trips | MOU Est.<br>One-Way<br>Passenger<br>Trips | Forecast -<br>MOU Vari<br>+/- | 2024<br>Forecast<br>Loaded<br>Miles | MOU Est.<br>Loaded<br>Miles | Forecast -<br>MOU Vari +/- | 2024<br>Forecast<br>Loaded<br>Minutes | MOU Est.<br>Loaded<br>Minutes | Forecast -<br>MOU Vari<br>+/- | 2024 Est.<br>Forecast Fully<br>Allocated<br>Cost | Est. MOU<br>Fully<br>Allocated<br>Cost | Forecast -<br>MOU Vari +/- | 2024 Est.<br>Forecast<br>Allocation of<br>County<br>Contribution,<br>Grants &<br>Program<br>Income | Est. MOU<br>Allocation of<br>County<br>Contribution,<br>Grants & Program<br>Income | Forecast -<br>MOU Vari +/- | 2024 Est.<br>Forecast Net<br>Respons for<br>Each<br>Municipality | MOU Est. Net<br>Respons for<br>Each<br>Municipality | 2024<br>Forecast to<br>2023 MOU<br>Vari +/- | 2024<br>Forecast<br>Municipal<br>Cost Only<br>Per Trip | 2024<br>Forecast<br>Total Alloc.<br>Cost Per Trip |   |
| 1 | Carbondale       | 120                                            | 260                                       | (140)                         | 942                                 | 2,550                       | (1,608)                    | 2,928                                 | 6,770                         | (3,842)                       | \$ 11,466                                        | \$ 23,548                              | \$ (12,082)                | \$ 6,047                                                                                           | \$ 11,535                                                                          | \$ (5,488)                 | \$ 5,419                                                         | \$ 12,013                                           | \$ (6,594)                                  | \$ 45.16                                               | \$ 95.55                                          | 1 |
| 2 | Glenwood Springs | 3,990                                          | 3,850                                     | 140                           | 10,782                              | 16,150                      | (5,368)                    | 78,594                                | 81,130                        | (2,536)                       | \$ 300,207                                       | \$ 277,983                             | \$ 22,223                  | \$ 158,320                                                                                         | \$ 136,170                                                                         | \$ 22,151                  | \$ 141,887                                                       | \$ 141,814                                          | \$ 73                                       | \$ 35.56                                               | \$ 75.24                                          | 2 |
| 3 | New Castle       | 408                                            | 560                                       | (152)                         | 5,718                               | 7,060                       | (1,342)                    | 11,964                                | 14,530                        | (2,566)                       | \$ 48,319                                        | \$ 53,225                              | \$ (4,906)                 | \$ 25,482                                                                                          | \$ 26,072                                                                          | \$ (590)                   | \$ 22,837                                                        | \$ 27,153                                           | \$ (4,316)                                  | \$ 55.97                                               | \$ 118.43                                         | 3 |
| 4 | Silt             | -                                              | 50                                        | (50)                          | -                                   | 360                         | (360)                      | -                                     | 980                           | (980)                         | \$ -                                             | \$ 3,725                               | \$ (3,725)                 | \$ -                                                                                               | \$ 1,825                                                                           | \$ (1,825)                 | \$ -                                                             | \$ 1,900                                            | \$ (1,900)                                  |                                                        |                                                   | 4 |
| 5 | Rifle            | 4,386                                          | 4,760                                     | (374)                         | 16,716                              | 12,990                      | 3,726                      | 76,110                                | 75,410                        | 700                           | \$ 319,081                                       | \$ 286,695                             | \$ 32,387                  | \$ 168,274                                                                                         | \$ 140,437                                                                         | \$ 27,837                  | \$ 150,807                                                       | \$ 146,258                                          | \$ 4,549                                    | \$ 34.38                                               | \$ 72.75                                          | 5 |
| 6 | Garfield County  | 1,272                                          | 1,720                                     | (448)                         | 12,474                              | 21,400                      | (8,926)                    | 29,136                                | 50,160                        | (21,024)                      | \$ 122,827                                       | \$ 173,100                             | \$ (50,273)                | \$ 122,827                                                                                         | \$ 173,100                                                                         | \$ (50,273)                | \$ -                                                             | \$ -                                                | \$ -                                        | \$ -                                                   | \$ 96.56                                          | 6 |
| 7 | Total            | 10,176                                         | 11,200                                    | (1,024)                       | 46,632                              | 60,510                      | (13,878)                   | 198,732                               | 228,980                       | (30,248)                      | \$ 801,900                                       | \$ 818,277                             | \$ (16,377)                | \$ 480,950                                                                                         | \$ 489,139                                                                         | \$ (8,188)                 | \$ 320,950                                                       | \$ 329,139                                          | \$ (8,188)                                  | \$ 31.54                                               | \$ 78.80                                          | 7 |
|   | Check Total      | 10,176                                         |                                           | -9%                           | 46,632                              |                             | -23%                       | 198,732                               |                               | -13%                          | \$ 801,900                                       |                                        |                            | \$ 480,950                                                                                         |                                                                                    |                            | \$ 320,950                                                       |                                                     |                                             |                                                        |                                                   |   |
|   | Difference +/-   | -                                              |                                           |                               | -                                   |                             |                            | -                                     |                               |                               | -                                                |                                        |                            | -                                                                                                  |                                                                                    |                            | -                                                                |                                                     |                                             |                                                        |                                                   |   |

Note: Column P, Line 6 indicates potential changes in Garfield County's 2024 contribution based on year-end forecasted costs and services

Note: Column S, Lines 1 - 5 indicate potential changes in the jurisdictions 2024 contributions based on year-end forecasted costs and services

Chart 1

| Jurisdiction     | % Actual Psgr. To<br>Budget | % Actual Load<br>Miles To<br>Budget | % Actual<br>Loaded<br>Minutes To<br>Budget |
|------------------|-----------------------------|-------------------------------------|--------------------------------------------|
| Carbondale       | 46%                         | 37%                                 | 43%                                        |
| Glenwood Springs | 104%                        | 67%                                 | 97%                                        |
| New Castle       | 73%                         | 81%                                 | 82%                                        |
| Silt             | 0%                          | 0%                                  | 0%                                         |
| Rifle            | 92%                         | 129%                                | 101%                                       |
| Garfield County  | 74%                         | 58%                                 | 58%                                        |
| Total Average    | 91%                         | 77%                                 | 87%                                        |

Chart 2

| Performance Measure               | YTD Forecast | MOU Budget | \$ Variance | % Variance |
|-----------------------------------|--------------|------------|-------------|------------|
| Total Cost Per One-Way Psgr. Trip | \$ 78.80     | \$ 73.06   | \$ 5.74     | 8%         |
| Total Cost Per Loaded Mile        | \$ 17.20     | \$ 13.52   | \$ 3.67     | 27%        |
| Total Cost Per Loaded Minute      | \$ 4.04      | \$ 3.57    | \$ 0.46     | 13%        |

| Line Item                       | 2024 Budget | Feb, 2024 YTD<br>Forecast | 2024 Forecast<br>Reconciliation |
|---------------------------------|-------------|---------------------------|---------------------------------|
| 1 Total Est. RFTA Traveler Cost | 817,424     | 801,047                   | (16,377)                        |
| 2 Glenwood ADA Contribution     | (30,000)    | (30,000)                  | -                               |
| 3 Net RFTA Traveler Cost        | 787,424     | 771,047                   | (16,377)                        |
| 4 RFTA Carbondale Cost          | 12,013      | 5,419                     | (6,594)                         |
| 5 RFTA Glenwood Cost            | 141,814     | 141,887                   | 73                              |
| 6 RFTA New Castle Cost          | 27,153      | 22,837                    | (4,316)                         |
| 7 Net RFTA Cost                 | 180,980     | 170,143                   | (10,837)                        |
| 8 County Payment to RFTA        | 606,444     | 600,904                   | (5,540)                         |
| 9 Silt Cost                     | 1,900       | -                         | (1,900)                         |
| 10 Rifle Cost                   | 146,258     | 150,807                   | 4,549                           |
| 11 Balance of County Funding    | 458,286     | 450,097                   | (8,188)                         |

RFTA Reduces GF Transfer  
County refund from RFTA  
County refund to Silt  
County bills Rifle

## 2024 Forecast - 02-2024: Year-To-Date and Annualized Cost and Service Data

|                                |                                    | Pay Periods |            | 26         |               |          |
|--------------------------------|------------------------------------|-------------|------------|------------|---------------|----------|
| Line Item                      | Breakdown                          | 2024 Budget | YTD Actual | Annualized | 2024 Forecast | Variance |
| 03-10-0004-20100               | Salaries Supervisor Ops Dpt        | 99,522      | 14,833     | 98,705     | 100,255       | 733      |
| 03-10-0011-20100               | Salaries NonCDL Bus (FTYR) Ops Dpt | 221,488     | 37,385     | 248,781    | 248,781       | 27,293   |
| 03-10-0012-20100               | Salaries NonCDL Bus (PTYR) Ops Dpt | 38,156      | 1,256      | 8,358      | 8,358         | (29,798) |
| 03-10-0015-20100               | Salaries Transit Dispatch          | 79,770      | 11,819     | 78,652     | 80,206        | 436      |
| 03-10-0009-20100               | Salaries Mechanics Mtn Dpt         | 49,612      | 4,999      | 29,993     | 49,612        | 0        |
| 03-10-0000-20105               | Alternative Activity               | 2,550       | -          | -          | 2,550         | -        |
| 03-10-0000-20110               | Overtime Pay                       | 10,000      |            |            |               | 2,486    |
| 03-10-0004-20110               | Overtime Pay - Supervisors         |             | 443        | 2,949      | 2,949         |          |
| 03-10-0011-20110               | Overtime Pay - nonCDL FT           |             | 117        | 777        | 777           |          |
| 03-10-0012-20110               | Overtime Pay - nonCDL FT           |             | 46         | 307        | 46            |          |
| 03-10-0015-20110               | Overtime Pay - Transit Dispatch    |             | 1,310      | 8,714      | 8,714         |          |
| 03-10-0000-20120               | Bonus Pay                          | 2,000       |            |            |               | -        |
| 03-10-0011-20127               | Bonus Safety                       |             | -          | -          | 2,000         |          |
| 03-10-0000-20130               | Shift Pay                          | 3,780       |            |            |               | 429      |
| 03-10-0011-20130               | Shift Pay - nonCDL FT              |             | 633        | 4,209      | 4,209         |          |
| 03-10-0004-20150               | Separation Pay - Supervisor        | 0           | -          | -          | -             | -        |
| 03-10-0000-20190               | Fringe Benefits Ops Dept           | 3,112       | 74,439     |            |               | (5,660)  |
| 03-10-0004-20190               | Fringe Benefits - Supervisor       | 17,034      | 2,410      | 16,037     | 17,558        |          |
| 03-10-0011-20190               | Fringe Benefits - nonCDL FT        | 37,849      | 4,664      | 31,036     | 35,692        |          |
| 03-10-0012-20190               | Fringe Benefits - nonCDL PT        | 3,000       | 124        | 828        | 828           |          |
| 03-10-0015-20190               | Fringe Benefits - Dispatch         | 13,444      | 2,019      | 13,436     | 14,702        |          |
| 03-10-0000-20200               | Health Insurance Ops Dept          | -           | 79,085     | -          |               | (6,302)  |
| 03-10-0004-20200               | Health Insurance - Supervisor      | 11,280      | 1,743      | 10,455     | 10,455        |          |
| 03-10-0011-20200               | Health Insurance - nonCDL FT       | 51,444      | 8,162      | 48,972     | 48,972        |          |
| 03-10-0012-20200               | Health Insurance - nonCDL PT       | -           | 4          | 27         | 27            |          |
| 03-10-0015-20200               | Health Insurance - Dispatch        | 16,361      | 2,222      | 13,329     | 13,329        |          |
| <b>Subtotal Compensation</b>   |                                    | 660,402     | 94,188     | 615,564    | 650,019       | (10,383) |
| 03-11-0000-52000               | Admin Overhead                     | 40,000      | 6,667      | 40,000     | 40,000        | -        |
| 03-11-0000-52200               | Vehicle Insurance                  | 14,602      | -          | -          | 14,602        | 0        |
| 03-11-0000-54200               | Office Rental                      | 20,510      | 2,867      | 17,205     | 18,925        | (1,585)  |
| 03-11-0000-52360               | Telephone/Communications           | 11,000      | 1,307      | 7,844      | 10,080        | (920)    |
| 03-11-0000-52600               | Staff Training                     | 1,000       | -          | -          | 1,000         | 0        |
| 03-11-0000-52660               | Travel                             | 760         | -          | -          | 760           | 0        |
| 03-11-0000-53000               | Office Supplies                    | 800         | -          | -          | 800           | 0        |
| 03-11-0000-53200               | Postage                            | 400         | -          | -          | 400           | 0        |
| <b>Subtotal Admin</b>          |                                    | 89,072      | 10,841     | 65,048     | 86,567        | (2,505)  |
| 03-12-0000-52020               | Repairs-Third pty sevices          | 37,150      | 3,067      | 18,404     | 35,293        | (1,858)  |
| 03-12-0000-52021               | Drug and Alcohol Testing           | 600         | -          | -          | 600           | 0        |
| 03-12-0000-52074               | DOT Exams                          | 600         | -          | -          | 600           | 0        |
| 03-12-0000-53713               | Unleaded Fuel                      | 8,390       | 1,548      | 9,291      | 9,291         | 901      |
| 03-12-0000-53714               | Compressed Natural Gas             | 9,010       | 1,080      | 6,478      | 6,478         | (2,532)  |
| 03-12-0000-52830               | Software Support                   | 12,200      | -          | -          | 12,200        | 0        |
| <b>Subtotal Operating</b>      |                                    | 67,950      | 5,695      | 34,173     | 64,461        | (3,489)  |
| <b>Total Budget / Forecast</b> |                                    | 817,424     | 110,724    | 714,785    | 801,047       | (16,377) |

| Actual & Annualized Data by Jurisdiction | Loaded Miles |               | Loaded Minutes |                | Passengers   |               |
|------------------------------------------|--------------|---------------|----------------|----------------|--------------|---------------|
|                                          | YTD Actual   | Annualized    | YTD Actual     | Annualized     | YTD Actual   | Annualized    |
| Carbondale                               | 157          | 942           | 488            | 2,928          | 20           | 120           |
| Glenwood Springs                         | 1,797        | 10,782        | 13,099         | 78,594         | 665          | 3,990         |
| New Castle                               | 953          | 5,718         | 1,994          | 11,964         | 68           | 408           |
| Silt                                     | -            | -             | -              | -              | -            | -             |
| Rifle                                    | 2,786        | 16,716        | 12,685         | 76,110         | 731          | 4,386         |
| Rural Garfield                           | 2,079        | 12,474        | 4,856          | 29,136         | 212          | 1,272         |
| <b>Total</b>                             | <b>7,772</b> | <b>46,632</b> | <b>33,122</b>  | <b>198,732</b> | <b>1,696</b> | <b>10,176</b> |



# RFTA - Garfield County Traveler

| Year: 2024              |                |            |            |     |     |     |     |     |     |     |     |     |     |              |               |
|-------------------------|----------------|------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|---------------|
| Jurisdiction            | Passenger Type | Jan        | Feb        | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD          | Annualized    |
| Carbondale              | Client         | 15         | 5          |     |     |     |     |     |     |     |     |     |     | 20           | 120           |
|                         | PCA            | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | Guest          | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
| <b>Carbondale</b>       |                | <b>15</b>  | <b>5</b>   |     |     |     |     |     |     |     |     |     |     | <b>20</b>    | <b>120</b>    |
| Glenwood Springs        | Client         | 319        | 345        |     |     |     |     |     |     |     |     |     |     | 664          | 3,984         |
|                         | PCA            | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | Guest          | 0          | 1          |     |     |     |     |     |     |     |     |     |     | 1            | 6             |
| <b>Glenwood Springs</b> |                | <b>319</b> | <b>346</b> |     |     |     |     |     |     |     |     |     |     | <b>665</b>   | <b>3,990</b>  |
| New Castle              | Client         | 37         | 31         |     |     |     |     |     |     |     |     |     |     | 68           | 408           |
|                         | PCA            | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | Guest          | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
| <b>New Castle</b>       |                | <b>37</b>  | <b>31</b>  |     |     |     |     |     |     |     |     |     |     | <b>68</b>    | <b>408</b>    |
| Silt                    | Client         | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | PCA            | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | Guest          | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
| <b>Silt</b>             |                | <b>0</b>   | <b>0</b>   |     |     |     |     |     |     |     |     |     |     | <b>0</b>     | <b>0</b>      |
| Rifle                   | Client         | 347        | 366        |     |     |     |     |     |     |     |     |     |     | 713          | 4,278         |
|                         | PCA            | 13         | 5          |     |     |     |     |     |     |     |     |     |     | 18           | 108           |
|                         | Guest          | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
| <b>Rifle</b>            |                | <b>360</b> | <b>371</b> |     |     |     |     |     |     |     |     |     |     | <b>731</b>   | <b>4,386</b>  |
| Garfield County         | Client         | 89         | 123        |     |     |     |     |     |     |     |     |     |     | 212          | 1,272         |
|                         | PCA            | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
|                         | Guest          | 0          | 0          |     |     |     |     |     |     |     |     |     |     | 0            | 0             |
| <b>Garfield County</b>  |                | <b>89</b>  | <b>123</b> |     |     |     |     |     |     |     |     |     |     | <b>212</b>   | <b>1,272</b>  |
|                         |                | <b>820</b> | <b>876</b> |     |     |     |     |     |     |     |     |     |     | <b>1,696</b> | <b>10,176</b> |

**Note: Garfield County client passenger type includes food cambro deliveries. Each delivery accounts for one client trip.**

# RFTA - Garfield County Traveler

| Year                | Jurisdiction     | Jan   | Feb   | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD   | Annualized |
|---------------------|------------------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|------------|
| 2024 - Loaded Miles | Carbondale       | 151   | 6     |     |     |     |     |     |     |     |     |     |     | 157   | 942        |
|                     | Glenwood Springs | 873   | 924   |     |     |     |     |     |     |     |     |     |     | 1,797 | 10,782     |
|                     | New Castle       | 516   | 437   |     |     |     |     |     |     |     |     |     |     | 953   | 5,718      |
|                     | Silt             | 0     | 0     |     |     |     |     |     |     |     |     |     |     | 0     | 0          |
|                     | Rifle            | 1,445 | 1,341 |     |     |     |     |     |     |     |     |     |     | 2,786 | 16,716     |
|                     | Garfield County  | 990   | 1,089 |     |     |     |     |     |     |     |     |     |     | 2,079 | 12,474     |
|                     |                  | 3,975 | 3,797 |     |     |     |     |     |     |     |     |     |     | 7,772 | 46,632     |

| Year                  | Jurisdiction     | Jan    | Feb    | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD    | Annualized |
|-----------------------|------------------|--------|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|------------|
| 2024 - Loaded Minutes | Carbondale       | 434    | 54     |     |     |     |     |     |     |     |     |     |     | 488    | 2,928      |
|                       | Glenwood Springs | 7,690  | 5,409  |     |     |     |     |     |     |     |     |     |     | 13,099 | 78,594     |
|                       | New Castle       | 1,045  | 949    |     |     |     |     |     |     |     |     |     |     | 1,994  | 11,964     |
|                       | Silt             | 0      | 0      |     |     |     |     |     |     |     |     |     |     | 0      | 0          |
|                       | Rifle            | 6,311  | 6,374  |     |     |     |     |     |     |     |     |     |     | 12,685 | 76,110     |
|                       | Garfield County  | 2,211  | 2,645  |     |     |     |     |     |     |     |     |     |     | 4,856  | 29,136     |
|                       |                  | 17,691 | 15,431 |     |     |     |     |     |     |     |     |     |     | 33,122 | 198,732    |

***Loaded Miles = Miles driven with passengers on board / Loaded Minutes = Minutes driven with passengers on board***

# RFTA - Garfield County Traveler

| Year                | Jurisdiction     | Jan   | Feb   | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD   | Annualized |
|---------------------|------------------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|------------|
| 2024 - Loaded Hours | Carbondale       | 7.2   | 0.9   |     |     |     |     |     |     |     |     |     |     | 8.1   | 48.8       |
|                     | Glenwood Springs | 128.2 | 90.4  |     |     |     |     |     |     |     |     |     |     | 218.6 | 1,311.5    |
|                     | New Castle       | 17.5  | 15.9  |     |     |     |     |     |     |     |     |     |     | 33.3  | 199.9      |
|                     | Silt             | 0.0   | 0.0   |     |     |     |     |     |     |     |     |     |     | 0.0   | 0.0        |
|                     | Rifle            | 105.0 | 106.3 |     |     |     |     |     |     |     |     |     |     | 211.3 | 1,267.6    |
|                     | Garfield County  | 36.9  | 44.1  |     |     |     |     |     |     |     |     |     |     | 81.0  | 486.1      |
|                     |                  | 294.8 | 257.5 |     |     |     |     |     |     |     |     |     |     | 552.3 | 3,313.9    |

| Year                      | Jurisdiction     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|---------------------------|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2024 - Distinct Customers | Carbondale       | 2   | 1   |     |     |     |     |     |     |     |     |     |     | 2   |
|                           | Glenwood Springs | 30  | 29  |     |     |     |     |     |     |     |     |     |     | 31  |
|                           | New Castle       | 4   | 5   |     |     |     |     |     |     |     |     |     |     | 6   |
|                           | Silt             | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                           | Rifle            | 32  | 30  |     |     |     |     |     |     |     |     |     |     | 32  |
|                           | Garfield County  | 10  | 11  |     |     |     |     |     |     |     |     |     |     | 11  |
|                           |                  | 78  | 76  |     |     |     |     |     |     |     |     |     |     | 82  |

**Loaded Hours = Hrs driven w/psg on board / Distinct Customers p/month = Unique customers utilizing the service / YTD distinct customers shows unique YTD customers**

# RFTA - Garfield County Traveler

| Year              | Jurisdiction     | Jan  | Feb  | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD  |
|-------------------|------------------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2024 - Psg p/Mile | Carbondale       | 0.02 | 0.04 |     |     |     |     |     |     |     |     |     |     | 0.03 |
|                   | Glenwood Springs | 0.14 | 0.15 |     |     |     |     |     |     |     |     |     |     | 0.15 |
|                   | New Castle       | 0.03 | 0.02 |     |     |     |     |     |     |     |     |     |     | 0.03 |
|                   | Silt             |      |      |     |     |     |     |     |     |     |     |     |     |      |
|                   | Rifle            | 0.14 | 0.15 |     |     |     |     |     |     |     |     |     |     | 0.15 |
|                   | Garfield County  | 0.03 | 0.03 |     |     |     |     |     |     |     |     |     |     | 0.03 |
|                   |                  | 0.08 | 0.09 |     |     |     |     |     |     |     |     |     |     | 0.09 |

| Year              | Jurisdiction     | Jan  | Feb  | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD  |
|-------------------|------------------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 2024 - Psg p/Hour | Carbondale       | 0.22 | 0.36 |     |     |     |     |     |     |     |     |     |     | 0.24 |
|                   | Glenwood Springs | 1.21 | 1.25 |     |     |     |     |     |     |     |     |     |     | 1.23 |
|                   | New Castle       | 0.26 | 0.24 |     |     |     |     |     |     |     |     |     |     | 0.25 |
|                   | Silt             |      |      |     |     |     |     |     |     |     |     |     |     |      |
|                   | Rifle            | 1.45 | 1.32 |     |     |     |     |     |     |     |     |     |     | 1.38 |
|                   | Garfield County  | 0.27 | 0.30 |     |     |     |     |     |     |     |     |     |     | 0.28 |
|                   |                  | 0.79 | 0.79 |     |     |     |     |     |     |     |     |     |     | 0.79 |

# RFTA - Garfield County Traveler

| Jurisdiction: Carbondale |                      |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------|----------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                     | Trip / Mobility      | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                     | Non-ADA - Ambulatory | No         | 2   | 5   |     |     |     |     |     |     |     |     |     |     | 7   |
| 2024                     | Non-ADA - Ambulatory | Yes        | 13  |     |     |     |     |     |     |     |     |     |     |     | 13  |
|                          |                      |            | 15  | 5   |     |     |     |     |     |     |     |     |     |     | 20  |

| Jurisdiction: Glenwood Springs |                                 |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------|---------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                           | Trip / Mobility                 | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                           | ADA - Ambulatory                | No         | 186 | 204 |     |     |     |     |     |     |     |     |     |     | 390 |
| 2024                           | ADA - Ambulatory Requiring Lift | No         | 9   | 10  |     |     |     |     |     |     |     |     |     |     | 19  |
| 2024                           | ADA - WheelChair                | No         | 53  | 55  |     |     |     |     |     |     |     |     |     |     | 108 |
| 2024                           | Non-ADA - Ambulatory            | No         | 62  | 70  |     |     |     |     |     |     |     |     |     |     | 132 |
| 2024                           | Non-ADA - WheelChair            | No         | 9   | 6   |     |     |     |     |     |     |     |     |     |     | 15  |
|                                |                                 |            | 319 | 345 |     |     |     |     |     |     |     |     |     |     | 664 |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**



# RFTA - Garfield County Traveler

| Jurisdiction: New Castle |                      |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------|----------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                     | Trip / Mobility      | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                     | Non-ADA - Ambulatory | No         | 37  | 31  |     |     |     |     |     |     |     |     |     |     | 68  |
|                          |                      |            | 37  | 31  |     |     |     |     |     |     |     |     |     |     | 68  |

| Jurisdiction: Rifle |                                     |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|---------------------|-------------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                | Trip / Mobility                     | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                | Non-ADA - Ambulatory                | No         | 208 | 234 |     |     |     |     |     |     |     |     |     |     | 438 |
| 2024                | Non-ADA - Ambulatory Requiring Lift | No         | 58  | 76  |     |     |     |     |     |     |     |     |     |     | 134 |
| 2024                | Non-ADA - WheelChair                | No         | 83  | 58  |     |     |     |     |     |     |     |     |     |     | 141 |
|                     |                                     |            | 349 | 368 |     |     |     |     |     |     |     |     |     |     | 713 |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**

# RFTA - Garfield County Traveler

| Jurisdiction: Garfield County |                                     |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-------------------------------|-------------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                          | Trip / Mobility                     | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                          | ADA - Ambulatory                    | No         | 18  | 25  |     |     |     |     |     |     |     |     |     |     | 43  |
| 2024                          | ADA - Ambulatory Requiring Lift     | No         | 2   | 4   |     |     |     |     |     |     |     |     |     |     | 6   |
| 2024                          | ADA - WheelChair                    | No         |     | 10  |     |     |     |     |     |     |     |     |     |     | 10  |
| 2024                          | Non-ADA - Ambulatory                | No         | 33  | 56  |     |     |     |     |     |     |     |     |     |     | 89  |
| 2024                          | Non-ADA - Ambulatory Requiring Lift | No         | 36  | 28  |     |     |     |     |     |     |     |     |     |     | 64  |
|                               |                                     |            | 89  | 123 |     |     |     |     |     |     |     |     |     |     | 212 |

| Jurisdiction: Silt |                      |            |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------|----------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year               | Trip / Mobility      | Assistance | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024               | Non-ADA - Ambulatory | No         | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                    |                      |            | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**

# RFTA - Garfield County Traveler

| Jurisdiction: Carbondale |         |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                     | Purpose | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                     | Errands |     | 3   |     |     |     |     |     |     |     |     |     |     | 3   |
| 2024                     | Medical | 15  | 2   |     |     |     |     |     |     |     |     |     |     | 17  |
|                          |         | 15  | 5   |     |     |     |     |     |     |     |     |     |     | 20  |

| Jurisdiction: Glenwood Springs |          |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                           | Purpose  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                           | Errands  | 105 | 103 |     |     |     |     |     |     |     |     |     |     | 208 |
| 2024                           | Medical  | 54  | 81  |     |     |     |     |     |     |     |     |     |     | 135 |
| 2024                           | Wellness | 70  | 65  |     |     |     |     |     |     |     |     |     |     | 135 |
| 2024                           | Work     | 90  | 96  |     |     |     |     |     |     |     |     |     |     | 186 |
|                                |          | 319 | 345 |     |     |     |     |     |     |     |     |     |     | 664 |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**

# RFTA - Garfield County Traveler

| Jurisdiction: New Castle |          |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                     | Purpose  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                     | Errands  | 2   |     |     |     |     |     |     |     |     |     |     |     | 2   |
| 2024                     | Medical  | 5   | 3   |     |     |     |     |     |     |     |     |     |     | 8   |
| 2024                     | Wellness | 17  | 16  |     |     |     |     |     |     |     |     |     |     | 33  |
| 2024                     | Work     | 13  | 12  |     |     |     |     |     |     |     |     |     |     | 25  |
|                          |          | 37  | 31  |     |     |     |     |     |     |     |     |     |     | 68  |

| Jurisdiction: Rifle |          |     |     |     |     |     |     |     |     |     |     |     |     |     |
|---------------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                | Purpose  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                | Errands  | 115 | 105 |     |     |     |     |     |     |     |     |     |     | 220 |
| 2024                | Medical  | 49  | 88  |     |     |     |     |     |     |     |     |     |     | 137 |
| 2024                | Wellness | 44  | 39  |     |     |     |     |     |     |     |     |     |     | 83  |
| 2024                | Work     | 139 | 134 |     |     |     |     |     |     |     |     |     |     | 273 |
|                     |          | 347 | 366 |     |     |     |     |     |     |     |     |     |     | 713 |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**

# RFTA - Garfield County Traveler

| Jurisdiction: Garfield County |          |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-------------------------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year                          | Purpose  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024                          | Cambro   | 36  | 28  |     |     |     |     |     |     |     |     |     |     | 64  |
| 2024                          | Errands  | 6   | 6   |     |     |     |     |     |     |     |     |     |     | 12  |
| 2024                          | Medical  | 2   | 14  |     |     |     |     |     |     |     |     |     |     | 16  |
| 2024                          | Wellness | 8   | 14  |     |     |     |     |     |     |     |     |     |     | 22  |
| 2024                          | Work     | 37  | 61  |     |     |     |     |     |     |     |     |     |     | 98  |
|                               |          | 89  | 123 |     |     |     |     |     |     |     |     |     |     | 212 |

| Jurisdiction: Silt |         |     |     |     |     |     |     |     |     |     |     |     |     |     |
|--------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Year               | Purpose | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| 2024               | Medical | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                    |         | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |

**Note: Statistics only include one-way client trips. Guests and personal care attendants not included in monthly totals.**



| Year | Jurisdiction     | No Show Category | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|------------------|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2024 | Carbondale       | Late Cancel      | 2   | 3   |     |     |     |     |     |     |     |     |     |     | 5   |
|      | Carbondale       | No Show          | 1   | 0   |     |     |     |     |     |     |     |     |     |     | 1   |
|      | Carbondale       |                  | 3   | 3   |     |     |     |     |     |     |     |     |     |     | 6   |
|      | Glenwood Springs | Late Cancel      | 29  | 12  |     |     |     |     |     |     |     |     |     |     | 41  |
|      | Glenwood Springs | No Show          | 11  | 10  |     |     |     |     |     |     |     |     |     |     | 21  |
|      | Glenwood Springs |                  | 40  | 22  |     |     |     |     |     |     |     |     |     |     | 62  |
|      | New Castle       | Late Cancel      | 4   | 6   |     |     |     |     |     |     |     |     |     |     | 10  |
|      | New Castle       | No Show          | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|      | New Castle       |                  | 4   | 6   |     |     |     |     |     |     |     |     |     |     | 10  |
|      | Silt             | No Show          | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|      | Silt             |                  | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|      | Rifle            | Cancel at Door   | 1   |     |     |     |     |     |     |     |     |     |     |     | 1   |
|      | Rifle            | Late Cancel      | 7   | 12  |     |     |     |     |     |     |     |     |     |     | 19  |
|      | Rifle            | No Show          | 1   | 3   |     |     |     |     |     |     |     |     |     |     | 4   |
|      | Rifle            |                  | 9   | 15  |     |     |     |     |     |     |     |     |     |     | 24  |
|      | Garfield County  | Late Cancel      | 1   | 3   |     |     |     |     |     |     |     |     |     |     | 4   |
|      | Garfield County  | No Show          | 2   | 0   |     |     |     |     |     |     |     |     |     |     | 2   |
|      | Garfield County  |                  | 3   | 3   |     |     |     |     |     |     |     |     |     |     | 6   |
|      |                  |                  | 59  | 49  |     |     |     |     |     |     |     |     |     |     | 108 |

# RFTA - Garfield County Traveler

| Year           | Jurisdiction     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|----------------|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2024 - Denials | Carbondale       | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                | Glenwood Springs | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                | New Castle       | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                | Silt             | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                | Rifle            | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                | Garfield County  | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |
|                |                  | 0   | 0   |     |     |     |     |     |     |     |     |     |     | 0   |